

## TERMS OF REFERENCE

THE CORPORATION OF THE TOWN OF PETROLIA  
COMMITTEE/ADVISORY COMMITTEE OF COUNCIL

**Committee Name:**

Petrolia Youth Advisory Committee of Council

**Department Responsible:**

Administration/Clerk

**Reporting Director:**

Clerk/Operations Clerk

### ROLE

Petrolia Youth Advisory Committee is to provide support, advice and assistance to the Town Council in areas relating to engagement for youth in our community ages 12-18, and to facilitate expansion of communication and engagement with local youth.

### MANDATE, OBJECTIVES & RESPONSIBILITIES:

- To provide a platform to gain local insights into needs and resources for youth in our community of all ages;
- To provide a community presence and engagement with youth through participation in local events ie: participation in local parades, manning an information table at the Farmers' Market;
- To encourage an opportunity to educate and mentor ages youth 12-18;
- To provide opportunities outside the school board curriculum of interest to youth;
- Engagement from local business for learning and recreation opportunities to support youth in our community;
- Provide a springboard for insight into the potential needs of youth ages in our community;
- To connect and engage with local service clubs around opportunities and events they offer to youth of our community;
- To gain, local involvement and interest with all members of our community;
- To organize and host annually each fall, a youth summit in the Town of Petrolia;
- To provide information and recommendation to Town Council and Sr. Staff around the change and growth as it affects youth in our community;
- To work with Senior Staff in issuing and distributing materials prepared through the committee for engagement of the Youth Advisory Committee activities, including but not limited to:
  - A tri-fold brochure
  - Committee specific Social Media pages
- To provide input to the Town Treasurer, through recommendation of committee in preparing for required budget expenses;

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- To provide support for grant submission opportunities when available for the committee to receive funds outside of the Town budget;

### COMMITTEE COMPOSITION

The committee shall consist of:

- 2 Town councillor representatives
- 1 Staff member (Nonvoting)
- 3 to 5 Town of Petrolia ratepayers 18+
- 7 to 10 youth currently residing in the Town of Petrolia, or attending LCCVI, 12-18 years of age

### Appointed Chairperson

**Chair:** to be a community member of the Committee, appointed at the beginning of each term

1. Responsible for calling the scheduled meeting;
2. Responsible to create and distribute the Agenda through iCompass;
3. Responsible to ensure that the Agenda is provided to the Clerks office a minimum of 48 hours in advance of the meeting;
4. Responsible to ensure decorum and proper procedure occurs during meetings;
5. Inviting specialists or other guests as required;
6. Presiding over meeting and guiding it as per the agenda; (e) Ensuring a decision is reached on all agenda items;
7. Ensuring the Committee carries out its functions and meets its obligations;
8. Ensures that all recommendations of the Committee are brought forward to Town Council;

### Appointed Secretary

**Secretary:** Clerks Department Administrative Assistant

1. Responsible to record meeting minutes in iCompass;
2. Responsible to provide the Clerks office with completed meeting minutes, within 7 days of the meeting date;

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3. Responsible to distribute minutes to Committee Members;
4. Responsible to ensure the Committee Chair has signed the adopted meeting minutes:
  - i. Signed original copy to be provided to the Clerks Office.
5. Responsible to distribute correspondence and communication on behalf of the Committee and to all committee members;
6. Keep all pertinent committee records, in accordance with the Town of Petrolia retention policy;
7. Assist the Chairperson as required.

### QUORUM

For Quorum to be present, a **majority** of the committee members with a vote must be present and in attendance.

### DUTIES OF MEMBERS

All members of the committee shall:

- a) Attend all committee meetings, when not possible to attend, send regrets in advance
- b) Provide suggestion and ideas to council in relation to youth in the community and feedback received through community engagement
- c) Have an active participation role in preparation, day of and take down of committee events

### MEETINGS

The Committee is to meet, the First Tuesday, of January, March, June and October at 6:00 pm., meeting to be held electronically.

\*Additional or special meetings may be convened by the chairperson | sub committee meetings may be held outside of regular meetings, reporting back during a regular meeting, sub committees are not to be composed of the whole of PYAC.

The Agenda of every committee will be structured as follows:

- 1) Call to Order

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- 2) Approval of Agenda
- 3) Approval of previous meeting Minutes
- 4) Disclosure of Pecuniary Interest
- 5) Old/New Business
- 6) Report & Discussion
- 7) Date of Next Meeting
- 8) Adjournment

### **TERMS AND REPLACEMENT OF MEMBERS**

The normal term for a committee member shall be for a Two (2) year term, and coincide with the Term of Council;

- Terms will be from January 1 – December 31
- Call for application or renewal confirmation will be forwarded in October of the second year.

Members may apply to renew their terms, as often as they wish.

Members may not simply leave the committee without a replacement.

Resignation of a member

- A member may resign with written notice to the chair.
- In the event of a vacancy, through application, the vacancy will be filled for the remaining portion of the term.

If a member misses three (3) meetings in a one (1) year period, without sending regrets the member is considered to have resigned from the committee;

### **MARKETING & MEDIA**

Prior to the release of any publication or Committee initiative the Town of Petrolia's Director of Marketing, Arts & Communication will be provided with a Draft version for review.

Only once approval has been granted by the Town should the Committee proceed.

All media enquiries shall be referred to the Director of Marketing, Arts & Communications or CAO in accordance with the Town of Petrolia media policy.



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### ENTITLEMENT TO COMPENSATION

Committee members will not receive any monetary reward for their contribution

Expenses incurred by members may be re-imbursed, so long as approval of the expense was provided by the Chair or Director in advance.

### CODE OF CONDUCT & CONFLICT OF INTEREST

All members will conduct themselves in a professional manner at all times while a member.

All members must be in good standing with the Town of Petrolia.

All members will govern under the Code of Conduct as adopted by Council.

If a member has, at any time, a conflict of interest in relation to a particular issue or interest they must declare this conflict of interest under the agenda order of business.

The conflict of interest is to be properly documented by the Secretary, and recorded in the minutes.

### ATTENDANCE AT COMMUNITY HEALTH & WELLNESS ADVISORY COMMITTEE

As the Petrolia Youth Advisory, will form a key component to the health and wellbeing of the youth in our community, the Petrolia Youth Advisory Committee representative shall attend a minimum of two (2) Community Health and Wellness Advisory Committee meetings to ensure connection between the two advisory committees of council is maintained.

### REVIEW

A review of these Terms of Reference will be undertaken every four years, and presented to Council for adoption or more frequently if deemed necessary by the committee.

### COUNCIL ADOPTION:

Terms of Reference adopted by the Council of the Town of Petrolia on April 11, 2023 through By-Law 14-2023.

**Revised:** March 25, 2024 | motion C-6-03/25/2024