

## **COMMITTEE OF THE WHOLE – JUNE 19, 2006**

### **VAUGHAN YOUTH CITY COUNCILLOR PILOT PROJECT REVIEW**

#### **Recommendation**

The Commissioner of Legal and Administrative Services recommends:

- 1) That the Vaughan Youth City Councillor Pilot Project initiative continue as a co-op program offered to Grade 12 high school students in Vaughan;
- 2) That the revised Roles and Responsibilities (Attachment 1) be approved; and
- 3) That a copy of this report be forwarded to the Directors of Education and Program Consultants at the York Region District Catholic and Public Boards.

#### **Economic Impact**

There is no economic impact as any incidental expenses can be absorbed within the approved departmental budget.

#### **Purpose**

To report on the Vaughan Youth City Councillor pilot project.

#### **Background – Analysis and Options**

At the Council meeting of December 12, 2005 Council approved “that the position of Vaughan Youth City Councillor be established as a pilot project” (Attachment 2). At the Special Council meeting of March 6, 2006 Council adopted the Committee of the Whole (Closed Session) recommendation “that Mark Frisoli be appointed to the position of Vaughan Youth City Councillor”. Mark Frisoli has done remarkably well in the role of Vaughan Youth City Councillor and will be receiving four credits when the co-op program ends on June 30, 2006. The position has been guided by the Roles and Responsibilities (Attachment 3) submitted by the Vaughan Youth Cabinet and approved by Council on December 12, 2005.

As part of the review of the pilot project, staff met with Mr. Ron Dorcas, Program Consultant, School to Careers, York Catholic District School Board, Mr. Gary McGuire, Co-op Education Teacher, Father Bressani CHS, and Ms. Gabi Bruno, Head of the Co-op Department, Woodbridge College, to obtain feedback on the co-op educational program. Summarized below are the recommendations that have been suggested and incorporated into the revised Roles and Responsibilities (Attachment 1) recommended for Council’s consideration and approval:

1. The position is better suited to a graduating senior level student (Grade 12 student). Ideal candidates are students with a high academic standing who have demonstrated leadership qualities as a member on Student Council or a community organization, have taken or intend to take courses such as civics, law, history and social science, and have an interest in pursuing a law degree or political science degree. The Co-op Teachers should recommend the student(s) most suitable to participate in this program and the selection process should include interviews conducted by City staff prior to forwarding a recommendation to Council for approval.

Since it is common practice for employers participating in co-op programs to interview prospective candidates, school officials have suggested that interviews be included in the selection process as part of the work experience.

2. Application packages should be forwarded to the School Board Co-op Program Consultants for distribution to the Co-op Teachers at high schools in Vaughan. The timing for receiving the application packages in the schools is critical and must coincide with the semester programming schedule. School officials have provided the following timelines:

First Semester (September to January): Application packages must be received in the schools in January with the deadline for submission of applications to the City in March and Council approval of the candidate in May.

Second Semester (January to June): Application packages must be received in the schools in September with the deadline for submission of applications to the City in October and Council approval of the candidate in November.

It is quite conceivable that the shortage of applications received when this initiative was implemented in January of this year was due to the timing, since students would have already selected their courses the previous September (2005) for the second semester (January to June 2006).

This year, being an election year, it is recommended that the Youth City Councillor appointment be for the second semester (January 2007 to June 2007). Staff intend to have the application packages sent to the Co-op Program Consultants at the School Boards in September with the deadline for submission of applications to the City in October and Council approval of the successful candidate at the first Council meeting in December.

3. School officials have recommended that the position is better suited as a 2-credit (220 hours) afternoon co-op program that is linked to an appropriate course such as English, History, Law, Social Science, etc. An afternoon co-op program is being recommended to accommodate the 1:00 p.m. Committee of the Whole and Council meetings the student would be attending. Due to the unique nature of this position, school officials have indicated there is flexibility for the student to attend necessary morning meetings and/or events.
4. WSIB coverage will be provided by the school and must follow set hours and the school calendar, i.e. the term of the position must coincide with the co-op program term. School officials have indicated that since the student is required to attend some evening meetings, hours can be adjusted to meet the co-op program requirement.
5. The student must have a designated Supervisor at the City to guide the student in the co-op placement, assisting the student with assigned tasks including the Personalized Learning Plan the student is required to complete.

The Chair of the month will evaluate the student on his/her Councillor-related role, i.e. verbal contributions at meetings, understanding of the subject matters under discussion, political skills, etc.

The Deputy City Clerk (City Supervisor), subject to the school's requirements, will provide a general evaluation on the student's work experience e.g. attendance, ability to take and follow direction, relations with staff, attitude, etc.

6. Meeting attendance: Given that the position's mandate is to act as a spokesperson for youth issues in Vaughan, the Youth City Councillor should attend Committee of the Whole and Council meetings. In addition, the Youth City Councillor may attend, as necessary, advisory committee meetings (evening meetings) including Vaughan Youth Cabinet, Mayor's Task Force on Community Safety and Security, Community Relations and Council/School Board Liaison meetings.

The following meetings are not being recommended as the position will have very little if anything to contribute as a representative of youth: Public Hearing – the purpose of Public Hearing meetings is to receive input and comments from the public on planning applications; Working Session – these meetings deal with items requiring lengthy or extensive discussion; Budget, Audit and Strategic Planning – these are special purpose committees with a clear mandate. All recommendations are forwarded to Council, at which time the Youth City Councillor will have an opportunity to provide comments from a youth perspective.

Events: City events attended should be reviewed and approved by the Deputy City Clerk for appropriateness to the position's mandate. Similarly, the Co-op Teacher should approve school events attended.

7. All media contacts should be through the City and School Board Communications departments and should follow City/School Board protocols.
8. The Youth City Councillor should work with the Youth Cabinet on youth-related initiatives, projects and presentations. City and School supervisors are to review initiatives, projects and presentations for appropriateness.

The key revisions to the Vaughan Youth City Councillor Roles and Responsibilities are summarized in the following table:

<b>Roles and Responsibilities approved by Council on December 12, 2005</b>	<b>Roles and Responsibilities Revised May 2006</b>
<p>To attend all meetings of the Committee of the Whole and all meetings of Council, including Working Sessions, Public Hearings, and other meetings as required, except for closed session.</p>	<p>To attend Committee of the Whole and Council meetings and necessary advisory committee meetings including Vaughan Youth Cabinet, Mayor's Task Force on Community Safety and Security, Community Relations and Council/School Board Liaison meetings.</p> <p>The Youth City Councillor will not attend Committee of the Whole (Closed Session) meetings.</p> <p><i>Comment: The meetings proposed are more in keeping with the mandate of the position.</i></p>

<p>To participate fully in all discussions, debates and deliberations as a non-voting member of the City of Vaughan Council.</p>	<p>To participate as a non-voting member at Committee and Council meetings by raising questions and/or providing comments from a youth perspective.</p> <p><i>Comment: The position represents youth and it is appropriate that the Youth City Councillor's participation at meetings should be from a youth perspective.</i></p>
<p>To present a written report to Council, on a quarterly basis, on the status of youth in Vaughan.</p>	<p>To present a monthly report to Committee of the Whole outlining tasks/activities undertaken and events attended in the previous month.</p> <p><i>Comment: Quarterly reporting is not suitable as the position is linked to the co-op semester term. Monthly reporting provides for accountability of time spent in performing tasks/activities undertaken and events attended. Such reporting will serve to inform Council of youth related issues/concerns and successes/achievements. The monthly report, subject to the Co-op Teacher's approval, could be the short assignment required under the Personalized Placement Learning Plan.</i></p>
<p>The Youth City Councillor must demonstrate a commitment to community involvement through participation in extra-curricular activities while maintaining high academic standing.</p>	<p>To be eligible the student must be recommended by his/her Co-operative Teacher.</p> <p><i>Comment: School officials are in a position to select suitable students who meet the criteria, i.e. students with a high academic standing, demonstrated leadership qualities, linking appropriate courses to the co-op component of the program.</i></p>

<p>Once all applications are submitted, copies will be made by the City Clerk and given to the Vaughan Youth Cabinet, who will screen the applications and identify a "ranked short list" of five (5) candidates.</p> <p>The City Clerk will reveal all applications for the Vaughan Youth City Councillor to Members of Council in an In-Camera meeting.</p> <p>The City Clerk will reveal the Vaughan Youth Cabinet's "ranked short list" indicating the Vaughan Youth Cabinet's recommendations, to Members of Council.</p> <p>Vaughan Council will consider all applications, and the advice of the Vaughan Youth Cabinet, before selecting a Youth City Councillor.</p>	<p>Applications will be reviewed by the City Clerk/Deputy City Clerk.</p> <p>The City Clerk/Deputy City Clerk will interview potential candidates as part of the work experience.</p> <p>The City Clerk/Deputy City Clerk's recommendation, together with all the applications submitted, will be forwarded to a Committee of the Whole (Closed Session) meeting for consideration and approval.</p> <p><i>Comment: Since the program is to be administered by the Clerk's Department it is appropriate that Clerk's staff be part of the selection process.</i></p> <p><i>Staff acknowledge and recognize the role the Vaughan Youth Cabinet played in spearheading this initiative and commend their efforts in getting it started. However, through the review process it has become evident that City and school administration should play a more active role in order for the program to be successful.</i></p>
<p>Clerk's Department will advertise for the Youth City Councillor position by distributing information packages and application forms to local high schools, community centers, libraries, media outlets, and other locations determined jointly by the Clerk's Department and the Vaughan Youth Cabinet.</p>	<p>Application packages will be forwarded to the School Board Co-op Program Consultants for distribution to the Co-op Education Teachers at high schools in Vaughan.</p> <p><i>Comment: Since part of the eligibility requirement is that the Co-operative Teacher recommends the student(s), it is appropriate for the application packages to be distributed by School Board officials to the appropriate staff at the high schools.</i></p>
<p>The Youth City Councillor will be provided with a desk and access to a telephone, fax machine and photocopier at a community facility.</p>	<p>The Youth City Councillor will be located in the Clerk's Dept. and be provided with a desk, computer, phone and access to a photocopier and fax machine.</p> <p><i>Comment: Since the Deputy City Clerk is the Supervisor for the position it is appropriate to have the Youth City Councillor located in the Clerk's Dept.</i></p>
<p>The Youth City Councillor will be provided with letterhead, business cards and other business supplies as needed, by the relevant City staff responsible for acquiring and distributing such items.</p>	<p>The Youth City Councillor will have access to City of Vaughan letterhead and office supplies such as pads, pens, pencils, highlighters, etc.</p> <p><i>Comment: Personalized letterhead and business cards are not being recommended, as this is a short-term position associated with a semester co-op program. Further, City of Vaughan letterhead could be used if necessary.</i></p>

### Procedure By-law

Council directed the City Clerk to report on amendments to the Procedure By-law to accommodate the Vaughan Youth City Councillor's participation at Council meetings (Attachment 2). Since the Vaughan Youth City Councillor is a non-voting member and participation at meetings is to raise questions and/or provide comments from a youth perspective, it is not necessary to amend the Procedure By-law.

### Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

### Conclusion

The Youth City Councillor initiative, linked to a co-op program, provides a unique opportunity for students to be exposed to politics at the municipal level, while at the same time developing and/or enhancing their leadership skills, people skills and communication skills. More importantly the Youth City Councillor, as an advocate for youth, is in a position to bring youth related issues and concerns to Council's attention, as well as report on achievements/successes of youth in Vaughan. The Youth City Councillor will also be engaging with youth through the school system, and in time this could lead to increased awareness of municipal government, which in turn could lead to increased youth voter turnout during elections.

The review of this initiative undertaken by staff, in consultation with school officials, has identified areas that require modification and/or adjustment for appropriateness to the Councillor-related function and the education component. Implementing the proposed recommendations will provide for a successful program that meets the expectations of the City and School Boards. Staff is committed to working with the appropriate school officials to ensure that successful candidates will have a rewarding experience as Vaughan Youth City Councillor

### Attachments

1. Revised Roles and Responsibilities (May 2006)
2. Item 2, CW Report No. 67, Council December 12, 2005
3. Roles and Responsibilities approved December 12, 2005

### Report prepared by:

Sybil Fernandes, Deputy City Clerk, Ext. 8628

Respectfully submitted,

Janice Atwood-Petkovski  
Commissioner of Legal and Administrative Services

# Attachment 1



*The City Above Toronto*

Revised May 2006

## **Vaughan Youth City Councillor Roles and Responsibilities**

### **Preamble:**

The role of the Vaughan Youth City Councillor is to represent youth in Vaughan, bring to Council's attention youth related issues and concerns and report on achievements and successes of youth in Vaughan.

### **1.0 ROLES AND RESPONSIBILITIES**

- 1.1 To attend Committee of the Whole and Council meetings (held every Monday during the day). As well, the Youth Councillor may attend as necessary advisory committee meetings (evening meetings) including Vaughan Youth Cabinet, Mayor's Task Force on Community Safety and Security, Community Relations and Council/School Board Liaison meetings. The Youth City Councillor will not attend Committee of the Whole (Closed Session) meetings.
- 1.2 To participate as a non-voting member at Committee of the Whole and Council meetings by raising questions and/or providing comments from a youth perspective.
- 1.3 To maintain consistent attendance and conduct themselves in an appropriate manner abiding by City of Vaughan policies, procedures and protocols.
- 1.4 To present a monthly report to Committee of the Whole outlining tasks/activities undertaken and events attended in the previous month.
- 1.5 To participate in official ceremonial functions, where appropriate, with members of Council.
- 1.6 Where possible, to shadow the Chair of the month and/or a member of Council to experience all aspects of political life.
- 1.7 To be a member, ex-officio, of the Vaughan Youth Cabinet and to act as a liaison between that group and Vaughan Council.
- 1.8 To act as a spokesperson for youth issues in Vaughan and to represent the voice of youth in the City.
- 1.9 The Youth City Councillor will not count towards quorum at Council meetings, but is expected to inform the Clerk's Department if they are unable to attend meetings.

### **2.0 ELIGIBILITY REQUIREMENTS/APPLICATION PROCEDURES**

- 2.1 The Youth City Councillor must be a resident of Vaughan and a Grade 12 student enrolled in a high school in Vaughan.
- 2.2 The Youth City Councillor must have a high academic standing with demonstrated leadership qualities as a member on Student Council or a community organization, have taken or intend to take courses such as civics, law, history and social science, and have an interest in pursuing a law degree or political science degree.

- 2.3 To be eligible the student must be recommended by his/her Co-operative Teacher.
- 2.4 The student must submit a resume outlining relevant school/community participation, extra-curricular activities and work experience.
- 2.5 The student must submit a short essay explaining why the Youth City Councillor position is of interest.
- 2.5 Applications will be reviewed by the City Clerk/Deputy City Clerk. The City Clerk/Deputy City Clerk will interview potential candidates as part of the work experience.
- 2.6 The City Clerk/Deputy City Clerk's recommendation, together with all the applications submitted, will be forwarded to a Committee of the Whole (Closed Session) meeting for consideration and approval.

### **3.0 COMPENSATION**

- 3.1 The Youth City Councillor's participation in the municipal process must be recognized by the appropriate school board as part of a two-credit Co-operative Education placement.
- 3.2 The Youth City Councillor's service will be recognized through a letter of service from the Mayor and Members of Council upon completion of the term.

### **4.0 NEGLIGENCE OR DERELICTION OF DUTY**

- 4.1 The Youth City Councillor must maintain consistent attendance, and conduct themselves in an appropriate manner and abide by City of Vaughan policies, procedures and protocols.
- 4.2 While serving as Youth City Councillor, each person must maintain a high academic standing, to the satisfaction of their Co-operative Education Teacher.
- 4.3 In the event that the Youth City Councillor is unable or unwilling to fulfill their duties, they may resign, or Council may remove them from the Office of the Youth City Councillor.

### **5.0 RECRUITMENT PROCEDURES**

- 5.1 Application packages will be forwarded to the School Board Co-op Program Consultants for distribution to the Co-op Education Teachers at high schools in Vaughan. The timelines are as follows:

#### First Semester – September to January

Application packages must be received at the schools in January with the deadline for submission of applications to the City in March and approval of the candidate in May.

#### Second Semester – January to June

Application packages must be received at the schools in September with the deadline for submission of applications to the City in October and approval of the candidate in November.



## **6.0 THE CO-OP EDUCATIONAL EXPERIENCE OUTLINE**

- 6.1 The Youth City Councillor position affords the successful candidate the opportunity to acquire two high-school level co-op credits.
- 6.2 Upon the selection of the candidate, the Deputy City Clerk will contact his/her Co-operative Education Teacher.
- 6.3 The Co-operative Teacher will be responsible for communicating to the student, and monitoring, the co-op program's educational requirements including the Personalized Placement Learning Plan and necessary assignments.
- 6.4 The Deputy City Clerk will be the main contact with the student's Co-operative Education Teacher in respect of the Co-operative Education program.
- 6.5 Each member of Council, during their month as Chair, may provide an opportunity for the Youth City Councillor to shadow them for a specific period of time.

## **7.0 CITY SUPPORT**

- 7.1 The City Clerk's office will collect all reports prepared by the Youth City Councillor of each meeting they attend and shall supply copies to the Youth City Councillor and the Co-operative Education Teacher on a monthly basis, or as requested.
- 7.2 Evaluation:
  - 7.2.1 Members of Council, during their month as Chair of the Committee of the Whole meetings, will evaluate the Youth City Councillor using the form titled "Youth City Councillor Evaluation – (Member of Council)" (see Appendix # 2) and submit said evaluation to the Deputy City Clerk in a timely manner, who will forward it to the Co-operative Education Teacher and to the Youth City Councillor.
  - 7.2.2 The Deputy City Clerk (City Supervisor), subject to the school's requirements, will provide a general evaluation on the student's work experience e.g. attendance, ability to take and follow direction, relations with staff, attitude, etc.

## **8.0 TRAINING**

- 8.1 The Youth City Councillor will receive, after appointment, an information package from the City Clerk's Department containing the following:
  - a. a copy of the Roles and Responsibilities of the Vaughan Youth City Councillor;
  - b. a copy of the Procedure By-law and a copy of the Municipal Act.
- 8.2 The Deputy City Clerk will provide guidance on meeting procedures, City policies and protocols.

**9.0 GENERAL PROCEDURES AND ADMINISTRATIVE SUPPORT**

- 9.1 The Youth City Councillor will sit with Senior City Staff during meetings.
- 9.2 The Youth City Councillor will receive a permanent nameplate marking his/her legitimate place at the meeting table. The nameplate will spell the persons full name, followed by the title "Youth City Councillor."
- 9.3 The Youth City Councillor will be included in all relevant distributions – both electronic and print, to Members of Council, except for items deemed confidential.
- 9.4 The Youth City Councillor will be addressed during meetings in the same manner as other non-elected participants: Mr. / Ms. "last name." Alternately, they can be referred to as "the Youth Representative," or "the Youth City Councillor."
- 9.5 The Youth City Councillor will be located in the Clerk's Dept. and be provided with a desk, computer, phone and access to a photocopier and fax machine.
- 9.6 The Youth City Councillor will be provided with voicemail and e-mail accounts.
- 9.7 The Youth City Councillor will not have any clerical or administrative support staff.
- 9.8 The Youth City Councillor will have access to City of Vaughan letterhead and office supplies such as pads, pens, pencils, highlighters, etc.
- 9.9 All media contacts should be through the City and School Board Communications departments and should follow City/School Board protocols.
- 9.10 The Youth City Councillor should work with the Vaughan Youth Cabinet on youth related initiatives, projects and presentations. City and School supervisors are to review initiatives, projects and presentations for appropriateness.



Appendix 2

**Youth City Councillor Evaluation  
Member of Council**

The Monthly Chair shall, at the end of each month, evaluate the Youth City Councillor according to the following criteria and submit this evaluation to the Deputy City Clerk, who will be responsible for communicating this information to School Officials.

EVALUATOR NAME: _____	TITLE: _____
STUDENT NAME: _____	DATE: _____
SCHOOL OFFICIAL'S NAME _____	

**Verbal Contribution**    1      2      3      4      5      6      7      8      9      10  
*(How well did the Youth City Councillor enhance the quality of debate during this period?)*

**Subtextual analysis**    1      2      3      4      5      6      7      8      9      10  
*(How well did the Youth City Councillor understand the political dynamics underlying the debate during this period?)*

**Political Education**    1      2      3      4      5      6      7      8      9      10  
*(To what extent did the Youth City Councillor develop their political skills during this period?)*

**Job Shadowing**    1      2      3      4      5      6      7      8      9      10  
*(How would you rate the effectiveness of the Youth City Councillor as a "job shadower"?)*

**General Deportment**    1      2      3      4      5      6      7      8      9      10  
*(To what extent did the Youth City Councillor act in ways that were a credit to youth?)*

TOTAL: \_\_\_\_\_/50

COMMENTS:

*Please ensure this evaluation accurately reflects the student's achievements; the resulting score will help determine the Youth City Councillor's final co-op grade.*

EVALUATOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 12, 2005**

Item 2, Report No. 67, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on December 12, 2005.

**2** **VAUGHAN YOUTH CITY COUNCILLOR**

(Referred from the Committee of the Whole (Working Session) meeting of November 15, 2005)

The Committee of the Whole (Working Session) recommends:

- 1) That the position of Vaughan Youth City Councillor be established as a Pilot Project;
- 2) That the Clerk be directed to report on amendments to Council's procedure by-law to accommodate the Vaughan Youth City Councillor's participation at Council meetings;
- 3) That the Vaughan Youth City Councillor Roles and Responsibilities, as amended, be approved;
- 4) That the following selection process contained in the Vaughan Youth City Councillor Roles and Responsibilities, be approved:

**Process #2:**

The City Clerk will reveal all applications for the Youth City Councillor to Members of Council in an In-Camera Meeting.

The City Clerk will reveal the Vaughan Youth Cabinet's "ranked short list," indicating the Vaughan Youth Cabinet's recommendations, to Members of Council.

Vaughan Council will consider all applicants, and the advice of the Vaughan Youth Cabinet, before selecting a Youth City Councillor.

- 5) That the evaluation/assessment of the Vaughan Youth City Councillor be done by the Chair of the month;
- 6) That the report of the Commissioner of Legal and Administrative Services, dated November 15, 2005, be received;
- 7) That the additional report of the City Clerk, dated November 29, 2005, be received;
- 8) That the memorandum of Councillor Carella, dated November 28, 2005, be received;
- 9) That the following deputations, written submissions and petition be received:
  - a) Mr. Mark Frisoli, Vaughan Youth Cabinet, 36 Summerwood Court, Vaughan, L4L 9A3 and petition;
  - b) Ms. Vittoria La Neve, Chair, Vaughan Youth Cabinet, 16 Thicket Trail, Vaughan, L4H 1Y2 and written submissions both dated November 29, 2005;
  - c) Mr. Nick Pasquino, 4-1574 Richmond Street, London, N6G 5H7, on behalf of the Vaughan Youth Cabinet; and
  - d) Mr. Adriano Volpentesta, 15 Stone Palace Way, Woodbridge, L4H 1M9; and
- 10) That the following written submissions be received:

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**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 12, 2005**

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- a) Ms. Susan LaRosa, Director of Education, York Catholic District School Board, 320 Bloomington Road West, Aurora, L4G 3G8, dated November 28, 2005; and
- b) Mr. Bill Hogarth, Director of Education, York District School Board, 60 Wellington Street West, Box 40, Aurora, L4G 3H2, dated November 23, 2005.
  - 1) That this matter be referred to the Committee of the Whole (Working Session) meeting of November 29, 2005 for additional information to be provided addressing Members of Council's comments, and a report from the City Clerk on the roles and responsibilities of the Clerk's Department; and
  - 2) That the following deputations and written submission be received:
    - a) Mr. Mark Frisoli, Vaughan Youth Cabinet, 36 Summerwood Court, Vaughan, L4L 9A3;
    - b) Ms. Natalie Villani, Vice-Chair, Vaughan Youth Cabinet, 38 Kortright Place, Woodbridge, L4L 8S6 and written submission on behalf of Ms. Gale Harild, Coordinator of Community Based Education, Education Centre – Newmarket, Centre for Leadership and Learning, 300 Harry Walker Parkway South, Newmarket, L3Y 8E2 dated November 11, 2005; and
    - c) Mr. Nick Pasquino, 11 Misty Well Drive, Richmond Hill, L4E 4J2; and
  - 3) That the written submission of Mr. Ron Dorcas, Program Consultant – School to Careers, York Catholic District School Board, Catholic Education Centre, 320 Bloomington Road West, Aurora, L4G 3G8 dated November 14, 2005, be received.

Report of the Commissioner of Legal and Administrative Services dated November 15, 2005.

**Recommendation**

The Commissioner of Legal and Administrative Services, in consultation with the Director of Recreation and Culture and the City Clerk recommends:

1. THAT the Vaughan Youth City Councillor Roles and Responsibilities draft report prepared by the Vaughan Youth Cabinet be received; and,
2. THAT Council provide direction with respect to the creation of the position of Vaughan Youth City Councillor and the roles and responsibilities of the position.

**Economic Impact**

Within Community Services Department \$7,000 is allocated to support the Vaughan Youth Cabinet (VYC).

**Purpose**

The purpose of this report is to provide members of Council with additional information regarding the roles and responsibilities of the proposed Vaughan Youth City Councillor program and to seek further direction on this matter from Council.

**Background - Analysis and Options**

As part of the strategic planning review process in January 2004, members of Council agreed to

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### EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 12, 2005

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look into the development of a Youth Strategy that would provide direction and a plan to support the delivery of services for this growing segment of the City's population. On June 21, 2004 the Vaughan Youth Strategy Task Force was established. The Task Force, through a collaborative working model, was responsible to identify, bring forward, and recommend action on the needs of youth. The Task Force was a platform providing youth with a voice at City council. It also allowed for recognizing youth and their contributions to the quality of life in the City of Vaughan.

The Vaughan Youth Strategy Task Force was active in 2004 undertaking primary research and holding meetings to discuss the scope and structure of Vaughan's current youth initiatives. A number of subcommittee groups undertook various tasks identifying challenges, formulating possible solutions, and preparing proposals for consideration. The information was consolidated as a report titled the "City of Vaughan Civic Youth Strategy, May 2005" recommending the establishment of the Vaughan Youth Cabinet (VYC), including a Terms of Reference, and the establishment of a Vaughan Youth City Councillor position. The VYC Terms of Reference for the advisory committee were approved by Council on May 24, 2005.

On June 27, 2005, Council approved, in principle, the creation of a Vaughan Youth City Councillor position directing that the roles, responsibilities and all relevant issues in regard to this position be subject to an additional study for consideration by Council in the Fall of 2005.

During the summer of 2005, the VYC, in consultation with the Boards of Education, staff of the City of Vaughan's City Clerk's Department and the Department of Recreation and Culture, reviewed the roles, responsibilities and criteria that would be required to establish the Vaughan Youth City Councillor position. The VYC prepared the proposed Vaughan Youth City Councillor – Roles and Responsibilities document as outlined in Attachment 1.

This document provides a detailed summary of the requirements of the Vaughan Youth City Councillor position as follows:

- Roles and Responsibilities;
- Eligibility requirements;
- Compensation;
- Negligence or dereliction of duty;
- Application Procedures;
- Recruitment and Selection;
- Appointment Procedures;
- Special Application;
- Selection and appointment process;
- The Co-op Educational Experience Outline;
- City Support;
- Training;
- General Procedures and Administrative Support;

#### Relationship to Vaughan Vision 2007

The Vaughan Youth Strategy identifies opportunities to enhance the delivery of services, participation and communication for youth in Vaughan.

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**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 12, 2005**

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**Conclusion**

Council approved the City of Vaughan Civic Youth Strategy and the establishment of the Vaughan Youth Cabinet (Terms of Reference Attachment #2) to replace the former Youth Advisory Council on May 24, 2005. Council further approved, in principle, the creation of a Vaughan Youth City Councillor position on June 27, 2005, subject to additional study for consideration in the Fall of 2005.

In response to Council's direction, the Vaughan Youth Cabinet has prepared the Vaughan Youth City Councillor Roles and Responsibilities – Draft document for the establishment of a Vaughan Youth City Councillor position and requires Council's direction on this matter.

**Attachments**

1. Vaughan Youth City Councillor – Draft Roles and Responsibilities
2. Vaughan Youth Cabinet –Terms of Reference

**Report Prepared By**

Diane LaPointe-Kay, Director of Recreation & Culture, ext. 8117  
Monika Pii Smith, Recreation Manager, Recreation & Culture, ext. 8806

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)



## **Vaughan Youth City Councillor Roles and Responsibilities**

### **Preamble:**

The City of Vaughan values the contributions that young people make to the community and is committed to involving youth in the civic process. The creation of the position of the Youth City Councillor, as recommended in the Youth Strategy approved by the City of Vaughan Council in May 2005, is one component of a broader plan to encourage the participation of young people in municipal affairs. The role of the Youth City Councillor is multi-faceted, yet the primary purpose of this new position will be the creation of a conduit for reporting the achievements and voicing the concerns of young people to the City of Vaughan Council.

### **1.0 ROLES AND RESPONSIBILITIES**

- 1.1 To attend all meetings of the Committee of the Whole and all meetings of Council, including Working Sessions, Public Hearings, and other meetings as required, except for closed sessions.
- 1.2 To participate fully in all discussions, debates and deliberations, as a non-voting member of the City of Vaughan Council.
- 1.3 To maintain consistent attendance and conduct themselves in an appropriate manner abiding by the rules and guidelines set out by Council and Council meeting protocol.
- 1.4 To present a written report to Council, on a quarterly basis, on the status of youth in Vaughan.
- 1.5 To participate in official ceremonial functions, where possible, with members of the City of Vaughan Council.
- 1.6 Where possible, to shadow members of the City of Vaughan Council for a pre-determined amount of time to experience all aspects of political life.
- 1.7 To be a member, ex-officio, of the Vaughan Youth Cabinet and to act as a liaison between that group and Vaughan Council.
- 1.8 To act as a spokesperson for youth issues in Vaughan and to represent the voice of youth in the City.
- 1.9 The Youth City Councillor will not count towards quorum at Council meetings, but is expected to inform the Clerk's Department if they are unable to attend meetings.

### **2.0 ELIGIBILITY REQUIREMENTS**

- 2.1 The Youth City Councillor must be a resident of Vaughan and enrolled in a local high school.
- 2.2 The Youth City Councillor must demonstrate a commitment to community involvement through participation in extra-curricular activities while maintaining high academic standing.

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**3.0 COMPENSATION**

- 3.1 The Youth City Councillor's participation in the municipal process must be recognized by the appropriate school board as part of a Cooperative Education placement, with the number of credits to be earned subject to the determination of the school board.
- 3.2 The Youth City Councillor will be reimbursed for approved expenses.
- 3.3 The Youth City Councillor's service will be recognized through a letter of service from the Mayor and Members of Council upon completion of the term.

**4.0 NEGLIGENCE OR DERELICTION OF DUTY**

- 4.1 The Youth City Councillor must maintain consistent attendance; and conduct themselves in an appropriate manner and abide by the rules and guidelines set out by Council and Council meeting protocols.
- 4.2 While serving as Youth City Councillor, each person must maintain a high academic standing, to the satisfaction of their Cooperative Education teacher.
- 4.3 In the event that the Youth City Councillor is unable or unwilling to fulfill their duties, they may resign, or, Council may remove them from the Office of the Youth City Councillor. Subsequently, at the first available opportunity, and with input from the Vaughan Youth Cabinet, Council will select and appoint an interim Youth City Councillor.

**5.0 APPLICATION PROCEDURES**

- 5.1 All eligible candidates must complete and submit: an application package consisting of the completed application form, a resume outlining relevant extra-curricular activities and work experience, a cover letter explaining why they would be the best candidate for Youth City Councillor, an official sealed transcript of their academic performance and two letters of reference (one academic, one extra curricular).

**6.0 RECRUITMENT AND SELECTION PROCEDURES**

- 6.1 First week of December: Clerk's Department will advertise for the Youth City Councillor position by distributing information packages and application forms to local high schools, community centers, libraries, media outlets, and other locations determined jointly by the Clerk's Department and the Vaughan Youth Cabinet.
- 6.2 First week of April: Deadline for applications to be received by the Clerk's Department. Once all applications are submitted, copies will be made by the City Clerk and given to the Vaughan Youth Cabinet, who will screen the applications and identify a "ranked short list" of five (5) candidates by May 1st.
- 6.3 The "ranked short list" will be submitted to the City Clerk, who will reveal the names on said list, following the procedure described below, to Vaughan Council during an In-Camera Meeting of Council.
- 6.4 First Council meeting in May: Members of Council will select one (1) Youth City

Councillor using the following process:

*Process*

- 6.4.4 The City Clerk will reveal all applications for the Youth City Councillor to Members of Council in an In-Camera Meeting of Council.
  - 6.4.5 The City Clerk will reveal the Vaughan Youth Cabinet's "ranked short list," indicating the Vaughan Youth Cabinet's recommendations, to Members of Council.
  - 6.4.6 Vaughan Council will consider all applicants, and the advice of the Vaughan Youth Cabinet, before selecting a Youth City Councillor.
- 6.5 Once the Vaughan Youth City Councillor has been selected, the City of Vaughan must announce publicly, via a media release and its website, the successful candidate.

**7.0 APPOINTMENT PROCEDURES**

- 7.1 The City of Vaughan Council will appoint, prior to its summer hiatus, one (1) youth, to serve as the Youth City Councillor for a term not exceeding 12 months.
- 7.2 The Youth City Councillor will be sworn-in during the first meeting following the summer hiatus.

**8.0 SPECIAL APPLICATION, SELECTION AND APPOINTMENT PROCESS FOR THE INAUGURAL YOUTH CITY COUNCILLOR**

- 8.1 Because of the unique timing of the approval of the roles and responsibilities of the Youth City Councillor, and in recognition of the desire of all parties involved to develop a successful role for youth at the decision-making table, this section makes special provisions for an expedited appointment timeline for the first Youth City Councillor. This section will only apply to the appointment of the first Youth City Councillor. All subsequent appointments shall be governed by the procedures outlined above in section 6 and section 7.
- 8.2 Within two weeks of Council approving the Office of the Youth City Councillor, the City Clerk, on behalf of the City of Vaughan, will issue all relevant information relating to the Youth City Councillor to school officials at both Boards of Education to inform them of this educational opportunity.
- 8.3 In December 2005 the City Clerk and the Corporate Communications Department will jointly develop and execute a marketing strategy to advertise widely for the Youth City Councillor position to both general and youth-specific audiences for the dual purposes of educating all Vaughan citizens on the creation of this new position and advertising to eligible Vaughan youth.
- 8.4 The deadline for applications to be received by the Clerk's Department shall be December 31, 2005. Once all applications are submitted, copies will be made by the City Clerk and given to the Vaughan Youth Cabinet, who will screen the applications and

identify a "ranked short list" of five (5) by 10 January 2006.

- 8.5 The "ranked short list" will be remitted to the City Clerk, who will facilitate the selection process during an In-Camera Meeting of Council sometime before the end of January 2006.
- 8.6 Council will follow the procedure described in section 6.4 of this document for the selection process.
- 8.7 Once the Vaughan Youth City Councillor has been selected, the City of Vaughan must announce publicly via its website, media releases, press conferences and any other reasonable method the name of the successful candidate in a timely manner.
- 8.8 The first Youth City Councillor shall be sworn in at the first Council meeting in February 2006.
- 8.9 The effective term length of the first Youth City Councillor will be February 2006 to August 2006.
- 8.10 Between September 2006 and November 2006 City of Vaughan staff, in consultation with the Vaughan Youth Cabinet and School Board Officials, will review the roles and responsibilities of the Office of the Youth City Councillor and recommend any necessary policy adjustments prior to the commencement of the application process for the second Youth City Councillor in December 2006.

## **9.0 THE CO-OP EDUCATIONAL EXPERIENCE OUTLINE**

- 9.1 The Youth City Councillor position affords the successful candidate the opportunity to acquire high-school level co-op credits.
- 9.2 In order to qualify as the Youth City Councillor, the candidate must enroll in either a 2-credit or 4-credit co-op program in their high school, designed specifically to fit the academic needs of the candidate, as recommended by the Cooperative Education teacher following the existing Cooperative Education interview process.
- 9.3 Upon the selection of the successful candidate, the Cooperative Education teacher of the candidate will be contacted by the Deputy City Clerk and given all relevant information regarding the Youth City Councillor in order to design and confirm the appropriate Cooperative Education program for the student.
- 9.4 As part of the Cooperative Education program, the Youth City Councillor will be evaluated not only on their meeting attendance record but also on the quality of their participation during meetings, their continued cultivation and refinement of a strong skill set, their willingness to explore politics as a potential future career, and their ability to grow as a person while in the role.
- 9.5 The Youth City Councillor will be required to submit regular short assignments as reflected in the students' Personalized Placement Learning Plan.
- 9.6 The Deputy City Clerk will act as the main contact with the student's Cooperative Education teacher in respect of the Cooperative Education program.
- 9.7 Each member of City Council, during their month as Chair, may provide an opportunity for the Youth City Councillor to shadow them for a specific period of time.

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**10.0 CITY SUPPORT**

10.1 The City Clerk's office will provide the following:

- 10.1.1 *Liaison:* The Deputy City Clerk will act as liaison with the Youth City Councillor's Cooperative Education teacher.
- 10.1.2 *Record keeping:* The City Clerk's office will collect all reports prepared by the Youth City Councillor of each meeting they attend and shall supply copies to the Youth City Councillor and the Cooperative Education teacher on a monthly basis, or as requested.
- 10.1.3 *Record keeping:* The City Clerk shall maintain a record of attendance, including the name of the meeting, the arrival and departure times of the Youth City Councillor if either is different from the start and end times of the meeting. This record shall be forwarded to the Cooperative Education teacher on a monthly basis, or as requested.
- 10.1.4 *Evaluation:* This multi-faceted experience is intended to provide a vehicle for the voice of the youth to be heard at City Council as well as to further develop the education of the incumbent in civics. As such, the Youth City Councillor will be responsible for submitting a "Youth City Councillor Daily Meeting Report" (see Appendix # 1) to the City Clerk after every meeting attended.

10.2 Members of Council will provide the following:

- 10.2.1 *Evaluation:* Members of City Council, during their month as Chair of the Committee of the Whole meetings, must evaluate the Youth City Councillor using the form titled "Youth City Councillor Evaluation – (Member of Council)" (see Appendix # 2) and submit said evaluation to the Deputy City Clerk in a timely manner, who will forward it to the Cooperative Education teacher and to the Youth City Councillor.

**11.0 TRAINING**

11.1 The Youth City Councillor will receive, after appointment, an information package from the City Clerk's Department containing the following:

- a. an outline of the roles and responsibilities of the Youth City Councillor;
- b. a detailed manual of the meeting procedures adopted by the City of Vaughan or, in lieu of this, a copy of Roberts Rules of Order;
- c. An invitation to attend an orientation session at the Civic Centre that includes a tour and introduction to the Senior Management Team;
- d. The name of a contact person at the City Clerk's Department who will be available to answer any questions the Youth City Councillor may have and address any concerns that may arise.

**12.0 GENERAL PROCEDURES AND ADMINISTRATIVE SUPPORT**

- 12.1 The Youth City Councillor will sit with Senior City Staff during meetings with an understanding that, if possible, a seat be arranged at the main Council table in the new City Hall.
- 12.2 The Youth City Councillor will receive a permanent nameplate marking his/her legitimate place at the meeting table. The nameplate will spell the persons full name, followed by the title "Youth City Councillor."
- 12.3 The Youth City Councillor will be included in all information distributions – both electronic and print, to Members of Council, except for items deemed confidential.
- 12.4 The Youth City Councillor will be addressed during meetings in the same manner as other nonelected participants: Mr. / Ms. "last name." Alternately, they can be referred to as "the Youth Representative," or "the Youth City Councillor."
- 12.5 The Youth City Councillor will be provided with a desk and access to a telephone, fax machine and photocopier at a community facility.
- 12.6 The Youth City Councillor will be provided with voicemail and e-mail accounts.
- 12.7 The Youth City Councillor will not have any clerical or administrative support staff.
- 12.8 The Youth City Councillor will be provided letterhead, business cards, and any other business supplies as needed, by the relevant City staff responsible for acquiring and distributing such items.

**13.0 ACKNOWLEDGEMENTS**

The following people shall be recognized for their tremendous efforts in proposing the innovative Youth City Councillor position and developing the details of the role:

*Vaughan Youth Strategy Task Force Members*

Hanadil Ahmed	Tavlin Kaur	Theresa Nabus
Rahim Bapoo	Sharan Kaur	Nick G. Pasquino*
Jennifer Corriero	Nancy La Neve	Luisa Pariselli
Adrian Corsin	Vittoria La Neve	Nicole Ristic
David Di Benedetto	Stephen Lecce	Adam Settecase
Mark Anthony Frisoli	Ana-Lisa Lombardi	Natalie Villani
Lauren Grossi	Amanda Magnifico	

*\* Chief architect of the Youth City Councillor initiative*

*City of Vaughan Council Representative*

Regional Councillor Mario Ferri

*City of Vaughan Staff Advisors*

Gina Soriano, Recreation Supervisor  
Lina Masci, Administrative Assistant  
Diane LaPointe-Kay, Director, Recreation and Culture  
Monika Pii Smith, Recreation Manager

Ajay Sharma, Active Living Coordinator  
Rick DeMedeiros, Active Living Coordinator

*Resources*

Howard Dayton, Manager, Licensing and Program Management, Community Services & Housing  
Department, Family and Children's Services Division, Regional Municipality of York





Appendix 2

**Youth City Councillor Evaluation  
Member of Council**

The Monthly Chair shall, at the end of each month, evaluate the Youth City Councillor according to the following criteria and submit this evaluation to the Deputy City Clerk, who will be responsible for communicating this information to School Officials.

EVALUATOR NAME: _____	TITLE: _____
STUDENT NAME: _____	DATE: _____
SCHOOL OFFICIAL'S NAME _____	

**Verbal Contribution**    1       2       3       4       5       6       7       8       9       10  
*(How well did the Youth City Councillor enhance the quality of debate during this period?)*

**Subtextual analysis**    1       2       3       4       5       6       7       8       9       10  
*(How well did the Youth City Councillor understand the political dynamics underlying the debate during this period?)*

**Political Education**    1       2       3       4       5       6       7       8       9       10  
*(To what extent did the Youth City Councillor develop their political skills during this period?)*

**Job Shadowing**        1       2       3       4       5       6       7       8       9       10  
*(How would you rate the effectiveness of the Youth City Councillor as a "job shadower"?)*

**General Deportment**    1       2       3       4       5       6       7       8       9       10  
*(To what extent did the Youth City Councillor act in ways that were a credit to youth?)*

TOTAL: \_\_\_\_\_/50

COMMENTS:

*Please ensure this evaluation accurately reflects the student's achievements; the resulting score will help determine the Youth City Councillor's final co-op grade.*

EVALUATOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_