

## **COMMITTEE OF THE WHOLE (WORKING SESSION) - NOVEMBER 15, 2005**

### **VAUGHAN YOUTH CITY COUNCILLOR**

#### **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 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.

### **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 Piil Smith, Recreation Manager, Recreation & Culture, ext. 8806

Respectfully submitted,

Robert Swayze  
Commissioner of Legal and Administrative Services



September 2005

Dear Mayor and Members of Council,

We are delighted to inform you that the official Youth City Councillor Report is attached for your reviewing purposes. Members of the Vaughan Youth Council have worked diligently over the summer to ensure that the guidelines are in favour of your voiced concerns and questions brought forth in June.

Once again, the overall mandate of the Youth City Councillor initiative is to maintain the Vaughan Youth Cabinet's commitment to involving youth in the community as well as inspire them in the civic process through a youth candidate representative, who will ultimately act as the Youth City Councillor.

We look forward to having your continued support, at the next council meeting in October and we thank you for your cooperation thus far.

We will begin the candidate selection process in the next coming months upon approval of this initiative.

Sincerely,

Vittoria La Neve  
Chair  
Vaughan Youth Cabinet

Natalie Villani  
Vice-Chair  
Vaughan Youth Cabinet

## Vaughan Youth City Councillor Roles and Responsibilities - DRAFT -

### 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-recorded voting member of the City of Vaughan Council.
- 1.3 To maintain consistent attendance and conduct him/herself 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 s/he is 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.

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

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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**

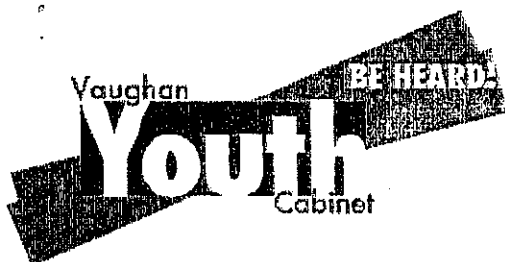
4.1 The Youth City Councillor must maintain consistent attendance, and conduct him/herself in an appropriate manner and abide by the rules and guidelines set out by Council and Council meeting protocols.

4.2 While serving as Youth City Councillor, each person must maintain high academic standing, to the satisfaction of his/ her Cooperative Education teacher.

4.3 In the event that the Youth City Councillor is unable or unwilling to fulfill his/her duties, s/he may resign, or, Council may remove him/her 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 [Appendix # 4], a resume outlining relevant extra-curricular activities and work experience, a cover letter explaining why he or she would be the best candidate for Youth City Councillor, an official sealed transcript of his or her academic performance and two letters of reference (one academic, one extra curricular).



## Vaughan Youth City Councillor Roles and Responsibilities - DRAFT -

### 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 one of the two procedures described below, to Vaughan Council during an In-Camera Special Meeting of Council.

6.4 First Council meeting in May: Members of Council will select one (1) Youth City Councillor using either of the following two processes:

#### Process # 1

6.4.1 The City Clerk will retain, in confidence, all applications and reveal the first name on the "ranked short list" to Members of Council. Council will discuss the candidate and then vote based on that name.

6.4.2 If the majority of Members of Council approve of the candidate, the process is completed and the Youth City Councillor will be selected.

6.4.3 If the majority of Members of Council do not vote in favour of the candidate, the City Clerk will then reveal the subsequent name on the "ranked short list" for consideration by Vaughan Council. Once a candidate has been rejected, he or she cannot be reconsidered in subsequent rounds.

#### Process # 2

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

## Vaughan Youth City Councillor Roles and Responsibilities - DRAFT -

### 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.

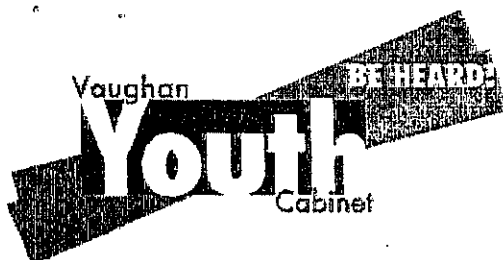
8.5 The "ranked short list" will be remitted to the City Clerk, who will facilitate the selection process during an In-Camera Special Meeting of Council sometime before the end of January 2006.

8.6 Council will decide which of the two procedures described in section 6.4 of this document will be followed 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.



## Vaughan Youth City Councillor Roles and Responsibilities - DRAFT -

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.

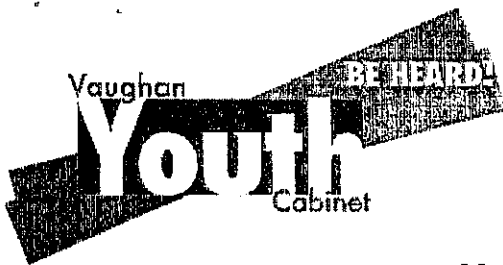
9.4 As part of the Cooperative Education program, the Youth City Councillor will be evaluated not only on their meeting attendance record but also on the quality of their participation during meetings, their continued cultivation and refinement of a strong skill set, their willingness to explore politics 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.





**Vaughan Youth City Councillor  
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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 s/he attends 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.

10.1.5 Evaluation: At the end of each academic term, the City Clerk shall evaluate the Youth City Councillor according to the criteria set out on the "Youth City Councillor Evaluation (City Clerk)" (see Appendix # 2).

10.2 Members of Council will provide the following:

10.2.1 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 # 3) and submit said evaluation to the City Clerk in a timely manner, who will forward it to the Cooperative Education teacher and to the Youth City Councillor.

## Vaughan Youth City Councillor Roles and Responsibilities - DRAFT -

### 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 non-elected participants: Mr. / Ms. "last name." Alternately, he or she 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.

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## Vaughan Youth City Councillor Roles and Responsibilities - DRAFT -

### 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

Rahim Bapoo

Jennifer Corriero

Adrian Corsin

David Di Benedetto

Mark Anthony Frisoli

Lauren Grossi

Tavlin Kaur

Sharan Kaur

Nancy La Neve

Vittoria La Neve

Stephen Lecce

Ana-Lisa Lombardi

Amanda Magnifico

Theresa Nabus

Nick G. Pasquino\*

Luisa Pariselli

Nicole Ristic

Adam Settecase

Natalie Villani

\* 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 Pill 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



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## YOUTH CITY COUNCILLOR DAILY MEETING REPORT

<p>Type of Meeting:</p> <p><input type="checkbox"/> Council</p> <p><input type="checkbox"/> Committee of the Whole</p> <p><input type="checkbox"/> Committee of the Whole Public Hearing</p> <p><input type="checkbox"/> Committee of the Whole Working Session</p> <p><input type="checkbox"/> Other (specify): _____</p>	<p>DATE: _____</p> <p>LOCATION: _____</p> <p>TIME IN: _____</p> <p>TIME OUT: _____</p> <p>CLERK'S SIGNATURE: _____</p>
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*This form is to be completed by the Youth City Councillor after every meeting attended in compliance with co-op requirements, signed by the City Clerk or his designate, and submitted to the Clerk's Department for distribution to the co-op teacher. The Youth City Councillor should also receive a copy of each report for his or her own records. The quality and consistency of these reports help determine grade assignment for each co-op credit.*

*In the space below, identify and discuss three items of significance on the agenda of this meeting that generated the most interest, debate, and/or controversy. Your report should indicate the different points of view on the topic and the resolution of the issue, if any.*

## Appendix 2



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## YOUTH CITY COUNCILLOR EVALUATION (CITY CLERK)

At the end of each academic term, the Clerk or his deputy shall evaluate the Youth City Councillor according to the following criteria

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

Punctuality (Did the Youth City Councillor attend meetings on time?)	1	2	3	4	5	6	7	8	9	10
Attentiveness (Did the Youth City Councillor evidence interest in the proceedings?)	1	2	3	4	5	6	7	8	9	10
Pertinence (Were the comments of the Youth City Councillor relevant to the discussion?)	1	2	3	4	5	6	7	8	9	10
Concision (Did the Youth City Councillor get to the point and did he realize it when he or she got there?)	1	2	3	4	5	6	7	8	9	10
General Demeanour (Did the Youth City Councillor present himself or herself in a way that was a credit to youth?)	1	2	3	4	5	6	7	8	9	10

**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: \_\_\_\_\_

## Appendix 3

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## 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: \_\_\_\_\_

<b>Verbal Contribution</b>	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?)										
<b>Subtextual Analysis</b>	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?)										
<b>Political Education</b>	1	2	3	4	5	6	7	8	9	10
(To what extent did the Youth City Councillor develop his or her political skills during this period?)										
<b>Job Shadowing</b>	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"?)										
<b>General Deportment</b>	1	2	3	4	5	6	7	8	9	10
(To what extent did the Youth City Councillor act in ways which 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: \_\_\_\_\_

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## Appendix 4



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City Of Vaughan

### Application for Appointment of Youth City Councillor

Personal Information (Please Print):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE # Residence \_\_\_\_\_ Business \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

LENGTH OF RESIDENCY IN VAUGHAN: \_\_\_\_\_

1. If you have previously served on a Committee, Board, or Commission in the City of Vaughan or other Municipality, please provide details. (Note: A resume or synopsis outlining any additional information may be attached for the following questions.)

2. Describe how your appointment would benefit the residents of the City of Vaughan.

3. Provide details of what you consider to be your qualifications and experience for this position.

4. Please indicate when you would be available to attend meetings:

YES NO

I would be available to attend meetings in the evening. \_\_\_\_\_

I would be available to attend meetings during school hours,  
(provided a co-op education placement is arranged). \_\_\_\_\_

Personal information on this form is collected under the legal authority of the Municipal Act, R.S.O. 1990, c.M.45, as amended. This information will be used to process applications to determine an applicant's suitability to be appointed and serve as the Youth City Councillor. Questions about this collection should be directed to the Vaughan Youth Cabinet Chair, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, 905-832-8500 x 3670.

I hereby acknowledge and agree that if appointed to the Youth City Councillor Position, I will adhere to the Code of Ethics and Declaration of Office established by Council, Vaughan Youth Cabinet, Boards of Education; and

I hereby declare that I am between 16-18 years of age, a Canadian Citizen, a resident of the City of Vaughan, and the municipality does not employ me.

Signature \_\_\_\_\_

Please submit application to: Youth City Councillor Selection Committee, Vaughan Youth Cabinet, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1 or FAX to the Clerks Dept. at 905-832-8535.

(905) 832-8500 ext. 3670

info@vycab.ca

www.vy.ca

Vaughan Youth Cabinet

City of Vaughan

2141 Major Mackenzie Drive

Vaughan, ON

L6A 1T1

## **City of Vaughan Youth Cabinet Terms of Reference**

### **1. Introduction and Background**

From May 2004 to May 2005, the Vaughan Youth Strategy Task Force identified ways to improve the current youth strategy for the City of Vaughan. The Task Force recommended changing the Vaughan Youth Advisory Committee to the Vaughan Youth Cabinet. The Vaughan Youth Cabinet will become the new central body for youth initiatives in the City of Vaughan.

### **2. Terms of Reference**

The City of Vaughan Youth Cabinet shall promote understanding and respect for the workings of local government through education, involvement and participation. Further, it shall function to enhance the responsiveness of the City to those issues that are likely to have a direct impact on the youth of the community.

### **3. Objectives**

The Vaughan Youth Cabinet shall have the following objectives:

- a. Review current youth programmes and services and recommend future direction.
- b. Participate in discussions between individuals and/or groups to promote understanding and harmony throughout the City of Vaughan.
- c. Identify strategies to respond to increasing the profile of youth and enhancing the awareness of Vaughan's position on youth related issues as they relate to other levels of government.
- d. Identify and review trends affecting youth and recommend options to address these trends.
- e. Incorporate youth involvement through partnerships with other service providers such as the City of Vaughan's Department of Recreation and Culture, York Region Board of Education, York Region Roman Catholic Separate School Board, York Regional Police, the Vaughan Public Library Board, the York Region Community Services Council, York Region Board of Health and other relevant institutions and voluntary organizations to advocate on behalf of the City's youth.
- f. Review youth related strategies in place in surrounding municipalities looking at the strengths and weaknesses to assist with the development of the City of Vaughan's youth initiative.

### **4. Structure and Membership**

The City of Vaughan Youth Cabinet should have the following structure:



- a. Shall consist of 15 members (three (3) per ward) reflecting the diverse cultural backgrounds, age, geographic distribution, and socio-economic situations of the youth of the City of Vaughan to the extent possible.
- b. Shall include one (1) elected representative to act as the Youth City Councillor.
- c. Shall attend orientation and training sessions as determined by the City Clerk's office.
- d. The Vaughan Youth Cabinet shall include and Executive Committee consisting of an Executive Director, Directors of portfolios such as Leadership Development, Community Services, Civic Involvement and Community Building, Chairs of the aforementioned portfolios, Youth City Councillor, and a Vaughan Youth Cabinet general membership.

## **5. Roles and Responsibilities**

### **a. Vaughan Youth Cabinet**

- i. Implement the City Council approved City of Vaughan Youth Cabinet Terms of Reference.
- ii. Develop and implement youth related initiatives.
- iii. Attend Vaughan Youth Cabinet meetings.
- iv. Solicit input from various service providers on youth initiatives.
- v. Provide ongoing status reports.
- vi. Make recommendations to the City of Vaughan Council, as required.
- vii. Attend orientation and training sessions as determined by the City Clerk's office.

### **b. Vaughan Youth City Councillor**

- i. Follow the approved City of Vaughan Youth Cabinet Terms of Reference.

### **c. Department of Recreation and Culture**

- i. Attend meetings and provide information as appropriate.
- ii. Act in an advisory capacity to the Vaughan Youth Cabinet.

### **d. Office of the City Clerk**

- i. Provide support as outlined in the General Rules, Roles and Procedures Policy governing Advisory Committees.
- ii. Provide orientation and training sessions for Vaughan Youth Cabinet members and Youth City Councillor.

**6. Nomination and selection criteria for the Youth Councillor position**

- a. Interested applicants
  - i. Must be 16 – 25 years of age.
  - ii. Must demonstrate they are able to complete the duties of the Youth City Councillor without jeopardizing their academic standing where applicable.
  - iii. Must be informed of current affairs taking place in the municipality.
  - iv. Must be able to identify opportunities for youth.
  - v. Must possess excellent oral and written communications, leadership and organizational skills.
- b. Each high-school in the City of Vaughan will be invited to submit two (2) names for consideration.
- c. Youth attending university or college may submit their names for consideration.
- d. Non students may also submit their names for consideration.
- e. The list of nominees will be reviewed by the Vaughan Youth Cabinet which will present a list of six (6) candidates for City of Vaughan Council's review and consideration.
- f. City Council would appoint one (1) of the six (6) youth to serve a one year term. Appointments or re-appointments would be done annually.