



TO: GENERAL COMMITTEE

SUBJECT: ESTABLISHMENT OF A YOUTH COUNCIL

WARD: ALL

PREPARED BY AND KEY CONTACT: T. MCARTHUR, DEPUTY CITY CLERK, EXT. 4518

SUBMITTED BY: W. COOKE, DIRECTOR OF LEGISLATIVE AND COURT SERVICES/CITY CLERK

GENERAL MANAGER APPROVAL: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That a Youth Council be established under the Terms of Reference attached as Appendix “A” to Staff Report LCS011-23 and that the City’s Procedural By-law 2019-100 as amended, be further amended accordingly.
2. That staff in the Legislative and Court Services Department advertise for interested applicants for the positions on the Youth Council.

PURPOSE & BACKGROUND

3. The purpose of this Staff Report is to recommend the establishment of a Youth Council and to provide an associated term of reference for approval.
4. On March 28, 2022, Council adopted motion 22-G-058 as follows:

“22-G-058 ESTABLISHING A YOUTH COUNCIL

That staff in the Legislative and Court Services Department include the requirements for establishing a Youth Council that includes a mandate of providing feedback on social, environmental, and municipal issues that affect youth in our community to be considered by the 2022-2026 Council as part of its Council Committee appointments. (Item for Discussion 8.2, March 21, 2022)”

5. On March 8, 2023, City Council approved motion 23-G-051 related to the composition of the International Relations Committee. A representative from the Youth Council was approved as part of the composition of the International Relations Committee. The following is an excerpt from the motion:

“23-G-051 APPOINTMENTS TO VARIOUS ADVISORY COMMITTEES

5. That the composition of the International Relations Committee be amended as follows, and the City Clerk be authorized to commence the recruitment process:

- One (1) member of Council;
- One (1) representative from each of the partnerships:
 - o Zweibrucken;
 - o Arras;
 - o Murayama; and
 - o Harrogate.
- One (1) representative from Youth Ambassador;
- Four (4) Business representatives;
- One (1) representative from Georgian College;
- One (1) representative from Base Borden; and
- One (1) representative of the Youth Council.”

ANALYSIS

6. As part of this review, staff examined existing Youth Councils that included other municipalities, community organizations, and provincial and federal bodies. Several Youth Councils have been put in place for a variety of reasons in communities with a similar objective to enable its youth to be heard and to give them the opportunity to be part of the decision-making processes when it relates to youth issues.
7. Staff researched organizations that support and engage with community Youth Councils in order to assist, guide, and provide opportunities for youth if a Barrie Youth Council is established.

The findings of staff included:

- The Youth Council Coalition of Canada (YCC) is one organization that is youth-led and youth-serving. It supports youth engagement at the community level creates a community of peers to learn, share, and grow together, and promotes compensation to youth who take the time to participate in local government. Numerous municipalities including many Ontario municipalities are members of the YCC. The YCC website at <https://www.yccofcanada.com/> provides useful resources, listings of Youth Councils across Canada, youth events and information sessions, and membership benefits to foster the development of Youth Councils in Canada. If Council approves the Youth Council the YCC would be a good resource.
- The Ontario government has created an Ontario Youth Environmental Council, a volunteer group that works with the Ontario government on climate change and environmental issues. The Council provides young Ontarians with an opportunity to share their insights, form ideas, and find solutions to pressing environmental challenges that will impact the future. Ontarians in Grades 9 to 12 were encouraged to apply to become volunteer members.

The objectives of the Ontario Youth Environment Council are to look for ways to:

- Strengthen our understanding of youth climate concerns from a regional perspective;
- Ensure that youth voices are informing our environmental and climate change solutions, programs, and policy;
- Build new connections and relationships between youth who are engaged in the environment and climate change issues and solutions; and
- Provide youth with learning opportunities on environmental and climate issues, solutions, and policies in Ontario through presentations and discussions with stakeholder experts, ministry staff, and each other.

8. Staff also examined various Ontario municipalities related to Youth Councils within municipalities. Attached as Appendix "B" to Staff Report LCS011-23 are the results of the survey that includes the municipality name, the name of the Youth Council/Committee, composition, the youth age groups, meeting information, and the mandates.
9. After staff surveyed Ontario municipalities, it was concluded that although many of the Youth Councils are governed differently, they have the same common goal for today's youth to have the opportunity to participate in their community and to contribute to educating and empowering youth to act on local issues and participate in municipal politics.
10. Staff established that regardless of the format of its Youth Council; creating that direct communication link between youth and municipal councils and the ability to advocate for the well-being of the youth in their community has been at the forefront of their creation. It was noted that most municipal councils have established a Youth Council to act in an advisory capacity, as well as provide advice on issues of concern to youth. They have empowered youth to advocate and provide new ideas and views to council and staff and worked together to encourage youth participation within the community and to raise awareness of youth-related opportunities.
11. Staff concluded that a Barrie Youth Council could provide information and advice to City Council in relation to issues affecting youth in general and in the local community by performing the following functions:
 - a) Responding to requests from Council seeking youth insights and advice on a variety of matters;
 - b) Developing and maintaining relationships with individuals and organizations addressing issues of concern to youth;
 - c) Promoting initiatives to support the well-being of youth;
 - d) Educating other youth on City governance, procedures, and policy-making;
 - e) Providing networking opportunities for youth;
 - f) Advising Council of initiatives of other levels of government that could affect youth and advocating for the City in the manner directed by Council; and
 - g) Partnering with the Youth Council Coalition of Canada.

Proposed Terms of Reference

12. The draft terms of reference for the Youth Council have been included as Appendix "A" to Staff Report LCS011-23. The draft terms of reference contain standard paragraphs utilized for all formal Committees of Council, with the mandate, objectives, size, composition, and reporting structure customized to the proposed Youth Council.
13. The mandate for the Youth Council was approved by Council motion 22-G-058 as noted in paragraph 3 of this Report. It is recommended that the Youth Council develop specific objectives for the term to align with the mandate.
14. In terms of reporting structure, the mandate associated with the proposed Youth Council aligns with the strategic vision and duties of the Infrastructure and Community Investment Committee. It is recommended that the Youth Council report to General Committee and Council through the Infrastructure and Community Investment Committee.

15. The Youth Council in other municipalities surveyed met on either a weekly, monthly, or quarterly basis. It is recommended that the Youth Council meets quarterly as:
- The school year runs from September to June and aligns with the Council/Committee meeting schedule;
 - The 2022 - 2026 term of Council will be completing its first year at the end of November 2023 and is early in the term of Council; and
 - The Youth Council could meet more frequently if the business/agenda volume warrants a meeting.

16. Staff surveyed the composition of Youth Councils in Ontario municipalities, and it was observed that the compositions and youth age groups vary depending on the municipality's goals for its youth, and the mandates and objectives that were established. It is recommended that the following composition be established in order to enable the voice of Barrie's youth to be heard and ensure that local youths ages 12-19 and post-secondary students are given the opportunity to be part of decision-making processes related to youth issues and become more familiar with local government through education, involvement, and participation:

Composition

- a) Two (2) members of Council;
- b) Two (2) post-secondary youth representatives;
- c) Five (5) youth representatives ages 14-19; and
- d) Two (2) youth representatives ages 12-13.

Resource Requirements – Staff

17. It is anticipated that the Youth Council would meet approximately four times per year.
18. The Legislative and Court Services Department provides administrative support to Committees of Council. It does not provide administrative support to Community Task Forces or Working Groups. Administrative support involves booking of meeting rooms, consulting with the Chair of the Committee/staff lead to organize agenda/meeting details, communicating with Committee members (collecting potential agenda items, verifying quorum, scheduling/rescheduling of meetings), preparing and distributing the agenda, attending the meeting to record the proceedings, preparing the meeting report/recommendations for the reference committee, and maintaining a committee pending list or actions from the meeting.
19. The amount of time spent by Legislative and Court Services Department staff associated with each of the current advisory committees is heavily influenced by level of engagement, participation, and ability to achieve consensus among the members, any challenges with attendance/achieving quorum, whether there is a staff lead, frequency of meetings, volume of agenda items and the scope of the mandate. Due to the more formal nature of a Youth Council, the administrative support while generally the same scope as a Working Group/Community Task Force, is typically more time consuming. Managing quorum and the resulting scheduling/rescheduling issues is a factor that is not typically an issue for Community Task Forces or Working Groups, as quorum while desirable is not required in order to proceed with a meeting.
20. It is anticipated that resources from other departments/Committees may be called upon to address matters of interest to the Youth Council. At this point in time, these resource requirements are expected to be relatively minor.

International Relations Committee – Youth Council Representative

21. The composition of the International Relations Committee noted in paragraph 4 of this Report, includes representatives from the Youth Ambassador and Global Perspectives Programs. These programs were established to provide local youth the opportunity to explore different parts of the world through cultural exchange, develop leadership skills, and foster relationships and mutual understanding among youth from different ethnic, religious, and international youth groups.
22. If Council approves the establishment of a Youth Council, a member will be appointed by the Youth Council to be a representative on the International Relations Committee providing advice, input, and a youth perspective.

ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS

23. There are no environmental and/or climate change impact matters directly related to the recommendation.

ALTERNATIVES

24. The following alternatives are available for consideration by General Committee:

Alternative #1 General Committee could choose not to approve the creation of a Barrie Youth Council.

Although this alternative is available, it is not recommended as a Youth Council can provide opportunities to Barrie's youth by contributing to the community through youth participation, raising awareness of youth-related issues, empowering youth to advocate and provide new ideas, and views and learn about local issues and municipal politics.

Alternative #2

General Committee could alter any of the specific provisions identified in the Terms of Reference for the Youth Council, such as the name, size and composition, reporting structure, meeting frequency, etc.

Altering any of the specific provisions is a viable alternative for General Committee's consideration.

General Committee could consider naming the group the Youth Advisory Committee as it is an advisory Committee of Council and would be similar to the existing Committee names.

General Committee could alter the frequency of the meetings; however, it is not recommended as the proposed members would be students that would have impacts having monthly or weekly meetings. More frequent meetings could interrupt their schoolwork and other commitments that they may have. The Youth Committee will have the option to schedule any additional meetings if required during the term.

General Committee could alter the composition; however, it is not recommended as it provides members of Council the opportunity to mentor and interact with Barrie's Youth from ages 12-19 and post-secondary students to address local issues experienced by youth and the ability to participate in municipal politics and processes.

FINANCIAL

25. Currently, there are no direct financial implications associated with the recommendation related to the proposed Terms of Reference for the Youth Council. Indirectly, the proposed recommendation to create a new advisory committee will require the reallocation of resources that may result in overtime to support the Youth Council.
26. It is anticipated that the Youth Council's first year will be focused on developing objectives to align with the mandate and a work plan with specific actions to address. As a result, a budget for the Committee has not been included in the recommended motion.

LINKAGE TO 2022-2026 STRATEGIC PLAN

27. The recommendation(s) included in this Staff Report supports the following goals identified in the 2022-2026 Strategic Plan:
 - Community Safety
 - Thriving Communities
 - Responsible Governance

APPENDIX "A"

TERMS OF REFERENCE - YOUTH COUNCIL

1. Reporting Structure:

In accordance with the City of Barrie's Procedural By-law, as amended, the Youth Council is a Council authorized by City Council. The Youth Council has been established by City Council in accordance with the below Terms of Reference and shall report to City Council through the Infrastructure and Community Investment Committee. Decisions of the Youth Council are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

To provide advice and recommendations to Council about social, environmental, and municipal issues that interest and/or affect youth in the City of Barrie.

3. Objectives

The Youth Council will develop objectives to align with the mandate established by City Council at the beginning of the term.

4. Composition

The Youth Council shall be composed of the following:

- a) Two (2) members of Council;
- b) Two (2) post-secondary youth representatives;
- c) Five (5) youth representatives ages 14-19; and
- d) Two (2) youth representatives ages 12-13.

5. Term

Council and members of the Youth Council shall be appointed for a term that coincides with the term of Council, expiring on November 14 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Youth Council at any time by advising of this intention in writing to the Chair of the Youth Council.

A member may be re-appointed by City Council for an additional term(s).

A member who is absent for three (3) consecutive meetings without permission will be removed from the Youth Council.

6. Frequency of Meetings

The Youth Council meetings shall generally be scheduled quarterly and additional meetings may be scheduled at the call of the Chair.

7. Selection of the Chair and Vice-Chair

The selection of Chair shall be recommended by the Mayor. A Vice-Chair shall be selected at the first meeting.

8. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Youth Council and assist in reaching a consensus on fundamental policy issues of concern.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

9. Roles and Responsibilities of Members

All members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach a consensus on decisions before the Committee; and
- c) Adhere to the terms of reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct, and any other by-laws, policies, or procedures that apply to the members.

10. Rules Governing the Proceedings of Council/Committee Meetings

The business of the Youth Council shall be conducted in accordance with the City of Barrie's Procedural By-law.

11. Quorum

A quorum of the meeting shall be a majority of the members. The majority is defined as 50% plus one.

12. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the members will attempt to reach a consensus on how to resolve the issue.

A question before the Youth Council will be put to a vote and each member will be entitled to one vote.

A motion shall be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

13. Role of the Legislative Coordinator

The Legislative and Court Services Department provides a Legislative Coordinator to each Committee of Council. The Legislative Coordinator works with the Youth Council to coordinate the proceedings of the Youth Council, including the taking of minutes, the distribution of minutes and agendas, and the general administrative coordination of meetings.

Advisory Staff

Staff shall provide advisory support to the Youth Council, including background information, resources, and advice to members to assist them in their role.

From time to time, the Youth Council may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Legislative Coordinator will coordinate the request through consultation with the Chair.

14. Application of the Code of Conduct

The Youth Council shall always follow the policies and procedures in the City of Barrie's Council/Committee Code of Conduct.

15. Other

Members must keep in mind that while they serve on the Youth Council, it has specific goals and objectives, and the function is advisory in nature. The final decision on recommendations made will rest with City Council.

City Council's responsibility is to the broad public and, as such, Council may consider other matters beyond those considered by the Youth Council when making its final decision on the matter.



APPENDIX “B”

Comparison of Ontario Municipal Youth Councils

Municipality	Committee/Council Name	Composition	Youth Age Group	Meeting Information	Mandate, Purpose, and Applicable Information
City of Guelph	Guelph Youth Council	Membership is limited to youth aged 13 - 18. Membership is limited to youth that is currently residing within or attending school in the city of Guelph. The council shall strive to create a representative and diverse group of young people. An Executive Committee will help provide core leadership to the group.	Youth aged 13 - 18	Meeting every Wednesday – 1hr	The GYC will be responsive to all youth within the community and will be committed to serving city-wide youth needs and interests. The GYC will empower the youth population in Guelph by providing youth with an opportunity to lead, achieve, and play within our community.
Town of Amherstburg	Mayor’s Youth Council	1 Council member 9 appointed citizen members		Quarterly basis	The MYAC will be a voice for the youth of Amherstburg on issues of importance to them and provide Council with advice on these issues. The committee will also work to develop a communication strategy to inform youth of events and matters affecting them and actively work towards increasing civic engagement of the community’s youth.
City of Orillia	Youth Council and otherwise known as “Sunshine Youth Senate”	11 Youth Senators Director of Youth Centre 2 Adult Mentors	8 youth representatives ages 14-19 and 3 youth representatives ages 13-14	Once a month	Mission Statement: “We are youth, for the youth. We discuss any and every matter brought forth to us from the youth or about the youth; represent the youth and encourage that all youth are actively engaged in arising issues and solutions of the community; and promote an ALL-YOUTH council that aims to solve aright issues in the community.



Municipality	Committee/Council Name	Composition	Youth Age Group	Meeting Information	Mandate, Purpose, and Applicable Information
Town of Tecumseh	Youth Council	1 Council member 9 appointed citizen members	Residents between the age of 13-23	3 rd Monday of each month	The purpose provide advice to Council and the Administration of the Town on issues that affect youth and work with Town departments, agencies, and organizations that are involved in youth initiatives.
Municipality of Leamington	Mayor's Youth Council	1 Council member 8-12 youth members 1 Community Services Officer from the OPP	Representation must be from all three high schools and a minimum of one member from various age categories		The mandate is to provide a voice for the youth of Leamington while advising Council of important recreational and social issues concerning the Municipality's younger population.
Municipality of Lakeshore	Youth Council	9 youth representatives 2 members of Council	Between the ages of 13-23		Provides advice to Council and Administration on issues that affect youth in the Municipality. Reports directly to the Community and Development Services department.
Town of Essex			Must be under the age of 18 and enrolled as a full-time student		Does not have a formal Youth Council but does have a Youth Council member for the purpose of bringing a youth perspective to Council matters or discussions.
City of Welland	Mayor's Youth Advisory Council	1 representative from each of the 5 high schools Max of 1 rep from grades 7&8 Max of 2 reps entering first-year studies is Brock / Niagara Members selected by the Mayor, Integrated Services Staff Liaison and MYAC executive (Cahir, V-Chair, Secretary and Promotions/Publicity Coordinator), based on applications received, interviews, and application performance.	Must be 12 years of age or older	Serve for 1 year and meets 1/month	Provide a voice for the youth of Welland while advising Council of important recreational and social services issues concerning the City's younger population. Coordinate events throughout the school year as well as volunteer in the community.



Municipality	Committee/Council Name	Composition	Youth Age Group	Meeting Information	Mandate, Purpose, and Applicable Information
Niagara Falls	Mayor's Youth Council	Max 28 people Mayor is ex-officio member 5 youth from each of the five local high schools 2 additional youth from other schools (French, private etc.) 1 MYAC alumni Representatives from Niagara Police, Public Library. Other organizations along with a staff member from Rec and Culture office and Mayor's office	Applications via high school and selections by Principal		Mandate is to provide a voice for the youth of Niagara Falls, while advising Council of important recreational and social issues concerning the City's younger population.
Niagara on the Lake	The Lord Mayor's Youth Advisory Council	Youth members Applications are reviewed and members selected by Mayor, Engagement Coordinator and Chair	Between the ages of 13-18 (1-year term)	Committee meets from October to June and meeting dates are established by Council	Role is to develop innovative ways to encourage youth involvement within the community and provide recommendations to Council as requested.
Pelham	Mayor's Youth Advisory Council	The Mayor's Youth Advisory Council shall be made up of youth, one from each grade and each school that serves Pelham, if possible. It is recommended that one member from each high school should be a member of their High School Student Council. The Youth must also live in or attend school in the Town of Pelham.		The term of office is for one year and may be extended, on appointment by the Mayor. New Council Member Applications will be received in September of each year.	



Municipality	Committee/Council Name	Composition	Youth Age Group	Meeting Information	Mandate, Purpose, and Applicable Information
		<p>Town staff will serve as facilitators and be non-voting members.</p> <p>The Mayor will be an ex-officio member of the Council. Other Community Agencies are welcome and would be non-voting members. Youth will be appointed by the Mayor.</p>			
Town of Minto	Youth Action Council	Unlimited membership (typically 10 in the youth category)	Youth/adults between the ages of 12-26		<p>Provide updates to Council minimum 2x/year</p> <p>\$5000 budget per year</p> <p>Committee is jointly supported by the Economic Development and Community Services departments. Minutes are reviewed by the Parks and Recreation Council, as well as the Cultural Roundtable</p>
Toronto	Toronto Youth Cabinet		Open to youth between the ages of 13-24		<p>Established in 1998</p> <p>Official advisory body to the City with various sub-working groups</p> <p>Youth-led organization that promotes youth participation in municipal affairs and policy development and be reflective of Toronto youth population. Play an advocacy and lobbying role.</p>
New Tecumseth	Youth Council	<p>11 youth members</p> <p>1 Councillor</p> <p>1 adult facilitator</p> <p>(staff support as required)</p>			<p>To provide advice and make recommendations to Council with regard to matters that interest and/or may affect youth in the Town of New Tecumseth, to keep Council informed of youth objectives and opportunities and to provide youth with a forum to contribute to the development of the Town of New Tecumseth.</p> <p>\$5000 budget</p> <p>Applications considered by Council</p>



Municipality	Committee/Council Name	Composition	Youth Age Group	Meeting Information	Mandate, Purpose, and Applicable Information
Markham	Mayor's Youth Council	Maximum of 25 youth members 1 representative from each school board, Mayor, 4 members of Council 1 Recreation Services staff member	grades 6-12	1-year term – September – June and meets 2x/month	Raise awareness of community issues and encourage youth to get involved
Township of King	Mayor's Youth Action Team		Youth in grades 9-12		Acts as an advisory body to the Mayor and Council
Whitby	Youth Council	Youth representatives Adult representatives, 1 member of Council No limit on number of youth and adult reps)	Youth between the ages of 12-21	Meet 1x/month, September-June	Led by the Community and Marketing Services Department Appointed by Council