



Youth Advisory Panel Terms of Reference

1.0 Mission Statement

The Youth Advisory Panel provides a voice for the youth of Mississippi Mills and encourages youth leadership. The Panel will inform Council with respect to various issues concerning the municipality's youth population with the intent to enhance the quality of life, health and well-being for youth in the community.

2.0 Mandate

- a. Provide leadership and civic engagement experience for youth.
- b. Inform Council of important matters affecting youth in Mississippi Mills
- c. Advocate and support these matters through presentations to Council.

3.0 Panel Composition

The Youth Advisory Panel shall consist of:

- 1) No less than five (5) members and no more than nine (9) members.
- 2) A minimum of one (1) representative between grades 9-12 from each of the high schools in Mississippi Mills (Almonte & District High School and Notre Dame Catholic High School).
- 3) A maximum of one (1) representative from grade 7 & 8 from each of the intermediate schools in Mississippi Mills shall be included in the membership.
- 4) Any youth at large between the ages of 13-19 who are residents of Mississippi Mills (do not need to be attending a school in Mississippi Mills).
- 5) One Member of Council of Mississippi Mills will form part of the Panel.

4.0 Procedure

- a. Applications to sit on the panel must be submitted using the prescribed form.
- b. Panel member selection from applications received will be at the discretion of the Clerk or Clerk designate. No formal appointment process is required.
- c. The Youth Advisory Panel shall, at its first meeting of each year, elect from its members its own officers, who shall consist of a chairperson, vice-chairperson and such other officers as the Panel deems advisable.
- d. The designated staff resource will act as secretary to the Panel.
- e. The Panel should meet at least once per school term (2 times/year).
- f. No meetings will be held in July, August or September of any given year.
- g. No meetings will be held during the school examination period.
- h. The term of office for Panel members will be 1 school year. Panel members may reapply for additional years if desired, with no maximum number of years of qualified members.
- i. The Panel will have a delegation at council a minimum of 1 per school term (2 times/year).
- j. The Chairperson and Vice-Chairperson shall represent the Panel at delegations to Council.

5.0 Panel Support

The Executive Assistant is designated as the staff resource. Additional staff resources may be utilized as required.

6.0 Expenses/Budget

Panel members may be compensated for extraordinary expenses incurred as a result of their membership on the basis that the expenditure is within the upset limit of the budget and approved in advance.