

**BELLEVILLE YOUTH ENGAGEMENT COMMITTEE
TERMS OF REFERENCE
Effective December 7, 2010**

Ref
YTH

Approved by City Council: January 14, 2014

Originally approved June 28, 2010 Discontinued November 30, 2012

Re-established by Council Resolution January 14, 2014

Revised June 10, 2019

Revised September 13, 2021

Revised September 26, 2022

Revised April 11, 2023

Mandate:

The mandate of the Belleville Youth Engagement Committee is to:

- Represent all youth interests in the City of Belleville by advising City Council, City staff where appropriate and other community institutions on matters pertaining to youth
- Undertake any other advisory duties as requested by City Council with the common goal of making Belleville a better place for all youth and ensuring youth have a voice
- Recruit representatives from Belleville area high schools, Loyalist College, along with working young adults to participate on the Committee

Members of the BYEC will be responsible for the following:

- Open mindedness and acceptance of all ideas presented with equal consideration given to all ideas and fellow members or participants
- Removing potential barriers to participating or that could prevent or discourage youth from making full use of the resources available to them
- Holding an annual youth forum as an opportunity for all youth in Belleville to learn more about the services available in their community
- Having the youth voice heard by presenting concerns and items of interest to City Council and other partners
- To educate Belleville youth on matters of democracy, political processes and general civic matters using relevant means
- Hold an annual meeting to review the past years accomplishments and outlining goals for the coming year.
- To act and behave respectably and lawfully both inside and outside of meetings and other formal functions
- Members are expected to complete a full year term (January to December)

1. Must be a resident of Belleville.
2. Members must be between the ages of 13 and 29.
3. Members must make an effort to attend every meeting and provide notice if unable to attend.

- 2 Councillors to sit on committee
- 6 Youth members
- In addition: **Inclusion of Local Elected Student Representatives (non-voting members)**

The following democratic student governments and/or elected student representatives shall be invited to attend each committee meeting, with the responses to these invitations be recorded in the minutes, and shall receive relevant committee communications:

- each high school student council within the City of Belleville, provided that its student representatives are democratically elected by the students of their respective high school;
- the Loyalist College Student Government;
- the Student Senate of the Hastings and Prince Edward District School Board;
- the Student Senate of the Algonquin and Lakeshore Catholic District School Board;
- the Student Trustee(s) of the Hastings and Prince Edward District School Board;
- the Student Trustee(s) of the Algonquin and Lakeshore Catholic District School Board;
- any elementary school-wide student government in Belleville that may exist, provided that its student representatives are democratically elected by the students of their respective school.

Staff Support:

- The Committee shall be responsible for its own administrative support
- Staff support will be provided principally through the Community Services Department.

Meeting Schedule:

- Monthly, or as often as needed to fulfill its duties; subcommittees will set their own meeting schedules
- Official minutes shall be taken at each meeting and forwarded to RCCS staff member and City Council

Other:

All youth members renew commitment annually. Appointed by Council

Member Qualities:

All youth advisory members should possess at least one of the following:

1. Ambition and initiative
2. Good communication skills
3. Positive attitude and open minded
4. Interest in government and civic affairs