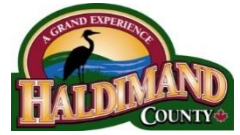

HALDIMAND COUNTY

Report CDP-07-2019 Youth and Seniors Advisory Committees

For Consideration by Council in Committee on May 28, 2019



OBJECTIVE:

To obtain Council approval for the establishment of a Youth and a Seniors Advisory Committee and approval of the Terms of Reference for these two committees.

RECOMMENDATIONS:

1. THAT Report CDP-07-2019 Youth and Seniors Advisory Committees be received;
2. AND THAT the Terms of Reference for the Youth Advisory Committee and the Seniors Advisory Committee be approved;
3. AND THAT staff be directed to recruit volunteers and establish a Youth Advisory Committee and the Seniors Advisory Committee;
4. AND THAT staff report back regarding the proposed members for each committee for Council approval.

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Respectfully submitted: Craig Manley, MCIP, RPP, General Manager of Community & Development Services

Approved: Donald G. Boyle, Chief Administrative Officer

EXECUTIVE SUMMARY:

Participation on a Haldimand County committee provides citizens with the opportunity to more actively engage in their local government. This works to strengthen community relationships and creates a mechanism for open and meaningful dialogue on municipal issues thereby enhancing the quality of life that Haldimand County residents enjoy.

The Mayor and Council in their new term of office has made a commitment to the development of a youth advisory committee and a seniors advisory committee in 2019.

Staff have conducted research and best practices related to youth advisory committees and seniors advisory committees within the municipal environment.

This report identifies the proposed Terms of Reference for each of the two Advisory Committees (Attachments 2 & 3). The recruitment for each sector will be consistent with the previous Advisory Committee's process (Attachment 1) that occurred early in the year. To ensure representation from the diverse segment of both populations, staff have added a mandatory interview process and specific criteria associated with each sector due to the unique needs of the various cohorts within the "youth" and "senior" population.

Staff will report back to Council with a list of proposed members of each committee.

BACKGROUND:

During the Mayor's Inaugural address, it was identified that there was a desire to create a youth advisory committee to assist Council during this term. Subsequently, it was also determined that given population demographics and expected trends, it would also be advisable to establish a further committee that would provide advice and perspective from the seniors cohort. Council approved Report CL-12-2018 Council Appointments as of December 1, 2018 and Approval of Citizen Appointment Process and Evaluation Criteria (Attachment 1). This process will be used to solicit interest from these segments of the County's population.

Staff researched a variety of municipalities to determine how they have structured similar advisory committees including their composition, roles and reporting mechanisms. Information was gleaned from Norfolk County, Brantford, Pelham, Niagara Falls, Brant County, St. Marys, Caledon, Township of Tay, Leamington and Stratford.

ANALYSIS:

Not all municipalities have youth and/or seniors advisory committees. Locally, MP, Diane Finley's Haldimand-Norfolk Youth Advisory Council is in the process of being developed (ages 16-24 years) and Norfolk County is in the process of establishing a Youth Council (ages 13-18 years). Norfolk does not have a seniors advisory group.

The best practices review indicates that the ages, structures and purpose vary according to the needs of the agency/municipality.

Ages of Committees:

Staff research into youth and seniors advisory committees has identified that with both segments, there are three groupings of ages, each having different interests, needs and abilities for seniors and cognitive development for youth. Getting appropriate representation from each sub-group can be challenging.

Seniors Age Groupings

- young 55-64 years (tendency to have more self directed activities);
- middle aged 65-74 years (more social/club related activities); and
- older senior 75 years plus (less physically and socially active).

Youth Age Groupings

- Pre-teen 10-12 years;
- teen 13-17 years; and
- young adult 18 years and up with the top end of this category reaching as high as 28 years depending upon the philosophical approach by the agency/municipality (employment and return to municipality after education).

Purpose of Committees:

Staff research also discovered that seniors committees can consist of varying types of members:

- a mix of representatives from existing seniors groups;
- committees made up from the general public without affiliation to a group; or
- a combination of both individuals and group representation.

Staff found that youth committees are either an Advisory Committee to Council or a Mayor's Youth Advisory. In small communities rarely are existing youth groups gathered to form an advisory.

Recommendations:

The Citizen Appointment Process and Evaluation Criteria will be followed for committee selection and interviews will be mandatory for both committees.

Recruitment will begin after summer is over, early in September 2019. In addition to the usual notifications via the newspaper and web site, staff will also be conducting presentations to local senior's groups to educate/inform them of the purpose and process for the Seniors Advisory Committee. As for the youth, staff will be reaching out and working with existing youth groups/agencies and schools to educate/inform young people regarding the purpose and process for the Youth Advisory Committee.

Based upon the research conducted, staff suggest:

- The seniors advisory have a recommended age of 60 years and over. Younger retired seniors tend to be active and activity based, and don't necessarily participate/relate themselves with older seniors;
- The seniors advisory will be made up of individuals from the community without affiliation to a community group;
- A minimum age of 16 years for the youth, as they have driving ability to attend meetings;
- To ensure the younger youth are engaged, staff will work with the Youth Advisory Committee, partner with local organizations and schools to reach out for this age group's feedback on various matters;
- Staff will work with the Youth Advisory Committee to ensure appropriate engagement tools and approaches are used to ensure quality feedback is garnered from all age categories; and
- For the upper youth age, staff propose up to 24 years. This allows for opportunities/ideas to address the retention of young people within the community to return to live, work and enjoy the County they grew up in.

Training will be provided based upon the Citizen Committee & Local Board Orientation conducted in March.

Content will consist of:

- Haldimand County Facts Sheet;
- Organizational Structure;
- Corporate Pillars;
- Way of Work Commitments;
- Roles of Council & Staff;
- Roles of Boards and Committees;
- Terms of Reference of the group;
- Role of Chair & Vice Chair;
- Role of Council Appointee & Staff Liaison;
- Meetings (agenda, procedures, minutes, etc.); and
- County policies – Respect in the Workplace and Accessibility Training.

The Terms of Reference (Attachments 2 & 3) are modelled after existing Advisory Committees for both groups contain the following:

- Role;
- Mandate;
- Roles and Responsibilities;
- Procedures; and
- Recommendations.

In general, the intent and purpose of both committees is to serve in an advisory capacity to Council on matters, issues, services and policies that impact the quality of life for youth/seniors in Haldimand County.

Citizen & Legislative Services are updating all Terms of Reference for Advisory Committees and will include the Youth and Seniors Advisory Committees in that process.

FINANCIAL/LEGAL IMPLICATIONS:

Not applicable.

STAKEHOLDER IMPACTS:

When working with youth, a considerable amount of time is invested to inform and educate due to basic lack of knowledge and experience based upon the young age. Community Development & Partnerships staff have the expertise of working with youth to appropriately guide the Youth Advisory Committee through the advisory process successfully.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

ATTACHMENTS:

1. Process and Evaluation Criteria to be applied to Citizen Appointments to Boards and Committees CL-12-2018.
2. Terms of Reference Haldimand County Seniors Advisory Committee.
3. Terms of Reference Haldimand County Youth Advisory Committee.