



Chatham-Kent to the Power of Young People – CK^Y Advisory Group

Terms of Reference

Vision

Young people, aged 15 to 39, in Chatham-Kent feel that their contributions to the community are valued and that their opinions are considered and acted upon in decision-making.

Mandate

The Chatham-Kent to the Power of Young People (CK^Y) Advisory Group provides an opportunity for local young people to become involved in community planning discussions and provide input to decision-making, at a Council level and to community partners, which enhance Chatham-Kent's ability to attract, engage, and retain people aged 15 to 39.

Purpose

The CK^Y Advisory Group is a Committee of Administration, which provides a structured framework for Council and young people in Chatham-Kent to engage and discuss issues relevant to local residents between the ages of 15 and 39. The CK^Y Advisory Group strives to:

- Provide leadership for young people to advise Council on decision-making on issues that impact young people in Chatham-Kent and their futures
- Support and drive the CK^Y Community Action Plan by promoting and creating opportunities for on-going conversations with young people, and by endorsing activities and decision-making to meet the needs of young people
- Take advantage of opportunities that may be outside the CK^Y Community Action Plan that are of importance to young people in Chatham-Kent
- Work with community stakeholders on initiatives of mutual interest and build partnerships for increased capacity
- Ensure initiatives and recommendations from the CK^Y Advisory Group are visible and accessible to community members, particularly those aged 15 to 39

This is a unique opportunity for young people to be engaged in issues that concern them, across sectors and from diverse viewpoints, and to help solve community problems in a structured way. The CK^Y Advisory Group will lead discussions with members of Council, community groups, and other young people connected to Chatham-Kent.



Focus Areas and Action Items

Following feedback gained from over 1000 young people aged 15-39 in 2017, through in the CKY Survey of Young People; the following focus areas are top factors when choosing where to live:

- Employment
- Health
- Affordability
- Safety
- Environment

While these factors do not limit the scope of the CKY Advisory Group's action or focus areas, they do provide a framework and broad priority areas for discussion and action. Specific action items, projects and topics, within or outside of these focus areas, may be brought forward by CKY Advisory Group members or community members and supportive actions will be determined by the CKY Advisory Group.

[CKY Advisory Group Membership](#)

The CKY Advisory Group includes a leadership table of up to 14 voting members and one non-voting Municipal staff member to support the Group's activities.

[CKY Advisory Group Roles](#)

The CKY Advisory Group members will elect two Co-Chairs and a Communication Officer every three years. Working groups will be formed as needed and a member of the CKY Advisory Group will serve as "lead" responsible for moving the project forward and communicating with Co-Chairs on progress.

[Role of Co-Chairs](#)

The Co-Chairs will be responsible for sharing the below tasks:

- Represent the CKY Advisory Group publicly and speak on behalf of the CKY Advisory Group with the understanding that public comments should be based on positions approved by the CKY Advisory Group
- Serve as the first point of contact between municipal staff and the CKY Advisory Group membership
- Assist in the creation of agendas and facilitate CKY Advisory Group meetings
- Responsible for moving agenda items and project initiatives forward, and supporting the mandate and purpose of the CKY Advisory Group
- Ensure that CKY Advisory Group meetings run smoothly, there is full participation during meetings, all relevant matters are discussed, and that effective decisions are made and followed through



- Promote partnership and collaboration among the municipal government, community organizations, and networks represented on the CKY Advisory Group to address the Group's mandate and purpose
- Promote the CKY Advisory Group and the CKY Community Action Plan
- Assist in recruitment and selection of new members as needed, with staff support
- Promote equitable and fair participation for all CKY Advisory Group members
- Ensure the CKY Advisory Group work is conducted in a transparent manner

Role of Communications Officer

- Represent the CKY Advisory Group publicly and speak on behalf of the CKY Advisory Group with the understanding that public comments should be based on positions approved by the CKY Advisory Group and with approval from Co-Chairs or a working group lead
- Responsible for monitoring and maintenance of social media channels, including Facebook, Instagram, and Twitter for the CKY Advisory Group
- Promote the CKY Advisory Group and the CKY Community Action Plan
- Serve as media point of contact for the CKY Advisory Group, in collaboration with the Co-Chairs and municipal staff
- Coordinate external written communications for CKY Advisory Group initiatives including deputations to Council, presentations, and recommendation reports, with staff support
- Ensure all CKY Advisory Group initiatives and members are promoted and highlighted in a fair and equitable manner
- Ensure the CKY Advisory Group page on LivingCK.ca is reflective of the CKY Advisory Group membership and initiatives, and inform staff of changes needed
- Ensure the CKY Advisory Group work is conducted and communicated in a transparent manner, while being cognisant that private matters are not disclosed in a public forum

Role of Working Group Leads

- Represent the CKY Advisory Group publicly and speak on behalf of the CKY Advisory Group working group with the understanding that public comments should be based on positions approved by the CKY Advisory Group and with approval from Co-Chairs
- Coordinate a team of CKY Advisory Group members to plan and implement actions to pursue the working group's respective priority
- Serve as the first point of contact between municipal staff and the CKY Advisory Group working group
- Report to municipal staff and Co-Chairs on progress of their action item, and update the CKY Advisory Group at meetings
- Promote equitable and fair participation for all CKY Advisory Group members
- Ensure the CKY Advisory Group working group is conducted in a transparent manner



Role of CK^Y Advisory Group Members

- Work collaboratively on CK^Y Advisory Group initiatives
 - This may include participating in working groups, reporting to Co-Chairs and working group leads, engaging with young people through survey creation or in person at events, and sharing opportunities for young people to provide input
- Attend and participate in CK^Y Advisory Group meetings and CK^Y Advisory Group-led activities on a regular basis
- Provide input that considers the needs of the broader community of young people aged 15 to 39
- Recommend ongoing mechanisms for young people, aged 15 to 39, to stay informed and connected to decision-making opportunities in Chatham-Kent
- Assist in recruitment and selection of new members as needed

Staff Support

One staff member of the Municipality of Chatham-Kent's Community Attraction and Promotion section will serve as administrative support and guidance to the CK^Y Advisory Group. This support will include:

- Drafting agendas with the Co-Chairs and inviting guest speakers
- Setting up meeting locations, times, and taking meeting minutes
- Managing the budget and processing expenses
- Sharing information on Council and Administration activities
- Supporting election and recruitment processes
- Supporting communications and social media
- Supporting the initiatives of the CK^Y Advisory Group working groups
- Supporting the sustainability and success of the CK^Y Advisory Group

Recruitment

Recruitment to fill vacancies take place in September, if vacancies occur by the end of a term or from a self-selected withdrawal of a member. Successful applicants will fill roles effective January of the following year. If total membership falls below 50% of the total 14 seats, the CK^Y Advisory Group may vote to recruit for new members before the standard timeline comes up.

Notice of vacant positions will be advertised for the month of September across various channels including LivingCK and CK^Y Advisory Group social media, online at www.LivingCK.ca, and a news media release will sent out. Applications will be accepted via email to cky@chatham-kent.ca or in person to the MCK staff's office by the advertised deadline. MCK staff will categorize all answers in the matrix and present to the CK^Y Advisory Group for consideration. The existing CK^Y Advisory Group will review applications at the following



meeting. Selected applicants will be notified via email with a start date effective the following January.

Efforts will be made through recruitment and selection to gain representation from across Chatham-Kent communities, age cohorts between 15 and 39 years, educational and professional backgrounds, and demographic backgrounds including race, ethnicity, religion, gender identity and expression, sexual orientation, ability, and economic status. All members must either live, work, or study in Chatham-Kent.

Elections

CKy Advisory Group members will elect two Co-Chair positions and a Communication Officer, as soon as practical, after vacancies of these positions occur.

Nomination Process

- 1) CKY Advisory Group members must agree to have their name put forward for nomination for one of the Co-Chair or Communication Officer positions. This can be conducted in one of three ways:
 - a. CKY member contacts individual and asks if they are willing to be nominated. If the person accepts the nomination, acceptance is forwarded to municipal staff, or;
 - b. CKY member contacts staff with name of prospective nominee with a request that they be contacted. Staff contacts prospective nominee. If they agree, the name is added to list of candidates, or;
 - c. CKY member self nominates by contacting staff
- 2) The closing date for nominations will be one week prior to the election meeting. At that time, the final list of candidates will be distributed to CKY Advisory Group members. Only the names of persons who have agreed to the nomination will appear on the list.
- 3) If there are less nominees than positions, nominations may be taken from the floor on the date of the election with the consent of the person being nominated
- 4) Elections will take place at a designated CKY Advisory Group meeting, with members notified in advance
- 5) The top two voted nominees will take the places of Co-Chairs, and the top nominee will take the place of the Communications Officer
- 6) If there are exactly enough nominations to fill open positions, those nominees will be acclaimed into the roles and no vote will take place

Voting Process for Selection

Elections will be conducted at a CKY Advisory Group meeting, following the below process:

- 1) Current Co-Chairs ask all nominated candidates if they accept the nomination as shown
- 2) Staff distributes ballots to all CKY Advisory Group members



- a. Members who cannot attend the meeting in person may submit electronic votes to staff up until one day before the meeting.
- 3) Staff collects all ballots and announces the successful candidates via email following the meeting and ensures the names of the elected Co-Chairs are in meeting minutes

Term and Commitment

CK^Y Advisory Group members serve three-year terms, or until the end of the calendar year after their 40th birthday, with a limit of two terms filled. If a person is unable to complete a term, they must notify the Municipal staff support member in writing.

The members shall serve without remuneration; however, expenses such as mileage will be reimbursed in accordance with municipal policy.

Meetings

CK^Y Advisory Group meetings will be held bi-monthly for a total of six standard meetings per year. Additional meetings to support working group projects, community engagement efforts, or opportunities for capacity building and training will be scheduled as needed. A standard meeting schedule will be confirmed at the beginning of each calendar year for regular two-hour meetings.

CK^Y Advisory Group members are expected to attend at least four meetings a year and to provide notice if unable to attend. If a member does not attend a minimum of four meetings, Co-Chairs and staff will review their membership on the CK^Y Advisory Group, and that member may be removed.

Conflict of Interest

CK^Y Advisory Group members will be considered to have a conflict of interest when the decisions made and/or the actions taken in the course of exercising their duties are affected by, may be affected by, or could be seen by another party to be having an unfair advantage. This would include actions that would directly benefit:

- The member's personal, financial or business interests; or
- The personal, financial or business interests of relatives or business associates of the individual member.

For the purposes of this section of the Policy, a relative is a parent, spouse, or child.

The CK^Y Advisory Group member is ultimately responsible and accountable for using good judgment in the course of exercising duties. If a conflict of interest arises, members are expected to disclose the conflict and abstain from conversation and voting on the related topic.

Any behavior which is, or could reasonably be considered as a conflict of interest is prohibited and may be subject to a request for the CK^Y Advisory Group member to resign.