



OAKVILLE

# **Oakville Youth Action Committee (OYAC) 2026/2027**

**Committee Handbook and Terms of Reference**

## **Mission**

Our mission is to empower youth to participate in meaningful recreational and cultural activities and initiatives throughout the Town of Oakville and boost their voice in the community, thereby fostering a positive image for all young people.

## **Goal**

- Connect youth across Oakville and discuss common interests and issues.
- Plan and develop future youth initiatives, looking through the recreational and cultural lens.
- Act as a positive advocate for youth.
- Actively participate in community events and activities to provide a youth presence (i.e. Youth Week, Youth Awards, Family Day, Community Play Activities, Culture Days).
- To liaison with community organizations that can benefit both the group as well as the youth community at large.

## **Appointment to the Oakville Youth Action Committee (OYAC)**

To be considered for appointment with the Committee, all youth, including returning youth, must complete an application. All applications for representatives will be administered and reviewed, and only those selected to participate will be contacted. All Committee members will receive community volunteer hours throughout their term.

## **Term**

The minimum term for OYAC is one (1) school year (September to June). Once appointed, Committee members will be considered annually for reappointment for the duration of their high school enrollment. The Committee's success hinges on the experience and guidance of returning members.

## **Frequency and Location of Meetings**

Committee meetings are held monthly on the third Thursday, for approximately two (2) hours in length, at the discretion of the Committee. Meeting dates are shifted to avoid exam weeks, March Break, and statutory holidays. Additional meetings may occur leading into National Youth Week or other special events hosted by OYAC. Meetings occur in person at the Queen Elizabeth Park Community and Cultural Youth Centre.

Executive Committee meetings will also occur monthly on the second Thursday, for approximately one (1) hour, or at the discretion of the Executive Committee. Executive meetings take place virtually.

A forecasted schedule of the meeting dates is in Appendix A at the end of the document.

## **Elections**

By consensus, all Committee members will determine the relevant upcoming Executive Committee positions. Any active member with a minimum of six (6) Committee meetings attended in the current term may nominate themselves for a position for next year. Elections will be held each year for all Executive Committee positions at the last meeting in June for the upcoming OYAC school year term where members running for Executive Committee positions will be allowed 2-5 minutes to speak followed by an anonymous and in-person vote.

## **Elected Positions**

The Committee will hold an election for the following positions outlined below. Any member interested in performing a duty may do so. A member may also volunteer to perform any duties that arise on an ad-hoc basis.

- Chairperson x2 (Co-Chair)
- Vice Chairperson (currently not in use)
- Secretary x2 (Co-Secretary)
- Social Chairperson x3 (Co-Social Chair)
- Inclusion, Diversity, Equity, and Accessibility (IDEA) Chairperson (IDEA Chair)

## **Chairperson**

- Performs a ceremonial role for leadership and organization of OYAC.
- Designates the Vice Chairperson (if applicable) to serve in their place should they be unable to perform any of their duties.
- Represents OYAC at any social function or meeting in which the input of OYAC is requested.
- Represents the group (where appropriate) at external meetings, etc.
- Endeavors to foster a strong liaison with the community as a whole.
- Serves as an impartial facilitator of all OYAC meetings.
- Prepare agendas for the meetings after consultation with the other Executive Committee members and the OYAC Staff Team at the monthly Executive Committee meeting.
- Ensures meetings are conducted in a positive and inclusive environment where all opinions are valued.
- Responsibility to maintain order of the meeting.
- Ensures adherence to these Terms of Reference and rules on matters of order during all OYAC meetings.
- Receive and submit to a vote all motions presented by the members.
- Declines to put to vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Committee.
- Performs other duties when directed to do so by resolution of the Committee or the OYAC Staff Team.
- Adjourns the meeting when business is concluded.
- Endeavors to meet or communicate with the OYAC Staff Team, as needed.
- Acts as the Oakville Youth Awards Master of Ceremonies (Emcee) for the event.
- Serves as a team leader during the Youth Awards preparation, and at the ceremony.

## **Vice Chairperson (currently not in use)**

- Shall assume authority and perform all the duties of the Chairperson in the absence of the Chairperson.

## **Secretary**

- Ensures meetings are effectively organized and minutes are accurately captured.
- Liaises with the other Executive Committee members and the OYAC Staff Team on the monthly Executive Committee meeting to plan the monthly meeting agenda.
- The Secretary shall record and maintain the minutes of all Committee meetings.
- Informs members where and when meetings will take place and sends out the agendas, with the minutes from the previous meeting.
- Provides budget updates at monthly Executive Committee meetings and as requested by the Chairperson or OYAC Staff Team.
- Supports financial organization for OYAC-led events, including cost tracking and post-event summaries.
- Works with the OYAC Staff Team to ensure financial documentation is organized.
- Offers recommendations or considerations related to budget planning, while recognizing that all purchasing and final decisions are handled by the OYAC Staff Team.
- Organize the financial expense records by creating a clear budget tracking system, and provide regular financial updates to ensure transparency and accountability within the committee.
- Creates and organizes all electronic documents in a shared accessible space for Committee members, the Executive Committee, and the OYAC Staff Team.
- Serves as a team leader during the Youth Awards preparation, and at the ceremony.

## **Social Chairperson**

This Committee position will consist of three (3) distinct roles, each with specific responsibilities, while ensuring collaboration and shared support across all areas when required. All three (3) positions will also serve as a team leader during the Oakville Youth Awards preparation, and at the ceremony.

- Social Media and Marketing
  - With the support of the OYAC Staff Team, create posts for social media about events and initiatives the Committee is working on.
  - Collaborates with other Social Chairs and Committee members to gather content, updates, and media for upcoming posts.
  - Develop engaging and visually appealing content (e.g. graphics, captions, videos, photos, etc.) that aligns with the Town's corporate identity design standards and messaging.
  - Develop and maintain a consistent posting schedule to ensure timely promotion of events, initiatives, and campaigns.
  - Coordinate all posts with the OYAC Staff Team and ensure they are accurate and appropriate before publishing.
  - Stay up to date with current social media trends and recommend new ideas to improve outreach.

- Event Planning and Community Outreach
  - Acts as a liaison for community activities and reports information back to the Committee (e.g.. Santa Claus Parade, Youth Week, Youth Awards, Culture Days).
  - Coordinates event logistics, including venues, schedules, promotions, and volunteers.
  - Coordinates promotion for both large-scale events and smaller member-led passion projects to ensure equal visibility.
  - Helps create a welcoming and positive environment at all Committee events.
  - Collaborates with other Social Chairs and Committee members to ensure marketing content and logistics are on schedule for promotion, outreach and volunteer recruitment.
  - Works with the OYAC Staff Team to prepare and gather feedback from participants after events to help improve future activities.
- School Liaisons and Team Building
  - Organizes team-building activities during monthly meetings that encourage collaboration, inclusion, and positive relationships among Committee members.
  - Plans, implements, and coordinates a minimum of two (2) major social events for the Committee, under the guidance and support of the OYAC Staff Team.
  - Coordinates, promotes, and recruits volunteers from the Committee for all youth opportunities with assistance from the OYAC Staff Team.
  - Collaborates with other Social Chairs and Committee members to organize volunteers and marketing outreach through the School Liaisons for all OYAC events.
  - Organizes, leads, and supports School Liaisons in building relationships with school administration, committees, groups, and social networks to promote OYAC events to increase youth participation.
  - Recognizes and appreciates School Liaisons, volunteers, and committee members for their contributions and involvement.

### **Inclusion, Diversity, Equity, and Accessibility (IDEA) Chairperson**

- Strengthens communication with Indigenous, faith-based and 2SLGBTQIA+ communities.
- Supports understanding of the role youth play in a diverse and inclusive society.
- Helps the Committee develop inclusive activities and opportunities for all youth.
- Provides input on reducing barriers within the Town's programs and services.
- Fosters greater awareness of diversity, equity and inclusion within the community.
- Works with Executive Committee members and the OYAC Staff Team at monthly Executive Committee meeting to plan the monthly meeting agenda.
- Serves as a team leader during the Youth Awards preparation and at the ceremony.

### **Non-Elected Positions**

The Committee will request an expression of interest for the following positions outlined below to help assist and promote the initiatives of the entire membership. A member may also volunteer to perform any duties that arise on an ad-hoc basis.

## **School Liaison**

- Responsible for info sharing with their high school or elementary school.
- Connecting with the persons most responsible for information distribution in the school, and requesting that communication of Committee initiatives be shared (i.e. announcements, newsletters, screens, social media, etc.).

## **Committee Member (including Executive Committee Members)**

- Represent the Town of Oakville and the Oakville Youth Action Committee in a respectful and positive manner at all times.
- Shall attend and contribute positively to all meetings and work with other members to attempt to reach consensus on decisions to support the goals of the Committee.
- Come prepared for all meetings, having reviewed previous minutes, agendas, and relevant materials in advance.
- Show respect for differing perspectives and demonstrate a willingness to collaborate, compromise, and work as a team.
- Exhibit appropriate and responsible behaviour during all OYAC-related activities, events, and communications.
- Each committee member is required to attend a minimum of two (2) youth events (i.e. Youth Drop-ins, Youth Week, Family Day, Community Play Activities, Culture Days, etc.), as run by the Recreation and Culture Department during their term of service. This does not include any activities or events related to Youth Awards Night or social committee only events.
- Promote OYAC initiatives and encourage youth engagement within the community.
- Follow the Terms of Reference and expectations outlined by the OYAC Staff Team.
- Maintain regular attendance and active participation at meetings and events; lack of attendance may result in removal from the Committee.
- Should a member need to miss a meeting they need to report their absence in advance to the OYAC Staff Team.

## **OYAC Staff Team**

- Staff from the Recreation and Culture Department shall provide administrative support, including the distribution of minutes and agendas, and the general administration and coordination of meetings, as necessary.
- Staff shall provide support to the Committee, including background information, resources and advice to the Committee members to assist them in their roles.
- Staff will ensure Committee members follow the Terms of Reference and provide advice to the Committee members on proper meeting procedures.
- Staff will issue all members letters with total community volunteer hours accumulated after the last meeting in June on an annual basis, unless otherwise requested.

## Appendix A

### **2026/2027 Meeting Dates\***

#### Oakville Youth Action Committee Meetings:

All meetings (11) are in-person at Queen Elizabeth Park Community and Cultural Youth Centre between 6-8 p.m.

Thursday, September 17, 2026

Thursday, October 22, 2026

Thursday, November 19, 2026

Thursday, December 10, 2026

Thursday, January 14, 2027

Thursday, February 18, 2027

Thursday, March 11, 2027

Thursday, April 8, 2027

Thursday, April 22, 2027

Thursday, May 20, 2027

Thursday, June 10, 2027 (2027/2028 Executive Committee Election Night)

#### Additional Youth Awards Meetings:

All meetings (2) are in person as outlined below.

Saturday, May 1, 2027, 9:30 a.m.-Noon, at Queen Elizabeth Park CCC

Thursday, May 6, 2027, 5-9 p.m., at the Oakville Centre for the Performing Arts

#### Additional Executive Committee Meetings:

All Chair, Secretary, Social Chair, and IDEA Chair positions must attend all meetings (11) virtually between 5-6 p.m.

Thursday, September 10, 2026

Thursday, October 15, 2026

Thursday, November 12, 2026

Thursday, December 3, 2026

Thursday, January 7, 2027

Thursday, February 11, 2027

Thursday, March 4, 2027

Thursday, April 1, 2027

Thursday, April 15, 2027

Thursday, May 13, 2027

Thursday, June 3, 2027

\*This schedule is forecasted and preliminary in nature. Schedule is subject to change in the future.