

# Application Package

# VAUGHAN YOUTH CITY COUNCILLOR

*February 2010*



The City of Vaughan  
2141 Major Mackenzie Drive  
Vaughan, Ontario  
Canada L6A 1T1  
Tel (905) 832-2281

September 2009

Dear Student:

This information package has been prepared for students interested in applying for the position of Vaughan Youth City Councillor and includes:

- 1) An application form for the Appointment of Vaughan Youth City Councillor.
- 2) Vaughan Youth City Councillor Roles and Responsibilities.

To be eligible, the student must be:

- 1) a resident of Vaughan
- 2) a Canadian Citizen
- 3) not an employee of the municipality
- 4) a Grade 12 student enrolled in a high school in Vaughan
- 5) must be recommended by his/her Co-operative Teacher

The successful candidate will have the opportunity to acquire 1 credit (110 hours) or 2 credits (220 hours) depending on the recommendation from his/her Co-operative Teacher. This is an **afternoon co-op placement** that provides a unique opportunity for students to be exposed to politics at the municipal level, while at the same time developing and/or enhancing their leadership skills, people skills and communication skills. More importantly, as Youth City Councillor and as an advocate for youth, the successful candidate will be in a position to bring youth related issues and concerns to Council's attention, as well as report on achievements/successes of youth in Vaughan. The Youth City Councillor will also have opportunities to engage with youth through the school system.

The term of office for this position will be the same as the school term second semester (February 2010 to June 2010).

Applications must be accompanied by a recommendation from the student's Co-operative Teacher, a resume outlining the student's relevant school/community participation, extra-curricular activities and work experiences and a short essay explaining why the position of Youth City Councillor is of interest to the student.

Applications may be submitted in person or by mail to the Deputy City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, L6A 1T1, or by fax 905-832-8535. **In order for Vaughan Council to consider you for the position of Vaughan Youth City Councillor, your application must be received in the Clerk's Office by no later than *Friday, October 30, 2009 at 4:30 p.m.***

If you require further information or clarification, please do not hesitate to call me at 905-832-8585 Ext. 8628.

Yours sincerely,

Sybil Fernandes  
Deputy City Clerk

## Application Form for Appointment Vaughan Youth City Councillor

Personal Information (Please Print):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE Nos: Residence \_\_\_\_\_ Cell \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Year Month Day

NAME OF HIGH SCHOOL ENROLLED IN: \_\_\_\_\_ GRADE: \_\_\_\_\_

Are you a member on Student Council, or other school committee, or community organization? If your answer is yes, please provide details:

\_\_\_\_\_

Please indicate the courses you are presently enrolled in, or intend to take.

\_\_\_\_\_

To be eligible, please attach the following to this application form:

- 1) Letter from your Co-operative Teacher recommending you to the position.  
Attached Yes  No
- 2) Short essay explaining why the Youth City Councillor position is of interest to you.  
Attached Yes  No
- 3) Resume outlining your participation on school committees and community organizations, extra-curricular activities you are involved in, and work experience.  
Attached Yes  No

Personal information on this form is collected under the legal authority of the Municipal Act, R.S.O. 1990, c.M.45, as amended. This information will be used to process applications to determine an applicant's suitability to be appointed and serve as the Vaughan Youth City Councillor. Questions about this collection should be directed to the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, 905- 832-8504.

I hereby acknowledge and agree that if appointed as Vaughan Youth City Councillor, I will adhere to the Code of Ethics and Declaration of Office established by Council; and

I hereby declare that I am a resident of Vaughan, a Canadian Citizen, the municipality does not employ me, and have met the following eligibility requirements for appointment:

- i) I am a grade \_\_\_\_ student enrolled in a school in Vaughan;
- ii) I have been recommended by the school's Co-operative Teacher; and
- iii) I have submitted, along with this application, a resume and a short essay.

\_\_\_\_\_  
Signature

**Please submit application by mail or in person to Sybil Fernandes, Deputy City Clerk, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, or by Fax to 905-832-8535. The deadline for receipt of applications is Friday, October 30, 2009 at 4:30 p.m. Applications will not be accepted after the deadline.**



*The City Above Toronto*

*Adopted at the Council Meeting  
Of June 26, 2006*

## **Vaughan Youth City Councillor Roles and Responsibilities**

### **Preamble:**

The role of the Vaughan Youth City Councillor is to represent youth in Vaughan, bring to Council's attention youth related issues and concerns and report on achievements and successes of youth in Vaughan.

### **1.0 ROLES AND RESPONSIBILITIES**

- 1.1 To attend Committee of the Whole and Council meetings (held every Monday during the day). As well, the Youth Councillor may attend as necessary advisory committee meetings (evening meetings) including Vaughan Youth Cabinet, ~~Mayor's Task Force on Community Safety and Security~~, Community Relations and Council/School Board Liaison meetings. The Youth City Councillor will not attend Committee of the Whole (Closed Session) meetings.
- 1.2 To participate as a non-voting member at Committee of the Whole and Council meetings by raising questions and/or providing comments from a youth perspective.
- 1.3 To maintain consistent attendance and conduct themselves in an appropriate manner abiding by City of Vaughan policies, procedures and protocols.
- 1.4 To present a monthly report to Committee of the Whole outlining tasks/activities undertaken and events attended in the previous month.
- 1.5 To participate in official ceremonial functions, where appropriate, with members of Council.
- 1.6 Where possible, to shadow the Chair of the month and/or a member of Council to experience all aspects of political life.
- 1.7 To be a member, ex-officio, of the Vaughan Youth Cabinet and to act as a liaison between that group and Vaughan Council.
- 1.8 To act as a spokesperson for youth issues in Vaughan and to represent the voice of youth in the City.
- 1.9 The Youth City Councillor will not count towards quorum at Council meetings, but is expected to inform the Clerk's Department if they are unable to attend meetings.

### **2.0 ELIGIBILITY REQUIREMENTS/APPLICATION PROCEDURES**

- 2.1 The Youth City Councillor must be a resident of Vaughan and a Grade 12 student enrolled in a high school in Vaughan.
- 2.2 The Youth City Councillor must have a high academic standing with demonstrated leadership qualities as a member on Student Council or a community organization, have taken or intend to take courses such as civics, law, history and social science, and have an interest in pursuing a law degree or political science degree.

- 2.3 To be eligible the student must be recommended by his/her Co-operative Teacher.
- 2.4 The student must submit a resume outlining relevant school/community participation, extra-curricular activities and work experience.
- 2.5 The student must submit a short essay explaining why the Youth City Councillor position is of interest.
- 2.6 Applications will be reviewed by the City Clerk/Deputy City Clerk. The City Clerk/Deputy City Clerk and the chair of the Youth Cabinet will interview potential candidates as part of the work experience.
- 2.7 The City Clerk/Deputy City Clerk's recommendation, together with all the applications submitted, will be forwarded to a Committee of the Whole (Closed Session) meeting for consideration and approval.

### **3.0 COMPENSATION**

- 3.1 The Youth City Councillor's participation in the municipal process must be recognized by the appropriate school board as part of a two-credit Co-operative Education placement.
- 3.2 The Youth City Councillor's service will be recognized through a letter of service from the Mayor and Members of Council upon completion of the term.

### **4.0 NEGLIGENCE OR DERELICTION OF DUTY**

- 4.1 The Youth City Councillor must maintain consistent attendance, and conduct themselves in an appropriate manner and abide by City of Vaughan policies, procedures and protocols.
- 4.2 While serving as Youth City Councillor, each person must maintain a high academic standing, to the satisfaction of their Co-operative Education Teacher.
- 4.3 In the event that the Youth City Councillor is unable or unwilling to fulfill their duties, they may resign, or Council may remove them from the Office of the Youth City Councillor.

### **5.0 RECRUITMENT PROCEDURES**

- 5.1 Application packages will be forwarded to the School Board Co-op Program Consultants for distribution to the Co-op Education Teachers at high schools in Vaughan. The timelines are as follows:

First Semester – September to January

Application packages must be received at the schools in January with the deadline for submission of applications to the City in March and approval of the candidate in May.

Second Semester – January to June

Application packages must be received at the schools in September with the deadline for submission of applications to the City in October and approval of the candidate in November.

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**6.0 THE CO-OP EDUCATIONAL EXPERIENCE OUTLINE**

- 6.1 The Youth City Councillor position affords the successful candidate the opportunity to acquire a 1 credit (110 hours) or 2 credit (220 hours) afternoon co-op placement linked to an appropriate course.
- 6.2 Upon the selection of the candidate, the Deputy City Clerk will contact his/her Co-operative Education Teacher.
- 6.3 The Co-operative Teacher will be responsible for communicating to the student, and monitoring, the co-op program's educational requirements including the Personalized Placement Learning Plan and necessary assignments.
- 6.4 The Deputy City Clerk will be the main contact with the student's Co-operative Education Teacher in respect of the Co-operative Education program.
- 6.5 Each member of Council, during their month as Chair, may provide an opportunity for the Youth City Councillor to shadow them for a specific period of time.

**7.0 CITY SUPPORT**

- 7.1 The City Clerk's office will collect all reports prepared by the Youth City Councillor of each meeting they attend and shall supply copies to the Youth City Councillor and the Co-operative Education Teacher on a monthly basis, or as requested.
- 7.2 Evaluation:
  - 7.2.1 Members of Council, during their month as Chair of the Committee of the Whole meetings, will evaluate the Youth City Councillor using the form titled "Youth City Councillor Evaluation – (Member of Council)" (see Appendix # 2) and submit said evaluation to the Deputy City Clerk in a timely manner, who will forward it to the Co-operative Education Teacher and to the Youth City Councillor.
  - 7.2.2 The Deputy City Clerk (City Supervisor), subject to the school's requirements, will provide a general evaluation on the student's work experience e.g. attendance, ability to take and follow direction, relations with staff, attitude, etc.

**8.0 TRAINING**

- 8.1 The Youth City Councillor will receive, after appointment, an information package from the City Clerk's Department containing the following:
  - a. a copy of the Roles and Responsibilities of the Vaughan Youth City Councillor;
  - b. a copy of the Procedure By-law and a copy of the Municipal Act.
- 8.2 The Deputy City Clerk will provide guidance on meeting procedures, City policies and protocols.

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**9.0 GENERAL PROCEDURES AND ADMINISTRATIVE SUPPORT**

- 9.1 The Youth City Councillor will sit with Senior City Staff during meetings.
- 9.2 The Youth City Councillor will receive a permanent nameplate marking his/her legitimate place at the meeting table. The nameplate will spell the persons full name, followed by the title "Youth City Councillor."
- 9.3 The Youth City Councillor will be included in all relevant distributions – both electronic and print, to Members of Council, except for items deemed confidential.
- 9.4 The Youth City Councillor will be addressed during meetings in the same manner as other non-elected participants: Mr. / Ms. "last name." Alternately, they can be referred to as "the Youth Representative," or "the Youth City Councillor."
- 9.5 The Youth City Councillor will be located in the Clerk's Dept. and be provided with a desk, computer, phone and access to a photocopier and fax machine.
- 9.6 The Youth City Councillor will be provided with voicemail and e-mail accounts.
- 9.7 The Youth City Councillor will not have any clerical or administrative support staff.
- 9.8 The Youth City Councillor will have access to City of Vaughan letterhead and office supplies such as pads, pens, pencils, highlighters, etc.
- 9.9 All media contacts should be through the City and School Board Communications departments and should follow City/School Board protocols.
- 9.10 The Youth City Councillor should work with the Vaughan Youth Cabinet on youth related initiatives, projects and presentations. City and School supervisors are to review initiatives, projects and presentations for appropriateness.

**10.0 CO-OP TEACHER ROLE AND RESPONSIBILITIES**

- 10.1 Distribute program package to appropriate candidates based on criteria outlined in sections 2.0 and 5.0.
- 10.2 Screen and prepare potential candidates selected for the interview process.
- 10.3 Outline clearly to the candidates the time requirements and how the position would fit into the school calendar, credits designated and student timetable. (It is recognized that schools must be flexible to fit the requirements outlined by the City).
- 10.4 Meet with designated Supervisor and review Ministry of Education requirements: Work Education Agreement, WSIB coverage, semester calendar, evaluations and personal training plan.
- 10.5 Review and provide designated City Supervisor copies of all necessary documentation prior to the student commencing his/her placement at the worksite.
- 10.6 Discuss possible job shadowing of Councillor (Chair of the month). (It is recognized that this facet of the program would depend on the time constraints of the Councillor(s) in question and confidentiality issues that may arise).
- 10.7 Complete all necessary paperwork if an injury were to occur while the student was fulfilling the designated duties.
- 10.8 Monitor regularly the student's progress and meet with designated City Supervisor.

- 10.9 Outline to the selected candidate the proper procedures/protocols for the position with respect to initiatives, attending functions, meetings, media protocols, etc.
- 10.10 Review, in consultation with designated City Supervisor all initiatives, presentations, reports and events.
- 10.11 Review the proper conduct with respect to handling all potential issues surrounding the position since the selected candidate is a representative of the City of Vaughan at all times. Maintaining the integrity of the position at all times must be stressed.
- 10.12 Stress to the student, if for any reason he/she is removed from the position due to poor work performance, attendance or other specific issues, the student will forfeit all designated co-op credits and be removed from the program/position of Vaughan Youth City Councillor.

**11.0 WSIB COVERAGE**

- 11.1 WSIB coverage will be provided by the Ministry of Education for hours delineated on the Work Education Agreement as hours a student will be gaining high school credits.
- 11.2 The placement hours must be outlined on the Work Education Agreement and must coincide with the length of the school semester.





The City Above Toronto

Vaughan Youth City Councillor  
Roles and Responsibilities  
(Adopted at the Council meeting of June 26, 2006)

Appendix 2

Youth City Councillor Evaluation  
Member of Council

The Monthly Chair shall, at the end of each month, evaluate the Youth City Councillor according to the following criteria and submit this evaluation to the Deputy City Clerk, who will be responsible for communicating this information to School Officials.

EVALUATOR NAME: _____	TITLE: _____
STUDENT NAME: _____	DATE: _____
SCHOOL OFFICIAL'S NAME _____	

**Verbal Contribution**    1    2    3    4    5    6    7    8    9    10  
*(How well did the Youth City Councillor enhance the quality of debate during this period?)*

**Subtextual analysis**    1    2    3    4    5    6    7    8    9    10  
*(How well did the Youth City Councillor understand the political dynamics underlying the debate during this period?)*

**Political Education**    1    2    3    4    5    6    7    8    9    10  
*(To what extent did the Youth City Councillor develop their political skills during this period?)*

**Job Shadowing**    1    2    3    4    5    6    7    8    9    10  
*(How would you rate the effectiveness of the Youth City Councillor as a "job shadower"?)*

**General Department**    1    2    3    4    5    6    7    8    9    10  
*(To what extent did the Youth City Councillor act in ways that were a credit to youth?)*

TOTAL: \_\_\_\_\_/50

COMMENTS:

*Please ensure this evaluation accurately reflects the student's achievements; the resulting score will help determine the Youth City Councillor's final co-op grade.*

EVALUATOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_