

Brampton Youth Cabinet Terms of Reference

The Brampton Youth Cabinet (BYC) empowers youth and provides a platform to share ideas and drive positive outcomes in the City of Brampton. By providing youth with a strong and meaningful voice in civic life, the Brampton Youth Cabinet sparks leadership, advocacy, collaboration and action.

1. Mandate

- Create youth engagement opportunities
- Raise awareness of issues that affect and/or interest youth
- Act in an advisory capacity by providing feedback and input from the youth lens
- Recognize the contributions of youth changemakers
- Support youth-led projects, events and initiatives
- Facilitate leadership development and mentorship opportunities
- Enhance connections between youth and the City of Brampton

2. Guiding Principles

- **Youth First** – Prioritize youth needs, ideas, and experiences
- **Civic Engagement** – Engage youth in community involvement
- **Transparency and Accountability** – Clear communication and responsibility for actions
- **Empowerment** – Build leadership, advocacy, and life skills
- **Equity, Collaboration, and Respect** – Create a fair, inclusive, and respectful environment
- **Trust and Continuity** – Build long-term impact and trust through consistency

3. Executive Team

- The executive team comprises of 25 members, with 5 per Brampton Ward pairing
- Four working groups: Events, Outreach, Communications, Advisory, with two Co-Leads (one Teen, aged 14 to 18; one Young Adult, aged 19 to 29) and four Core members per working group (Events to have five Core members)
- City staff will facilitate, liaise and provide guidance and support

3.1 Term of Office

- Annual term from September to June
- Honorarium given at the end of the term (subject to fulfilling obligations)
- May resign at any time in writing to the City staff
- May apply for an additional term(s) through the standard recruitment process
- Reappointment is not guaranteed

3.2 Attendance

- Regular monthly executive team meetings, with additional meetings scheduled as required
- The Co-Leads will chair the executive team meetings in rotation

- Advanced notice must be provided to City staff for any absences. Three absences may be subject to removal
- Executive members are expected to attend all meetings regularly, actively participate and maintain involvement
- All executive members must register with the City's volunteer database, and sign a waiver; youth under 18 require parental/guardian consent

3.3 Annual Work Plan

- A work plan will be developed at the start of each term in alignment with Brampton Youth Cabinet's mandate and the City of Brampton's priorities
- Executive team is responsible for completing the work plan, ensuring objectives are met, tracking results and outcomes, and reporting on progress

4. **General Membership**

- Must be a Brampton resident, aged 14 to 29
- General member may apply to join at any time

5. **General Expectations**

- Exemplify key values, such as equity, collaboration and respect
- Shall not engage in political campaigns or activities during the term
- Use of City resources must be for Brampton Youth Cabinet purposes
- Must disclose any conflict of interest throughout the term
- Must comply with relevant code of conduct and decision-making protocols
- Actively contribute to ideas, increase awareness and champion engagement
- Represent the Brampton Youth Cabinet professionally with peers, the public and City staff and be a positive reflection of the City of Brampton

6. **Other**

- Brampton Youth Cabinet is sponsored by the City of Brampton, which can review and veto any decisions and actions that do not fit with the values of the Brampton Youth Cabinet or the City of Brampton
- Members must keep in mind that while they serve on the Brampton Youth Cabinet, it has specific goals and objectives and the function is advisory in nature. The final decision on recommendations made will rest with the City of Brampton, whose accountability is to the broader public