

Terms of Reference for the IPC Youth Advisory Council

Approved: 10/11/2022

Purpose

The purpose of the youth advisory council is to give young people the opportunity to express their views and provide advice to the Information and Privacy Commissioner of Ontario (IPC) on digital information and privacy topics related to Children and Youth in a Digital World.

Mandate

The role of council members is to examine, discuss and provide advice on issues relating to:

- access and privacy rights of Ontario's children and youth
- holding institutions accountable for protecting children and youth
- IPC program ideas and resources to enhance privacy education and digital literacy specifically among children and youth

Meetings

The council will meet via videoconference for a minimum of four meetings annually. Teleconferences and email discussions may take place in between meetings on an as-needed basis. Council members may be asked to prepare a report or presentation for the IPC on the topics discussed at the meetings.

Membership

Council members are selected based on the information provided in their applications and subsequent interviews.

Membership on the council does not imply endorsement by the IPC of a particular school, university or organization, company, product or service.

Meetings are chaired by a member of the IPC Youth Advisory Council, who is also a member of the IPC Strategic Advisory Council. The role of the Chair is to run the meeting in a manner that encourages discussion and to make sure that participants respect each other and the Code of Conduct. Administrative support is provided by the IPC administrative coordinator.

Members will receive training materials and guidance to ensure they can participate meaningfully on the council.

Term

The term of membership will run from January 2023 until December 2024.

Confidentiality

All written materials provided to participants to inform the council's deliberations should be kept confidential unless otherwise stated. Roundtable discussions will be held under the [Chatham House Rule](#). That means that anyone who comes to a meeting is free to use or share general information from the discussion with others but is not allowed to reveal who made any particular comment. Confidentiality allows for increased openness when discussing various and especially controversial issues.

If the IPC wants to publish specific quotes or attribute comments made by a member, the IPC will seek the member's consent in advance.

Publicity

Names and photographs of council members may be published on the IPC website and in the IPC annual report. Participants will be asked to consent to this in the Member Agreement and sign a photo release waiver.

Media Comment

Members will not speak in public or to the media about the council's work unless given prior approval by the commissioner. This applies both during and after the Term.

Procedures

Any meeting documents, including the agenda, will be sent to council members by the administrative coordinator at least three (3) business days before the meeting.

Members will make every effort to participate in all meetings. If a member cannot attend, they should inform the administrative coordinator in advance, and may not send someone else to the meeting in their place.

If during the Term, a member can no longer be able or willing to participate in the council on these terms, they will advise the administrative coordinator so another youth can join the council in their place.

Decisions

The commissioner will seek out and take into consideration the views of council members, whether individually or as a group. However, the commissioner and assistant commissioners have final decision-making responsibility regarding the consultation process and the adoption of advice related to IPC programs and initiatives.

Effective Date

These terms came into force on 10/11/2022.