

WHITE CITY YOUTH ADVISORY COMMITTEE TERMS OF REFERENCE



White City

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Establishment

- 1 Pursuant to section 81 of *The Municipalities Act*, the Youth Advisory Committee is established by the Council of the Town of White City.

Purpose

- 2 The purpose of the Youth Advisory Committee is to stimulate and promote youth interest in municipal matters and local politics. The Youth Advisory Committee will serve to educate and empower youth to provide information and recommendations to Council related to opportunities or issues that impact or involve youth including the things that are considered to be assets, strengths and opportunities in the community.
- 3 The Youth Advisory Committee shall consider, debate and make recommendations to Council on matters impacting the youth of White City.
- 4 Youth Advisory Committee intends to encourage youth participation in the community, engage leaders and volunteers of the future, and provide a mechanism for youth to communicate with Council and staff of the Town of White City.

Interpretation

- 5 In these terms of reference,
 - (1) **administration** means employees working for the Town of White City;
 - (2) **Council** means the White City Town Council;
 - (3) **Town** means the Town of White City; and
 - (4) **Youth Advisory Committee** means the White City Youth Advisory Committee as established in accordance with these terms of reference.

Scope

- 6 The Youth Advisory Committee is established to:
 - (1) co-design and recommend a youth strategic plan for adoption by Council every four years;
 - (2) review and evaluate youth strategic plan process;
 - (3) assist administration in the planning, coordinating and execution of events, or components of events targeted to youth;
 - (4) review policy proposals in relation to matters that impact or involve youth and provide recommendations for Council's consideration and review;
 - (5) encourage youth volunteerism throughout the community;
 - (6) consult with Administration and other youth serving agencies to support youth initiatives;
 - (7) drive change, and advocate on behalf of youth; and
 - (8) establish partnerships with individuals and youth serving organizations to ensure different perspectives are reflected in Youth Advisory Committee initiatives and procedures.
- 7 Council may refer any matter to the committee listed within its scope.

Authority

- 8 The committee shall have no delegated powers of Council.
- 9 Resolutions passed by the Youth Advisory Committee shall form recommendations for consideration by Council.

- 10 The committee shall have the authority to resolve matters which are administrative and non-substantive in nature such as:
 - (1) approving meeting agendas and changes to the agenda;
 - (2) appointing a chair or an acting chair in the absence of the chair;
 - (3) setting, or changing, the date, time and place of a meeting; and
 - (4) seeking information from or through Administration or referring matters to another committee for further consideration, pursuant to subsection 126(3) of *The Municipalities Act*.

Membership

- 11 Membership to the committee shall be comprised of:
 - (1) one (1) member of Council;
 - (2) up to three (3) youth-at-large representatives age 12 to 18 years; and
 - (3) one (1) student representative age 12 to 18 years from each of the following:
 - i. Ecole White City School
 - ii. Emerald Ridge Elementary School
 - iii. Greenall High School.
- 12 Members shall reside, whether full- or part-time, within the municipal boundaries of the Town.
- 13 A Staff Liaison shall attend all meetings on an ex-officio basis. Other administrative members or members of the public may be invited to attend at the discretion of the Youth Advisory Committee to advise and provide information when required.
- 14 The Youth Advisory Committee shall select a Chair and Vice-Chair at the first meeting following member appointments.
- 15 The Youth Advisory Committee shall appoint a secretary annually.
 - (1) The secretary, with support from the Town Clerk or their designate, shall act as administrative coordinator and recording secretary for the committee.

Appointment and Duration

- 16 The procedure for appointments to the Youth Advisory Committee by Administration shall be:
 - (1) by advertisement, invite submissions from the public for appointment to the Youth Advisory Committee;
 - (2) compile all applications received and provide recommendations for appointments to Council;
- 17 Appointment to the Youth Advisory Committee shall be for a nine (9) month term commencing September 15 and ending June 15 to coincide with the school year.
- 18 Appointees may be reappointed from term-to-term for a maximum of five (5) consecutive terms.
- 19 Members of Youth Advisory Committee who miss three (3) or more meetings may have their membership revoked by a majority vote of the Youth Advisory Committee or at Council's discretion.
- 20 Council may, at its discretion, revoke the membership of any individual who has been appointed to Youth Advisory Committee.

Remuneration

- 21 Membership to the Youth Advisory Committee is on a voluntary basis and members shall not receive remuneration.
- 22 The member of Council shall receive remuneration as per *The Council Remuneration Policy*.

Meetings

- 23 The Youth Advisory Committee shall meet monthly.
 - (1) The Youth Advisory Committee may convene additional meetings at their discretion.
 - (2) At its first meeting of each term, the Youth Advisory Committee shall set a schedule of regular meetings.
- 24 The secretary, with support from the Town Clerk, shall prepare and circulate the agenda for all meetings.
- 25 Formal meeting procedures, such as Robert's Rules of Order, shall not be required.
 - (1) Voting shall only be required in the event member consensus is not able to be reached on a decision.
 - (2) In the event voting is required, each member shall have one (1) vote and in the event of a tie the vote shall not pass.
- 26 The agenda for each meeting shall include the following, where applicable:
 - (1) Call to Order
 - (2) Delegations and Presentations
 - (3) Old Business
 - (4) New Business
 - (5) Treasurer's Report
 - (6) Roundtable

Reporting and Communication

- 27 The chair shall provide regular updates to Council.
- 28 The Secretary, with support from the Town Clerk, or their designate, shall prepare a summary of all meetings of Youth Advisory Committee, including any recommendations to Council.
- 29 The meeting summary shall be circulated to all members within seven (7) days of the meeting.
 - (1) The Town Clerk shall:
 - (a) submit the meeting summary for addition to the next regular council meeting agenda; and
 - (b) provide any committee recommendations to appropriate members of administration to accompany the corresponding report for council's consideration at a regular council meeting.