



Youth Council Terms of Reference

1. Purpose

- 1.1 The purpose of the Youth Council is to educate and empower youth to provide information and recommendations to Council in relation to issues that impact or involve youth.

2. Definitions

- 2.1 *Administration* – means employees working for City departments.
- 2.2 *Agenda* – means the list of items and order of business for any meeting.
- 2.3 *Chair* – means the Youth Council member who is appointed by the Youth Council, who has the authority to oversee the conduct of a meeting.
- 2.4 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 2.5 *Council* – means the Mayor and Councillors for the City, both individually and together as a whole.
- 2.6 *Council Member* – means a current member of Council who is appointed to the Youth Council annually at Council's organizational Council meeting.
- 2.7 *FOIP* – means Alberta's *Freedom of Information & Protection of Privacy Act*.
- 2.8 *Members* – means Council and/or public Members appointed by Council to municipal boards, committees and Youth Council.
- 2.9 *Minutes* – means the record of decisions of a meeting.
- 2.10 *Quorum* – means the minimum number of Members that must be present at a meeting for business to be transacted.
- 2.11 *Secretary* – means the Member appointed by the Youth Council to create the meeting agendas, prepare meeting minutes, and oversee other administrative matters, as required.
- 2.12 *Staff Liaison* – means a member of Administration, who acts in a liaison capacity for the Youth Council.
- 2.13 *Terms of Reference* – means a document approved by Council which defines the purpose and structure of a project, committee, or a collection

of people who have been appointed by Council to work together to accomplish a shared goal.

- 2.14 Vice-Chair – means the Member who is appointed by Youth Council to act as Chair in the absence of the Chair.
- 2.15 *Youth Council* – means Members appointed by Council, and is comprised of public members, and may have appointed Council member(s).

3. Roles and Responsibilities

- 3.1 The Youth Council shall:
 - a. research and write policy proposals for Council’s consideration and review;
 - b. consult with Administration and other youth serving agencies to support youth initiatives;
 - c. provide a youth lens to City policies, programs and services as part of the City’s Diversity & Inclusion Policy (GEN-007-C);
 - d. work with Administration to develop and maintain a community dialogue about matters important to youth in Fort Saskatchewan;
 - e. drive change, and advocate on behalf of youth; and
 - f. establish partnerships with individuals and youth serving organizations to ensure different perspectives are reflected in Youth Council initiatives and procedures.

4. Values

- 4.1 The City believes:
 - a. youth are an integral part of the community and have inherent rights and responsibilities;
 - b. youth are given the opportunity to engage in issues affecting them and provide recommendations and feedback; and
 - c. youth make positive contributions to their communities.

5. Membership

- 5.1 The Youth Council shall be comprised of a minimum of 5 and a maximum of 14 youth, and an appointed Council Member(s), as appointed.
- 5.2 The appointed Council Member will represent City Council and provide updates to both City Council and Youth Council on items that may impact either parties.
- 5.3 Public Members of Youth Council are residents of the City of Fort Saskatchewan between the ages of 14 – 24 years of age.
- 5.4 Public Members shall not be current employees of the City.
- 5.5 Public Members shall not have been employed by the City for a minimum of 12 months prior to applying for a Public Member position.
- 5.6 All agenda items shall be determined by Youth Council Members and submitted to the Chair one week prior to the meeting date for review and distribution.
- 5.7 Youth Council Members shall serve a minimum 1 year term and a maximum 2 year term. Members whose terms are set to expire but are eligible for reappointment, shall be asked to provide written confirmation of their interest in reappointment.
- 5.8 A Chair, Vice-Chair and Secretary shall be selected by the Youth Council Members of each term.
- 5.9 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 5.10 Youth Council Members shall endeavor to attend and actively participate in all meetings.
- 5.11 Any public Member absent for 3 consecutive meetings, without providing reasonable cause to the Chair or Staff Liaison in advance of the meeting, may have their appointment rescinded.

6. Meetings

- 6.1 The Youth Council shall meet once a month, on the first Wednesday of every month, or as determined by the Chair.

- 6.2 The Youth Council shall make a presentation to inform Council of youth priorities and concerns at minimum twice per year.
- 6.3 Meetings may be held virtually or at City Hall, Lang Room or other appropriate location, at a time appropriate to the scheduling needs of the Youth Council Members.
- 6.4 A quorum of 50% plus 1 shall be required to begin meetings and to conduct any business, or pass any motions.
- 6.5 Unofficial meeting minutes shall be posted online within one week of the meeting date and all meetings are open to members of the public unless notice is given in advance.
- 6.6 Before a meeting or part of a meeting is closed to the public (in-camera), the Youth Council shall state:
 - a. that the Youth Council shall be meeting in-camera;
 - b. the basis under which the meeting shall be held in-camera, as defined by legislation; and
 - c. a motion shall be made to move in-camera, and a separate motion shall be made to return to the open meeting.
- 6.7 Youth Council shall use Council's Procedural Bylaw (Bylaw C11-18) for parliamentary procedure and shall refer to Robert's Rules of Order for procedures not included in the Bylaw.

7. Administration Liaison Roles and Responsibilities:

- 7.1 The Family and Community Support Services' Youth and Family Coordinator shall be designated as the City Liaison to provide administrative support to the Youth Council.
- 7.2 The City Liaison shall provide youth with opportunities to learn about City governance, procedures and policy-making which may include:
 - a. working with Administration to educate them on the role of Youth Council;
 - b. inviting Members from Administration to speak at Youth Council meetings based on the interests and priorities of Members; and
 - c. work with Youth Council to help support initiatives.

- 7.3 The Youth Council Staff Liaison shall also:
- a. provide orientations to new Members;
 - b. carry out an administrative, secretarial, and policy advice role;
 - c. remain impartial to all Members;
 - d. not participate in voting at meetings;
 - e. be mindful of any recommendations proposed by the Youth Council, which may contradict City bylaws, policies, or any other related legislation;
 - f. act as an administrative resource for Members; and
 - g. ensure that the Youth Council has an approved Terms of Reference or bylaw in place.