

## TERMS OF REFERENCE

ISSUED:	AMENDED:
<b>YOUTH ADVISORY COMMITTEE</b>	

<b>AUTHORITY:</b>	The Cities Act, SS 2002, c C-11.1, Section 55 <i>“A council may establish council committees and other bodies and define their functions.”</i>
<b>MEETINGS:</b>	Monthly – At the Call of the Chair. One (1) school calendar year (September to June) Commencing at 9:00 a.m.
<b>QUORUM:</b>	Simple majority (50% plus 1)
<b>RESOURCES:</b>	Facilitator
<b>ADMINISTRATIVE SUPPORT:</b>	City Clerk’s Office
<b>AGENDA PREPARATION:</b>	Bylaw No. 5176, <u>Procedure Bylaw</u>

### RESPONSIBILITIES:

- Endeavour to increase positive public awareness and understanding by youth of local government and assist in developing new outreach and/or communication policies, strategies and programs.
- To network with peers and community leaders and to participate in a forum that is open, inclusive and fun.
- To provide a communication link between the youth of Moose Jaw and City Council that will enhance the quality of life, health and well-being of the youth within the community.
- Make recommendations on youth recreational opportunities and community activism.
- To identify things in the City of Moose Jaw that are valued by youth, including the things that are considered assets, strengths and opportunities in our community by young persons.
- To act as a positive advocate and provide leadership experience for youth.
- To network with student councils and other youth organizations.

## **EXPECTATIONS:**

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

## **COMPOSITION:**

The Youth Advisory Committee will consist of 17 voting members consisting of the following:

- (1) City Council representative.
- (2) Student Representatives from each of the following schools:
  - Central Collegiate
  - Cornerstone Christian School
  - Peacock Collegiate
  - Riverview Collegiate
  - Vanier Collegiate
  - Ecole Ducharme
  - Sask Polytechnic
- (2) Youth-at-Large Representatives. (Must be 18 – 25 years of age and cannot be students from schools currently represented on the Youth Advisory Committee.)

### **Non-Voting Resource Members**

- Facilitator, City staff or public delegations.

## **MEETINGS:**

- The Youth Advisory Committee will meet monthly at 9:00 a.m.
- The City Clerk's Office shall provide administrative support when required.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Facilitator and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members must be an official member appointed by their respective High School Principal to vote on issues.
- Members of the public will not have voting privileges. Members of the public wishing to address may do as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

## **APPOINTMENT AND TERM:**

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 1-year term based on the school calendar year.
- Appointments to be made by City Council.
- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in September of the current year.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant.
- In the case of a vacancy, the Committee may then contact the corresponding High School Principal and ask that another representative be sent as a replacement.
- Members who miss three consecutive meetings, without pre-agreement from the remaining members, will be deemed to have resigned from the Committee subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

## **PREFERRED QUALIFICATIONS:**

- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- To play an integral role to the Committee by actively participating and contributing to projects/special events coordinated by the Committee.
- Members must notify the Chair or Co-Chairs of the Committee and the Facilitator to inform of their absence from a meeting if they are unable to attend.
- To propose to the Youth Advisory Committee projects and plans designed to assist in the fulfillment of the purposes of the Youth Advisory Committee.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.

## Resource Documents

*The Cities Act*  
Bylaw No. 5176, Procedure Bylaw