

# Terms of Reference



## YOUTH ADVISORY COMMITTEE

### INTRODUCTION

The Youth Advisory Committee was formed to develop effective, mutually beneficial working partnerships with communities, agencies and corporate sponsors that focus on addressing youth activities and interests.

The Youth Advisory Committee is an Advisory Committee of Council.

### OBJECTIVE

The objective of the Committee is to encourage youth to provide input into a cross section of issues which affect the municipality and community-at-large.

### SCOPE OF WORK

To achieve this objective, the Youth Advisory Committee will review and provide input to Council on the following:

- Youth perspective on various topics including social issues, arts and culture, sports and recreation, transportation, environment and related opportunities while:
  - providing the opportunity for the exchange of ideas;
  - encouraging priority setting; and
  - develop leadership skills to strengthen and empower youth in our community.
- Projects, services and priorities that are important to youth;
- Partnerships and relationships with institutions, businesses, and agencies that incorporate or support youth activities and interests; and
- Creation of theme-specific ideas related to working groups, i.e. social, arts and culture, planning, transportation, and environment.

### MEMBERSHIP

In order to provide representation from the community, the membership of the committee is as follows:

- One member from School District #23, Board of Trustees
- Two members of Kelowna City Council

### APPOINTMENT AND TERM

Members shall be appointed by Council for a three-year term, to run concurrent with the Council term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

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The Committee will form a Steering Group of senior City staff, facilitator(s) and youth representatives to address special matters coming within the scope and jurisdiction of the Committee. The Committee will establish up to four Youth Forums throughout the year to address issues and topics to include:

- Social issues
- Sports & Recreation
- Transportation
- Environment
- Arts & Culture

Information collected from each Youth Forum will be presented to the Committee outlining results and recommendations.

#### **CHAIR**

The Chair of the Committee shall be appointed by Council resolution.

#### **MEETING PROCEDURES**

The Chairperson shall call meetings of the Committee as required.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda will be forwarded electronically to the Office of the City Clerk at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared and then signed by the Committee Chair. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

#### **Conflict of Interest**

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee

member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

#### **Voting**

All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting.

Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favor of the question.

If the votes are equal for and against, the question is defeated.

#### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

#### **REPORTING TO COUNCIL**

Recommendations of the Committee must be adopted by Committee motion prior to presentation to Council.

The Committee will regularly report to Council regarding current activities and recommendations. An annual report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff time.

The Committee Chairperson or his/her designate will report to Council on behalf of the Committee.

The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

#### **BUDGET**

The routine operations of the Committee will be funded by allocations within the Recreation and Cultural Services Department budget. The Youth Forum(s) and any special initiatives of the Committee will be budgeted separately.

#### **STAFF SUPPORT**

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Development Manager for Recreation and Cultural Services shall attend the meetings in an advisory capacity. Other senior staff will include: Community Planning Manager, Environmental Manager, Sport and Recreation Manager, Cultural Services Manager, and Transportation Manager as required.

The Recreation and Cultural Services Department shall provide administrative and technical support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chair & staff liaison
- distributing the agenda packages to Committee members
- forwarding the agenda to the City Clerk for posting as a public notice
- mailing or delivering all meeting notices and agendas

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- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee
  - reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
  - managing the files of the committee, as necessary and,
  - maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The **Office of the City Clerk** shall provide secretarial support for the Committee. Support functions include the following:

- Receiving all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee members; and
- maintaining the records of the Committee, including posting and filing of minutes for the public record.

Other support functions may include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison
- Distributing the agenda packages to committee members

Endorsed by Council:

Revised: March 26, 2007

Revised and Endorsed by Council: October 19, 2009