

# THE CORPORATION OF THE TOWN OF COCHRANE

## COCHRANE YOUTH ADVISORY COUNCIL

### TERMS OF REFERENCE

April 15, 2013

#### 1. Cochrane Youth Advisory Council Purpose:

- 1.1. The Youth Council will function as an Ad-Hoc Committee as defined under the Municipal Act 2001 and the Procedural By-Law.
- 1.2. The purposes of the Council are:
  - 1.2.1. To primarily be an advisory group directly to the official Town of Cochrane Mayor and Council (Mayor and Council).
  - 1.2.2. To provide advice and insight to the Mayor and Council regarding the needs of youth and the young adult population in Cochrane,
  - 1.2.3. To share thoughts and exchange ideas on matters pertaining to the youth and young adult community in an effort to:
    - 1.2.3.1 Keep the Mayor and Council abreast of youth issues, interests and needs in the community,
    - 1.2.3.2 Generate a variety of recommendations, options and alternatives to the initiatives of Mayor and Council, for consideration,
    - 1.2.3.3 To develop recommendations to Mayor and Council around the youth needs and interests in the community as perceived by the Youth Council,
    - 1.2.3.4. To act as another compass for the Mayor and Council on the needs and concerns of the youth and young adult community at large.
  - 1.2.4. Provide the benefit of the Youth Council's combined experience to Mayor and Council,
  - 1.2.5. To act as a medium that will help keep Mayor and Council grounded and connected to the grass roots of the youth and young adult community.
  - 1.2.6. To provide a medium for a segment of the community, in a constructive way, to talk about the issues and youth affairs that are important to them,

1.2.7. To effectively engage the community to become actively involved in the development of community affairs.

12.8 To act as a vehicle for developing future community leaders and politicians.

**2. Composition**

2.1 The Youth Council shall consist of 2 representatives from both the Public English High School and Separate French High School elected by their peers, one staff representative from each of the schools appointed by their administrations The Youth Council shall also have at least one member of Council appointed as the chair, as well representation from three other youth related organizations within Cochrane.

**3. Term of Office**

3.1. The term of Youth Council shall coincide with the term of the school year between the months of October 15 to June 15.

3.2. A new Youth Council will need to be elected annually in accordance with 3.1 above

3.3. Upon a new Council's term commencing, the Youth Council will require reappointment. Individual members will be elected by their peers.

**4. Number of Meetings Each Year**

4.1. The Youth Council shall meet at least six (6) times during the scholastic calendar year and, in addition, at any time at the request of a majority of the members of the Youth Council or at the call of the Chair

**5. Vacancies / Removal**

5.1. Each member of the Youth Council serves at the pleasure of the appointing Mayor and Council and can be removed anytime.

5.2. A member of the Youth Council may resign from the Youth Council by providing notice in writing to the Chair

5.3. If the seat of a member of the Youth Council becomes vacant following the spirit and intent of the Municipal Elections Act.

**6. Open Meetings / Quorum**

- 6.1. All meetings of the Youth Council shall be open to the public except where a meeting may be closed to the public by the *Municipal Act*, or applicable legislation.
- 6.2. Meetings shall be conducted in accordance with Municipal Procedural By-law.
- 6.3. A person may be expelled from a meeting by the Youth Council Chair for improper conduct at a meeting.
- 6.4. A majority of the members of the Youth Council constitutes a quorum.
- 6.5. The Youth Council proceeding shall be as outlined and in accordance with Council's Procedural By-law.
- 6.6. All Youth Council members shall adhere to Council's Code of Conduct.

**7. Minutes / Records & Reports**

- 8.1. The Youth Council shall keep minutes of its meetings and shall forward copies of the minutes and proceedings to every member of the Youth Council and the Clerk for dissemination to Council,
- 8.2. A Youth Council member may, act as Secretary who shall retain and preserve the records of the Youth Council including resolutions, minutes, and proceedings of regular, special or Council meetings. Such records will be retained and preserved in accordance with the record retention period established by Council.
- 8.3. The Youth Council shall provide a written report, including any recommendations in the form of official municipal motions to Council either written or verbal at least four times per year at a Council of the Whole meeting.
  - 8.3.1. The Report will be forwarded to the Municipal Clerk to be properly structured and developed and in preparation for the meeting.
  - 8.3.2. If the Report is in written form, the Clerk will ensure that the report will be disseminated to Council as per the municipal rules prior to the meeting to ensure all proper preparations are completed.

9. **Administration, General Manager, and Other Matters**

- 9.1. Administration for the Youth Council shall be provided through the office of the Town Clerk.
- 9.2. For matters not covered by these Terms of Reference, the Youth Council shall be regulated by the appropriate governing legislation, Municipal or Provincial.
- 9.3. The Youth Council shall not be covered by the Council Expense by-law, nor will they receive any honorariums or benefits, however they may be reimbursed for appropriate travel expenses, with prior approval by Council.