

## City of New Westminster

# TERMS – YOUTH ADVISORY COMMITTEE

## Terms of Reference

### **Mandate:**

1. To act as a resource to City Council on issues affecting youth in New Westminster.
2. To provide the youth viewpoint to City Council on issues such as community safety, health, recreation, employment and environment.
3. To take any action in accordance with Council's request regarding youth in the community.
4. To encourage an understanding by youth of Municipal government.
5. To provide the opportunity for the community to become aware of the positive elements of our youth.

### **Membership and Advisors:**

The Committee shall consist of 15 voting youth members as follows:

The majority of voting youth members shall be residents of New Westminster 13 – 21 years old. A maximum of three committee members can be non-residents of New Westminster providing they are enrolled as a student in a New Westminster School.

Youth members shall be represented as follows:

New Westminster Senior Secondary	- 5 members
New Westminster Middle Schools	- 2 members
At Large	- 8 members

When representation can be established, the Committee membership shall be enlarged to include members from each of the following:

P.O.W.E.R. Program	- 2 members
Purpose Young Adult Learning Centre	- 2 members
Royal City Junior Alternate Program	- 2 members
Sigma Program	- 2 members

The youth members will be volunteers from the community and appointments will be made through the student body of local schools and in accordance with the City's normal process for the members at large.

If representation by school cannot be fulfilled then vacancies will be filled by other interested applicants.

(Non-voting) members (advisors) will be:

- Members of Council (1)
- Representative from the Parks and Recreation Department
- Youth Services Coordinator
- Representative from the School Board
- Representative from the Parent Advisory Committee
- Police School Liaison Officer
- Liaison for Community Schools
- Advisor from the Insurance Corporation of BC (ICBC)

Advisors may participate in debate but shall not move or second motions, nor vote on a matter before the Youth Advisory Committee.

### **Term:**

The term for all voting and non-voting members will be for the 12 month period October 1<sup>st</sup> to September 30<sup>th</sup>.

### **Chair:**

1. The Committee will select from among the voting members, two co-chairs for each year commencing September 01. The Chairs' terms shall not exceed two consecutive years.

In the absence of both Chairs, the youth members present shall select one of the voting members to act as Chair at that meeting.

### **Meetings and Minutes:**

The number of meetings of the youth Advisory Committee will be determined by the Committee.

Special meetings may be called by the Co-Chairs or Council at any time.

Meetings will rotate to appropriate youth settings in the community.

Minutes of meetings of the Youth Advisory Committee will be recorded by a staff representative co-ordinated through the City Clerk's Office.

### **Attendance:**

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee from office at any time.

Persons who are not members of the Youth Advisory Committee may attend any open meetings of the Committee

### **Quorum:**

A quorum shall consist of half plus one of the current voting membership at any given time.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

### **Rules of Procedure:**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The "Rules of Conduct: Standing Committees and Advisory Bodies" provided, and as revised from time to time.

Adopted: Inaugural Meeting of Council, December 7, 1998

Amended: Inaugural Meeting of Council, December 3, 2001

Amended: Regular Council meeting, October 6, 2003

Amended: Regular Council meeting, December 3, 2003.

Amended: Closed Meeting, January 12, 2004

Amended: Regular Council meeting, May 17, 2004

Amended: Regular Council meeting, October 3, 2005