

CITY OF LETHBRIDGE YOUTH ADVISORY COUNCIL TERMS OF REFERENCE

1. Name and Type of Committee

Youth Advisory Council

2. Statement of Purpose

The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the youth of the City of Lethbridge. We will accomplish this through: Advocacy, Education, and Engagement.

3. Duties and Responsibilities

- i. Act in an advisory capacity to the Cultural and Social Standing Policy Committee, City Council, the City of Lethbridge and community partners on issues relevant to youth and the community. In the event that the YAC is required to report to City Council, the YAC will report to the Cultural and Social Standing Policy Committee.
- ii. Conduct relevant research and consultation that addresses current, emerging and future concerns of Lethbridge youth.
- iii. Provide a forum to address and discuss concerns that affect youth in Lethbridge. Provide regular updates to the Cultural and Social Standing Policy Committee on activities, respond to inquiries, forward recommendations, and raise awareness of issues affecting youth.

4. Composition and Appointments

a) Voting Members

- i. Four (4) youth representatives from the School Divisions, as follows:
 - Lethbridge School Division – two (2) representatives; and
 - Holy Spirit Catholic School Division – two (2) representatives.
- ii. Five (5) community youth representatives between the ages of 14 and under 25 at the time of appointment or renewal, reflecting the diversity of youth in the community.
- iii. One (1) representative appointed from each of the following post-secondary institutions, and ratified by City Council, and shall be exempt of the age requirement:
 - Lethbridge College Students Association
 - University of Lethbridge Students Union
- iv. Total: Eleven (11) voting Youth Advisory Council Members.

b) Non-Voting Members

- i. City of Lethbridge to provide ongoing administrative support and assistance.

c) Process and/or designation of Chair and Vice-Chair

- i. The Chair will be appointed by the voting members of the Youth Advisory Council at the beginning of each year. This is a one (1) year term, with an option for renewal up to a maximum term up to two (2) years.
- ii. The Vice-Chair will be appointed by the voting members of the Youth Advisory Council at the beginning of each year. This is a one (1) year term, with an option for renewal up to a maximum term up to two (2) years.
- iii. The Chair or Vice-Chair will preside at every meeting and shall vote on all questions submitted.

d) Sub Committees

The Youth Advisory Council may establish sub-committees to examine, report, and take action, which is consistent with the Youth Advisory Council Strategic Plan and Terms of Reference.

- i. The Chair of any such sub-committee shall be a member of the Youth Advisory Council;
- ii. Sub-committees may recruit interested members of the community to assist in executing the assigned tasks of such sub-committee; and
- iii. Sub-Committee meetings may be called at the request of the Chair of the sub-committee.

5. Term of Appointment

To be appointed by City Council for up to a three (3) year term with options for re-appointment to a maximum term limit of six (6) years.

6. Quorum/Meeting Frequency

- i. A quorum of the Committee is a majority of the voting members.
- ii. Meetings will be held on the Third Thursday of every month from 5:00 P.M. – 7:00 P.M.

7. Support (Financial and/or Staff)

- a) Meeting room with access to a computer
- b) Financial
 - 1. Start up and operational meeting expenses
 - 2. Outreach and professional development opportunities

- c) Administrative support**
 - 1. Email and mail services
 - 2. Agenda and minutes will be circulated at least two days prior to meetings by email

8. Reporting, Review and Evaluation

- i.** Build a four (4) year Strategic Plan, including goals and actions to be taken by the Youth Advisory Council.
- ii.** An annual review to evaluate the impact and achievements of the strategic plan of the Youth Advisory Council will be conducted at the first November meeting of each year.
- iii.** Conduct a review of the Terms of Reference annually in November.