

# CITY OF TERRACE POLICY NO. 96



## TITLE: YOUTH ADVISORY COMMITTEE TERMS OF REFERENCE

APPROVED:

RESOLUTION NO.:

REVISED:

RESOLUTION NO.:

### MANDATE:

The Youth Advisory Committee (YAC) shall be an on-going advisory committee of the City of Terrace, reporting to the City Council. The Committee shall consist of a cross-section of youth with an interest in youth issues relating to recreation, culture, economic and social activities, and will represent the diverse interests of youth of middle and high school age (13 to 19 years old).

### POLICY:

#### 1. Scope of Work

The Youth Advisory Committee shall function in an advisory, rather than operational capacity, although it may participate on specific projects as identified by the Committee and approved by Council.

#### 2. Membership

a. The Committee shall consist of fifteen (15) voting members as follows:

- Five (5) Senior Secondary School students;
- Four (4) Junior Secondary/Middle School students;
- Six (6) At-Large youth.

Members will be Youth (ages 13 to 19) residing in the Terrace area.

b. The Mayor, or designate, will sit as a non-voting member of the Youth Advisory Committee

c. The Committee shall include a municipal staff representative as a non-voting member of the Youth Advisory Committee. This representative shall participate on the YAC in a supportive capacity.

**3. Appointment and Term**

- a. Members shall be appointed by resolution of Council.
- b. The Committee appointments shall be for a 12-month period September 1<sup>st</sup> to August 31<sup>st</sup> each year.
- c. Council may appoint a new member to fill any vacant position.
- d. Committee members shall serve without remuneration.

**4. Chair**

- a. Members of the Committee will take turns as Chair. The Council liaison will be the Co-Chair of the Committee.

**5. Meetings**

- a. The Youth Advisory Committee meetings will be held a minimum of once per month in Council Chambers.
- b. A quorum of 8 voting members is required at any meeting of the Committee.

**6. Reporting to Council**

- a. The Committee, as a group, shall report to Council twice a year, and shall provide other reports to Council, as needed from time to time, as well as providing the minutes of their meetings.

**7. Budget**

- a. The Committee shall receive administrative and technical support on an in-kind basis from municipal staff.

**8. Staff Support**

- a. City staff, in addition to the role of the municipal staff representative, shall be available from time to time and upon request through the Chief Administrative Officer to provide technical and administrative support.

**9. Advisors**

- a. A list of advisors will be maintained by the municipal staff representative. The advisors list will be comprised of the names of individuals who, at the invitation of the Committee, are willing to meet with the Committee and provide information or support as requested by the Committee.

**DATE:**

**CLERK:**