



## *Youth Representative to Council Terms of Reference*

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### **1. ESTABLISHMENT AND AUTHORITY**

At the January 8, 2019, Regular Council meeting Bylaw 1207-01, a Bylaw to require the amendment of the Town of Gibsons Council Procedure Bylaw 1207, 2015, was adopted. Bylaw 1207-01 established a Youth Representative to Council.

### **2. MANDATE**

The mandate of the Youth Representative is to:

- 1) Provide youth input to Council and Committees;
- 2) Report back to youth on Council activities, and vice versa;
- 3) Advocate for and on behalf of all youth in the Town of Gibsons;
- 4) Help initiate youths' ideas and projects;
- 5) Raise awareness of the positive contributions that youth are making to our community.

### **3. ROLES AND RESPONSIBILITIES**

The Youth Representative will:

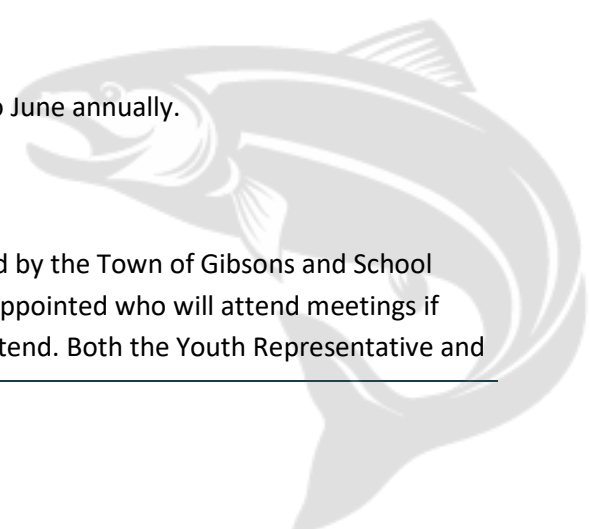
- 1) Participate in the discussion of matters under consideration, ask questions, and provide a report under Council Reports;
- 2) Use existing leadership committees within the School District framework to liaise with youth in the Town;
- 3) Provide Council information to youth;
- 4) Bring youth issues and opportunities to Council;
- 5) Attend Council meetings in person and not by electronic means.

### **4. DURATION**

The Youth Representative will sit on Council from September to June annually.

### **5. COMPOSITION**

Council will appoint a Youth Representative by a process agreed by the Town of Gibsons and School District 46. An alternate representative (the Alternate) will be appointed who will attend meetings if and/or when the primary youth representative is not able to attend. Both the Youth Representative and



the Alternate will be full time students in School District 46. The Youth Representative will be a grade 12 student, and the Alternate will be a grade 11 student, unless otherwise selected by Council.

## **6. APPOINTMENT AND MEMBERSHIP**

- 6.1 The Youth Representative will be selected by an agreed upon process established by Council and School District 46.
- 6.2 The process will be reviewed in June annually to determine its effectiveness and allow for adjustments for the continuation of the program.
- 6.3 The Youth Representative and the Alternate will participate in an orientation program as coordinated by the Corporate Officer.
- 6.4 If the Youth Representative or the Alternate is less than 18 years of age, parental or guardian consent will be required.
- 6.5 Consent to photograph/video will be obtained from the Youth Representative and the Alternate through a photo/video release authorization form. If the Youth Representative or the Alternate is less than 18 years of age, parental or guardian consent to photograph/video will be required.
- 6.6 Council will provide to the Youth Representative an honorarium up to \$75.00 per Council or Committee of the Whole meeting attended.
- 6.7 An invitation to applicable training, workshops or events will be extended to the Youth Representative, however, no honorarium will be given if the Youth Representative chooses to attend training, workshops or events.
- 6.8 The honorarium will be placed in an education reserve for the Youth Representative to be paid at the end of the Youth Representative term in June.
- 6.9 The Alternate will assume the position of the Youth Representative in the successive term, without having to reenter the selection process.
- 6.10 The Youth Representative, or Alternate, may at any time formally step down from their role by submitting a letter to Council.
- 6.11 The appointment of the Youth Representative may be rescinded at any time by Council.

## **7. LIMITATIONS OF THE DUTIES AND POWERS OF THE YOUTH REPRESENTATIVE**

- 7.1 Authority
  - 7.1.1 The Youth Representative has no delegated authority from Council.
  - 7.1.2 The Youth Representative shall not vote on a Council decision and as such will not constitute a quorum.
  - 7.1.3 The Youth Representative will not attend closed or In Camera meetings.
  - 7.1.4 The Youth Representative is reminded that they cannot direct staff or take any action contrary to existing Council policies and directives.