



# Youth Council Advisory Committee Bylaw 02-2017

**BEING A BYLAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO ESTABLISH A COMMITTEE TO ADVISE COUNCIL ON ISSUES RELATING TO YOUTH PRIORITIES WITHIN THE MUNICIPALITY**

**WHEREAS** under the authority of the Municipal Government Act RSA 2000, Chapter M-26, as amended from time to time, authorizes the Council to pass, repeal, or amend any Bylaw; AND

**WHEREAS** under the provisions of the Municipal Government Act R.S.A. 2000, Section 145 and any amendments thereto, a council may pass bylaws in relation to (a) the establishment and functions of council committees and (b) the procedure and conduct of council committees and the conduct of members of council committees established by the council AND

**WHEREAS** under the provisions of the Municipal Government Act R.S.A. 2000, and any amendments thereto, under Section 146 a council committee may consist (b) of a combination of councillors and other persons AND

**WHEREAS** Council deems it in the best interest of the municipality to form a committee to advise council on issues relating to youth in the community

**NOW THEREFORE** the Council of the Village of Wabamun duly assembled hereby enacts as follows:

## **1. Short Title**

This Bylaw may be cited as the "Youth Council Advisory Committee Bylaw."

## **2. Definitions**

- A. Council - the Municipal Council of the Village of Wabamun
- B. Committee – Youth Council Advisory Committee
- C. Village - the Village of Wabamun or its duly authorized representative(s)

## **3. Role and Objectives**

**A. Objectives** - To work collectively to ensure that the needs of Wabamun's youth are recognized and met

### **B. Roles**

- i. Youth Representatives Role:
  - a. Involve youth to ensure representation of youth perspectives.
  - b. Act as a youth liaison with the municipal authorities.
  - c. Promote community awareness of youth services.
- ii. Council Representatives Role:
  - a. To report actions of the Committee to Village Council.
- iii. Reports are made to Council via:
  - a. Minutes as information items or
  - b. Delegation presentations at Council meetings or

c. Village Council representatives' reports during the "Committee Reports" item at Regular Council Meetings.

## **4. Management**

### **A. Membership of Committee**

- i. The Committee shall consist of 6 members:
  - 1 Village Council Representative (non-voting)
  - 5 Youth representatives (age 11-17)
- ii. Youth representatives will be selected annually with a term appointment from November 1 to October 31 of the following year. Committee application forms shall be made available at the Wabamun School and Village Office. Election and application deadline dates shall be set by Village council via resolution. Village Council shall appoint members to the committee at the regular meeting of Council following the annual organizational meeting.
- iii. The FCSS Program Coordinator will provide administrative support to the Committee and will assist the Recording Secretary for the committee.
- iv. The Committee shall meet a minimum of once per calendar month (or more as desired) on a date and time agreed to by majority of members present at the first committee meeting.

### **B. Selection of Officers**

- i. At the first meeting of the Committee, to be called by the Village Council representative, prior to any discussions or business being considered, a slate of officers shall be selected. They will include a Chair Person, Vice Chair Person and secretary. Neither of these positions shall be held by the appointed member of Village Council. The floor will be opened to nominations for each position. The nominee(s) must agree to accept the nomination. Should there be more than one nominee for each position a secret ballot shall be held to determine the position.

### **C. Absence from Meetings**

- i. A committee member absent from three (3) consecutive committee meetings without approval of the committee shall forfeit his/her place on the committee.

### **D. Resignation from the Committee**

- i. Any member of the committee may, by notice in writing addressed to the Council, resign his/her position as a member.

### **E. Notification of Vacancies**

- i. The Chair Person shall notify the Council through the FCSS Program coordinator promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation.

### **F. Public Participation**

- i. The committee must give at least 24 hours' notice of a committee meeting to both (a) to the members of the committee, and (b) to the public.
- ii. Method of giving notice - Notice of a committee meeting is deemed to have been given to a member of a committee if the notice is delivered to an adult person at the

member's home or place of business. Notice of a committee meeting to the public is sufficient if the notice is advertised a minimum of 24 hours in advance on the village web site under events.

- iii. The committee must conduct their meetings in public unless except that they may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. When a meeting is closed to the public, no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.
- iv. Everyone has a right to be present at committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct

## **5. Duties of Members**

### **A. Chair Person**

- i. The duties of the Chairperson are to:
  - Direct meetings according to this bylaw and agenda presented
  - Facilitate the discussion of items on the agenda in a timely manner
  - Ensure all committee members have the opportunity to participate in the meetings
  - Coordinate with the Secretary in developing committee meeting agendas and ensure minutes from previous meetings are formally approved or amended and approved
  - Ensure meeting discussions are limited to one member at a time and that all motions, questions or comments from those attending meetings, whether they are committee members or members of the public, are directed through the Chair Person in order to maintain proper meeting decorum
  - Act as spokesperson for the committee and ensure Council is made aware of all committee recommendations in a timely manner

### **B. Vice Chair Person**

- i. The duties of the Vice Chair Person are to act as Chair Person in the absence of the Chair Person

### **C. Secretary**

- i. The duties of the Secretary are to:
  - Coordinate with the Chair Person and FCSS coordinator in developing committee meeting agendas
  - Ensure all committee members present at meetings have a hard copy agenda to work from
  - Record and prepare the minutes of the committee meetings in a succinct fashion, recording motions only, not comments and ensuring all members present are given a copy of those minutes
  - Maintain a record of attendance for committee members and those of the public should they attend

## **D. Members**

- i. The duties of the members are to:
  - Attend and participate in meetings
  - Work co-operatively with other members in achieving the objectives of the Committee.
  - Contribute advice, ideas and suggestions relating to items on the agenda.
  - Show respect for their peers, Councillors, staff and others during the process.

## **6. Meetings**

- i. A quorum shall be comprised of no less than three youth members. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the Vice Chair Person
- ii. Each youth member of the Committee shall have one vote and decisions of the Committee shall be by simple majority of the quorum present. In the event of a tie vote the motion is defeated. Only elected youth members of the committee have voting rights
- iii. The meeting agendas shall contain, in this order, approval of agenda, approval of minutes of previous meeting, business arising from the minutes, new business, member reports and adjournment. Additional items may be added at the committee's discretion

## **7. Dissolution**

- i. Dissolution of the committee will be at Council's discretion

## **8. Severance**

- i. If any provision herein is found to be invalid for any reason then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

## **9. Validity**

- i. With passage of this bylaw, Bylaw 05-2016 is hereby repealed.
- ii. This Bylaw shall come into force and effect with passing of third reading

**READ A FIRST TIME IN COUNCIL THIS 18<sup>TH</sup> DAY OF JULY 2017**

**READ A SECOND TIME IN COUNCIL THIS 18<sup>TH</sup> DAY OF JULY 2017**

**READ A THIRD TIME IN COUNCIL THIS 18<sup>TH</sup> DAY OF JULY 2017**

\_\_\_\_\_  
SIGNED BY THE CEO THIS DATE

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CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
SIGNED BY THE CAO THIS DATE

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CHIEF ADMINISTRATIVE OFFICER