

	<b>Title: Youth Advisory Committee - Terms of Reference</b>	<b>Policy No: CO-55</b>
	<b>Category: Council Policy</b>	<b>Classification: n/a</b>

**1. Purpose:**

To establish terms of reference for the Youth Advisory Committee.

**2. Scope:**

This Policy applies to the Youth Advisory Committee.

**3. Policy Statement:**

All City of Langley committees must operate within specified guidelines and address specific issues.

**4. Principles:**

- (1) Members of the Committee shall be appointed by Council resolution for a term of 1 school year beginning October 1 and ending June 30.
- (2) The City is not required to fill any vacancy on any of the Committees which occurs throughout the year, including a vacancy for a third party organization.
- (3) If Council did choose to appoint someone to fill a vacancy, other than those created by the expiration of June 30, the term of office shall be for the unexpired portion of the term only.
- (4) In the event a voting members resigns from the committee, or is terminated as defined in section 28 2 (6) of the Council Procedure Bylaw, prior to the end of their term, a majority of the remaining membership shall constitute quorum until that position is reappointed by Council.
- (5) The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.
- (6) Any staff member who is appointed by the Chief Administrative Officer to be a member of a specific Committee, functions in an advisory capacity and is a non-voting member of that Committee.
- (7) A member of the Committee will not be entitled to receive any remuneration and/or gifts.
- (8) A Committee cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City. Any such action must be referred to Council for consideration and adoption.

- (9) The staff member assigned to the Committee or the Chief Administrative Officer may advise the Committee of existing policies or directives and the need to refer the matter to Council prior to taking any action
- (10) A Committee does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- (11) Approval
  - (a) On routine matters, such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the Committee may make decisions without the approval of Council, provided that the Committee works with the staff member assigned to that Committee on those matters.
  - (b) On broader matters, such as organizing or setting up major or unusual events or projects which do have budget implications, the Committee must receive prior approval from Council.
  - (c) On matters of which the Committee is unsure of its authority, the Committee must request the opinion of the Chief Administrative Officer.
  - (d) Any Committee projects or works which are proposed to be constructed or take place on City property must first be approved by the appropriate City authority.

**5. Committee Purpose:**

The purpose of the Youth Advisory Committee is to:

- (1) Advise Council, staff and the community about current youth issues;
- (2) Make recommendations on youth strategies, initiatives and policies;
- (3) Identify and review opportunities for strengthening the City's existing youth programs and services;
- (4) Review and consider requests and representations from individuals and organizations with regard to youth services;
- (5) Serve as a liaison between youth and youth serving agencies and Council;
- (6) Provide an opportunity for youth to gain valuable leadership skills and to obtain better knowledge of community development within the City.

**6. Composition**

The Youth Advisory Committee shall be made up of a maximum of eleven (11) people and have the following composition:

- (1) 1 voting member, preferably a City of Langley resident and in Grade 8, nominated by the Principle of H.D. Stafford Middle School;
- (2) (a) 1 voting member, preferably a City of Langley resident, nominated by the Principle from each of the following schools:
  - Langley Fundamental Middle & Secondary School,
  - Brookwood Secondary School,
  - Aldergrove Community Secondary School,
  - Walnut Grove Secondary School,
  - Langley Secondary School,
  - Langley Fine Arts School,
  - R.E. Mountain Secondary School,
  - D.W. Poppy Secondary School,
  - Vanguard Secondary; and
  - Langley Education Centrewho are at least 15 years old;
- (b) if each of the above schools is not represented, additional representatives may be appointed (to reach the maximum composition of 11) from section (1) or from secondary schools in Langley School District No. 35.
- (3) 2 voting members from post-secondary institutions, preferably a City of Langley resident, who are persons between the ages of 15 and 24; and
- (4) 1 non-voting member who is a member of Council.
- (5) A Chair and a Vice Chair shall be elected from the voting members of the Committee.

## **7. Staff Support**

The following staff shall provide support to the Committee:

- Director of Recreation, Culture & Community Services or his/her designate

## **8. Meeting Time**

Meeting times determined by the majority of the committee members; typically 3:30 p.m. - 4:30 p.m.

## **9. References**

Policy Number:	<b>CO-55</b>
Policy Owner:	<b>Council</b>
Endorsed by:	<b>Senior Management Team</b>
Final Approval:	<b>Council</b>
Date Approved:	<b>October 19, 2015</b>
Revision Date:	
Amendments:	
Related Policies:	<b>Repealed Policy CO-40</b>
Related Publications:	<b>Council Procedure Bylaw</b>

**10. Contact Person:**

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