

THE CITY OF SPRUCE GROVE

BYLAW C-1208-22

YOUTH ADVISORY COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a municipality may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee to advise Council on issues relating to youth in the community and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the “Youth Advisory Committee Bylaw”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26, any regulations thereunder, and any amendments or successor legislation thereto.

2.2 “Administration” means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 “Administrative Liaison” means the member of Administration appointed to the Committee by the City Manager.

2.4 “Certification Program” means the achievement of a measured level of knowledge within a designated timeline with official recognition by an organization which may include but not limited to babysitting course,

driver's training, professional development, post-secondary, or apprenticeship.

- 2.5 "Chair" means the Youth Member who has the authority to preside over a meeting.
- 2.6 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.7 "City Manager" means the administrative head of the City.
- 2.8 "Committee" means the Youth Advisory Committee.
- 2.9 "Council" means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c.L-21, as amended.
- 2.10 "Councillor" means an elected member of Council, including the mayor.
- 2.11 "Vice-Chair" means the individual elected annually to fulfill the Chairs duties in the absence of the Chair.
- 2.12 "Youth Member" means an individual appointed to the Committee.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and shall be referred to as the Youth Advisory Committee.
- 3.2 The mandate of the Committee is to engage with the youth in the community to accurately represent a youth perspective on a variety of municipal issues and provide recommendations to Council on these issues.
- 3.3 In order to fulfill its mandate, the Committee may:
 - (a) coordinate youth specific initiatives that profile local youth issues;
 - (b) develop and maintain relationships with individuals and organizations addressing issues or opportunities relating to youth;
 - (c) research and provide input into policy proposals for Council's consideration in reference to matters that directly impact youth in the community;

- (d) receive direction from Council on work or reports Council requires on youth matters;
- (e) provide a youth lens on youth-oriented City policies, programs or services;
- (f) engage with Administration and other organizations supporting youth initiatives and other municipalities.

4. MEMBERSHIP

4.1 The Committee shall be comprised of:

- (a) no less than five (5) and up to eleven (11) Youth Members to be recruited through a public application process and appointed by Council;
 - (i) at least one (1) Youth Member shall be appointed from each of Parkland School Division and Evergreen Catholic Separate School Division; and
- (b) two (2) Councillors.

4.2 Youth Members shall be:

- (a) between the ages of 12 and 18 effective September 1; and
- (b) a resident of Spruce Grove.

4.3 When making appointments to the Committee, Council may consider individuals that have a demonstrated interest and commitment to youth matters representing cross-sections of the community.

4.4 Youth Members must not be current employees of the City and must not have been employed by the City for a minimum of 12 months prior to applying for a position.

4.5 Council shall appoint Youth Members for a one (1) year term. Appointments shall automatically renew for one (1) year until age of Committee majority or up to a maximum of three (3) terms, pending agreement of the Youth Member.

4.6 Councillors appointed to the Committee are non-voting members.

- 4.7 If a Youth Member is absent for three (3) consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor.
- 4.8 If a vacancy occurs before the expiration of a term, the Youth Member appointed to fill the vacancy shall hold office for the remainder of that term.
- 4.9 Council may terminate the appointment of any Youth Member at any time.
- 4.10 The Committee shall annually elect a Chair and Vice-Chair from its voting members.
- 4.11 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 4.12 Youth Members of the Committee shall not receive remuneration.

5. PROCEDURES

- 5.1 Youth Members are required to agree and maintain confidentiality and comply with all applicable City bylaws, policies and procedures.
- 5.2 The Committee shall:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings; and
 - (b) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.

- 5.6 A majority of the voting members shall constitute a quorum at a Committee meeting and must include one (1) Councillor.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.10 Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee.
- 5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. ANNUAL WORKPLAN AND REPORTING

- 6.1 The Committee shall develop an annual workplan that identifies key priorities and goals based on its mandate and this bylaw.
- 6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate.
- 6.3 At least twice per year, the Committee shall report to Council on the following:
 - (a) development of its workplan;
 - (b) update on progress and initiatives, as set out in the workplan; and
 - (c) any information and recommendations on issues or opportunities within its mandate.

7. BURSARY GUIDELINES

- 7.1 Youth Members who fulfill their commitment to the Committee volunteering a minimum of ten (10) hours annually for the Committee held meetings and/or events, shall be awarded a \$500 bursary upon proof of registration in a Certification Program.

- 7.2 The bursary shall be awarded to eligible Youth Members once proof of paid enrollment in a Certification Program has been provided to the City.
- 7.3 The bursary shall be claimed within two (2) years following the members end date of the last term served on the Committee.

8. ADMINISTRATIVE LIAISON'S ROLE

- 8.1 The City Manager shall appoint an Administrative Liaison to the Committee.
- 8.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 8.3 The Administrative Liaison shall:
 - (a) provide administrative support, advice and guidance to the Committee;
 - (b) maintain and process bursaries as per section 7 - Bursary Guidelines set out in this bylaw; and
 - (c) keep a record of Youth Member volunteer hours, meeting attendance and bursary provision.

9. SEVERABILITY

- 9.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

10. EFFECTIVE DATE

- 10.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	27 June 2022
Second Reading Carried	27 June 2022
Third Reading Carried	18 July 2022
Date Signed	19 July 2022

Mayor

City Clerk

UNCERTIFIED COPY