
CITY OF KELOWNA

MEMORANDUM

DATE: March 20, 2006
FILE NO: 0760-20
TO: City Manager
FROM: Development Manager
Recreation, Parks and Cultural Services
SUBJECT: Youth Advisory Committee – Terms of Reference

RECOMMENDATION:

THAT Council approve the Youth Advisory Committee – Terms of Reference as attached to the report from the Development Manager, Recreation Parks and Cultural Services dated March 20, 2006;

AND THAT funding of \$10,000 be allocated from Council contingency to conduct two (2) Youth Forums in 2006;

AND THAT Council consider annual funding for up to four (4) Youth Forums in the 2007 Financial Plan.

BACKGROUND & COMMENTS:

The City wishes to establish a Youth Advisory Committee with Council representation in order to establish an effective mechanism to encourage youth to provide input into a cross section of issues which affect the community at large, and develop effective, mutually beneficial working partnership with community, agencies, and corporate sponsors that focus on empowering youth to cultivate meaningful exchange of ideas and setting of priorities.

Council has previously appointed the following Councillors to this Committee;

- Mayor Sharon Shepherd, Chair
- Councillor Rule.

The 2006 Financial Plan does not include appropriate resources for this program, and Council contingency has been suggested as a possible funding source by the Mayor.

The structure of the program has been design in two major components;

1. The Youth Advisory Committee will establish a steering group of senior staff, contracted facilitators and youth representation to address special matters coming within the scope and jurisdiction of the Committee.

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2. Regularly scheduled full day Youth Forums for age specific categories will be planned to acquire input on issues of relevance.

Staff has successfully negotiated a pending agreement for 2006 with Marathon Communications Inc. to facilitate the steering group, design the Youth Forum structure, mandate, timelines, meeting dates, deliverables, reporting processes, barriers to success and develop solutions.

Should Council approve the Youth Advisory Committee Terms of Reference and 2006 funding source, there would be two Youth Forms conducted in 2006; late spring, and mid autumn.

JWR Oddleifson
Development Manager,
Recreation, Parks and Cultural Services

cc: Director of Recreation, Parks and Cultural Services
Director of Financial Services
City Clerk

Attachment



CITY OF KELOWNA

TERMS OF REFERENCE

YOUTH ADVISORY COMMITTEE

INTRODUCTION

The Youth Advisory Committee was formed to develop effective, mutually beneficial working partnerships with communities, agencies and corporate sponsors that focus on addressing youth activities and interests.

The Youth Advisory Committee is an **advisory committee** of Council.

OBJECTIVE

The objective of the Committee is to encourage youth to provide input into a cross section of issues which affect the municipality and community-at-large.

SCOPE OF WORK

To achieve this objective, the Youth Advisory Committee will review and provide input to Council on the following:

- Youth prospective on various topics including;
 - social issues, arts and culture, sports and recreation, transportation, environment and related opportunities
- Provide the opportunity for exchange of ideas
- Improved input for setting priorities
- Improved services that affect youth
- Strengthen projects and priorities important to youth
- Strengthen partnerships and relationships with institutions, businesses, and agencies that incorporate or support youth activities and interests
- Provide leadership skills development opportunities that strengthen and empower youth
- Creating theme-specific ideas related to working groups, i.e. social, arts and culture, planning, transportation, and environment.

MEMBERSHIP

- Two members of Council

APPOINTMENT AND TERM

TERMS OF REFERENCE

Members shall be appointed by Council for a three-year term, to run concurrent with the Council term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

THE COMMITTEE WILL FORM A STEERING GROUP OF SENIOR CITY STAFF, FACILITATOR(S) AND YOUTH REPRESENTATIVES TO ADDRESS SPECIAL MATTERS COMING WITHIN THE SCOPE AND JURISDICTION OF THE COMMITTEE. THE COMMITTEE WILL ESTABLISH UP TO FOUR YOUTH FORUMS THROUGHOUT THE YEAR TO ADDRESS ISSUES AND TOPICS TO INCLUDE:

- Social issues
- Sports & Recreation
- Transportation
- Environment
- Arts & Culture

Information collected from each Youth Forum will be presented to the Committee outlining results and recommendations.

CHAIR

The Chair of the Committee shall be appointed by Council resolution.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee as required.

TERMS OF REFERENCE

Unless otherwise authorized by Division 3 of Part 4 of the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda will be forwarded electronically to the City Clerks Department at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared and then signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large. Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting:

- All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting
- Any member who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted for the question
- If the votes are equal for and against, the question is defeated.

TERMS OF REFERENCE

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, or as a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council. The Committee will regularly report to Council regarding current activities and recommendations.

The Committee Chairperson or his/her designate will report to Council on behalf of the Committee.

BUDGET

The routine operations of the Committee will be funded by allocations within the Recreation, Parks and Cultural Services Department budget. The Youth Forum(s) and any special initiatives of the Committee will be budgeted separately.

STAFF SUPPORT

The Development Manager for Recreation, Parks, and Cultural Services shall attend the meetings in an advisory capacity. Other senior staff will include: Community Planning Manager, Environmental Manager, Sport and Recreation Manager, Cultural Services Manager, and Transportation Manager as required.

The Recreation, Parks and Cultural Services Department shall provide administrative and technical support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chair & staff liaison
- distributing the agenda packages to Committee members
- forwarding the agenda to the City Clerk for posting as a public notice
- mailing or delivering all meeting notices and agendas
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee
- taking and preparing draft minutes, and providing the final minutes to the City Clerk and Committee members
- managing the files of the committee, as necessary

TERMS OF REFERENCE

- maintaining a list of outstanding issues for committee action

Endorsed by Council:
Revised: