
CITY OF KELOWNA

MEMORANDUM

DATE: March 21, 2007
FILE NO: 0760-20
TO: City Manager
FROM: Development Manager
Recreation, Parks and Cultural Services
SUBJECT: Youth Advisory Committee – Terms of Reference Revisions and Youth Forums

RECOMMENDATION:

THAT Council approve the Youth Advisory Committee – Terms of Reference revisions as attached to the report from the Development Manager, Recreation Parks and Cultural Services dated March 21, 2007;

AND THAT Council appoint Ms. Shelley Nicholl, School Trustee, to the Youth Advisory Committee for the remainder of the term;

AND THAT Council receive the final report from the Youth Forum held November 24, 2006.

BACKGROUND:

Terms of Reference:

The City established a Youth Advisory Committee with Council representation to create 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 Mayor Sharon Shepherd - Chair, and Councillor Rule to this Committee.

The revision in the Terms of Reference is to include an appointee from School District #23 Board of Trustees. The School Board has put forward Ms. Shelley Nicholl as their representative. The inclusion of a School Trustee benefits the Youth Advisory Committee and the Youth Forums, as the involvement of the middle schools and high schools is fundamental to the success of the Youth Forums.

INTERNAL CIRCULATION TO:

Director of Recreation, Parks and Cultural Services
City Clerk
Community Planning Manager

EXISTING POLICY:

Terms of Reference - Youth Advisory Committee

EXTERNAL AGENCY/PUBLIC COMMENTS:

Fall 2006 Youth Forum on Social Issues:

On December 4, 2006, Council was given a brief presentation by some of the youth leaders of the forum. The complete report is now completed and is attached for Council reference. In particular, pages 9, 10 and 11 illustrate that many of the findings revolve around awareness of many social services available to youth and how to access these, rather than the lack of such services.

There were five outcomes and items of progress to be highlighted around youth social services and public awareness:

1. Inventory of services – internet based -

The biggest observation resulting from the Forum is that mainstream Kelowna youth are completely oblivious to the services that are available to them should they run into one of the many hazards youth are faced with (e.g. addictions, abuse, crime, etc.). Their parents seem equally uninformed. The answer lies in getting the information out to them in the most effective manner.

In 2006, the City contributed \$4,000 to Living Positive Resource Centre for a Youth Social Marketing and Education Campaign which is to include internet, television, radio and print advertising. One of the outcomes is a new web page for youth, www.livefreebc.ca. Although this web page was launched in 2006, the marketing component through the SD #23 only occurred in 2007. Living Positive indicated that since the poster distribution in the schools early January, 2007, the number of visits to the web site have increased by three times. Staff will continue to work with Living Positive and other related agencies to ensure public awareness of this new web site.

2. Inventory of services – booklet based -

Living Positive Resource Centre in partnership with the Okanagan Boys and Girls Clubs produced a “little black book” in 2001 as a resource for youth which outlines several local resources and appropriate information. As a result of feedback from the Youth Forum, this “little black book” is in the process of being updated and reproduced. World Canada Youth students who contributed to the planning and facilitating the Fall Youth Forum also contributed significantly to updating this book. Living Positive Resource Centre has recently applied for a City grant through the Central Okanagan Foundation – Community Social Development Grant program, for ~ \$10,000 to assist in the reproduction and distribution of 20,000 copies.

3. Interior Health – Youth Substance Abuse Services –

The Youth Substance Abuse Services have indicated a number of changes and new efforts as a result of their participation in the Youth Forum including;

- hire additional staff in order to expand services by mid April,
- collaborate with partners at ARC programs (this agency provides specialized contracted services for youth and their families) and conduct some information forums with the schools to keep them better informed of our services,

- apply for an additional prevention position for youth,
- organized newsletter called "The Buzz" for distribution to the community,
- have the youth prevention worker (when hired) to connect with groups of youth to provide feedback on prevention initiatives,
- developed a template of the Central Okanagan Youth Alcohol and Drug Network and created a new poster in our current "Weed Wise" campaign.

4. Crimestoppers –

Information exchanged during the Forum demonstrated a high reluctance among youth to utilize the Crimestoppers reporting system for a wide range of reasons. Access to the Crimestoppers web site and reporting system were not well known or understood. Crimestoppers representatives have taken these comments under advisement and are in the process of reviewing and designing modifications to their marketing and reporting processes.

5. Volunteer opportunities –

Kelowna Community Resources, working in collaboration with SD #23 are creating a new booklet and awareness of the many volunteer opportunities available for youth in our community. Plans include the distribution of this new Volunteer booklet to middle school and high school students prior to the end of this year.

The next Youth Forum is scheduled for Wednesday May 16, 2007 and the topic chosen is on environmental issues.

Considerations that were not applicable to this report:

- FINANCIAL/BUDGETARY CONSIDERATIONS
- PERSONNEL IMPLICATIONS
- TECHNICAL REQUIREMENTS
- LEGAL/STATUTORY AUTHORITY
- LEGAL/STATUTORY PROCEDURAL REQUIREMENTS
- ALTERNATE RECOMMENDATION.

Submitted by:



Approved for Inclusion:



CC: Director of Recreation, Parks and Cultural Services
City Clerk
Community Planning Manager

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 perspective 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 Kelowna City Council and one appointee from School District #23 Board of Trustees

APPOINTMENT AND TERM

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.

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.

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
- maintaining a list of outstanding issues for committee action

Endorsed by Council:
Revised: March 2007