

TOWN OF BRUDERHEIM
Youth Advisory Committee

BYLAW 12-2021

WHEREAS, Section 145 of the *Municipal Government Act*, RSA 2000 c m-26, a council may pass bylaws in relation to the establishment and function of council committees and other bodies;

WHEREAS, this bylaw is to establish a Council committee named the Youth Advisory Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee;

WHEREAS, actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws, and the Town's policies and procedures.

NOW THEREFORE, the Municipal Council of the Town of Bruderheim, Alberta, duly assembled, hereby enacts as follows:

PART 1: DEFINITIONS

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

In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, they have the same meaning as under the *Municipal Government Act*:

- 1.1 "ACT" means the *Municipal Government Act*, RSA 2000, c M-26;
- 1.2 "ADMINISTRATION" means all of the individuals who perform work for and directly or indirectly report to the Chief Administrative Officer;
- 1.3 "ADMINISTRATIVE LIAISON" means the member of Administration appointed to the Committee by the Chief Administrative Officer;
- 1.4 "CHAIR" has the same meaning as under Bylaw 11-2019 The Meeting Procedures Bylaw;
- 1.5 "CHIEF ADMINISTRATIVE OFFICER" means the Chief Administrative Officer for the Town or designate;
- 1.6 "COMMITTEE" means the Youth Advisory Committee;
- 1.7 "COUNCIL" means the elected governing body of the Town;
- 1.8 "COUNCILLOR" means an individual elected to Council, including the Mayor;
- 1.9 "EX-OFFICIO" means membership by virtue of one's office. Ex-officio members do not form part of the quorum;
- 1.10 "MANDATE LETTER" means the letter provided to the Committee from Council setting out the Committee's specific priorities for the upcoming term;
- 1.11 "PUBLIC MEMBER" means an individual appointed to the Committee;
- 1.12 "TOWN" means the Town of Bruderheim in the Province of Alberta; and
- 1.13 "VICE-CHAIR" means the individual elected annually to fulfill the Chair's duties in the absence of the Chair.

PART 2: ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

- 2.1 The Youth Advisory Committee is established as a committee of Council.
- 2.2 The mandate of the Committee is to provide advice and recommendations to Council on issues and opportunities involving or affecting youth in the Town of Bruderheim.
- 2.3 In order to fulfill its mandate, the Committee may:
 - 2.3.1 develop and maintain relationships with individuals and organizations addressing issues or opportunities relating to youth;
 - 2.3.2 promote initiatives to support the wellbeing of youth in Town of Bruderheim;

- 2.3.3 conduct research and prepare reports on issues or opportunities important to youth;
- 2.3.4 provide a youth lens on Town of Bruderheim policies, programs, or services;
- 2.3.5 work with Administration to develop and maintain a community dialogue about matters important to youth in Town of Bruderheim; and
- 2.3.6 provide advice to Council and Administration on policies and programs to improve outcomes for youth in Town of Bruderheim.

PART 3: MEMBERSHIP

- 3.1 The Committee will be comprised of:
 - 3.1.1 no less than five (5) and up to nine (9) Public Members;
 - 3.1.2 one member of Council; and
 - 3.1.3 one alternate member of Council.
- 3.2 Public Members must be residents of Town of Bruderheim and must be between the age of fourteen (14) and twenty-four (24) years at the time of appointment.
- 3.3 Public Members must not be current employees of Town of Bruderheim.
- 3.4 Public Members are voting members.
- 3.5 Councillors appointed to the Committee are non-voting members.
- 3.6 If a vacancy occurs before the expiration of a term, the Public Member appointed to fill the vacancy will hold office for the remainder of that term.
- 3.7 The Mayor is an Ex-officio member of the Committee and is a non-voting member.
- 3.8 Council will appoint Public Members for a two-year term, but may choose to vary the length of term.
- 3.9 A Public Member's appointment is terminated if the Public Member misses three meetings in a twelve month period without the consent of the Committee.
- 3.10 Council may, for any reason, remove a Public Member by resolution.
- 3.11 The Committee will annually elect a Chair and Vice-chair from its voting members.
- 3.12 The Chair will 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 will perform those duties.

PART 4: PROCEDURES

- 4.1 The Committee will:
 - 4.1.1 establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
 - 4.1.2 provide the annual meeting schedule to the Chief Administrative Officer; and
 - 4.1.3 post the annual meeting schedule on the Town's webpage to provide notice to the public.
- 4.2 No additional notice of regularly scheduled meetings is required.
- 4.3 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - 4.3.1 the members of the Committee by email; and
 - 4.3.2 the public by posting a notice on the Town's website.
- 4.4 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 website.
- 4.5 A majority of the voting members will constitute a quorum at a Committee meeting.
- 4.6 The Committee will follow the meeting procedures set out in The Meeting Procedures Bylaw for Town of Bruderheim.

- 4.7 Committee meetings will be held in public unless the meeting is closed for reasons permitted by the *Act*.
- 4.8 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 4.9 Sub-committees established by the Committee will report to the Committee in a manner determined by the Committee.

PART 5: ANNUAL WORK PLAN AND REPORTING

- 5.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate, terms of reference, and Mandate Letter.
- 5.2 The Committee may provide reports which include recommendations on matters related to the Committee’s mandate and terms of reference to Council.
- 5.3 At least once per year, the Committee will report to Council on the following:
 - 5.3.1 review of its work plan;
 - 5.3.2 update on progress and initiatives; and
 - 5.3.3 any information or recommendations on issues and matters within its mandate.

PART 6: ADMINISTRATIVE LIAISON

- 6.1 The Chief Administrative Officer will appoint an Administrative Liaison to the Committee.
- 6.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 6.3 The Administrative Liaison will perform the following duties and functions for the Committee:
 - 6.3.1 Publish the Committee’s meeting schedules and notices;
 - 6.3.2 Provide technical, administrative, meeting space, meeting management and other supports to the Committee as required for its meetings;
 - 6.3.3 Manage the Committee’s minutes and records;
 - 6.3.4 Provide Town information or records to the Committee about matters within its mandate if requested, subject to *Freedom of Information and Protection of Privacy Act* and other confidentiality requirements; and
 - 6.3.5 Facilitate the preparation of Committee reports to Council.

PART 7: ENACTMENT

- 7.1 Bylaw 12-2021, Youth Advisory, shall come into full force and effect upon the day it receives third reading by Council.

First Reading: 17 November, 2021

Second Reading: 01 December, 2021

Third Reading: 01 December, 2021

Original Signed
_____ Mayor

Original Signed
_____ Chief Administrative Officer