

Terms of Reference – Youth Committee

Purpose

To provide Council with advice and recommendations on issues relative to opportunities for youth engagement in Anmore and its neighbouring communities, as outlined below and as aligned with the Corporate Strategic Plan.

Mandate

The Committee will, on the request of Council, discuss the following.

- Existing or proposed bylaws and policies related to youth engagement;
- Organizing activities that would encourage opportunities for youth engagement in and around the community;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

Membership

Two (2) adult volunteer members will be Co-Chairs, as appointed by Council. The Committee will consist of up to a maximum of four (4) youth volunteer members (13-19 years of age), as appointed by Council. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect from April 1, 2017 to March 31, 2019.

Committee Support

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

Meetings

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Co-Chairs.

This Committee is not authorized to hold a meeting In-Camera.

Agendas and Minutes

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

Governance

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act*, *Community Charter*, *Anmore Procedure Bylaw*, and *Anmore Code of Conduct*.

