

The Corporation of the City of Kenora

By-Law Number 121 - 2011

A By-Law to Establish Terms of Reference for a City of Kenora Volunteer Youth Council

Whereas Council may pass by-laws as they deem necessary and reasonable under the Spheres of Jurisdiction in the Municipal Act in relation to accountability, transparency, social well-being of the municipality as well as the health, safety and well-being of persons; and

Whereas Council of the City of Kenora has been approached by a youth group requesting Council to establish a Youth Council to ensure a youth perspective is provided to Council on issues dealt with by the City as well as those affecting youth directly; and

Whereas Council deems it necessary and expedient to establish a volunteer Youth Council for this purpose in our community;

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts the following Terms of Reference for the establishment of a Kenora Youth Council:-

Part 1 - Purpose

The purpose of the Kenora Youth Council is to:

- ensure a youth perspective is provided to City Council on applicable issues covered by City Council, as well as issues relating directly to youth;
- build young people's knowledge of City Council processes;
- build City Council's knowledge of the needs of young people in Kenora and how these can best be met.

Part 2 – Advisory/Volunteer Role

The Youth Council is a Volunteer Advisory Committee and shall:

- advise City Council on issues that affect youth in Kenora
- encourage and promote the well-being of youth, youth services and opportunities available to youth in Kenora
- consult with City Departments and outside organizations working on youth initiatives
- develop and maintain a positive liaison with individuals and organizations that are addressing issues of concern to Kenora's youth
- educate youth on City Governance, by-laws, and policies
- provide networking opportunities for youth within and outside Kenora

- co-ordinate community events that profile local youth issues
- receive referrals from City Council
- keep City Council informed on the work and activities of the Youth Council.

Participation on the Youth Council is strictly volunteer and no remuneration shall be paid.

The Youth Council may commission work or undertake activities outside of this advisory role but at no expense to the City of Kenora.

The Youth Council may attend Committee of the Whole and/or City Council Meetings as a Deputation and/or make presentations as the Youth Council deems necessary.

The Youth Council is only one mechanism for City Council to obtain input from young people. The Youth Council does not remove or reduce City Council's responsibilities to obtain input from other young people through mechanisms as deemed necessary.

Part 3 - Portfolio Responsibilities

Youth Council members may wish to establish portfolio responsibility committees they are interested in that mirror City Council, such as: Community & Protective Services, Corporate Services, Finance, Economic Development, Operations and Property & Planning.

Part 4 – Membership & Composition

The Youth Council shall consist of the following 7 members, with equal voting power as well as one (1) non-voting officer.

- Youth Mayor (1)
- Deputy Youth Mayor (1)
- Youth Council Members (5)
- Youth Clerk (1 non-voting)

Resource to the Committee shall be:

- City of Kenora Elected Official, Mayor or designate
- CAO
- Recreation Services Manager
- Northwestern Health Unit Youth Advisor

The Youth Council is responsible to run its own election and Members shall elect one (1) Youth Mayor, one (1) Deputy Youth Mayor, and five (5) Youth Councillors on an annual basis at the start of each calendar year. All positions will be held for a maximum of one (1) year. The Youth Mayor will appoint one (1) Youth Clerk.

Youth Council Members shall be:

- between the ages of 14 and 21, either attending a Kenora High School or some form of educational institute (subject to completion/proof of same through application process)
- a range of skills and experience to adequately perform their role
- a team-player

- proactive/positive attitude
- demonstrates initiative
- good communication skills and leadership skills
- committed to attending Youth Council meetings

Youth Council membership should include a broad representation of Kenora City's youth population with consideration given to:

- appropriate gender balance
- appropriate range of cultural backgrounds
- appropriate representation from youth with disabilities
- inclusion of youth members from a range of organizations within the City (i.e. secondary schools, church groups, youth focused groups, etc.).

The City of Kenora will provide meeting space for the Youth Council at no charge at the Kenora Recreation Centre.

The City of Kenora will provide basic office supplies, such as paper, pens, etc. but no office or computer equipment.

**Role Descriptions – see - Appendix A below.
Meeting Conduct and Order of Business - see Appendix B below.**

Part 5 - Promotion and Selection Process

- City of Kenora will call for expressions of interest from youth between the ages of 14 and 21, in accordance with Section 4 via a number of different media (newspapers, schools, City Portal, community radio).

Youth interested in being appointed will be required to complete the necessary application form and submit same to the City Clerk's Office. Interviews will be conducted by the City Clerk, the Recreation Services Manager and the duly appointed elected official.

Applicants will be selected in accordance with their ability to match criteria listed in Part 4.

Following appointment it will be the responsibility of the Youth Council to run its own election for purposes of electing a Youth Mayor, a Deputy Mayor and appointment of the Youth Clerk. The Recreation Services Manager will oversee administrative and operational procedures of the Youth Council as required.

Part 6 - Term of Appointment

Appointments will be made by City Council and shall be for a one (1) year term for the period July 1 to June 30.

Youth Council Members may ask for their membership to be extended for additional terms. Extended terms of appointment must be approved by the Youth Mayor and referred to City Council for approval. The term of appointment can be less than but not more than one (1) year.

If a Youth Council member resigns, must be removed or ceases to be eligible to serve on the Youth Council during the year, City Council will recruit to attract a new member for the position as required.

Part 7 - Removal of Youth Council Members

If a Youth Council Member misses more than three consecutive meetings their membership on the Youth Council will cease. Youth Council Members may be removed from the group under exceptional circumstances when the behaviour of that member is seen as detrimental to the effective operation of the Youth Council.

Part 8 – Youth Council Member Induction and training

All members joining the Youth Council will receive an induction pack and information from the Recreation Services Manager in consultation with the Clerk’s Office, outlining the Council’s function and processes and the role of the Youth Council.

Part 9 - Reporting

The Youth Mayor on behalf of its members shall be the key contact and spokesperson for the Youth Council, and shall report to Council’s Community & Protective Services Committee as the Youth Council so chooses, but shall file an annual report at Council’s June Committee of the Whole Meeting each year outlining the work undertaken, number of meetings held, achievements and any issues or initiatives it wishes City Council to consider.

The Mayor of the Youth Council shall provide its Meeting Minutes to City Council through the City Clerk’s Office.

Part 10 - Review

The Terms of Reference will be reviewed as required. Changes to the Terms of Reference will be subject to the approval City Council.

By-Law Read a First and Second Time this 21 day of November, 2011

By-Law Read a Third and Final Time this 21 day of November, 2011

The Corporation of the City of Kenora:-

.....**David S. Canfield, Mayor**

.....**Joanne L. McMillin, City Clerk**

**Appendix A:
To By-law Number: 121 - 2011**

Youth Council and Resource Role Descriptions

The Youth Mayor shall:

- encourage open communication where all Youth Councillors can contribute to conversations
- not allow individuals or sub-groups to dominate the meeting
- work with the Youth Councillors and Youth Clerk to compile meeting agenda
- oversee the development, completion and implementation of the group's work programs
- be the spokesperson for the Youth Council and represent the views and recommendations of the group as required, including in presentations and the bi-annual report to City Council and other groups as required.

Role and responsibilities of the Deputy Youth Mayor

- support the Youth Mayor in their role.
- act in place of the Youth Mayor should the Youth Mayor be unavailable or have a conflict of interest.

The Youth Clerk shall:

- be responsible for the administration, support and promotion of the group. This will include the induction of new Youth Councillors, development of agendas in collaboration with the Youth Mayor, recording meeting minutes, running the election and following up on action points to report back to the Youth Council as well as providing general administrative support
- ensure youth are considered in the development and implementation of policy, strategy, planning and service delivery
- develop effective working and consultation relationships and practices with young people and Kenora's Youth organizations.

Youth Council Members shall:

- provide advice on youth-related issues to City Council through the Youth Mayor as spokesperson
- assist City Council to canvass youth views
- actively participate in Youth Council meetings and Youth projects
- provide Youth Council information to their networks
- bring youth issues and opportunities to the Youth Council

Resource Personnel

The Elected Official Member (Mayor Designate)

The Elected Official appointed to the Youth Council is not a voting member. Their role is to:

- acts as a liaison and information conduit between City Council and the Youth Council conveying, if necessary, the concerns of the group
- provides information, advice and an explanation of City Council's political process and policies where required and requested by the group, in conjunction with the CAO.

The Chief Administrative Officer

- acts as liaison between Youth Mayor, City Mayor and NWHU Youth Advisor, and assists with communicating information between the Councils as required
- provides background information and guidance to the Youth Council as deemed necessary

The Recreation Services Manager

- in conjunction with the NWHU Youth Advisor, provide training and information to the Youth Council and to its new members at their induction and helps them understand their role on a forward basis
- assists the Youth Council in the overall administrative and operational procedures as deemed necessary, and monitors activities in conjunction with the NWHU Youth Advisor
- prepares and submits reports to Committee of the Whole (Community & Protective Services) as required on matters recommended by the Youth Council

The Northwestern Health Unit Youth Advisor

- in conjunction with the Recreation Services Manager, provide training and information to the Youth Council and to its new members at their induction and helps them understand their role on a forward basis
- assists the Youth Council in the overall administrative and operational procedures as deemed necessary, and monitors activities in conjunction with the Recreation Services Manager
- assists with promoting communication techniques both internally and externally for the Youth Council.

Appendix B: To By-law Number 121 - 2011

Meeting Conduct and Order of Business

Frequency of Meetings

Meetings will be scheduled once per month, or as deemed necessary by the Youth Council.

Quorum

Half the number of the 7 Youth Councillors appointed shall represent a quorum of the Youth Council, or a total of 4 Youth Councillors. The Youth Clerk is not included in determining quorum.

Meeting Conduct

- All meetings will be conducted in an orderly business-like manner.
- The Youth Mayor calls **the meeting to order**. (In the absence of the Mayor, the Deputy Mayor will run the meeting.)
 - The Youth Clerk will prepare and circulate the meeting agenda, record and circulate the meeting minutes, record all attendances. Late arrivals and Youth Councillors that leave early will be noted in minutes.
 - Recognize and introduce guests and visitors.
 - Approve agenda.
 - Approve minutes of last meeting.
 - Conduct order of business as outlined in agenda.
 - Establish action items. Who will do what and when and where?
 - Announce the date of the next meeting.
 - Adjourn the meeting officially and end on time.

Meeting Practices

The Youth Mayor is to facilitate the conduct of the meeting to assure a topic is discussed thoroughly. It is equally important not to dwell on unimportant topics.

Youth Council Members wishing to speak on a topic **must raise their hand** and wait until the chair gives them **permission** to speak.

Members must not speak out of turn.

After Youth Councillors have expressed their opinions, the Youth Mayor will identify the need to move to the next agenda item.

Behaviour

- Do not publicly criticize a Youth Council decision you did not support.
- Do not ignore advice from other Youth Councillors.
- Show that you have answers for all the questions.
- Do not speak out of turn.
- Do not fail to attend meetings.
- Do not fail to participate in Youth Council projects.
- Be open-minded
- Listen more, talk less.

Work as a Team

- Trust and cooperate.
- Respect one another.
- Share responsibilities for assigned tasks.
- Group problem-solve.
- Depend on one another to get the job done.
- Unite around a common goal.
- Participate in Youth Council activities in the community.

Ethics

- Youth Council members must avoid situations in which a personal interest might be served.
- Youth Council members must distinguish **clearly** in their actions and statements between their personal philosophies and attitudes and those of the Youth Council.