

CITY OF WEYBURN
YOUTH COUNCIL
TERMS OF REFERENCE

PURPOSE:

The City of Weyburn Youth Council (hereafter “Youth Council”) exists to encourage youth participation in the community, engage leaders and volunteers of the future, and provide a mechanism for youth to communicate with Council and staff of the City of Weyburn.

MANDATE:

The Youth Council should be prepared to make recommendations to City Council on specific municipal issues that they have identified. As Youth Council is not an elected body, they have no voting privileges at City Council, but their voice and input are of utmost value to the decision making of the elected officials.

Youth Council should take pride in their work and should seek to define goals for each year which they would like to achieve.

MEMBERSHIP:

Composition

- The Youth Council will consist of five representatives ages 14-18 years old, and reside within the legal boundaries of the City of Weyburn. Youth Council Members must be currently enrolled in Grade 9, 10, 11, or 12 at the Weyburn Comprehensive School.
- The Youth Council will select its own chair (Mayor) and the remaining members will act as Council members, rotating the vice chair (deputy mayor) position as agreed upon based on availability.
- The Youth Council will also appoint a Secretary from the 5 positions.
- A maximum of three Youth Councilors may be Grade 12 students, and at least one should be from Grade 9. This will ensure strong succession planning.
- Youth Council may, from time to time as required, make recommendation to City Council for changes to its Membership.

Mid-Term Membership Changes

Occasions may arise throughout the year that require a change in Youth Council Members.

- If a Youth Councilor misses three consecutive meetings (without valid reason) Youth Council may make recommendation to City Council to have that member removed.
- If a Youth Councilor should find themselves unable to fulfill their obligations (for example if they are finding it too time consuming, or they are moving to a different community), that Councilor shall notify the Youth Mayor in writing as soon as possible.
- Should a seat become vacant on Youth Council, the Council shall make recommendation to City Council regarding their decision to fill the vacant seat, or to leave it empty for the remainder of the year.

ROLES & RESPONSIBILITIES:

Youth Council

The Youth Council will act in an advisory position to Weyburn City Council. The primary role of the Youth Council will be to provide feedback to City Council on issues they identify. Youth Council will not have a vote on issues at City Council, but City Council will put great consideration into the recommendations of Youth Council.

- The Youth Mayor (or in his/her absence, the Deputy Mayor) will attend all regular City Council meetings. The Youth Mayor will not have a vote at Council, but will be permitted to speak on issues. The Youth Mayor should be speaking as the voice of the Youth Council at all times. Regular City Council meetings take place on the second and fourth Monday of each month (although may change due to Statutory Holidays).

- The Secretary shall be responsible for taking minutes of each Youth Council meeting. These minutes shall be filed with the City Clerk. The Secretary shall also be responsible for ensuring all necessary attendees are notified of upcoming meetings and that attendance is confirmed. This position shall ensure that Youth Council Members are provided with documentation in a timely manner for meeting preparations.
- Being appointed to Youth Council is not to be taken lightly. As Youth Council will have a strong voice in the governance of our City, Youth Councilors are expected to be in attendance and on-time for meetings, well informed, cooperative, professional, and above all acting the best interest of everyone in our great City.

City Council

- City Council will take the recommendations of Youth Council as serious and will put great value on the opinions of young people who volunteer to lead their peers and our community.
- City Council will assign a representative from Council to work closely with Youth Council to assist them in accessing information, following protocols, and providing leadership when asked.
- City Council shall ensure that the Youth Council has a strong relationship with City Administration to ensure they have the resources that they require and that protocols and regulations are adhered to.
- The Mayor of Weyburn (or, in his/her absence, the Deputy Mayor) shall ensure that the Youth Mayor (or Deputy Mayor) is an active participant in regular Council meetings.
- City Council will ensure that Youth Council has information in a timely fashion if it is requesting a recommendation from Youth Council.

MEETINGS AND QUORUM:

- Youth Council meetings shall follow Roberts Rules of Order. Roberts Rules of Order are generally accepted as the global standard for meeting procedures and are the rules that are followed at Weyburn City Council.
- Three appointed Members of Youth Council will constitute a quorum.
- Meetings will be held monthly from September to June. The annual calendar of meetings will be established at the September meeting. Youth Council Meetings should not exceed one hour. Meetings will take place in Council Chambers in City Hall. Media will only be allowed upon invitation from the Youth Mayor and the City Communications Officer. The City Council representative and the Corporate Communications Officer will be in attendance as resources only.

SELECTION PROCESS:

Youth Council applicants will be chosen through application and interview process. This process will involve Weyburn Comprehensive School leadership, Youth Council, and the community at large.

APPOINTMENT TERM:

Weyburn City Council will formally appoint Youth Council members on an annual basis. Youth Councilors may serve a maximum of four one-year terms on the Youth Council.

MEETINGS:

ADMINISTRATIVE SUPPORT:

The City of Weyburn will provide mentoring and guidance through designated representatives from City Council and the City Manager's Office, as well as the City of Weyburn's Communications Officer.

REPORTING:

The Youth Council will submit minutes of all meetings to the City Clerk for City Council's information three business days prior to the Council meeting.

The Youth Mayor will provide a monthly update to Council at Open Council.