



# Municipality of the County of Kings Kings Youth Council Terms of Reference

## Establishment of the Committee

1. The Municipal Council of the Municipality of the County of Kings establishes a committee to be known as the Kings Youth Council (KYC).

The Kings Youth Council will be supported by the Youth Engagement Working Group for at least one year after formation of the Kings Youth Council.

## Purpose

2. To better address issues involving youth and inform decisions of Council, the Kings Youth Council shall be a consulting and recommending body to Municipal Council. The KYC will be a unifying voice of youth that proactively makes recommendations to the Municipal Council on a variety of matters.

The Kings Youth Council will work to advance the interests and welfare of all youth across Municipality of the County of Kings (the Municipality). The KYC will address emergent and enduring issues affecting youth, seek opportunities to strengthen or support existing services.

## Responsibilities

3. The Youth Council may make recommendations to Council on the following issues:
  - a. Professional development opportunities for youth, including internships, work experience and entrepreneurship opportunities, mentorship programs, promotion and access to municipal grants, development of incentive programs, amongst others.
  - b. Creating, building, and enhancing positive relationships with youth across the Municipality and community organizations.
  - c. Youth involvement in political decision-making processes and youth representation on Municipal committees.
  - d. Making municipal politics more accessible and relatable to youth through education and using methods of communication and engagement relevant and appealing to youth and reflective of their needs.
  - e. Decisions of Municipal Council regarding policy and strategic direction.
  - f. Transformation of public and active infrastructure to enable youth to engage in political, recreational, professional, and volunteer activities.
  - g. Social issues and programs relevant to the health, resilience, and well-being of youth including:
    - Sexual and reproductive health services and promotion;
    - Supportive and inclusive environments for all people;
    - Addiction and mental health supports and health promotion;
    - Supports for youth experiencing homelessness;
    - Encouraging opportunities;
    - Peer support groups; and,
    - Resources to address poverty.
  - h. Recreational activities and facilities to provide safe and supportive spaces for youth.
  - i. Activities and infrastructure that encourage the use of community cores.



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- j. Activities and infrastructure that encourage the use of community spaces including community halls, churches, schools, libraries, and/or recreational facilities.
- k. Youth engagement to address racism, discrimination, and promote diversity and equal opportunity.

### Membership

4. During the first year, the Kings Youth Council shall be comprised of not more than twelve (12) members who shall be appointed by Council. The KYC membership shall be formed according to the following criteria:

- Two (2) members of Municipal Council.

Municipal Council shall also appoint an alternate Councillor of the Council to the KYC. The alternate member may attend and vote in the place of any absent Municipal Councillor.

While respecting the authority of the Municipal Council and Council's Nominating Committee, the KYC will submit, in writing, a request of two particular Councillors to be appointed to the KYC.

- Up to ten (10) members of the general public invested in the future of Kings County who have a diversity of age, region, special interests, gender, sexual orientation, race, and abilities. These members must be between 13 and 30 years old at the time of application.
- The Diversity and Engagement Specialist of the Municipality of the County of Kings shall serve in an advisory ex-officio role.

5. The Municipality will advertise Committee positions in accordance with current Municipal procedures. The advertisement shall explain the following:

- "To ensure the interests of youth within Kings County, including the towns of Berwick, Kentville and Wolfville, are heard by Municipal Council, we are actively seeking applications from youth who are passionate about youth welfare and interests in Kings County. Applicants may reside in the towns of Berwick, Kentville, or Wolfville, or any village or region within the Municipality of the County of Kings."
- Applicants must be between the ages of 13 and 30 years old at the time of application.

6. On or around the anniversary date of the establishment of the Youth Council (each October), Council shall revisit and make any necessary amendments to these Terms of Reference.

### Terms of Membership

7. Municipal Councillors appointed to the Youth Council shall be appointed for a two (2) year term.
8. A Municipal Councillor appointed to the Youth Council who ceases to be a member of Council shall also cease to represent Municipal Council as a member of the Youth Council on behalf of Council.
9. Any member of the Youth Council is eligible for re-appointment.
10. A member of the Youth Council who, without leave of the Committee, is absent from three (3) consecutive regular meetings of the Youth Council shall cease to be qualified to serve as a member of the Youth Council.



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11. Should any member of the KYC cease to be a member, the Council will immediately solicit applications for membership.

### **Roles of Members**

12. Members of the Kings Youth Council shall be responsible for the following:
  - Attending meetings as scheduled by the Youth Council.
  - Attending sub-committee meetings of the Youth Council as determined.
  - Connect with other youth-focused organizations.
  - Representing the Youth Council at conferences, orientations or other events as needed.
  - Making presentations to schools on Municipal politics and engagement.
  - Encouraging youth engagement in Municipal politics
  - Making presentations to Council, service clubs, and other community organizations on the work of the Kings Youth Council.
  - Planning special events and initiatives as determined by the KYC.
  - Making recommendations to Municipal Council regarding policy and strategic direction.
  - Building relationships with organizations across Kings County that are youth-focused.
  - Keeping up to date on youth initiatives, events, and programming across the region.
  - Adhering to the vision and mission of inclusive and diverse perspectives.

### **Reporting**

13. The Youth Council shall report to Council on a monthly basis, or as directed by Council.
14. The KYC shall appoint a Municipal Councillor to submit the Committee Report, including any recommendations, to Municipal Council following each meeting.
15. Councillors appointed to the Kings Youth Council will update the KYC will on the activities and decisions of Council.

### **Meetings**

#### Election of Officers

16. The first meeting of the Youth Council shall take place no later than November 30, 2017 following acceptance of the terms of reference by Municipal Council and solicitation of applications.
17. The members of the Youth Council shall elect a Chair, Vice-Chair and Secretary from amongst the members at the first meeting of the Youth Council.
18. The Youth Council shall re-elect a Chair, Vice-Chair and Secretary at the first meeting in September of each year.

#### Procedural Matters

19. At the first meeting of the KYC, members will establish priorities and an anticipated work program for the coming year.
  - 19.1 The KYC will evaluate the work program and priorities annually.
20. The Kings Youth Council shall hold regular meetings and meet not less than nine (9) times per year. The time and place of each meeting will be determined at the preceding meeting.
21. Special Meetings of the Youth Council may be called with not less than 24 hours' notice by the Chair if requested by a majority of the Youth Council.



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22. Minutes of each meeting shall be recorded by the Secretary and shall capture all discussions and recommendations of the Kings Youth Council.
23. The Chair shall preside at all meetings but, in the absence of the Chair the Vice-Chair or a member appointed at the meeting shall preside.
24. The Youth Council shall endeavor to use a consensus-based approach to make decisions. Should the Chair deem that a clear consensus is not achievable the Chair may put the matter to a vote.
25. A member of the Youth Council who is present and who fails or refuses to vote on a matter is deemed to have voted in the negative.
26. In the event of a tie, the matter voted on shall be deemed to be determined in the negative.
27. Any members of the public that are in attendance at a meeting of the Kings Youth Council shall be given the opportunity to make comments to the Youth Council at the end of the meeting.

### Quorum

28. A simple majority of 50 % + 1 of the Kings Youth Council, including at least one (1) Councillor, shall constitute a quorum.

### **Subcommittees**

29. The Kings Youth Council may form subcommittees as needed to provide the Youth Council with advice on matters consistent with the Youth Council's mandate.
30. Subcommittees shall be chaired by a member of the Kings Youth Council.
31. Subcommittees may have members external to the Kings Youth Council sit as members.
32. Subcommittees shall have a term of no greater than one (1) year. The term may be renewed at the discretion of the Kings Youth Council.
33. Subcommittees shall endeavor to use a consensus-based approach in their decision making provided that if the Chair deems that a clear consensus is not achievable then the Chair may put the matter to a vote.
34. Subcommittees shall prepare and retain notes from each meeting including any recommendations that the Subcommittee makes to the Youth Council.

### **Additional Guidelines**

35. Neither the Kings Youth Council nor any Member of the Kings Youth Council shall have the power to pledge the credit of the Municipality, or to authorize any expenditure on behalf of the Municipality, in connection with any matter whatsoever.
36. This Committee constitutes a "local board" as defined in the *Municipal Conflict of Interest Act*, R.S. 299 and, as such, the members of the Committee are subject to the terms and conditions of the *Municipal Conflict of Interest Act*.
37. All meetings of the Kings Youth Council shall be open to the public with the exception of the closed sessions (in camera) as provided in item 40 (below). The time and date of the public



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meetings shall be advertised on the Municipality's schedule of upcoming meetings as much in advance as the setting of the meeting permits.

38. The Youth Council may meet in closed session (in camera) to discuss matters relating to Operations and Membership of the Kings Youth Council.
39. A record that is open to the public shall be made noting that the Kings Youth Council met in camera, the type of matter that was discussed (as established in item 40) and the date, but no other information.