



**CITY OF BROOKS  
BYLAW 24/24**

**A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO ESTABLISH A YOUTH ADVISORY COMMITTEE.**

**WHEREAS** Section 256 (1) of the *Municipal Government Act* RSA 2000, c. M-26 authorizes a Council to pass Bylaws in relation to the establishment and functions of Council committees, and to the procedures to be followed by Council committees;

**AND WHEREAS** pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a Council committee may consist of a combination of Councillors and other persons;

**AND WHEREAS**, the City of Brooks wishes to establish a council committee to advise Council on issues relating to youth in the community and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee.

**NOW, THEREFORE** the Council of the City of Brooks duly assembled, hereby enacts as follows:

**1. TITLE:**

100. This Bylaw may be referred to as the “Youth Advisory Committee Bylaw”.

**2. INTERPRETATION:**

200. In this Bylaw, unless the content otherwise requires,

201. “**Act**” means the *Municipal Government Act*, RSA 2000, c M-26 as amended or repealed and replaced from time to time;

202. “**Administrative Liaison**” means the member of Administration appointed to the Committee by the Chief Administrative Officer;

203. “**Bylaw**” means the City of Brooks Bylaw No. 24/24 as may be amended from time to time;

204. “**Certification Program**” means the achievement of a measured level of knowledge within a designated timeline with official recognition by an organization which may include but not limited to babysitting course driver’s training, professional development, post-secondary, or apprenticeship;

205. “**Chair**” means the Youth Member elected annually who has the authority to preside over a meeting;

206. **“Chief Administrative Officer”** means the Chief Administrative Officer of the City of Brooks, regardless of any subsequent title that may be conferred on that officer by Council or statute, or their designate;
207. **“City”** means the City of Brooks, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the City of Brooks, as the context may require;
208. **“Committee”** means the Youth Advisory Committee;
209. **“Council”** means the Municipal Council of the City of Brooks;
210. **“Councillor”** means an elected member of Council, including the Mayor;
211. **“Vice-Chair”** means the individual Youth Member elected annually to fulfill the Chair’s duties in the absence of the Chair; and,
212. **“Youth Member”** means an individual appointed to the Committee.

3. **ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE:**

300. A Council Committee is hereby established and shall be referred to as the Youth Advisory Committee.
301. The mandate of the Committee is to engage with the youth in the community to accurately represent a youth perspective on a variety of community issues and provide recommendations to Council on these issues.
302. In order to fulfill its mandate, the Committee may:
- (a) coordinate youth specific initiatives that profile local community issues;
  - (b) develop and maintain relationships with individuals and organizations addressing issues or opportunities relating to the community;
  - (c) research and provide input into policy proposals for Council’s consideration in reference to matters that directly impact the community;
  - (d) receive direction from Council on work reports Council requires on community matters;

- (e) provide a community lens on community-oriented City policies, programs or services; and,
- (f) engage with Administration, other organizations and other municipalities supporting community initiatives.

#### 4. **MEMBERSHIP**

400. The Committee shall be comprised of:
- (a) no less than five (5) and up to eleven (11) Youth Members to be recruited through a public application process and appointed by Council;
    - (i) at least one (1) Youth Member shall be appointed from each of Grasslands Public School Division, Christ the Redeemer Catholic Schools and École Le Ruisseau - FrancoSud;
  - (b) up to two (2) Councillors; and,
  - (c) Administrative Liaison.
401. Youth Members shall be:
- (a) between the ages of 12 and 18 effective September 1; and,
  - (b) a resident of the City.
402. When making appointments to the Committee, Council may consider individuals that have a demonstrated interest and commitment to youth matters representing cross-sections of the community.
403. Council shall appoint Youth Members for a one (1) year term. Appointments shall automatically renew for one (1) year until age of Committee majority or up to a maximum of three (3) terms, pending agreement of the Youth Member.
404. If a Youth Member is absent for three (3) consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor.
405. Council may terminate the appointment of any Youth Member at any time.
406. The Committee shall annually elect a Chair and Vice-Chair from its voting members.
407. The Chair shall 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 shall perform those duties.
408. Youth Members of the Committee shall not receive remuneration.

## **5. PROCEDURES**

500. Youth Members are required to agree to maintain confidentiality and comply with all applicable City Bylaws, policies and procedures.
501. The Committee shall:
- (a) establish an annual meeting schedule that specified the date, time, and place of all regular Committee meetings; and,
  - (b) provide the annual meeting schedule to the Communications Officer to be posted on the City's website.
502. No additional notice of regularly schedule meetings is required.
503. The Chair may call a special meeting by giving at least 24 hours' notice to
- (a) members of the Committee by email; and,
  - (b) the public by posting a notice on the City's website.
504. 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 City's website.
505. A majority of the voting members shall constitute a quorum at a Committee meeting and must include one (1) Councillor.
506. The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
507. Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
508. The Committee may form sub-committees from amount its members to assist in carrying out its objectives and responsibilities under this Bylaw.
509. The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

## **6. ANNUAL WORKPLAN AND REPORTING**

601. The Committee shall develop an annual workplan that identified key priorities and goals based on its mandate and this Bylaw.
602. The Committee may provide reports which include recommendations on matters related to the Committee's mandate.

**7. BURSARY GUIDELINES**

701. Youth Members who fulfill a minimum of a two (2) year term on the Committee shall be awarded a \$500 bursary upon proof of registration in a Certified Program.
702. The bursary shall be awarded to eligible Youth Members once proof of paid enrollment in a Certification Program has been provided to the City.
703. The bursary shall be claimed within two (2) years following the member's end date of the last term served on the Committee.

**8. ADMINISTRATIVE LIAISON'S ROLE**

801. The Chief Administrative Officer shall appoint an Administrative Liaison to the Committee.
802. The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
803. The Administrative Liaison shall:
  - (a) provide administrative support, advice and guidance to the Committee;
  - (b) maintain and process bursaries as per Section 7, Bursary Guidelines set out in this Bylaw; and,
  - (c) keep a record of Youth Member volunteer hours, meeting attendance, recording secretary duties and bursary provision.

**9. SEVERABILITY:**

900. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

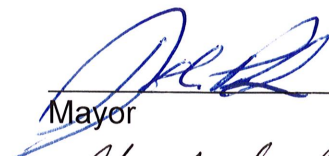
**10. EFFECTIVE DATE:**

1000. This Bylaw shall take effect at the date of final passing thereof.

Read a first time this 3<sup>rd</sup> day of September, 2024.


Read a second time this 3<sup>rd</sup> day of September, 2024.

Read a third time and adopted this 3<sup>rd</sup> day of September, 2024.



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Mayor



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Chief Administrative Officer