

**CITY OF MELVILLE
YOUTH COUNCIL**

TERMS OF REFERENCE

PURPOSE: The City of Melville 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 Melville.

MANDATE: The Youth Council should be prepared to make recommendations to City Council on specific municipal issues that they have identified. As the 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 Councillors 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 15-18 years old, and preferably reside within the legal boundaries of the City of Melville. Youth Councillors must be currently enrolled in Grade 10, 11 or 12 at the Melville Comprehensive School.
- Youth Council will select its own chair (Mayor) and the remaining members will act as Council members, rotating the vice-chair (Deputy Mayor) position every two months.
- Youth Council will appoint its own Secretary.
- A maximum of three Youth Councillors may be Grade 12 students, and at least one should be from Grade 10. This will ensure strong succession planning.

Mid-Term Membership Changes

Occasions may arise throughout the year that require a change in Youth Council members:

- If a Youth Councillor misses three consecutive meetings (without valid reason) Youth Council may make a recommendation to City Council to have that member removed.
- If a Youth Councillor should find themselves unable to fulfill their obligations (for example if they are finding it to time consuming, or they are moving to a different community), that Councillor shall notify the Youth Mayor in writing as soon as possible.
- Should a Youth Council seat become vacant, Youth Council shall make a 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 Melville City Council. The primary role of 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 the Youth Council.

- The Youth Mayor (or appointee in their absence, the Deputy Mayor) will attend all regular City Council meetings. The Youth Mayor will not have a vote at City Council but will be permitted to speak on issues. The Youth Mayor should always be speaking as the voice of the Youth Council. Regular City Council meetings take place on the first and third Monday of each month (although this 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 City Administration. 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 the Youth Council will have a strong voice in the governance of our City, Youth Councillors are expected to be in attendance and on-time for meetings, well informed, cooperative, professional, and above all acting in the best interest of everyone in our City.

City Council

- City Council will take the recommendations of Youth Council seriously 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 City Councillor as a representative to work closely with the 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 Melville (or, in their 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 Robert's Rules of Order. Robert's Rules of Order are generally accepted as the global standard for meeting procedures and are the rules that are followed at Melville City Council.
- Three appointed members of the 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 of Melville representative.

SELECTION PROCESS: Youth Council members will be chosen through application and interview process (if necessary). This process will involve the sitting Youth Councillors, the appointed City Councillor and City Administration assisting with the Youth Council.

APPOINTMENT TERM: Melville City Council will formally appoint Youth Council members on an annual basis. Youth Councillors may serve a maximum of three one-year terms on the Youth Council.

ADMINISTRATIVE SUPPORT: The City of Melville will provide mentoring and guidance through designated representatives from City Council and the City Manager's Office as well as the City of Melville's Communication Officer.

REPORTING: The Youth Council will submit minutes of all meetings to the City Clerk for City Council's information. When appropriate, the Youth Mayor (or designate) will provide updates at open meetings of City Council.

Youth Council Sample Agenda

AGENDA

A MEETING OF THE CITY OF MELVILLE YOUTH COUNCIL HELD IN CITY OF MELVILLE COUNCIL CHAMBERS AT 4:00PM WEDNESDAY NOVEMBER 15TH, 2023.

1. Call to Order
2. Approval of minutes
3. Additions to agenda
4. a) How can the City be more accessible to local youth?
 - b) Mental Health
 - Community connectivity – Better Together initiative
 - Highlight local greenspaces and promote physical activity
5. Social Media Posts
6. Announcements
7. Adjournment