

Date of Consolidation November 14, 2019

Consolidation of Bylaw No. 1022-2019

CITY OF LEDUC YOUTH COUNCIL

Adoption April 29, 2019

As Amended By:

Bylaw No. 1039-2019 adopted November 12, 2019

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A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COUNCIL COMMITTEE NAMED THE YOUTH COUNCIL

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council may by bylaw establish Council committees and prescribe rules for their conduct and procedure;

And Whereas, pursuant to sections 196 through 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matter under discussion is within one of the exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, or a member of the public is expelled for improper conduct;

And Whereas, pursuant to section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that the enumerated administrative functions under that section are performed, including recording minutes, identifying members present at meetings, providing minutes for adoption at the next meeting, safekeeping Council and Council committee records, and informing Council and Council committees in writing of their legal responsibilities under the *Municipal Government Act*;

And Whereas, section 95 of the *Freedom of Information and Protection of Privacy Act* requires every public body to, by the means by which it makes decisions, appoint a FOIP Head and establish a fee schedule for answering information requests, but the fee schedule may not exceed the maximum fees set in the *Freedom of Information and Protection of Privacy Regulation*, AR 31/2012, as amended;

Leduc City Council enacts:

PART I: PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

1. The purpose of this bylaw is to establish a Council committee named the Youth Council, and to prescribe a mandate, terms of reference, composition and procedural rules for that Committee.

DEFINITIONS

2. In this bylaw, unless the context otherwise requires:
 - (a) "**City Manager**" means the chief administrative officer of the municipal corporation of the City of Leduc or their delegate;

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- (b) “**Committee**” means the Youth Council, established by this bylaw;
- (c) “**Council**” means the municipal council of the municipal corporation of the City of Leduc;

RULES FOR INTERPRETATION

- 3. The marginal notes and headings in this bylaw are for reference purposes only.
- 4. Pronouns in masculine, feminine and neuter genders shall be construed to include any other gender, and words in the singular form shall be construed to include the plural and vice versa, unless the context otherwise requires.

PART II: ESTABLISHMENT

ESTABLISHMENT

- 5. The Youth Council is hereby established as a committee of Council.

MANDATE

- 6. The mandate of the Committee is to provide a forum for young people to participate in local government by researching, advising, proposing, and planning actions in the community to Council.

TERMS OF REFERENCE

- 7. The Committee will fulfill its mandate by:
 - (a) gathering and reviewing reports and other evidence relevant to its mandate;
 - (b) planning events and community initiatives relevant to its mandate;
 - (c) providing recommendations to Council on how to engage and support young people; and
 - (d) taking such other actions on matters of special interest to young people that may be reasonably necessary.

PART III: MEMBERS

MEMBERS

- 8. The Committee will be comprised of:
 - (a) two members of Council; and
 - (b) at least five but no more than 13 members of the public between the ages of 16 and 22 years.

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- (c) Notwithstanding subsection 8(b), an individual is eligible for Committee membership if he or she turns 16 or 23 years of age during his or her term.
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CHAIR

9. The Committee will select its chair from among its membership.

APPOINTMENT

10. All members of the Committee will be appointed by Council.

TERM OF MEMBERSHIP

11. All members of the public will serve as members of the Committee for a term of one year.

MULTIPLE TERMS

12. Board members may apply for re-appointment to the Board at the conclusion of their term of office.

ATTENDANCE

13. Any member of the Committee either:

- (a) absent from more than three meetings; or
- (b) in attendance at fewer than four events identified by the Committee for Committee participation;

in any calendar year; without the express preapproval of the Committee, is no longer a member of the Committee.

ADMINISTRATIVE SUPPORT

14. The City Manager will provide the Committee with all of the administrative support it requires, including but not limited to:
- (a) managing Committee documents;
 - (b) preparing and keeping safe minutes of Committee meetings;
 - (c) any other assistance the Committee may request; and
 - (d) assistance in managing any Council approved budget for Committee activity.

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PART IV: PROCEDURE

MEETINGS

15. The Committee will meet as often as required to fulfill its mandate, and no less than eight times per year.

SCHEDULING

16. The Committee will set its meeting schedule each calendar year at its first meeting of the year.

QUORUM

17. Quorum is established by the attendance of a majority of the members of the Committee.

PROCEDURES

18. The Committee will follow the procedures set out in the *Council Procedures Bylaw*, No. 493-2001, as amended.

RESOLUTIONS

19. Committee decisions will be made by show of hands, and resolutions will be passed with a majority vote of those present at the meeting.

MINUTES AND RECORDS

20. The Committee must prepare and keep safe minutes and records relating to its decisions or reports.

FOIP

21. The Committee will pass resolutions appointing a head and adopting a fee schedule for information requests as required by the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended.

REPORTING

22. The Committee will report to Council when requested to do so by Council or at any other time the Committee requests and Council approves.

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PART VI: ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS 25TH DAY OF MARCH, 2019.

READ A SECOND TIME IN COUNCIL THIS 29TH DAY OF APRIL, 2019.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 29TH DAY OF APRIL, 2019.

“Original Signed”

Bob Young
MAYOR

“Original Signed”

Sandra Davis
CITY CLERK

April 29, 2019

Date Signed