

HRM Regional Youth Advisory Committee

Terms of Reference

Approved March 6, 2007

Amended December 4, 2007

MANDATE

The HRM Regional Youth Advisory Committee shall review, evaluate and make recommendations to Regional Council regarding issues pertaining to youth such as Recreation Programs and Services, Facility Development (Indoor and Outdoor), Events (Youth and Community), Youth Grants, Transportation, Art and Culture and emerging issues with the support from staff of the Community Relations and Events Division of the Community Development Department.

1. COMPOSITION OF COMMITTEE

- 1.1 The HRM Regional Youth Advisory Committee shall comprise a voting membership, totaling fifteen (15) as follows:
 - 1.1.1 Two elected members of Halifax Regional Council
 - 1.1.2 Twelve (12) members-at-large from the community between the ages of thirteen (13) and nineteen (19), two shall be nominated by from each of the six (6) Community Council areas.
- 1.2 The representatives of Regional Council shall be appointed by the Council Selection Committee and shall inform Regional Council of their selection.
- 1.3 The members-at-large shall be appointed by Regional Council.
- 1.4 The Chair may be elected representative or a citizen member and shall be selected annually by the voting members of the HRM Regional Youth Advisory Committee. The Chair shall have one (1) vote.
- 1.5 The HRM Regional Youth Advisory Committee will be supported by Community Relations and Events staff.

2. TERM OF OFFICE

- 2.1 Each elected representative shall be appointed for a term of one (1) year, renewable each year.
- 2.2 Community representatives shall be appointed for a term of one (1) year and thereafter may be re-appointed for a term of one (1) year.
- 2.3 A call for citizen membership shall be conducted each fall through the Office of the Municipal Clerk.

3. VACANCIES

- 3.1 The Chair shall inform the Clerk's Office of any vacancies.
- 3.2 Should a vacancy occur during an elected member's term of office the Council Selection Committee and Regional Council shall appoint a new representative to complete the balance of the term.
- 3.3 Should a vacancy occur during a citizen's term of office Regional Council shall appoint a replacement to complete the balance of the term.
- 3.4 Effective as of the date of official notification of a vacancy for a citizen representative, Regional Council shall be notified by staff. Regional Council shall then appoint a new citizen member. The replacement shall be selected from among the names submitted during the annual call for citizen representatives. In the event of the unavailability of an alternate from the list of names submitted for consideration through an annual call for committee members, Regional Council may appoint a citizen through an additional call for expressions of interest.

4. DUTIES

The duties of the HRM Regional Youth Advisory Committee are to:

- 4.1 Advise Regional Council on all matters related to youth in the Halifax Regional Municipality, including Recreation Programs and Services, Facility Development (Indoor and Outdoor), Events (Youth and Community), Youth Grants, Transportation, Art and Culture and emerging issues;
- 4.2 Will identify and bring forward issues and opportunities important to youth.
- 4.3 The duties of the HRM Regional Youth Advisory Committee shall be reviewed annually by staff and Committee members and may be amended by Regional Council on an on-going basis.

5. QUORUM

- 5.1 A quorum at a regular meeting of the HRM Regional Youth Advisory Committee shall be a simple majority of members of which one (1) shall be the elected representatives.

6. MEETINGS

- 6.1 The committee shall meet as required to review and advise on issues pertaining to youth
- 6.2 The Chair in consultation with staff shall be responsible for calling all meetings of the HRM Regional Youth Advisory Committee.
- 6.3 Notice of the HRM Regional Youth Advisory Committee meetings and minutes shall be provided by the Office of the Community Relations and Events Division.

7. REMUNERATION

Members of the HRM Regional Youth Advisory Committee shall not be remunerated for serving on the committee except where reimbursement is made in accordance with HRM policy for reasonable expenses incurred while in the service of the Committee.

8. DECLARATION OF CONFLICT OF INTEREST

Where personal or professional involvement or association could result in an actual or perceived conflict of interest for a member of the HRM Regional Youth Advisory Committee, the member shall declare the conflict and abstain from debate on the related topic, or where appropriate remove themselves from a meeting and shall not vote on any motion applying to the declared conflict.