

	<b>Council Youth Representatives</b>		<b>Policy #2.1.15</b>
Department Owner:	Council		
Policy Applies To:	Youth Council Representatives		
Date Created:	April 16, 2019	Date Approved By Council:	April 23, 2019
Version #:	1.0	Resolution #:	#19-057
Last Review Date:	April 18, 2019	Policy(ies) Replaced/Rescinded:	N/A

**Intent:**

To increase awareness of local government activities among Claresholm youth and to increase Council's awareness of youth issues in Claresholm.

**Policy:**

The Town of Claresholm recognizes the benefit of supporting communication channels between Council and Claresholm youth. The Town of Claresholm authorizes acknowledging Council Youth Representatives

**Definitions:**

- Appointment term – The appointment term will be a 10 month period from September 1<sup>st</sup> to June 30<sup>th</sup>
- Youth Council Representative:
  - A resident within the municipal boundaries of the Town of Claresholm.
  - High school age (14 through 17 as at December 31<sup>st</sup> of the appointment term year)
  - Appointed by Council to sit as a Youth Council Representative.
- Senior Council Representative:
  - A resident within the municipal boundaries of the Town of Claresholm.
  - Grade 11 or 12 (16 or 17 years old as of December 31<sup>st</sup> of the appointment term)
  - Appointed by Council to sit as a Youth Council Representative.
- Junior Council Representative:
  - A resident within the municipal boundaries of the Town of Claresholm.
  - Grade 9 or 10 (14 or 15 years of age as of at December 31<sup>st</sup> of the appointment term)
  - Appointed by Council to sit as a Youth Council Representative.

**General Guidelines:**

The Youth Council Representatives will be a volunteer position and will receive no remuneration. Council will agree to mentor the representatives and will engage in a contract with the youth's School or School Division where possible (i.e. Livingstone Range School Division) for a work experience or other program to facilitate Representatives earning high school credit for all time spent as Youth Council Representatives.

There will be a maximum of two (2) Youth Council Representatives during a single appointment term. Youth Council Representatives will attend Council meetings, as well as other committee or boards they may be assigned to, and will participate in discussions and decisions and will be allowed to vote on

any matters that come forward in the meetings. The vote of the Youth Council Representative will not however be counted or considered when determining whether a motion is carried or defeated, but will simply allow them to voice their opinion. Youth Council Representatives will be considered part of the public however for in-camera portions of any Council, Committee, or Board meetings and will be asked to leave.

**Selection:**

Council will determine the selection process each year based on number of applicants. The selection process will include:

1. Candidates will submit an application form (Appendix A) to Town Administration by the application deadline of May 15<sup>th</sup> (or the following business day when it lands on a weekend or holiday) each year prior the Appointment Term.
2. Candidates must be willing to attend Council meetings, board meetings and other appropriate Council appearances.
3. Administration will determine the eligibility of applicants based on address (must be resident of Claresholm) and age (between the age of 14 and 17 as at the following December 31)
4. Council will determine each year the number of Youth Council Representative positions to be filled (1 or 2) and whether they will be designated Senior and/or Junior Council Representative Positions based in part on number of applicants in each category
5. Council may organize a committee or direct Administration to organize a committee for direct selection of Candidates or may organize a Youth/Student Body Vote in the community or in the school(s) in collaboration with the School Division.
6. Appointments will be announced by June 15<sup>th</sup>.

**Conduct:**

Youth Council Representatives will be held to the same Bylaws, Policies, and Standards as Council within the realm of their position. This includes but is not limited to:

1. Council Code of Conduct Bylaw
2. Council Procedural Bylaw
3. Municipal Government Act

Youth Council Representatives may be dismissed at any time by motion of Council due to violation of any of the above legislation.