



YOUTH COUNCIL POLICY

REFERENCE: Community Services

APPROVED: December 4, 2018

SUPERSEDES:

POLICY STATEMENT

The Youth Council will be a direct link to Town Council and will report on community issues pertaining to youth. The Youth Council will also be a platform for youth to provide input into municipal processes.

POLICY VALUES AND CONSIDERATIONS

Rooted in the principles of youth advocacy and governance, Town Council and Youth Council will work collectively to ensure that youth are connected and meaningfully involved in community life and the needs of Edson's youth are met. Likewise, Town Council has the opportunity to refer items to Youth Council for comment before making a decision.

1. MEMBERSHIP

The Youth Council may consist of up to fifteen (15) members with membership as follows:

- Mayor, Town of Edson
- 2 Town Council Representatives
- Up to 12 representatives between the ages of 13 and 18 years old who either attend school in Edson or live in the community of Edson. Yellowhead County residents who attend school in Edson are eligible to sit on the Youth Council to foster inclusivity and sense of community.

Ideally Youth Council will have a balance of representation from each of the following schools: The Learning Connection - Edson, Parkland Composite High School, Holy Redeemer Junior Senior Catholic High School, Yellowhead Koinonia Christian School, and Ecole Pine Grove School.

Student representatives will be appointed annually with a term appointment from October to September. (Those student representatives wishing to serve consecutive terms must re-apply annually.)

2. ROLES AND RESPONSIBILITIES

2.1 Youth Council

- a) Engage community youth to accurately represent youth perspectives on a variety of municipal issues and provide feedback to Council with respect to these issues.
- b) Produce quarterly reports on Youth Council activities and have a Youth Council Representative report to Town Council on a quarterly basis.
- c) Act as a youth liaison with municipal authorities.
- d) Promote community engagement of youth in community life and volunteerism.
- e) Annually, prepare and present Youth Council budget to Town Council during the Budget process.

2.2 Town Council Representatives

- a) Engage Youth Council in municipal processes to enhance their learning and understanding of municipal government.
- b) Mentor, encourage and inspire the Youth Council representatives.
- c) Encourage decisions of Youth Council that are consistent with the Town's goals.
- d) Report actions of Youth Council to Town Council.
- e) Participate in the candidate selection process of Youth Council members.

2.3 Town Administration

- a) Manage and facilitate the Application Process and make recommendations with respect to Youth Council membership.
- b) Provide administrative support to Youth Council and act as the Recording Secretary at meetings.
- c) Maintain and process bursaries as per Bursary Guidelines set below.
- d) Keep record of Youth Council volunteerism and meeting attendance.

3. MEETING FREQUENCY

Meeting dates will be discussed and scheduled on a month-by-month basis. It is expected that Youth Council Members will make every reasonable effort to attend all meetings. In the event that a member must be absent from a meeting, it is the responsibility of the member to notify Town Administration of their absence.

Meetings will be held in Council Chambers at the Town of Edson or as otherwise scheduled.

4. APPLICATION PROCESS

Those wishing to participate on Youth Council will need to submit a completed application form and provide two letters of reference within timelines set by Administration to the following address:

Town of Edson Re: Youth Council Application
605-50 street P.O. Box 6300 Edson, Alberta T7E 1T7

Applications must be submitted annually; however, those who served on Youth Council the previous year are not required to re-submit reference letters.



A committee comprised of Administration and Town Council Representatives will be responsible for screening of applications, and selecting candidates for Youth Council. Successful candidates will be invited to join Youth Council within three weeks following the application deadline.

5. BURSARY GUIDELINES

5.1 Eligibility Requirements

- a) Students who fulfill their commitment to Youth Council will be awarded a bursary upon graduation (and proof of post-secondary studies) up to a maximum of \$500 per year.
 - I. \$100.00 will be awarded for attending a minimum of 5 meetings throughout the year.
 - II. \$400.00 will be awarded for successful completion of the following at the discretion and approval of Administration and Town Council Representatives:
 - Participation in the coordination and implementation of a Town Council Meeting at the respective school of the Youth Council Member.
 - Volunteering a minimum of sixteen hours annually at a not for profit association in our community, or for community events hosted by the Town of Edson.

5.2 Payment of Bursary

- a) The bursary will be awarded to eligible Youth Council Members once proof of paid enrollment in post-secondary studies has been provided to the Town of Edson. This may include apprenticeship and other accredited programs.
- b) The bursary must be claimed within two years following grade 12 graduation.

Other Related Documents

Schedule A – Youth Council Application Form

