



## REQUEST FOR DECISION

File # 0360-20

**Report To:** Mayor and Council  
**From:** Corporate Officer  
**Presenter:** Bonnie McCue  
**Subject:** Administration Report No. 0030/24  
Council Liaison for City of Fort St. John Youth Advisory Council (YAC)  
**Meeting:** Regular Council  
**Meeting Date:** 26 Feb 2024

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### RECOMMENDATION:

"THAT, Council appoint Councillor MacDougall and re-affirm the appointment of Councillor Lequiere as Council liaisons to the City of Fort St. John Youth Advisory Council (YAC) for the remainder of the current term of Council."

### CAO'S COMMENTS:

**The Youth Advisory Council provides an opportunity for Council to remain informed of issues which affect youth in our community.**

### ALTERNATIVE RECOMMENDATION:

**"THAT, Council appoint (INSERT NAMES OF TWO MEMBERS OF COUNCIL) to the City of Fort St. John Youth Advisory Council (YAC) for the remainder of the current term of Council."**

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### KEY ISSUES(S)/ CONCEPTS DEFINED:

**To appoint Councillor MacDougall as Council liaison to the Youth Advisory Council (YAC), to replace Councillor Stewart.**

### RELEVANT POLICY:

<b>IMPLICATIONS OF RECOMMENDATION</b>
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**COMPLIANCE WITH STRATEGIC PILLARS:**

**Vibrant Community** – Invest in community safety, social, cultural, and recreational programs.

**Relationships & Advocacy** – Initiate and foster relationships and advocate to decision makers on the issues that impact our community and our neighbours.

**Economic Development** – Enhance community economic development to provide opportunities and sustainability for Fort St. John.

**Organizational Excellence** – Provide a healthy workplace that is inclusive and builds on our diversity, engagement, and sense of community.

**Managing Assets** – Build and manage assets that support the current and future needs of the community.

**COMPLIANCE WITH STRATEGIC PRIORITIES:**

**GENERAL:**

Following the adoption of Council Committees and Appointment Policy No. 30/23, a list of current appointments was circulated to Council for confirmation. Through Council's review, it was identified that Councillor Stewart will be stepping away from YAC and that Councillor MacDougall would take his place.

Councillor Stewart has served as a Council liaison on YAC for many years. He is thanked for the positive contributions he has made as a representative of Council on YAC.

**ORGANIZATIONAL:**

YAC seeks to provide information, resources, and leadership to peers and to City Council, while creating positive alternative activities for young people to participate in.

**FINANCIAL:**

There are no financial implications with this appointment.

**FOLLOW UP ACTION:**

YAC will be advised of any change in appointments.

A document listing Council appointments is in the final stages of development to be maintained on the City's website, any change to appointments will be reflected in an updated list on the website.

**COMMUNITY CONSULTATION: N/A**

**COMMUNICATION: N/A**

**DEPARTMENTS CONSULTED ON THIS REPORT:**

Community Development Coordinator

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**Attachments:**

**Youth Advisory Council (YAC) Terms of Reference**

**RESPECTFULLY SUBMITTED:**

**Bonnie McCue, Corporate Officer**

**15 Feb 2024**



## **City of Fort St. John Youth Advisory Council Terms of Reference**

### **Background**

The Youth Advisory Council (YAC) of Fort St. John was developed in 2010 as a potential solution toward antisocial behavior in our community, to get a better sense of what Fort St. John's youth would like to see in Fort St. John, and to act as a liaison between the youth of the community and City Council.

### **Vision**

It is the vision of the committee to provide a link between the youth of Fort St. John and City Council.

### **Mission**

The Fort St. John Youth Advisory Council will enhance the quality of life of youth by providing information, resources, and leadership to both their peers and City Council, while creating positive alternative activities for young people to participate in.

### **Purpose:**

- To keep City Council informed of important matters affecting youth
- To act as an advocate for youth and actively seek input from youth on important community issues
- To provide leadership experience for youth
- To help enhance the image of youth in Fort St. John

### **Membership**

The YAC will be comprised of youth between 12-18 years of age. The YAC encourages that there be three representatives from each of the local high school and two middle schools. Members will be selected for a one-year term which may be renewed.

Executive membership will include three positions: Chair, Vice Chair and Secretary, elected by the appointed members annually.

A Community Services Liaison and appointed member of City Council shall be non-voting liaisons to the Council on behalf of the City of Fort St John.

**Responsibility of the YAC Chair**

1. To chair all meetings of the YAC
2. To prepare agendas for the meetings with the assistance from City's Community Services liaison
3. To delegate tasks to individual committee members
4. To make presentations on behalf of the YAC to City Council when requested
5. To represent the YAC at other community functions

**Responsibility of the YAC Vice-Chair**

1. Assume all responsibilities for the Committee Chair in his/her absence
2. Oversee all work of the Committee and create a positive line of communication with the members.

**Responsibility of the YAC Secretary**

1. Take minutes for all YAC meetings
2. To ensure that meeting summaries are clear and concise
3. All motions must be recorded
4. Provide the City's Community Services liaison a copy of all meeting minutes prior to the next meeting of the YAC.

**Responsibility of Members**

1. To attend regularly scheduled meetings
2. To assist at all special events the YAC participates in during the course of the year
3. Actively participate at meeting, offering feedback, opinions, and creative thought.

**Procedures and Protocol**

Meeting of the Youth Advisory Council will normally be held the first and third Tuesday of each month at 4:30pm, or at the call of the chair.

Meetings will generally be held at City Hall unless otherwise noted.

Based on the vision and purpose, the committee will create its priorities at the beginning of each school year and develop a plan in which to focus on.

All meetings shall be open to the public.