

**TERMS OF REFERENCE  
RICHMOND YOUTH ADVISORY COMMITTEE (YAC)**

**1. Purpose**

These terms of reference shall apply to the Richmond Youth Advisory Committee (YAC).

**2. Mandate**

The purpose of the YAC is to act as a resource and provide advice to City Council regarding the planning, development and implementation of policies, programs and services that directly impact youth and young adults in Richmond.

**3. Role**

The role of the YAC is to carry out the following functions:

- 3.1. Act as a resource and provide advice and support to City Council by providing information and recommendations regarding issues and opportunities for youth and young adults (13-24 years) referred by City Council and/or staff to the YAC.
- 3.2. Provide input to the City on the development and update of strategies and plans that support and enhance youth and young adults to live rich and fulfilling lives.
- 3.3. Encourage public awareness, participation and involvement of the Richmond community in the identification and development of solutions to the needs and issues of youth and young adults.

**4. Composition**

**4.1. Voting Members**

YAC shall be comprised of up to 15 Council-appointed members, consisting of:

4.1.1 Up to ten (10) citizens interested in enhancing the lives of youth and young adults in Richmond, representing the following groups:

- 4.1.1.1 four to five individuals between 13 and 18 years
- 4.1.1.2 four to five individuals between 19 and 24 years
- 4.1.1.3 one individual of any age who plays a significant role and/or has a significant interest in positive youth development in Richmond, such as a parent/guardian, teacher or coach.

4.1.2 Five (5) representatives, one from each of the following organizations:

- 4.1.2.1 Aspire Richmond
- 4.1.2.2 Foundry Richmond
- 4.1.2.3 Richmond Addiction Services Society
- 4.1.2.4 Richmond School District No. 38
- 4.1.2.5 Vancouver Coastal Health

**4.2. City Council Liaison**

There shall be one Council Liaison appointed to the YAC (non-voting).

**4.3. City Staff Liaison**

There shall be one Staff Liaison assigned to the YAC (non-voting) from the Community Social Development Department.

**4.4. City Staff – Community Services**

There shall be one City staff member assigned to the YAC (non-voting) from the Community Services Division.

**4.5. Recording Secretary**

There shall be one Recording Secretary assigned to the YAC (non-voting).

## **5. Recruitment, Selection and Appointment**

### **5.1. Recruitment**

- 5.1.1. The recruitment of citizen appointees shall be according to Council policy and procedures (e.g., the City Clerk's Office will place appropriate public advertisements in the media to ask for volunteers).
- 5.1.2. Organizations shall recruit and nominate their own representatives.

### **5.2. Selection**

All members of YAC shall be selected based on the following criteria:

- 5.2.1. Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to youth development in Richmond.
- 5.2.2. Reflects the diversity of the community.
- 5.2.3. Be a representative of the organizations listed in 4.1.2.

### **5.3. Appointment**

All members shall be appointed by Council.

## **6. Term**

- 6.1. Citizen members shall be appointed for a term of one (1) year from January to December.
- 6.2. Organizational representatives shall be appointed for a term of two (2) years.
- 6.3. At the end of a term, members may re-apply to serve for a subsequent term.
- 6.4. Members may serve for a maximum of four (4) consecutive terms.

## **7. Membership Responsibilities**

### **7.1. Members shall:**

- 7.1.1. Be familiar with the Terms of Reference, goals and annual work plan of the YAC.
- 7.1.2. Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- 7.1.3. Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).
- 7.1.4. Attend monthly meetings with regularity and punctuality; non-attendance at three (3) consecutive meetings may constitute a request for resignation.
- 7.1.5. Raise any issues or concerns that impact youth and young adults, which they have observed or which have been brought to their attention by community members or clients.

### **7.2. The Chair shall:**

- 7.2.1. In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by the City staff.
- 7.2.2. Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities. However, if a conflict of interest arises for the Chair, the Vice-Chair will assume the responsibility of signing or authorizing the correspondence in question.
- 7.2.3. Ensure decisions made by the YAC are acted upon in a timely manner and align with the YAC's mandate.
- 7.2.4. Uphold the YAC Terms of Reference.
- 7.2.5. Chair meetings on an informal consensus basis, and when necessary, refer to Council Procedure Bylaw and then Robert's Rules of Order; demonstrate

knowledge of the work at hand, facilitate inclusive discussions, and ensure that all members have a full and equal opportunity to participate in decision-making.

- 7.2.6. Accurately present the views and work of the YAC to City Council when required.
  - 7.2.7. Be authorized by the Committee to speak to the media on behalf of the Committee. Generally, all media requests are to be referred to the Corporate Communications and Marketing Department.
  - 7.2.8. Sign the minutes of the YAC meeting.
- 7.3. The Vice-Chair shall:
- 7.3.1. Assume the duties of the Chair in their absence, and shall perform and assume such other responsibilities and duties as assigned by the Chair.
- 7.4. The Recording Secretary shall:
- 7.4.1. Be responsible for recording the minutes of the YAC meetings and ensure that these are signed and submitted to the City Clerk for public record.

## **8. Operation and Process**

### 8.1. Operation

- 8.1.1. In January of each year, the YAC shall appoint a Chair and Vice-Chair.
- 8.1.2. The YAC shall meet a minimum of eight (8) times a year between January and December.
- 8.1.3. Sub-committees may be appointed by the YAC, as necessary. Membership in the sub-committees is not restricted to Council-appointed YAC members. The sub-committees will report to and take direction from the YAC.

### 8.2. Communication

- 8.2.1. The YAC shall report to Council through the Staff Liaison, to Planning Committee and then to Council.
- 8.2.2. The YAC may communicate with the public. However, without the express consent of the City, members are not authorized to present themselves as representing the City in the course of carrying out their duties.
- 8.2.3. The YAC meetings shall be open to the public, in accordance with the *Local Government Act*.

### 8.3. Decision-Making Process

- 8.3.1. Members of the YAC shall:
  - 8.3.1.1. Follow the Council decision-making policy and procedures;
  - 8.3.1.2. Strive for consensus; and
  - 8.3.1.3. In the absence of consensus, a quorum shall be a simple majority of members present.
- 8.3.2. Each voting member is entitled to one vote.

## **9. Code of Conduct**

### 9.1. Conflict of Interest:

- 9.1.1 A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

- 9.1.2 Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
- 9.1.3 Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).
- 9.2. Reporting and Social Media:
  - 9.2.1 The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council or the media, if the Committee members identify themselves as an individual, and not as representatives of the Committee.
  - 9.2.2 Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.
- 9.3. Should a Committee member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Committee.

## **10. Resources**

- 10.1. There shall be one Staff Liaison assigned to the YAC. The Staff Liaison's role is to:
  - 10.1.1. Update the YAC on City initiatives that relate to youth;
  - 10.1.2. Refer issues for advice and options;
  - 10.1.3. Relay feedback from the YAC to City Council and to City Departments as appropriate;
  - 10.1.4. Provide an orientation to new committee members; and
  - 10.1.5. Provide administrative support as necessary.
- 10.2. The YAC shall prepare and submit:
  - 10.2.1. For the Year Completed
    - 10.2.1.1. an annual report; and
    - 10.2.1.2. a financial statement.
  - 10.2.2. For the Upcoming Year
    - 10.2.2.1. a proposed annual work program; and
    - 10.2.2.2. a proposed annual budget.
- 10.3. Richmond City Council will review the YAC proposed annual work program and budget submission and may provide funding in addition to the Committee's base operating budget, subject to City budgetary priorities.
- 10.4. The YAC may incur expenses only for authorized items, and City policy and procedures shall be followed.
- 10.5. The YAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual YAC budget.
- 10.6. The City Staff Liaison role and Recording Secretary and staff reports shall be coordinated through the Community Social Development Department.