



**District of Elkford
Youth Action Network Commission
Terms of Reference**

1. Commission Mandate

The purpose of the Commission is to assist in operation of the Youth Action Network, focused on increasing opportunities for meaningful youth engagement and supporting youth driven projects and ideas.

2. Scope of Work

The Commission shall:

- a) Engage those in the community working with and interacting with the youth to provide a network of supports;
- b) Review annual reports, annual workplans, annual budgets, interim financial reports and evaluations on program delivery, as required;
- c) Review activities and provide diverse opportunities based on local priorities, enabling youth to learn new skills and engage more with each other and other communities;
- d) Recommend a Youth Coordinator to council as required;
- e) Provide input to the Youth Coordinator to engage youth aged 12 to 18 and those who work and interact with youth; and,
- f) Assist to identify funding sources for youth action projects and programs.

3. Legislative Authority

The Commission is a Municipal Commission as per section 143 of the *Community Charter*.

4. Legal Entity

The District of Elkford is the Legal Entity for this Commission and will be accountable for the funds and general oversight of the Commission. The District of Elkford will enter into a Contribution Agreement with the Columbia Basin Trust and manage the funding for the term of the Contribution Agreement, and will ensure all financial and activity reporting is submitted to the Columbia Basin Trust pursuant to the Contribution Agreement.

5. Membership

- a) Members shall be appointed by Council.
- b) The Commission shall consist of seven voting members as follows:
 - i) Two members from District of Elkford Council;
 - ii) One District of Elkford Council Youth Representative; and
 - iii) Four members from citizens selected "at large".
- c) The Commission must appoint a Chairperson, as well as an alternate Chairperson.
- d) All members must be residents of the District of Elkford.

- e) Council may, at any time, remove any member of the Commission, without notice.
- f) Any member of the Commission may resign at any time upon sending written notice to Council via the Director of Corporate Services.
- g) Commission members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of Council.
- h) Commission members shall serve without remuneration.

6. Tenure

The Commission shall be in place for the term of the signed Columbia Basin Trust Contribution Agreement, unless that term is varied by Council resolution, or until such time as the Commission ceases to exist.

7. Meetings

- a) The Commission shall meet as required to adequately address the Scope of Work in a timely manner.
- b) The Commission must post meeting notices at the public notice posting place pursuant to Section 127 of the *Community Charter* and at the location of the meeting place, no later than 24 hours in advance of the meeting.
- c) All meetings must be open to the public.
- d) The Commission must follow the District of Elkford Council Procedure Bylaw.
- e) Roberts Rules of Order govern the meeting format.

8. Quorum

Quorum of the Commission is the majority of all its voting members – four voting members.

9. Voting

All members of the Commission, including the Chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

10. Minutes

- a) Meeting minutes must be taken.
- b) The Commission shall be responsible for minutes and shall provide a copy of the approved minutes to the Director of Corporate Services within five days of approval.
- c) The minutes will be available to the public for review.

11. Reporting to Council

- a) The Chair or designee shall report to Council on behalf of the Commission biannually, and shall provide other reports to Council, as needed from time to time.
- b) Recommendations of the Commission must be adopted by the Commission prior to presentation to Council.

12. No Delegation of Authority

- a) Council does not delegate any of its authority to the Commission.
- b) The Commission does not have the authority to communicate with other levels of government on behalf of the District of Elkford, to pledge the credit of the District of Elkford or to authorize any expenditure to be charged against the District.
- c) Members (other than Council members) do not have the authority to speak publicly (e.g., to the media) on behalf of the Commission.

13. Staff Support

- a) The Chief Administrative Officer shall appoint a staff member to the Commission, as a non-voting member, who will provide administrative support and guidance to the Commission
- b) Other District staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

14. Financial Resources

The Commission shall be responsible for providing direction for the distribution of the Youth Action Network funds. Council may, at any time, suspend or revoke any financial decisions made by the Commission.