



TOWN OF HINTON
BYLAW No. 1169
BYLAW OF THE TOWN OF HINTON IN THE PROVINCE OF ALBERTA
TO ESTABLISH THE HINTON YOUTH ADVISORY COUNCIL

WHEREAS pursuant to Section 145 of the *Municipal Government Act*, a Council may pass Bylaws related to the establishment and functions of Council Committees and other bodies;

AND WHEREAS Council values full and transparent public involvement in major municipal decision-making;

NOW THEREFORE the Council of the Town of Hinton in session duly assembled hereby establishes the Hinton Youth Advisory Council.

1. SHORT TITLE

1.1 This Bylaw may be referred to as the "Hinton Youth Advisory Council Bylaw."

2. TERMS OF REFERENCE

2.1 The Terms of Reference is attached as Appendix I to this Bylaw.

3. RELATED DOCUMENTS

3.1 Council Committees Bylaw

3.2 Council Code of Conduct Bylaw

4. REPEALS AND COMING INTO FORCE


4.1 Bylaw No. 1128 and all amendments thereto are hereby repealed upon the coming into force of this Bylaw.

4.2 This Bylaw will take effect on the final day of passing when it receives third reading and is duly signed.


READ A FIRST TIME THIS 2ND DAY OF AUGUST 2022.

READ A SECOND TIME THIS 2ND DAY OF AUGUST 2022.

READ A THIRD TIME THIS 2ND DAY OF AUGUST 2022.



Mayor



Interim Chief Administrative Officer

HINTON YOUTH ADVISORY COUNCIL

TERMS OF REFERENCE

1. PURPOSE

- 1.1 The Hinton Youth Advisory Council (HYAC) operates through a partnership between the Town and the Northern Rockies Museum of Culture and Heritage with the purpose of engaging youth by providing them with mentorship opportunities and a platform to provide input into municipal processes.

2. OBJECTIVES

- 2.1 Rooted in the principles of youth advocacy and governance, Council and HYAC will work collectively to ensure that youth are connected and meaningfully involved in community life and that the needs of Hinton's youth are met.
- 2.2 Council will refer relevant items to HYAC for comment before making a decision.
- 2.3 HYAC has been formed to:
 - 2.3.1 Ensure the voice of youth is heard by decision makers in Hinton and elsewhere;
 - 2.3.2 Enable youth to learn about and support the Northern Rockies Museum of Culture and Heritage and the work of other community organizations;
 - 2.3.3 Provide insight into innovative, diverse youth engagement strategies and opportunities;
 - 2.3.4 Assist in the implementation of youth projects and activities;
 - 2.3.5 Connect youth by encouraging personal network-building and friendships;
 - 2.3.6 Encourage personal development and strong mental health in youth by providing a supportive environment and a platform to address issues that affect youth (e.g., bullying, self-harm);
 - 2.3.7 Provide youth with mentorship opportunities with Council and other community leaders; and
 - 2.3.8 Provide youth the opportunity to improve their public speaking and debating skills, learn the processes of municipal government, and create change within their community.

3. COMPOSITION

- 3.1 HYAC will include:
 - 3.1.1 The Northern Rockies Museum of Culture and Heritage Operations & Programming Manager;
 - 3.1.2 Administration including the Youth Centre Coordinator;
 - 3.1.3 Two (2) Members of Council; and
 - 3.1.4 Eight (8) Youth Councillors that are enrolled in grades eight through twelve at:
 - a) Harry Collinge High School,
 - b) Gerard Redmond Community Catholic School,
 - c) The Learning Connection, or
 - d) A home education program.
- 3.2 Each Youth Councillor must be appointed for a one-year term.

4. STUDENT APPLICATION & NOMINATION PROCESS

- 4.1 Students may apply for HYAC or be nominated for a position on HYAC.
- 4.2 If a student wishes to apply for HYAC, they must complete the Student Application Form in Appendix II.
- 4.3 If a teacher, school administrator, or community member would like to nominate a student for HYAC, they must complete the Student Nomination Form in Appendix III:
 - 4.3.1 Nominated students must review and sign the Student Nomination Form prior to submission.
- 4.4 Council will appoint eight (8) student Youth Councillors on an annual basis during the Organizational Meeting.
- 4.5 Each appointment spans October through to the following September.

5. ROLES AND RESPONSIBILITIES

- 5.1 Youth Councillors will be expected to:
 - 5.1.1 Alternate serving as Chair for monthly meetings of HYAC;
 - 5.1.2 Engage youth and provide input into youth-related resources, projects, events, activities, and topics to be shared with Council;
 - 5.1.3 Act as ambassadors for Hinton;
 - 5.1.4 Participate in ad-hoc special projects;
 - 5.1.5 Meet outside of the monthly HYAC meetings to advise on or participate in projects or attend Council meetings;
 - 5.1.6 Produce two (2) reports and presentations annually on HYAC activities to Council;
 - 5.1.7 Act as a youth liaison with municipal authorities;
 - 5.1.8 Promote community engagement of youth in community life and volunteerism;
 - 5.1.9 Actively participate in HYAC activities and events; and
 - 5.1.10 Volunteer annually at a not-for-profit association in the community, or for community events hosted by the Town with the following stipulations:
 - a) Volunteer hours will reflect, at minimum, half the quantity of hours spent in monthly meetings over the course of a given term; and
 - b) Volunteer activities must be approved by either the Operations & Programming Manager or Administration.
- 5.2 Members of Council will be expected to:
 - 5.2.1 Engage Youth Councillors in municipal processes to enhance their learning and understanding of municipal government;
 - 5.2.2 Mentor, encourage, and inspire Youth Councillors;
 - 5.2.3 Encourage decisions of HYAC that are consistent with the Town's goals; and
 - 5.2.4 Report actions of HYAC to Council.

- 5.3 Administration will be expected to:
 - 5.3.1 In cooperation with the Operations & Programming Manager, plan activities, speakers, and events for HYAC;
 - 5.3.2 Manage and facilitate the application process for HYAC membership;
 - 5.3.3 Provide administrative support to HYAC;
 - 5.3.4 Support Youth Councillors in their role as Chair of meetings;
 - 5.3.5 When possible, provide a meeting space for HYAC meetings at Town buildings;
 - 5.3.6 Maintain and process the Bursary Funds; and
 - 5.3.7 Keep record of Youth Councillors' activity, volunteerism, and meeting attendance.

- 5.4 The Operations & Programming Manager will be expected to:
 - 5.4.1 In cooperation with Administration, plan activities, speakers, and events for HYAC;
 - 5.4.2 Keep record of Youth Councillors' activity, volunteerism, and meeting attendance;
 - 5.4.3 Support Youth Councillors in their role as Chair of meetings; and
 - 5.4.4 When possible, provide a meeting space for HYAC meetings at the Northern Rockies Museum of Culture and Heritage.

6. MENTORSHIPS

- 6.1 Representatives from the Northern Rockies Museum of Culture and Heritage, Council, and other community leaders will attend meetings to provide mentorship opportunities for Youth Councillors to develop skills to effect change today and in the future.

- 6.2 HYAC personnel such as the Operations & Programming Manager, Administration, and Members of Council will be available for Youth Councillors to contact outside of meeting hours to ask questions or voice concerns.

7. MEETINGS

- 7.1 HYAC is expected to hold monthly meetings; however, the frequency and dates of meetings can be determined on a month-by-month basis as required by Administration.

- 7.2 It is expected that Youth Councillors will make every reasonable effort to attend all meetings. In the event that a Youth Councillor must be absent from a meeting, it is the responsibility of the Youth Councillor to notify Administration of their absence:
 - 7.2.1 Youth Councillors will only be permitted two (2) consecutive unexcused absences per term;
 - 7.2.2 Youth Councillors will only be permitted a maximum of three (3) excused absences per term; and

7.2.3 Meeting times and dates will be provided to Youth Councillors at least two weeks in advance by Administration.

7.3 Meetings will be no longer than two (2) hours, excluding any meetings and gatherings arranged outside of the monthly meetings.

8. BUDGET

8.1 Council will allocate eight thousand dollars (\$8,000) annually to HYAC.

8.2 Three thousand dollars (\$3,000) of HYAC funds will be used for:

8.2.1 Meeting meals;

8.2.2 Clothing and swag items; and

8.2.3 HYAC operating expenses.

8.3 Five thousand dollars (\$5,000) of HYAC funds will be designated towards the Bursary Fund.

8.4 HYAC's two (2) annual reports will include reporting to Council on how funds are used.

9. BURSARY FUND

9.1 Youth Councillors who fulfill their commitment to HYAC will be awarded with Bursary Funds upon graduation, up to a maximum of five-hundred dollars (\$500) per annual term.

9.2 Eligibility for the Bursary Funds requires:

9.2.1 A volunteer record complaint or superior to the expectations outlined in Section 5.1.10; and

9.2.2 Active participation and involvement in HYAC activities and events, including an attendance record compliant or superior to the expectations outlined in 7.2.1 and 7.2.2 during the appointment term.

9.3 The Bursary Fund will be awarded to eligible Youth Councillors once proof of paid enrollment in post-secondary studies at an accredited post-secondary institution has been provided to and approved by Administration. This may include apprenticeship at trade schools and other accredited programs.

9.4 Bursaries must be claimed within two (2) years following grade 12 graduation.

10. REVISION SCHEDULE

10.1 This Terms of Reference will be reviewed every four (4) years to ensure the current mandate is reflected in relation to the responsibility conferred upon HYAC in accordance with the Council Committees Bylaw.

11. DEFINITIONS

11.1 Terms have the meanings as set out in the Act, except those defined in 11.2 to 11.4.

11.2 **Act:** means the *Municipal Government Act*, R.S.A. 2000 c. M-26, as amended.

11.3 **Bursary Fund:** the amount awarded to Youth Councillors in pursuit of higher education for each term of service that meets the requirements for participation as outlined in this Bylaw.

11.4 **Youth Councillor:** all youth appointed as members of HYAC during a given term.



Schedule A: Hinton Youth Advisory Council Application Form

Date of Application: _____

APPLICANT NAME	First	Last	
ADDRESS	Street/RR/Apt	Town/County	Postal Code
PHONE NUMBER	Parent/Guardian		Applicant
EMAIL	Parent/Guardian		Applicant
SCHOOL			Grade
DATE OF BIRTH	Day	Month	Year

Please provide a brief explanation of three strengths and skills you have, and describe why you believe you would be a good representative for community youth: (please write on the back if more space is required)

By signing below, I _____, agree to make any reasonable efforts to attend all scheduled Hinton Youth Advisory Council (HYAC) meetings and to represent the ideas and opinions of my peers at the meetings. I also consent to my contact information (as listed above) being shared among other HYAC Youth Councillors and other relevant persons.

Signature of Applicant	
Name of Parent/Guardian	
Signature of Parent/Guardian	

Those wishing to participate on HYAC will need to submit a completed application **or** nomination form by **September 30 (or the next business day) annually** to the following address:
 Town of Hinton Re: HYAC Application; 131 Civic Centre Road Hinton, Alberta T7E 2E5
 (Applications must be submitted annually; however, those who served on HYAC for the previous term are not required to resubmit reference information).

Reference Form (1)

Reference Information:

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____

Number of years you have known the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____

Date: _____

Reference Form (2)

Reference Information:

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____

Number of years you have known the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____

Date: _____

Schedule B: Hinton Youth Advisory Council Nomination Form

Date of Nomination: _____

STUDENT NAME	First	Last	
STUDENT ADDRESS	Street/RR/Apt	Town/County	Postal Code
STUDENT PHONE NUMBER	Parent/Guardian		Student
STUDENT EMAIL	Parent/Guardian		Student
STUDENT SCHOOL			Grade
STUDENT DATE OF BIRTH	Day	Month	Year

Please list and briefly explain three of the student's strengths and skills, and describe why you believe the student would be a good representative for community youth: (please write on the back if more space is required)

Student Signature

By signing below, I _____, accept this nomination and agree to make any reasonable efforts to attend all scheduled Hinton Youth Advisory Council (HYAC) meetings and to represent the ideas and opinions of my peers at the meetings. I also consent to my contact information (as listed above) being shared among other HYAC Youth Councillors and other relevant persons.

Signature of Applicant	
Name of Parent/Guardian	
Signature of Parent/Guardian	

Those wishing to participate on HYAC will need to submit a completed application **or** nomination form by **September 30 (or the next business day) annually** to the following address:

Town of Hinton Re: HYAC Application
131 Civic Centre Road Hinton, Alberta T7E 2E5

(Applications must be submitted annually, however those who served on HYAC for previous term are not required to resubmit reference information).

Nominator Information

Nominator Information:

NOMINATOR NAME	First	Last
NOMINATOR PHONE NUMBER	Daytime	Mobile
NOMINATOR EMAIL		

Relationship to student: _____

Number of years you have known the student: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I nominate _____ for appointment to HYAC and agree that they are a suitable candidate. To the best of my knowledge, the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____

Date: _____



Reference Form

Reference Information:

REFERENCE NAME	First	Last
PHONE NUMBER	Daytime	Mobile
EMAIL		

Relationship to applicant: _____

Number of years you have known the applicant: _____

Please list and briefly explain three reasons you believe the candidate would be a good choice as a Youth Councillor of HYAC. Provide a list of three strengths/skills of the applicant as well as leadership abilities and/or relevant experience.

By signing below, I agree that _____ is a suitable candidate for HYAC, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled HYAC meetings and represent their peers.

Signature: _____

Date: _____