



**BYLAW NO. 1128**  
**OF THE TOWN OF HINTON**  
(hereinafter referred to as "the Municipality")  
**IN THE PROVINCE OF ALBERTA**  
**A BYLAW 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 the Province of Alberta, hereby enacts as follows:

**1.0 SHORT TITLE**

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

**2.0 TERMS OF REFERENCE**

2.1 This Committee is hereby established as per the Terms of Reference attached as Appendix 1.

**3.0 RELATED DOCUMENTS**

3.1 Council Committees Bylaw #1070-3

3.2 Council Code of Conduct Bylaw #1124

**4.0 ENACTMENT**

4.1 This Bylaw will come into force and effect when it receives third reading and is duly signed.

READ a First time this 7th day of May 2019.

READ a Second time this 7th day of May 2019.

READ a Third time this 7th day of May 2019.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Director of Corporate Services

## **APPENDIX 1: COMMITTEE OF COUNCIL TERMS OF REFERENCE**

### **HINTON YOUTH ADVISORY COUNCIL TERMS OF REFERENCE**

#### **1.0 PURPOSE**

- 1.1 The Hinton Youth Advisory Council (HYAC) operates through a partnership between the Town of Hinton 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.

#### **2.0 OBJECTIVES**

- 2.1 Rooted in the principles of youth advocacy and governance, Town 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 Town 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 on 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 To 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 Town 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.

#### **3.0 COMPOSITION**

- 3.1 The Committee will include:
- 3.1.1 Northern Rockies Museum of Culture and Heritage representative (Chair);
  - 3.1.2 Town of Hinton Youth Outreach Supervisor;

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- 3.1.3 Two Town of Hinton Council representatives; and
- 3.1.4 Eight students that are enrolled in grades eight through twelve through:
  - a) Harry Collinge High School,
  - b) Gerard Redmond Community Catholic School,
  - c) The Learning Connection, or
  - d) A home education program.

3.2 Each HYAC Member must be appointed for a one-year term.

### **4.0 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 Attachment A.

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 Attachment B.

4.3.1 Nominated students must review and sign the Student Nomination Form prior to submission.

4.4 Town Council will appoint the eight student Members of HYAC on an annual basis.

4.5 Each appointment spans October through to the following September.

### **5.0 ROLES & RESPONSIBILITIES**

5.1 HYAC Members will be expected to:

- 5.1.1 Engage youth and provide input into youth-related resources, projects, events, activities, and topics to be shared with Town Council;
- 5.1.2 Act as an ambassador for Hinton;
- 5.1.3 Participate in ad-hoc special projects;
- 5.1.4 Meet outside of the monthly HYAC meetings to advise on or participate in projects or attend Hinton Town Council meetings;
- 5.1.5 Produce two reports and presentations annually on HYAC activities to Town Council;
- 5.1.6 Act as a youth liaison with municipal authorities;
- 5.1.7 Promote community engagement of youth in community life and volunteerism;
- 5.1.8 Actively participate in HYAC activities and events; and

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- 5.1.9 Volunteer a minimum of four times annually at a not-for-profit association in our community, or for community events hosted by the Town of Hinton with the following stipulation:
  - a) Volunteer activity must be approved by either the Northern Rockies Museum of Culture and Heritage representative or a Town of Hinton representative.
  
- 5.2 Town Council representatives will be expected to:
  - 5.2.1 Engage HYAC Members in municipal processes to enhance their learning and understanding of municipal government;
  - 5.2.2 Mentor, encourage, and inspire HYAC Members;
  - 5.2.3 Encourage decisions of HYAC that are consistent with the Town's goals; and
  - 5.2.4 Report actions of HYAC to Town Council.
  
- 5.3 Town Administration will be expected to:
  - 5.3.1 In cooperation with the Northern Rockies Museum of Culture and Heritage representative, 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 Maintain and process bursaries; and
  - 5.3.5 Keep record of HYAC Members' activity, volunteerism, and meeting attendance.
  
- 5.4 The Northern Rockies Museum of Culture and Heritage representative will be expected to:
  - 5.4.1 In cooperation with the Town Administration representative, plan activities, speakers, and events for HYAC;
  - 5.4.2 Chair HYAC Meetings; and
  - 5.4.3 When possible, provide a meeting space for HYAC meetings at the Northern Rockies Museum of Culture and Heritage.
  
- 6.0 MENTORSHIPS**
  
- 6.1 Representatives from the Northern Rockies Museum of Culture and Heritage, Town Council, and other community leaders will be in attendance at meetings to provide mentorship opportunities for HYAC Members to develop skills to effect change today and in the future.

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6.2 Northern Rockies Museum of Culture and Heritage representatives and Town Council representatives will be available for HYAC Members to contact outside of meeting hours to ask questions or voice concerns.

### **7.0 MEETINGS**

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

7.2 It is expected that HYAC 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.

7.3 Meetings will be held at the Northern Rockies Museum of Culture and Heritage unless otherwise scheduled.

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

### **8.0 BUDGET**

8.1 Town Council will allocate \$8,000 annually to HYAC.

8.2 \$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 \$5,000 of HYAC funds will be designated towards the HYAC Bursary Fund.

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

### **9.0 HYAC BURSARY FUND**

9.1 Students who fulfill their commitment to HYAC will be awarded a bursary upon graduation, with proof of enrollment in post-secondary studies, up to a maximum of \$500 per annual appointment term.

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9.2 Eligibility for bursary payment requires:

9.2.1 Active participation and involvement in HYAC activities and events, including attendance at a minimum of five meetings during the appointment term; and

9.2.2 Volunteering a minimum of four times annually at a not-for-profit association in our community, or for community events hosted by the Town of Hinton, as approved by the Northern Rockies Museum of Culture and Heritage or the Town of Hinton.

9.3 The bursary will be awarded to eligible HYAC Members once proof of paid enrollment in post-secondary studies has been provided to and approved by the Town of Hinton. This may include apprenticeship and other accredited programs.

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



## 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 Committee (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) to be shared among other HYAC Members 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 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). For more information please call 780-740-8059.

This personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (the "FOIP Act"). All personal information collected will be used to assess the applicant for suitability. If you have any questions regarding the collection of your personal information, please contact the Town of Hinton FOIP Coordinator at 780-740-8059.



## 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 member of HYAC and 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 his/her peers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## 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 member of HYAC and 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 his/her peers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (the "FOIP Act"). All personal information collected will be used to assess the applicant for suitability. If you have any questions regarding the collection of your personal information, please contact the Town of Hinton FOIP Coordinator at 780-740-8059.



## 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 Committee (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) to be shared among other HYAC Members and other relevant persons.

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

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

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## 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 member of HYAC and 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 he/she is 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 his/her peers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This personal information is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (the "FOIP Act"). All personal information collected will be used to assess the applicant for suitability. If you have any questions regarding the collection of your personal information, please contact the Town of Hinton FOIP Coordinator at 780-740-8059.



## 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 member of HYAC and 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 his/her peers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_