



**TOWN OF HINTON
BYLAW No. 1169-2**
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 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 3rd DAY OF JUNE 2025.

READ A SECOND TIME THIS 3rd DAY OF JUNE 2025.

READ A THIRD TIME THIS 3rd DAY OF JUNE 2025.



Mayor



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 of Hinton and a partnering Agency, with the purpose of engaging Hinton and area youth 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 to 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 advice 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 work of 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.
 - 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 Designate who will serve as Administration from the partnering Community Agency as appointed by that Agency;
 - 3.1.2 Town Administration composed of two (2) Town of Hinton employees, including the Youth Centre Coordinator.
 - 3.1.3 Two (2) Members of Council.
 - 3.1.4 Eight (8) Youth Councilors currently 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 is appointed for a one-year term.

4. STUDENT APPLICATION & NOMINATION PROCESS

- 4.1 Students may apply 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) Youth Councilors on an annual basis during their Organizational Meeting.
- 4.5 Each appointment spans October through to the following September.

5. ROLES AND RESPONSIBILITIES

- 5.1 Youth Councilors are 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 Contribute at least two (2) hours to the Annual Project, outside of the monthly HYAC meetings, with the two (2) hours counting toward the Councilor's mandated Volunteer Hours required by s. 5.1.10.
 - 5.1.5 As an alternative to 5.1.4, Youth Councilors may contribute two (2) hours of attendance at a Town Council Meeting.
 - 5.1.6 As a team, 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 engagement of youth in community life and in volunteerism.
 - 5.1.9 Actively participate in HYAC activities and events.
 - 5.1.10 Work with a not-for-profit association in the community or at Town-hosted community events as the HYAC Administration for a minimum of ten (10) Volunteer Hours per term. .
 - 5.1.11 Any Youth Councillor having exceptional interest in the HYAC Annual Project or Town Council Meetings may have additional hours they contribute to the Project or meeting attendance count toward their mandatory Volunteer Hours required by s. 5.1.9, at the discretion of Administration.

- 5.2 Members of Council on HYAC are expected to:
 - 5.2.1 Engage Youth Councilors in municipal processes to enhance their learning and understanding of municipal government.
 - 5.2.2 Mentor, encourage, and inspire Youth Councilors.
 - 5.2.3 Encourage decisions of HYAC that are consistent with the Town's goals; and
 - 5.2.4 Report HYAC activities to Council.
- 5.3 Administration is expected to:
 - 5.3.1 Plan activities, speakers, and events for HYAC.
 - 5.3.2 Promote the application process for HYAC membership.
 - 5.3.3 Provide administrative support to HYAC.
 - 5.3.4 Support Youth Councilors in their role as Chairperson.
 - 5.3.5 Arrange for HYAC meetings at Town buildings.
 - 5.3.6 Budget, track and process the Bursary Funds; and
 - 5.3.7 Keep records of Youth Councilors' activity, volunteerism, and meeting attendance.

6. MENTORSHIPS

- 6.1 Representatives from Administration , Council, and other community leaders will attend HYAC meetings to provide mentorship opportunities for Youth Councilors to develop skills to effect change today and in the future.
- 6.2 HYAC personnel such, Administration, and Members of Council will be available for Youth Councilors to contact outside of meeting hours to ask questions or voice concerns.

7. MEETINGS

- 7.1 HYAC will hold a minimum of ten (10) meetings per year.
- 7.2 Meeting times and dates will be provided to Youth Councilors at least two weeks in advance by Administration.
- 7.3 Youth Councilors will make every reasonable effort to attend all meetings, and if a Youth Councillor will be absent from a meeting, they must notify Administration in advance.
 - 7.3.1 Youth Councilors are permitted a maximum of two (2) consecutive unexcused absences per term.
 - 7.3.2 Youth Councilors are permitted a maximum of three (3) unexcused absences in total, per term.
- 7.4 Meetings will be a maximum of two (2) hours; this limit does not apply to meetings and gatherings outside of the monthly meetings.

8. BUDGET

- 8.1 Council will determine the annual budget allocated to HYAC.

- 8.2 HYAC budget will be used for:
 - 8.2.1 Meeting meals.
 - 8.2.2 Team building with marked clothing and swag items.
 - 8.2.3 Committee operating expenses.
 - 8.2.4 The HYAC Bursary Fund.
- 8.3 HYAC's two (2) annual reports will include reporting to Council on how funds are used.

9. BURSARIES

- 9.1 Youth Councilors who contribute their required volunteer hour commitment to HYAC will be awarded a Bursary upon graduation, up to a maximum of \$500 per HYAC term.
- 9.2 Eligibility for a Bursary requires:
 - 9.2.1 Contribution of at least two (2) hours' time toward the annual project as outlined in s. 5.1.4; and
 - 9.2.2 Active participation and involvement in HYAC activities and events, including a meeting attendance record compliant with or superior to the expectations in s. 7.3 during the term.
 - 9.2.3 A volunteer record compliant or superior to the expectations outlined in Section 5.1.10.
- 9.3 A Bursary will be awarded to eligible Youth Councilors on submission of proof of paid enrollment in studies at an accredited post-secondary institution to Administration; apprenticeship at trade schools and other accredited programs are included.
- 9.4 Bursaries must be claimed within two (2) years following the Councilor's grade 12 graduation.

10. REVISION SCHEDULE

- 10.1 These 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 **Words, expressions, and terms** in this Bylaw have the same meanings as set out in the *Council Committees Bylaw*.
- 11.2 **Bursary** is a monetary award to Youth Councilors per term of service on HYAC when meeting the minimum requirements of participation outlined in this Bylaw, to facilitate pursuit of higher education and training.
- 11.3 **Youth Councillor:** all youth appointed as members of HYAC during a given term.



Appendix II

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 Councilors 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: _____

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.

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: _____

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.



Appendix III

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 Councilors 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: _____

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.