

COLD LAKE YOUTH COUNCIL

HAND BOOK

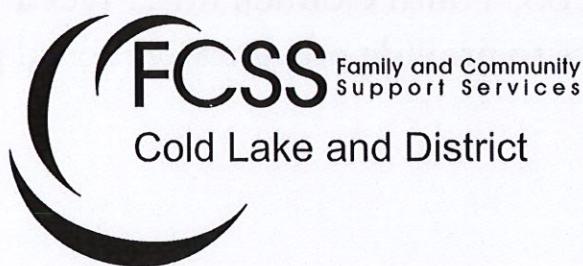
The Voice of Cold Lake Youth &
Advocates for their Peers





What is FCSS?

The vision of Cold Lake and District Family and Community Support Services, is an engaged and empowered community of caring, compassionate and supportive people. In partnership with the community, FCSS provides locally driven preventative social initiatives, based on current issues, which aim to improve the quality of life of individuals and families.



COLD LAKE YOUTH COUNCIL



Cold Lake Youth Council is a group of young people ages 12-17, that will help plan activities and programs for the youth of Cold Lake. The Youth Council will also bring up and try to resolve any issues that need to be addressed.

The Youth Council provides feedback & input to City Council, municipal government, FCSS and other civic organizations on issues affecting youth.

You are the voice of the youth in Cold Lake.

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What does Youth Council do?

The main purpose of the Cold Lake Youth Council is to assess the needs of youth in the community and how FCSS & City Council can respond to these ideas.



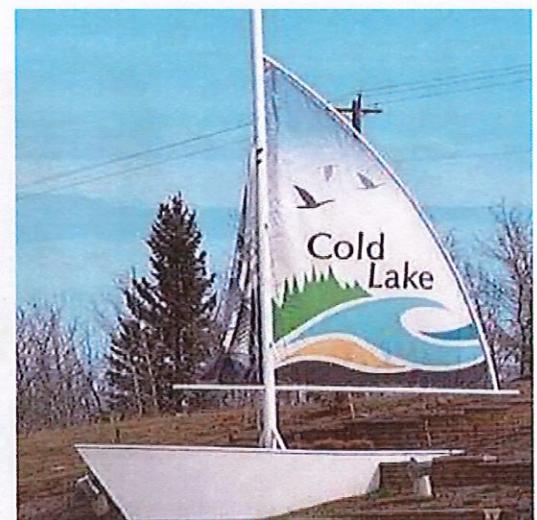
Youth Council will...

- Act as role models to other youth
- Be involved in the community
- Address youth needs in the community
- Bring problems to City Council and FCSS Advisory. (Presentations)
- Be the voice of Cold Lake Youth
- Raise the profile of youth in the community

History of the Cold Lake Youth Council

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- Municipal Youth Councils began in Alberta with Calgary's Youth Central in 1996. Other cities have created their own versions of Youth Councils.
- Cold Lake Youth Council was initiated by FCSS as a means by which to engage local youth in preventative social programming. Cold Lake Youth Council is a key program of FCSS's Youth Engagement Strategy (YES).
- Today Cold Lake Youth Council remains an active council in Cold Lake, empowering change, and advocating for youth.



While most youth projects involve adolescents to some extent, it is rare that youth are involved in significant ways throughout the course of the project.



Municipalities and organizations that participate and empower the youth in their communities have found that, “engaging youth in decision-making processes helps governments make decisions that are more responsive and appropriate to youth needs and interests” (Garrison, 2005).

If organizational governance does not engage youth in the decision making process, well intentioned programs and policies for youth are more likely to fail.

Terms of Reference

ROLES AND RESPONSIBILITIES

- The Youth Council shall consist of a mandatory of six (6) members (four youth and one Youth Representative).
- All youth must be between ages 12-17 in Cold Lake Area are welcome to attend a youth council meeting. To become a member, youth must apply to be a member and must attend all meetings. The following roles will be established to ensure continuity within the council, however they may be changed as deemed appropriate by the majority.
 - Youth Representative
 - Youth Council Mayor
 - Youth Council Deputy Mayor
 - Secretary
 - Treasurer
 - Social Media Ambassador
- any additional members are members at large



Roles and Responsibilities

Fulfilling the duties of the Mayor in their absence

Where the Mayor and deputy Mayor are both absent from a meeting, another member shall be elected as chairperson by vote

DEPUTY MAYOR

Attend all regular and special meetings of any sub-committees of the Council as required by Youth Council

To record and distribute minutes of such meeting or as directed by the Council

To perform all other duties as may be assigned by the Council from time to time.

SECRETARY

· Ensure any expenses to the Council budget are recorded and tracked

· Will report current budget and expenses with the support of the Youth representative during regular Council meetings

TREASURER

· Manage social media accounts
· Create appropriate content to engage youth
· recruitment of new members
· Advertising regular meetings and special events encouraging community involvement

SOCIAL MEDIA
AMBASSADOR

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Term of Office

1

The Term of office for members will be for One (1) year from the term of appointment.

2

The term of office for a Youth Council member shall commence on the date of the Organization Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and shall expire on the date of the Organization Meeting of Council in the month (October) of the expiry of the term, unless Council has provided otherwise by resolution.

3

A Council member may be reappointed by Council resolution to serve a further term.

Regular and Special Minutes

Minutes will be recorded and kept by the secretary for all the regular and special meeting. Copies of all minutes will be filed with the Youth Worker within one (1) week of the meeting. Prior to the next regular meeting the minutes that were recorded will be circulated to all members. At the following meeting, minutes will be reviewed and either accepted or amended.



Meetings

Monthly meetings will be held or as called by the Mayor.

Quorum

To ensure representation from major stakeholders a quorum will be considered an attendance of 3 persons, which includes the mayor or the deputy mayor

■ REGULAR AND
SPECIAL MINUTES

■ MEETINGS

■ QUORUM

■ MISSED MEETINGS

■ DECISION MAKING

■ RESOURCES &
BUDGET

Missed Meetings

Members will be required to attend all meetings. The times of the meetings will be discussed before the end of each meeting.

Members can miss up to three (3) meetings then will lose their position in the Council. However, this member can appeal their dismissal in order to rejoin as a general member.

Decision making

Members will be required to attend all meetings. The times of the meetings will be discussed before the end of each meeting.

Members can miss up to three (3) meetings then will lose their position in the Council. However, this member can appeal their dismissal in order to rejoin as a general member.

Resources & Budget

Where the need arises, and the initiative develops additional resources may be sought from grants and/or local community agency and industry support. The treasurer will assist.

Integrity

Cold Lake Youth Council will maintain its integrity and the interest of the Youth Council as our duty. Members of the CLYC will act reasonably at all times in the interest of the Youth Council, of its present and future members and beneficiaries.

No Personal Benefit

Members of the Cold Lake Youth Council will not benefit from their position beyond what is allowed by the group's Terms of Reference and only when it is in the best interest of the organization.



Conflicts of interest

Members of the Cold Lake Youth Council will not benefit from their position beyond what is allowed by the group's Terms of Reference and only when it is in the best interest of the organization.



Conducting Meetings: GUIDELINES

01

Each meeting needs an agenda that will list the topics to be discussed

02

YC's secretary will take minutes, Youth Worker can help with this task.

03

The YC Mayor will chair the meetings the Youth Worker will assist, if needed.

Conducting Meetings

PART 1

WELCOMES & INTRODUCTIONS

MAYOR: Calls the meeting to order.
Introduces special guests and formally welcomes them to the meeting.

SECRETARY: Records the time for the minutes.
Records attendance and absences; any regrets (people who have contacted ahead to say that they can't attend the meeting).



Part 3

REPORTS

MAYOR:

If (s)he has a report, now is the time to distribute it.

MEMBERS:

Give their reports.

YOUTH
WORKER:

Give their reports.

Part 4

REPORTS FROM SPECIAL COMMITTEES

Example: Environment Committee report; Arts and Rec report, Health Committee Report.

AFTER EACH REPORT IS GIVEN YOUTH
COUNCIL MEMBERS CAN ASK
QUESTIONS ABOUT THE REPORTS.



MEETINGS SHOULD CLOSE WITH AN
action plan.

EVERYONE NEEDS TO KNOW WHAT'S
EXPECTED OF THEM BEFORE THEY
LEAVE THE MEETING.

Conducting Meetings:

VOTING

At the end of the debate/discussion, the Mayor puts the motion to a vote

A simple majority (50% plus 1) will be how we reach a decision.

We will use a show of hands

If the motion doesn't pass, we move onto the next item on the agenda.

Conducting Meetings:

MEETING CHECKLIST

- Agenda
- Minutes from previous meeting
- Time & Date known by all members
- Location of meeting confirmed
- All relevant correspondence brought & copies made for members
- Audio visual equipment if necessary
- Pens
- Snacks & drinks
- All members have their reports ready

MEETING ETIQUETTE

- Begin and end the meeting on time
- Arrived prepared
- Turn off cell phones and other electronics
- Show respect to other members and guests



For more information about the Cold Lake Youth Council, or other local Youth Programs,, please contact Cold Lake and District FCSS:
Phone: 780-594-4495
Address: 5520 - 54 Street, Cold Lake, AB
Email: youthcouncil@coldlake.com