



City of Port Moody

Council Committee Terms of Reference

Date: August 30, 2016

File No. 0360-20-07

Type: Select

Committee Name: Youth Focus Committee

Approvals/Reviews/Amendments

Revision Date: **July 22, 2025**

May 21, 2024

March 28, 2023

September 1, 2021

Approval Date: ~~October 18, 2016~~

1. Committee Purpose

To provide Council with advice and recommendations on youth issues, strategies, and initiatives as detailed below and within the terms of the Council Committee System Policy and the Council Strategic Plan.

2. Duties

2.1 The Committee will provide advice and recommendations in the following areas:

- Short-, medium-, and long-term goals to deal with youth issues;
- Opportunities for strengthening the City's existing programs and services;
- Current and future trends that may influence the delivery of youth services;
- Opportunities for corporate alliances;
- Youth issues, strategies, and initiatives;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

2.2 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters referred by Council.

2.3 The Committee will elect one (1) member to serve as a representative on the Parks and Environment Committee.

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Youth Focus Committee

3. Membership

- 3.1 In addition to the non-voting Council representative and alternate Council representative, the Committee will comprise the following:
- Up to 16 community youth members (defined as any person between the ages of 12 and 19).
- 3.2 There shall be no maximum number of terms a Youth Focus Committee member may serve on the Committee.
- 3.3 Appointments will be made in accordance with the Council Committee System Policy.

4. Operations of the Committee

4.1 Committee Chair and Vice-Chair

The Committee will elect a Chair and Vice-Chair by a majority vote of eligible voting members.

4.2 Meeting Schedule

At their first meeting the committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The committee will meet monthly, except for August and December, or at the call of the Chair.

4.3 Rules of Procedure

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Council Committee System Policy.