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

Approval Date: October 18, 2016
Revision Date: ~~**September 1, 2021**~~
~~**March 28, 2023**~~
~~**May 21, 2024**~~
~~**July 22, 2025**~~
~~**September 9, 2025**~~
July 28, 2026

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.

3. Membership

3.1 Members will be appointed in accordance with the Council Committee System Policy. The Committee will be comprised of the following:

- one (1) non-voting Council representative;
- one (1) alternate non-voting Council representative; and
- up to 17 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.

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.