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## ADM – 004 - 2024 YOUTH MEMBER ON COUNCIL POLICY

### 1. Purpose

This policy is to increase awareness of Local Government activities among Oxbow youth and to increase Council's awareness of youth concerns in the Town of Oxbow.

### 2. Policy Statement

The Town of Oxbow recognizes the benefit of supporting communication channels between the Council and Oxbow's youth. The Municipality authorizes appointing one (1) volunteer Youth Member on an annual basis. The position will be on a volunteer basis and will receive no remuneration.

### 3. Roles and Responsibilities

#### 3.1 Youth Member

- a) Engage community youth to accurately represent youth perspectives on a variety of municipal matters and provide feedback to Council with respect to these matters.
- b) Act as a youth liaison with municipal authorities.
- c) Promote community engagement of youth in community life and volunteerism.

#### 3.2 Town Council

- a) Engage Youth Member in municipal processes to enhance their learning and understanding of municipal government.
- b) Mentor, encourage and inspire the Youth Member.
- c) Participate in the candidate selection process for the Youth Member.

### 4. Eligibility and Application

- a) The Municipality will advertise the Youth Member position by September 15<sup>th</sup>, each year.
- b) Eligible candidates must submit their applications "Appendix A" by September 30<sup>th</sup>, each year.
- c) Candidates for the Youth Member position must:
  - i. In accordance with the *Municipalities Act*, be less than eighteen (18) years of age at the time of appointment; and
  - ii. Be a resident of the Town of Oxbow; and
  - iii. Be a Grade 10, 11 or 12 student enrolled at the Oxbow Prairie Horizons School; and

- iv. Be willing to attend regularly scheduled Council meetings.
- d) The Youth Member term will run from October to June.

5. Selection

- a) The Municipality will confirm that all applications received meet the eligibility requirements.
- b) The applicants may be interviewed by a panel consisting of at least:
  - i. one (1) member of the General Government Committee; and
  - ii. one (1) member of Administration staff.
- c) The panel will select the most suitable candidate and submit their name for Council's approval.
- d) Upon Council's approval, the candidate will be notified and invited to attend the next Council meeting.

SEAL

*Doug Pierce*

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MAYOR

*Brandi Morissette*

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ADMINISTRATOR

# TOWN OF OXBOW

## ADM-004-2024

### APPLICATION FOR YOUTH MEMBER ON COUNCIL

**In accordance with Policy ADM-004-2024 – Youth Member Policy, I certify that:**

1. I am and will be less than eighteen (18) years of age at the time of appointment; and
2. I am a resident of the Town of Oxbow; and
3. I am a Grade 10, 11 or 12 student enrolled at the Oxbow Prairie Horizons School; and
4. I am willing to attend regularly scheduled Council meetings.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Applicant Information

Name	
Address	
Phone	
Email	
Date of Birth	

*The personal information on this form is collected under the authority of The Local Authority Freedom of Information and Protection of Privacy Act for the purpose of appointing a person to serve as a youth member for Council of the Town of Oxbow and may form part of a public document. If you have any questions about the collection of this information, contact the Chief Administrative Officer for the Town of Oxbow at 306-483-2300.*

**Tell us why you are interested in representing the Town of Oxbow's Youth on Council?**