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TOWN OF WOODSTOCK

824 Main Street, Woodstock, NB E7M 2E8 | Tel: 506.325.4600 | [www.woodstocknb.ca](http://www.woodstocknb.ca)

## Terms of Reference (TOR) - Youth Council of Woodstock

### 1. Purpose

The Town of Woodstock Youth Council aims to engage and empower young residents aged 13 to 24 by involving them in municipal decision-making. It serves as a representative body to voice youth concerns, needs, and interests, while fostering a sense of civic engagement and leadership.

### 2. Mission

The **Youth Council** seeks to provide a platform for youth to participate in Woodstock Council, contribute to the development of policies, initiatives, and programs, and work in collaboration with municipal leaders, local organizations, and other stakeholders to address youth-related issues.

### 3. Scope of Activities

The Youth Council can:

- Advise the Woodstock Council on matters affecting youth.
- Provide recommendations for youth-related policies, programs, and services.
- Engage in community initiatives and events aimed at improving youth involvement and wellbeing.
- Collaborate with other community organizations, youth groups, and stakeholders to support youth empowerment and leadership.
- Participate in the development of strategic initiatives that promote youth development, employment, and engagement.
- Organize and participate in events, workshops, and forums that foster youth leadership and civic engagement.

### 4. Composition and Eligibility

The **Youth Council** will consist of **9 members**, aged 13 to 24, who are selected based on the following criteria:

- **Age Requirement:** Members must be between the ages of 13 and 24 at the time of selection. Members will aim to be divided based on the following:

- 2 Members from Townsview and Meduxnekeag Consolidated, preferably one from each school
  - 3 Members from Woodstock High School and/or the Home and School Association
  - 3 Members aged 18-24, preferably with representation from the following:
    - NBCC Woodstock Campus, a Client of the Multicultural Association of Carleton County/newcomer to Canada
  - 1 Representative from Woodstock First Nations, to be appointed by Woodstock First Nations Council
- **Selection Process:** Applicants must complete a standard template outlining their interest, skills, and commitment to serving on the Youth Council. Applicants can submit a cover letter in addition to the standard application. Applicants will be selected based on their demonstrated leadership potential, relevant experience, and passion for youth development.
  - **Residency Requirement:** Members must be permanent residents of the Town of Woodstock throughout their term. A member can participate while attending a post-secondary institution outside of the community.
  - **Diversity and Inclusion:** The council will seek a diverse membership that represents the demographics of the municipality, including different socio-economic backgrounds, genders, ethnicities, and abilities.

## 5. Term of Service

- Members will serve a **one or two year term**, as determined by the committee, with the option for reappointment for one additional term, subject to a new selection process.
- Terms will begin in September after official appointment of Youth Council members are made by the municipal council and will end on July 30<sup>th</sup>. Example: First year term will commence September 17<sup>th</sup>, 2025 and end July 30<sup>th</sup>, 2027.
- Any vacancies during the term will be filled by a selection process as outlined in the section on selection.

## 6. Roles and Responsibilities of Council Members

Each member of the Youth Council is expected to:

- Attend all council meetings and actively participate in discussions.
- Contribute to the development and execution of the council's initiatives and activities.
- Represent the views, concerns, and interests of youth in the Town of Woodstock.
- Collaborate respectfully with other council members, municipal leaders, and community stakeholders.

- Comply with all relevant policies and codes of conduct established by the Youth Council and municipal government.
- Complete any required training or orientation programs related to council responsibilities.

## 7. Meetings

- The Youth Council will meet at least **8 times per year**, or as required by council activities, at a location agreed upon by the municipality to manage costs.
- At the first meeting of the Youth Council in September of each year, the general dates and times for 8 regular council meetings for the calendar year will be confirmed and agreed upon by the members. Dates and times of meetings are subject to change and the members will formally confirm the date of their next regular meeting as the last item on the agenda at each regular Council meeting.
- Meetings will be moderated by an appointed member either Council, staff, or community member designated by the municipal Council. The moderator is there to ensure a safe and productive environment that follows procedural order but does not participate in conversation or debate.
- Meetings will adhere to the **Procedural Guidelines for Meetings of the Youth Council** for the Town of Woodstock.
- Minutes of meetings will be made available to the public to ensure transparency. The minutes will be shared on the Town of Woodstock website after the Youth Council has formally adopted the minutes.
- Special meetings may be called by the Chairperson or by a majority of members. Special meetings require at least 48 hours' notice to the members and appointed moderator.
- Meetings are not required to be open to the public, however, any non-member in attendance at meetings must sit in a designated seating area and are not permitted to speak unless it is predetermined and approved as part of the agenda.

## 8. Executive Structure

- The Youth Council will elect a **Chairperson** and **Vice-Chairperson** from within its members each year at the beginning of every term.
- The Chairperson will preside over meetings, represent the council at official functions, and ensure that the council's objectives are met.
- The Vice-Chairperson will assist the Chairperson/Secretary and assume the duties in their absence.
- A **Secretary** will be appointed by the Chairperson to draft the agenda and circulate prior to the meeting, record attendance, meeting minutes and handle administrative tasks. In

absence of the Secretary, the Vice-Chairperson is expected to replace the Secretary at the meeting.

## **9. Stipend and Compensation**

- Members of the Youth Council will receive a **stipend** for their time and contributions. The stipend will be paid in accordance with the municipality's policy and the approved budget. The budget will allow for up to 14 regular and/or special meetings of the Council and will be paid per meeting as follows:
  - Youth Councillor to be paid **\$25** per meeting
  - Vice-Chairperson to be paid **\$35** per meeting
  - Chairperson and Secretary to receive **\$45** per meeting
- The stipend is intended to compensate for time spent preparing for and attending meetings, working on council activities, and participating in initiatives.
- A town owned laptop will be made available for the Chairperson and/or Secretary if needed. Both the Chairperson and Secretary will be provided a town email address for conducting Youth Council business.

## **10. Code of Conduct**

Council members are expected to sign and adhere to the **Code of Conduct Policy for the Youth Council** of the Town of Woodstock. Members are expected to exhibit professionalism, integrity, and respect for all participants in council activities. Members are accountable to the community, fellow council members, and municipal government.

## **11. Selection Process**

- Applications for the Youth Council will be advertised every year based on vacancies, with a clear application process and deadline. Typically advertised on or before June 1<sup>st</sup> to be open for a 4-week minimum.
- A selection committee, comprising municipal representatives and community leaders, will review applications and conduct interviews if necessary.
- Successful candidates will be notified and formally appointed by the municipal government at the first regular meeting of Council in September at the beginning of a new term. A wait list of up to three people will also be confirmed.
- Applications can be reopened at any time during a term to fill vacancies as determined by the Youth Council Executive. The Municipal Council can trigger an application process in order to maintain quorum. Applications must always be advertised and remain open for a minimum of 4 weeks, or longer as determined by Youth Council Executive.

## **12. Termination of Membership**

Membership may be terminated under the following circumstances:

- Failure to attend **3** consecutive meetings without valid reason.
- Violation of the council's code of conduct or the municipal government's policies.
- Resignation from the council by a member.
- Any other reason deemed appropriate by the selection committee or municipal government.

### **13. Review and Amendments**

These Terms of Reference will be reviewed every year to ensure they reflect the changing needs of the Youth Council and the municipality.

- Amendments to this document may be made with the approval of the Youth Council and the municipal government.


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### **Approval and Adoption**

This document provides a comprehensive structure and clear guidelines for the formation, operation, and responsibilities of the Youth Council, fostering an environment where young people can meaningfully contribute to municipal decision-making.

This Terms of Reference for the Youth Council of the Town of Woodstock has been approved by Municipal Council.

Date: May 27<sup>th</sup>, 2025



Approved: \_\_\_\_\_  
Mayor of the Town of Woodstock