

Orientation Package



*“WE AIM TO EDUCATE, EMPOWER, AND PROMOTE LEADERSHIP WITHIN,
THE YOUTH COMMUNITY.”*



YOUTH COUNCIL

‘A Youth Council is a group of young people that represent youth “voice” in the community. Youth Councils are associated with an organization or a government body to which they provide recommendations and guidance around issues affecting young people”¹

Participating in a youth council provides young people with an opportunity to make a difference in the community.

Airdrie benefits from having youth input by actively involving them in local government. It provides youth with an opportunity to get involved in decisions that affect them and their community.

HISTORY

A youth council formally known as Hyjnx formed in 2005 with the goal to empower youth in Airdrie to deal with issues that affect them. In 2013, members began the process of rebuilding and defining goals and structure of the group, leading to the creation of the **Airdrie Board of Youth Affairs**.

Airdrie Board of Youth Affairs

Vision: Empowering youth voice in the community

Mission: To educate and empower the youth community by providing advice to City departments and City Council on issues that affect youth, and through partnerships with other youth-focused groups, agencies, and organizations.

Mandate

Provide information and advice to Council, City departments and local organizations and groups in relation to issues that may affect youth in the Airdrie community.

¹ Rural Youth Working Group of the Ontario Rural Council (TORC), 2008. Create a Youth Council in your community in 10 easy steps! Retrieved on March 6th, 2019 from: <http://www.ruralontarioinstitute.ca/file.aspx?id=061706a3-2f32-4d2b-a38a-a5cf2c24c9ec>



Terms of Reference

Purpose

The Airdrie Board of Youth Affairs serves as a bridge between City Council, youth, and the community by functioning as an advisory body. Members of the ABYA will provide a voice for Airdrie youth through support and consultation.

Examples of how the Airdrie Board of Youth Affairs can assist the City of Airdrie may include:

- Youth involvement in the planning and development of City services and programs
- How the views of youth can be gathered and voiced to Council
- Matters of planning and infrastructure
- Matters relating to policy and strategic development

Values

- Youth have the right and responsibility to play an crucial role within their community
- Youth should be encouraged and given the opportunity to take a leading role in issues that affect their lives
- Youth should be consulted whenever decisions that affect them are being made
- Youth are able to make positive contributions to their community

Goals

- To advise City Council and City of Airdrie administration regarding matters that concern youth
- To provide a safe environment to express issues that affect youth in Airdrie
- To empower youth and give them the ability to create change
- To allow youth to develop important skills such as leadership, research, writing, and communication

Membership

- The ABYA will consist of a minimum of 7 active board members
- Membership for first-time members is open to youth ages 11 to 20
- Existing members may remain on the ABYA until age 24
- Membership is limited to youth that are currently residing within the City of Airdrie
- Two levels of membership are available to youth: Executive Membership and General Membership

Executive Membership

Executive members assume all of the duties of the General Membership, while also providing leadership and direction to the ABYA. Executive members should be responsible, organized, and enthusiastic. A voting process of the General Membership at the end of every school year that will determine executive members. With the exception of the Chair position, executive roles may remain vacant if no individual member is interested in filling them. In such a case, the duties of the roles will be distributed amongst the General Membership.

The Executive consists of the following positions:

- **Chair**
Responsible for providing leadership, direction, and overseeing the activities of the ABYA. This position also has final say in all decisions regarding any matter concerning the ABYA group.
- **Vice Chair**
Responsible for supporting the activities of the Chair and shall assume the position of “Acting Chair”, which has the same responsibilities as the chair position, in the event that the Chair is unable to fulfill his or her duties.
- **Secretary**
Responsible for taking meeting notes and organizing the meetings alongside the Chair and Vice Chair.
- **Recruiter**
Responsible for coordinating recruitment efforts.
- **Social Media Director**
Responsible for handling social media platforms including the ABYA website and various marketing opportunities. After the chair this position has final say on matters regarding the above stated items.
- **Social Media Coordinator**
Has the same responsibilities as the Social Media Director and serves to support the director in all matters regarding social media. Will assume position of Director in the event the previous director is unable to fulfill his or her duties.

General Membership

The General Membership is an integral part of the ABYA and requires enthusiasm, commitment, and dedication from everyone involved. The General Membership is responsible for:

- Providing advice to City Council and City Administration on issues that affect youth in the City of Airdrie
- Working with other departments, agencies, and organizations on youth initiatives
- Conducting relevant research that addresses present and future concerns of Airdrie youth
- Voting on every decision that affects the ABYA
- Attending all activities, functions, presentations and meetings of the ABYA
- Actively recruiting new members to the ABYA

Collaboration

Throughout the year, ABYA host representatives from many internal departments and external organizations. Collaboration is an important component of ABYA's mandate. It allows each board member to build a strong sense of purpose and works to find solutions to those issues that are affecting youth in our community. Partnerships with internal city departments and external organizations and groups is a critical component of the Airdrie Board of Youth Affairs' mandate.

Attendance

- When possible, members should notify the ABYA Chair 24 hours in advance of a meeting if they know that they will be absent
- The following is considered an excused absence: school commitments, illness, emergency, and prior commitments deemed at the discretion of the ABYA Executive

Reporting Structure

The daily operation of the ABYA is under the direction and supervision of the Social Planning Unit.

Social Planning staff shall:

- Act as a liaison between ABYA and City of Airdrie Administration
- Assist with the development of timelines, task lists, and other aspects of project management
- Track and support members' involvement
- Monitor all financial matters for the group
- Review all decisions made by the ABYA
- Perform operational day-to-day tasks, on behalf of the ABYA
- Facilitate the development of partnerships and collaborations with key stakeholders
- Maintain an up-to-date listing of all ABYA members, including relevant contact info

Attachments

Please hand in completed attachments



Airdrie Board of Youth Affairs Application Form

Purpose

The Airdrie Board of Youth Affairs goal is to act as an advisory board to Council, city departments and the broader community on issues that affect youth. ABYA members provide a **Voice** for Airdrie youth.

What does the Airdrie Board of Youth Affairs look for in new membership?

- An interest and passion for issues relating to youth in Airdrie
- A commitment to meeting weekly or bi-weekly from 4:30pm – 5:30pm
- Between the ages of 11-20
- Reside in Airdrie
- Excellent communication skills
- Team work
- Respect

If you are interested in becoming a member, please complete the application form and a representative from the Social Planning department will be in touch with you.

Section 1: Applicant Information

Name: _____

Phone number: _____

Email Address: _____

Emergency contact and phone number: _____

If you are under 18 years of age, parental /guardian, consent is required! If you are 18 years of age, please provide an emergency contact.

Section 2: Parent/Guardian Information

Name: _____

Phone number: _____

Email address: _____

Section 3: Please answer the following questions

Why you are interested in joining the Airdrie Board of Youth Affairs?

Why do you feel you are a good candidate for the Airdrie Board of Youth Affairs? What are a few of your goals you would like to achieve regarding youth in Airdrie?

Choose one topic or issue that makes you passionate about your community, and why?

How did you hear about the Airdrie Board of Youth Affairs? (Newspaper, school, friend)?

Section 4: Commitment

Are you able to attend weekly meetings? (Every Monday 4:30-5:30pm at City Hall unless otherwise specified) Please circle one.

Yes/No

Can you commit to participating/volunteering in initiatives/projects throughout the school year? Please circle one.

Yes/No. If no, please explain

Section 5: Parent/Guardian has consent

Parent Name: _____

Parent Signature: _____

Date: _____

If you have any questions, please contact the Social Planning Department:

Jessica Dudek

Youth Engagement Programmer

Jessica.dudek@airdrie.ca

(403) 948-8800 ext. 8738

The personal information on this form is collected under the authority of Section 32(c) of the *Freedom of Information and Protection of Privacy Act* and is used solely for the purpose of the City of Airdrie Youth Council. Questions about collection of this information can be directed to the Community Services at 400 Main Street South East, Airdrie, Alberta, T4B 3C3, 403-948-8800.



RELEASE FORM

I do hereby grant permission to the City of Airdrie, its agents and others working under its authority, full and free use of video/photographs containing my (or my child's) image/likeness. I understand these images may be used for promotional purposes, news, research and/or educational purposes.

As well, I hereby grant the City of Airdrie to share/send these videos/photos to other persons who are in the videos/photos.

I hereby release, discharge, and hold harmless the City of Airdrie and its agents from any and all claims, demands, or causes or action that I may hereafter have by reason of anything contained in the photographs or video.

I do further certify that I am of legal age or possess the full legal capacity to execute the foregoing authorization and release.

Participant Name: _____

Parent or Guardian Name: _____

(If participant is under 18 years of age)

Signature: _____

Date: _____

Phone number: _____

Address: _____

The personal information on this form is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is used solely for promotional, news, research, and/or educational purposes. Questions about collection of this information can be directed to (403) 948-8800 ext 8722.



ASSUMPTION and ACKNOWLEDGEMENT OF RISKS — CHILD WAIVER OF CLAIMS, INDEMNITY AGREEMENT and CONSENT

PARTICIPANT'S NAME: _____

PLEASE PRINT NAME CLEARLY

This document must be signed and dated in order for you (or your child) to use the facilities and to participate in the programs provided by the City of Airdrie (hereafter referred to as "Airdrie").

In consideration of my (child's) participation in _____

(The Program), I agree and acknowledge that:

NAME OF PROGRAM

Waiver: I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** Airdrie, its officers, employees, volunteers, contractors, instructors, coaches, members, agents or any other persons who are involved in running The Program from liability **from any and all claims, including negligence**, resulting in personal injury, accident or illness (including death), and property loss arising from, but not limited to my (child's) participation in The Program.

Assumption of Risks: I have inquired into, I am aware of and I have (my child has) met all the prerequisites required for participation in The Program. I (my child) will abide by the rules and regulations imposed on participants in The Program. Participation in the Program carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, bone, joint or back injuries, heart attacks, and concussions to 3) catastrophic and fatal injuries. In addition, I acknowledge that I have inquired about the nature of activities in The Program that I am not completely familiar with and I have been informed of any inherent risks. **I have discussed with and explained to my above named child the possible risks of participating in the intended activities. My child and I freely accept and fully and voluntarily assume all such risks (both legal and physical), dangers and hazards, whether known or unknown, and the possibility of personal injury, fatality, property damage or loss, resulting from them**

Indemnification and Hold Harmless: I also agree to **indemnify and hold harmless** Airdrie, its officers, employees, volunteers, contractors, instructors, coaches, members, agents or any other persons who are involved in running The Program from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including lawyer's fees, brought as a result of my (child's) involvement in The Program and to reimburse them for any such expenses incurred.

Consent: I hereby consent to the administration of such medical advice and services as may be necessary for my (child's) health and safety or should I (my child) become ill or involved in an accident during my (child's) participation in The Program. I agree that I shall be financially responsible for such medical advice and services.

Acknowledgement of Understanding: I have read this waiver of liability, assumption of risk indemnity agreement and consent and fully understand its terms, and **understand that I and my child are giving up substantial rights, including the right to sue.** I acknowledge that I am signing this agreement freely and voluntarily, and **intend this by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Severability: The undersigned further expressly agrees that the foregoing Waiver, Assumption of Risks agreement, Consent and Acknowledgement of Understanding is intended to be as broad and inclusive as is permitted by the law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Signature of Parent/Guardian of Minor Date Signature of Participant Date

Signature of Parent/Guardian of Minor Date

Participant Age (if minor): _____