

Whitecap Dakota Nation

Whitecap Dakota Youth Council

Terms of Reference

April 2026



PREAMBLE TO WHITECAP DAKOTA YOUTH COUNCIL TERMS OF REFERENCE

WHEREAS the Whitecap Dakota Nation Governance Code authorizes Council to establish a Advisory Committees supported by a Terms of Reference (s.11) to act in an advisory capacity to Council, while Council retains decision making authority. (s. 12)

AND WHEREAS Council seeks the views of Whitecap Members who are Youth and also wish to create opportunities for mentorship, governance experience, and community building.

THEREFORE Council adopts the following Terms of Reference for the Whitecap Youth Council

1. Definitions

In this terms of reference:

- a. "Chairperson" means the position referred to in Section 5.6 of the Terms of Reference.
- b. "Council" means the Whitecap Dakota Youth Council described in this Terms of Reference and established according the Whitecap Governance Code.
- c. "Constitution" means the Constitution of the Whitecap Dakota First Nation as approved by the Whitecap membership on October 7, 2022.
- d. "Council" means the duly elected Chief and Council of the First Nation.
- e. "First Nation" means the Whitecap Dakota First Nation.
- f. "Governance Code" means the Whitecap Dakota Governance Code (September 2023) and its subsequent amendments.
- g. "'Immediate Family" means the person's spouse, biological or adoptive parent, sister, brother or child.
- h. "Laws" means law as defined in the Whitecap Constitution and includes altogether the Constitution, WDN Codes and WDN Acts.
- i. "Member(s)" means individuals who are Band members according to the Whitecap Dakota First Nation Membership Code.
- j. "Self-Government Treaty" means the treaty agreement reached with Canada and approved by the Whitecap membership on April 27, 2023.
- k. "Staff" means any full-time employee of the First Nation.
- l. "WDNCR" means Whitecap Dakota Nation Council Resolution
- m. "WDYC" means Whitecap Dakota Youth Council
- n. "Youth" means Members who are between the ages of 14 and 23 years of age

2. Committee Established

The Whitecap Dakota Youth Council is established to ensure meaningful youth engagement, creating opportunity for our youth to provide recommendations on decisions that affect them, fostering leadership, facilitating community engagement, and offering diverse perspectives on critical issues

3. Purpose

These are the Terms of Reference for the Whitecap Dakota Youth Council, mandated by the Governance Code

4. Council Authority

The WDYC shall serve in an advisory capacity to Council with the authority to provide recommendations to Council.

5. WDYC Membership and Appointment

- 5.1 The Council shall determine the composition of the WDYC by WDNCR.
- 5.2 To be a member of the Committee, a person must
 - (i) be at least 14 years of age and less than 23 years of age;
 - (ii) be a Member of Whitecap Dakota Nation residing on or off WDN Lands
 - (iii) have a criminal record check acceptable to WDN and be in good standing with the community
- 5.3 Council shall select 5 Members to serve on the WDYC based on the following process:
 - (i) Interested youth submit a resume outlining their education, work experience, and leadership roles; along with a cover letter detailing their skills, leadership experience, goals for the Youth Advisory Council, and community involvement
 - (ii) Chief and Council review all applications and select the five strongest candidates based on their leadership potential, passion, and vision
 - (iii) WDYC members will select a Chair from among themselves.
- 5.4 Chief and Councillors may attend as ex-officio members and are encouraged to “rotate” through in attending WDYC meetings.
- 5.5 Other staff of the First Nation or consultants may attend when required, including members of Executive, as directed by Chairperson and/or Chief and Council.
- 5.6 WDYC members will sign and abide by the Code of Conduct for WDN Advisory Committees (attached as appendix). Council has the authority to dismiss a member(s) of the WDYC in accordance with policies established by the Whitecap Dakota Nation.
- 5.7 Aside from resignations or dismissals, or “aging out”, WDYC members shall be appointed for a two year term with the option for reappointment up to four years, coinciding to Council’s terms in office.

6. Roles and Responsibilities of the WDYC

6.1 The WDYC, working with Council and with WDN program departments and subject to available resourcing, will have the following responsibilities:

- (i) Decision-Making & Internal Governance: Members appoint their Chair, set priorities, and advise on youth-related governance matters.
- (ii) Community Engagement: Based on community priorities set by Council, WDYC members may organize youth-led initiatives, workshops, and events to empower their peers and strengthen youth participation.
- (iii) Collaboration & Representation: Each WDYC member will be assigned to a Council Advisory Committee, ensuring that youth perspectives are included in broader discussions and decision-making.
- (iv) Leadership Training & Development: Members will participate in leadership workshops, governance training, and conferences to build skills in public speaking, strategic planning, and decision-making.
- (v) Youth-Led Advocacy & Policy Input: The WDYC will have the opportunity to propose youth-focused policy recommendations to the Chief & Council, advocating for mental health resources, education programs, and community development initiatives. The WDYC will support Chief and Council's advocacy with other governments on these issues.
- (vi) Annual Youth Forum: The WDYC will host an annual youth engagement session to gather feedback from the WDN youth membership, ensuring their voices influence decision-making and initiatives. The forum will include efforts to engage with other First Nations' youth groups.
- (vii) Accountability & Reporting: The WDYC will provide bi-annual updates to the Chief & Council and produce an annual report summarizing key achievements, challenges, and goals.
- (viii) Cultural Integration & Healthy Living: Elders provide mentorship in Dakota traditions, language, and cultural preservation to ensure youth leadership is rooted in Nation values. Working with Well-being and Language and Culture programs, members will actively promote Dakota language and culture. Members will also promote healthy living by encouraging physical activity, mental wellness, and healthy lifestyle choices through participation in community events and initiatives.
- (ix) Fundraising: The WDYC may include special events to raise funds to support activities of the group (e.g. trips, community events, etc.). Members may work with WDN departments on making grant applications.
- (x) Budget Management: The WDYC will receive reports from WDN Finance in order to manage their annual budget.

6.2 The WDYC shall meet at least 6 times per year, assuming bi-monthly meetings.

6.3 Meetings are intended to be in-person, however members may participate virtually if required.

6.4 An Elder shall be invited to attend each meeting, and that Elder may change from meeting to meeting.

7. Honoraria and Finances

- 7.1 Committee Members will receive \$150 per day/meeting for attending scheduled WDYC meetings. The Committee Chair and Recording Secretary shall receive \$200 per day/meeting.
- 7.2 The First Nation will pay for expenses incurred by Committee members attending meetings, conferences, conventions or workshops outside the First Nation. Attendance at these meetings requires prior approval from Council and is subject to identified budgets. The Committee is encouraged to also fundraise for these activities.
- 7.3 In the event where an employee of the First Nation is acting as a WDYC member for a function that occurs within the usual work hours, the employee shall not be paid a per diem. In the event where an employee elects to take time off for the function as Annual Leave or Time in Lieu, as those terms are dealt with in the Whitecap Dakota First Nation Personnel Policy Manual, the employee will be paid a per diem.
- 7.4 WDYC members' compensation for travel will be made according to the WDN Travel Policy.

8. Quorum

- 8.1 A quorum shall consist of a majority of the voting WDYC members present at a duly convened meeting.
- 8.2 If quorum is not met all recommendations shall be tabled until quorum is reached.

9. Decision Making

- 9.1 Wherever possible making recommendations shall be by consensus.
- 9.2 When recommendations are not made by consensus, a majority of voting members shall be used to decide all matters.
- 9.3 If WDYC members do not agree on a particular issue and or concern, they will outline possible solutions and recommendations.

10. Conflict of Interest

- 10.1 When a matter arises which personally affects a member of the WDYC or his or her Immediate Family, that member shall:
 - (i) declare a conflict of interest, such disclosure shall be recorded in the minutes of the meeting;
 - (ii) abstain from discussions and or decisions by leaving the room; and
 - (iii) rejoin the WDYC only after discussions and decisions on the matter have been completed.


11. Business of the Committee

11.1 The WDYC will select a recording secretary to keep accurate minutes of all meeting procedures.

11.2 The WDYC will be supported by the WDN Youth Recreation Program and its staff.

12. Amendments

These terms of reference can be amended by Council at a duly convened Council meeting via WDNCR.



Chief Darcy Bear

Apr 7/26

Date



Councillor Dwayne Eagle

Apr 7/26


Date



Councillor Frank Royal

Apr 7/26

Date



Councillor Allison Daniels

Apr 7/26

Date



Councillor Bradon Eagle

Apr 7/26

Date