

March 5, 2018



DALMENY YOUTH AND YOUNG ADULT COMMITTEE (DYYAC)

1. PURPOSE

The Town of Dalmeny Youth and Young Adult Committee (DYYAC) is a program design to encourage the participation of youth and young adults in our community, provide an avenue for communication between the youth and young adults with Council and town administration, and to nurture and develop leadership and serving skills to meet the various needs of a thriving community.

2. MANDATE

The Committee operates in an advisory capacity to Council, providing recommendations about the needs of youth and young adults to the Town. The Committee also acts as a leadership body to represent youth and young adults in the community and encourage continued engagement. The Committee will determine, on an annual basis, the local programs, events, initiatives and special projects they wish to lead or support. The Committee will also operate within the designated budget approved by Town Council.

3. STRUCTURE

The Committee will consist of 6 representatives from the ages of 16-20 (at the time of appointment) from the Town of Dalmeny. Three positions will be assigned to Junior Members, aged 16-18 and three positions to Senior Members, aged 19-20. If there have not been enough qualified applicants to fill the Membership spots as indicated above at the time of appointment, the final composition of the Committee will be a well-rounded representation of members within the eligible age group.

On an annual basis, the Committee will establish a Chair, Treasurer and Secretary among themselves and the remaining members will act as General Members. Proposed changes to the membership structure shall be recommended to Council for approval.

A. Appointment and Selection

- i. Individuals seeking a position on the Committee must complete an application form and engage in an interview process led by Town of Dalmeny staff and Council.

- ii. The Council of the Town of Dalmeny will formally appoint Members to DYYAC on an annual basis and in partnership with Town staff.

B. Length of Term

- i. The length of term for each position of membership on the Committee is one year.
- ii. Former members are welcome to apply annually to continue in consecutive terms but will not hold advantageous status during the application process.

C. Meetings

- i. Quorum shall be 50+1% of Committee Members.
- ii. The Committee shall meet monthly in the Town of Dalmeny Administration Office boardroom. A schedule of meetings will be established at the beginning of each term. Amendments can be made throughout the term to add or remove dates based on needs.
- iii. The Committee shall follow Roberts Rules of Order when conducting meeting procedures.

D. Reporting

- i. The Committee will submit minutes of all meetings to the Town of Dalmeny CAO for Town Council's information.

4. RELATIONSHIPS

A. Community Engagement

- i. The Committee is responsible for conceiving, coordinating and facilitating all efforts they wish to lead, ensuring leadership development, educational opportunities and youth and young adult engagement.

The Committee will engage with local community groups to establish relationships and determine common goals and impact on youth and young adults.

B. Town Council

- i. Town Council will seek input from the Committee on matters relating to youth and young adults, their engagement within the community and activities that directly impact them. Council will ensure that the voice of local youth and young adults is reflected in policy development and general decisions. Specific requests sent from Council to the Committee should be reviewed and responded to in a timely manner in person or written form. Town Council and the Committee will meet as required for additional mentorship and direction.

C. Town Administration

- i. The Town of Dalmeny will provide mentorship and guidance to the Committee. This will include Town Councillors, CAO and Recreation Director. The Recreation Director will act as first point of contact between Committee and Town.