

AGENDA
and Schedule "A"
to the minutes of the meeting of the
MAYOR'S YOUTH ADVISORY
COMMITTEE
held Tuesday, February 4, 2014
Room 407, 400 City Hall Square East
5:00 o'clock p.m.

1. **CALL TO ORDER**
2. **DECLARATIONS OF CONFLICT**
3. **MINUTES**
Adoption of the minutes of the meeting held September 10, 2013 - *(attached)*.
4. **REVIEW OF MYAC TERMS OF REFERENCE/ MANDATE AND PROCESS**
The MYAC Mandate/Terms of Reference - *attached*
5. **ELECTION OF CHAIRPERSON/CO CHAIRS**
Discussion relating to the role of the Chairperson(s).
6. **BUSINESS ITEMS**
 - 6.1 **Overview of Membersh. and Activities in 2013**
 - 6.2 **Development of 2014 Work Plan with Suggested Ideas:**
 - 2014 Youth Leadership Award
 - Strategy to Engage Youth in democratic process (i.e., Apathy is Boring campaign www.apathyvisboring.com)
 - Other ideas?
 - 6.3 **Development of a Critical Path for Work Plan - Identify Leads and Time Frames**
- 7 **NEW BUSINESS**
8. **DATE OF NEXT MEETING**
Determine Meeting Schedule for 2014
9. **ADJOURNMENT**

Windsor, Ontario September 10, 2013

A meeting of the **Mayor's Youth Advisory Committee** is held this day commencing at 4:30 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Sarah Davidson, Co-Chair
Jonathon Liedtke, Co-Chair
Eileen Chen
Tenyce Doan
Trevor Fairlie
Scott Fenn
Aditi Goswami
Prakash Pandya

Regrets received from:

Timothy Au-Yeung

Also present are the following resource personnel:

Jelena Payne, Community Development & Health Commissioner
Sandra Bradt, Executive Initiatives Coordinator
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

Sarah Davidson, Co-Chair and Jonathon Liedtke, Co-Chair call the meeting to order at 4:40 o'clock p.m. and the Committee considers the Agenda being Schedule "A" *attached* hereto, matters which are dealt with as follows:

2. DECLARATIONS OF CONFLICT

None disclosed.

3. MINUTES

Moved by S. Fenn, seconded by T. Fairlie,
That the minutes of the Mayor's Youth Advisory Committee at its meeting held August 15, 2012 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

4.1 Resignation of Sarah Davidson, Co-Chair

Sarah Davidson, Co-Chair and Jonathon Liedtke, Co-Chair formally announces their resignation from the Mayor's Youth Advisory Committee.

Moved by T. Fairlie, seconded by A. Goswami,
That the resignations of Sarah Davidson and Jonathon Liedtke from the Mayor's Youth Advisory Committee **BE RECEIVED**.
Carried.

4.2 MYAC 2014 Budget

The following 2014 initiatives including the associated costs are put forth:

Youth Leadership Awards	\$2,500
Advertising	\$1,000
Promotional Materials	\$1,000
MYAC Event	\$1,000
Community Outreach	<u>500</u>
TOTAL	\$6,000

J. Liedtke suggests hosting a "stuff a bus" event in partnership with Transit Windsor. He explains the "stuffing a bus" event entails the placement of canned goods or clothing in a Transit Windsor bus which are subsequently provided for those less fortunate.

T. Fairlie suggests partnering with disadvantaged youth or homeless youth. He proposes a meeting to be convened with representatives from the Windsor Youth Centre.

Moved by T. Fairlie, seconded by S. Fenn,
That the proposed 2014 budget for the Mayor's Youth Advisory Committee in the amount of \$6,000 **BE RECEIVED**.
Carried.

4.3 MYAC Bi-Annual Report to the Social Development, Health & Culture Standing Committee

As of this writing, the MYAC Bi-Annual Report has not been received from the Co-Chairs.

4.4 MYAC Initiatives for 2014

This discussion is deferred to the next meeting of MYAC.

4.5 Motion to approve MYAC Expenditures Associated with the Youth Awards

Moved by S. Fenn, seconded by P. Pandya,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$377.83 payable to Jonathon Liedtke, Co-Chair for expenditures associated with the Youth Awards **BE APPROVED**.

Carried.

Moved by S. Fenn, seconded by P. Pandya,

That **APPROVAL BE GIVEN** to expenditures payable to Festival Tent & Party Rentals in the amount of \$34.18 and to Joey Acott Productions in the amount of \$75.00 for a total of \$109.18 for costs associated with the Youth Awards.

Carried.

4.6 Transit Windsor Update

T. Fairlie reports he appeared before City Council as a Transit Windsor representative on March 4, 2013 to request Council invest in such initiatives as Automatic Vehicle Location (AVL) Technology.

T. Fairlie states he attended the Transit Windsor Strategic Planning Session along with Mayor Francis and the Chief Administrative Officer held during the summer.

In terms of the "Ride for a Loonie" event, T. Fairlie indicates the ridership has decreased over the years.

5. NEW BUSINESS

E. Chen asks to sit on the Windsor Essex County Environment Committee (WECEC) as a non-voting member.

ACTION REQUIRED: The Committee Coordinator to bring forward E. Chen's request to sit on WECEC at their October 3, 2013 meeting.

J. Liedtke states he has been a member of MYAC since 2006 and notes the many accomplishments of the Committee.

S. Davidson advises being a member of MYAC has been a pleasure and offers assistance to MYAC if the need arises.

6. DATE OF NEXT MEETING

To be determined.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:50 o'clock p.m.

CHAIRPERSON

COMMITTEE COORDINATOR



mayor's youth advisory committee

AGENDA
and Schedule "A"
to the minutes of the meeting of the
MAYOR'S YOUTH ADVISORY
COMMITTEE
held Tuesday, September 10, 2013
Room 407, 400 City Hall Square East
4:30 o'clock p.m.

1. **CALL TO ORDER**
2. **DECLARATIONS OF CONFLICT**
3. **MINUTES**
Adoption of the minutes of the meeting held August 15, 2012 - *(attached)*.
4. **BUSINESS ITEMS**
 - 4.1 **Resignation of Sarah Davidson, Co-Chair**
 - 4.2 **MYAC 2014 Budget**
Template for the 2014 budget - *attached*.
 - 4.3 **MYAC Bi-Annual Report to the Social Development, Health & Culture Standing Committee**
Background information - *attached*.
 - 4.4 **MYAC Initiatives for 2013**
Discussion
 - 4.5 **Motions to Approve the following Expenditures -**
Youth Awards Expenditures
Festival Tents - \$34.18
Staples - \$38.46
Trophy Boys - \$186.45
Fast Signs - \$152.92 (winner banner)
 - 4.6 **Trasit Windsor Update**
5. **NEW BUSINESS**
6. **DATE OF NEXT MEETING**
To be determined.
7. **ADJOURNMENT**

MAYOR'S YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

UPDATED: JULY 2008

This committee shall be known as the Mayor's Youth Advisory Committee, hereinafter referred to as MYAC.

PURPOSE

- i. MYAC will act as an advisory body to the Mayor and Council, on those issues within the influence of the City of Windsor, which have an impact on the youth of this City.
- ii. The objective of MYAC is to encourage the constructive input of Youth of the City of Windsor on those matters, which are likely to have an impact on them and empower those to get involved and have their voice heard in local government.
- iii. To address, create discussion and/or make recommendations on issues pertaining to all levels of government.

MISSION

The Mission of the Mayor's Youth Advisory Committee is to represent, engage, and connect youth in the City of Windsor and to bring forth recommendations to City Council in order to enhance the lives of youth in our community.

VISION

The youth in the City of Windsor play an active role in Municipal decisions and are making positive impactful contributions in the development and sustainability of a unified community.

VALUES

Diversity:

We value and respect diversity, which enables us to discover, learn, and accept ideas from one another.

Empowerment:

We will enable the youth to voice their opinions and get engaged in the community.

Partnerships:

We will develop and maintain partnerships between community organizations, groups and businesses to achieve our goals.

Youth:

We value the input of youth into all aspects of MYAC.

MEMBERSHIP

A member of MYAC is defined as an individual appointed by the Striking Committee of City Council.

The voting membership shall consist of a cross-section of youth between the ages of fourteen (14) and twenty-four (24) including:

- Two (2) Co-Chairs
- Eight (8) General Members

Resource personnel shall include:

- Mayor of the City of Windsor or Designated Official
- Committee Coordinator
- Others as required

LENGTH OF TERM

The Striking Committee appoints members for a period of two (2) years. Members may re-apply when their term expires and may be re-appointed to a maximum of four (4) years by the Striking Committee.

VACANCY

If a vacancy arises, a recommendation to the Striking Committee of Council will be made.

SCHEDULED MEETINGS

The committee shall meet monthly. The committee may meet more frequently at the call of the co-chairs.

ABSENTEEISM

Members of the MYAC shall notify the Committee Coordinator prior to a meeting when the member will be absent.

Any member who is absent from three (3) consecutive meetings or a majority of meetings without a valid reason will be contacted by the Committee Coordinator to determine if that member is still interested in sitting on the committee.

QUORUM/CALL TO ORDER

A majority of members (half plus one) is necessary to constitute quorum of the committee, therefore a total of six (6) members must be present.

If there ceases to be a quorum, business then in progress will be suspended until sufficient members constituting a quorum are present.

ACCQUINTIBILITY

On an annual basis, every member of the committee shall submit a report of their individual accomplishments to the Manager of Council Services in order for the Clerk to provide a "report card" to City Council regarding whether MYAC's mandate is to be continued for a further term of Council pursuant to the Procedure By-law Number 420-2001, Appendix B - c) iv.

SUB-COMMITTEES

MYAC may establish sub-committees as required. The Chair of any sub-committee shall be a member of MYAC and sub-committee members shall comprise of volunteer members throughout the community. A written report of the undertakings of any MYAC sub-committee must be sent to the Committee Coordinator at minimum one (1) week prior to the regular monthly meeting to be attached as an appendix to the agenda. A verbal report shall then be given at the meeting by the Chair of the sub-committee in addition to the attached written report.

AGENDA AND MINUTES

An agenda will be provided prior to each meeting. MYAC members may suggest items for the agenda within a reasonable amount of time to the Co-Chairs who may direct that item to be scheduled.

Minutes shall be taken of all meetings of MYAC by the Committee Coordinator and shall be distributed as soon as possible to all committee members.

CONDUCT OF MEETING

Meetings shall generally be guided by the following:

All decisions of MYAC shall be made by resolution approved by a majority vote of all members present.

The Co-Chairs shall generally conduct the meeting in accordance with the City of Windsor Procedural By-law Number 201-2011. *ABy-Law Providing Rules Governing the Proceedings of the Council of the City of Windsor and the Conduct of its Members.*

STRUCTURE AND TERMS OF REFERENCE

The structure and terms of reference shall be reviewed by the MYAC on an annual basis to determine if changes are necessary and recommend those changes to City Council.