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Windsor, Ontario February 4, 2014

A meeting of the **Mayor's Youth Advisory Committee** is held this day commencing at 5:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Aditi Goswami, Chairperson
Prakash Pandya, Vice Chairperson
Timothy Au-Yeung
Eileen Chen
Alexander Deans (arrives at 5:09 p.m.)
Trevor Fairlie
Scott Fenn

Also present are the following resource personnel:

Mary Ellen Bernard, Manager of Social Policy & Planning
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Committee Coordinator calls the meeting to order at 5:00 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 P. Pandya, seconded by A. Goswami,
That the minutes of the Mayor's Youth Advisory Committee at its meeting held September 10, 2013 **BE ADOPTED** as presented.
Carried.

4. **REVIEW OF MYAC TERMS OF REFERENCE/MANDATE AND PROCESS**

The Committee Coordinator provides a PowerPoint presentation outlining MYAC's Mandate/Terms of Reference, role of Committee members and code of conduct, attached as Appendix "A".

5. **ELECTION OF CHAIR/VICE CHAIR**

The Committee Coordinator calls for nominations from the floor for the position of Chairperson. T. Fairlie nominates A. Goswami. The Committee Coordinator asks if there are further nominations from the floor for the position of Chair. Seeing none, the Committee Coordinator asks if A. Goswami accepts the nomination. A. Goswami accepts.

Moved by T. Fairlee, seconded by E. Chen,
That Aditi Goswami **BE ELECTED** Chairperson of the Mayor's Youth Advisory Committee for the term ending November 30, 2014.
Carried.

The Committee Coordinator calls for nominations from the floor for the position of Vice Chair. E. Chen nominates T. Fairlie. T. Fairlie declines. A. Goswami nominates P. Pandya for the position of Vice Chair. The Committee Coordinators asks if there are further nominations from the floor for the position of Chair. Seeing none, the Committee Coordinator asks if P. Pandya accepts the nomination. P. Pandya accepts.

Moved by A. Goswami, seconded by T. Au-Yeung,
That Prakash Pandya **BE ELECTED** Vice Chair of the Mayor's Youth Advisory Committee for the term ending November 30, 2014.
Carried.

A. Goswami assumes the Chair.

6. **BUSINESS ITEMS**

6.1 **Overview of Membership and Activities in 2013**

T. Au-Yeung reports the 2013 Youth Leadership Awards event was an excellent initiative.

6.2 Development of 2014 Work Plan

M. Bernard distributes the "Draft Work Plan for the Windsor Youth Leadership Awards" to be held on May 19, 2014 (Victoria Day), attached as Appendix "B". The Plan outlines the tasks for MYAC to complete prior to the presentation of the Youth Leadership Awards.

In terms of the Youth Leadership Awards, T. Fairlie suggests the Youth Leadership Awards event be advertised via media releases. The Awards will be presented following the "Mayor's Walk" to be held on May 19, 2014 (Victoria Day) at the Riverfront Festival Plaza.

Discussion ensues regarding MYAC's website windsoryouth.ca and questions arise relating to who is responsible for hosting the website.

It is generally agreed an informal meeting of MYAC be held with Sarah Davidson, former Co-Chair of MYAC to discuss the logistics relating to the Youth Leadership Awards.

In terms of the strategy to engage youth in the democratic process, i.e. Apathy is Boring Campaign; M.E. Bernard suggests a debate to discuss youth issues could be held with candidates running in the 2014 Municipal Election. She notes there is some confusion as which issues are the responsibility of the different levels of government-Municipal, Provincial and Federal, and this type of event would provide a forum to educate the general public.

M. Bernard reports a Mayor's Town Hall Forum was held ten years ago and she suggests a "Ten Years Later Mayor's Town Hall" forum could also be considered.

P. Pandya indicates apathy in voting is a serious issue affecting the youth contingent.

T. Fairlie suggests on-line voting may facilitate greater voter participation in the 2014 Municipal Election.

Moved by T. Au-Yeung, seconded by T. Fairlie,

That the Manager, Records and Elections **BE INVITED** to attend the April 24, 2014 meeting of MYAC to discuss options to engage youth in the 2014 Municipal Election process.

Carried.

6.3 Development of a Critical Path for Work Plan – Identify Leads and Time Frames

Discussed under Item 6.2.

7. **NEW BUSINESS**

T. Fairlie announces his resignation from MYAC. He advises as he represented MYAC on the Transit Windsor Board of Directors, that a new representative be appointed.

Moved by E. Chen, seconded by T. Au-Yeung,

That the resignation of Trevor Fairlie from the Mayor's Youth Advisory Committee **BE ACCEPTED** with regrets.

Carried.

8. **DATE OF NEXT MEETING**

The next meeting will be held on April 24, 2014 at 5:00 o'clock p.m. in Room 407, 400 City Hall Square East.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 6:25 o'clock p.m.

CHAIRPERSON

COMMITTEE COORDINATOR



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.

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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 Membership 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.apathyisboring.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**

mydc
mayor's youth advisory committee

THE CITY OF
WINDSOR
ONTARIO, CANADA

PURPOSE

- 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.

- 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.
- To address, create discussion and /or make recommendations on the 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.

VACANCY

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

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.

ACCOUNTABILITY

- The Clerk shall prepare a report each year on the performance of the Advisory Committees.
Reported measures should include:
 - Number of reports to Council or its Standing Committees
 - Number of meetings held with quorum
 - Length of Committee meetings
 - Annual budget
 - Number of recommendations endorsed by Council/Standing Committees

Pursuant to the Procedure By-law 98-2011,

Part 27.1, r)

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 quarterly 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 Chair 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 MEETINGS

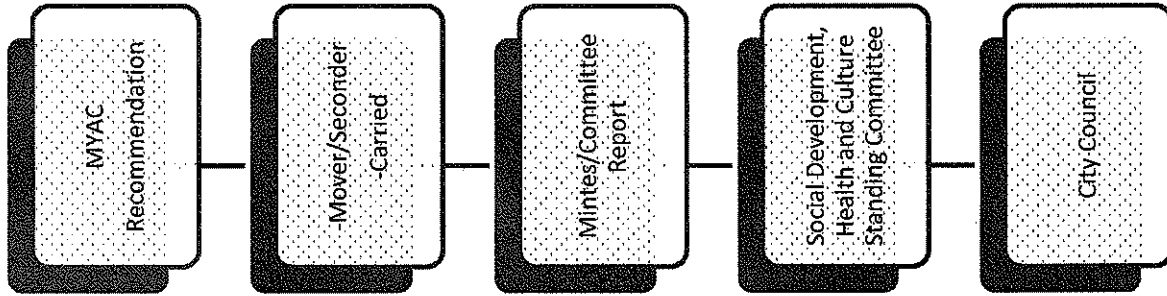
- Meetings shall generally be guided by the following:
- All decisions of MYAC shall be made by resolution approved by a majority vote of all members present.

- The Chair shall generally conduct the meeting in accordance with the City of Windsor Procedural By-law Number 98-2011, A By-Law to Provide Rules Governing the Proceedings of Windsor City Council Meetings and its Committees and the Conduct of its Members.

TO SUMMARIZE

- A motion moved, seconded and carried by the members is required on any Agenda items in order to move forward.
- Following the meeting of MYAC the minutes are prepared which are forwarded to the Social Development, Health and Culture Standing Committee and then on to City Council.

- If City Council approval is required for a motion, a Committee Report is prepared.



STRUCTURE/TERMS OF REFERENCE

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

Tips For Managing The Meeting

Patrick J. Donadio

IIMC News Digest

- **Do your homework** - Come prepared. Read the agenda and determine which items directly relate to you. For these items, do your homework and prepare any necessary materials, data or information you will need so you can discuss them. You may want to set up a folder for the meeting and drop in notes or items as you collect them.
- **Be on time** - This is one of the main causes for long meetings - not starting on time. By being on time you send a message that you are prepared. Coming early is also a good way to get connected with people and discuss any issues you may need input on before the meeting.

- **Choose the right seat** - Placement in meeting can influence your participation. Sitting in the back may make it easier for you to be distracted. Also don't always sit by the same person. Meetings are a great time to network and also build relations. The power seat is the seat directly across from the facilitator. Be sure not to sit across from anyone you anticipate a negative response to your proposed idea(s).
- **Stay on track** - Focus on the agenda item being discussed. Try to help the facilitator get the meeting back on track when others distract the meeting from the item being discussed.
- **Be an active listener** - Try to stay tuned in by being an active listener. One cause for meetings getting sidetracked is people not paying attention. When the discussion moves toward an area you have an interest, listen first to understand and when the person has finished talking add your insights.

- **Share your ideas** - When you have something to contribute, speak up. This may be the time to share the information you prepared. On the same note, don't monopolize the subject. Sometimes when someone is passionate about an issue they over do it.
- **Become a part of the solution not the problem** – When problems are being discussed, try to stay focused on the situation, issue or behaviour and not the person. Placing blame only makes people defensive and distracts from getting to the solution. Once the problem as been identified, help the facilitator keep the group focused on the future and what the group can do to solve this issue.

- **Try to stay optimistic** - Whenever the group begins to focus on what we can't do, help move them in the direction of what we can do. Focusing on "should haves," "could haves" or "can'ts" only wastes time and brings down morale.
- **Help of the facilitator** - Conducting effective meetings is a tough job. Ask the facilitator what you can do to help the meeting be more productive and stay on track. Always keep in mind that the facilitator is the leader and you should be careful not to cross the line.
- **Complete assignments as promised** - The meeting doesn't end with adjournment. Be sure to complete any task you agreed to on time. Then communicate back with the necessary individuals the results of your efforts. Be sure to give yourself a realistic deadline to complete the assignment. Complete it well enough in advance of the next meeting so you can communicate / your results to the facilitator for an update at the next meeting.

THE END

Draft Work Plan for Windsor Youth Leadership Awards

Youth Leadership Award event would be held Victoria Day- May 19, 2014

Background

In 2013, the budget was \$2500

Expenses totaled \$450.47

- Festival tents
- Staples
- Trophy boys
- Fast signs (winner banner)

4 recipients in 2012; 3 recipients in 2013

PROPOSED 2014 Action Items

Select MYAC members for Award Subcommittee

Feb/ March

- Create budget and work plan for event for approval
- Update MYAC website
- Revise nomination application to prepare for distribution and placement on website – requires approval by Mayor's office
- Draft cover letter for distribution to schools
- Decide on distribution list- list of schools/ organizations to be sent information/ application package; Send out applications/

April

- Determine selection criteria and selection committee (non MYAC members)
- Plan Logistics for event:
 - Coordinate with City staff organizing full schedule of events for City of Windsor Birthday (May 19, 2014)
 - Request to Mayor to make presentations
 - Arrange for booth/ tent rental
 - Arrange for trophies/locate Winner sign or order another one

Friday May 2 - Last day for submissions

Week of May 5th - Selection Committee meets to review applications

Week of May 12

- Promote event on website/ social media
- Contact winners; determine who is available to attend event
- Order printing on award (Trophy Boys)
- Ask recipients for bios

May 19- List of MYAC members who will be in attendance

- Schedule of MYAC members for MYAC booth
- Someone to take pictures at event
- Someone be prepared to speak about MYAC as part of ceremony

Before end of May

- Update website with pics of recipients, event, summary
- Submit invoices to finalize expenses