



**AGENDA**  
and Schedule "A"  
to the minutes of the meeting of the  
**MAYOR'S YOUTH ADVISORY COMMITTEE**  
held Monday, July 4, 2011  
Room 402, 400 City Hall Square East  
10:00 o'clock a.m.

1. **CALL TO ORDER**

2. **PRESENTATIONS**

2.1 **Workplace Violence and Harassment Presentation**

**Re: Respectful Workplace** - PowerPoint Presentation by Health and Safety Advisor from Human Resources (as per Ministry of Labour requirement June 15, 2010).

2.2 **ABC Governance Structure – Implementation by Council Services –**  
PowerPoint Presentation by the Committee Coordinator and Council Secretariat

3. **ELECTION OF CHAIRPERSON**

Please consider if you are interested in being nominated as the MYAC Chairperson. Elections will be scheduled for the next meeting of the Committee. This will permit time for all members to become familiar with the mandate of the Committee and the expectations of the position.

4. **DECLARATIONS OF CONFLICT**

5. **MINUTES**

Adoption of the minutes of the meeting held January 27, 2011 – **(attached)**.

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 Mayor's Youth Advisory Committee Mandate – **(attached)**.

6.2 Schedule Dates and Times of remaining 2011 Quarterly meetings – 2011 calendar – **(attached)**.

7. **BUSINESS ITEMS**

7.1 Update - Promotional Items

7.2 Update - Play, Live, Be....Tobacco-Free Campaign

7.3 Update - Youth Transit Ambassador Program

7.4 Motion is required to confirm and ratify the electronic poll that was supported by the Mayor's Youth Advisory Committee members on March 11, 2011: Michael Greige, Jonathon Liedtke, Jennifer Luu, Osman Raza forwarded aye votes – no nay votes received; re: Personnel by Elsie to be contracted for the upset limit of \$300 regarding the data analysis of the Tobacco-Free Campaign surveys conducted by the respective school boards – (attached).

7.5 Motion is required as an insufficient number of MYAC members responded to the electronic poll dated May 18, 2011 to all MYAC members to amend a previous motion for payment (January 27, 2011) to Allegra Marketing Print Mail for printed matter received for Youth Transit Ambassador Program and Transit Windsor initiatives regarding – (attached).

8. **FINANCIAL SUMMARY VARIANCE REPORT**

The Financial Summary Variance Report for the period ending May 31, 2011 – attached.

9. **DATE OF NEXT MEETING**

10. **ADJOURNMENT**



## MYAC Mandate

 Normal Version

### MYAC Scope

The Mayor's Youth Advisory Committee identifies and reports to the Mayor and Council issues that affect youth in the City of Windsor including:

- Communication strategies to inform youth of events across the city
- Placements and training opportunities to enhance skills and resumes of youth
- Exploration of issues like race, religion and youth culture
- Activities directed toward youth
- Establishment of a youth venue for various events
- Recognition of work done by youth in the community
- Launching of youth-centered activities and volunteering at various City-run events
- Other issues as identified by the Youth Advisory Committee

### Terms of Reference

- Prepare a work plan outlining the objectives of the Youth Advisory Committee and strategies for execution.
- Contact youth directly to obtain their views on issues relevant to their needs and possible suggestions how the City of Windsor may address the issues.
- Identify Best Practices models from various municipal Youth Advisory Committees and make recommendations to Council on an appropriate Youth Advisory Committee structure as an ongoing committee of Council.
- Conduct surveys with youth-specific questions to identify issues.
- Conduct consultative meetings with student councils from local school boards, youth action groups, teen health centres and other representative youth groups.
- Develop and maintain a youth web portal as a form of communicating youth issues to the advisory committee.
- Length of Term: The Advisory Committee is to report to the Mayor and Council on issues affecting youth no later than eight months from the date of formation. This committee will make recommendations about how council can assist with youth issues and at that time, make any request for the continuation of the Youth Advisory Committee.

### Council Services Department

350 City Hall Square West, Room 203  
Windsor, Ontario N9A 6S1  
Canada

6.1

Phone: For general information, call 311. For detailed inquiries, call (519) 255-6222 ext 6430

Fax: (519) 255-6868

Email: [svadori@city.windsor.on.ca](mailto:svadori@city.windsor.on.ca)

# July 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	+ MYAC Meeting 10:00 a.m. Room 402-400	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# August 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# September 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# October 2011

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

							1
2	3	4	5	6	7		8
9	10	11	12	13	14		15
16	17	18	19	20	21		22
23	24	25	26	27	28		29
30	31						

# November 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# December 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dear MYAC members:

The attached excerpt is from the MYAC meeting of January 27, 2011 (these minutes have been distributed for your consideration, but have not been adopted).

This excerpt is submitted for your consideration as the March 10, 2011 meeting has been cancelled due to lack of quorum.

**5.2 Update- Plan, Live, Be...Tobacco-Free Campaign**

*The Chairperson discusses the timeline, amends dates and seeks volunteers for assistance regarding presentation and tallying of survey results. The Committee generally discusses ideas which include the outsourcing of survey tallying, due to lack of volunteers.*

*O. Raza and J. Liedtke offer to attend on Saturday January 29, 2011 at College Avenue Community Centre, on behalf of MYAC.*

*O. Raza offers to contact the Windsor-Essex Catholic District School Board and Conseil scolaire de district du Centre Sud-Ouest to discuss the Plan, Live, Be...Tobacco-Free Campaign and involving students from their respective boards.*

Due to various reasons including the members busy schedules, several attempts to complete the surveys by Committee members, the time sensitive nature for results reporting and the need to complete this work, I am forwarding this motion on behalf of MYAC member Jonathon Liedtke for your consideration:

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

That Personnel by Elsie **BE CONTRACTED** to the upset amount of \$300 for data analysis of the Tobacco-Free Campaign surveys conducted by the respective schools in their respective boards, and one employee of Personnel by Elsie **BE REQUESTED** to complete a 2 full day analysis and obtain a systematic random sample by taking every 50<sup>th</sup> survey from every school, compiling results of individual schools using these results and compiling average results of the schools together and **BE REQUIRED** to submit a written report of their findings to the Committee.

Please advise me if you are **in favour** or **opposed** to the motion by MYAC member J. Liedtke.

The Committee can then confirm and ratify the decision at the next regular scheduled meeting of MYAC.

Your attention in this regard is very much appreciated.

Thanks again and have a great day!

Regards,

*Susan Vadori*  
Committee Coordinator (A)  
Council Services  
519 255-6222 ext. 6430  
svadori@city.windsor.on.ca

**Vadori, Susan**

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**From:** Vadori, Susan  
**Sent:** May 18, 2011 10:42 AM  
**To:** Baggio, Daniel; Bertram-Romero, Nora; Cendecki, Aleksandra; Greige, Michael; Liedtke, Jonathon; Luu, Jennifer; Raza, Osman; Vadori, Susan; Zheng, Tiger  
**Subject:** MYAC - payment to Allegra Marketing Print Mail

*Good morning MYAC members:*

At the MYAC meeting of January 27, 2011 the following excerpt and resolution was captured:

**“5.3 Update – Youth Transit Initiative**

The Committee is updated by O. Raza that Transit Windsor is inquiring as to how much money will be allocated from the MYAC budget for the Youth Transit Initiative this year, as it relates to the cost of the printing cost to advertise.

Moved by J. Liedtke, seconded by C. Dai

That the upset amount of \$200.00 **BE ALLOCATED** for printing costs associated with the printing needs to advertise the Youth Transit Ambassador Program and Transit Windsor initiative encouraging students to ride for a buck, during March Break 14-19, 2011.

Carried.”

\*\*\*\*\*

Due to various reasons including the members busy schedules, several attempts to complete the surveys by Committee members, the time sensitive nature for results reporting and the need to complete this work, I am forwarding this motion on behalf of MYAC member Jonathon Liedtke for your consideration:

**Since that time**, the related invoice was submitted for payment in the amount of \$228.75, which exceeds the upset limit of the original motion.

Therefore, the following motion is provided for your consideration:

Moved by O. Raza, seconded by \_\_\_\_\_

That the resolution passed on January 27, 2011 to permit \$200 payment for total printing costs associated with the Youth Transit Ambassador Program and Transit Windsor initiatives **BE AMENDED** to include a total payment of \$228.75 according invoice # 82043 which is to **BE PAID** to Allegra Marketing Print Mail at 1800 Huron Church Road Windsor.

Please advise me if you are in favour or opposed to the motion, ASAP.

The Committee can then confirm and ratify the decision at the next regular scheduled meeting of MYAC.

Your attention in this regard is very much appreciated.

Thanks again and have a great day!

CITY OF WINDSOR  
 FINANCIAL SUMMARY VARIANCE REPORT BY DEPT ID  
 FOR THE PERIOD ENDING May 31, 2011 (INCLUDING ADJUSTMENT PERIOD)  
 42% OF THE YEAR ELAPSED

REPORT ID: COWFISUM  
 EFFECTIVE DATE OF DEPT REPORTING TREE: 01-JUN-2011  
 EFFECTIVE DATE OF MAIN ACCOUNT TREE: 01-JUN-2011

BUSINESS UNIT: COW01  
 OPERATING FUNDS: 001, 020, 021, 023, 024, 027

Service Area: AGENCIES\_BOARDS\_COMM  
 Department: COMMITTEES\_OF\_COUNC  
 Division: COUNCIL\_COMMITTEES  
 Department ID: 0111752 Youth Advisory Committee

	ANNUAL BUDGET	CURRENT PERIOD COMMITMENTS	CURRENT PERIOD ACTUALS INCLUDING COMMITMENTS	YEAR TO DATE COMMITMENTS	YEAR TO DATE ACTUALS INCLUDING COMMITMENTS	YTD VARIANCE SURPLUS/ (DEFICIT)	PERCENT COMMITTED	PROJECTED YEAR-END VARIANCE SURPLUS/ (DEFICIT)	PROJECTED PERCENT COMMITTED
<b>REVENUES</b>									
7058 Transfer From Reserve Account	0	0	0	0	-5,407	5,407	0	12,977	0
<b>TOTAL REVENUE</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-5,407</u>	<u>5,407</u>	<u>0</u>	<u>12,977</u>	<u>0</u>
<b>EXPENSES</b>									
4295 Public Relations	5,300	0	0	0	0	5,300	0	5,300	0
<b>TOTAL EXPENSES</b>	<u>5,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,300</u>	<u>0</u>	<u>5,300</u>	<u>0</u>
<b>NET TOTALS</b>	<u>5,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-5,407</u>	<u>10,707</u>	<u>-102</u>	<u>18,277</u>	<u>-245</u>