

SV/
Windsor, Ontario July 4, 2011

A meeting of the **Mayor's Youth Advisory Committee** is held this day commencing at 10:00 o'clock a.m. in Room 402, 400 City Hall Square East, there being present the following members:

Jonathon Liedtke
Timothy Au-Yeung
Sarah Davidson
Tenyce Doan
Trevor Fairlie
Angus Kong
Tina Lei
Eileen Si-chen

Regrets received from:

Cecilia Dai
Scott Fenn

Also present are the following resource personnel:

Anna Ciacelli, Council Secretariat
Julie Ryckman, Supervisor of Health and Safety
Nora Romero, Community Development Officer, Mayor's Office
Susan Vadori, Committee Coordinator (A)

1. CALL TO ORDER

The Committee Coordinator calls the meeting to order at 10:03 o'clock a.m. The Coordinator introduces herself to the Committee. She welcomes all the Committee members and congratulates them on their recent appointment to the Mayor's Youth Advisory Committee. The Committee Coordinator introduces the members of Administration to MYAC and leads off a round table introduction. Immediately following the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. PRESENTATIONS

**2.1 Workplace Violence and Harassment Presentation
RE: Respectful Workplace**

J. Ryckman distributes the Workplace Harassment Policy, June 7, 2010; Workplace Harassment Procedure June 7, 2010; Workplace Violence Policy, June 7, 2010; Workplace Violence Procedure June 7, 2010, attached as Appendix "A".

J. Ryckman provides an informative power point presentation, entitled "*Respectful Workplace*", attached as Appendix "B".

The Committee Coordinator thanks J. Ryckman for the update and excellent information and an acknowledgement sheet is circulated and the committee member's signatures are requested on the sheet indicating their attendance at the presentation.

J. Ryckman leaves the meeting at 10:30 o'clock a.m.

2.2 ABC Governance Structure – Implementation by Council Services

The Committee Coordinator introduces A. Ciacelli, Council Secretariat to the Committee members. A combined power point presentation by A. Ciacelli and the Committee Coordinator is provided to the Committee, attached as Appendix "C". This Power Point presentation explains the implementation of the ABC Governance Review and the new Executive Committee Model with the 6 Standing Committees which were recently adopted by Windsor City Council. It highlights the integral component of the Mayor's Youth Advisory Committee within the Executive Model. The Mayor's Youth Advisory Committee reports to the Social Development, Health & Culture Standing Committee.

Upon completion of the presentation, the Committee Coordinator along with the Committee thanks A. Ciacelli for the assistance in providing the information and updates regarding the Executive Committee Model.

3. ELECTION OF CHAIRPERSON

The Committee Coordinator suggests to the Committee that at the next MYAC meeting, elections for the Chairperson will be an agenda item. Considering the new compliment of Committee members, by delaying the Chairperson Election process it would permit time for the members to become familiar with the mandate of the Committee and the expectations of the position. The Coordinator informs the Committee that J. Liedtke was a member of the previous MYAC Committee and was elected by that Committee to be the position of Co-Chairperson (*minutes of meeting held January 27, 2011*) and suggests for this meeting he could act as an interim Chair. Therefore, the Committee generally agrees to allow Jonathon Liedtke to act an interim Chairperson for the purposes of this meeting.

J. Liedtke assumes the position of interim Chairperson for the purposes of this meeting.

4. **DECLARATIONS OF CONFLICT**

None declared.

5. **MINUTES**

Moved by S. Davidson, seconded by T. Fairlie,
That the minutes of the Mayor's Youth Advisory Committee meeting held
January 27, 2011 **BE ADOPTED** as presented.
Carried.

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 **Mayor's Youth Advisory Committee Mandate**

The Committee generally agrees to study the existing mandate provided and be prepared to consider any suggestions at an upcoming MYAC Committee meeting.

6.2 **Scheduled Dates and Times of remaining 2011 Quarterly meetings**

The Committee considers their schedules and generally agrees on the next two MYAC Committee meeting dates to be scheduled for:

Tuesday September 27, 2011 @ 4:00 o'clock p.m. (room location to be determined); and

Tuesday November 22, 2011 @ 4:00 o'clock p.m. (room location to be determined).

7.0 **BUSINESS ITEMS**

7.1 **Update – Promotional Items**

No update is available regarding the allocation of MYAC funds for marketing materials (i.e. shirts, posters, design of logo).

7.2 **Update – Play, Live, BeTobacco-Free Campaign**

J. Liedtke provides background information to the new members and notes that the initiative encouraged tobacco free recreational fields across Ontario. The initiative was undertaken through a survey process distributed to the many high schools in the City

of Windsor. The results were received and tabulation by some of the former MYAC Committee members was performed in addition to Personnel by Elsie services being contracting in the amount of \$300.00 to assist in the data analysis process.

7.3 Update – Youth Transit Ambassador

T. Lei and T. Au-Yeung volunteer to represent the Mayor's Youth Advisory Committee at an upcoming Transit Windsor Strategic Plan meeting scheduled for August 2011.

Moved by S. Davidson, Seconded by E. Si-Chen,

That T. Lei and T. Au-Yeung **BE AUTHORIZED** to attend on behalf of the Mayor's Youth Advisory Committee at an upcoming Transit Windsor Strategic Plan meeting scheduled for August 2011.

Carried.

T. Lei and T. Au-Yeung update the Committee regarding Transit Windsor's implantation of a new fare box system. This new system provides for all riders (including students and seniors). The cost of a one way fare is \$2.50 per person. Tickets are available at Transit Windsor or at the Ink Refill Shop, located in Tecumseh Mall.

A brief discussion regarding the All-In-One University Pass is noted and when further details are available the Committee will be updated at that time.

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: 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.

Moved by S. Davidson, Seconded by T. Au-Yeung,

That the electronic poll that was conducted and passed on April 7, 2011; re Personnel by Elsie **BE CONTRACTED** to the upset amount of \$300 for data analysis of the Tobacco-Free Campaign surveys conducted by the 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 50th 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, attached as Appendix "D" **BE CONFIRMED** and **BE RATIFIED** by the Mayor's Youth Advisory Committee members.

Carried.

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.

Moved by T. Lei, Seconded by S. Davidson,

That the electronic poll that was conducted to MYAC Committee members on May 9, 2011 and due to insufficient number of MYAC members responding; re 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 to invoice #82043 which is to **BE PAID** to Allegra Marketing Print Mail at 1800 Huron Church Road, Windsor, attached as Appendix "E" **BE CONFIRMED** and **BE RATIFIED** by the Mayor's Youth Advisory Committee members.

Carried.

NEW BUSINESS ITEMS

The following items are generally discussed by the Committee as future ideas for MYAC involvement.

- T. Fairlee notes while studying at the Riverside Library, Library staff approached the group of students and inquired as to how the library could attract and maintain more student users at the facility.
 - Some preliminary suggestions include encouraging students to consider library use as a mode of "recreation".
 - Other City libraries have summer programs and sometimes groups meet at the libraries to conduct their meetings. The Teen Advisory Group (TAG) uses library facilities as a location to conduct their meetings.

Moved by S. Davidson, Seconded by E. Si-Chen,

That MYAC Committee members, S. Davidson and T. Fairlee **BE AUTHORIZED** to meet with the Windsor Public Library - Riverside Library staff to foster a relationship and assist in encouraging youth to greater use the Library facilities.

Carried.

ACTION: A request to invite a member of the Windsor Public Library staff to an upcoming MYAC meeting to discuss the issue and possible initiatives for better youth utilization of local Library facilities.

Welcome by Mayor

On behalf of Mayor E. Francis, Nora Romero Community Development Officer, Mayor's Office welcomes and congratulates the recently appointed members of the

Mayor's Youth Advisory Committee. Community Development Officer notes to the Committee that it is very important advisory Committee and the hard work, determination and team effort displayed while undertaking many of the successful initiatives is recognized and greatly appreciated.

N. Romero updates the Committee with the following:

- The month of April is designated as "Honouring Volunteers";
- The Annual Mayor's Walk conducted along the banks of the Detroit River on the Monday of Victoria Day weekend in May, is a very successful and well attended annual event.
- A great achievement was secured by the Mayor bringing the Children's Games 2013 to the City of Windsor. During that competition our City will be showcased, and many youth leaders and junior ambassadors will be required to assist in welcoming the world to Windsor.
- Many new relationships and the need to continue to building on the established partnerships play an important role in the activity of MYAC; such as the accomplishment of the reception by all 3 local school boards of this Committee.

8.0 Financial Summary Variance Report

The Financial Summary of Variance Report for the period ending May 31, 2011 is received for information

9. DATES OF REMAINING 2011 QUARTERLY MEETING SCHEDULED

- Tuesday September 27, 2011 @ 4:00 o'clock p.m. (room location to be determined);
- Tuesday November 22, 2011 @ 4:00 o'clock p.m. (room location to be determined).

10. ADJOURNMENT

There being no further business, the meeting is adjourned at 11:30 o'clock a.m.

(Interim) CHAIR

COMMITTEE COORDINATOR



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