



Welcome...  
 Congratulations on your 2010-2014  
 Committee Member Appointment to The  
 Mayor's Youth Advisory Committee

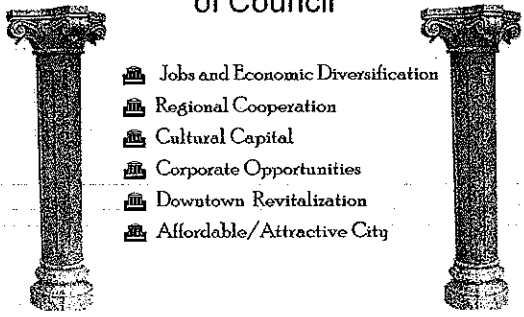








Mayor's Youth Advisory Committee

Making Sense of the Executive  
 Committee Model and moving  
 forward with MYAC



The Six Pillars for the Current Term  
 of Council




-  Jobs and Economic Diversification
-  Regional Cooperation
-  Cultural Capital
-  Corporate Opportunities
-  Downtown Revitalization
-  Affordable/Attractive City

Background

CR49/2011 was adopted by Council on January 31, 2011

- That the consultant's final report by KPMG, *ABC Governance Review*, regarding a restructuring of the City's Agencies, Boards, Commissions, and Committees of Council (ABC's) dated January 6, 2011,
- BE RECEIVED for information and further;
- That Council APPROVE a change in the governance *structure* of Agencies, Boards, Commissions, and Committees by establishing the following presented option: Option B (Consultant's recommended option) – Executive Committee Model as amended to reflect a (6) six Standing Committees Structure combining Internal Services and Public Engagement Standing Committee with the Executive Committee (as outlined in the consultant's report, Appendix "A");
- That Council APPROVE a change in governance *strategy*, governance *process*, governance *practices*, and governance *culture* for Agencies, Boards, Commissions, and Committees as outlined in the consultant's report, as Appendix "A", and





Background Continued

and further,

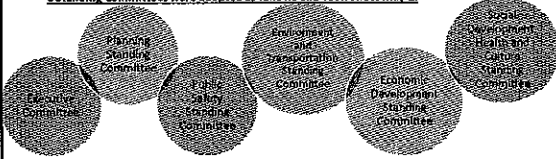
- That Council ADOPT the "City of Windsor Council Appointment Policy" as recommended by the consultant, in the consultant's report as Appendix "B" as amended, to allow for Council to make appointments at their discretion as opposed to limiting their choices to only eligible electors in the City of Windsor, and
- That the City Clerk BE DIRECTED to report back to City Council with an implementation plan based on Council direction regarding proposed changes to the governance structure, and that in addition 3 members at large BE ADDED to Planning Standing Committee.

What does this all mean?





Executive Committee Model  
 Structure

6 Standing Committees were adopted as follows and took effect May 2:



- With this new structure Council will meet twice a month and each standing committee will meet once a month.
- Advisory committees will report through their respective Standing Committees to Council.
- Boards and Commissions will continue to report as per their founding legislation, but they will provide information updates through their respective standing committees.




### Social Development, Health & Culture Standing Committee

**5 Council members sit on this committee**

The principal advisor would be the Community Development and Health Commissioner.

**Who reports directly to this standing committee?**

- Senior's Advisory Committee
- Community Public Art Committee
- Diversity Committee
- Mayor's Youth Advisory Committee
- Accessibility Advisory Committee
- Poverty Reduction Roundtable
- Huron Lodge Committee of Management
- Housing Advisory Committee



### Social Development, Health & Culture Standing Committee

**Mandate:**


The responsibilities of the Social Development, Health & Culture Standing Committee shall be to study and report to Council on all matters relating to the following:

Community Services (recreation)	Cultural Matters	Social Services
Low Income and Social Housing	Poverty Roundtable	Long Term Care Services




### Social Development, Health & Culture Standing Committee Members

The following five Council members have been recommended to sit on the Social Development, Health & Culture Standing Committee, with the Mayor as ex-officio:



Councillor Sleiman




Councillor Maghnieh

Councillor Jones

Councillor Hatfield


Councillor Halberstadt



### Mayor's Youth Advisory Committee

**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



### Mayor's 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



### Mayor's Youth Advisory Committee

**Terms of Reference - Continued**

- 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



### Role of the Advisory Committees

- To provide public input to Council members on emerging issues
- Consider issues and to provide advice. They are not to deliver services or perform any operation function
- Report to their respective Standing Committee
- Meet quarterly (if more meetings are required Clerk's office will ensure support is provided)



### Role of Administration

#### Coordinator Service

- The City Clerk (or designates appointed by the City Clerk) functions as the secretary of most Committees, providing secretarial service and a degree of administrative support. Administrative support includes notification of meetings, official correspondence and mailings.
- The individual seconded to the Committee is not under the direction of the Committee, but is available as a resource to provide for an official record of decisions of the Committee and to ensure that these decisions are communicated to City Council where appropriate. The Coordinator is appointed to record the decisions of the Committee and not to provide a verbatim transcript of the meetings.



### Role of the Chair

- The Chair ensures that the committee and its members act in accordance with Council policy, procedures and directions.
- The Chair presides over the meeting to ensure that proceedings are conducted in an appropriate and orderly manner.
- The Chair should not propose a motion him/herself.



### Code of Conduct

#### All members shall:

- Respect the authority of the Chair
- Follow the procedural "rules of order" as guided by the Chair and The City Clerk's designate
- Practise common courtesy in dealing with each other
- Refrain from talking while another member has the floor
- Refrain from irrelevant remarks, repetition, lengthy discussion and objectionable language
- Not monopolize the discussion



### Ground Rules

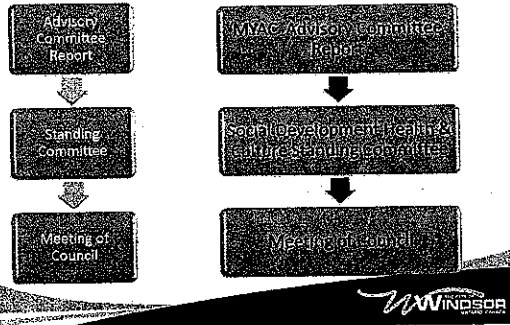
- One speaker at a time, and focus on issue being discussed.
- No correspondence to be distributed at meeting, only items on the circulated agenda will be discussed.
- Meetings will have a maximum time limit of 2 hours.
- Please notify Council Services if you will be unable to attend the meeting.



### Executive Committee Model and MYAC

	1	2	3	4	5	6	7	8
Community Development								
Community Services								
Community Services								
Community Services								

### How Reports flow through the Executive Committee Model



### Notification and Media Coverage

- All agendas and minutes will be posted to the website
- Media will be notified of all meetings (Advisory and Standing Committee)



# Thank you

*Office of the City Clerk  
Council Services*

