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 MVAC

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
CR#6/2011 was adopted by Council on January 31, 2011
- That the consultant's final report by FYTAG, ARC Governance Review, regarding a restructuring of the City's Agencies, Boards, Commissions, and Committees of Council (ABCs) 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 B) CStanding Committee Structure containing 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 structure, governance process, governance reporting, and governance oversight for Agencies, Boards, Commissions, and Committees as outlined in the consultant's report, Appendix "A";

Background Continued
and further,
- That Council ADOPT the "City of Windsor Council Appointment Policy" as recommended by the consultant, in the consultant's report on 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
A standing committee structure is in place to facilitate decision making.

- 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.

APPENDIX "C"
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
- Planning 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 Mahniieh
Councillor Jones
Councillor Hatfield
Councillor Haberstadt

Mayor’s Youth Advisory Committee

MYAC Scope:
The Mayor’s Youth Advisory Committee (MYAC) is dedicated to the youth of the City of Windsor. The MYAC will:
- Facilitate strategies to inform youth of events and opportunities
- Plan and host community events
- Assist youth in developing social skills
- Establish a youth voice in various community events
- Focus on youth involvement in the community
- Assist in youth awareness and education on various issues
- Activities related to youth

Mayor’s Youth Advisory Committee

Terms of Reference:
- Prepare a vision outlining the objectives of the Youth Advisory Committee and strategies for execution
- Ensure a personalized strategy to address all social issues relevant to our youth
- Plan and present strategies on the City of Windsor to address the issues
- Identify best practices models from various municipalities and youth Advisory Committees
- Provide recommendations to Council on an appropriate structure for the Youth Advisory Committee
- Establish effective youth voice and professional and non-professional community involvement

Mayor’s Youth Advisory Committee

Terms of Reference - Continuation:
- Consult with students, educators, local school boards, youth advisory groups, and other community-based youth groups
- Youth Advisory Committee members will form a Youth Advisory Committee structure as an arm of the Standing Committee
- Communicate with youth-specific groups to identify issues

Mayor’s Youth Advisory Committee

Terms of Reference - Continuation:
- Meet with stakeholders about the Youth Advisory Committee
- Youth Advisory Committee members shall be fully informed of the ongoing activities and developments
- Full-time, part-time, or volunteer support the Youth Advisory Committee

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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 meeting.

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 designee
- Practise common courtesy in dealing with each other
- 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
How Reports flow through the Executive Committee Model
- Advisory Committee
- Standing Committee
- Meeting Agenda
- Approved Agenda
- Meeting Minutes
- Approved Minutes

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
Correction Services