

# MAYOR'S YOUTH ADVISORY COMMITTEE

## CITY OF WINDSOR

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### TERMS OF REFERENCE

UPDATED: JULY 2008

This committee shall be known as the Mayor's Youth Advisory Committee, hereinafter referred to as MYAC.

### PURPOSE

- i. 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.
- ii. 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.
- iii. To address, create discussion and/or make recommendations on 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.

**MEMBERSHIP**

A member of MYAC is defined as an individual appointed by the Striking Committee of City Council.

The voting membership shall consist of a cross-section of youth between the ages of fourteen (14) and twenty-four (24) including:

- Two (2) Co-Chairs
- Eight (8) General Members

Resource personnel shall include:

- Mayor of the City of Windsor or Designated Official
- Committee Coordinator
- Others as required

**LENGTH OF TERM**

The Striking Committee appoints members for a period of two (2) years. Members may re-apply when their term expires and may be re-appointed to a maximum of four (4) years by the Striking Committee.

**VACANCY**

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

**SCHEDULED MEETINGS**

The committee shall meet monthly. The committee may meet more frequently at the call of the co-chairs.

**ABSENTEEISM**

Members of the MYAC shall notify the Committee Coordinator prior to a meeting when the member will be absent.

Any member who is absent from three (3) consecutive meetings or a majority of meetings without a valid reason will be contacted by the Committee Coordinator to determine if that member is still interested in sitting on the committee.

**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.

### **ACCOUNTIBILITY**

On an annual basis, every member of the committee shall submit a report of their individual accomplishments to the Manager of Council Services in order for the Clerk to provide a “report card” to City Council regarding whether MYAC’s mandate is to be continued for a further term of Council pursuant to the Procedure By-law Number 420-2001, Appendix B - c) iv.

### **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 monthly 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 Co-Chairs 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 MEETING**

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 Co-Chairs shall generally conduct the meeting in accordance with the City of Windsor Procedural By-law Number 420-2001, *A By-Law Providing Rules Governing the Proceedings of the Council of the City of Windsor and the Conduct of its Members*.

### **STRUCTURE/TERMS OF REFERENCE**

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