

Minutes of the **Youth Advisory Council** held on **January 17, 2018** in the **Culver City Room** at 5:00 P.M. with the following attendance:

<b>PRESENT:</b>	Member, Chair	D. Graham
	Member, Vice-Chair	G. Forster
	Member	B. Kester
	Member	C. Jochem
	Member	D. Sander
	Member <i>(departed 6:27 PM)</i>	D. St. Jean
	Member	S. Siever
	Lethbridge College Students Association Representative	C. Frizzley
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
	City Councillor <i>(departed 6:27 PM)</i>	B.A. Crowson
	Director, City Manager's Office <i>(departed 5:29 PM)</i>	J. Meli
	Community Engagement Strategist <i>(departed 5:48 PM)</i>	K. Iwassa
<b>ABSENT:</b>	Member	C. Devoy
	Member	L. Charissage
	University of Lethbridge Students Union Representative	V. Schindler

---

**1. Welcome**

**2. Approval of Minutes**

**D. ST. JEAN/ G. FORSTER**

*THAT the minutes of December 19, 2018 be approved.*

----- CARRIED

**3. Approval of Agenda**

**D. ST. JEAN/ S. SIEVER**

*THAT the agenda be approved.*

----- CARRIED

**4. Agenda Item**

**4.1. Review of City Council Agenda/Minutes**

J. Meli, Director, City Manager's Office, provided a review of the Community Issues Committee meeting of January 14, 2019, as well as the January 21, 2019 City Council agenda.

B.A. Crowson, City Councillor, provided background information on several agenda items from each of the meetings.

.....

**4.2. Strategic Plan Focus Areas Update**

--None--

---

**5. Unfinished Business**

--None--

---

**6. New Business**

**6.1. Karen Iwassa, Community Engagement Strategist re: Youth Forum**

K. Iwassa, Community Engagement Strategist, provided an overview of the work that the Youth Forum Sub-Committee has undertaken to this point. She reviewed the ideas and timelines that had been discussed. This created a baseline of understanding for all members of next steps moving forward. K. Iwassa invited YAC members to discuss their thoughts on involvement with this initiative, and how to further develop YAC’s involvement.

Moving forward, it was agreed upon by the Youth Forum Sub-Committee, YAC, and K. Iwassa, that YAC will pursue involvement in the March 12, 2019 engagement event, and that an engagement site on the Get Involved Lethbridge page would be of benefit.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>Youth Forum Sub-Committee to continue to meet and prepare for the March 12, 2019 engagement event</i></li> <li>• <i>R. Westerson to administer the YAC Get Involved Page.</i></li> <li>• <i>YAC members to develop a schedule for attendance at the March 12 event. (approx. 3pm – 7pm)</i></li> </ul>
----------------	--

.....

**6.2. Grace Forster, Vice-Chair, Youth Advisory Council and Dorothy Graham, Chair, Youth Advisory Council re: Draft Presentation to City Council**

G. Forster, Vice-Chair, Youth Advisory Council, provided a review of the draft presentation to City Council. Several suggestions to the content/orientation were made, but overall the presentation was well received.

It was noted that specific things that should be addressed at the Council presentation include:

- Any specific asks of City Council;
- It would be great to fill the room with as many Youth as possible – showing support for youth issues, ideas and concerns.
- Provide Council with physical copies of any documents YAC may wish to promote (Youth Services Directory, Youthful Cities Index report).

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>G. Forster to make the requisite edits to the presentation.</i></li> <li>• <i>At the February 7, 2019 meeting, determine a date to present to City Council.</i></li> </ul>
----------------	--

.....

**6.3. Community Events Participation Strategy Sub-Committee Update**

Members of the Sub-Committee presented several ideas for items that will assist in the promotion of YAC, as well as the execution and delivery of their Mission and Strategic Plan.

The following motions were made:

**D. ST.JEAN/ G. FORSTER**

*THAT the Youth Advisory Council allocate up to \$550.00 for the purchase of a Button Maker and related supplies for use at community events, including, but not limited to the March 12, 2019 engagement event at City Hall.*

----- CARRIED

**G. FORSTER/S. SIEVER**

*THAT the Youth Advisory Council allocate \$25.00 for the purposes of booking a booth at the I Stand Against event hosted by the Lethbridge Boys and Girls Club.*

----- CARRIED

**G. FORSTER/S. SIEVER**

*THAT the Youth Advisory Council allocate up to \$400.00 for the purchase of a promotional tablecloth for use at community events.*

----- CARRIED

**S.SIEVER/ B. KESTER**

*THAT the Youth Advisory Council allocated \$200.00 to print off additional copies of the Youth Services Directory in the Business Card sized format.*

----- CARRIED

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>D. Graham to contact R. Westerson with the appropriate quote and order forms for the button maker.</i></li><li>• <i>S. Siever to have an invoice from the Lethbridge Boys and Girls Club forwarded to R. Westerson for the \$25.00 fee.</i></li><li>• <i>G. Forster to speak with local retailers regarding the promotional tablecloth.</i></li><li>• <i>R. Westerson to facilitate the printing of additional Youth Services Directories in the Business Card Size Format.</i></li></ul>
----------------	--

.....

**6.4. On-Boarding/Off-Boarding Sub-Committee Update**

G. Forster, Vice-Chair, Youth Advisory Council, and D. Graham, Chair, Youth Advisory Council, provided an update on the discussions/activities of the sub-committee.

An on-boarding presentation was provided to the three new members, as well as an overview of their member binder.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li><i>R. Westerson to distribute the On-Boarding questionnaire to the three new members, to complete and return before the February 7, 2019 meeting.</i></li> </ul>
----------------	---

.....

**6.5. Grace Forster, Vice Chair, Youth Advisory Council and Ryan Westerson, Legislative Services Assistant re: Terms of Reference Annual Review**

G. Forster, Vice-Chair, Youth Advisory Council, presented the proposed changes to the Youth Advisory Council Terms of Reference. These changes were meant to clarify the potential that YAC has for creating and structuring Sub-Committees. Further, changes also allowed for YAC to draw upon interested and qualified individuals from the community to participate on a sub-committee.

The following motion was presented:

**D. GRAHAM/ G. FORSTER**

*THAT the proposed changes to the Youth Advisory Council Terms of Reference be recommended to City Council for approval.*

----- CARRIED

<b>ACTION:</b>	<ul style="list-style-type: none"> <li><i>R. Westerson work with G. Forster in completing a Council Committee Submission.</i></li> </ul>
----------------	--

.....

**6.6. Appointment of Chair and Vice-Chair**

In accordance with the Terms of Reference, the Youth Advisory Council hosted an election for the positions of Chair and Vice-Chair.

R. Westerson, Legislative Services Assistant, assumed the Chair for the purposes of hosting the nominations and election.

R. Westerson called three times for nominations for the position of Chair of the Youth Advisory Council. The following nominations were received and accepted:

- Grace Forster
- Chris Jochem

A vote for the position of Chair was conducted via secret ballot. The result was the naming of Grace Forster as the Chair of the Youth Advisory Council for the period of January 17, 2019 – December 31, 2019.

R. Westerson called three times for nominations to the position of Vice-Chair of the Youth Advisory Council. The following nominations were received and accepted:

- Sinead Siever
- Dorothy Graham
- Chris Jochem

A vote for the position of Vice-Chair was conducted via secret ballot. The result was the naming of Sinead Siever as the Vice-Chair of the Youth Advisory Council for the period of January 17, 2019 – December 31, 2019.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>R. Westerson to update applicable info.</i></li> </ul>
----------------	--

## 7. Review of Action Items

Youth Forum:

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>Youth Forum Sub-Committee to continue to meet and prepare for the March 12, 2019 engagement event</i></li> <li>• <i>R. Westerson to administer the YAC Get Involved Page.</i></li> <li>• <i>YAC members to develop a schedule for attendance at the March 12 event. (approx. 3pm – 7pm)</i></li> </ul>
----------------	--

.....

Presentation to City Council:

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>G. Forster to make the requisite edits to the presentation.</i></li> <li>• <i>At the February 7, 2019 meeting, determine a date to present to City Council.</i></li> </ul>
----------------	--

.....

Community Events Participation Sub-Committee

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>D. Graham to contact R. Westerson with the appropriate quote and order forms for the button maker.</i></li> <li>• <i>S. Siever to have an invoice from the Lethbridge Boys and Girls Club forwarded to R. Westerson for the \$25.00 fee.</i></li> <li>• <i>G. Forster to speak with local retailers regarding the promotional tablecloth.</i></li> <li>• <i>R. Westerson to facilitate the printing of additional Youth Services Directories in the Business Card Size Format.</i></li> </ul>
----------------	---

.....

On-Boarding/Off-Boarding

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>R. Westerson to distribute the On-Boarding questionnaire to the three new members, to complete and return before the February 7, 2019 meeting.</i></li></ul>
----------------	---

.....

Chair/Vice-Chair

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>R. Westerson to update applicable info.</i></li></ul>
----------------	--

---

**8. Roundtable**

R. Westerson identified that there were still outstanding responses regarding his email and parking. It was requested that all Members reply as soon as possible.

.

---

**9. Next Meetings**

Thursday, February 7, 2019	5:00 P.M. – 7:00 P.M.	Meeting Room 003
Thursday, March 21, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, April 18, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, May 16, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room

---

**10. Adjournment**

Meeting adjourned at 7:03 P.M.