

Minutes of the **Youth Advisory Council** held on **December 19, 2018** in the **Culver City Room** at 5:00 P.M. with the following attendance:

PRESENT:	Member, Chair (<i>arrived 5:39 pm</i>)	D. Graham
	Member, Vice-Chair	G. Forster
	Member	C. Harbin
	Member	D. Armah
	Member	D. St. Jean
	Member	L. Charissage
	Member	S. Siever
OTHERS:	Legislative Services Assistant	R. Westerson
ABSENT:	Member	A. Sander
	Member	C. Devoy
	University of Lethbridge Students Union Representative	V. Schindler
	Lethbridge College Students Association Representative	C. Frizzley

1. Welcome

2. Approval of Minutes

D. ST.JEAN

THAT the minutes of November 15, 2018 be approved.

----- **CARRIED**

3. Approval of Agenda

S. SIEVER

THAT the agenda be approved.

----- **CARRIED**

4. Agenda Item

4.1. Review of City Council Agenda/Minutes

R. Westerson, Legislative services Assistant, provided a synopsis of the December 10, 2018 meeting of City Council, as well as an overview of the 2019-2022 Operating Budget deliberations.

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4.2. Strategic Plan Focus Areas Update

G. Forster, Vice-Chair, Youth Advisory Council, reviewed the Strategic Plan tasks with all members.

5. Unfinished Business

None.

6. New Business

6.1. Ryan Westerson, Legislative Services Assistant and Dorothy Graham, Chair, Youth Advisory Council, re: Update City Council on Strategic Plan Progress and 2018 Activities

R. Westerson, Legislative Services Assistant, advised the committee that their Terms of Reference indicate an annual presentation to City Council is to be made. The committee discussed this, and determined that a presentation should be readied for February 2019.

D. Graham, G. Forster, and L. Charissage, agreed to work on a draft presentation for the January 17, 2019 meeting. Some items to be highlighted in the presentation include

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- Letters of Recommendation to City Council on:
 - Council Strategic Plan;
 - Civic Common Master Plan; and
 - 2019-2022 Operating Budget
- Initiation of 2019 Canadian Youthful Cities Index participation for City of Lethbridge;
- Clear On-Boarding/Off-Boarding Processes;
- New Youth Services Directory;
- Increased Engagement;
- Initiation of Youth Forum.

ACTION:	<ul style="list-style-type: none">• <i>G. Forster, D. Graham, and L. Charissage, to present a Draft City Council presentation at the January 17, 2019 meeting.</i>
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6.2. Community Events Participation Strategy Sub-Committee Update

Members of the sub-committee outlined that they have created a timeline for 2019 with various community events and activities that they believe the committee should have a presence at. This list will be finalized, considering input from the committee as a whole, at the January 17, 2019 meeting. Some events included:

- I Stand Against;
- Canada Day;
- Dragon Boat Festival;
- Family Day.

Additional comments indicated that the committee is interested in pursuing the purchase of some branded items to be used for engagement at these community events. A list of potential items, their costs and order details will be brought back to the January 17, 2019 meeting. Some items included:

- A tablecloth;
- Candy;
- Mobile Device screen cleaners.

ACTION:	<ul style="list-style-type: none"> • <i>D. Graham, D. St. Jean, G. Forster and S. Siever to complete their suggested timeline and present it at the January 17, 2019 meeting for formal approval.</i> • <i>G. Forster and D. Graham to return to the January 17, 2019 meeting with a list of potential branded engagement items for approval.</i>
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6.3. On-Boarding/Off-Boarding Sub-Committee Update

G. Forster, Vice-Chair, Youth Advisory Council, presented the draft Introductory PowerPoint. The committee provided feedback and edits. Edits to be completed by G. Forster, with the final PowerPoint being forwarded to R. Westerson, Legislative Services Assistant, for use at the January 17, 2019 meeting.

D. Graham, Chair, Youth Advisory Council, presented the On-Boarding Process and Questionnaire. This was discussed and reviewed with the committee. The committee approved this, and indicated it should be included into the binders that new members will receive at their first meeting.

D. St. Jean, Youth Advisory Council, presented the Off-Boarding Process and Questionnaire. The committee discussed this, and approved its format. It was agreed that this would be provided to members at their last meeting, so they can complete it and submit it to the Chair. Current members off-boarding, (C. Harbin and D. Armah) will complete this via email, and send to R. Westerson, Legislative Services Assistant.

Each Sub-Committee member will return to the January 17, 2019 meeting with a one-pager on when and how their questionnaire/presentation will be utilized.

ACTION:	<ul style="list-style-type: none"> • <i>G. Forster to edit PowerPoint as per recommendations, then forward to R. Westerson for the January 17, 2019 meeting.</i> • <i>D. Graham, D. St. Jean, and G. Forster to complete the Process one-pager for the January 17, 2019 meeting.</i>
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6.4. R. Westerson, Legislative Services Assistant re: Terms of Reference Annual Review

R. Westerson, Legislative Services Assistant, advised the committee that their Terms of Reference indicate an annual review is to be conducted. Members were asked if there were any areas that required attention.

Members asked if a section could be written into their Terms of Reference under Section 4d) regarding Sub Committees. Currently there is no content their and the committee is looking for a few lines describing the process/rules for calling sub-committees together.

G. Forster and R. Westerson will draft up some suggestions and return to the January 17, 2019 meeting.

ACTION:	<ul style="list-style-type: none"> • <i>G. Forster and R. Westerson to draft up some suggestions regarding Sub-Committees section in the Terms of Reference for the January 17, 2019 meeting.</i>
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7. Review of Action Items

Update City Council:

ACTION:	<ul style="list-style-type: none"> • <i>G. Forster, D. Graham, and L. Charissage, to present a Draft City Council presentation at the January 17, 2019 meeting.</i>
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Community Events Participation Strategy Sub-Committee:

ACTION:	<ul style="list-style-type: none"> • <i>D. Graham, D. St. Jean, G. Forster and S. Siever to complete their suggested timeline and present it at the January 17, 2019 meeting for formal approval.</i> • <i>G. Forster and D. Graham to return to the January 17, 2019 meeting with a list of potential branded engagement items for approval.</i>
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On-Boarding/Off-Boarding Sub-Committee:

ACTION:	<ul style="list-style-type: none"> • <i>G. Forster to edit PowerPoint as per recommendations, then forward to R. Westerson for the January 17, 2019 meeting.</i> • <i>D. Graham, D. St. Jean, and G. Forster to complete the Process one-pager for the January 17, 2019 meeting.</i>
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Terms of Reference Annual Review:

ACTION:	<ul style="list-style-type: none"> • <i>G. Forster and R. Westerson to draft up some suggestions regarding Sub-Committees section in the Terms of Reference for the January 17, 2019 meeting.</i>
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8. Roundtable

D. Graham, G. Forster and D. Armah, shared the work that they have undertaken in connecting with members of City Administration regarding a Youth Forum. They discussed the use of an engagement website, participation in various open houses and coordinating questions with the 2019 Youthful Cities Index to develop a comprehensive understanding of Youth needs/issues to be presented to City Council in late 2019.

D. Armah advised that he will participate with the Sub-Committee as required throughout 2019 as an external stakeholder.

9. Next Meetings

Thursday, January 17, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
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 6:49 P.M.