

Minutes of the **Youth Advisory Council** held on **November 15, 2018** in the **Culver City Room** at 5:00 P.M. with the following attendance:

PRESENT:	Member, Chair <i>(arrived 5:10 pm)</i>	D. Graham
	Member, Vice-Chair	G. Forster
	Member	D. St. Jean
	Member	L. Charissage
	Member	S. Siever
	Lethbridge College Students Association Representative	C. Frizzley
OTHERS:	Legislative Services Assistant	R. Westerson
	Director, City Manager's Office <i>(departed 6:00 pm)</i>	J. Meli
ABSENT:	Member	A. Sander
	Member	C. Devoy
	Member	C. Harbin
	Member	D. Armah
	University of Lethbridge Students Union Representative	V. Schindler

1. Welcome

2. Approval of Minutes

L. CHARISSAGE

THAT the minutes of October 18, 2018 be approved.

----- CARRIED

3. Approval of Agenda

G. FORSTER

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 an updated on the process for the Operating Budget Deliberations November 19 – 24, 2018 through Finance Committee.

J. Meli also provided an overview of the City Council Meeting minutes from November 13, 2018.

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4.2. Strategic Plan Focus Areas Update

D. Graham, Chair, Youth Advisory Council, provided an update regarding the Youth Debate/Forum. G. Forster volunteered to coordinate some discussion regarding format and topics, and return to the January 17, 2018 meeting with a proposal.

5. Unfinished Business

None.

6. New Business

6.1. Dorothy Graham, Chair, Youth Advisory Council, re: City of Lethbridge Operating Budget 2019 – 2022

D. Graham, Chair, Youth Advisory Council and G. Forster, Vice-Chair, Youth Advisory Council, provided an overview of the letter submitted to City Council regarding the 2019-2022 Operating Budget Deliberations. The letter highlighted five of the key areas that the Youth Advisory Council reviewed. Additionally, YAC made recommendations on several initiatives such as:

- N – 51 – Free Library Memberships;
- N – 52 - City Link 1;
- N – 53 - City Link 2 (Phase 1); and
- N – 54 - West Lethbridge Realignment.

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6.2. Dorothy Graham, Chair, Youth Advisory Council re: Social Media Engagement

D. Graham, Chair, Youth Advisory Council, provided an update on Social Media Engagement. The current level of engagement has dropped since the last meeting, due to less posts being created.

Moving forward, it was discussed attempting weekly posts communicating out the activities of YAC.

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6.3. Community Events Participation Strategy Sub-Committee Update

The Sub-Committee will return to the December 20, 2018 meeting with an update.

ACTION:	<ul style="list-style-type: none"> • <i>Provide update on Community Events Participation Strategy at December 20, 2018 meeting.</i>
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6.4. On-Boarding/Off-Boarding Sub-Committee Update

A detailed discussion occurred with regards to on-boarding/off-boarding. Considering that three members will be off-boarded in December, and three new members will be on-boarded in January, the following structure for these processes was proposed:

On-Boarding	Off-Boarding
<ul style="list-style-type: none"> • Questionnaire <ul style="list-style-type: none"> • What Do You Want to Achieve? • What are your Strengths? • What are your interests? • What is your Youth Background? 	<ul style="list-style-type: none"> • Questionnaire <ul style="list-style-type: none"> • Did you achieve what you set out to achieve? • What are your accomplishments while involved with YAC? • What are some areas of improvement for YAC? • What would you foresee YAC doing in 3, 5, 10 years?
<ul style="list-style-type: none"> • Introductions 	<ul style="list-style-type: none"> • Return of Binder
<ul style="list-style-type: none"> • On-Boarding Binder 	
<ul style="list-style-type: none"> • Introductory PowerPoint 	

The following members of YAC volunteered to spearhead the following for readiness at the December 20, 2018 meeting:

- G. Forster – Introductory PowerPoint and Process
- D. Graham – On-Boarding Process and Questionnaire
- D. St. Jean – Off-Boarding Process and Questionnaire

These members will develop a process one-pager that will outline the use of their respective portion of the On-Boarding/Off-Boarding Process.

ACTION:	<ul style="list-style-type: none"> • <i>G. Forster to complete a one-page process regarding Introductory PowerPoint and the same PowerPoint for the December 20, 2018 Meeting</i> • <i>D. Graham to complete a one-page process regarding On-Boarding and the On-Boarding Questionnaire for the December 20, 2018 meeting.</i> • <i>D. St. Jean to complete a one-page process regarding Off-Boarding and the Off-Boarding Questionnaire for the December 20, 2018 meeting.</i>
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6.5. R. Westerson, Legislative Services Assistant re: Civic Common Master Plan Feedback

R. Westerson, Legislative Services Assistant provided an update received from the Civic Common Master Plan Committee. YAC was thanked for their input. All of YAC's input were considered and included into the Master Plan.

7. Review of Action Items

Community Events Participation Strategy Sub-Committee:

ACTION:	<ul style="list-style-type: none">• <i>Provide update on Community Events Participation Strategy at December 20, 2018 meeting.</i>
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On-Boarding/Off-Boarding Sub-Committee:

ACTION:	<ul style="list-style-type: none">• <i>G. Forster to complete a one-page process regarding Introductory PowerPoint and the same PowerPoint for the December 20, 2018 Meeting</i>• <i>D. Graham to complete a one-page process regarding On-Boarding and the On-Boarding Questionnaire for the December 20, 2018 meeting.</i>• <i>D. St. Jean to complete a one-page process regarding Off-Boarding and the Off-Boarding Questionnaire for the December 20, 2018 meeting.</i>
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8. Roundtable

R. Westerson, Legislative Services Assistant, previewed a Webpage that was created for the Youth Advisory Council. I can be located at: <https://www.lethbridge.ca/City-Government/Boards-Commissions-Committees/Pages/Youth-Advisory-Council.aspx> . R. Westerson will advise the committee if there is a Short URL that can be developed for this site, and promotional work. Contents of the site are meant to publicize the work of YAC, and aide in the brand development that YAC has identified as part of the Strategic Plan.

9. Next Meetings

Thursday, December 20, 2018

5:00 P.M. – 7:00 P.M.

Culver City Room

10. Adjournment

Meeting adjourned at 6:58 P.M.