

Minutes of the **Youth Advisory Council** held on **January 18, 2018** in the **Culver City Room** at 5:00 P.M. with the following attendance:

<b>PRESENT:</b>	Member, Chair	D. St. Jean
	Member	A. Sander
	Member	C. Devoy
	Member	C. Harbin
	Member	D. Armah
	Member	D. Graham
	Member	G. Forster
	Member	L. Charissage
	Member	S. Siever
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
	City Clerk	A. Neufeld
	Director of City Manager's Office	J. Meli
	City Councillor	R. Miyashiro
	City Councillor	B. Crowson
<b>ABSENT:</b>	University of Lethbridge Students Union Representative	C. Peta

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**1. Welcome**

**2. Approval of Minutes**

**L. CHARISSAGE**

THAT the minutes of December 14, 2017 be approved.

----- CARRIED

**3. Approval of Agenda**

D. St. Jean, Chair, proposed the following amendment to the agenda:

- Item 6.1 move to item 9.0.

**C. DEVOY**

THAT the agenda as amended be approved.

----- CARRIED

**4. Agenda Item**

**4.1. Strategic Plan Focus Areas Update**

Members provided updates on their specific initiatives.

L. Charissage indicated that the book list is almost complete. He will recirculate to YAC one last time to capture the input of new members. Once complete, the list will be designed into a pamphlet for distribution as both a hard and digital document. Contact will be made with Paige at the Public Library about hosting this at their facility as well as on YAC website and social media.

<b>ACTION:</b>	<b><i>L. Charissage to recirculate book list for input and contact Paige at Lethbridge Public Library.</i></b>
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C. Devoy discussed hosting a Health Blog on the YAC website (once in operation) to showcase information about physical and mental health to the community. General discussion was also held about potentially engaging with Recreation & Culture Staff who may be in attendance at the Alberta Recreation and Parks Association Youth Development through Recreation Services Symposium.

<b>ACTION:</b>	<b><i>C. Devoy to meet with J. Meli to discuss getting the YAC website operational to host a blog.</i></b> <b><i>C. Devoy to connect with R. Westerson about potential YAC engagement with Recreation &amp; Culture Staff.</i></b>
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General discussion was held with regards to the new on-boarding binders. Consensus was that these were a great starting point for all members of YAC, and something to be used and updated on an ongoing basis. A question arose about having a Meeting Procedure document enclosed. R. Westerson indicated that it will be forwarded via email for members to put into their binders. D. St. Jean indicated his interest in working with Staff to create an off-boarding process for members who either age-out or resign from YAC.

<b>ACTION:</b>	<b><i>R. Westerson to forward Meeting Procedure document to YAC.</i></b> <b><i>D. St. Jean to contact R. Westerson to discuss off-boarding process.</i></b>
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Discussion arose about use of YAC Social Media and best practices. J. Meli indicated potential for staff from Corporate Communications to provide some tips and tricks to successful Social Media use, especially with multiple platforms. C. Harbin volunteered to monitor the YAC Twitter account. Discussion also covered using all Social Media platforms to poll youth in the community for their suggestions for topics to discuss. Councillor R. Miyashiro asked if YAC had ever considered utilizing LinkedIn as an alternative Social Media account to reach out to different groups/individuals. It was determined that a LinkedIn page should be created.

<b>ACTION:</b>	<b><i>J. Meli to discuss with her staff about Social Media Tips and Tricks for YAC.</i></b> <b><i>R. Westerson to forward Twitter login information to C. Harbin.</i></b> <b><i>C. Devoy to create a YAC LinkedIn account.</i></b>
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## **5. Business Arising Out Of The Minutes**

No business was arising out of the minutes.

**6. New Business**

**6.1. Council Presentation Feedback: Derek St. Jean, Chair of Youth Advisory Council, Dorothy Graham, Member of Youth Advisory Council, and Darren Armah, Member of Youth Advisory Council.**

D. St. Jean, D. Graham and D. Armah reported the following:

The presentation to City Council on Monday January 8, 2018 was successful. The proposed edits to the Terms of Reference were unanimously approved. The new four year strategic plan was also presented to City Council, showcasing the efforts of YAC in creating long term plan for engagement on youth issues and topics in the community.

City Councillors provided feedback and requests to YAC about presenting the youth opinion on issues at City Council meetings in the coming months.

**6.2. The Duke of Edinburgh’s Award: Ryan Westerson, Legislative Services Assistant.**

YAC was presented with the question about hosting a presentation from staff at The Duke of Edinburgh’s Award.

This award is available to all 14-24 year olds and is the world’s leading youth achievement award. The award is a personal challenge and not a competition; pushing young people to their personal limits and recognizing their achievements.

The award is broken into three levels with four sections: Service, Skills, Physical Recreation and Adventurous Journey. The Gold Level also requires the completion of a Residential Project.

YAC reviewed the proposed dates for presentation, and determined that the May 17, 2018 meeting of YAC should include this presentation.

<b>ACTION:</b>	<b><i>R. Westerson to contact The Duke of Edinburgh’s International Award regarding presenting to YAC at the May 17, 2018 meeting.</i></b>
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**6.3. Bell Let’s Talk Day: Ryan Westerson, Legislative Services Assistant.**

R.Westerson presented the following information:

Wednesday January 31<sup>st</sup>, 2018 is Bell Let’s Talk Day. This initiative focuses on raising awareness about mental health in all of society. It focuses on four pillars: Anti-stigma, Care & Access, Research and Workplace Health. Bell donates 5 cents for every applicable text, call, tweet, social media video view and use of their Facebook frame or Snapchat filter.

As YAC is working on a Health Initiative that includes education and awareness about mental health, Bell Let’s Talk Day is a great initiative for YAC to support. Members discussed how to utilize all available YAC social media to support this initiative. Social Media members will work together to achieve this.

<b>ACTION:</b>	<b><i>C. Harbin, C. Devoy, D. St. Jean, and D. Graham to coordinate posts on various social media, and including links to appropriate local resources. Also to include articles and information relevant to youth mental health awareness. All to be ready for January 31, 2018.</i></b>
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The following motion was presented:

**C. HARBIN/D.GRAHAM**

THAT the Youth Advisory Council strike a Social Media Subcommittee.

----- **CARRIED**

The Social Media Subcommittee will have the following membership:

- D. Graham
- C. Harbin
- D. St. Jean
- C. Devoy

C. Devoy will meet with J. Meli to review Social Media best practices and website operations.

<b>ACTION:</b>	<b><i>C. Devoy to report back to YAC and Social-Media Subcommittee with information about website and best practices.</i></b>
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**7. Review of Action Items**

**8. Roundtable**

General conversation about YAC participation at the 'I Stand Against' event on February 21, 2018. YAC has a long history of supporting this event, which focuses on standing against bullying in our community. This year's theme is focused on Mental Stigmas. Participation would involve members of YAC volunteering their time to attend the event and hosting an information booth with an interactive portion. Time commitment would be approx.. 2.5 hours. S. Siever indicated she will contact the project coordinator for 'I Stand Against' and get YAC committed. An Ad Hoc Subcommittee of YAC will plan, arrange and participate in this event. Ad Hoc Subcommittee members:

- D. St. Jean
- S. Siever
- D. Graham
- D. Armah.

<b>ACTION:</b>	<b><i>Ad Hoc Subcommittee to meet and set plan for participation in I Stand Against Event. S. Siever to contact Project Coordinator to commit YAC to event.</i></b>
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Councillor R. Miyashiro discussed City Council's Strategic Planning Process and the development of a new plan for the new term of Council. Requested that YAC review the current Strategic Plan document determine overarching themes/ideas that YAC would like to see City Council focus on for the next four years. YAC would be encouraged to submit these via written submission to Council in advance of the February 21, 22, 23 City Council planning workshop.

<b>ACTION:</b>	<b><i>R. Westerson to forward current City Council Strategic Plan to YAC for review.</i></b>
	<b><i>YAC to develop ideas into input for the February 15, 2018 YAC meeting.</i></b>

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### **9. Appointment of Chair and Vice-Chair**

D. Graham was appointed Chair of the Youth Advisory Council, by acclamation, for the term January 18, 2018 – January 17, 2019.

An election for Vice-Chair was required. The following candidates put their names forward:

- C. Devoy
- C. Harbin
- G. Forster

G. Forster was elected Vice-Chair of the Youth Advisory Council, for the term January 18, 2018 – January 17, 2019.

### **10. Next Meetings**

Thursday, February 15, 2018                      5:00 P.M. – 7:00 P.M.                      Culver City Room

### **11. Adjournment**

#### **C. HARBIN**

THAT we do now adjourn this meeting at 7:12 P.M.

----- **CARRIED**

Minutes of the **Youth Advisory Council** held on **March 15, 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	A. Sander
	Member	C. Devoy
	Member	C. Harbin
	Member	D. Armah
	Member	D. St. Jean
	Member	L. Charissage
	Member	S. Siever
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
	City Councillor	B. Crowson
<b>ABSENT:</b>	University of Lethbridge Students Union Representative	C. Peta

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**1. Welcome**

**2. Approval of Minutes**

**C. HARBIN**

THAT the minutes of February 15, 2018 be approved.

----- **CARRIED**

**3. Approval of Agenda**

G. Forster, Member, proposed the following amendment to the agenda:

- Addition of Item 6.4 – Civic Master Plan Update

**D. ARMAH**

THAT the agenda as amended be approved.

----- **CARRIED**

**4. Agenda Item**

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

R. Westerson, Legislative Services Assistant, provided a review of the Community Issues Committee agenda for Monday, April 23, 2018.

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**4.2. Strategic Plan Focus Areas Update**

A. Sander will assist C. Devoy with the YAC Health Initiative.

**5. Unfinished Business**

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**6. New Business**

**6.1. Youth Services Directory Sub-Committee: Grace Forster, Sinead Siever, Members of Youth Advisory Council and Dorothy Graham, Chair, Youth Advisory Council.**

The Sub-Committee will be meeting and preparing a draft document for presentation at the May 17, 2018 meeting of the Youth Advisory Council.

<b>ACTION:</b>	<b><i>G. Forster, S. Siever, and D. Graham to meet and prepare draft document for the May 17, 2018 meeting. R. Westerson will contact Fort Macleod with an update.</i></b>
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**6.2. On-Boarding/Off-Boarding Sub-Committee: Cole Harbin, Darren Armah and Derek St. Jean, Members of Youth Advisory Council.**

The Sub-Committee determined some actions for On-Boarding and Off-Boarding process for the Youth Advisory Council.

For On-Boarding, the creation of the New Member Orientation Binder has been helpful, as has the welcoming email/phone call from the Chair. The Sub-Committee advised that adding an additional meeting at the end of the year/start of the year that is outside of the current meeting rotation may be used as a welcoming/orientation meeting.

For Off-Boarding, the Sub-Committee outlined a few processes that could be added.

- A specific item on a YAC agenda regarding that retiring member;
- The creation of a working document that outlines past YAC membership and contact info;
- Mentorship opportunities with past YAC members;
- An official letter from City Council thanking YAC members for their service;
- An official letter from the YAC Chair thanking YAC members for their service.

Conversation was held about creating a mix and mingle reception/meeting where past YAC members and current/new YAC members could discuss issues.

The Sub-Committee will return to the next meeting with outlined processes and their recommendations.

<b>ACTION:</b>	<b><i>On-Boarding/Off-Boarding Sub-Committee to return to the May 17, 2018 meeting with recommendations for these processes. R. Westerson to inquire about past membership listings.</i></b>
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**6.3. Social Media Content/Promotion: Dorothy Graham, Chair, Youth Advisory Council.**

D. Graham, Chair, discussed increasing the awareness of YAC through the use of the available Social Media platforms (Facebook, Twitter, Instagram and LinkedIn, as well as Gmail). By using these mediums to post conversations, polls, questions, and links, YAC can create an increased

dialogue in the community on issues, while generating feedback and data. It was noted that City Council will be hosting a Community Information Session in the coming months on Cannabis, and YAC could use social media to develop a position/presentation.

<b>ACTION:</b>	<b><i>All YAC members will come to the May 17, 2018 meeting with 2-3 different ideas for Social Media posts on the following:</i></b> <ul style="list-style-type: none"><li><i>• Issues in the community;</i></li><li><i>• Questions for the community;</i></li><li><i>• Important news and facts in the community.</i></li></ul>
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#### **6.4. Civic Precinct Master Plan Update: B. A. Crowson, City Councillor.**

B.A. Crowson discussed the work being done on the Civic Precinct Master Plan. YAC members were encouraged to explore the City website and participate in the Online Survey.

The next public forum on the Civic Precinct will be May 30 and 31.

<b>ACTION:</b>	<b><i>YAC members to review the Civic Precinct Master Plan website, and come back to the May 17, 2018 meeting with their comments and ideas.</i></b>
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#### **7. Review of Action Items**

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#### **8. Roundtable**

General conversation was held about YAC participation over the summer months in several different festivals and community events to generate awareness of YAC. These include:

- Pride Parade;
- Dragon Boat Festival;
- Love & Records;
- Canada Day.

The following motion was presented:

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

THAT the Youth Advisory Council strike a Community Events Sub-Committee with the following membership:

- D. Graham
- D. St. Jean
- G. Forster
- S. Siever

----- **CARRIED**



<b>ACTION:</b>	<b><i>The Community Events Sub-Committee will report back to YAC at the May 17, 2018 meeting with a strategy for participation in community events and festivals over the summer months.</i></b>
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D. St. Jean discussed his participation in the Lethbridge Public Library engagement session held on April 17, 2018.

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**9. Next Meetings**

Thursday, May 17, 2018

5:00 P.M. – 7:00 P.M.

Culver City Room

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**10. Adjournment**

Meeting adjourned at 6:53 P.M.

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

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|-----------------|--|---------------|
| <b>PRESENT:</b> | Member, Chair  | D. Graham     |
|                 | Member, Vice-Chair                                     | G. Forster    |
|                 | Member   | A. Sander     |
|                 | Member   | D. Armah      |
|                 | Member   | D. St. Jean   |
|                 | Member   | L. Charissage |
|                 | Member   | S. Siever     |
| <b>OTHERS:</b>  | Legislative Services Assistant                         | R. Westerson  |
|                 | Director, City Manager's Office                        | J. Meli       |
| <b>ABSENT:</b>  | University of Lethbridge Students Union Representative | V. Schindler  |
|                 | Member   | C. Devoy      |
|                 | Member   | C. Harbin     |

**1. Welcome**

**2. Approval of Minutes**

**D. ST.JEAN**

THAT the minutes of April 19, 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 of the City Manager's Office, provided a review of the City Council meeting of Monday, May 14, 2018.

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**4.2. Strategic Plan Focus Areas Update**

L. Charissage has completed the book listing with Paige at the Library. The document has also now been uploaded to the Library's website for public viewing. L. Charissage will email the link to all of YAC to view.

D. Armah and D. Graham have completed a draft plan for a public debate on municipal youth issues. Next steps involve contacting all local school divisions and youth organizations to make

them aware. The tentative idea is to host this in early 2019. A venue will be selected shortly, but hosting at City Hall is a preference.

**5. Unfinished Business**

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**6. New Business**

**6.1. Presentation - The Duke of Edinburgh’s Award: Graham McKelvie, Program Officer, The Duke of Edinburgh’s International Award – Canada.**

Graham McKelvie provided a presentation to YAC about what the award is, and how youth can become involved with it. Of note, Mr. McKelvie identified that all youth who apply are really ‘getting an award for being themselves’. It was explained that the award is meant to support youth in becoming active members of their community through four categories (optional fifth): Community Service, Physical recreation, Skill Development and Adventures Journey (optional fifth – Gold Project). Mr. McKelvie indicated any youth interested in applying can contact him or apply online.

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**6.2. Youth Services Directory Draft: Grace Forster, Sinead Siever, Members of Youth Advisory Council, and Dorothy Graham, Chair of Youth Advisory Council.**

The sub-Committee presented a draft document to YAC. The document was developed into a tri-fold pamphlet with the idea of breaking the 7 – 8 areas out into business card style handouts by topic. It was noted that due to increasing amounts of services in the community, there is more information available and the previous format was not as desirable as the pamphlet.

Printing was discussed. It was noted that a quantity of each type should be printed to allow a even distribution throughout the city as a youth resource.

The following motion was presented:

**L. CHARISSAGE:**

‘THAT the Youth Advisory Council allocate \$1,000.00 +GST from their budget to the lowest bidder for the printing of an even amount of: The Youth Services Directory Tri-Fold Pamphlet and the additional business card style handouts’.

----- **CARRIED**

<b>ACTION:</b>	<i>D. Graham to forward the completed documents to R. Westerson as soon as completed. R. Westerson to get quotes for printing of this document in the approved styles.</i>
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**6.3. On-Boarding/Off-Boarding Sub-Committee: Darren Armah and Derek St. Jean, Members of Youth Advisory Council.**

A draft process was presented. It was noted that it may be useful to have biographies and pictures of current members developed and applied to the On-Boarding Binders as well as for presentations and documents. R. Westerson identified the current process for any Board, Committee or Commission with leaving members involves a letter issued by the Office of the City Clerk on behalf of City Council thanking that volunteer for their service.

It was recommended that testimonials collected from past members could be used as part of the committee recruitment process and on social Media.

R. Westerson, Legislative Services Assistant, will contact the Boards, Committees and Commissions support staff and discuss the availability of a listing of names of previous members.

<b>ACTION:</b>	<b><i>R. Westerson to inquire about past membership listings, with a report back to YAC by Thursday, May 24, 2018.</i></b>
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**6.4. Social Media Content/Promotion: Dorothy Graham, Chair, Youth Advisory Council.**

Item has been postponed until the September 20, 2018 meeting.

<b>ACTION:</b>	<b><i>All YAC members will come to the September 20, 2018 meeting with 2-3 different ideas for Social Media posts on the following:</i></b> <ul style="list-style-type: none"><li><b><i>• Issues in the community;</i></b></li><li><b><i>• Questions for the community;</i></b></li><li><b><i>• Important news and facts in the community.</i></b></li></ul>
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**6.5. Civic Precinct Master Plan Update, YAC Position: Dorothy Graham, Chair, Youth Advisory Council.**

YAC discussed what they envision as the long-term vision for the Civic Precinct. This included ideas that the area needed to be: walkable, event focused, a part of the revitalization of downtown, and be a 'pie-chart' representation of Lethbridge. With this information, YAC wants to develop a letter with recommendations, to be submitted to the Committee working on the Civic Precinct Master Plan. Additionally, YAC members will attend the next public forum on the Civic Precinct on May 30 and 31.

<b>ACTION:</b>	<b><i>D. Graham to draft a letter with YAC's recommendations to be submitted to the Civic Precinct Master Plan Committee by Thursday May, 24, 2018.</i></b>
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**6.6. Community Events Participation Strategy: Dorothy Graham, Chair, Youth Advisor Council, and Grace Forster, Sinead Siever, Members of Youth Advisory Council.**

The Sub-Committee determined that due to time constraints, a strategy would not be developed prior to any summer 2018 activities. Instead, they would develop the strategy over the summer for all activities moving forward, as well as include a proposal for the requisition of some YAC swag materials.

<b>ACTION:</b>	<b><i>The Community Events Sub-Committee will return to the September 20, 2018 meeting with a draft strategy, as well as an inventory of potential swag items.</i></b>
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**7. Review of Action Items**

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**8. Roundtable**

J. Meli, Director of the City Manager’s Office, provided background on the upcoming Community Issues Committee meeting on Cannabis legalization. This event has been set for May 28, 2018 from 6:00 P.M. – 9:00 P.M. in Council Chambers.

Youth Advisory Council members expressed interest in attending, as well as posing questions to the experts on hand. From this experience, and from Social Media polls, YAC will explore the opportunity and need to provide a position to City Council.

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <b><i>YAC members to attend the May 28 Community Issues Committee meeting on Cannabis legalization.</i></b></li><li>• <b><i>Individual members will submit questions to the panel through the City’s website in advance of May 22, 2018.</i></b></li><li>• <b><i>Social Media polls will be issued from YAC Social Media to gain some feedback from youth on this topic.</i></b></li><li>• <b><i>YAC will explore the need to issue a letter/position and presentation on Cannabis legalization and youth to City Council.</i></b></li></ul>
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D. St. Jean discussed his participation with the Lethbridge Developmental Assets group, and presented YAC with a gift from the group. R. Westerson, Legislative Services Assistant, will hold onto these gifts over the summer months.

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**9. Next Meetings**

Thursday, September 20, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room
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**10. Adjournment**

Meeting adjourned at 7:02 P.M.

Minutes of the **Youth Advisory Council** held on **August 9, 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 (Departed 6:05 PM)	A. Sander
	Member (arrived 5:30 PM)	D. Armah
	Member	D. St. Jean
	Member	L. Charissage
	Member (Departed 6:15 PM)	S. Siever
	University of Lethbridge Students Union Representative	V. Schindler
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
	Director, City Manager's Office	J. Meli
	University Student's Union President	L. Bryan
<b>ABSENT:</b>	Member	C. Devoy
	Member	C. Harbin

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**1. Welcome**

**2. Approval of Minutes**

**D. ST.JEAN**

THAT the minutes of May 17, 2018 be approved.

----- CARRIED

**3. Approval of Agenda**

**L. CHARISSAGE**

THAT the agenda be approved.

----- CARRIED

**4. Agenda Item**

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

J. Meli, Director of the City Manager's Office, provided a review of the City Council meeting of Tuesday, August 7, 2018.

It was discussed that if the Committee was interested in getting involved with the newly established Ad Hoc Committee regarding the Community Drug Crisis, that YAC should get in touch with the youth in Lethbridge to discuss the issue.

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**4.2. Strategic Plan Focus Areas Update**

None Provided

## 5. Unfinished Business

R. Westerson, Legislative Services Assistant, advised the Committee that the Youth Services Directories had been printed, and are awaiting pick up. He advised he will pick up and bring to the August 23, 2018 meeting.

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## 6. New Business

### 6.1. City of Lethbridge Operating Budget 2019 – 2022: Jody Meli, Director City Manager's Office

J. Meli, Director of City Manager's Office, provided a review of the different budgeting practices employed by the City of Lethbridge. J. Meli reviewed the funding model for the Operating Budget, and the ways in which City Council can impact the overall Operating Budget.

YAC members were provided with copies of the 2019-2022 Operating Budget Process Overview Presentation from March 2018, as well as the community engagement strategy, and the property tax comparison sheet from the current Operating Budget.

Members of YAC agreed to utilize email to decide which sections of the Operating Budget each will review prior to the August 23, 2018 meeting. Members highlighted the need to research and thoroughly assess the impact any changes on the Operating Budget will have.

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>YAC Members to email each other to determine which area of the Operating Budget they will review.</i></li><li>• <i>YAC Members to return to the August 23, 2018 meeting with research and analysis of their specific area of the Operating Budget.</i></li></ul>
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### 6.2. Social Media Engagement: Dorothy Graham, Chair, Youth Advisory Council

D. Graham, Chair, Youth Advisory Council, discussed the current status of YAC's Social Media. It was discussed that at every meeting, YAC members will provide insight into some topics for posts. Additionally, if Members find information between meetings that should be posted, then it should be forwarded to D. Graham to put onto the YAC Facebook, C. Devoy to put on the YAC Instagram and D. Forster onto the YAC Twitter.

A notice of a vote at the August 23, 2018 meeting for allocating funds to sponsored YAC ads for the rest of the year was provided.

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>YAC Members to forward Social Media ideas where required.</i></li><li>• <i>August 23, 2018 a vote to allocate funds for promoted Social Media posts</i></li></ul>
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**6.3. 2019 Youthful Cities Canadian Index: Dorothy Graham, Chair, Youth Advisory Council**

D. Graham, Chari, youth Advisory Council, presented the Youthful Cities Canadian Index, noting the different Canadian municipalities that are engaged with it, and how the different metrics can be used to measure and advertise a communities 'Youthfulness'.

Members discussed the value for Lethbridge to be included on this index. The Committee would like to gain a deeper understanding of the programs benefits from both Calgary and Edmonton prior to engaging with the program. .

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>D. Graham to connect G. Forster with the Youthful Cities Group.</i></li> <li>• <i>G. Forster to collect information about the program and the experiences of Calgary and Edmonton, reporting back by September 20, 2018 meeting.</i></li> </ul>
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**7. Review of Action Items**

R. Westerson, Legislative Services Assistant, to connect V. Schindler, University of Lethbridge Student's Union representative, with a YAC On-Boarding Binder/Package for the August 28, 2018 meeting.

R. Westerson, Legislative Services Assistant, to contact D. St. Jean regarding the Off-Boarding Process discussed at the May 17, 2018 meeting, discuss information pertaining to past members.

**8. Roundtable**

**9. Next Meetings**

Thursday, August 23, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, September 20, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, October 18, 2018	5:00 P.M. – 7:00 P.M.	Meeting Room 003
Thursday, November 15, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, December 20, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room

**10. Adjournment**

Meeting adjourned at 6:58 P.M.



Minutes of the **Youth Advisory Council** held on **August 23, 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 (Departed 5:35 PM)	A. Sander
	Member	D. St. Jean
	Member	L. Charissage
	University of Lethbridge Students Union Representative	L. Bryan
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
	Director, City Manager's Office	J. Meli
<b>ABSENT:</b>	Member	C. Devoy
	Member	C. Harbin
	Member	D. Armah
	Member	S. Siever

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**1. Welcome**

**2. Approval of Minutes**

**L. CHARRISAGE**

THAT the minutes of August 9, 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 of the City Manager's Office, provided a review of the City Council meeting of Monday, August 20, 2018.

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**4.2. Strategic Plan Focus Areas Update**

None Provided

**5. Unfinished Business**

None.

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**6. New Business**

**6.1. City of Lethbridge Operating Budget 2019 – 2022: Jody Meli, Director City Manager’s Office**

Members identified five primary focus areas and 7 secondary focus areas for their Operating Budget recommendations. The focus is on the service levels of each heading, and whether an increase, decrease or status quo approach is most desirable by youth.

**Primary Focus Areas:**

1. Lethbridge Public Library – L. Charissage
2. Transit, Accessible Transit, School Buses – L. Bryan
3. Recreation & Culture – D. Graham
4. Community & Social Development – D. St. Jean
5. Family & Community Support Services – G. Forster

**Secondary Focus Areas**

1. Galt Museum – L. Charissage
2. Helen Schuler Nature Centre – D. Graham
3. Japanese Gardens
4. Transportation (Streets & Roads)
5. Parking – L. Bryan
6. Parks Management – G. Forster
7. Downtown Revitalization – D. St. Jean

The member’s names beside each focus area identifies their area of research and writing. Each member will return with one paragraph about each of their assigned areas to the September 20, 2018 meeting. These paragraphs will form part of the discussion with Lethbridge’s Youth. From this, a letter will be developed to be submitted to City Council.

The two areas with no names will be assigned at the next meeting.

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <b><i>Each member to write a paragraph about the service levels in each focus area they volunteered for, and identify its relationship to youth.</i></b></li><li>• <b><i>YAC to combine all paragraphs and submit via Social Media to Lethbridge’s Youth for feedback.</i></b></li></ul>
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**6.2. Social Media Engagement: Dorothy Graham, Chair, Youth Advisory Council**

D. Graham, Chair, Youth Advisory Council, discussed the importance of having a healthy social media presence, especially as representatives of the community’s youth. Discussion ensued over different topics to do social media posts on, as well as which topics would be promoted through a paid boosted post.

YAC Social Media posts will share different events, services, organizations, stories that are of a general interest, appeal to youth.

Boosted ads will be ones in which YAC's mission and purposes stands to be promoted and assisted. This includes events, stories and posts that aide in delivering a connection between YAC and City Council for the advancement of youth issues in the community.

The following motion was presented:

**D. ST. JEAN**

THAT the Youth Advisory Council allocate \$10.00, \$20.00 and \$20.00 respectively to the following boosted Social Media Posts:

- Promoting the changes in Transit routes and usage;
- The Operating Budget Open House during the week of October 22-26; and
- The new Youth Services Directory.

----- CARRIED

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>D. Graham to forward the wording for these ads to R. Westerson.</i></li> <li>• <i>R. Westerson to work with Members of Corporate Communications to get these ads created and paid for.</i></li> </ul>
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**7. Review of Action Items**

**8. Roundtable**

G. Forster discussed the importance of getting involved with the Youthful Cities Index for 2019. The in depth package costs \$6,000.00, but is only \$5,000.00 if committed to before September 15, 2018. Overall commitment is due by October 31, 2018.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>R. Westerson to forward all information about the Youthful Cities index to J. Meli ASAP.</i></li> <li>• <i>J. Meli to investigate a onetime allocation for YAC to be involved.</i></li> </ul>
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D. St. Jean discussed his participation in the latest Lethbridge Asset Builders meeting.

D. Graham identified a desire to get all of YAC together at the September 20, 2018 meeting for a group photo in front of City Hall.

**9. Next Meetings**

Thursday, September 20, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, October 18, 2018	5:00 P.M. – 7:00 P.M.	Meeting Room 003
Thursday, November 15, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, December 20, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room

## **10. Adjournment**

Meeting adjourned at 6:48 P.M.

Minutes of the **Youth Advisory Council** held on **September 20, 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	C. Devoy
	Member	C. Harbin
	Member <i>(arrived at 5:20 pm)</i>	D. Armah
	Member	D. St. Jean
	Member	L. Charissage
	Member <i>(departed at 6:15 pm)</i>	S. Siever
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
	Mayor <i>(departed at 5:30 pm)</i>	C.A. Spearman
	Councillor	B.A. Crowson
<b>ABSENT:</b>	Member	A. Sander
	University of Lethbridge Students Union Representative	V. Schindler

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**1. Welcome**

**2. Approval of Minutes**

**D. ST. JEAN**

THAT the minutes of August 23, 2018 be approved.

----- CARRIED

**3. Approval of Agenda**

**C. HARBIN**

THAT the agenda be approved.

----- CARRIED

**4. Agenda Item**

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

C.A. Spearman, Mayor, provided an overview of the City Council minutes from Monday, September 17, 2018.

B.A. Crowson, Councillor, provided a review of the Community Issues Committee and Finance Committee meeting agendas for Monday, September 24, 2018.

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**4.2. Strategic Plan Focus Areas Update**

D. St. Jean advised that work is currently underway to create a database of all previous and current members of YAC.

R. Westerson, Legislative Services Assistant, discussed moving forward with utilization of the YAC budget to achieve Strategic Plan focus areas.

## 5. Unfinished Business

None.

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## 6. New Business

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

Members presented the single paragraphs regarding each of their assigned research areas, as well as their analysis from a youth perspective on the impacts of the current service level in that field.

It was discussed that in order to get these developed into Social media posts, all Members should complete their paragraph summary and analysis of their assigned area and submit to D. Graham , Chair, Youth Advisory Council, in a social media ready format as soon as possible. D. Graham will then post these to social media to create engagement with the youth of Lethbridge. These will also be used to advertise the budget open house on October 23, 2018.

The unassigned topics: Japanese Gardens, and Transportation, will be completed by C. Devoy and D. Graham respectively.

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>All YAC members to forward their paragraphs and analysis in a social media ready form to D. Graham as soon as possible.</i></li><li>• <i>C. Devoy to complete analysis for Japanese Gardens</i></li><li>• <i>D. Graham to complete analysis for Transportation</i></li><li>• <i>D. Graham to connect with V. Schindler re: Transit</i></li><li>• <i>D. Graham to coordinate posting of topics to social media</i></li></ul>
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### 6.2. Dorothy Graham, Chair, Youth Advisory Council re: Social Media Engagement

D. Graham, Chair, Youth Advisory Council, discussed the importance of having a healthy social media presence, especially as representatives of the community's youth. Discussion ensued over different topics to do social media posts on, as well as which topics would be promoted through a paid boosted post.

YAC Social Media posts will share different events, services, organizations, stories that are of a general interest, appeal to youth.

Boosted ads will be ones in which YAC's mission and purposes stands to be promoted and assisted. This includes events, stories and posts that aide in delivering a connection between YAC and City Council for the advancement of youth issues in the community.

Boosted ads discussed at the August 23, 2018 meeting will be launched the week of September 24, 2018.

In support of the ad with regards to the October Operating budget Open House, the following motion was presented:

**D. ST. JEAN**

THAT the Youth Advisory Council allocate \$20.00 to a boosted ad regarding the City of Lethbridge's Online Budget Tool at [www.lethbridge.ca](http://www.lethbridge.ca) for the 2019-2022 Operating Budget.

----- CARRIED

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>D. Graham to forward the content for this ad to R. Westerson.</i></li><li>• <i>R. Westerson to get the ads scheduled for launch.</i></li></ul>
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**6.3. R. Westerson, Legislative Services Assistant, re: Canadian Youthful Cities 2019 Index**

R. Westerson, Legislative Services Assistant, updated YAC on the receipt and allocation of funding for this initiative. This funding will be utilized to register the City of Lethbridge into the in-Depth package.

R. Westerson advised that a conference call has been set for the beginning of October to discuss next steps. An update will return to the October 18, 2018 meeting.

**7. Review of Action Items**

Regarding the 2019-2022 Operating Budget

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>All YAC members to forward their paragraphs and analysis in a social media ready form to D. Graham as soon as possible.</i></li><li>• <i>C. Devoy to complete analysis for Japanese Gardens</i></li><li>• <i>D. Graham to complete analysis for Transportation</i></li><li>• <i>D. Graham to connect with V. Schindler re: Transit</i></li><li>• <i>D. Graham to coordinate posting of topics to social media</i></li></ul>
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Regarding Social Media Engagement

<b>ACTION:</b>	<ul style="list-style-type: none"><li>• <i>D. Graham to forward the content for this ad to R. Westerson.</i></li><li>• <i>R. Westerson to get the ads scheduled for launch.</i></li></ul>
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## 8. Roundtable

R. Westerson, Legislative Services Assistant, identified that the annual recruitment program for City Council's Boards, Commissions & Committees is about to get underway. Members were asked to identify if they are going to continue on with YAC.

B.A. Crowson, Councillor, advised YAC that a Play Charter is anticipated at the October 15, 2018 meeting of City Council. She encouraged YAC to attend this meeting, and to investigate involvement.

If all members are present at the October 18, 2018 meeting, a group photo will be taken.

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## 9. Next Meetings

Thursday, October 18, 2018	5:00 P.M. – 7:00 P.M.	Meeting Room 003
Thursday, November 15, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, December 20, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room

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## 10. Adjournment

Meeting adjourned at 6:52 P.M.



Minutes of the **Youth Advisory Council** held on **October 18, 2018** in the **Meeting Room 003** at 5:00 P.M. with the following attendance:

<b>PRESENT:</b>	Member, Chair	D. Graham
	Member, Vice-Chair	G. Forster
	Member	D. Armah
	Member	D. St. Jean
	Member	L. Charissage
	Member	S. Siever
	University of Lethbridge Students Union Representative	V. Schindler
	Lethbridge College Students Association Representative	C. Frizzley
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
	Director, City Manager's Office ( <i>departed 5:15pm</i> )	J. Meli
<b>ABSENT:</b>	Member	A. Sander
	Member	C. Devoy
	Member	C. Harbin

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**1. Welcome**

**2. Approval of Minutes**

**D. ST. JEAN**

THAT the minutes of September 20, 2018 be approved.

----- **CARRIED**

**3. Approval of Agenda**

**V. SCHINDLER**

THAT the agenda be approved.

----- **CARRIED**

**4. Agenda Item**

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

R. Westerson, Legislative Services Assistant, provided an overview of the City Council Minutes from Monday, October 15, 2018, as well as the Agenda's for both the Community issues Committee and Finance Committee set for Monday, October 22, 2018.

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**4.2. Strategic Plan Focus Areas Update**

The Committee discussed utilizing sub-committees to accomplish tasks and strategic plan initiatives, as a means of maximizing productivity. Sub-Committees will be struck at subsequent meetings to create preliminary plans.

**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, advised that she had received the majority of the assigned service level paragraphs, and had begun distilling them into Social Media posts. These have been gaining some traction.

D.Graham will continue these posts up until the Budget Open House on October 23, 2018 from 4pm-7pm at City Hall. YAC members who are able will attend the Open House.

It was determined that these would then be summarized into a letter to be forwarded to City Council. G. Forster, Vice-Chair, Youth Advisory Council, indicated she would champion the writing of this letter. R. Westerson, Legislative Services Assistant, indicated he would assist G. Forster in getting the letter compiled and delivered.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>D. Graham to continue Social Media posts leading into October 23, 2018 Budget Open House (4pm-7pm)</i></li> <li>• <i>YAC Members to attend Open House as able</i></li> <li>• <i>G. Forster to connect with R. Westerson re: Writing Letter to City Council</i></li> </ul>
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**6.2. Dorothy Graham, Chair, Youth Advisory Council re: Social Media Engagement**

D.Graham, Chair, Youth Advisory Council, discussed the impact that the boosted posts have had. Over the last 30 days, there has been a 3,500% increase in engagement with the YAC Facebook page, and 12 new page likes/follows. This is increasing YAC brand awareness. Into the future, YAC should consider strategically applying funds to important posts/topics.

It was discussed that a Facebook post should be made about vacancies on YAC and other City Committees.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>Facebook post about YAC vacancies.</i></li> </ul>
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**6.3. R. Westerson, Legislative Services Assistant, re: Canadian Youthful Cities 2019 Index**

R. Westerson, Legislative Services Assistant, updated YAC on the receipt and allocation of funding for this initiative. This funding will be utilized to register the City of Lethbridge into the in-Depth package.

R. Westerson advised that a conference call was held between the City of Lethbridge and the Youthful Cities Group. They advised the City that they will begin recruitment of a data collection position in October/November, with hiring complete by December. They will provide training and begin the project mid-December through until end of January.

R. Westerson indicated that all members should push this recruitment to their networks. The ULUS and LCSA agreed that this will be something they will push on their campuses.

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

The Youth Advisory Council requested an update on membership for this Sub-Committee.

At the April 19, 2018 meeting of the Youth Advisory Council, the following motion was presented:

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

*THAT the Youth Advisory Council strike a Community Events Sub-Committee with the following membership:*

- *D. Graham*
- *D. St. Jean*
- *G. Forster*
- *S. Siever*

**----- CARRIED**

The Youth Advisory Council requested an update from this Sub-Committee at the November 15, 2018 meeting.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <b><i>The Community Events Participation Strategy Sub-Committee will return with an update at the November 15, 2018 meeting.</i></b></li> </ul>
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**6.5. On-Boarding/Off-Boarding Sub-Committee Update**

The Youth Advisory Council requested an update from this Sub-Committee.

D.St.Jean indicated that the sub-committee will be working on completing their spreadsheet database in the near future. Other Sub-Committee members include: C. Harbin, and D. Armah.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <b><i>The On-Boarding/Off-Boarding Sub-Committee will provide an update on their database at the November 15, 2018 meeting.</i></b></li> </ul>
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**6.6. Group Photo**

The Youth Advisory Council met in the rear traffic circle of City Hall and took a group photo.

**7. Review of Action Items**

Regarding the 2019-2022 Operating Budget

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>D. Graham to continue Social Media posts leading into October 23, 2018 Budget Open House (4pm-7pm)</i></li> <li>• <i>YAC Members to attend Open House as able</i></li> <li>• <i>G. Forster to connect with R. Westerson re: Writing Letter to City Council</i></li> </ul>
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Regarding Social Media Engagement

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>Facebook post about YAC vacancies.</i></li> </ul>
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Regarding the Community Events Sub-Committee

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>The Community Events Participation Strategy Sub-Committee will return with an update at the November 15, 2018 meeting.</i></li> </ul>
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Regarding the On-Boarding/Off-Boarding Sub-Committee

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>The On-Boarding/Off-Boarding Sub-Committee will provide an update on their database at the November 15, 2018 meeting.</i></li> </ul>
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**8. Roundtable**

R. Westerson, Legislative Services Assistant, identified that the annual recruitment program for City Council’s Boards, Commissions & Committees is underway. Members will help connect their networks with this recruitment.

**9. Next Meetings**

Thursday, November 15, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, December 20, 2018	5:00 P.M. – 7:00 P.M.	Culver City Room

**10. Adjournment**

Meeting adjourned at 6:31 P.M.

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:

<b>PRESENT:</b>	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
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
	Director, City Manager's Office <i>(departed 6:00 pm)</i>	J. Meli
<b>ABSENT:</b>	Member	A. Sander
	Member	C. Devoy
	Member	C. Harbin
	Member	D. Armah
	University of Lethbridge Students Union Representative	V. Schindler

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**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.

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <i>Provide update on Community Events Participation Strategy at December 20, 2018 meeting.</i></li> </ul>
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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"> <li>• Questionnaire <ul style="list-style-type: none"> <li>• What Do You Want to Achieve?</li> <li>• What are your Strengths?</li> <li>• What are your interests?</li> </ul> </li> <li>• What is your Youth Background?</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaire <ul style="list-style-type: none"> <li>• Did you achieve what you set out to achieve?</li> <li>• What are your accomplishments while involved with YAC?</li> <li>• What are some areas of improvement for YAC?</li> <li>• What would you foresee YAC doing in 3, 5, 10 years?</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Introductions</li> </ul>	<ul style="list-style-type: none"> <li>• Return of Binder</li> </ul>
<ul style="list-style-type: none"> <li>• On-Boarding Binder</li> </ul>	
<ul style="list-style-type: none"> <li>• Introductory PowerPoint</li> </ul>	

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.

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

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

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

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## 9. Next Meetings

Thursday, December 20, 2018

5:00 P.M. – 7:00 P.M.

Culver City Room

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## 10. Adjournment

Meeting adjourned at 6:58 P.M.



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:

<b>PRESENT:</b>	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
<b>OTHERS:</b>	Legislative Services Assistant	R. Westerson
<b>ABSENT:</b>	Member	A. Sander
	Member	C. Devoy
	University of Lethbridge Students Union Representative	V. Schindler
	Lethbridge College Students Association Representative	C. Frizzley

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**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.

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**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

:

- 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.

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

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> </ul>
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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.

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

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <b><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></b></li> </ul>
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## 7. Review of Action Items

Update City Council:

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

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <b><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></b></li> <li>• <b><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></b></li> </ul>
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On-Boarding/Off-Boarding Sub-Committee:

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

<b>ACTION:</b>	<ul style="list-style-type: none"> <li>• <b><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></b></li> </ul>
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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.

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**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

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**10. Adjournment**

Meeting adjourned at 6:49 P.M.