

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:

PRESENT:	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
OTHERS:	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
ABSENT:	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.

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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.

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

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

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

ACTION:	<ul style="list-style-type: none"> • <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>
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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

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

ACTION:	<ul style="list-style-type: none"> • <i>R. Westerson to update applicable info.</i>
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7. Review of Action Items

Youth Forum:

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

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

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

ACTION:	<ul style="list-style-type: none"> • <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>
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Chair/Vice-Chair

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

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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.

Minutes of the **Youth Advisory Council** held on **February 7, 2018** in the **Meeting Room 003** at 5:00 P.M. with the following attendance:

PRESENT:	Member, Chair	G. Forster
	Member, Vice-Chair	S. Siever
	Member	B. Kester
	Member	C. Devoy
	Member	D. Graham
	Member	D. St. Jean
OTHERS:	Legislative Services Assistant	R. Westerson
	Director, City Manager's Office <i>(departed 5:40 PM)</i>	J. Meli
ABSENT:	Member	C. Jochem
	Member	D. Sander
	Member	L. Charissage
	University of Lethbridge Students Union Representative	V. Schindler
	Lethbridge College Students Association Representative	C. Frizzley

1. Welcome

2. Approval of Minutes

D. GRAHAM/ S. SIEVER

THAT the minutes of January 17, 2019 be approved.

----- CARRIED

3. Approval of Agenda

D. GRAHAM/ 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 February 4, 2019 City Council minutes.

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4.2. Strategic Plan Focus Areas Update

--None--

5. Unfinished Business

--None--

6. New Business

6.1. Grace Forster, Chair, Youth Advisory Council re: Youth in Action Grants

G. Forster, Chair, Youth Advisory Council and R. Westerson, Legislative Services Assistant, discussed an email that was received highlighting the Community Foundation of Lethbridge's Youth in Action Grants.

These grants are available to support projects that are created by youth. These projects must be initiated, led and organized by individuals (or a group) 25 or younger, in collaboration with a charity or school.

YAC determined to push this information out via their social media networks to other youth and youth organizations.

ACTION:	<ul style="list-style-type: none"> <i>D. Graham to push information via YAC Social Media.</i>
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6.2. Ryan Westerson, Legislative Services Assistant re: Duke of Edinburgh Award

R. Westerson, Legislative Services Assistant, discussed information received from the Duke of Edinburgh award. He advised YAC that they have been invited to support the advertising of the award in Lethbridge. The Award has also presented YAC with information about upcoming initiatives that may be of interest.

Members requested that R. Westerson forward this information to them.

ACTION:	<ul style="list-style-type: none"> <i>R. Westerson to forward all received correspondence to YAC.</i>
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6.3. Ryan Westerson, Legislative Services Assistant, re: Review Get Involved Lethbridge Draft Site

R. Westerson, Legislative Services Assistant, provided YAC with a review of the DRAFT site that has been developed for the Get Involved Webpage. Members provided general input to the

content and development. R. Westerson to ensure page is edited and published by March 4, 2019.

ACTION:	<ul style="list-style-type: none">• <i>R. Westerson to ensure page is edited and published by March 4, 2019.</i>
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6.4. Ryan Westerson, Legislative Services Assistant re: Determine City Council Presentation Date

R. Westerson, Legislative Services Assistant, inquired about a date for presentation to City Council. The Committee determined March 4, 2019 would be best. R. Westerson will assist members with the completion of requisite submission.

YAC identified three things to address in presentation:

- Youth Forum/Youthful Cities
- New Youth Services Directory; and
- Updates to Terms of Reference.

Additionally, YAC will thank City Council for the investment in their committee.

ACTION:	<ul style="list-style-type: none">• <i>R. Westerson to assist members in making submission to City Council.</i>
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6.5. Community Events Sub-Committee re: Schedule for Upcoming Events

The sub-committee identified that they met on February 5 and determined a few events to attend in the coming months. The 'I Stand Against' event is being held February 13, 2019 from 7:00 PM – 9:00 PM at the Galt Museum. YAC has a booth reserved.

G. Forster has worked with City Administration to received 60 recreation passes (30 Free Skate and 30 Loonie/Toonie Swim). More may be available for future events.

G. Forster anticipates having a tablecloth procured before the March 21, 2019 meeting.

March 12, 2019 is the Get Involved Community Conversations event at City Hall. YAC has a booth, and will be engaging with attendees and other projects. Materials to present include: Youth Services Directory, and 2019 Youthful Cities Index.

Future events to attend will be future Get Involved events, as well as Pride Fest 2019 (training will be required, S. Siever to discuss this at March 21, 2019 meeting).

ACTION:	<ul style="list-style-type: none">• <i>G. Forster to forward invoice for tablecloth to R. Westerson.</i>• <i>YAC members to attend March 12, 2019 event.</i>• <i>S. Siever to present on required training for participation in Pride Fest 2019 at March 21, 2019 meeting.</i>
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7. Review of Action Items

Youth in Action Grants:

ACTION:	<ul style="list-style-type: none"> • <i>D. Graham to push information via YAC Social Media.</i>
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Duke of Edinburgh Award:

ACTION:	<ul style="list-style-type: none"> • <i>R. Westerson to forward all received correspondence to YAC.</i>
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Get Involved Website:

ACTION:	<ul style="list-style-type: none"> • <i>R. Westerson to ensure page is edited and published by March 4, 2019.</i>
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Presentation to City Council:

ACTION:	<ul style="list-style-type: none"> • <i>R. Westerson to assist members in making submission to City Council</i>
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Schedule of Upcoming Events:

ACTION:	<ul style="list-style-type: none"> • <i>G. Forster to forward invoice for tablecloth to R. Westerson.</i> • <i>YAC members to attend March 12, 2019 event.</i> • <i>S. Siever to present on required training for participation in Pride Fest 2019 at March 21, 2019 meeting.</i>
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8. Roundtable

It was discussed that over the course of the next few meetings, a budget update will be incorporated so as to identify remaining funding and expenditures.

9. Next Meetings

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 6:39 P.M.

Minutes of the **Youth Advisory Council** held on **March 21, 2019** in the **Culver City Meeting Room** at 5:00 P.M. with the following attendance:

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|-----------------|---|---------------|
| PRESENT: | Member, Chair | G. Forster |
| | Member | B. Kester |
| | Member | C. Jochem |
| | Member | D. Sander |
| OTHERS: | Legislative Services Assistant | R. Westerson |
| | Director, City Manager's Office <i>(departed 5:40 PM)</i> | J. Meli |
| | City Councillor | B.A. Crowson |
| | Community Planner | S. Graham |
| ABSENT: | Member | C. Devoy |
| | Member | D. Graham |
| | Member | D. St. Jean |
| | Member | L. Charissage |
| | Member, Vice-Chair | S. Siever |
| | University of Lethbridge Students Union Representative | V. Schindler |
| | Lethbridge College Students Association Representative | C. Frizzley |

No Quorum was present.

1. **Welcome**
2. **Approval of Minutes**
3. **Approval of Agenda**
4. **Agenda Item**
 - 4.1. **Review of City Council Agenda/Minutes**

J. Meli, Director, City Manager's Office, and Councillor Crowson provided a review of the agenda for the March 25, 2019 Community Issues Committee (CIC) meeting.

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- 4.2. **Strategic Plan Focus Areas Update**

For the April meeting, members present discussed having a strategizing session, supported by staff from Corporate Communications, for Youth Advisory Council Social Media activity.

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- 4.3. **Budget Update**

R. Westerson, Legislative Services Assistant provided an update on the 2019 Youth Advisory Council Budget. It was noted that \$1,027.00 has been spent to date leaving \$3,973.00 for the remainder of 2019 expenditures.

5. Unfinished Business

--None--

6. New Business

6.1. Shelagh Graham, Community Planner re: Jane’s Walk 2019

S. Graham, Community Planner, provided a brief history of Jane’s Walk. She identified that there was 8-12 Jane’s Walks’ hosted last year in Lethbridge. Interested in determining if the Youth Advisory Council would host a walk. Walks are held May 3-5, 2019.

Members present indicated that a decision would be made at their April 2019 meeting.

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6.2. Grace Forster, Chair, Youth Advisory Council re: Debrief – Get Involved Lethbridge Event

G. Forster, Chair, Youth Advisory Council briefed those in attendance of the participation that the Youth Advisory Council had at the March 12 Get Involved Event. She thanked the four members who volunteered their time to participate (B. Kester, D. Graham and S. Siever). Final attendance count saw over 375 members of the community attend the event.

G. Forster identified that for the May event, the Youth Advisory Council; will require a second table for the button making, and a cover to protect the white tablecloth. She furthered encouraged all members to attend and participate.

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6.3. Grace Forster, Chair, Youth Advisory Council re: Debrief – March 4 City Council Presentation

G. Forster, Chair, Youth Advisory provided a synopsis of the March 4 presentation to City Council. She identified that Councillor Miyashiro inquired about restarting the Mentorship Program between City Council and members of Youth Advisory Council.

Members present suggested this be discussed further at the April 2019 meeting.

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6.4. Sinead Siever, Vice-Chair, Youth Advisory Council re: Pride Fest Training Requirements

Deferred to April 2019 meeting in S. Siever absence.

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6.5. Ryan Westerson, Legislative Services Assistant re: 2019 Alberta Student Leadership Conference

R. Westerson, Legislative Services Assistant, shared an email that was received regarding the 2019 Alberta Student Leadership Conference, May 26 – 28, 2019 at Chinook High School.

Discussion occurred, and members present thought that sharing this knowledge with those in the Senior High School age category would be most appropriate.

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6.6. Ryan Westerson, Legislative Services Assistant re: CCUNESCO Youth Advisory Group (YAG)

R. Westerson, Legislative Services Assistant, shared an email that was received detailing the Canadian Commission for UNESCO (CCUNESCO) call for applications to the Youth Advisory Group (YAG). This application is open for all interested youth between the ages of 18-30, and is due April 7.

Members present asked that R. Westerson forward this to all Youth Advisory Council members for their own information, and distribution via Social Media.

7. Review of Action Items

ACTION:	<ul style="list-style-type: none"> • <i>R. Westerson to send Social Media login information to B. Kester and G. Forster.</i> • <i>R. Westerson to circulate emails regarding the 2019 Alberta Student Leadership Conference and CCUNESCO YAG.</i>
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8. Roundtable

Councillor Crowson shared that on Friday March 22, 2019 at 7:00 PM there would be a Rally to Support the Muslim Community in Lethbridge. This was being held in the days after the events in Christchurch New Zealand.

9. Next Meetings

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 ended at 6:00 PM.

Minutes of the **Youth Advisory Council** held on **April 11, 2019** in the **Culver City Meeting Room** at 5:00 P.M. with the following attendance:

PRESENT:	Member, Chair	G. Forster
	Member, Vice-Chair	S. Siever
	Member <i>(departed 6:14pm)</i>	B. Kester
	Member	D. Graham
	Member <i>(departed 6:21 pm)</i>	D. Sander
	Member <i>(departed 5:52 pm)</i>	D. St. Jean
	Member	L. Charissage
OTHERS:	Legislative Services Manager	R. Westerson
	Director, City Manager's Office	J. Meli
	Community Engagement Strategist <i>(departed 5:31 pm)</i>	K. Iwaasa
ABSENT:	Member	C. Devoy
	Member	C. Jochem
	University of Lethbridge Students Union Representative	V. Schindler
	Lethbridge College Students Association Representative	C. Frizzley

1. Welcome

2. Approval of Minutes: None, as the March 21, 2019 meeting had no quorum.

3. Approval of Agenda

D. Sander/S. Siever

THAT the agenda for the April 11, 2019 meeting of the Youth Advisory Council 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 agenda for the April 15, 2019 City Council meeting.

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4.2. Strategic Plan Focus Areas Update

-None provided-

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4.3. Budget Update

R. Westerson, Legislative Services Manager provided an update on the 2019 Youth Advisory Council Budget. It was noted that there was approximately \$3,800.00 remaining in the 2019 Youth Advisory Council Budget.

5. Unfinished Business

--None--

6. New Business

6.1. Grace Forster, Chair, Youth Advisory Council and Karen Iwassa, Community Engagement Strategist re: Planning for Get Involved Event

K. Iwassa, Community Engagement Strategist, provided an overview of the March Get Involved Event. Learnings were discussed, and ideas exchanged for a future event.

Discussion was held regarding requirements for their station at future events, as well as a theme based around the current Lethbridge School District no. 51 'One District, One Book' event. Members discussed using the 'Wish Tree' to develop a theme of what a 'Wish for Lethbridge' could be.

Members discussed their involvement, and it was determined many would be involved in planning and executing future participation. Members requested K. Iwassa to provide contact information for the School District.

ACTION:	<ul style="list-style-type: none">• <i>B. Kester to initiate planning for a future event.</i>• <i>B. Kester to contact K. Iwassa and receive contact info for School District no. 51.</i>• <i>D. Graham, G. Forster, D. Sander, L. Charissage, D. St. Jean to support B. Kester.</i>
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Discussion was held afterwards, and encourage Members to post the links to the YAC Get Involved Lethbridge Website, both on their personal social media accounts as well as the YAC accounts.

ACTION:	<ul style="list-style-type: none">• <i>R. Westerson to forward link to site to all YAC members.</i>
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6.2. Sinead Siever, Vice-Chair, Youth Advisory Council re: Pride Fest Training

S. Siever, Vice-Chair, Youth Advisory Council, identified that because YAC is looking to get a table at Pride Fest 2019, members who will attend and work the table must take a mandatory training session – Queer 101. Pride Fest is scheduled for June 22, 2019, and training would be hosted before this date. S. Siever identified that the cost for early bird tables is \$40.00.

Table hours have been set from 12:00 PM – 5:00 PM with set up beginning at 10:30 AM. G. Forster, L. Charissage, D. St. Jean, D. Graham, and B. Kester have all indicated some level of participation that day. Members would be required to bring their own chairs.

The following motion was presented:

S. Siever / D. Graham

THAT the Youth Advisory Council allocated \$40.00 for the purchase of an early bird table fee for Lethbridge Pride Fest 2019.

-----CARRIED

ACTION:	<ul style="list-style-type: none">• <i>S. Siever to coordinate invoicing for the Pride Fest 2019 Early Bird Table to R. Westerson.</i>• <i>S. Siever to coordinate attendance and training registration for Pride Fest 2019.</i>
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It was suggested a future event to be on the lookout for would be Word on the Street.

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6.3. Ryan Westerson, Legislative Services Manager re: Youth Services Directory GIS Map

R. Westerson, Legislative Services Manager, identified that the GIS Map on the Youth Advisory Council webpage is outdated. This should reflect the current and correct information displayed in Youth Services Directory.

S. Siever indicated willingness to assign sections to members to work on. Once edits identified, R. Westerson will go ahead and update the page.

ACTION:	<ul style="list-style-type: none">• <i>S. Siever to assign sections to members of YAC to complete and return results for May 16, 2019 meeting.</i>• <i>S. Siever to forward corrections to R. Westerson who will then compile and publish.</i>
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6.4. Grace Forster Chair, Youth Advisory Council re: Mentorship Program

G. Forster, Chair, Youth Advisory Council, explained conversation with Councillor S.R. Miyashiro regarding the mentorship program. Councillor Miyashiro has agreed to attend May 16, 2019 meeting to discuss the program and next steps.

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6.5. Grace Forster, Chair, Youth Advisory Council re: Social Media Engagement

G. Forster, Chair, Youth Advisory Council discussed the desire to amplify the YAC Social Media presence and engagement. She indicated members D. Graham, B. Kester and C. Devoy have indicated Social Media interest.

In advance of the May 16, 2019 meeting, it was identified that these members identify questions to ask members of the Corporate Communications team. These questions, and subsequent answers, will aid in the development of a strategy for YAC Social Media use and engagement.

ACTION:	<ul style="list-style-type: none"> • <i>G. Forster to email B. Kester, D. Graham, and C. Devoy re questions for Corporate Communications.</i> • <i>G. Forster to compile questions and email to J. Meli.</i> • <i>G. Forster to coordinate a meeting with Social Media interested members, J. Meli and Corporate Communications.</i>
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6.6. Ryan Westerson, Legislative Services Manager re: St. Laurent Exchange

R. Westerson, Legislative Services Manager, identified that the City of Lethbridge is recruiting for the 2019 St. Laurent Exchange. This year's exchange is for youth, and the application process is currently open for anyone between the ages of 14-16 are encouraged to apply.

Detailed information can be found on the City's website.

A few questions arose about cost and number of spaces. R. Westerson committed to answering these via email on April 12, 2019.

ACTION:	<ul style="list-style-type: none"> • <i>R. Westerson to email answers to questions on April 12, 2019.</i>
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7. Review of Action Items

Future Get Involved Event:

ACTION:	<ul style="list-style-type: none"> • <i>B. Kester to initiate planning for a future event.</i> • <i>B. Kester to contact K. Iwassa and receive contact info for School District no. 51.</i> • <i>D. Graham, G. Forster, D. Sander, L. Charissage, D. St. Jean to support B. Kester.</i>
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Get Involved Lethbridge Website:

ACTION:	<ul style="list-style-type: none">• <i>R. Westerson to forward link to site to all YAC members.</i>
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Pride Fest 2019 Training

ACTION:	<ul style="list-style-type: none">• <i>S. Siever to coordinate invoicing for the Pride Fest 2019 Early Bird Table to R. Westerson.</i>• <i>S. Siever to coordinate attendance and training registration for Pride Fest 2019.</i>
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Youth Services GIS Map

ACTION:	<ul style="list-style-type: none">• <i>S. Siever to assign sections to members of YAC to complete and return results for May 16, 2019 meeting.</i>• <i>S. Siever to forward corrections to R. Westerson who will then compile and publish.</i>
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Social Media Engagement

ACTION:	<ul style="list-style-type: none">• <i>G. Forster to email B. Kester, D. Graham, and C. Devoy re questions for Corporate Communications.</i>• <i>G. Forster to compile questions and email to J. Meli.</i>• <i>G. Forster to coordinate a meeting with Social Media interested members, J. Meli and Corporate Communications.</i>
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St. Laurent Exchange

ACTION:	<ul style="list-style-type: none">• <i>R. Westerson to email answers to questions on April 12, 2019.</i>
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8. Roundtable

J. Meli, director, City Manager's Office, indicated that the Open and Effective Government Committee are currently discussing a governance review.

9. Next Meetings

Thursday, May 16, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, June 20, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, July 18, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room

10. Adjournment

Meeting ended at 6:33 PM.

Minutes of the **Youth Advisory Council** held on **May 16, 2019** in the **Culver City Meeting Room** at 5:00 P.M. with the following attendance:

- | | | |
|-----------------|--|----------------|
| PRESENT: | Member <i>(departed 6:14pm)</i> | G. Forster |
| | Member | B. Kester |
| | Member <i>(departed 6:21 pm)</i> | D. Sander |
| | Member <i>(departed 5:52 pm)</i> | D. St. Jean |
| | University of Lethbridge Students Union Representative | B. Harray |
| OTHERS: | Legislative Services Manager | R. Westerson |
| | Director, City Manager's Office | J. Meli |
| | Councillor | S.R. Miyashiro |
| ABSENT: | Member | C. Devoy |
| | Member | C. Jochem |
| | Member, Vice-Chair | S. Siever |
| | Lethbridge College Students Association Representative | C. Frizzley |

NO QUORUM

- 1. Welcome**
- 2. Approval of Minutes:** February 21, 2019 and April 11, 2019

3. Approval of Agenda

4. Agenda Item

4.1. Review of City Council Agenda/Minutes

S.R. Miyashiro, Councillor, provided an overview of the Mya 21, 2019 CIC Agenda

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4.2. Strategic Plan Focus Areas Update

Work has been focused on the engagement sections of the Strategic Plan.

It was also discussed that a check-in on accomplishments from the Strategic Plan in early Fall.

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4.3. Budget Update

R. Westerson, Legislative Services Manager provided an update on the 2019 Youth Advisory Council Budget. It was noted that there was approximately \$3,500.00 remaining in the 2019 Youth Advisory Council Budget.

5. Unfinished Business

--None--

6. New Business

6.1. Grace Forster, Chair, Youth Advisory Council and S.R. Miyashiro re: Mentorship Program

G. Forster and Councillor S.R. Miyashiro discussed the former Mentorship program that existed between the Youth Advisory Council and City Council. The program requires the interest of members of YAC and City Council. An email should be sent from YAC to identify members of City Council who are interested in this program.

ACTION:	<ul style="list-style-type: none"> • <i>R. Westerson and J, Meli to word the email and present to YAC.</i>
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6.2. Grace Forster, Chair, Youth Advisory Council, and Bailey Kester, Member, Youth Advisory Council re: Communications Strategy

G. Forster and B. Kester met with Meagan from Corporate Communications for some ideas and information on how to execute a communications plan. A monthly subscription to Hootsuite (29.99/Month) was identified to help with ensuring posts are uniform across all Social channels. It was also explored that giveaways and prize competitions are useful ways to build social media followings and influence.

Some key takeaways were:

- More pictures and video, less posts.
- When YAC hosts their forum, invite media.
- Swag
- YouTube video for vacancy ads
- Attempt to do a post/week.

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6.3. Bailey Kester, Member, Youth Advisory Council re: Community Get Involved

The sub-committee met on Monday, May 13 and discussed the upcoming event. The wish tree idea was built upon and a template for 'leaves' was developed as part of the information gathering event. These are going to be printed and cut out and then forwarded to area high schools to collect information for the GIL event.

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6.4. Grace Forster Chair, Youth Advisory Council re: Youthful Cities

The report from Youthful cities should be complete in mid-June and will be ready to present to City Council when complete. YAC will identify the improvement areas and present thoughts on how to better meet them

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7. Review of Action Items

8. Roundtable

9. Next Meetings

Thursday, June 20, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, July 18, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room

10. Adjournment

Meeting ended at 6:48 PM.

Minutes of the **Youth Advisory Council** held on **June 20, 2019** in the **Culver City Meeting Room** at 5:00 P.M. with the following attendance:

PRESENT:	Member, Chair	G. Forster
	Member, Vice Chair	S. Siever
	Member	B. Kester
	Member	D. Sander
	Member	D. St. Jean
	Member	C. Jochem
	University of Lethbridge Students Union Representative	B. Harray
OTHERS:	Legislative Services Manager	R. Westerson
	Legislative Services Assistant	A. Moncrieff
ABSENT:	Member	C. Devoy
	Lethbridge College Students Association Representative	C. Frizzley

1. Welcome

1.1 Acknowledgment Statement

2. Approval of Minutes: May 16, 2019

D. ST. JEAN / B. KESTER

THAT the Minutes of May 16, 2019 be approved.

----- Carried

3. Approval of Agenda

S. SIEVER / D. ST. JEAN

THAT the Agenda be approved with the addition of Youth Cities Index, Item 4.8.

----- Carried

4. Agenda Item

4.1. Review of City Council Agenda/Minutes

R. Westerson, Legislative Services Manager, provided an overview of City Council Agenda and Minutes

4.2. Strategic Plan Focus Areas Update

None

4.3. Budget Update

R. Westerson, Legislative Services Manager provided an update on the 2019 Youth Advisory Council Budget. It was noted that there was approximately \$3,500.00 remaining in the 2019 Youth Advisory Council Budget – no change from the May 16, 2019 update.

4.4 Planning for Pride

G. Forster, Chair, discussed with the Youth Advisory Council the set up and break down of the table at Pride. Discussion regarding implementing the Youthful Cities Index as a highlight/discussion piece ensued. G. Forster stated that there would be buttons available for handout.

4.5 Get Involved Event Debriefing

B. Kester and G. Forster provided an overview of the Get Involved Event. Feedback regarding greater recycling initiatives/waste reduction was frequent. Discussion regarding 3rd Avenue as a potential street to implement more access to garbage and recycling occurred.

B. Kester communicated to Council that consultation with the Social 20 and Grade 9 classes had been received successfully and positively. Cards asking what youth “wished for” had been circulated to the classes, and discussion over doing more activities like this ensued.

The Youth Advisory Council considered success for future events, and discussed aspects to be mindful of, including:

- Ensuring participation and commitment before an event. Creating a platform for more expedient communication in regards to this was brought up by C. Jochem (WhatsApp suggested); and
- The weather, and being prepared for fluctuating temperatures.

4.6 Social Media Management

R. Westerson discussed with the Council how to conveniently increase social media presence and engagement.

G. Forster suggested testing HootSuite as a low maintenance solution. HootSuite is a media management software that allows users to pre-schedule posts ahead of time.

ACTION:	<ul style="list-style-type: none">• <i>G. Forster to coordinate with Legislative Services re: setting up HootSuite financials.</i>
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4.7 Get Involved Site Discussion & Update

R. Westerson recommended to the Council that refreshing and revitalizing the site would be beneficial, and increase traction. To increase direct engagement, reaching out to high schools and creating polls was suggested.

The following implementations were also suggested:

- Youthful Cities Index findings;
- Get Involved Event;
- Pride; and
- Considerations over what barriers exist to Lethbridge being youthful.

C. Jochem proposed Instagram polling as a form of engagement.

4.8 Youthful Cities Index

Discussion regarding the release of the Youthful Cities Index and Report ensued. The following aspects were discussed:

- Youth Advisory Council connecting with other youth councils to share ideas, build relationships (Red Deer, Medicine Hat);
- Implementing questions onto the Get Involved Site influenced from the Youthful Cities Index findings;
- Key points of the index to bring forward to City Council's attention; and
- Posing questions related to the index at the Pride table.

5. Unfinished Business

None

6. New Business

None

7. Review of Action Items

8. Roundtable

9. Next Meetings

Thursday, July 18, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, August 15, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, September 19, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, October 17, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room

10. Adjournment

Meeting ended at 6:49 PM.

Minutes of the **Youth Advisory Council** held on **July 18, 2019** in the **Culver City Meeting Room** at 5:00 P.M. with the following attendance:

PRESENT:	Member, Chair	G. Forster
	Member	B. Kester
	Member	C. Devoy
	Member	D. St. Jean
	Member	C. Jochem
	Member	L. Charissage
	University of Lethbridge Students Union Representative	B. Harray
OTHERS:	Director of the City Manager's Office	J. Meli
	Legislative Services Assistant	A. Moncrieff
	City Councillor	J. Coffman
ABSENT:	Member	D. Sander
	Member, Vice Chair	S. Siever
	Lethbridge College Students Association Representative	C. Frizzley

1. Welcome

1.1 Acknowledgment Statement

2. Approval of Minutes: May 16th and June 20th, 2019

D. ST. JEAN / L. CHARISSAGE

THAT the Minutes of May 16, 2019 and June 20, 2019 be approved.

----- Carried

3. Approval of Agenda

D. ST. JEAN / C. JOCHEM

THAT the Agenda be approved with the addition of Youthful Cities Index, Item 6.3.

----- Carried

4. Agenda Item

4.1. Review of City Council Agenda/Minutes

Councillor J. Coffman provided an overview of the City Council Agenda for July 22, 2019.

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4.2. Strategic Plan Focus Areas Update

None

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4.3. Budget Update

To be provided at next meeting.

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4.4 Pride Day Debrief

G. Forster, Chair, provided an overview of the Youth Advisory Council's table at Pride Day. She informed the Council that buttons, service directories, and posters highlighting pertinent sections of the Youthful Cities Index were showcased. Other discussion ensued regarding:

- Different youth events in the future, coordinating with the LGBTQ+ community;
- Success of YAC's involvement with Pride;
- Creation of a policy to guide YAC's involvement in community events (to ensure enough preparation and support from YAC is done in advance).

ACTION:	<i>D. St. Jean to create draft YAC policy outlining event participation procedure.</i>
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4.5 Get Out and Vote Information

B. Harray provided information regarding the University of Lethbridge Student Union's Get out and Vote initiative. She indicated that collecting pledges, empowering youth to vote, and providing greater voting information was part of this initiative.

Discussion ensued regarding:

- Different methods to engage with youth (potentially a political party member meet and greet);
- Elections Canada hiring as a good way to obtain more experience;
- Youth mobilization;
- A YAC partnership with the SU (YAC to provide information and links on their website, which was tabled for September);
- Information regarding spoiled ballots, and the option of declining to vote.

B. Harray advised that if anyone had further questions, she could be contacted.

The possibility of electronic voting municipally was additionally discussed.

ACTION:	<i>C. Jochem to spearhead future presentation to council re: municipal electronic voting.</i>
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5. Unfinished Business

5.1 Council Mentorship Program Discussion

Discussion regarding starting up the YAC-Council Mentorship Program ensued, including its format (as it had existed in the past), and sending an initial letter of interest to Council. A. Moncrieff inquired to YAC what the expectations from Council would be, if the program should be formalized, and if it aligned with YAC's strategic goals.

Discussion ensued regarding:

- Youth Advisory Council expressed a desire to still send a letter out asking Council who may be interested in participating, and working out final details later on;
- Youth empowerment and making connections with Council were identified as desirable features of the program;
- Benefit to Councillors, who would obtain an increased capacity to speak on youth issues;
- Cycling Council-YAC members, so each pairing gets shuffled;
- Stronger Council presence on the YAC;

Councillor J. Coffman suggested, as this moves forward, bringing an agenda of a few items that are of interest when meeting with interested councillors.

ACTION:	<i>G. Forster and A. Moncrieff to draft a letter of interest re: Mentorship Program for YAC review at subsequent meeting.</i>
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6. New Business

6.1 Strathcona Youth Council Relationship

G. Forster advised the YAC that a Youth Council was being established in Strathcona, and had reached out to Grace to inquire about set up and operation. G. Forster indicated that working with the new council in the future could be beneficial, and lead to a collaborative relationship.

Connecting with other youth councils within Alberta was identified as a YAC goal.

D. St. Jean suggested that the Youthful Cities Index could be a jumping off point for the new youth council.

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6.2 Youthful Cities Work Summit – Advertising Opportunity

Discussion regarding the Youthful Cities Urban Work Summit and advertising it on the YAC website ensued.

Inquiry whether YAC could play a greater role in the Summit arose.

ACTION:	<i>A. Moncrieff to look into the Urban Work Summit re: opportunity for YAC to play a greater role.</i>
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6.3 Youthful Cities Index – Next Steps

G. Forster identified some problem areas for youth within the index. Discussion ensued regarding YAC bringing the index to council, and incorporation of the index into the upcoming Youth Forum.

Councillor J. Coffman advised YAC that presenting the index and areas of strength and weaknesses, then highlighting what action YAC is going to take, and taking those results to the Youth Forum would be a good idea. Greater strategic goals would arise from this process.

Creation of a subcommittee to spearhead this project was discussed.

ACTION:	<i>G. Forster to create Youthful Cities Index subcommittee.</i>
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7. Review of Action Items

8. Roundtable

9. Next Meetings

Thursday, August 15, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, September 19, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room
Thursday, October 17, 2019	5:00 P.M. – 7:00 P.M.	Culver City Room

10. Adjournment

Meeting ended at 6:58 PM.