

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Minutes : July 18, 2019**

### **3. Approval of Agenda : January 16, 2020**

### **4. Agenda Item**

- 4.1. Alli Moncrieff, Legislative Services Assistant re: Election of Chair and Vice Chair
- 4.2. Alli Moncrieff, Legislative Services Assistant re: Introduction of New YAC Members & Onboarding Material
- 4.3. Review of City Council Agenda/Minutes
- 4.4. Strategic Plan Update
- 4.5. Budget Update
- 4.6. Grace Forster, Chair re: Calgary Mayor's Council – Regional Forum
- 4.7. YAC Member to Attend LAB Meetings
- 4.8. Youth Forum Discussion & Planning

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

## **5. Unfinished Business**

- 5.1.** Grace Forster, Chair re: Council Mentorship Program Discussion & Draft Letter Review

*Postponed from the August 15, 2019 Meeting – No Quorum*  
*Postponed from the September 19, 2019 Meeting – No Quorum*

- 5.2.** Community Events & Safety Policy

*Postponed from the August 15, 2019 Meeting – No Quorum*

## **6. New Business**

## **7. Review of Action Items**

- 7.1.** Youth Forum – Update

*Postponed from the Meeting of August 15, 2019 – No Quorum*  
*Postponed from the Meeting of September 19, 2019 – No Quorum*

## **8. Roundtable**

- 8.1.** Get Involved Event – March 25, 2020

## **9. Next Meetings**

- ❖ February 20, 2020 – City Hall, Culver City Room – 5 PM – 7 PM
- ❖ March 19, 2020 – City Hall, Culver City Room – 5 PM – 7 PM
- ❖ April 16, 2020 – City Hall, Culver City Room – 5 PM – 7 PM

## **10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Minutes : January 16, 2020**

### **3. Approval of Agenda : February 20, 2020**

### **4. Agenda Item**

4.1. Strategic Plan Update - *Postponed from January 16, 2020 Meeting*

4.2. Youth Forum Discussion & Planning - *Postponed from the January 16, 2020 Meeting*

4.3. I Stand Against Event – February 26, 2020

4.4. Get Involved Event – March 25, 2020

### **5. Unfinished Business**

5.1. Grace Forster, Chair re: Council Mentorship Program Discussion & Draft Letter Review

*Postponed from the August 15, 2019 Meeting – No Quorum  
Postponed from the September 19, 2019 Meeting – No Quorum  
Postponed from the January 16, 2020 Meeting*

### **6. New Business**

### **7. Review of Action Items**

### **8. Roundtable**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

**February 20, 2020  
5:00 p.m. – 7:00 p.m.  
Culver City Room - City Hall**

## **9. Next Meetings**

- ❖ February 20, 2020 – City Hall, Culver City Room – 5 PM – 7 PM
- ❖ March 19, 2020 – City Hall, Culver City Room – 5 PM – 7 PM
- ❖ April 16, 2020 – City Hall, Culver City Room – 5 PM – 7 PM

## **10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Minutes : February 20, 2020**

### **3. Approval of Agenda : April 9, 2020**

### **4. Agenda Item**

4.1. Youth Forum Discussion & Revisions Re: Current Events

4.2. Social Media Initiatives Update

4.3. Boards, Commissions and Committees Day – Sept. 14, 2020; Admin Update

4.4. Bylaw 6203: Code of Conduct: Sept. 14 Extension on Feedback

### **5. Unfinished Business**

5.1. Approval of Draft Council Mentorship Letter

5.2. Approval of Strategic Plan Revisions

### **6. New Business**

### **7. Review of Action Items**

### **8. Roundtable**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

**April 9, 2020**  
**5:00 p.m. – 7:00 p.m.**  
**Culver City Room - City Hall**

## **9. Next Meetings**

- ❖ April 16, 2020 – City Hall, Culver City Room – 5 PM – 7 PM
- ❖ May 21, 2020 – City Hall, Culver City Room – 5 PM – 7 PM
- ❖ June 18, 2020 – City Hall, Culver City Room – 5 PM – 7 PM

## **10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



Minutes of the **Youth Advisory Council** held on **February 20, 2020** at City Hall in the **Culver City Meeting Room** at 5:00 p.m. with the following in attendance:

---

**PRESENT:** Member, Chair G. Forster  
Member, Vice Chair S. Siever  
Member K. De Groot  
Member D. Sander  
Member C. Oyebola  
Member L. van Genderen

**OTHERS:** A/Manager of Legislative Services A. Moncrieff  
Legislative Services Assistant C. Crisanti  
Public L. Charissage  
Public J. Kroker

**ABSENT:** Member, Lethbridge College Student's Association Representative T. Watters  
University of Lethbridge Student's Union Representative B. Harray

## 1. Welcome

### 1.1. Acknowledgement Statement

---

## 2. Approval of the Minutes : January 16, 2020

### D. SANDER:

THAT the minutes of the January 16, 2020 meeting be approved as presented.

----- **CARRIED**

---



### 3. Approval of Agenda : February 20, 2020

#### **S.SIEVER / K. DE GROOT**

THAT the agenda of the February 20, 2020 meeting be approved as presented.

----- **CARRIED**

---

#### 4. Agenda Item

##### 4.1. Strategic Plan Update - *Postponed from January 16, 2020 Meeting*

G. Forster provided an overview of the YAC Strategic Plan. The following subjects were discussed:

- Opportunities to coordinate event planning with Interfaith Org.
- The state of the YAC's social media, and potential strategies to increase engagement. Options for a social media plan were discussed, including the adoption of a monthly blog, and the creation of a subcommittee to manage social media.

**Action:** G. Forster & Administration to provide social media login credentials to C. Oyebola and L. van Genderen.

**Action:** L. van Genderen and C. Oyebola to contact Chinook leadership re: promoting YAC social media.

**Action:** Administration to contact Community & Strategic Initiatives re: promoting YAC social media, and potential to discuss promotional strategies with the YAC.

- Potential for YAC attendance and involvement in the State of the City address (Lethbridge Chamber of Commerce).
-





#### 4.2. Youth Forum Discussion & Planning - *Postponed from the January 16, 2020 Meeting*

G. Forster gave an overview of the YAC's initiative to plan a forum for young people to provide input on their city and local government. The following subjects were discussed:

- Potential for YAC Partnership with Jack.com for event coordination.

**Action:** G. Forster to contact Jack.org representative.

- Updating the Youth Directory as a short-term goal for 2020.

G. Forster gave an overview of the Youthful Cities Index, and it's evaluation of the City of Lethbridge. G. Forster opened the floor to feedback on options to coordinate a Youth Forum for Discussion. The following subjects were discussed:

- C. Oyebola suggested having a keynote speaker, followed by discussion and a meal. The discussion evolved into having small groups based on the criteria of the Youthful Cities Index in order to prompt discussion. Councillor involvement was also recommended, providing attendees to share ideas directly with their elected officials. Results of these discussions would then be brought to Council. A brief survey for attendees to complete in order to quantify feedback was also suggested. The Forum was tentatively scheduled for fall 2020. The option of forming an event planning subcommittee was discussed.
- Potential for YAC to have a presence at youth events and meetings hosted by other organizations (e.g. Boys & Girls Club).

---

#### 4.3. I Stand Against Event – February 26, 2020

S. Siever gave an overview of the I Stand Against Event at the Galt Museum. Discussion was opened to YAC involvement and presence at the event.

---

#### 4.4. Get Involved Event – March 25, 2020

K. De Groot may be attending this event. Members will confirm their attendance at the March 19, 2020 meeting.

---



## 5. Unfinished Business

### 5.1. Grace Forster, Chair re: Council Mentorship Program Discussion & Draft Letter Review

*Postponed from the August 15, 2019 Meeting – No Quorum  
Postponed from the September 19, 2019 Meeting – No Quorum  
Postponed from the January 16, 2020 Meeting*

Discussion was opened to potential Council involvement in the YAC in the form of presentations, 1-on-1 mentorship, and tours of City Hall.

**Action:** Administration to draft letter of invitation to City Council.

---

## 6. New Business

None

---

## 7. Review of Action Items

G. Forster provided an overview of the YAC action tracking system, and discussed each item on the action list.

---

## 8. Roundtable

### BCC day

**Action:** All members to bring ideas for the YAC's participation in the BCC Day event to the March 19, 2020 meeting.

---

## 9. Adjournment

The meeting was adjourned at 6:42 p.m.

---

## Next Meetings

- ❖ February 20, 2020 – City Hall, Culver City Room – 5 PM – 7 PM
- ❖ March 19, 2020 – City Hall, Culver City Room – 5 PM – 7 PM
- ❖ April 16, 2020 – City Hall, Culver City Room – 5 PM – 7 PM

## BYLAW 6203

\*\*\*\*\*

### A BYLAW OF THE CITY OF LETHBRIDGE TO ESTABLISH A CODE OF CONDUCT FOR CITIZEN MEMBERS APPOINTED TO BOARDS, COMMISSIONS, AND COMMITTEES

\*\*\*\*\*

WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a Council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the Council who are not councilors;

AND WHEREAS the establishment of a code of conduct for members of council committees and other bodies established by the Council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct sets an ethical standard of behavior for members of council committees and other bodies established by the Council;

NOW THEREFORE, THE COUNCIL OF THE CITY OF LETHBRIDGE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

#### 1. Title

- 1.1. This Bylaw shall be known as the "Code of Conduct for Citizen Members Bylaw" or "Code."

#### 2. Definitions

In this Bylaw, words have the meanings set out in the Act, except that:

- 2.1. "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- 2.2. "Administration" has the same meaning as in Bylaw 6099, the City Manager Bylaw;
- 2.3. "City" means the corporation of the City of Lethbridge;
- 2.4. "City Manager" has the same meaning as in Bylaw 6099, the City Manager Bylaw;
- 2.5. "Committees" means any council committee or other body established by council;
- 2.6. "Confidential Information" means any information (oral or written) that is received in during a meeting or any part of a meeting that is closed to the public;
- 2.7. "Conflict of Interest" means a situation when a citizen Member has a private or personal interest sufficient to influence or to appear to influence the objective exercise of their duties;
- 2.8. "Declaration" means the form of declaration attached to this Bylaw as Schedule "A";
- 2.9. "External Committee" means a board, commission, committee or other body not established by the city council but whose membership includes a council appointee and without limiting the generality of the foregoing specifically includes the Lethbridge Public Library Board;
- 2.10. "Member" means a citizen appointed to a Committee;

- 2.11. "Political Activity" means being a candidate for elected office, campaigning for a candidate for elected office, fundraising for an election campaign, promoting a political party or special interest cause.

### **3. Purpose and Application**

- 3.1. The purpose of the Code of Conduct for Citizen Members Bylaw is to establish standards for the ethical conduct of members.
- 3.2. This Bylaw does not apply to council members as they are governed by the Council Code of Conduct Bylaw.
- 3.3. This Bylaw does not apply to any External Committees or the Lethbridge Police Commission.

### **4. General Duties of Members**

4.1. Members shall:

- 4.1.1. act honestly and in good faith;
- 4.1.2. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- 4.1.3. conduct themselves in a professional manner with dignity and make every effort to participate diligently on the Committees to which they are appointed;
- 4.1.4. conduct themselves in a manner that promotes public confidence and will bear close public scrutiny;
- 4.1.5. treat one another, city councilors, employees of the City and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation;
- 4.1.6. complete a Declaration prior to participating in any Committee work;
- 4.1.7. respect that Administration works for the City as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective, and that employees are required to do so without undue influence from any Member or group of Members.

4.2. Members shall not:

- 4.2.1. speak in a manner that is discriminatory to any individual referencing characterizations such as race, religious beliefs, colour, gender, physical or mental ability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
- 4.2.2. involve themselves in matters of Administration, which fall within the jurisdiction of the City Manager or in the case of the Galt Museum & Archives, and the jurisdiction of the Chief Administrative Officer for the Galt Museum & Archives;

- 4.2.3. use, or attempt to use, their authority to interfere or attempt to interfere in the employee's duties;
- 4.2.4. maliciously or falsely injure the reputation of the City or the employees; or
- 4.2.5. directly or indirectly request, induce, encourage, or aid Administration to do something which, if done by the Member, would be a breach of this Code.

## **5. RESPONSIBILITIES**

### **5.1. City Council to:**

- 5.1.1. appoint Members to Committees as required;
- 5.1.2. remove any Members that are not complying with this Bylaw.

### **5.2. City Clerk to:**

- 5.2.1. coordinate the recruitment and appointment of individuals to Committees;
- 5.2.2. retain the completed Declarations of the Members appointed to the Committees;
- 5.2.3. provide an orientation to Members annually after the Organization Meeting.

### **5.3. Committees to:**

- 5.3.1. carry out their responsibilities in accordance with all applicable policy and legislation.

### **5.4. Committee Chairs to:**

- 5.4.1. manage the performance evaluation of Members;
- 5.4.2. participate in the recruitment of Members with City Council;
- 5.4.3. report to City council on any Member that is not complying with this Bylaw in accordance with Section 12;
- 5.4.4. assist Members to determine whether a situation in question constitutes a Conflict of Interest;
- 5.4.5. determine whether gifts and benefits received by Members are acceptable;
- 5.4.6. receive any alleged breach and follow the process outlined in Section 8.

### **5.5. Members to:**

- 5.5.1. receive a copy of the Code of Conduct for Citizen Members Bylaw and complete a Declaration that they agree to adhere to the standards described in the Bylaw no later than thirty (30) days following their initial appointment to a Committee and following any subsequent re-appointment;

- 5.5.2. submit the completed Declaration to the City Clerk;
- 5.5.3. not speak on behalf of city of Lethbridge, city council or the Committee unless authorized to do so;
- 5.5.4. attend orientations and training which is necessary to conduct their duties.
- 5.5.5. comply with the rules of disclosure of confidential information.

## **6. Conflict of Interest**

- 6.1. In the performance of their duties, Members must avoid Conflicts of Interest.
- 6.2. If a Member is in doubt about whether any situation involves a Conflict of Interest, the Member must seek guidance from the Chair at the earliest possible opportunity. The Chair will determine whether the situation in question constitutes a Conflict of Interest.
- 6.3. Should the Chair determine that such a Conflict of Interest exists, then the following steps will be taken:
  - 6.3.1. If the Conflict of Interest is declared outside of a meeting of the Committee, then the Member must formally, in writing, declare the Conflict of Interest stating the reason to the Chair, and must abstain from any discussions related to the matter and from attempting to influence a vote on the matter.
- 6.4. If the Conflict of Interest is declared during a meeting of the Committee, then the following steps will be taken:
  - 6.4.1. The Member must leave the room in which the meeting is being held and not return to the meeting until all discussion and voting related to the matter are concluded; and
  - 6.4.2. The Member's Conflict of Interest declaration must be recorded in the Minutes of the Committee meeting.
- 6.5. If a Member believes that another Member of their Committee is in a Conflict of Interest, then the Member must inform the Chair at the earliest possible opportunity. If a Member believes that the Chair is in a Conflict of Interest, then the Member must inform the Vice-Chair at the earliest possible opportunity.

## **7. Confidential Information**

- 7.1. Members must not disclose confidential information (verbal or written) by any means, unless the Member is authorized to do so by law or in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, any associated regulations, and any amendments or successor legislation.
- 7.2. Members must not use confidential information acquired during their appointment to a Committee for their personal use or gain, or for the personal use or gain of their family, friends or associates.

- 7.3. Members must not use confidential information following the completion of their term on a Committee for their personal use or gain, or for the personal use or gain of their family, friends, or associates.

## **8. Acceptance and Disclosure of Gifts and Benefits**

- 8.1. Members must not solicit a gift or a benefit, by virtue of their position on a Committee for their personal use or for the personal use of their family, friends or associates.
- 8.2. Members must not accept a gift or a benefit, that is connected directly to their duties on a Committee; and.
- 8.3. Gifts or benefits, that are connected directly to a Member's duties on a Committee must be disclosed to the Chair at the earliest possible opportunity.

## **9. Conduct at Meetings**

- 9.1. Members must be aware of their Committee's mandate, and their governing legislation, bylaws, and any other policies and procedures.
- 9.2. Members must attend all meetings, except those where approval for absence was granted by the Committee or where the Member is required to take a leave of absence in accordance with this Bylaw.
- 9.3. Members must conduct themselves in accordance with the established policies and procedures for the conduct of their Committee's meeting.

## **10. Use of City and Committee Property, Technology, and Resources**

- 10.1. Members shall use City property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 10.2. City property, equipment, services, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same term and conditions as a member of the general public, including booking and payment of any applicable fees or charges.
- 10.3. Members must not use City property, equipment, services, supplies and staff resources for personal gain or for the gain of their family, friends, and associates.
- 10.4. Members must return all City property, equipment, services, supplies and staff resources upon completion of their term.

## **11. Political Activity**

- 11.1. Members must not use City property, equipment, services, supplies and staff resources for any Political Activity.

## 12. Breaches

- 12.1. Any alleged breach of the Code must be reported in writing to the Chair. In the case that the alleged breach is related to the Chair, then it must be reported to the Vice-Chair.
- 12.2. Where an alleged breach is reported to the Chair, or the Vice-Chair depending on the circumstance, the Chair and/or Vice-Chair, will take the following actions:
  - 12.2.1. Provide the Member whose conduct is alleged to have breached this Bylaw with the case against them in writing and with an opportunity to respond in writing;
  - 12.2.2. Considering only the written allegations against the Member and the Member's written response, make a determination in writing whether the Code has been breached.
- 12.3. Where the Chair has determined the Code has been breached, the Chair and/or the Vice-Chair may add the breach to the Closed Session portion of the Agenda of the next scheduled meeting, or call a special meeting.
- 12.4. If warranted, the Committee, as a whole, may direct the Chair, or Vice-Chair to bring forward a written report to city council. The report will be forwarded to the Closed Session portion of the City Council Agenda, and must include the following:
  - 12.4.1. Written allegation and Member's response;
  - 12.4.2. Finding of the Chair and copy of relevant minutes;
  - 12.4.3. the Committee's recommendation to council; and
  - 12.4.4. the subject Member's written submission responding to Committee's recommendation unless they have declined to make such a submission.
- 12.5. Having regard only to the written report, if council is satisfied that a breach of this Bylaw occurred, council may by resolution:
  - 12.5.1. suspend the Member for a period of time deemed appropriate by Council; or
  - 12.5.2. revoke the Member's appointment on the Committee.

## 13. Coming into Force

- 13.1. This Bylaw shall come into full force and effect on the date of final passing thereof.

READ A FIRST TIME this 24<sup>th</sup> day of February, A.D. 2020.

C. A. Spear Bonnie L. Stoford  
MAYOR CITY CLERK

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020.



\_\_\_\_\_  
MAYOR

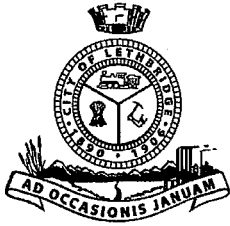
\_\_\_\_\_  
CITY CLERK

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

## SCHEDULE "A"



CITY OF  
*Lethbridge*

---

### Declaration

#### **Code of Conduct for Citizen Members Appointed to City Council Committees**

Complete this Declaration no later than thirty (30) days following your initial appointment to a City of Lethbridge Board, Commission or Committee (Declarations for re-appointment are not required unless a break in service or appointment to a new Board, Commission or Committee). The completed Declaration is to be forwarded to the City Clerk's Office.

I, \_\_\_\_\_, Member of  
(Full Name)

\_\_\_\_\_  
(Name of Board, Commission or Committee)

declare that I have read and understand the Code of Conduct for Citizen Members Bylaw, and agree to adhere to the standards described in this Bylaw.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



# YOUTH ADVISORY COUNCIL STRATEGIC PLAN

Youth Advisory Council  
CITY OF LETHBRIDGE



2018-2022

*The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the Youth of the City of Lethbridge.*

*We will accomplish this through:*

*Advocacy,  
Education, and  
Engagement.*

# Youth Advisory Council

## 2018-2022

### Contents

<b>Participants:</b> .....	3
Attendees:.....	3
<b>Background</b> .....	3
<b>Strategic Planning Agenda</b> .....	4
<b>History Since 2007</b> .....	5
<b>Notable Accomplishments</b> .....	5
<b>Current Context</b> .....	6
<b>Strengths, Problems, Opportunities And Threats</b> .....	7
<b>Focus Areas</b> .....	8
Identified Opportunities .....	8
<b>Increase Outreach</b> .....	8
<b>Improve Internal Processes</b> .....	8
<b>Increase Awareness</b> .....	8
Focus Areas – Short Term .....	9
Focus Areas – Long Term .....	9
<b>Closing Statement</b> .....	11

# Youth Advisory Council

## Participants:

### Attendees:

Luke Bendkowski  
Dominique Charles  
Liberty Charrissage  
Chloe Devoy  
Grace Forster  
Dorothy Graham  
Darren Nii Martey Armah  
Conner Peta  
Sean Sander  
Alysha Smith  
Derek St. Jean

## Background

The Youth Advisory Council (YAC) was created in 2007 out of the Lethbridge Youth Summit to address issues and initiatives affecting the daily lives of youth in Lethbridge. Through advocacy and engagement with City Council, City Administration and the community as a whole, YAC was tasked with providing the youth voice to decision making.

This mandate has seen YAC address issues across the community on topics such as: Hazing, Community Safety, Bullying Prevention, Curbside Recycling and Urban Fracking. YAC has also served as a focus group for City of Lethbridge departments, covering topics such as: Transit, Planning and Development, Community and Social Development, and Recreation and Culture.

In June 2017 support for YAC was transferred from the Community and Social Development Department to the Offices of the City Clerk and City Manager.

## Strategic Planning Agenda

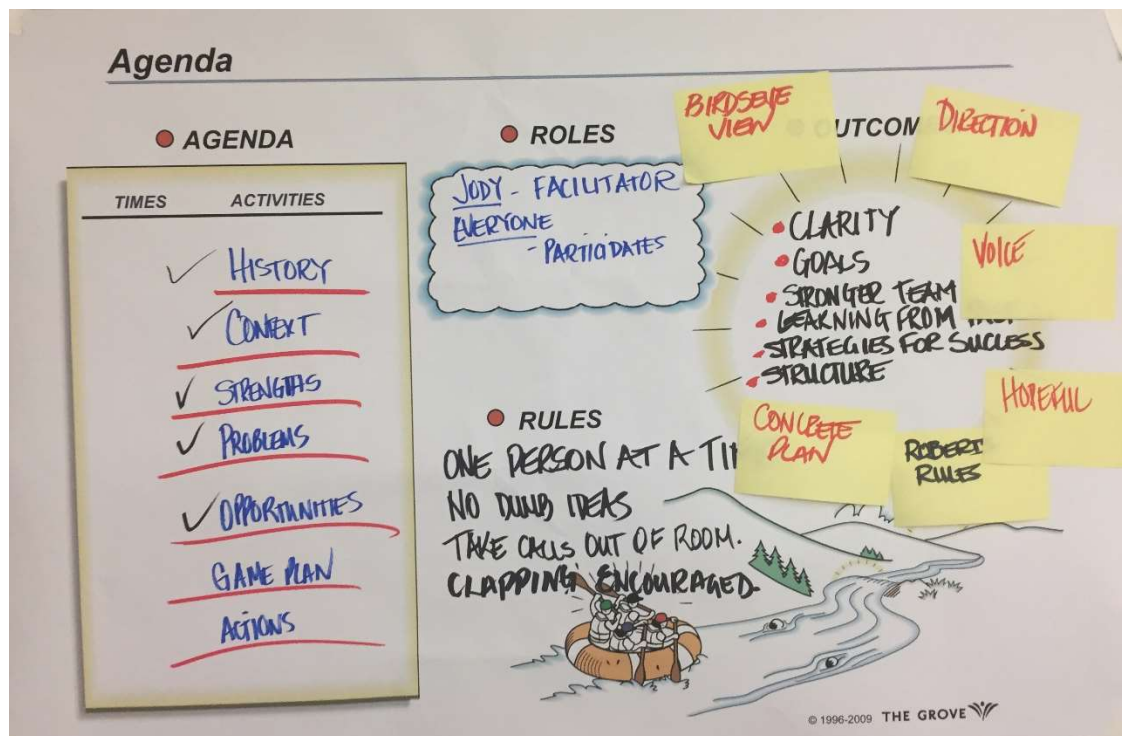


Figure 1: Strategic Planning Agenda

In light of the June 2017 transition of administrative support, and the Municipal Election, the Youth Advisory Council (YAC) determined there was a need to revisit their current strategic plan.

YAC members were asked to identify the context through which youth issues surrounding them were being viewed. Members were also tasked with categorizing their individual purposes for joining YAC. These purposes were found to be directly correlated to the context that the Youth Advisory Council are operating within.

Members worked to create a SPOT (Strengths, Problems, Opportunities and Threats) Matrix to address where YAC is currently working on youth issues and determine where to concentrate their activities moving forward. Through this process, YAC members identified a need to create an actionable plan for their initiatives. With this plan, YAC members were able to identify how and when they were going to fulfil their mission and advisory role with City Council over the next four years.

## History Since 2007

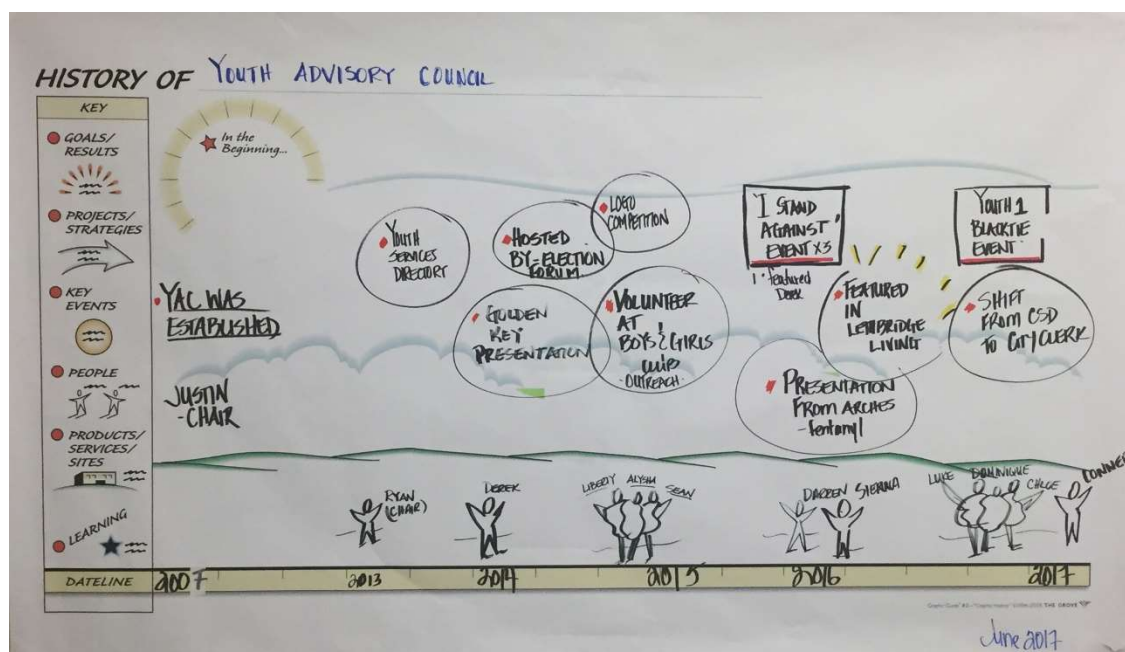


Figure 2: History Map

## Notable Accomplishments

### 2013

- Created a Youth Services Directory in partnership with Community and Social Development.

### 2014

- Hosted a Municipal By-Election Forum.
- Initiated a community logo design competition.
- Took a stance against the proposed Golden Key Oil exploration in West Lethbridge.

### 2015

- Began an ongoing volunteer role with Boys and Girls Club of Lethbridge.

### 2016

- Featured in a Lethbridge Living article.

### 2017

- Hosted a Municipal Election All-Candidates Forum in partnership with the University of Lethbridge Students Union.
- Completed the development of a four year strategic plan.
- Prepared a revised Terms of Reference.



## Current Context



Figure 3: Context Map

The process of creating a context map is to identify the many different factors and issues that influence how youth in the community are portrayed and supported.

### Broadly Represented Trends

- The need to ensure the voices of youth are heard and represented
- Outreach geared towards engagement with youth (schools and community)

### Political Factors

- Increased calls for inclusion
- Truth and Reconciliation

### Technology Factors

- Access to WiFi
- Youth and social media impact

### Customer Needs

- Youth in between school and adulthood
- Education on government
- Connection to local business

### Uncertainties

- Poor job prospects
- Changing career climate
- What will be inherited from others

### Economic Climate

- Transit costs
- Educational costs
- Youth have less disposable income

### Trends

- Youth are both more and less involved with their community and government
- People are becoming more passive about their role in society
- Most communication is short and to the point



## Strengths, Problems, Opportunities And Threats



Figure 4: SPOT Matrix Map

The SPOT Matrix exercise was conducted to assess the Strengths, Problems, Opportunities and Threats in the areas that YAC operates. These four categories help to build an identifiable map to where YAC is currently achieving its mandate, where YAC could be attaining more success, and where YAC needs to work on improving its advocacy role.

### Strengths

- Outreach in community is grassroots
- Invited to sit on other committees
- Awareness
- Honest
- We are youth too
- Relationship with City Staff and Council
- Identify youth issues in the community
- Connected
- Diverse
- Optimistic
- Educated and experienced

### Problems

- Ability to see a project through
- Trying to do too much
- Confusion over who we represent
- Unclear direction, purpose and place
- Busy schedules
- Time and resources
- Outreach and ability to get things done
- Not enough budget

### Opportunities

- Mentorship with Staff and Council
- Easy access to networking
- Creating interest
- Increasing YAC membership
- Involvement in Elections
- Surveys
- Terms of Reference
- Recruitment strategy
- Guest Presentations
- Getting Focused
- Better Attendance
- Disseminate information to youth
- Better relationship with City Council

### Threats

- Similar college based towns
- Not much keeping youth here
- Turnover of membership
- Changes in orders of government

## Focus Areas

### Identified Opportunities

Through the strategic planning process YAC members have identified the following list of opportunities and the subsequent supporting projects.

#### Increase Outreach

- Educate Youth about the resources offered at the Public Library
- Develop a YAC Health Initiative
- Coordinate a Youth Conference
- Host a YAC Open House
- Increase engagement with schools on local government
- Engage with students about their passions
- Share and celebrate local First Nations, Métis, and Inuit Culture to reduce racism and stigma

#### Improve Internal Processes

- Review the current Terms of Reference
- Increase engagement with City Council
- Create a New Member Orientation (Onboarding and Off-boarding process)
- Create engagement with City Administration
- Development of a clear and concise Mission Statement
- Practice good governance

#### Increase Awareness

- Create a standard presentation that can be used at community events and speaking engagements
- Organize a public debate on youth issues
- Ensure youth in the community can easily contact YAC
- Reach out to high schools to provide education about YAC
- Provide speaking engagements at Post-Secondary Clubs and other Youth Organizations
- Collaborate with High School Student Unions to support their initiatives
- Create posters and information bulletins for distribution
- Actively recruit new members from high schools and post-secondary
- Attend more youth orientated community events
- Create a YAC website

## Focus Areas – Short Term

Initiative	Description
Coordinate an Event Dedicated to Mental Health Awareness	Work with Jack.org to sponsor a community event to raise mental health awareness.
Improve YAC's communications with the community.	Improve YAC use of social media to engage with the community
Coordinate a Youth Symposium to discuss Lethbridge's Youthful Cities Results	Coordinate a Youth Symposium with Community Stakeholders in order to engage with the public on Lethbridge's progress as a Youth-oriented city.

## Focus Areas – Long Term

Initiative	Description
Develop a YAC Health Initiative	Partner with community organizations, businesses and schools to create a community approach to healthy living for youth.
Coordinate a Youth Conference	Coordinate and host a conference geared towards celebrating and encouraging the youth of Lethbridge.
Increase engagement with City Council	Actively work alongside City Council to understand the bylaw and policy development process, Council agenda development and daily interactions of City Councilors.
Organize a public debate on youth issues	An event to increase dialogue on issues affecting youth in Lethbridge, providing YAC with a public forum to gather input.

## Completed Goals

Initiative	Description
Educate youth about the resources offered at the Public Library	A project focused on ensuring youth in the community understand and have access to the many resources offered by the Public Library.
Review the current Terms of Reference	A review of the current terms of reference to determine if they currently support the purpose and direction of the Youth Advisory Council.
Create a New Member Orientation (Onboarding and Off-boarding process)	Creation of a template for welcoming new members to YAC, identifying key information and materials crucial to their participation. As well, include a process for departing members.
Create a standard presentation that can be used at community events and speaking engagements	Creation of a template presentation that supports the purpose of the Youth Advisory Council and can be utilized across many different events with minimal additions. In place for future YAC members to encourage continuity.
Ensure youth in the community can easily contact YAC	Creating a central location where youth can easily find information on and contact YAC.

## Closing Statement

Throughout the Strategic Planning process, members of this council echoed the need to create a working relationship with City Council, while also working to increase our profile and interaction within the community. The ideas and work that have been put into the development of this document will guide us in this role.

We are thankful for the support and contributions of all our members in developing this document. Each member has worked to ensure we maintain our focus – the youth of Lethbridge. We would also like to thank the Community and Social Development Department for their long-term contributions and support. Looking forward, we are excited for the opportunity to work with both the Offices of the City Clerk and City Manager.

Finally, working to accomplish this plan will require that we are actively engaged with City Council. We look forward to providing City Council with this document, as well as a sustained voice on those issues and decisions that affect our demographic. We look to build upon the foundation for which we exist as a council – advocate, educate and engage Lethbridge's youth.

The Youth Advisory Council is ready to continue its role as a voice for Lethbridge's youth.

Our work has just begun.

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Minutes : April 9, 2020**

### **3. Approval of Agenda : May 21, 2020**

### **4. Agenda Item**

#### **4.1. Youth Forum Discussion**

#### **4.2. Social Media Initiatives Update**

### **5. Unfinished Business**

### **6. New Business**

### **7. Review of Action Items**

### **8. Roundtable**

### **9. Next Meetings**

❖ June 18, 2020 – TBD – 5 PM – 7 PM

### **10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



Youth Advisory Council  
CITY OF LETHBRIDGE

June 18, 2020  
5:00 p.m. – 7:00 p.m.  
MICROSOFT TEAMS

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Minutes : May 21, 2020**

### **3. Approval of Agenda : June 18, 2020**

### **4. Agenda Item**

- 4.1. Review of City Council Agenda
- 4.2. Group Picture
- 4.3. Youth Forum Discussion
- 4.4. Social Media Initiatives Update
- 4.5. Combatting Racial Discrimination

### **5. Unfinished Business**

- 5.1. Code of Conduct Bylaw - Feedback

### **6. New Business**

### **7. Review of Action Items**

### **8. Roundtable**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

## 9. Next Meetings

- ❖ July 16, 2020 – TBD – 5 – 7 PM

## 10. Adjournment

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.





CITY OF  
*Lethbridge*

Minutes of the **Youth Advisory Council** held on **May 21, 2020** via **Microsoft Teams** at 5:00 p.m. with the following in attendance:

---

**PRESENT:** Member, Chair G. Forster  
Member K. De Groot  
Member C. Oyebola  
Member L. van Genderen  
Member, Lethbridge College Student's Association T. Watters  
Representative  
University of Lethbridge Student's Union R. Lindbald  
Representative  
Holy Spirit Catholic School Representative J. Kroker

**OTHERS:** Legislative Services Assistant A. Moncrieff

**ABSENT:** Member S. Siever  
Member B. Mbonihankuye  
Member, Vice-Chair D. Sander

*Note: Members attended remotely pursuant to Section 199(1) of the Municipal Government Act, R.S.A. 2000, c. M-26.*

***The meeting was Called to Order at 5:07 P.M.***

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



## 1. Welcome

### 1.1. Acknowledgement Statement

---

## 2. Approval of the Minutes : April 9, 2020

**APPROVED BY CONSENSUS.**

----- CARRIED

---

## 3. Approval of Agenda : May 21, 2020

**ADOPTED BY CONSENSUS.**

----- CARRIED

---

*Before moving to the Agenda items, A. Moncrieff, Legislative Services, provided an overview of the previous City Council meeting, and the upcoming Community Issues Committee meeting to the Youth Advisory Council.*

---

## 4. Agenda Item

### 4.1. Youth Forum Discussion

G. Forster provided an overview of the proposed Youth Forum, which will be postponed until next year.

The following was discussed:

- Holding a virtual forum;

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



- Social media questionnaire/campaign to check in with youth in the community about what their challenges and needs are pertaining to COVID-19;
- Completing a survey or a needs matrix;
- Online chat room to engage with the youth community.
- Software capacities for hosting an online forum;
- Potential spaces for having the space in-person;
  - Winston Churchill;
  - City Hall;
- Best method for advertising the event.

**Action:** Administration to connect with Communications, and set up a meeting with Grace and Comms. to discuss social media, online youth forum, etc.

---

#### 4.2. Social Media Initiatives Update

G. Forster provided an overview of the Social Media Subcommittee's initiatives. Keeping the social media current and being more actively engaged online are tenet to these initiatives.

The following was additionally discussed:

- Posting a notice on social media that YAC is still meeting virtually;
- Posting a new group picture on social media or the City website.
- Cross-advertising with University or College events, or other youth-oriented events in the community.

**Action:** YAC to take a new group picture – a screenshot – at the next meeting.

G. Forster asked committee members who have not submitted a member profile to please do so.

---

#### 5. Unfinished Business

None.

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



## 6. New Business

None

---

## 7. Review of Action Items

- Code of Conduct Bylaw:

YAC did not have any feedback at this current juncture. *Alli to re-circulate the Bylaw for the YAC to review.*

**Action:** Administration to re-circulate the draft Bylaw for YAC to review again.

- BCC Day:

**Action:** Administration to radar “BCC Day” as an Agenda item for the July meeting.

- Social Media:

Planning a meeting with Communications.

- Personal Profiles

G. Forster requested the YAC to keep sending profiles if they haven't already.

- Youth Forum

Discussed through the Agenda item.

---

## Roundtable

None.

---

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



CITY OF  
*Lethbridge*

## 8. Adjournment

The meeting was adjourned by consensus at 6:15 p.m.

---

## Next Meetings

- ❖ June 18, 2020 – TBD – 5 PM – 7 PM

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

## BYLAW 6203

\*\*\*\*\*

### A BYLAW OF THE CITY OF LETHBRIDGE TO ESTABLISH A CODE OF CONDUCT FOR CITIZEN MEMBERS APPOINTED TO BOARDS, COMMISSIONS, AND COMMITTEES

\*\*\*\*\*

WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a Council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the Council who are not councilors;

AND WHEREAS the establishment of a code of conduct for members of council committees and other bodies established by the Council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct sets an ethical standard of behavior for members of council committees and other bodies established by the Council;

NOW THEREFORE, THE COUNCIL OF THE CITY OF LETHBRIDGE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

#### 1. Title

- 1.1. This Bylaw shall be known as the "Code of Conduct for Citizen Members Bylaw" or "Code."

#### 2. Definitions

In this Bylaw, words have the meanings set out in the Act, except that:

- 2.1. "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- 2.2. "Administration" has the same meaning as in Bylaw 6099, the City Manager Bylaw;
- 2.3. "City" means the corporation of the City of Lethbridge;
- 2.4. "City Manager" has the same meaning as in Bylaw 6099, the City Manager Bylaw;
- 2.5. "Committees" means any council committee or other body established by council;
- 2.6. "Confidential Information" means any information (oral or written) that is received in during a meeting or any part of a meeting that is closed to the public;
- 2.7. "Conflict of Interest" means a situation when a citizen Member has a private or personal interest sufficient to influence or to appear to influence the objective exercise of their duties;
- 2.8. "Declaration" means the form of declaration attached to this Bylaw as Schedule "A";
- 2.9. "External Committee" means a board, commission, committee or other body not established by the city council but whose membership includes a council appointee and without limiting the generality of the foregoing specifically includes the Lethbridge Public Library Board;
- 2.10. "Member" means a citizen appointed to a Committee;

- 2.11. "Political Activity" means being a candidate for elected office, campaigning for a candidate for elected office, fundraising for an election campaign, promoting a political party or special interest cause.

### **3. Purpose and Application**

- 3.1. The purpose of the Code of Conduct for Citizen Members Bylaw is to establish standards for the ethical conduct of members.
- 3.2. This Bylaw does not apply to council members as they are governed by the Council Code of Conduct Bylaw.
- 3.3. This Bylaw does not apply to any External Committees or the Lethbridge Police Commission.

### **4. General Duties of Members**

4.1. Members shall:

- 4.1.1. act honestly and in good faith;
- 4.1.2. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- 4.1.3. conduct themselves in a professional manner with dignity and make every effort to participate diligently on the Committees to which they are appointed;
- 4.1.4. conduct themselves in a manner that promotes public confidence and will bear close public scrutiny;
- 4.1.5. treat one another, city councilors, employees of the City and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation;
- 4.1.6. complete a Declaration prior to participating in any Committee work;
- 4.1.7. respect that Administration works for the City as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective, and that employees are required to do so without undue influence from any Member or group of Members.

4.2. Members shall not:

- 4.2.1. speak in a manner that is discriminatory to any individual referencing characterizations such as race, religious beliefs, colour, gender, physical or mental ability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
- 4.2.2. involve themselves in matters of Administration, which fall within the jurisdiction of the City Manager or in the case of the Galt Museum & Archives, and the jurisdiction of the Chief Administrative Officer for the Galt Museum & Archives;

- 4.2.3. use, or attempt to use, their authority to interfere or attempt to interfere in the employee's duties;
- 4.2.4. maliciously or falsely injure the reputation of the City or the employees; or
- 4.2.5. directly or indirectly request, induce, encourage, or aid Administration to do something which, if done by the Member, would be a breach of this Code.

## **5. RESPONSIBILITIES**

### **5.1. City Council to:**

- 5.1.1. appoint Members to Committees as required;
- 5.1.2. remove any Members that are not complying with this Bylaw.

### **5.2. City Clerk to:**

- 5.2.1. coordinate the recruitment and appointment of individuals to Committees;
- 5.2.2. retain the completed Declarations of the Members appointed to the Committees;
- 5.2.3. provide an orientation to Members annually after the Organization Meeting.

### **5.3. Committees to:**

- 5.3.1. carry out their responsibilities in accordance with all applicable policy and legislation.

### **5.4. Committee Chairs to:**

- 5.4.1. manage the performance evaluation of Members;
- 5.4.2. participate in the recruitment of Members with City Council;
- 5.4.3. report to City council on any Member that is not complying with this Bylaw in accordance with Section 12;
- 5.4.4. assist Members to determine whether a situation in question constitutes a Conflict of Interest;
- 5.4.5. determine whether gifts and benefits received by Members are acceptable;
- 5.4.6. receive any alleged breach and follow the process outlined in Section 8.

### **5.5. Members to:**

- 5.5.1. receive a copy of the Code of Conduct for Citizen Members Bylaw and complete a Declaration that they agree to adhere to the standards described in the Bylaw no later than thirty (30) days following their initial appointment to a Committee and following any subsequent re-appointment;



- 5.5.2. submit the completed Declaration to the City Clerk;
- 5.5.3. not speak on behalf of city of Lethbridge, city council or the Committee unless authorized to do so;
- 5.5.4. attend orientations and training which is necessary to conduct their duties.
- 5.5.5. comply with the rules of disclosure of confidential information.

## **6. Conflict of Interest**

- 6.1. In the performance of their duties, Members must avoid Conflicts of Interest.
- 6.2. If a Member is in doubt about whether any situation involves a Conflict of Interest, the Member must seek guidance from the Chair at the earliest possible opportunity. The Chair will determine whether the situation in question constitutes a Conflict of Interest.
- 6.3. Should the Chair determine that such a Conflict of Interest exists, then the following steps will be taken:
  - 6.3.1. If the Conflict of Interest is declared outside of a meeting of the Committee, then the Member must formally, in writing, declare the Conflict of Interest stating the reason to the Chair, and must abstain from any discussions related to the matter and from attempting to influence a vote on the matter.
- 6.4. If the Conflict of Interest is declared during a meeting of the Committee, then the following steps will be taken:
  - 6.4.1. The Member must leave the room in which the meeting is being held and not return to the meeting until all discussion and voting related to the matter are concluded; and
  - 6.4.2. The Member's Conflict of Interest declaration must be recorded in the Minutes of the Committee meeting.
- 6.5. If a Member believes that another Member of their Committee is in a Conflict of Interest, then the Member must inform the Chair at the earliest possible opportunity. If a Member believes that the Chair is in a Conflict of Interest, then the Member must inform the Vice-Chair at the earliest possible opportunity.

## **7. Confidential Information**

- 7.1. Members must not disclose confidential information (verbal or written) by any means, unless the Member is authorized to do so by law or in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, any associated regulations, and any amendments or successor legislation.
- 7.2. Members must not use confidential information acquired during their appointment to a Committee for their personal use or gain, or for the personal use or gain of their family, friends or associates.

- 7.3. Members must not use confidential information following the completion of their term on a Committee for their personal use or gain, or for the personal use or gain of their family, friends, or associates.

## **8. Acceptance and Disclosure of Gifts and Benefits**

- 8.1. Members must not solicit a gift or a benefit, by virtue of their position on a Committee for their personal use or for the personal use of their family, friends or associates.
- 8.2. Members must not accept a gift or a benefit, that is connected directly to their duties on a Committee; and.
- 8.3. Gifts or benefits, that are connected directly to a Member's duties on a Committee must be disclosed to the Chair at the earliest possible opportunity.

## **9. Conduct at Meetings**

- 9.1. Members must be aware of their Committee's mandate, and their governing legislation, bylaws, and any other policies and procedures.
- 9.2. Members must attend all meetings, except those where approval for absence was granted by the Committee or where the Member is required to take a leave of absence in accordance with this Bylaw.
- 9.3. Members must conduct themselves in accordance with the established policies and procedures for the conduct of their Committee's meeting.

## **10. Use of City and Committee Property, Technology, and Resources**

- 10.1. Members shall use City property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 10.2. City property, equipment, services, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same term and conditions as a member of the general public, including booking and payment of any applicable fees or charges.
- 10.3. Members must not use City property, equipment, services, supplies and staff resources for personal gain or for the gain of their family, friends, and associates.
- 10.4. Members must return all City property, equipment, services, supplies and staff resources upon completion of their term.

## **11. Political Activity**

- 11.1. Members must not use City property, equipment, services, supplies and staff resources for any Political Activity.

## 12. Breaches

- 12.1. Any alleged breach of the Code must be reported in writing to the Chair. In the case that the alleged breach is related to the Chair, then it must be reported to the Vice-Chair.
- 12.2. Where an alleged breach is reported to the Chair, or the Vice-Chair depending on the circumstance, the Chair and/or Vice-Chair, will take the following actions:
  - 12.2.1. Provide the Member whose conduct is alleged to have breached this Bylaw with the case against them in writing and with an opportunity to respond in writing;
  - 12.2.2. Considering only the written allegations against the Member and the Member's written response, make a determination in writing whether the Code has been breached.
- 12.3. Where the Chair has determined the Code has been breached, the Chair and/or the Vice-Chair may add the breach to the Closed Session portion of the Agenda of the next scheduled meeting, or call a special meeting.
- 12.4. If warranted, the Committee, as a whole, may direct the Chair, or Vice-Chair to bring forward a written report to city council. The report will be forwarded to the Closed Session portion of the City Council Agenda, and must include the following:
  - 12.4.1. Written allegation and Member's response;
  - 12.4.2. Finding of the Chair and copy of relevant minutes;
  - 12.4.3. the Committee's recommendation to council; and
  - 12.4.4. the subject Member's written submission responding to Committee's recommendation unless they have declined to make such a submission.
- 12.5. Having regard only to the written report, if council is satisfied that a breach of this Bylaw occurred, council may by resolution:
  - 12.5.1. suspend the Member for a period of time deemed appropriate by Council; or
  - 12.5.2. revoke the Member's appointment on the Committee.

## 13. Coming into Force

- 13.1. This Bylaw shall come into full force and effect on the date of final passing thereof.

READ A FIRST TIME this 24<sup>th</sup> day of February, A.D. 2020.

C. A. Spear Bonnie L. Stoford  
MAYOR CITY CLERK

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020.

\_\_\_\_\_  
MAYOR

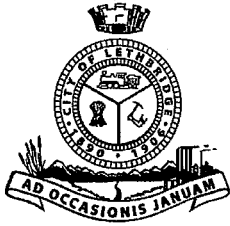
\_\_\_\_\_  
CITY CLERK

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

## SCHEDULE "A"



CITY OF  
*Lethbridge*

---

### Declaration

#### **Code of Conduct for Citizen Members Appointed to City Council Committees**

Complete this Declaration no later than thirty (30) days following your initial appointment to a City of Lethbridge Board, Commission or Committee (Declarations for re-appointment are not required unless a break in service or appointment to a new Board, Commission or Committee). The completed Declaration is to be forwarded to the City Clerk's Office.

I, \_\_\_\_\_, Member of  
(Full Name)

\_\_\_\_\_  
(Name of Board, Commission or Committee)

declare that I have read and understand the Code of Conduct for Citizen Members Bylaw, and agree to adhere to the standards described in this Bylaw.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Agenda: July 16, 2020**

### **3. Approval of Minutes: June 18, 2020**

### **4. Agenda Item**

4.1. Admin Support Update & Housekeeping

4.2. Review of City Council Agenda – 2020-07-13 Regular Council Meeting

4.3. Update - Conversion Therapy Ban Bylaw

4.4. Youth Forum: Updates and Scheduling

4.5. Social Media Initiatives - Interview with Communications; Additional Info

### **5. Unfinished Business**

### **6. Emergent Business**

6.1. Advocacy for Council-BCC Reporting Structure

### **7. Review of Action Items**

7.1. Review of Strategic Plan

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

**July 16, 2020  
5:00 p.m. – 7:00 p.m.  
MICROSOFT TEAMS**

**8. Roundtable**

**9. Next Meetings**

❖ August 20, 2020 – TBD – 5 – 7 PM

**10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



CITY OF  
*Lethbridge*

**PRESENT:**

Member, Chair	G. Forster
Member, Vice-Chair	D. Sander
Member	S. Siever
Member	K. De Groot
Member	C. Oyebola
Member	L. van Genderen
Member, Lethbridge College Student's Association Representative	T. Watters

**OTHERS:**

Legislative Services Assistant	C. Crisanti
--------------------------------	-------------

**ABSENT:**

University of Lethbridge Student's Union Representative	R. Lindbald
Member	B. Mbonihankuye
Holy Spirit Catholic School Representative	J. Kroker

*Note: Members attended remotely pursuant to Section 199(1) of the Municipal Government Act, R.S.A. 2000, c. M-26.*

***The meeting was called to order at 5:07 P.M.***

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.





## 1. Welcome

### 1.1. Acknowledgement Statement

---

## 2. Approval of the Minutes : May 21, 2020

**YAC 2020-06-18 – 001:**

**MOVED BY: K. de Groot**

THAT the Minutes of the May 21, 2020 Youth Advisory Council Meeting be approved as presented.

----- CARRIED UNANIMOUSLY

---

## 3. Approval of Agenda : June 18, 2020

**YAC 2020-06-18 – 002:**

**MOVED BY: G. Forster**

THAT the agenda of the June 18 2020 Youth Advisory Council Meeting be adopted as amended to include:

- Item 4.6: Letter Re: Bylaw 6228 – A Bylaw to prohibit the Business Practice of Conversion Therapy

----- CARRIED UNANIMOUSLY

---

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



## 4. Agenda Item

### 4.1. Review of Council Agenda

C. Crisanti gave an overview of general Council process, then summarized the events at the June 15, 2020 Council meeting Agenda.

D. Sander asked for clarification on Council's decision on the Brier Bid 2021 item, and how funds are to be distributed.

C. Crisanti clarified that Council will be funding the full \$1,000,000.00 that was requested for the 2021 Brier, and after elaborating on how Council does budgeting, that approximately a third of funds will come from the Major Community Event Hosting Grant, and that the remainder would come from the Municipal Revenue Stabilization Reserve (MRSR).

G. Forster briefly touched on Bylaw 6228, reserving conversation for Item 4.6.

---

### 4.2. Group Picture

G. Forster took a screen capture of the present YAC Members to post on social media.

<b>Action:</b> G. Forster to post the group photo on YAC Social Media.
--

---

### 4.3. Youth Forum Discussion

G. Forster briefed the meeting on potential plans for a Youth Forum, including event specific events, keynote speeches, and presentations of the community.

T. Watters recommended that any YAC events be advertised through Event Brite, a service which can also distribute links for remote meetings. Questions were asked by multiple members on potential costs. T. Watters clarified that advertising on Event Brite is free for free events. Members recommend looking into advertising the Youth Forum through this method.

---

- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
- For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



**Action:** Members to research functionality and utility of Event Brite;

**Action:** G. Forster or designate to create YAC Profile on Event Brite.

G. Forster asked if YAC Members, Councillors, or subject matter experts would speak at the event, and what the topic of the forum would be. T. Watters suggested that a mixture of all three could be drawn on depending on the nature of the event.

Members deliberated on whether to host the Youth Forum inclusive of all topics, or if the event should have a specific theme or focus.

G. Forster suggested that discrimination, specifically racial discrimination, be selected as a topic for the Youth Forum.

T. Watters asked what the potential turnout for such an event may be.

S. Siever and others referred to the turnout of the June 4<sup>th</sup> demonstration at City Hall (over 1000 in attendance; many youth), noting that discrimination is not only of interest to those directly affected by it, but to the many allies in the city as well.

G. Forster asked about potential resources the YAC has access to in order to facilitate a Youth Forum on Racial Discrimination.

C. Crisanti listed a number of resources and subject matter experts within City administration, including Human Resources Specialist Tymmarah Mackie, and several resources through the Reconciliation Lethbridge Advisory Committee (RLAC).

Members were interested in the potential of coordinating such an event with assistance from these resources.

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



**YAC 2020-06-18 – 003**

**MOVED BY: G. Forster**

THAT the topic of the first YAC Youth Forum be on racial discrimination; and

THAT Administration coordinate with Council, and members of the community to organize speakers for the Youth Forum.

----- CARRIED UNANIMOUSLY

---

**Action:** Members contact G. Forster to contribute to the working group coordinating the Youth Forum.

**Action:** Administration to contact potential speakers.

---

**4.4. Social Media Initiatives Update**

G. Forster briefed the YAC on the status of social media initiatives, current growth, and options to consult with members of Communications.

G. Forster to distribute login info for social media accounts

Those members who had not yet were asked to provide information and a picture for their YAC social media profile posts.

---

**4.5. Combatting Racial Discrimination**

G. Forster summarized the discussion on racial discrimination, and the group reaffirmed their commitment to combating discrimination and injustice in the city.

---

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



CITY OF  
*Lethbridge*

**4.6. Letter Re: Bylaw 6228 – A Bylaw to prohibit the Business Practice of Conversion Therapy**

The Committee reviewed Bylaw 6228, and discussed the implications on youth, businesses, and the larger community. There was general agreement that the present membership supported the enactment of this bylaw.

G. Forster asked what potential options exist to express the YAC's support of this bylaw to Council.

C. Crisanti discussed existing reporting structures for BCCs.

**YAC 2020-06-18 – 004:**

**MOVED BY: G. Forster**

THAT the Youth Advisory Council provide a formal recommendation of action to Lethbridge City Council to pass second and third readings of Bylaw 6228 – A Bylaw to prohibit the Business Practice of Conversion Therapy; and

THAT the Chair and/or designate(s) be authorized to present this recommendation at the proceeding Council Meetings at which the aforementioned bylaw is an agenda item.

----- **CARRIED UNANIMOUSLY**

---

**Action:** G. Forster to prepare an official recommendation to Council, to be distributed to members for review upon completion.

**Action:** Members to express their desire to present at Council alongside the chair to G. Forster.

---

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



## 5. Unfinished Business

### 5.1. Code of Conduct Bylaw – Feedback

G. Forster asked about Committee adherence to parliamentary procedure and options to modify terms of references to allow cultural practices of decision making.

C. Crisanti referred to ongoing changes to the Procedure Bylaw (5411), and that administration is considering a clause to allow for non-western customs and practices of democracy at Committee meetings.

G. Forster asked about terms of absence for committee members.

C. Crisanti clarified that setting the terms of absence, and of pardoned absence, are the mandate of the committee, and as such, each committee is entitled to determine what constitutes a pardoned absence.

The YAC did not have any feedback at this current juncture.

**Action:** G. Forster to communicate the lack of desired changes to Administration.

---

## 6. New Business

None

---

## 7. Review of Action Items

- BCC Day:

**Action:** Administration to radar “BCC Day” as an Agenda item for the July meeting.

- Social Media:

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



Information to be distributed when available; Meeting with Communications postponed until further notice.

- Personal Profiles

G. Forster requested the YAC to keep sending profiles if they haven't already.

- Youth Forum

Discussed through the Agenda item.

---

## **8. Roundtable**

None.

---

## **Adjournment**

The meeting was adjourned by consensus at 7:17 p.m.

---

## **Next Meetings**

- ❖ July 16, 2020 – TBD – 5 PM – 7 PM

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

**From:** [Forster, Grace](#)  
**To:** [120 City Clerk Mailbox](#)  
**Cc:** [Chloe Crisanti](#); [Allison Moncrieff](#); [Ryan Westerson](#)  
**Subject:** [External] YAC Council Committee Report  
**Date:** Tuesday, July 7, 2020 3:10:49 PM  
**Attachments:** [Council Committee Report - Bylaw 6228.docx](#)

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

As a committee of City Council, the Youth Advisory Council (YAC) is responsible for carrying out issue specific parts of Council's mandate, and to act as an additional point of representation for the youth of the city of Lethbridge. The YAC has discussed Bylaw 6228, which was recently passed for first reading, and acknowledged that conversion therapy is a practice which has significant negative implications for youth. As there is no formal reporting structure for Council's Boards, Commissions, and Committees, and considering that this is a matter on which the public rightly ought to have input, the YAC, as part of Council's role as a representative entity for the interests of the people, seeks to directly report to Council on the day this bylaw is presented for second and third reading in order to ensure that the interests of the youth of Lethbridge are appropriately considered in this matter.

Please find our attached submission regarding this matter.

Sincerely,

Grace Forster  
Chair  
Lethbridge Youth Advisory Council





CITY OF  
*Lethbridge*

## CITY COUNCIL COMMITTEE REPORT

**Name of Committee:** Youth Advisory Council

**Date of Meeting:** July 13, 2020

**Subject:** YAC Lethbridge Bylaw 6228 Report

**Submitted By:** Grace Forster – Youth Advisory Council Chair

**Recommended  
Action:**

Passage by City Council of the Second Reading of Bylaw 6228 – A Bylaw of the City of Lethbridge to Prohibit the Offering of Conversion Therapy Services.

**Executive Summary:** After discussing the City Council's first reading of Bylaw 6228, on the June 18, 2020 meeting of the Youth Advisory Council, Motion **YAC 2020-06-18 – 004** passed unanimously. As a result of this motion, YAC, having consulted with Outreach Southern Alberta, would like to unanimously offer its formal endorsement of Bylaw 6228, with the knowledge that conversion therapy is a practice which has a significant negative impact on LGBT+ youth, and that similar bylaws prohibiting the business practice of conversion therapy have been enacted in both Vancouver and Calgary, setting a reasonable precedent for such legislation to be enacted in Lethbridge.

**Rationale:** As a committee of City Council, the YAC is responsible for carrying out issue specific parts of Council's mandate, and to act as an additional point of representation for the youth of the city. As there is no formal reporting structure for Council's Boards, Commissions, and Committees, and considering that this is a matter on which the public rightly ought to have input, the YAC, as part of Council's role as a representative entity for the interests of the people, seeks to directly report to Council on the day this bylaw is presented for second and third reading in order to ensure the interests of the youth of Lethbridge are appropriately considered in this matter.

Committee Chair:

D. E. Forster

*This review will  
happen in the  
workflow only – it will  
not appear on the  
form.*

*REVIEW ONLY – No Signatures*

*Director:*

*City Treasurer:*

*City Solicitor*

*City Manager*

<https://www.ourcommons.ca/Content/Committee/421/HESA/Brief/BR10447600/br-external/SalwayTravis-2-e.pdf>

**From:** [Ryan Westerson](#)  
**To:** ["Forster, Grace"](#)  
**Cc:** [Chloe Crisanti](#); [Allison Moncrieff](#)  
**Subject:** RE: [External] YAC Council Committee Report  
**Date:** Thursday, July 9, 2020 9:38:02 AM

---

Grace,

The Agenda Review Committee has reviewed this request.

It has been determined that at this time these submissions/requests will not form part of the July 13 agenda. Council has been advised that there is no legal requirement for a formal public hearing on this type of bylaw and will be proceeding with second reading, discussion and debate and third reading of Bylaw on Monday, July 13, 2020.

Emails received on the topic of conversion therapy will be shared with all members of Lethbridge city council but will not be included as part of the public agenda on Monday.



**Ryan Westerson**  
Legislative Services Manager, City Clerk's Office  
He/Him/His  
P: 403.320.4741  
C: 403.635.4741  
E: [ryan.westerson@lethbridge.ca](mailto:ryan.westerson@lethbridge.ca)  
[www.lethbridge.ca](http://www.lethbridge.ca)

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

---

**From:** Forster, Grace <[grace.forster@uleth.ca](mailto:grace.forster@uleth.ca)>  
**Sent:** Tuesday, July 7, 2020 3:11 PM  
**To:** 120 City Clerk Mailbox <[cityclerk@lethbridge.ca](mailto:cityclerk@lethbridge.ca)>  
**Cc:** Chloe Crisanti <[Chloe.Crisanti@lethbridge.ca](mailto:Chloe.Crisanti@lethbridge.ca)>; Allison Moncrieff <[Allison.Moncrieff@lethbridge.ca](mailto:Allison.Moncrieff@lethbridge.ca)>; Ryan Westerson <[Ryan.Westerson@lethbridge.ca](mailto:Ryan.Westerson@lethbridge.ca)>  
**Subject:** [External] YAC Council Committee Report

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

As a committee of City Council, the Youth Advisory Council (YAC) is responsible for carrying out issue specific parts of Council's mandate, and to act as an additional point of

representation for the youth of the city of Lethbridge. The YAC has discussed Bylaw 6228, which was recently passed for first reading, and acknowledged that conversion therapy is a practice which has significant negative implications for youth. As there is no formal reporting structure for Council's Boards, Commissions, and Committees, and considering that this is a matter on which the public rightly ought to have input, the YAC, as part of Council's role as a representative entity for the interests of the people, seeks to directly report to Council on the day this bylaw is presented for second and third reading in order to ensure that the interests of the youth of Lethbridge are appropriately considered in this matter.

Please find our attached submission regarding this matter.

Sincerely,

Grace Forster  
Chair  
Lethbridge Youth Advisory Council



# YOUTH ADVISORY COUNCIL STRATEGIC PLAN



## 2018-2021 YAC Strategic Plan

*The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the Youth of the City of Lethbridge.*

*We will accomplish this through:*

*Advocacy,  
Education, and  
Engagement.*

# Youth Advisory Council

## 2018-2021 YAC STRATEGIC PLAN

### Contents

<b>Participants:</b> .....	3
Attendees:.....	3
<b>Background</b> .....	3
<b>Strategic Planning Agenda</b> .....	4
<b>History Since 2007</b> .....	5
<b>Notable Accomplishments</b> .....	5
<b>Current Context</b> .....	6
<b>Strengths, Problems, Opportunities And Threats</b> .....	7
<b>Focus Areas</b> .....	8
Identified Opportunities .....	8
<b>Increase Outreach</b> .....	8
<b>Improve Internal Processes</b> .....	8
<b>Increase Awareness</b> .....	8
Focus Areas – Short Term .....	9
Focus Areas – Long Term .....	10
<b>Closing Statement</b> .....	11

# Youth Advisory Council

## Participants:

### Attendees:

Luke Bendkowski  
Dominique Charles  
Liberty Charrissage  
Chloe Devoy  
Grace Forster  
Dorothy Graham  
Darren Nii Martey Armah  
Conner Peta  
Sean Sander  
Alysha Smith  
Derek St. Jean

## Background

The Youth Advisory Council (YAC) was created in 2007 out of the Lethbridge Youth Summit to address issues and initiatives affecting the daily lives of youth in Lethbridge. Through advocacy and engagement with City Council, City Administration and the community as a whole, YAC was tasked with providing the youth voice to decision making.

This mandate has seen YAC address issues across the community on topics such as: Hazing, Community Safety, Bullying Prevention, Curbside Recycling and Urban Fracking. YAC has also served as a focus group for City of Lethbridge departments, covering topics such as: Transit, Planning and Development, Community and Social Development, and Recreation and Culture.

In June 2017 support for YAC was transferred from the Community and Social Development Department to the Offices of the City Clerk and City Manager.

## Strategic Planning Agenda

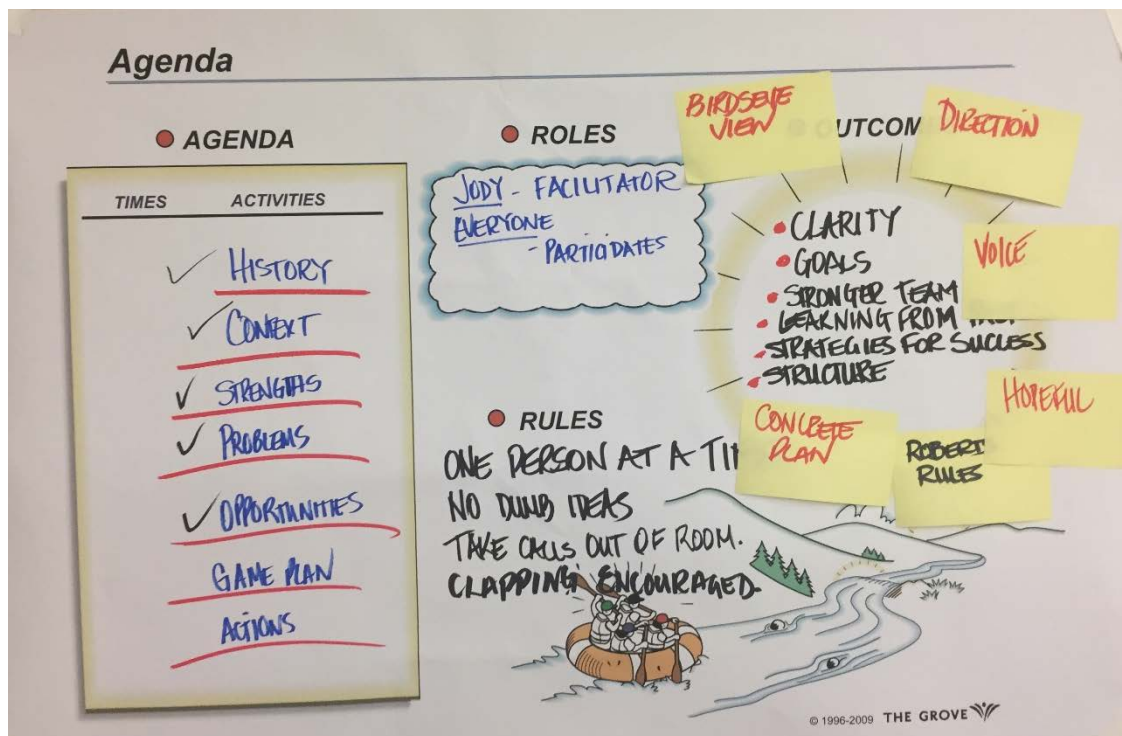


Figure 1: Strategic Planning Agenda

In light of the June 2017 transition of administrative support, and the Municipal Election, the Youth Advisory Council (YAC) determined there was a need to revisit their current strategic plan.

YAC members were asked to identify the context through which youth issues surrounding them were being viewed. Members were also tasked with categorizing their individual purposes for joining YAC. These purposes were found to be directly correlated to the context that the Youth Advisory Council are operating within.

Members worked to create a SPOT (Strengths, Problems, Opportunities and Threats) Matrix to address where YAC is currently working on youth issues and determine where to concentrate their activities moving forward. Through this process, YAC members identified a need to create an actionable plan for their initiatives. With this plan, YAC members were able to identify how and when they were going to fulfil their mission and advisory role with City Council over the next four years.



## History Since 2007

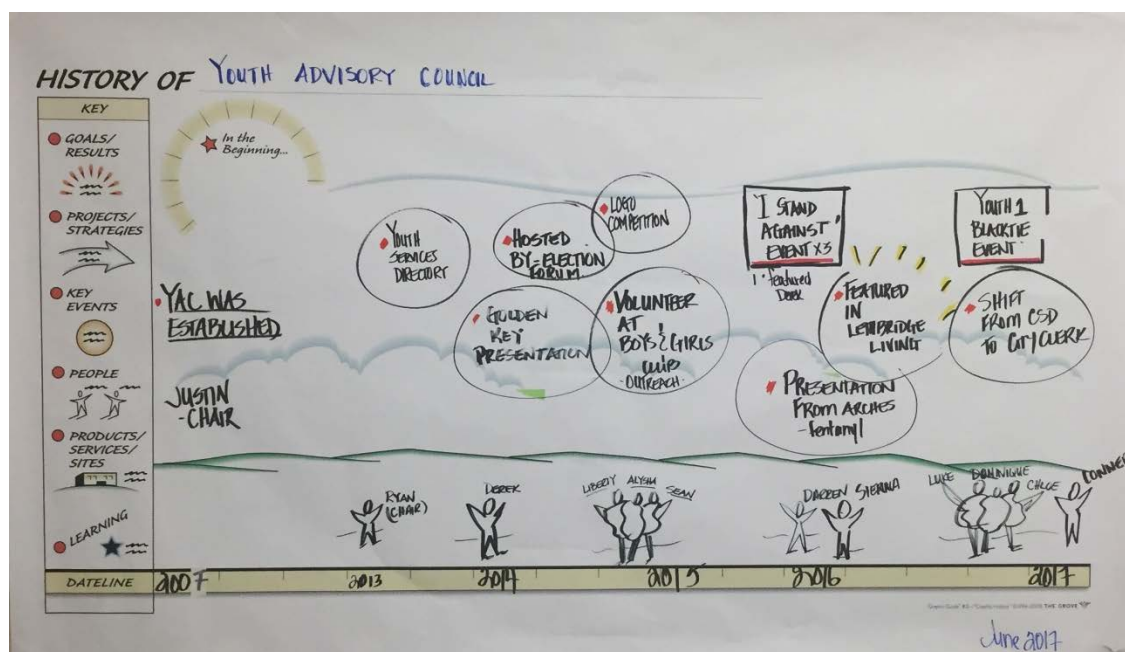


Figure 2: History Map

## Notable Accomplishments

### 2013

- Created a Youth Services Directory in partnership with Community and Social Development.

### 2014

- Hosted a Municipal By-Election Forum.
- Initiated a community logo design competition.
- Took a stance against the proposed Golden Key Oil exploration in West Lethbridge.

### 2015

- Began an ongoing volunteer role with Boys and Girls Club of Lethbridge.

### 2016

- Featured in a Lethbridge Living article.

### 2017

- Hosted a Municipal Election All-Candidates Forum in partnership with the University of Lethbridge Students Union.
- Completed the development of a four year strategic plan.
- Prepared a revised Terms of Reference.

## Current Context



Figure 3: Context Map

The process of creating a context map is to identify the many different factors and issues that influence how youth in the community are portrayed and supported.

### Broadly Represented Trends

- The need to ensure the voices of youth are heard and represented
- Outreach geared towards engagement with youth (schools and community)

### Political Factors

- Increased calls for inclusion
- Truth and Reconciliation

### Technology Factors

- Access to WiFi
- Youth and social media impact

### Customer Needs

- Youth in between school and adulthood
- Education on government
- Connection to local business

### Uncertainties

- Poor job prospects
- Changing career climate
- What will be inherited from others

### Economic Climate

- Transit costs
- Educational costs
- Youth have less disposable income

### Trends

- Youth are both more and less involved with their community and government
- People are becoming more passive about their role in society
- Most communication is short and to the point



## Focus Areas

### Identified Opportunities

Through the strategic planning process YAC members have identified the following list of opportunities and the subsequent supporting projects.

#### Increase Outreach

- Educate Youth about the resources offered at the Public Library
- Develop a YAC Health Initiative
- Coordinate a Youth Conference
- Host a YAC Open House
- Increase engagement with schools on local government
- Engage with students about their passions
- Share and celebrate local First Nations, Métis, and Inuit Culture to reduce racism and stigma

#### Improve Internal Processes

- Review the current Terms of Reference
- Increase engagement with City Council
- Create a New Member Orientation (Onboarding and Off-boarding process)
- Create engagement with City Administration
- Development of a clear and concise Mission Statement
- Practice good governance

#### Increase Awareness

- Create a standard presentation that can be used at community events and speaking engagements
- Organize a public debate on youth issues
- Ensure youth in the community can easily contact YAC
- Reach out to high schools to provide education about YAC
- Provide speaking engagements at Post-Secondary Clubs and other Youth Organizations
- Collaborate with High School Student Unions to support their initiatives
- Create posters and information bulletins for distribution
- Actively recruit new members from high schools and post-secondary
- Attend more youth orientated community events
- Create a YAC website

## Focus Areas – Short Term

Initiative	Description
Educate youth about the resources offered at the Public Library	A project focused on ensuring youth in the community understand and have access to the many resources offered by the Public Library.
Develop a YAC Health Initiative	Work towards building an understanding of a healthy mental and physical lifestyle for youth in the community.
Review the current Terms of Reference	A review of the current terms of reference to determine if they currently support the purpose and direction of the Youth Advisory Council.
Create a New Member Orientation (Onboarding and Off-boarding process)	Creation of a template for welcoming new members to YAC, identifying key information and materials crucial to their participation. As well, include a process for departing members.
Create a standard presentation that can be used at community events and speaking engagements	Creation of a template presentation that supports the purpose of the Youth Advisory Council and can be utilized across many different events with minimal additions. In place for future YAC members to encourage continuity.
Ensure youth in the community can easily contact YAC	Creating a central location where youth can easily find information on and contact YAC.

## Focus Areas – Long Term

Initiative	Description
Develop a YAC Health Initiative	Partner with community organizations, businesses and schools to create a community approach to healthy living for youth.
Coordinate a Youth Conference	Coordinating and hosting a conference geared towards celebrating and encouraging the youth of Lethbridge.
Increase engagement with City Council	Actively work alongside City Council to understand the bylaw and policy development process, Council agenda development and daily interactions of City Councillors.
Organize a public debate on youth issues	An event to increase dialogue on issues affecting youth in Lethbridge, providing YAC with a public forum to gather input.

## Closing Statement

Throughout the Strategic Planning process, members of this council echoed the need to create a working relationship with City Council, while also working to increase our profile and interaction within the community. The ideas and work that have been put into the development of this document will guide us in this role.

We are thankful for the support and contributions of all our members in developing this document. Each member has worked to ensure we maintain our focus – the youth of Lethbridge. We would also like to thank the Community and Social Development Department for their long-term contributions and support. Looking forward, we are excited for the opportunity to work with both the Offices of the City Clerk and City Manager.

Finally, working to accomplish this plan will require that we are actively engaged with City Council. We look forward to providing City Council with this document, as well as a sustained voice on those issues and decisions that affect our demographic. We look to build upon the foundation for which we exist as a council – advocate, educate and engage Lethbridge's youth.

The Youth Advisory Council is ready to continue its role as a voice for Lethbridge's youth.

Our work has just begun.

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Agenda: August 20, 2020**

### **3. Approval of Minutes: June 18, 2020**

### **4. Agenda Item**

#### **4.1. Admin Support Update & Housekeeping**

#### **4.2. City Council Agenda Highlights – 2020-07-13, 2020-07-27, and 2020-08-10 Regular Council Meetings**

#### **4.3. Update - Conversion Therapy Ban Bylaw**

#### **4.4. Youth Forum: Updates and Scheduling**

#### **4.5. Social Media Initiatives - Interview with Communications; Additional Info**

### **5. Unfinished Business**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.



## **6. Emergent Business**

6.1. Advocacy for Council - BCC Reporting Structure

6.2. Recreation and Culture Master Plan Survey

## **7. Review of Action Items**

7.1. Review of Strategic Plan

## **8. Roundtable**

## **9. Next Meetings**

❖ September 17, 2020 – TBD – 5 – 7 PM

## **10. Adjournment**



CITY OF  
*Lethbridge*

**PRESENT:**

Member, Chair	G. Forster
Member, Vice-Chair	D. Sander
Member	S. Siever
Member	K. De Groot
Member	C. Oyebola
Member	L. van Genderen
Member, Lethbridge College Student's Association Representative	T. Watters

**OTHERS:**

Legislative Services Assistant	C. Crisanti
--------------------------------	-------------

**ABSENT:**

University of Lethbridge Student's Union Representative	R. Lindbald
Member	B. Mbonihankuye
Holy Spirit Catholic School Representative	J. Kroker

*Note: Members attended remotely pursuant to Section 199(1) of the Municipal Government Act, R.S.A. 2000, c. M-26.*

***The meeting was called to order at 5:07 P.M.***

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



CITY OF  
*Lethbridge*

## 1. Welcome

### 1.1. Acknowledgement Statement

---

## 2. Approval of the Minutes : May 21, 2020

YAC 2020-06-18 – 001:

**MOVED BY: K. de Groot**

THAT the Minutes of the May 21, 2020 Youth Advisory Council Meeting be approved as presented.

----- CARRIED UNANIMOUSLY

---

## 3. Approval of Agenda : June 18, 2020

YAC 2020-06-18 – 002:

**MOVED BY: G. Forster**

THAT the agenda of the June 18 2020 Youth Advisory Council Meeting be adopted as amended to include:

- Item 4.6: Letter Re: Bylaw 6228 – A Bylaw to prohibit the Business Practice of Conversion Therapy

----- CARRIED UNANIMOUSLY

---

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



## 4. Agenda Item

### 4.1. Review of Council Agenda

C. Crisanti gave an overview of general Council process, then summarized the events at the June 15, 2020 Council meeting Agenda.

D. Sander asked for clarification on Council's decision on the Brier Bid 2021 item, and how funds are to be distributed.

C. Crisanti clarified that Council will be funding the full \$1,000,000.00 that was requested for the 2021 Brier, and after elaborating on how Council does budgeting, that approximately a third of funds will come from the Major Community Event Hosting Grant, and that the remainder would come from the Municipal Revenue Stabilization Reserve (MRSR).

G. Forster briefly touched on Bylaw 6228, reserving conversation for Item 4.6.

---

### 4.2. Group Picture

G. Forster took a screen capture of the present YAC Members to post on social media.

<b>Action:</b> G. Forster to post the group photo on YAC Social Media.
--

---

### 4.3. Youth Forum Discussion

G. Forster briefed the meeting on potential plans for a Youth Forum, including event specific events, keynote speeches, and presentations of the community.

T. Watters recommended that any YAC events be advertised through Event Brite, a service which can also distribute links for remote meetings. Questions were asked by multiple members on potential costs. T. Watters clarified that advertising on Event Brite is free for free events. Members recommend looking into advertising the Youth Forum through this method.

---

- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
- For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



**Action:** Members to research functionality and utility of Event Brite;

**Action:** G. Forster or designate to create YAC Profile on Event Brite.

G. Forster asked if YAC Members, Councillors, or subject matter experts would speak at the event, and what the topic of the forum would be. T. Watters suggested that a mixture of all three could be drawn on depending on the nature of the event.

Members deliberated on whether to host the Youth Forum inclusive of all topics, or if the event should have a specific theme or focus.

G. Forster suggested that discrimination, specifically racial discrimination, be selected as a topic for the Youth Forum.

T. Watters asked what the potential turnout for such an event may be.

S. Siever and others referred to the turnout of the June 4<sup>th</sup> demonstration at City Hall (over 1000 in attendance; many youth), noting that discrimination is not only of interest to those directly affected by it, but to the many allies in the city as well.

G. Forster asked about potential resources the YAC has access to in order to facilitate a Youth Forum on Racial Discrimination.

C. Crisanti listed a number of resources and subject matter experts within City administration, including Human Resources Specialist Tymmarah Mackie, and several resources through the Reconciliation Lethbridge Advisory Committee (RLAC).

Members were interested in the potential of coordinating such an event with assistance from these resources.

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



**YAC 2020-06-18 – 003**

**MOVED BY: G. Forster**

THAT the topic of the first YAC Youth Forum be on racial discrimination; and

THAT Administration coordinate with Council, and members of the community to organize speakers for the Youth Forum.

----- **CARRIED UNANIMOUSLY**

---

**Action:** Members contact G. Forster to contribute to the working group coordinating the Youth Forum.

**Action:** Administration to contact potential speakers.

---

**4.4. Social Media Initiatives Update**

G. Forster briefed the YAC on the status of social media initiatives, current growth, and options to consult with members of Communications.

G. Forster to distribute login info for social media accounts

Those members who had not yet were asked to provide information and a picture for their YAC social media profile posts.

---

**4.5. Combatting Racial Discrimination**

G. Forster summarized the discussion on racial discrimination, and the group reaffirmed their commitment to combating discrimination and injustice in the city.

---

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



CITY OF  
*Lethbridge*

**4.6. Letter Re: Bylaw 6228 – A Bylaw to prohibit the Business Practice of Conversion Therapy**

The Committee reviewed Bylaw 6228, and discussed the implications on youth, businesses, and the larger community. There was general agreement that the present membership supported the enactment of this bylaw.

G. Forster asked what potential options exist to express the YAC's support of this bylaw to Council.

C. Crisanti discussed existing reporting structures for BCCs.

**YAC 2020-06-18 – 004:**

**MOVED BY: G. Forster**

THAT the Youth Advisory Council provide a formal recommendation of action to Lethbridge City Council to pass second and third readings of Bylaw 6228 – A Bylaw to prohibit the Business Practice of Conversion Therapy; and

THAT the Chair and/or designate(s) be authorized to present this recommendation at the proceeding Council Meetings at which the aforementioned bylaw is an agenda item.

----- **CARRIED UNANIMOUSLY**

---

**Action:** G. Forster to prepare an official recommendation to Council, to be distributed to members for review upon completion.

**Action:** Members to express their desire to present at Council alongside the chair to G. Forster.

---

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.



## 5. Unfinished Business

### 5.1. Code of Conduct Bylaw – Feedback

G. Forster asked about Committee adherence to parliamentary procedure and options to modify terms of references to allow cultural practices of decision making.

C. Crisanti referred to ongoing changes to the Procedure Bylaw (5411), and that administration is considering a clause to allow for non-western customs and practices of democracy at Committee meetings.

G. Forster asked about terms of absence for committee members.

C. Crisanti clarified that setting the terms of absence, and of pardoned absence, are the mandate of the committee, and as such, each committee is entitled to determine what constitutes a pardoned absence.

The YAC did not have any feedback at this current juncture.

**Action:** G. Forster to communicate the lack of desired changes to Administration.

---

## 6. New Business

None

---

## 7. Review of Action Items

- BCC Day:

**Action:** Administration to radar “BCC Day” as an Agenda item for the July meeting.

- Social Media:

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.





Information to be distributed when available; Meeting with Communications postponed until further notice.

- Personal Profiles

G. Forster requested the YAC to keep sending profiles if they haven't already.

- Youth Forum

Discussed through the Agenda item.

---

## **8. Roundtable**

None.

---

## **Adjournment**

The meeting was adjourned by consensus at 7:17 p.m.

---

## **Next Meetings**

- ❖ July 16, 2020 – TBD – 5 PM – 7 PM

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Alli Moncrieff at 403-394-5259.

**From:** [Forster, Grace](#)  
**To:** [120 City Clerk Mailbox](#)  
**Cc:** [Chloe Crisanti](#); [Allison Moncrieff](#); [Ryan Westerson](#)  
**Subject:** [External] YAC Council Committee Report  
**Date:** Tuesday, July 7, 2020 3:10:49 PM  
**Attachments:** [Council Committee Report - Bylaw 6228.docx](#)

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

As a committee of City Council, the Youth Advisory Council (YAC) is responsible for carrying out issue specific parts of Council's mandate, and to act as an additional point of representation for the youth of the city of Lethbridge. The YAC has discussed Bylaw 6228, which was recently passed for first reading, and acknowledged that conversion therapy is a practice which has significant negative implications for youth. As there is no formal reporting structure for Council's Boards, Commissions, and Committees, and considering that this is a matter on which the public rightly ought to have input, the YAC, as part of Council's role as a representative entity for the interests of the people, seeks to directly report to Council on the day this bylaw is presented for second and third reading in order to ensure that the interests of the youth of Lethbridge are appropriately considered in this matter.

Please find our attached submission regarding this matter.

Sincerely,

Grace Forster  
Chair  
Lethbridge Youth Advisory Council



CITY OF  
*Lethbridge*

## CITY COUNCIL COMMITTEE REPORT

**Name of Committee:** Youth Advisory Council

**Date of Meeting:** July 13, 2020

**Subject:** YAC Lethbridge Bylaw 6228 Report

**Submitted By:** Grace Forster – Youth Advisory Council Chair

<b>Recommended Action:</b>	Passage by City Council of the Second Reading of Bylaw 6228 – A Bylaw of the City of Lethbridge to Prohibit the Offering of Conversion Therapy Services.
----------------------------	--

**Executive Summary:** After discussing the City Council's first reading of Bylaw 6228, on the June 18, 2020 meeting of the Youth Advisory Council, Motion **YAC 2020-06-18 – 004** passed unanimously. As a result of this motion, YAC, having consulted with Outreach Southern Alberta, would like to unanimously offer its formal endorsement of Bylaw 6228, with the knowledge that conversion therapy is a practice which has a significant negative impact on LGBT+ youth, and that similar bylaws prohibiting the business practice of conversion therapy have been enacted in both Vancouver and Calgary, setting a reasonable precedent for such legislation to be enacted in Lethbridge.

**Rationale:** As a committee of City Council, the YAC is responsible for carrying out issue specific parts of Council's mandate, and to act as an additional point of representation for the youth of the city. As there is no formal reporting structure for Council's Boards, Commissions, and Committees, and considering that this is a matter on which the public rightly ought to have input, the YAC, as part of Council's role as a representative entity for the interests of the people, seeks to directly report to Council on the day this bylaw is presented for second and third reading in order to ensure the interests of the youth of Lethbridge are appropriately considered in this matter.

Committee Chair:

D. E. Forster

*This review will  
happen in the  
workflow only – it will  
not appear on the  
form.*

*REVIEW ONLY – No Signatures*

*Director:*

*City Treasurer:*

*City Solicitor*

*City Manager*

<https://www.ourcommons.ca/Content/Committee/421/HESA/Brief/BR10447600/br-external/SalwayTravis-2-e.pdf>

**From:** [Ryan Westerson](#)  
**To:** ["Forster, Grace"](#)  
**Cc:** [Chloe Crisanti](#); [Allison Moncrieff](#)  
**Subject:** RE: [External] YAC Council Committee Report  
**Date:** Thursday, July 9, 2020 9:38:02 AM

---

Grace,

The Agenda Review Committee has reviewed this request.

It has been determined that at this time these submissions/requests will not form part of the July 13 agenda. Council has been advised that there is no legal requirement for a formal public hearing on this type of bylaw and will be proceeding with second reading, discussion and debate and third reading of Bylaw on Monday, July 13, 2020.

Emails received on the topic of conversion therapy will be shared with all members of Lethbridge city council but will not be included as part of the public agenda on Monday.



**Ryan Westerson**  
Legislative Services Manager, City Clerk's Office  
He/Him/His  
P: 403.320.4741  
C: 403.635.4741  
E: [ryan.westerson@lethbridge.ca](mailto:ryan.westerson@lethbridge.ca)  
[www.lethbridge.ca](http://www.lethbridge.ca)

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

---

**From:** Forster, Grace <[grace.forster@uleth.ca](mailto:grace.forster@uleth.ca)>  
**Sent:** Tuesday, July 7, 2020 3:11 PM  
**To:** 120 City Clerk Mailbox <[cityclerk@lethbridge.ca](mailto:cityclerk@lethbridge.ca)>  
**Cc:** Chloe Crisanti <[Chloe.Crisanti@lethbridge.ca](mailto:Chloe.Crisanti@lethbridge.ca)>; Allison Moncrieff <[Allison.Moncrieff@lethbridge.ca](mailto:Allison.Moncrieff@lethbridge.ca)>; Ryan Westerson <[Ryan.Westerson@lethbridge.ca](mailto:Ryan.Westerson@lethbridge.ca)>  
**Subject:** [External] YAC Council Committee Report

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

As a committee of City Council, the Youth Advisory Council (YAC) is responsible for carrying out issue specific parts of Council's mandate, and to act as an additional point of

representation for the youth of the city of Lethbridge. The YAC has discussed Bylaw 6228, which was recently passed for first reading, and acknowledged that conversion therapy is a practice which has significant negative implications for youth. As there is no formal reporting structure for Council's Boards, Commissions, and Committees, and considering that this is a matter on which the public rightly ought to have input, the YAC, as part of Council's role as a representative entity for the interests of the people, seeks to directly report to Council on the day this bylaw is presented for second and third reading in order to ensure that the interests of the youth of Lethbridge are appropriately considered in this matter.

Please find our attached submission regarding this matter.

Sincerely,

Grace Forster  
Chair  
Lethbridge Youth Advisory Council



# YOUTH ADVISORY COUNCIL STRATEGIC PLAN



## 2018-2021 YAC Strategic Plan

*The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the Youth of the City of Lethbridge.*

*We will accomplish this through:  
Advocacy,  
Education, and  
Engagement.*

# Youth Advisory Council

## 2018-2021 YAC STRATEGIC PLAN

### Contents

<b>Participants:</b> .....	3
Attendees:.....	3
<b>Background</b> .....	3
<b>Strategic Planning Agenda</b> .....	4
<b>History Since 2007</b> .....	5
<b>Notable Accomplishments</b> .....	5
<b>Current Context</b> .....	6
<b>Strengths, Problems, Opportunities And Threats</b> .....	7
<b>Focus Areas</b> .....	8
Identified Opportunities .....	8
<b>Increase Outreach</b> .....	8
<b>Improve Internal Processes</b> .....	8
<b>Increase Awareness</b> .....	8
Focus Areas – Short Term .....	9
Focus Areas – Long Term .....	10
<b>Closing Statement</b> .....	11



# Youth Advisory Council

## Participants:

### Attendees:

Luke Bendkowski  
Dominique Charles  
Liberty Charrissage  
Chloe Devoy  
Grace Forster  
Dorothy Graham  
Darren Nii Martey Armah  
Conner Peta  
Sean Sander  
Alysha Smith  
Derek St. Jean

## Background

The Youth Advisory Council (YAC) was created in 2007 out of the Lethbridge Youth Summit to address issues and initiatives affecting the daily lives of youth in Lethbridge. Through advocacy and engagement with City Council, City Administration and the community as a whole, YAC was tasked with providing the youth voice to decision making.

This mandate has seen YAC address issues across the community on topics such as: Hazing, Community Safety, Bullying Prevention, Curbside Recycling and Urban Fracking. YAC has also served as a focus group for City of Lethbridge departments, covering topics such as: Transit, Planning and Development, Community and Social Development, and Recreation and Culture.

In June 2017 support for YAC was transferred from the Community and Social Development Department to the Offices of the City Clerk and City Manager.

## Strategic Planning Agenda

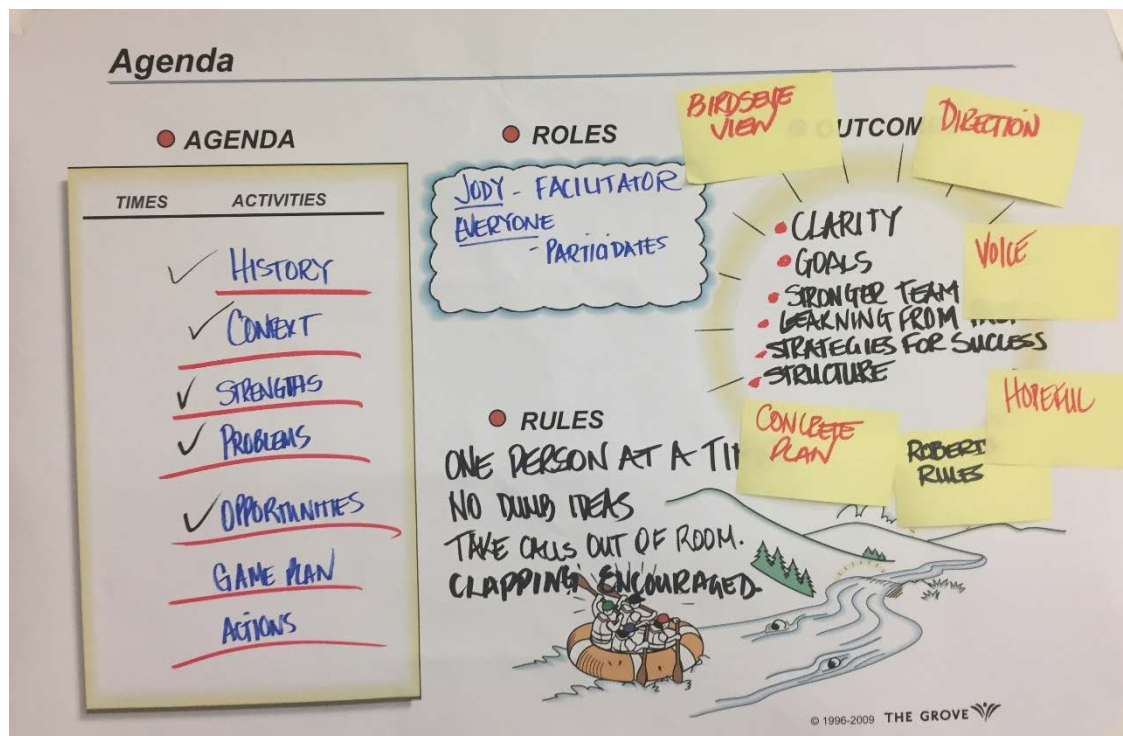


Figure 1: Strategic Planning Agenda

In light of the June 2017 transition of administrative support, and the Municipal Election, the Youth Advisory Council (YAC) determined there was a need to revisit their current strategic plan.

YAC members were asked to identify the context through which youth issues surrounding them were being viewed. Members were also tasked with categorizing their individual purposes for joining YAC. These purposes were found to be directly correlated to the context that the Youth Advisory Council are operating within.

Members worked to create a SPOT (Strengths, Problems, Opportunities and Threats) Matrix to address where YAC is currently working on youth issues and determine where to concentrate their activities moving forward. Through this process, YAC members identified a need to create an actionable plan for their initiatives. With this plan, YAC members were able to identify how and when they were going to fulfil their mission and advisory role with City Council over the next four years.

## History Since 2007

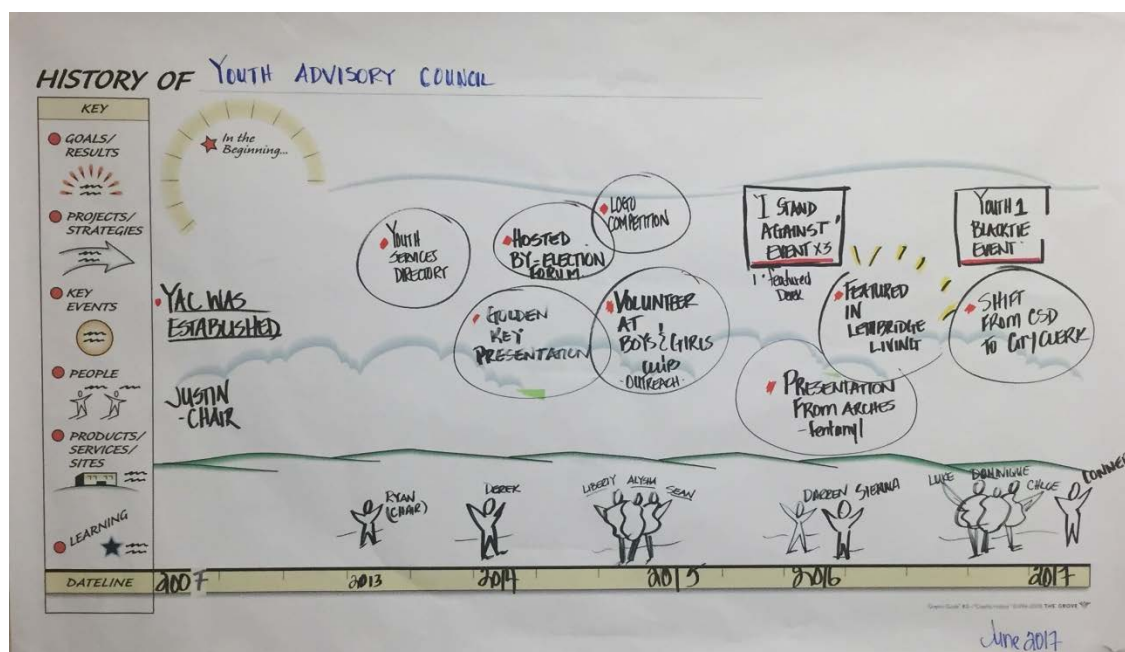


Figure 2: History Map

## Notable Accomplishments

### 2013

- Created a Youth Services Directory in partnership with Community and Social Development.

### 2014

- Hosted a Municipal By-Election Forum.
- Initiated a community logo design competition.
- Took a stance against the proposed Golden Key Oil exploration in West Lethbridge.

### 2015

- Began an ongoing volunteer role with Boys and Girls Club of Lethbridge.

### 2016

- Featured in a Lethbridge Living article.

### 2017

- Hosted a Municipal Election All-Candidates Forum in partnership with the University of Lethbridge Students Union.
- Completed the development of a four year strategic plan.
- Prepared a revised Terms of Reference.

## Current Context



Figure 3: Context Map

The process of creating a context map is to identify the many different factors and issues that influence how youth in the community are portrayed and supported.

### Broadly Represented Trends

- The need to ensure the voices of youth are heard and represented
- Outreach geared towards engagement with youth (schools and community)

### Political Factors

- Increased calls for inclusion
- Truth and Reconciliation

### Technology Factors

- Access to Wi-Fi
- Youth and social media impact

### Customer Needs

- Youth in between school and adulthood
- Education on government
- Connection to local business

### Uncertainties

- Poor job prospects
- Changing career climate
- What will be inherited from others

### Economic Climate

- Transit costs
- Educational costs
- Youth have less disposable income

### Trends

- Youth are both more and less involved with their community and government
- People are becoming more passive about their role in society
- Most communication is short and to the point

## Strengths, Problems, Opportunities And Threats



Figure 4: SPOT Matrix Map

The SPOT Matrix exercise was conducted to assess the Strengths, Problems, Opportunities and Threats in the areas that YAC operates. These four categories help to build an identifiable map to where YAC is currently achieving its mandate, where YAC could be attaining more success, and where YAC needs to work on improving its advocacy role.

### Strengths

- Outreach in community is grassroots
- Invited to sit on other committees
- Awareness
- Honest
- We are youth too
- Relationship with City Staff and Council
- Identify youth issues in the community
- Connected
- Diverse
- Optimistic
- Educated and experienced

### Problems

- Ability to see a project through
- Trying to do too much
- Confusion over who we represent
- Unclear direction, purpose and place
- Busy schedules
- Time and resources
- Outreach and ability to get things done
- Not enough budget

### Opportunities

- Mentorship with Staff and Council
- Easy access to networking
- Creating interest
- Increasing YAC membership
- Involvement in Elections
- Surveys
- Terms of Reference
- Recruitment strategy
- Guest Presentations
- Getting Focused
- Better Attendance
- Disseminate information to youth
- Better relationship with City Council

### Threats

- Similar college based towns
- Not much keeping youth here
- Turnover of membership
- Changes in orders of government

## Focus Areas

### Identified Opportunities

Through the strategic planning process YAC members have identified the following list of opportunities and the subsequent supporting projects.

#### Increase Outreach

- Educate Youth about the resources offered at the Public Library
- Develop a YAC Health Initiative
- Coordinate a Youth Conference
- Host a YAC Open House
- Increase engagement with schools on local government
- Engage with students about their passions
- Share and celebrate local First Nations, Métis, and Inuit Culture to reduce racism and stigma

#### Improve Internal Processes

- Review the current Terms of Reference
- Increase engagement with City Council
- Create a New Member Orientation (Onboarding and Off-boarding process)
- Create engagement with City Administration
- Development of a clear and concise Mission Statement
- Practice good governance

#### Increase Awareness

- Create a standard presentation that can be used at community events and speaking engagements
- Organize a public debate on youth issues
- Ensure youth in the community can easily contact YAC
- Reach out to high schools to provide education about YAC
- Provide speaking engagements at Post-Secondary Clubs and other Youth Organizations
- Collaborate with High School Student Unions to support their initiatives
- Create posters and information bulletins for distribution
- Actively recruit new members from high schools and post-secondary
- Attend more youth orientated community events
- Create a YAC website



## Focus Areas – Short Term

Initiative	Description
Educate youth about the resources offered at the Public Library	A project focused on ensuring youth in the community understand and have access to the many resources offered by the Public Library.
Develop a YAC Health Initiative	Work towards building an understanding of a healthy mental and physical lifestyle for youth in the community.
Review the current Terms of Reference	A review of the current terms of reference to determine if they currently support the purpose and direction of the Youth Advisory Council.
Create a New Member Orientation (Onboarding and Off-boarding process)	Creation of a template for welcoming new members to YAC, identifying key information and materials crucial to their participation. As well, include a process for departing members.
Create a standard presentation that can be used at community events and speaking engagements	Creation of a template presentation that supports the purpose of the Youth Advisory Council and can be utilized across many different events with minimal additions. In place for future YAC members to encourage continuity.
Ensure youth in the community can easily contact YAC	Creating a central location where youth can easily find information on and contact YAC.

## Focus Areas – Long Term

Initiative	Description
Develop a YAC Health Initiative	Partner with community organizations, businesses and schools to create a community approach to healthy living for youth.
Coordinate a Youth Conference	Coordinating and hosting a conference geared towards celebrating and encouraging the youth of Lethbridge.
Increase engagement with City Council	Actively work alongside City Council to understand the bylaw and policy development process, Council agenda development and daily interactions of City Councillors.
Organize a public debate on youth issues	An event to increase dialogue on issues affecting youth in Lethbridge, providing YAC with a public forum to gather input.



## Closing Statement

Throughout the Strategic Planning process, members of this council echoed the need to create a working relationship with City Council, while also working to increase our profile and interaction within the community. The ideas and work that have been put into the development of this document will guide us in this role.

We are thankful for the support and contributions of all our members in developing this document. Each member has worked to ensure we maintain our focus – the youth of Lethbridge. We would also like to thank the Community and Social Development Department for their long-term contributions and support. Looking forward, we are excited for the opportunity to work with both the Offices of the City Clerk and City Manager.

Finally, working to accomplish this plan will require that we are actively engaged with City Council. We look forward to providing City Council with this document, as well as a sustained voice on those issues and decisions that affect our demographic. We look to build upon the foundation for which we exist as a council – advocate, educate and engage Lethbridge's youth.

The Youth Advisory Council is ready to continue its role as a voice for Lethbridge's youth.

Our work has just begun.

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Agenda: September 17, 2020**

### **3. Approval of Minutes: August 20, 2020**

### **4. Agenda Item**

#### **4.1. Review of City Council Agenda – 2020-09-14 CIC**

Meeting, 2020-09-21 Regular Council Meeting

#### **4.2. Youth Forum: Updates and Scheduling**

### **5. Unfinished Business**

### **6. Emergent Business**

### **7. Review of Action Items**

#### **7.1. Review of Strategic Plan**

### **8. Roundtable**

### **9. Next Meetings**

❖ October 15, 2020 – TBD – 5 – 7 PM

### **10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Chloe Crisanti at 403-320-4011.



CITY OF  
*Lethbridge*

Minutes of the **Youth Advisory Council** held on **August 20, 2020** via **Microsoft Teams** at 5:30 p.m. with the following in attendance:

---

**PRESENT:** Member, Chair G. Forster  
Member, Vice-Chair D. Sander  
Member S. Siever  
Member K. De Groot  
Member C. Oyebola  
Member L. van Genderen  
Member, Lethbridge College Student's Association T. Watters  
Representative  
University of Lethbridge Student's Union R. Lindbald  
Representative

**OTHERS:** Legislative Services Assistant C. Crisanti

**ABSENT:** Holy Spirit Catholic School Representative J. Kroker  
Member B. Mbonihankuye

*Note: Members attended remotely pursuant to Section 199(1) of the Municipal Government Act, R.S.A. 2000, c. M-26.*

***The meeting was called to Order at 5:32 P.M.***

## **1. Welcome**

### **1.1. Acknowledgement Statement**

---

## **2. Approval of the Agenda: June 18, 2020**

**YAC 2020-06-18 – 005:**

**MOVED BY: L. Van Genderen:**

THAT the agenda of the August 20, 2020 Youth Advisory Council Meeting be approved as amended to include the following item:

- 6.3: Youth Advisory Council Meeting Times



CITY OF  
*Lethbridge*

----- CARRIED Unanimously

---

### **3. Approval of Minutes: August 20, 2020**

**YAC 2020-06-18 – 006:**

**Moved By: S. Siever**

That the minutes of the June 18, 2020 Youth Advisory Council Meeting be approved as presented.

----- CARRIED Unanimously

---

### **4. Agenda Items**

#### **4.1. Admin Support Update & Housekeeping**

C. Crisanti introduced herself officially as the YAC's new administrative support, and reviewed parliamentary rules and procedures for the members.

---

#### **4.2. City Council Agenda Highlights – 2020-07-13, 2020-07-27, and 2020-08-10 Regular Council Meetings**

C. Crisanti gave an overview of the Council Meetings as listed.

There were no comments from the members.

---

#### **4.2. Update - Conversion Therapy Ban Bylaw**

C. Crisanti briefed the YAC on the status of Bylaw 6228 – A Bylaw to prohibit the Business Practice of Conversion Therapy, and informed members that the YAC were not permitted to present on this item to Council by the Priorities and Agenda Committee.

---



CITY OF  
*Lethbridge*

#### **4.3. Youth Forum: Updates and Scheduling**

G. Forster opened the floor to discussion on the scheduling and planning of the Youth Forum.

L. Van Genderen asked if hosting the Forum in person would be feasible considering the ongoing COVID-19 pandemic.

Several members spoke to the current reality of the pandemic and spoke to the option of hosting the forum as an online event.

Members discussed the topic, and suggested integrating a youth empowerment element to the Forum on racial discrimination. C. Crisanti updated the committee on Administrative outreach to potential speakers. S. Siever recommended that SAGE Clan be contacted to speak at the Youth Forum.

G. Forster recommended a date in November be selected to schedule the event.

K. de Groot asked what opportunity exists to reschedule the Forum if a postponement is required. C. Crisanti clarified what the planned meeting schedule is for the YAC for the foreseeable future, and that motions to postpone may be made at those meetings.

T. Watters asked when mid-term exams at educational institutions happen. Members updated the committee regarding their respective institutions.

C. Oyebola asked how timelines and planning would be impacted by extracurricular scheduling. Members clarified that there is uncertainty to what extent sports will be ongoing during the fall season, varying by institution, but that many institutions are cancelling sports in the fall.

**YAC 2020-06-18 – 007:**

**Moved By: G. Forster**

THAT the YAC Youth Forum on Racial Discrimination be held on Friday, November 27<sup>th</sup>, 2020.

**----- CARRIED Unanimously**

---

<b>Action:</b> Members to contact G. Forster to coordinate working group to plan and advertise the Youth Forum.
---

<b>Action:</b> Administration to secure YAC budget and finances for advertising initiatives.
--

---



CITY OF  
*Lethbridge*

#### **4.5. Social Media Initiatives - Interview with Communications; Additional**

##### **Info**

C. Crisanti reviewed the results of the discussion between communications and The YAC Administrative Support. C. Crisanti also provided input on effective social media techniques.

G. Forster called for members to post frequently and to provide topical and relevant content for members of the community on YAC Social Media.

---

#### **5. Unfinished Business**

None

---

#### **6. Emergent Business**

##### **6.1. Advocacy for Council – BCC Reporting Structure**

C. Crisanti briefed members on the current reporting structure for BCCs, and explained that the Boards, Commissions, and Committees of Council will have an opportunity to share their work at BCC day on September 14, 2020.

G. Forster opened the floor to discussion on potential ways the YAC could increase communications with Council.

G. Forster recommended the committee wait until after BCC day to discuss alternative reporting options.

---

##### **6.2. Recreation and Culture Master Plan Survey**

K. De Groot spoke to the item and recommended social media outreach and sharing for similar initiatives in the future. G. Forster also distributed the Municipal Development Plan Policy Objectives Survey with members.

<b>Action:</b> Members to share City surveys and calls for public input on YAC social media.
--

---



CITY OF  
*Lethbridge*

### **6.3. Youth Advisory Council Meeting Times**

L. Van Genderen recommended that the YAC decide on a different meeting time to better accommodate the schedules of all members.

C.Crisanti clarified that this would require an amendment to the YAC's Terms of Reference, which can be requested at the BCC Day Meeting on September 14<sup>th</sup>, 2020.

Members noted that the current time is functional. No members explicitly stated that the current schedule is not incompatible with their needs. No action was taken on this item.

---

## **7. Review of Action Items**

### **7.1. Review of Strategic Plan**

*Postponed to the September 17, 2020 Meeting.*

---

## **8. Round Table**

G. Forster notified the YAC that the coordinators of the Lethbridge Rotary Dragon Boat Festival reached out to the chair to recommend working collaboratively.

---

## **9. Next Meetings**

- ❖ September 17, 2020

## **10. Adjournment**

The meeting was adjourned by consensus at 7:13 p.m.



# YOUTH ADVISORY COUNCIL STRATEGIC PLAN



2018-2022

*The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the Youth of the City of Lethbridge.*

*We will accomplish this through:  
Advocacy,  
Education, and  
Engagement.*



# Youth Advisory Council

## 2018-2022

### Contents

<b>Participants:</b> .....	3
Attendees:.....	3
<b>Background</b> .....	3
<b>Strategic Planning Agenda</b> .....	4
<b>History Since 2007</b> .....	5
<b>Notable Accomplishments</b> .....	5
<b>Current Context</b> .....	6
<b>Strengths, Problems, Opportunities And Threats</b> .....	7
<b>Focus Areas</b> .....	8
Identified Opportunities .....	8
<b>Increase Outreach</b> .....	8
<b>Improve Internal Processes</b> .....	8
<b>Increase Awareness</b> .....	8
Focus Areas – Short Term .....	9
Focus Areas – Long Term .....	9
<b>Closing Statement</b> .....	11

# Youth Advisory Council

## Participants:

### Attendees:

Luke Bendkowski  
Dominique Charles  
Liberty Charrissage  
Chloe Devoy  
Grace Forster  
Dorothy Graham  
Darren Nii Martey Armah  
Conner Peta  
Sean Sander  
Alysha Smith  
Derek St. Jean

## Background

The Youth Advisory Council (YAC) was created in 2007 out of the Lethbridge Youth Summit to address issues and initiatives affecting the daily lives of youth in Lethbridge. Through advocacy and engagement with City Council, City Administration and the community as a whole, YAC was tasked with providing the youth voice to decision making.

This mandate has seen YAC address issues across the community on topics such as: Hazing, Community Safety, Bullying Prevention, Curbside Recycling and Urban Fracking. YAC has also served as a focus group for City of Lethbridge departments, covering topics such as: Transit, Planning and Development, Community and Social Development, and Recreation and Culture.

In June 2017 support for YAC was transferred from the Community and Social Development Department to the Offices of the City Clerk and City Manager.

## Strategic Planning Agenda

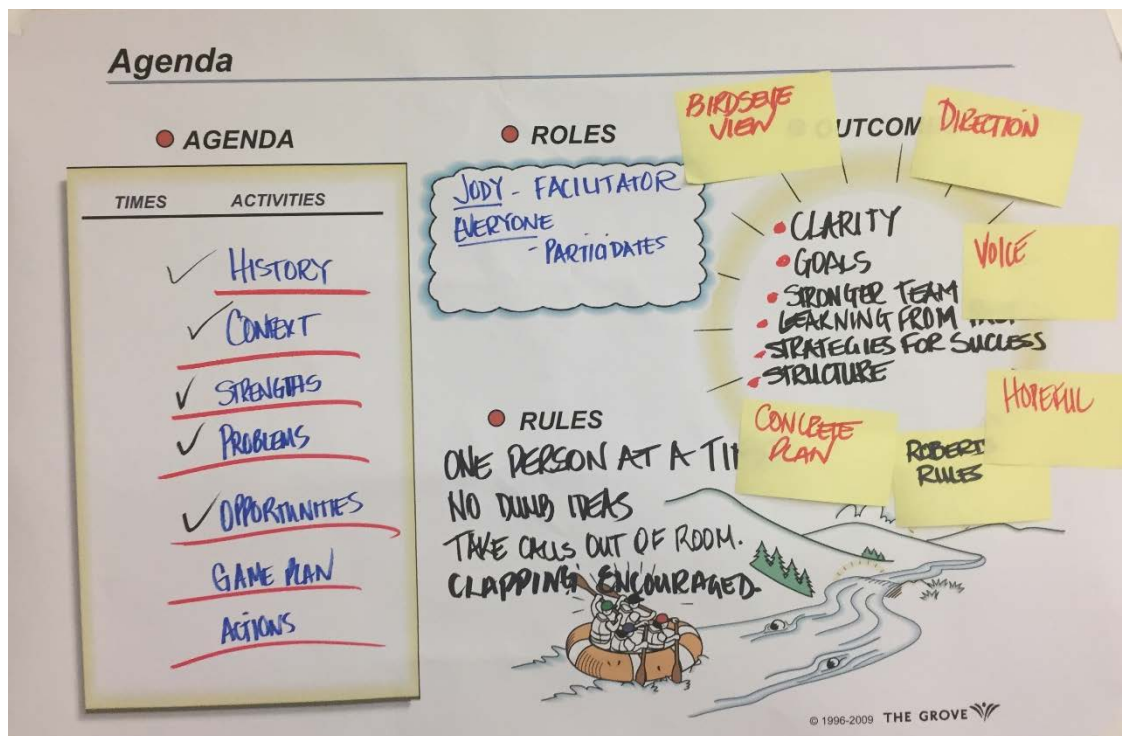


Figure 1: Strategic Planning Agenda

In light of the June 2017 transition of administrative support, and the Municipal Election, the Youth Advisory Council (YAC) determined there was a need to revisit their current strategic plan.

YAC members were asked to identify the context through which youth issues surrounding them were being viewed. Members were also tasked with categorizing their individual purposes for joining YAC. These purposes were found to be directly correlated to the context that the Youth Advisory Council are operating within.

Members worked to create a SPOT (Strengths, Problems, Opportunities and Threats) Matrix to address where YAC is currently working on youth issues and determine where to concentrate their activities moving forward. Through this process, YAC members identified a need to create an actionable plan for their initiatives. With this plan, YAC members were able to identify how and when they were going to fulfil their mission and advisory role with City Council over the next four years.

## History Since 2007

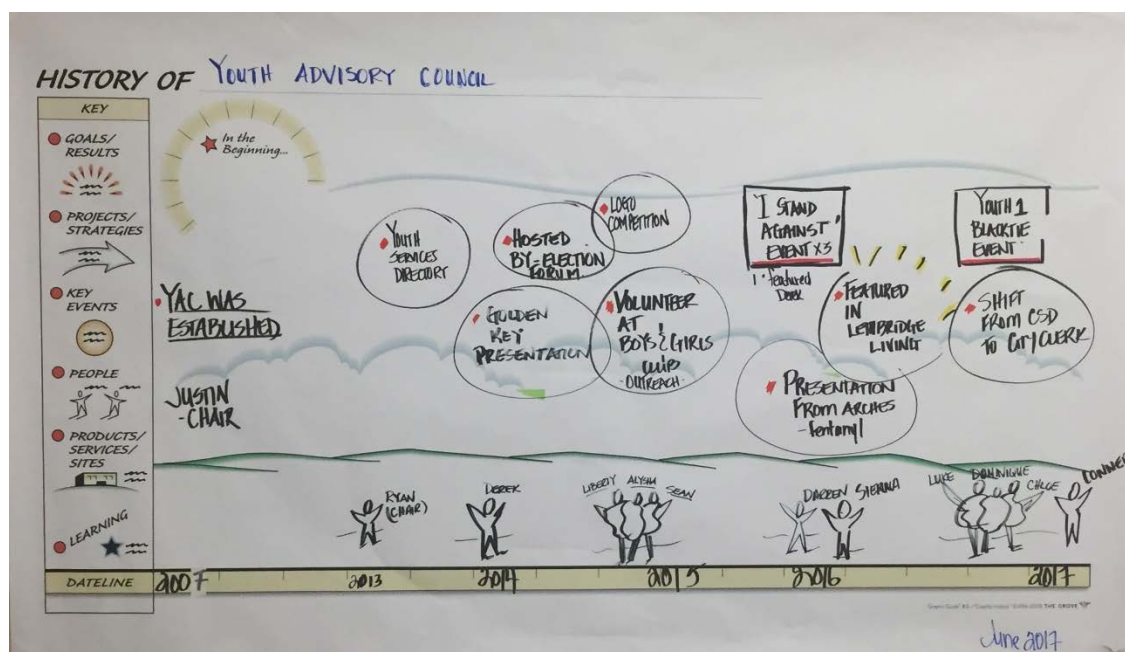


Figure 2: History Map

## Notable Accomplishments

### 2013

- Created a Youth Services Directory in partnership with Community and Social Development.

### 2014

- Hosted a Municipal By-Election Forum.
- Initiated a community logo design competition.
- Took a stance against the proposed Golden Key Oil exploration in West Lethbridge.

### 2015

- Began an ongoing volunteer role with Boys and Girls Club of Lethbridge.

### 2016

- Featured in a Lethbridge Living article.

### 2017

- Hosted a Municipal Election All-Candidates Forum in partnership with the University of Lethbridge Students Union.
- Completed the development of a four year strategic plan.
- Prepared a revised Terms of Reference.

## Current Context



Figure 3: Context Map

The process of creating a context map is to identify the many different factors and issues that influence how youth in the community are portrayed and supported.

### Broadly Represented Trends

- The need to ensure the voices of youth are heard and represented
- Outreach geared towards engagement with youth (schools and community)

### Political Factors

- Increased calls for inclusion
- Truth and Reconciliation

### Technology Factors

- Access to Wi-Fi
- Youth and social media impact

### Customer Needs

- Youth in between school and adulthood
- Education on government
- Connection to local business

### Uncertainties

- Poor job prospects
- Changing career climate
- What will be inherited from others

### Economic Climate

- Transit costs
- Educational costs
- Youth have less disposable income

### Trends

- Youth are both more and less involved with their community and government
- People are becoming more passive about their role in society
- Most communication is short and to the point

## Strengths, Problems, Opportunities And Threats



Figure 4: SPOT Matrix Map

The SPOT Matrix exercise was conducted to assess the Strengths, Problems, Opportunities and Threats in the areas that YAC operates. These four categories help to build an identifiable map to where YAC is currently achieving its mandate, where YAC could be attaining more success, and where YAC needs to work on improving its advocacy role.

### Strengths

- Outreach in community is grassroots
- Invited to sit on other committees
- Awareness
- Honest
- We are youth too
- Relationship with City Staff and Council
- Identify youth issues in the community
- Connected
- Diverse
- Optimistic
- Educated and experienced

### Problems

- Ability to see a project through
- Trying to do too much
- Confusion over who we represent
- Unclear direction, purpose and place
- Busy schedules
- Time and resources
- Outreach and ability to get things done
- Not enough budget

### Opportunities

- Mentorship with Staff and Council
- Easy access to networking
- Creating interest
- Increasing YAC membership
- Involvement in Elections
- Surveys
- Terms of Reference
- Recruitment strategy
- Guest Presentations
- Getting Focused
- Better Attendance
- Disseminate information to youth
- Better relationship with City Council

### Threats

- Similar college based towns
- Not much keeping youth here
- Turnover of membership
- Changes in orders of government



## Focus Areas

### Identified Opportunities

Through the strategic planning process YAC members have identified the following list of opportunities and the subsequent supporting projects.

#### Increase Outreach

- Educate Youth about the resources offered at the Public Library
- Develop a YAC Health Initiative
- Coordinate a Youth Conference
- Host a YAC Open House
- Increase engagement with schools on local government
- Engage with students about their passions
- Share and celebrate local First Nations, Métis, and Inuit Culture to reduce racism and stigma

#### Improve Internal Processes

- Review the current Terms of Reference
- Increase engagement with City Council
- Create a New Member Orientation (Onboarding and Off-boarding process)
- Create engagement with City Administration
- Development of a clear and concise Mission Statement
- Practice good governance

#### Increase Awareness

- Create a standard presentation that can be used at community events and speaking engagements
- Organize a public debate on youth issues
- Ensure youth in the community can easily contact YAC
- Reach out to high schools to provide education about YAC
- Provide speaking engagements at Post-Secondary Clubs and other Youth Organizations
- Collaborate with High School Student Unions to support their initiatives
- Create posters and information bulletins for distribution
- Actively recruit new members from high schools and post-secondary
- Attend more youth orientated community events
- Create a YAC website

## Focus Areas – Short Term

Initiative	Description
Coordinate an Event Dedicated to Mental Health Awareness	Work with Jack.org to sponsor a community event to raise mental health awareness.
Improve YAC's communications with the community.	Improve YAC use of social media to engage with the community
Coordinate a Youth Symposium to discuss Lethbridge's Youthful Cities Results	Coordinate a Youth Symposium with Community Stakeholders in order to engage with the public on Lethbridge's progress as a Youth-oriented city.

## Focus Areas – Long Term

Initiative	Description
Develop a YAC Health Initiative	Partner with community organizations, businesses and schools to create a community approach to healthy living for youth.
Coordinate a Youth Conference	Coordinate and host a conference geared towards celebrating and encouraging the youth of Lethbridge.
Increase engagement with City Council	Actively work alongside City Council to understand the bylaw and policy development process, Council agenda development and daily interactions of City Councilors.
Organize a public debate on youth issues	An event to increase dialogue on issues affecting youth in Lethbridge, providing YAC with a public forum to gather input.



## Completed Goals

Initiative	Description
Educate youth about the resources offered at the Public Library	A project focused on ensuring youth in the community understand and have access to the many resources offered by the Public Library.
Review the current Terms of Reference	A review of the current terms of reference to determine if they currently support the purpose and direction of the Youth Advisory Council.
Create a New Member Orientation (Onboarding and Off-boarding process)	Creation of a template for welcoming new members to YAC, identifying key information and materials crucial to their participation. As well, include a process for departing members.
Create a standard presentation that can be used at community events and speaking engagements	Creation of a template presentation that supports the purpose of the Youth Advisory Council and can be utilized across many different events with minimal additions. In place for future YAC members to encourage continuity.
Ensure youth in the community can easily contact YAC	Creating a central location where youth can easily find information on and contact YAC.

## Closing Statement

Throughout the Strategic Planning process, members of this council echoed the need to create a working relationship with City Council, while also working to increase our profile and interaction within the community. The ideas and work that have been put into the development of this document will guide us in this role.

We are thankful for the support and contributions of all our members in developing this document. Each member has worked to ensure we maintain our focus – the youth of Lethbridge. We would also like to thank the Community and Social Development Department for their long-term contributions and support. Looking forward, we are excited for the opportunity to work with both the Offices of the City Clerk and City Manager.

Finally, working to accomplish this plan will require that we are actively engaged with City Council. We look forward to providing City Council with this document, as well as a sustained voice on those issues and decisions that affect our demographic. We look to build upon the foundation for which we exist as a council – advocate, educate and engage Lethbridge's youth.

The Youth Advisory Council is ready to continue its role as a voice for Lethbridge's youth.

Our work has just begun.

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Agenda: October 15, 2020**

### **3. Approval of Minutes: September 17, 2020**

### **4. Agenda Item**

4.1. Review of City Council Agenda – 2020-10-05 City Council Meeting

4.2. Youth Forum: Updates and Scheduling

### **5. Unfinished Business**

### **6. Emergent Business**

### **7. Review of Action Items**

7.1. Review of Strategic Plan

### **8. Roundtable**

### **9. Next Meetings**

❖ November 19 2020 – TBD – 5 – 7 PM

### **10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Chloe Crisanti at 403-320-4011.



CITY OF  
*Lethbridge*

Minutes of the **Youth Advisory Council** held on **September 17, 2020** via **Microsoft Teams** at 5:00 p.m. with the following in attendance:

---

**PRESENT:** Member, Chair G. Forster  
Member, Vice-Chair D. Sander  
Member S. Siever  
Member K. De Groot  
Member C. Oyebola  
Member L. van Genderen  
Member, Lethbridge College Student's Association T. Watters  
Representative  
University of Lethbridge Student's Union R. Lindbald  
Representative

**OTHERS:** Legislative Services Assistant C. Crisanti

**ABSENT:** Holy Spirit Catholic School Representative J. Kroker  
Member B. Mbonihankuye

*Note: Members attended remotely pursuant to Section 199(1) of the Municipal Government Act, R.S.A. 2000, c. M-26.*

***The meeting was called to Order at 5:34 P.M.***

**1. Welcome**

**1.1. Acknowledgement Statement**

---

**2. Approval of the Agenda: September 17, 2020**

**YAC 2020-09-17 – 008:**

**MOVED By: K. De Groot:**

That the agenda of the September 17, 2020 Youth Advisory Council Meeting be approved as presented.

**----- CARRIED Unanimously**

---



CITY OF  
*Lethbridge*

### **3. Approval of Minutes:**

**YAC 2020-09-17 – 009:**

**Moved By S. Siever:**

That the minutes of the August 20, 2020 Youth Advisory Council Meeting be approved as presented.

----- **CARRIED Unanimously**

---

### **4. Agenda Items**

#### **4.1. Review of City Council Agenda – 2020-09-14 CIC Meeting, 2020-09-21 Regular Council Meeting**

C. Crisanti reviewed the outcome of the 2020-09-14 CIC Meeting, including an overview of the matters discussed during the BCC Reports.

Members had no questions regarding this meeting.

C. Crisanti gave an overview of the upcoming agenda for the 2020-09-21 Regular Council Meeting.

Members had no questions regarding this meeting.

---

#### **4.2. Youth Forum: Update and Scheduling**

D. Sander asked members if there was any feedback from potential speakers for the Youth Forum. R. Lindbald noted that they reached out to their professor, and that the professor in question was unable to attend as a speaker.

G. Forster asked about expenses and budgeting for the Youth Forum. C. Crisanti clarified the YAC's budget and spending options.

K. de Groot recommended that gift cards for the speakers be incorporated into the budgeting for the Youth Forum.



CITY OF  
*Lethbridge*

**YAC 2020-09-17 – 010:**

**Moved By G. Forster:**

That a budget of \$900.00 be established to facilitate the Youth Forum on Racial Discrimination, with funds to come from the Youth Advisory Council's annual budget.

**----- Carried Unanimously**

G. Forster asked which mediums could be used to broadcast the Forum. C. Crisanti clarified that the Clerk's Office has access to Microsoft Team, which it is an accessible option for users, and that moderation options are available within MS Teams to ensure a smooth and orderly Forum. Members decided by consensus to use MS Teams as the medium through which the Youth Forum will be conducted.

G. Forster asked about scheduling and timing for the Forum. Members decided by consensus that the Youth Forum will occur from 6:00 p.m. to 8:00 p.m. on November 27<sup>th</sup>.

K. De. Groot asked if the City's social media accounts could be used to increase awareness of the Youth Forum. C. Crisanti noted that she will share the YAC's event pages and materials with Communications once those resources have been developed.

---

**5. Unfinished Business**

None

---

**6. Emergent Business**

None

---

**7. Review of Action Items**

**7.1. Review of Strategic Plan**



CITY OF  
*Lethbridge*

C. Crisanti gave an overview of the strategic plan for YAC members, and provided advice on how these initiatives may be pursued using alternative methods, taking the current state of the COVID-19 pandemic into consideration.

D. Sander noted that their volunteer work with L'Arche could be incorporated as part of YAC's health initiatives, and that the YAC could collectively volunteer to give back to the community and to spread awareness. G. Forster also noted that her contact with the Lethbridge Rotary Dragon Boat Festival may be interested in collaborating on a health initiative with the YAC.

C. Crisanti encouraged YAC members to independently pursue items of interest on the strategic plan, and to bring actionable plans and results to future YAC meetings.

---

## **8. Round Table**

G. Forster informed the YAC that due to a conflict with an evening class, she will be attending YAC meeting late for the remainder of the calendar year, and that D. Sander as Vice Chair will be chairing meetings in that time.

---

## **9. Next Meetings**

❖ October 15, 2020

## **10. Adjournment**

The meeting was adjourned by consensus at 6:31 p.m.



# YOUTH ADVISORY COUNCIL STRATEGIC PLAN



2018-2022

*The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the Youth of the City of Lethbridge.*

*We will accomplish this through:  
Advocacy,  
Education, and  
Engagement.*



# Youth Advisory Council

## 2018-2022

### Contents

<b>Participants:</b> .....	3
Attendees:.....	3
<b>Background</b> .....	3
<b>Strategic Planning Agenda</b> .....	4
<b>History Since 2007</b> .....	5
<b>Notable Accomplishments</b> .....	5
<b>Current Context</b> .....	6
<b>Strengths, Problems, Opportunities And Threats</b> .....	7
<b>Focus Areas</b> .....	8
Identified Opportunities .....	8
<b>Increase Outreach</b> .....	8
<b>Improve Internal Processes</b> .....	8
<b>Increase Awareness</b> .....	8
Focus Areas – Short Term .....	9
Focus Areas – Long Term .....	9
<b>Closing Statement</b> .....	11

# Youth Advisory Council

## Participants:

### Attendees:

Luke Bendkowski  
Dominique Charles  
Liberty Charrissage  
Chloe Devoy  
Grace Forster  
Dorothy Graham  
Darren Nii Martey Armah  
Conner Peta  
Sean Sander  
Alysha Smith  
Derek St. Jean

## Background

The Youth Advisory Council (YAC) was created in 2007 out of the Lethbridge Youth Summit to address issues and initiatives affecting the daily lives of youth in Lethbridge. Through advocacy and engagement with City Council, City Administration and the community as a whole, YAC was tasked with providing the youth voice to decision making.

This mandate has seen YAC address issues across the community on topics such as: Hazing, Community Safety, Bullying Prevention, Curbside Recycling and Urban Fracking. YAC has also served as a focus group for City of Lethbridge departments, covering topics such as: Transit, Planning and Development, Community and Social Development, and Recreation and Culture.

In June 2017 support for YAC was transferred from the Community and Social Development Department to the Offices of the City Clerk and City Manager.

## Strategic Planning Agenda

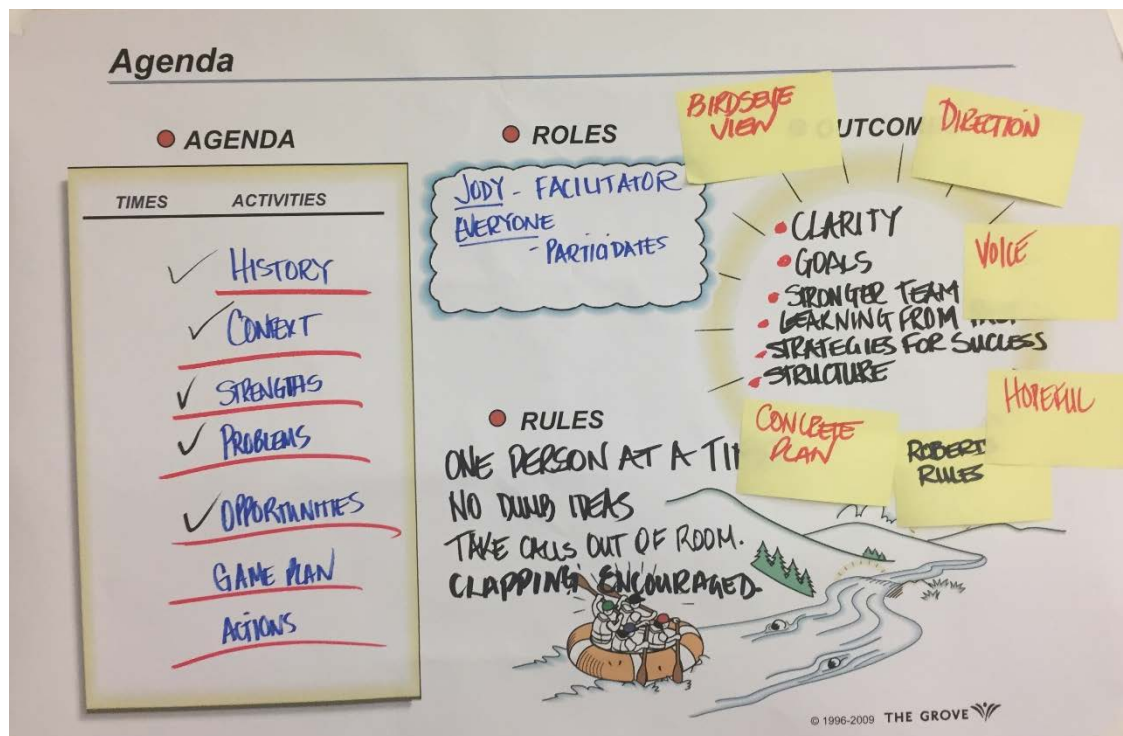


Figure 1: Strategic Planning Agenda

In light of the June 2017 transition of administrative support, and the Municipal Election, the Youth Advisory Council (YAC) determined there was a need to revisit their current strategic plan.

YAC members were asked to identify the context through which youth issues surrounding them were being viewed. Members were also tasked with categorizing their individual purposes for joining YAC. These purposes were found to be directly correlated to the context that the Youth Advisory Council are operating within.

Members worked to create a SPOT (Strengths, Problems, Opportunities and Threats) Matrix to address where YAC is currently working on youth issues and determine where to concentrate their activities moving forward. Through this process, YAC members identified a need to create an actionable plan for their initiatives. With this plan, YAC members were able to identify how and when they were going to fulfil their mission and advisory role with City Council over the next four years.

## History Since 2007

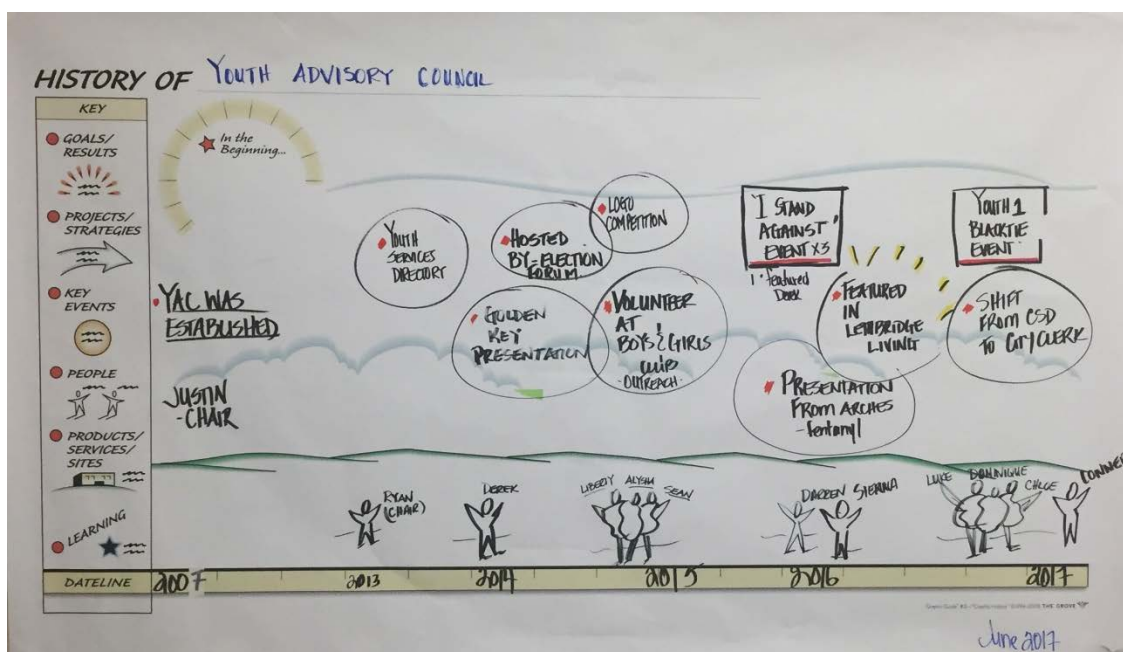


Figure 2: History Map

## Notable Accomplishments

### 2013

- Created a Youth Services Directory in partnership with Community and Social Development.

### 2014

- Hosted a Municipal By-Election Forum.
- Initiated a community logo design competition.
- Took a stance against the proposed Golden Key Oil exploration in West Lethbridge.

### 2015

- Began an ongoing volunteer role with Boys and Girls Club of Lethbridge.

### 2016

- Featured in a Lethbridge Living article.

### 2017

- Hosted a Municipal Election All-Candidates Forum in partnership with the University of Lethbridge Students Union.
- Completed the development of a four year strategic plan.
- Prepared a revised Terms of Reference.

## Current Context



Figure 3: Context Map

The process of creating a context map is to identify the many different factors and issues that influence how youth in the community are portrayed and supported.

### Broadly Represented Trends

- The need to ensure the voices of youth are heard and represented
- Outreach geared towards engagement with youth (schools and community)

### Political Factors

- Increased calls for inclusion
- Truth and Reconciliation

### Technology Factors

- Access to Wi-Fi
- Youth and social media impact

### Customer Needs

- Youth in between school and adulthood
- Education on government
- Connection to local business

### Uncertainties

- Poor job prospects
- Changing career climate
- What will be inherited from others

### Economic Climate

- Transit costs
- Educational costs
- Youth have less disposable income

### Trends

- Youth are both more and less involved with their community and government
- People are becoming more passive about their role in society
- Most communication is short and to the point

## Strengths, Problems, Opportunities And Threats



Figure 4: SPOT Matrix Map

The SPOT Matrix exercise was conducted to assess the Strengths, Problems, Opportunities and Threats in the areas that YAC operates. These four categories help to build an identifiable map to where YAC is currently achieving its mandate, where YAC could be attaining more success, and where YAC needs to work on improving its advocacy role.

### Strengths

- Outreach in community is grassroots
- Invited to sit on other committees
- Awareness
- Honest
- We are youth too
- Relationship with City Staff and Council
- Identify youth issues in the community
- Connected
- Diverse
- Optimistic
- Educated and experienced

### Problems

- Ability to see a project through
- Trying to do too much
- Confusion over who we represent
- Unclear direction, purpose and place
- Busy schedules
- Time and resources
- Outreach and ability to get things done
- Not enough budget

### Opportunities

- Mentorship with Staff and Council
- Easy access to networking
- Creating interest
- Increasing YAC membership
- Involvement in Elections
- Surveys
- Terms of Reference
- Recruitment strategy
- Guest Presentations
- Getting Focused
- Better Attendance
- Disseminate information to youth
- Better relationship with City Council

### Threats

- Similar college based towns
- Not much keeping youth here
- Turnover of membership
- Changes in orders of government



## Focus Areas

### Identified Opportunities

Through the strategic planning process YAC members have identified the following list of opportunities and the subsequent supporting projects.

#### Increase Outreach

- Educate Youth about the resources offered at the Public Library
- Develop a YAC Health Initiative
- Coordinate a Youth Conference
- Host a YAC Open House
- Increase engagement with schools on local government
- Engage with students about their passions
- Share and celebrate local First Nations, Métis, and Inuit Culture to reduce racism and stigma

#### Improve Internal Processes

- Review the current Terms of Reference
- Increase engagement with City Council
- Create a New Member Orientation (Onboarding and Off-boarding process)
- Create engagement with City Administration
- Development of a clear and concise Mission Statement
- Practice good governance

#### Increase Awareness

- Create a standard presentation that can be used at community events and speaking engagements
- Organize a public debate on youth issues
- Ensure youth in the community can easily contact YAC
- Reach out to high schools to provide education about YAC
- Provide speaking engagements at Post-Secondary Clubs and other Youth Organizations
- Collaborate with High School Student Unions to support their initiatives
- Create posters and information bulletins for distribution
- Actively recruit new members from high schools and post-secondary
- Attend more youth orientated community events
- Create a YAC website

## Focus Areas – Short Term

Initiative	Description
Coordinate an Event Dedicated to Mental Health Awareness	Work with Jack.org to sponsor a community event to raise mental health awareness.
Improve YAC's communications with the community.	Improve YAC use of social media to engage with the community
Coordinate a Youth Symposium to discuss Lethbridge's Youthful Cities Results	Coordinate a Youth Symposium with Community Stakeholders in order to engage with the public on Lethbridge's progress as a Youth-oriented city.

## Focus Areas – Long Term

Initiative	Description
Develop a YAC Health Initiative	Partner with community organizations, businesses and schools to create a community approach to healthy living for youth.
Coordinate a Youth Conference	Coordinate and host a conference geared towards celebrating and encouraging the youth of Lethbridge.
Increase engagement with City Council	Actively work alongside City Council to understand the bylaw and policy development process, Council agenda development and daily interactions of City Councilors.
Organize a public debate on youth issues	An event to increase dialogue on issues affecting youth in Lethbridge, providing YAC with a public forum to gather input.



## Completed Goals

Initiative	Description
Educate youth about the resources offered at the Public Library	A project focused on ensuring youth in the community understand and have access to the many resources offered by the Public Library.
Review the current Terms of Reference	A review of the current terms of reference to determine if they currently support the purpose and direction of the Youth Advisory Council.
Create a New Member Orientation (Onboarding and Off-boarding process)	Creation of a template for welcoming new members to YAC, identifying key information and materials crucial to their participation. As well, include a process for departing members.
Create a standard presentation that can be used at community events and speaking engagements	Creation of a template presentation that supports the purpose of the Youth Advisory Council and can be utilized across many different events with minimal additions. In place for future YAC members to encourage continuity.
Ensure youth in the community can easily contact YAC	Creating a central location where youth can easily find information on and contact YAC.

## Closing Statement

Throughout the Strategic Planning process, members of this council echoed the need to create a working relationship with City Council, while also working to increase our profile and interaction within the community. The ideas and work that have been put into the development of this document will guide us in this role.

We are thankful for the support and contributions of all our members in developing this document. Each member has worked to ensure we maintain our focus – the youth of Lethbridge. We would also like to thank the Community and Social Development Department for their long-term contributions and support. Looking forward, we are excited for the opportunity to work with both the Offices of the City Clerk and City Manager.

Finally, working to accomplish this plan will require that we are actively engaged with City Council. We look forward to providing City Council with this document, as well as a sustained voice on those issues and decisions that affect our demographic. We look to build upon the foundation for which we exist as a council – advocate, educate and engage Lethbridge's youth.

The Youth Advisory Council is ready to continue its role as a voice for Lethbridge's youth.

Our work has just begun.



Youth Advisory Council  
CITY OF LETHBRIDGE

November 15, 2020  
5:00 p.m. – 7:00 p.m.  
MICROSOFT TEAMS

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Agenda: November 19, 2020**

### **3. Approval of Minutes: October 15, 2020**

### **4. Agenda Item**

4.1. Introduction to Newly Appointed Members

4.2 Discussion with City Manager Craig Dalton

4.3. Youth Forum: Updates and Scheduling

### **5. Unfinished Business**

### **6. Emergent Business**

### **7. Review of Action Items**

7.1. Review of Strategic Plan

### **8. Roundtable**

### **9. Next Meetings**

❖ December 17 2020 – TBD – 5 – 7 PM

### **10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Chloe Crisanti at 403-320-4011.



CITY OF  
*Lethbridge*

Minutes of the **Youth Advisory Council** held on **October 15, 2020** via **Microsoft Teams** at 5:00 p.m. with the following in attendance:

---

<b>PRESENT:</b>	Member, Chair	G. Forster
	Member, Vice-Chair	D. Sander
	Member	S. Siever
	Member	K. De Groot
	Member	C. Oyebola
	Member	L. van Genderen
	Member, Lethbridge College Student's Association Representative	T. Watters
	University of Lethbridge Student's Union Representative	R. Lindbald

<b>OTHERS:</b>	Legislative Services Assistant	C. Crisanti
----------------	--------------------------------	-------------

<b>ABSENT:</b>	Member	B. Mbonihankuye
	Holy Spirit Catholic School Representative	J. Kroker

*Note: Members attended remotely pursuant to Section 199(1) of the Municipal Government Act, R.S.A. 2000, c. M-26.*

***The meeting was called to Order at 5:41 P.M.***

## **1. Welcome**

### **1.1. Acknowledgement Statement**

---

## **2. Approval of the Agenda: June 18, 2020**

**YAC 2020-10-15 - 011:**

MOVED BY: T. Watters

THAT the agenda of the October 15, 2020 Youth Advisory Council Meeting be approved as presented.



CITY OF  
*Lethbridge*

----- CARRIED UNANIMOUSLY

---

### **3. Approval of Minutes: September 17, 2020**

**YAC 2020-10-15 - 012:**

MOVED BY: T. Watters

That the minutes of the September 17, 2020 Youth Advisory Council Meeting be approved as presented.

----- CARRIED UNANIMOUSLY

---

### **4. Agenda Items**

#### **4.1 City Council Agenda Highlights – 2020-10-05 Regular Council Meetings**

C. Crisanti gave an overview of the 2020-10-05 Council Meeting.

There were no comments from the members.

---

#### **4.2 Youth Forum: Updates and Scheduling**

Members discussed advertising methods, new posters, and guest speaker booking for the Youth Forum on Racism and Discrimination.

---

### **5. Unfinished Business**

None

---

### **6. Emergent Business**

None



CITY OF  
*Lethbridge*

## 7. Review of Action Items

### 7.1. Review of Strategic Plan

Members discussed updating the YAC's Youth Health Resources.

<b>Action:</b> Administration to add "Health Resources Update" to the 2020-11-19 YAC Agenda.
--

---

## 8. Round Table

Members discussed plans for organizing events and developing resources for the 2021 Election.

C. Crisanti updated members that City Manager Craig Dalton will be in attendance for the 2020-11-19 YAC Meeting, and that newly appointed members will be invited as well.

---

## 9. Next Meetings

❖ November 19, 2020,

## 10. Adjournment

The meeting was adjourned by consensus at 6:38 p.m.



# YOUTH ADVISORY COUNCIL STRATEGIC PLAN



2018-2022

*The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the Youth of the City of Lethbridge.*

*We will accomplish this through:  
Advocacy,  
Education, and  
Engagement.*

# Youth Advisory Council

## 2018-2022

### Contents

<b>Participants:</b> .....	3
Attendees:.....	3
<b>Background</b> .....	3
<b>Strategic Planning Agenda</b> .....	4
<b>History Since 2007</b> .....	5
<b>Notable Accomplishments</b> .....	5
<b>Current Context</b> .....	6
<b>Strengths, Problems, Opportunities And Threats</b> .....	7
<b>Focus Areas</b> .....	8
Identified Opportunities .....	8
<b>Increase Outreach</b> .....	8
<b>Improve Internal Processes</b> .....	8
<b>Increase Awareness</b> .....	8
Focus Areas – Short Term .....	9
Focus Areas – Long Term .....	9
<b>Closing Statement</b> .....	11



# Youth Advisory Council

## Participants:

### Attendees:

Luke Bendkowski  
Dominique Charles  
Liberty Charrissage  
Chloe Devoy  
Grace Forster  
Dorothy Graham  
Darren Nii Martey Armah  
Conner Peta  
Sean Sander  
Alysha Smith  
Derek St. Jean

## Background

The Youth Advisory Council (YAC) was created in 2007 out of the Lethbridge Youth Summit to address issues and initiatives affecting the daily lives of youth in Lethbridge. Through advocacy and engagement with City Council, City Administration and the community as a whole, YAC was tasked with providing the youth voice to decision making.

This mandate has seen YAC address issues across the community on topics such as: Hazing, Community Safety, Bullying Prevention, Curbside Recycling and Urban Fracking. YAC has also served as a focus group for City of Lethbridge departments, covering topics such as: Transit, Planning and Development, Community and Social Development, and Recreation and Culture.

In June 2017 support for YAC was transferred from the Community and Social Development Department to the Offices of the City Clerk and City Manager.

## Strategic Planning Agenda

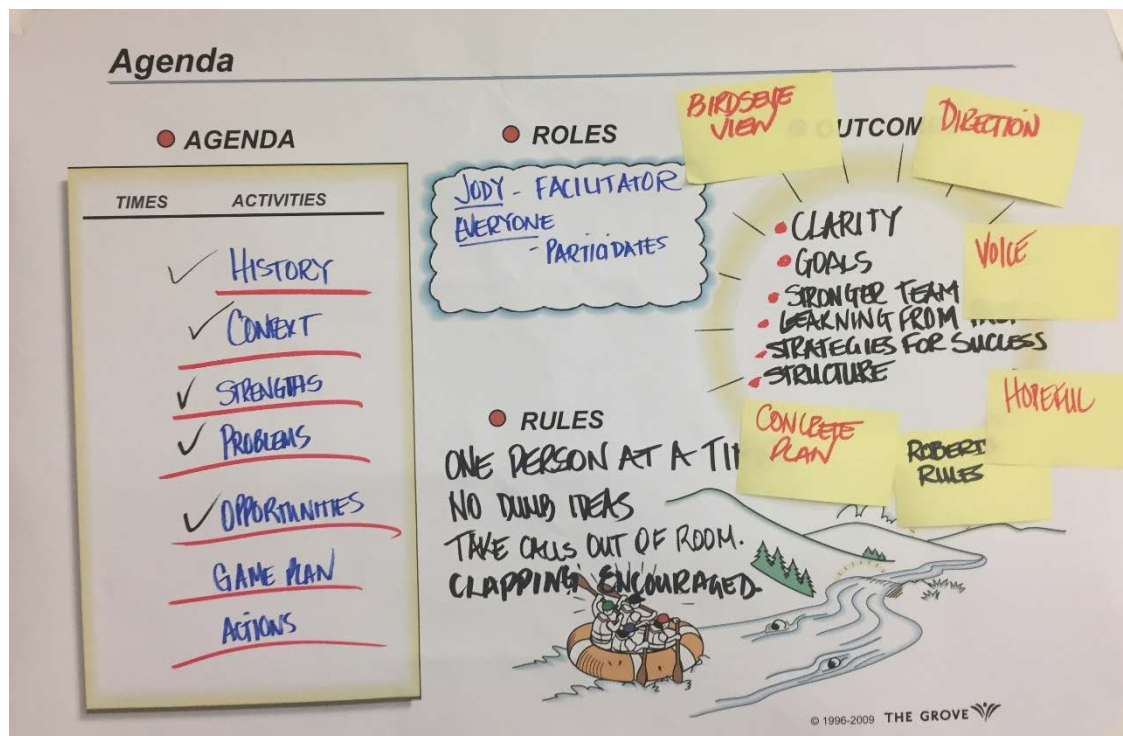


Figure 1: Strategic Planning Agenda

In light of the June 2017 transition of administrative support, and the Municipal Election, the Youth Advisory Council (YAC) determined there was a need to revisit their current strategic plan.

YAC members were asked to identify the context through which youth issues surrounding them were being viewed. Members were also tasked with categorizing their individual purposes for joining YAC. These purposes were found to be directly correlated to the context that the Youth Advisory Council are operating within.

Members worked to create a SPOT (Strengths, Problems, Opportunities and Threats) Matrix to address where YAC is currently working on youth issues and determine where to concentrate their activities moving forward. Through this process, YAC members identified a need to create an actionable plan for their initiatives. With this plan, YAC members were able to identify how and when they were going to fulfil their mission and advisory role with City Council over the next four years.

## History Since 2007

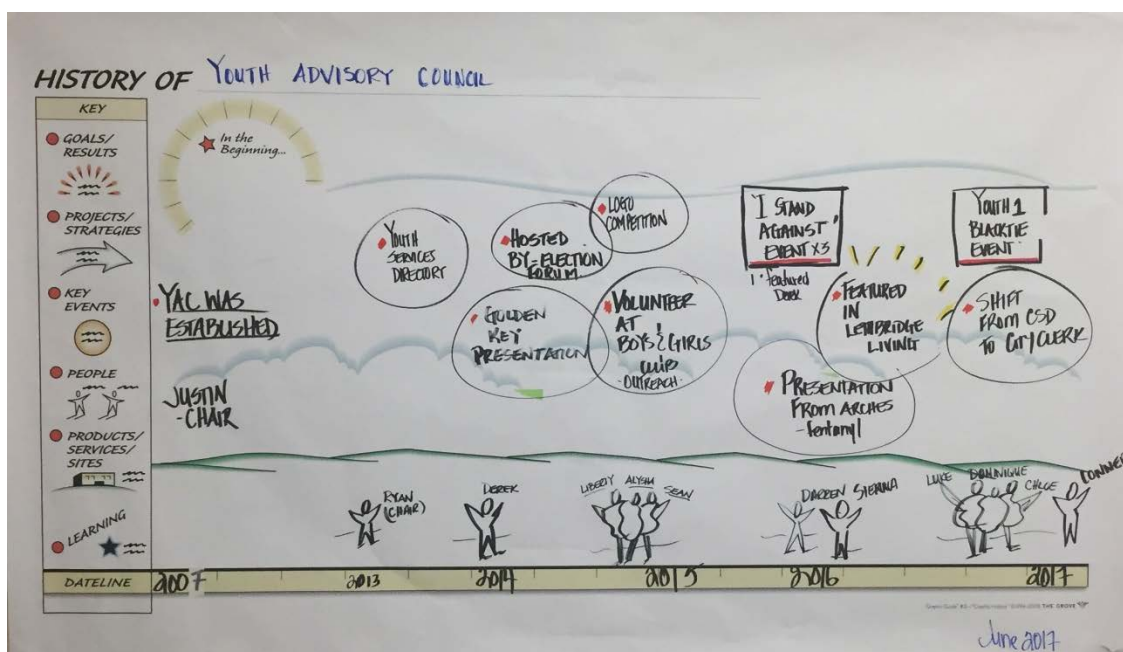


Figure 2: History Map

## Notable Accomplishments

### 2013

- Created a Youth Services Directory in partnership with Community and Social Development.

### 2014

- Hosted a Municipal By-Election Forum.
- Initiated a community logo design competition.
- Took a stance against the proposed Golden Key Oil exploration in West Lethbridge.

### 2015

- Began an ongoing volunteer role with Boys and Girls Club of Lethbridge.

### 2016

- Featured in a Lethbridge Living article.

### 2017

- Hosted a Municipal Election All-Candidates Forum in partnership with the University of Lethbridge Students Union.
- Completed the development of a four year strategic plan.
- Prepared a revised Terms of Reference.

## Current Context



Figure 3: Context Map

The process of creating a context map is to identify the many different factors and issues that influence how youth in the community are portrayed and supported.

### Broadly Represented Trends

- The need to ensure the voices of youth are heard and represented
- Outreach geared towards engagement with youth (schools and community)

### Political Factors

- Increased calls for inclusion
- Truth and Reconciliation

### Technology Factors

- Access to Wi-Fi
- Youth and social media impact

### Customer Needs

- Youth in between school and adulthood
- Education on government
- Connection to local business

### Uncertainties

- Poor job prospects
- Changing career climate
- What will be inherited from others

### Economic Climate

- Transit costs
- Educational costs
- Youth have less disposable income

### Trends

- Youth are both more and less involved with their community and government
- People are becoming more passive about their role in society
- Most communication is short and to the point

## Strengths, Problems, Opportunities And Threats



Figure 4: SPOT Matrix Map

The SPOT Matrix exercise was conducted to assess the Strengths, Problems, Opportunities and Threats in the areas that YAC operates. These four categories help to build an identifiable map to where YAC is currently achieving its mandate, where YAC could be attaining more success, and where YAC needs to work on improving its advocacy role.

### Strengths

- Outreach in community is grassroots
- Invited to sit on other committees
- Awareness
- Honest
- We are youth too
- Relationship with City Staff and Council
- Identify youth issues in the community
- Connected
- Diverse
- Optimistic
- Educated and experienced

### Problems

- Ability to see a project through
- Trying to do too much
- Confusion over who we represent
- Unclear direction, purpose and place
- Busy schedules
- Time and resources
- Outreach and ability to get things done
- Not enough budget

### Opportunities

- Mentorship with Staff and Council
- Easy access to networking
- Creating interest
- Increasing YAC membership
- Involvement in Elections
- Surveys
- Terms of Reference
- Recruitment strategy
- Guest Presentations
- Getting Focused
- Better Attendance
- Disseminate information to youth
- Better relationship with City Council

### Threats

- Similar college based towns
- Not much keeping youth here
- Turnover of membership
- Changes in orders of government

## Focus Areas

### Identified Opportunities

Through the strategic planning process YAC members have identified the following list of opportunities and the subsequent supporting projects.

#### Increase Outreach

- Educate Youth about the resources offered at the Public Library
- Develop a YAC Health Initiative
- Coordinate a Youth Conference
- Host a YAC Open House
- Increase engagement with schools on local government
- Engage with students about their passions
- Share and celebrate local First Nations, Métis, and Inuit Culture to reduce racism and stigma

#### Improve Internal Processes

- Review the current Terms of Reference
- Increase engagement with City Council
- Create a New Member Orientation (Onboarding and Off-boarding process)
- Create engagement with City Administration
- Development of a clear and concise Mission Statement
- Practice good governance

#### Increase Awareness

- Create a standard presentation that can be used at community events and speaking engagements
- Organize a public debate on youth issues
- Ensure youth in the community can easily contact YAC
- Reach out to high schools to provide education about YAC
- Provide speaking engagements at Post-Secondary Clubs and other Youth Organizations
- Collaborate with High School Student Unions to support their initiatives
- Create posters and information bulletins for distribution
- Actively recruit new members from high schools and post-secondary
- Attend more youth orientated community events
- Create a YAC website



## Focus Areas – Short Term

Initiative	Description
Coordinate an Event Dedicated to Mental Health Awareness	Work with Jack.org to sponsor a community event to raise mental health awareness.
Improve YAC's communications with the community.	Improve YAC use of social media to engage with the community
Coordinate a Youth Symposium to discuss Lethbridge's Youthful Cities Results	Coordinate a Youth Symposium with Community Stakeholders in order to engage with the public on Lethbridge's progress as a Youth-oriented city.

## Focus Areas – Long Term

Initiative	Description
Develop a YAC Health Initiative	Partner with community organizations, businesses and schools to create a community approach to healthy living for youth.
Coordinate a Youth Conference	Coordinate and host a conference geared towards celebrating and encouraging the youth of Lethbridge.
Increase engagement with City Council	Actively work alongside City Council to understand the bylaw and policy development process, Council agenda development and daily interactions of City Councilors.
Organize a public debate on youth issues	An event to increase dialogue on issues affecting youth in Lethbridge, providing YAC with a public forum to gather input.

## Completed Goals

Initiative	Description
Educate youth about the resources offered at the Public Library	A project focused on ensuring youth in the community understand and have access to the many resources offered by the Public Library.
Review the current Terms of Reference	A review of the current terms of reference to determine if they currently support the purpose and direction of the Youth Advisory Council.
Create a New Member Orientation (Onboarding and Off-boarding process)	Creation of a template for welcoming new members to YAC, identifying key information and materials crucial to their participation. As well, include a process for departing members.
Create a standard presentation that can be used at community events and speaking engagements	Creation of a template presentation that supports the purpose of the Youth Advisory Council and can be utilized across many different events with minimal additions. In place for future YAC members to encourage continuity.
Ensure youth in the community can easily contact YAC	Creating a central location where youth can easily find information on and contact YAC.



## Closing Statement

Throughout the Strategic Planning process, members of this council echoed the need to create a working relationship with City Council, while also working to increase our profile and interaction within the community. The ideas and work that have been put into the development of this document will guide us in this role.

We are thankful for the support and contributions of all our members in developing this document. Each member has worked to ensure we maintain our focus – the youth of Lethbridge. We would also like to thank the Community and Social Development Department for their long-term contributions and support. Looking forward, we are excited for the opportunity to work with both the Offices of the City Clerk and City Manager.

Finally, working to accomplish this plan will require that we are actively engaged with City Council. We look forward to providing City Council with this document, as well as a sustained voice on those issues and decisions that affect our demographic. We look to build upon the foundation for which we exist as a council – advocate, educate and engage Lethbridge's youth.

The Youth Advisory Council is ready to continue its role as a voice for Lethbridge's youth.

Our work has just begun.



Youth Advisory Council  
CITY OF LETHBRIDGE

December 17, 2020  
5:00 p.m. – 7:00 p.m.  
MICROSOFT TEAMS

## **Agenda**

### **1. Welcome**

#### **1.1. Acknowledgement Statement**

*The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationships to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.*

### **2. Approval of the Agenda: December 17, 2020**

### **3. Approval of Minutes: November 19, 2020**

### **4. Agenda Items**

4.1. Debrief on Meeting with Culver City

4.2. Debrief on Youth Forum

4.3. Discussion and updates to YAC Strategic Plan

4.4. YQL Mask Challenge

### **5. Unfinished Business**

### **6. Emergent Business**

### **7. Review of Action Items**

7.1. Review of Strategic Plan

### **8. Roundtable**

### **9. Next Meetings**

❖ January 21, 2021 – TBD – 5 – 7 PM

### **10. Adjournment**

- 
- Please RSVP to Grace Forster at: [grace.forster@uleth.ca](mailto:grace.forster@uleth.ca) or 403-892-7830.
  - For access to City Hall at meeting time, please contact Grace Forster at 403-892-7830 or Chloe Crisanti at 403-320-4011.



CITY OF  
*Lethbridge*

Minutes of the **Youth Advisory Council** held on **November 19, 2020** via  
**Microsoft Teams** at 5:00 p.m. with the following in attendance:

---

<b>PRESENT:</b>	Member, Chair	G. Forster
	Member, Vice-Chair	D. Sander
	Member	S. Siever
	Member	K. De Groot
	Member	C. Oyebola
	Member	L. van Genderen
	Holy Spirit Catholic School Representative	J. Kroker
	Member, Lethbridge College Student's Association Representative	T. Watters
<b>OTHERS:</b>	Legislative Services Assistant	C. Crisanti
	City Manager	C. Dalton
	Public Member	S. Whiting
	Public Member	A. Baptista
<b>ABSENT:</b>	University of Lethbridge Student's Union Representative	R. Lindbald

*Note: Members attended remotely pursuant to Section 199(1) of the Municipal Government Act, R.S.A. 2000, c. M-26.*

***The meeting was called to Order at 5:09 P.M.***

## **1. Welcome**

### **1.1. Acknowledgement Statement**

---



CITY OF  
*Lethbridge*

## **2. Approval of the Agenda: November 19, 2020**

**YAC 2020-11-19 - 013:**

MOVED BY: D. Sander

THAT the agenda of the October 15, 2020 Youth Advisory Council Meeting be approved as amended to include the following item:

- 4.4 Social Media Post re: L'Arche

----- CARRIED UNANIMOUSLY

---

## **3. Approval of Minutes: October 15, 2020**

**YAC 2020-11-19 - 014:**

MOVED BY: K. De Groot

That the minutes of the October 15, 2020 Youth Advisory Council Meeting be approved as presented.

----- CARRIED UNANIMOUSLY

---

## **4. Agenda Items**

### **4.1 Introduction to Newly Appointed Members**

D. Sander opened the floor to S. Whiting and A. Baptista to introduce themselves.

---

### **4.2 Discussion with City Manager Craig Dalton**

C. Dalton introduced himself and opened the floor to questions. Topics discussed were the need to balance services and budget, public interest in City services, the relationship between transit and youth, the current status of City Administration, strategic planning, creating a culture of continuous improvement, the relationship between the Province and the City regarding service provision and advocacy, the social and economic needs of the City, and the City's organizational strategic orientation.

---



CITY OF  
*Lethbridge*

#### **4.3 Youth Forum Update and Scheduling**

G. Forster discussed the ongoing social media campaign to advertise the youth forum, and explored the demographic data of those who have registered to attend. Members also discussed allocating budget toward giftcards for guest speakers, allocating a \$50 gift card to each of the four guest speakers.

**Action:** Administration to secure funds for gift cards.

---

#### **4.4 Social Media Post re: L'Arche**

D. Sander shared the draft of the Instagram post planned to be posted to promote volunteerism with Lethbridge L'Arche within the community. Members discussed post dimensions, timing for the post, and FOIP & legal prerequisites.

---

#### **5. Unfinished Business**

None

---

#### **6. Emergent Business**

None

---

#### **7. Review of Action Items**

##### **7.1. Review of Strategic Plan**

Members discussed updating the YAC's Youth Health Resources, and potential future updates to the YAC's strategic plan. Members agreed that the strategic plan requires revision, establishing plans to review the document in more detail and to approve an updated strategic plan in the new year.



CITY OF  
*Lethbridge*

---

## 8. Round Table

Members discussed onboarding and offboarding for members and final social media initiatives for the Youth Forum.

---

## 9. Next Meetings

❖ December 17, 2020,

## 10. Adjournment

The meeting was adjourned by consensus at 6:38 p.m.



# YOUTH ADVISORY COUNCIL STRATEGIC PLAN



2018-2022

*The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the Youth of the City of Lethbridge.*

*We will accomplish this through:  
Advocacy,  
Education, and  
Engagement.*

# Youth Advisory Council

## 2018-2022

### Contents

<b>Participants:</b> .....	3
Attendees:.....	3
<b>Background</b> .....	3
<b>Strategic Planning Agenda</b> .....	4
<b>History Since 2007</b> .....	5
<b>Notable Accomplishments</b> .....	5
<b>Current Context</b> .....	6
<b>Strengths, Problems, Opportunities And Threats</b> .....	7
<b>Focus Areas</b> .....	8
Identified Opportunities .....	8
<b>Increase Outreach</b> .....	8
<b>Improve Internal Processes</b> .....	8
<b>Increase Awareness</b> .....	8
Focus Areas – Short Term .....	9
Focus Areas – Long Term .....	9
<b>Closing Statement</b> .....	11



# Youth Advisory Council

## Participants:

### Attendees:

Luke Bendkowski  
Dominique Charles  
Liberty Charrissage  
Chloe Devoy  
Grace Forster  
Dorothy Graham  
Darren Nii Martey Armah  
Conner Peta  
Sean Sander  
Alysha Smith  
Derek St. Jean

## Background

The Youth Advisory Council (YAC) was created in 2007 out of the Lethbridge Youth Summit to address issues and initiatives affecting the daily lives of youth in Lethbridge. Through advocacy and engagement with City Council, City Administration and the community as a whole, YAC was tasked with providing the youth voice to decision making.

This mandate has seen YAC address issues across the community on topics such as: Hazing, Community Safety, Bullying Prevention, Curbside Recycling and Urban Fracking. YAC has also served as a focus group for City of Lethbridge departments, covering topics such as: Transit, Planning and Development, Community and Social Development, and Recreation and Culture.

In June 2017 support for YAC was transferred from the Community and Social Development Department to the Offices of the City Clerk and City Manager.

## Strategic Planning Agenda

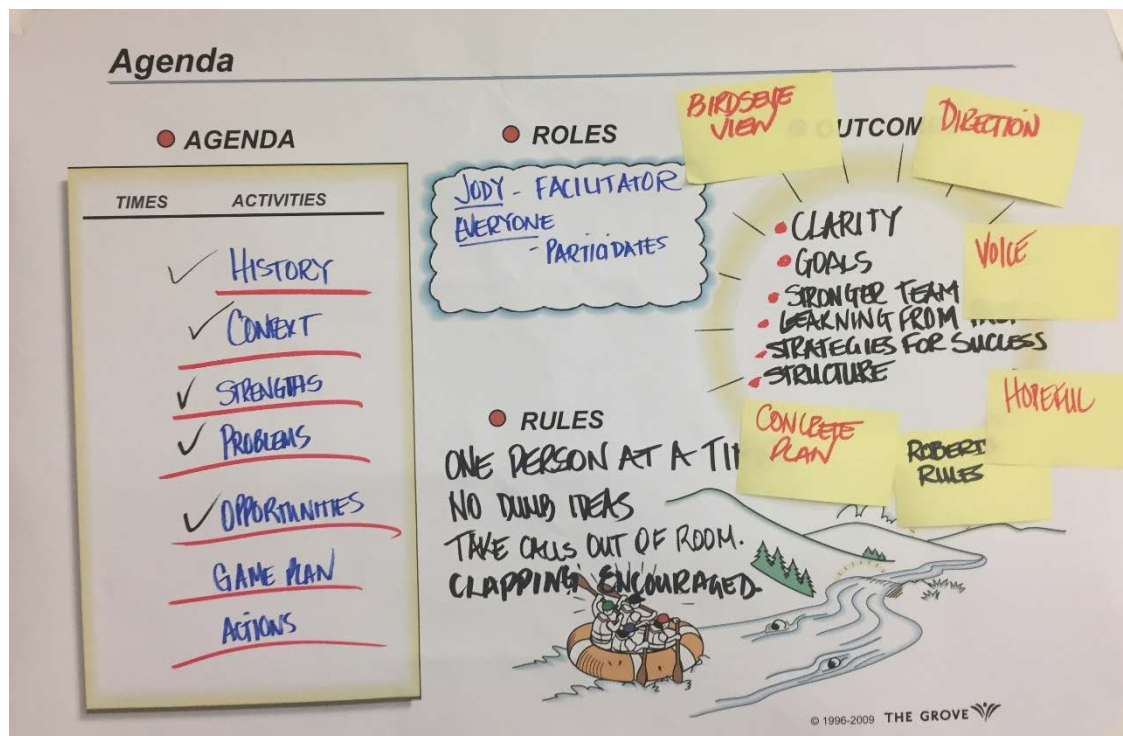


Figure 1: Strategic Planning Agenda

In light of the June 2017 transition of administrative support, and the Municipal Election, the Youth Advisory Council (YAC) determined there was a need to revisit their current strategic plan.

YAC members were asked to identify the context through which youth issues surrounding them were being viewed. Members were also tasked with categorizing their individual purposes for joining YAC. These purposes were found to be directly correlated to the context that the Youth Advisory Council are operating within.

Members worked to create a SPOT (Strengths, Problems, Opportunities and Threats) Matrix to address where YAC is currently working on youth issues and determine where to concentrate their activities moving forward. Through this process, YAC members identified a need to create an actionable plan for their initiatives. With this plan, YAC members were able to identify how and when they were going to fulfil their mission and advisory role with City Council over the next four years.

## History Since 2007

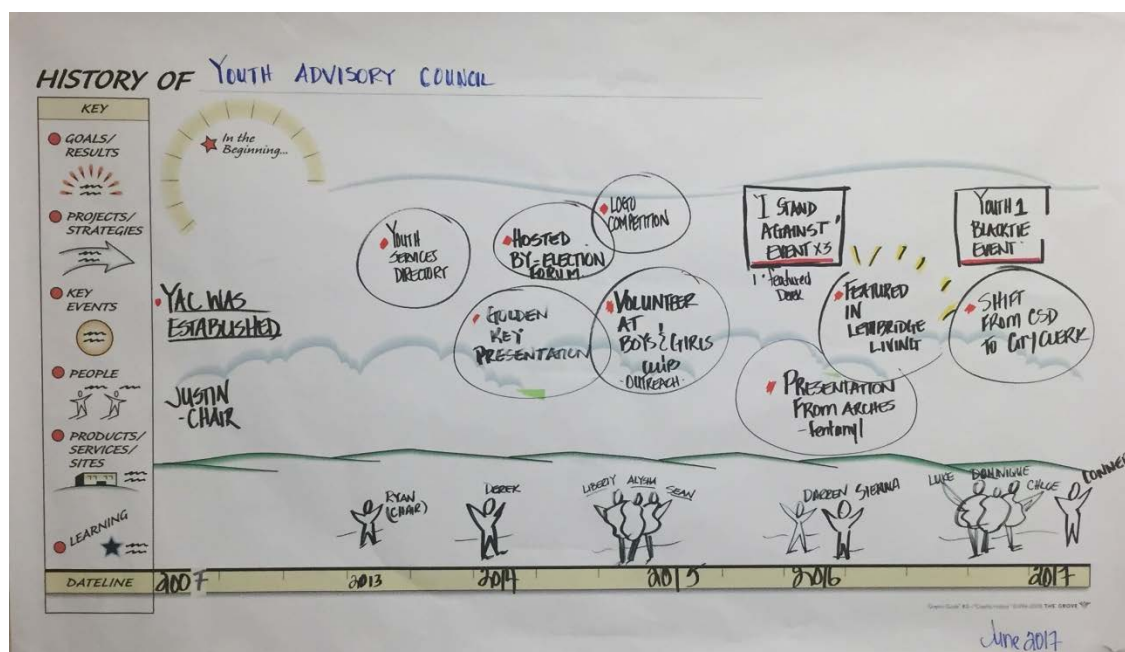


Figure 2: History Map

## Notable Accomplishments

### 2013

- Created a Youth Services Directory in partnership with Community and Social Development.

### 2014

- Hosted a Municipal By-Election Forum.
- Initiated a community logo design competition.
- Took a stance against the proposed Golden Key Oil exploration in West Lethbridge.

### 2015

- Began an ongoing volunteer role with Boys and Girls Club of Lethbridge.

### 2016

- Featured in a Lethbridge Living article.

### 2017

- Hosted a Municipal Election All-Candidates Forum in partnership with the University of Lethbridge Students Union.
- Completed the development of a four year strategic plan.
- Prepared a revised Terms of Reference.

## Current Context



Figure 3: Context Map

The process of creating a context map is to identify the many different factors and issues that influence how youth in the community are portrayed and supported.

### Broadly Represented Trends

- The need to ensure the voices of youth are heard and represented
- Outreach geared towards engagement with youth (schools and community)

### Political Factors

- Increased calls for inclusion
- Truth and Reconciliation

### Technology Factors

- Access to Wi-Fi
- Youth and social media impact

### Customer Needs

- Youth in between school and adulthood
- Education on government
- Connection to local business

### Uncertainties

- Poor job prospects
- Changing career climate
- What will be inherited from others

### Economic Climate

- Transit costs
- Educational costs
- Youth have less disposable income

### Trends

- Youth are both more and less involved with their community and government
- People are becoming more passive about their role in society
- Most communication is short and to the point

## Strengths, Problems, Opportunities And Threats



Figure 4: SPOT Matrix Map

The SPOT Matrix exercise was conducted to assess the Strengths, Problems, Opportunities and Threats in the areas that YAC operates. These four categories help to build an identifiable map to where YAC is currently achieving its mandate, where YAC could be attaining more success, and where YAC needs to work on improving its advocacy role.

### Strengths

- Outreach in community is grassroots
- Invited to sit on other committees
- Awareness
- Honest
- We are youth too
- Relationship with City Staff and Council
- Identify youth issues in the community
- Connected
- Diverse
- Optimistic
- Educated and experienced

### Problems

- Ability to see a project through
- Trying to do too much
- Confusion over who we represent
- Unclear direction, purpose and place
- Busy schedules
- Time and resources
- Outreach and ability to get things done
- Not enough budget

### Opportunities

- Mentorship with Staff and Council
- Easy access to networking
- Creating interest
- Increasing YAC membership
- Involvement in Elections
- Surveys
- Terms of Reference
- Recruitment strategy
- Guest Presentations
- Getting Focused
- Better Attendance
- Disseminate information to youth
- Better relationship with City Council

### Threats

- Similar college based towns
- Not much keeping youth here
- Turnover of membership
- Changes in orders of government

## Focus Areas

### Identified Opportunities

Through the strategic planning process YAC members have identified the following list of opportunities and the subsequent supporting projects.

#### Increase Outreach

- Educate Youth about the resources offered at the Public Library
- Develop a YAC Health Initiative
- Coordinate a Youth Conference
- Host a YAC Open House
- Increase engagement with schools on local government
- Engage with students about their passions
- Share and celebrate local First Nations, Métis, and Inuit Culture to reduce racism and stigma

#### Improve Internal Processes

- Review the current Terms of Reference
- Increase engagement with City Council
- Create a New Member Orientation (Onboarding and Off-boarding process)
- Create engagement with City Administration
- Development of a clear and concise Mission Statement
- Practice good governance

#### Increase Awareness

- Create a standard presentation that can be used at community events and speaking engagements
- Organize a public debate on youth issues
- Ensure youth in the community can easily contact YAC
- Reach out to high schools to provide education about YAC
- Provide speaking engagements at Post-Secondary Clubs and other Youth Organizations
- Collaborate with High School Student Unions to support their initiatives
- Create posters and information bulletins for distribution
- Actively recruit new members from high schools and post-secondary
- Attend more youth orientated community events
- Create a YAC website



## Focus Areas – Short Term

Initiative	Description
Coordinate an Event Dedicated to Mental Health Awareness	Work with Jack.org to sponsor a community event to raise mental health awareness.
Improve YAC's communications with the community.	Improve YAC use of social media to engage with the community
Coordinate a Youth Symposium to discuss Lethbridge's Youthful Cities Results	Coordinate a Youth Symposium with Community Stakeholders in order to engage with the public on Lethbridge's progress as a Youth-oriented city.

## Focus Areas – Long Term

Initiative	Description
Develop a YAC Health Initiative	Partner with community organizations, businesses and schools to create a community approach to healthy living for youth.
Coordinate a Youth Conference	Coordinate and host a conference geared towards celebrating and encouraging the youth of Lethbridge.
Increase engagement with City Council	Actively work alongside City Council to understand the bylaw and policy development process, Council agenda development and daily interactions of City Councilors.
Organize a public debate on youth issues	An event to increase dialogue on issues affecting youth in Lethbridge, providing YAC with a public forum to gather input.

## Completed Goals

Initiative	Description
Educate youth about the resources offered at the Public Library	A project focused on ensuring youth in the community understand and have access to the many resources offered by the Public Library.
Review the current Terms of Reference	A review of the current terms of reference to determine if they currently support the purpose and direction of the Youth Advisory Council.
Create a New Member Orientation (Onboarding and Off-boarding process)	Creation of a template for welcoming new members to YAC, identifying key information and materials crucial to their participation. As well, include a process for departing members.
Create a standard presentation that can be used at community events and speaking engagements	Creation of a template presentation that supports the purpose of the Youth Advisory Council and can be utilized across many different events with minimal additions. In place for future YAC members to encourage continuity.
Ensure youth in the community can easily contact YAC	Creating a central location where youth can easily find information on and contact YAC.



## Closing Statement

Throughout the Strategic Planning process, members of this council echoed the need to create a working relationship with City Council, while also working to increase our profile and interaction within the community. The ideas and work that have been put into the development of this document will guide us in this role.

We are thankful for the support and contributions of all our members in developing this document. Each member has worked to ensure we maintain our focus – the youth of Lethbridge. We would also like to thank the Community and Social Development Department for their long-term contributions and support. Looking forward, we are excited for the opportunity to work with both the Offices of the City Clerk and City Manager.

Finally, working to accomplish this plan will require that we are actively engaged with City Council. We look forward to providing City Council with this document, as well as a sustained voice on those issues and decisions that affect our demographic. We look to build upon the foundation for which we exist as a council – advocate, educate and engage Lethbridge's youth.

The Youth Advisory Council is ready to continue its role as a voice for Lethbridge's youth.

Our work has just begun.