

**City of Port Colborne
Mayor's Youth Advisory Committee Meeting Agenda**

Date: Wednesday, April 3, 2024
Time: 4:30 pm
Location: Committee Room 3-City Hall
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

Pages

1. Call to Order
2. Adoption of the Agenda
3. Disclosures of Interest
4. Approval of Minutes
 - 4.1 Meeting minutes March 20, 2024 1
 - 4.2 Minutes Feb. 14, 2024 2
 - 4.3 Minutes Jan. 10, 2024 4
5. Staff Updates
6. Order of Business
 - 6.1 Roles and responsibilities
Review all tasks to complete before the event, during, and after
7. New Business
8. Adjournment

MYAC MINUTES

Mayor's Youth Advisory Committee Meeting

Wednesday, March 20 at 4:30pm in Committee Room 3, City Hall

Members

Chair Sierra Walsh-Fiore	X
Vice-chair Eva Wachel	X
Maria Gonzalez	X
Jenna Kountouris	X
Emma Laur	X
Sophia Seca	X
Mayor Steele	--
Councillor Tim Hoyle	X

1. Call to order

Sierra opened the meeting at 4:33pm

2. Adoption of agenda

Moved by Emma, seconded by Jenna

3. Disclosures of Interest

None

4. Approval of minutes from planning meeting Feb. 28, 2024

Moved by Emma, seconded by Sophia

5. Business arising from the minutes

Spring dance planning and follow-up

6. New business

Guest Lori Kleinsmith, Health Promoter, Bridges Community Health Centre, discussed ideas and plans for the MYAC mental health event for students to be held May 27 and-or May 29. It might be beneficial to offer the event twice, rather than once, if possible. Lori will speak with members of her team to set some breakout sessions and activities for students to cope with exams, study tips, and other stress-managing practices. MYAC members will decide on name of event to appeal to and draw participants.

7. Action items

Gail will contact Library and Archives to book space for the event May 27 and-or May 29.
Jenna will purchase decoration supplies for dance, submit receipts.

8. Next meeting

Final Spring Fling dance planning meeting April 3 at 4:30pm

9. Adjournment

Sierra adjourned the meeting at 5:50pm

MYAC MINUTES

Mayor's Youth Advisory Committee Meeting

Wednesday, Feb. 14 at 4:30pm in Committee Room 3

Members	Present	Absent
Chair Sierra Walsh-Fiore	X	
Vice-chair Eva Wachel		X
Maria Gonzalez	X	
Jenna Kountouris	X	
Emma Laur	X	
Sophia Seca		X
Mayor Steele		X
Councillor Tim Hoyle	X	
Gail Todd	X	

1. Call to order

Chair Sierra called meeting to order at 4:30pm

2. Adoption of agenda

Moved by Emma, seconded by Jenna that the agenda for the meeting be adopted.

3. Disclosures of Interest

None.

4. Approval of minutes from Jan. 10, 2024

Moved by Jenna, seconded by Maria that the minutes of the meeting of Jan 10 be approved.

5. Business arising from the minutes

Follow-up reports from last meeting plans for Spring Dance in April for students in Grade 6 to 9. 100 guests expected to attend. Money raised to be directed to sponsoring a family at Christmas. Jenna was not able to determine availability of fees for the Guild Hall as MYAC Spring Dance venue. The training room at Operations Centre was deemed not appropriate, for security reasons. Expenses for dance (room rental, food, drinks, décor, misc.) estimated to be \$700. Emma will serve as treasurer.

6. New business

Check if we need to open a bank account. Gail will ask City Hall finance department.

7. Action items

Emma will speak with staff at Vale Centre about the availability and cost of the Golden Puck Room as venue for the Spring Dance.

Jenna to design 8.5x11-inch posters and mini-flyers (4 per 8.5x11 sheet).

Coun. Hoyle will print.

Sierra to write script for school morning announcements to promote dance.

Each committee member to source five items for penny sale, which will be an additional fundraiser at the event.

Backdrop for photo booth to be borrowed from high school.

Recruit volunteers from student councils.

Dance admission fee to be determined.

8. Next meeting

In two weeks: Wednesday, Feb. 28 at 4:30pm

9. Adjournment

Chair Sierra called the meeting adjourned at 5:55pm, moved by Emma, seconded by Jenna.

MYAC MINUTES

Mayor's Youth Advisory Committee Meeting Wednesday, Jan. 10 in Committee Room 3

In attendance

Sierra Walsh-Fiore, chair
Eva Wachel, vice-chair
Maria Gonzalez
Sophia Seca
Councillor Tim Hoyle
Jenna Kountouris via Teams
Gail Todd, staff

Regrets: Mayor Steele, Emma Laur

1. Call to order

Committee chair Sierra called the meeting to order at 4:33pm

2. Adoption of agenda

The agenda for the meeting of Jan. 10 be accepted as presented, moved by Eva, seconded by Maria.

3. Disclosures of interest:

None.

4. Approval of minutes

Minutes from the meeting of Nov. 8, 2023 be accepted as presented, moved by Eva, seconded by Sophia. (December meeting cancelled)

5. Business arising from the minutes

Gail shared the mayor's gratitude for the committee's volunteer work with him in the City's Santa Claus parade, at the museum's Grand Old Christmas Festival, and the Friends of Roselawn's Christmas Makers Market.

The committee learned there are funds available from City Hall, pending approval.

Jenna was not able to connect with the Guild Hall. She will try again and report before next meeting.

Sophia learned through Port Cares the committee may choose the size of family it wishes to adopt for next Christmas. A monetary donation is acceptable, or a list of gift items will be provided. The committee will use proceeds from the spring dance to raise money to adopt a family.

Suggested venues for the dance include the Guild Hall on Charlotte Street, the Operations Centre, on Killaly Street and Humberstone Hall on Main Street. Venue to be determined by next meeting.

It was agreed the dance will be geared to students from Grade 6 to 9.

Draft letters will be written by Eva directed to potential sponsors of the dance and donors to the penny sale. Members will brainstorm which local businesses to approach, each member will try to secure five items for the penny sale.

6. New business

The committee will work with the City's communication department to introduce members to the community with photos and bios. We will also work on a newsletter to share our goals and events for the year.

7. Action items

Gail will call Public Works and Humberstone Hall to see if they can be possible venues for the dance. Jenna will call the office at St. James and St. Brendan's Anglican Church for information about the Guild Hall.

Sierra will create a google doc to share ideas about sponsors for the dance and donors for the penny sale, and a second google form to collect photos and details for MYAC bios.

Eva will write draft letters that committee members can present when approaching possible sponsors and donors.

Jenna volunteered to design a poster.

8. Next meeting

Wednesday, Feb. 14, 2024, on third floor, committee room 3 of City Hall.

9. Adjournment

Chair Sierra called the meeting adjourned at 5:44pm.