

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

**Date:** Thursday, October 9, 2025  
**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
5. Staff Updates
6. Order of Business
  - 6.1 Set November meeting date
  - 6.2 Decide October media
7. New Business
  - 7.1 Discuss parade, date, roles
  - 7.2 Discuss sponsoring family at Christmas
8. Adjournment

## **City of Port Colborne**

### **Mayor's Youth Advisory Committee Meeting Minutes**

**Date:** Thursday, September 18, 2025  
**Time:** 4:30 pm  
**Location:** Committee Room 3-City Hall  
66 Charlotte Street, Port Colborne, Ontario, L3K 3C8

**Members Present:** E. Wachel  
E. Laur  
J. Kountouris  
G. Tonnies  
R. Tonnies  
S. Lilley

**Member(s) Absent:** W. Steele, Mayor  
D. Graham

**Staff Present:** G. Todd, Executive Assistant to CAO and Mayor

#### **1. Call to Order**

The Chair called the meeting to order at 4:39pm

#### **2. Adoption of the Agenda**

That the agenda dated Sept. 18, 2025, be approved

Moved By Eva Wachel

Seconded By Jenna Kountouris

#### **3. Disclosures of Interest**

None.

#### **4. Approval of Minutes**

That the minutes of July 9, 2025 be approved.

Moved By Eva Wachel

Seconded By Jenna Kountouris

## **5. Staff Updates**

### **5.1 New member recruitment update**

Clerk's office will issue call for new members during October, during recruitment period for new members of all city committees and boards. MYAC has requested recruitment for new members be issued in August, in order for students to apply at start of school year.

### **5.2 Invitation for MYAC to attend council meeting**

## **6. Order of Business**

### **6.1 Backpack project**

Chair E. Laur purchased 16 backpacks, two for each of eight local elementary schools, and items including pencils, erasers, crayons, pencil crayons, notebooks, pencil case kits, and colouring books, totalling \$380. Receipts to be submitted for reimbursement from MYAC funds.

Members set up an assembly line to fill each backpack. A letter of talking points to explain the project was written by Chair Laur for MYAC members to have all information to speak directly with principal or administrator to explain the project.

Delivery of the backpacks to be completed by Friday, Sept. 26.

E. Laur will deliver to DeWitt Carter.

R. Tonnies will deliver to McKay.

E. Wachel will deliver to Steele Street.

G. Tonnies will deliver to Oakwood.

S. Lilley will deliver to St. Pat's and St. John Bosco.

J. Kountouris will deliver to St. Therese and Ecole St. Joseph.

E. Wachel thanked Chair E. Laur for her time, effort, and mindfulness in purchasing the backpacks and supplies. Photos were taken during and after assembly to share on socials.

### **6.2 Member roles and responsibilities**

Chair E. Laur outlined member roles and responsibilities in order for all members to be more involved in all activities. Because of limited number of members, it is important all are engaged in each initiative, so all share in MYAC challenges and successes.

At the start of each meeting, members will discuss objectives of the month ahead.

The first shared activity will be to gather and compile details of coming events and activities for Port Colborne young people to do. Emma will create a shared Google drive for members to add events they find from various sources. Members will take turns assembling all events and basic details in a graphic to be shared on socials.

R. Tonnies volunteered to prepare the first "MYAC-recommended Things to See and Do in Fall" for October.

Once graphic is prepared, draft to be sent to chair and vice chair for proofing and posting.

To ensure smooth succession from year to year, all logos and graphics used to date will be accessible on the Google drive.

## **7. New Business**

### **7.1 Set day for monthly meetings**

Due to school scheduling conflicts, MYAC will meet for its regular monthly meeting on the second Thursday of the month (change from Wednesday) at 4:30pm, starting Thursday, Oct. 9.

When members are aware of second semester schedules, the meeting day will be readdressed.

### **7.2 Work plan review**

Until MYAC is at full complement, it was decided setting a 12-month work plan was premature. MYAC will proceed setting monthly objectives and activities until it returns to full membership.

## **8. Adjournment**

The chair adjourned the meeting at 5:55pm. Next meeting Thursday, Oct. 9 at 4:30pm.

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Chair

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Staff Liaison

