



**YOUTH ADVISORY COMMITTEE
Meeting Notes
August 15, 2019**

PRESENT: Harrison Paul, Co-Chair
Ellen Smith, Co-Chair
Shelby Baxter
Cheyenne Hardy

REGRETS: Arthur Huang
Chaz Garroway
Jake Ivany
Jocelyn Paul
Alissa Provo
Adrian White
Gracie (TJ) Hudson
Nevell Provo

STAFF: Kevin Arjoon, Municipal Clerk
Hannah Forsyth, Customer Experience Intern
Krista Vining, Legislative Assistant

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, reports, supporting documents, and information items circulated are online at halifax.ca.

The meeting was called to order at 5:31 p.m. and adjourned at 7:09 p.m.

1. CALL TO ORDER

Harrison Paul, Co-chair called the meeting to order without quorum at 5:51 p.m. at the Youth Power House, 1606 Bell Road, Halifax.

2. APPROVAL OF MINUTES – June 20, 2019

This matter was deferred to the next meeting due to lack of quorum.

3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

This matter was not dealt with due to lack of quorum.

4. BUSINESS ARISING OUT OF THE MINUTES – NONE

5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS – NONE

6. CONSIDERATION OF DEFERRED BUSINESS – NONE

7. CORRESPONDENCE, PETITIONS & DELEGATIONS

7.1 Correspondence – None

7.2 Petitions – None

7.3 Presentation – None

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS

9.1 STAFF

9.1.1 Public Appointment Policy Consultation

The following was before the Committee:

- A staff presentation entitled: The Municipal Clerk's Office and Current Initiatives, Part 2!

Kevin Arjoon, Municipal Clerk and Hannah Forsyth Customer Experience Intern reviewed the Public Appointment Policy, speaking to the Municipality's board and committee structure and the benefits of volunteering. Members were asked to provide feedback on their experience on the application process and what the Municipal Clerk's Office could do to improve recruitment of new members.

Members advised that they heard about the recruitment process for the Youth Advisory Committee through word of mouth and Facebook and applied to become more involved in the community and provide a voice for youth. Members preferred a short application and responded favorably to the diversity component. It was suggested that more clarity could be provided around the diversity options. They noted that the age difference of 14 to 24 years provides value and suggested having an option to receive video applications. A challenge was noted with emails from the Clerk's Office being marked as spam or going into the junk folders. They considering texting as an option and noted the importance of either flagging the email or receiving an alert. Members were favorable of both the in person and phone interviews and suggested the interviews could be scheduled closer together to allow the candidates to meet each other. It was also suggested that the candidate could be placed at the head of the table and include questions tailored to the candidate's application to make it more of a conversation. Having a younger Councillor or staff person in the interview might be less initiating. Members sought an option to check the status of their application online, or even included in the body of an acknowledgement email when their application is received. Members wanted to see more information online on the application process and timeline.

Arjoon and Forsyth sought feedback on the Committee's orientation session. Members appreciated receiving the materials in a binder and receiving the letter from the Mayor. They suggested additional training on how to run a meeting, forming motions, and learning more about the Municipal and Municipal

Clerk's Office. Members welcomed the social gathering to get to know the other members, noting it reduced nervousness and barriers.

The Committee broke into working groups to consider and respond to the following questions:

1. What do you need to become a better committee member?

- Regular meetings
- Updates on the Municipality to be better informed
- Agenda material handouts at meetings
- Consider building a Committee webpage

2. If they could make changes to the appointment process what would it be?

- More training and networking; perhaps shortlist candidates and see how they interact before conducting interviews and making appointments (e.g. engage at youth summit)
- Quicker recruitment process to hear results

Arjoon noted that Halifax Regional Council has a highlights page <https://www.halifax.ca/city-hall/regional-council/making-a-difference-our-region> which they would provide to members for their information.

Members suggested the Municipality could look at having an electronic news letter, issued twice a month, that people could subscribe to.

Members were encouraged to complete the Shape Your City Survey and share the survey with friends and family.

9.2 COMMITTEE MEMBERS

9.2.1 Harrison Paul – Overview of Committee Participation at the 2019 Mawita'jik Conference

Harrison Paul, Co-Chair provided an overview of the Committee's participation at the 2019 Mawita'jik Conference that took place June 21-22, 2019 at the Zatzman Sportsplex. They noted that the conference went well overall but there was a miscommunication from the organization on the start time. Many people who attended their booth wanted to know more about the Committee and the timing of the next recruitment.

10. ADDED ITEMS – NONE

11. DATE OF NEXT MEETING – September 19, 2019 at 5:00 p.m.

12. ADJOURNMENT

The meeting adjourned at 7:09 p.m. without quorum.

Krista Vining
Legislative Assistant