



YOUTH ADVISORY COMMITTEE MEETING

Monday, February 6, 2023, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Pages

1. CALL TO ORDER

- 1.1 Ice Breaker 2.0

2. AGENDA

- | | | | |
|-----|--|---------------|---|
| 2.1 | Adoption of the Agenda - Youth Advisory Committee - February 6, 2023 | Justin Draper | 3 |
|-----|--|---------------|---|

3. MINUTES

Explanation about the Minutes.

- | | | | |
|-----|--|--|---|
| 3.1 | Minutes - Youth Advisory Committee Organizational Meeting - January 30, 2023 | | 5 |
|-----|--|--|---|

4. DELEGATIONS

Explanation about Delegations.

5. ADMINISTRATIVE UPDATES

Explanation about Administrative Updates.

- | | | | |
|-----|--|---------------|----|
| 5.1 | Round Table and Questions From Last Meeting - February 6, 2023 | Justin Draper | 12 |
|-----|--|---------------|----|

6. BUSINESS ITEMS

- | | | | |
|-----|---|-----------------------------|----|
| 6.1 | 2023 Youth Advisory Committee Meeting Schedule | Justin Draper | 14 |
| 6.2 | Priorities of Youth Advisory Committee - February 6, 2023 | Justin Draper | 17 |
| 6.3 | 2022-2025 City of Spruce Grove Strategic Plan | Emily Strach | 19 |
| 6.4 | 2023 Youth Advisory Committee Priorities Connection to Council Strategic Plan | Justin Draper, Emily Strach | 27 |

7. INFORMATION ITEMS

Explanation about Information Items.

8. **CLOSED SESSION**

Explanation about Closed Session.

9. **BUSINESS ARISING FROM CLOSED SESSION**

Explanation about Business Arising from Closed Session.

10. **ADJOURNMENT**

10.1 Adjournment - Youth Advisory Committee - February 6,
2023

Justin Draper

29



REQUEST FOR DECISION

MEETING DATE: February 6, 2023

TITLE: Adoption of the Agenda - Youth Advisory Committee - February 6, 2023

DIVISION: Corporate Services

SUMMARY:

Members of the Committee are given the opportunity at the start of the meeting to add or remove agenda items, or change the order of proceedings.

PROPOSED MOTION:

THAT the agenda be adopted, as presented.

BACKGROUND / ANALYSIS:

The agenda sets the course of action for the meeting. This ensures the business of the day is followed through and completed as required.

Committee members are provided the opportunity to add items they would like to discuss during the meeting or to remove items.

The agenda is approved by a motion of the Committee and must be passed by a majority of the members present. Once the agenda is approved, no further changes may be made unless approved by the majority of the Committee members present.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

If the agenda is not approved, the Committee meeting would not take place as the items presented on the agenda would not be approved for discussion.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 6, 2023

TITLE: Minutes - Youth Advisory Committee Organizational Meeting - January 30, 2023

DIVISION: Corporate Services

SUMMARY:

The minutes of the previous Youth Advisory Committee meeting are placed on the agenda for approval.

PROPOSED MOTION:

THAT the January 30, 2023 Youth Advisory Organizational Meeting minutes be approved as presented.

BACKGROUND / ANALYSIS:

The Youth Advisory Committee minutes are the official written record of the actions that took place during the meeting. Essentially a snapshot of the decisions that the Committee made and the outcome of the vote.

The minutes are written without notes or transcribing of discussions that may have taken place during an agenda item.

Committee members review the minutes prior to the meeting to review for any changes that may need to be made. A motion for an amendment if an error has been noted. If there are no amendments to the minutes, a motion to approve the minutes as presented is made by a member of the Committee. The minutes are signed off by the chair and the recording secretary.

A copy of the minutes will be included in the official regular meeting of Council agenda package.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

DRAFT



THE CITY OF SPRUCE GROVE

Minutes of the Organizational Meeting of Youth Advisory Committee

January 30, 2023, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Members Present:

- Addysen Pura
- Cara Danielle Nicholls, Chair
- Dylan Yee
- Emily Smart
- Havana Sinclair
- Jasmeet Pujji
- Joaquin Tabulog
- Rowan Johnson, Vice Chair
- Sierra Manning
- Councillor Carter
- Councillor Oldham

Members Absent:

- Callie Chandler

Also in Attendance:

- Justin Draper, Intergovernmental Affairs Advisor
- Jennifer Maskoske, Deputy City Clerk
- Jacci Hager, Recording Secretary
- Karie Nothof, Legislative Advisor

1. CALL TO ORDER

Justin Draper called the meeting to order at 3:57 p.m. and acknowledged that Youth Advisory Committee meets on the traditional land of Treaty 6 territory.

Jennifer Maskoske provided an explanation of Call to Order.

1.1 Introductions and Ice Breakers - Youth Advisory Committee

Justin Draper commenced the ice breaker activity.

Councillor Carter and Councillor Oldham made introductions.

Youth Advisory Committee Members made introductions.

Justin Draper gave an explanation of the Municipal Survey questionnaire.

2. AGENDA

Jennifer Maskoske provided an explanation of adopting the agenda.

2.1 Adoption of the Agenda - Let's Get Started - Youth Advisory Committee

Resolution: YAC-001-23

Moved by: Cara Nicholls

THAT the agenda be adopted as presented.

Unanimously Carried

Justin Draper called a recess at 4:22 p.m.

Justin Draper reconvened the meeting at 4:33 p.m.

3. BUSINESS ITEMS

Justin Draper provided an explanation of Business Items.

3.1 Committee Code of Conduct Bylaw Review - Playing In The Sandbox Can Be Fun For Everyone - Youth Advisory Committee

Jennifer Maskoske provided a review of the Committee Code of Conduct Bylaw, and the Youth Advisory Committee Members signed the Committee Code of Conduct Declaration.

Addysen Pura left the meeting at 4:54 p.m.

3.2 Meeting Procedure 101 - What Are We Doing - Youth Advisory Committee

Jennifer Maskoske provided a presentation on Meeting Procedure 101.

3.3 2023 Youth Advisory Committee Meeting Schedule - Youth Advisory Committee

Justin Draper provided an overview of the 2023 Youth Advisory Committee Meeting Schedule.

Moved by: Havana Sinclair

THAT the 2023 Youth Advisory Committee Meeting Schedule be approved as presented.

Resolution: YAC-002-23

Moved by: Emily Smart

THAT the 2023 Youth Advisory Committee Meeting Schedule approval be postponed until the February 6, 2023 Youth Advisory Committee meeting.

Unanimously Carried

3.4 2023 Nomination and Election of Chair and Vice Chair - Who Gets To Lead - Youth Advisory Committee

Karie Nothof provided an explanation of the 2023 Nomination and Election of Chair and Vice-Chair.

Administration called for nominations for the position of Chair.

Havana Sinclair self nominated for Chair.

Administration called for additional nominations for the position of Chair for a second time.

Dylan Yee self nominated for Chair.

Administration called for additional nominations for the position of Chair for a third and final time.

Cara Nicholls self nominated for Chair.

Each candidate shared a brief overview of why they would like to be the Chair.

Administration opened a secret ballot vote.

DRAFT

Administration declared that Cara Nicholls be elected as Chair of the Youth Advisory Committee by majority vote.

Chair Cara Nicholls assumed the Chair of the Youth Advisory Committee.

Chair Cara Nicholls called for nominations for the position of Vice Chair.

Havana Sinclair self nominated for Vice Chair.

Chair Cara Nicholls called for additional nominations for the position of Vice Chair for a second time.

Rowan Johnson self nominated for Vice Chair.

Chair Cara Nicholls called for additional nominations for the position of Vice Chair for a third and final time.

Dylan Yee self nominated for Vice Chair.

Each candidate shared a brief overview of why they would like to be the Vice Chair.

Administration opened a secret ballot vote.

Chair Cara Nicholls declared that Rowan Johnson be elected as Vice Chair of the Youth Advisory Committee by majority vote.

4. **ADJOURNMENT**

4.1 Adjournment - Let's Wrap It Up - Youth Advisory Committee

Resolution: YAC-003-23

Moved by: Havana Sinclair

THAT the Youth Advisory Committee Organizational Meeting adjourn at 6 p.m.

Unanimously Carried

DRAFT

Cara Nicholls Chair

Jacci Hager, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: February 6, 2023

TITLE: Round Table and Questions From Last Meeting - February 6, 2023

DIVISION: Corporate Services

SUMMARY:

To provide an opportunity for Committee members to ask any questions they may have, or ask for a review of topics covered in the January 30, 2023 Youth Advisory Committee Organizational meeting.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

n/a

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 6, 2023

TITLE: 2023 Youth Advisory Committee Meeting Schedule

DIVISION: Corporate Services

SUMMARY:

To set the Youth Advisory Committee (YAC) meeting dates for the next twelve months.

PROPOSED MOTION:

THAT the 2023 Youth Advisory Committee Meeting Schedule be approved as presented.

BACKGROUND / ANALYSIS:

The YAC Bylaw C-1208-22, section 5.2.(a), "The Committee shall: establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings."

Additional meetings may be called by the Chair by giving at least 24-hours' notice to the members of the Committee by email and to the public by posting a notice on the City's website.

Committee members are to review the proposed 2023 meeting schedule. Members are asked to include in their personal calendars and advise Administration of any conflicting dates.

OPTIONS / ALTERNATIVES:

If the proposed schedule creates conflict with some member's schedules, discussion will take place to find the best schedule for all.

In addition, discussion can take place regarding the location of the meetings and other City facilities can be considered as well.

CONSULTATION / ENGAGEMENT:

This item is being brought back to the Youth Advisory Committee meeting on February 6, 2023 after discussion took place during the January 30, 2023 Organizational meeting and it was determined that additional information and consideration of schedules would be required before a final decision.

IMPLEMENTATION / COMMUNICATION:

Once approved, the 2023 Youth Advisory Committee Meeting Schedule will be posted to the City's website and dates added to the Event Calendar on the City's website.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

Youth Advisory Committee (YAC) Meeting Schedule

2023 Meeting Dates

Held in the Poplar Room

315 Jespersen Avenue, Spruce Grove, AB

4-6 p.m.

2023 Regular YAC Meetings

- Monday, February 6, 2023
- Monday, March 6, 2023
- Monday, April 3, 2023
- Monday, May 1, 2023
- Monday, June 5, 2023
- One summer event
- Tuesday, September 5, 2023 (instead of Monday, September 4 due to Labour Day)
- Monday, October 2, 2023
- Monday, October 30, 2023 (instead of Monday, November 6 due to Corporate Planning)
- Monday, December 4, 2023



REQUEST FOR DECISION

MEETING DATE: February 6, 2023

TITLE: Priorities of Youth Advisory Committee - February 6, 2023

DIVISION: Corporate Services

SUMMARY:

In order to inform the Committee work plan, the Committee should determine areas of interest and goals for their term in order to achieve the Committee mandate.

PROPOSED MOTION:

THAT the Administrative Liaison develop a Youth Advisory Committee Workplan based on priorities identified by the Youth Advisory Committee at the February 6, 2023 meeting.

BACKGROUND / ANALYSIS:

The Youth Advisory Committee has been tasked with engaging with youth in the community to accurately represent a youth perspective on a variety of municipal issues and provide recommendations to Council on these issues. Specifically, the Committee can:

- coordinate youth specific initiatives that profile local youth issues;
- develop and maintain relationships with individuals and organizations addressing issues or opportunities relating to youth;
- research and provide input into policy proposals for Council's consideration in reference to matters that directly impact youth in the community;
- receive direction from Council on work or reports Council requires on youth matters;
- provide a youth lens on youth-oriented City policies, programs or services;
- engage with Administration and other organizations supporting youth initiatives and other municipalities.

The Administrative Liaison has prepared an activity to help facilitate discussion on priorities.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 6, 2023

TITLE: 2022-2025 City of Spruce Grove Strategic Plan

DIVISION: Corporate Services

SUMMARY:

The City's 2022-2025 Strategic Plan outlines Spruce Grove City Council's vision for the future of Spruce Grove. This plan will serve as the roadmap Council is choosing to take for the current term (2021-2025). It will guide Administration in their work and sets the priorities and goals Council wishes to accomplish over the course of their term. Some goals will extend beyond this term and will also contribute to the success of future City Councils.

The 2022-2025 City of Spruce Grove Strategic Plan was approved by Council on August 22, 2022, and can be read in its entirety [here](#). A video about the Plan is also available [here](#).

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Council began working on developing the Strategic Plan immediately after the election, over a series of strategic planning retreats they attended with the City's Corporate Leadership Team. Fresh off the campaign trail where they heard from many engaged residents, business owners, and community groups, Council was sure to bring all the feedback they received from the community to the sessions, and this information was key in developing the themes and goals in the plan.

Spruce Grove Council is committed to community; to ensuring all residents at all stages of life feel a sense of belonging and are encouraged to grow forward, together.

The Strategic Plan (Plan) was designed to be a living document and will be reviewed annually to ensure it continues to capture the priorities of Council during this timeframe. The Plan is organized into four main themes:

- Community Connections
- Environmental Sustainability
- Economic Prosperity
- Governance in Action

Within each of these themes are a series of goals, objectives, and actions which can all be found in the full version of the Plan. Some of them are more immediate and short term, while others are longer term and will contribute to the outcomes of future Councils. Each goal, objective, and action that requires further investment will be considered and assessed through the City's annual corporate planning process.

The next Council Strategic Planning Retreat is taking place in February 2023, where any updates to the Plan will be determined at that time.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Administration will share regular updates with Council and the public through Quarterly Reports and Annual Reports, highlighting the operational work done to achieve Council's vision for our community.

IMPACTS:

To deliver Council's vision as described within the goals, objectives, and actions of the Strategic Plan, Administration outlined in the 2023-2025 Corporate Plan the resources, projects, and initiatives tied to the Strategic Plan. The [2023-2025 Corporate Plan](#) was approved by Council on December 5, 2022.

FINANCIAL IMPLICATIONS:

n/a

Planning Hierarchy



The logo features a stylized house shape composed of four interlocking arrows in blue, orange, green, and grey.

STRATEGIC PLAN 2022-2025

- The City's 2022-2025 Strategic Plan outlines Spruce Grove City Council's vision for the future of Spruce Grove.
- This plan will serve as the roadmap Council is choosing to take for the current term (2021-2025).
- It guides Administration in their work and sets the priorities and goals Council wishes to accomplish over the course of their term.
- Some goals will extend beyond this term and will also contribute to the success of future City Councils.





STRATEGIC PLAN 2022–2025

- Throughout the 2021 municipal election, members of Council individually conducted extensive engagement with the community.
- Council members brought this community feedback to strategic planning sessions throughout the first part of 2022 and the information was used to build the 2022-2025 Strategic Plan.
- A community engagement survey on the draft Strategic Plan was conducted in spring/summer to incorporate further feedback prior to its finalization in August.





STRATEGIC PLAN

2022–2025

- The Strategic Plan was designed to be a living document and will be reviewed annually to ensure it continues to capture the priorities of Council during this timeframe.
- The Plan is organized into four main themes:
 - Community Connections
 - Environmental Sustainability
 - Economic Prosperity
 - Governance in Action



STRATEGIC PLAN

2022–2025

- Within each of these themes are a series of goals, objectives and actions.
- Some of them are more immediate and short term, while others are longer term and will contribute to the outcomes of future Councils.
- Each goal, objective and action that requires further investment will be considered and assessed through the City's annual corporate planning process (aka "The Budget").



STRATEGIC PLAN

2022–2025

- What stands out to you in the Strategic Plan?
- What goal/objective/action excites you the most?
- What goal/objective/action do you want to learn more about?
- Is there anything missing in the Plan that should also be considered?



REQUEST FOR DECISION

MEETING DATE: February 6, 2023

TITLE: 2023 Youth Advisory Committee Priorities Connection to Council Strategic Plan

DIVISION: Corporate Services

SUMMARY:

The Youth Advisory Committee will set goals and priorities for their year.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Based on the topics covered in the Council Strategic Plan, the Committee should identify areas of interest where the Committee wishes to consider a priority. On an ongoing basis, the Committee will set goals to further those priorities.

These priorities will be incorporated into the Committee work plan, and set the direction of work the committee will do this term.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

On an ongoing basis, the Administrative Liaison will review the priorities identified by the Committee and suggest opportunities to further those priorities. These priorities will inform the workplan, which will be presented to Council.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 6, 2023

TITLE: Adjournment - Youth Advisory Committee - February 6, 2023

DIVISION: Corporate Services

SUMMARY:

Adjournment signals the end of the meeting.

PROPOSED MOTION:

THAT the Youth Advisory Committee Meeting adjourn at TIME p.m.

BACKGROUND / ANALYSIS:

Adjournment indicates the end of the meeting and the completion of the agenda items.

The Chair shall ask for a motion from the Committee. Once the motion has been made and the members vote, the meeting is now complete.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

STRATEGIC VISION ELEMENT:

n/a

RELATED GOAL:

n/a