



YOUTH ADVISORY COMMITTEE MEETING

Thursday, May 2, 2024, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

	Pages
1. <u>CALL TO ORDER</u>	
1.1 Icebreaker Activity	
2. <u>AGENDA</u>	
2.1 Adoption of the Agenda - Youth Advisory Committee - May 2, 2024	3
3. <u>MINUTES</u>	
3.1 Approval of Minutes - Youth Advisory Committee - April 4, 2024	5
4. <u>DELEGATIONS</u>	
4.1 Youth Entrepreneurs Training Initiative	Karey Steil 12
4.2 Waste Management and Water Conservation	Clayton Robinson 23
5. <u>ADMINISTRATIVE UPDATES</u>	
5.1 Administrative Updates - May 2, 2024	Karey Steil 25
6. <u>BUSINESS ITEMS</u>	
6.1 Allied Arts Council Opportunities 2024	Karey Steil 27
6.2 National Day of Awareness of Missing and Murdered Indigenous Women and Girls and Two-Spirit People Event - May 5, 2024	Karey Steil 29
6.3 Youth Advisory Committee Promotional Banner	Karey Steil 31
7. <u>INFORMATION ITEMS</u>	

7.1 Committee Member Updates - Roundtable

7.2 Councillor Updates

8. CLOSED SESSION

9. BUSINESS ARISING FROM CLOSED SESSION

10. ADJOURNMENT

10.1 Adjournment - Youth Advisory Committee - May 2, 2024

33



REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: Adoption of the Agenda - Youth Advisory Committee - May 2, 2024

DIVISION: Strategic and Communication Services

SUMMARY:

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

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:

THAT the agenda be adopted as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: Minutes - Youth Advisory Committee Meeting - April 4, 2024

DIVISION: Strategic and Communication Services

SUMMARY:

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

PROPOSED MOTION:

THAT the April 4, 2024 Youth Advisory Committee 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; 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 is required 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 by the Chair and the Recording Secretary.

A copy of the minutes will be included in a future Regular Council Meeting agenda package.

OPTIONS / ALTERNATIVES:

THAT the April 4, 2024 Youth Advisory Committee Meeting minutes be approved as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

DRAFT



THE CITY OF SPRUCE GROVE

Minutes of the Youth Advisory Committee

April 4, 2024, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Members Present: Cara Nicholls, Chair
Hannah Dunbar, Vice Chair
Cole Cochrane
Dylan Yee
Havana Sinclair
Isabella Quitanilla
Joaquin Tabulog
Josh Morin
Rowan Johnson
Sierra Manning
Councillor Carter
Councillor Oldham

Members Absent: Jasmeet Pujji

Also in Attendance: Amanda Johnson, Community Development & Support Facilitator -
Arts, Culture & Heritage

Sylvia Miller, Community Development & Support Facilitator -
Community and Protective Services
Karey Steil, Administrative Liaison
Nicole Hitchens, Recording Secretary

1. CALL TO ORDER

Chair Cara Nicholls called the meeting to order at 4:08 p.m.

1.1 Icebreaker Activity

Karey Steil, Administrative Liaison, led the Icebreaker Activity.

Sierra Manning joined the meeting at 4:09 p.m.

2. AGENDA

Resolution: YAC-022-24

Moved by: Dylan Yee

THAT the agenda be adopted as presented.

Unanimously Carried

3. MINUTES

3.1 Minutes - March 7, 2024 Youth Advisory Committee Meeting

Resolution: YAC-023-24

Moved by: Havana Sinclair

THAT the March 7, 2024 Youth Advisory Committee Meeting minutes be approved as presented.

Unanimously Carried

4. DELEGATIONS

4.1 Rotary Youth Leadership Experience

Chair Cara Nicholls introduced Jeff Tokar from the Rotary Club of Spruce Grove.

Jeff Tokar provided a presentation on the Rotary Youth Leadership Experience (RYLE).

Committee thanked Jeff Tokar for the presentation.

4.2 Spruce Up Spruce Grove May 25, 2024

Chair Cara Nicholls introduced Amanda Johnson, Community Development and Support Facilitator - Arts, Culture & Heritage, and Sylvia Miller, Community Development and Support Facilitator - Community and Protective Services - Recreation and Culture.

Amanda Johnson and Sylvia Miller provided a presentation on Spruce Up Spruce Grove activities.

Committee thanked Amanda Johnson and Sylvia Miller for the presentation.

Chair Cara Nicholls called a recess at 4:45 p.m.

Chair Cara Nicholls reconvened the meeting at 4:52 p.m.

5. **ADMINISTRATIVE UPDATES**

5.1 Administrative Update - Upcoming Youth Opportunities

Karey Steil, Administrative Liaison, provided an update on three upcoming event opportunities: the Youth Entrepreneur Training Initiative (YETI), Leaders in Training, and Teen Retreat.

Committee thanked Karey Steil for the presentation.

6. **BUSINESS ITEMS**

6.1 2024 Youth Advisory Committee - Meeting Schedule Amendment (June 2024)

Chair Cara Nicholls presented the 2024 Youth Advisory Committee Meeting schedule amendment.

Resolution: YAC-024-24

Moved by: Havana Sinclair

THAT the 2024 Youth Advisory Committee Meeting Schedule be amended as presented.

Unanimously Carried

6.2 Recreation and Culture Events for Youth Advisory Committee Participation

Karey Steil, Administrative Liaison, presented on proposed recreation and culture event opportunities for Youth Advisory Committee participation.

Committee thanked Karey Steil for the presentation.

6.3 Youth Advisory Committee Initiatives - Activity Options

Karey Steil, Administrative Liaison, presented on activity options for Youth Advisory Committee participation for the Spruce Up Spruce Grove and Teen Zone events.

Committee thanked Karey Steil for the presentation.

7. **INFORMATION ITEMS**

7.1 Councillor Updates

Councillor Carter provided an update on the Alberta Municipal Spring Leadership Conference she recently attended, and the call for artists for the City's Utility Box Beautification Project.

Councillor Oldham provided an update on the Municipal Development Plan (MDP) and how the MDP fits into the City's long-term planning.

8. **CLOSED SESSION**

There was no Closed Session on the agenda.

9. **BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising from Closed Session.

10. **ADJOURNMENT**

Resolution: YAC-025-24

Moved by: Dylan Yee

THAT the Youth Advisory Committee Meeting adjourn at 5:49 p.m.

Unanimously Carried

DRAFT

Cara Nicholls, Chair

Nicole Hitchens, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: Youth Entrepreneurs Training Initiative Presentation

DIVISION: Strategic and Communication Services

SUMMARY:

Jessica Barter-Kolic of the Community Futures Capital Region will present information on the Youth Entrepreneurs Training Initiative (YETI).

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

YETI is a program provided by the Community Futures Capital Region. YETI is for Grade 10 - 12 students who live in Parkland County, Brazeau County, and Leduc County. The program works with youth who have a workable idea for a summer business. Workshops are held throughout the summer to learn how to run a business and includes \$500 capital for the start up.

Applications and business plans are due in late May.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Interested youth are responsible for their registration.

IMPACTS:

This is an opportunity for youth to receive information about this program to share with other youth. If any youth are interested, the program will provide support on how to start a business and become a successful entrepreneur. YETI also provides start-up funds for successful business ideas.

FINANCIAL IMPLICATIONS:

There is no cost to attend the program.



Community Futures Capital Region Presents:

YOUNG ENTREPRENEURS TRAINING INITIATIVE

For big ideas that haven't met the world... yet!

Community Futures Capital Region

- Incorporated in March 1997
- 5006 50th Street in Stony Plain
- Provide services to Parkland County, Brazeau County and Leduc County
- Principle contribution agreement with Prairies Economic Development Canada
- Business Lending, Training, Advisory Services and Support Community Economic Development Projects



About YETI

Aimed at Students in Grade 10-12
Live or attend school in our participating Regions

Have a workable idea for a summer business that they would like
to see flourish

\$500.00 Capital Injection for Start up

Workshops during the summer to learn about how to work on
your business

Regular Engagement around goal setting and progress checks



YETI Outcomes:

- Learn how to run a business
 - Have a little fun
 - Make a little money



YETI Business Steps:

- Set your goal(s)
- Make your plan
- Work your plan
- Achieve your goals



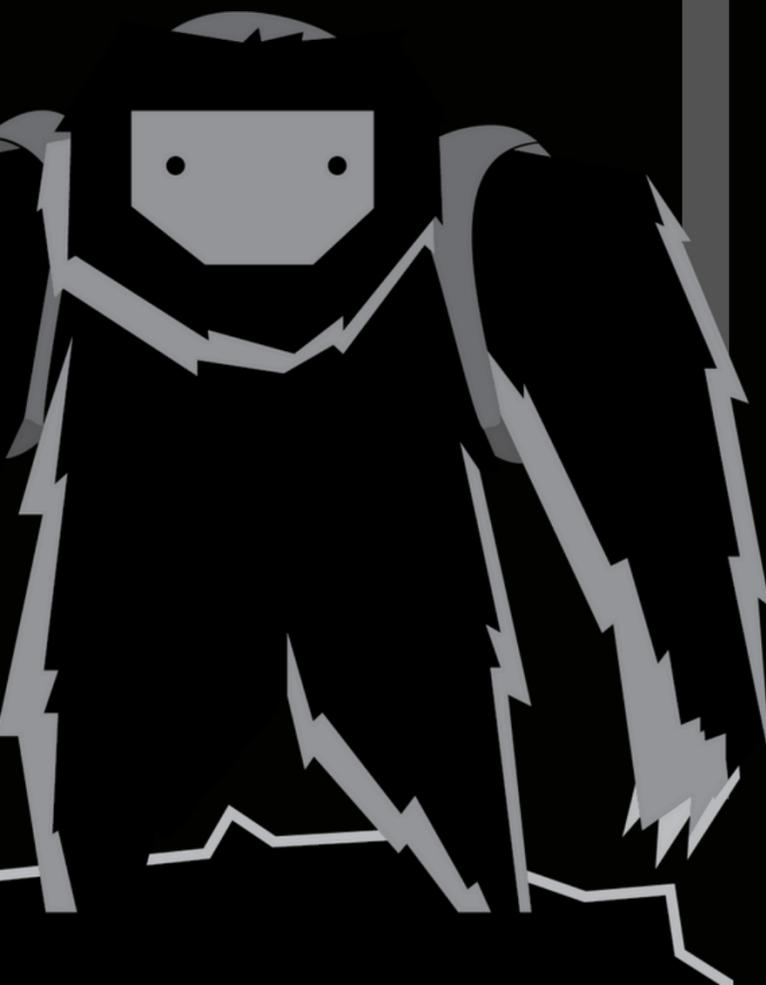
What we learned...from participants!

- *"The money we received in the beginning help a ton to start out but I found the workshops the most useful especially some of the speakers we had – my big one that helped the most was social media pages"*
- **Invest in the business/Invest in the person**
- *"The workshops were one of the most important aspects of the program for me. I found they not only gave me greater background knowledge, but I loved all of the time I got to spend learning from the other students."*
- **We need a positive network that we can relate to**



What we learned...from participants!

- *"The workshops were very valuable. But the accounting and marketing workshop were personally of the most use to me."*
- **We have found that Marketing and Accounting Exposure in high schools is limited.**
- **These are two very important foundational skills for working your business and working *on* your business**



What we learned...from participants!

- Young Entrepreneurs benefit from an authentic entrepreneurial ecosystem.
- You learn from your peers...again a positive network pulls you up!



Are you ready to make tracks into business.....

1. Fill out the application.
2. Talk to you parent or guardian.
3. Reach out to us with any questions





REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: Waste Management and Water Conservation

DIVISION: Strategic and Communication Services

SUMMARY:

Clayton Robinson, Senior Environmental Advisor for the City of Spruce Grove, will share environmental messaging on waste management and water conservation, in preparation for Spruce Up Spruce Grove.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

On May 25, 2024, the Youth Advisory Committee (YAC) is hosting a booth at Spruce Up Spruce Grove that will have an interactive activity about current environmental priorities for the City of Spruce Grove. Waste management and water conservation are two environmental priorities in the City of Spruce Grove.

Waste management messaging will focus on the Single-Use Items Reduction Bylaw, which came into effect January 1, 2022, and has already seen significant impact in reducing single use items. Messaging will include key messages on waste management.

Water conservation messaging will focus on tips to reduce household water. This will align with water conservation campaigns and drought messaging.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

The presentation will align with the activity at Spruce Up Spruce Grove. The key messages will create a 'question and answer' activity, using a spinner wheel. Event participants can spin the wheel, answer the question, and receive a swag item. There will also be QR codes available for participants that will provide supplementary resources and information.

IMPACTS:

Spruce Up Spruce Grove attracts a large number of residents. This is a chance to reinforce key environmental messages and bring attention to the Youth Advisory Committee.

FINANCIAL IMPLICATIONS:

All materials are provided at no cost.



REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: Administrative Updates - May 2, 2024

DIVISION: Strategic and Communication Services

SUMMARY:

The Administrative Liaison will share event plans for Spruce Up Spruce Grove, City Centre Business Association (CCBA) Teen Zone, and Teen Takeover, and volunteer sign up.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Spruce Up Spruce Grove - May 25, 2024

YAC is supporting this event by hosting a booth, participating in tree planting, and sponsoring a prize.

- The booth will have an interactive ‘spinner wheel’ that will have simple environmental questions on the Single-Use Items Reduction Bylaw and water conservation. Participants who engage in this activity can choose a swag item.
- YAC volunteers will participate in tree planting. They will alternate shifts between tree planting and the booth.
- Spruce Up Spruce Grove offers three school classroom participation prizes and YAC will sponsor one additional prize. All participating junior high and high school classes will be entered into a draw and the four prizes will be drawn at the May 30, 2024 YAC meeting. Winning classrooms have the choice of a pizza party or drop-in Tri Leisure Centre day passes for each student in the winning class.

Teen Takeover - May 25, 2024

Recreation and Culture is hosting a Teen Takeover at the Tri Leisure Centre on May 25, 2024, from 9 - 11 p.m. This event is designed for local youth to enjoy a parent-free evening filled with fun activities and entertainment. YAC volunteers will either supervise the inflatable or host the chill/snack zone.

CCBA Teen Zone - June 1, 2024

The Teen Zone will be in the Drayden Insurance parking lot. Activities will be:

1. large interactive inflatable
2. yard games
3. one food item
4. photobooth

Volunteer Sign Up

A volunteer sign-up sheet will be shared after the Business Items are completed, to ensure each event is supported adequately.

OPTIONS / ALTERNATIVES:

If there are not enough volunteers for any event, YAC will have to withdraw their involvement.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

For each event, volunteers will be given specific event instructions and will be supervised by the Administrative Liaison or another member of Administration.

IMPACTS:

The events that YAC participates in will provide impact in two ways:

1. YAC volunteers will provide support to the event organizers, bring a youth specific lens to these events, and encourage youth involvement in the events.
2. Due to the high profile of these events, it is excellent exposure to the Committee itself.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: Allied Arts Opportunities 2024

DIVISION: Strategic and Communication Services

SUMMARY:

The Administrative Liaison will share opportunities with the Allied Arts Council that support the Youth Advisory Committee’s priority of “supporting local arts, culture, and a variety of small business”.

PROPOSED MOTION:

THAT the Youth Advisory Committee support the Allied Arts Council 2023/2024 High School Art Show by providing assistant judges on May 15, 2024.

THAT the Youth Advisory Committee support the Allied Arts Council 2023/2024 High School Art Show by presenting the Grade 10, 11, and 12 awards on May 18, 2024.

THAT the Youth Advisory Committee support the Allied Arts Council 2023/2024 High School Art Show by sponsoring the prizes for the Grade 10, 11, and 12 winners.

THAT the Youth Advisory Committee work with Allied Arts Council to create a tile mural.

BACKGROUND / ANALYSIS:

The Allied Arts Council supports the art community in Spruce Grove. They have presented several opportunities for YAC, which supports one of their strategic priorities.

The first three opportunities are with the Allied Arts Council High School Art Show. This is for students in Grade 10, 11, and 12 in Spruce Grove, Stony Plain, and Parkland County. Students submit original art completed in the 2023/2024 school year. The event runs from May 13 - May 31, 2024.

1. The first opportunity is to be an assistant judge on May 15, 2024 at 4 p.m.
2. The second opportunity is to present the Grade 10, 11, and 12 awards on May 18, 2024 from 1 - 3 p.m.
3. The third opportunity is to sponsor the prizes for the Grade 10, 11, and 12 winners.
4. The fourth opportunity is to create a tile mural. The artist would work with YAC in early fall to determine the mural concept. Allied Arts Council will arrange painting nights in October for youth to paint the tiles. Once the tiles are complete, Allied Arts will select a location for the mural.

OPTIONS / ALTERNATIVES:

YAC can choose not to support these opportunities.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Detailed event instructions will be provided to the volunteers.

IMPACTS:

Supporting the High School Art Show will further support and promote youth artists in Spruce Grove.

A tile mural is an opportunity for youth to create a unique mural that will add to the artistic vibrancy within Spruce Grove once it is displayed publicly.

FINANCIAL IMPLICATIONS:

The cost of the mural is not yet determined, however, based preliminary estimates, the cost of the mural will be covered within the YAC budget. Councillor Carter and Oldham have offered their Council budgets if necessary.



REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: National Day of Awareness of Missing and Murdered Indigenous Women and Girls and Two-Spirit People Event - May 5, 2024

DIVISION: Strategic and Communication Services

SUMMARY:

The Administrative Liaison will share information on the National Day of Awareness of Missing and Murdered Indigenous Women and Girls and Two-Spirit People event on May 5, 2024, for consideration of YAC support.

PROPOSED MOTION:

THAT the Youth Advisory Committee support the National Day of Awareness of Missing and Murdered Indigenous Women and Girls and Two-Spirit People event on May 5, 2024.

BACKGROUND / ANALYSIS:

The City of Spruce Grove (CSD department), Town of Stony Plain, and Parkland County are planning a commemorative walk on Sunday, May 5, 2024 for Missing and Murdered Indigenous People (aka Red Dress Day). The event will start in Stony Plain and will then proceed along Highway 16A to Skydancer Indigenous Cultural Centre, where local Elders and impacted individuals will have the opportunity to share their stories.

This event is planned in partnership with Native Counselling Services of Alberta, Alberta Parenting for the Future, Lac Ste. Anne Metis Community Association, community members, Spruce Grove Library, Skydancer Indigenous Cultural Centre, PSD, and Evergreen School Division.

Two volunteer options are available:

Option 1: Event Set Up

Start Time: 11:30 a.m.

End Time: 3:30 p.m.

Location: Skydancer Indigenous Cultural Centre (100 Campsite Road, Spruce Grove)

Option 2: Supporting Elders / Community Members and Clean Up

Start Time: 1 p.m.

End Time: 5 p.m.

Location: Skydancer Indigenous Cultural Centre (100 Campsite Road, Spruce Grove)

OPTIONS / ALTERNATIVES:

YAC could choose to not support this event.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Volunteers will be given specific event information.

IMPACTS:

Supporting this event aligns with the Youth Advisory Committee's priority of "raising awareness and supporting the vulnerable and equity seeking communities".

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: Youth Advisory Committee Promotional Banner

DIVISION: Strategic and Communication Services

SUMMARY:

To help promote the Youth Advisory Committee (YAC), a promotional banner will be created to bring to events.

PROPOSED MOTION:

THAT the Youth Advisory Committee approve the creation of a Youth Advisory Committee promotional banner.

BACKGROUND / ANALYSIS:

To help promote YAC sponsored activities, a promotional banner will be created to bring to events. YAC will have the opportunity to decide which slogan to put on the banner.

OPTIONS / ALTERNATIVES:

YAC could create a new slogan.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

The Communications department will coordinate creating the banner. It will be ready for the first YAC supported event on May 25, 2024.

IMPACTS:

Having the YAC banner will bring additional awareness to the Youth Advisory Committee and the events they support.

FINANCIAL IMPLICATIONS:

The cost of the banner will be covered by the existing YAC budget.



REQUEST FOR DECISION

MEETING DATE: May 2, 2024

TITLE: Adjournment - Youth Advisory Committee - May 2, 2024

DIVISION: Strategic and Communication Services

SUMMARY:

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

PROPOSED MOTION:

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

BACKGROUND / ANALYSIS:

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