



YOUTH ADVISORY COMMITTEE MEETING

Thursday, September 4, 2025, 4 p.m.

Community Social Development

414 King Street

Spruce Grove, AB T7X 2C7

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REQUEST FOR DECISION

MEETING DATE: September 4, 2025

TITLE: Adoption of the Agenda - Youth Advisory Committee - September 4, 2025

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: September 4, 2025

TITLE: Minutes - Youth Advisory Committee - June 5, 2025

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 June 5, 2025 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 June 5, 2025 Youth Advisory Committee meeting minutes be approved as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



THE CITY OF SPRUCE GROVE

Minutes of the Youth Advisory Committee

June 5, 2025, 4 p.m.

Community Social Development

414 King Street

Spruce Grove, AB T7X 2C7

Members Present:

Hannah Dunbar, Chair
Cole Cochrane, Vice-Chair
Cara Nicholls
Dylan Yee
Isabella Quitanilla
Jasmeet Pujji
Joaquin Tabulog
Meagan Tokar
Rowan Johnson
Sierra Manning
Councillor Oldham

Members Absent:

Havana Sinclair
Councillor Stevenson

Also in Attendance:

Emilee Neilson, Manager of Individual and Family Support Services
Kimberly Gutierrez, Community Outreach Worker
Annemarie Bakalech, Administrative Liaison
Nicole Hitchens, Recording Secretary

1. CALL TO ORDER

Chair Hannah Dunbar called the meeting to order at 4 p.m.

1.1 Land Acknowledgment

Chair Hannah Dunbar provided the Land Acknowledgement.

1.2 Icebreaker Activity

Annemarie Bakalech, Administrative Liaison, led the Icebreaker Activity.

2. AGENDA

2.1 Adoption of the Agenda - Youth Advisory Committee - June 5, 2025

Resolution: YAC-026-25

Moved by: Cole Cochrane

THAT the agenda be adopted as presented.

Unanimously Carried

3. MINUTES

3.1 Approval of Minutes - Youth Advisory Committee - May 1, 2025

Resolution: YAC-027-25

Moved by: Dylan Yee

THAT the May 1, 2025 Youth Advisory Committee meeting minutes be approved as presented.

Unanimously Carried

4. DELEGATIONS

4.1 2024 Social Impact Report - Community Social Development Presentation to the Youth Advisory Committee

Chair Hannah Dunbar introduced Emilee Neilson, Manager of Individual and Family Support Services, and Kimberly Gutierrez, Community Outreach Worker.

Emilee Neilson and Kimberly Gutierrez provided a presentation on the 2024 Social Impact Report.

Committee thanked Emilee Neilson and Kimberly Gutierrez for the presentation.

5. ADMINISTRATIVE UPDATES

5.1 2026 Youth Advisory Committee Recruitment Plan

Annemarie Bakalech, Administrative Liaison, provided an update on the 2026 Youth Advisory Committee Recruitment Plan.

Committee thanked Annemarie Bakalech for the presentation.

Chair Hannah Dunbar called a recess at 4:23 p.m.

Chair Hannah Dunbar reconvened the meeting at 4:48 p.m.

6. BUSINESS ITEMS

6.1 2025 Canada Day Youth Advisory Committee Booth Planning

Annemarie Bakalech, Administrative Liaison, provided a presentation on the 2025 Canada Day Youth Advisory Committee Booth Planning.

Committee thanked Annemarie Bakalech for the presentation.

7. INFORMATION ITEMS

7.1 Committee Member Updates - Roundtable

Committee members provided updates on youth events they attended since the last Youth Advisory Committee meeting.

Chair Hannah Dunbar thanked Committee members for the updates.

7.2 Councillor Updates

Councillor Oldham provided an update on watch parties for Oiler games at Heavy Metal Place and shared that students who are interested in college credits, can take dual credit courses that allow them to earn college credits while still in high school.

Chair Hannah Dunbar thanked Councillor Oldham for the update.

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

10.1 Adjournment - Youth Advisory Committee - June 5, 2025

Resolution: YAC-028-25

Moved by: Cara Nicholls

THAT the Youth Advisory Committee adjourn at 6:03 p.m.

Unanimously Carried

Hannah Dunbar, Chair

Nicole Hitchens, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: September 4, 2025

TITLE: City of Spruce Grove Enforcement Services - Information Session

DIVISION: Community and Protective Services

SUMMARY:

The Manager of Enforcement Services will present to the Youth Advisory Committee (YAC) to enhance their understanding in this area.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The delegation will share a variety of information and provide YAC members with the opportunity to ask questions. Topics include:

- Who and what Enforcement Services is, including their mandate.
- How Enforcement Services fits into the continuum of law enforcement in the province.
- How Enforcement Services serves the community, with a focus on traffic and public safety.
- General statistics regarding calls for service in 2024 and historical data.
- How to embark upon a career in law enforcement in general and specifically municipal enforcement.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

The Administrative Liaison connected with the Manager of Enforcement Services, Marlin Degrand, with the opportunity to present to the YAC.

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

This delegation supports YAC's learning outcome of having open Question and Answer sessions with Administration to learn more about their community and organizational operations.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: September 4, 2025

TITLE: Canada Day 2025 Youth Advisory Committee Booth - Debrief

DIVISION: Community and Protective Services

SUMMARY:

The Youth Advisory Committee (YAC) will discuss their experience hosting a booth at the City's Canada Day event on July 1, 2025.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

YAC members volunteered and hosted their own booth at the City's Canada Day event on July 1, 2025. Members planned the details of the booth (decorations, theme, activities, engagement opportunities) and operated the booth at the City's Canada Day event.

Highlights of the booth include:

- **270 tattoos** applied
- **35 Trivia Challenges** completed
- **699 Spin-to-Win prizes** handed out
- **111 votes** cast for the bike rack design
- **34 Youth Voices** shared (through positive messages and memes)
- **56.5 Volunteer** hours for event support

The booth drew a lot of attention throughout the day and appeared to have a high level of engagement and positive energy.

YAC members will discuss their perspective on the event, such as what went well and what could be improved should it be a future opportunity.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

The YAC Administrative Liaison will collect the information shared for future reference.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: September 4, 2025

TITLE: September 30, 2025 National Day for Truth and Reconciliation - Volunteer Recruitment

DIVISION: Community and Protective Services

SUMMARY:

The City of Spruce Grove is partnering with Skydancer Indigenous Cultural Centre and the Spruce Grove Public Library to offer a community event for National Day for Truth and Reconciliation (NDTR) on September 30, 2025. The event coordinators are asking for Youth Advisory Committee (YAC) members to volunteer at the event.

PROPOSED MOTION:

THAT the Youth Advisory Committee support the National Day for Truth and Reconciliation by selecting six members to volunteer at the September 30, 2025 community event.

BACKGROUND / ANALYSIS:

The event will take place at Horizon Stage on September 30, 2025. It will be an evening of reflection and connection to mark National Day for Truth and Reconciliation. "This gathering creates space to journey through the truths of Canada's past, deepen our understanding of the present, and envision a future rooted in respect, justice, and shared responsibility. Through stories, reflections, and open conversation, we will honour the lived experiences of Indigenous Peoples and confront the ongoing impacts of colonialism. This is a time to listen, learn, and explore how each of us can commit to the work of healing and reconciliation - and as a community. Participants will have the opportunity to ask questions, either in real time or anonymously."

The role of the YAC volunteers will be to: help serve the tea, bannock, and fruit-infused water, ensure participants know how to access the space, keep the stations tidy, and refill water and tea. In addition, YAC volunteers who are comfortable can ask a “planted” question in the audience (this can be one of their own or pre-determined), and two YAC volunteers can bring the microphone to those in the audience who have questions.

The event coordinators are requesting six YAC members to volunteer at the event. The duration of the shift is 5:45 p.m. to 8:30 p.m.

OPTIONS / ALTERNATIVES:

The Youth Advisory Committee could decide to not support or volunteer at the event.

CONSULTATION / ENGAGEMENT:

The YAC Administrative Liaison discussed this opportunity with the City’s event coordinator to gather the details and understand the request for volunteer support.

IMPLEMENTATION / COMMUNICATION:

The YAC Administrative Liaison will relay any pertinent information between YAC and the NDTR event planning team.

IMPACTS:

This volunteer opportunity supports the YAC’s work plan goal to Increase the Youth Advisory Committee’s presence in the community.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: September 4, 2025

TITLE: Youth Advisory Committee 2025 Budget Allocation

DIVISION: Community and Protective Services

SUMMARY:

The Youth Advisory Committee (YAC) will have a discussion to determine if financial support will be provided to any community initiatives based on their work plan priorities.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The YAC has an operating budget to fund initiatives that align with their annual work plan. The YAC members will explore options to support community by donations or initiatives.

OPTIONS / ALTERNATIVES:

If, following discussion, YAC decides to provide financial support to community initiatives, a motion will be made.

CONSULTATION / ENGAGEMENT:

The YAC Administrative Liaison will make the needed connections to follow through on the YAC's decisions.

IMPLEMENTATION / COMMUNICATION:

The YAC Administrative Liaison will relay any communication required to support the allocations of funds as determined by the committee.

IMPACTS:

The allocation of funds will directly support community with the focus on aligning with YAC's work plan priorities.

FINANCIAL IMPLICATIONS:

Any funding allocations will be within the YAC's approved 2025 operating budget.



2025 Youth Advisory Committee Work Plan

Awareness and Understanding

The Youth Advisory Committee (YAC) was created in 2023 and is 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. Council has provided direction on how they may accomplish this through:

- Coordinating youth specific initiatives that profile local youth issues;
- Developing and maintaining relationships with individuals and organizations addressing issues or opportunities relating to youth;
- Researching and providing input into policy proposals for Council's consideration in reference to matters that directly impact youth in the community;
- Receiving direction from Council on work or reports Council requires on youth matters;
- Providing a youth lens on youth-oriented City policies, programs, or services; and
- Engaging with Administration and other organizations supporting youth initiatives and other municipalities.

In 2025, YAC has eleven members, one new member and 10 returning from 2024. The YAC is well positioned to learn from their successes and leverage them into 2025.

Based on feedback from the 2024 Committee, the youth identified that they would like more mentorship opportunities from Administration and Committee Councillors. Based on that recommendation, Administration and Committee Councillors will focus on providing additional learning outcomes:

- Organizational development skills (i.e. meeting norms, facilitation skills, project management skills, etc.);
- Organizational procedures and skills (i.e. how to develop and approve key messages for events, event planning skills, etc.); and
- Open Q & A sessions to Administration and Committee Councillors.

2025 Priorities

The 2025 work plan priorities were formulated after a review and analysis of the previous year's activities, suggestions from Administration, Committee Councillors, and Committee members. This work plan is a high-level overview of the focus areas that will guide YAC's involvement and participation in various initiatives. As initiatives emerge that support their priorities, details will be added to the work plan. The work plan is also intended to be iterative to accommodate emerging interests and opportunities.

1. Enhance inclusion and belonging for youth in the City of Spruce Grove.

Alignment to Council's 2022 - 2025 Strategic Plan:

- goal 1 A.2: Work with local organizations that focus on addressing inequities in the community and understanding the needs of underrepresented and equity deserving groups.
- goal 1 C.2: Enhance community engagement opportunities.
- goal 6: C.2: Safe, livable, and sustainable neighbourhoods for all residents that contribute to a high quality of life.

2. Support and build awareness for local youth events and initiatives.

Alignment to Council's 2022 - 2025 Strategic Plan:

- goal 3 A.2: Provide additional accessible recreation programming opportunities for youth.
- goal 4 B.1: Utilize culture events to enhance resident engagement within the community.

3. Share youth perspectives to help inform decisions.

Alignment to Council's 2022 - 2025 Strategic Plan:

- goal 12 C.2: Incorporate a DIEB lens into bylaws and policies.
- Goal 1: The City has an inclusive approach to community development that values community knowledge, diversity, and wisdom.

4. Increase the Youth Advisory Committee's presence in the community.

Alignment to Council's 2022 - 2025 Strategic Plan:

- goal 11 A.3: Promote a welcoming and safe environment in the City Centre to encourage increased tourism and visits.
- goal 2: Barriers are reduced, access is improved, and participation increases for City facilities, programs, and services.



REQUEST FOR DECISION

MEETING DATE: September 4, 2025

TITLE: December 4, 2025 Youth Advisory Committee Meeting -
Brainstorm Discussion

DIVISION: Community and Protective Services

SUMMARY:

The Youth Advisory Committee (YAC) members will brainstorm ideas in preparation for the December 4, 2025 meeting.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The December 4, 2025 YAC meeting will be the next and last meeting for this 2025 Committee. YAC members will brainstorm ideas and express their preferences for meal and activities.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

The YAC Administrative Liaison will coordinate and prepare the meeting to align with the feedback from the committee. This may include an invitation to Mayor, Council, and the Corporate Leadership Team to attend.

IMPACTS:

The intention of the meeting will be to have an opportunity to:

- Reflect on the experiences of the year
- Offer feedback for future considerations
- Recognize the accomplishments of the outgoing members
- Enjoy time to connect with one another

FINANCIAL IMPLICATIONS:

Any associated costs will be within the YAC's approved 2025 operating budget.



REQUEST FOR DECISION

MEETING DATE: September 4, 2025

TITLE: Adjournment - Youth Advisory Committee - September 4, 2025

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