



## YOUTH ADVISORY COMMITTEE MEETING

Thursday, December 4, 2025, 4 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

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| 1. <u>CALL TO ORDER</u>                                                           |       |
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| 1.2 Icebreaker Activity                                                           |       |
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10. ADJOURNMENT

10.1 Adjournment - Youth Advisory Committee - December 4, 2025

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## REQUEST FOR DECISION

**MEETING DATE:** December 4, 2025

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

**DIVISION:** Strategic and Communication Services

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### 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.

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### 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:** December 4, 2025

**TITLE:** Minutes - Youth Advisory Committee - September 4, 2025

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

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

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### PROPOSED MOTION:

THAT the September 4, 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 September 4, 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**

**September 4, 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  
Havana Sinclair  
Isabella Quitanilla  
Jasmeet Pujji  
Joaquin Tabulog  
Meagan Tokar  
Rowan Johnson  
Councillor Oldham  
Councillor Stevenson

Members Absent: Sierra Manning

Also in Attendance: Marlin Degrand, Manager of Enforcement Services  
Annemarie Bakalech, Administrative Liaison (attended virtually)  
Nicole Hitchens, Recording Secretary

**1. CALL TO ORDER**

Chair Hannah Dunbar called the meeting to order at 4:01 p.m.

**1.1 Land Acknowledgment**

Cole Cochrane 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 - September 4, 2025**

**Resolution:** YAC-029-25

**Moved by:** Cara Nicholls

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. MINUTES**

**3.1 Approval of Minutes - Youth Advisory Committee - June 5, 2025**

**Resolution:** YAC-030-25

**Moved by:** Rowan Johnson

THAT the June 5, 2025 Youth Advisory Committee meeting minutes be approved as presented.

**Unanimously Carried**

**4. DELEGATIONS**

**4.1 City of Spruce Grove Enforcement Services - Information Session**

Chair Hannah Dunbar introduced Marlin Degrand, Manager of Enforcement Services.

Marlin Degrand provided a presentation on City of Spruce Grove Enforcement Services - Information Session.

Havana Sinclair joined the meeting at 4:30 p.m.

Committee thanked Marlin Degrand for the presentation.

Chair Hannah Dunbar called a recess at 4:33 p.m.

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

**5. ADMINISTRATIVE UPDATES**

**5.1 Canada Day 2025 Youth Advisory Committee Booth - Debrief**

Annemarie Bakalech, Administrative Liaison, provided an update on Canada Day 2025 Youth Advisory Committee Booth - Debrief.

Committee thanked Annemarie Bakalech for the presentation.

**6. BUSINESS ITEMS**

**6.1 September 30, 2025 National Day for Truth and Reconciliation - Volunteer Recruitment**

Annemarie Bakalech, Administrative Liaison, provided a presentation on September 30, 2025 National Day for Truth and Reconciliation - Volunteer Recruitment.

Committee thanked Annemarie Bakalech for the presentation.

**Resolution:** YAC-031-25

**Moved by:** Havana Sinclair

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.

**Unanimously Carried**

6.2 Youth Advisory Committee 2025 Budget Allocation

Annemarie Bakalech, Administrative Liaison, provided a presentation on Youth Advisory Committee 2025 Budget Allocation.

Committee suggested community groups that may be in need of financial support. Annemarie will review Committee's suggestions and bring back recommendations to the December 4, 2025 YAC meeting.

Committee thanked Annemarie Bakalech for the presentation.

6.3 December 4, 2025 Youth Advisory Committee Meeting - Brainstorm Discussion

Annemarie Bakalech, Administrative Liaison, provided a presentation on December 4, 2025 Youth Advisory Committee Meeting - Brainstorm Discussion.

Committee shared their preferences for the meal, theme, and activities for the December 4, 2025 YAC meeting.

Committee thanked Annemarie Bakalech for the presentation.

Committee recognized Councillor Oldham's last meeting as a member of the Youth Advisory Committee.

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 upcoming community events that are looking for volunteers. He noted the re-opening event that took place at Central Park last week.

Councillor Stevenson provided an update on this year's Agra Fair. She also noted the 2025 Municipal Election and encouraged members to get involved and get out in the community. Finally, she mentioned the Chamber of Commerce is having an event where youth can submit questions to candidates.

Chair Hannah Dunbar thanked Councillors Oldham and Stevenson for the updates.

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 - September 4, 2025**

**Resolution:** YAC-032-25

**Moved by:** Havana Sinclair

THAT the Youth Advisory Committee adjourn at 5:54 p.m.

**Unanimously Carried**

\_\_\_\_\_  
Hannah Dunbar, Chair

\_\_\_\_\_  
Nicole Hitchens, Recording Secretary

\_\_\_\_\_  
Date Signed



## REQUEST FOR DECISION

**MEETING DATE:** December 4, 2025

**TITLE:** Youth Advisory Committee 2025 Final Budget Allocation

**DIVISION:** Community and Protective Services

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### SUMMARY:

The Youth Advisory Committee (YAC) will determine the final 2025 budget allocation in support of residents through community groups.

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### PROPOSED MOTION:

THAT the Youth Advisory Committee approve the budget allocation of approximately \$2,500 as outlined in the proposed options.

### BACKGROUND / ANALYSIS:

As part of YAC's 2025 Work Plan, supporting community groups aligns with the following priorities:

1. Enhance inclusion and belonging for youth in the City of Spruce Grove. This also connects with 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.
2. Increase the Youth Advisory Committee's presence in the community.

At the September 4, 2025 YAC meeting, the Committee discussed priority areas that they wanted to support in the community. The results were focused on food security and hygiene kits.

## **OPTIONS / ALTERNATIVES:**

The proposed options are as follows:

- NeighbourLink - approximately \$1,000 in supplies
  - Twenty hygiene packs (residents can access when needed)
  - Eleven personalized stockings (given to those identified as isolated and struggling)
- Auggie's Café - \$500 Cash Donation
  - Provides free weekly hot and bagged meals. They are hosting a Christmas dinner on December 16, 2025 that is no cost and open to residents to attend.
- Parkland Food Bank - approximately \$500 in items
  - Lunch snacks are in need for hampers that go to families
- Rotary Club of Spruce Grove - \$500 Cash Donation
  - Panty Program that supports school lunches.

## **CONSULTATION / ENGAGEMENT:**

The Administrative Liaison engaged with community groups to understand their needs and the process for donations.

## **IMPLEMENTATION / COMMUNICATION:**

Available YAC member will meet at Community Social Development on Tuesday, December 9, 2025 from 4 - 5 p.m. to assemble the stockings and hygiene kits.

The Administrative Liaison will make arrangements for the funds and items to be delivered to the respective organizations.

## **IMPACTS:**

The budget allocations will have a direct impact on residents in community accessing basic need services and support, in the following ways:

- Residents will have increased access to hygiene items.
- Residents will have increased access to a hot or bagged meal, as well as the opportunity to share a Christmas meal together, creating a sense of belonging and inclusion.
- Children and youth in need will have additional lunches provided in school, and a broader selection of lunch snacks.
- Individuals will receive a Christmas stocking, supporting their wellbeing over the holidays. A small act to spread joy.

**FINANCIAL IMPLICATIONS:**

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



## REQUEST FOR DECISION

**MEETING DATE:** December 4, 2025

**TITLE:** 2025 Youth Advisory Committee Work Plan Final Report

**DIVISION:** Community and Protective Services

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### SUMMARY:

To review the 2025 Youth Advisory Committee Work Plan Final Report and seek feedback from Committee. The final report will be presented to Council in early 2026.

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### PROPOSED MOTION:

A motion is not required.

### BACKGROUND / ANALYSIS:

On March 24, 2025, the Youth Advisory Committee (YAC) presented their work plan and priorities to City Council. In their presentation, the YAC committed to learning about organizational development and building their skills, hearing from City of Spruce Grove departments, and fulfilling their direction under their bylaw as it relates to the following priorities:

1. Enhance inclusion and belonging for youth in the City of Spruce Grove.
2. Support and build awareness for local youth events and initiatives.
3. Share youth perspectives to help inform decisions.
4. Increase the Youth Advisory Committee's presence in the community.

The YAC participated in events, initiatives, and/or received Administrative presentations on every priority.

Highlights of 2025 include:

- Over 83 hours of volunteer time in the community. Including National Day for Truth and Reconciliation.
- Developed YAC Key Messages and created a post card to share in the community.
- Hosted the first ever YAC run Canada Day booth with a total of 1,149 touchpoints (including prizes, engagement, and activities).
- Sponsored “Spruce Up Spruce Grove” with a classroom pizza party and participated in planting trees.
- TBD - Assembled and donated twenty “hygiene packs” to NeighbourLink.
- TBD - Assembled and donated eleven stockings to NeighbourLink.
- TBD - Donated lunch snacks to the Parkland Food Bank.
- TBD - Donated \$500 to Auggie’s Café for their hot meal program.
- TBD - Donated \$500 to the Rotary Club of Spruce Grove for their Pantry Program.

In addition to those priorities, the YAC learned about and/or provided input on:

- Dialogue for Decision Making
- Land Acknowledgements
- Community Development Framework
- Kickstand (Integrated Youth Services)
- City of Spruce Grove Website Redevelopment
- Municipal Enforcement Services
- Municipal Art Collection
- Fees, Charges, and Allocation of Recreation and Culture Facilities

**OPTIONS / ALTERNATIVES:**

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

The YAC developed a meaningful work plan and contributed to each priority that aligned with the City's Strategic Plan. The YAC members will complete an evaluation for Administration to better understand their experience and identify potential improvements for 2026.

Recommendations for the 2026 YAC include:

- Administrative presentations that encourage youth perspective and build members' skills.
- Connect with local and regional youth committees.
- Ensure YAC remains an advisory committee, not an events committee.
- TBD - Evaluation results

**FINANCIAL IMPLICATIONS:**

The YAC has a \$5,000 budget for operations:

- \$877.50 has been spent to date with approximately \$2,500 that will be allocated in December.

The YAC has a \$5,500 budget for member bursaries:

- \$1,000 has been spent to date.

# Youth Advisory Committee

## 2025 Final Report

# 2025 Work Plan Priorities

1. Enhance inclusion and belonging for youth in the City of Spruce Grove.
2. Support and build awareness for local youth events and initiatives.
3. Share youth perspectives to help inform decisions.
4. Increase the Youth Advisory Committee's presence in the community.

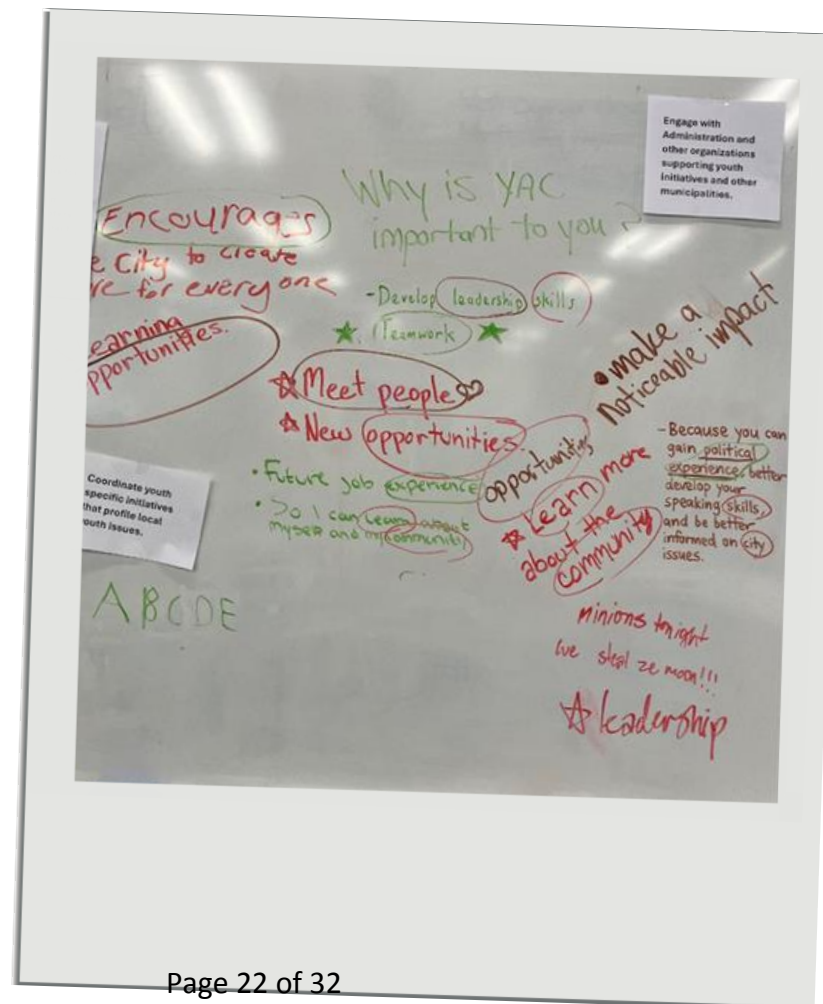
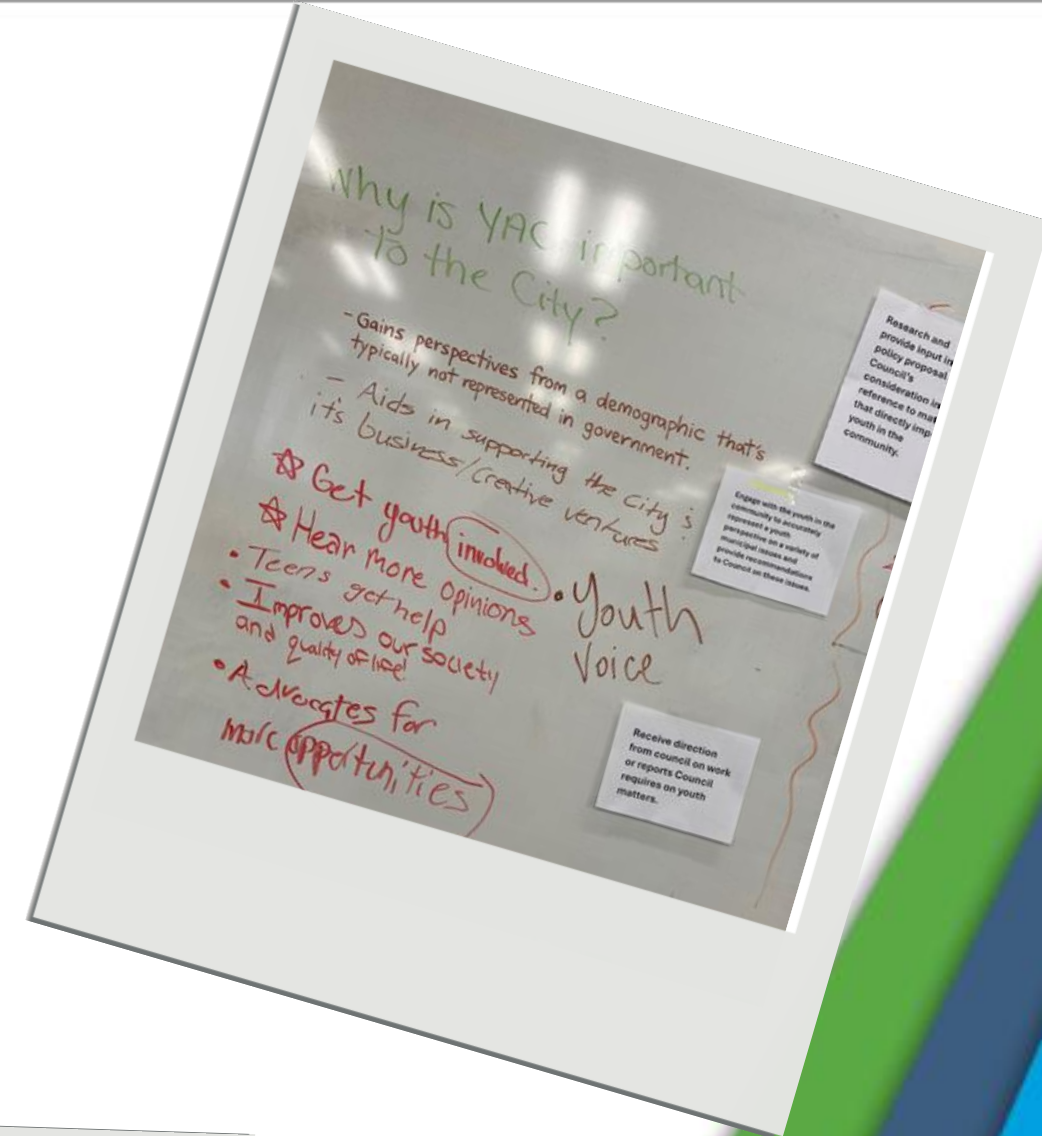
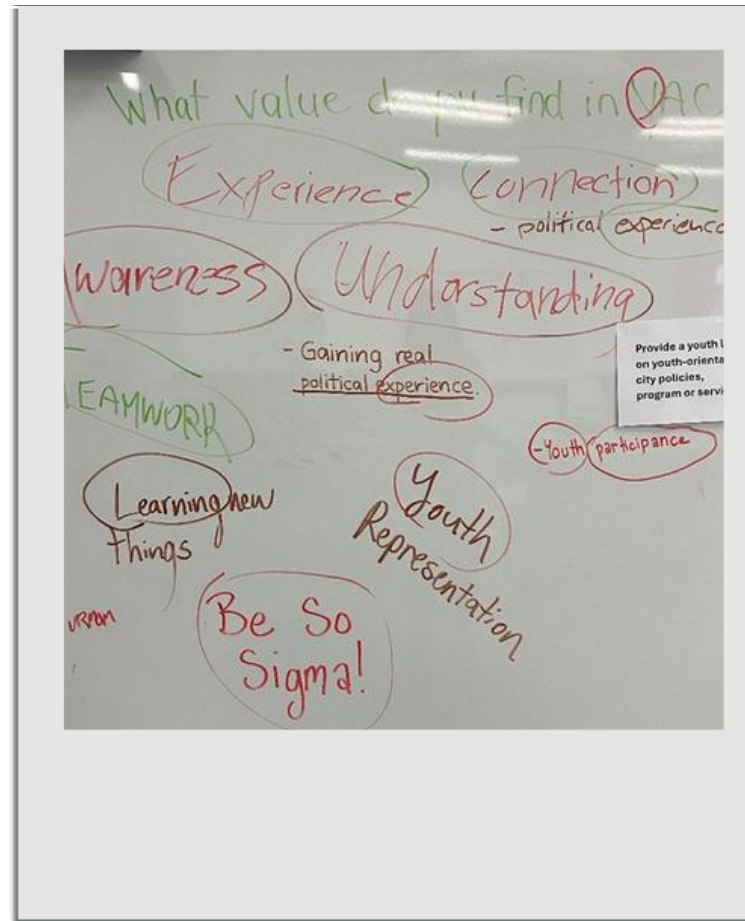
# Learning Objectives

- Organizational development skills
- Organizational procedures and skills
- Open Q & A sessions with Administration
- Getting to know Spruce Grove better
- Kickstand Project

# Youth Advisory Committee

## 2025 Highlights

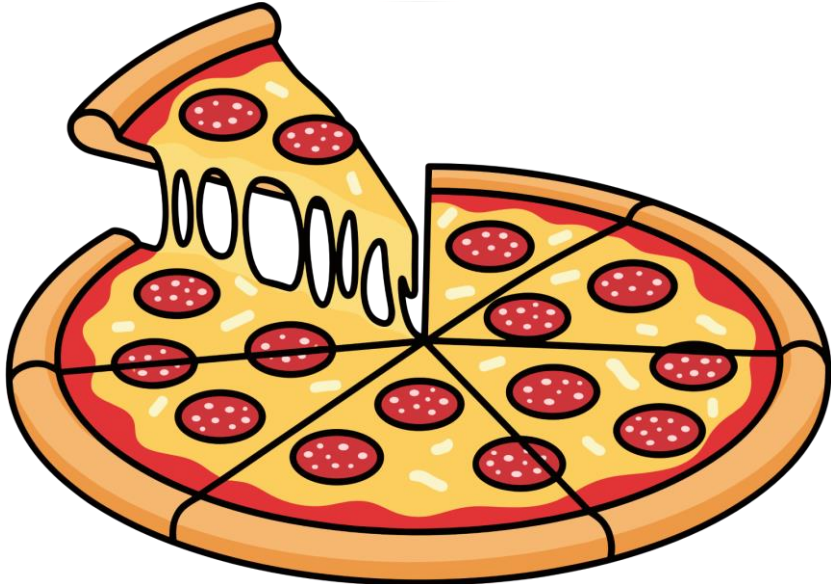
# Key Message Development



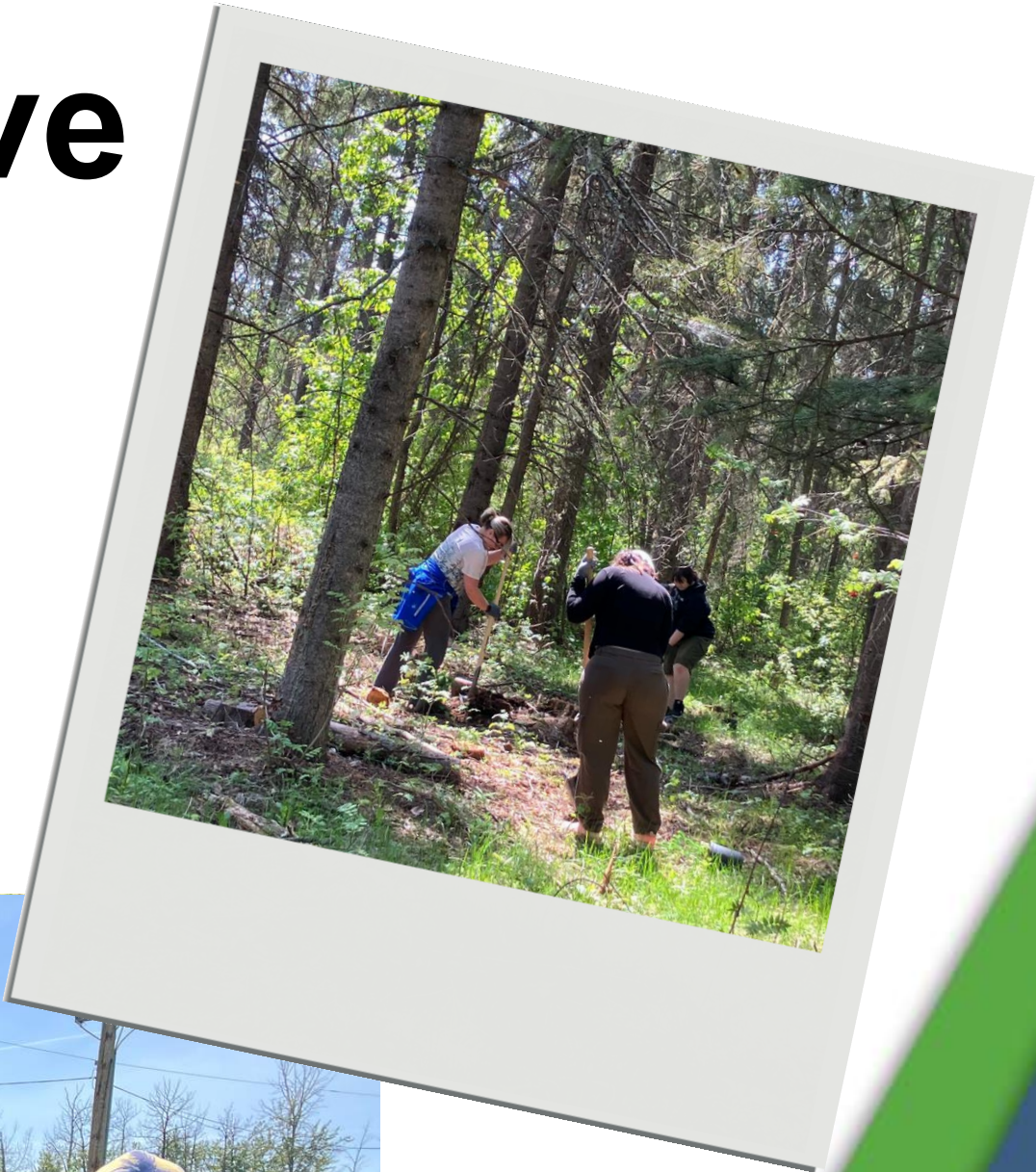
# YAC Key Messages

- The Youth Advisory Committee is a group of young people chosen by the City of Spruce Grove to share youth perspectives on local government and community planning.
- The Youth Advisory Committee gives input on City programs and policies and takes part in youth-focused projects.
- The Youth Advisory Committee share ideas and advice with City Council and Administration on issues that matter to youth.
- The Youth Advisory Committee brings fresh voices and new ideas, builds trust, and helps shape services in the City.
- The Youth Advisory Committee members make a real impact, grow leadership skills, meet other youth and local leaders, and gain valuable experience.

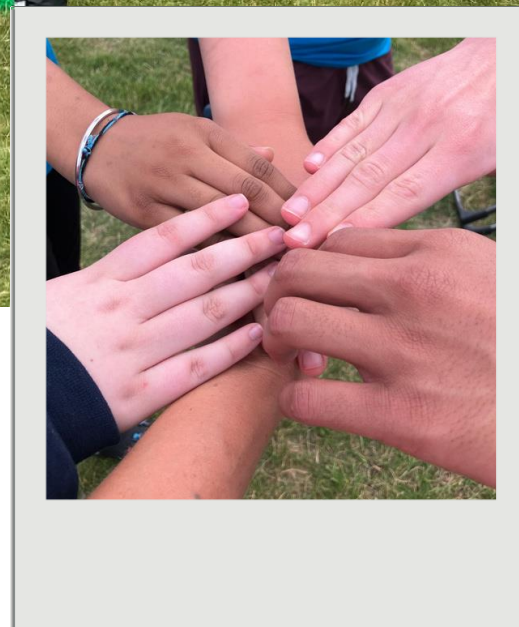
# Spruce Up Spruce Grove



Sponsored a  
Classroom  
Pizza Party



# Canada Day Booth



# Community Support

- Over 83 Hours of Volunteer hours in the Community
- TBD: After Dec 4th Budget Allocation



# Key Learning and Sharing Youth Perspective

- Dialogue for Decision Making
- Land Acknowledgements
- Community Development Framework
- Kickstand Engagement
- Website Redevelopment
- Municipal Enforcement
- Municipal Art Collection
- R&C Facilities Fees and Charges

# 2026 Recommendations

- Administrative presentations that build members' skills and knowledge.
- Connect with local and regional youth committees.
- Ensure YAC remains an advisory committee and is utilized to help inform decisions.
- **TBD: Feedback from the evaluations**

# Year End Celebration

Insert Recognition and Group  
Pictures

# **Any Questions?**

## **Thank You**



## REQUEST FOR DECISION

**MEETING DATE:** December 4, 2025

**TITLE:** Adjournment - Youth Advisory Committee - December 4, 2025

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

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

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### 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