



## ORGANIZATIONAL MEETING AGENDA OF YOUTH ADVISORY COMMITTEE

Thursday, January 29, 2026, 4 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

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## REQUEST FOR DECISION

**MEETING DATE:** January 29, 2026

**TITLE:** Welcome and Member Introductions - 2026 Youth Advisory Committee

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

An opportunity for the Youth Advisory Committee members to engage with each other and meet the members of Council and Administration who support the work of the Committee.

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### PROPOSED MOTION:

A motion is not required.

### BACKGROUND / ANALYSIS:

Administration will lead the introductions to welcome members and inspire conversation.

### OPTIONS / ALTERNATIVES:

n/a

### CONSULTATION / ENGAGEMENT:

n/a

### IMPLEMENTATION / COMMUNICATION:

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** January 29, 2026

**TITLE:** Adoption of the Agenda - Youth Advisory Committee  
Organizational Meeting - January 29, 2026

**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:** January 29, 2026

**TITLE:** Effective Committee Meetings and Meeting Procedures - 2026  
Youth Advisory Committee

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

Effective Committee Meetings and Meeting Procedures is a review of the standard meeting processes. The presentation provides tips on effective meetings and includes information on the items that make up a typical committee agenda. The review is a reminder for current members and provides general awareness and understanding for new members on how Council Committee meetings are conducted and the expectations for adhering to procedural process.

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### PROPOSED MOTION:

A motion is not required.

### BACKGROUND / ANALYSIS:

The presentation provides an overview of how a typical Council Committee meeting is organized and run. As the Youth Advisory Committee is a Council appointed Committee, the process follows the same procedural rules as a Council meeting.

The presentation will walk through effective meeting principles, the purpose of meeting rules and procedures, meeting agendas, approving an agenda, meeting minutes, requests for decisions, and motions. The committee will learn how to make a motion, debate a motion, and vote on a motion. The presentation will also cover how a committee moves into Closed Session and what authority the committee has to discuss matters behind closed doors.

An opportunity will be provided for questions.

**OPTIONS / ALTERNATIVES:**

All Council Committees follow the same meeting processes as Council. This creates a similar forum for conduct within a meeting, resulting in transparency and consistency for both the members and the public.

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

As a Council Committee, the Youth Advisory Committee follows Council procedures to ensure consistency, transparency, and accountability to Council and the public.

**FINANCIAL IMPLICATIONS:**

n/a

# **Effective Committee Meetings and Meeting Procedures: 2026 Youth Advisory Committee**



# What will we cover in this session?

1. Effective Meetings
2. Parliamentary Procedure /  
Procedural Bylaw
3. Committee Meetings

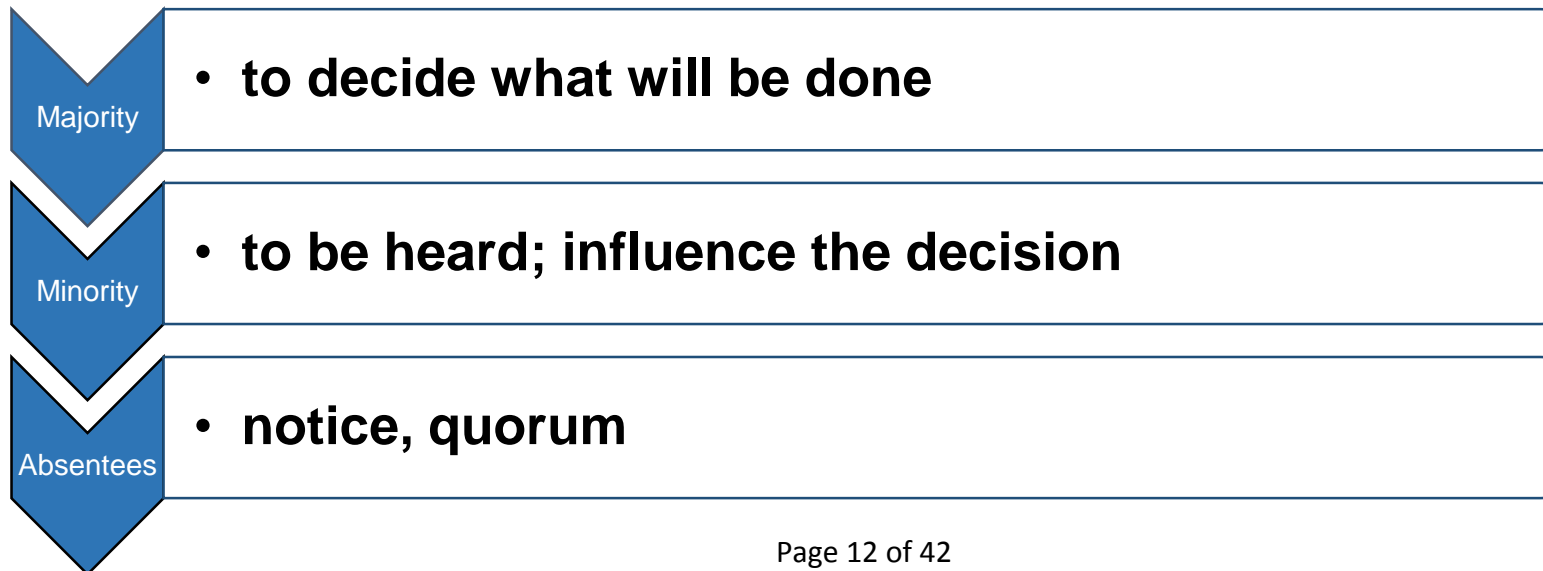
# What are characteristics of a “great” committee meeting?

# Effective Meetings

- Agendas keep the meeting on track
  - Focus and purpose
  - Adequate information to set-up members to make good decisions
- The rules work well and are understood by the members
- The role of the Chair
  - Knowledge of the rules
  - Applies rules consistently
  - Follows the Agenda to keep the meeting moving
  - Ensures fairness and maintains respect
- The role of the Members
  - Puts the community and the organizations needs ahead of personal interests
  - Attends meetings prepared
  - Remains open to other viewpoints
  - Accepts group decisions and shows support

# Parliamentary Procedure / Procedural Bylaw

- A written system of rules designed to provide order to the meetings
- Rules provide protection of rights and essentially assist in decision making
- Committee meetings can be less formal but not informal



# Purpose of Meeting Rules

## Order

- agenda is clear and easy to follow
- routine is followed and adjusted as needed
- logical & understood proceedings

## Efficiency

- well paced meetings
- members feel productive; enabled to get work done

## Focus

- one item at a time
- discussion stays on topic
- clear to everyone what is being discussed

## Decorum

- robust debate
- respect maintained
- debate always through the chair

## Equality

- fair rules that are agreed upon
- equal application of the rules

## Safety

- issues not persons are debated
- diverse views welcome

# Committee Meetings

- Meeting Agenda – facilitated by Administration / Committee Chair
- Agenda (typically) includes:
  1. Adoption of Agenda
  2. Minutes (from previous meeting)
  3. Delegations
  4. Administrative Updates
  5. Business Items
  6. Information Items
  7. Closed Session (only used if needed)
- All Agenda items include a Request for Decision
- Public Attendance at Meetings

# What is a Request for Decision (RFD)



## REQUEST FOR DECISION

MEETING DATE:	Click here to enter a date.
TITLE:	Click here to enter your Report Title
DIVISION:	Click here to choose a department.

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SUMMARY:

PROPOSED MOTION:

BACKGROUND / ANALYSIS:

OPTIONS / ALTERNATIVES:

CONSULTATION / ENGAGEMENT:

IMPLEMENTATION / COMMUNICATION:

IMPACTS:

FINANCIAL IMPLICATIONS:

- Document that provides background information and analysis of an issue for the Committee's consideration
- Proposed Motion – the recommended motion for consideration
- Not all RFD's have a proposed motion. Some items are for information purposes.

# Meeting Minutes

- The official written record of a meeting
- Minutes are approved and signed off by the Chair and Recording Secretary
- Provided to Council in a Regular Council Meeting agenda package
- Minutes contain:
  - start time of the meeting
  - wording of motions and the member that moved each motion
  - If a motion was carried or defeated
  - time of any recesses
  - time the Committee went into and came out of Closed Session
  - time the meeting adjourned



# Meeting Procedure

## 1. Call to order

- The Committee Chair is responsible for calling the meeting to order
- The Call to Order is the official start of the meeting

## 2. Approval of Agenda

## 3. Agenda Items

- Information purposes only
- Require Action
  - Moving a motion
  - Debating a motion
  - Voting on a motion

## 4. Adjournment

# What is a Motion?

- A Motion is a proposal that the Committee pursue a course of action on a matter or issue
- Motions must be clear and easily understood
- Motions take the form of a business decision

## Examples:

1. *THAT the approved 2026 Draft Work Plan be presented to Council for review.*
2. *THAT \$300.00 be allocated from the Committee budget and put towards the production of brochures to promote the committee at the upcoming Canada Day Event.*

# Moving a Motion

- A motion must be moved before any debate or voting can occur
- Only one motion can be considered at a time
  - Including any amendments
- As each agenda item is introduced by the Chair, if a motion is required as identified in the Request for Decision, the Chair will ask for a motion from a committee member
- A Committee member will agree to move the motion by reading the proposed Motion outlined in the Request for Decision or will propose a differently worded motion
  - The motion within the RFD is a proposed motion, it does not have to be the motion moved / placed on the floor
  - A mover of a motion does not have to vote in favour of the motion

# Debating a Motion

- Committee members are given an opportunity to explain why they are in favour or against a motion
  - Comments should be succinct and directly relate to the motion being considered
- Members can also ask questions of Administration if they require clarification on issues related to the motion
- A motion must be made before the Committee can begin debate
- Debate discussion is directed through the Chair
- Members indicate to the Chair that they wish to speak, and the Chair calls on individual members to speak; in doing so members called on “obtain/have the floor”
- Typically, the member who made the motion is called on to speak first

# Amendment to a Motion

- A Committee member wants to add or change the wording on the motion
- The member raises their hand to advise they wish to make an amendment
- The Chair recognizes the member and asks for the amending motion to be read out
- The discussion now focuses on just the amendment
- Once debate and discussion has completed, the Chair will call a vote on the amendment

# Voting on a Motion

- Once the debate is over, the Chair puts the motion to a vote – this is known as “calling the question” or “calling the vote”
  - The Committee members raise their hands if in favour and leave their hands down if they are not in favour of the motion
- If a majority vote in favour, the motion is carried and if there is not a majority the motion is defeated
  - The Chair advises of the number of votes in favour and the number in opposition and proclaims the vote “carried” or “defeated”
- If there is a tie vote, the motion is defeated

# What is Closed Session?

- A confidential portion of a meeting taking place with only Committee members and members of Administration present

- **Authority for Closed Session**

The *Municipal Government Act* indicates that Councils and Council Committees must conduct their meetings in open unless the matter to be discussed is within one of the exceptions to disclosure in the *Access to Information Act (ATIA)*

- Public cannot attend the portion of the meeting that is being conducted in Closed Session
- Motions cannot be made in closed session – members can discuss the items and ask questions of Administration



# Closed Session Procedures

- A motion is made to go in Closed Session

Example: THAT the Committee go into Closed Session at 7:05 p.m. under Section 29 of the *Access to Information Act*, Advice from officials.

- The Committee discusses the matter in Closed Session
- A motion is made for the Committee to come out of Closed Session

Example: THAT Committee come out of closed session at 7:20 p.m.

- If there is an immediate business decision that is required based on the discussion in Closed Session, a motion is made in Open Session and voted on.



# Adjournment

- Once all the agenda item motions have been moved, debated and voted on, the meeting can be adjourned
- The Chair declares the meeting over and asks for a motion to adjourn the meeting and a calls a vote

# Learn More!



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**CONSOLIDATED VERSION**

**of**

**C-1204-22**

**COUNCIL PROCEDURE BYLAW**

Enacted December 6, 2022

As Amended By:

Bylaw C-1252-23 - Enacted March 27, 2023  
Bylaw C-1366-24 - Enacted December 2, 2024

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This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for reference only.

*The ONLY CURRENT AUTHORIZED EDITION of the  
CLASSIC WORK on PARLIAMENTARY PROCEDURE*

## ROBERT'S RULES OF ORDER

*NEWLY REVISED*



**12TH EDITION**

Henry M. Robert III,  
Daniel H. Honemann, Thomas J. Balch,  
Daniel E. Seabold, and Shmuel Gerber

# Questions



## REQUEST FOR DECISION

**MEETING DATE:** January 29, 2026

**TITLE:** C-1208-22 - Youth Advisory Committee Bylaw - 2026 Overview

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

The Youth Advisory Committee is established by bylaw under the *Municipal Government Act*, and the bylaw prescribes the functions and duties of the members. An overview of the bylaw will be provided to the members.

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### PROPOSED MOTION:

A motion is not required.

### BACKGROUND / ANALYSIS:

The Youth Advisory Committee (YAC) is a Council Committee created under s. 145 of the *Municipal Government Act*, and the bylaw serves as its terms of reference and sets out the general procedures for YAC meetings.

The duties and functions of the members, quorum, term, and procedures are all outlined within the bylaw. The provisions of the bylaw will be reviewed, and Administration will answer any questions the YAC members may have.

### OPTIONS / ALTERNATIVES:

n/a

### CONSULTATION / ENGAGEMENT:

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a

## **THE CITY OF SPRUCE GROVE**

### **BYLAW C-1208-22**

#### **YOUTH ADVISORY COMMITTEE BYLAW**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a municipality may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee to advise Council on issues relating to youth in the community and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

#### **1. BYLAW TITLE**

1.1 This bylaw is called the "Youth Advisory Committee Bylaw".

#### **2. DEFINITIONS**

2.1 "Act" means the *Municipal Government Act*, RSA 2000 cM-26, any regulations thereunder, and any amendments or successor legislation thereto.

2.2 "Administration" means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 "Administrative Liaison" means the member of Administration appointed to the Committee by the City Manager.

2.4 "Certification Program" means the achievement of a measured level of knowledge within a designated timeline with official recognition by an organization which may include but not limited to babysitting course,

driver's training, professional development, post-secondary, or apprenticeship.

- 2.5 "Chair" means the Youth Member who has the authority to preside over a meeting.
- 2.6 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.7 "City Manager" means the administrative head of the City.
- 2.8 "Committee" means the Youth Advisory Committee.
- 2.9 "Council" means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c.L-21, as amended.
- 2.10 "Councillor" means an elected member of Council, including the mayor.
- 2.11 "Vice-Chair" means the individual elected annually to fulfill the Chairs duties in the absence of the Chair.
- 2.12 "Youth Member" means an individual appointed to the Committee.

### **3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE**

- 3.1 A council committee is hereby established and shall be referred to as the Youth Advisory Committee.
- 3.2 The mandate of the Committee is to engage with the youth in the community to accurately represent a youth perspective on a variety of municipal issues and provide recommendations to Council on these issues.
- 3.3 In order to fulfill its mandate, the Committee may:
  - (a) coordinate youth specific initiatives that profile local youth issues;
  - (b) develop and maintain relationships with individuals and organizations addressing issues or opportunities relating to youth;
  - (c) research and provide input into policy proposals for Council's consideration in reference to matters that directly impact youth in the community;

- (d) receive direction from Council on work or reports Council requires on youth matters;
- (e) provide a youth lens on youth-oriented City policies, programs or services;
- (f) engage with Administration and other organizations supporting youth initiatives and other municipalities.

#### **4. MEMBERSHIP**

4.1 The Committee shall be comprised of:

- (a) no less than five (5) and up to eleven (11) Youth Members to be recruited through a public application process and appointed by Council;
  - (i) at least one (1) Youth Member shall be appointed from each of Parkland School Division and Evergreen Catholic Separate School Division; and
- (b) two (2) Councillors.

4.2 Youth Members shall be:

- (a) between the ages of 12 and 18 effective September 1; and
- (b) a resident of Spruce Grove.

4.3 When making appointments to the Committee, Council may consider individuals that have a demonstrated interest and commitment to youth matters representing cross-sections of the community.

4.4 Youth Members must not be current employees of the City and must not have been employed by the City for a minimum of 12 months prior to applying for a position.

4.5 Council shall appoint Youth Members for a one (1) year term. Appointments shall automatically renew for one (1) year until age of Committee majority or up to a maximum of three (3) terms, pending agreement of the Youth Member.

4.6 Councillors appointed to the Committee are non-voting members.



- 4.7 If a Youth Member is absent for three (3) consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor.
- 4.8 If a vacancy occurs before the expiration of a term, the Youth Member appointed to fill the vacancy shall hold office for the remainder of that term.
- 4.9 Council may terminate the appointment of any Youth Member at any time.
- 4.10 The Committee shall annually elect a Chair and Vice-Chair from its voting members.
- 4.11 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 4.12 Youth Members of the Committee shall not receive remuneration.

## **5. PROCEDURES**

- 5.1 Youth Members are required to agree and maintain confidentiality and comply with all applicable City bylaws, policies and procedures.
- 5.2 The Committee shall:
  - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings; and
  - (b) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
  - (a) members of the Committee by email; and
  - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.

- 5.6 A majority of the voting members shall constitute a quorum at a Committee meeting and must include one (1) Councillor.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.
- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.10 Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee.
- 5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

## **6. ANNUAL WORKPLAN AND REPORTING**

- 6.1 The Committee shall develop an annual workplan that identifies key priorities and goals based on its mandate and this bylaw.
- 6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate.
- 6.3 At least twice per year, the Committee shall report to Council on the following:
  - (a) development of its workplan;
  - (b) update on progress and initiatives, as set out in the workplan; and
  - (c) any information and recommendations on issues or opportunities within its mandate.

## **7. BURSARY GUIDELINES**

- 7.1 Youth Members who fulfill their commitment to the Committee volunteering a minimum of ten (10) hours annually for the Committee held meetings and/or events, shall be awarded a \$500 bursary upon proof of registration in a Certification Program.

- 7.2 The bursary shall be awarded to eligible Youth Members once proof of paid enrollment in a Certification Program has been provided to the City.
- 7.3 The bursary shall be claimed within two (2) years following the members end date of the last term served on the Committee.

## **8. ADMINISTRATIVE LIAISON'S ROLE**

- 8.1 The City Manager shall appoint an Administrative Liaison to the Committee.
- 8.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 8.3 The Administrative Liaison shall:
  - (a) provide administrative support, advice and guidance to the Committee;
  - (b) maintain and process bursaries as per section 7 - Bursary Guidelines set out in this bylaw; and
  - (c) keep a record of Youth Member volunteer hours, meeting attendance and bursary provision.

## **9. SEVERABILITY**

- 9.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

## **10. EFFECTIVE DATE**

- 10.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	27 June 2022
Second Reading Carried	27 June 2022
Third Reading Carried	18 July 2022
Date Signed	19 July 2022

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Mayor

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City Clerk



## REQUEST FOR DECISION

**MEETING DATE:** January 9, 2025

**TITLE:** Youth Advisory Committee - 2026 Meeting Schedule

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

To approve the Youth Advisory Committee meeting dates for the 2026 calendar year.

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### PROPOSED MOTION:

THAT the 2026 Youth Advisory Committee meeting schedule be approved as presented.

### BACKGROUND / ANALYSIS:

C-1208-22 - Youth Advisory Committee (YAC) Bylaw states the Committee “shall establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings.”

Following the January 29, 2026 meeting, Administration proposes the 2026 YAC meetings be scheduled on the first Thursday of the month on the following dates (from 4 - 6 p.m.):

- Thursday, March 5
- Thursday, May 7
- Thursday, June 4
- Thursday, September 3
- Thursday, November 5
- Thursday, December 3

Meetings will be held at the Community Engagement Space at the Community Social Development building (414 King Street).

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.

Member attendance is crucial to the members, who are absent from three consecutive meetings without the consent of the Committee, and may be removed from the Committee. It is important when members are setting the Committee meeting dates, they are accountable to attend.

### **OPTIONS / ALTERNATIVES:**

Committee members are to discuss and approve the 2026 meeting schedule.

Historically, YAC meetings are scheduled the first Thursday of each month (from 4 to 6 p.m.). YAC meetings are not scheduled in July and August.

### **CONSULTATION / ENGAGEMENT:**

n/a

### **IMPLEMENTATION / COMMUNICATION:**

The 2026 Youth Advisory Committee meeting schedule will be posted to the City's Events Calendar and the YAC webpage.

### **IMPACTS:**

An approved calendar ensures there is a set schedule allowing for proper and effective planning for the meetings.

### **FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** January 29, 2026

**TITLE:** Nomination and Election of Chair and Vice-Chair - 2026 Youth Advisory Committee

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

The Youth Advisory Committee (YAC) Bylaw requires the members of the Committee to elect a Chair and Vice-Chair annually from its voting membership.

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### PROPOSED MOTION:

A motion is not required.

### BACKGROUND / ANALYSIS:

C-1208-22 - Youth Advisory Committee Bylaw, Section 4.11, states the Chair shall preside at all Committee meetings and decide all points of order that may arise. This individual will lead the Committee through the agenda and support discussions to ensure each member has an opportunity to speak.

Administration will call for nominations for the Chair and then the Vice-Chair. YAC members can self-nominate. If only one person is nominated for each position, they will be declared elected for Chair or Vice-Chair by acclamation, as applicable. If more than one person is nominated, the YAC will vote to elect the Chair and/or Vice-Chair. The election will be held by secret ballot. Council members cannot be Chair or Vice-Chair.

The elected Chair and Vice-Chair will assume their role at the next scheduled Committee meeting.

The role of the Chair is to support the order of proceedings during a meeting. Administration supports the Chair by providing a document outlining the proceedings that a meeting is to follow.

In the absence of the Chair, the Vice-Chair will step into the role for that meeting.

**OPTIONS / ALTERNATIVES:**

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

Administration will support the Chair and Vice-Chair to learn and understand their roles and conduct a meeting following meeting procedures.

**IMPACTS:**

Proper governance process and meeting procedure will be followed with the election of the Chair and Vice-Chair.

**FINANCIAL IMPLICATIONS:**

n/a





## REQUEST FOR DECISION

**MEETING DATE:** January 29, 2026

**TITLE:** Adjournment - Youth Advisory Committee Organizational Meeting  
- January 29, 2026

**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 Organizational Meeting 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