



## YOUTH ADVISORY COMMITTEE MEETING

Thursday, January 29, 2026, 5 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

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		Pages
<b>1.</b>	<b><u>CALL TO ORDER</u></b>	
1.1	Land Acknowledgment	
1.2	Icebreaker Activity	
<b>2.</b>	<b><u>AGENDA</u></b>	
2.1	Adoption of the Agenda - Youth Advisory Committee - January 29, 2026	3
<b>3.</b>	<b><u>MINUTES</u></b>	
3.1	Approval of Minutes - Youth Advisory Committee - December 4, 2025	5
<b>4.</b>	<b><u>DELEGATIONS</u></b>	
<b>5.</b>	<b><u>ADMINISTRATIVE UPDATES</u></b>	
<b>6.</b>	<b><u>BUSINESS ITEMS</u></b>	
6.1	2026 Youth Advisory Committee Work Plan Discussion	Annemarie Bakalech
11		
<b>7.</b>	<b><u>INFORMATION ITEMS</u></b>	
7.1	Councillor Updates	
<b>8.</b>	<b><u>CLOSED SESSION</u></b>	
<b>9.</b>	<b><u>BUSINESS ARISING FROM CLOSED SESSION</u></b>	
<b>10.</b>	<b><u>ADJOURNMENT</u></b>	





## REQUEST FOR DECISION

**MEETING DATE:** January 29, 2026

**TITLE:** Adoption of the Agenda - Youth Advisory Committee - 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:** Minutes - Youth Advisory Committee - December 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 December 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 December 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**

**December 4, 2025, 4 p.m.**

**Community Engagement Space  
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  
Sierra Manning  
Councillor Bennett  
Councillor Stevenson

**Also in Attendance:**

Councillor Tokar  
Annemarie Bakalech, Administrative Liaison  
Nicole Hitchens, Recording Secretary

**1. CALL TO ORDER**

Chair Hannah Dunbar called the meeting to order at 4 p.m. and welcomed Councillor Bennett as a new member of the Youth Advisory Committee.

**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 - December 4, 2025**

**Resolution:** YAC-033-25

**Moved by:** Rowan Johnson

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. MINUTES**

**3.1 Approval of Minutes - Youth Advisory Committee - September 4, 2025**

**Resolution:** YAC-034-25

**Moved by:** Havana Sinclair

THAT the September 4, 2025 Youth Advisory Committee meeting minutes be approved as presented.

**Unanimously Carried**

**4. DELEGATIONS**

There were no Delegations on the agenda.

**5. ADMINISTRATIVE UPDATES**

There were no Administrative Updates on the agenda.

**6. BUSINESS ITEMS**

**6.1 Youth Advisory Committee 2025 Final Budget Allocation**

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

Committee thanked Annemarie Bakalech for the presentation.

**Resolution:** YAC-035-25

**Moved by:** Havana Sinclair

THAT the Youth Advisory Committee approve the budget allocation of approximately \$3,900 with the funds being distributed as follows:

NeighbourLink: \$1,500

Auggie's Cafe: \$1,100

Parkland Food Bank: \$800

Rotary Club of Spruce Grove: \$500

**Unanimously Carried**

**6.2 2025 Youth Advisory Committee Work Plan Final Report**

Annemarie Bakalech, Administrative Liaison, provided a presentation on the 2025 Youth Advisory Committee Work Plan Final Report.

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 in September.

Chair Hannah Dunbar thanked Committee members for the updates.

**7.2 Councillor Updates**

Councillor Bennett introduced himself and gave a brief overview of his interests and community involvement.

Councillor Stevenson provided an update on the election and the 2026 budget approval. She advised that Council will begin developing the Council Strategic Plan for 2026 - 2029.

Chair Hannah Dunbar thanked Councillors Bennett 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 - December 4, 2025**

**Resolution:** YAC-036-25

**Moved by:** Jasmeet Pujji

THAT the Youth Advisory Committee adjourn at 4:43 p.m.

**Unanimously Carried**

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Hannah Dunbar, Chair

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Nicole Hitchens, Recording Secretary

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Date Signed



## REQUEST FOR DECISION

**MEETING DATE:** January 29, 2026

**TITLE:** 2026 Youth Advisory Committee Work Plan Discussion

**DIVISION:** Community and Protective Services

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### **SUMMARY:**

In accordance with C-1208-22 - Youth Advisory Committee Bylaw, the Committee is required to develop an annual work plan that identifies key priorities and goals based on its mandate and this bylaw.

Administration and the Committee will discuss topics and priorities to inform the 2026 Youth Advisory Committee (YAC) Work Plan to support the YAC mandate.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

The development of an annual work plan and reporting on progress is a key component of the mandate of the Committee. The bylaw indicates that the “Committee shall develop an annual work plan that identifies key priorities based on its mandate and this bylaw”.

The YAC 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 such issues.

Key components of the mandate of the Committee include:

- 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; and
- engage with Administration and other organizations supporting youth initiatives and other municipalities.

The Committees 2025 Work Plan included 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.

### **OPTIONS / ALTERNATIVES:**

The purpose at this meeting is to discuss and identify key priorities by Administration and Committee members. Additionally, the Council representative may bring forward ideas that they have heard from their Council colleagues as a whole for consideration.

Prioritization may also be discussed to ensure that the work plan is manageable, and adequate resources are available to support the initiatives.

### **CONSULTATION / ENGAGEMENT:**

n/a

### **IMPLEMENTATION / COMMUNICATION:**

There is no vote being conducted on the work plan at the January 29, 2026 meeting. The intent of the discussion is to solicit feedback from Committee members and to engage in discussion related to the development of the 2026 work plan. In some cases, consensus may be clear, and in other cases, there may be differing perspectives on items and prioritization of such.

The goal of the Chair and the Administrative Liaison is to facilitate discussion for the development by Administration of a proposed and recommended work plan. The draft work plan would then be presented to the YAC, at the February 2026 meeting, for debate and/or approval. Following approval, the next step will be for the work plan to go to Council for their consideration and/or feedback.

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** January 29, 2026

**TITLE:** Adjournment - Youth Advisory Committee - 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 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