



**THE CITY OF SPRUCE GROVE**

**Minutes of the Organizational Meeting of Youth Advisory Committee**

**January 18, 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  
                                  Jasmeet Pujji  
                                  Joaquin Tabulog  
                                  Josh Morin  
                                  Rowan Johnson  
                                  Sierra Manning  
                                  Councillor Carter  
                                  Councillor Oldham

Also in Attendance:    Laura Godin, Manager of Organizational Planning and Reporting  
                                  Karey Steil, Administrative Liaison  
                                  Jennifer Maskoske, Deputy City Clerk  
                                  Karie Nothof, Recording Secretary

**1. CALL TO ORDER**

Jennifer Maskoske, Deputy City Clerk, called the meeting to order at 4:02 p.m.

1.1 Youth Advisory Committee - Member Introductions

Youth Advisory Committee Members made introductions.

Joaquin Tabulog and Sierra Manning joined the meeting at 4:05 p.m.

**2. AGENDA**

2.1 Adoption of the Agenda - Organizational Meeting of the Youth Advisory Committee - January 18, 2024

**Resolution:** YAC-001-24

**Moved by:** Cara Nicholls

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. BUSINESS ITEMS**

3.1 Meeting Procedures 101 - Youth Advisory Committee

Jennifer Maskoske, Deputy City Clerk, presented on Meeting Procedures 101.

3.2 Committee Code of Conduct - Youth Advisory Committee

Jennifer Maskoske, Deputy City Clerk, presented on Committee Code of Conduct and the Youth Advisory Committee members signed the declaration.

3.3 C-1208-22 Youth Advisory Committee Bylaw

Jennifer Maskoske, Deputy City Clerk, presented an overview of C-1208-22 - Youth Advisory Committee Bylaw.

3.4 Nomination and Election of Chair and Vice-Chair - Youth Advisory Committee - 2024

Jennifer Maskoske, Deputy City Clerk, provided an explanation of the 2024 Nomination and Election of Chair and Vice Chair.

Administration called for nominations for the position of Chair.

Cara Nicholls self nominated for Chair.

Havana Sinclair self nominated for Chair.

Rowan Johnson nominated Hannah Dunbar for Chair.

Hannah Dunbar accepted the nomination for Chair.

Isabella Quitanilla nominated Rowan Johnson for Chair.

Rowan Johnson accepted the nomination for Chair.

Administration called for additional nominations for the position of Chair for a second time.

Dylan Yee nominated Cole Cochrane for Chair.

Cole Cochrane declined the nomination for Chair.

Administration called for additional nominations for the position of Chair for a third and final time.

No more nominations came forward.

Each candidate shared a brief overview of why they would like to be the Chair.

Administration opened a secret ballot vote.

Administration declared that Cara Nicholls be elected as Chair of the Youth Advisory Committee for one year by majority vote.

Chair Cara Nicholls assumed the Chair of the Youth Advisory Committee.

Chair Cara Nicholls called for nominations for the position of Vice Chair.

Havana Sinclair nominated Dylan Yee for Vice Chair.

Dylan Yee accepted the nomination for Vice Chair.

Sierra Manning nominated Jasmeet Pujji for Vice Chair.

Jasmeet Pujji accepted the nomination for Vice Chair.

Rowan Johnson nominated Sierra Manning for Vice Chair.

Sierra Manning accepted the nomination for Vice Chair.

Chair Cara Nicholls called for additional nominations for the position of Vice Chair for a second time.

Hannah Dunbar self nominated for Vice Chair.

Chair Cara called for additional nominations for the position of Vice Chair for a third and final time.

No more nominations came forward.

Each candidate shared a brief overview of why they would like to be the Vice Chair.

Administration opened a secret ballot vote.

Chair Cara declared that Hannah Dunbar be elected as Vice Chair of the Youth Advisory Committee for one year by majority vote.

3.5 Youth Advisory Committee 2024 Meeting Schedule

Laura Godin, Manager of Organizational Planning and Reporting, presented on the 2024 Youth Advisory Committee Meeting Schedule.

**Resolution:** YAC-002-24

**Moved by:** Dylan Yee

THAT the 2024 Youth Advisory Committee Meeting Schedule be approved, as the first Thursday of the month from 4 p.m. to 6 p.m., excluding July and August.

**Unanimously Carried**

4. ADJOURNMENT

4.1 Adjournment - Organizational Meeting of Youth Advisory Committee - January 18, 2024

**Resolution:** YAC-003-24

**Moved by:** Dylan Yee

THAT the Organizational Meeting of the Youth Advisory Committee adjourn at 5:09 p.m.

**Unanimously Carried**

APPROVED - March 7, 2024

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Cara Nicholls, Chair

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Karie Nothof, Recording Secretary

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Date Signed