



**THE CITY OF SPRUCE GROVE**

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

**January 9, 2025, 4 p.m.  
3rd Floor - Poplar Room  
315 Jespersen Ave  
Spruce Grove, AB T7X 3E8**

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

Members Absent: Havana Sinclair  
Joaquin Tabulog

Also in Attendance: Annemarie Bakalech, Administrative Liaison  
Karey Steil, Transit Planner and (Outgoing) Administrative Liaison to  
the Youth Advisory Committee

Ben Cowan, Deputy City Clerk  
Nicole Hitchens, Recording Secretary

**1. CALL TO ORDER**

Ben Cowan, Deputy City Clerk, called the meeting to order at 4:01 p.m.

Joaquin Tabulog and Havana Sinclair were absent.

1.1 Member Introductions - 2025 Youth Advisory Committee

Youth Advisory Committee Members made introductions.

**2. AGENDA**

2.1 Adoption of the Agenda - Organizational Meeting of Youth Advisory Committee - January 9, 2025

**Resolution:** YAC-001-25

**Moved by:** Hannah Dunbar

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. BUSINESS ITEMS**

3.1 Meeting Procedures 101 - 2025 Youth Advisory Committee

Ben Cowan, Deputy City Clerk, presented on Meeting Procedures 101.

3.2 Committee Code of Conduct - 2025 Youth Advisory Committee

Ben Cowan, 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 - 2025 Review

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

3.4 Nomination of Chair and Vice-Chair - 2025 Youth Advisory Committee

Ben Cowan, Deputy City Clerk, provided an explanation of the 2025 Nomination and Election of Chair and Vice-Chair.

Ben Cowan, Deputy City Clerk, called for nominations for the position of Chair.

Dylan Yee nominated Cole Cochrane for Chair.

Cole Cochrane accepted the nomination for Chair.

Hannah Dunbar self nominated for Chair.

Ben Cowan, Deputy City Clerk, called for additional nominations for the position of Chair for a second time.

No more nominations came forward.

Ben Cowan, Deputy City Clerk, 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.

Ben Cowan, Deputy City Clerk, opened a secret ballot vote.

Ben Cowan, Deputy City Clerk, declared that Hannah Dunbar be elected as Chair of the Youth Advisory Committee for one year by majority vote.

Ben Cowan, Deputy City Clerk, called for nominations for the position of Vice-Chair.

Sierra Manning nominated Jasmeet Pujji for the position of Vice-Chair.

Jasmeet Pujji accepted the nomination for Vice-Chair.

Hannah Dunbar nominated Cole Cochrane for the position of Vice-Chair.

Cole Cochrane accepted the nomination for Vice-Chair.

Isabella Quitanilla nominated Cara Nicholls for Vice-Chair.

Cara Nicholls declined the nomination for Vice-Chair

Ben Cowan, Deputy City Clerk, called for additional nominations for the position of Vice-Chair for a second time.

No more nominations came forward.

Ben Cowan, Deputy City Clerk, 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.

Ben Cowan, Deputy City Clerk, opened a secret ballot vote.

Ben Cowan, Deputy City Clerk, declared that Cole Cochrane be elected as Vice-Chair of the Youth Advisory Committee for one year by majority vote.

**Resolution:** YAC-002-25

**Moved by:** Cara Nicholls

THAT the secret ballots be destroyed.

**Unanimously Carried**

Chair Hannah Dunbar called a recess at 4:51 p.m.

Chair Hannah Dunbar reconvened the meeting at 4:53 p.m.

3.5 Meeting Schedule - 2025 Youth Advisory Committee

Annemarie Bakalech, Administrative Liaison, presented on the 2025 Youth Advisory Committee Meeting Schedule.

The 2025 YAC meeting schedule will be:

Thursday, February 6

Thursday, March 13

Thursday, May 1

Thursday, June 5

Thursday, September 4

Thursday, December 4

**Resolution:** YAC-003-25

**Moved by:** Cara Nicholls

THAT the 2025 Youth Advisory Committee Meeting Schedule be approved.

**Unanimously Carried**

**4. ADJOURNMENT**

4.1 Adjournment - Organizational Meeting of Youth Advisory Committee - January 9, 2025

**Resolution:** YAC-004-25

**Moved by:** Dylan Yee

THAT the Organizational Meeting of Youth Advisory Committee adjourn at 5:04 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