



YOUTH ADVISORY COMMITTEE MEETING

Thursday, January 18, 2024, 5 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

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REQUEST FOR DECISION

MEETING DATE: January 18, 2024

TITLE: Icebreaker Activity

DIVISION: Strategic and Communication Services

SUMMARY:

An 'icebreaker' activity will be conducted to provide the Youth Advisory Committee, members of Council, and Administration an opportunity to engage with each other.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Administration will lead an 'icebreaker' exercise to welcome and inspire conversation among the committee members, as well as, members of Council and Administration.

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 18, 2024

TITLE: Adoption of the Agenda - Youth Advisory Committee - January 18, 2024

DIVISION: Strategic and Communication Services

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.

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 18, 2024

TITLE: Minutes - Youth Advisory Committee - December 15, 2023

DIVISION: Strategic and Communication Services

SUMMARY:

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

PROPOSED MOTION:

THAT the December 15, 2023 Youth Advisory Committee Meeting 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 15, 2023 Youth Advisory Committee Meeting minutes be approved as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

DRAFT



THE CITY OF SPRUCE GROVE

Minutes of the Youth Advisory Committee

December 15, 2023, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Members Present: Cara Nicholls, Chair
Rowan Johnson, Vice Chair
Dylan Yee
Havana Sinclair
Jasmeet Pujji
Joaquin Tabulog
Sierra Manning
Councillor Carter
Councillor Oldham

Members Absent: Addysen Pura
Callie Chandler

Also in Attendance: Laura Godin, Manager of Organizational Planning and Reporting
Karie Nothof, Legislative Advisor

1. **CALL TO ORDER**

Chair Cara Nicholls called the meeting to order at 4:03 p.m. and acknowledged that Youth Advisory Committee meets on the traditional land of Treaty 6 territory.

2. **AGENDA**

2.1 **Adoption of the Agenda Youth Advisory Committee - December 15, 2023**

The following addition was made to the agenda:

Addition: 4.1 Introduction, Laura Godin, Manager of Organizational Planning and Reporting

Resolution: YAC-038-23

Moved by: Havana Sinclair

THAT the agenda be adopted as amended.

Unanimously Carried

3. **MINUTES**

3.1 **Minutes - Youth Advisory Committee November 2, 2023**

Resolution: YAC-039-23

Moved by: Dylan Yee

THAT the November 2, 2023 Youth Advisory Committee Meeting be approved as presented.

Unanimously Carried

4. **DELEGATIONS**

4.1 **Introduction of Laura Godin, Manager of Organizational Planning and Reporting**

Laura Godin, Manager of Organizational Planning and Reporting, made an introduction to the Youth Advisory Committee and shared that she will be attending the January Youth Advisory Committee meeting.

5. **ADMINISTRATIVE UPDATES**

5.1 **Roundtable - Review and Recommendations**

Karie Nothof, Legislative Advisor, provided an overview of the report.

The Youth Advisory Committee provided feedback and recommendations for 2024.

Chair Cara thanked Karie Nothof for the presentation.

6. **BUSINESS ITEMS**

There were no Business Items on the agenda.

7. **INFORMATION ITEMS**

There were no Information Items on the agenda.

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 15, 2023**

Resolution: YAC-040-23

Moved by: Joaquin Tabulog

THAT the Youth Advisory Committee adjourn at 4:20 p.m.

Unanimously Carried

DRAFT

Cara Nicholls, Chair

Karie Nothof, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: January 18, 2024

TITLE: City of Spruce Grove - Strategic Plan

DIVISION: Strategic and Communication Services

SUMMARY:

The City's 2022 - 2025 Strategic Plan outlines Spruce Grove City Council's vision for the future of Spruce Grove. This plan will serve as the roadmap Council is choosing to take for the current term (2021 - 2025). It will guide Administration in their work and sets the priorities and goals Council wishes to accomplish over the course of their term. Some goals will extend beyond this term and will also contribute to the success of future City Councils.

The 2022 - 2025 City of Spruce Grove Strategic Plan was approved by Council on August 22, 2022, and can be read in its entirety [here](#). A video about the Plan is also available [here](#).

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Council began working on developing the Strategic Plan immediately after the election, over a series of strategic planning retreats they attended with the City's Corporate Leadership Team. Fresh off the campaign trail where they heard from many engaged residents, business owners, and community groups, Council was sure to bring all the feedback they received from the community to the sessions, and this information was key in developing the themes and goals in the plan.

Spruce Grove Council is committed to community; to ensuring all residents at all stages of life feel a sense of belonging and are encouraged to grow forward, together.

The Strategic Plan (Plan) was designed to be a living document and will be reviewed annually to ensure it continues to capture the priorities of Council during this timeframe. The Plan is organized into four main themes:

- Community Connections
- Environmental Sustainability
- Economic Prosperity
- Governance in Action

Within each of these themes are a series of goals, objectives, and actions which can all be found in the full version of the Plan. Some of them are more immediate and short term, while others are longer term and will contribute to the outcomes of future Councils. Each goal, objective, and action that requires further investment will be considered and assessed through the City's annual corporate planning process.

The next Council Strategic Planning Retreat is taking place in January 2024, where any updates to the Plan will be determined at that time.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Administration shares regular updates with Council and the public through Quarterly Reports and Annual Reports, highlighting the operational work done to achieve Council's vision for our community.

IMPACTS:

To deliver Council's vision as described in the Strategic Plan, Administration outlined in the 2024 - 2026 Corporate Plan the resources, projects, and initiatives tied to the Strategic Plan. The [2024 - 2026 Corporate Plan](#) was approved by Council on December 4, 2023.

FINANCIAL IMPLICATIONS:

n/a



Spruce Grove Strategic Plan 2022-2025



Youth Advisory Committee Meeting

January 18, 2024

Planning Hierarchy

Municipal Development Plan
(10 years)

Council Strategic Plan
(4 years)

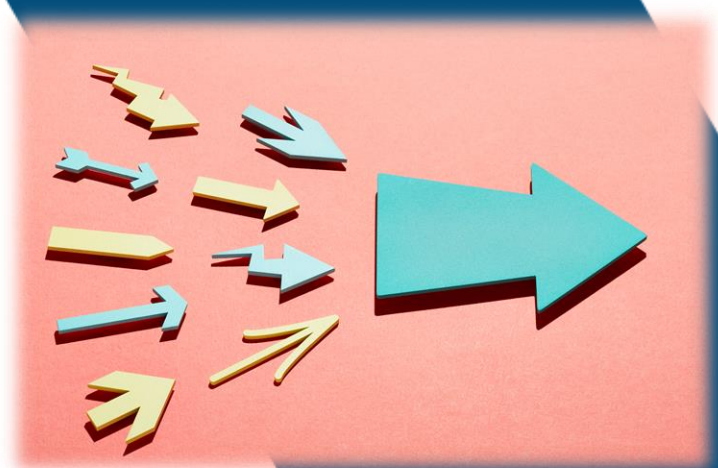
Corporate Plan
(3 years)

Department Business Plans
(1 year)



Strategic Planning

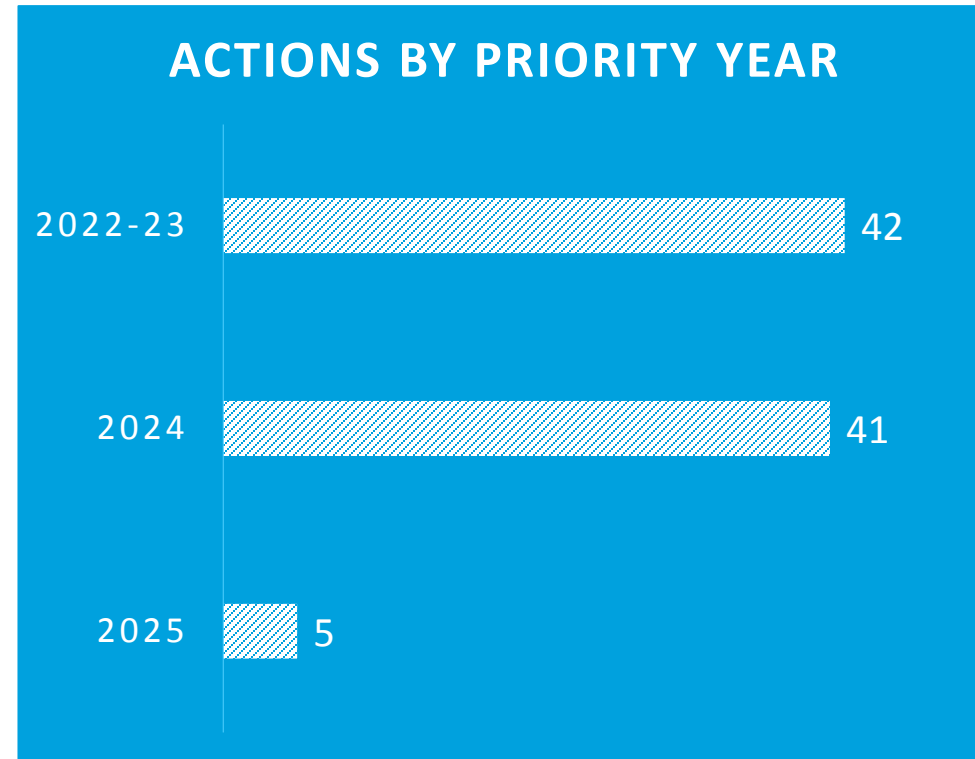
The process where organizational leaders define their vision for the future and identify how they will achieve it.



Our Strategic Plan



4 themes
13 goals
35 objectives
88 actions





Our Strategy in Action - Example

Strategy (WHY)

- Community Connections

Goal/Objective (WHAT)

- Inclusive approach to community development
- Provide opportunities for residents to engage in governance and future of their city.

Action (HOW & WHEN)

- Establish a youth group/committee that will advise Council. (2022/23)



Updates to Council & the Community

Quarterly reports are prepared to provide updates to Council and the community on the activities of the organization, services provided to the community, trending data, and financial highlights.



Youth Advisory Committee

On December 5, 2022, Council appointed members of the Youth Advisory Committee. Throughout the first part of the new year, the Committee worked to develop an annual workplan that identified key priorities and goals based on its mandate and the Youth Advisory Committee Bylaw.

At the March 27 Council meeting, Council approved the 2023 Youth Advisory Committee Work Plan. The plan outlines the following priorities:

1. Creating social spaces for youth.
2. Exploring opportunities for youth-oriented activities and events.
3. Connecting with and protecting the environment.
4. Building a community that supports vulnerable people and people in need and has opportunities for all residents to feel connected to their community.
5. Supporting local arts, culture, and small businesses.

The Committee provides an opportunity for youth between the ages of 12 and 18 to engage in the community and represent their perspective on a variety of municipal issues. Committee members coordinate youth specific initiatives that profile local youth issues, provide recommendations to Council on matters that directly impact youth, provide their perspective on youth-oriented City policies, programs and services, and consult with Administration to support youth initiatives.



Strategic Plan Alignment to 1.c.1:
Establish a youth group/committee that will advise Council

Community Events

Winter Blooms Gala

The Spruce Grove and District Agricultural Society hosted its inaugural Winter Blooms Gala on February 11. The formal dinner and dance was a fundraising event to support an accessible pathway system at the Spruce Grove Community Garden to enhance mobility and accessibility for all members of the community so everyone can enjoy the beautiful space. The City was the silver level sponsor for this event.



Strategic Plan Alignment to 1.b:
Support community groups through advocacy, capacity building, and grant funding

Strategic Plan Themes

Community Connections

Environmental Sustainability

Economic Prosperity

Governance in Action



Challenge

Match each action prioritized for 2024 with the theme it falls under





2022-2025 Strategic Plan

[Sprucegrove.org/StrategicPlan](https://sprucegrove.org/StrategicPlan)





REQUEST FOR DECISION

MEETING DATE: January 18, 2024

TITLE: Youth Leadership - The Power of YOUth Conference

DIVISION: Strategic and Communication Services

SUMMARY:

The Power of YOUth Conference will take place Saturday, April 27, 2024 from 9 a.m. to 4 p.m. at Calahoo Hall.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

This will be a chance for the Youth Advisory Committee (YAC) to get to know other Youth Leadership Groups in the Region. There will also be an opportunity to participate in Team Building events, as well as, listen to Keynote Speakers.

OPTIONS / ALTERNATIVES:

The Youth Advisory Committee may choose not to attend.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

The fee to attend is \$45 per participant. The City will cover the cost of YAC members to attend.

THE POWER OF

YOUTH

CONFERENCE

SATURDAY APRIL 27, 2024

9 A.M. TO 4 P.M.

CALAHOO HALL

- **TEAM BUILDING ACTIVITIES**
 - **KEYNOTE SPEAKERS**
 - **GET TO KNOW OTHER YOUTH LEADERSHIP GROUPS IN THE REGION**

**\$45 PER PARTICIPANT
(INCLUDING FOOD)**

Email cfirmaniuk@sturgeoncounty.ca if you would like to secure a spot.

Deadline to register is noon on April 11.

Event Host:

In Partnership with:





REQUEST FOR DECISION

MEETING DATE: January 18, 2024

TITLE: 2024 Youth Led Event - Idea Submissions

DIVISION: Strategic and Communication Services

SUMMARY:

Youth Advisory Committee (YAC) members are asked to submit ideas for a youth led event to cityclerk@sprucegrove.org by January 26, 2024.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The YAC did not prioritize planning a youth led activity or event in their first year, instead opting to participate in other City events such as Canada Day, Truth and Reconciliation Day, and Light Up. However, YAC members expressed interest in a future youth led activity or event, such as a social event for teens based around a holiday or celebration, or a public event aimed at youth interested in a specific activity like art.

In 2024, the YAC has the opportunity to prioritize a youth led event as part of their work plan including determining an event theme that is of interest to committee members.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

There is \$5,000 budgeted for 2024 to plan a youth led activity or event.



REQUEST FOR DECISION

MEETING DATE: January 18, 2024

TITLE: Adjournment - Youth Advisory Committee - January 18, 2024

DIVISION: Strategic and Communication Services

SUMMARY:

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

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