



**YOUTH ADVISORY COMMITTEE MEETING**

Thursday, February 1, 2024, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Pages

**1. CALL TO ORDER**

1.1 Introduction - Karey Steil - Administrative Liaison

1.2 Icebreaker Activity

**2. AGENDA**

**3. MINUTES**

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**4. DELEGATIONS**

**5. ADMINISTRATIVE UPDATES**

5.1 Shaping Our Community - Municipal Development Plan (MDP) Project Update Carol Bergum, Christina Kortmeyer 14

5.2 2023 Youth Advisory Committee Priorities Review Karey Steil 19

**6. BUSINESS ITEMS**

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**7. INFORMATION ITEMS**

7.1 Councillor Updates

**8. CLOSED SESSION**

9. **BUSINESS ARISING FROM CLOSED SESSION**

10. **ADJOURNMENT**

THAT the Youth Advisory Committee meeting adjourn at TIME p.m.



## REQUEST FOR DECISION

**MEETING DATE:** February 1, 2024

**TITLE:** Minutes - January 18, 2024 Organizational Meeting of Youth Advisory Committee and Youth Advisory Committee Meeting

**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 January 18, 2024 Organizational Meeting of Youth Advisory Committee and January 18, 2024 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 January 18, 2024 Organizational Meeting of Youth Advisory Committee and the January 18, 2024 Youth Advisory Committee Meeting minutes be approved as amended.

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a

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**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.

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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**



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Cara Nicholls, Chair

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Karie Nothof, Recording Secretary

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Date Signed

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**THE CITY OF SPRUCE GROVE**

**Minutes of the Youth Advisory Committee**

**January 18, 2024, 5 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
- Karie Nothof, Recording Secretary

**1. CALL TO ORDER**

Chair Cara called the meeting to order at 5:10 p.m.

1.1 Icebreaker Activity

Laura Godin, Manager of Organizational Planning and Reporting, led the Icebreaker Activity.

**2. AGENDA**

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

**Resolution:** YAC-004-23

**Moved by:** Joaquin Tabulog

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. MINUTES**

3.1 Minutes - Youth Advisory Committee December 15, 2023

**Resolution:** YAC-005-23

**Moved by:** Hannah Dunbar

THAT the December 15, 2023 Youth Advisory Committee meeting minutes be approved as presented.

**Unanimously Carried**

**4. DELEGATIONS**

There were no Delegations on the agenda.

**5. ADMINISTRATIVE UPDATES**

5.1 City of Spruce Grove - Strategic Plan

Laura Godin, Manager of Organizational Planning and Reporting, presented on the City of Spruce Grove - Strategic Plan.

Chair Cara thanked Laura Godin for the presentation.

5.2 Youth Leadership - The Power of YOUth Conference

Laura Godin, Manager of Organizational Planning and Reporting, presented on the Power of YOUth Conference.

Chair Cara thanked Laura Godin for the presentation.

5.3 2024 Youth Led Event - Idea Submissions

Laura Godin, Manager of Organizational Planning and Reporting, presented on the 2024 Youth Led Event. All idea submissions are to be submitted by email to the City Clerk's Office, by January 26, 2024.

Chair Cara thanked Laura Godin for the presentation.

6. **BUSINESS ITEMS**

There were no Business Items on the agenda.

7. **INFORMATION ITEMS**

7.1 Councillor Updates

Councillor Carter and Councillor Oldham shared a brief overview regarding current topics from previous Council meetings and some ways to take interest in becoming a Councillor.

8. **CLOSED SESSION**

There were no Closed Session on the agenda.

9. **BUSINESS ARISING FROM CLOSED SESSION**

There was no Business Arising on the agenda.

10. **ADJOURNMENT**

10.1 Adjournment - Youth Advisory Committee - January 18, 2024

**Resolution:** YAC-006-23

**Moved by:** Rowan Johnson

THAT the Youth Advisory Committee adjourn at 6:04 p.m.

**Unanimously Carried**

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Cara Nicholls, Chair

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Karie Nothof, Recording Secretary

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Date Signed



## REQUEST FOR DECISION

**MEETING DATE:** February 1, 2024

**TITLE:** Shaping Our Community - Municipal Development Plan (MDP) Project Update

**DIVISION:** Sustainable Growth and Development Services

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### **SUMMARY:**

This presentation will provide an update on how the input received from the Youth Advisory Committee (YAC) in June is being reflected in the draft Municipal Development Plan document, and the future growth of Spruce Grove.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

A Municipal Development Plan (MDP) is a document which provides direction for decision-making that will guide the future development of a community, whether it be a city, town, or rural municipality. Spruce Grove's MDP, "The Shape of our Community", will guide the evolution and growth of the Spruce Grove over the next 20 - 30 years.

The MDP provides a policy framework to guide and shape growth in the City. It provides direction on future land use, development, urban design, transportation, and other service areas. The basic framework for the plan includes community Values, Drivers, and Policy Framework Statements.

Through public engagement, four key Values for the community were defined:

- Connection
- Diversity and Inclusion
- Resilience
- Well-being

There are six Drivers, areas of City responsibility:

- Economy
- Governance and Partnerships
- Transportation and Mobility
- Urban Form and Placemaking
- Environment
- Social

The Values and Drivers were used to create a matrix and two dozen Policy Framework Statements were developed (see attachment). From these, about 250 policy statements have been developed. They will be included in the MDP and used to guide the future growth and development of the City and related decision-making. At least a third of these policy statements reflect the input received from the Youth Advisory Committee (YAC).

#### YAC Input

On June 1, 2023, the YAC was provided an overview of the Shaping Our Community project and a workshop was conducted to gather feedback and input on:

1. Your favorite places in Spruce Grove and where you like to spend time.
2. What you would like to see more of to make the City better for youth.
3. Preferred transportation options.
4. What makes great places for youth.

#### **OPTIONS / ALTERNATIVES:**

n/a

#### **CONSULTATION / ENGAGEMENT:**

This session is part of the overall Engagement and Information work for the Municipal Development Plan and will include:

- An overview of how Planning and Development works; and
- Review of draft MDP policies and how committee members reflect on the YAC input from the June workshop.

**IMPLEMENTATION / COMMUNICATION:**

This information session outlines how the input from the YAC workshop has been incorporated into the draft Municipal Development Plan.

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



**Policy Direction Statements Matrix<sup>1</sup>**

DRIVERS	PREFERENCES	VALUES			
		Connection Spruce Grove has a strong sense of belonging and community where people can access services and amenities that meet their needs and contribute to a high quality of life.	Diversity & Inclusion Spruce Grove enjoys equitable, barrier-free, and affordable access to places, services, opportunities, and participation in civic life allowing for people of all backgrounds and abilities to live with dignity.	Resilience Spruce Grove’s creativity and self-reliance allows for innovative and adaptive responses to social, economic, and environmental changes.	Well-Being Spruce Grove’s health and wellness is supported by access to recreation, culture, the natural environment, and a prosperous economy within a safe and secure community.
<b>Economy</b> The economic, fiscal and market factors that influence how the community operates, sets priorities, and allocates financial resources.	To seek balance in our approach to the economy and find suitable opportunities to support the local economy and the region.	Spruce Grove supports business opportunities and access to employment by encouraging a diverse local economy and regional economic success.	Spruce Grove promotes access to a diverse and inclusive economy and seeks opportunities for new growth to meet the needs of residents and support quality of life.	Spruce Grove’s business and economic activity keeps pace with the needs of a growing mid-sized city to provide on-going stability, responsiveness, and market growth.	Spruce Grove’s economic prosperity, fiscal responsibility and market strength continuously provide for the services and amenities required to support the community’s health and well-being.
<b>Governance &amp; Partnerships</b> The way in which nations, governments, agencies, organizations, business, and industry are structured and choose to work together and collaborate on ideas, projects, or services.	To initiate collaborative partnerships that prioritize local benefit	Spruce Grove’s efforts unite people, agencies, and organizations to actively support community-building and quality of life.	Spruce Grove promotes engagement and provides opportunities to members of the community to be informed about and involved in decision-making at the local level.	Spruce Grove makes the best use of available financial and other resources in the delivery of needed amenities and services by collaborating with governments, agencies, associations, and organizations.	Spruce Grove actively seeks collaborative service provision and advocates for funding from higher levels of government to improve the health, safety, and security of the community.
<b>Transportation &amp; Mobility</b> The methods and systems by which goods and people move within and between communities including distribution, commuting, employment and personal movement.	To recognize personal automobiles as the dominant mode of transportation with a definitive preference for access to active and alternative modes of transportation. There is desire for increased access to transit.	Spruce Grove encourages community connectivity through convenient access to areas of employment, daily needs, and local amenities.	Spruce Grove fosters equity and inclusion by providing transportation modes that ensure accessible and affordable mobility for everyone.	Spruce Grove’s mobility network proactively responds to the evolving social, economic, and environmental needs of the community.	Spruce Grove encourages healthy lifestyles by designing for and providing safe opportunities for active modes of transportation throughout the city and equitable access to available programs and services.

<sup>1</sup>In this context “Spruce Grove” means the entire community as a whole and not just the City of Spruce Grove corporate entity.

DRIVERS	PREFERENCES	VALUES			
		Connection Spruce Grove has a strong sense of belonging and community where people can access services and amenities that meet their needs and contribute to a high quality of life.	Diversity & Inclusion Spruce Grove enjoys equitable, barrier-free, and affordable access to places, services, opportunities, and participation in civic life allowing for people of all backgrounds and abilities to live with dignity.	Resilience Spruce Grove's creativity and self-reliance allows for innovative and adaptive responses to social, economic, and environmental changes.	Well-Being Spruce Grove's health and wellness is supported by access to recreation, culture, the natural environment, and a prosperous economy within a safe and secure community.
<b>Urban Form &amp; Placemaking</b> The relationship between people and the physical characteristics of places, including the size, shape, location and number of buildings, roads, parks, and open spaces that influence how people behave, feel, experience, or connect to a place and the public realm.	To provide increased density of housing in both new neighbourhoods and within existing neighbourhoods that is carefully designed, thoughtful, and respectful.  To locate higher density housing developments near the edges of neighbourhoods close to amenities.  To prioritize connectivity within and between neighbourhoods and the rest of the city with more trails and pathways.	Spruce Grove's neighbourhood design supports social connections, active lifestyles, and proximity to daily amenities.	Spruce Grove's neighbourhoods provide a broad range of housing, transportation and public space options to support affordability and opportunities for all residents.	Spruce Grove designs neighbourhoods to respond to dynamic social, environmental, and market factors.	Spruce Grove's well-designed neighbourhoods, trails, public spaces, and access to the natural environment promote healthy lifestyles and enable residents to enjoy safe and secure access to services and amenities.
<b>Environment<sup>2</sup></b> The natural systems and their interconnections that sustain life and support human settlement.	To take a balanced approach to protecting the natural environment.	Spruce Grove's sense of belonging and community strengthens commitment to environmental stewardship.	Spruce Grove's commitment to environmental stewardship programs promote equitable access to the natural environment for everyone.	Spruce Grove uses innovative and adaptive approaches to ensure our natural and built systems are capable of withstanding change.	Spruce Grove takes a balanced approach to environmental stewardship recognizing the link between robust natural systems and community health and well-being.
<b>Social</b> The interpersonal, cultural, and social relationships that support community.	To support and enhance the community through collaboration.	Spruce Grove residents have access to the culturally appropriate and diverse amenities and services and supports they need through the City's strong social and service-provider relationships.	Spruce Grove provides opportunities and barrier-free spaces for everyone to gather, connect, participate, and build community.	Spruce Grove fosters creative problem solving, collaboration, and citizen leadership to build community capacity and flexibility to adapt to change.	Spruce Grove accesses available resources to support the social health and well-being of its residents which enhances quality of life for all.

<sup>2</sup>This driver includes numerous interrelated terms, defined below (all definitions from Wikipedia):

- Environment - the surroundings or conditions in which a person, animal, or plant lives or operates; the natural world, as a whole or in a particular geographical area, especially as affected by human activity.
- Natural system (or ecosystem) - consists of all the organisms and the physical environment with which they interact.
- Natural environment (or natural world) - encompasses all living and non-living things occurring naturally, meaning in this case not artificial.
- Environmental stewardship - the responsible use and protection of the natural environment through active participation in conservation efforts and sustainable practices.
- Environmental protection - the practice of protecting the natural environment.



## REQUEST FOR DECISION

**MEETING DATE:** February 1, 2024

**TITLE:** 2023 Youth Advisory Committee Priorities Review

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

To inform the 2024 Youth Advisory Committee (YAC) Work Plan, the YAC should review the priorities from the 2023 Work Plan to determine if they are still a priority and/or if new priorities should be identified.

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### PROPOSED MOTION:

A motion is not required.

### BACKGROUND / ANALYSIS:

The Youth Advisory Committee created the following priorities in their 2023 Work Plan:

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; and
5. Supporting local arts, culture, and small businesses.

Karey Steil, Administrative Liaison, will facilitate discussion to review the 2023 achievements and plan ahead for 2024.

### OPTIONS / ALTERNATIVES:

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

At the November 20, 2023 Council meeting, YAC provided a year-end report of their activities in 2023.

**IMPACTS:**

The YAC developed an ambitious work plan and was able to make progress on each item. The next term of the YAC will likely wish to continue working towards many of the goals outlined this year and continue to represent a youth voice on municipal topics.

**FINANCIAL IMPLICATIONS:**

n/a

## Youth Advisory Committee 2023 Work Plan

### Awareness and Understanding

As the Youth Advisory Committee (YAC) is new to the City, it will be important for Committee members to spend a significant portion of their work in the first part of the year gaining an understanding of a wide array of issues and background information that will provide a strong foundation for recommendations to Council. Additionally, the Committee will spend time exploring issues that are important to them and learning about the work of Council and Administration.

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 these issues. Specifically, the Committee will:

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

The following list has been prioritized by the YAC as items to receive further documentation/information, presentations, discussion:

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 has opportunities for all residents to feel connected to their community
5. Supporting local arts and culture

### Review and Analysis

This section of the work plan lays out the items that could be reviewed and analyzed for possible recommendations and/or considerations. This was formulated with suggestions from

administration (things they have heard from Council, the community, or desire input on themselves), Committee Council member(s), and the Committee members. Throughout their term, the Youth Advisory Committee will review and consider these options, as well as other opportunities that may arise, to work to achieve their mandate.

1. Creating social spaces for youth
  - a. Work to advance Strategic Plan goal 3 B.1: Explore how outdoor municipal space could be leveraged to deliver recreation programming or spontaneous, community driven activities with a focus on affordability and increased opportunities.
  - b. Work to advance Strategic Plan goal 3 B.2: Explore how indoor municipal space, as well as public institutions such as schools, could be leveraged to deliver recreation programming with a focus on affordability and increased opportunities.
2. Exploring opportunities for youth-oriented activities and events
  - a. Work to advance Strategic Plan goal 3 A.2: Provide additional accessible recreation programming opportunities for youth.
  - b. Provide input into Strategic Plan goal 4.A.1: Determine new culture programming for residents that provide diverse culture experiences while leverage existing spaces.
3. Connecting with and protecting the environment
  - a. Participate in the Spruce Up Your Neighbourhood initiative
  - b. Work to advance Strategic Plan goal 7 B.1: Review recommendations from the City's Climate Change Action Plan and develop a subsequent implementation plan for specific recommendations.
  - c. Work to advance Strategic Plan goal 8 C.2: Develop an education program for residents about local climate change impacts.
4. Building a community that supports vulnerable people, and has opportunities for all residents to feel connected to their community
  - a. Work to advance Strategic Plan goal 1 A.2: Work with local organizations that focus on addressing inequities in the community and understanding the needs of underrepresented and equity deserving groups.
  - b. Work to advance Strategic Plan goal 1.C: Provide opportunities for residents to actively engage in the governance and future of their city.
5. Supporting local arts and culture
  - a. Work to advance Strategic Plan goal 4 A: Leverage existing infrastructure spaces to incorporate culture experiences and artifacts.
  - b. Provide input into Strategic Plan goal 4 A.5: Develop a new Public Art Policy

As issues arise, and where the Committee has time, there will be additional input and feedback sought where necessary as it relates to the mandate of the Committee.



## REQUEST FOR DECISION

**MEETING DATE:** February 1, 2024

**TITLE:** 2024 Youth Advisory Committee Work Plan Development

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

To inform the 2024 Youth Advisory Committee (YAC) Work Plan, the YAC should determine priorities for their term to achieve the YAC mandate.

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### PROPOSED MOTION:

THAT a 2024 Youth Advisory Committee Work Plan be developed based on priorities identified by the Youth Advisory Committee at the February 1, 2024 meeting and that the 2024 Work Plan be brought back to the Youth Advisory Committee for approval.

### BACKGROUND / ANALYSIS:

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 these issues. Specifically, the YAC can:

- 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 YAC will leverage the 2023 Work Plan to inform the development of the 2024 Work Plan.

**OPTIONS / ALTERNATIVES:**

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

Once the work plan is developed and approved by the YAC, it will be presented to City Council.

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a





## REQUEST FOR DECISION

**MEETING DATE:** January 18, 2024

**TITLE:** Youth Advisory Committee - 2024 Meeting Schedule Amendment

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

To amend the Youth Advisory Committee 2024 Meeting Schedule to change the November meeting date from November 7, 2024 to November 14, 2024.

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### **PROPOSED MOTION:**

THAT the Youth Advisory Committee 2024 Meeting Schedule be amended as presented.

### **BACKGROUND / ANALYSIS:**

The Youth Advisory Committee (YAC) Bylaw C-1208-22, section 5.2.(a), "The Committee shall: establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings." YAC Bylaw C-1208-22 states members who are absent from three consecutive meetings without the consent of the Committee, may be removed from the Committee. It is important when members are setting the Committee meeting dates, they are accountable to attend.

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.

**OPTIONS / ALTERNATIVES:**

If throughout the year the meeting schedule creates conflict, committee members may request an amendment at a Committee meeting to the dates. Discussion may take place to find the best schedule for all members.

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

Once approved, the Youth Advisory Committee 2024 Meeting Schedule will be posted to the City's website on both the Youth Advisory Committee page and Events Calendar.

**IMPACTS:**

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

**FINANCIAL IMPLICATIONS:**

n/a

## Youth Advisory Committee (YAC) Meeting Schedule

### 2024 Meeting Dates

Held in the Poplar Room

315 Jespersen Avenue, Spruce Grove, AB

4-6 p.m.

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### 2024 Regular YAC Meetings

- Thursday, February 1, 2024
- Thursday, March 7, 2024
- Thursday, April 4, 2024
- Thursday, May 2, 2024
- Thursday, June 6, 2024
- One summer event (AUGUST)
- Thursday, September 5, 2024
- Thursday, October 3, 2024
- Thursday, November 7, 2024 (**proposed amendment - change to November 14**)
- Thursday, December 5, 2024