



**YOUTH ADVISORY COMMITTEE MEETING**

Thursday, April 4, 2024, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

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	<b>Pages</b>
<b>1. <u>CALL TO ORDER</u></b>	
1.1 Icebreaker Activity	Karey Steil
<b>2. <u>AGENDA</u></b>	
<b>3. <u>MINUTES</u></b>	
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<b>8. <u>CLOSED SESSION</u></b>	

9. BUSINESS ARISING FROM CLOSED SESSION

10. ADJOURNMENT



## REQUEST FOR DECISION

**MEETING DATE:** April 4, 2024

**TITLE:** Minutes - March 7, 2024 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 March 7, 2024 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 March 7, 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



**THE CITY OF SPRUCE GROVE**

**Minutes of the Youth Advisory Committee**

**March 7, 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

**Members Absent:**

Councillor Oldham

**Also in Attendance:**

Deborah Comfort, Director of Recreation and Culture  
Jeanine Merkus, Recreation and Culture Program and Event Supervisor  
Jodi Fulford, Economic Development Specialist - Commercial  
Karey Steil, Administrative Liaison

DRAFT

Karie Nothof, Legislative Advisor  
Nicole Hitchens, Recording Secretary

**1. CALL TO ORDER**

Vice Chair Hannah Dunbar called the meeting to order at 4:01 p.m.

**1.1 Icebreaker Activity**

Karey Steil, Administrative Liaison, led the Icebreaker Activity.

Cara Nicholls joined the meeting at 4:06 p.m. and assumed the Chair.

Sierra Manning joined the meeting at 4:09 p.m.

**2. AGENDA**

**Resolution:** YAC-011-24

**Moved by:** Dylan Yee

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. MINUTES**

**3.1 Minutes - February 1, 2024 Youth Advisory Committee Meeting**

**Resolution:** YAC-012-24

**Moved by:** Hannah Dunbar

THAT the February 1, 2024 Youth Advisory Committee meeting minutes be approved as presented.

**Unanimously Carried**

**4. DELEGATIONS**

**4.1 Recreation and Culture - Department Review; Events and Programming**

Deb Comfort, Director of Recreation and Culture, and Jeanine Merkus, Recreation and Culture Program and Event Supervisor, provided an overview of

the Recreation and Culture department and shared community events and opportunities for Youth taking place in the City in 2024.

Joaquin Tabulog joined the meeting at 4:13 p.m.

Chair Cara Nicholls thanked Deb Comfort and Jeanine Merkus for the presentation.

Chair Cara Nicholls called a recess at 4:48 p.m.

Chair Cara Nicholls reconvened the meeting at 4:54 p.m.

## **5. ADMINISTRATIVE UPDATES**

### **5.1 Youth Advisory Committee - Reference Letters**

Karey Steil, Administrative Liaison, provided YAC members an overview of the process for requesting reference letters.

Chair Cara Nicholls thanked Karey Steil for the information.

### **5.2 The Power of Youth Conference**

Karey Steil, Administrative Liaison, reminded YAC members that the registration deadline is April 11, 2024 to attend the Power of YOUth Conference.

Chair Cara Nicholls thanked Karey Steil for the information.

### **5.3 Rotary Youth Leadership Experience**

Karey Steil, Administrative Liaison, provided YAC members with details on the Rotary Youth Leadership Experience (RYLE) scheduled on May 2 - 5, 2024.

Chair Cara Nicholls thanked Karey Steil for the information.

## **6. BUSINESS ITEMS**

### **6.1 2024 Youth Advisory Committee - Meeting Schedule Amendment**

Chair Cara Nicholls presented the 2024 Youth Advisory Committee Meeting schedule amendment.

**Resolution:** YAC-013-24

**Moved by:** Dylan Yee

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

**Unanimously Carried**

6.2 2024 Youth Advisory Committee Draft Work Plan

Karey Steil, Administrative Liaison, presented the 2024 Youth Advisory Committee Draft Work Plan.

Chair Cara Nicholls thanked Karey Steil for the presentation.

**Resolution:** YAC-014-24

**Moved by:** Josh Morin

THAT the 2024 Youth Advisory Committee Work Plan be approved as presented.

**Unanimously Carried**

**Resolution:** YAC-015-24

**Moved by:** Havana Sinclair

THAT Youth Advisory Committee members present the 2024 Youth Advisory Committee Work Plan at the Governance and Priorities Committee Meeting on March 18, 2024.

**Unanimously Carried**

6.3 2024 Spruce Up Spruce Grove

Karey Steil, Administrative Liaison, presented on the 2024 Spruce Up Spruce Grove initiatives that are taking place in April and May 2024.

Chair Cara Nicholls thanked Karey Steil for the presentation.

**Resolution:** YAC-016-24

**Moved by:** Rowan Johnson



THAT the Youth Advisory Committee participate in the Spruce Up Spruce Grove community initiative.

**Unanimously Carried**

6.4 Spruce Grove City Centre Business Association Grand Opening Market

Karey Steil, Administrative Liaison, and Jodi Fulford, Economic Development Specialist - Commercial, presented on the Spruce Grove City Centre Business Association Market Grand Opening.

Chair Cara Nicholls thanked Karey Steil and Jodi Fulford for the presentation.

**Resolution:** YAC-017-24

**Moved by:** Hannah Dunbar

THAT the Youth Advisory Committee create a Teen Zone at the June 1, 2024 Spruce Grove City Centre Market.

**Unanimously Carried**

Chair Cara Nicholls called a recess at 5:28 p.m.

Chair Cara Nicholls reconvened the meeting at 5:30 p.m.

6.5 2024 Youth Led Event Planning

Karey Steil, Administrative Liaison, presented on the 2024 Youth Led Event Planning.

Chair Cara Nicholls thanked Karey Steil for the presentation.

**Resolution:** YAC-018-24

**Moved by:** Cole Cochrane

THAT working groups be created to support any Youth Advisory Committee events or initiatives.

**Unanimously Carried**

**Resolution:** YAC-019-24

**Moved by:** Havana Sinclair

THAT the Youth Advisory Committee go into Closed Session at 5:36 p.m. under the following sections of the *Freedom of Information and Protection of Privacy Act*: Section 24; Advice from Officials.

**Unanimously Carried**

Item 6.5 Youth Advisory Committee - Working Groups

Section 24; Advice from Officials

The following persons were also in Closed Session to provide information or administrative support for item 6.5 Youth Advisory Committee - Working Groups:

Karey Steil, Jodi Fulford, Karie Nothof, and Nicole Hitchens.

**Resolution:** YAC-020-24

**Moved by:** Dylan Yee

THAT the Youth Advisory Committee come out of Closed Session at 5:53 p.m.

**Unanimously Carried**

**7. INFORMATION ITEMS**

7.1 Councillor Carter - Councillor Update

Councillor Carter provided a Councillor update on the March 15, 2024 State of the Region address, transit changes that were approved at the February 26, 2024 Regular Council meeting, and answered questions of YAC members.

**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**

**Resolution:** YAC-021-24

**Moved by:** Dylan Yee

THAT the Youth Advisory Committee adjourn at 5:59 p.m.

**Unanimously Carried**

\_\_\_\_\_  
Cara Nicholls, Chair

\_\_\_\_\_  
Nicole Hitchens, Recording Secretary

\_\_\_\_\_  
Date Signed

DRAFT



## REQUEST FOR DECISION

**MEETING DATE:** April 4, 2024

**TITLE:** Rotary Youth Leadership Experience

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

Jeff Tokar from the Rotary Club will share more information on the Rotary Youth Leadership Experience (RYLE).

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

The Rotary Youth Leadership Experience is an annual 4-day camp hosted by the RYLE Committee and sponsored by the Rotary Clubs of District 5370. This experience is for high school students who would like to gain or strengthen their leadership skills, while learning how to be active citizens who strive to make a positive impact in the world.

The 2024 conference is May 2 - 5, 2024.

### **OPTIONS / ALTERNATIVES:**

n/a

### **CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

Any interested youth will be responsible for registration. The RYLE Committee will send confirmation of receiving a spot; registering does not guarantee a spot.

**IMPACTS:**

This is an opportunity to gain leadership experience, interpersonal growth, community building, and networking. Participants will receive a certificate of participation as a recognition of their achievements over the conference.

**FINANCIAL IMPLICATIONS:**

The RYLE Committee will find sponsorships to cover the cost of the conference.



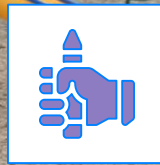
# ROTARY YOUTH LEADERSHIP EXPERIENCE

May 2 - May 5 2024  
Camp Nakamun

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**Student Leadership**



**Community Building**



**Global Citizenship**



# RYLE Objectives

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# OUR CAMPERS!

- ❑ High Schoolers between 14-18
- ❑ From across District 5370
- ❑ Sponsored by Rotary Clubs in District 5370
- ★ RYLE 2023 hosted 95 campers





# What We Do



- ★ Experiential learning opportunities
- ★ Hands-on workshops
- ★ Interactive activities
- ★ Zipline (30ft) or King Swing (50ft)
- ★ Build long-lasting friendships
- ★ Certificate of Completion



## Skills developed:

- ★ Leadership development
- ★ Intrapersonal growth
- ★ Public speaking
- ★ Teamwork
- ★ Critical thinking
- ★ And so much more



# Things to look out for

**Registration closes on April 11, 2024**

**Camp Dates: May 2 - 5th, 2024**

***Camper Application***



@ryle5370



<https://sites.google.com/view/ryle5370/home>



ryle5370@gmail.com





## REQUEST FOR DECISION

**MEETING DATE:** April 4, 2024

**TITLE:** Spruce Up Spruce Grove - May 25, 2024

**DIVISION:** Community and Protective Services

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### **SUMMARY:**

Spruce Up Spruce Grove supports environmental sustainability, stewardship, and preservation of natural heritage. It is a great way to have a positive environmental impact, build social connections, and give back to the community.

At the March 7, 2024, the Youth Advisory Committee (YAC) voted in favour of participating in the 2024 Spruce Up Spruce Grove initiative.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

The Spruce Up Spruce Grove initiative serves as an umbrella for environmentally focused initiatives, encompassing both existing and new components:

1. Tree Planting (new in 2024)
2. Celebration (existing)
3. Clean Up (existing)

The Clean Up is a 5-week annual community focused, self-directed, volunteer spring cleanup initiative that encourages residents, groups, schools, and/or businesses to 'Spruce Up' their community by participating.

The Celebration will take place in the park space adjacent to the Community Gardens as an afternoon tree planting and environmental education initiative for the community. Information related to environmental stewardship, forestry, climate, waste management, neighbourhood

block parties, upcoming programs, and events will be available. The Agricultural Society has enthusiastically agreed to showcase the Community Gardens as well.

The volunteer Tree Planting component will take place in the Heritage Grove Park forest during the Celebration under the guidance of the City of Spruce Grove Public Works Department.

Spruce Up Spruce Grove supports environmental sustainability, stewardship, and preservation of natural heritage. It is a great way to have a positive environmental impact, build social connections, and give back to the community.

This presentation provides an overview of the options available, in which YAC have indicated they were interested in supporting:

Clean Up: April 17 - May 22, 2024  
Celebration: May 25, 2024, 1 - 3 p.m.  
Tree Planting: May 25, 2024, 1 - 2 p.m. or 2 - 3 p.m.

**OPTIONS / ALTERNATIVES:**

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

It is anticipated that the YAC is more aware of the 'Spruce Up Spruce Grove' initiative.

The YAC will have an opportunity to engage with the public and increase awareness of the Committee.

**FINANCIAL IMPLICATIONS:**

Prize sponsorship of \$250.

# Spruce Up Spruce Grove



# Promote the Importance of

- Clean Neighbourhood Spaces
- City-Wide Participation
- Volunteerism
- Environmental Stewardship
- Community Connection & Belonging
- Pride In Your Community

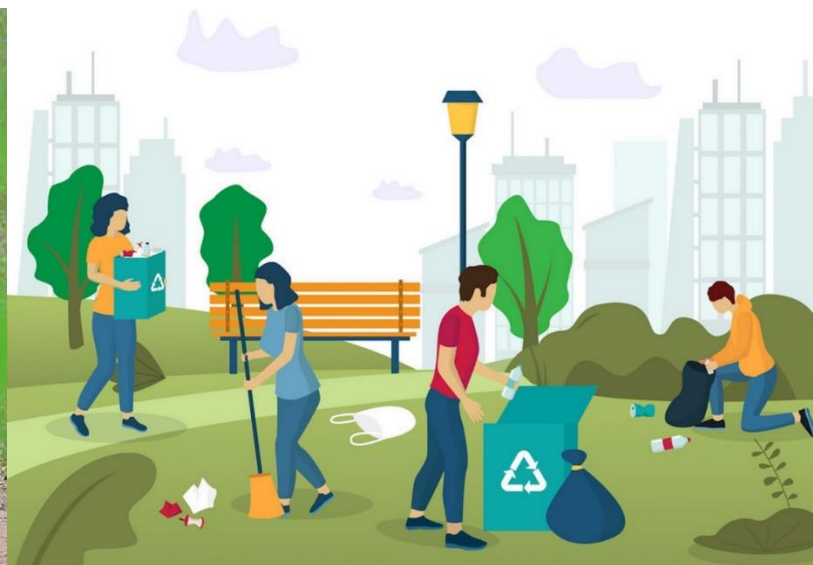
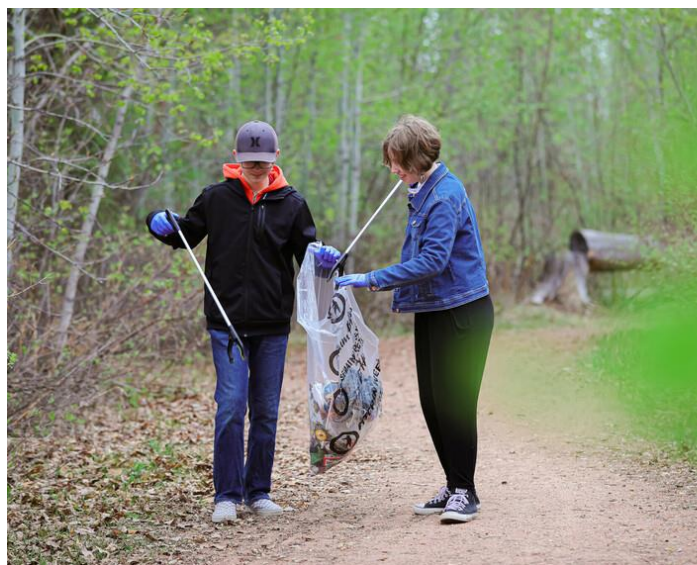


# Clean Up

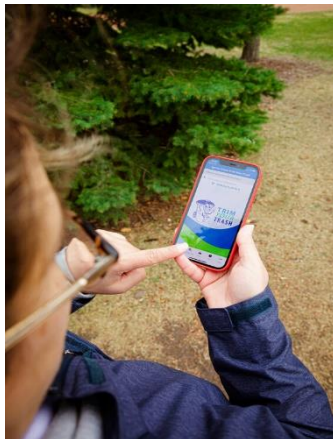
Dates: April 17 – May 22, 2024

Registration: April 2, 2024

Location: parks, school yards, green spaces & trails



# Celebration



Date: May 25, 2024

Time: 1 – 3 pm

Location: 455 King Street

*adjacent to the Community Gardens*





# Tree Planting

Date: May 25, 2024 at Celebration

Times: 1 – 2 pm or 2 – 3 pm

Location: Heritage Grove Park Forest

Registration: April 2, 2024



# For Discussion:

1. Sponsor a prize for the Clean Up
2. Agree to host a booth, plan and deliver an engaging activity at the Celebration
3. Register and participate in the Community Tree Planting at the Celebration
4. Advertise and Advocate for the Spruce Up Spruce Grove Initiative

# Save the Date



**Community Clean-up**

April 17 – May 22, 2024

**Celebration &  
Tree Planting**

May 25, 2024

Registration opens April 2, 2024

[sprucegrove.org/SpruceUpSpruceGrove](https://sprucegrove.org/SpruceUpSpruceGrove)



# Thank you!





## REQUEST FOR DECISION

**MEETING DATE:** April 4, 2024

**TITLE:** Administrative Update - Upcoming Youth Opportunities

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

The Administrative Liaison will provide updates on three upcoming opportunities: the Youth Entrepreneur Training Initiative, Leaders in Training, and Teen Retreat.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

**1. Youth Entrepreneur Training Initiative (YETI)**

YETI is a locally-focused, yet potentially global-reaching, high speed business training initiative with the goal to educate, mentor, train and release the potential of modern teens. The 8-week course offers the tools, resources, and guidance you need to help turn your low-key “side hustle” into a full-time money-maker over the summer and well into your future!

**2. Leaders In Training: July 4 - 5, 2024**

Volunteer as a Leader in Training to meet friends and challenge your leadership skills in a fun and exciting atmosphere. As a volunteer, you will be partnered with Summer in the City leaders to run various summer programs. Cost: \$25 per person. Applications open on May 1 on the City of Spruce Grove Website.

**3. Teen Retreat: August 19 - 23, 2024**

Spruce Grove's Teen Retreat Camp offers a transformative experience for adolescents seeking adventure, personal growth, and connection with peers. This camp provides a variety of outdoor activities, team building exercise, and workshops focus on leadership and self-discovery. Cost: as a member of YAC a 15% discount off registration is provided.

**OPTIONS / ALTERNATIVES:**

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** April 4, 2024

**TITLE:** 2024 Youth Advisory Committee - 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 June meeting date from June 6, 2024 to May 30, 2024.

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### **PROPOSED MOTION:**

THAT the 2024 Youth Advisory Committee 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 date. Discussion may take place to find the best schedule for all members.

**CONSULTATION / ENGAGEMENT:**

Both Council representatives have confirmed their availability for the proposed date.

**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 (**PROPOSED CHANGE to May 30, 2024**)
- One summer event (AUGUST)
- Thursday, September 5, 2024
- Thursday, October 3, 2024
- Thursday, November 21, 2024
- Thursday, December 5, 2024



## REQUEST FOR DECISION

**MEETING DATE:** April 4, 2024

**TITLE:** Recreation and Culture Events for Youth Advisory Committee Participation

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

At the March 7, 2024 Youth Advisory Committee meeting, the Recreation and Culture department gave an overview of several events throughout the year that the Youth Advisory Committee could get involved with.

The Youth Advisory Committee (YAC) will review and discuss the events and decide which ones they would like to participate in.

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### **PROPOSED MOTION:**

To be determined, based on discussion.

### **BACKGROUND / ANALYSIS:**

The Recreation and Culture department has a number of different roles, resources, and opportunities for the YAC to be aware of as they seek to plan and support different initiatives in 2024.

YAC will review the event list that was provided and determine which events align with their priorities.

There will be a broad discussion on different ways the events could be supported (volunteering, promoting, sponsoring, etc.).

YAC will also have to consider capacity and how to divide work equally amongst themselves.

**OPTIONS / ALTERNATIVES:**

The Committee will decide on what events to consider, if any.

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

Any YAC sponsored event will have additional communications support to promote the event itself and to promote the Youth Advisory Committee.

The Administrative Liaison will work with the Recreation and Culture department on event implementation.

**IMPACTS:**

- Increase understanding of the Recreation and Culture department role and responsibilities related to program and event service delivery;
- Increase awareness of current and future program and event opportunities; and
- Increase awareness of YAC in community events.

**FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** April 4, 2024

**TITLE:** YAC Initiatives - Activity Options

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

To discuss the activities for two Youth Advisory Committee (YAC) supported initiatives: Spruce Up Spruce Grove and the Teen Zone at the City Center Business Association Grand Opening event.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

#### **Spruce Up Spruce Grove - May 25, 2024**

At the March 7 YAC meeting, the YAC has decided to host a table at the May 25, 2024, Spruce Up Spruce Grove event. The Administrative Liaison has consulted with various members of Administration to determine if there are any current environmental initiatives that would be suitable for the activity at Spruce Up Spruce Grove. The youth will be presented with topics for the host table.

#### **Teen Zone - June 1, 2024**

At the March 7 YAC meeting, the YAC brainstormed several activity ideas for the Teen Zone at the City Center Business Association event. From these ideas, they will be presented with a list of activities that are suitable for the event, which have been determined based on several factors, such as: safety, liability, space limitations, cost, and conflicting with other event activities.

**OPTIONS / ALTERNATIVES:**

The YAC could come up with new ideas.

**CONSULTATION / ENGAGEMENT:**

Several internal and external stakeholders have been consulted to ensure all activities are safe, suitable, and viable.

**IMPLEMENTATION / COMMUNICATION:**

Once the activities are decided, the Administrative Liaison will further refine implementation details for each event.

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

There is \$5,000 allocated for YAC events. All costs will fall into this allocation.