



## YOUTH ADVISORY COMMITTEE MEETING

Thursday, November 21, 2024, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

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<b>1. <u>CALL TO ORDER</u></b>	
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<b>2. <u>AGENDA</u></b>	
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7.2 Councillor Updates

**8. CLOSED SESSION**

**9. BUSINESS ARISING FROM CLOSED SESSION**

**10. ADJOURNMENT**

10.1 Adjournment - Youth Advisory Committee - November 21, 2024

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## REQUEST FOR DECISION

**MEETING DATE:** November 21, 2024

**TITLE:** Adoption of the Agenda - Youth Advisory Committee - November 21, 2024

**DIVISION:** Strategic and Communication Services

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### **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.

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### **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:** November 21, 2024

**TITLE:** Minutes - Youth Advisory Committee Meeting - October 3, 2024

**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 October 3, 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 October 3, 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

DRAFT



**THE CITY OF SPRUCE GROVE**

**Minutes of the Youth Advisory Committee**

**October 3, 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  
Rowan Johnson  
Sierra Manning  
Councillor Carter  
Councillor Oldham

Members Absent: Josh Morin

Also in Attendance: Mayor Acker  
Dean Screpnek, City Manager  
Karey Steil, Administrative Liaison

Nicole Hitchens, Recording Secretary

**1. CALL TO ORDER**

Chair Cara Nicholls called the meeting to order at 4 p.m.

1.1 Icebreaker Activity

Karey Steil, Administrative Liaison, led the Icebreaker Activity.

**2. AGENDA**

2.1 Adoption of the Agenda - Youth Advisory Committee - October 3, 2024

**Resolution:** YAC-048-24

**Moved by:** Havana Sinclair

THAT the agenda be adopted as presented.

**Unanimously Carried**

**3. MINUTES**

3.1 Approval of Minutes - Youth Advisory Committee - September 5, 2024

**Resolution:** YAC-049-24

**Moved by:** Hannah Dunbar

THAT the September 5, 2024 Youth Advisory Committee meeting minutes be approved as presented.

**Unanimously Carried**

**4. DELEGATIONS**

4.1 Local Government Officials

Chair Cara Nicholls introduced the Honourable Searle Turton, MLA, Spruce Grove - Stony Plain.

MLA Turton provided a presentation on his role as a Member of Legislative Assembly and how it impacts Spruce Grove.



Committee thanked MLA Searle Turton for the presentation.

Chair Cara Nicholls introduced Mayor Jeff Acker and Dean Screpnek, City Manager.

Mayor Acker provided a presentation on the key responsibilities of Mayor and what inspired him to run for Council and then for Mayor.

Dean Screpnek presented on the key responsibilities of City Manager and how this role differs from the Mayor.

Committee thanked Mayor Acker and Dean Screpnek for the presentation.

Chair Cara Nicholls called a recess at 4:52 p.m.

Chair Cara Nicholls reconvened the meeting at 5:02 p.m.

**5. ADMINISTRATIVE UPDATES**

5.1 Upcoming Opportunities for Youth Advisory Committee Members

Karey Steil, Administrative Liaison, provided an update on Upcoming Opportunities for Youth Advisory Committee members.

Committee thanked Karey Steil for the presentation.

**6. BUSINESS ITEMS**

6.1 2024 Budget Options

Karey Steil, Administrative Liaison, presented on 2024 Budget Options.

Committee thanked Karey Steil for the presentation.

**Resolution:** YAC-050-24

**Moved by:** Rowan Johnson

THAT the May 2, 2024 motion “THAT the Youth Advisory Committee work with Allied Arts Council to create a tile mural” be rescinded.

**Unanimously Carried**

**Resolution:** YAC-051-24

**Moved by:** Havana Sinclair

THAT the Youth Advisory Committee support the Parkland Food Bank over the holidays to an approximate value of \$500.

**Unanimously Carried**

6.2 Evaluation of the 2024 Youth Advisory Committee Priorities and Activities

Karey Steil, Administrative Liaison, presented on the Evaluation of the 2024 Youth Advisory Committee Priorities and Activities.

Committee thanked Karey Steil for the presentation.

**7. INFORMATION ITEMS**

7.1 Committee Member Updates - Roundtable

There were no Committee Member Updates made.

7.2 Councillor Updates

Councillor Oldham provided an update on the annual Alberta Municipalities Convention that he, Councillor Carter, and Karey Steil recently attended.

Councillor Carter provided an update on the joint trail that recently opened between Spruce Grove and Stony Plain and the utility boxes that are starting to be wrapped across the City.

Councillor Carter shared that this is her last Youth Advisory Committee (YAC) meeting. Committee thanked Councillor Carter for her involvement in YAC over the past two years.

Chair Cara Nicholls thanked Councillors Oldham and Carter for the updates.

**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 - October 3, 2024

**Resolution:** YAC-052-24

**Moved by:** Havana Sinclair

THAT the Youth Advisory Committee adjourn at 5:47 p.m.

**Unanimously Carried**

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Cara Nicholls, Chair

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Nicole Hitchens, Recording Secretary

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Date Signed



## REQUEST FOR DECISION

**MEETING DATE:** November 21, 2024

**TITLE:** East Pioneer Natural Area Management Plan Project

**DIVISION:** Sustainable Growth and Development Services

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### SUMMARY:

To provide an introduction to the East Pioneer Environmentally Significant Area and an overview of the goals and objectives of a Natural Area Management Plan for this environmental resource.

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### PROPOSED MOTION:

A motion is not required.

### BACKGROUND / ANALYSIS:

Through the policy of the Municipal Development Plan, the City of Spruce Grove officially recognizes and identifies a desire to acquire and expand the protection of several Environmentally Significant Areas.

One of the identified Environmentally Significant Areas is located in the east of the City, north of Highway 16A and east of Pioneer Road. This area has been named the East Pioneer Natural Area and encompasses approximately 45 hectares of wetlands, swamps, and fens (25 ha is currently under the ownership of Spruce Grove). The City continues to acquire additional lands as subdivision and development proceeds eastward in the Fenwyck and Ball Park areas.

In late 2023, the City retained a consultant team to prepare a Natural Area Management Plan (NAMP) for the East Pioneer Environmentally Significant Area. This plan will assist the City in managing the future use of this Environmentally Significant Area as a public amenity, while protecting the area's ecological integrity and ensuring its long-term sustainability. Specifically, the City has requested the NAMP to achieve the following:

- protect and preserve the identified natural area
- integrate the natural area into the open space network, as appropriate
- provide guidelines for adjacent development
- limit or minimize potential problems or negative interactions between adjacent land uses and the natural area
- provide comprehensive guidelines for use and development within the natural area
- provide guidance, recommendations and requirements that address specific goals for vegetation, wildlife and habitat, hydrology and human use and safety

As part of the background work, the consultant team conducted field recognizance work to properly assess the area. They found several species of plants that can be considered rare and bring added interest to the area. Their field work included the following:

- rare bryophyte survey
- rare vascular plant survey
- toad survey
- a birds sighted list has been started

Working with the consultant team, the following Conservation Objective for the East Pioneer Natural Area Management Plan has been drafted:

*Protect the ecological integrity and functions of the Natural Area, with particular emphasis on maintaining the site hydrology and sensitive fen communities of this Environmentally Significant Area, while providing opportunities for low-impact nature-based recreational activities to the citizens of Spruce Grove.*

Currently City Administration is working with the consultant team to prepare a draft NAMP for the East Pioneer Environmentally Significant Area.

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

n/a

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

This session is part of the overall engagement and information work for the East Pioneer Natural Area Management Plan. Future engagement will include public presentation of a draft management plan.

#### **IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



# **Natural Area Management Plan for East Pioneer Environmentally Significant Area**

Lynn Maslen, M.Sc., P.Biol.

Spencer Environmental Management Services Ltd.

November 2024



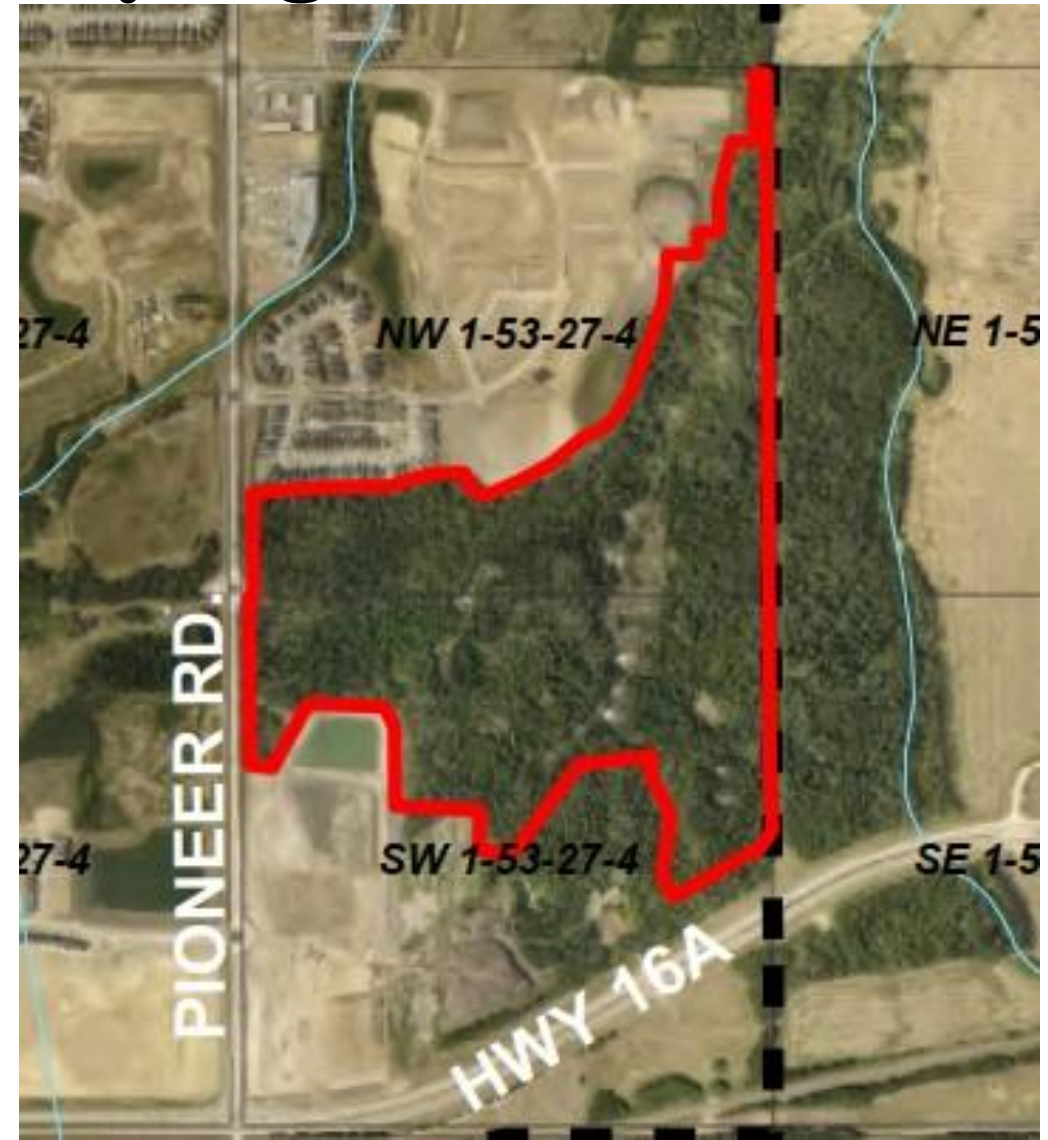
# Outline

- **What is the East Pioneer ESA?**
- **What is a Natural Area Management Plan?**
- **Why is a Natural Area Management Plan needed?**
- **What does the City hope to achieve?**
- **Questions**



# East Pioneer Environmentally Significant Area

- 46 ha in east Spruce Grove; Hwy 16A and Pioneer Rd
- conserved during planning as a Natural Area
- soon to be fully owned and managed by the City



# East Pioneer Environmentally Significant Area

- sensitive, biodiverse, and significant upland/wetland complex - regionally uncommon and the only natural area of its kind in Spruce Grove
- rare mosses and flowering plants, high quality and varied wildlife habitat





# ESA Plant Communities





# ESA Plant Communities





**Natural Area Management Plan  
For East Pioneer Environmentally Significant Area**

Draft Report



Prepared for:  
City of Spruce Grove

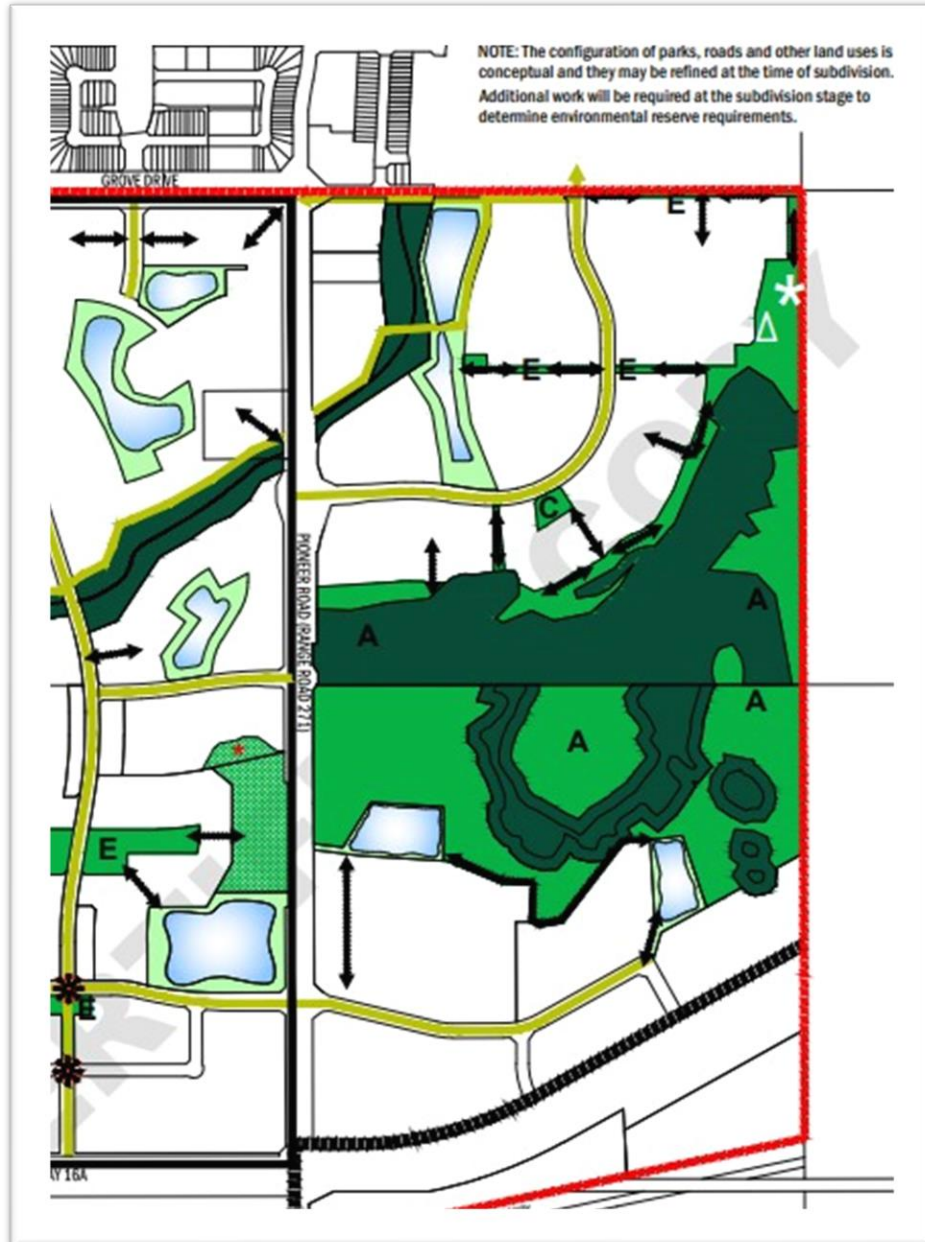
Project Number EP-1085  
November 2024

Prepared by:  
Spencer Environmental  
Management Services Ltd.  
Edmonton, Alberta/



## What is a Natural Area Management Plan (NAMP)?

- Plan to protect and manage a natural area.
- Typically involves:
  - describing what is in the site
  - identifying potential threats to the site
  - identifying a management goal
  - creating a plan to protect the site from potential threats



## Why is a NAMP needed?

- adjacent development; changing land use
- City policy to provide open spaces for residents
- ESA contains sensitive water, plants, soils, and wildlife species

*A NAMP is needed to ensure citizens can enjoy the ESA while also protecting the ESA.*



## What does the City hope to achieve with this plan?

*Protect biodiversity in the Natural Area, while providing opportunities for low-impact recreational activities to the citizens of Spruce Grove.*







## Example management strategies:

- leave dead trees in place as they are important for biodiversity; only remove if deemed a fire or safety risk
- create a limited trail system; locate trails away from the most sensitive features
- protect groundwater that supports rare plants
- reclaim previously disturbed areas





# THANK YOU





## Questions

1. What kinds of activities do you think should be allowed in the East Pioneer ESA to help people enjoy it, but without harming plants and wildlife?
2. What measures should we take to encourage people to respect and care for the East Pioneer ESA?
3. What do you think is the most important thing to protect in a place like the East Pioneer ESA?



## REQUEST FOR DECISION

**MEETING DATE:** November 21, 2024

**TITLE:** Kickstand Project

**DIVISION:** Community and Protective Services

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### **SUMMARY:**

To provide the Youth Advisory Committee with an update on developments related to youth integrated services (Kickstand) and seek input with regards to opportunities for participation in developing the initiative.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

Kickstand facilitates youth integrated services in the Province of Alberta and is committed to recognizing Spruce Grove as one of the sites to provide youth driven, health focused supports to local youth. Focus of services include a myriad of supports across six primary streams: mental health, physical and sexual health, peer support, indigenous relations, social services, and substance abuse.

The key to this model is collaboration with community partners, coordination of service delivery, all based on the expressed needs and input of youth, aged 11-25. It is important to understand that this is not a youth centre or drop-in space, but rather an intentional service to ensure youth have access to a range of services with little or no barriers.

### **OPTIONS / ALTERNATIVES:**

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** November 21, 2024

**TITLE:** January 9, 2025 Youth Advisory Committee Organizational and Regular Meetings

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

The January 2025 Organizational and Regular meetings of the Youth Advisory Committee will be scheduled on Thursday, January 9, 2025.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

The January Organizational and Regular meetings of the Youth Advisory Committee will be scheduled from 4 - 6 p.m. on Thursday, January 9, 2025. This date is in line with 2024 YAC meeting schedule, as Committee typically meets the first Thursday of the month.

At the January 9, 2025 Organizational meeting, Committee will approve the remaining 2025 Regular committee meeting dates.

### **OPTIONS / ALTERNATIVES:**

If January 9, 2025 does not work for the majority of YAC members, an alternate date may be proposed.

**CONSULTATION / ENGAGEMENT:**

The City Clerk’s Office confirmed that January 9, 2025 works for the Councillors and Administrative Liaison.

**IMPLEMENTATION / COMMUNICATION:**

The January 9, 2025 Organizational and Regular meetings of YAC will be posted on the website.

**IMPACTS:**

n/a

**FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** November 21, 2024

**TITLE:** 2024 Youth Advisory Committee Final Report

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

To approve the 2024 Youth Advisory Committee Final Report that will be presented to Council at the December 2, 2024 Council meeting.

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### PROPOSED MOTION:

THAT the 2024 Youth Advisory Committee Final Report be approved.

### BACKGROUND / ANALYSIS:

On March 25, 2024, the Youth Advisory Committee (YAC) presented their work plan and priorities to City Council. In their presentation, the YAC committed to learning about the work of municipalities, hearing from City departments, and fulfilling the direction under the bylaw as it relates to the following priorities:

1. Creating more social spaces for youth, increasing youth participation, focusing specifically on keeping community youth engaged.
2. Exploring opportunities for youth-orientated activities and events, including partnering and advising on partner led events.
3. Connecting with and protecting the environment.
4. Supporting local arts, culture, and a variety of small business.
5. Raising awareness and supporting the vulnerable and equity seeking communities.

YAC members participated in events, initiatives, and/or received Administration presentations on every priority. Highlights of the 2024 year include:

- Over 111 hours of volunteer time in the community.
- Nine events supported.

- The first ever YAC led event, the Teen Zone, at the City Center Business Association’s June Jamboree.
- Sponsored the Allied Arts High School Art Show, with prizes for the Grade 10, 11, and 12 winners.
- Sponsored Spruce Up Spruce Grove with a classroom pizza party.
- Donated 18 “Birthday Bags” to the Parkland Food Bank.
- Donated winter mitts to the Late Night Café.

**OPTIONS / ALTERNATIVES:**

n/a

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

The 2024 YAC developed an ambitious work plan and contributed to each priority. However, the priorities were not supported equally, mainly because of available opportunities. It is recommended that the number of priorities be reduced in 2025.

As the YAC is becoming more established, Committee members were able to reflect on past initiatives and how they connect to the mandate of the Committee. Recommendations for the 2025 YAC include:

- Having more opportunities for Administration presentations to provide youth perspective.
- Looking for ways to ‘spread the word’ to get more youth involved.
- Focusing on events that specifically target youth.
- Ensuring YAC remains an advisory committee, not an events only committee.

**FINANCIAL IMPLICATIONS:**

The YAC has a \$5,000 budget annually for events.

- \$2,623 has been spent to date and approximately \$1,000 will be spent in December.

The YAC has a \$5,500 budget annually for bursaries.

- \$160 has been spent to date.





## REQUEST FOR DECISION

**MEETING DATE:** November 21, 2024

**TITLE:** Support for the Late Night Café

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

To approve support for the Late Night Café as one of the Youth Advisory Committee’s 2024 priorities to raise awareness and support the vulnerable and equity seeking communities.

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### PROPOSED MOTION:

THAT the Youth Advisory Committee purchase approximately \$500 of warm clothing for the Late Night Café.

### BACKGROUND / ANALYSIS:

One of the YAC 2024 priorities is “raising awareness and supporting the vulnerable and equity seeking communities”.

The Winter Emergency Response (WER) is a temporary, emergency cold weather response intended to mitigate risk for unsheltered people who are vulnerable to serious, critical, or potentially fatal health impacts as a result of cold weather exposure. It runs annually from November 1, 2024 to March 31, 2025 and is a collaboration between several Tri Region partner organizations, including the City of Spruce Grove.

The Late Night Café provides support from 7 p.m. to 7 a.m., seven days per week, at the Congregational Christian Fellowship Church (445 King Street, Spruce Grove).

They have requested severe cold rated mitts.

**OPTIONS / ALTERNATIVES:**

The YAC could choose not to support this request.

**CONSULTATION / ENGAGEMENT:**

n/a

**IMPLEMENTATION / COMMUNICATION:**

The Administrative Liaison will arrange a date and time to meet available YAC members to purchase the mitts.

**IMPACTS:**

YAC should be able to provide approximately 20 pairs of severe cold rated mitts, providing much needed support to the vulnerable community.

**FINANCIAL IMPLICATIONS:**

The cost of the mitts fits within the current YAC budget.



## REQUEST FOR DECISION

**MEETING DATE:** November 21, 2024

**TITLE:** December 5, 2024 Year-End Celebration Planning

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

To plan the December 5, 2024 year-end celebration.

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### **PROPOSED MOTION:**

A motion is not required.

### **BACKGROUND / ANALYSIS:**

Following the December 5, 2024 YAC meeting there will be a casual celebration to recognize YAC's accomplishments and contributions for the year.

The Deputy Mayor and elected officials will be in attendance for the celebration.

### **OPTIONS / ALTERNATIVES:**

n/a

### **CONSULTATION / ENGAGEMENT:**

n/a

### **IMPLEMENTATION / COMMUNICATION:**

n/a

**IMPACTS:**

The casual setting will provide a great opportunity for YAC members to celebrate their accomplishments and get to know the elected officials.

**FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** November 21, 2024

**TITLE:** Adjournment - Youth Advisory Committee - November 21, 2024

**DIVISION:** Strategic and Communication Services

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### **SUMMARY:**

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

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### **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