



YOUTH ADVISORY COMMITTEE MEETING

Thursday, November 2, 2023, 4 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

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REQUEST FOR DECISION

MEETING DATE: November 2, 2023

TITLE: Adoption of the Agenda - Youth Advisory Committee - November 2, 2023

DIVISION: Corporate Services

SUMMARY:

Members of the Committee are given the opportunity at the start of the meeting to add or remove agenda 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.

Committee members are provided the opportunity to add items they would like to discuss during the meeting or to remove items.

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:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

If the agenda is not approved, the Committee meeting would not take place as the items presented on the agenda would not be approved for discussion.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: November 2, 2023

TITLE: Minutes - Youth Advisory Committee - October 5, 2023

DIVISION: Corporate Services

SUMMARY:

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

PROPOSED MOTION:

THAT the October 5, 2023 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 meeting of Council agenda package.

OPTIONS / ALTERNATIVES:

n/a

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

October 5, 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:

Jodi Fulford, Economic Development Specialist, Commercial
Jessica Barter-Kolic - Program Manager, Community Futures Capital
Region
Justin Draper, Administrative Liaison
Karie Nothof, Recording Secretary

1. **CALL TO ORDER**

Chair Cara called the meeting to order at 4:14 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 - October 5, 2023**

Resolution: YAC-032-23

Moved by: Havana Sinclair

THAT the agenda be adopted, as presented.

Unanimously Carried

3. **MINUTES**

3.1 **Minutes - Youth Advisory Committee - September 7, 2023**

Resolution: YAC-033-23

Moved by: Dylan Yee

THAT the September 7, 2023 Youth Advisory Committee Meeting minutes be approved as presented.

Unanimously Carried

4. **DELEGATIONS**

4.1 **Community Futures Capital Region - Young Entrepreneurs Training Initiative (YETI Program)**

Chair Cara introduced Jessica Barter-Kolic, Program Manager, Community Futures Capital Region.

Jessica Barter-Kolic, provided a presentation on the Young Entrepreneurs Training Initiative (YETI) Program.

Chair Cara thanked Jessica for the presentation.

5. ADMINISTRATIVE UPDATES

5.1 Economic Development Presentation - Youth Advisory Committee

Chair Cara introduced Jodi Fulford, Economic Development Officer - Commercial.

Jodi Fulford, provided a presentation on Economic Development in the City of Spruce Grove.

Chair Cara thanked Jodi for the presentation.

6. BUSINESS ITEMS

There were no Business Items on the agenda.

Dylan Yee left the meeting at 5:15 p.m.

Chair Cara requested Vice Chair Rowan preside as Chair of the Youth Advisory Committee meeting. Vice Chair Rowan assumed the Chair.

Cara Nicholls left the meeting at 5:16 p.m.

7. INFORMATION ITEMS

7.1 Update on Youth Advisory Committee Recruitment for 2024

Justin Draper, Administrative Liaison, provided an update on 2024 Boards and Committees Recruitment for the Youth Advisory Committee.

7.2 Youth Advisory Committee - Work Plan Overview

Justin Draper, Administrative Liaison, provided an overview on the approved Youth Advisory Committee Work Plan.

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 5, 2023

Resolution: YAC-034-23

Moved by: Joaquin Tabulog

THAT the Youth Advisory Committee Meeting adjourn at 5:50 p.m.

Unanimously Carried

Cara Nicholls, Chair

Karie Nothof, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: November 2, 2023

TITLE: integrated Transportation Master Plan Engagement - Youth Advisory Committee

DIVISION: Planning & Infrastructure

SUMMARY:

To provide information on the integrated Transportation Master Plan work and allow the Youth Advisory Committee the opportunity for engagement.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

McElhanney Engineering was the successful proponent to complete the integrated Transportation Master Plan (iTMP) for the City of Spruce Grove.

The initial stage of the project was gathering data, obtaining and reviewing the existing model, and adding the annexed lands and other GIS information. Information from the Municipal Development Plan (MDP) has also been shared to ensure that the policies and framework aligns.

Creating an iTMP helps to explore active, wheeled, and motorized networks which all help support the planning, design, and building of an efficient and accessible transportation network for a safe and healthy community. Completing the iTMP provides direction for the City to address the current and future transportation needs.

The first public engagement process was launched October 4 using an online web-based platform called Vertisee which uses an online map to gather feedback. This feedback is not an

action item list but rather used to interpret the values of the community for future considerations.

Participating in this engagement is in line with the Youth Advisory Committee's direction to provide a youth lens on youth-oriented City policies, programs, or services. Additionally, providing youth input into matters of transportation connects with the Youth Advisory Committee work plan through the priorities of creating social spaces for youth and exploring opportunities for youth-oriented activities and events.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

McElhanney Engineering is incorporating the public engagement material collected during the MDP public engagements, as well as the information gathered from the Vertisee map.

These materials are used to identify areas of concern, need, future opportunities, and aspirations.

There are more public information sessions planned further into the project.

IMPLEMENTATION / COMMUNICATION:

Information is being shared on the City's webpage at sprucegrove.org/TransportationPlan as well as through social media. There is also collaboration between the iTMP and MDP core working groups.

IMPACTS:

An iTMP will produce long range plans that will help the City address the current and future transportation needs. This will create an efficient and accessible transportation network for a safe and healthy community.

FINANCIAL IMPLICATIONS:

The iTMP will provide a clear plan for arterial and collector roadways and will delineate the timelines and other indicators as to when projects should be added to the long-term capital plan and off-site levy rates.

City of Spruce Grove integrated Transportation Master Plan

Youth Advisory Committee Presentation November 2, 2023

Rae-Lynne Spila

Agenda

- iTMP Overview - what is an integrated Transportation Master Plan
- Consultant Selection - City Procurement Process
- Work Plan - Steps for City Engineers and Consultant to work together to develop new iTMP

iTMP Overview



The integrated Transportation Master Plan (iTMP) establishes the framework for transportation investments for the City of Spruce Grove for the next 30 years, focusing on Safety, Connectivity, and Efficiency.

- iTMP is a long-range planning tool that helps identify current and future multi-modal transportation needs (Motorists, Transit Riders, Cyclists, Pedestrians)
- Ensures alignment with local and regional growth initiatives.(e.g., future expansion of Hwy 628 and Hwy16, intermunicipal transit routes, etc.)
- Aligns with the transportation objectives of the Municipal Development Plan

Project Development and Consultant Selection Process

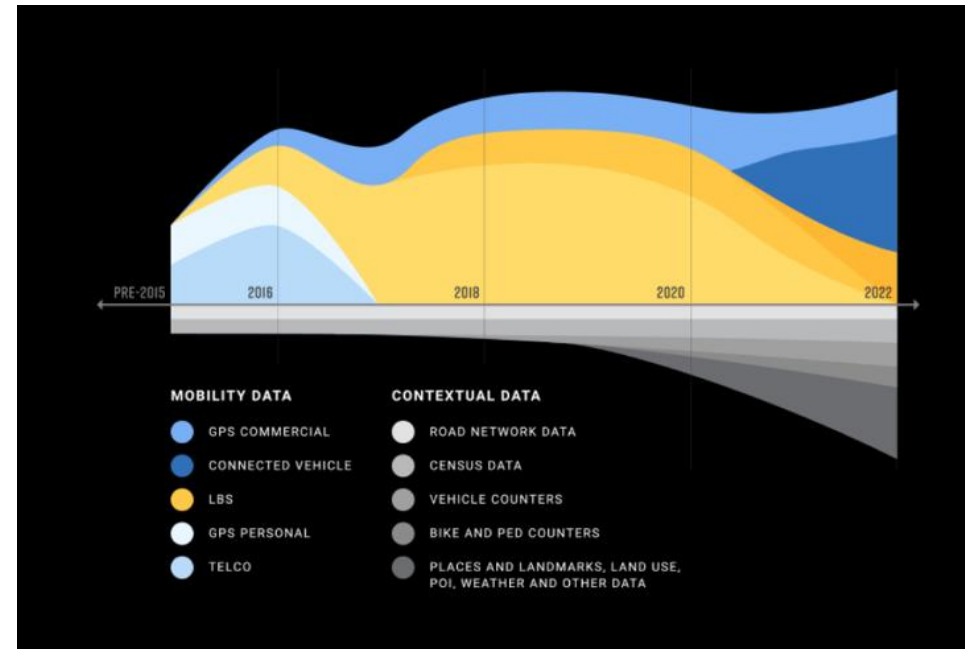
1. Existing TMP was developed in 2012.
2. Budget Approval.
3. Develop project outline and Request for Proposal (RFP) - RFP advertised on the Alberta Purchasing Connection website.
4. A predetermined scoring matrix is shared with interested proponents to develop proposals. Submitted proposals are reviewed and scored individually based on adherence to the terms of the RFP.
5. Staff individually review proposals. Team discussion and summation of scores are held. Several rounds of review and scoring are completed to determine final successful application.
6. Project awarded to successful proponent.

Work Plan

1. Assessment of Existing Network and Operations
2. Modelling and Scenario Testing
3. Public and Stakeholder Engagement
4. Council Presentation (where we are now)
5. Draft iTMP Report, Engineering Review, and Final Report
6. Final report Council Presentation followed by public release
7. iTMP Adopted for use in City Transportation Planning and Engineering Standards

Assessment of Existing Network and Operations

- Data collection
 - Traffic volume counts
 - Signal timings
 - Collision data
 - Origin-Destination Data (Streetlight)
- Reports
 - Traffic Impact Assessments (TIA)
 - Functional Planning Reports (FPR)
- Policies and Bylaws
- Land use studies



Assessment of Existing Network and Operations

- Review
 - Historic traffic and safety patterns
 - Existing function and capacity of the roadway network
 - Goods movement
 - Rail crossings
 - Emergency and Transit routes
 - Infrastructure condition
 - Existing trails, pathways, and sidewalks
- Identify future growth areas
- Identify potential future constraints

Modelling and Scenario Testing

- Update and calibrate the existing model using PTV Visum and Sidra (roundabout) software
- Operational analysis - intersection reviews, signal timing optimization, Levels of Service, etc.
- Future network analysis - improvement opportunities to existing, growth planning, standard updates, etc.



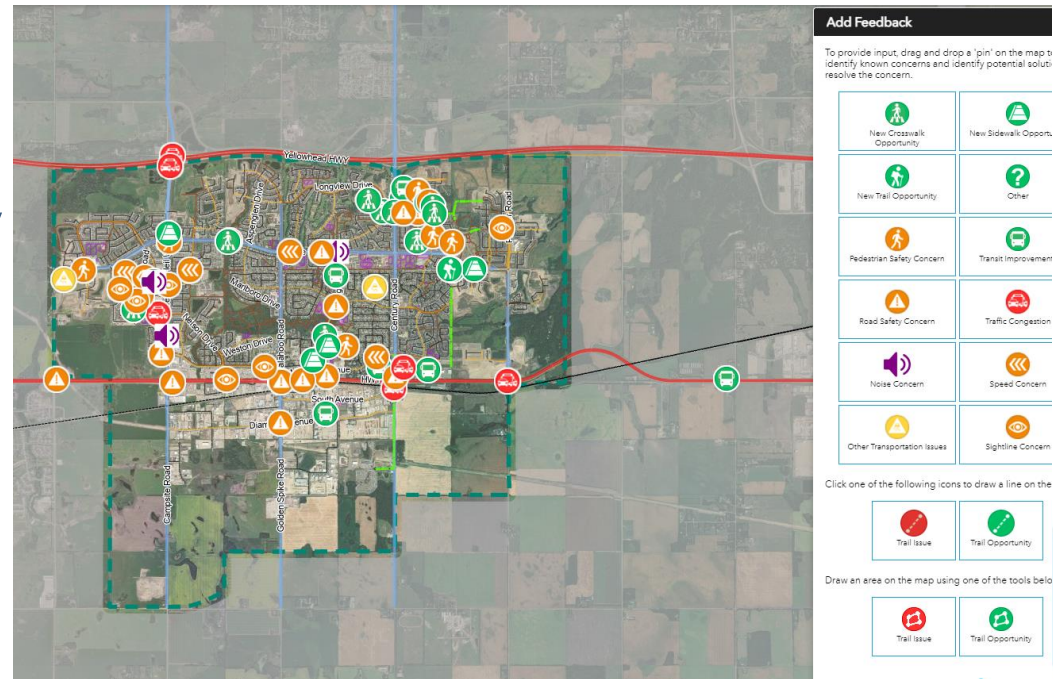
Public & Stakeholder Engagement

- Public Engagement

- Data from Municipal Development Plan (MDP) Survey
- Vertisee online interactive map

- Stakeholders

- Surrounding Municipalities
- Edmonton Metropolitan Region Board (EMRB)
- Alberta Transportation
- Land Developers



Where We Are Now

- **Council Presentation**
 - Confirmation of the direction of the plan and transportation priorities with Council
 - Allow Council to share concerns/ideas and speak on behalf of residents
- **Vertisee open to residents and Council members**
 - Anonymous online tool to allow residents and Council to identify areas of concern/need
- **Consultant finalizing Model and Draft report**
 - Integrating feedback to help target areas of need

Next Steps

- Draft iTMP Report - City staff review and feedback
- Final Report - Defines how the City should implement and invest in future capital plans
- Report release and Communication - iTMP becomes public document. City will communicate the findings of the iTMP with public and stakeholders.



REQUEST FOR DECISION

MEETING DATE: November 2, 2023

TITLE: 2023 Workplan Presentation to Council - Monday, November 20, 2023

DIVISION: Corporate Services

SUMMARY:

The Youth Advisory Committee will present to Spruce Grove City Council on their year and their work on the work plan.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

On March 27, 2023, the Youth Advisory Committee (YAC) presented their work plan to City Council and City Council accepted their plan. In their presentation, the YAC committed to spending their year learning about the work of municipalities, hearing from City of Spruce Grove departments, and fulfilling their direction under their bylaw especially as it relates to 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

Now, at the end of their term, the YAC must present to Council again on the work they have completed throughout the year, and progress they have made in their work plan.

Together with Administration, the YAC will develop a presentation to Council to highlight their work from this year.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

This presentation will confirm to Council that the YAC has made progress on their work plan.

FINANCIAL IMPLICATIONS:

n/a

Youth Advisory Committee

City of Spruce Grove



What is the Youth Advisory Committee?

- The Youth Advisory Committee (YAC) was established by bylaw by Council in summer 2022.
- The first meeting of the YAC occurred in February 2023.
- The YAC is an opportunity for youth to engage 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.







YAC Work Plan

As outlined in the work plan, the YAC spent the year learning about, providing input into, and supporting the following topics:

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

Creating social spaces for youth

Exploring opportunities for youth-oriented activities and events

Connecting with and protecting the environment

Building a community that supports vulnerable people and people in need, and has opportunities for all residents to feel connected to their community

Supporting local arts, culture, and small businesses



REQUEST FOR DECISION

MEETING DATE: November 2, 2023

TITLE: December Celebration Ideas

DIVISION: Corporate Services

SUMMARY:

For the last regular committee meeting of their term, the Youth Advisory Committee will celebrate their year together and City Council will join for approximately 30 minutes to celebrate the Committee.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

For the last regular committee meeting of their term, the Youth Advisory Committee (YAC) will celebrate their year together. The committee can recommend options for food, activities, and themes for the meeting.

OPTIONS / ALTERNATIVES:

The YAC may wish to set a Christmas/winter theme for their meeting, such as Christmas pajamas or ugly Christmas sweater. The group could also consider activities like a gift exchange.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

Events and activities should have limited / no budget.



REQUEST FOR DECISION

MEETING DATE: November 2, 2023

TITLE: Adjournment - Youth Advisory Committee - November 2, 2023

DIVISION: Corporate Services

SUMMARY:

Adjournment signals the end of the meeting.

PROPOSED MOTION:

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

BACKGROUND / ANALYSIS:

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

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

STRATEGIC VISION ELEMENT:

n/a

RELATED GOAL:

n/a