

APPROVED



**THE CITY OF SPRUCE GROVE**

**Minutes of the Organizational Meeting of CSAC**

**February 13, 2025, 6 p.m.**

**3rd Floor - Poplar Room**

**315 Jespersen Ave**

**Spruce Grove, AB T7X 3E8**

Members Present: Kimberley Shuya, Chair  
Neil Quaid, Vice-Chair  
Ambili Rose  
Gene Kushnir  
Hannah Dunbar  
Jeff Tokar  
Lisa Iwanyk  
Spencer Bennett  
Tessa Scott  
Councillor Gillett

Also in Attendance: Deborah Comfort, Director of Recreation and Culture  
Scott Rodda, Director Community Social Development  
David Wolanski, General Manager of Community and Protective Services  
Lindsay O'Mara, City Clerk  
Nicole Hitchens, Recording Secretary

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1. **CALL TO ORDER**

David Wolanski, Administrative Liaison and General Manager of Community and Protective Services, called the Organizational Meeting of the Community Services Advisory Committee to order at 6 p.m.

1.1 **Welcome and Member Introductions - 2025 Community Services Advisory Committee**

Community Services Advisory Committee members made introductions.

2. **AGENDA**

2.1 **Adoption of the Agenda - Organizational Meeting of Community Services Advisory Committee - February 13, 2025**

**Resolution:** CSAC-001-25

**Moved by:** Jeff Tokar

THAT the agenda be adopted as presented.

**Unanimously Carried**

3. **BUSINESS ITEMS**

3.1 **Meeting Procedures 101 - 2025 Community Services Advisory Committee**

Lindsay O'Mara, City Clerk, presented on Meeting Procedures 101.

3.2 **Committee Code of Conduct - 2025 Community Services Advisory Committee**

Lindsay O'Mara, City Clerk, presented an overview of the Committee Code of Conduct, and Community Services Advisory Committee members signed the Committee Code of Conduct Declaration.

3.3 **C-1342-24 - Community Services Advisory Committee Bylaw - 2025 Review**

David Wolanski, Administrative Liaison and General Manager of Community and Protective Services, presented an overview of C-1342-24 - Community Services Advisory Committee Bylaw.

3.4 **Nomination and Election of Chairperson and Vice-Chairperson - 2025 Community Services Advisory Committee**

Lindsay O'Mara, City Clerk, provided an explanation of the 2025 Nomination and Election of Chair and Vice-Chair.

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Lindsay O'Mara, City Clerk, called for nominations for the position of Chair.

Kimberley Shuya self-nominated for the position of Chair.

Jeff Tokar self-nominated for the position of Chair.

Spencer Bennett self-nominated for the position of Chair.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Chair for a second time.

No more nominations came forward.

Lindsay O'Mara, City Clerk, 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.

Lindsay O'Mara, City Clerk, opened a secret ballot vote.

Lindsay O'Mara, City Clerk, declared that Kimberley Shuya was elected as Chair of the Community Services Advisory Committee for one year by majority vote.

Lindsay O'Mara, City Clerk, called for nominations for the position of Vice-Chair.

Neil Quaid self-nominated for the position of Vice-Chair.

Hannah Dunbar nominated Spencer Bennett for the position of Vice-Chair.

Spencer Bennett accepted the nomination for Vice-Chair.

Lisa Iwanyk self-nominated for the position of Vice-Chair.

Ambili Rose self-nominated for the position of Vice-Chair.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Vice-Chair for a second time.

No more nominations came forward.

Lindsay O'Mara, City Clerk, 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.

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Lindsay O'Mara, City Clerk, opened a secret ballot vote.

Lindsay O'Mara, City Clerk, declared that Neil Quaid was elected as Vice-Chair of the Community Services Advisory Committee for one year by majority vote.

Lindsay O'Mara, City Clerk, turned over the chair to the new Chair, Kimberley Shuya.

3.5 Meeting Schedule - 2025 Community Services Advisory Committee

David Wolanski, Administrative Liaison and General Manager of Community and Protective Services, reviewed the proposed 2025 Community Services Advisory Committee meeting dates.

**Resolution:** CSAC-002-25

**Moved by:** Spencer Bennett

THAT the 2025 Community Services Advisory Committee meeting schedule be approved as presented.

**Unanimously Carried**

4. ADJOURNMENT

4.1 Adjournment - Organizational Meeting of Community Services Advisory Committee - February 13, 2025

**Resolution:** CSAC-003-25

**Moved by:** Neil Quaid

THAT the Organizational Meeting of Community Services Advisory Committee adjourn at 7:36 p.m.

**Unanimously Carried**

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Kimberley Shuya, Chair

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Nicole Hitchens, Recording Secretary

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Date Signed