



COMMUNITY SERVICES ADVISORY COMMITTEE MEETING

Thursday, September 11, 2025, 6 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>AGENDA</u>	
2.1 Adoption of the Agenda - Community Services Advisory Committee - September 11, 2025	3
3. <u>MINUTES</u>	
3.1 Minutes - Community Services Advisory Committee - June 12, 2025 Regular Meeting and July 24, 2025 Special Meeting	5
4. <u>DELEGATIONS</u>	
4.1 Community Outreach Program	Danielle Peyton 17
5. <u>ADMINISTRATIVE UPDATES</u>	
6. <u>BUSINESS ITEMS</u>	
7. <u>INFORMATION ITEMS</u>	
7.1 2025 Community Services Advisory Committee Work Plan Update - September 11, 2025	David Wolanski 27
8. <u>CLOSED SESSION</u>	
8.1 2025 Community Grant Applications - Evaluations and Recommendations - September 11, 2025 <i>Section 29; Advice from officials</i>	Shelley Tunney

8.2 Return to Open Session - September 11, 2025

9. BUSINESS ARISING FROM CLOSED SESSION

9.1 2025 Community Grant Applications - Evaluations and Recommendations -
September 11, 2025

10. ADJOURNMENT

10.1 Adjournment - Community Services Advisory Committee - September 11, 2025

32



REQUEST FOR DECISION

MEETING DATE: September 11, 2025

TITLE: Adoption of the Agenda - Community Services Advisory Committee - September 11, 2025

DIVISION: Strategic and Communication Services

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.

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: September 11, 2025

TITLE: Minutes - Community Services Advisory Committee - June 12, 2025 Regular Meeting and July 24, 2025 Special Meeting

DIVISION: Strategic and Communication Services

SUMMARY:

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

PROPOSED MOTION:

THAT the June 12, 2025 Community Services Advisory Committee meeting minutes and July 24, 2025 Community Services Advisory Committee special meeting minutes be approved as presented.

BACKGROUND / ANALYSIS:

The Community Services Advisory Committee meeting 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 June 12, 2025 Community Services Advisory Committee minutes and July 24, 2025 Community Services Advisory Committee special 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 Community Services Advisory Committee

June 12, 2025, 6 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

Members Present: Kimberley Shuya, Chair
Neil Quaid, Vice-Chair
Gene Kushnir
Hannah Dunbar
Jeff Tokar
Shae Masse
Spencer Bennett
Tessa Scott
Councillor Carter

Members Absent: Ambili Rose
Lisa Iwanyk
Councillor Gillett

Also in Attendance: Shelley Tunney, Supervisor of Strategic Initiatives
David Wolanski, Administrative Liaison
Laura Hall, Deputy City Clerk
Nicole Hitchens, Recording Secretary

1. CALL TO ORDER

Chair Kimberley Shuya called the meeting to order at 6 p.m.

2. AGENDA

2.1 Adoption of the Agenda - Community Services Advisory Committee - June 12, 2025

Resolution: CSAC-017-25

Moved by: Hannah Dunbar

THAT the agenda be adopted as presented.

Unanimously Carried

3. MINUTES

3.1 Approval of Minutes - Community Services Advisory Committee - April 17, 2025

Resolution: CSAC-018-25

Moved by: Shae Masse

THAT the April 17, 2025 Community Services Advisory Committee meeting minutes be approved as presented.

Unanimously Carried

4. DELEGATIONS

4.1 Public Delegation - 2025 Community Grant Applicant Presentations

The Committee received the following presentations for the 2025 Community Grant Program:

Lisa de Gara, Action for Healthy Communities Society of Alberta

Rebecca New, Allied Arts Council of Spruce Grove

Norman Leach, Greater Parkland Regional Chamber of Commerce

Dianne Brown, Rotary Club of Spruce Grove Community Partners Society

Brenda Goulette and Tammy Ryfa, Spruce Grove and District Agricultural Society

Aine O’Conner and Jason Lohr, Spruce Grove City Centre Business Association
Winifred Kennair, St. Augustine’s Parkland Anglican Church / Auggie’s Café
Barb Scully, Tri Community Adult Learning Association

Committee thanked each presenter for their presentation.

5. ADMINISTRATIVE UPDATES

There were no Administrative Updates on the agenda.

6. BUSINESS ITEMS

There were no Business Items on the agenda.

7. INFORMATION ITEMS

7.1 2025 Community Services Advisory Committee Work Plan Update - June 12, 2025

The 2025 Community Services Advisory Committee Work Plan Update - June 12, 2025 was provided to Committee for review.

8. CLOSED SESSION

Resolution: CSAC-019-25

Moved by: Gene Kushnir

THAT the Community Services Advisory Committee go into Closed Session at 7:23 p.m. under the following section(s) of the *Freedom of Information and Protection of Privacy Act*:

Item 8.1 2025 Microgrant Applications Evaluations and Approvals - June 12, 2025

Section 24; Advice from officials

Unanimously Carried

8.1 2025 Microgrant Applications Evaluations and Approvals - June 12, 2025

The following persons were also in Closed Session to provide information or administrative support for item 8.1 2025 Microgrant Applications Evaluations and Approvals - June 12, 2025:

David Wolanski, Shelley Tunney, Laura Hall, and Nicole Hitchens.

8.2 Return to Open Session - June 12, 2025

Resolution: CSAC-020-25

Moved by: Spencer Bennett

THAT Committee return to Open Session at 8:20 p.m.

Unanimously Carried

9. BUSINESS ARISING FROM CLOSED SESSION

9.1 2025 Microgrant Applications Evaluations and Approvals - June 12, 2025

Resolution: CSAC-021-25

Moved by: Jeff Tokar

THAT the Community Services Advisory Committee approve funding of \$1,500 for Carved Narratives: Community Stories from Spruce Grove.

Defeated Unanimously

Resolution: CSAC-022-25

Moved by: Tessa Scott

THAT the Community Services Advisory Committee ask Administration to consider local artist Lisa Matthias for future contracted services or public art initiatives through the City.

Unanimously Carried

Resolution: CSAC-023-25

Moved by: Gene Kushnir

THAT the Community Services Advisory Committee refer approval of funding for the Impressions of Spruce Grove: A Community Nature Print Day and have Administration work with the Applicant to receive additional clarity and bring back to the Committee for further consideration.

Unanimously Carried

Resolution: CSAC-024-25

Moved by: Jeff Tokar

THAT the Community Services Advisory Committee approve funding of \$799.99 for a refrigerator for the Henry Singer Ball Park concession.

Unanimously Carried

10. ADJOURNMENT

10.1 Adjournment - Community Services Advisory Committee - June 12, 2025

Resolution: CSAC-025-25

Moved by: Shae Masse

THAT the Community Services Advisory Committee adjourn at 8:35 p.m.

Unanimously Carried

Kimberley Shuya, Chair

Nicole Hitchens, Recording Secretary

Date Signed



THE CITY OF SPRUCE GROVE

Minutes of Community Services Advisory Committee

July 24, 2025, 6 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

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

Members Absent: Ambili Rose
Hannah Dunbar
Shae Masse
Councillor Carter

Also in Attendance: Shelley Tunney, Supervisor of Strategic Initiatives
David Wolanski, Administrative Liaison
Nicole Hitchens, Recording Secretary

1. **CALL TO ORDER**

Chair Kimberley Shuya called the special meeting of the Community Services Advisory Committee to order at 6 p.m.

2. **AGENDA**

2.1 **Adoption of the Agenda - Community Services Advisory Committee - July 24, 2025**

Resolution: CSAC-026-25

Moved by: Gene Kushnir

THAT the agenda be adopted as presented.

Unanimously Carried

3. **CLOSED SESSION**

Resolution: CSAC-027-25

Moved by: Neil Quaid

THAT the Community Services Advisory Committee go into Closed Session at 6:02 p.m. under the following section of the *Access to Information Act*:

Item 3.1 2025 Microgrant Applications Evaluations and Approvals - July 24, 2025

Section 29: Advice from officials

Unanimously Carried

3.1 **2025 Microgrant Applications Evaluations and Approvals - July 24, 2025**

The following persons were also in Closed Session to provide information or administrative support for item 3.1 2025 Microgrant Applications Evaluations and Approvals - July 24, 2025:

David Wolanski, Shelley Tunney, and Nicole Hitchens.

Tessa Scott joined the meeting at 6:27 p.m.

3.2 Return to Open Session - July 24, 2025

Resolution: CSAC-028-25

Moved by: Neil Quaid

THAT Committee return to Open Session at 7:09 p.m.

Unanimously Carried

4. BUSINESS ARISING FROM CLOSED SESSION

4.1 2025 Microgrant Applications Evaluations and Approvals - July 24, 2025

Resolution: CSAC-029-25

Moved by: Gene Kushnir

THAT the Community Services Advisory Committee approve funding of \$1,500 for Growing Spruce Grove Archives.

Abstention: Tessa Scott

Unanimously Carried

Resolution: CSAC-030-25

Moved by: Spencer Bennett

THAT the Community Services Advisory Committee approve funding of \$1,500 to help purchase a one-year subscription to the Access to Memories database.

Abstention: Tessa Scott

Defeated Unanimously

Resolution: CSAC-031-25

Moved by: Neil Quaid

THAT the Community Services Advisory Committee approve funding of \$1,500 to Khasa Foundation for their project.

Abstention: Tessa Scott

Unanimously Carried

Resolution: CSAC-032-25

Moved by: Neil Quaid

THAT the Community Services Advisory Committee approve funding of \$750 for the Let Our Colours Shine quilt show.

Unanimously Carried

Resolution: CSAC-033-25

Moved by: Jeff Tokar

THAT the Community Services Advisory Committee approve funding of \$1,500 to Parkland Minor Ball for the 15U AA Provincial Championships.

In Favour: Spencer Bennett, Neil Quaid, Tessa Scott, Kimberley Shuya, and Jeff Tokar

Opposed: Lisa Iwanyk and Gene Kushnir

Carried

5. ADJOURNMENT

5.1 Adjournment - Community Services Advisory Committee - July 24, 2025

Resolution: CSAC-034-25

Moved by: Gene Kushnir

THAT the Community Services Advisory Committee adjourn at 7:24 p.m.

Unanimously Carried

DRAFT

Kimberley Shuya, Chair

Nicole Hitchens, Recording Secretary

Date Signed

DRAFT



REQUEST FOR DECISION

MEETING DATE: September 11, 2025

TITLE: Community Outreach Program

DIVISION: Community and Protective Services

SUMMARY:

The City of Spruce Grove's Community Outreach Program launched in August 2023. This presentation overviews its operations and associated program outcomes.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The Community Outreach Program represents a data-informed, municipally supported response to homelessness that effectively addresses service gaps often left by higher levels of government. Launched with federal funding, the program has demonstrated meaningful outcomes including a significant reduction in enforcement files by offering low-barrier, relationship-based supports to individuals facing housing insecurity and complex challenges. The City's investment in collaboration and support of all individuals not only contributes to community safety and well-being but also advances local capacity to respond proactively to emerging risks.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

The Community Outreach Program is currently funded by the municipality and through a federal grant. The federal grant will end on March 31, 2026. A business case has been put forth for Council to consider making the program permanent.

Community Outreach Program

Presented by Danielle Peyton, Manager of Community Strategies, and
Marlin Degrand, Manager of Enforcement Services

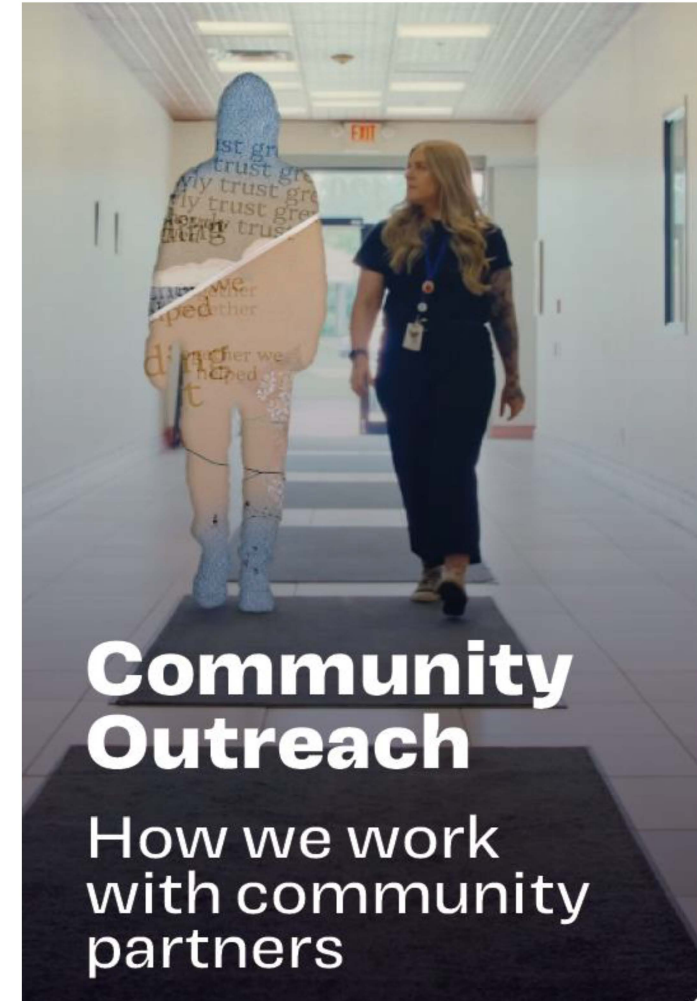
September 11, 2025

Community Outreach

- **Launched in August 2023**, supported through **federal grant funding** (until March 2026) and **through municipal contributions**.
- Program creation based on achieving **three main activities** (per BSCF grant commitments) including:
 - 1) **Increased engagement of supports**
 - 2) **Increased availability of supports**
 - 3) **Increased community understanding and awareness of social disorder.**

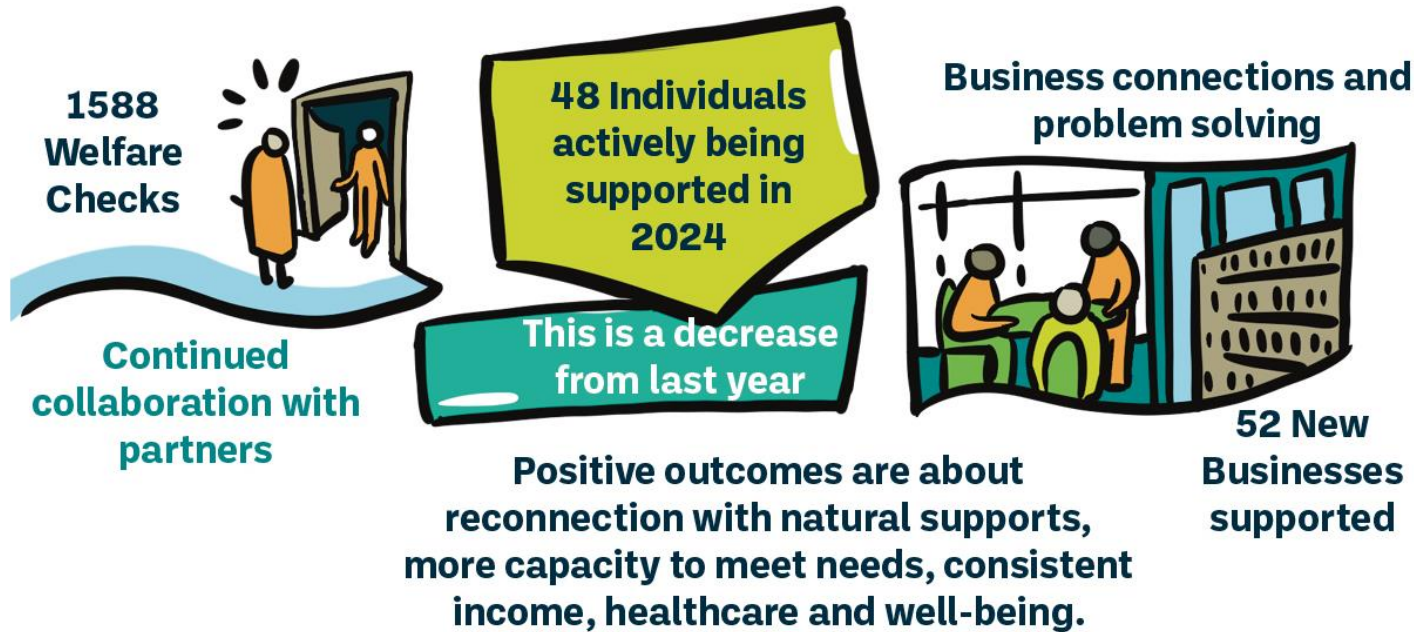
Staffing Model





Program Highlights

2024:

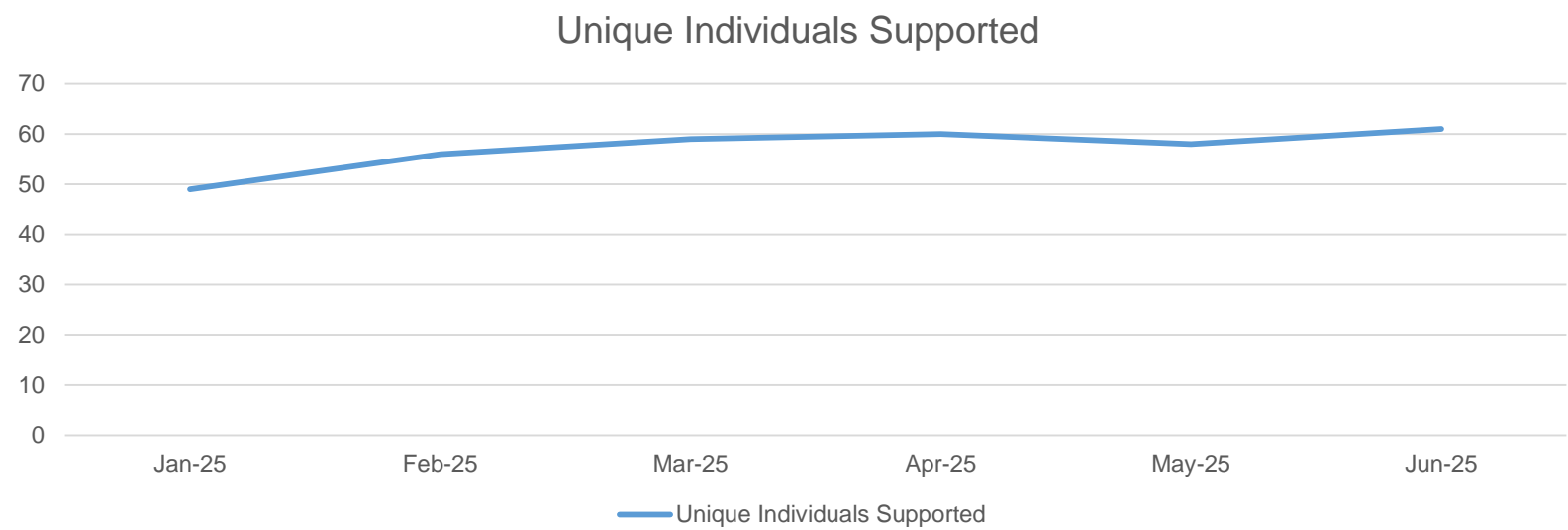


5649 instances of support to 214 unique individuals

87% “diversion rate” of individuals newly experiencing vulnerability or new to the community

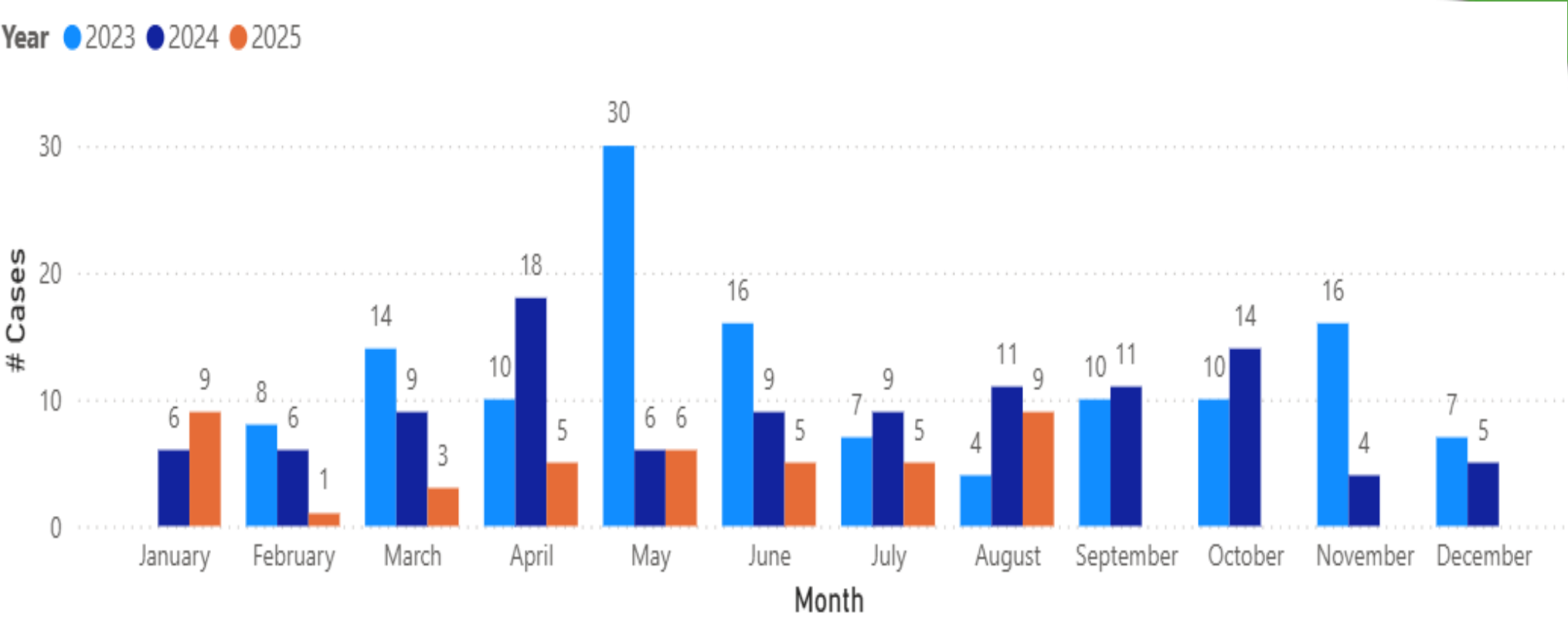
Program Highlights

2025:



From January to June 2025:
2577 instances of support to **132** unique individuals

Enforcement Calls



Community Outreach Team – Contributors to Success

- Strong **support from City Council** for the team's work, including funding.
- **Early collaboration with existing community groups** clarified roles and avoided service overlap.
- **Scope of work and operational policies** clearly defined.
- Emphasis on **building community capacity and awareness** through direct resident engagement and a new video series.



REQUEST FOR DECISION

MEETING DATE: September 11, 2025

TITLE: 2025 Community Services Advisory Committee Work Plan Update
- September 11, 2025

DIVISION: Community and Protective Services

SUMMARY:

The Administrative Liaison is providing a progress update on the 2025 Community Services Advisory Committee (CSAC) Work Plan, for information.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

At the April 17, 2025 CSAC meeting, Committee asked the Administrative Liaison to include a standing information item on the CSAC agenda to provide progress updates on the 2025 CSAC Work Plan.

Items that are highlighted in the supporting document have been completed to date.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

Community Services Advisory Committee 2025 Work Plan

Ongoing Annual Responsibilities

1. Microgrant approvals as per policy
2. Community Grant review and recommendations to Council as per policy
3. Roles and Responsibilities under the Commemorative Naming of Assets Policy

Awareness and Understanding

Generally speaking, this area of focus includes receiving information and presentations from Administration to gain a better understanding of how certain programs, processes, standards, and initiatives relate to the mandate of the Committee. Advice, feedback, and recommendations to Council and/or Administration may come as a result of the information and presentations provided to the Committee.

1. Community Social Development Annual Report
 - Include information on the Social Sustainability Plan and how administration implements said plan
 - Information related to homelessness and how the City itself respond to the issue within its scope of responsibilities and jurisdiction
2. Family and Community Support Services “101”
 - Provide information related to the legislation and what a municipality can and cannot do with the funding received
3. Housing Strategy presentation
4. Heavy Metal Place update
 - History and update on facility amenities, partnerships, scope, etc.
5. Police Advisory Committee
 - Provide update to Committee on the implementation and purpose of the new Committee
 - Include context and clarity on avoiding duplication across committee’s but also ways to align where possible
6. Recreation and Culture Department Presentation
 - Information related to the structure of the department
 - Priorities and focus areas for initiatives, programs, services, etc.
7. Event Procedures
 - Provide an update and information related to improvements in processes for internal and community driven events
8. Re-imagine Central Park Project Update

9. Accessibility Initiatives

- Receive information related to a number of City initiatives and plans around accessibility
- Review standards and information for walkability and other accessibility features and considerations in the City (i.e. neighbourhoods, commercial/industrial, trails, etc.)
- High-level overview of the recently completed Transportation Master Plan

10. Enforcement Services and RCMP presentation, statistics, and initiatives

The committee may request or receive additional information where appropriate and applicable to its work plan or items that come before them; however, these will be dependent on schedule and capacity of Administration.

Review and Analysis

While the “Information and Awareness” category may result in feedback and recommendations, this section of the work plan includes items that are more directly related to advice, feedback, and possible recommendations to both Administration and/Council. 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.

1. Recreation and Culture Fees/Charges and Allocation Priorities

- Initiative currently ongoing with engagement with user groups, CSAC, and YAC scheduled
- Will help inform Council engagement and decision on framework

2. Community Development Framework

- Administrative framework being developed focusing on high-level principles on how the City supports and works with the community
- Provide feedback on principles and draft framework

3. Public Art/Murals Annual Plan

- Present annual plan for feedback prior to taking to Council for consideration
- Where appropriate, review art submissions and provide feedback to be included as part of the recommendations to Council

4. Community Outreach

- More detailed discussion and information related to homelessness and the work of the outreach team

5. Transit Initiatives and Strategies

- Presentation on transit program and services
- Feedback and advice on a number of principles and philosophies that will inform strategy discussions with Council

6. Wayfinding Signage Project

- Provide advice and feedback to help inform project priorities/concepts for Administration and ultimately for Council

7. Youth Integrated Services and Youth Programming

- Receive an update on specific programming and plans for enhanced services and receive feedback as necessary
- Connection to Youth Advisory Committee

8. Neighbourhood Engagement

- Analysis and information related to current initiatives
- Advice and feedback on other opportunities to refine, add, etc. (i.e. Block Party program)

The committee may deal with additional items that are currently not planned or information is not yet available (i.e. escooters); however, these will also be dependent on schedule and capacity of Administration.



REQUEST FOR DECISION

MEETING DATE: September 11, 2025

TITLE: Adjournment - Community Services Advisory Committee - September 11, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

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

PROPOSED MOTION:

THAT the Community Services 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