



COMMUNITY SERVICES ADVISORY COMMITTEE MEETING

Thursday, November 13, 2025, 6 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

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8. CLOSED SESSION

- 8.1

2025 Microgrant Applications Evaluations and Approvals
- November 13, 2025
Section 29; Advice from officials

David Wolanski
- 8.2
- Return to Open Session - November 13, 2025

9. BUSINESS ARISING FROM CLOSED SESSION

10. ADJOURNMENT

- 10.1
- Adjournment - Community Services Advisory Committee - November 13, 2025



REQUEST FOR DECISION

MEETING DATE:

November 13, 2025

TITLE:

Adoption of the Agenda - Community Services Advisory
Committee - November 13, 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: November 13, 2025

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

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 September 11, 2025 Community Services Advisory Committee 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 September 11, 2025 Community Services 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 Community Services Advisory Committee

September 11, 2025, 6 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

Members Present:

- Kimberley Shuya, Chair
- Neil Quaid, Vice-Chair
- Ambili Rose
- Gene Kushnir
- Hannah Dunbar
- Jeff Tokar (attended virtually)
- Lisa Iwanyk
- Shae Masse
- Spencer Bennett
- Tessa Scott
- Councillor Gillett

Also in Attendance:

- Danielle Peyton, Manager of Community Strategies
- Marlin Degrand, Manager of Enforcement Services
- Shelley Tunney, Supervisor of Strategic Initiatives
- David Wolanski, Administrative Liaison
- Nicole Hitchens, Recording Secretary

1. **CALL TO ORDER**

Chair Kimberley Shuya called the meeting to order at 6:01 p.m.

2. **AGENDA**

2.1 **Adoption of the Agenda - Community Services Advisory Committee - September 11, 2025**

Resolution: CSAC-035-25

Moved by: Gene Kushnir

THAT the agenda be adopted as presented.

Unanimously Carried

3. **MINUTES**

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

Resolution: CSAC-036-25

Moved by: Shae Masse

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.

Unanimously Carried

4. **DELEGATIONS**

4.1 **Community Outreach Program**

Chair Kimberley Shuya introduced Danielle Peyton, Manager of Community Strategies, and Marlin Degrand, Manager of Enforcement Services.

Danielle Peyton and Marlin Degrand provided a presentation on the Community Outreach Program.

Committee thanked Danielle Peyton and Marlin Degrand for the 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 - September 11, 2025**

The 2025 Community Services Advisory Committee Work Plan Update - September 11, 2025 was provided to Committee for review.

8. **CLOSED SESSION**

Resolution: CSAC-037-25

Moved by: Spencer Bennett

THAT the Community Services Advisory Committee go into Closed Session at 6:55 p.m. under the following section of the *Access to Information Act*:

Item 8.1 2025 Community Grant Applications - Evaluations and Recommendations - September 11, 2025

Section 29; Advice from officials

Unanimously Carried

8.1 **2025 Community Grant Applications - Evaluations and Recommendations - September 11, 2025**

The following persons were also in Closed Session to provide information or administrative support for item 8.1 2025 Community Grant Applications - Evaluations and Recommendations - September 11, 2025:

David Wolanski, Shelley Tunney, and Nicole Hitchens.

Jeff Tokar declared a pecuniary interest in the matter of item 8.1 2025 Community Grant Applications - Evaluations and Recommendations - September 11, 2025, for applications from the Rotary Club of Spruce Grove, Rotary Club of Spruce Grove Community Partners Society, and Spruce Grove and District Agricultural Society, and recused himself by leaving the Closed Session at 7:32 p.m.

Councillor Gillett declared a pecuniary interest in the matter of item 8.1 2025 Community Grant Applications - Evaluations and Recommendations - September 11, 2025, for an application from the Rotary Club of Spruce Grove Community Partners Society, and recused herself by leaving the Closed Session at 7:39 p.m.

Councillor Gillett returned to the meeting at 7:45 p.m.

Gene Kushnir left the meeting at 8:19 p.m.

Jeff Tokar returned to the meeting at 8:21 p.m.

8.2 Return to Open Session - September 11, 2025

Resolution: CSAC-038-25

Moved by: Ambili Rose

THAT Committee return to Open Session at 8:29 p.m.

Unanimously Carried

9. **BUSINESS ARISING FROM CLOSED SESSION**

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

Resolution: CSAC-039-25

Moved by: Neil Quaid

THAT the Community Services Advisory Committee recommend the approval of \$10,000 in funding to Action for Healthy Communities Society of Alberta for the *Cultural Connections* project.

Unanimously Carried

Resolution: CSAC-040-25

Moved by: Shae Masse

THAT the Community Services Advisory Committee recommend the approval of \$10,000 in funding to Africentric Arts for the *iLead Community Leadership Program* project.

Unanimously Carried

Resolution: CSAC-041-25

Moved by: Hannah Dunbar

THAT the Community Services Advisory Committee recommend the approval of \$8,500 in funding to Allied Arts Council of Spruce Grove for the *Building a Bold New Identity* project.

Unanimously Carried

Resolution: CSAC-042-25

Moved by: Spencer Bennett

THAT the Community Services Advisory Committee recommend the approval of \$5,000 in funding to the Rotary Club of Spruce Grove for the *Family Care* project.

Abstention due to a declared pecuniary interest: Jeff Tokar

Unanimously Carried

Resolution: CSAC-043-25

Moved by: Ambili Rose

THAT the Community Services Advisory Committee recommend the approval of \$33,200 in funding to Rotary Club of Spruce Grove Community Partners Society for the *Our Community Pantry* project.

Abstention due to a declared pecuniary interest: Jeff Tokar

Unanimously Carried

Resolution: CSAC-044-25

Moved by: Tessa Scott

THAT the Community Services Advisory Committee recommend the approval of \$9,250 in funding (\$9,250 per year for three years) to Tri Community Adult Learning Association for the *Newcomer Services* project.

Unanimously Carried

Resolution: CSAC-045-25

Moved by: Lisa Iwanyk

THAT the Community Services Advisory Committee recommend the approval of \$5,000 in funding to St. Augustine's Parkland Anglican Church for the *Auggie's Cafe* project.

Unanimously Carried

Resolution: CSAC-046-25

Moved by: Jeff Tokar

That the Community Services Advisory Committee recommend to City Council to consider an increase to the base budget for the Community Grant Program as part of the City's 2026-2028 budget and fiscal plan deliberations.

Unanimously Carried

10. ADJOURNMENT

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

Resolution: CSAC-047-25

Moved by: Spencer Bennett

THAT the Community Services Advisory Committee adjourn at 8:38 p.m.

Unanimously Carried

Kimberley Shuya, Chair

Nicole Hitchens, Recording Secretary

Date Signed

DRAFT



REQUEST FOR DECISION

MEETING DATE: November 13, 2025

TITLE: CP-1057-24 - Commemorative Naming of Assets Policy

DIVISION: Community and Protective Services

SUMMARY:

CP-1057-24 - Commemorative Naming of Assets Policy provides the process that is used for commemorative naming and renaming of eligible assets. The policy contains processes that fall within the responsibility of the Community Services Advisory Committee.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

On October 28, 2024, Council established CP-1057-24 - Commemorative Naming of Assets Policy. This demonstrates Council's commitment to the community by providing a process for Commemorative Naming and renaming of Eligible Assets.

The purpose of the presentation is for Administration to provide the Community Services Advisory Committee with information about the various processes within the policy, and to review the committee's responsibilities that are identified within the policy.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

	COUNCIL POLICY	Policy No: CP-1057-24
		Approved By: Council
		Effective Date: July 1, 2025 Resolution No.: RCM-283-24 Last Reviewed Date: October, 28, 2024
		Division: Community and Protective Services - Recreation and Culture

COMMEMORATIVE NAMING OF ASSETS POLICY

POLICY STATEMENT

The assigning of Commemorative Names to Eligible Assets in the City of Spruce Grove provides an opportunity to mark community pride by honouring individuals, groups, organizations, and events that are: historically significant to the community; reflect names associated with Equity Deserving Groups traditionally underrepresented in the City's naming practices; and recognize those who have demonstrated excellence or exceptional dedication to service in the voluntary, public or private sector.

The naming of City assets through the City Addressing Policy and the Sponsorship Policy are not covered by this Policy.

1. PURPOSE

- 1.1 Provide the process that is used for Commemorative Naming and renaming of Eligible Assets.

2. DEFINITIONS

- 2.1 "Administration" means staff of the City, as delegated and assigned by the City Manager.
- 2.2 "Business" means a business licensed in the City under the Business License Bylaw, as amended.
- 2.3 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.4 "City Manager" means the administrative head of the City.

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- 2.5 “Commemorative Name” means the name of an individual, group, organization or event that is honoured for historical significance; association with an Equity-Deserving Group traditionally underrepresented in naming practices; or demonstrating excellence or exceptional dedication to service in the voluntary, public or private sector.
- 2.6 “Commemorative Naming” means the assigning of Commemorative Name to an Eligible Asset.
- 2.7 “Committee” means the Community Services Advisory Committee established under the Community Services Advisory Committee Bylaw, as amended.
- 2.8 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, C L021, as amended.
- 2.9 “Development Area” means an area structure plan, servicing design concept, or subdivision.
- 2.10 “Eligible Asset” means an asset that is owned or under the control of the City of Spruce Grove that is eligible for Commemorative Naming or renaming under Section 3 of this Policy.
- 2.11 “Equity Deserving Groups” means those that identify barriers to equal access, opportunities, and resources due to the oppression, disadvantage and discrimination and actively seek social justice and reparation; which can include, but is not limited to, First Nations, Métis and Inuit peoples, people of colour, people with disabilities, 2SLGBTQQIA+ (two-spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual), newcomers, and other communities who are impacted.
- 2.12 “Municipal Facility” means the exterior of any building or structure and its interior assets, or an area of land that is not a Park or Street, that is owned by or under the control of the City.

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- 2.13 “Names Reserve List” means the list of approved Commemorative Names used to assign a Commemorative Name to an Eligible Asset.
- 2.14 “Park” means lands owned and operated by the City and designated for the daily use by the public for outdoor recreation purposes (both passive and active) and may include uses and facilities such as playgrounds, picnic areas, sport courts and amenities, Trails and pathways, parking, dog off-leash areas, plantings, stormwater management facilities, seating areas and other support amenities. Parks may range in size and function, depending on the location.
- 2.15 “Sponsorship” means a City asset whose name is sponsored under the Sponsorship Policy.
- 2.16 “Sponsorship Agreement” means a mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of marketing benefits between the City and an external party for a specified period of time.
- 2.17 “Street” means that part of a road right-of-way designed for vehicular traffic as prescribed by the City’s Engineering Standards. This does not include an alley.
- 2.18 “Trail” means a path or multi-use linear walkway, other than a Street, that provides routes within communities, linking residential areas to facilities such as neighbourhood Parks, schools, and other local community destinations. Trails are generally made from asphalt, concrete, or composed of granular material.

3. ELIGIBLE ASSETS

- 3.1 The following assets are eligible for Commemorative Naming or renaming:
- (a) New unnamed Park (including assets within a Park such as a ball diamond) or new unnamed Trail;

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- (b) Existing Park or Trail that has a name that is not under an active Sponsorship Agreement;
 - (c) New unnamed Municipal Facility (both the exterior and interior assets such as a skating rink or an electronic sign board); and
 - (d) Existing Municipal Facility (both the exterior and interior assets) that has a name which is not under an active Sponsorship agreement.
- 3.2 For all Eligible Assets, naming under the Sponsorship Policy takes precedence over Commemorative Naming under this Policy.
- 3.3 All other assets owned by or under the control of the City, such as Streets and Development Areas, are ineligible for Commemorative Naming and renaming.

4. APPLICATION

- 4.1 A City resident, group, organization, Business (including development industry), or member of Administration or Council may submit an application for Commemorative Naming or renaming.
- 4.2 An applicant must:
- (a) Submit an application as per the requirements outlined in the form on the City Website;
 - (b) Specify how the proposed Commemorative Name meets the criteria in Section 5; and
 - (c) Indicate their agreement in principle in the application to pay the costs of signage design, production, and installation the City will incur if the proposed Commemorative Name is assigned to an Eligible Asset.
 - (i) Costs will vary based on the Eligible Asset type; and

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(ii) Applicant can apply for costs to be waived under Section 10.1(b).

5. CRITERIA

- 5.1 A Commemorative Name can be that of an individual, group, organization or event.
- 5.2 In order for a potential Commemorative Name to be added to the Names Reserve List, it must meet at least one of the following criteria:
 - (a) The name is of historical significance to the establishment or growth of the City;
 - (b) The name is of significance to Alberta, Canada or internationally;
 - (c) The name is associated with an Equity Deserving Group that has been traditionally underrepresented in the City's naming practices;
 - (d) The individual was formerly City Mayor, member of Council, or an elected official at the provincial or federal level;
 - (e) The individual was formerly a member of Administration who demonstrated exceptional dedication to service; or
 - (f) The individual has made a significant positive contribution, over a period of time, including but not limited to demonstrating excellence in their field or showing exceptional dedication to service, that brings benefit or honour to the City, Alberta, Canada, or internationally.
- 5.3 If a proposed Commemorative Name is of a deceased individual, the individual must have been deceased for a minimum of one year prior to the submission of an application.

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6. CONSENT

6.1 Prior to an application being considered, the applicant must:

- (a) For a group, organization, or living individual: provide evidence of the group, organization, or individual's consent for Commemorative Naming; or
- (b) For a deceased individual: provide evidence of the deceased individual's family's consent and consensus for Commemorative Naming.

7. ASSIGNMENT TO THE NAMES RESERVE LIST

- 7.1 Commemorative Names assigned to an Eligible Asset must be selected from the Names Reserve List.
- 7.2 Administration will process the application, including confirm it meets the criteria in Section 5 and the requirement in Section 6, and inquire with the Town of Stony Plain and Parkland County if either currently has a Commemoratively Named asset with the same name; and provide this information to the Committee.
- 7.3 Administration will send the application to the Committee for decision to add the name to the Names Reserve List.
 - (a) Successful application: Administration will notify the applicant in writing.
 - (b) Unsuccessful application: Administration will notify the applicant and include reason(s) in writing.
 - (i) The applicant may resubmit their application at a later date if it meets the criteria in Section 5 and the requirement in Section 6.

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- 7.4 Council will receive the Names Reserve List on an annual basis through the Committee's reporting process.

8. ASSIGNMENT OF NAME TO AN ELIGIBLE ASSET

- 8.1 Administration will identify and provide an Eligible Asset(s) and Names Reserve List to the Committee.
- 8.2 The Committee will review and make a recommendation to Council on the Eligible Asset and Commemorative Name to be assigned to it.
- 8.3 After closed deliberation by Council followed by a public motion of Council, Administration will notify:
- (a) The applicant of the decision if approved and provide the estimated design, production and installation costs for signage; and
 - (b) The Committee and the applicant if not approved, and provide an explanation as to reason.

9. REMOVE AND REPLACE EXISTING COMMEMORATIVE NAME FROM ELIGIBLE ASSET

- 9.1 The application process is the same as in Section 4, other than the application must meet one of the following criteria:
- (a) The existing Commemorative Name to be removed and replaced is linked to a current or historical individual, group, organization, or event that is considered discriminatory or offensive; or
 - (b) The views or actions of the individual, group or organization with the existing Commemorative Name are considered inconsistent with the City's commitment to being a welcoming and inclusive community.

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- 9.2 Administration will process the application, confirm it meets the criteria in Section 9.1, and send to Committee.
- 9.3 Committee will review and make a recommendation to Council regarding removal of the existing Commemorative Name and if applicable, a replacement name.
- (a) If the Committee recommends name removal, the process to assign a new Commemorative Name to the Eligible Asset and notify the applicant in Section 8 will be followed, and the Committee's recommendation to Council will have two parts:
 - (i) Removal of existing Commemorative Name; and
 - (ii) New Commemorative Name for the Eligible Asset.
 - (b) If the application is unsuccessful, the process and reapplication provisions in Section 7.4 (b) will apply.

10. COSTS

- 10.1 Payment of design, production, and installation costs for signage:
- (a) As per Section 4.2(c), an applicant must pay the full costs identified in the notification, prior to Administration commencing with installation.
 - (b) If an applicant is unable to pay the costs identified in the notification, the applicant can submit an application request to Administration to waive the costs.
 - (c) Administration will review the cost waiver application and make a recommendation to Council.

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(d) After closed deliberation by Council followed by a public motion of Council, Administration will notify the applicant of decision on cost waiver.

(i) If cost waiver is approved, Administration will commence installation.

(ii) If cost waiver is not approved, Administration's notification will include provision for applicant to pay the estimated costs in order for the Commemorative Naming to proceed.

10.2 The costs of maintaining the signage for a Commemoratively Named asset is the City's responsibility.

11. COUNCIL'S AUTHORITY

11.1 Notwithstanding the above, Council may, at its discretion, alter, amend, or waive any provision in this policy.

12. RESCISSION OF POLICY 7,002

12.1 7,002 City Naming Policy is hereby rescinded.

RELATED DOCUMENTS

Business License Bylaw, as amended

Community Services Advisory Committee, as amended

Land Use Bylaw, as amended

City Addressing Policy, as amended

Sponsorship Policy, as amended

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APPROVAL

Mayor: Original signed by Mayor Acker Date: October 28, 2024

CP-1057-24

Commemorative Naming of Assets Policy

Purpose of the Policy

Provides a consistent process for:

- Commemoratively naming eligible city assets
- Removing and/or Renaming eligible city assets

Recognizes individuals, groups, or events that:

- Have historical significance.
- Represent underrepresented equity-deserving groups.
- Demonstrate excellence or exceptional service.

Scope

Applies to:

- Parks
- Trails
- Municipal facilities (including interior assets)

Does not apply to:

- Streets or development areas
- Assets under active Sponsorship Agreements

Eligible Applicants

Applications may be submitted by:

- City residents
- Groups or organizations
- Businesses (including developers)
- Administration or Council members

Application Requirements

Applicants must:

- Complete the application form.
- Demonstrate how the proposed name meets policy criteria.
- Agree in principle to pay for signage design, production, and installation.

Key Criteria for Commemorative Names

The name must meet at least one of the following criteria:

- Historical significance locally or beyond.
- Tied to an equity-deserving or under-represented group.
- Recognition of elected officials or long-serving staff.
- Exceptional contributions or excellence in service.

(Deceased individuals must have been deceased for at least one year.)

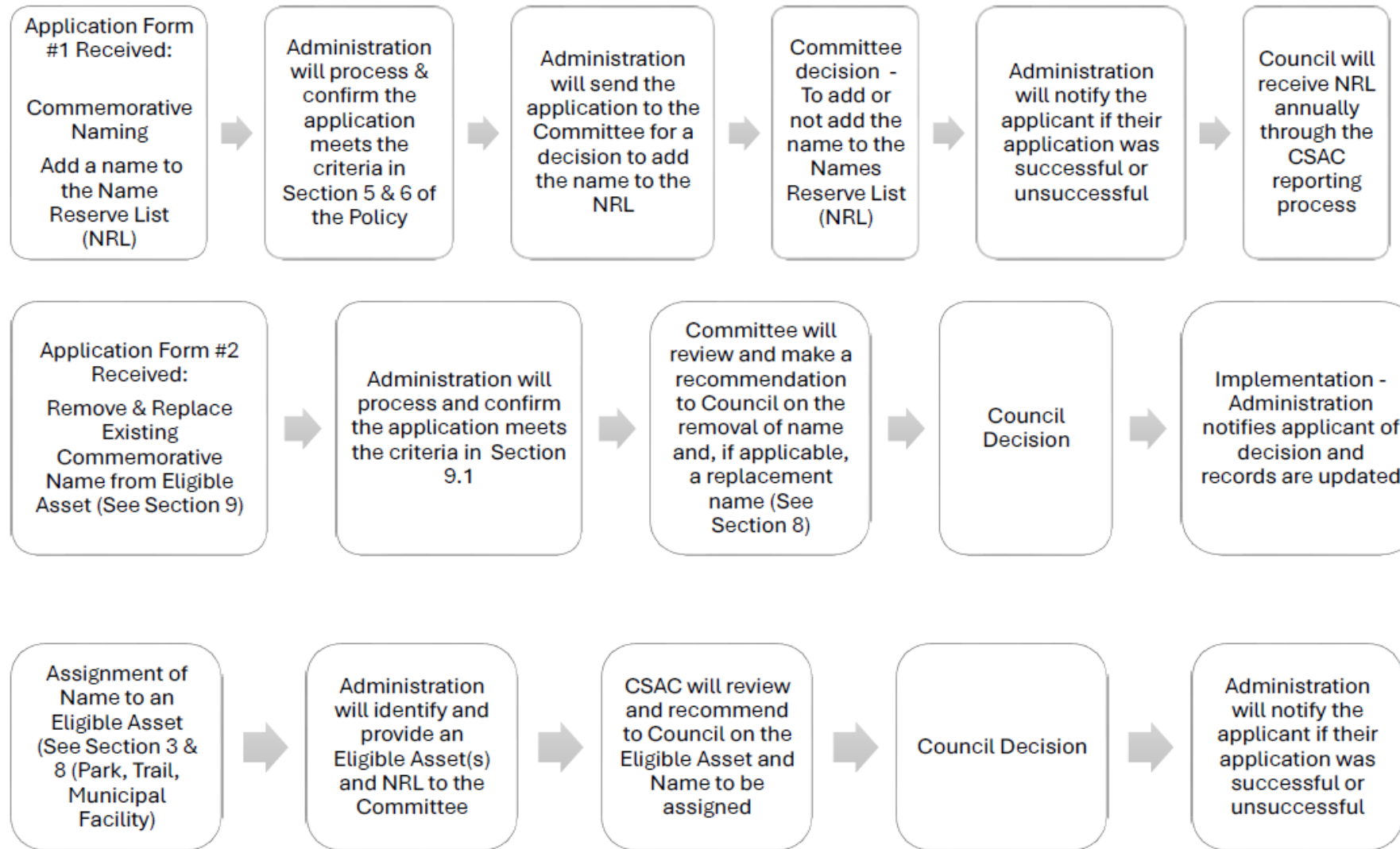
Consent Requirements

Before consideration:

- Living individuals, groups, or organizations must provide written consent.
- For deceased individuals, family consent and consensus is required.

Process Overview

Commemorative Naming of Assets Policy Implementation - Process Map



Administration's Role

- Receives and reviews applications
- Verifies eligibility and consent requirements
- Consults regional partners & SG Archives to avoid duplication
- Forwards complete applications and report to CSAC
- Notifies applicants
- Maintains Names Reserve List (NRL)
- Identifies and provides an Eligible Asset(s) & NRL to CSAC
- Reviews waiver of fee requests and recommends to Council

CSAC's Role

- Evaluates the application package along with Administration's report and:
 - Approves the addition to the Names Reserve List, or
 - Declines the addition to the Names Reserve List, and
 - Provides rationale to Administration of decision
- Recommends to Council a name from the Names Reserve List and an Eligible Asset
- Recommends removal or replacement of existing Commemorative Name when necessary
- Provides rationale for recommendations to Council
- Provide Council the Names Reserve List on an annual basis

Council's Role

- Makes the final decision on assigning, removing, or replacing names.
- Conducts closed deliberations followed by a public motion.
- Reviews and decides on cost waiver requests.

How Applications Come to CSAC

- The Application is received and reviewed by Administration.
- CSAC receives application package and Administration report.
- CSAC deliberates and decides on addition to the Names Reserve List.
- Recommendations advance to Council for final decision.

Removal or Replacement Requests

- Application form is submitted by an eligible applicant.
- Must show that the existing name is offensive, discriminatory, or inconsistent with City values.
- CSAC recommends to Council on the removal/replacement of a named asset.

Costs

- Applicants agree to cover costs of signage design, production, and installation.
- Applicants unable to pay may apply for a cost waiver (Council decision).
- City covers ongoing signage maintenance and lifecycle.

Naming of an Asset - Trigger

Trigger Type	Who Initiates	Common Scenarios	Next Step
Administrative	City departments	New or renamed facility, park, trail	Admin → CSAC → Council
Community	Public applicant	Commemorative name proposal	Application → Admin → CSAC → Council Decision
Council/Committee	Council motion or CSAC recommendation	Name removal, replacement, or reassignment	Admin → CSAC → Council Decision

Summary Points

- Policy ensures transparent, consistent, and inclusive naming practices.
- CSAC is vital in the review, decision-making, and recommendation process.
- Process supports community pride and recognition.



Questions?

Thank you



REQUEST FOR DECISION

MEETING DATE: November 13, 2025

TITLE: Community Services Advisory Committee Membership Update

DIVISION: Community and Protective Services

SUMMARY:

With two Community Services Advisory Committee members elected to Council, there is a requirement to recruit new members. David Wolanski, Administrative Liaison, will provide the Committee with a verbal update.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

n/a

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 13, 2025

TITLE: 2025 Community Services Advisory Committee Work Plan Annual Progress Report and Report to Council

DIVISION: Community and Protective Services

SUMMARY:

The Administrative Liaison will provide an annual progress report on the 2025 Community Services Advisory Committee (CSAC) Work Plan and discuss presenting the 2025 CSAC Work Plan to Council in early 2026.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

At least twice per year, CSAC shall report to Council on the following:

- (a) Development of its workplan;
- (b) Update on progress and initiatives, as set out in the workplan; and
- (c) Any information and recommendations on issues or opportunities within its mandate.

Items that are highlighted in the attached 2025 CSAC Work Plan Update 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: November 13, 2025

TITLE: 2026 Community Services Advisory Committee Meeting Dates

DIVISION: Strategic and Communication Services

SUMMARY:

The Community Services Advisory Committee establishes an annual meeting schedule. In preparation of bringing forward the proposed 2026 Meeting Schedule, the intent of this Request for Decision is to gather member availability, meeting preferences, and general feedback to consider.

PROPOSED MOTION:

That the Community Services Advisory Committee Organizational Meeting be scheduled on DATE, 2026 beginning at 6 p.m. in the Community Engagement Space at 414 King Street.

BACKGROUND / ANALYSIS:

The Community Services Advisory Committee Bylaw directs the Committee to establish an annual meeting schedule that specifies the date, time and place of all regular Committee meetings.

To date, the Community Services Advisory Committee (CSAC), has met on the following days:

- Thursday, February 13
- Thursday, March 6
- Thursday, April 17
- Thursday, June 12
- Thursday, July 24 (Special Meeting)
- Thursday, September 11

The committee has historically met from 6 p.m. to 8 p.m. Meetings were first held at City Hall in the Poplar Room and were moved to the Community Engagement Space at 414 King Street due to space constraints. Other than meeting on Thursdays, there hasn't been a specific pattern to the meeting schedule (i.e. monthly, quarterly, etc.).

The purpose of this Request for Decision is to:

1. schedule the Committee's 2026 Organizational Meeting, and
2. discuss availability and meeting preferences of the members to help establish the 2026 Meeting Schedule.

Based on feedback from the discussion, a final 2026 Meeting Schedule will be brought forward for consideration and approval at the organizational meeting.

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 13, 2025

TITLE: Adjournment - Community Services Advisory Committee - November 13, 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