



## COMMUNITY SERVICES ADVISORY COMMITTEE MEETING

Tuesday, January 13, 2026, 7 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

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10.1 Adjournment - Community Services Advisory Committee - January 13, 2026

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## REQUEST FOR DECISION

**MEETING DATE:** January 13, 2026

**TITLE:** Adoption of the Agenda - Community Services Advisory Committee - January 13, 2026

**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:** January 13, 2026

**TITLE:** Minutes - Community Services Advisory Committee - November 13, 2025

**DIVISION:** Strategic and Communication Services

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### SUMMARY:

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

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### PROPOSED MOTION:

THAT the November 13, 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 November 13, 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**

**November 13, 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  
Lisa Iwanyk  
Shae Masse  
Tessa Scott  
Councillor Carter

**Members Absent:**

Ambili Rose

**Also in Attendance:**

Carol Dunnigan, Supervisor of Community Development and Support  
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 p.m.

2. **AGENDA**

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

**Resolution:** CSAC-036-25

**Moved by:** Hannah Dunbar

THAT the agenda be adopted as presented.

**Unanimously Carried**

3. **MINUTES**

3.1 **Approval of Minutes - Community Services Advisory Committee - September 11, 2025**

Tessa Scott joined the meeting at 6:02 p.m.

**Resolution:** CSAC-037-25

**Moved by:** Hannah Dunbar

THAT the September 11, 2025 Community Services Advisory Committee meeting minutes be approved as presented.

**Unanimously Carried**

4. **DELEGATIONS**

4.1 **Commemorative Naming of Assets Policy**

Chair Kimberley Shuya introduced Carol Dunnigan, Supervisor of Community Development and Support.

Carol Dunnigan provided a presentation on the Commemorative Naming of Assets Policy.

Committee thanked Carol Dunnigan for the presentation.

5. **ADMINISTRATIVE UPDATES**

5.1 **Community Services Advisory Committee Membership Update**

David Wolanski, Administrative Liaison, provided an update on the Community Services Advisory Committee Membership.

Committee thanked David Wolanski for the presentation.

6. **BUSINESS ITEMS**

6.1 **2025 Community Services Advisory Committee Work Plan Progress Report and Annual Report to Council**

David Wolanski, Administrative Liaison, provided a presentation on the 2025 Community Services Advisory Committee Work Plan Progress Report and Annual Report to Council.

Committee thanked David Wolanski for the presentation.

6.2 **2026 Community Services Advisory Committee Meeting Dates**

David Wolanski, Administrative Liaison, provided a presentation on the 2026 Community Services Advisory Committee Meeting Dates.

Committee proposed scheduling monthly CSAC meetings (except July, August, and December) on the second Tuesday of the month from 6 - 8 p.m. The 2026 Meeting Schedule will come forward for Committee's approval at the January Organizational Meeting.

Committee thanked David Wolanski for the presentation.

**Resolution:** CSAC-038-25

**Moved by:** Lisa Iwanyk

That the Community Services Advisory Committee Organizational Meeting be scheduled on Tuesday, January 13, 2026 beginning at 6 p.m.

**Unanimously Carried**

7. **INFORMATION ITEMS**

There were no Information Items on the agenda.

8. **CLOSED SESSION**

**Resolution:** CSAC-039-25

**Moved by:** Shae Masse

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

Item 8.1 2025 Community Grant Applications - Evaluations and Recommendations - November 13, 2025

Section 29; Advice from officials

**Unanimously Carried**

8.1 2025 Microgrant Applications Evaluations and Approvals - November 13, 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 - November 13, 2025:

David Wolanski, Shelley Tunney, and Nicole Hitchens.

8.2 Return to Open Session - November 13, 2025

**Resolution:** CSAC-040-25

**Moved by:** Neil Quaid

THAT Committee return to Open Session at 7:24 p.m.

**Unanimously Carried**

**9. BUSINESS ARISING FROM CLOSED SESSION**

9.1 2025 Microgrant Applications - Evaluations and Recommendations - November 13, 2025

**Resolution:** CSAC-041-25

**Moved by:** Hannah Dunbar

THAT the Community Services Advisory Committee approve funding of \$1,500 to Spruce Grove Soccer Association for the Early Bird Soccer Tournament 2025.

**Unanimously Carried**

**Resolution:** CSAC-042-25

**Moved by:** Neil Quaid

THAT the Community Services Advisory Committee direct Administration to work with the Fish and Game Association for additional clarity related to the benefits for Spruce Grove residents on their Homes for Bird Initiative and have the application be deferred to the January 13, 2026 meeting for additional consideration.

**Unanimously Carried**

**10. ADJOURNMENT**

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

**Resolution:** CSAC-043-25

**Moved by:** Gene Kushnir

THAT the Community Services Advisory Committee adjourn at 7:28 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



## REQUEST FOR DECISION

**MEETING DATE:** January 13, 2026

**TITLE:** 2026 Community Services Advisory Committee Work Plan Discussion

**DIVISION:** Community and Protective Services

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### SUMMARY:

In accordance with C-1342-24 - Community Services Advisory Committee Bylaw, the Committee is required to develop an annual work plan that identifies key priorities and goals based on its mandate and this bylaw.

At the November 13, 2025 Community Services Advisory Committee meeting, members were asked to consider priorities and ideas for inclusion in the 2026 work plan and bring those to the January 13, 2026 meeting for discussion.

Administration and the Committee will discuss topics that could be included in the work plan.

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### PROPOSED MOTION:

A motion is not required.

### BACKGROUND / ANALYSIS:

The development of an annual work plan and reporting on the progress, is a key component of the mandate of the Committee. The bylaw indicates that the "Committee shall develop an annual work plan that identifies key priorities and goals based on its mandate".

As a reminder, key components of the mandate of the Committee include:

- To provide advice and recommendations to Council and Administration on a range of community safety, recreation, culture, and social issues impacting the City.

- That the Committee cannot direct Administration, which includes any specific City department, function, program, service, business plan, or organizational structure. The Committee may provide advice or perspective to Administration; however, it is not able to direct them to do any work as that responsibility only lies with Senior Administration, the City Manager, or Council through resolution. The Committee may request additional information and/or research from Administration in order to better understand and fulfill its functions; however, responding to any such requests would be at the discretion of Administration as to the timing, capacity of staff, and relevance to any particular item.
- In addition to the above, the Committee must work through the assigned Administrative Liaison.
- To review, comment, and recommend policies to Council. The overwhelming majority of these will come to the Committee from either Council or Administration.
- To advise on opportunities for coordinating and streamlining activities and programs.
- To approve Grant Policy recommendations, as discussed.
- To consult with community groups and interested citizens, as the Committee considers appropriate. In a formal sense, this particular component would, in most cases, be through Committee meetings and delegations/presentations of community groups, which may be included on the agenda at the discretion of the Chair and advice of the Administrative Liaison.

Previous City Committees, and the CSAC 2025 Work Plan, were developed under two main categories, namely “awareness and understanding” and “review and analysis”.

#### 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. As seen in other examples, the first year of a new committee is heavily focused on this area. At the same time, the Committee will be busy and will not be able to get to all of the items, so this is likely to be a consistent area of focus in future years. Additionally, there will most certainly be annual “informational” presentations and items that would be desired by both the Committee and Administration. For example, an annual report and/or presentation related to community safety from RCMP and/or Enforcement Services would be appropriate.

#### Review and Analysis

This area of focus really deals with the “advice and recommendations” aspect of the Committee’s mandate. These are items that are brought to the Committee by Council or Administration for review/feedback, identified by the Committee in the work plan, or as required. This would include the grant program, particular policies, master plans, strategies, etc.

### **2025 Work Plan Progress**

As mentioned previously, there were many items in the 2025 Work Plan that were not completed due to the frequency of meetings and the late start of the Committee. The following items from the 2025 Work Plan remain incomplete:

#### **Awareness and Understanding**

1. Family and Community Support Services (FCSS) “101”
2. Housing Strategy presentation
3. Policing Committee update
4. Recreation and Culture Department presentation
5. Event Procedures
6. Accessibility Initiatives
7. RCMP/Enforcement Presentation

#### **Review and Analysis**

1. Community Development Framework
2. Public Art/Murals Annual Plan
3. Transit Initiatives and Strategies
4. Wayfinding Signage Project
5. Youth Integrated Services and Youth Programming
6. Neighbourhood Engagement

### **2026 Work Plan Considerations**

While recognizing that Committee members will have items that they have “heard” in the community, some of which may be on the list below or remaining from 2025, Administration discussed with several departments on items they feel would be important for the Committee to receive information and/or provide advice and feedback on. This includes:

#### **Information and Awareness Items**

Administration feels like the outstanding 2025 items would provide a good basis for consideration in 2026 and is reasonable to achieve. The only additional detail on this would be an expansion of the FCSS discussion to provide more context around some of the more complex issues our community is facing such as mental health, additions, domestic violence, etc. and the various governmental roles and responsibilities for these issues.

#### **Review and Analysis Items**

1. Open Space Master Plan Engagement
2. Policing Committee Public Safety Plan input
3. Council Strategic Plan items

There are likely additional “ad hoc” items from a variety of City departments (i.e., Engineering, Planning, Policy, Economic Development, etc.) and/or from Council. Administration is still working to normalize the functions of the CSAC with other departments to include engagement

and feedback from the CSAC as part of their work. There are several items that come weekly to the City's Corporate Leadership Group (CLT), and it will be the role of the Administrative Liaison to ask that appropriate items come to the Committee for review and to build that process into their timelines.

### **OPTIONS / ALTERNATIVES:**

The purpose at this meeting is to discuss the list of items presented by Administration and others from Committee members. Additionally, the Council representative may bring forward ideas that they have heard from their Council colleagues as a whole for consideration.

Prioritization may also be discussed to ensure that the work plan is manageable.

### **CONSULTATION / ENGAGEMENT:**

Administration discussed topics within the Community and Protective Services division and other senior leaders in the organization.

### **IMPLEMENTATION / COMMUNICATION:**

There is no vote being conducted on the work plan at the January 13, 2026 meeting. The intent of the discussion is to solicit feedback from Committee members and to engage in discussion related to the development of the work plan. In some cases, consensus may be clear, and in other cases, there may be differing perspectives on items and prioritization of such.

The goal of the Chair and the Administrative Liaison is to facilitate discussion and a list of proposed items for the development by Administration of a proposed and recommended work plan. The draft work plan would then be presented to the CSAC, at the February 2026 meeting, for debate and/or approval.

Following approval, the next step will be for the Chair present the work plan to Council for their consideration and/or feedback.

### **IMPACTS:**

n/a

### **FINANCIAL IMPLICATIONS:**

n/a



## REQUEST FOR DECISION

**MEETING DATE:** January 13, 2026

**TITLE:** Adjournment - Community Services Advisory Committee - January 13, 2026

**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 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