



ORGANIZATIONAL MEETING AGENDA OF COMMUNITY SERVICES ADVISORY COMMITTEE

Tuesday, January 13, 2026, 6 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

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REQUEST FOR DECISION

MEETING DATE: January 13, 2026

TITLE: Welcome and Member Introductions - 2026 Community Services Advisory Committee

DIVISION: Strategic and Communication Services

SUMMARY:

An opportunity for the Community Services Advisory Committee members to engage with each other and meet the members of Council and Administration who support the work of the Committee.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

David Wolanski, Administrative Liaison to the Community Services Advisory Committee, will lead the introductions to welcome members and inspire conversation.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: January 13, 2026

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

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: January 13, 2026

TITLE: Effective Committee Meetings and Meeting Procedures - 2026
Community Services Advisory Committee

DIVISION: Strategic and Communication Services

SUMMARY:

Effective Committee Meetings and Meeting Procedures is a review of the standard meeting processes. The presentation provides tips on effective meetings and includes information on the items that make up a typical committee agenda. The review is a reminder for current members, and provides general awareness and understanding for new members on how Council Committee meetings are conducted and the expectations for adhering to procedural process.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The presentation provides an overview of how a typical Council Committee meeting is organized and run. As the Community Services Advisory Committee is a Council appointed committee, the process follows the same procedural rules as a Council meeting.

The presentation will walk through effective meeting principles, the purpose of meeting rules and procedures, meeting agendas, approving an agenda, meeting minutes, requests for decisions, and motions. The committee will learn how to make a motion, debate a motion, and vote on a motion. The presentation will also cover how a committee moves into Closed Session and what authority the committee has to discuss matters behind closed doors.

An opportunity will be provided for questions.

OPTIONS / ALTERNATIVES:

All Council Committees follow the same meeting processes as Council. This creates a similar forum for conduct within a meeting, resulting in transparency and consistency for both the members and the public.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

As a Council Committee, the Community Services Advisory Committee follows Council procedures to ensure consistency, transparency, and accountability to Council and the public.

FINANCIAL IMPLICATIONS:

n/a

Effective Committee Meetings and Meeting Procedures: 2026 Community Services Advisory Committee

What will we cover in this session?

1. Effective Meetings
2. Parliamentary Procedure /
Procedural Bylaw
3. Committee Meetings

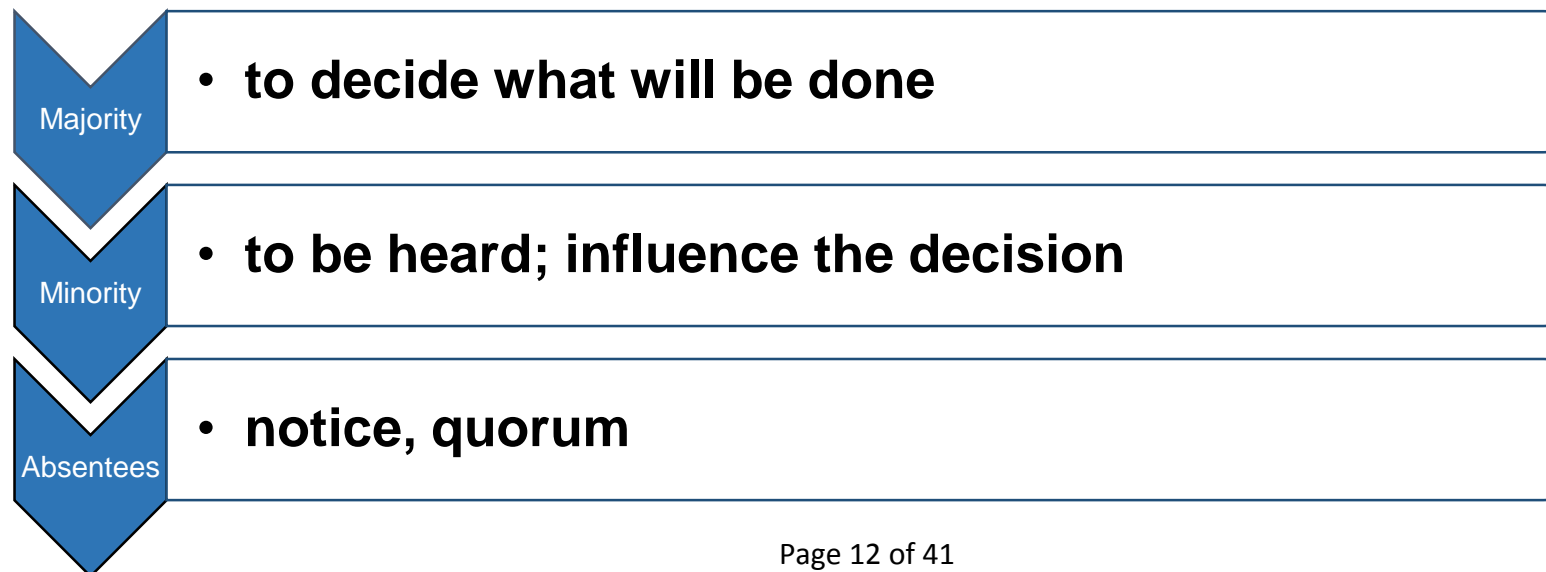
What are characteristics of a “great” committee meeting?

Effective Meetings

- Agendas keep the meeting on track
 - Focus and purpose
 - Adequate information to set-up members to make good decisions
- The rules work well and are understood by the members
- The role of the Chair
 - Knowledge of the rules
 - Applies rules consistently
 - Follows the Agenda to keep the meeting moving
 - Ensures fairness and maintains respect
- The role of the Members
 - Puts the community and the organizations needs ahead of personal interests
 - Attends meetings prepared
 - Remains open to other viewpoints
 - Accepts group decisions and shows support

Parliamentary Procedure / Procedural Bylaw

- A written system of rules designed to provide order to the meetings
- Rules provide protection of rights and essentially assist in decision making
- Committee meetings can be less formal but not informal



Purpose of Meeting Rules

Order

- agenda is clear and easy to follow
- routine is followed and adjusted as needed
- logical & understood proceedings

Efficiency

- well paced meetings
- members feel productive; enabled to get work done

Focus

- one item at a time
- discussion stays on topic
- clear to everyone what is being discussed

Decorum

- robust debate
- respect maintained
- debate always through the chair

Equality

- fair rules that are agreed upon
- equal application of the rules

Safety

- issues not persons are debated
- diverse views welcome

Committee Meetings

- Meeting Agenda – facilitated by Administration / Committee Chair
- Agenda (typically) includes:
 1. Adoption of Agenda
 2. Minutes (from previous meeting)
 3. Delegations
 4. Administrative Updates
 5. Business Items
 6. Information Items
 7. Closed Session (only used if needed)
- All Agenda items include a Request for Decision
- Public Attendance at Meetings

What is a Request for Decision (RFD)



REQUEST FOR DECISION

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MEETING DATE: [Click here to enter a date.](#)

TITLE: [Click here to enter your Report Title](#)

DIVISION: [Click here to choose a department.](#)

SUMMARY:

PROPOSED MOTION:

BACKGROUND / ANALYSIS:

OPTIONS / ALTERNATIVES:

CONSULTATION / ENGAGEMENT:

IMPLEMENTATION / COMMUNICATION:

IMPACTS:

FINANCIAL IMPLICATIONS:

- Document that provides background information and analysis of an issue for the Committee's consideration
- Proposed Motion – the recommended motion for consideration
- Not all RFD's have a proposed motion. Some items are for information purposes.

Meeting Minutes

- The official written record of a meeting
- Minutes are approved and signed off by the Chair and Recording Secretary
- Provided to Council in a Regular Council Meeting agenda package
- Minutes contain:
 - start time of the meeting
 - wording of motions and the member that moved each motion
 - If a motion was carried or defeated
 - time of any recesses
 - time the Committee went into and came out of Closed Session
 - time the meeting adjourned

Meeting Procedure

1. Call to order

- The Committee Chair is responsible for calling the meeting to order
- The Call to Order is the official start of the meeting

2. Approval of Agenda

3. Agenda Items

- Information purposes only
- Require Action
 - Moving a motion
 - Debating a motion
 - Voting on a motion

4. Adjournment

What is a Motion?

- A Motion is a proposal that the Committee pursue a course of action on a matter or issue
- Motions must be clear and easily understood
- Motions take the form of a business decision

Examples:

1. *THAT the approved 2026 Draft Work Plan be presented to Council for review.*
2. *THAT \$300.00 be allocated from the Committee budget and put towards the production of brochures to promote the committees 2026 initiatives set out in the Work Plan.*

Moving a Motion

- A motion must be moved before any debate or voting can occur
- Only one motion can be considered at a time
 - Including any amendments
- As each agenda item is introduced by the Chair, if a motion is required as identified in the Request for Decision, the Chair will ask for a motion from a committee member
- A Committee member will agree to move the motion by reading the proposed Motion outlined in the Request for Decision or will propose a differently worded motion
 - The motion within the RFD is a proposed motion, it does not have to be the motion moved / placed on the floor
 - A mover of a motion does not have to vote in favour of the motion

Debating a Motion

- Committee members are given an opportunity to explain why they are in favour or against a motion
 - Comments should be succinct and directly relate to the motion being considered
- Members can also ask questions of Administration if they require clarification on issues related to the motion
- A motion must be made before the Committee can begin debate
- Debate discussion is directed through the Chair
- Members indicate to the Chair that they wish to speak, and the Chair calls on individual members to speak; in doing so members called on “obtain/have the floor”
- Typically, the member who made the motion is called on to speak first

Amendment to a Motion

- A Committee member wants to add or change the wording on the motion
- The member raises their hand to advise they wish to make an amendment
- The Chair recognizes the member and asks for the amending motion to be read out
- The discussion now focuses on just the amendment
- Once debate and discussion has completed, the Chair will call a vote on the amendment

Voting on a Motion

- Once the debate is over, the Chair puts the motion to a vote – this is known as “calling the question” or “calling the vote”
 - The Committee members raise their hands if in favour and leave their hands down if they are not in favour of the motion
- If a majority vote in favour, the motion is carried and if there is not a majority the motion is defeated
 - The Chair advises of the number of votes in favour and the number in opposition and proclaims the vote “carried” or “defeated”
- If there is a tie vote, the motion is defeated

What is Closed Session?

- A confidential portion of a meeting taking place with only Committee members and members of Administration present

- **Authority for Closed Session**

The *Municipal Government Act* indicates that Councils and Council Committees must conduct their meetings in open unless the matter to be discussed is within one of the exceptions to disclosure in the *Access to Information Act (ATIA)*

- Public cannot attend the portion of the meeting that is being conducted in Closed Session
- Motions cannot be made in closed session – members can discuss the items and ask questions of Administration

Closed Session Procedures

- A motion is made to go in Closed Session

Example: THAT the Committee go into Closed Session at 7:05 p.m. under Section 29 of the *Access to Information Act*, Advice from officials.

- The Committee discusses the matter in Closed Session
- A motion is made for the Committee to come out of Closed Session

Example: THAT Committee come out of closed session at 7:20 p.m.

- If there is an immediate business decision that is required based on the discussion in Closed Session, a motion is made in Open Session and voted on.

Adjournment

- Once all the agenda item motions have been moved, debated and voted on, the meeting can be adjourned
- The Chair declares the meeting over and asks for a motion to adjourn the meeting and a calls a vote

Learn More!



CONSOLIDATED VERSION

of

C-1204-22

COUNCIL PROCEDURE BYLAW

Enacted December 6, 2022

As Amended By:

Bylaw C-1252-23 - Enacted March 27, 2023
Bylaw C-1366-24 - Enacted December 2, 2024

This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for reference only.

*The ONLY CURRENT AUTHORIZED EDITION of the
CLASSIC WORK on PARLIAMENTARY PROCEDURE*

ROBERT'S RULES OF ORDER

NEWLY REVISED



12TH EDITION

Henry M. Robert III,
Daniel H. Honemann, Thomas J. Balch,
Daniel E. Seabold, and Shmuel Gerber

Questions



REQUEST FOR DECISION

MEETING DATE: January 13, 2026

TITLE: C-1342-24 - Community Services Advisory Committee Bylaw - 2026 Overview

DIVISION: Strategic and Communication Services

SUMMARY:

The Community Services Advisory Committee is established by bylaw under the *Municipal Government Act* and the bylaw must prescribe the functions and duties of the Committee. It is best practice to provide an annual overview of the bylaw to the members for information.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The Community Services Advisory Committee (CSAC) is a Council Committee created under s. 145 of the *Municipal Government Act*, and the bylaw serves as its terms of reference and sets out the general procedures for CSAC meetings.

The duties and functions of the members, quorum, term and procedures are all outlined within the bylaw. The provisions of the bylaw will be reviewed and Administration will answer any questions the CSAC members may have.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

THE CITY OF SPRUCE GROVE

BYLAW C-1342-24

COMMUNITY SERVICES ADVISORY COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26 and, as amended, a council may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee to advise Council on issues relating to community safety, recreation, culture, social issues, in the community and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the "Community Services Advisory Committee Bylaw".

2. DEFINITIONS

2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended.

2.2 "Administration" means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 "Administrative Liaison" means the member of Administration appointed to the Committee by the City Manager.

2.4 "Chair" means the Member who has the authority to preside over a meeting.

2.5 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.6 "City Manager" means the administrative head of the City.

- 2.7 “Committee” means the Community Services Advisory Committee.
- 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 L-21, as amended.
- 2.9 “Councillor” means an elected member of Council, including the mayor.
- 2.10 “Vice-Chair” means the individual elected annually to fulfill the Chairs duties in the absence of the Chair.
- 2.11 “Public Member” means an individual, other than a Councillor appointed to the Committee.
- 2.12 “Youth Member” means a Public Member between 16 and 24 years of age.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and shall be referred to as the Community Services Advisory Committee.
- 3.2 The mandate of the Committee is to provide advice and recommendations to Council and Administration on a range of community safety, recreation, culture and social issues impacting the City.
- 3.3 The mandate of the Committee does not include directing Administration on programs, services, business plans, or structure.
- 3.4 In order to fulfill its mandate, the Committee may:
 - (a) review, comment, and recommend policies to Council;
 - (b) advise on opportunities for coordinating and streamlining activities and programs;
 - (c) consult with community groups and interested citizens as the Committee considers appropriate; and
 - (d) participate in reviewing, recommending, and approving grants as per the City’s Civic Grant Policy.

4. MEMBERSHIP

- 4.1 The Committee shall be comprised of:
- (a) no less than seven (7) and up to nine (9) Public Members to be recruited through a public application process and appointed by Council;
 - (b) one (1) Youth Member. A Youth Member may be recruited independently or may be recruited from the Youth Advisory Committee. If no Youth Member is appointed due to limited interest, it shall not constitute contravention of this bylaw's membership requirements;
 - (c) one member of Council; and
 - (d) one alternate member of Council.
- 4.2 Public Members, including the Youth Member, shall be residents of Spruce Grove.
- 4.3 Public Members shall not be current employees of the City and shall not have been employed by the City for a minimum of 12 months prior to applying for a Public Member position.
- 4.4 Public Members are voting members.
- 4.5 Councillors appointed to the Committee are non-voting members.
- 4.6 When making appointments to the Committee, Council shall consider individuals that have a demonstrated interest and commitment to community sustainability representing a cross section of the community.
- 4.7 If a vacancy occurs before the expiration of a term, the Public Member appointed to fill the vacancy shall hold office for the remainder of that term.
- 4.8 The mayor is an ex-officio member of the Committee and is a non-voting member.
- 4.9 Appointments of one (1), two (2) and three (3) years may be made in order to stagger the public members terms of office.
- 4.10 Public Members shall not serve more than six (6) years, unless approved by Council in extraordinary circumstances.
- 4.11 A Public Member's appointment is terminated if the Public Member misses three (3) consecutive meetings without the consent of the Committee.

- 4.12 Council may, for any reason, remove a Public Member by resolution.
- 4.13 The Committee shall annually elect a Chair and Vice-chair from its Public Members. No Public Member shall serve as Chair or Vice-chair for more than two consecutive years.
- 4.14 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 4.15 Public Members of the Committee shall receive no remuneration.
- 4.16 Public members shall read, sign, and adhere to the principles and parameters of the City's Committee Code of Conduct Bylaw, as amended.

5. PROCEDURES

- 5.1 Committee members are required to agree and maintain confidentiality and comply with all applicable City bylaws, policies and procedures.
- 5.2 The Committee shall:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings; and
 - (b) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.
- 5.6 A majority of the voting members shall constitute a quorum at a Committee meeting.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.

- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.10 Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee.
- 5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. ANNUAL WORKPLAN AND REPORTING

- 6.1 The Committee shall develop an annual workplan that identifies key priorities and goals based on its mandate and this bylaw.
- 6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate.
- 6.3 At least twice per year, the Committee 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.

7. ADMINISTRATIVE LIAISON'S ROLE

- 7.1 The City Manager shall appoint an Administrative Liaison to the Committee.
- 7.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 7.3 The Administrative Liaison shall provide administrative support, advice and guidance to the Committee.

8. SEVERABILITY

- 8.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

9. **EFFECTIVE DATE**

9.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	10 June 2024
Second Reading Carried	10 June 2024
Third Reading Carried	26 August 2024
Date Signed	26 August 2024

Mayor

City Clerk



REQUEST FOR DECISION

MEETING DATE: January 13, 2026

TITLE: Community Services Advisory Committee 2026 Meeting Schedule

DIVISION: Strategic and Communication Services

SUMMARY:

To approve the Community Services Advisory Committee meeting dates for the 2026 calendar year.

PROPOSED MOTION:

THAT the 2026 Community Services Advisory Committee meeting schedule be approved as presented.

BACKGROUND / ANALYSIS:

C-1342-24 - Community Services Advisory Committee (CSAC) Bylaw states the Committee "shall establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings".

Following discussion and feedback at the November 13, 2025 CSAC meeting, Administration recommends that CSAC meet the following dates (from 6 to 8 p.m.):

- Tuesday, January 13
- Tuesday, February 10
- Tuesday, March 10
- Tuesday, April 14
- Tuesday, May 12
- Tuesday, June 9
- Tuesday, September 1
- Tuesday, October 6
- Tuesday, November 10

Meetings will be held at the Community Engagement Space at the Community Social Development building located at 414 King Street.

Additional meetings may be called by the Chair by giving at least 24-hours' notice to the members of the Committee by email and to the public by posting a notice on the City's website.

OPTIONS / ALTERNATIVES:

CSAC members may request amendments to the 2026 Community Services Advisory Committee meeting dates.

CONSULTATION / ENGAGEMENT:

Administration sought feedback from CSAC members on their availability and preferences. The proposed dates take into consideration the feedback provided.

IMPLEMENTATION / COMMUNICATION:

Upon approval of the 2026 CSAC meeting schedule, Administration will send calendar invites for the approved meeting dates.

The 2026 EDAC meeting schedule will be posted to the City's Events Calendar and the CSAC webpage.

IMPACTS:

An approved calendar ensures there is a set schedule allowing for proper and effective planning for the meetings.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: January 13, 2026

TITLE: Nomination and Election of Chair and Vice-Chair - 2026
Community Services Advisory Committee

DIVISION: Strategic and Communication Services

SUMMARY:

The Community Services Advisory Committee (CSAC) Bylaw requires the members of the Committee elect a Chair and Vice-Chair annually from its membership.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

C-1342-24 - Community Services Advisory Committee Bylaw, section 4.13, requires members of the Committee to, during the annual organizational meeting, elect from its membership a Chair and Vice-Chair. The Chair and Vice-Chair may be re-elected for an additional term.

Administration will call for nominations for the Chair and then the Vice-Chair. CSAC members can self-nominate. If only one person is nominated for each position, they will be declared as elected Chair or Vice-Chair by acclamation, as applicable. If more than one person is nominated, the CSAC will vote and elect the Chair and/or Vice-Chair, as applicable. The election will be held by secret ballot.

The elected Chair and Vice-Chair will assume their role at the next scheduled Committee meeting.

The role of the Chair is to support the order of proceedings during a meeting. Administration supports the Chair by providing a document outlining the proceedings that a meeting is to follow.

In the absence of the Chair, the Vice-Chair will step into the role for that meeting.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Administration will support the Chair and Vice-Chair to learn and understand their roles and conduct a meeting following meeting procedures.

IMPACTS:

Proper governance process and meeting procedure will be followed with the election of the Chair and Vice-Chair.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: January 13, 2026

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

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 Organizational Meeting 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