



COMMUNITY SERVICES ADVISORY COMMITTEE MEETING

Tuesday, February 10, 2026, 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 - February 10, 2026		3
3.	<u>MINUTES</u>		
3.1	Approval of Minutes - Community Services Advisory Committee Organizational and Regular Meeting - January 13, 2026		5
4.	<u>DELEGATIONS</u>		
4.1	Community Development Framework - February 10, 2026	Scott Rodda	16
5.	<u>ADMINISTRATIVE UPDATES</u>		
6.	<u>BUSINESS ITEMS</u>		
6.1	2026 Community Services Advisory Committee Work Plan Approval	David Wolanski	30
7.	<u>INFORMATION ITEMS</u>		
8.	<u>CLOSED SESSION</u>		
8.1	Civic Wayfinding Initiative <i>Section 34; Information that is or will be available to the public</i>	Jeanine Merkus	

8.2 2026 Microgrant Applications Evaluations and Approvals Shelley Tunney
- February 10, 2026

Section 29; Advice from officials

8.3 Return to Open Session - February 10, 2026

9. BUSINESS ARISING FROM CLOSED SESSION

10. ADJOURNMENT

10.1 Adjournment - Community Services Advisory Committee - February 10, 2026 36



REQUEST FOR DECISION

MEETING DATE: February 10, 2026

TITLE: Adoption of the Agenda - Community Services Advisory Committee - February 10, 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: February 10, 2026

TITLE: Minutes - Community Services Advisory Committee
Organizational and Regular Meeting - January 13, 2026

DIVISION: Strategic and Communication Services

SUMMARY:

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

PROPOSED MOTION:

THAT the January 13, 2026 Community Services Advisory Committee Organizational meeting and January 13, 2026 Regular 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 January 13, 2026 Community Services Advisory Committee Organizational meeting and January 13, 2026 Regular 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 the Organizational Meeting of CSAC

**January 13, 2026, 6 p.m.
Community Engagement Space
414 King Street
Spruce Grove, AB T7X 2C7**

Members Present: Councillor Carter
Kimberley Shuya, Chair
Neil Quaid, Vice-Chair
Ambili Rose (attended virtually)
Gene Kushnir
Hannah Dunbar
Kim Fisher
Lisa Iwanyk
Lori Bethel
Shae Douglas

Members Absent: Tessa Scott

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

1. CALL TO ORDER

Laura Hall, Deputy City Clerk, called the Community Services Advisory Committee Organizational Meeting to order at 6:02 p.m.

Gene Kushnir joined the meeting at 6:04 p.m.

1.1 Welcome and Member Introductions - 2026 Community Services Advisory Committee

The Community Services Advisory Committee members made introductions.

2. AGENDA

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

Resolution: CSAC-001-26

Moved by: Kimberley Shuya

THAT the agenda be adopted as presented.

Unanimously Carried

3. BUSINESS ITEMS

3.1 Effective Committee Meetings and Meeting Procedures - 2026 Community Services Advisory Committee

Laura Hall, Deputy City Clerk, provided a presentation on Effective Committee Meetings and Meeting Procedures.

Committee thanked Laura Hall for the presentation.

3.2 C-1342-24 - Community Services Advisory Committee Bylaw - 2026 Overview

Laura Hall, Deputy City Clerk, provided a presentation on C-1342-24 - Community Services Advisory Committee Bylaw.

Committee thanked Laura Hall for the presentation.

3.3 Community Services Advisory Committee 2026 Meeting Schedule

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

Committee thanked David Wolanski for the presentation.

Resolution: CSAC-002-26

Moved by: Neil Quaid

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

Unanimously Carried

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

Laura Hall, Deputy City Clerk, provided an explanation on the process for the nomination and election of Chair and Vice-Chair.

Laura Hall, Deputy City Clerk, called for nominations for the position of Chair.

Kimberley Shuya self-nominated for the position of Chair.

Laura Hall, Deputy City Clerk, called for nominations for the position of Chair for a second time.

No more nominations came forward.

Laura Hall, Deputy City Clerk, called for nominations for the position of Chair for a third and final time.

No more nominations came forward.

Laura Hall, Deputy City Clerk, declared that Kimberley Shuya was elected as Chair of the Community Services Advisory Committee for one year by acclamation.

Laura Hall, Deputy City Clerk, called for nominations for the position of Vice-Chair.

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

Laura Hall, Deputy City Clerk, called for nominations for the position of Vice-Chair for a second time.

No more nominations came forward.

Laura Hall, Deputy City Clerk, called for nominations for the position of Vice-Chair for a third and final time.

No more nominations came forward.

DRAFT

Laura Hall, Deputy City Clerk, declared that Neil Quaid was elected as Vice-Chair of the Community Services Advisory Committee for one year by acclamation.

The Chair and Vice-Chair will assume their roles at the next scheduled meeting.

4. ADJOURNMENT

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

Resolution: CSAC-003-26

Moved by: Kimberley Shuya

THAT the Community Services Advisory Committee Organizational Meeting adjourn at 7:04 p.m.

Unanimously Carried

Kimberley Shuya, Chair

Nicole Hitchens, Recording Secretary

Date Signed



THE CITY OF SPRUCE GROVE

Minutes of Community Services Advisory Committee

January 13, 2026, 7 p.m.

Community Engagement Space

414 King Street

Spruce Grove, AB T7X 2C7

Members Present: Councillor Carter
Kimberley Shuya, Chair
Neil Quaid, Vice-Chair
Ambili Rose (attended virtually)
Gene Kushnir
Hannah Dunbar
Kim Fisher
Lisa Iwanyk
Lori Bethel
Shae Douglas

Members Absent: Tessa Scott

Also in Attendance: David Wolanski, Administrative Liaison
Nicole Hitchens, Recording Secretary
Carol Dunnigan, Supervisor of Community Development and Support
Shelley Tunney, Supervisor of Strategic Initiatives

1. CALL TO ORDER

Chair Kimberley Shuya called the meeting to order at 7:10 p.m.

2. AGENDA

2.1 Adoption of the Agenda - Community Services Advisory Committee - January 13, 2026

The following addition was made to the agenda:

Addition: Item 5.1 Update on the Budget

Resolution: CSAC-004-26

Moved by: Neil Quaid

THAT the agenda be adopted as amended.

Unanimously Carried

3. MINUTES

3.1 Approval of Minutes - Community Services Advisory Committee - November 13, 2025

Resolution: CSAC-005-26

Moved by: Shae Douglas

THAT the November 13, 2025 Community Services Advisory Committee meeting minutes be approved as presented.

Unanimously Carried

4. DELEGATIONS

There were no Delegations on the agenda.

5. ADMINISTRATIVE UPDATES

5.1 Update on the Budget

David Wolanski, Administrative Liaison, provided an update on the budget.

Committee thanked David Wolanski for the presentation.

6. BUSINESS ITEMS

6.1 2026 Community Services Advisory Committee Work Plan Discussion

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

Committee thanked David Wolanski for the presentation.

7. INFORMATION ITEMS

There were no Information Items on the agenda.

8. CLOSED SESSION

Resolution: CSAC-006-26

Moved by: Neil Quaid

THAT the Community Services Advisory Committee go into Closed Session at 7:38 p.m. under the following section(s) of the *Access to Information Act*:

Item 8.1 2026 Microgrant Applications Evaluations and Approvals - January 13, 2026

Section 29; Advice from officials

Item 8.2 Commemorative Naming of Assets (Names Reserve List) Application Evaluation and Approval - January 13, 2026

Section 29; Advice from officials

Unanimously Carried

8.1 2026 Microgrant Applications Evaluations and Approvals - January 13, 2026

The following persons were also in Closed Session to provide information or administrative support for item 8.1 2026 Microgrant Applications Evaluations and Approvals - January 13, 2026:

David Wolanski, Shelley Tunney, and Nicole Hitchens.

8.2 Commemorative Naming of Assets (Names Reserve List) Application Evaluation and Approval - January 13, 2026

The following persons were also in Closed Session to provide information or administrative support for item 8.2 2026 Commemorative Naming of Assets (Names Reserve List) Application Evaluation and Approval - January 13, 2026:

David Wolanski, Carol Dunnigan, and Nicole Hitchens.

8.3 Return to Open Session - January 13, 2026

Resolution: CSAC-007-26

Moved by: Hannah Dunbar

THAT Committee return to Open Session at 8:04 p.m.

Unanimously Carried

9. **BUSINESS ARISING FROM CLOSED SESSION**

9.1 2026 Microgrant Applications Evaluations and Approvals - January 13, 2026

Resolution: CSAC-008-26

Moved by: Gene Kushnir

THAT the Community Services Advisory Committee approve funding of \$1,197 to Cst. Brett Ryan Play it Forward Foundation for the QuickBooks Implementation.

Unanimously Carried

Resolution: CSAC-009-26

Moved by: Shae Douglas

THAT the Community Services Advisory Committee approve funding of \$1,500 to the Spruce Grove Fish and Game Association for the Homes for Birds project.

Unanimously Carried

9.2 Commemorative Naming of Assets (Names Reserve List) Application Evaluation and Approval - January 13, 2026

Resolution: CSAC-010-26

Moved by: Hannah Dunbar

THAT the Community Services Advisory Committee approve the addition of Stuart Houston to the Names Reserve List.

Unanimously Carried

10. ADJOURNMENT

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

Resolution: CSAC-011-26

Moved by: Gene Kushnir

THAT the Community Services Advisory Committee adjourn at 8:09 p.m.

Unanimously Carried

Kimberley Shuya, Chair

Nicole Hitchens, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: February 10, 2026

TITLE: Community Development Framework - February 10, 2026

DIVISION: Community and Protective Services

SUMMARY:

The Community Development Framework aims to provide clarity on the principles, values, and functions of community development as it relates to working in and with the community.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Administration consulted and engaged various partners, including research related to other communities and their work in the community. The creation of the framework will ensure the core values, guiding principles, key decision-making, and the various functions of Administration are identified. The manner in which Administration works with the community in supporting capacity building, sustainability, and relationships with community partners is important to be understood by all involved.

Administration appreciates that not all community groups, organizations, or individuals are equal and/or require the same level of support; regardless of the context, the key to all relationships is the desire to provide a hand up to support the work being done. Administration is committed to maintaining an agile and flexible approach to ensure support is timely, reasonable, and supports the intended outcomes as identified.

OPTIONS / ALTERNATIVES:

Without the Community Development Framework, community partners may not understand the support available and leave it to perception that there is no consistent pattern of support. The framework will provide the necessary clarity and consistency in the community.

CONSULTATION / ENGAGEMENT:

Engaging and consulting with the Recreation and Culture department and the Community Social Development department was key in the processes because both departments work closely with the community. The team tasked with developing the framework considered many sources, best practice, and current practice.

IMPLEMENTATION / COMMUNICATION:

It is the intention of Administration to share this framework with various individuals, organizations, and non-profit groups to ensure the support provided is clear and helpful in advancing community initiatives.

IMPACTS:

Enhanced clarity on the various roles and supports available to individuals, non-profit groups, and community organizations.

FINANCIAL IMPLICATIONS:

n/a

COMMUNITY DEVELOPMENT FRAMEWORK

PURPOSE AND INTENT

The City of Spruce Grove Community Development Framework provides a clear, consistent, and practical approach to how the City engages with community members and community groups to support strong, inclusive, and sustainable communities.

The Framework outlines when, why, and how Community Social Development and Recreation & Culture engages in community development. It guides City staff in providing appropriate and consistent levels of support, clarifies expectations for community groups and partners, and ensures accountability, transparency, and responsible use of public resources.

MUNICIPAL ROLE IN COMMUNITY DEVELOPMENT

The City supports community development by strengthening the conditions that allow communities to thrive. This includes building community and volunteer capacity, supporting inclusive participation in recreation, culture, and social initiatives, facilitating collaboration, reducing duplication of services, and aligning community efforts with municipal priorities and plans.

VALUES AND GUIDING PRINCIPLES

The following principles guide all community development work undertaken by the City and inform daily practice and decision-making:

- **Belonging** – Nurturing through participation, where every individual is supported to actively contribute and engage.
- **Diversity, Equity, and Inclusion** – Removing barriers and ensuring diverse voices and lived/living experiences inform decisions.
- **Empowerment** – Supporting community members and groups to inform decisions and lead initiatives.
- **Flexibility** – Adapting approaches to respond to changing community needs.
- **Relational Reciprocity** – Building authentic, trust-based relationships grounded in mutual benefit and shared responsibility.
- **Respect** – Having due regard for the rights, cultures, and perspectives of community groups and members, ensuring that all voices are heard and valued.
- **Strength-Based Practice** – Identifying and leveraging the capacity, skills, knowledge, connections and potential in individuals and communities.
- **Sustainability** – Supporting long-term social, economic, and environmental wellbeing.
- **Transparency and Accountability** – Communicating clearly about roles, decisions, expectations, and limitations.

DEFINITIONS

Detailed definitions to support clarity while keeping the framework concise are provided in Appendix A.

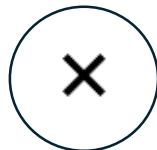
ESTABLISHING SCOPE AND LEVEL OF SUPPORT

The City's role is to enable, support, and connect community-led efforts. While some initiatives may require City involvement to coordinate or remove barriers, community development is strongest when community members are empowered to lead.

Community development work falls within one of the realms illustrated below:

X = City staff

O = Community



City gathers partners &
takes a leadership role



Community leads, City
is an equal partner



Community leads, City
provides support as required

Decision-Making Considerations

The level and type of City support are determined using a consistent assessment process that considers:

- Alignment with Council and corporate priorities
- Alignment with community-identified needs and priorities
- Community capacity and sustainability
- Existing agreements or partnerships
- Duplication of services
- Legislative and policy requirements
- Ethical practice and emerging best practices
- Resource availability and staff capacity
- Risk, precedent, and long-term viability

This approach ensures equity, consistency, and transparency while allowing flexibility based on context.

COMMUNITY DEVELOPMENT FUNCTIONS IN PRACTICE

Community Social Development and Recreation & Culture staff help community organizations thrive by offering workshops, one-on-one support, a web-based resource directory, newsletters, and other mechanisms. Support is tailored to each organization's scope and capacity, in alignment with City priorities, and is delivered through the following core functions:

Capacity Building

- Board and volunteer development
- Governance training and policy development
- Financial literacy
- Leadership development and succession planning

- Starting a non-profit
- Strategic Planning

Information, Referral, and Navigation

- Connecting groups to municipal, provincial, and external funding opportunities
- Guidance on regulatory, insurance, and risk management considerations
- Referrals to community-based resources and social supports

Organizational Sustainability

- CoSG Grants
 - Civic Grant Program (Community Grant & Microgrants)
 - Domestic Violence Grant
 - Tri-Us Sponsorship
- Grant writing support

Relationship Building and Collaboration

- Convening networks and learning opportunities
- Facilitating partnerships between community groups
- Supporting shared use of spaces and resources

THE FRAMEWORK IN ACTION

The Community Development Framework is applied in day-to-day work to guide consistent, transparent, and accountable decision-making. This includes assessing requests for support, determining appropriate levels of staff involvement, supporting sustainable governance and financial practices, aligning grant programs with community and municipal priorities, and ensuring consistency across Community Social Development and Recreation and Culture.

This approach ensures community development efforts are practical, equitable, and aligned with long-term community wellbeing.

OUTCOMES AND PERFORMANCE MEASURES

Using feedback and data Community Development support is measured for outcomes and impact, demonstrated through:

- Clear understanding of City roles and supports
- Increased capacity and sustainability of community groups
- Increased confidence and leadership among community members
- Responsible and effective use of City resources
- Stronger collaboration and partnerships

FRAMEWORK REVIEW AND CONTINUOUS IMPROVEMENT

The Community Development Framework is reviewed biennially by City Community Development staff to ensure it remains relevant, effective, and aligned with best practices, legislation, and community needs.

APPENDIX A

DEFINITIONS

Community

The geographic area of Spruce Grove.

Community Development

The process of community members taking collective action on issues that are important to them. Community development is intended to empower community members and create stronger and more connected communities.¹

Community Development Framework

A guide for City staff to implement coordinated, inclusive, and sustainable community development practices. It offers a consistent approach while allowing flexibility to adapt to the unique needs and opportunities of different community groups. The City supports lasting positive impacts for all community members by fostering collaboration, building community capacity, and aligning resources with local priorities.

Community Engagement

The process of connecting with community members and groups to inform decisions on local issues, services, and future planning. Community engagement ensures diverse community voices with lived/living experience are heard by fostering long-term relationships, inclusivity, and dialogue. It aims for sustainable outcomes, equitable decision-making, and strengthening trust within the community to improve quality of life for all community members.

Community Group

An organized group of people who share common characteristics such as attitudes, values, interests, goals, and experiences. This shared connection cultivates a sense of belonging.

Community Member

Residents and individuals who belong to a specific group or society, share common interests, values, and social norms, and actively participate in the local community.

Lived/Living Experience

Knowledge and perspective about specific issues gained through direct and first-hand experience in an individual's daily life.

Subject Matter Expert (SME)

An individual who offers highly specialized knowledge regarding a specific area, practice, process, or technical method.

¹ Australian Government (2023). Resource Sheet: What is community development? Retrieved from: <https://aifs.gov.au/resources/resource-sheets/what-community-development>

COMMUNITY DEVELOPMENT FRAMEWORK

CAPACITY & SUSTAINABILITY OF COMMUNITY GROUPS IS INCREASED

IMPROVED COLLABORATION & PARTNERSHIP

FUNCTIONS

CAPACITY BUILDING
COMMUNICATION
ENGAGEMENT
EVALUATION
INFORMATION & REFERRAL
RELATIONSHIP BUILDING
RESPONSIVENESS
ROLE CLARIFICATION
SITUATIONAL ASSESSMENT

ETHICAL, LEGISLATION,
PRECEDENT, RESOURCES, RISK



BELONGING

EMPOWERMENT

FLEXIBILITY

STRENGTH-BASED APPROACH

DIVERSITY, EQUITY & INCLUSION
RELATIONAL RECIPROCITY

SUSTAINABILITY

TRANSPARENCY

RESPECT

VALUES

GAINED SKILLS, CONFIDENCE,
SUPPORT & INFORMATION

AGREEMENTS & PARTNERSHIPS,
CAPACITY, PRIORITIES, DUPLICATION

COMMUNITY DEVELOPMENT FRAMEWORK

ESTABLISHING SCOPE

COMMUNITY DEVELOPMENT WORK FALLS WITHIN ONE OF THESE REALMS



CITY GATHERS PARTNERS
& TAKES A LEADERSHIP ROLE



COMMUNITY LEADS
CITY IS AN EQUAL
PARTNER



COMMUNITY LEADS
CITY PROVIDES
TEMPORARY SUPPORT

Community Development Framework

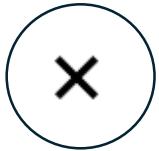
OUTCOMES AND PERFORMANCE MEASURES

- Clear understanding of City roles and supports
- Increased capacity and sustainability of community groups
- Increased confidence and leadership among community members
- Responsible and effective use of City resources
- Stronger collaboration and partnerships

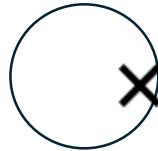
Values & Guiding Principles

- Belonging
- Diversity, Equity and Inclusion
- Empowerment
- Flexibility
- Relational Reciprocity
- Respect
- Strength-Based Practice
- Sustainability
- Transparency and Accountability

SCOPE



City gathers partners & takes a leadership role



Community leads, City is an equal partner



Community leads, City provides support as required

- Alignment with Council and corporate priorities
- Alignment with community-identified needs and priorities
- Community capacity and sustainability
- Existing agreements or partnerships
- Duplication of services
- Legislative and policy requirements
- Ethical practice and emerging best practices
- Resource availability and staff capacity
- Risk, precedent, and long-term viability

Functions in Practice

- Capacity Building
- Information, Referral, and Navigation
- Organizational Sustainability
- Relationship Building and Collaboration

Feedback

- Does the framework make sense – what resonates for you
- What might be missing – is there something that might help?
- Questions or points needing any clarification/expansion



REQUEST FOR DECISION

MEETING DATE: February 10, 2026

TITLE: 2026 Community Services Advisory Committee Work Plan Approval

DIVISION: Community and Protective Services

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 January 13, 2026 Community Services Advisory Committee meeting, members discussed priorities and ideas for inclusion in the 2026 work plan and, following that discussion, the draft work plan is being brought forward for approval.

PROPOSED MOTION:

THAT the 2026 Community Services Advisory Committee Work Plan be approved as presented.

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.
- 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. Again, the Committee cannot “direct” on activities and programs; however, there may be advice, and a community perspective provided on certain activities that Administration may or may not act upon directly or, through the creation of Business Cases to Council, as part of the Budget and Fiscal Plan process.
- To approve Grant Policy recommendations, as discussed.

The mandate advises 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.

As discussed at the previous meeting, there are three main categories of “items” for consideration as part of the work plan.

Ongoing Annual Responsibilities

These are items or roles that have been pre-determined as part of other policies or direction. This includes the responsibilities under the Civic Grant Program Policy and 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.

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.

Considerations

The draft work plan takes into account the previous discussion and feedback at the January 13, 2026 meeting. As identified, the Committee requested a bit more detail on the items (rather than a list) so Committee and Council can better understand the intent and rationale for the proposed work plan.

As in the previous year, the work plan may not be fully accomplished in 2026; however, there was general consensus to include the proposed items to reflect Committee’s desire to receive

information and provide input. Prioritization may be required, based on the capacity of Administration; however, it has been reviewed by Administration, and a large majority of the items are supported for inclusion in 2026.

Additionally, if required, Committee may approve additional meetings to accomplish its work plan, especially in relation to annual responsibilities such as grant approvals/recommendations.

OPTIONS / ALTERNATIVES:

Amendments and/or prioritization could be considered and put forward for discussion and consideration. This may result in an amended work plan motion or, depending on the discussion, a vote specifically on amendments.

CONSULTATION / ENGAGEMENT:

Administration discussed topics within the Community and Protective Services division and other senior leaders in the organization, and CSAC discussed ideas and priorities at the January 13, 2026 meeting.

IMPLEMENTATION / COMMUNICATION:

Once the 2026 CSAC Work Plan is approved, it will be presented to City Council for their consideration and feedback (currently scheduled for March 9).

IMPACTS:

The work plan is designed to have a meaningful impact and influence, to support the progress of the City of Spruce Grove's strategic plan.

FINANCIAL IMPLICATIONS:

n/a

Community Services Advisory Committee 2026 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 & Family and Community Support Services “101”
 - Provide information related to the legislation and what a municipality can and cannot do with the funding received
 - Roles and responsibilities related to different levels of government
 - Discussion and information related to a variety of social issues and gaps in the tri-region (i.e. domestic violence, housing, addictions, mental health, income supports, etc.)
2. Housing Strategy presentation
3. 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
4. Recreation and Culture Department Presentation
 - Information related to the structure of the department
 - Priorities and focus areas for initiatives, programs, services, etc.
5. Event Procedures
 - Provide an update and information related to improvements in processes for internal and community driven events
6. 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

7. Enforcement Services and RCMP presentation, statistics, and initiatives
8. Emergency Management
 - Provide an overview on how the City prepares, trains, and organizes its emergency management program
 - Discussion on opportunities for more public engagement (i.e. Red Cross volunteering)
 - Other initiatives and process the City has in place to address risk (i.e. forest maintenance practices)

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. 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
2. 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
3. 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
4. Wayfinding Signage Project
 - Provide advice and feedback to help inform project priorities/concepts for Administration and ultimately for Council
5. 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
 - Economic conditions and opportunities for youth
6. Neighbourhood Engagement
 - Analysis and information related to current initiatives

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

7. Open Space Master Plan Engagement

8. Extreme Weather Protocol

- Provide feedback on the City's response to extreme weather conditions that will eventually be endorsed and/or approved by City Council

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.

DRAFT



REQUEST FOR DECISION

MEETING DATE: February 10, 2026

TITLE: Adjournment - Community Services Advisory Committee - February 10, 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 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