



THE CITY OF SPRUCE GROVE

Minutes of the Organizational Meeting of the Subdivision and Development Appeal Board

February 12, 2026, 5:15 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

Members Present: Andrea Snow, Chair
Glenn Jensen, Vice-Chair
Keith Schultz
Tim Ormsbee

Members Absent: Liam McGrath
Pere Bekederemo

Also in Attendance: Laura Hall, SDAB Clerk

1. CALL TO ORDER

Laura Hall, SDAB Clerk, called the meeting to order at 5:20 p.m.

1.1 Welcome and Member Introductions - 2026 Subdivision and Development Appeal Board

The Subdivision and Development Appeal Board members made introductions.

2. AGENDA

2.1 Adoption of the Agenda - Subdivision and Development Appeal Board Organizational Meeting - February 12, 2026

Resolution: SDAB-001-26

Moved by: Keith Schultz

THAT the agenda be adopted as presented.

Unanimously Carried

3. BUSINESS ITEMS

3.1 C-1271-23 - Subdivision and Development Appeal Board Bylaw - 2026 Overview

Laura Hall, SDAB Clerk, provided a presentation on C-1271-23 - Subdivision and Development Appeal Board Bylaw.

The Board thanked Laura Hall for the presentation.

3.2 Subdivision and Development Appeal Board Procedures - 2026 Chairperson's Notes

Laura Hall, SDAB Clerk, provided a presentation on the Subdivision and Development Appeal Board Procedures and 2026 Chairperson's Notes.

The Board thanked Laura Hall for the presentation.

Resolution: SDAB-002-26

Moved by: Keith Schultz

THAT the format of the Chairperson's notes be approved as presented.

Unanimously Carried

3.3 Nomination and Election of Chair and Vice-Chair - 2026 Subdivision and Development Appeal Board

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

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

Andrea Snow was nominated for the position of Chair.

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

No more nominations came forward.

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

No more nominations came forward.

Laura Hall, SDAB Clerk, declared that Andrea Snow was elected as Chair of the Subdivision and Development Appeal Board for one year by acclamation.

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

Glenn Jensen was nominated for the position of Vice-Chair.

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

No more nominations came forward.

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

No more nominations came forward.

Laura Hall, SDAB Clerk, declared that Glenn Jensen was elected as Vice-Chair of the Subdivision and Development Appeal Board for one year by acclamation.

4. ADJOURNMENT

4.1 Adjournment - Subdivision and Development Appeal Board Organizational Meeting - February 12, 2026

Resolution: SDAB-003-26

Moved by: Glenn Jensen

THAT the Subdivision and Development Appeal Board Organizational Meeting adjourn at 5:32 p.m.

Unanimously Carried

DRAFT

Andrea Snow, Chair

Laura Hall, SDAB Clerk

Date Signed

DRAFT