



COMMUNITY SERVICES ADVISORY COMMITTEE MEETING

Tuesday, September 1, 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	
3. <u>MINUTES</u>	
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7. <u>INFORMATION ITEMS</u>	
8. <u>CLOSED SESSION</u>	
8.1 2026 Microgrant Applications, Evaluations and Approvals - September 1, 2026 <i>Section 29; Advice from officials</i>	Scott Rodda
8.2 2026 Community Grant Applications and Approvals - September 1, 2026 <i>Section 29; Advice from officials</i>	Scott Rodda
8.3 Return to Open Session - September 1, 2026	
9. <u>BUSINESS ARISING FROM CLOSED SESSION</u>	
10. <u>ADJOURNMENT</u>	



REQUEST FOR DECISION

MEETING DATE: September 1, 2026

TITLE: Minutes - Community Services Advisory Committee - June 9, 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 June 9, 2026 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 June 9, 2026 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

June 9, 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
Gene Kushnir
Hannah Dunbar
Kim Fisher
Lisa Iwanyk
Lori Bethel

Members Absent:

Shae Douglas

Also in Attendance:

David Wolanski, Administrative Liaison
Nicole Hitchens, Recording Secretary
Shelley Tunney, Supervisor of Strategic Initiatives

1. CALL TO ORDER

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

2. AGENDA

Resolution: CSAC-030-26

Moved by: Hannah Dunbar

THAT the agenda be adopted as presented.

Unanimously Carried

3. MINUTES

3.1 Approval of Minutes - Community Services Advisory Committee - May 12, 2026

Resolution: CSAC-031-26

Moved by: Gene Kushnir

THAT the May 12, 2026 Community Services Advisory Committee meeting minutes be approved as presented.

Unanimously Carried

4. DELEGATIONS

4.1 Public Delegation - 2026 Community Grant Applicant Presentations

The Community Services Advisory Committee received the following presentations for the 2026 Community Grant Program:

Dianne Grant, Community Partners Society

Bob and Laurie Ryan, In Their Honour Foundation

Sheri Ratsoy, Parkland Food Bank

Nicola Johnston, Parkland Music Teachers' Association

Neil Hollands and Charlene Bell, Rotary Club of Spruce Grove

Joel Pukalo, Thrive Community Foundation

Doug Taylor, Tri Region Men's Shed

Committee thanked each presenter for their 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**

There were no Information Items on the agenda.

8. **CLOSED SESSION**

Resolution: CSAC-032-26

Moved by: Gene Kushnir

THAT the Community Services Advisory Committee go into Closed Session at 7:17 p.m. under the following section of the *Access to Information Act*:

Item 8.1 Update on the Community Services Advisory Committee Mandate

Section 29; Advice from officials

Unanimously Carried

8.1 **Update on the Community Services Advisory Committee Mandate**

The following persons were also in Closed Session to provide information or administrative support for item 8.1 Update on the Community Services Advisory Committee Mandate:

David Wolanski, Shelley Tunney, and Nicole Hitchens.

8.2 **Return to Open Session - June 9, 2026**

Resolution: CSAC-033-26

Moved by: Hannah Dunbar

THAT Committee return to Open Session at 7:52 p.m.

Unanimously Carried

9. **BUSINESS ARISING FROM CLOSED SESSION**

9.1 **Update on the Community Services Advisory Committee Mandate**

Resolution: CSAC-034-26

Moved by: Neil Quaid

THAT the Community Services Advisory Committee recommend to Council to consider amending C-1342-24 - Community Services Advisory Committee Bylaw, CP-1056-24 - Civic Grants Policy, and CP-1057-24 - Commemorative Naming of Assets Policy to remove the role of the Community Services Advisory Committee from the approval process for microgrants and commemorative naming.

Unanimously Carried

10. ADJOURNMENT

Resolution: CSAC-035-26

Moved by: Tessa Scott

THAT the Community Services Advisory Committee meeting adjourn at 7:55 p.m.

Unanimously Carried

Kimberley Shuya, Chair

Nicole Hitchens, Recording Secretary

Date Signed



REQUEST FOR DECISION

MEETING DATE: September 1, 2026

TITLE: Parks and Open Space Master Plan

DIVISION: Community and Protective Services

SUMMARY:

The City of Spruce Grove is developing a new Parks and Open Space Master Plan (POSMP) to provide a long-term strategic framework for the planning, development, management and stewardship of parks and open spaces. The City's current plan was approved in 2007, and significant population growth, community development and evolving resident needs have created the need for an updated approach.

Following a competitive Request for Proposals process, RC Strategies was selected to lead the project. The POSMP will establish a 15-year roadmap for the City's parks and open space system, informed by community and Council engagement, technical analysis, municipal benchmarking, and industry best practices. The project will examine current and future needs, service and provision standards, accessibility, existing assets, future investment priorities, and opportunities to ensure the system continues to meet the needs of a growing community.

Project work is now underway, with community and Council engagement beginning in September 2026. Feedback gathered through engagement will help inform the development of the plan and its recommendations.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The City's current Parks and Open Space Master Plan was approved in 2007. Since that time, Spruce Grove has experienced significant population growth, geographic expansion, and continued community development. The way residents use, and experience parks and open spaces has also evolved, including expectations related to accessibility, connectivity, amenities, recreation opportunities, natural areas, and year-round use.

An updated Parks and Open Space Master Plan is required to ensure the City has a coordinated and evidence-based approach to planning for the parks and open spaces needed by the community today and into the future. The plan will consider the parks and open space system, including existing assets, future growth areas and open spaces that may not currently be addressed through existing land use or planning documents.

Recreation and Culture issued a Request for Proposals to retain a qualified consultant to lead development of the new plan. Following the competitive procurement process, RC Strategies was selected as the successful consultant. The project is now underway and will establish a 15-year strategic roadmap for the City's parks and open space system.

The project will include an inventory and assessment of existing parks, open spaces, trails, and environmentally sensitive areas, along with spatial analysis to identify gaps, opportunities, and areas of potential under- or over-utilization. It will also examine park distribution, classifications, amenities, accessibility, and walkability and provide recommendations for future provision standards.

Research and benchmarking against comparable municipalities and industry best practices will help identify emerging trends and opportunities applicable to Spruce Grove. This work will be considered alongside existing City planning documents, development processes and strategic priorities to ensure recommendations are coordinated with the City's broader approach to growth and service delivery.

Community and partner engagement will be a significant component of the project. Engagement will seek to understand how residents currently use parks and open spaces, what they value within the existing system, where they experience gaps or barriers, and what priorities should guide future investment. Council will also have opportunities to provide input throughout the process.

The information gathered through engagement, technical analysis, benchmarking, and existing City plans will inform the development of a strategic framework that includes a vision, guiding principles, system-wide goals, and performance measures. The final POSMP will also establish recommendations related to service and provision standards, accessibility and inclusion, policy and management practices, lifecycle considerations, and future investment priorities.

Importantly, the POSMP is intended to provide a framework for future decision-making rather than commit the City to individual capital projects. Recommended priorities, implementation timing and high-level resource considerations will help inform future planning and budget processes, with individual projects continuing to be considered through the City's established decision-making and budget processes.

OPTIONS / ALTERNATIVES:

No options are presented, as this briefing note is for information and engagement purposes only.

CONSULTATION / ENGAGEMENT:

Engagement is a key component of the Parks and Open Space Master Plan and will include:

- **Community Engagement Event – September 9, 2026:** In-person engagement at Central Park providing residents an opportunity to learn about the project and share feedback with the project team.
- **Council Workshop – September 22, 2026:** Dedicated opportunity for Council to provide input on priorities, opportunities, and considerations for the future of Spruce Grove's parks and open spaces.
- **Park Passport Challenge:** QR-code-based engagement at select parks and outdoor spaces to gather feedback directly from residents while they are using these spaces.
- **Online Community Survey:** Community-wide survey to gather input on current use, needs, priorities and future opportunities for parks and open spaces.
- **Community and Partner Engagement:** Targeted opportunities to gather input from community organizations, user groups, and other partners.

Feedback gathered through engagement will be considered alongside technical analysis, existing City plans, growth projections, municipal benchmarking, and industry best practices to inform development of the Parks and Open Space Master Plan.

IMPLEMENTATION / COMMUNICATION:

- Recreation and Culture will work with RC Strategies and Corporate Communications to coordinate and promote engagement opportunities.
- Engagement opportunities will be communicated through the City's website, social media channels, and other established City communication channels.
- In-person and location-based engagement will be used to complement online opportunities and encourage participation from a broad range of residents.
- Feedback received through the engagement process will be compiled and analyzed by RC Strategies in collaboration with Administration.
- Engagement findings will inform the next phase of plan development and the preparation of draft recommendations.

- Council will continue to receive updates at key milestones throughout development of the Parks and Open Space Master Plan.

IMPACTS:

- **Community:** The project provides residents and community partners with opportunities to help shape the future direction of parks and open spaces in Spruce Grove.
- **Operational:** Administration will support RC Strategies throughout engagement, technical analysis, and development of the plan.
- **Strategic:** The completed POSMP will provide a 15-year framework to guide future planning, investment, service levels and decision-making related to parks and open spaces.
- **Growth:** The plan will support a coordinated approach to parks and open space provision as Spruce Grove continues to grow and develop.

FINANCIAL IMPLICATIONS:

None. The Parks and Open Space Master Plan project is being completed within the approved project budget



The City of Spruce Grove Parks and Open Spaces Master Plan

Project Introduction



**Community Services Advisory
Committee**
September 1, 2026

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Agenda

- Welcome & Introduction
- Master Planning Objectives
- Parks and Open Spaces Planning Process
- Discussion: What's Important to Your Community?

About RC Strategies

- Established in 1988
- Head office in Alberta
- Committed to recreation, parks and trails
- Pan-Canadian
- In-house geospatial analytics, data, engagement, and design expertise



We have...

-  ...Completed over **2,500** recreation & parks planning projects
-  ...Invested **hundreds** of hours of volunteer time into our communities
-  ...Consumed **thousands** of cups of coffee

We have worked in



12 Provinces & Territories

Our Services Include...

-  Community & Regional Master Planning
-  Parks & Public Lands Planning
-  Tourism Planning
-  Facility & Amenity Planning
-  Trails Planning
-  Policy Development & Strategic Planning
-  Engagement Services
-  Social Planning

www.rcstrategies.ca



Parks and Open Spaces Master Plan: Setting the Strategic Direction

- The City is undertaking to guide how we plan, invest in, and manage parks, trails, and open spaces over the next 15 years.
- Sharing the project process and how this Committee will help share our work.





Why Spruce Grove Needs an Updated Plan

- A roadmap for parks, trails, and open spaces for the next 15 years
- Spruce Grove has grown a lot in population and land since the last plan in 2007
- Consolidates and supersedes existing parks/open space/outdoor recreation plans into one coherent framework
- Will inform future Area Structure Plans, Neighbourhood Structure Plans, and capital investment decisions



Why this Matters for CSAC?

- Aligns directly with CSAC's mandate: recreation, culture, social issues, and community safety
- Parks decisions are community services decisions: access, equity, and wellbeing outcomes sit at the center of this plan
- This is the opportunity to shape those outcomes

The Key Questions This Plan Will Answer

Where are the biggest access gaps?

What needs reinvestment?

How can parks support the environment commitments?

How can parks improve health and wellness?

What challenges are our community trying to solve?





Two Evidence Streams: Research and Engagement

- Research provides the technical and data-driven foundation
- Engagement provides lived experience and community priorities



The Research: What We're Digging Into

- Full inventory and mapping of parks, trails, and open spaces
- Population, demographic, and spatial analysis (growth projections, service gaps, equity considerations)
- Park Report Card: a standardized condition/performance assessment tool, developed with City administration and designed for City staff to reuse going forward
- Benchmarking against comparable municipalities
- Trends and best-practices review: four-season use, accessibility, climate resilience, life-cycle management
- Findings compiled into a "What We Learned" report, shared with the Project Group



The Engagement Process: Listening to the Community

- Built on two formal frameworks: IAP2 (public participation best practice) and ARECCI (ethical engagement standard)
- Designed to reach a broad and representative cross-section, with specific attention to equity-seeking populations, persons with disabilities, and culturally diverse communities
- Multi-method approach: community-wide survey, interactive mapping, stakeholder and user-group sessions, community partner sessions, pop-ups, and community events
- Findings compiled into a "What We Heard" report



How the Community Can Engage

- Community-wide survey (online + paper)
- Interactive online map: drop a pin on what you love or want to change
- "Come Plan a Park" community BBQ + Build-a-Park activity
- Park Passport Challenge: visit parks, scan a code, share feedback, win prizes
- Small-group discussions with organizations



Timeline to Adoption

- Research and engagement run in parallel through the summer and fall
- Strategic direction-setting and draft plan development follow
- Community review of the draft plan before finalization
- Target: final Master Plan and Council adoption by December 2026

Determining Strategic Priorities

- <Menti>





Questions?

Thank You!