



THE CITY OF SPRUCE GROVE

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

**January 30, 2025, 5:30 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
Liam McGrath
Tim Ormsbee

Members Absent: Pere Bekederemo

Also in Attendance: Lindsay O'Mara, SDAB Clerk

1. CALL TO ORDER

Lindsay O'Mara, City Clerk, called the Organizational Meeting of the Subdivision and Development Appeal Board to order at 5:28 p.m.

Committee member introductions were made during the Community Standards Appeal Committee meeting that was held earlier.

2. AGENDA

Resolution: SDAB-001-25

Moved by: Andrea Snow

THAT the agenda be adopted as presented.

Unanimously Carried

3. BUSINESS ITEMS

3.1 Committee Code of Conduct - 2025 Subdivision and Development Appeal Board and Community Standards Appeal Committee

Lindsay O'Mara, City Clerk, presented an overview of the Committee Code of Conduct, and Subdivision and Development Advisory Board / Community Standards Appeal Committee members signed the Committee Code of Conduct Declaration.

3.2 C-1271-23 - Subdivision and Development Appeal Board Bylaw - 2025 Review

Lindsay O'Mara, City Clerk, presented an overview of C-1271-23 - Subdivision and Development Appeal Board Bylaw.

3.3 Nomination and Election of Chairperson and Vice-Chairperson - 2025 Subdivision and Development Appeal Board

Lindsay O'Mara, City Clerk, provided an explanation of the 2025 Nomination and Election of Chair and Vice-Chair.

Lindsay O'Mara, City Clerk, called for nominations for the position of Chair.

Glenn Jensen nominated Andrea Snow for the position of Chair.

Andrea Snow accepted the nomination for Chair.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Chair for a second time.

No more nominations came forward.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Chair for a third and final time.

No more nominations came forward.

Lindsay O'Mara, City Clerk, declared that Andrea Snow be elected as Chair of the Subdivision and Development Appeal Board for one year by acclamation.

Lindsay O'Mara, City Clerk, called for nominations for the position of Vice-Chair.

Andrea Snow nominated Glenn Jensen for the position of Vice-Chair.

Glenn Jensen accepted the nomination for Vice-Chair.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Vice-Chair for a second time.

No more nominations came forward.

Lindsay O'Mara, City Clerk, called for additional nominations for the position of Vice-Chair for a third and final time.

No more nominations came forward.

Lindsay O'Mara, City Clerk, declared that Glenn Jensen be elected as Vice-Chair of the Subdivision and Development Appeal Board for one year by acclamation.

3.4 Subdivision and Development Appeal Board Procedures - 2025 Chairperson's Notes

Resolution: SDAB-002-25

Moved by: Andrea Snow

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

Unanimously Carried

4. ADJOURNMENT

Moved by: Andrea Snow

THAT the Organizational Meeting of the Subdivision and Development Appeal Board adjourn at 5:45 p.m.

DRAFT

Andrea Snow, Chair

Lindsay O'Mara, City Clerk

Date Signed

DRAFT