



2025

Council Board and Committee Handbook

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Introduction

Council Committees are established by City Council under the *Municipal Government Act* to provide information, advice, and recommendations to assist in the decision making process in various areas affecting our community.

City Council has established several Boards and Committees to either meet specified requirements of the *Municipal Government Act* or act as a conduit between Council and the public for information passage relative to the delivery of programs and services to the community.

The City of Spruce Grove also participates with several regional partners to provide essential services to the community. Members of Council provide City representation to these external boards, committees, and commissions with representatives chosen by Council at the annual Organizational Meeting.

This handbook has been developed to provide an overview of the current external boards, committees, and commissions, as well as the previously established internal boards and committees.

Boards, Committees, and Commissions

Internal Board and Committees (with Council Members)

- Community Services Advisory Committee (CSAC)
- Economic Development Advisory Committee (EDAC)
- City Centre Business Association Board (CCBA)
- Policing Advisory Committee (PAC)
- Spruce Grove Public Library Board (SGLB)
- Youth Advisory Committee (YAC)

Internal Boards and Committees (without Council Members)

- Community Standards Appeal Committee (CTSAC)
- Council Remuneration Review Advisory Committee (CRRAC)
- Subdivision and Development Appeal Board (SDAB)

External Boards, Committees, and Commissions

- ARROW Utilities
- Capital Region Parkland Water Services Commission (CRPWSC)
- Edmonton Global (EG)
- Edmonton Region Waste Advisory Committee (ERWAC)
- Inter City Forum on Social Policy (ICFOSP)
- Joint Use Committee (JUC)
- Meridian Foundation Management Board (MFMB)
- TransAlta Tri Leisure Centre Board (TLC)
- Yellowhead Regional Library Board (YRL)

Internal Boards and Committees (with Council Members)

Internal listing:

- Community Services Advisory Committee (CSAC)
- Economic Development Advisory Committee (EDAC)
- City Centre Business Association Board (CCBA)
- Policing Advisory Committee (PAC)
- Spruce Grove Public Library Board (SGLB)
- Youth Advisory Committee (YAC)

Community Services Advisory Committee

MANDATE:	To provide advice and recommendations to Council and Administration on a range of community safety, recreation, culture, and social issues impacting the City.
MEETING TIMES:	Six times per year. Normally the second Thursday, 6 - 8 p.m. (February, March, April, June, September, and November) Evening
MEMBERSHIP:	Council: One member of Council and one alternate Other: No less than seven and up to nine Spruce Grove residents Other: One youth member (Spruce Grove resident) between 16 and 24 years of age
TERM:	Council: One-year term, appointed annually Public Member: Three-year term with up to one additional three-year term
REMUNERATION:	City Council members are permitted to claim honoraria to the City. Public members are not remunerated.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Identify and engage community groups and seek their input into the Committee's work. • Work with Administration to develop and maintain a dialogue about matters of concern and opportunities related to community safety, recreation, culture, and social issues. • Advise Council and Administration on opportunities for coordinating and streamlining activities and programs. • Review and recommend grants, and review and approve micro-grants.
FURTHER INFORMATION:	https://www.sprucegrove.org/government/city-council/boards-and-committees/community-services-advisory-committee/

Economic Development Advisory Committee

MANDATE:	To provide advice and recommendations to Council on economic and business development matters affecting the community.
MEETING TIMES:	Quarterly Tuesdays, 7 p.m.
MEMBERSHIP:	Council: Three members of Council, one of which is Chair Other: Two public members at large Other: Four members representing Commercial and Industrial business community Other: One member nominated by the Greater Parkland Regional Chamber of Commerce Board Other: One member nominated by the City Centre Business Association Board
TERM:	Council: One-year term, appointed annually Public Member: Three-year term with up to one additional three-year term
REMUNERATION:	City Council members are permitted to claim honoraria to the City. Public members are not remunerated.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Use an inclusive approach that contributes to strong partnerships and leverages community assets. • Identify and engage groups to seek their input into the Committee’s work. • Conduct research, develop strategies and policies related to economic development. • Create partnerships with community in attracting investment and working with business to take advantage of economic opportunities.
FURTHER INFORMATION:	https://www.sprucegrove.org/government/city-council/boards-and-committees/economic-development-advisory-committee/

Spruce Grove City Centre Business Association

MANDATE:	To govern the affairs of the City Centre Business Improvement Area (BIA). Their mission is to promote, stimulate, and reinvigorate Spruce Grove’s city Centre as the civic, cultural, and social heart of the community through design, programming, and uniting of public and private sector businesses and activities.
MEETING TIMES:	Monthly Third Wednesday, 5:30 p.m.
MEMBERSHIP:	Council: One member of Council and one alternate Other: Ten voting directors elected by the members of the BIA and appointed by Council Other: One non-voting director appointed by Council Other: One non-voting director by virtue of being Past President of the Board
TERM:	Council: One-year term, appointed annually Public Member: Two-year term with up to three consecutive two-year terms
REMUNERATION:	City Council members are permitted to claim honoraria to the City. Public members are not remunerated.
ROLES AND RESPONSIBILITIES:	The appointed Councillor has a voting role on the CCBA and is expected to serve as the liaison between the CCBA and Council.
FURTHER INFORMATION:	https://sprucegrovecitycentre.org

Policing Advisory Committee

MANDATE:	To advise on policing matters to the Officer in Charge and Council and act as a representative of the interests of the residents of Spruce Grove in providing advice.
MEETING TIMES:	TBD (no less than six times per year) Evening
MEMBERSHIP:	Council: No less than one and no more than two members of Council Other: No less than three and up to six Spruce Grove residents, of which, is one youth member between 16 and 24 years of age <i>Appointees shall meet any requirements as outlined under the Police Act and associated Regulations</i>
TERM:	Council: One-year term, appointed annually Public Member: Three-year term with up to two additional three-year terms
REMUNERATION:	City Council members are permitted to claim honoraria to the City. Public members are not remunerated.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Act in an advisory capacity on policing matters to the Officer In Charge and Council and as a representative of the interests of the residents of the City in providing that advice. • Specific duties, functions and responsibilities of the Committee will be as set out in the Act and associated regulations and as outlined by the City or any policies or directives that might be provided to the Committee.
FURTHER INFORMATION:	

Spruce Grove Public Library Board

MANDATE:	To work with Library staff to program, operate, and maintain library services for residents. The board is responsible for enacting bylaws and policies, preparing budgets, hiring staff, and promoting the library in the community.
MEETING TIMES:	Monthly, except July, August, and December Third Tuesday, 7 p.m.
MEMBERSHIP:	No less than five and up to ten members (two of which may be Councillors) Council: Current practice is to appoint one Councillor Other: Nine Spruce Grove residents
TERM:	Council: One-year term, appointed annually Public Member: Three-year term with up to two additional three-year terms
REMUNERATION:	City Council members are not paid honoraria by the Board. City Council members are permitted to claim honoraria to the City.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Enacting bylaws and policies for the operations of the library. • Provide updates to Council as necessary. • Decisions are made in the best interest of the board and the library, even if not supported by Council.
FURTHER INFORMATION:	https://sgpl.ca/About-Us/Library-Board

Youth Advisory Committee

MANDATE:	To engage youth in the community to accurately represent a youth perspective on a variety of municipal issues and provide recommendations to Council.
MEETING TIMES:	Seven times per year (January, February, March, May, June, September, and December) First Thursday, 4 p.m.
MEMBERSHIP:	Council: Two members of Council Other: No less than five and up to 11 youth members from Spruce Grove between the ages of 12 and 18, with at least one youth member from each Parkland School Division and Evergreen Catholic Separate School Division
TERM:	Council: One-year term, appointed annually Public Member: One-year term with automatic renewal each year up until the age of Committee majority or up to a maximum of three terms, pending agreement of the youth member
REMUNERATION:	City Council members are permitted to claim honoraria to the City. Public members are not remunerated, however, youth members who fulfill their commitment to the Committee by volunteering a minimum of ten (10) hours annually for the Committee held meetings and/or events, shall be awarded a \$500 bursary upon proof of registration in a Certification Program.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Coordinate youth-specific initiatives that profile local youth issues • Develop relationships with groups addressing youth issues • Provide recommendations to Council on matters that directly impact youth • offer a youth lens on youth-oriented City programs and services • Consult with Administration to support youth initiatives
FURTHER INFORMATION:	https://www.sprucegrove.org/government/city-council/boards-and-committees/youth-advisory-committee/

Internal Boards and Committees (without Council Members)

Internal Boards and Committees (without Council Members) Listing:

- Community Standards Appeal Committee (CSTAC)
- Council Remuneration Review Advisory Committee (CRRAC)
- Subdivision and Development Appeal Board (SDAB)

Community Standards Appeal Committee

MANDATE:	A quasi-judicial board established under the <i>Municipal Government Act</i> to hear appeals from persons affected by decisions based on the City's Community Standards Bylaw, Business Licence Bylaw, or Hens Bylaw.
MEETING TIMES:	As required, within 30 days of receipt of an appeal Evening
MEMBERSHIP:	Council: No members of Council sit on this Committee Other: Three to eleven Spruce Grove residents
TERM:	Public Member: Up to a three-year term with up to two additional three-year terms
REMUNERATION:	Board members are paid honoraria by the City.
ROLES AND RESPONSIBILITIES:	The CSTAC hears an appeal and renders a decision based on the evidence presented.
FURTHER INFORMATION:	https://www.sprucegrove.org/government/city-council/boards-and-committees/community-standards-appeal-committee/

Council Remuneration Review Advisory Committee

MANDATE:	To review and make recommendations on the remuneration, including benefits, to be paid to members of Council, and on other matters that may affect Council remuneration.
MEETING TIMES:	Weekly, Spring or Fall of the year that the Committee sits Next review scheduled for 2027 Evening
MEMBERSHIP:	Council: No members of Council sit on this Committee Other: Three to five Spruce Grove residents
TERM:	An Ad-Hoc Committee that sits at least once a Council term, typically during the mid-point of the Council term The membership term is from the date of appointment until the date the Committee's final report is presented to Council
REMUNERATION:	Public members are not remunerated.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Consider remuneration that would attract and allow for a diverse range of candidates for the roles of Mayor and Councillors. • Consider the responsibilities and time commitment required of the Mayor and Councillors. • Consider the current and anticipated economic environment. • Consider methodology to be used to establish future adjustments to remuneration, including jurisdictional comparators and frequency.
FURTHER INFORMATION:	https://www.sprucegrove.org/government/city-council/boards-and-committees/council-remuneration-review-advisory-committee/

Subdivision and Development Appeal Board

MANDATE:	A quasi-judicial board established under the <i>Municipal Government Act</i> to hear appeals from a decision of the Subdivision Authority or Development Authority.
MEETING TIMES:	As required, within 30 days of receipt of an appeal Evening
MEMBERSHIP:	Council: No members of Council sit on this Committee Other: Three to eleven Spruce Grove residents
TERM:	Up to a three-year term with up to two additional three-year terms
REMUNERATION:	Board members are paid honoraria by the City.
ROLES AND RESPONSIBILITIES:	The SDAB hears an appeal and renders a decision based on the evidence presented.
FURTHER INFORMATION:	https://www.sprucegrove.org/government/city-council/boards-and-committees/subdivision-and-development-appeal-board/

External Boards, Committees, and Commissions

External Listing:

- ARROW Utilities
- Capital Region Parkland Water Services Commission (CRPWSC)
- Edmonton Global (EG)
- Edmonton Region Waste Advisory Committee (ERWAC)
- Inter City Forum on Social Policy (ICFOSP)
- Joint Use Committee (JUC)
- Meridian Foundation Management Board (MFMB)
- TransAlta Tri Leisure Centre Board (TLC)
- Yellowhead Regional Library Board (YRL)

ARROW Utilities

MANDATE:	To protect the environment and public health through the provision of responsible wastewater transmission and treatment services. To exceed regulated standards for wastewater, serving as environmental leaders and enabling member growth.
MEETING TIMES:	Quarterly Third Friday, 9 a.m. - 12 noon
MEMBERSHIP:	Council: Mayor Other: Twelve other appointees from member municipalities
TERM:	Council: One-year term, appointed annually
REMUNERATION:	Commission members are paid honoraria and expenses by the Commission for attendance at regular and special commission meetings, commission committee meetings, and seminars.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • To represent their municipality by communicating to the Commission on wastewater issues affecting their community and explain Commission decisions and policies to their Council. • To act as a corporate director of the Commission whose duty is to consider issues and make decisions that are in the best interest of the Commission even if the best interest of the Commission is not in the best interest or supported by the Council. • Volunteer for committees to address matters that require more attention than the entire Commission can provide.
FURTHER INFORMATION:	https://acrwc.ab.ca/

Capital Region Parkland Water Services Commission

MANDATE:	To provide water services, including water supply, ensuring water quality, and maintaining the pipeline that carries water to residents in the City of Spruce Grove, Town of Stony Plain, and Parkland County.
MEETING TIMES:	Quarterly Wednesday, evenings
MEMBERSHIP:	Council: Two members of Council and one alternate Other: Two members of Council from each Stony Plain and Parkland County
TERM:	Council: One-year term, appointed annually
REMUNERATION:	Commission members are not paid honoraria by the Commission. City Council members are permitted to claim honoraria to the City.
ROLES AND RESPONSIBILITIES:	Liaise between the City and the Commission, communicating any water issues affecting the City of Spruce Grove.
FURTHER INFORMATION:	Amanda Alwyn, Town of Stony Plain aalwyn@stonyplain.com

Edmonton Global

MANDATE:	To grow the economy in the Edmonton region.
MEETING TIMES:	Annual General Meeting - April Mid-Year Update - October
MEMBERSHIP:	Council: One member of Council and one alternate Other: Mayors from the 14 partner municipalities in the Edmonton Region
TERM:	Council: One-year term, appointed annually
REMUNERATION:	Board members are not paid honoraria by Edmonton Global. City Council members are permitted to claim honoraria to the City.
ROLES AND RESPONSIBILITIES:	To collaborate and promote economic growth in the Edmonton region.
FURTHER INFORMATION:	https://edmontonglobal.ca/ https://edmontonglobal.ca/about/partners/

Edmonton Region Waste Advisory Committee

MANDATE:	To provide a forum for information sharing and to assume a leadership role in bringing together partners in cooperative, collaborative efforts to facilitate joint waste minimization strategies and solutions.
MEETING TIMES:	Quarterly 9 a.m.
MEMBERSHIP:	Council: One member of Council and one alternate Other: One member of Administration and one alternate Other: Seventeen other appointees from member municipalities in the Edmonton Metropolitan Region, including seven towns, four counties, and six cities
TERM:	Council: One-year term, appointed annually
REMUNERATION:	Board members are paid honoraria by the Committee.
ROLES AND RESPONSIBILITIES:	Discuss and suggest waste minimization strategies for the region.
FURTHER INFORMATION:	Shelleen Lakusta, Alberta Environment and Sustainable Resource Development Shelleen.lakusta@gov.ab.ca

Inter City Forum on Social Policy

MANDATE:	<ul style="list-style-type: none"> • To act as a vehicle for information sharing, networking, and advocacy for and among Alberta cities and other major urban areas, and the people who live in them. • To address social policy, and program and service issues that are of concern to urban municipalities within Alberta.
MEETING TIMES:	Semi-annual Fridays, 9:30 a.m. - 3:30 p.m.
MEMBERSHIP:	<p>Council: One member of Council</p> <p>Other: One member of Administration</p> <p>Other: Council and administrative representatives from nineteen other municipalities in Alberta</p> <p>Other: Two representatives from the Family and Community Support Services Association of Alberta</p>
TERM:	Council: One-year term, appointed annually
REMUNERATION:	Board members are not paid honoraria by the group. City Council members are permitted to claim honoraria to the City.
ROLES AND RESPONSIBILITIES:	See mandate.
FURTHER INFORMATION:	

Joint Use Committee

MANDATE:	To administer the Joint Use Agreement between the three jurisdictions of the City of Spruce Grove, Parkland School Division No. 70, and Evergreen Catholic Separate School Division.
MEETING TIMES:	Semi-annual (Spring and Fall) Daytime
MEMBERSHIP:	Council: One member of Council and one alternate Other: One member of Administration Other: One elected official and one senior administrative representative from each Parkland School Division and Evergreen Catholic Separate School Division
TERM:	Council: One-year term, appointed annually
REMUNERATION:	Board members are not paid honoraria by the Committee. City Council members are permitted to claim honoraria to the City.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • To consider, establish, and approve procedures for the use, operation, maintenance, and development of joint use facilities. • The Committee is responsible for the authorization of any proposed amendments to the Joint Use Regulation and is required to report back to the City of Spruce Grove twice a year.
FURTHER INFORMATION:	Contact the General Manager of Community and Protective Services

Meridian Foundation Management Board

MANDATE:	To provide affordable housing to senior citizens, ensuring delivery of services in a professional and caring manner, utilizing resources efficiently.
MEETING TIMES:	Monthly Normally, fourth Thursday, 9 a.m. to noon
MEMBERSHIP:	Council: One member of Council Other: One elected official from the Town of Stony Plain and Parkland County Other: Four public members
TERM:	Council: One-year term, appointed annually Public Member: Up to a three-year term with up to one additional three-year term
REMUNERATION:	Board members are paid honoraria by the Board.
ROLES AND RESPONSIBILITIES:	To govern the Meridian Foundation.
FURTHER INFORMATION:	<ul style="list-style-type: none"> • Comprised of three municipalities of City of Spruce Grove, Town of Stony Plain, and Parkland County. • Established as a Housing Management Body by Ministerial Order and is a registered charity.

TransAlta Tri Leisure Centre Board

MANDATE:	A Part Nine Board to govern the TransAlta Tri Leisure Centre (TLC) and ensure the TLC provides recreational, cultural, and social needs to the community.
MEETING TIMES:	Monthly, except July and August Fourth Thursday, 6 p.m.
MEMBERSHIP:	Council: One member of Council and one alternate Other: One elected official from both Stony Plain and Parkland County Other: Two public representatives from each Spruce Grove, Stony Plain, and Parkland County
TERM:	Council: One-year term, appointed annually Public Member: Three-year term for a maximum of two consecutive terms
REMUNERATION:	Board members are paid honoraria by the Board.
ROLES AND RESPONSIBILITIES:	A governing board responsible for reviewing and setting user charges, rents, and leases for the TLC.
FURTHER INFORMATION:	https://www.trileisure.com/

Yellowhead Regional Library Board

MANDATE:	To provide materials and services to public and school libraries, and other organizations to assist them in meeting the informational, educational, cultural, and recreational needs of their communities.
MEETING TIMES:	Board: Quarterly, Monday morning Executive Committee: Bi-monthly, Monday morning
MEMBERSHIP:	Council: One member of Council and one alternate Other: Each participating municipality and school division may appoint a member Other: Appointed member is also guaranteed a seat on the Executive Committee as provincially legislated for representatives from communities over 15,000 or more
TERM:	Council: One-year term, appointed annually
REMUNERATION:	Board members are paid honoraria by the Board for Executive and Ad Hoc Committee meetings, and for Trustee Orientation. City Council members are permitted to claim honoraria to the City for Board meetings.
ROLES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • The Board approves the annual budget, audited financial statements, and recommendations for changes to the YRL Master Membership Agreement. • The Executive Committee frames policy, sets priorities, develops goals and objectives, and employs qualified staff to administer the library.
FURTHER INFORMATION:	https://www.yrl.ab.ca/