



## **Council Services Committee - Minutes**

December 12, 2025

9:30 a.m.

River Valley Room, 1st floor, City Hall

Present: A. Knack, R. Clarke, M. Elliott, M. Janz, J. Morgan, A. Paquette,  
T. Parmar, K. Principe, E. Rutherford, A. Salvador, A.  
Stevenson, K. Tang, J. Wright

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### **1. Call to Order and Related Business**

#### **1.1 Call to Order and Land Acknowledgement**

A. Karbasheski, Office of the City Clerk, called the meeting to order at 9:31 a.m., Friday, December 12, 2025, and acknowledged that Council Services Committee meets on the traditional land of Treaty 6 Territory and the Métis homeland. The Chair also acknowledged the diverse Indigenous peoples whose ancestors' footsteps have marked this territory for centuries such as: Cree, Dene, Saulteaux, Blackfoot, Nakota Isga, as well as Métis and Inuit, and now settlers from around the world.

#### **1.2 Roll Call**

A. Karbasheski, Office of the City Clerk, conducted roll call and confirmed the attendance of Members of Council Services Committee.

*Mayor A. Knack is a Committee Member pursuant to section 15(3), Council Committees Bylaw 18156.*

A. Karbasheski, G. Goodin and M. Friesen, Office of the City Clerk, were also in attendance.

#### **1.3 Election of Chair**

A. Karbasheski, Office of the City Clerk, called for nominations for the position of Chair, Council Services Committee.

Councillor A. Salvador nominated Councillor A. Paquette for the position of Chair, Council Services Committee.

A. Karbasheski, Office of the City Clerk, asked if there were any further nominations. There being no other nominations, A. Karbasheski declared the nominations closed.

**Moved by:** A. Salvador

That Councillor A. Paquette be elected as Chair, Council Services Committee.

In Favour (13): A. Knack, R. Clarke, M. Elliott, M. Janz, J. Morgan, A. Paquette, T. Parmar, K. Principe, E. Rutherford, A. Salvador, A. Stevenson, K. Tang, and J. Wright

**Carried (13 to 0)**

A. Karbasheski, Office of the City Clerk, vacated the Chair and Councillor A. Paquette presided.

#### **1.4 Election of Vice-Chair**

Councillor A. Paquette called for nominations for the position of Vice-Chair, Council Services Committee.

Councillor A. Stevenson nominated Councillor M. Elliott for the position of Vice-Chair, Council Services Committee.

Councillor A. Paquette asked if there were any further nominations. There being no other nominations, Councillor A. Paquette declared the nominations closed.

**Moved by:** A. Stevenson

That Councillor M. Elliott be elected as Vice-Chair, Council Services Committee.

In Favour (13): A. Knack, R. Clarke, M. Elliott, M. Janz, J. Morgan, A. Paquette, T. Parmar, K. Principe, E. Rutherford, A. Salvador, A. Stevenson, K. Tang, and J. Wright

**Carried (13 to 0)**

#### **1.5 Declaration of Pecuniary or Conflict of Interest**

Councillor A. Paquette asked whether there were any declarations of pecuniary interests or conflicts of interest. There were none.

## **1.6 Adoption of Agenda**

**Moved by:** M. Elliott

That the December 12, 2025, Council Services Committee meeting agenda be adopted.

In Favour (13): A. Knack, R. Clarke, M. Elliott, M. Janz, J. Morgan, A. Paquette, T. Parmar, K. Principe, E. Rutherford, A. Salvador, A. Stevenson, K. Tang, and J. Wright

**Carried (13 to 0)**

## **1.7 Approval of Minutes**

There were no minutes to be approved.

## **1.8 Protocol Items**

There were no Protocol Items.

## **2. Items for Discussion and Related Business**

### **2.1 Select Items for Debate**

The following items were selected for debate: 7.1 and 7.2.

### **2.2 Vote on Reports not Selected for Debate**

All items were selected for debate.

### **2.3 Requests to Speak**

There were no Requests to Speak.

### **2.4 Requests for Specific Time on Agenda**

There were no requests for items to be dealt with at a specific time on the agenda.

## **3. Councillor Inquiries**

There were no Councillor Inquiries.

## **4. Reports to be Dealt with at a Different Meeting**

There were no Reports to be Dealt with at a Different Meeting.

## 5. Requests to Reschedule Reports

There were no Requests to Reschedule Reports.

## 6. Unfinished Business

There was no Unfinished Business on the agenda.

## 7. Public Reports

### 7.1 Councillors' Common Furniture Requests

The following member of Administration's delegation made a presentation and answered questions:

- V. Hinderks, Office of the City Clerk

The following members of Administration's delegation answered questions:

- A. Giesbrecht, City Clerk
- N. Jacobsen, Office of the City Clerk
- O. Zakoc, Financial and Corporate Services

**Moved by:** J. Wright

That the 2025/2026 Common Furniture Plan, as outlined in Attachment 1 of the December 12, 2025, Office of the City Clerk report OCC03266, be revised per the discussion at the December 12, 2025, Council Services Committee meeting, and be approved and funded from the Office of the Councillors' 2026 Common Furniture Budget.

In Favour (12): R. Clarke, M. Elliott, M. Janz, J. Morgan, A. Paquette, T. Parmar, K. Principe, E. Rutherford, A. Salvador, A. Stevenson, K. Tang, and J. Wright

**Carried (12 to 0)**

**Moved by:** J. Wright

### **Office of the Councillors' - Funding Sources for Office Upgrade Options**

That Administration gather input from members of Council regarding potential office upgrades for the Office of the Councillors and engage with Property Management to identify possible funding sources, including a

carry forward of the unused 2025 budget, and provide a report to Council Services Committee.

**Due Date: March 11, 2026, Council Services Committee**

In Favour (11): R. Clarke, M. Elliott, M. Janz, J. Morgan, A. Paquette, T. Parmar, K. Principe, A. Salvador, A. Stevenson, K. Tang, and J. Wright

Opposed (1): E. Rutherford

**Carried (11 to 1)**

**7.2 2026 Councillors' Common Budget Travel and Conference Requests**

The following member of Administration's delegation made a presentation and answered questions:

- V. Hinderks, Office of the City Clerk

The following members of Administration's delegation answered questions:

- A. Giesbrecht, City Clerk
- N. Jacobsen, Office of the City Clerk
- O. Zakoc, Financial and Corporate Services

**Moved by:** K. Tang

That the 2026 Common Travel Plan, as outlined in Attachment 1 of the December 12, 2025, Office of the City Clerk report OCC03267, be approved and funded from the Office of the Councillors' 2026 Common Travel and Conference Budget.

In Favour (12): R. Clarke, M. Elliott, M. Janz, J. Morgan, A. Paquette, T. Parmar, K. Principe, E. Rutherford, A. Salvador, A. Stevenson, K. Tang, and J. Wright

**Carried (12 to 0)**

**Moved by:** A. Paquette

**Councillors' Common and Ward Budgets - Review**

That Administration review the ongoing common and ward budgets for the Offices of the Mayor and Councillors to develop an unfunded service package and provide a report to Council Services Committee.

**Due Date: March 11, 2026, Council Services Committee**

In Favour (12): R. Clarke, M. Elliott, M. Janz, J. Morgan, A. Paquette, T. Parmar, K. Principe, E. Rutherford, A. Salvador, A. Stevenson, K. Tang, and J. Wright

**Carried (12 to 0)**

**8. Responses to Councillor Inquiries**

There were no Responses to Councillor Inquiries on the agenda.

**9. Private Reports**

There were no Private Reports on the agenda.

**10. Motions Pending**

There were no Motions Pending on the agenda.

**11. Notices of Motion and Motions without Customary Notice**

Councillor A. Paquette asked whether there were any Notices of Motion. There were none.

**12. Adjournment**

The meeting adjourned at 10:19 a.m., Friday, December 12, 2025.

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Chair

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City Clerk