

**CITY OF BROOKS**  
**REGULAR COUNCIL MEETING – FEBRUARY 3, 2025**  
**COUNCIL CHAMBERS**  
**4:30 P.M.**

**A G E N D A**

**ACKNOWLEDGEMENT OF FIRST PEOPLES & TRADITIONAL TERRITORY**

**1. CALL TO ORDER**

**2. AGENDA**

- a) Items to add/delete from the agenda
- b) Adoption of agenda

**3. MINUTES**

- a) Regular Council Meeting – January 20, 2025

**4. BUSINESS ARISING OUT OF MINUTES**

**5. CORRESPONDENCE AND INFORMATION**

- a) Update
  - Council Conferences and/or Workshops
  - Council Committee Reports (Cllr. Idriss, Cllr. Goodnough, Cllr. Prentice)

**6. BUSINESS**

- a) **Proclamation – Wear Red Canada Day** (see Request for Decision dated January 30, 2025 from Deputy CAO)
- b) **Legislative Compliance Check (LCC)** (see Request for Decision dated January 29, 2025 from CAO)
- c) **Collaborative Governance Initiative Grant** (see Request for Decision dated January 29, 2025 from CAO)

- d) **Policy L-001-006 - Proclamations** (see Request for Decision dated January 29, 2025 from Manager, Administration)
- e) **Rescind Policies** (see Request for Decision dated January 30, 2025 from Manager, Administration)

**7. BYLAWS**

- a) **Bylaw 25/08 – Amendment to Land Use Bylaw 14/12**
- b) **Bylaw 25/01 – Portable Sign Bylaw**
- c) **Bylaw 25/03 – Amendment to Cemetery Bylaw 21/12**

**8. QUESTIONS FROM THE MEDIA**

**9. CLOSED SESSION**

- a) **Land Matter** – Held Confidential Pursuant to Section 16 of FOIP

**10. ADJOURNMENT**

## RECOMMENDATIONS

February 3, 2025

### REFER TO:    RECOMMENDATION

6.    (a)    That “February 13, 2025 be hereby proclaimed as “Wear Red Canada Day” in the City of Brooks”.
- (b)    That “a letter be sent to Alberta Municipal Affairs requesting a Legislative Compliance Check”.
- (c)    That “Council approve of applying for the Alberta Municipal Affairs Collaborative Governance Initiative Grant in the amount of \$50,000, and that a letter be sent requesting that the City’s matching contribution be waived”.
- (d)    That “Policy L-001-006, entitled Proclamations, be approved”.
- (e)    That “Council rescind Policy F-001-007(A) entitled Employee Computer Equipment Purchases, Policy L-001-009(A) entitled Council Orientation Information and Policy L-001-010 entitled Corporate Guidelines”.
7.    (a)    That “Bylaw No. 25/08, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 14/12, being the Land Use Bylaw, be introduced and read a first time”.
- That “a Public Hearing be held on February 18, 2025 at 5:00 p.m. to gather public input regarding Bylaw No. 25/08”.
- (b)    That “Bylaw No. 25/01, being a Bylaw of the City of Brooks, in the Province of Alberta, to provide standards and regulations for outdoor portable advertising, be introduced and read a first time”.
- That “Bylaw No. 25/01 be read a second time”.
- That “Bylaw No. 25/01 be given three readings at this meeting”.
- That “Bylaw No. 25/01, being a Bylaw of the City of Brooks, in the Province of Alberta, to provide standards and regulations for outdoor portable advertising, be read a third time and adopted”.
- (c)    That “Bylaw No. 25/03, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 21/12, being a Bylaw for the regulation and control of cemeteries, be introduced and read a first time”.
- That “Bylaw No. 25/03 be read a second time”.

That "Bylaw No. 25/03 be given three readings at this meeting".

That "Bylaw No. 25/03, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 21/12, being a Bylaw for the regulation and control of cemeteries, be read a third time and adopted".

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE  
CITY OF BROOKS HELD IN COUNCIL CHAMBERS AT CITY  
HALL ON JANUARY 20, 2025 AT 4:30 P.M.**

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**PRESENT:** Mayor John Petrie  
Councillor Mohammed Idriss  
Councillor Ray Juska  
Councillor Jon Nesbitt  
Councillor Bill Prentice  
Councillor Marissa Wardrop

**STAFF:** Chris Parker, CAO  
Amanda Peterson, Deputy CAO  
Amy Rommens, Manager, Administration  
Shireen Zameel, Manager, Human Resources  
Bill McKennan, Director, Finance  
Randi McPhillips, Manager, Recreation  
Lisa Tiffin, Director, Planning and Community Development  
Mitchell Iwaasa, Economic Development Officer  
Jourdan Jones, Communications Officer  
Jenny Wallace, Executive Assistant/Recording Secretary

**OTHERS IN  
ATTENDANCE:** Sgt. David Searle, Brooks RCMP

**CALL TO  
ORDER:** Mayor Petrie called the meeting to order at 4:30 p.m.

**ACKNOWLEDGEMENT OF FIRST PEOPLES & TRADITIONAL  
TERRITORY**

Mayor Petrie acknowledged the First Peoples and Traditional Territory.

**AGENDA**

25/010 MOVED BY COUNCILLOR JUSKA that “the agenda be adopted as amended by adding Agenda Item 10. CLOSED SESSION – Personnel – Held Confidential pursuant to Section 17 of the *Freedom of Information and Protection of Privacy Act*, and by re-lettering agenda items as required”.

MOTION CARRIED

**MINUTES**

25/011                    MOVED BY COUNCILLOR NESBITT that “the Minutes from the Regular Council Meeting held January 6, 2025 be approved”.

MOTION CARRIED

**BUSINESS ARISING OUT OF MINUTES**

There was no business arising out of the Minutes.

**RCMP REPORT – DECEMBER 2024**

25/012                    MOVED BY COUNCILLOR WARDROP that “the December 2024 RCMP Report be accepted as information”.

MOTION CARRIED

*Sgt. David Searle left at 4:35 p.m.*

**CORRESPONDENCE AND INFORMATION**

25/013                    MOVED BY COUNCILLOR WARDROP that “the following items of correspondence be received as information:

- a)     Update                    -     Council Conferences and/or Workshops
- b)     Notes                        -     Council Committee – January 14, 2025”.

MOTION CARRIED

**BUSINESS**

**Proclamation – Black History Month**

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25/014                    MOVED BY COUNCILLOR WARDROP that “February 2025 be hereby proclaimed as “Black History Month” in the City of Brooks”.

MOTION CARRIED

**Palliser Economic Partnership – Membership**

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25/015                    MOVED BY COUNCILLOR JUSKA that “the City of Brooks establish membership with the Palliser Economic Partnership beginning in 2025”.

MOTION CARRIED

**Rescheduling June 2, 2025 Regular Council Meeting**

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25/016                    MOVED BY COUNCILLOR NESBITT that “the Regular Council Meeting scheduled for June 2, 2025 be rescheduled to June 3, 2025 at 4:30 p.m. in Council Chambers”.

MOTION CARRIED

**BYLAWS**

**Bylaw 25/04 – Amendment to Utility Rates Bylaw 23/08**

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25/017                    MOVED BY COUNCILLOR JUSKA that “Bylaw No. 25/04, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 23/08, being a Bylaw to establish utility rates charged to customers, be introduced and read a first time”.

MOTION CARRIED

25/018                    MOVED BY COUNCILLOR NESBITT that “Bylaw No. 25/04 be read a second time”.

MOTION CARRIED

25/019                    MOVED BY COUNCILLOR WARDROP that “Bylaw No. 25/04 be given three readings at this meeting”.

MOTION CARRIED UNANIMOUSLY

25/020                    MOVED BY COUNCILLOR JUSKA that “Bylaw No. 25/04, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 23/08, being a Bylaw to establish utility rates charged to customers, be read a third time and adopted”.

MOTION CARRIED

25/021                    MOVED BY COUNCILLOR WARDROP that “Council waive any penalties that occurred in the billing cycle during the postal strike, as the Canada Post service disruption was unanticipated and caused hardship and inconvenience to the City’s utility customers”.

MOTION CARRIED

**CLOSED SESSION**

25/022                    MOVED BY COUNCILLOR NESBITT that “Council close the meeting to the public for agenda item 10. Personnel as per Section 17, FOIP, at 4:50 p.m.”.

MOTION CARRIED

**Personnel – Held Confidential Pursuant to Section 17 of FOIP**

25/023                    MOVED BY COUNCILLOR JUSKA that “the meeting move out of Closed Session at 6:32 p.m.”.

MOTION CARRIED

**ADJOURNMENT**

25/024                    MOVED BY COUNCILLOR WARDROP that “the meeting adjourn at 6:33 p.m.”.

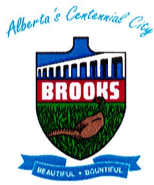
MOTION CARRIED

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**Mayor**

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**Chief Administrative Officer**



### REQUEST FOR DECISION

|  |                                 |  |                             |
|--|---------------------------------|--|-----------------------------|
| <b>TITLE:</b> Canadian Women’s Heart Health Centre, Canadian Women’s Heart Health Alliance – Her Heart Matters |                                 | <b>AGENDA ITEM:</b><br>Council – February 3, 2025                                    |                             |
| <b>PRESENTER:</b> Deputy CAO Amanda Peterson   |                                 | <b>ATTACHMENTS:</b><br>Canadian Women’s Heart Health Centre – Letter to Mayor Petrie |                             |
| <b>DEPARTMENT:</b> Administration  |                                 |  |                             |
| <b>SUBMITTED BY:</b>   |                                 |  |                             |
| <u>Amanda Peterson</u><br>Name   | <u>January 30, 2025</u><br>Date |  |                             |
| <b>REVIEW APPROVALS:</b>   |                                 |  |                             |
| <br>Department Director  | <u>January 30, 2025</u><br>Date | <br>CAO  | <u>Jan 31, 2025</u><br>Date |

#### **BACKGROUND**

On November 26, 2024 Mayor Petrie received a letter requesting to proclaim February 13, 2025 as “Wear Red Canada Day”. Wear Red Canada Day is an initiative facilitated by the Canadian Women's Heart Health Centre and the Canadian Women’s Heart Health Alliance, a volunteer and non-profit based group of healthcare professionals, patients, and advocates for women's heart health.

Wear Red Canada Day is aimed towards spreading awareness about female heart health, which is an overlooked and undertreated issue affecting Canadian women each year. This initiative will involve an awareness campaign through a 2-3-minute pre-recorded video message to the residents of the City of Brooks regarding Wear Red Canada with the ultimate goal of improving Canadian women of all ages heart health.

#### **DISCUSSION/OPTIONS**

Option 1 – Recommend that Council proclaim February 13, 2025 as “Wear Red Canada Day” in the City of Brooks.

Option 2 – Recommend that Council proclaim February 13, 2025 as “Wear Red Canada Day” in the City of Brooks and participate in a 2-3-minute pre-recorded awareness video message to the residents of the City of Brooks regarding Wear Red Canada Day.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications.

#### **STRATEGIC PLAN**

There is no link to Council’s Strategic Focus Areas.

**RECOMMENDATION**

Administration recommends that Council approve Option 1 proclaiming February 13, 2025 as “Wear Red Canada Day” in the City of Brooks.

Respectfully submitted,



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Amanda Peterson  
Deputy CAO



CANADIAN WOMEN'S  
HEART HEALTH CENTRE

NATIONAL  
ALLIANCE



**HER HEART MATTERS**  
WEAR RED CANADA • FEB 13

Nov 26, 2024

Dear Mayor Petrie,

Heart disease is the number one killer of women worldwide and the leading cause of premature death in women in Canada. Globally, cardiovascular diseases affect 1 out of 3 women, yet women everywhere are under-studied, under-diagnosed, under-treated, and under-aware when it comes to their cardiovascular health. Worse, considering that 80% of a woman's risk factors are within her control, heart disease is largely preventable.

**Wear Red Canada** is celebrated annually across Canada on February 13<sup>th</sup> to raise awareness about women's cardiovascular health. Organized events held across the country serve as a reminder for everyone, especially women, to be mindful, curious and proactive in the management of their heart health and wellness.

Powered by the Canadian Women's Heart Health Centre (CWHHC), the **Canadian Women's Heart Health Alliance** (CWHHA) is comprised of over 140 women's heart health professionals, patients and scientists from across Canada. Our mission is to share evidence-based strategies that will transform clinical practice and enhance collaborative action concerning women's heart health in Canada. Many of the Alliance's members, including myself, live and work here in Calgary.

Each year, the CWHHA develops a national **Wear Red Canada** awareness campaign with the ultimate goal of improving the heart health of women in Canada of all ages. We invite you to learn more about Wear Red Canada Day at [WearRedCanada.ca](https://WearRedCanada.ca).

I write to you today, as our elected mayor, and an advocate for improving health outcomes for women in Brooks and surrounding areas, to kindly request your assistance in proclaiming **February 13 as *Wear Red Canada Day* in Calgary.**

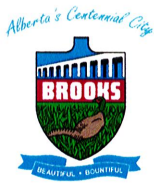
We would also kindly request a 2-3 minute pre-recorded video message to Brooks residents on behalf of yourself and the municipality about **Wear Red Canada Day**. If you are interested, we will most definitely provide you with all the needed briefing documents and remain at your disposal to answer any questions.

We want to see improved awareness of the greatest health risk to women in our communities, and, most importantly, fewer women dying prematurely from heart disease—and we believe we can work towards achieving this with your help.

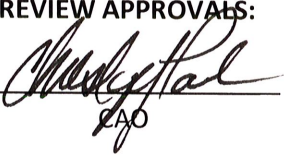
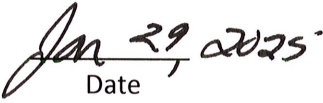
Thank you so much for your time, for reading, and for your consideration. Please do not hesitate to contact me at [sophie.yonan@ucalgary.ca](mailto:sophie.yonan@ucalgary.ca) for any questions, and I would be more than happy to discuss!

Yours sincerely,

Sophie Yonan  
Bachelor of Health Sciences, Undergraduate Student  
Cumming School of Medicine, University of Calgary



## REQUEST FOR DECISION

|   |                            |
|---|----------------------------|
| <b>TITLE:</b> Legislative Compliance Check (LCC)  | <b>AGENDA ITEM:</b>        |
| <b>PRESENTER:</b> CAO Christopher Parker  | Council – February 3, 2025 |
| <b>DEPARTMENT:</b> Administration   | <b>ATTACHMENTS:</b>        |
| <b>SUBMITTED BY:</b><br><br>Christopher Parker<br>Name<br><br>January 29, 2025<br>Date  |                            |
| <b>REVIEW APPROVALS:</b><br><br>CAO<br><br>Date |                            |

### **BACKGROUND**

Administration is continuing to utilize best practices when developing policies, bylaws and the administration of the Cities services. To assist Administration identifying primary areas to focus on, taking into account limited administrative resources, Alberta Municipal Affairs offers a Legislative Compliance Check.

### **DISCUSSION/OPTIONS**

The Legislative Compliance Check (LCC) involves reviewing council meeting minutes, municipal bylaws, and other relevant documents, as well as conducting an interview or site visit with administration. This process helps identify areas where the municipality is in compliance with legislative requirements and highlights areas that may need improvement to meet the standards set by the *Municipal Government Act (MGA)* and other applicable legislation. The LCC is specifically designed for municipalities that are not eligible for the Municipal Accountability Program (MAP), which supports municipalities with populations of 2,500 or fewer.

The LCC program aims to promote effective local governance and strengthen administrative capacity in Alberta's municipalities. Municipal Accountability Advisors assess municipal processes and procedures to enhance understanding of mandatory legislative requirements. Through this process, Municipal Affairs helps municipalities achieve legislative compliance, allowing Chief Administrative Officers (CAOs) to recognize areas of success and receive guidance on areas requiring improvement.

A municipality may be offered an LCC as part of processes like amalgamation or significant transitions, or may request one through a council resolution.

During the LCC review, a municipal advisor will gather documents such as minutes, bylaws, and other relevant materials from the municipal website. The advisor will then collaborate with administration to request any additional information. After reviewing the documents, the advisor will provide preliminary feedback on legislative compliance. The advisor and municipal administration will then meet, either virtually or in person, to gather further information. Following this, the advisor will create a customized report highlighting areas of compliance and noting any improvements as well as gaps in legislation. This report is not confidential and is expected to be presented to council in a public meeting.

Once we receive the report, we must prepare an action plan and submit it to the advisor within 8 weeks. The action plan can span up to a year to allow adequate time for addressing any identified issues if there are any. If additional time is needed, the advisor will assist in planning. Throughout the process, the advisor will be available to provide support, answer questions, and assist with document review and legislative inquiries.

### **FINANCIAL IMPLICATIONS**

The main financial component would be the use of staff time collecting any documents Municipal Affairs would request.

### **STRATEGIC PLAN**

This proposal indirectly connects to various areas in the Strategic Plan.

### **RECOMMENDATION**

Administration recommends that a letter be sent to Alberta Municipal Affairs requesting a Legislative Compliance Check.

Respectfully submitted,

  
Christopher Parker  
CAO



- A well-structured succession plan can help prevent and manage conflicts by ensuring that new leaders are not only prepared in terms of technical skills but also equipped with the necessary interpersonal and conflict-resolution skills.
- Succession planning helps ensure that leadership transitions occur smoothly, with a focus on maintaining strong interdepartmental relationships and communication.
- Succession planning creates a sense of stability and continuity that reduces the likelihood of disputes and ensures that departments remain aligned with the municipality's overall mission, even during leadership changes.

The Alberta Municipal Affairs Collaborative Governance Initiative Grant is another important tool that can support succession planning in municipal governments. This grant is designed to assist municipalities in developing collaborative governance frameworks and enhancing leadership capacity across departments and levels of government. Through the initiative, municipalities can access funding and resources to build stronger leadership teams, improve interdepartmental cooperation, and address governance challenges.

When municipalities engage with the Collaborative Governance Initiative, they can invest in training and development programs for current and future leaders, which aligns directly with the goals of succession planning. These programs can focus on building skills in areas such as conflict resolution, communication, and team collaboration—skills that are essential for managing complex municipal operations and preventing departmental conflicts.

By leveraging this grant, municipalities can ensure that succession planning is not just about filling leadership positions but also about fostering a collaborative and effective organizational culture. It helps municipalities establish clear processes for identifying and developing leaders, while also promoting unity and cooperation across departments. This strengthens the municipality's ability to handle leadership transitions smoothly, with minimal disruption, and ensures that the leadership team is capable of addressing both internal conflicts and external challenges with confidence and cohesion.

Incorporating the Alberta Municipal Affairs Collaborative Governance Initiative into succession planning efforts can provide municipalities with the tools and support needed to create a more resilient and forward-thinking government, where leadership transitions and interdepartmental dynamics are managed effectively for the benefit of the entire community.

### **FINANCIAL IMPLICATIONS**

Municipalities can apply for a maximum grant amount of \$50,000, with a required matching contribution of \$50,000. However, the municipality may request that the matching contribution be waived.

### **STRATEGIC PLAN**

This proposal indirectly connects to various areas in the Strategic Plan.

**RECOMMENDATION**

That Council approve of applying for the Alberta Municipal Affairs Collaborative Governance Initiative Grant in the amount of \$50,000, and that a letter be sent requesting that the City's matching contribution be waived.

Respectfully submitted,



Christopher Parker  
CAO



**RECOMMENDATION**

Administration recommends that Council formally approve Policy L-001-006

Respectfully submitted,



Amy Rommens

Manager of Administration

**POLICY NO. L-001-006**

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**REFERENCE:**

**ADOPTED BY:**

**SUPERSEDES: NEW**

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**PREPARED BY:**

**DATE ADOPTED:**

Administration

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**TITLE:**

**PROCLAMATIONS**

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**POLICY STATEMENT:**

City Council understands that proclamations can bring awareness to specific issues, causes, events or activities that are important to various groups; whether local, provincial or national.

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**PURPOSE:**

To provide a standard for proclamation requests that are received by the City.

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**AUTHORITY:****EFFECTIVE DATE:****POLICY NO: L-001-006**Page 2

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**TITLE:**

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**PROCLAMATIONS**

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**GUIDELINES:**

1. Proclamation requests must be submitted to the Executive Assistant in writing.
2. Proclamations listed in Schedule "A" are not required to be brought forward to Council annually, as they are standard proclamations that are approved each year they have been presented.
3. Proclamations not listed in Schedule "A" and any proclamations that request a flag and/or banner raising, will be brought forward to Council for discussion.
4. Information regarding an event for a City initiated proclamation may be brought forward to Council as an Administrative Report.
5. Proclamations related to the following will not be approved and/or presented to Council for discussion, including, but not limited to:
  - a. illegal matters;
  - b. discriminatory matters or matters to incite hate;
  - c. matters that are contrary to City bylaws and/or policies;
  - d. matters that are for profit;
  - e. political matters; and/or,
  - f. religious matters or religious events.
6. The organization requesting the proclamation will be advised in writing of the outcome of Council's decision.
7. Any organization requesting a photo op related to an approved proclamation shall be responsible for organizing such photo op.

**AUTHORITY:**
**EFFECTIVE DATE:**
**POLICY NO: L-001-006**

Page 3

**TITLE:**
**PROCLAMATIONS**
**SCHEDULE "A" – Council Declared Proclamations**

|  |           |
|--|-----------|
| Chinese New Year   | January   |
| Black History Month  | February  |
| International Women's Day                                  | March 8   |
| World Water Day  | March 22  |
| National Day for the Elimination of Racial Discrimination  | March 21  |
| World Autism Month   | April     |
| National Public Safety Telecommunicators Week              | April     |
| Brooks Resiliency Week                                     | April     |
| National Volunteer Week                                    | April     |
| Earth Day  | April 22  |
| National Day of Mourning                                   | April 28  |
| Emergency Preparedness Week                                | May       |
| National Hospice Palliative Care Week                      | May       |
| Mental Health Week   | May       |
| Public Works Week  | May       |
| Alberta Disability Services Professional Appreciation Week | May       |
| Municipal Involvement Day                                  | May       |
| Parks and Recreation Month                                 | June      |
| Pollinator Week  | June      |
| Seniors Week   | June      |
| National Indigenous Peoples Day                            | June 21   |
| Canadian Multiculturalism Day                              | June 27   |
| National Injury Prevention Day                             | July      |
| World Drowning Prevention Day                              | July      |
| Nelson Mandela Day   | July      |
| Communities in Bloom Week                                  | July      |
| Day Against Trafficking in Persons                         | July      |
| International Youth Day                                    | August    |
| Fetal Alcohol Spectrum Disorders Awareness Day             | September |
| World Suicide Prevention Week                              | September |
| Rail Safety Week   | September |

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**AUTHORITY:****EFFECTIVE DATE:****POLICY NO: L-001-006**Page 4

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**TITLE:**

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**PROCLAMATIONS**

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**SCHEDULE "A" – Council Declared Proclamations**

|   |              |
|---|--------------|
| Alberta Culture Days                                  | September    |
| Welcome Week  | September    |
| National Day for Truth and Reconciliation             | September 30 |
| Women's History Month                                 | October      |
| Fire Prevention Week                                  | October      |
| Family History Week                                   | October      |
| Canadian Youth Road Safety Week                       | October      |
| Breast Cancer Awareness                               | October      |
| Family Violence Prevention Month                      | November     |
| Accessible Driver Awareness Week                      | November     |
| National Child Day                                    | November     |
| International Day for Tolerance                       | November     |
| Living Wage Week                                      | November     |
| Rotary Week   | November     |
| International Day of Persons with Different Abilities | December     |



**RECOMMENDATION**

Administration recommends that Council rescind Policy F-001-007(A) entitled Employee Computer Equipment Purchases, Policy L-001-009(A) entitled Council Orientation Information and Policy L-001-010 entitled Corporate Guidelines.

Respectfully submitted,



Amy Rommens

Manager of Administration



**CITY OF BROOKS**

**POLICY NO: F-001-007(A)**

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**REFERENCE:**

**ADOPTED BY:**  
Resolution # 11/075

**SUPERSEDES:**  
**F-001-007**

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**PREPARED BY:**  
Administration

**DATE ADOPTED:**  
March 21<sup>st</sup>, 2011

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**TITLE:**

**EMPLOYEE COMPUTER EQUIPMENT PURCHASES**

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**POLICY STATEMENT:**

The City of Brooks shall provide opportunities to City employees to purchase computers when the City purchases its annual computer equipment requirements.

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**THE PURPOSE OF THIS POLICY IS TO:**

- Establish guidelines for the purchase of employee computer equipment



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**AUTHORITY:**

Finance & Administration

**EFFECTIVE DATE:**

March 21<sup>st</sup>, 2011

**POLICY NO: F-001-007(A)**

Page 2 of 2

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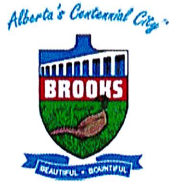
**TITLE:**

EMPLOYEE COMPUTER EQUIPMENT PURCHASES

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PROCEDURES:

1. This policy shall be administered by the City Clerk, IT Supervisor and the Manager of Finance.
2. Employees shall be employed full-time and/or permanent part-time with the City of Brooks and for a period of 6 months to qualify for computer equipment purchases.
3. Elected officials during their term of office may have the option of purchasing computer equipment and the following guidelines shall apply.
4. The IT Department shall prepare a Notice to City Employees on computer equipment available for purchase including product specifications and price when the annual City's computer equipment requirements are prepared. Specialized requests may be considered at the discretion of the IT Department.
5. Employees requesting computer equipment shall sign an agreement agreeing to payment terms and authorizing the City to deduct bi-weekly payroll deductions.
6. The Employee shall have the opportunity to pay the total amount of the computer equipment upfront or paying in installments over a shorter duration or making a down payment as the first payment with the remaining payments paid over the term starting with the second payroll period in February and ending with the first payroll period in December of the same year. The Employee may have the option of paying the remaining balance at any time over the term.
7. In the case of an Employee leaving the employment of the City of Brooks or in the case of termination, the balance owing shall be automatically deducted by the payroll department.
8. The City of Brooks is not responsible or obligated to maintain, fix or repair any hardware or software issues that may occur after the purchase of computer equipment.



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REFERENCE:

ADOPTED BY:

SUPERSEDES:

Resolution #08/071

L-001-009

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PREPARED BY:

DATE ADOPTED:

Corporate Services

March 3, 2008

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TITLE:

**COUNCIL ORIENTATION INFORMATION**

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**POLICY STATEMENT:**

It is the policy of the City of Brooks that all members of Council be provided Council Orientation and Information.

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**THE PURPOSE OF THIS POLICY IS TO:**

- ✚ provide members of Council with an orientation session and information package that may assist them with familiarizing themselves with their roles as members of Council.
- ✚ The CAO shall ensure that an Orientation Session is held immediately following a general election for newly elected officials.
- ✚ The CAO has the authority to make changes to the information package to ensure newly elected officials are provided with current information to assist them in their roles as members of Council.
- ✚ An information package including documents identified in Schedule "A", which may change from time to time, shall be provided to all elected officials in hard copy or electronically as may be required. Documents shall be reviewed annually and changed as necessary.
- ✚ Administration shall ensure the information package is electronically filed in Laserfiche and updated accordingly.



## PROCEDURE

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**AUTHORITY:**                      **EFFECTIVE DATE:**                      **POLICY NO: L-001-009 (A)**  
Page 2 of 4

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**TITLE:**

## **COUNCIL ORIENTATION INFORMATION**

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### **SCHEDULE 'A'**

#### *Elected Officials:*

- Handbook for Elected Officials from Alberta Municipal Affairs “Now that You’ve Been Elected”;
- Conflict of Interest Guidelines for Municipal Officials from Alberta Municipal Affairs;
- Commissioner for Oaths;
- Performance Appraisal of a Chief Administrative Officer prepared by George B. Cuff;
- Information of Highly Effective Councils by Carl H. Neu, Jr.
- Governance – Series by George B. Cuff;
- Chaos to Consensus by Eli Mina; and,
- Information Booklet on Standing Committees, Boards and Commissions.

#### *Legislative Information:*

- Municipal Government Act

#### *Bylaws:*

- List of the active index of City of Brooks Bylaws;
- Procedural Bylaw
- CAO Bylaw

#### *Council Meetings:*

- The previous 2 years of Council and Standing Committee minutes starting back from the year of a municipal election



## PROCEDURE

---

**AUTHORITY:**

**EFFECTIVE DATE:**

**POLICY NO: L-001-009 (A)**  
Page 3 of 4

---

**TITLE:**

## **COUNCIL ORIENTATION INFORMATION**

---

### SCHEDULE 'A'

#### *Corporate Information:*

- City of Brooks Vision Statement and Strategic Priorities
- Team Charter
- City of Brooks Organizational Chart
- Community Profile
- Employee List
- Brochure – Guide to City Services
- Brochure – Rates and Fees

#### *Financial Information:*

- 3-year capital and operating budget
- List of Capital Projects
- The previous 3 years of financial statements starting back from the year of a municipal election
- 20-year Equipment Replacement Schedule
- 10-year Capital Plan

#### *Planning Documents:*

- Land Use Bylaw
- Municipal Development Plan
- Intermunicipal Development Plan



**PROCEDURE**

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**AUTHORITY:**

**EFFECTIVE DATE:**

**POLICY NO: L-001-009 (A)**  
Page 4 of 4

---

**TITLE:**

**COUNCIL ORIENTATION INFORMATION**

---

**SCHEDULE 'A'**

*Policies:*

- The City of Brooks Policy Manual
- Corporate Guidelines Policy
- Council Reimbursement Policy



**CITY OF BROOKS**

**POLICY NO: L-001-010**

---

**REFERENCE:**

**ADOPTED BY:**

**SUPERSEDES:**

Resolution #91/666

**New**

---

**PREPARED BY:**

**DATE ADOPTED:**

Finance & Administration

October 21, 1991

---

**TITLE:**

**CORPORATE GUIDELINES**

---

**POLICY STATEMENT:**

Guidelines will be adopted to ensure that the Corporation operates effectively.

---

**THE PURPOSE OF THIS POLICY IS TO:**

- Ensure that the Corporation operates effectively, guidelines as attached, will be adopted for:
  1. Corporate System Principles
  2. Management System Principles
  3. Annual Corporate Planning Process
  4. The Role of the Mayor
  5. The Role of Council
  6. Board, Committee and Commission Procedures
  7. Confidentiality

**CITY OF BROOKS**  
*Corporate System Principles*

- That the system permit the Council to fully exercise its mandate in directing the organization;
- That the system facilitate a perception by the public that the Mayor and Councillors set the overall corporate direction;
- That the system enable Council to have reasonable and timely input into its decision making process; that staff seek to develop understandable policies on key aspects of governing the municipality so that Council, in approving the policy statements, can provide consistent and clear direction;
- That the system encourage the development of a well-informed public on issues of significance;
- That the system facilitate public input at appropriate steps in the decision-making process;
- That the system allow for strong central management control and direction to all administrative activities;
- That the system encourage an appropriate degree of separation between Council as the policy-making authority and staff as the administrators of policy;
- That the system enable Council to realize its general goal of providing quality services and programs to the public at a realistic cost;
- That the system ensure an appropriate degree of coordination between the departments and staff so as to make the best use of ideas, energies and resources;
- That the system facilitates good communication both internally and externally.

**CITY OF BROOKS**  
*Management System Principles*

- A rational organization structure;
- A well-directed and coordinated management team concept;
- Strong departmental leadership by senior staff;
- Interdepartmental coordination and cooperation;
- Comprehensive and succinct position descriptions;
- Clear position procedure manual;
- A comprehensive and workable performance appraisal system;
- Staff development and training programs;
- A comprehensive, sound compensation system;
- Efficient communication (two-way) throughout the organization;
- Timely, accurate, easily understood management reports and advice for staff and Council; and,
- Clearly defined maintenance management system for all equipment, vehicles and buildings.

## **CITY OF BROOKS**

### *Annual Corporate Planning Guidelines*

- Analysis of background factors by the senior administration; identification of the key issues of the day; review of departmental priorities; assessment of the organization's financial capacity;
- Development of departmental issues;
- Review of major community issues by Council;
- Development of individual goals;
- Consensus by Council as to the key community goals;
- Identification of corporate objectives;
- Consensus as to key and achievable objectives;
- Delegation of the approved Council goals and objectives to the Chief Administrative Officer and senior staff for review as to timing, cost and specific responsibility;
- Review and feedback on the results of staff work plans and activities; (completion of some of the objectives; carry-forward of others; added priorities and objectives as established throughout the year).

## **CITY OF BROOKS**

### *Role of the Mayor*

- Chief Executive Officer providing strong executive leadership;
- Chairman of Council;
- Consensus seeker amongst members of Council;
- Liaison with senior staff
- Advisor to Council;
- Ex Officio on all boards, committees and commissions;
- Ceremonial responsibilities;
- Liaison with other governments;
- Liaison with the officer in charge of the R.C.M.P. detachment and with other officers representing the division;
- Advice with regard to policy development;
- Key facilitator for community projects;
- Official spokesperson on behalf of Council;
- Statutory responsibilities.

## **CITY OF BROOKS**

### *Role of Council*

- To develop a long-term vision for the community and to take those steps and actions that will enable the community to reach its intended goals.
- To set short and long term direction through a planning process of goals and objectives;
- To initiate and/or approve policies which provide effective direction for Council and administrative decision-making;
- To initiate and/or pass bylaws providing for public safety and good government;
- To review and approve the annual budget and ensure that staff monitor spending accordingly;
- To facilitate and encourage the civic staff to deliver the best level of service possible within policy and budget constraints;
- To encourage innovation and reward excellence in the staff;
- To determine the wishes, priorities and requirements of the community's citizenry and to represent these views to their colleagues on Council;
- To research background information on Council issues using staff reports, board/commission/committee reports and any other relevant advice and documentation;
- To advise staff and all Council of work on the various committees, commissions and boards;
- To advise the public on how they might become involved in the political process;
- To respond to public complaints in an appropriate manner.

**CITY OF BROOKS**  
*Board, Committee and  
Commission Procedural Guidelines*

- All boards, committees and commissions are advisory to Council unless otherwise stated in the bylaw or resolution governing that board, committee or commission.
- Unless specifically granted the power to do so, no board, committee or commission has the power to pledge the credit of the municipality or commit the municipality to any particular action.
- The minutes of all standing committees are to be recorded by the senior staff member present (or his/her designate) and shall be forwarded to the CAO to be considered for action or information at the next Council meeting. The chairman of the committee shall be given the first opportunity to speak to the items covered by the minutes.
- The minutes of all board, ad hoc committee and commission meetings shall be recorded by the senior staff member present (or his/her designate). Minutes of all board, ad hoc committee or commission meetings shall be forwarded to the CAO to be considered for action or information at the next Council meeting.
- Board, committee and commission meetings shall be recorded in sufficient detail (including a listing of alternatives considered and costs for any action item) to enable council members to be reasonably conversant with the action required.
- The chairman of the board, ad hoc committee or commission may present the minutes or may request the Council member appointed to that body to present the minutes to Council.
- Council members should not be expected to make motions at advisory board, ad hoc committee or commission meetings where there is a majority of public members at such meetings. Such an action may reduce the flexibility of the Council member when the item is presented to Council for a decision.
- When Council has a clear policy position on an issue, the Council representative on the board, ad hoc committee or commission will communicate and support Council's position.

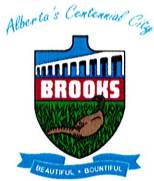
**CITY OF BROOKS**  
*Board, Committee and  
Commission Procedural Guidelines*

continued...


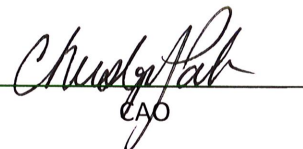
- Any Councillor unable to attend a scheduled meeting of a board, committee or commission to which he/she is appointed shall contact his/her alternate and in the absence of the alternate shall contact either the Mayor or the CAO to request assistance in designating an alternate member.
- No member of Council or of any board, committee or commission shall give specific direction to any staff member at any board, committee or commission meeting. The responsibility for giving specific direction to staff shall reside with the full council at a duly assembled meeting or as otherwise delegated to the CAO.
- All action items included in board, committee or commission meeting minutes shall be referred to the CAO for review prior to final consideration by Council.
- Council may appoint special ad hoc committees from time to time to undertake a review of a special issue or short term project. Ad hoc committees of Council will not be established unless they are governed by clear terms of reference and a sunset clause (indicating when the committee will cease to exist).
- Council representation on boards, committees and commissions should be rotated annually.
- No councillor should serve longer than two consecutive years on any one standing committee.

**CITY OF BROOKS**  
*Confidential Guidelines*

- Council should refrain from going “In Camera” to discuss any issue unless it is deemed by a majority of Council to be confidential and it refers to a personnel matter, a legal issue or a land (development) issue.
- Whenever Council, as a whole, decides to go “In Camera” by a majority vote of those members present, any matters that are discussed during the “In Camera” session should be maintained in a confidential status.
- In-Camera sessions should be recognized as legitimately confidential and should therefore be kept brief and to the point.
- Confidential sessions are not intended for Council’s use simply because an item may be controversial.



## REQUEST FOR DECISION

|  |                                 |
|--|---------------------------------|
| <b>TITLE:</b> Amendment to Land Use Bylaw 14/12  | <b>AGENDA ITEM:</b>             |
| <b>PRESENTER:</b> Gavin Scott, Senior Planner ORRSC  | Council – February 3, 2025      |
| <b>DEPARTMENT:</b> Planning & Engineering Services   | <b>ATTACHMENTS:</b>             |
| <b>SUBMITTED BY:</b>   | Bylaw 25/08                     |
| <u>Gavin Scott</u><br>Name   | <u>January 27, 2025</u><br>Date |
| <b>REVIEW APPROVALS:</b>   |                                 |
| <br>Department Director | <u>Jan 28/25</u><br>Date        |
| <br>CAO                | <u>Jan 28, 2025</u><br>Date     |

### **BACKGROUND**

Bylaw 25/08 proposes to redesignate Lot 1, Block 1, Plan 9512251 from "RESIDENTIAL SINGLE DETACHED (R-SD)" to "RESIDENTIAL MEDIUM DENSITY (R-MD)". As per the requirements of the *Municipal Government Act*, a public hearing must be held prior to Council's decision on a bylaw to rezone land.

### **SITE CONTEXT**

This 0.36 acre residentially designated property sits at the south side of the intersection of 2 Street East and Kellington Close East. It contains a 1940s era house approximately 960sqft in size. The property has an alley which makes it accessible on three sides. The adjacent neighbourhood is predominantly single detached residential with some 2 unit attached housing located in Lu-Dor Close East. The neighbourhood also contains (100m to the south on 2 Street East) the Willowbrook property which is a high density development. This location is within walking distance of a school, shopping and parks and greenspace. These amenities make for good long term success of a multi-unit residential project.

### **PLANNING CONTEXT**

The lot is located within the Northeast Sector Area Structure Plan. The focus of that plan is on undeveloped lands and does not address redevelopment or infill of existing lots. The proposed rezoning complies with the following Residential Development Objectives of Municipal Development Plan (MDP) Bylaw 19/03:

- A mix of housing densities and tenure is encouraged in new residential developments in order that a variety of housing choices are available.
- New development should complement and connect with the existing built-up areas of the city.

- Infill development should be sensitive to the design, orientation and massing of surrounding dwellings.
- Opportunities for infill development should be utilized to revitalize existing neighbourhoods.

The Residential Medium Density (R-MD) land use district is designed to accommodate up to 4 dwelling units as a permitted use and up to 8 dwelling units as a discretionary use.

#### **DISCUSSION/OPTIONS**

The decision on the proposed rezoning should be evaluated based on the suitability of the land. A policy for a mixture of housing needs to be measured against the reality of an area that has thus far been for single unit development.

#### **FINANCIAL IMPLICATIONS**

There are no financial impacts to the City of Brooks for this redesignation.

#### **STRATEGIC PLAN**

This change is loosely connected to Council's Focus on Economic Growth (Affordable Housing and Investment Attraction) as well as Future Developments.

#### **RECOMMENDATION**

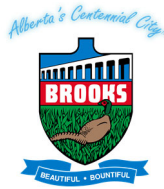
That Council completes first reading on Bylaw 25/08 and sets February 18, 2025 for the public hearing.

Respectfully submitted,



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Gavin Scott  
Senior Planner, ORRSC



## **CITY OF BROOKS BYLAW NO. 25/08**

### **A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO AMEND BYLAW 14/12 BEING THE LAND USE BYLAW.**

**WHEREAS**, it is desirable to amend Bylaw No. 14/12 being the Land Use Bylaw for the City of Brooks;

**AND WHEREAS** the purpose of the proposed amendment is to redesignate land legally described as:

Lot 1, Block 1, Plan 9512251

from "RESIDENTIAL SINGLE DETACHED (R-SD)"

to "RESIDENTIAL MEDIUM DENSITY (R-MD)"

as shown on the map in Schedule "A" attached hereto to accommodate a mixed-use development;

**AND WHEREAS** a Public Hearing, as required by Section 692 of the Municipal Government Act, will be held prior to second reading of this Bylaw;

**NOW, THEREFORE** the Council of the City of Brooks in the Province of Alberta hereby enacts as follows:

1. The land described as Lot 1, Block 1, Plan 9512251 as shown on the attached Schedule "A" be designated RESIDENTIAL MEDIUM DENSITY (R-MD).
2. That the amendments to Bylaw No. 14/12, being the Land Use Bylaw, make use of formatting that maintains the consistency of the portions of the Bylaw being amended.
3. That the Land use Districts map of the City of Brooks Land Use Bylaw 14/12 be amended to reflect this designation.
4. Bylaw 14/12, being the Land Use Bylaw, is hereby amended and a consolidated version of the Land Use Bylaw reflecting the amendment is authorized to be prepared.
5. That this Bylaw shall take effect upon final passing thereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

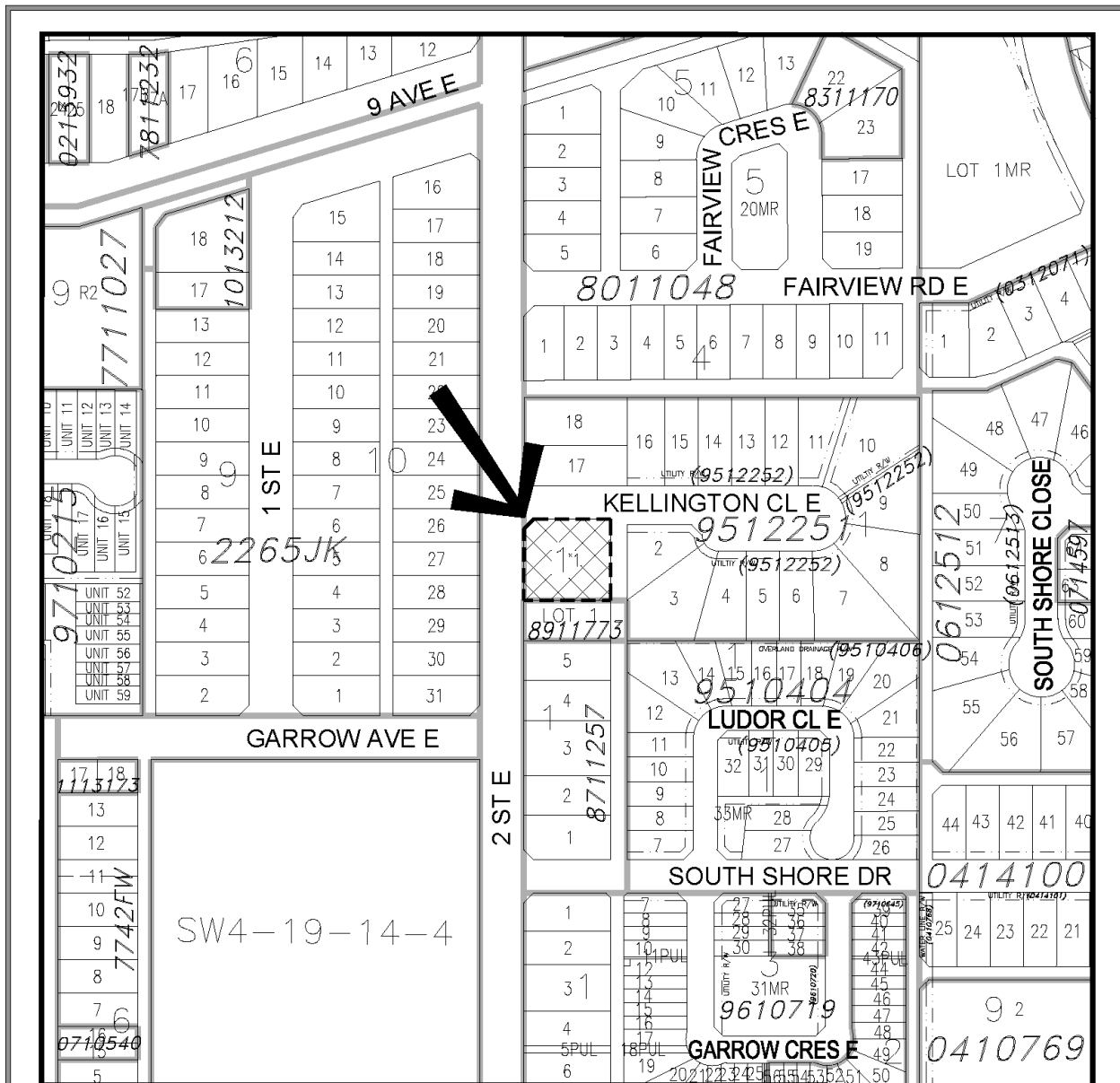
Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**SCHEDULE "A"**



**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**



FROM: Residential Single Detached R-SD  
TO: Residential Medium Density R-MD

LOT 1, BLOCK 1, PLAN 9512251 WITHIN  
SW 1/4 SEC 4, TWP 19, RGE 14, W 4 M  
MUNICIPALITY: CITY OF BROOKS  
DATE: JANUARY 22, 2025

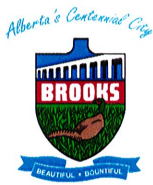
Bylaw #: 25/08  
Date: \_\_\_\_\_



OLDMAN RIVER REGIONAL SERVICES COMMISSION



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-328-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



## REQUEST FOR DECISION

|  |                                 |
|--|---------------------------------|
| <b>TITLE:</b> Bylaw 25/01 – Portable Signs Bylaw   | <b>AGENDA ITEM:</b>             |
| <b>PRESENTER:</b> Manager of Administration Amy Rommens  | Council – February 3, 2025      |
| <b>DEPARTMENT:</b> Administration  | <b>ATTACHMENTS:</b>             |
| <b>SUBMITTED BY:</b>   | Draft Bylaw 25/01               |
| <u>Amy Rommens</u><br>Name   | <u>January 29, 2025</u><br>Date |
| <b>REVIEW APPROVALS:</b><br><div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;"> <br/>           _____<br/>           Department Director         </div> <div style="text-align: center;"> <u>JANUARY 29, 2025</u><br/>           _____<br/>           Date         </div> <div style="text-align: center;"> <br/>           _____<br/>           CAO         </div> <div style="text-align: center;"> <u>Jan 29 2025</u><br/>           _____<br/>           Date         </div> </div> |                                 |

### BACKGROUND

During the January 28, 2025 Council Committee Meeting, Administration presented the amended Portable Sign Bylaw. The Bylaw was amended as a result of discussions held on whether portable signs should be used for election candidate advertising. Council directed Administration to amend the Portable Sign Bylaw to include election candidate advertising; restrict the locations to private property and allow a maximum of two portable signs per parcel (a combination of on-site, third-party, community event advertising and/or election). A subsection has been added that states election candidate advertising cannot be displayed more than 60 days before the election, which is in line with restrictions in the Land Use Bylaw. Additionally, the penalty date has been changed from January 31<sup>st</sup> to January 1<sup>st</sup>, which is in line with other City Bylaws, the portable sign permit fee has been increased from eighty dollars (\$80.00) per year to one hundred and sixty dollars (\$160.00) per year, and the portable sign permit fees for not-for-profit organizations has now been removed as directed by Council Committee. The draft Bylaw with these amendments is attached.

### DISCUSSION/OPTIONS

Option 1 – Recommend the Bylaw 25/01 be given three readings and adopted.

### FINANCIAL IMPLICATIONS

As the proposed Bylaw includes an increase to the permit fee for portable signs, this will increase the City’s revenue.

### STRATEGIC PLAN

There is no link to Council’s Strategic Focus Areas.

**RECOMMENDATION**

Administration recommends that Council provide three readings and adopt Bylaw 25/01.

Respectfully submitted,

A handwritten signature in blue ink that reads "Amy Rommens". The signature is written in a cursive style with a horizontal line underlining the name.

Amy Rommens

Manager of Administration



## CITY OF BROOKS BYLAW NO. 25/01

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO PROVIDE STANDARDS AND REGULATIONS FOR OUTDOOR PORTABLE ADVERTISING.

**WHEREAS**, the *Municipal Government Act* RSA 2000, c.M-26 and regulations as amended, provides that Council may pass Bylaws respecting people, activities and things in, or near a public place and the safety, health and welfare of people;

**AND WHEREAS**, the Council of the City of Brooks deems it necessary and appropriate to control and regulate the placement of Portable Signs;

**NOW, THEREFORE** the Council of the City of Brooks duly assembled enacts as follows:

### 1. BYLAW NAME

100. This Bylaw may be referred to as the “Portable Sign Bylaw”.

### 2. DEFINITIONS

200. In this Bylaw, unless the context otherwise requires:

201. “**A-Frame Sign**” (sandwich board) means an A-shaped sign which is set upon the ground and has no external supporting structure;

202. “**Act**” means the *Municipal Government Act*, RSA 2000, c M-26 and regulations made under the *Municipal Government Act* as amended or repealed and replaced from time to time;

203. “**Advertisement**” means any method, device or representation, used to call attention to or identify any matter, object, event or person;

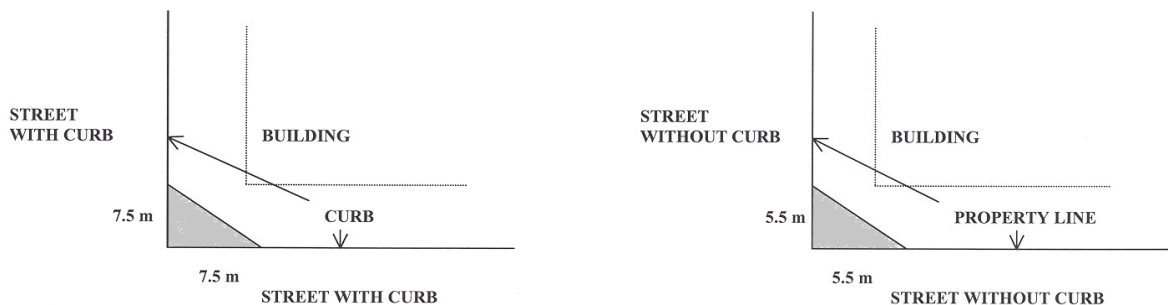
204. “**Approving Authority**” means the Development Officer, Peace Officer or their duly authorized representative;

205. “**Authorized Sign Distributor**” means any person that has been designated as such by a resolution of Council;

206. “**Business Frontage**” means:

207. Any side of a separate property or building which abuts a public road, other than a lane; or,

208. In the case of individual businesses or tenants within a building, that portion of the frontage as defined above, occupied by such individual businesses or tenants.
209. **“Bylaw”** means the City of Brooks Bylaw No. 25/01 as may be amended from time to time;
210. **“Chief Administrative Officer”** means the Chief Administrative Officer of the City of Brooks regardless of any subsequent title that may be conferred on that officer by Council or statute, or their designate;
211. **“City”** means the City of Brooks, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the City of Brooks, as the context may require;
212. **“Community Event Advertising”** means advertising that promotes a community group or event that serves the City of Brooks or surrounding area in a not-for-profit capacity;
213. **“Copy”** means text or images displayed on a sign.
214. **“Corner Visibility Triangle”** means the triangular area formed on a corner lot by:
215. two curb lines (where there is a curb) and a straight line which intersects them 7.5 metres (24.6 feet) from the corner where they meet; or,
216. two property lines (where there is not a curb) and a straight line which intersects them 5.5 metres (18.0 feet) from the corner where they meet.



**Figure 1 – Corner Visibility Triangle**

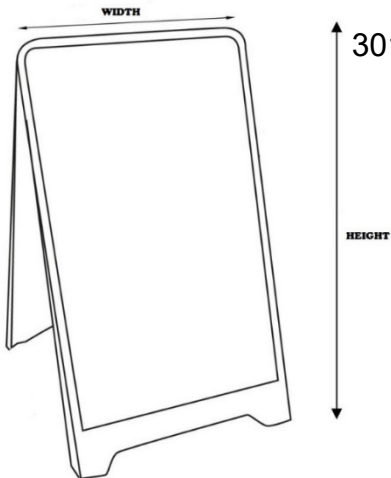
217. **“Council”** means the Municipal Council of the City of Brooks;
218. **“Development Officer”** means the person appointed as Development Officer by the Council of the City of Brooks;
219. **“Display”** means the construction, erection, installation, addition, repair, alteration or relocation of a sign;

220. **“Election Candidate Advertising”** means advertising that promotes an election candidate, whether municipal, provincial or federal;
221. **“Grade”** means the average ground surface elevation at the sign location, as determined by the approving authority;
222. **“Height of Sign”** means the vertical distance measured from the highest point of the sign to the average grade elevation;
223. **“Highway”** means any thoroughfare, Highway, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes a Sidewalk, including a boulevard adjacent to the Sidewalk, if a ditch lies adjacent to and parallel with the roadway, the ditch, and if a Highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but does not include a place declared by regulation not to be a highway as defined in *The Traffic Safety Act*, R.S.A. 2000, c. T-6;
224. **“Landscaped Boulevard”** means any landscaped area beside a City Highway that is maintained by the City of Brooks;
225. **“Owner”** shall mean:
226. When referring to the Owner of property:
227. A person or party that is shown as registered Owner of the property;
228. A person or party for whom the real property is held in trust; or,
229. A lessee of real property.
230. When referring to the Owner of a Portable Sign:
231. The lessor, licensor or distributor of the sign that retains ownership of or other proprietary interest in the sign;
232. **“Peace Officer”** means a Bylaw Enforcement Officer appointed by the City of Brooks pursuant to Section 555 of the *Municipal Government Act* and for the purpose of enforcement of this Bylaw, also includes a Community Peace Officer or a member of the Royal Canadian Mounted Police;
233. **“Portable Sign”** means any sign which is mounted on a stand or other support structure which is designed in such a manner that the sign can be readily relocated but does not include A-Frame signs;
234. **“Sidewalk”** means that part of a Highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a Highway between the curb line (or the edge of the roadway where there is no curb line) and the adjacent property line, whether or not it is paved or improved;

235. **“Sign Area”** means the entire area of a Portable Sign, measured to the outer perimeter of the Portable Sign, but does not include the supports, where applicable;
236. **“Third Party Advertising”** means content on a sign which directs attention to products sold or services provided which cannot be considered as the principal product sold or principal services provided on the premises at which the sign is located but does not include Community Event Advertising;
237. **“Violation Tag”** means a tag or similar document issued by the City pursuant to the Act;
238. **“Violation Ticket”** means a ticket issued pursuant to Part II of the *Provincial Offences Procedures Act*, RSA 2000, c P-34, as amended and any Regulations thereto.

### 3. **EXEMPTIONS**

300. Advertisements specified in this Section are deemed permitted and may be displayed without application being made for a permit, provided that: any such Advertisements specified below shall be subject to the provisions of this Bylaw, all other orders, Bylaws and regulations affecting such Advertisements.



301. A-Frame signs, provided that:
302. The sign is limited to one (1) per business;
303. The sign is not illuminated;
304. The sign shall not contain Third Party Advertising;
305. The sign shall not obstruct pedestrian traffic in the opinion of the Approving Authority;
306. The overall height shall not be greater than 1.22 metres (4 feet) above the Grade;
307. The maximum width of the sign shall not exceed 0.92 metres (3 feet); and,
308. The sign shall not be placed on City owned property or a Landscaped Boulevard; however, Sidewalks shall be exempted.
309. Notwithstanding Subsections 306 and 307 above, within the Business Revitalization Zone (BRZ), as shown in Schedule “C” attached to and forming part of this Bylaw, the sign must be:
310. Of a height no greater than 0.92 metres (3 feet) above grade;
311. No wider than 0.61 metres (2 feet); and,
312. Placed as close to the building as possible.
313. Notices relating to the sale, lease or rental of the building or land on which they are placed, provided that:
314. The notice shall not be illuminated;
315. Each notice shall not exceed 0.6m<sup>2</sup> in residential areas. Where the use on the property is an apartment dwelling with ten (10) or more

- units, the notice shall not exceed 4.6m<sup>2</sup>. In commercial and industrial districts, the notice shall not exceed 3.0 m<sup>2</sup>; and,
316. There shall be a limit of one (1) notice per property line with frontage on a public road.

#### **4. PROHIBITED SIGNS**

400. Unless otherwise allowed by Council, no Portable Sign shall be displayed anywhere within the City which:
- 401. Involves the use of revolving lights or beacons or emits amplified sounds or music;
  - 402. Will, in the opinion of the Approving Authority, block the natural light or the view of an adjacent building;
  - 403. Will, in the opinion of the Approving Authority, obstruct free and clear vision of vehicular traffic or may be confused with any authorized traffic sign, signal or device;
  - 404. Is, in the opinion of the Approving Authority, vulgar, obscene, or would be offensive to the public; and/or,
  - 405. Is illuminated and/or animated.

#### **5. APPLICATION AND PERMITS**

500. No Portable Sign shall be displayed or erected within the boundaries of the City, except as permitted in Section 3 of this Bylaw, unless an application for the display of the Portable Sign has been approved by the Approving Authority.
- 501. A permit is required to relocate a Portable Sign as per Subsection 716;
  - 502. A permit is not required to clean, repaint or repair an existing Portable Sign; and,
  - 503. A permit is not required to change copy on a Portable Sign provided no other alterations or changes are made.
504. Application for a permit, pursuant to this Bylaw, shall be made out on the official form, be accompanied by the fee prescribed by Council and provide the following information:
- 505. The legal description and civic address of the property, building or structure upon or to which the Portable Sign is, or is to be displayed or attached;
  - 506. The sign manufacturer's name and address;
  - 507. The applicant's name and address;

508. A letter of authorization and/or a signature on the application form from the Owner of the property or building, or an authorized agent;
509. A site plan showing the proposed location of the Portable Sign in relation to the property lines;
510. Size and location of all existing Portable Signs on the property;
511. Whether the Portable Sign will be in one (1) permanent location or will be moved from one (1) location to another from time to time; and,
512. A scale drawing of the Portable Sign showing:
  513. All dimensions of the Portable Sign structure;
  514. The area of the copy face(s);
  515. The design of the copy face;
  516. The type of construction and finish to be utilized; and,
  517. The method of supporting or attaching the Portable Sign, including structural and footing details.
518. The Approving Authority shall issue a permit if, in their opinion, the application complies with the provisions of this Bylaw and any other regulations to which the proposed Portable Sign must comply.
519. The Approving Authority may issue a permit subject to conditions.
520. The Approving Authority may refuse a permit for any Portable Sign, if, in their opinion:
  521. The display of such Portable Sign would be contrary to the provisions of this Bylaw;
  522. The information submitted regarding the Portable Sign is insufficient to enable them to adequately rule on the application; and/or,
  523. The Portable Sign may interfere or otherwise obstruct traffic control devices or in any way interfere with visibility of vehicular traffic.
524. An annual permit is required for each Portable Sign and permit fees are due and payable on or before December 31<sup>st</sup> of each year. A late payment fee will be added to the prescribed fee set out in Schedule "A" hereto and forming part of this Bylaw for each Portable Sign within the City to which the annual permit fee has not been paid before January 1<sup>st</sup> of the current year.
525. Every Portable Sign will be issued a yearly sticker to be attached to the Portable Sign in a visible location once the applicable annual permit fees are paid. The Licensee shall place the sticker on the corresponding Portable Sign.

526. Should an annual permit be issued after June 30<sup>th</sup>, in any year, the new permit fee shall be one-half of the appropriate annual permit fee.
527. In the event of a Portable Sign being displayed before an annual permit has been obtained, double the permit fee shall be charged as prescribed in Schedule "B".
528. No person shall display a Portable Sign differing from the approved information within the approved permit. If, during the process of the work, the applicant desires to deviate in any way from the terms of the original approved permit, they shall notify the Approving Authority and submit amended drawings, and, if necessary, shall make application for approval of the plans as amended.
529. No person shall display a Portable Sign displaying Election Candidate Advertising more than sixty days before the election the candidate is participating in.

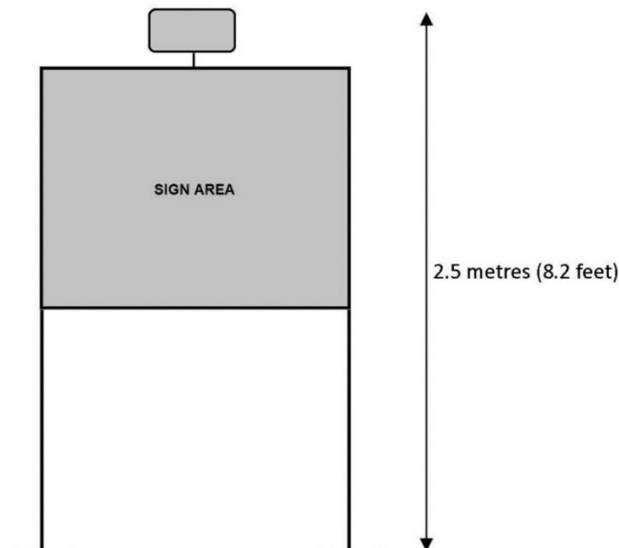
## **6. APPEAL PROCEDURE**

600. An appeal may be lodged with Council by a person applying for a permit when the Approving Authority:
  601. Refuses to issue a permit;
  602. Fails to issue a permit within fifteen (15) business days of receipt of the completed application;
  603. Issues a permit subject to conditions; and/or,
  604. Issues an order pursuant to this Bylaw.
605. An appeal to Council shall be lodged by serving a written notice of appeal to Council through the Chief Administrative Officer within fourteen (14) days after:
  606. The person is notified of the order or decision or the issuance of the permit; and/or,
  607. If no decision is made with respect to the application for a sign permit, the fifteen (15) business day period referred to in Subsection 602 expires.
608. Council may, when considering an appeal, confirm, revoke or vary the order, decision or permit or any condition attached to any of them or make or substitute an order, decision or permit of its own.
609. Any complaints received regarding Portable Signs, from any person, other than the Portable Sign Owner, will be forwarded to the Development Officer.
610. The Development Officer shall review the complaint and make the determination as to what, if anything, shall be done with the Portable Sign(s) that is the subject of the complaint and shall notify the complainant in writing.

611. Should the complainant disagree with the determination of the Development Officer, the complainant may, in writing, request Council to consider an appeal of the Development Officer's determination.
612. Council will consider each request and either allow or dismiss the appeal. If Council allows the appeal, and upon hearing the appeal, it may confirm, reverse or vary the decision of the Development Officer.

## 7. REGULATIONS

700. The provisions of this Bylaw shall apply to the issuance of permits or orders respecting the display of any Portable Sign(s) within the boundaries of the City.
701. On a commercial or industrial parcel, Portable Signs are limited to one (1) per property or business, whether the Portable Sign is displaying on-site business information or Third Party Advertising;
702. In addition to the provisions in Subsection 701, one (1) additional Portable Sign is permitted per parcel, either displaying Community Event Advertising or Election Candidate Advertising;
703. The area of the Portable Sign is not greater than 5.0 m<sup>2</sup>;
704. The height of the Portable Sign does not exceed 2.5 metres (8.2 feet);



705. No part of the Portable Sign shall project beyond the property line unless written permission is obtained from the Approving Authority;
706. A Portable Sign or sign structure shall not be located or extend horizontally closer than 0.5 metres (1.6 feet) from the curb line;
707. No Portable Sign shall be located within the Corner Visibility Triangle;

708. The required distance from overhead power and service lines as set forth in provincial regulations shall be maintained for all Portable Signs;
709. All Portable Signs shall be maintained in a satisfactory manner. The Portable Sign Area, background and copy shall be continuously maintained in clean, readable condition. There shall be no danger from structural components or fixtures;
710. A Portable Sign shall not obstruct door openings, passageways, walkways or fire escapes;
711. All Portable Signs shall be designed and constructed in accordance with good engineering practices and in conformity with the requirements of this Bylaw and Alberta Safety Codes Regulations wherever applicable;
712. No Portable Sign or sign support shall be placed on a property unless the landowner or their representative has granted permission to do so;
713. Portable Signs shall not be permitted on City owned property or a Landscaped Boulevard, with the exception of:
  714. The JBS Canada Centre (323 1<sup>st</sup> Street East, legally described as Plan 3230AM, Block D) for the duration of special events or programs held on the property. Such signs shall be removed within seventy-two (72) hours following the special event or program; or,
  715. Signs containing information regarding City events and programs. Such signs shall be removed within seventy-two (72) hours following the cessation of the special event or program.
716. If a Portable Sign is to be moved to a new location, the Development Officer must be informed in writing. The sign owner shall not move the sign to a new location without approval from the Development Officer; and,
717. Notwithstanding Subsection 716, an Authorized Sign Distributor may relocate a Portable Sign without providing notice to the Development Officer, provided that the Authorized Sign Distributor has purchased the required number of permits and all other provisions of this Bylaw are adhered to.

## **8. VARIANCES**

800. Where there are requests for minor variances, the Development Officer shall have the authority to approve such requests. Minor variances are defined as:

801. Any application from a lessee, in good standing with the City, that is applying to place a Portable Sign on the portion of City owned property that they lease; or,
802. Any application for a non-profit special event or program, where:
  803. The event is being held on City owned property;
  804. There is a valid special event permit for the event, as per Bylaw 14/03, as may be amended or replaced from time to time; and,
  805. The Portable Sign will be placed on City owned property where the event or program is being held; or,
806. Any application to have directional signage placed on City owned property or a Landscaped Boulevard, for a non-profit special event being held on City owned property, the Silversage Agribition Grounds or Kinsmen Rodeo Grounds, provided that the Portable Sign(s) shall:
  807. not exceed two (2) in quantity;
  808. not be installed sooner than two (2) weeks prior to the event; and,
  809. be removed seventy-two (72) hours after the event.
810. Any application, where in the opinion of the Development Officer, the variance conforms with the intent of the Bylaw and has no material impact.
811. Requests outside the parameters defined in Subsections 801 – 810 shall be considered major variances and Council may consider such requests, according to the merits of each case.

## **9. REMOVAL OR REPAIR OF SIGNS**

900. If any Portable Sign is erected without an approved permit, an approved permit lapses, a Portable Sign no longer complies with the terms of this Bylaw or a Portable Sign no longer complies with the terms of an approved permit, the Approving Authority may issue an order directing the Owner to remove, repair or modify the Portable Sign and the party or parties so ordered shall:
  901. Remove, repair or modify such Portable Sign and all related structural components in accordance with the terms of the order within fifteen (15) days from the date of receipt of such notice from the Approving Authority; and,
  902. Restore the immediate area around the Portable Sign, to the satisfaction of the Approving Authority, including the ground or any building to which the Portable Sign was attached, as close as possible to its original form prior to the installation of the Portable Sign.

903. If a person or party fails or refuses to comply with an order issued by the Approving Authority pursuant to the terms of this Bylaw, the Approving Authority, or person appointed by the Approving Authority, may enter on the land or premises and take any action necessary to carry out the order. Where the Approving Authority or a person appointed by it carries out an order, the costs and expenses incurred by the City in carrying out the order shall be a debt due and owing to the City by the person or party to whom the notice was given and in the case where the notice is given to an Owner of the land and premises on which the Portable Sign is located, Council may cause the costs and expenses incurred in carrying out the order to be placed on the tax roll as an additional tax against the property concerned and the amount shall be collected in the same manner as taxes on land.
904. In the event the Portable Sign is removed by an agent of the City, the Portable Sign will not be released to the Owner until a valid Portable Sign permit can be obtained and the assigned penalties as prescribed in Schedule "B" have been paid. Should the Portable Sign remain unclaimed by the Owner for a period of six (6) months; the Portable Sign may be sold or destroyed.

#### **10. PENALTIES AND OFFENCES:**

1000. Any person who contravenes any provision of this Bylaw is guilty of an offence and shall pay a specified penalty as outlined in Schedule "B" attached.
1001. Any person designated as an Authorized Sign Distributor may have their designation revoked by Council if the Authorized Sign Distributor contravenes any provisions of this Bylaw.

#### **11. ENFORCEMENT:**

1100. A Peace Officer is for the purposes of enforcement of this Bylaw, a Designated Officer of the City.
1101. Any person who breaches any provision of the Bylaw is guilty of an offence and liable:
- 1102. upon the issuance of a Violation Tag to the specified penalty as listed on Schedule "B" attached to and forming part of this Bylaw; or,
  - 1103. upon summary conviction to a fine of not less than the amount specified on Schedule "B" attached to and forming part of this Bylaw for each offence, exclusive of costs.
1104. A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person who has contravened any provision of this Bylaw.
1105. A Violation Tag shall be deemed to be sufficiently served if:
- 1106. served personally on the accused; or,

1107. mailed to the address of the registered Owner of the property concerned or to the person concerned; or,
  1108. served personally upon the manager, secretary, receptionist or other officer or person apparently in charge at any premises of a licensee accused, or by mailing a copy to such licensee by registered mail.
1109. A Violation Tag shall state:
1110. the name of the person;
  1111. the municipal or legal description of the land on or near where the offence took place;
  1112. the offence;
  1113. the penalty for the offence set out on Schedule "B" of this Bylaw;
  1114. that the penalty shall be paid within fourteen (14) days from the issuance of the Violation Tag; and,
  1115. any other information deemed necessary by the Chief Administrative Officer or by the provisions of the Act or the *Provincial Offences Procedure Act*, RSA 2000, c P-34 as amended.
  1116. Where a breach of this Bylaw is of a continuing nature, further Violation Tags may be issued by a Peace Officer and the offender shall be subject to a penalty for each subsequent offence as outlined in Schedule "B".
  1117. Where a Violation Tag has been issued for breach of any provision of this Bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the City the penalty specified on the Violation Tag.
  1118. Nothing in the Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.
  1119. If a person upon whom a Violation Tag is served above fails to pay the voluntary payment within the time specified, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, RSA 2000, c P-34, as amended, or as repealed and replaced from time to time.
  1120. Any person who is guilty by way of summary conviction of an offense under the provisions of this Bylaw shall be liable for a fine of not less than the amount specified for that particular breach of this Bylaw, plus associated court costs pursuant to Part II of the *Provincial Offences Procedure Act*, RSA 2000, c P-34, as amended, or as repealed from time to time.

**12. SEVERABILITY:**

1200. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions herein shall remain valid and enforceable.

**13. REPEAL OF BYLAW**

1300. That Bylaw 21/09 and any amendments thereto be hereby repealed.

**14. EFFECTIVE DATE:**

1400. This Bylaw shall come into force and take effect on the date of final passing.

Read a first time this day of , 2025.

Read a second time this day of 2025.

Read a third time and finally passed this day of , 2025.

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Mayor

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Chief Administrative Officer

**BYLAW NO. 25/01  
SCHEDULE "A"**

**PORTABLE SIGN PERMIT FEES**

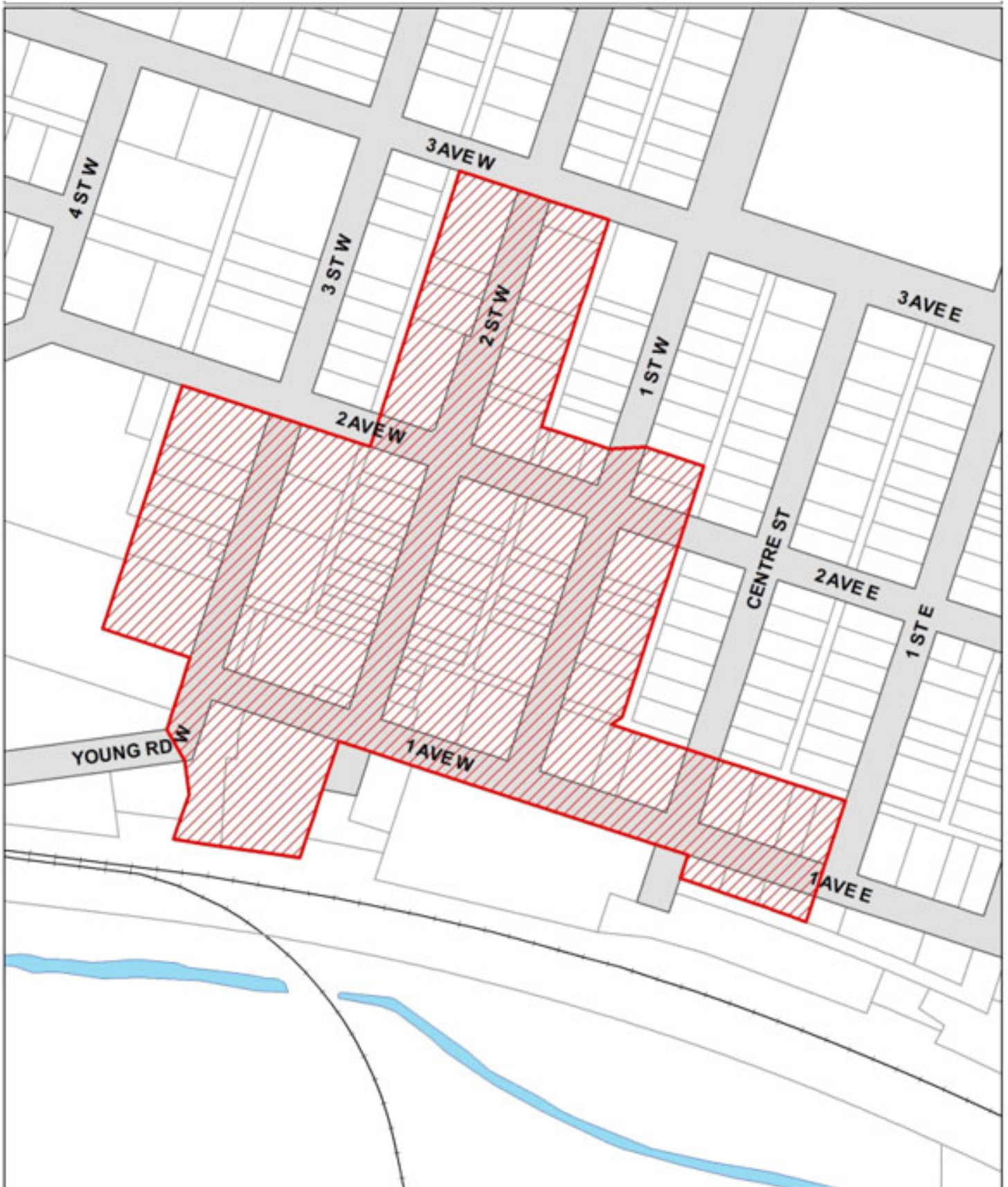
- |    |  |               |
|----|--|---------------|
| 1. | Portable Signs                                     | \$160.00/year |
| 2. | Renewal - Late Payment Fee (as per Subsection 524) | \$50.00       |

**BYLAW NO. 25/01  
SCHEDULE "B"**

**SPECIFIED PENALTIES**

| <b>Bylaw<br/>Subsection:</b> | <b>Offence Description:</b>  | <b>Penalty:</b>       |
|------------------------------|--|-----------------------|
| 527                          | Failure to hold a valid Portable Sign permit before placement of the Portable Sign | Double the Permit Fee |
| 1101                         | Contravention of this Bylaw  | \$200.00              |

**BYLAW NO. 25/01  
SCHEDULE "C"  
BUSINESS REVITALIZATION ZONE**

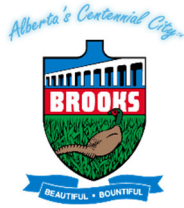




Respectfully submitted,

A handwritten signature in blue ink that reads "Amy Rommens". The signature is written in a cursive style with a horizontal line underneath the name.

Amy Rommens  
Manager of Administration



City of  
**Brooks**

**CITY OF BROOKS  
BYLAW NO. 25/03**

**A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO  
AMEND BYLAW 21/12 BEING A BYLAW FOR THE REGULATION AND  
CONTROL OF CEMETERIES.**

**WHEREAS**, it is desirable to amend Bylaw 21/12 being the Cemetery Bylaw;

**NOW, THEREFORE** the Council of the City of Brooks in the Province of Alberta hereby enacts as follows:

1. That Subsection 225 be deleted in its entirety and replaced with the following:

225. **“Interment”** means the excavation of a grave to the required depth and size, the back filling of the grave, and the removal of any excess earth for the purpose of conducting a casket or cremation urn Burial or, the opening and closing of a Columbarium Niche for the placement of cremated human remains;
2. That Subsection 227 be deleted in its entirety and replaced with the following:

227. **“Marker”** means a structure constructed of bronze, marble, granite, or other such material as approved by the Manager, Works and Utilities, set flush and level with the ground on a designated Burial Plot or Columbarium Niche;
3. That Subsection 413 be deleted in its entirety and replaced with the following:

413. The City, through the Director of Works & Utilities Services, shall have the sole authority for the adjustment of lowering devices and placing of trim around a Burial Plot. All materials must be provided by a third party for use, while holding the City harmless for any damages incurred during the normal operations relating to said materials.
4. That Schedule “B” of Bylaw No. 21/12 be deleted in its entirety and replaced with the attached Schedule “B”.

5. That this Bylaw take effect upon final passing thereof.

Read a first time this     day of     , 2025.

Read a second time his     day of     , 2025.

Read a third time and finally passed this     day of     , 2025.

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Mayor

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Chief Administrative Officer

**SCHEDULE "B"**  
**Bylaw No. 25/03**

Burial Plots:

|                 |           |
|-----------------|-----------|
| Adult           | \$400.00  |
| Child           | \$200.00  |
| Infant          | \$200.00  |
| Still Birth     | \$200.00  |
| Cremaains       | \$200.00  |
| Field of Honour | No charge |

Interment Fees (Opening/Closing):

|                 |  |
|-----------------|--|
| Adult           | \$400.00                               |
| Child           | \$300.00                               |
| Infant          | \$200.00                               |
| Still Birth     | \$200.00                               |
| Cremaains       | \$200.00                               |
| Field of Honour | \$200.00 (cremaains) \$400.00 (casket) |

Weekend & Holiday Burials: \$200.00

Monument Permit: \$50.00

Disinterment Fee: \$400.00 (cremaains) \$800.00 (casket)

Surcharge: \$150.00  
(After 4:00 p.m.)

Columbarium:

|   |            |
|---|------------|
| Upper Niches*   | \$2,000.00 |
| Lower Niches*   | \$1,750.00 |
| Interment for second and subsequent urn(s) within the Niche         | \$250.00   |
| Perpetual Care Fee  | \$200.00   |
| (charged only to outside agencies for a non-City owned Columbarium) |            |

\*including Interment and Marker approval for first urn within the Niche