

CITY OF BROOKS

REGULAR COUNCIL MEETING – MARCH 9, 2026 COUNCIL CHAMBERS 4:30 P.M.

A G E N D A

RECOGNITION OF TEAM MRAZEK – 2026 SAA PROVINCIAL CURLING CHAMPIONSHIP GOLD MEDALISTS

1. CALL TO ORDER

2. AGENDA

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

3. MINUTES

- a) Regular Council Meeting – February 23, 2026

4. BUSINESS ARISING OUT OF MINUTES

5. CORRESPONDENCE AND INFORMATION

- a) Update
 - Council Conferences and/or Workshops
 - Council Committee Report – Councillor Nesbitt
- b) Notes
 - Council Committee Notes – February 17, 2026
 - Newell Housing Foundation Minutes – February 3, 2026
- c) Reports
 - Downtown Brooks 2025 Annual Report

6. BUSINESS

- a) **2026 BRZ Appointments** (see Request for Decision dated March 2, 2026 from Manager, Legislative Services)
- b) **City of Brooks Municipal Policing Committee Member Appointments** (see Request for Decision dated March 3, 2026 from Director, Recreation and Protective Services)

- c) **Brooks & District Recreation and Parks Board Member Appointment**
(see Request for Decision dated March 4, 2026 from Manager, Recreation Services)
- d) **Policy F-002-008(A) – Customer Code of Conduct** (see Request for Decision dated March 5, 2026 from Manager, Legislative Services)
- e) **Aquatic Attire Policy and Community Peace Officer (CPO) Position**
(see Request for Decision dated March 5, 2026 from Director, Recreation and Protective Services)

7. BYLAWS

- a) **Bylaw 26/015 – Road Closure Bylaw**

8. ADJOURNMENT

Questions from the Media – Following Adjournment

MINUTES OF THE REGULAR COUNCIL MEETING OF THE CITY OF BROOKS HELD IN COUNCIL CHAMBERS AT CITY HALL ON FEBRUARY 23, 2026, 2026 AT 4:30 P.M.

PRESENT: Mayor Norm Gerestein
Councillor Mohammed Idriss
Councillor Mara Nesbitt
Councillor Chad Falkenberg
Councillor Jackie Johnson
Councillor Anne-Marie Philipsen
Councillor Mike Regner

STAFF: Doug Lagore, Interim CAO
Amy Fontoura, Manager, Legislative Services
Lisa Tiffin, Director, Planning and Community Development
Brian Leibel, Director, Corporate Services
Shireen Zameel, Human Resources Manager
Cathy Slaney, Financial Planning Supervisor
Bailee Boulet, Development Control Officer
Jourdan Jones, Communications Officer
Mike Stewart, Manager, Parks Services
Jared Megee, Parks Foreman
Shonda Taylor, Parks Maintenance I
Jenny Wallace, Executive Assistant/Recording Secretary

OTHERS IN ATTENDANCE: None

STAFF INTRODUCTION

M. Stewart introduced J. Megee who recently joined the City of Brooks as Parks Foreman.

M. Stewart then introduced Shonda Taylor, who recently joined the City as Parks Maintenance I.

M. Stewart, J. Megee, and S. Taylor left at 4:32 p.m.

CALL TO ORDER: Mayor Gerestein called the meeting to order at 4:32 p.m.

AGENDA

26/052 MOVED BY COUNCILLOR IDRIS that “the agenda be adopted as amended by deleting Agenda Item 5.a) Brooks and District Health Foundation Update, and adding 9.b) Land Matter – Held Confidential Pursuant to Section 19 of ATIA, and by re-lettering the remaining agenda items as required”.

MOTION CARRIED

Policy L-001-006(A) – Proclamations Policy

26/058 MOVED BY COUNCILLOR PHILIPSEN that “Council approve Policy L-001-006(A), entitled Proclamations Policy”.

MOTION CARRIED

Policy F-002-008 – Customer Code of Conduct

26/059 MOVED BY COUNCILLOR REGNER that “Policy F-002-008 be amended to remove “without permission” from 5.i)”.

MOTION CARRIED

26/060 MOVED BY COUNCILLOR JOHNSON that “Council approve Policy F-002-008, entitled Customer Code of Conduct, as amended”.

MOTION CARRIED

Mayor Gerestein called a recess at 4:54 p.m. and reconvened the meeting at 5:00 p.m.

PUBLIC HEARING – BYLAW 26/001

- Mayor Gerestein called the hearing to order at 5:00 p.m.
- L. Tiffin advised that the purpose of the Bylaw is to amend Bylaw 09/20, being the Northeast Sector Area Structure Plan Bylaw. The amendment replaces “Municipal Planning Commission” with “Development Authority”. There are no changes to any policy within the plan.
- Persons speaking in favour of the proposed Bylaw – There were none.
- Persons speaking in opposition to the Bylaw – There were none.
- Closing Comments – There were none.
- Mayor Gerestein adjourned the hearing at 5:02 p.m.

PUBLIC HEARING – BYLAW 26/002

- Mayor Gerestein called the hearing to order at 5:02 p.m.
- L. Tiffin advised that the purpose of the Bylaw is to amend Bylaw 21/19, being the Northwest Sector Area Structure Plan Bylaw. The amendment replaces “Municipal Planning Commission” with “Development Authority”. There are no changes to any policy within the plan.
- Persons speaking in favour of the proposed Bylaw – There were none.
- Persons speaking in opposition to the Bylaw – There were none.

- Closing Comments – There were none.
- Mayor Gerestein adjourned the hearing at 5:03 p.m.

PUBLIC HEARING – BYLAW 26/003

- Mayor Gerestein called the hearing to order at 5:04 p.m.
- L. Tiffin advised that the purpose of the Bylaw is to amend Bylaw 25/23, being the Southeast Sector Area Structure Plan Bylaw. The amendment replaces “Municipal Planning Commission” with “Development Authority”. There are no changes to any policy within the plan.
- Persons speaking in favour of the proposed Bylaw – There were none.
- Persons speaking in opposition to the Bylaw – There were none.
- Closing Comments – There were none.
- Mayor Gerestein adjourned the hearing at 5:05 p.m.

PUBLIC HEARING – BYLAW 26/004

- Mayor Gerestein called the hearing to order at 5:05 p.m.
- L. Tiffin advised that the purpose of the Bylaw is to amend Bylaw 14/12, being the Land Use Bylaw. She spoke to Bylaw 26/004, highlighting the proposed changes that would come into effect under this Bylaw. When speaking to the changes regarding notification of landowners and affected persons under Bylaw 26/04, she took the opportunity to advise of the methods used to advertise this Public Hearing.
- Persons speaking in favour of the proposed Bylaw – There were none.
- Persons speaking in opposition to the Bylaw – There were none.
- Closing Comments – L. Tiffin advised that Bylaw 26/04 was discussed at the recent Intermunicipal Development Plan Committee meeting, and the County of Newell supported the proposed changes.
- Mayor Gerestein adjourned the hearing at 5:07 p.m.

BYLAWS

**Bylaws 26/001 – 26/007 – Development Authority Assignment
Bylaw Amendments**

26/061 MOVED BY COUNCILLOR FALKENBERG that “Bylaw No. 26/001
be read a second time”.

MOTION CARRIED

26/062 MOVED BY COUNCILLOR NESBITT that “Bylaw No. 26/001,
being a Bylaw of the City of Brooks, in the Province of Alberta, to
amend Bylaw No. 09/20, being the Northeast Sector Area Structure
Plan, be read a third time and adopted”.

MOTION CARRIED

26/063 MOVED BY COUNCILLOR IDRISSE that "Bylaw No. 26/002 be read a second time".

MOTION CARRIED

26/064 MOVED BY COUNCILLOR REGNER that "Bylaw No. 26/002, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 21/19, being the Northwest Sector Area Structure Plan, be read a third time and adopted".

MOTION CARRIED

26/065 MOVED BY COUNCILLOR NESBITT that "Bylaw No. 26/003 be read a second time".

MOTION CARRIED

26/066 MOVED BY COUNCILLOR PHILIPSEN that "Bylaw No. 26/003, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 25/23, being the Southeast Sector Area Structure Plan, be read a third time and adopted".

MOTION CARRIED

26/067 MOVED BY COUNCILLOR FALKENBERG that "Bylaw No. 26/004 be read a second time".

26/068 MOVED BY COUNCILLOR REGNER that "Bylaw No. 26/004 be tabled and discussed at the March 17, 2026 Council Committee Meeting".

MOTION CARRIED

Council did not vote on Motion 26/067, as Tabling Motion 26/068 was passed.

Due to Bylaw 26/004 being tabled, L. Tiffin recommended that Bylaws 26/005, 26/006, and 26/007 also be tabled to the March 17, 2026 Council Committee Meeting.

26/069 MOVED BY COUNCILLOR REGNER that "Bylaws 26/005, 26/006 and 26/007 be tabled and discussed at the March 17, 2026 Council Committee Meeting".

MOTION CARRIED

Bylaws 26/011 – Amendment to Procedural Bylaw 26/008

26/070 MOVED BY COUNCILLOR IDRIS that "Bylaw No. 26/011, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 26/008, being a Bylaw to regulate the proceedings of Council and Committee Meetings, be introduced and read a first time".

MOTION CARRUED

26/071 MOVED BY COUNCILLOR REGNER that "Bylaw No. 26/011 be read a second time".

MOTION CARRIED

26/072 MOVED BY COUNCILLOR NESBITT that "Bylaw No. 26/011 be given three readings at this meeting".

MOTION CARRIED UNANIMOUSLY

26/073 MOVED BY COUNCILLOR PHILIPSEN that "Bylaw No. 26/011, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 26/008, being a Bylaw to regulate the proceedings of Council and Committee Meetings, be read a third time and adopted".

MOTION CARRIED

Interim CAO Lagore arrived at 5:17 p.m.

All staff left the meeting, except for D. Lagore, A. Fontoura, L. Tiffin, B. Leibel, C. Slaney, and J. Wallace.

CLOSED SESSION

26/074 MOVED BY COUNCILLOR FALKENBERG that "Council close the meeting to the public for agenda items 9.a) Land Matter as per Section 19, ATIA and 9.b) Land Matter as per Section 19, ATIA, at 5:20 p.m.".

MOTION CARRIED

Land Matter – Held Confidential Pursuant to Section 19 of ATIA

Land Matter – Held Confidential Pursuant to Section 19 of ATIA

26/075 MOVED BY COUNCILLOR JOHNSON that "the meeting move out of Closed Session at 6:00 p.m.".

MOTION CARRIED

26/076 MOVED BY COUNCILLOR IDRIS that "Council approve of a maximum City contribution of \$200,000 toward a total project budget of \$400,000 for the establishment of a municipally owned Healthcare Home, and that staff draft a formal intermunicipal agreement addressing ownership, management, cost-sharing, and disposition of the property".

MOTION CARRIED

26/077 MOVED BY COUNCILLOR JOHNSON that “Bylaw No. 26/013, being a Bylaw of the City of Brooks, in the Province of Alberta, to incur indebtedness by the issuance of debenture(s) in the amount of \$14,490,000.00 for the purpose of construction or purchase of a Public Works and Utilities Facility, be introduced and read a first time”.

MOTION CARRIED

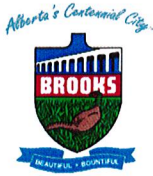
ADJOURNMENT

26/078 MOVED BY COUNCILLOR REGNER that “the meeting adjourn at 6:02 p.m.”

MOTION CARRIED

Mayor

Interim Chief Administrative Officer



QUARTERLY COUNCIL COMMITTEE REPORT (February, May, August, November)

NAME:

Councillor Mara Nesbitt

DATE:

February 21, 2026

Quarterly Committee Highlights (List up to 3 highlights for each Committee/Board):

Brooks and District Museum

- the Museum received an endowment of \$100,000.00 which is held at the Community Foundations SE AB with the stipulation the principal remain in perpetuity and the interest be used for various things the Museum requires for upgrades - they used \$10,680.40 (interest) to replace 6 display cases at a total cost of \$21,202.00.
- working on policy reviews for 2026 pertaining to document retention and more with Strategic Planning scheduled for March.
- great group of very dedicated volunteers and staff.
- met with Board members, Brian Leibel from Finance & Interim CAO Doug Lagore to discuss the Kiwanis Campground current agreement and future direction re: Utilities which I am confident will be introduced into a new agreement going forward.

Communities in Bloom

- attended my first meeting - Nov 19/25 which was their final meeting of the year. The next meeting is March 11/26 - discussed the moving of the metal wind sculptures to the Museum in the Rose Garden area which will be a nice addition.
- decision made not to compete this year but will work on projects around the community - we will formulate plans for the year at the next meeting
- looking forward to working with the group, a couple of us worked together to get the Communities in Bloom off the ground originally, we were very pleased with the support and working relationship we had with the City Council of the day and the Parks Dept and look forward to many more great opportunities to work together in the future to continually enhance our community.

Newell Foundation

- attended Orientation and several meetings which Councillor Philipsen has reported on previously.
- the Garden Loft project for seniors independent living is 10 modular units placed on a parcel within the Town of Bassano. Land transfers and funding from the AB Gov't are in the works and expected to be received shortly, several board members travelled to Calgary to see the actual modular being built.
- the full Newell Foundation Board which is comprised of elected members from the City of Brooks(2), Duchess, County of Newell (2), Rosemary and Bassano along with the CAO Sasha Loewen and key members of her staff inc Maintenance, Finance, Newbrook Lodge, and Bassano Playfair completed an all day Strategic Planning session on Feb 21st which was very interesting, we can anticipate their final report will be reviewed at the April meeting if not before.

Newell Regional Solid Waste Management Authority Ltd.

- attended several meetings and find them very interesting. Full Managers reports have been sent through previously, main highlights are Energy from Waste Project which most of Council attended the Intro Meeting with Global Green at the Fire Hall, they are working out the details, the facility will be built beside the Newell Regional Solid Waste site.
- the landfill went through a "Waste Characterization" study which identifies products that will go through a recycling of items over to the Energy from Waste program and through the EPR program going forward.
- the province's new Extended Producer Responsibility Program (EPR) began in April 2025 and as the EPR shifts laying more responsibility for cost of recycling on to companies that produce single use packages and products we should over time see better efforts to reduce waste and improve the recycling programs which is anticipated to save communities and taxpayers dollars. The EPR Program applies only to residential waste (anticipated thousands of kilograms of waste to be removed from AB Landfills).

SAVE

SUBMIT & CLEAR FORM



CITY OF BROOKS
Council Committee
February 17, 2026
NOTES

MEMBERS OF COUNCIL

Present:

- Mayor Norm Gerestein
- Councillor Mohammed Idriss
- Councillor Mara Nesbitt
- Councillor Chad Falkenberg
- Councillor Jackie Johnson
- Councillor Anne-Marie Philipsen
- Councillor Mike Regner

CITY STAFF

Present:

- Doug Lagore, Interim CAO
- Amy Fontoura, Manager, Legislative Services
- Lisa Tiffin, Director, Planning and Community Development
- Don Saari, Director, Works and Utilities
- Brian Leibel, Director, Corporate Services
- Mark Shantz, Director, Recreation and Protective Services
- Cathy Slaney, Financial Planning Supervisor
- Bailee Boulet, Development Control Officer
- Mitchell Iwaasa, Economic Development Officer
- Jourdan Jones, Communications Officer
- Rob Connelly, IT Supervisor
- Milord Rosales, Controller
- Jenny Wallace, Recording Secretary/Executive Assistant

Other:

- Brooks Filipino Community Non-Profit Organization:
 - Emelcris Aurelio, President
 - Rogel Portes, Vice-President
 - Imelda Ruando, Treasurer
 - Rowena Bazan, Board Member
- Mike Murray, Bow River Basin Council
- Sandra Stanway, Brooks Bulletin

Mayor Gerestein called the meeting to order at 4:30 p.m.

Introductions were done around the table.

CITY OF BROOKS
Council Committee
February 17, 2026
NOTES

1. BROOKS FILIPINO ASSOCIATION DELEGATION

- ✚ E. Aurelio, representing the Brooks Filipino Community Non-Profit Organization, presented their proposal as follows:
 - The Brooks Filipino Community Non-Profit Organization will manage and operate The Medium, and maintain and enhance the appearance of the building;
 - The City of Brooks will continue to cover insurance and utility costs for The Medium; and further,
 - In exchange for the opportunity to manage The Medium, their organization proposes to deliver two major community initiatives at no cost to the City: the annual construction of a giant Christmas tree at Veterans Park and the installation of cultural solar lamps around Lake Stafford.
- ✚ Council Committee discussed the proposal with E. Aurelio providing additional information where required. M. Shantz explained the current lease agreements with Sage Brush Arts Society and Christ the Redeemer, and that there is interest from both groups to continue their agreements. He explained that one of the options is a Request for Proposal for use agreements when the two existing agreements expire in June. He also noted that the other option that has been explored is selling the building.
- ✚ Council Committee discussed needing a more detailed plan from the Brooks Filipino Community Non-Profit Organization. Mayor Gerestein advised that this is an introduction of the proposal, and that once a detailed plan is submitted, a meeting could be held to discuss it.

Mayor Gerestein thanked E. Aurelio for the presentation.

The delegation left at 4:45 p.m.

2. BOW RIVER BASIN COUNCIL (BRBC) DELEGATION

- ✚ M. Murray made a presentation on the Bow River Basin Council, which provided an overview of the following:
 - Basin Quick Facts;
 - Bow River Seasonal Hydrograph;
 - BRBC Membership;
 - Organizational Role and Core Work;
 - Inter-Basin Water Coordinating Committee (IWCC);
 - Benefits of Working Together and Current Projects; and,
 - Groundwater in Alberta and the BRBC Ground Water Monitoring Project.

Mayor Gerestein thanked M. Murray for his presentation.

M. Murray left at 5:02 p.m.

CITY OF BROOKS

Council Committee

February 17, 2026

NOTES

3. BYLAW 26/009 – NON-RESIDENTIAL TAX INCENTIVE PROGRAM

- ✚ A. Fontoura spoke to the Request for Decision regarding Bylaw 26/009 – Non-Residential Tax Incentive Program.
- ✚ Council Committee discussed eligibility, CAO's discretion to deny applications, adding specific criteria such as employment requirements, financial implications and competitiveness with surrounding municipalities, and how the program applies to new construction versus revitalization as defined in the Bylaw.
- ✚ Based on the feedback, Interim CAO Lagore recommended that the Bylaw be referred back to Administration to come up with different options for Council Committee's consideration. A. Rommens advised that a Request for Decision can be prepared outlining different options versus revising the Bylaw at this time.

Council Committee directed Administration to bring back a Request for Decision outlining different options for the Non-Residential Tax Incentive Program.

4. POLICY L-001-006(A) – PROCLAMATIONS POLICY

- ✚ A. Fontoura spoke to the Request for Decision with respect to Policy L-001-006(A) – Proclamations Policy.
- ✚ Council Committee discussed the draft Policy.

Council Committee directed Administration to bring forward Policy L-001-006(A) to the February 23, 2026 Regular Council Meeting for formal approval.

5. POLICY F-002-008 – CUSTOMER CODE OF CONDUCT

- ✚ A. Fontoura spoke to the Request for Decision with respect to Policy F-002-008 – Customer Code of Conduct.
- ✚ Council Committee discussed the draft Policy. It was suggested that that this Policy be combined with the Recreation Discipline Policy. Interim CAO Lagore recommended that when they update the Recreation Discipline Policy a reference be made to this new Policy.

Council Committee directed Administration to bring forward Policy F-002-008 to the February 23, 2026 Regular Council Meeting for formal approval.

6. POLICY L-001-014(F) – PURCHASING POLICY

- ✚ B. Leibel spoke to the Request for Decision with respect to Policy L-001-014(F) – Purchasing Policy.

CITY OF BROOKS

Council Committee

February 17, 2026

NOTES

- ✚ Council Committee discussed sub-section 5.b), shop local preference, and the Purchasing Approval Authority Quick Reference table. With regards to the feedback received on sub-section 5.b), Interim CAO Lagore recommended that this be amended to apply only to emergent situations.

Council Committee directed Administration to bring forward Policy L-001-014(F0 to the February 23, 2026 for formal approval with sub-section 5.b) amended for purchases in an emergent situation.

All staff left the meeting at 5:49 p.m., excepting for D. Lagore, D. Saari, L. Tiffin, B. Leibel, M. Shantz, A. Fontoura, and J. Wallace.

7. CLOSED SESSION

MOVED BY COUNCILLOR REGNER that “Council Committee close the meeting to the public for agenda item 7. Advice from Officials as per Section 29 (1), ATIA, at 5:50 p.m.”.

MOTION CARRIED

MOVED BY COUNCILLOR IDRIS that “the meeting move out of Closed Session at 7:32 p.m.”.

MOTION CARRIED

8. ADJOURNMENT

MOVED BY COUNCILLOR JOHNSON “the meeting adjourn at 7:34 p.m.”.

MOTION CARRIED



Newell Housing Foundation Minutes

February 3, 2026- 4:00 pm
Brooks City Hall Hayes Room

Present: A. Skanderup, G. Skriver, S. Ketch, G. Lee, A. Philipsen, S. Smith, M. Nesbitt, K. Shields

Staff: S. Loewen

Regrets: K. Steinley

Guests: D. Reid-Mickler, T. Preston

Vice Chair A. Skanderup called the meeting to order at 4:01 pm

Duchess Delegation

Vice Chair A. Skanderup welcomed the delegation from Duchess.

D. Reid-Mickler thanked the board for the opportunity to attend the meeting today. The housing situation for seniors in Duchess was discussed as there is a great need for this type of housing in Duchess. There are currently 4- seniors self-contained homes in Duchess. There is a gap in Duchess where there is not adequate housing for seniors and seniors are having to leave the Village to find housing and they would ideally like to stay in their communities where they have established relationships and support. The Village would like to partner with the Newell Housing Foundation to put additional seniors housing units in Duchess. There is land available in Duchess owned by the Village that can be used for a future project. The Village would like the Foundation to consider this when working on the Strategic Planning session later this month.

1. Additions to/Adoption of Agenda

Moved by A. Philipsen to accept the agenda with the addition of 2. e Bad Debt Write Off 2025.

CARRIED

2. New Business

a) CAO Report

Items in the CAO report including vacancies, staffing, maintenance and administrative activities were discussed. A discussion was held on the sprinkler line break and outbreak.

Moved by K. Shields to accept the CAO Report as information.

CARRIED

b) ASCHA- Home for Housing Convention and Trade Show

The ASCHA Home for Housing Convention and Trade Show will be held April 13-15 in Edmonton this year. Foundation management, senior staff and board members are welcome to attend. The Foundation covers this conference. A delegation package was included in the board package for review. Board members G. Skriver, K. Steinley, K. Shields and G. Lee will attend.



c) Line of Credit- CIBC

A line of credit is being investigated for the Foundation for future new builds and projects to assist with cash flow.

Moved by G. Skriver that the Foundation get a line of credit with CIBC where the Foundation's investments are held.

CARRIED

d) Policy Committee

The Management team meets quarterly and in January reviews policies and procedures. There are some suggested changes and draft policies for the Policy Committee to review prior to coming to the board for final approval. The Policy Committee meeting is set for February 25th at 3:00pm at the Family Dining Room at Newbrook Lodge.

e) Bad Debt Write Off

Moved by M. Nesbitt that the Newell Housing Foundation write off \$748.00 in uncollectable debt as per the Housing Management Body Handbook.

CARRIED

3. Old Business

a. Bassano Connection Flats Projects

An update on the status of this project was given. Still awaiting funding announcements and land transfer completion.

4. Financial Statements

- a. Comparative Income Statement
- b. CIBC 2025 Year End Statement
 - i. Portfolio Evaluation
- c. Social Housing Quarterly Reporting

Moved by G. Lee to accept the Income Statement as presented.

CARRIED

Consent Agenda Items

Moved by S. Smith that the items listed in the Consent Agenda by accepted for information.

CARRIED

Meeting Date

The next meeting is March 3, 2026, at 4:00 pm in the Hayes Room at City Hall.

Adjournment

The meeting was adjourned at 5:07 pm

2025

Annual Report

DOWNTOWN
BROOKS

About Downtown Brooks

Downtown Brooks is a unique business community located in the historic heart of the city. All businesses located within the geographical limits outlined in the map below are automatic members of this special business community.

Our goal is to reinvigorate our downtown into a vibrant and thriving business district that fosters growth and innovation. We are proud to support a wide range of businesses and entrepreneurs, from startups to established enterprises.



In Downtown Brooks, we aim to create an environment where businesses can collaborate, share ideas and drive meaningful change. We are constantly looking for ways to enrich our community through marketing and promotion, beautification projects and events.

All businesses within this zone are automatically a member of Downtown Brooks.

The Downtown Brooks board is made up of volunteers from various businesses who are dedicated to improving the physical, economic and social environment of the area. Activities performed by the board are funded by a special tax/levy that the City of Brooks collects from businesses/organizations within the geographical area and are managed by the board.

Pursuant to the Municipal Government Act, every business located within the geographical limits of Downtown Brooks is assessed at either 1,000, 2,000 or 3,000 (based on size). In 2025, the mill rate was 130.0578. So for each 1,000 of assessment, the business paid \$130.06.

Members of Downtown Brooks (one person representing each levy paying business or organization) shall be allowed to vote to elect a volunteer board of directors at the Annual General Meeting. All members are invited to attend monthly meetings, however may not vote unless they are elected directors of the board.

As stated in the Bylaw, the Board shall consist of no less than six and no more than 10 members and a member from City Council.

Meet the Volunteer Executive

Vicki Belanger, Co-President

Traditional Meats

Sandy Haberman-Melvill, Co-President

The Steaming Cup

Christie Waldner, Secretary/Treasurer

Scotia Bank

Meet the Volunteer Directors

Debbie and Jim Smith, Director

Merle Norman

Vision

DOWNTOWN BROOKS: A unique place to experience a dynamic community that is a vibrant and welcoming destination where people want to be and want to invest.

Mission

The Downtown Brooks BRZ is a non-profit, membership funded organization dedicated to improving the physical, economic, and social environment of Downtown Brooks.

2025 Budget

Contingency (unpaid levies) \$4,500

Communities in Bloom \$2,100

Liability Insurance \$950

Misc Expenses \$450

Christmas in the Park \$4,500

Street Fair \$4,500

Chamber Membership \$950

Marketing \$4,550

TOTAL \$22,500

2026 Budget

Contingency (unpaid levies) \$4,500

Communities in Bloom \$2,100

Liability Insurance \$950

Misc Expenses \$450

Christmas in the Park \$4,500

Street Fair \$4,500

Chamber Membership \$950

Marketing \$4,550

TOTAL \$22,500

Financial Statements

Downtown Brooks BRZ
Balance Sheet
As at December 31, 2025

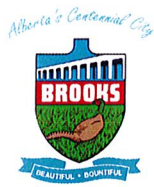
	2025	2024
Current Assets		
Deposits on hand	30,403.00	21,172.93
Investments on hand	6,911.43	6,910.72
Fundraising account	0.00	50.00
Total Current Assets	37,314.43	28,133.65
Total Assets	37,314.43	28,133.65
Total Liabilities		
Accounts payable	0.00	100.00
Total Liabilities	0.00	100.00
Equity Retained earnings	28,133.65	16,053.86
Current earnings	9,180.78	11,979.79
Total Equity	37,314.43	28,133.65
Total Equity and Liabilities	37,314.43	28,133.65

Downtown Brooks BRZ
Income and Expense Sheet
As at December 31, 2025

Income	
BRZ Levies	18,410.65
Street Fair Grant	3,600.00
Interest	00.71
Total income	2,011.36
Expenses	
Office expenses	279.91
Directors Liability Insurance	971.00
Street Fair	3,680.20
Communities in Bloom	2,100.00
Christmas in the Park	413.74
Christmas in the Park 2024	1,310.00
Promotions	3,165.38
Chamber Membership	910.35
Total expenses	12,830.58
Net Income/Loss	9,180.78

2025 Accomplishments

1. Brooks Farmer's Market continues to bring a weekly event to Veteran's Park during the summer months.
2. July Street Fair - Summer Street Fair organized by Brooks Farmer's Market.
3. September Brooks Street Association Show N Shine.
4. October Halloween Trick or Treat Route.
5. Working relationship with Brooks Filipino Society. Tree was erected by the Filipino Association and much of the Christmas in the Park activities for Veteran's Park were coordinated by them (security along the parade, in the park, etc)



REQUEST FOR DECISION

TITLE: 2026 BRZ Appointments	AGENDA ITEM: Council – March 9, 2026
PRESENTER: Manager of Legislative Services Amy Fontoura	ATTACHMENTS:
DEPARTMENT: Corporate Services	
SUBMITTED BY: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"><u>Amy Fontoura</u> Name</div> <div style="text-align: center;"><u>March 2, 2026</u> Date</div> </div>	
REVIEW APPROVALS:	
 _____ Department Director	<u>21 Mar 2026</u> Date
 _____ Interim CAO	<u>MAR - 5 2026</u> Date

BACKGROUND

Annually, as required by Bylaw 91/26, the Business Revitalization Zone (BRZ), also known as Downtown Brooks, is required to provide a list of new members of the BRZ Board for Council consideration.

DISCUSSION/OPTIONS

The following is the list of the new Board of Directors that Administration is requesting to be appointed for a one-year term effective March 1, 2026 and ending March 1, 2027:

- Co-Presidents - Vicki Belanger and Sandy Haberman-Melvill
- Secretary/Treasurer - Christie Waldner
- Directors: Debbie Smith, Jim Smith, Jim Belanger, Andrea Flatla and Ruby Harahan

FINANCIAL IMPLICATIONS

There are no financial implications if the appointments are approved.

STRATEGIC PLAN

A planning session was held on January 16 & 17 to create Council’s Strategic Focus Areas for this term, and the document will be available in the near future.

RECOMMENDATION

Administration recommends that the above-noted members be appointed to the BRZ Board for the term specified.

Respectfully submitted,

Amy Fontoura
Manager of Legislative Services



REQUEST FOR DECISION

TITLE: City of Brooks Municipal Policing Committee Member Appointments	AGENDA ITEM: Council – March 9, 2026
PRESENTER: Director of Recreation and Protective Services Mark Shantz	
DEPARTMENT: Recreation & Protective Services	ATTACHMENTS: Bylaw 25/09
SUBMITTED BY: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>Mark Shantz</u> Name </div> <div style="text-align: center;"> <u>March 3, 2026</u> Date </div> </div>	
REVIEW APPROVALS: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> _____ Department Director </div> <div style="text-align: center;"> <u>March 3, 2026</u> Date </div> <div style="text-align: center;"> _____ Interim CAO </div> <div style="text-align: center;"> <u>MAR - 5 2026</u> Date </div> </div>	

BACKGROUND

Under Bylaw 25/09, regarding City of Brooks Municipal Policing Committee, voting members for the City of Brooks are appointed by resolution of Council. The committee shall be comprised of not less than three and not more than seven voting members.

The Committee composition requires one member of Council, appointed at the City’s Organizational Meeting each year; and up to six citizens-at-large appointed for a term of three years.

The Government of Alberta Minister of Public Safety and Emergency Services may appoint additional members to the committee as stated in The Police Governance (Ministerial) Regulation and as outlined in City of Brooks Bylaw 25/09.

DISCUSSION/OPTIONS

Appoint Amanda Goodnough and Duane Perkins to the City of Brooks Municipal Policing Committee as citizen-at-large members for an initial term of three years beginning March 10, 2026, ending March 9, 2029.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this decision.

STRATEGIC PLAN

Council’s Strategic Focus Areas for this term have not yet been set as planning sessions were held on January 16 and 17, 2026.

RECOMMENDATION

Administration recommends that City of Brooks Council appoint Amanda Goodnough and Duane Perkins to the City of Brooks Municipal Policing Committee as citizen-at-large members for an initial term of three years beginning March 10, 2026 and ending March 9, 2029.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M Shantz', written over a horizontal line.

Mark Shantz
Director of Recreation and Protective Services



**CITY OF BROOKS
BYLAW NO. 25/09**

A BYLAW OF THE CITY OF BROOKS TO ESTABLISH A MUNICIPAL POLICING COMMITTEE.

WHEREAS, pursuant to the *Police Act* RSA 2000, c P-17 and regulations as amended or replaced from time to time, provides that a municipality that has entered into an Agreement with the Government of Canada for the provision of policing services may establish a Municipal Policing Committee;

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

1. **Short Title:**

100. This Bylaw may be cited as the "City of Brooks Municipal Policing Committee Bylaw."

2. **Definitions:**

200. "**Act**" means the *Municipal Government Act* RSA. 2000, c. M-26, as amended or replaced from time to time;
201. "**Agreement**" means the Agreement between the City of Brooks and the Government of Canada for the provision of police services for the City;
202. "**Bylaw**" means the City of Brooks Municipal Policing Committee Bylaw 25/09 as may be amended from time to time;
203. "**Chief Administrative Officer**" means the person appointed by Council to the position of Chief Administrative Officer for the City under Section 205 of the Act or their designate;
204. "**Chief Elected Official**" means the Mayor of the City;
205. "**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;
206. "**Committee**" means the City of Brooks Municipal Policing Committee;
207. "**Council**" means the Municipal Council of the City of Brooks;
208. "**Member**" means a person appointed to the Committee;

209. “**Officer in Charge**” means the Officer in Charge of the Brooks RCMP Detachment; and,
210. “**RCMP**” means the Royal Canadian Mounted Police force or any member of that police force.

3. **Duties and Responsibilities**

300. The Committee shall:
- 301. oversee the administration of the Agreement;
 - 302. represent the interests and concerns of the public and Council to the Officer in Charge;
 - 303. develop a yearly plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;
 - 304. develop a community safety plan in conjunction with the Brooks RCMP Detachment and chief elected official, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister. Such plans shall be presented to Council for approval;
 - 305. assist in the selection of the Officer in Charge;
 - 306. report annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the Brooks RCMP Detachment; and,
 - 307. discharge any other duties as may be assigned to the Committee under the *Police Act*.

4. **Composition of the Committee**

400. The Committee shall be comprised of not less than three (3) and not more than seven (7) voting Members who shall be appointed by resolution of Council as follows:
- 401. one (1) member of Council, appointed at the City's Organizational Meeting each year;
 - 402. up to six (6) citizens-at-large, appointed for a term of:
 - 403. three years; or,
 - 404. a term less than three (3) years but not less than two (2) years;

405. Council shall consider the diversity of the community when appointing members to the Policing Committee.
406. A Member of the Committee shall not be a full-time Member of the Committee.
407. The maximum term for a citizen-at-large Member is six (6) consecutive years.
408. The term of a citizen-at-large Member may be extended by a Council resolution, but shall not exceed six (6) consecutive years.
409. The Mayor shall be an ex-officio Member of the Committee and their term on the Committee shall coincide with their term of office on Council.
410. The term for a member of Council appointed to the Committee shall coincide with their term of office on Council.
411. All Members appointed to the Committee shall:
 412. not work or be hired in any capacity with the City; with the exception of the Council member appointed to the Committee, RCMP, any Provincial or municipal police force, Department of Public Safety and Emergency Services or Department of Justice and Attorney General;
 413. be a Canadian citizen or landed immigrant and resident of the City for at least six (6) consecutive months preceding the date of advertising for Members;
 414. be at least eighteen (18) years old;
 415. take the Oath of Office as prescribed in Schedule 2 of the *Police Act*; and,
 416. pass an enhanced security check, including:
 417. a criminal records check;
 418. a law enforcement inquiry/record check;
 419. an open-source inquiry; and,
 420. a security interview (limited circumstances).
421. Notwithstanding Subsections 416 – 420, a Member of the Committee is not required to obtain an enhanced security check if they have a current enhanced security check provided by the RCMP dated within one year of the date on their application, or, in the case of a Council member, dated within one year of their appointment by Council.
422. If the Committee consists of:
 423. three (3) Members, the Minister may appoint one Member to the Committee; or,
 424. four (4) to six (6) Members, the Minister may appoint up to two (2) Members of the Committee; or,
 425. seven (7) Members, the Minister may appoint one (1)

Member for each group of three (3) Members, including any remaining group that is fewer than three (3) Members.

5. Administrative Support

501. The Officer in Charge of the Brooks RCMP Detachment, or their designate, shall attend the Committee meetings in an advisory, non-voting capacity.
502. The Safe Communities Facilitator shall attend the Committee meetings in an advisory, non-voting capacity.
503. The Chief Administrative Officer may designate additional City employees to attend Committee meetings to provide administrative support and/or other insights and information as required to facilitate Committee business.

6. Resignations and Removals

600. A Member may resign from the Committee at any time upon sending written notice of the resignation to Council.
601. Council may terminate a Member's appointment at any time for cause, which may include, but is not limited to:
 602. failing to attend three (3) consecutive meetings of the Committee, unless that absence is authorized in advance by a resolution of the Committee;
 603. ceasing to be a resident of the City;
 604. obtaining employment with the City or RCMP, any Provincial or municipal police force, Department of Public Safety and Emergency Services or Department of Justice and Attorney General;
 605. being convicted of a crime under the *Criminal Code* of Canada; and/or,
 606. failing to keep the Oath of Office, or disclosing any information that jeopardizes a police operation, or police/public safety, or the confidentiality associated with the nature of policing including: personnel, conduct, contracts with the RCMP and security of police operations.

7. Officers of the Committee

700. The Chair and Vice-Chair of the Committee shall be elected from the voting Members at the first regular meeting each year.
701. A Member who is the Chief Elected Official is not eligible to be elected as an Officer of the Committee.

8. Meetings

800. The Committee shall hold regular meetings at a frequency to be determined by the Committee, but not less than four (4) meetings per year.
801. Special meetings may be called by the Chair, or in their absence, the Vice-Chair, by providing Members with 24-hours' notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every Member of the Committee is present.
802. A majority of Committee Members shall constitute a quorum. A majority of the quorum is required to pass any motion.
803. Each Member shall have one (1) vote. The Chair shall only vote in the event of a tie.
804. No Member shall participate in any discussion or vote upon any matter that may involve a conflict of interest/pecuniary interest referred to in the Act.
805. An Agenda shall be prepared by the administrative support and circulated to the Members prior to each Committee meeting.
806. Minutes shall be kept for each meeting of the Committee and any sub-committees or ad-hoc committees formed and shall include the following:
- 807. the date, time and location of the meeting;
 - 808. the names of all Members present and those absent;
 - 809. the name of any other person who participated in the Committee meeting (but not including members of the public who attend a Committee meeting solely for the purposes of observing); and,
 - 810. any motions made at the meeting, along with the results of the vote on the motion.
811. Details of the content of debate shall not be recorded in the minutes.
812. Meetings of the Committee shall be open to the public, but all matters relating to personnel, conduct, contracts with the RCMP and security of police operations shall be conducted in camera, respecting the *Freedom of Information and Protection of Privacy Act*.
813. The Committee may make reports to Council on matters of public concern as the Committee deems appropriate and are in the public interest. The Committee shall also report to Council on any matter when requested to do so by resolution of Council.

9. Sub-Committees & Ad-Hoc Committee

900. The Committee may appoint sub-committees or ad-hoc committees, which may include persons from outside the Committee, as it may consider

necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad-hoc committee by a motion at a regular meeting.

10. Limitations

1000. Neither the Committee nor any Member shall have the power to pledge the credit of the City in connection with any matters whatsoever, nor shall the Committee or any Member have any power to authorize any expenditure to be charged against the City.

1001. Members of the Committee shall not be held liable for any actions or claims or claims arising out of the exercise of the powers granted to the Committee under this Bylaw.

11. Severability

1100. Should any provision of this Bylaw be found invalid, the invalid provision shall be severed and the remaining Bylaw shall be maintained.

12. Repeal of Bylaw

1200. That the following Bylaws and all amendments be hereby repealed
22/02 and 24/18.


13. Effective Date

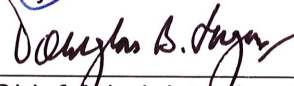
1300. This Bylaw shall take effect at the date of final passing thereof.

Read a first time this 3rd day of June, 2025.

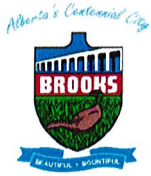
Read a second time this 3rd day of June, 2025.

Read a third time and finally passed this 3rd day of June, 2025.



 Mayor


 Chief Administrative Officer



REQUEST FOR DECISION

TITLE: Brooks & District Recreation and Parks Board Member Appointment	AGENDA ITEM: Council – March 9, 2026
PRESENTER: Manager of Recreation Services Tabatha Williams	
DEPARTMENT: Recreation Services	ATTACHMENTS: Brooks & District Recreation and Parks Board Minutes – February 18, 2026.
SUBMITTED BY: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>Tabatha Williams</u> Name </div> <div style="text-align: center;"> <u>March 4, 2026</u> Date </div> </div>	
REVIEW APPROVALS: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Department Director </div> <div style="text-align: center;"> <u>MAR - 5 2026</u> Date </div> <div style="text-align: center;">  Interim CAO </div> <div style="text-align: center;"> <u>MAR - 5 2026</u> Date </div> </div>	

BACKGROUND

Under Bylaw 22/04, regarding Brooks & District Recreation and Parks Board, Citizens-at-Large members for the City of Brooks are appointed by Council.

Duane Perkins is currently an active member of the Brooks & District Recreation and Parks Board. His third term was up on February 5, 2026. He would like to be considered for another term on the Board.

Bylaw 22/04 states: Members having served three (3) consecutive two (2) year terms shall not be reappointed without an absence from the Board for at least one (1) year. The Council of the appointed member shall have the right to waive the required absence at its sole discretion, upon receiving a request to do so from the Board.

The Brooks and District Recreation and Parks Board made a motion at their February 18, 2026 Board meeting, recommending that Duane Perkins' required absence be waived and that he be appointed for a first, two (2) year term to the Brooks & District Recreation and Parks Board.

DISCUSSION/OPTIONS

1. Waive the required absence of one (1) year and appoint Duane Perkins to the Brooks & District Recreation and Parks Board as a City of Brooks Citizen-at-Large member for a term of two (2) years.
2. Enforce the one (1) year absence requirement and post the Brooks & District Recreation and Parks Board City citizen-at-large vacancy, to recruit a new member.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC PLAN

N/A

RECOMMENDATION

Therefore, the Brooks and District Recreation and Parks Board is recommending Duane Perkins' one (1) year absence from the Board be waived and that he be appointed to the Brooks & District Recreation and Parks Board as a City of Brooks Citizen-at-Large member, for a first, two-year term, commencing March 10, 2026 and ending March 9, 2028.

Respectfully submitted,

Tabatha Williams

Tabatha Williams
Manager, Recreation Services

Present:

Board Members

City Councillor Mike Regner
 County Councillor Greg Skriver - Chair
 City Councillor Chad Falkenberg
 County Councillor Neil Johnson
 Kathy Delday
 Rob Hugill
 Tim Hanrahan
 Patti Jones
 Linda Morey
 Cathy Safronovich
 Bob Chrumka
 Ryley Lillehei

City of Brooks Staff

Tabatha Williams – Manager, Recreation Svcs.
 Mike Stewart - Manager, Parks
 Connie Robinson – Recording Secretary

Regrets:

Michelle Gietz
 Duane Perkins

1. Meeting **called to order** at 6:58pm by G. Skriver.
2. **Introductions** – Board introductions to guests Shawn Fraser and Jason Wandler.
3. **Adoption of Agenda**
 - a. Additions & Deletions – None.

M. Regner made a motion to adopt the February 18, 2026 Agenda as presented.

MOTION CARRIED

4. **Adoption of Minutes**
 - a. January 28, 2026

N. Johnson made a motion to adopt the January 16, 2026 Meeting Minutes as presented.

MOTION CARRIED

5. Presentations/Delegations

- a. Shawn Fraser and Jason Wandler– Brooks Minor Baseball Association
 - i. In December 2024, Brooks Minor Baseball Association (BMBA) brought together some City Council members, and baseball user groups (Brooks Bombers, co-ed slow pitch, minor ball, school teams etc.) to discuss the baseball diamonds. They noted the condition of the facilities and maintenance that would be required. They would like to follow-up on and continue this joint effort.
 - ii. In April 2025, BMBA organized a worker bee in collaboration with the City and user groups. The diamonds were cleaned up, painted, new boards were installed and safety concerns were addressed.
 - iii. Kudos to M. Stewart and the Parks Department for the extra field preparations this past year.
 - iv. BMBA will arrange a meeting with M. Stewart to further discuss getting the diamonds ready for the upcoming season, and to create a plan (working with budget) for ongoing maintenance.
 - v. BMBA noted the need to provide water to the diamonds to help preserve shale. Various options for supplying water were discussed, along with the potential challenges associated with each.

- vi. BMBA expressed appreciation for the ongoing partnership with the City and the arrangement that allows them to use the ball diamonds without user fees, in recognition of the time and money that they contribute to maintenance. They raised concerns about non-local users potentially attempting to bypass fees without contributing to upkeep. There was discussion about how to mitigate these concerns and inquiry about whether policy exists to address them.

6. Correspondence & Information

a. RUGG Update

- i. As of this date, no RUGG applications have been submitted. The grant will continue to be advertised until the deadline.

7. Reports

a. Parks Department

- i. A report was provided to the Board on the status of the Parks Department and special projects/updates.
- ii. Lakes and ponds were closed for skating during the nice weather but have since been tested and cleared to open. Griffin Park rink will be flooded tomorrow.
- iii. No update on graffiti at this time. A swastika that was painted on a basketball court has been cleaned up and reported to the RCMP.

b. Recreation Department

- i. A report was provided to the Board on the status of the Recreation Department and special projects/updates.
- ii. Any RUGG applications that are submitted after Friday, February 20 will not be edited.

ACTION ITEM: T. Williams to report on Family Day event attendance at the next meeting.

c. Outdoors Committee Update

- i. No report/update.

d. Indoors Committee Update

- i. No report/update

e. Additional Reports

- i. C. Safronovich brought in a handbook for Alberta Winter Games. Suggestions were made about the potential to host the Games and/or to create a committee to research if anyone in the community is already participating. G. Skriver noted that there is an existing Games Committee that could look into it. The Games Committee was originally created to host the 55+ Games but is now coordinating Summer Games as well.

ACTION ITEM: G. Skriver will add Winter Games to the meeting agenda for the Games Committee to discuss.

8. Master Plan

a. Action Plan Scheduling

- i. Review of the Master Plan timeline document. It was requested that more information be provided regarding what steps are already done and the progress that recreation admin. has made, before the board discusses timelines for the remaining items.

ACTION ITEM: T. Williams to update the MP Scheduling Timeline document to indicate recreation admin progress.

9. Old Business

- a. Current Board Vacancies
 - i. FrancoSud School Representative.
 - Tabled until amended Bylaws are approved.
 - ii. City of Brooks Citizen-at-large
 - It was clarified that a position only needs to be advertised when there is a vacancy. If a member wishes to be re-appointed, it has been past practice for the Board to make a motion to request Council to waive the required absence.
 - D. Perkins indicated via email that he would like to be re-appointed to the Board.

C. Falkenberg made a motion to recommend that Brooks City Council waive the one-year required absence for D. Perkins to be re-appointed to the Brooks & District Recreation and Parks Board.

MOTION CARRIED

K. Delday made a motion to recommend that Brooks City Council re-appoint D. Perkins to a first term on the Brooks & District Recreation and Parks Board.

MOTION CARRIED

- b. Bylaw Review
 - i. Final edits were reviewed.

L. Morey made a motion that the proposed Bylaw 26/012, as presented, be forwarded to City Council for approval.

MOTION CARRIED

- c. Elections
 - i. Chair – Tabled until next meeting.
 - ii. Vice-chair – Tabled until next meeting.

10. New Business

- a. None.

11. Delegates Response Discussions (Closed Session)

C. Safronovich made a motion to move into Closed Session.

MOTION CARRIED

P. Jones made a motion to move out of Closed Session.

MOTION CARRIED

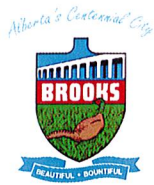
ACTION ITEM: T. Williams and M. Stewart to review the Booking & Allocation Policy and the User Rates & Fees Policy in regards to baseball diamond rentals/bookings.

12. Next Meeting: RUGG Review **March 5, 2026 @ 6:00pm**, Elks Boardroom
Board Meeting **March 25, 2026 @ 7:00pm**, Elks Boardroom


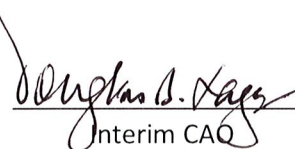
K. Delday made a motion to move the next Board meeting from March 18th to March 25th.

MOTION CARRIED

13. Meeting adjourned at 8:25pm by G. Skriver.



REQUEST FOR DECISION

TITLE: F-002-008(A) – Customer Code of Conduct		AGENDA ITEM: Council – March 9, 2026	
PRESENTER: Manager of Legislative Services Amy Fontoura			
DEPARTMENT: Corporate Services		ATTACHMENTS: Policy F-002-008(A)	
SUBMITTED BY:			
<u>Amy Fontoura</u> Name	<u>March 5, 2026</u> Date		
REVIEW APPROVALS:			
<u></u> Department Director	<u>5 March 2026</u> Date	<u></u> Interim CAO	<u>MAR - 5 2026</u> Date

BACKGROUND

Administration has amended one clause of the recently approved Customer Code of Conduct Policy. Customers cannot film or record staff without permission when it disrupts service operations. The change is highlighted in the attached Policy.

DISCUSSION/OPTIONS

The Policy provides examples of unacceptable behaviour that will not be tolerated and the steps that staff can take to address it. If the behaviour continues, the City has the ability to restrict access – whether to staff, services or facilities.

FINANCIAL IMPLICATIONS

There are no financial implications if this Policy is approved.

STRATEGIC PLAN

A planning session was held on January 16 & 17 to create Council’s Strategic Focus Areas for this term, and the document will be available in the near future.

RECOMMENDATION

Administration recommends that Council approve Policy F-002-008(A), entitled Customer Code of Conduct.

Respectfully submitted,



Amy Fontoura

Manager of Legislative Services

POLICY NO. F-002-008(A)

REFERENCE:**ADOPTED BY:****SUPERSEDES: F-002-008**

PREPARED BY:

Legislative Services

DATE ADOPTED:

TITLE:**CUSTOMER CODE OF CONDUCT**

POLICY STATEMENT:

The City is committed to providing a safe, respectful and inclusive environment for staff and members of the public. All individuals are expected to conduct themselves courteously and respectfully.

PURPOSE:

To establish clear expectations for respectful behaviour when members of the public interact with City employees, elected officials or other City representatives.

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-008(A)**Page 2

TITLE:**CUSTOMER CODE OF CONDUCT**

GUIDELINES:

1. This Policy ensures a safe, inclusive and professional environment that supports effective service delivery and protects the well-being of staff and the public.
2. City staff are expected to:
 - a. provide services in a professional, respectful, and impartial manner;
 - b. maintain personal safety and report incidents of unacceptable conduct immediately;
 - c. apply this Policy consistently and fairly;
 - d. document incidents using established reporting procedures; and,
 - e. seek support from supervisors, managers, directors or enforcement services when necessary.
3. Members of the public shall refrain from inappropriate behaviour towards employees, elected officials and any person acting on behalf of the City (i.e. volunteers, contractors, etc.)
4. Customers are expected to:
 - a. treat staff, elected officials, volunteers, and other customers with courtesy and respect;
 - b. use appropriate, non-abusive language and non-aggressive communication;
 - c. follow all posted rules, staff instructions and safety requirements within City facilities;
 - d. respect municipal property and the property of others;
 - e. engage with staff in a cooperative manner to resolve issues; and,
 - f. provide accurate information when required.
5. Unacceptable behaviour includes, but is not limited to:
 - a. harassment, bullying, intimidating, discriminatory remarks or offensive gestures;

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-008(A)**Page 3

TITLE:

CUSTOMER CODE OF CONDUCT

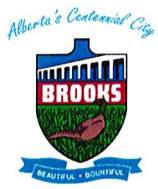
- b. verbal abuse, yelling, swearing, name-calling or derogatory comments toward staff, elected officials, volunteers or others;
 - c. excessive or multiple points of inquiry regarding the same issue (i.e. speaking to multiple staff members and/or an elected official) while a complaint is in the process of being investigated;
 - d. repeatedly challenging the findings of a complaint investigation or denying that an adequate response has been provided;
 - e. repeated unreasonable demands, excessive communications or refusal to accept staff decisions or processes;
 - f. threats, intimidation or acts of violence;
 - g. damage or threats of damage to municipal property;
 - h. aggressive or disruptive behaviour that interferes with service delivery or creates a safety concern;
 - i. filming or recording staff **without permission** when it disrupts service operations; and/or,
 - j. refusal to leave municipal property when directed to do so by City staff or other authorized personnel.
6. When unacceptable behaviour occurs, staff may:
- a. provide a clear verbal warning advising the member of the public the behaviour must stop;
 - b. terminate the interaction (in-person, phone, or online) if behaviour continues;
 - c. request that the individual leave the premises;
 - d. involve Municipal Enforcement RCMP, as required;
 - e. report and document the incident according to City procedures; and/or,
 - f. recommend temporary or permanent restrictions on access to facilities, services or staff.

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-008(A)**Page 4

TITLE:

CUSTOMER CODE OF CONDUCT

7. Responses will be proportional to the severity and frequency of the behaviour.
8. The City may restrict access to services, facilities or staff when a member of the public's behaviour presents a safety risk or interferes with operations.
Restrictions may include:
 - a. limited communication channels (i.e. written communication by email only);
 - b. complaints no longer being accepted and/or investigated;
 - c. scheduled appointments only, with a single point of contact;
 - i. the single point of contact shall be a supervisor, manager, director or the Chief Administrative Officer.
 - ii. the single point of contact will maintain a record of all contact made with the member of the public.
 - d. temporary or long-term bans from City facilities;
 - i. if a member of the public continues to display inappropriate behaviour, a ban may be implemented. The member of the public will be restricted from accessing specified City facilities and/or programs and contacting City staff or elected officials.
9. All restrictions will be documented and communicated in writing to the member of the public.



REQUEST FOR DECISION

TITLE: City of Brooks Aquatic Attire Policy and Community Peace Officer (CPO) Position	AGENDA ITEM: Council – March 9, 2026
PRESENTER: Director of Recreation and Protective Services Mark Shantz	
DEPARTMENT: Recreation & Protective Services	ATTACHMENTS: City Aquatic Attire Policy
SUBMITTED BY: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>Mark Shantz</u> Name </div> <div style="text-align: center;"> <u>March 5, 2026</u> Date </div> </div>	
REVIEW APPROVALS: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Department Director </div> <div style="text-align: center;"> <u>March 5/26</u> Date </div> <div style="text-align: center;">  <hr/> Interim CAO </div> <div style="text-align: center;"> <u>MAR 5 2026</u> Date </div> </div>	

BACKGROUND

A. Aquatic Attire Policy

Patron attire standards in public pools directly affect safety (e.g., water quality, slip/fall risks, life saving measures), inclusivity, and the ability of frontline staff to apply rules consistently. As City facilities increasingly host a diverse range of users (ages, body types, religions, gender identities/expressions, cultures, etc.); staff and facility users require clear, practical guidance to apply attire expectations fairly and respectfully. An explicit policy supports a welcoming environment and consistent decision making by staff.

B. Security Needs at City Facilities (JBSCC Priority), Including Alberta Traffic Safety Act (TSA) Enforcement

Over the past year City facilities, most notably the JBS Canada Center, have experienced:

- Increased vandalism, including significant incidents resulting in insurance claims and temporary washroom closures.
- Multiple recent incidents of teen-on-teen assaults/fights requiring immediate, visible presence and coordinated response.
- Criminal trespass by teens and adults known to the RCMP, necessitating enforcement presence with authority to remove and charge.
- Frequent adult league and adult swim policy breaches, where de-escalation backed by enforceable authority is required.

Our current model (facility staff with on-call enforcement) leaves evening peak hours—the highest incident window—under served. Multiple solution options have been explored and/or attempted during

this period. These options include but are not limited to private security, commissionaires, social workers and volunteers/hall monitors/student practicums. A dedicated Community Peace Officer (CPO) evening shift stationed out of JBSCC would fill this critical gap, provide enforceable legislative authority, facilitate dynamic security including swift response, and provide continuous, preventative engagement with patrons.

Adding one CPO to the City of Brooks Municipal Enforcement department to create an evening station at JBSCC leverages existing supervision, systems and dispatch, while improving coverage exactly when/where incidents arise. A new dedicated CPO also expands the City's traffic safety capacity, especially around major corridors and busy facility zones. The proposed CPO position therefore provides dual community benefits of enhanced onsite evening security at City facilities including JBSCC, and expanded traffic safety enforcement capacity.

DISCUSSION/OPTIONS

OPTION 1 - Adopt the Aquatic Attire Policy and Create One (1) New CPO Position

- Creates clear, inclusive attire standard; consistent application; improved patron safety/water quality; supports staff with transparent expectations.

Provides Dynamic security and user interaction with a proactive presence that prevents escalation via relationship building and early interventions while providing authority to enforce legislation, bylaws and City policy during peak risk periods under a cost recovery model.

OPTION 2 - Adopt the Aquatic Attire Policy Only with no change to security measures

- Creates clear, inclusive attire standard; consistent application; improved patron safety/ water quality; supports staff with transparent expectations.

OPTION 3 - Do not adopt Aquatic Attire Policy or change security measures

FINANCIAL IMPLICATIONS

A. Aquatic Attire Policy

There are no financial implications associated with adopting the proposed Aquatic Attire Policy

B. Security Needs at City Facilities (JBSCC Priority), Including Alberta Traffic Safety Act (TSA) Enforcement Community Peace Officer (Year 1):

- Salary and benefits (FT): \$80,000/year (estimated).
- Initial training, equipment, onboarding: \$10,000 (estimated).
- Vehicle (fully traffic safety/ security equipped): \$150,000 (not required to *start*; to be included in next Capital budget at latest). The vehicle is essential for traffic safety operations (primary enforcement revenue generator).

Revenue and Offsets:

- Traffic fines increase (effective March 2026): The Government of Alberta has approved province wide increases to specified penalties, including speeding and certain dangerous driving offences (with increments from ~8–9% for common speeding to >25% for higher-risk tiers; some offences up to ~50%). This materially improves potential fine revenue associated with local TSA enforcement commencing mid-March 2026.
- Fine revenue sharing: For TSA offences occurring within the municipality, fine revenues are shared with municipalities according to TSA (s.162), which supports municipal cost recovery when municipal officers enforce traffic laws.
- Operating savings: Reduced evening overtime currently used for enhanced traffic safety operations, and reduced call outs for after hours incidents at JBSCC.
- Insurance and asset protection: A visible evening CPO presence is expected to reduce vandalism and property damage claims frequency and severity.

Net Impact and Cost Recovery Projection:

- Year 1: Operating impact is primarily salary and benefits with training (vehicle deferred); partial offset from increased evening traffic safety enforcement revenue and reduced operations overtime.
- Years 2+: With a dedicated CPO vehicle and steady traffic enforcement program, full operating cost recovery is expected within two (2) years from initial hiring through traffic safety enforcement revenue and above mentioned savings, assuming typical local enforcement volumes and the province's higher penalty schedule.

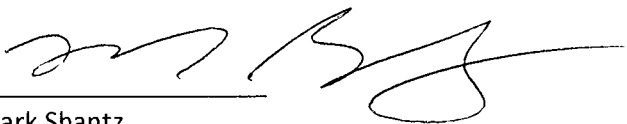
STRATEGIC PLAN

Council's Strategic Focus Areas for this term have not yet been set as planning sessions were held on January 16 and 17, 2026.

RECOMMENDATION

Administration recommends Option 1 above, that City of Brooks Council adopts the City Aquatic Attire Policy and approve the creation of one (1) new full time Community Peace Officer (CPO) position within Municipal Enforcement as outlined in this RFD.

Respectfully submitted,



Mark Shantz
Director of Recreation and Protective Services

POLICY NO. C-004-002

REFERENCE:

ADOPTED BY:

SUPERSEDES: NEW

PREPARED BY:

Recreation

DATE ADOPTED:

TITLE:

AQUATIC ATTIRE

POLICY STATEMENT:

The City of Brooks welcomes participants of all ages, abilities, body types, gender identities and expressions, religions, and cultures to its aquatic facilities. As inclusive, family-oriented environments, it is essential that everyone is able to enjoy the facilities in a safe, welcoming, and equitable manner.

PURPOSE:

To establish minimum expectations for appropriate and acceptable attire in the City of Brooks' public aquatic facilities and to provide Staff with clear guidance when applying this Policy in day-to-day operations.

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: C-004-002**Page 2

TITLE:

AQUATIC ATTIRE

DEFINITIONS:

1. Staff means any employee or contract employee of the City of Brooks Recreation Services.
2. Appropriate Swimwear means attire designed for swimming and acceptable within a Canadian, public, family-oriented aquatic setting, and must provide full and proper coverage of the genitals.

GUIDELINES:

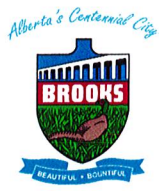
3. Safe swimming is a shared responsibility. All participants are required to wear attire that is appropriate for a public, family-oriented aquatic environment and meets:
 - a. Alberta Health Services (AHS) Public Swimming Pool Standard;
 - b. Lifesaving Society of Canada safety standards; and,
 - c. applicable City of Brooks policies and facility rules.
4. Examples of Appropriate Swimwear includes, but is not limited to:
 - a. bathing suits;
 - b. swim trunks or board shorts;
 - c. t-shirts and shorts made of swim-appropriate materials;
 - d. burkini;
 - e. swim hijab, leggings, and tunic;
 - f. rash guard; and/or,
 - g. wetsuit.
5. Appropriate Swimwear must:
 - a. allow free movement;
 - b. be clean and designated for aquatic use;
 - c. not impede buoyancy;
 - d. not create increased risk to the participant, lifeguard, or others; and,
 - e. not consist of clothing worn directly from the street.
6. The following items are not permitted:
 - a. items designed for sexual or intimate purposes;
 - b. clothing that absorbs significant water and becomes heavy (e.g. jeans, sweatpants); and/or,
 - c. clothing that restricts movement or creates a safety risk (e.g. long flowing dresses, scarves).


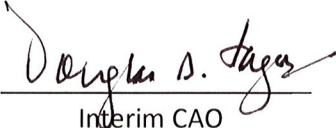
AUTHORITY:**EFFECTIVE DATE:****POLICY NO: C-004-002**Page 3

TITLE:

AQUATIC ATTIRE

7. To ensure water quality is maintained, individuals utilizing the aquatic facilities must have sufficient bladder and/or bowel control. Those without adequate control must wear appropriate reusable or disposable swim diapers/pants.
8. When enforcing this Policy, Staff must conduct themselves professionally and with respect for the diversity of City of Brooks patrons. Staff shall:
 - a. treat all patrons with dignity, courtesy, and fairness;
 - b. apply rules consistently; and,
 - c. recognize the range of personal, cultural, and religious factors that influence swim attire.
9. If a patron refuses to comply with Appropriate Swimwear requirements, Staff may follow:
 - a. City of Brooks Policy C-004-009(A): Recreation Facilities Disciplinary Policy;
 - b. City of Brooks Policy F-002-008: Customer Code of Conduct;
 - c. applicable City of Brooks Bylaws; and/or,
 - d. Enforcement pathways, including:
 - i. Community Peace Officers (CPO) for municipal bylaw and provincial statute enforcement; and/or,
 - ii. RCMP for criminal incidents or refusal to comply involving criminal behaviour.



TITLE: Road Closure Bylaw 26/015		AGENDA ITEM:	
PRESENTER: Director of Planning and Community Development Lisa Tiffin		Council – March 9 2026	
DEPARTMENT: Planning and Community Development		ATTACHMENTS:	
SUBMITTED BY:		- Bylaw 26/015	
<u>Lisa Tiffin</u> Name	<u>March 4, 2026</u> Date		
REVIEW APPROVALS:			
 _____ Department Director	<u>Mar 4 / 26</u> Date	 _____ Interim CAO	<u>MAR - 5 2026</u> Date

BACKGROUND

With the construction of a residential development on the 1200 and 1300 block of 2nd Avenue East, it was noted that the laneway within the property (identified in Schedule A of the attached Bylaw 26/015) will not be required by the City or the developer.

In order to pass a Road Closure Bylaw, utility companies, adjacent land owners, and the general public must be notified and a public hearing held. Staff will be circulating a notification to internal and external stakeholders inviting feedback prior to a scheduled public hearing.

DISCUSSION/OPTIONS

The Concept Plan approved by Council on October 6, 2025 shows a new road to be built in very close proximity to where the existing laneway is now. When the developer moves forward with the subdivision plans for the development, the new road allowance will be allocated at that time and the residential lots identified along the new road.

FINANCIAL IMPLICATIONS

There are no financial implications for the City of Brooks. The 3.5 hectares of land was sold in 2025 and the developer is moving forward with their plans to create a new residential complex.

STRATEGIC PLAN

Council’s Strategic Focus Areas for this term have not yet been set, as planning sessions were held on January 16 and 17, 2026.

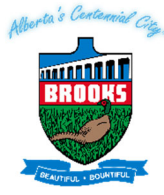
RECOMMENDATION

That Council complete first reading of Bylaw 26/015 and schedule a public hearing for April 13, 2026 at 5:00 p.m.

Respectfully submitted,



Lisa Tiffin
Director, Planning and Community Development



CITY OF BROOKS BYLAW NO. 26/015

A BYLAW OF THE CITY OF BROOKS, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING A ROADWAY WITHIN PLAN 9813007 LYING WITHIN BLOCK 1 AND BLOCK 2.

WHEREAS the lands described hereafter are no longer required for public travel;

AND WHEREAS Council deems it appropriate to close the roadway to public travel for the purpose of disposing of and consolidating with adjacent parcels;

AND WHEREAS the provisions of Sections 22 and 606 of the *Municipal Government Act*, RSA 2000, c.M-26 and amendments thereto, Council may pass a Bylaw in relation to services provided on behalf of the municipality;

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

1. The following described roadway as shown on Schedule "A" outlined in yellow which is attached to and forms part of this Bylaw, shall be closed from use as a public roadway and turned over to the respective lands north of the road right-of-way:
All that portion of lane lying within Block 1 and Block 2, Plan 981 3007 EXCEPTING THEREOUT ALL MINES AND MINERALS.
2. The proper officers of the City of Brooks are hereby authorized to execute such instruments as may be necessary to affect the purpose of this Bylaw.

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

Read a first time this day of , 2026.

Read a second time this day of , 2026.

Read a third time and finally passed this day of , 2026.

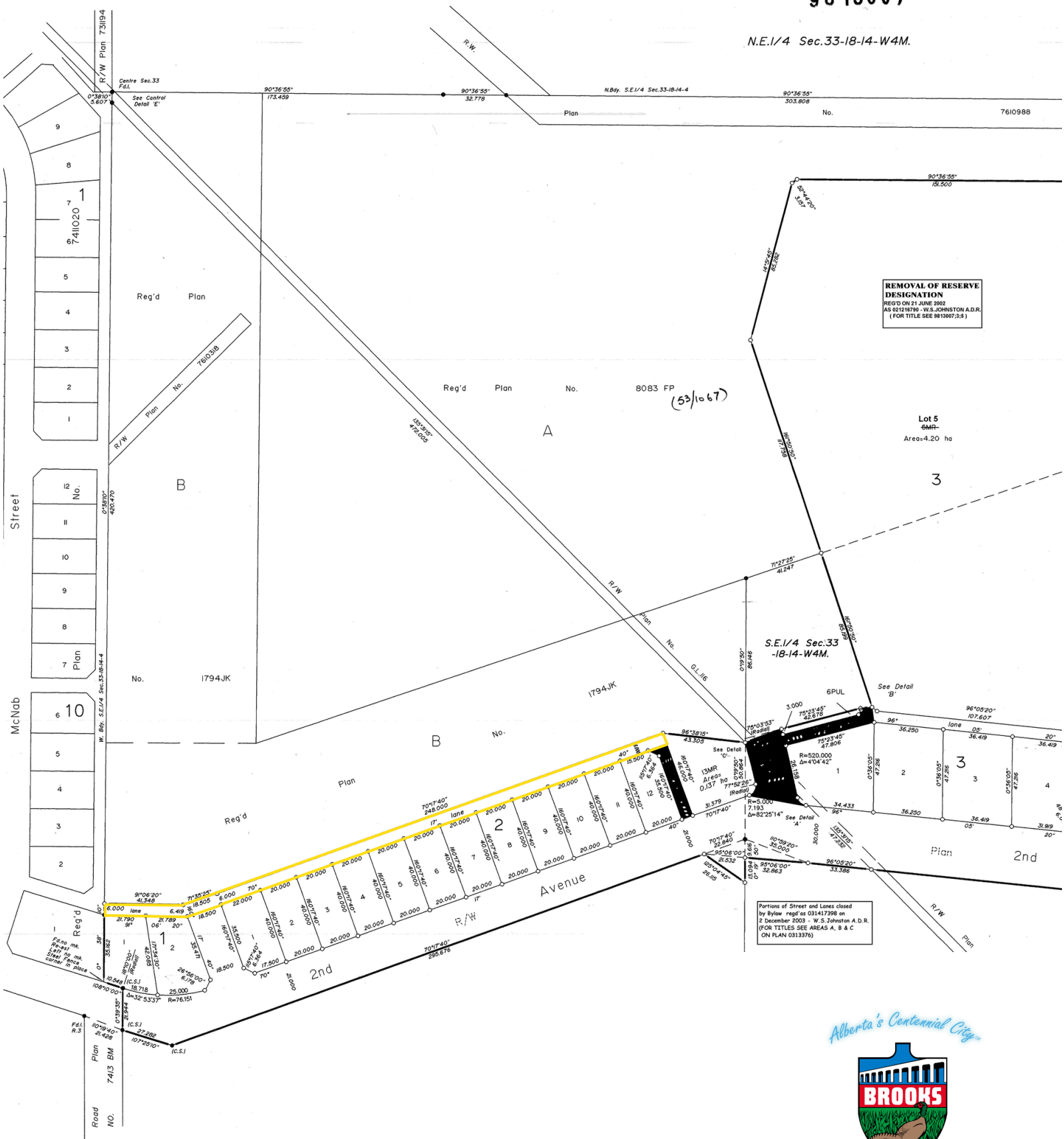
Mayor

Chief Administrative Officer

BYLAW 26/015 - SCHEDULE "A"

98 13007

N.E.1/4 Sec.33-18-14-W4M.



REMOVAL OF RESERVE DESIGNATION
 REG'D ON 21 JUNE 2002
 AS 02121670 - W.S. JOHNSTON A.D.R.
 (FOR TITLE SEE 9813007:3:5)

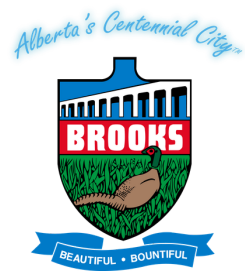
S.E.1/4 Sec.33
 -18-14-W4M.

Portions of Street and Lanes closed
 by Bylaw reg'd as 031417398 on
 12 December 2003 - W.S. JOHNSTON A.D.R.
 (FOR TITLES SEE AREAS A, B & C
 ON PLAN 0313376)

CITY OF BROOKS

BYLAW 26/015 - ROADWAY CLOSURE BYLAW

All that portion of lane lying within Block 1 and Block 2, Plan 981 3007



98 13007