

**CITY OF BROOKS**  
**REGULAR COUNCIL MEETING – MARCH 23, 2026**  
**COUNCIL CHAMBERS**  
**4:30 P.M.**

**A G E N D A**

- 1. CALL TO ORDER**
- 2. AGENDA**
  - a) Items to add/delete from the agenda
  - b) Adoption of agenda
- 3. MINUTES**
  - a) Regular Council Meeting – March 9, 2026
- 4. BUSINESS ARISING OUT OF MINUTES**
- 5. RCMP QUARTERLY REPORT**
- 6. MUNICIPAL ENFORCEMENT QUARTERLY REPORT**
- 7. DELEGATION**
  - a) **Grasslands Soccer Association Project Update and Cheque Presentation** – Brad Biette
  - b) **Southeast Alberta Chamber of Commerce Update** – Aaron Fleming, President, and Lisa Dressler, Executive Director
- 8. CORRESPONDENCE AND INFORMATION**
  - a) Update - Council Conferences and/or Workshops
  - b) Notes - Municipal Planning Commission Minutes – February 25, 2026

## 9. ADMINISTRATIVE REPORTS

- a) **Administrative Report – Extended Producer Responsibility (EPR) Program** (see Request for Decision dated March 12, 2026 from Communications Officer)

## 10. BUSINESS

- a) **Policy E-004-002 – Sidewalk Maintenance and Repair** (see Request for Decision dated March 18, 2026 from Director, Works and Utilities)
- b) **Policy E-004-003 – Traffic Control Devices** (see Request for Decision dated March 18, 2026 from Director, Works and Utilities)
- c) **Policy E-004-005 – Blockages in Residential Sewer Lines** (see Request for Decision dated March 18, 2026 from Director, Works and Utilities)
- d) **Policy C-004-020(A) – Recreation Fee Assistance (RFA) Policy** (see Request for Decision dated March 18, 2026 from Director, Recreation and Protective Services)
- e) **SPEC Association – Request for JBS Canada Centre Booking** (see Request for Decision dated March 18, 2026 from Manager, Recreation Services)
- f) **Controller Signing Authority** (see Request for Decision dated March 11, 2026 from Director, Corporate Services)
- g) **City of Brooks 2026 – 2029 Strategic Plan** (see Request for Decision dated March 13, 2026 from Interim CAO)
- h) **Portable Sign Permit Application – Major Variance** (see Request for Decision dated March 18, 2026 from Development Control Officer)
- i) **Appointment of 2025 Municipal Auditor** (see Request for Decision dated March 11, 2026 from Director, Corporate Services)

## 11. BYLAWS

- a) **Bylaws 26/004 – 26/007 – Development Authority Bylaw Amendments**
- b) **Bylaw 26/009 – Non-Residential Development Tax Incentive Bylaw**
- c) **Bylaw 26/014 – Business Improvement Area Tax Bylaw**
- d) **Bylaw 26/016 – 2026 Property Tax Bylaw**
- e) **Bylaw 26/017 – 2026 Repaving Tax Bylaw**
- f) **Bylaw 26/019 and 26/020 – Short Term Borrowing Bylaws**
- g) **Bylaw 26/021 – Amendment to Land Use Bylaw 14/12**
- h) **Bylaw 26/022 – Amendment to Land Use Bylaw 14/12**

**12. CLOSED SESSION**

- a) **Advice from Officials** – Held Confidential Pursuant to Section 29(1) of ATIA

**13. 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 MARCH 9, 2026, 2026 AT 4:30 P.M.**

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**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  
Mark Shantz, Director, Recreation and Protective Services  
Kevin Swanson, Fire Chief  
Tabatha Williams, Manager, Recreation Services  
Bailee Boulet, Development Control Officer  
Jourdan Jones, Communications Officer  
Jenny Wallace, Executive Assistant/Recording Secretary

**OTHERS IN  
ATTENDANCE:** Justin Mrazek  
Peyton Wagner  
Jesse Elsbett  
Micah Fontaine  
Dallas Wagner  
Annette Fontaine  
Jen McGregor  
Len Mrazek

**RECOGNITION OF TEAM MRAZEK – 2026 SSA PROVINCIAL  
CURLING CHAMPIONSHIP GOLD MEDALISTS**

Mayor Gerestein recognized Team Mrazek for winning the Gold Medal at the 2026 SSA Curling Provincial Championships held from February 19 – 21, 2026 in Slave Lake. He presented a City Certificate to the Gold Medalists:

- Skip Justin Mrazek
- Lead Peyton Wagner
- Second Jesse Elsbett
- Third Micah Fontaine

*Those in attendance for the Team Mrazek presentation left at 4:35 p.m.*

**CALL TO  
ORDER:**

Mayor Gerestein called the meeting to order at 4:35 p.m.

**AGENDA**

26/079 MOVED BY COUNCILLOR REGNER that “Agenda Item 6.d) be deleted from the March 9, 2026 Regular Council Meeting agenda”.

MOTION DEFEATED

26/080 MOVED BY COUNCILLOR NESBITT that “the agenda be adopted”.

MOTION CARRIED

**MINUTES**

26/081 MOVED BY COUNCILLOR FALKENBERG that “the Minutes from the Regular Council Meeting held February 23, 2026 be approved”.

MOTION CARRIED

**CORRESPONDENCE AND INFORMATION**

26/082 MOVED BY COUNCILLOR JOHNSON that “the following items of correspondence be received as 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
  - Downtown Brooks 2025 Annual Report”.

MOTION CARRIED

**BUSINESS**

**2026 BRZ Appointments**

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26/083 MOVED BY COUNCILLOR PHILIPSEN that “Council appoint Vicky Belanger, Sandy Haberman-Melvill, Christie Waldner, Debbie Smith, Jim Smith, Jim Belanger, Andrea Flatla and Ruby Harahan to the Business Revitalization Zone (BRZ) Board, effective March 1, 2026 and ending March 1, 2027”.

MOTION CARRIED

**City of Brooks Municipal Policing Committee Member  
Appointments**

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26/084                    MOVED BY COUNCILLOR REGNER that “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”.

MOTION CARRIED

**Brooks & District Recreation and Parks Board Member  
Appointments**

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26/085                    MOVED BY COUNCILLOR IDRIS that “Duane Perkins’ one (1) year absence from the Brooks & District Recreation and Parks Board be waived and that he be appointed to the 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”.

MOTION CARRIED

**Policy F-002-008(A) – Customer Code of Conduct**

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26/086                    MOVED BY COUNCILLOR PHILIPSEN that “Council approve Policy F-002-008(A), entitled Customer Code of Conduct”.

MOTION CARRIED

**Aquatic Attire Policy and Community Peace Officer (CPO)  
Position**

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26/087                    MOVED BY COUNCILLOR NESBITT that “Council approve Policy C-004-002, entitled Aquatic Attire Policy, and approve the creation of one (1) new full time Community Peace Officer (CPO) position within Municipal Enforcement as outlined in the Request for Decision”.

MOTION CARRIED

**BYLAWS**

**Bylaws 26/015 – Road Closure Bylaw**

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26/088                    MOVED BY COUNCILLOR JOHNSON that “Bylaw No. 26/015, being a Bylaw of the City of Brooks, in the Province of Alberta, being a Bylaw for the purpose of closing a roadway within Plan 9813007 lying within Block 1 and Block 2, be introduced and read a first time”.

MOTION CARRIED

26/089                    MOVED BY COUNCILLOR IDRIS that “a Public Hearing be held on April 13, 2026 to gather public input regarding Bylaw No. 26/015”.

MOTION CARRIED

**ADJOURNMENT**

26/090                    MOVED BY COUNCILLOR FALKENBERG that “the meeting adjourn at 5:32 p.m.”

MOTION CARRIED

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**Mayor**

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**Interim Chief Administrative Officer**



**BROOKS RCMP DETACHMENT  
Commander's Report for  
City of Brooks**

**2025 Year End  
and  
December '25, January '26, February '26**

**The attached statistical report has been generated from the PROS Database (Police Reporting & Occurrence System).**

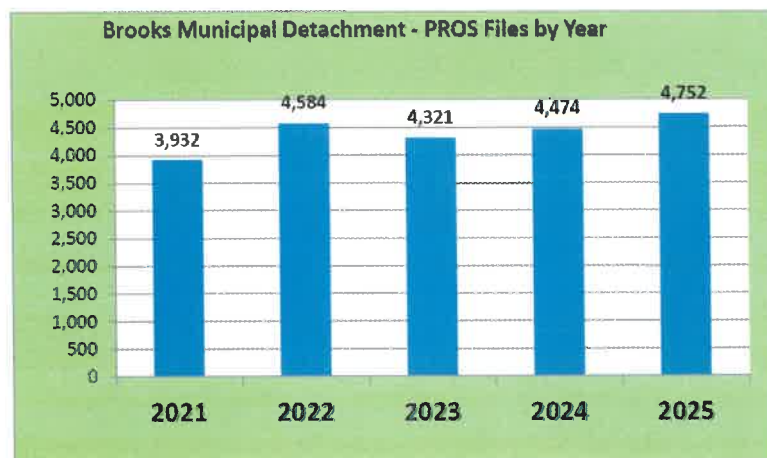
*Respectfully prepared and submitted by:  
Staff Sergeant Robert Harms  
Detachment Commander  
Brooks RCMP Detachment*

*Prepared: March 16, 2026  
Presented: March 23, 2026*

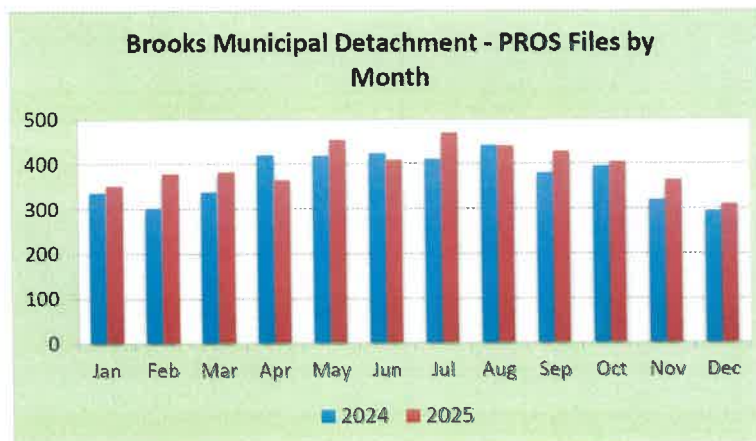
## 2025 YEAR END HIGHLIGHTS (JANUARY TO DECEMBER)

*\*Data taken from PROS is fluid and subject to change due to adjustment  
\* This report is specific to the City of Brooks (excludes rural) unless otherwise indicated*

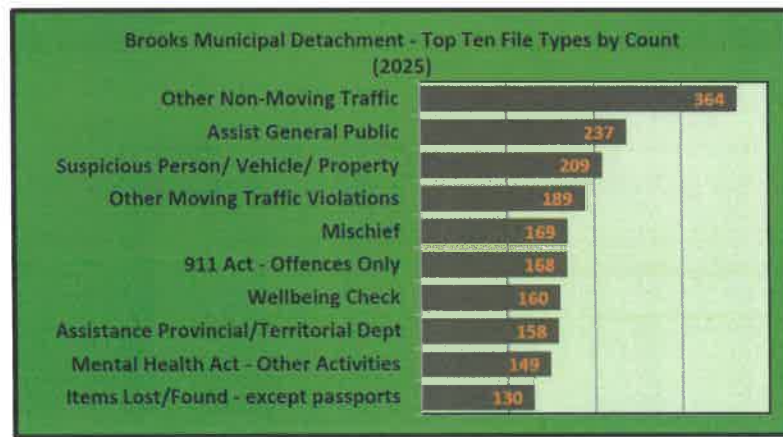
- 1. Total calls for service/file counts** – Based on PROS data, the Brooks Municipal Detachment generated 4,752 files between January and December, 2025 within city limits. This includes calls for service from the public as well as self-generated and proactive files. This represents an increase of 6.2% in 2025 when compared to 2024 and a 20.9% increase over the prior 4 years. Files generated by Provincial traffic Units are not included:



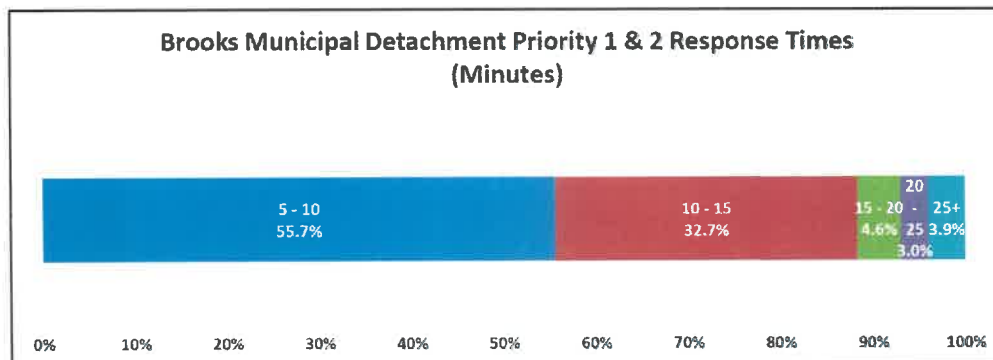
- 2. Call Distribution and Breakdown** – In 2025, July had the most files generated while December had the least. 3,023 calls were dispatched through our dispatch centre while 1,729 were self generated/proactive and front counter complaints:



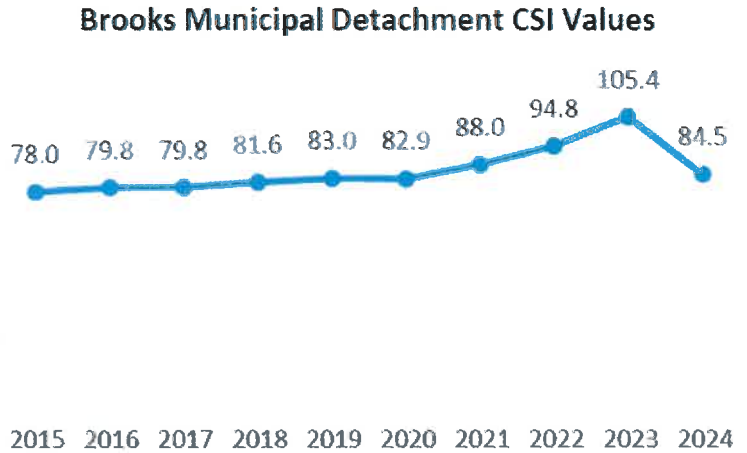
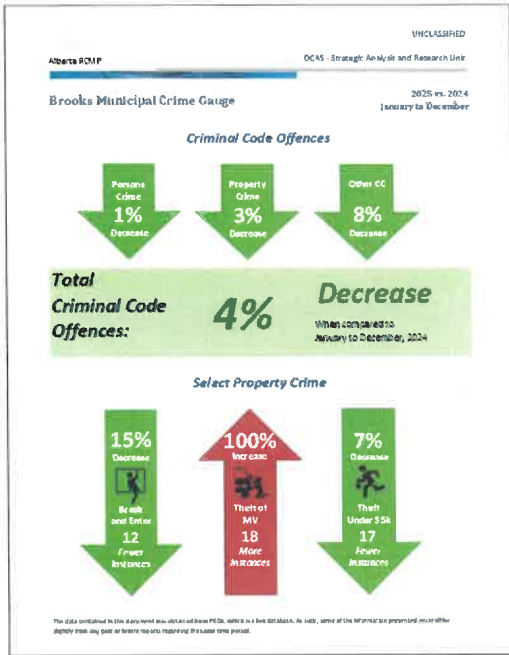
3. **Top Ten Files by count:** The following are the top ten files Brooks Detachment members worked on/responded to:



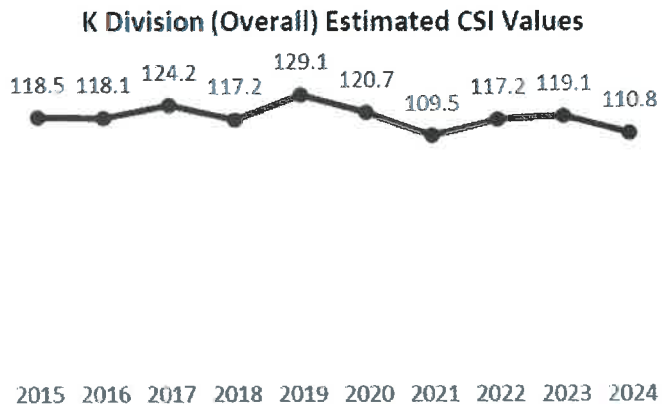
4. **Response Times** – The average response time for priority 1 and 2 calls in Brooks in 2025 was 11.2 minutes compared to the K-Division average of 13 minutes. 55.7% of the time, Brooks members were on scene in 5 to 10 mins compared to the K-Division average of 35.3% of the time.



5. **Crime Gauges and Crime Severity Index (Report Cards)** – The Crime Gauge report and Crime Severity Index (CSI) is positive and encouraging. The Crime Gauges (left chart) show decreases in Persons Crimes, Property Crimes, and Other Crimes with an overall 4% Decrease. When dissecting Property Crime further, an increase in Theft of Motor Vehicles is observed. CSI is a value assigned to a community based on amount of crime and severity of that crime. The latest CSI is from 2024 and shows a value of 84.5 for the City of Brooks which is below the Alberta overall score of 95.6:



6. **RCMP Across All jurisdictions in Alberta** – The Crime Gauge report and Crime Severity Index (CSI) in 2025 is positive and encouraging across the board in Alberta RCMP jurisdictions. The Crime Gauges (left chart) shows an overall decrease of 6% in all measured categories. The latest CSI is from 2024 and shows a value of 110.8 in Alberta RCMP jurisdiction across the province which is a 6.9% decrease from the 2023.



**7. Other Miscellaneous Highlights in 2025:**

- a. 36 Theft of Motor Vehicle files in 2025 compared to 18 in 2024 representing a 100% increase; however, a 10% decrease over the prior 4 years.
- b. 167 Mental Health files in 2025 compared to 140 in 2024 representing a 19% increase; however, a 1% decrease over the prior 4 years.
- c. 304 Spousal Abuse files in 2025 compared to 256 in 2024 representing a 19% increase; however a 24% decrease over the prior 4 years.
- d. 291 Motor Vehicle Collisions in 2025 compared to 313 in 2024 representing a 7% decrease; however 10% increase over the prior 4 years.
  - i. No Fatal collisions in 2025 or prior 4 years
  - ii. Injury Collisions in 2025 was 39 compared to 24 in 2024 (63% increase).
  - iii. Reportable collisions with no injuries in 2025 was 187 compared to 211 in 2024 (11% decrease)

**8. Community / Visibility (Provincial and Municipal) in 2025:**

- a. 238 Media Releases were distributed (Educational, Awareness, events, etc).
- b. 51 Public Presentations were done (Educational, Awareness, Crime Reduction, etc).
- c. 73 Public Engagements were done (Ceremonies, parades, public events, etc).
- d. Multiple and ongoing regular meetings with Partners, elected officials, council, etc.

**9. Crime Reduction Initiatives in 2025 (approx.):**

- a. 284 compliance checks on offenders bound by court conditions.
- b. 166 foot patrols in various areas.
- c. 495 bar/liquor establishment walks.

**Detachment Report for Dec 2025, Jan 2026, Feb 2026**

**GENERAL STATS** - Brooks Detachment members responded to **975** municipal calls for service/events over the last 3 months. A total of **73** prisoners were lodged in the Detachment Cells. **254** Municipal Criminal Record checks were completed. **119** Violation Tickets were issued by Brooks RCMP.

	Dec '25	Jan '26	Feb '26	TOTAL
<b>Calls for Service</b>	305	336	334	<b>975</b>
<b>Prisoners</b>	21	32	20	<b>73</b>
<b>Criminal Record Checks</b>	70	86	98	<b>254</b>
<b>Violation Tickets</b>	23	46	50	<b>119</b>

**COMMUNITY ENGAGEMENT** – Approximately 62 Various engagements in Dec '25, Jan '26, and Feb '26 involving Safe Communities, Community Resource Unit, members and partners:

**1. December '25:**

- a. 21 Media Releases (Social media, Radio, and or Print);
- b. 3 Presentations (awareness, educational, etc) to various groups;
- c. 4 Engagements (PR, social, other misc events with the public) including:
  - i. Cram the Cruiser gift gathering
  - ii. Mental Health Advisory Committee
  - iii. Festival of Trees Silver Bell Senior's Tea
  - iv. Parent Information Night
  - v. Youth Connections

**2. January '26:**

- a. 9 Media Releases (Social media, Radio, and or Print);
- b. 6 Presentations (awareness, educational, etc) to various groups including:
  - i. Fraud Awareness at Public Library
  - ii. Consent and law (2) – sports teams
  - iii. ICE to City Workers
  - iv. Policing and Laws – JBS
  - v. On Patrol Pod Cast
- c. 2 Engagements (PR, social, other misc events with the public) including:
  - i. Homeschool Society – Detachment Tour.
  - ii. School Reading Event

**3. February '26:**

- d. 8 Media Releases (Social media, Radio, and or Print);
- e. 4 Presentations (awareness, educational, etc) to various groups including:
  - i. Rolling Hills School – Career Presentation
  - ii. United Church – Fraud Presentation
  - iii. Brooks Junior High School – Bullying Awareness Presentation
  - iv. BINS – Policing and Laws in Canada Presentation
- f. 5 Engagements (PR, social, other misc events with the public) including:
  - i. BCIS – Round Table collaboration and Q&A
  - ii. Bassano - Coffee with a Cop
  - iii. Church of God – Night to Shine
  - iv. Rainier - RCMP Town Hall
  - v. Brooks - RCMP Town Hall

	Dec '25	Jan '26	Feb '26	Total
<b>Media Releases</b>	21	9	8	<b>38</b>
<b>Presentations</b>	3	6	4	<b>13</b>
<b>Public Engagement</b>	4	2	5	<b>11</b>

**SIGNIFICANT / HIGHLIGHTED EVENTS** – The following is a sample of recent miscellaneous Investigations and Events (January, February, March):

1. **Police Foot Chase results in Arrest** - On December 15, 2025 at approximately 11:20am, Brooks RCMP observed a male suspect whom was known to be on warrants for serious charges stemming from an Assault. Multiple members of the Brooks RCMP General Duty Section along with the Brooks General Investigative Section attended the area as the suspect actively attempted to evade police on foot resulting in a short foot chase. Through the efforts of the multiple members, a 29 year old male from Brooks was arrested and remanded into custody.
2. **Break and Enter Update** – On January 2, 2026 at approximately 3:20 a.m., Brooks RCMP members responded to a break and enter alarm at the Brooks Best Buy in Brooks and discovered the premises was broken into and suspects had left the area; multiple electronics and miscellaneous items were confirmed stolen. The investigation magnified with involvement of RCMP units including Brooks General Investigation Section, Southern Alberta Crime Reduction Unit, Forensic Identification

Section, and Calgary Police Service. Eventually suspects were identified, a search warrant was executed at a residence in Calgary, and some of the stolen items located and recovered. A 36 year old male and a 45 year old male from Calgary were charged with Break and Enter, Theft, and Possession of Stolen Property. Both are facing additional charges for other break and enters throughout southern Alberta. Involved officers, including support units and partners, were key to bringing this to a successful conclusion.

3. **Operation Street Sweep** – On January 29, 2026, Brooks and Bassano RCMP conducted another Operation Street Sweep along with Brooks/Redcliff Provincial Traffic Unit, and Peace Officers from the City of Brooks and County of Newell. The operation was a continued effort locate person on warrants, conduct compliance checks, and suppress crime and aggressive Drivers. Foot patrols also occurred in the downtown area of 2<sup>nd</sup> Street West including in back alleys and speaking with business owners about crime and crime reduction measures. Results were favorable:
  - a. 24 traffic tickets
  - b. 17 traffic warnings
  - c. 11 compliance checks
  - d. 12 warrants executed on 8 persons.
  
4. **Heavy Police Presence** – On February 4, 2026 Brooks RCMP responded to reports of an intoxicated male with a weapon causing damage inside a residence in the area of Ingram Park Drive in Brooks. The male became increasingly agitated, non-compliant with police, and barricaded himself in the home. As a result, nearby residents were removed or advised to shelter in place and a number of RCMP resources deployed to the scene including the Emergency Response Team, Police Dog Services, Crisis Negotiation Team, Regional Police and Crisis Team and more. Eventually, a 38 year old male was taken into custody and charged with assaulting a police officer, possession of a weapon for dangerous purpose (x 2), mischief, and intent to cause explosion. This RCMP response was an excellent example of the police package/support package that supports every Alberta RCMP Detachment ensuring safe communities.

#### **OTHER MESSAGING -**

1. **Alberta Traffic Fines Increase** – As of March 13, 2026 several but not all fines associated with traffic offences increased. In summary, a 30% increase is applied to some common offences and 50% for offences considered “high risk”. Serves as

another reason to ensure that all drivers are compliant with all provincial traffic laws. Some examples:

- a. Operate vehicle without licence/unauthorized class/contrary to restriction went from \$324 to \$421.
- b. Operate vehicle holding cell phone went from \$300 to \$390.
- c. Drive carelessly, race, drive on wager, stunting went from \$567 to \$852.

2. **Detachment Priorities Update** – The detachment is in the final phase of identifying and setting policing priorities for 2026/2027 FY. Policing Priorities are always set through local means including public consultation and input. Four RCMP Town Hall meetings occurred to date at Rainier, Brooks JBS, Brooks Newbrook Lodge, and Brooks Orchard Manor as part of this consultation and further public consultation is on going. A key tool in public consultation is the public survey that was launched in February and is now closed. Results are:

- a. 127 total responses.
- b. 79% of respondents were from Brooks.
- c. 11% were from County of Newell.
- d. 5% were from Duchess.
- e. The top 3 choices when asked what the #1 Policing Priority should be was identified as:
  - i. Traffic Safety (25%)
  - ii. Property Crime Reduction (25%)
  - iii. Drug Enforcement (23%)

The survey results will be compiled with all other input and data to finalize the upcoming policing priorities.

3. **Attached documents include -**

- a. Letter from the Commanding Officer of Alberta.
- b. Brooks Municipal Crime Gauge for January to February (2026 compared to 2025) showing a 13% decrease in Crime.
- c. Brooks Municipal Detachment Crime Stats for January to February (2022-2026).
- d. Brooks Municipal Detachment Crime Stats for January to December (2021-2025).

Respectfully prepared and submitted by:  
Staff Sergeant Robert Harms  
Detachment Commander  
Brooks RCMP Detachment

Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

February 4, 2026

Good day,

As we begin a new year, I would like to take the opportunity to share an update on the work the Alberta RCMP is doing to support safe, resilient communities across the province.

Like you, and the communities you serve, crime remains a primary concern for the Alberta RCMP. We recognize the significant impacts crime has on residents, businesses, and overall community well-being. Policing in Alberta presents unique and real challenges, including vast geographic areas, long response distances, and a relatively small number of repeat offenders who cause a disproportionate amount of harm. Addressing these challenges requires responses that are intelligence-led, fiscally responsible, and built on strong partnerships.

We remain focused on addressing crime through continual reassessment of operational approaches, responsible deployment of resources, and close collaboration with municipal and community partners. We also recognize the significant cost of policing for communities and remain committed to ensuring available resources are deployed strategically and efficiently to deliver effective policing services to Albertans.

As part of this commitment, we are investing in modernization initiatives, including the development of the Real-Time Operations Centre, the expansion of the Emergency Response Team, increased investigative capacity and resources focused on working in partnership with communities and government on prevention initiatives and address the root causes of crime.

I want to highlight for you some of the initiatives we have underway, some of the results we've realized and some of the opportunities we remain focused on.

Despite fiscal pressures, we continue to focus resources where they will have the greatest impact. One of our key strategies is concentrating on the relatively small number of offenders responsible for the greatest harm across the province through tracking and prioritizing the Top 100 offenders. Using data compiled from RCMP and municipal police services across Alberta our Strategic Research and Analysis Unit, has assessed nearly 100,000 unique offenders and ranked them to identify those causing the most significant harm. This intelligence directly informs the work of Crime Reduction Units located across the province that can be deployed where and when emerging crime trends demand to target those offenders causing the most harm. These units work in close coordination with local detachments and partner agencies, including municipal police services and Alberta Sheriffs.

We have countless examples of successful operations targeting property crime offenders across Alberta where significant seizures of stolen property including vehicles, ATV's heavy construction equipment, and copper wire, have been recovered and offenders have been arrested to face prosecution. This includes well coordinated investigations involving teams of investigators located strategically throughout the four districts working in concert and utilizing sophisticated investigative techniques and tools including the leveraging of cutting-edge surveillance assets from our federal RCMP partners.

Canada

We know that addiction to illicit drugs is a huge driver of the types of crime that victimize Albertans. To that end, we have also utilized enhanced investigative resources to compliment local detachments in combatting the drug trade in communities across the province. We have made significant seizures of fentanyl, methamphetamines, cocaine and illegal firearms in numerous investigations across the province. These successes impact the availability of these harmful drugs through disruption of supply and act as a deterrent by holding accountable those who are profiting from the distribution of substances that deprive Albertans of their safety and security.

We are embracing technology to make policing more effective, efficient, and safer for both the public and police. The policing landscape is changing; yesterday's solutions won't solve today's challenges. As such, modern policing requires that frontline officers be supported by layers of expertise, coordination, and technology. The Real-Time Operations Centre does exactly that and is a critical component of police modernization. Operating twenty-four hours a day, seven days a week, the Real-Time Operations Centre provides operational support to every Alberta RCMP officer in the province. It enhances officer and public safety, coordinates specialized resources, and ensures informed decision-making during complex and evolving incidents. For our officers, the Real-Time Operations Centre ensures they are never working alone, regardless of location. For Alberta communities, this means every officer on their street is supported by a robust network of specialized units ready to respond at any moment. Ratepayers aren't funding just one uniformed member, but a comprehensive system of expertise and technology working behind that officer to keep their community safe.

Advanced investigative resources and practices represent another essential component of modernized policing as do resources such as the Emergency Response Teams. Emergency Response Teams are teams of highly skilled and trained individuals, bringing together experienced members, specialized tactics, advanced technology, and trained negotiators as a complete operational package, essentially bringing the right resource to the most volatile and dangerous calls. Their role is to safely resolve high-risk incidents involving armed or barricaded individuals, hostage situations and high-risk arrests. By deploying the appropriate expertise, equipment, and techniques, Emergency Response Teams have consistently led to safer outcomes for community members, suspects, and police officers. Demand for these specialized responses has increased significantly, with a sixty-one per cent increase in calls requiring Emergency Response Team involvement over the past four years. In response we have increased our capacity in this area enhancing overall public safety throughout the province. These specialized units place the Alberta RCMP on the leading edge of modern policing in Canada and directly support community safety. Combined with the dedication of our employees and the partnership of the communities we serve, these efforts have helped reduce crime rates in Alberta to the lowest in five years.

We recognize that police visibility and staffing levels remain key concerns for our clients and stakeholders. We continue to focus on recruiting Albertans to serve Albertans, strengthening experienced police officer recruitment. Since April 1, 2024, we have seen 5,450 applications in Alberta and 22 Experienced Police Officers have joined the Alberta RCMP since April 1, 2025. While these recruiting numbers are encouraging, we recognize the ongoing urgency to fill vacancies which is why we continually look inward at our hiring processes to remove barriers, find efficiencies and ensure the most qualified applicants are finding their way to service in communities across Alberta as quickly as possible.

Like all police services, we experience short-term human resource pressures at frontline detachments and have developed several strategies that enable a flexible response to these pressures. We have established a Relief Team based out of Leduc and Cochrane that is comprised of 30 members who

support detachments throughout the province. Since the start of 2026, the Relief Team has deployed 34 times to various detachments in the province. In addition, we currently have 33 Reservists who are retired police officers available as and when required to deploy where the greatest needs are. This provides another option of flexible deployment of highly experienced resources.

We are continually assessing our service delivery models to ensure our resources are deployed in the most effective and efficient way. This includes assessing resource levels at detachments, monitoring our response times, reviewing and adapting our policies and piloting initiatives to improve member visibility in communities. Just recently, we approved a pilot project that leverages technology to reduce the administrative burden placed on our front-line members, so that they can spend more time engaged in proactive patrolling and community engagement.

We continually engage in consultation with our community partners and stakeholders to identify whether changes to service delivery are needed. We assess and discuss impacts with our stakeholders and prioritize flexibility to ensure we are responsive to community priorities and needs.

Municipal leadership plays a critical role in advocating for safer communities. Your collective voice—grounded in firsthand knowledge of how crime affects residents, businesses, and community well-being—is essential in advancing meaningful change related to bail practices and court capacity.

I would like to highlight some of the broader challenges we encounter in this space.

First, let me share an example of a single prolific offender whose repeated releases resulted in significant harm across multiple communities:

- In February 2025, he committed a firearm-related robbery and stole a vehicle containing a one-year-old child, receiving a 90-day sentence.
- In June 2025, he was sentenced to 21 days time served after being located in a stolen vehicle.
- In July 2025, he was arrested again in a stolen vehicle, charged with 11 offences, and released on bail with conditions.
- In September 2025, he pled guilty to theft under \$5,000 and served 30 days.
- In November 2025, he rammed an unmarked police vehicle with a stolen vehicle and was taken into custody.
- He now faces 11 charges, including failure to comply and assaulting a police officer with a weapon, and remains in custody.

This individual committed offences across Stony Plain, Spruce Grove, Parkland County, Lac Ste. Anne County, and Sturgeon County. His apprehension was the result of coordinated efforts between the Central Alberta District Crime Reduction Unit, a Community Response Team, and Parkland Detachment resources.

Examples such as this are not isolated. They demonstrate how a single prolific offender, repeatedly released back into the community, can cause significant harm to multiple municipalities in a short period of time. These cases underscore rural Albertans' concerns around repeat offending, bail, and court capacity.

We work closely with Crown Prosecutors to address repeat offending by ensuring priority offenders are supported by comprehensive bail packages that clearly outline criminal history, risk to public safety, and the broader community impacts of continued release. We also actively support the use of Community

Impact Statements, which allow communities and municipal leaders to articulate the cumulative harm crime causes beyond individual victims.

We remain compassionate toward individuals experiencing mental health challenges, addictions, and social vulnerability, and we continue to support partnerships that improve access to treatment and recovery services. This requires that adequate treatment be available and accessible. At the same time, there *are* individuals whose repeated, violent, or high-risk behaviour necessitates incarceration. Some people simply need to go to jail in order to protect the public and prevent further victimization.

Court capacity remains a significant challenge across the province, especially in rural Alberta. Limited court time, shortages of judges and clerks, and resulting delays undermine the effectiveness of the justice system. We will continue to advocate for improvements through multiple forums, consistently raising the impacts these pressures have on victims, communities, and frontline policing.

When policing data, operational experience, and municipal advocacy align, they provide a powerful foundation for justice system reform. Effective crime reduction cannot be achieved by policing alone. Long-term success depends on strong partnerships with municipalities, community organizations, government, and social service providers. We value our relationship with you and those you represent and recognize the essential role you play in shaping community safety priorities.

Modernization, fiscal responsibility, and collaboration will continue to guide our efforts. We are committed to leveraging technology, applying best practices, and deploying the right resources in the right places to support shared public safety goals.

Effective policing depends on strong partnerships, and I want to assure you that we remain committed to working closely with elected officials, municipal administrators, and community leaders to ensure policing services align with local priorities and needs. That is why I encourage you to reach out to your local Detachment Commander to discuss your policing services and explore opportunities to strengthen collaboration in support of your community priorities.

Sincerely,



Trevor Daroux  
Deputy Commissioner  
Commanding Officer Alberta RCMP

111140 - 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445

## Brooks (Municipal) Crime Statistic Summary – January to February

2026/03/04

**Brooks (Municipal) – Highlights**

- **Break & Enters** are showing a 0.0% decrease when compared to the same period in 2025 (January to February). There were 0 fewer actual occurrences (from 7 in 2025 to 7 in 2026).
- **Theft of Motor Vehicles** increased by 25.0% when compared to the same period in 2025 (January to February). There were 1 more actual occurrences (from 4 in 2025 to 5 in 2026).
- **Theft Under \$5,000** decreased by 34.3% when compared to the same period in 2025 (January to February). There were 12 fewer actual occurrences (from 35 in 2025 to 23 in 2026).

**Brooks (Municipal) – Criminal Code Offences Summary**

Crime Category	% Change 2025 – 2026 (January to February)
Total Persons Crime	0.0% Decrease
Total Property Crime	19.4% Decrease
Total Criminal Code	12.8% Decrease

From January to February 2026, when compared to the same period in 2025, there have been:

- 0 more **Persons Crime** offences;
- 25 fewer **Property Crime** offences; and
- 32 fewer **Total Criminal Code** offences;

**Brooks (Municipal) – February, 2026**

- There were 3 **Thefts of Motor Vehicles** in February: 0 cars, 0 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 1 other types of vehicles, and 2 vehicles taken without consent.
- There were 4 **Break and Enters** in February: 0 businesses, 3 residences, 0 cottages/seasonal residences, 1 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 2 **Provincial Roadside Suspensions** in February (2 alcohol related and 0 drug related). This brings the year-to-date total to 2 (2 alcohol related and 0 drug related).
- There were a total of 29 files with the **Spousal Abuse** survey code in February (February 2025: 19). This brings the year-to-date total to 46 (2025: 44).
- There were 336 files with **Victim Service Unit** referral scoring in Brooks Municipal: 7 accepted, 36 declined, 10 proactive, 0 requested but not available, and 283 files with no victim.

# Brooks Municipal Crime Gauge

2026 vs. 2025  
January to February

## Criminal Code Offences



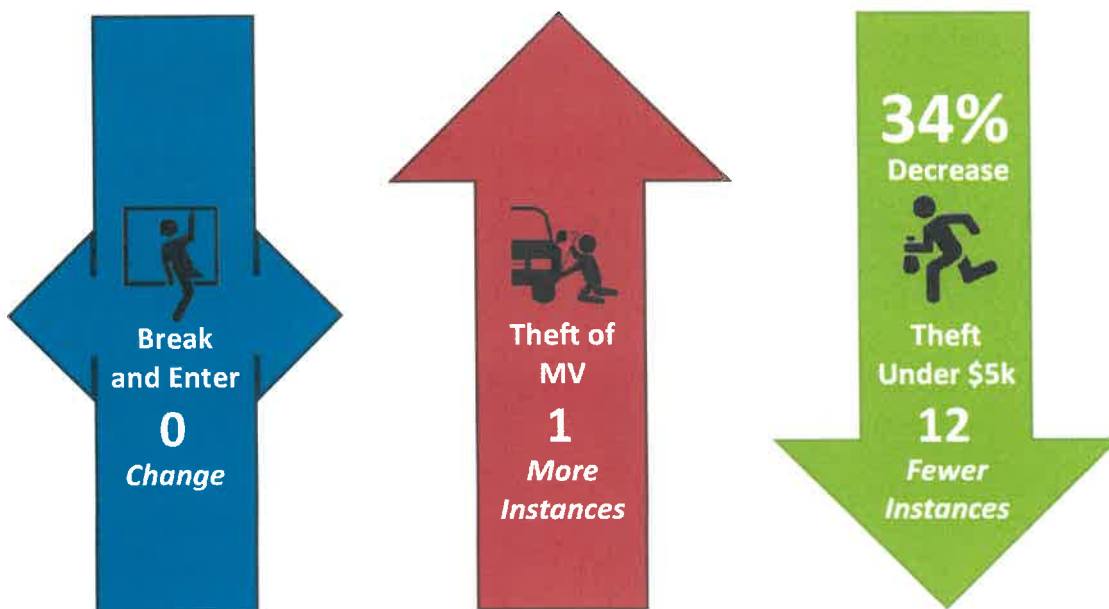
**Total  
Criminal Code  
Offences:**

**13%**

**Decrease**

When compared to  
January to February, 2025

## Select Property Crime





## Brooks Municipal Detachment Crime Statistics (Actual) January to February: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

March 4, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	0	1	0	1	N/A	N/A	0.2
Sexual Assaults		2	1	3	2	3	50%	50%	0.3
Other Sexual Offences		2	7	0	5	2	0%	-60%	-0.2
Assault		21	32	26	27	29	38%	7%	1.1
Kidnapping/Hostage/Abduction		0	0	0	2	2	N/A	0%	0.6
Extortion		0	1	0	0	0	N/A	N/A	-0.1
Criminal Harassment		13	5	9	12	10	-23%	-17%	0.1
Uttering Threats		13	12	13	18	19	46%	6%	1.8
<b>TOTAL PERSONS</b>		<b>51</b>	<b>59</b>	<b>52</b>	<b>66</b>	<b>66</b>	<b>29%</b>	<b>0%</b>	<b>3.7</b>
Break & Enter		6	10	8	7	7	17%	0%	-0.1
Theft of Motor Vehicle		11	6	1	4	5	-55%	25%	-1.4
Theft Over \$5,000		1	2	0	2	2	100%	0%	0.2
Theft Under \$5,000		20	40	34	35	23	15%	-34%	0.1
Possn Stn Goods		8	2	5	4	2	-75%	-50%	-1.0
Fraud		25	13	19	31	16	-36%	-48%	0.0
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		27	18	11	14	16	-41%	14%	-2.6
Mischief - Other		14	26	19	32	33	136%	3%	4.4
<b>TOTAL PROPERTY</b>		<b>112</b>	<b>117</b>	<b>97</b>	<b>129</b>	<b>104</b>	<b>-7%</b>	<b>-19%</b>	<b>-0.4</b>
Offensive Weapons		1	6	4	4	8	700%	100%	1.2
Disturbing the peace		12	12	12	13	8	-33%	-38%	-0.7
Fail to Comply & Breaches		10	18	36	32	26	160%	-19%	4.6
<b>OTHER CRIMINAL CODE</b>		<b>1</b>	<b>6</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>500%</b>	<b>0%</b>	<b>1.0</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>24</b>	<b>42</b>	<b>62</b>	<b>55</b>	<b>48</b>	<b>100%</b>	<b>-13%</b>	<b>6.1</b>
<b>TOTAL CRIMINAL CODE</b>		<b>187</b>	<b>218</b>	<b>211</b>	<b>250</b>	<b>218</b>	<b>17%</b>	<b>-13%</b>	<b>9.4</b>



## Brooks Municipal Detachment

### Crime Statistics (Actual)

January to February: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

March 4, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	1	0	2	3	N/A	50%	0.7
Drug Enforcement - Trafficking		2	1	2	1	0	-100%	-100%	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>50%</b>	<b>0%</b>	<b>0.3</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	1	2	1	0	-100%	-100%	-0.2
<b>TOTAL FEDERAL</b>		<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>0%</b>	<b>-25%</b>	<b>0.1</b>
Liquor Act		8	8	13	3	1	-88%	-67%	-1.9
Cannabis Act		0	2	1	0	0	N/A	N/A	-0.2
Mental Health Act		19	15	19	21	14	-26%	-33%	-0.4
Other Provincial Stats		20	23	18	22	24	20%	9%	0.7
<b>Total Provincial Stats</b>		<b>47</b>	<b>48</b>	<b>51</b>	<b>46</b>	<b>39</b>	<b>-17%</b>	<b>-15%</b>	<b>-1.8</b>
Municipal By-laws Traffic		0	2	2	1	4	N/A	300%	0.7
Municipal By-laws		11	8	7	7	11	0%	57%	-0.1
<b>Total Municipal</b>		<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>15</b>	<b>36%</b>	<b>88%</b>	<b>0.6</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	2	1	2	8	167%	300%	1.0
Property Damage MVC (Reportable)		34	44	33	41	30	-12%	-27%	-1.1
Property Damage MVC (Non Reportable)		2	6	14	4	8	300%	100%	1.0
<b>TOTAL MVC</b>		<b>39</b>	<b>52</b>	<b>48</b>	<b>47</b>	<b>46</b>	<b>18%</b>	<b>-2%</b>	<b>0.9</b>
Roadside Suspension - Alcohol (Prov)		7	3	14	3	2	-71%	-33%	-1.0
Roadside Suspension - Drugs (Prov)		2	1	4	1	0	-100%	-100%	-0.4
<b>Total Provincial Traffic</b>		<b>290</b>	<b>287</b>	<b>218</b>	<b>311</b>	<b>201</b>	<b>-31%</b>	<b>-35%</b>	<b>-15.4</b>
<b>Other Traffic</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.6</b>
<b>Criminal Code Traffic</b>		<b>10</b>	<b>10</b>	<b>17</b>	<b>8</b>	<b>7</b>	<b>-30%</b>	<b>-13%</b>	<b>-0.8</b>
<b>Common Police Activities</b>									
False Alarms		13	8	19	15	8	-38%	-47%	-0.3
False/Abandoned 911 Call and 911 Act		6	15	5	9	4	-33%	-56%	-1.0
Suspicious Person/Vehicle/Property		17	24	14	16	38	124%	138%	3.4
Persons Reported Missing		3	9	4	4	5	67%	25%	-0.1
Search Warrants		1	0	1	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		38	25	32	44	46	21%	5%	3.5
Form 10 (MHA) (Reported)		6	2	8	6	6	0%	0%	0.4



## Brooks Municipal Detachment Crime Statistics (Actual) January to December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	2	7	3	0	N/A	-100%	0.1
Robbery		4	4	1	5	3	-25%	-40%	-0.1
Sexual Assaults		27	19	29	20	26	-4%	30%	-0.1
Other Sexual Offences		26	23	14	13	9	-65%	-31%	-4.4
Assault		185	186	239	204	174	-6%	-15%	-0.4
Kidnapping/Hostage/Abduction		1	6	3	5	6	500%	20%	0.9
Extortion		5	5	7	1	6	20%	500%	-0.2
Criminal Harassment		33	53	55	54	69	109%	28%	7.3
Uttering Threats		91	75	97	88	96	5%	9%	2.3
<b>TOTAL PERSONS</b>		<b>372</b>	<b>373</b>	<b>452</b>	<b>393</b>	<b>389</b>	<b>5%</b>	<b>-1%</b>	<b>5.4</b>
Break & Enter		55	54	69	82	70	27%	-15%	5.8
Theft of Motor Vehicle		40	45	37	18	36	-10%	100%	-3.5
Theft Over \$5,000		4	3	16	16	8	100%	-50%	2.1
Theft Under \$5,000		151	193	192	246	229	52%	-7%	20.9
Possn Stn Goods		27	54	27	28	37	37%	32%	-0.6
Fraud		85	96	103	125	118	39%	-6%	9.5
Arson		3	0	6	2	4	33%	100%	0.4
Mischief - Damage To Property		167	232	136	142	133	-20%	-6%	-15.8
Mischief - Other		84	132	170	173	171	104%	-1%	21.5
<b>TOTAL PROPERTY</b>		<b>616</b>	<b>809</b>	<b>756</b>	<b>832</b>	<b>806</b>	<b>31%</b>	<b>-3%</b>	<b>40.3</b>
Offensive Weapons		21	25	32	25	30	43%	20%	1.8
Disturbing the peace		72	107	127	126	78	8%	-38%	3.1
Fail to Comply & Breaches		182	116	109	176	199	9%	13%	9.4
<b>OTHER CRIMINAL CODE</b>		<b>48</b>	<b>42</b>	<b>50</b>	<b>66</b>	<b>53</b>	<b>10%</b>	<b>-20%</b>	<b>3.4</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>323</b>	<b>290</b>	<b>318</b>	<b>393</b>	<b>360</b>	<b>11%</b>	<b>-8%</b>	<b>17.7</b>
<b>TOTAL CRIMINAL CODE</b>		<b>1,311</b>	<b>1,472</b>	<b>1,526</b>	<b>1,618</b>	<b>1,555</b>	<b>19%</b>	<b>-4%</b>	<b>63.4</b>



## Brooks Municipal Detachment Crime Statistics (Actual)

January to December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		13	4	6	7	13	0%	86%	0.3
Drug Enforcement - Trafficking		15	8	10	10	6	-60%	-40%	-1.6
Drug Enforcement - Other		0	0	2	0	3	N/A	N/A	0.6
<b>Total Drugs</b>		<b>28</b>	<b>12</b>	<b>18</b>	<b>17</b>	<b>22</b>	<b>-21%</b>	<b>29%</b>	<b>-0.7</b>
Cannabis Enforcement		1	2	1	0	0	-100%	N/A	-0.4
Federal - General		8	3	5	5	7	-13%	40%	0.0
<b>TOTAL FEDERAL</b>		<b>37</b>	<b>17</b>	<b>24</b>	<b>22</b>	<b>29</b>	<b>-22%</b>	<b>32%</b>	<b>-1.1</b>
Liquor Act		29	48	50	50	27	-7%	-46%	-0.2
Cannabis Act		1	4	5	3	8	700%	167%	1.3
Mental Health Act		169	156	119	140	167	-1%	19%	-2.0
Other Provincial Stats		240	172	185	204	192	-20%	-6%	-6.4
<b>Total Provincial Stats</b>		<b>439</b>	<b>380</b>	<b>359</b>	<b>397</b>	<b>394</b>	<b>-10%</b>	<b>-1%</b>	<b>-7.3</b>
Municipal By-laws Traffic		4	6	5	7	11	175%	57%	1.5
Municipal By-laws		110	96	59	85	71	-35%	-16%	-8.9
<b>Total Municipal</b>		<b>114</b>	<b>102</b>	<b>64</b>	<b>92</b>	<b>82</b>	<b>-28%</b>	<b>-11%</b>	<b>-7.4</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		20	22	20	24	39	95%	63%	4.0
Property Damage MVC (Reportable)		217	284	233	211	187	-14%	-11%	-13.3
Property Damage MVC (Non Reportable)		27	45	31	78	65	141%	-17%	10.9
<b>TOTAL MVC</b>		<b>264</b>	<b>351</b>	<b>284</b>	<b>313</b>	<b>291</b>	<b>10%</b>	<b>-7%</b>	<b>1.6</b>
Roadside Suspension - Alcohol (Prov)		39	47	41	55	28	-28%	-49%	-1.4
Roadside Suspension - Drugs (Prov)		6	8	5	9	9	50%	0%	0.7
<b>Total Provincial Traffic</b>		<b>960</b>	<b>2,204</b>	<b>1,273</b>	<b>1,264</b>	<b>1,539</b>	<b>60%</b>	<b>22%</b>	<b>21.8</b>
<b>Other Traffic</b>		<b>7</b>	<b>11</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>-14%</b>	<b>20%</b>	<b>-0.8</b>
<b>Criminal Code Traffic</b>		<b>53</b>	<b>60</b>	<b>74</b>	<b>80</b>	<b>59</b>	<b>11%</b>	<b>-26%</b>	<b>3.2</b>
<b>Common Police Activities</b>									
False Alarms		125	97	87	111	111	-11%	0%	-1.4
False/Abandoned 911 Call and 911 Act		40	63	72	59	79	98%	34%	7.4
Suspicious Person/Vehicle/Property		160	150	189	189	212	33%	12%	14.3
Persons Reported Missing		51	46	64	62	44	-14%	-29%	0.2
Search Warrants		6	2	1	3	1	-83%	-67%	-0.9
Spousal Abuse - Survey Code (Reported)		401	276	238	256	304	-24%	19%	-21.4
Form 10 (MHA) (Reported)		33	49	29	37	46	39%	24%	1.4

# Municipal Enforcement Report to Council

Presented by: PO/Sgt. Logan GRANT



December 2025-February 2026

Monday, March 23<sup>rd</sup> 2026

This report contains stats from December 2025 to February 2026. Information provided here is compiled from multiple reporting systems to provide an accurate depiction of what occurred throughout the dates provided. Our department at the time of this report is comprised of three Community Peace Officers, one of which a Supervisor.

### **Outreach and Education**

During this quarter, officers attended numerous events and assisted with various programs. Municipal Enforcement continues to assist individuals with car seat inspections, whether that be booking with officers or walk-ins. Members further assisted with the Santa Clause Parade, closing roads and managing crowds. Furthermore, proceeds of our annual Bike Auction went towards purchasing toys to donate to Scotiabank as part of their annual toy drive. Officers also participated with Brooks RCMP members at Canadian Tires Toy Drive/Cram the Cruiser. Members also attended On-Scene Traffic Control and Safety at the Door courses during this quarter. One of our members also attended the Community Consultation at the JBS Center.

### **Collaboration with External Departments**

Municipal Enforcement continues to meet monthly with members of the RCMP, Fish and Wildlife, County of Newell and Safe Communities. These meetings are crucial to maintaining a cohesive working environment between agencies. Crucial information is shared amongst the various agencies on current ongoing matters through the city and county. Specifically, our partnership with the Brooks RCMP and County of Newell Enforcement Services has grown substantially and have garnished big results in our communities. Furthermore, our department took part in Operation Street Sweep along side Brooks RCMP and County of Newell Enforcement Services.

Municipal Enforcement also works very closely with Recreation Staff at the JBS Center to assist with disciplinary meetings, trespassing and charges. This partnership is crucial in fostering a safer environment for patrons to our recreation facilities.

Further to the above mentioned, we have a close working relationship with the Brooks Fire Department and Brooks EMS. Our department responds to all motor vehicle collisions and other various emergencies throughout the city. Our members are usually first on scene for many of these incidents and are able to provide an up to date pictures for the other emergency crews that would be arriving on scene.

Municipal Enforcement also works closely with our Public Works and Parks Departments on various issues around town, whether that be overgrown trees in alleys affecting the movement of the garbage trucks, to squatters in our parks, illegal dumping to graffiti matters.

Our department further works closely with the Planning and Development Department on building code matters, business license issues, portable sign matters, rental suite and occupancy issues as well as issuing documentation on their behalf.

### **Traffic Safety Program**

Traffic enforcement in our community is still very much at the forefront of our mandate within the City of Brooks. In this quarter, our department issued 477 traffic violations and 194 warnings. Our enforcement initiatives are spread out all across the community in various areas of concern as well as areas and incidents that members of the public bring forward. Our department continues to work our Enhanced Traffic and Public Safety shifts where officers' efforts are focussed strictly on Traffic Safety matters. During this quarter, members focus a lot of their time outside of complaints, in School Zones and other high traffic areas.

Our department writes various tickets; however, the most common offences are as follows. Distracted Driving, Speeding, Stop Signs, Red Lights, Unregistered Vehicles, No Insurance, Seatbelts, Failing to Yield to Pedestrians in Crosswalks and Class 7 drivers.

### **Property Care and Maintenance**

Outside of traffic enforcement, our biggest challenge is managing the appearance of our community. Our team devotes themselves to monitor and address properties of concern daily. Through proactive patrols and public complaints, members open files and enforce community standards regarding property care issues. In this quarter, Municipal Enforcement issued 47 snow removal actions, 54 overgrown tree/shrub actions and 12 unsightly property clean up directions. Our department works diligently to address illegal dumping issues including adding regular evening shifts to provide dynamic security, dumping prevention and catch offenders committing these acts directly. We remain dedicated to maintaining the Brooks slogan of Beautiful and Bountiful.

### **Animal Control**

Municipal Enforcements next biggest priority is animal control within the community. One ticket was issued in relation to animal control, with 8 files created. Spring and summer months are usually busiest for animals at large and barking complaints. Our department continues to struggle with cats in Brooks. The shelter is currently at capacity for cats. Our department does run a trapping program to which BAPS takes care of issuing the traps. In winter months, trapping is not allowed for animal safety reasons. In the spring, summer and fall, this program works well for removing stray cats from neighbourhoods.

**Overall Stats Are Attached.**

# Traffic Safety Citations For Q1

TRAFFIC SAFETY ACT	344
USE OF HIGHWAY AND RULES OF THE ROAD REGULATION	61
VEHICLE EQUIPMENT REGULATION	47
GAMING, LIQUOR AND CANNABIS ACT	3
(P) ANIMAL CONTROL BYLAW - 25/07	6
OPERATOR LICENSING AND VEHICLE CONTROL REGULATION	5
(P)TRAFFIC BYLAW - 24/01	2
TRAFFIC BYLAW - 24/01	7
GAMING, LIQUOR AND CANNABIS REG	1
REGISTERED OWNER	28

# Bylaw Stats For Q1

SNOW REMOVAL ACTIONS	47
OVERGROWN TREE/SHRUB ACTIONS	54
UNSIGHTLY PROPERTY ACTIONS	12
ANIMAL CONTROL ACTIONS	8



*Bassano | Brooks | County of Newell | Cypress County |  
Duchess | Medicine Hat | Redcliff | Rosemary*

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## **Mission**

To empower and support our business community through our connections, support and influence, providing innovative solutions and fostering a vibrant, inclusive and thriving economic environment in Southeast Alberta.

## **Vision**

To be the leading advocacy organization for business and a catalyst for growth and prosperity in Southeast Alberta.

## **Purpose**

To support and advocate for our members within Southeast Alberta, to foster growth and prosperity in our region.



# Strategic Plan 2025-2028

## Advocacy & Leadership

Strengthen influence through partnerships, leadership, and member engagement

## Communication & Outreach

Enhance visibility and impact through media, storytelling, and enhanced use of digital platforms

## Membership Growth & Support

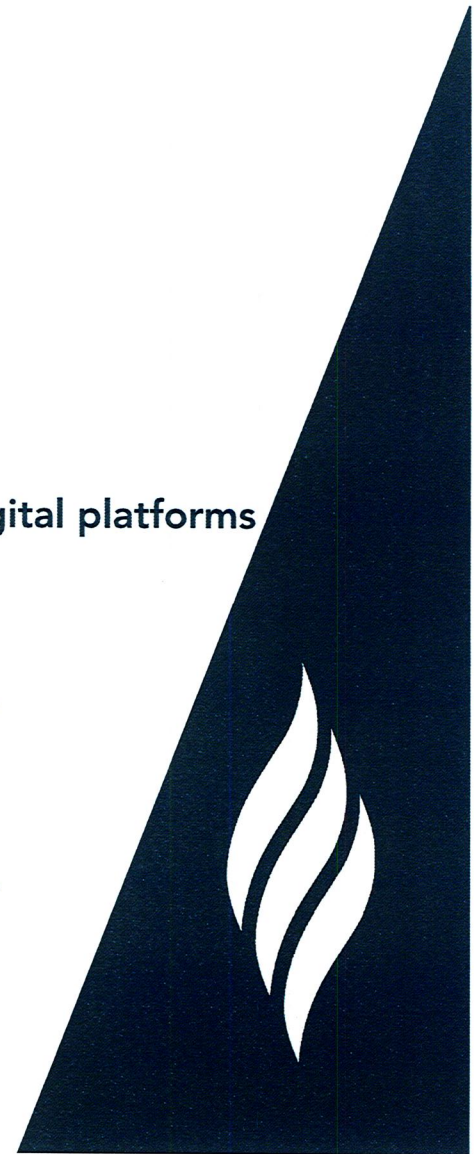
Increase member value, retention, and impact through touchpoints and programs.

## Event Implementation & Engagement

Streamline events for increased impact, recognition, attendance and engagement.

## Financial Sustainability & Operational Efficiency

Focus on member-driven profitability, technology, and resource optimization.



# Being a Member has advantages

## Various Business Supports & Resources

Business resources in addition to the Local Business toolkit, Work-Integrated Learning Portal, and the support of our team to guide you along the way.

## Expand Your Network

There is power in having a trusted network. We often get asked about businesses in our area and we provide a platform to help you connect with others. Let us be your advocate!

## Local First Messaging

We host Local First campaign material and we're always happy to share information and resources about the importance of supporting local.

## Shape the Business Environment

Your voice matters. Participate in our advocacy efforts and help create a business-friendly Southeast Alberta that works for you!



# Being a Member has Perks

## Web Content

Add content to our website: job postings, request for proposals, investment opportunities, member news and other website content.

## Member Benefits and Discounts

Members and their staff can access all our benefits and discounts at Brooks Businesses, as well as all the other perks across the region.

## Marketing, Social Media & Advertising

We have various ways to help promote our members and if members tag us on social, we will reshare to our stories:

 Instagram: [@se\\_chamber](#)

 Facebook: [@SEchamber](#)

LinkedIn: [@SoutheastChamber](#)



# Engagement in Brooks

## **66 Brooks-Newell Members**

Check out the Brooks-Newell specific business directory:  
[www.brooks-newelldirectory.ca](http://www.brooks-newelldirectory.ca)

## **645 Subscribers to the Brooks-Newell Newsletter**

A monthly newsletter from Naomi with what happened last month and what is coming up!

## **20 Brooks Newell specific events scheduled**

Opportunity to connect and network through the Business Blend, Member One-on-One or Member 101s, roundtables and events



# Parterning-Up

## Sip & Sample

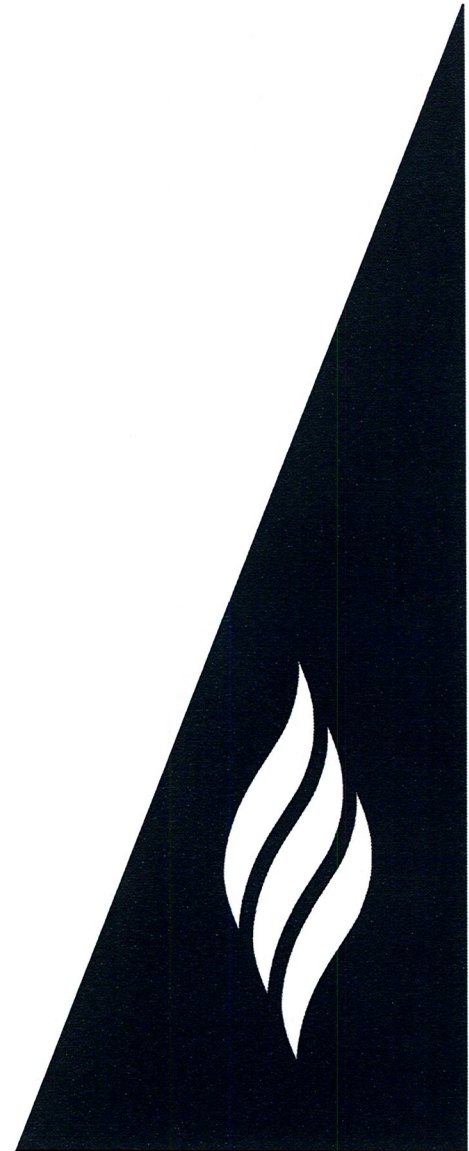
Sip, sample, mingle, and experience the magic for yourself. Experience local restaurants in the area.

## Local Unlocked

Helping build awareness of Brooks-Newell business' and what they have to offer. A behind-the-scenes look!

## McMornings

A social media campaign launched to celebrate businesses in the area and increase our social presence. A free breakfast for one lucky business every other week, in partnership with Brooks McDonald's!



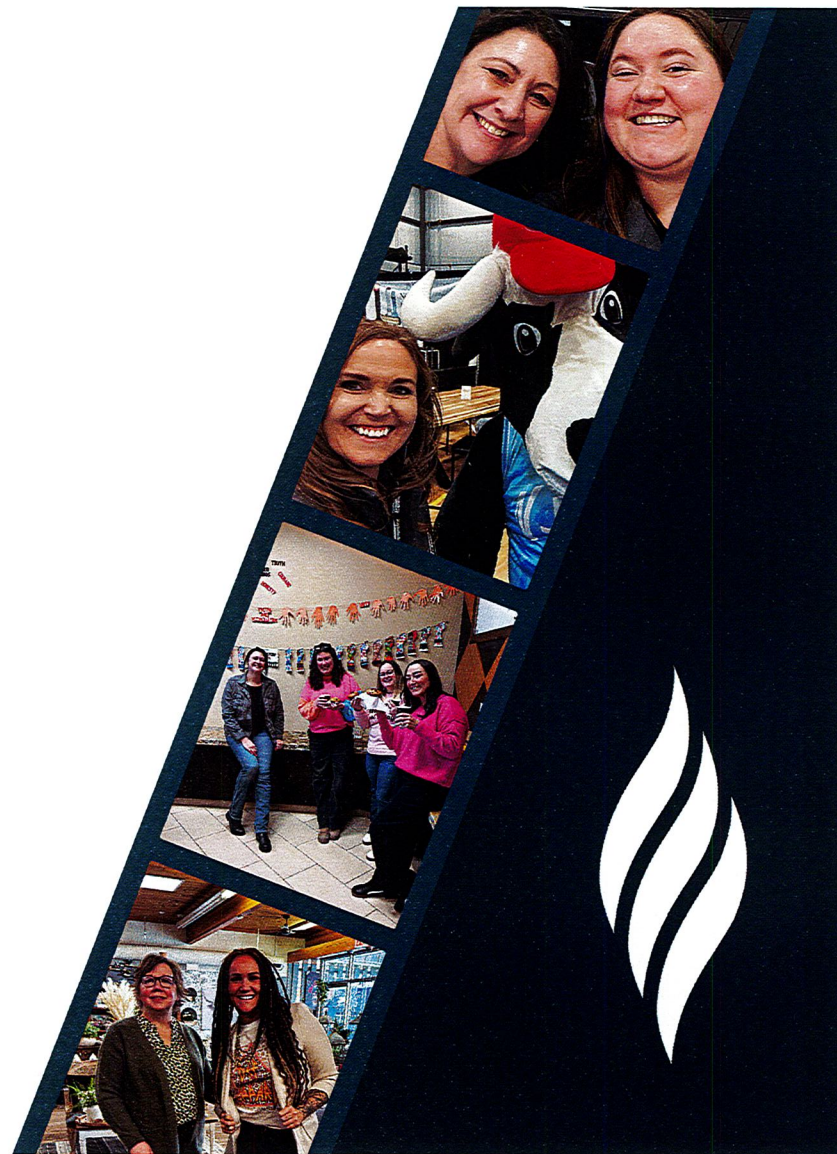
# Our 2024-2025 AGM Report



# Brooks-Newell

## *Annual Report 2024-2025*

- 65 Total Members
- over 6,500 km driven
- 2 Grand Openings
- 14 Events Hosted
  - 1 x Tradeshow
  - 3 x Networking
  - 6 x Roundtables
  - 2 x Grand Openings
  - 1 x Social Media 101
- 29+ Events Attended



# Fall Home & Leisure Tradeshows

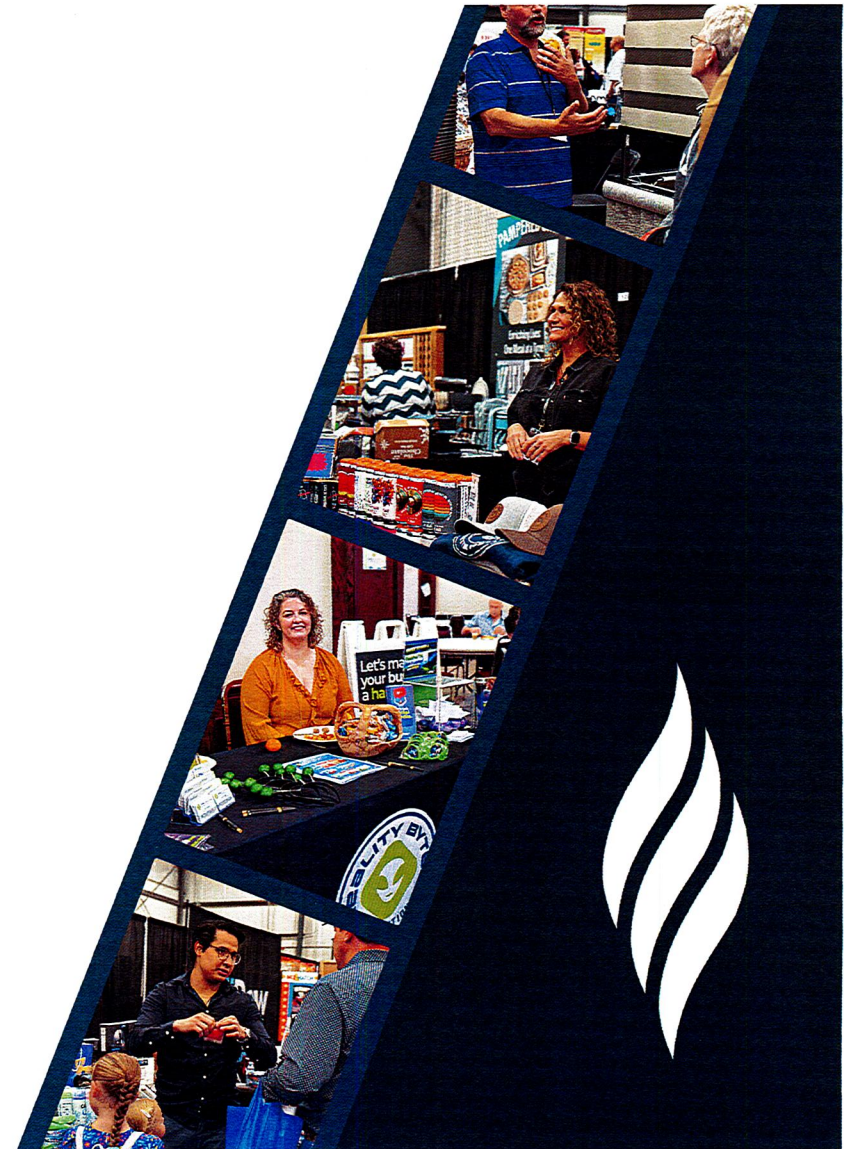
*Our First Two Years*

## 2024 - 1<sup>st</sup> Show

- October 4th-6th, 2024
- 1,192 Total Attendees
- 74 Exhibitors

## 2025 - 2<sup>nd</sup> Show

- October 3<sup>rd</sup>-5<sup>th</sup>, 2025
- 1,937 Total Attendees
- 105 Exhibitors

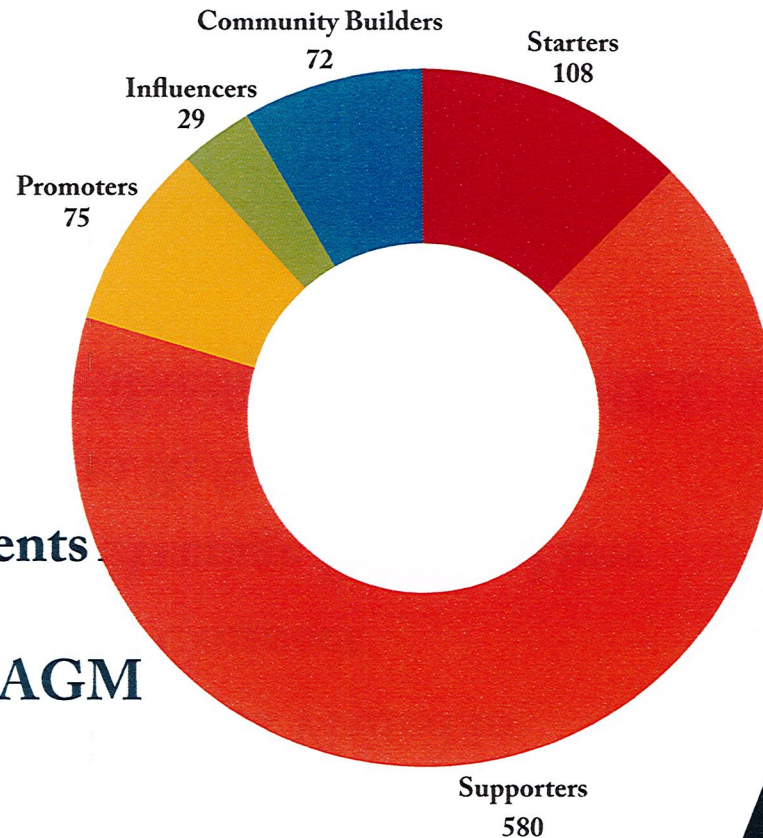


## Annual Report 2024-2025

- 866 Total Members
- 157+ New Members
- 25 Grand Openings
- 99 Chamber Events
- 1,735+ Attendees throughout
- 291 Community Calendar Events

## Alberta Chambers of Commerce AGM

- 201 Event Attendees
- 32 Chambers Present
- 29 Policy Resolutions Adopted



# Communications

## Annual Report 2024-2025

- **Facebook**  
4,730 Followers  
104,384 Page Reach
- **LinkedIn**  
1,812 Followers  
29,116 Impressions
- **Instagram**  
2,549 Followers  
66,060 Page Reach
- **TikTok**  
308 Followers  
1,889 Likes
- **826 Businesses Visited in Chamber Connect**
- **9.24/10 Average Rating - How Likely to Refer the Chamber**
- **2,226 Subscribers to The VOICE**



# Advocacy

## *Annual Report 2024-2025*

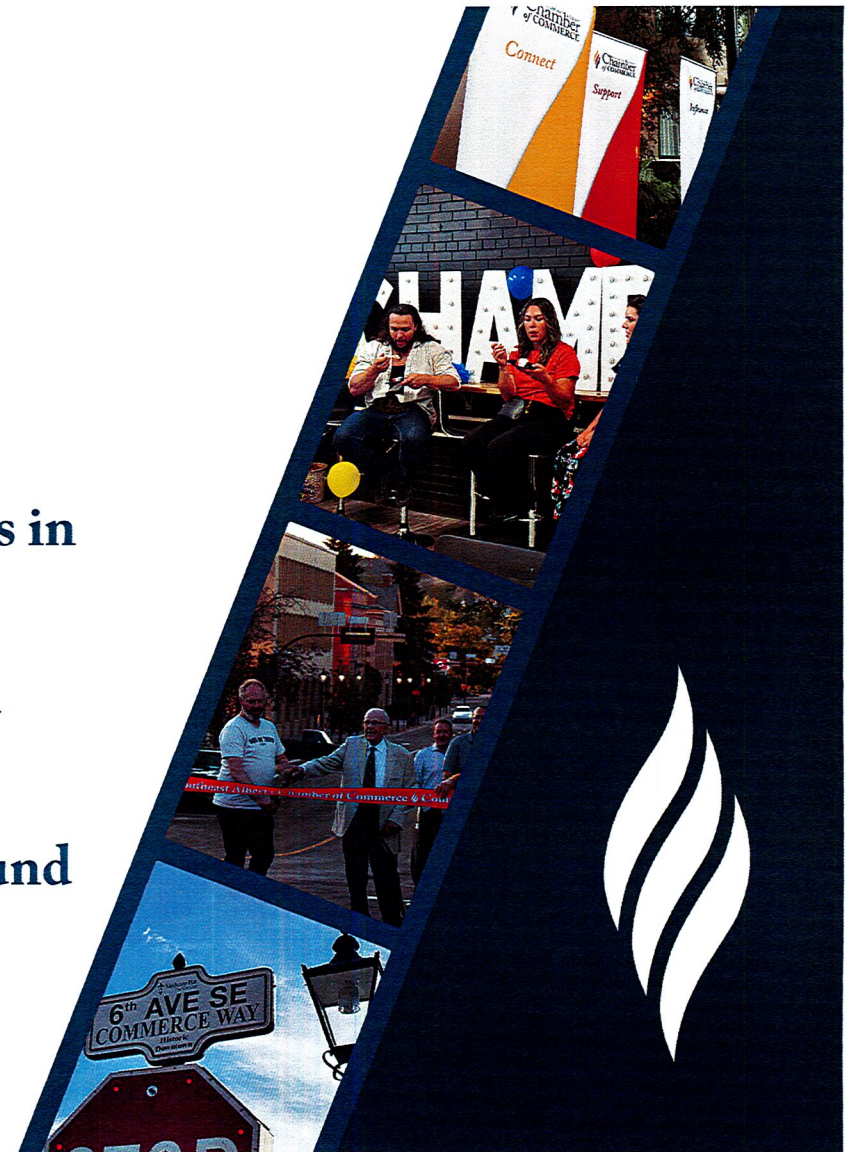
- **8 Total Policies Passed**
- **Over 12 Industry Groups Represented**
- **1,610 Hours Spent**
- **3 Policy Wins**
- **25 Letters Sent**
- **112 Government Meetings**
- **15 Advocacy Events**



# 125th Year Annual Report 2024-2025

## Our Legacy

- Unveiled 'Commerce Way'
- #5 in Top Ten Fastest Growing Chambers in Canada (with 500+ members)
- Received Chamber of the Year for Alberta
- Hosted the ACC's 86<sup>th</sup> Annual AGM
- Launched new Entrepreneurial Legacy Fund



I have always been a strong supporter of the Chamber of Commerce being a past 2 term President in Brooks. I was disappointed when the local Chamber closed and thrilled when Medicine Hat stepped in and took on our area under the umbrella of the Southeast Alberta Chamber of Commerce. The Staff and Executive Director have proven already to be valuable contacts, sharing information that will benefit my business offering discount opportunities that I didn't realize existed including Purolator rate reductions which I signed up for. Anytime a small business can cut expenses it is a plus. Good work everyone and thank you for your energy and expertise that Brooks needs.

- Mara Nesbitt, Work N' Play

After being involved with the Chamber of Commerce for 7 years in Medicine Hat while managing a local business there, the Chamber and its staff were over the top spectacular in helping with every aspect of our business. When I was informed that the Chamber was going to extend to the Brooks area with the new Southeast Alberta Chamber, I could not sign up as a member fast enough. They are always there to support and help in marketing my business and giving me all the benefits for us as a small business.

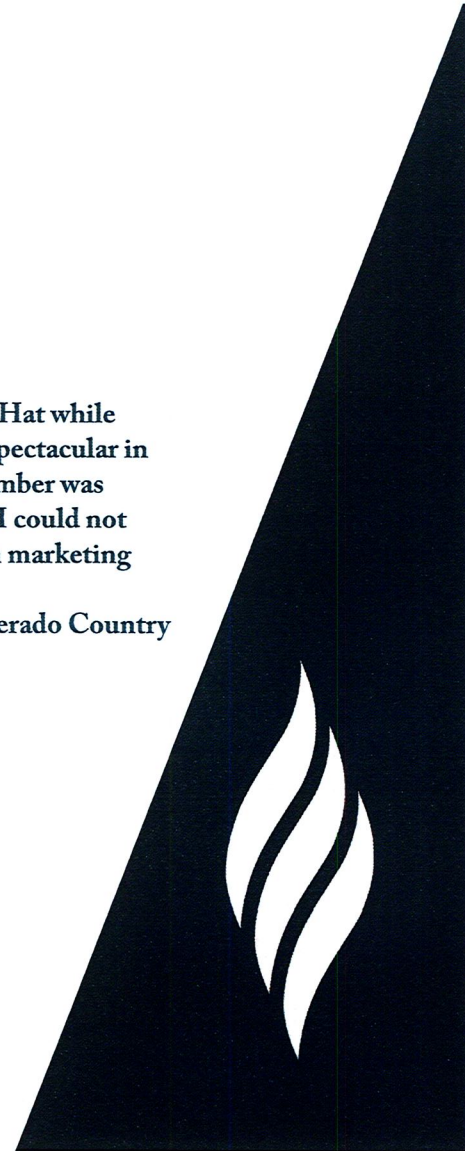
- Rob Goldade, Silverado Country

"The Southeast Alberta Chamber of Commerce has been invaluable in helping us connect with the community and find essential resources as we established Shawarma County in Brooks. Being new to the area, their support made all the difference in building relationships and getting to know our customers. They've also gone above and beyond in spreading the word about our events, ensuring our presence is felt and celebrated. We're grateful for their unwavering support in helping us grow and thrive!"

- Shawarma County

"All events organized by the Chamber of Commerce are always so informative and are a breath of fresh air to our community; it was lovely seeing the Tradeshow. Good job!"

- Tetiana, BCIS



## Connect with Us: Our Team



**Lisa Dressler**  
Executive Director



**Naomi Zacharias**  
Business Development  
Coordinator



**Samuel Tawiah**  
Member Relations



**Morgan Johnson**  
Communications



**Brad Tajiri**  
Events Manager



**Kerry Knowles**  
Finance & Operations



**Kaila Christianson**  
Business Support & Research



# Questions for You!



# Influence & Connections

What are your perceptions of the Chamber of Commerce?

What are you hearing about the Chamber in the community?

What do you see as areas of opportunity for the Chamber?

How do you see the Chamber and the County working together?

What would success look like for you as it pertains to the work of the Chamber?



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# Thank You

Southeast Alberta Chamber of Commerce  
*southeastalbertachamber.ca*

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**MINUTES OF THE REGULAR MEETING OF THE BROOKS MUNICIPAL PLANNING COMMISSION  
HELD IN THE HAYES ROOM AT CITY HALL ON WEDNESDAY FEBRUARY 25, 2026 AT 8:30 A.M.**

---

**MEMBERS**

**PRESENT:**

Duane Perkins (Chairperson)  
Dave Zukowski  
Councillor Mohammed Idriss  
Councillor Mike Regner  
Juvelyn Uy  
Xin Zhang

**MEMBERS**

**ABSENT:**

None

**STAFF:**

Douglas Lagore, Interim Chief Administrative Officer  
Lisa Tiffin, Director of Planning and Community Development  
Bailee Boulet, Development Control Officer  
Cherry Bayadog, Development Clerk  
Mitchell Iwaasa, Economic Development Officer

**MEDIA:**

Sandra Stanway

**GUESTS:**

Karim Mamdani – Applicant 26-D-15  
Salim Merchant – Applicant 26-D-15

**CALL**

**TO ORDER:**

D. Perkins called the meeting to order at 8:31 a.m.

**1. AGENDA**

a) Items to add/delete from the agenda

There were no additions or deletions to the agenda.

b) Adoption of agenda

**MOVED BY M. IDRIS AND SECONDED BY M. REGNER that “the Agenda be adopted as circulated.”**

**MOTION CARRIED**

**2. MINUTES**

a) Regular Municipal Planning Commission Meeting – February 18<sup>th</sup>, 2026

**MOVED BY X. ZHANG AND SECONDED BY D. ZUKOWSKI that “the Minutes of the Regular Municipal Planning Commission Meeting held February 18, 2026 be hereby approved.”**

**3. DEVELOPMENT APPLICATION**

- a) Merchant Architecture Inc. 26-D-15  
703 Alberta Street West - (Lot 5, Block 4, Plan 2211149)
  - Permitted Use – Dwelling units above non-residential uses
  - Parking Variance
  - Height VarianceZone: C-G

The Municipal Planning Commission reviewed the information provided by the applicant and the staff report.

B. Boulet noted that notification letters were sent to adjacent property owners and external stakeholders regarding the proposed development, and the full drawing set was also made available on the City's website for public review.

B. Boulet noted that several responses were received, including a phone call and an email from adjacent business owners expressing strong support for the development.

B. Boulet noted that she spoke with neighbouring business owners who raised concerns about potential traffic impacts. Their business on Fraser Avenue receives large delivery trucks, and they were concerned that additional commercial development may increase congestion. They also noted that many drivers use Alberta Street and turn onto Fraser Avenue to access Main Street, which already contributes to traffic volumes in the area.

B. Boulet explained that, as outlined in the permit conditions, a Traffic Impact Assessment (TIA) is required. The TIA must evaluate the existing accesses, current traffic volumes, and anticipated traffic flow. Once completed, it will be submitted to the City for review by the Engineering team. If the assessment identifies a need for additional traffic controls resulting from the proposed development, the applicant will be required to implement those measures.

B. Boulet added that she received an email this morning from a concerned citizen, which was forwarded to MPC members. The email was not in support of the proposed development and raised concerns about introducing residential uses in a commercial district, increased traffic, the requested parking variance, and the lack of nearby playground amenities. They also referenced the original business/retail plaza concept and expressed preference for that proposal over the mixed-use development, further questioning whether a school bus stop would be required for children living in the proposed apartments.

B. Boulet clarified that residential uses located above non-residential uses are a permitted use in the Commercial zoning district. Therefore, the presence of residential units above commercial space is consistent with the Land Use Bylaw and is not a valid planning rationale for refusal.

B. Boulet also clarified that although a previous proposal may have included only commercial uses, the applicant is entitled to submit a new application proposing a commercial-residential development. The Commission's responsibility is to review the application that has been

formally submitted, regardless of any earlier concepts.

B. Boulet noted that parking availability is often a concern for residents and nearby businesses. However, the parking variance requested for this development is minor, and it is ultimately the Commission's role to determine whether the proposed parking supply is appropriate for this location.

B. Boulet also noted that the Land Use Bylaw does not require playgrounds or other recreational amenities for mixed-use or residential components within commercial districts. Regarding school bus considerations, whether a bus stop would be added to the route would be determined between the applicant and Grasslands Public Schools.

B. Boulet noted that as part of the external referral process, school authorities already received the drawing package for their review and comment.

M. Regner asked whether the applicant would be required to install a fence along the west property line between the apartment development and the adjacent parcel.

B. Boulet noted that there is no requirement for the applicant to install a fence between the two properties. B. Boulet also noted that there is an existing requirement for vehicular access to remain open between the two commercial parcels to allow internal traffic movement. If the applicant chooses to install fencing in the future, they may do so, provided the fence meets the height and visibility regulations of the Land Use Bylaw and does not restrict the required internal traffic connection.

M. Regner asked regarding traffic impacts on Fraser Avenue and whether the Traffic Impact Assessment (TIA) could recommend additional controls, such as stop signs, to address potential congestion.

B. Boulet noted that this is precisely the purpose of the TIA. The assessment will evaluate vehicle movements generated by the development and may recommend various measures, including, stop signs, traffic signals, turn-movement restrictions (e.g., right- or left-turn only from certain accesses), or other traffic control improvements. B. Boulet added that if the TIA identifies the need for such measures, the applicant would be responsible for implementing them as part of the development. All recommendations will be reviewed by the Engineering Department as part of the approval process.

M. Idriss asked about the partition between the adjacent site and the subject property, noting that in other locations people often take shortcuts through private lots. He questioned whether this could become an issue for future residents and whether additional measures may be required to protect the enjoyment of their property.

B. Boulet clarified that certain internal access routes between the parcels must remain open, including the west-east connection along the south side of the subject lot. It was noted that, although these routes allow vehicles to move between parcels, existing concrete curbs and barriers along the northwest portion of the site already restrict direct shortcutting. Additional curbing is also present further along the property line, further limiting through-traffic. B. Boulet noted that requiring a fence or buffer is not typically within the City's authority unless the Commission includes it as a condition of approval.

M. Idriss asked for clarification on which access routes are required to remain open and which could potentially be closed.

B. Boulet explained that the only access required to remain open is the east–west connection along the south side of the property, which provides shared access between the two parcels. She noted that this connection is protected by a registered right-of-way plan that crosses both properties, ensuring continued access.

**MOVED BY M. REGNER AND SECONDED BY M. IDRIS that “Development Application 26-D-15 be approved subject to the following conditions:**

1. Development to conform to application (including any plans and drawings) **deemed complete by the Development Officer on February 9, 2026** and to Land Use Bylaw 14/12, unless otherwise approved by the Development Authority. Development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans must be submitted for approval to the Development Authority.
2. All relevant safety codes permits (i.e. building, electrical, gas, and plumbing) must be obtained from an accredited agency pursuant to the Safety Codes Act. A copy of all final inspections indicating compliance must be filed with the City immediately following receipt of the same.
3. The applicant will require water and sewer connection permits along with a plan showing proposed servicing details, to the satisfaction of the City of Brooks. The City of Brooks Public Works Department must be contacted for inspection prior to backfilling.
4. A detailed site servicing plan is required to be reviewed and approved by the City of Brooks prior to the issuance of the Building Permit.
5. The applicant is required to provide garbage collection facilities to the satisfaction of the City of Brooks.
6. The property owner/developer is to repair or reinstate or pay for the repair or reinstatement to original condition, of any City owned infrastructure, including but not limited to, street furniture, curbing, sidewalk, boulevard landscaping and tree planting that may be damaged or destroyed or otherwise harmed by development or/and building operations on the site. All repair or reinstatement work must be completed by a City approved contractor. The property owner/developer must notify the City if they are going to have to destroy or replace any City owned infrastructure.
7. All surface water must drain from the building site to the street and/or lane and shall not adversely affect neighbouring properties. The site must meet the minimum drainage grade of two percent (2%) away from the buildings located on the lot. Should retaining walls be required they are to be constructed at the expense of the property owner/developer. Any off-site construction will be restored as per the City of Brooks construction specifications, must be inspected by the City of Brooks, and must maintain the existing City of Brooks storm water management. Suitable measures to ensure the above is adhered to must be employed from the onset of development and shall remain in place throughout all stages of excavation/construction/landscaping. An as-built grading plan must be submitted by an Alberta Land Surveyor once construction is complete.

8. A detailed site grading plan shall be reviewed and approved by the City of Brooks prior to issuance of the Building Permit.
9. The New Home Energy Code requirements/details must be submitted to the City of Brooks prior to issuance of the Building Permit.
10. The New Home Warranty (Approved New Home Registration) must be submitted to the City of Brooks prior to issuance of the Building Permit.
11. The paved areas onsite and the parking lot accesses shall be constructed to the satisfaction of the City of Brooks Public Works Department, prior to occupancy.
12. A Traffic Impact Assessment Study must be submitted to the City of Brooks for review prior to the issuance of the Building Permit.
13. A detailed Storm Water Management Plan shall be reviewed and approved by the City of Brooks Public Works Department. All storm water management must be constructed as per the approved plan.
14. The applicant provide security in the form of cash or Letter of Credit acceptable to the Development Authority prior to commencing construction. The amount of security is to be determined by the Development Authority and be sufficient to cover the costs to complete the paving and landscaping shown on the approved plans. If the cost to complete the work in the conditions of approval is greater than the security, construction may be completed by the City and additional costs may be charged against the property taxes.
15. The applicant is required to provide a landscaping plan to the satisfaction of the Development Authority. The landscaping and paved parking area must be maintained for the life of the project, including the replacement of any plant material that dies.
16. The applicant is required to enter into a Development Agreement with the City of Brooks prior to the issuance of a Building Permit.
17. A Fire Safety Plan must be submitted to the City of Brooks prior to issuance of the Building Permit.
18. The applicant shall meet the requirements of the Alberta Fire Code.
19. The applicant shall meet the requirements of the Alberta Public Health Inspector.
20. The applicant shall meet the requirements of all/any Provincial or Federal Legislation that applies.
21. That the parking requirement be reduced from 79 on-site parking stalls to 76 on-site parking stalls.
22. That the maximum building height be increased from 12 metres to 15.651 metres, measured from the foundation to the eaves. Exceptions to the maximum building height

are limited to architectural accents such as but not limited to steeples, parapet walls and false fronts that do not increase the actual building height.

23. Commercial occupants must obtain Business Licenses.

24. Commercial occupants must obtain Sign Permits prior to placement.”

**MOTION CARRIED**

5) CORRESPONDENCE AND INFORMATION

There was no correspondence received and no additional development updates to share.

6) ADJOURNMENT

MOVED BY M. REGNER AND SECONDED BY X. ZHANG that “the Meeting adjourned at 8:46 a.m.”

**MOTION CARRIED**

  
\_\_\_\_\_  
*Chairman*

  
\_\_\_\_\_  
*Recording Secretary*



## REQUEST FOR DECISION

<b>TITLE:</b> Administrative Report - Extended Producer Responsibility (EPR) Program		<b>AGENDA ITEM:</b> Council – March 23, 2026	
<b>PRESENTER:</b> Communications Officer Jourdan Jones			
<b>DEPARTMENT:</b> Corporate Services		<b>ATTACHMENTS:</b>	
<b>SUBMITTED BY:</b>			
<u>Jourdan Jones</u> Name	<u>March 12, 2026</u> Date		
<b>REVIEW APPROVALS:</b>			
 Department Director	<u>March 16/26</u> Date	 Interim CAO	<u>MAR 18 2026</u> Date

### **BACKGROUND**

The Province of Alberta is implementing an Extended Producer Responsibility (EPR) system for packaging and paper products (PPP). EPR is the next evolution of Alberta’s recycling system and is intended to reduce landfill waste, improve recycling outcomes and shift recycling costs away from municipalities and residents.

Under EPR, the financial responsibility for recycling single-use plastics, paper and packaging is transferred to the companies that produce these materials. Producers are responsible for managing their packaging through its full life cycle, which encourages industry to reduce waste and invest in more sustainable materials.

Traditionally, municipalities fund and operate recycling programs. In Brooks, curbside recycling has not been offered before. Under EPR, residents will receive curbside recycling service at no cost to the City or residents because producers now pay for the system.

Circular Materials (CM), a national not-for-profit organization, has been designated to operate Alberta’s residential PPP recycling system. Circular Materials oversees program planning, contracting, operations and resident education. The City of Brooks will transition into this system in October 2026.

### **DISCUSSION/OPTIONS**

#### **Program Operations and Oversight**

Circular Materials will directly manage all contracts with collection service providers and processing facilities. The City will not be responsible for contract administration, operational oversight or payments.

The collection service provider for Brooks will be selected through a formal Request for Proposals issued and evaluated by Circular Materials, which closed on January 5, 2026. The successful contractor has not yet been announced. Once Circular Materials releases that information, it will be communicated to residents.

### **Resident Support and Customer Service**

Once the program launches, all curbside recycling inquiries will be directed to the collection contractor.

This includes:

- Missed collections;
- Cart repairs or replacements;
- Damaged or missing bins; and/or,
- New household deliveries.

Contractor contact information will be shared in advance and posted on the Brooks webpage hosted on the Circular Materials website.

### **Ongoing Depot Access**

Residents will continue to have access to depot recycling through the Newell Recycling Association. Depot services will remain available alongside the new curbside program.

### **Promotion and Education**

Circular Materials will lead all promotion and education activities within Brooks. Initial transition materials will be provided to the City. Targeted advertising will begin in July and will introduce the new curbside program, collection details and the selected contractor once announced.

The City will support these efforts with its own communications, focusing on helping residents understand how the new service works and directing all recycling-related concerns to Circular Materials and the contractor.

### **Online Information Hub and Recycling App**

Circular Materials will host a dedicated webpage for Brooks that includes:

- Local program details;
- Bi-weekly curbside collection information;
- Customer service contacts; and,
- Digital guides and calendars.

A province-wide recycling app will also be available before Brooks transitions. Through the app, residents will be able to:

- View collection schedules;
- Receive service alerts;
- Search materials to see what is accepted; and,
- Access depot information.

### **Calendars, Guides and Accepted Materials List**

Circular Materials will design, print and mail recycling calendars and guides to residents. Digital versions will be posted online.

The official list of accepted materials is not yet available. CM will provide this information closer to the launch date.

### **City Communications**

The City will emphasize:

- How the new bi-weekly curbside program works;
- That the program is operated by Circular Materials; and,
- Who residents should contact for support.

Some inquiries to the City are expected, and staff will redirect residents to the collection contractor.

### **Program Launch Details**

- Cart rollout information will be provided in the coming months;
- Collection will occur bi-weekly;
- Pickup days are still to be determined; and,
- There is no cost to the City or residents for curbside recycling under EPR.

### **FINANCIAL IMPLICATIONS**

There are no direct financial costs to the City related to the operation of the EPR program.

Some staff time will be required to support communications efforts and redirect inquiries. No additional expenses are anticipated.

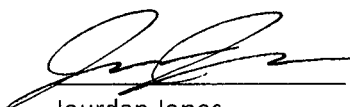
### **STRATEGIC PLAN**

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.

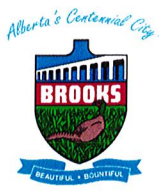
### **RECOMMENDATION**

That Council accept the Extended Producer Responsibility Report as information.


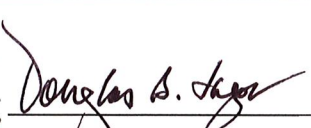
Respectfully submitted,



Jourdan Jones  
Communications Officer



### REQUEST FOR DECISION

<b>TITLE:</b> Policy E-004-002 – Sidewalk Maintenance and Repair	<b>AGENDA ITEM:</b> Council – March 23, 2026
<b>PRESENTER:</b> Manager of Public Works Todd Bahler	
<b>DEPARTMENT:</b> Public Works & Utilities	<b>ATTACHMENTS:</b> Policy E-004-002
<b>SUBMITTED BY:</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"><u>Don Saari</u> Name</div> <div style="text-align: center;"><u>March 18, 2026</u> Date</div> </div>	
<b>REVIEW APPROVALS:</b>	
<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 18/26</u>            Date         </div> <div style="text-align: center;">   <hr/>           Interim CAO         </div> <div style="text-align: center;"> <u>MAR 18 2026</u>            Date         </div> </div>	

#### BACKGROUND

The Sidewalk Maintenance and Repair Policy outlines the current practices that the Public Works Department utilizes to assess and maintain City sidewalks. Sidewalks are inspected yearly by City staff and every two years by a professional contractor and given a Sidewalk Condition Index (SCI) score.

#### DISCUSSION/OPTIONS

The attached Policy provides the processes and service levels that Public Works follows related to sidewalk repairs. The completion of the work is based on available staff resources and the annual budget allocation approved for sidewalk repairs/replacement.

#### FINANCIAL IMPLICATIONS

There are no financial implications if the Policy is approved as presented. Sidewalk maintenance is budgeted for annually; however, if there are changes to the program, additional funding is required.

#### 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 E-004-002, entitled Sidewalk Maintenance and Repair.

Respectfully submitted,



Don Saari  
Director, Works & Utilities

---

**POLICY NO. E-004-002**

---

**REFERENCE:**

**ADOPTED BY:**

**SUPERSEDES: NEW**

---

**PREPARED BY:**

Public Works

**DATE ADOPTED:**

---

**TITLE:**

**SIDEWALK MAINTENANCE AND REPAIR**

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**POLICY STATEMENT:**

The City understands the importance of maintaining sidewalks to ensure that they are safe and in good condition to support pedestrian mobility and public safety.

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**PURPOSE:**

To ensure that condition assessments are conducted regularly and condition ratings are used to establish priorities for annual repair and maintenance programs.

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

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**TITLE:**

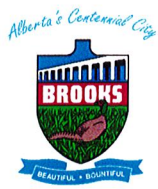
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**SIDEWALK MAINTENANCE AND REPAIR**

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**GUIDELINES:**

1. An inventory database will be maintained for all City sidewalks. The database will include a Sidewalk Condition Index (SCI) score for each segment, based on a visual inspection every two years by a professional contractor and annually by City staff.
2. Re-assessments of sidewalk segments will be completed and individual SCI scores updated following:
  - a. the completion of a repair to a sidewalk or repair to adjacent infrastructure that has affected the condition of a sidewalk;
  - b. the lifecycle replacement of a sidewalk; or,
  - c. an unplanned inspection necessitated by a service request.
3. The Director of Public Works & Utilities or designate will provide for an annual sidewalk repair program that will prioritize sidewalk segments known to be in the worst condition (lowest SCI scores).
4. The extent of any annual sidewalk repair program is limited to the resources approved within the annual operating budget.
5. Where capital rehabilitation programs or construction projects involving utility repairs that include sidewalk repairs or replacements are scheduled by the City's Engineering Department, the Public Works Manager may exclude these sidewalk segments from annual workplans.
6. The Public Works Manager will determine the most practical and efficient repair or maintenance technique to apply in all instances.



## REQUEST FOR DECISION

<b>TITLE:</b> Policy E-004-003 – Traffic Control Devices	<b>AGENDA ITEM:</b> Council – March 23, 2026
<b>PRESENTER:</b> Manager of Utilities Alvin Axworthy	
<b>DEPARTMENT:</b> Public Works & Utilities	<b>ATTACHMENTS:</b> Policy E-004-003
<b>SUBMITTED BY:</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>Don Saari</u> Name         </div> <div style="text-align: center;"> <u>March 18, 2026</u> Date         </div> </div>	
<b>REVIEW APPROVALS:</b>	
<u></u> Department Director	<u>March 18/26</u> Date
<u></u> Interim CAO	<u>MAR 18 2026</u> Date

### BACKGROUND

The Traffic Control Devices Policy outlines the current practices that the Utilities Department adheres to when determining if/when traffic control devices will be used within the City.

### DISCUSSION/OPTIONS

The attached Policy provides the criteria and evaluation factors required for a traffic control device to be installed or considered. It provides clear guidance to ensure requests are assessed consistently throughout the City.

### FINANCIAL IMPLICATIONS

There are no financial implications if the Policy is approved as presented.

### 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 E-004-003, entitled Traffic Control Devices.

Respectfully submitted,

Don Saari  
Director, Works & Utilities

**POLICY NO. E-004-003**

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**REFERENCE:**

**ADOPTED BY:**

**SUPERSEDES: NEW**

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**PREPARED BY:**

Public Works

**DATE ADOPTED:**

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**TITLE:**

**TRAFFIC CONTROL DEVICES**

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**POLICY STATEMENT:**

The City strives to maintain a safe and efficient transportation network, which includes the placement and evaluation of Traffic Control Devices to guide and direct the movement of all users.

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**PURPOSE:**

To ensure the safe, efficient, and uniform movement of all road users by establishing standards for the installation and maintenance of Traffic Control Devices within the City.

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**AUTHORITY:****EFFECTIVE DATE:****POLICY NO: E-004-003**Page 2

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**TITLE:****TRAFFIC CONTROL DEVICES**

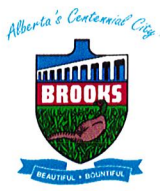
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**DEFINITIONS:**

1. Traffic Control Device means a sign, signal, pavement marking or other device, placed on, over or adjacent to the road by the City to support the legal and safe operation of traffic, pedestrians and the transportation network.

**GUIDELINES:**

1. The City will adhere to the *Manual of Uniform Traffic Control Devices of Canada* in its approach to Traffic Control Device placement and use. |
2. Road function and classification will be considered during the process of traffic signal and pedestrian crossing evaluations to ensure an appropriate balance of safety and efficiency is applied to accommodate transportation needs.
3. The appropriate national guidelines will be utilized to provide substantive analysis and evaluation to accommodate the most effective and appropriate application of a Traffic Control Device.
4. A clean engineering assessment and use of best practices, manuals and guidelines will be used to determine when a Traffic Control Device will be installed. The Traffic Control Device must provide a significant and measurable benefit to the efficiency or safety of the transportation network. The Traffic Control Device must:
  - a. fulfill a need;
  - b. command attention and respect of transportation users;
  - c. convey a clear and simple message;
  - d. provide adequate time for proper response; and,
  - e. conform to all guidelines and legislation.
5. Construction on City road rights-of-way undertaken by the City, consultants, contractors or other agencies are to confirm to the requirements of the current version of Part D – Temporary Conditions, of the *Manual of Uniform Traffic Control Devices of Canada*.



## REQUEST FOR DECISION

<b>TITLE:</b> Policy E-004-005 – Blockages in Residential Sewer Lines		<b>AGENDA ITEM:</b> Council – March 23, 2026	
<b>PRESENTER:</b> Manager of Utilities Alvin Axworthy			
<b>DEPARTMENT:</b> Public Works & Utilities		<b>ATTACHMENTS:</b> Policy E-004-005	
<b>SUBMITTED BY:</b>			
<u>Don Saari</u> Name	<u>March 18, 2026</u> Date		
<b>REVIEW APPROVALS:</b>			
<u></u> Department Director	<u>March 18/26</u> Date	<u></u> Interim CAO	<u>MAR 18 2026</u> Date

### BACKGROUND

The Blockages in Residential Sewer Lines Policy outlines the current practices that the Utilities Department adheres to when responding to blockages in residential sewer lines. Specified time frames are outlined as to how quickly the City will respond to a sewer backup complaint and what actions will be taken to address the concern.

### DISCUSSION/OPTIONS

The attached Policy provides the responsibilities of the City and homeowners. Utilities staff can recommend solutions to homeowners if a clear video of the later line is provided by a plumber. Sanitary sewer maintenance is completed within the annual allocated budget.

### FINANCIAL IMPLICATIONS

There are no financial implications if the Policy is approved as presented. Sanitary sewer maintenance is budgeted for annually; however, if there are changes to the program, additional funding is required.

### 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 E-004-005, entitled Blockages in Residential Sewer Lines.

Respectfully submitted,

Don Saari

Director, Works & Utilities

**POLICY NO. E-004-005**

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**REFERENCE:**

**ADOPTED BY:**

**SUPERSEDES: NEW**

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**PREPARED BY:**

Utilities

**DATE ADOPTED:**

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**TITLE:**

**BLOCKAGES IN RESIDENTIAL SEWER LINES**

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**POLICY STATEMENT:**

The City is committed to maintaining a reliable and efficient sewer system to protect public health, property and the environment.

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**PURPOSE:**

To minimize property damage, service disruptions and potential health and environmental risks associated with sewer back-ups.

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**AUTHORITY:****EFFECTIVE DATE:****POLICY NO: E-004-005**Page 2

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**TITLE:**

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**BLOCKAGES IN RESIDENTIAL SEWER LINES**

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**DEFINITIONS:**

1. Blockage(s) means tree root intrusion, collapsed and/or sagging pipe, or anything released into the sewer system by a property owner that is not residential sewer.
2. C.I.P.P. means a cured in place relining of pipe that does not require excavation of the pipe.
3. Lateral Line means the sewer line that connects a property to the City's sewer system main line.
4. Preventative Maintenance Program means a program to treat service lines using inspection, cleaning and mechanical procedures to prevent blockages. The program entails pre and post closed-circuit camera inspections to ensure root growth into the service lines is controlled.

**GUIDELINES:**

1. After receiving a complaint from a homeowner, the City will respond within 24 hours and will:
  - a. check the main sewer line flows to determine if the Blockage is in the main sewer line; and,
  - b. if the main sewer line flows are normal, the City will flush the area of the main line where the lateral line is connected to the main; or,
  - c. if the main sewer line flows are not normal, the City will ensure the main line is restored back to normal operation.
2. If the Blockage is found to be in the Lateral Line, the property owner will be directed to contact a plumber to remedy the Blockage.
3. If a clear video of the Lateral Line is taken by the plumber, the City will review and discuss possible actions and/or solutions with the property owner.
4. When a Blockage occurs in a sanitary sewer pipe, the cost of mitigation will be borne by:
  - a. The City, when the Blockage occurs in a City-owned section of the service pipe due to pipe structural failure, except when the Blockage is caused by

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**AUTHORITY:****EFFECTIVE DATE:****POLICY NO: E-004-005**Page 3

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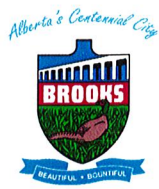
**TITLE:**

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**BLOCKAGES IN RESIDENTIAL SEWER LINES**

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- a property owner; and,
  - b. The property owner, when the Blockage occurs in the privately-owned section of the service pipe or on the City-owned side if the Blockage was caused by the property owner.
5. Subject to approval in the annual operating budget, the City provides the following options for mitigation of issues related to Blockages of City-owned services and mains:
- a. Preventative Maintenance Program;
  - b. C.I.P.P. lining;
  - c. Line replacement; and,
  - d. Other viable technology replacement or repairs that may be available.



## REQUEST FOR DECISION

<b>TITLE:</b> City of Brooks Recreation Fee Assistance (RFA) Policy		<b>AGENDA ITEM:</b> Council – March 23, 2026	
<b>PRESENTER:</b> Director of Recreation and Protective Services Mark Shantz			
<b>DEPARTMENT:</b> Recreation & Protective Services		<b>ATTACHMENTS:</b> RFA Policy C-004-020(A) – Revised Draft  RFA Policy C-004-020(A) – Clean Copy	
<b>SUBMITTED BY:</b>  <u>Mark Shantz</u> Name		<u>March 18, 2026</u> Date	
<b>REVIEW APPROVALS:</b>			
 _____ Department Director	<u>March 18/26</u> Date	 _____ Interim CAO	<u>MAR 18 2026</u> Date

### BACKGROUND

#### **Recreation Fee Assistance (RFA) Program**

The Recreation Fee Assistance (RFA) program provides annual memberships for patronage of the JBS Canada Center (JBSCC) and the Centennial Regional Arena (CRA) to qualifying low-income individuals and families residing in the City of Brooks or the County of Newell. Eligibility includes those receiving AISH, Income Support, Alberta Health Benefits, Guaranteed Income Supplement, New Immigrant or Refugee status or meeting the Low Income Cut Off (LICO). The current process asks eligible applicants to contribute “what they can afford” to the annual membership. Currently over 90% of RFA memberships are provided free of charge. One application can cover any partner/spouse and any of their minor children. In 2025, 892 annual memberships were issued.

Council previously approved RFA in 2016 as part of broader health and inclusivity strategies. The RFA as currently implemented, was discussed at the June 24, 2025 Council Committee meeting with various options and program modifications being presented and discussed. Council did not move forward with a motion regarding changes to RFA and directed City administration to review current policy including review of similar programs in other municipalities.

The following shows sample Alberta municipalities percentage discount assistance on annual recreation membership fees by population size:

Major cities (100,000+) – 4 municipalities providing between 75%-100% reduced annual membership fees

Mid-sized cities (50,000-100,000) – 3 municipalities providing between 25%-80% reduced annual membership fees

Small cities/ Towns (10,000-50,000-) – 7 municipalities providing between 10%-75% reduced annual membership fees

**DISCUSSION/OPTIONS**

OPTION 1 - Adopt the attached revisions to the Recreation Fee Assistance (RFA) Policy which includes 50% reduced annual fees on City of Brooks recreation memberships for qualified participants.

OPTION 2 – Do not adopt the attached revisions to the Recreation Fee Assistance (RFA) Policy. The current RFA program would continue to operate as outlined in the original 2016 policy.

**FINANCIAL IMPLICATIONS**

In 2025, 892 RFA annual memberships were issued with the lost face value membership revenue valued at approximately \$238,665.75 not including associated administrative processing costs or other user created expenses.

**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.

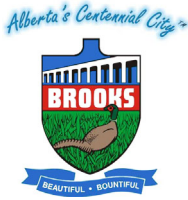
**RECOMMENDATION**

Administration recommends that Council approve Policy C-004-020(A), entitled Recreation Fee Assistance.

Respectfully submitted,



\_\_\_\_\_  
Mark Shantz  
Director, Recreation and Protective Services



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**REFERENCE:** **ADOPTED BY:** **SUPERSEDES: C-004-020**  
Resolution # 16/042

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**PREPARED BY:** **DATE ADOPTED:**  
Recreation & Facilities February 1<sup>st</sup>, 2016

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**TITLE:**  
**RECREATION FEE ASSISTANCE**

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**POLICY STATEMENT:**

The Recreation Department is committed to providing an opportunity for residents to have access to the City's recreational facilities to improve their health and well-being.

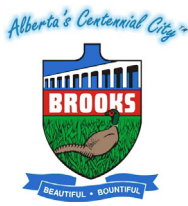
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**THE PURPOSE OF THIS POLICY IS TO:**

1. Ensure that qualifying individuals and families within the City of Brooks or County of Newell have access to City recreation facilities.

**PROCEDURE:**

1. The Manager of Recreation **Services** and Facility Services and **Assistant Manager** ~~Supervisor of Recreation Services~~ are responsible for the administration of this policy.
2. Approved applicants will be granted an annual City of Brooks Recreation Services Membership for all individuals on the application **at a 50% reduced fee from normal**. An individual can include their partner/spouse and any children they have that are under the age of eighteen (18). All other individuals in the household are required to apply separately.
  - a. ~~Applicant(s) will be permitted to state how much they are able to pay per month on the application form.~~



**AUTHORITY:**

**EFFECTIVE DATE:**

**POLICY NO. C-004-020**

February 1<sup>st</sup>, 2016

Page 2 of 3 **2**

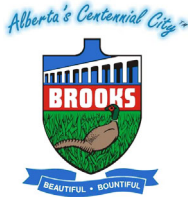
**TITLE:**

**RECREATION FEE ASSISTANCE**

3. All applicants must be a current resident of the City of Brooks or County of Newell at the time of application. If a resident of the City of Brooks or County of Newell already receives any of the following subsidies or support, they will automatically qualify for the Recreation Fee Assistance Program.

Program	Required Documentation
<p>AISH (Assured Income for the Severely Handicapped)</p> <p>Alberta Disability Assistance Program (ADAP) effective July 1, 2026</p>	<p>Provide a photocopy of your current health Benefits Card. Must have your name and expiry date (not yet expired). A current letter or documentation (i.e. "Notice of Eligibility" with your full name and that indicates you are on AISH-ADAP) can also be accepted.</p>
<p>Income Support (or other Alberta Works Program)</p>	<p>Provide a copy of the letter you received when you were approved that stated your name and the eligibility period. The Health Benefits Card, unless it has an expiry date on it, is not enough. If you no longer have the letter, call Alberta Works at 1-866-644-5135.</p>
<p>Alberta Health Benefits Card</p>	<p><del>If your Alberta Health Benefits Card has an expiry date, you can provide a copy of that. If you are on a different program and your Alberta Health Benefits Card does not have an expiry date, provide a copy of the letter you received when you were approved that states your name and the eligibility period.</del></p>
<p>Guaranteed Income Support</p>	<p>Please provide a copy of your Guaranteed Income letter or direct deposit statement.</p>
<p>New Immigrant or Refugee</p>	<p><del>Provide a copy of the front and back of each members Permanent Resident Card or a copy of your family Confirmation or Permanent Residence paper or a copy of your Refugee Claimant document. Must be current (within the last year).</del></p>
<p>Household income below LICO (Low Income Cut Off)</p>	<p>Your most recent Canada Revenue Agency Notice of Assessment for each adult in the household who earns income showing line #150 (total income) OR the Canada Revenue Agency Goods and Services Tax/Harmonized Sales Tax stating family net income used for calculation OR Alberta Family Employment Tax Credit notice stating family net income used for calculation. (Total household income must be less than LICO)</p>

\*Current documentation supporting the receipt of these subsidies/supports is required. Proof of current physical address is also required (Notice of Assessment, recent bank statement or utility bill, driver's license or municipal tax notice with address and/or legal land description).



**CITY OF BROOKS**

**POLICY NO: C-004-020**

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**AUTHORITY:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_ **POLICY NO. C-004-020**  
Page 3 of 3

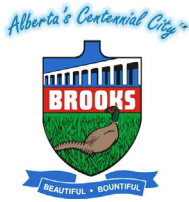
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**TITLE:**

**RECREATION FEE ASSISTANCE**

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- 4. Approval will not be granted if:
  - a. your household income is above the LICO;
  - b. you are a full-time University/College student; or,
  - c. you are not a resident of the City of Brooks or County of Newell



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**REFERENCE:**                      **ADOPTED BY:**                      **SUPERSEDES: C-004-020**

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**PREPARED BY:**                      **DATE ADOPTED:**  
Recreation

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**TITLE:**  
**RECREATION FEE ASSISTANCE**

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**POLICY STATEMENT:**

The Recreation Department is committed to providing an opportunity for residents to have access to the City's recreational facilities to improve their health and well-being.

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

1. Ensure that qualifying individuals and families within the City of Brooks or County of Newell have access to City recreation facilities.

**PROCEDURE:**

1. The Manager Recreation Services and Assistant Manager Recreation Services are responsible for the administration of this policy.
2. Approved applicants will be granted an annual City of Brooks Recreation Services Membership for all individuals on the application at a 50% reduced fee from normal. An individual can include their partner/spouse and any children they have that are under the age of eighteen (18). All other individuals in the household are required to apply separately.





**FINANCIAL IMPLICATIONS**

The requested bookings will be worth a total of \$1118.

**STRATEGIC PLAN**

N/A

**RECOMMENDATION**

Administration recommends that Council approve SPEC Association's request for facility bookings at the JBS Canada Centre, with all associated fees waived, for the Youth Connections Program until June 30, 2026.

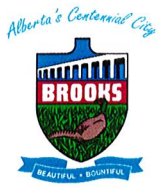
Respectfully submitted,




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Tabatha Williams  
Manager, Recreation Services





## REQUEST FOR DECISION

<b>TITLE:</b> City of Brooks 2026 – 2029 Strategic Plan		<b>AGENDA ITEM:</b> Council – March 23, 2026	
<b>PRESENTER:</b> Interim CAO Doug Lagore			
<b>DEPARTMENT:</b> Corporate Services		<b>ATTACHMENTS:</b> 2026 – 2029 Strategic Plan	
<b>SUBMITTED BY:</b>  <u>Doug Lagore</u> Name		<u>March 13, 2026</u> Date	
<b>REVIEW APPROVALS:</b>			
_____	_____		<u>MAR 16 2026</u>
Department Director	Date	Interim CAO	Date

At the beginning of each Council term, newly elected members of Council come together with senior staff to develop a Strategic Plan.

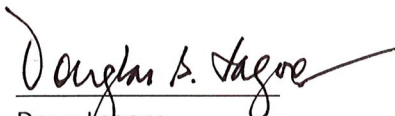
For the development of the 2026 – 2029 Strategic Plan, Transitional Solutions Inc. were contracted to facilitate a Strategic Planning Session with Council. The Strategic Planning Session was held on January 16 & 17, 2026 at the Heritage Inn. Transitional Solutions Inc. has created the 2026 – 209 Strategic Plan, and Administration is bringing the Strategic Plan forward for Council to adopt.

The Interim CAO and Directors have created a four-year workplan that forms part of the Strategic Plan and covers all of the projects and tasks within each Focus Area. This workplan will be reviewed with Council on a quarterly basis, and will help guide budgetary planning. This portion of the Strategic Plan is designed to be flexible – changing as tasks progress and targets are met. Additionally, if there are any new tasks created as spin-offs, they can be added to the workplan for completion as well.

### RECOMMENDATION

That Council formally adopt the City of Brooks 2026 - 2029 Strategic Plan.

Respectfully submitted,



Doug Lagore  
Interim CAO



# *2026-2029* **Strategic Plan**





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# About the Strategic Plan

The City of Brooks' 2026-2029 Strategic Plan represents a collaborative vision for the community's future, developed through intensive facilitated sessions with Council in January 2026, following the October 2025 municipal election.

Council engaged in two days of conversation, collaboration, deliberation, and visioning, aimed at identifying both governance priorities and community needs. This effort resulted in the identification of the strategic direction required to guide Brooks through this four-year term and beyond. Senior Administration participated throughout these sessions, as well, providing elected officials with essential context, organizational information, and operational insights to ensure that Council's vision remained grounded in organizational capacity and municipal realities.

Through this collaborative process, Council identified three core strategic pillars that will anchor the City's direction over the coming four years:

**Community Building:** Strengthening the fabric and quality of life that make Brooks home.

**Infrastructure:** Ensuring the City's physical assets and systems support current needs and future growth.

**Sustainability:** Managing resources responsibly to protect long-term community wellbeing.

Within each pillar, Council established specific goals designed to move the City forward strategically and prudently, in a realistic manner that accounts for the opportunities and challenges that lie ahead. Goals are a reflection of the aspirations Council holds for Brooks, incorporating priorities that were identified by community members leading up to the 2025 municipal election, while also accounting for the practical constraints inherent to municipal governance.

This Strategic Plan now serves as Council's governance roadmap. It represents a public commitment to priorities that will guide Council's decision-making throughout this term, while setting the City up for success beyond the scope of this one plan. The plan is intentionally focused, recognizing that strategic success requires disciplined attention to core priorities. We cannot do everything at once, and it's impossible to be everything to everybody. However, Council's identified priorities have been appropriately framed through a lens that moves the entire community forward.

Providing residents understanding of what Council intends to accomplish, this plan also serves as an operational roadmap for the City, with accompanied by consistent progress tracking and reporting. As circumstances evolve and individual goals are achieved, Council will revisit and refine this plan, and its included priorities, to ensure the Strategic Plan remains a living document, responsive to community needs.



# Your City Council



## Mission

The City of Brooks builds community by honouring our shared history, while embracing the diversity that makes us stronger. We create welcoming spaces where everyone belongs, whether your family has been here for generations or you've just arrived. We work together to ensure Brooks remains a place where all residents can put down roots, contribute their gifts, and truly call home.

## Vision

**Seeded in History, Rooted in Diversity, Growing towards the Future.**

Brooks is a city where heritage and newcomers weave together into something greater than either alone. We are a community of communities, with neighbours from around the world bringing new energy to a place with deep roots. Here, you belong. Here, we build bridges between cultures, generations, experiences, skills, and a shared focus on a high quality of life. Here, we grow together toward a future that honours where we've been, while welcoming who we're becoming.



# Council's Strategic Pillars

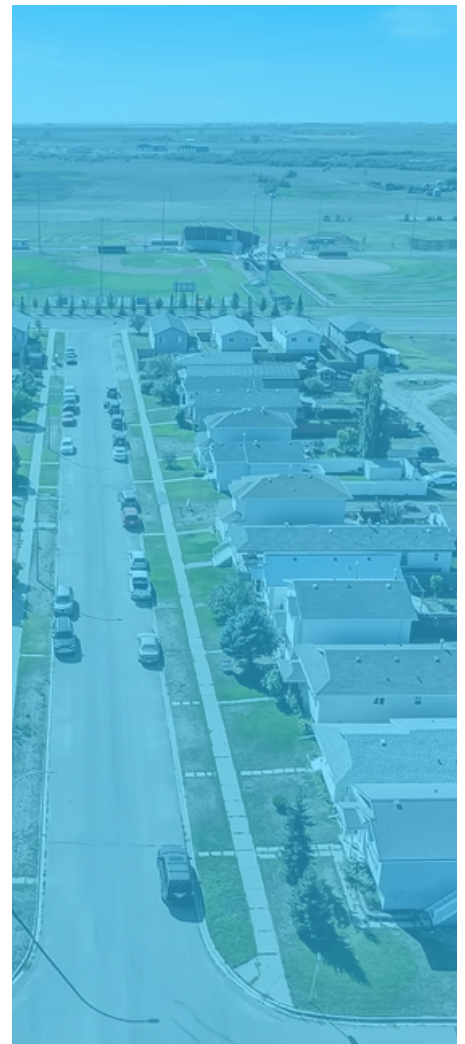
The City of Brooks' 2026-2029 Strategic Plan is built upon three interconnected pillars that reflect Council's commitment to building a community that meets today's needs while preparing for the future. Each pillar represents a critical area of focus within the scope of municipal responsibility and community wellbeing. Together, they form a balanced approach to governance that acknowledges the complex, interconnected nature of the opportunities and challenges facing our community.



**Community Building**



**Infrastructure**



**Sustainability**



# *Strategic Pillar*

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# Community Building

Brooks' greatest asset is the people who call our City home. Welcoming people from around Canada and around the world, we are a community of communities, each bringing unique histories, traditions, contributions, and skill sets to our City.

Yet, diversity alone doesn't create belonging. Community must be built intentionally, through spaces where people gather, programs that bring neighbours together, celebrations that honour different traditions, and everyday interactions that weave stories into a shared narrative.

Council has heard clearly that residents are searching for stronger community identity, including those who live here, those who visit us, and those who invest in our City. This pillar reflects Council's commitment to fostering connection and local attachment that spans generations, cultures, and experiences, recognizing that what we have in our resident and business communities is unique and valued. We must honour our City's heritage, while welcoming newcomers, and supporting what we have now. That means supporting the organizations, events, initiatives, and economy that turn a collective of residents into a genuine community.

Building community isn't about project to finish. It's an ongoing commitment to ensuring everyone who chooses Brooks feels they've found a place where they belong, and where they can thrive.

## Embrace Diversity & Inclusion

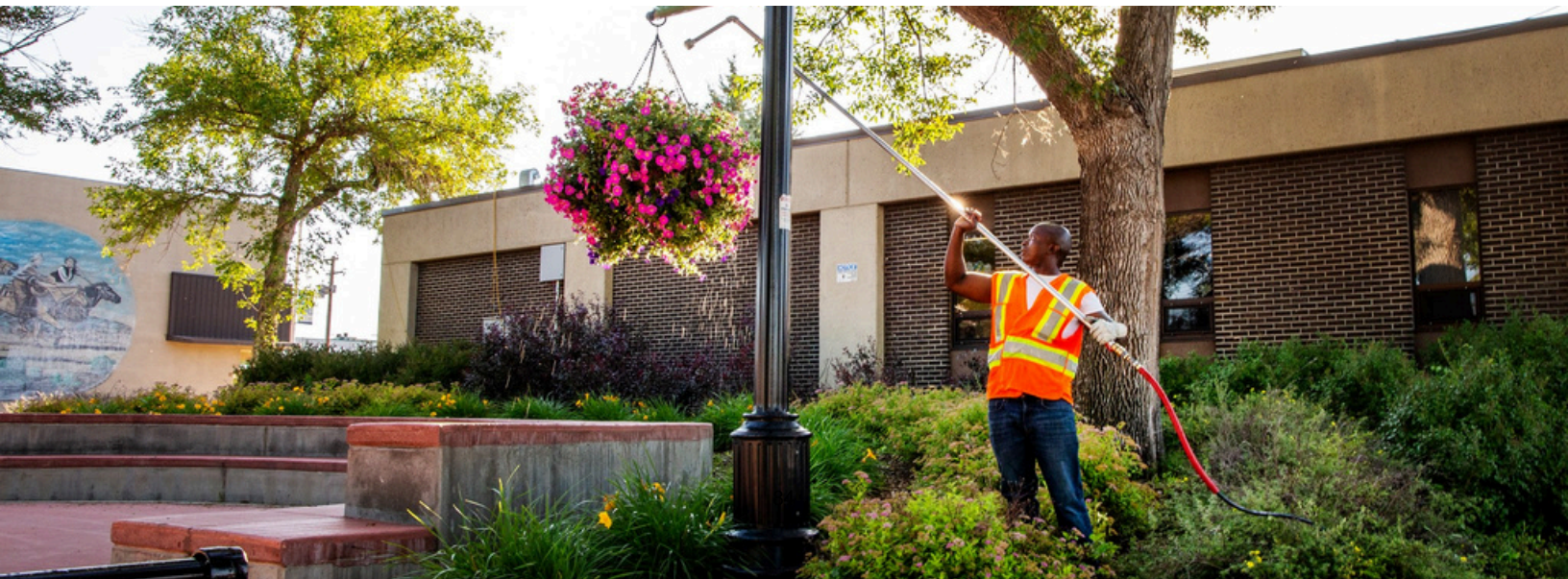
Proactively identify and remove barriers that prevent residents from fully participating in community life, ensuring that City services, programs, facilities, and civic engagement opportunities are accessible and welcoming to all residents, regardless of background, ability, language, or circumstance.

## Shop Local Program

Establish and promote a coordinated Shop Local initiative that strengthens Brooks' local economy and promotes local investment by connecting residents with local businesses, fostering economic resilience and building community pride in homegrown enterprises.

## Increase Community Involvement

Foster cross-cultural understanding and community cohesion by encouraging broad resident participation in cultural events, celebrations, and traditions from all communities that call Brooks home, transforming siloed events into shared community experiences.



# *Strategic Pillar* **Infrastructure**

---

Strong communities are built on strong foundations. From roads and water systems, to recreational facilities and digital connectivity, the City plays a critical role in ensuring that the community is serviced in a manner that both enables day-to-day resident needs, and is set up to effectively support growth and economic activity.

Infrastructure maintenance and upgrades have become a consistent challenge for municipalities across Alberta, as system lifespans come to a close, costs continue to climb, and funding programs change. There needs to be a balance between maintaining older areas across the City, while servicing new sites to be able to accommodate continued growth and prosperity. Council recognizes the importance of community infrastructure and strategic asset management.

Through this pillar, Council commits to making prudent, strategic decisions about infrastructure investment, balancing immediate needs with long-term sustainability, while ensuring that new development contributes fairly and that aging systems are maintained. This means having hard conversations about priorities, realistic timelines, and the true costs of the infrastructure that underpins everything else we hope to accomplish as a community.

Infrastructure decisions made today will shape Brooks for the next 50 years, and Council is committed to getting them right.

## **Aging Infrastructure Replacement**

Develop and implement a systemic, financially sustainable approach to replacing prioritized aging infrastructure assets, ensuring the City maintains reliable service delivery, while managing the infrastructure deficit responsibly and transparently.

## **Utilities Cost Recovery**

Transition to a full cost-recovery model for water, wastewater, and stormwater utilities that ensures these essential services are financially self-sustaining, equitable, and positioned to fund both ongoing operations and long-term infrastructure requirements without subsidization from general tax revenues.

## **Southeast Area Management Plan**

Create and implement a comprehensive management plan for the southeast area that addresses land use, servicing requirements, and development sequencing to guide responsible growth while protecting municipal fiscal responsibility and community character.



# Strategic Pillar

# Sustainability

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Council is committed to ensuring that Brooks remains a viable, thriving community for current residents and future generations. For the duration of this term, focus is being placed on adequate housing for varying needs and circumstances; a resilient and diversified economy that provides quality employment, and contributes to balance between residential and commercial taxation; and access to essential health care services.

A community cannot sustain itself if young families can't find suitable places to live. Economic diversification creates resiliency against economic shifts. Quality of life deteriorates when residents are not able to access a family doctor or must travel outside our City for basic medical care.

These challenges are interconnected, with each element capable of reinforcing or undermining the others. Recognizing these challenges are not isolated to Brooks, Council recognizes that we can't tackle the sticky problems alone. Regional collaboration amplifies impact and leverages collective resources (including through partnerships like Brooks and Newell Regional Economic Development), and provincial advocacy and collaboration is key to long-term success.

Sustainability means building a community that works for everyone and endures beyond any single Council term, making strategic investments, plans, and systems today that create stability tomorrow.

## Develop a Housing Strategy

Create and implement a comprehensive Housing Strategy that addresses the full spectrum of housing needs in Brooks, ensuring adequate supply, diversity of housing types, and affordability, to support a stable, inclusive community and sustainable economic growth.

## Economic Diversification

Strengthen and diversify Brooks' economic base, reducing vulnerability to economic shifts, balancing residential and commercial taxation, and creating quality employment opportunities that support Brooks' continued growth and ongoing success.

## Health Care Attraction, Integration & Retention

Develop and implement a coordinated strategy to attract health care professionals to the City of Brooks, integrate them successfully into the community, and retain them long-term, ensuring residents have access to primary care and essential health services that support local quality of life and community sustainability.



# *Thank You to the* **Strategic Planning Team**

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## **Council**

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

## **Administration**

Doug Lagore, Interim Chief Administrative Officer  
Mark Shantz, Director of Recreation and Protective Services  
Brian Leibel, Director of Corporate Services  
Lisa Tiffin, Director of Planning and Community Development  
Don Saari, Director of Public Works and Engineering  
Jourdan Jones, Communications Officer

## **Facilitators**

Benjamin Proulx, Transitional Solutions Inc.  
Lindsay Reiling, Transitional Solutions Inc.

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relevant parameters of the Portable Sign Bylaw, including setback from the property line and the corner visibility triangle.

Staff have reviewed the proposal and determined that the placement of a private portable sign on a landscaped boulevard conflicts with the intent of Portable Sign Bylaw 25/01. The Bylaw's purpose in prohibiting portable signs on City-owned boulevards is to protect municipal landscaping, avoid visual clutter, maintain clear sightlines for both vehicles and pedestrians, and ensure that public property is not utilized for private commercial advertising. Approving this request would undermine these objectives and introduce a precedent that would make it difficult to manage future applications from other businesses seeking similar allowances.

The application was circulated to internal departments for comment and the Parks department replied that approval would create challenges during times where snowfall is possible as it will interfere with snow removal from the roadway as well as snow removal from the sidewalk as boulevard space is used to push off snow. In the spring it will interfere with the removal of sanding chips and debris from the turf causing more costly manual removal. For summer/fall it will interfere with all aspects of turf maintenance including turf spraying and irrigation operations increasing operational costs. For these reasons, Administration does not support the request.

Council has the following options to consider regarding this application:

1. Approve the major variance, thus allowing the sign to be placed on the City owned boulevard.
2. Deny the major variance.

If this application is denied, the applicant may still display a portable sign if it is placed on private property elsewhere in the City, with proper authorization from the landowner and an approved permit issued in compliance with all bylaw provisions.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **STRATEGIC PLAN**

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

### **RECOMMENDATION**

That Council deny the major variance request.

Respectfully submitted,



Bailee Boulet  
Development Control Officer



CITY OF BROOKS

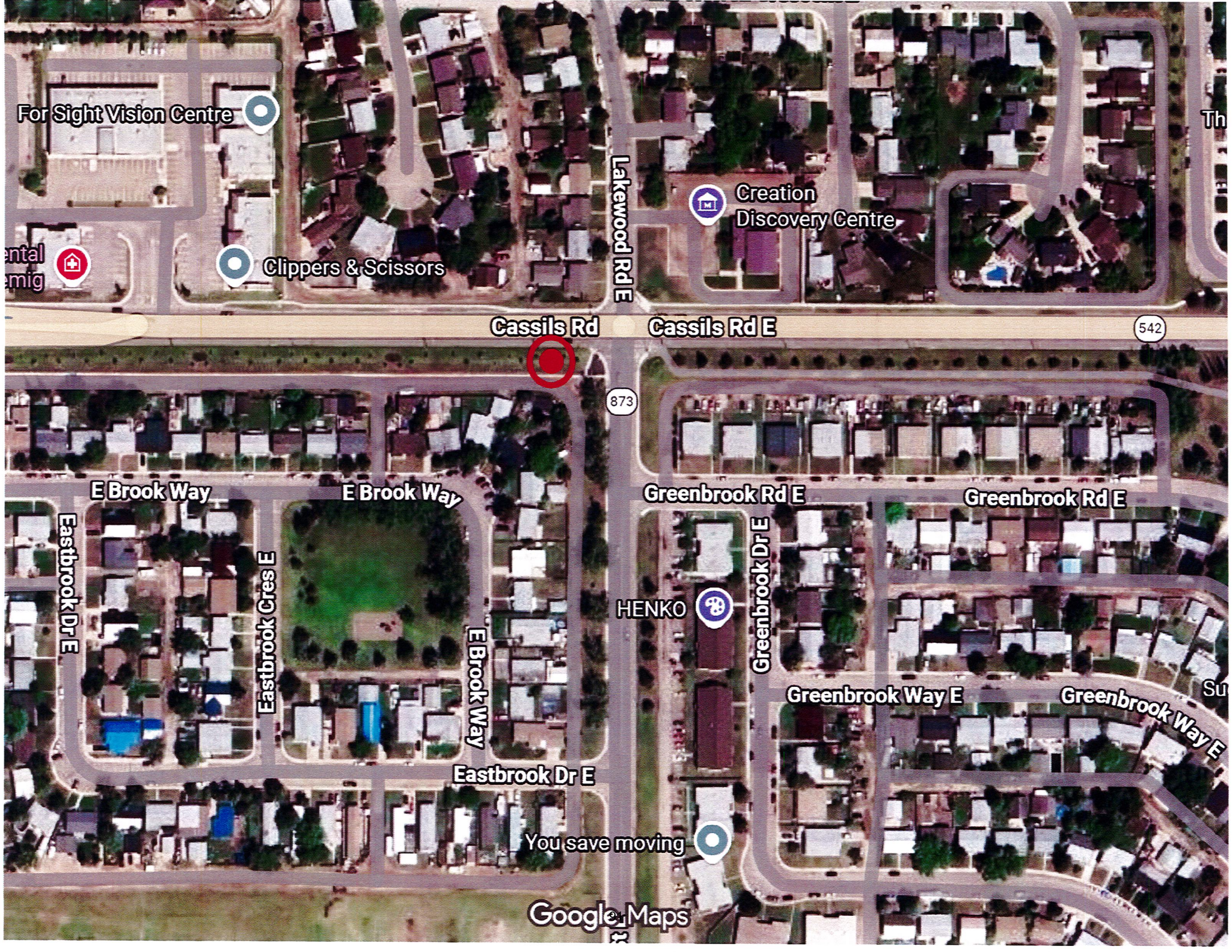
201 -1<sup>st</sup> Ave West, Bag 880, Brooks, Alberta T1R 0Z6  
Phone: 362-3333, Fax: 362-4787, [www.cityofbrooks.ca](http://www.cityofbrooks.ca)  
Email: [development@cityofbrooks.ca](mailto:development@cityofbrooks.ca)

**APPLICATION FOR A PORTABLE SIGN PERMIT**

Please note: This application will not be processed and no sign permit will be issued unless the application is accompanied by drawings showing the design of the sign as well as a site plan showing the location of the new sign (with setbacks to property lines) and any existing signs (with dimensions).

Application Fee :	<input type="checkbox"/> \$160 / year (\$80 after June 30)	Application #:
(see info sheet for details)		License #:
Completed Application Date (to be determined by Development Officer):		
Applicant Name:	[REDACTED]	
Mailing Address:	[REDACTED]	
Business Name:	Magnetsigns Brooks	Phone Number: [REDACTED]
Address of sign location:	Intersection 7 <sup>th</sup> St E x Cassils Rd E	
Legal description of land where sign is to be located:	SW corner of Cassils Rd & 7 <sup>th</sup> St E Intersection	
Registered Owner of Land:	City of Brooks	Phone Number:
Mailing Address:	[REDACTED]	
Sign Manufacturer:	Magnetsigns	Phone Number: [REDACTED]
Mailing Address:	[REDACTED]	
Type of sign to be erected:	<input checked="" type="checkbox"/> Portable	<input type="checkbox"/> A-frame
Is it illuminated?	No	Is it an electronic sign? No
Sign Material:	Steel	
Sign Dimensions	Height above grade: 8ft	Face Area: 48 sqft
		Width: 6ft
Number of existing portable signs:	0	Number of businesses on site: 0
I/We hereby make application for a Sign Permit under the provisions of the City of Brooks Portable Signs Bylaw 12/20 in accordance with the plans and supporting information submitted herewith and which form a part of this application.		
Signature of Applicant:	[REDACTED]	
Signature of Land Owner:	[REDACTED]	

THIS INFORMATION IS BEING COLLECTED FOR THE PURPOSE OF A SIGN PERMIT PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT AND ITS REGULATIONS, AND PURSUANT TO SECTION 32 (C) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION YOU MAY CONTACT THE CITY OF BROOKS, F.O.I.P. COORDINATOR AT 403-362-3333.



For Sight Vision Centre

ental  
mig

Clippers & Scissors

Creation  
Discovery Centre

Lakewood Rd E

Cassils Rd

Cassils Rd E

542

873

E Brook Way

E Brook Way

Greenbrook Rd E

Greenbrook Rd E

Eastbrook Dr E

Eastbrook Cres E

E Brook Way

Eastbrook Dr E

HENKO

8

Greenbrook Dr E

Greenbrook Way E

Greenbrook Way E

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SEA LEGS  
  
*Boat Launch*  
INVITATIONAL

**RUN BIKE PADDLE**  
**May 31st - 10am**  
**Register Now!**

[sealegstriathlon.ca](http://sealegstriathlon.ca) 

Newell  
Run Club



Tourism.



Ad Proudly Sponsored by  
Magnetsigns Brooks

# Election Day October 20th

Advance Polls: Oct. 4th & 18th

Voting Location: JBS Canada Centre



City of Brooks  
**Municipal  
Election**

For More Information  
**Brooks.ca**

# Election Day October 20th

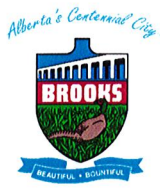
Advance Polls: Oct. 4th & 18th

Voting Location: JBS Canada Centre





City of Brooks  
Municipal  
Election

For More Information  
**Brooks.ca**



## REQUEST FOR DECISION

<b>TITLE:</b> Appointment of 2025 Municipal Auditor	<b>AGENDA ITEM:</b>
<b>PRESENTER:</b> Director of Corporate Services Brian Leibel	Council – March 23, 2026
<b>DEPARTMENT:</b> Corporate Services	<b>ATTACHMENTS:</b>
<b>SUBMITTED BY:</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>Brian Leibel</u> Name         </div> <div style="text-align: center;"> <u>March 11, 2026</u> Date         </div> </div>	
<b>REVIEW APPROVALS:</b>	
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">             _____            Department Director         </div> <div style="text-align: center;"> <u>17 Mar 2026</u>            Date         </div> <div style="text-align: center;">             _____            Interim CAO         </div> <div style="text-align: center;"> <u>MAR 18 2026</u>            Date         </div> </div>	

### **BACKGROUND**

Section 280(1) of the *Municipal Government Act (MGA)* requires Council to appoint one or more auditors for the municipality. The auditor must be a registered professional accounting firm qualified to perform audits and operate in our jurisdiction.

The City of Brooks has engaged KPMG LLP for several years to perform the annual financial audit. KPMG is compliant with all legislative and professional standards. KPMG will provide audit continuity and understanding of the City’s financial systems, internal controls, and reporting frameworks, which contributes to efficient year-end processes and reliable financial statements.

### **DISCUSSION/OPTIONS**

Administration recommends continuing with KPMG LLP for the 2025 audit year.

### **FINANCIAL IMPLICATIONS**

An auditor supports strong financial stewardship, ensures compliance with provincial legislation and professional financial reporting standards.

An auditor also provides assurance of transparent and reliable financial reporting for Council and the public.


### **STRATEGIC PLAN**

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

**RECOMMENDATION**

That Council appoint KPMG LLP as the auditor for the City of Brooks for the fiscal year ending December 31, 2025.

Respectfully submitted,

  
\_\_\_\_\_

Brian Leibel

Director of Corporate Services



Repealing Bylaw – Bylaw 26/005

- This Bylaw repeals the previously approved Development Authority Bylaw, Municipal Planning Commission Bylaw, Subdivision Authority Bylaw and all amendments to each.

Development Authority Bylaw – Bylaw 26/006

- Required by the MGA, this Bylaw officially designates the Development Authority. The Bylaw states that the Development Authority will consist of those persons appointed as Development Control Officers under the Land Use Bylaw.

Subdivision Authority Bylaw – Bylaw 26/007

- Required by the MGA, this Bylaw officially designates the Subdivision Authority. The Bylaw states that Council shall at its organizational meeting appoint all Councillor’s, who do not act as a panel member of the Subdivision and Development Appeal Board, as members of the Subdivision Authority.

To date, no questions or suggested edits have been submitted to staff regarding the four draft bylaws. Public notification for the Public Hearing was done in accordance with the legislated requirements of the MGA and City of Brooks Public Notification Bylaw (18/08) and no comments or concerns were provided by the public. No members of the public attended the Public Hearings (held on February 23<sup>rd</sup>) to speak in favour or opposition of the proposed Bylaws.

These changes were also discussed with the Intermunicipal Development Plan Committee on February 13, 2026. Representatives from County of Newell Council and staff were present and a constructive discussion took place. There were no issues identified.

**FINANCIAL IMPLICATIONS**

There are no financial impacts to the City of Brooks when considering these changes.

**STRATEGIC PLAN**

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

**RECOMMENDATION**

That Council give second and third readings to Bylaw 26/004, 26/005, 26/006, and 26/007.

Respectfully submitted,



Lisa Tiffin

Director, Planning and Community Development



**CITY OF BROOKS  
BYLAW NO. 26/004**

**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 define the Subdivision Authority and redefine the Development Authority and its role in decision making in the City of Brooks as shown in Schedule 'A' attached hereto;

**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 textual changes as shown in the attached Schedule 'A' be adopted.
2. That the amendments to Bylaw No. 14/12, being the Land Use Bylaw, make use of numbering and formatting that maintains the consistency of the portions of the Bylaw being amended.
3. 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.
4. That this Bylaw shall take effect upon 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

## SCHEDULE "A"

- 1. Revise the Table of Contents to match following amendments.**
- 2. Revise the Administration Section as follows:**

### SECTION 13 DEVELOPMENT AUTHORITY

- 13.1 The Development Authority is established in accordance with the Development Authority Bylaw and amendments thereto and consists of:
- (a) the Development Officer as a Designated Officer authorized by Council in accordance with sections 210 and 624 of the *Municipal Government Act (MGA)*, while carrying out municipal functions or duties under the Development Authority Bylaw where applicable by resolution of Council and the *MGA*; and
  - ~~(b) the Municipal Planning Commission while exercising development powers or duties under this bylaw, the Development Authority Bylaw and, where applicable, by resolution of Council, or the *MGA*; and~~
  - (c) Council in Direct Control Districts, unless authority has been specifically delegated by bylaw or resolution to ~~the Municipal Planning Commission or another~~ a Designated Officer under section 624 of the *MGA*.
- 13.2 In the absence of the Development Officer, the following are authorized to act in the capacity of Development Officer:
- ~~(a) Municipal Planning Commission,~~
  - (b) Chief Administrative Officer, or
  - (c) a designate(s) in accordance with the *MGA*.

### SECTION 14 DEVELOPMENT OFFICER – POWERS AND DUTIES

- 14.1 The Development Officer is a Designated Officer and is an authorized person in accordance with sections 210 and 624 of the *MGA* and the Development Authority Bylaw included in Appendix C.
- 14.3 The Development Officer:
- (a) shall receive all development applications and shall review each application to ensure that it is complete in accordance with the requirements of this bylaw and the *MGA*;
  - (b) shall collect the fees payable for each development permit application in accordance with Appendix B "Fees" which has been established by resolution of Council;
  - (c) may require a development permit applicant to supply information other than prescribed in this bylaw if such information is deemed to be necessary for consideration of the development application;
  - (d) shall not process a development application until it is deemed complete and the Development Officer is satisfied that all requirements have been met;
  - (e) may, as a condition of issuing a development permit, require the applicant to provide security in the form of a certified cheque, irrevocable Letter of Credit or other security

- acceptable to the Development Officer, to ensure the terms and conditions attached to the development permit are carried out;
- (f) shall consider and decide upon applications for development permits as described in this bylaw and the MGA, except as provided in subsections (g) and (h);
  - ~~(g) shall refer with appropriate recommendations, to the Municipal Planning Commission or any other Municipal Committee as deemed necessary, all development permit applications involving:
 
    - ~~(i) discretionary uses;~~
    - ~~(ii) any development application the Development Officer deems necessary for review by the Municipal Planning Commission;~~
    - ~~(iii) those matters requiring the specific approval or recommendation of the Municipal Planning Commission pursuant to this bylaw or the Municipal Planning Commission Bylaw;~~
    - ~~(iv) any other matter which, in the opinion of the Development Officer, does not comply with the provisions of this bylaw, or has a provincial or federal interest;~~~~
  - (h) shall refer all development permit applications in a Direct Control district to Council for a decision, unless Council has specifically delegated approving authority to the Development Officer, or another Designated Officer or the Municipal Planning Commission;
  - (i) shall keep and maintain, for the inspection of the general public, a copy of this bylaw including all amendments, and shall ensure that copies of the same are available to the general public on the City of Brooks official website;
  - (j) shall keep on file and make available for inspection by the general public all completed applications for development permits, including the decisions thereon; and
  - (k) shall perform any other powers and duties as are specified in this bylaw, the Development Authority Bylaw, the Municipal Commission Planning bylaw, the MGA or by resolution of Council.

## **~~SECTION 16 MUNICIPAL PLANNING COMMISSION~~**

~~16.1 The Municipal Planning Commission may exercise only such powers and duties as are specified in the Development Authority Bylaw, the Municipal Planning Commission Bylaw, the Subdivision Authority Bylaw, by resolution of Council and the MGA, as amended.~~

~~16.2 The Municipal Planning Commission shall be responsible for:~~

- ~~(a) considering and deciding upon development permit applications referred by the Development Officer;~~
- ~~(b) determining if notification of persons likely to be affected as per Section 38 (Notice to Adjacent Landowners and Persons Likely to be Affected) is required for applications for discretionary uses or applications requesting variances greater than those able to be granted by the Development Officer as per Section 32.2;~~
- ~~(c) considering and deciding upon requests for time extensions on development permit applications referred by the Development Officer;~~

- ~~(d) considering and deciding upon the classification of a use deemed to be similar to a use listed in a land use district as referred by the Development Officer and deciding on the application;~~
- ~~(e) considering and deciding upon applications for subdivision approval;~~
- ~~(f) requiring, when deemed necessary by the Commission, the applicant to provide security in the form of a certified cheque, irrevocable Letter of Credit or other security acceptable to the Commission;~~
- ~~(g) providing recommendations on planning and development matters referred by the Development Officer or Council; and~~
- ~~(h) any other powers and duties as are specified in this bylaw, the Municipal Planning Commission Bylaw, the MGA or by resolution of Council.~~

## **SECTION 18 COUNCIL**

- 18.1 Council shall be responsible for considering and deciding upon development permit applications within any Direct Control district, except where the decision making authority has been delegated to the Development Officer ~~or Municipal Planning Commission.~~
- 18.2 Council shall be responsible for considering and deciding upon subdivision applications within any Direct Control district, except where the decision making authority has been delegated to the Development Officer ~~or Municipal Planning Commission.~~
- 18.3 Council shall be responsible for considering and deciding upon requests for time extensions on subdivision approvals in accordance with section 657 of the MGA.

## **SECTION 19 ESTABLISHMENT OF LAND USE DISTRICTS**

- 19.4 A land use that is not listed as a permitted or discretionary use but which is reasonably similar in character and purpose to a permitted or discretionary use in that district may be deemed a similar use by the **Development Authority** ~~Municipal Planning Commission~~ in accordance with Section 35 (Similar and Prohibited Uses).

## **SECTION 21 SUITABILITY OF SITES**

- 21.2 Nothing in this section shall prevent the Development Officer ~~or Municipal Planning Commission, as applicable,~~ from issuing a development permit or **the Subdivision Authority** approving a subdivision if the Development Officer or **Subdivision Authority** ~~Municipal Planning Commission~~ is satisfied that there is no risk to persons or property or that these concerns will be met by appropriate engineering measures or other mitigating measures and approvals from provincial and/or federal agencies have been obtained, as applicable.

## **SECTION 24 NON-CONFORMING BUILDINGS AND USES**

- ~~24.7 Questions regarding the interpretation and application of Sections 24.3 to 24.6 shall, if necessary, be referred to the Municipal Planning Commission for interpretation and a decision.~~

## SECTION 26 NON-CONFORMING LOT VARIANCES

- 26.1 Where a proposed lot contains different dimensions than those prescribed within the land use district in effect, or will result in an existing or future building not conforming with the height or setback requirements prescribed within the district in effect, a variance may be approved where, in the opinion of the Development Officer ~~or Municipal Planning Commission~~, the noncompliance with the district regulations is:
- (a) minor in nature;
  - (b) consistent with the general character of the area; and
  - (c) does not interfere with the use, enjoyment or value of the neighbouring properties.

## SECTION 29 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

- ~~29.3 If there is a question as to whether a development permit is required for a particular use, the matter shall be referred to the Municipal Planning Commission for a determination.~~

## SECTION 32 PERMITTED USE APPLICATIONS

- 32.1 Upon receipt of a complete application for a development permit for a permitted use that conforms with this bylaw, the Development Officer:
- ~~(a) shall approve a development permit with or without conditions, including the provision of a development agreement pursuant to the MGA.; or~~
  - ~~(b) may refer the application to the Municipal Planning Commission for a decision.~~
- 32.2 Upon receipt of a complete application for a permitted use that requests a variance ~~to any measurable standard of this bylaw~~, the Development Officer: **shall refer to Administration Section 36 (Variance to Bylaw Provisions).**
- ~~(a) may grant an unlimited variance to any setback and/or a variance of up to but no more than 25 percent of any combination of other measurable standards of this bylaw for **new construction** and approve the development permit with or without conditions if, in the opinion of the Development Officer, the variance would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; or~~
  - ~~(b) may grant an unlimited variance to any setback and any other measurable standards of this bylaw for **existing development** and approve the development permit with or without conditions if, in the opinion of the Development Officer, the variance would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; or~~
  - ~~(c) will refer any application for a variance or variances which exceeds the percentages outlined in (a) above to the Municipal Planning Commission for a decision; and~~
  - ~~(d) may refer the development application involving any request for a variance to any measurable standard of this bylaw to the Municipal Planning Commission for a decision; and~~
  - ~~(e) is not required to notify adjacent landowners or persons likely to be affected prior to issuance of a decision on a development permit granting a variance under this section.~~

### SECTION 33 DISCRETIONARY USE APPLICATIONS

- 33.1 ~~Upon receipt of a completed application for a development permit for a discretionary use, the Development Officer shall send the application to the Municipal Planning Commission.~~
- 33.2 Upon receipt of a completed application under Section ~~31~~ 33.4, the **Development Authority** ~~Municipal Planning Commission~~ may, ~~at their discretion or~~ **shall** as required in this bylaw, notify the owners of the land likely to be affected by the issue of a development permit ~~or hold a development hearing~~ in accordance with Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected).
- 33.3 The ~~Development Officer~~ or Development Authority may place any of the following conditions on a development permit for a discretionary use:
- (a) require the applicant to enter into a development agreement pursuant to the *MGA*, as prescribed in this bylaw;
  - (b) the provision of security in the form of a certified cheque, irrevocable Letter of Credit or other security acceptable to the Development Authority;
  - (c) alteration of a structure or building size or location to ensure any setback requirements of this bylaw or the Subdivision and Development Regulation can be met;
  - (d) time periods stipulating completion of development;
  - (e) easements and/or encroachment agreements required as a result of the development;
  - (f) the application of an increased setback to any minimum required setback if determined to be necessary where an adjacent use may be considered to be otherwise negatively impacted, and the increased setback would serve to improve the suitability of the proposed use at the subject location, with consideration for the local context;
  - (g) the property owner/developer is to repair or reinstate or pay for the repair or reinstatement to original condition, of any City owned infrastructure, including but not limited to, street furniture, curbing, sidewalk, boulevard landscaping and tree planting that may be damaged or destroyed or otherwise harmed by development or/and building operations upon the site. All repair and reinstatement work must be completed by a City approved contractor. The property owner/developer must notify the City if they are going to have to destroy or replace any City owned infrastructure;
  - (h) provision of vehicular and pedestrian access and public utilities other than telecommunication systems or works;
  - (i) obtain any other approval, permit, authorization, consent or license that may be required to develop or service the affected land;
  - (j) requirement of a lot or construction stakeout conducted by approved surveyor or agent;
  - (k) any measure required to ensure compliance with applicable federal, provincial and/or municipal legislation and approvals; and
  - (l) any other conditions necessary to ensure compliance with this bylaw and any other statutory plans brought into force by the City of Brooks.

- 33.4 After considering any response to the notifications to owners likely to be affected by the development and, as applicable, any comment received at a development hearing, the Development Authority may issue a development permit with or without conditions or may refuse to issue a development permit stating the reasons.

### **SECTION 34 DIRECT CONTROL DISTRICT APPLICATIONS**

- 34.1 Upon receipt of a complete application for a development permit in a Direct Control District, the Development Officer:
- (a) shall refer the application to Council for a decision, except where the decision making authority has been delegated to the **Development Authority** ~~Municipal Planning Commission or the Development Officer~~; and
  - (b) may notify adjacent landowners and other persons likely to be affected in accordance with Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected) if directed by Council.

### **SECTION 35 SIMILAR AND PROHIBITED USES**

- 35.1 Where a use is applied for which is not specifically considered in any land use district or defined elsewhere in the Land Use Bylaw, but is similar in character and purpose to another use that is permitted or discretionary in the land use district in which such use is proposed, ~~the matter shall be referred by the Development Officer to the Municipal Planning Commission for a determination if the proposal is a similar use.~~ **Development Authority** ~~35.2 The Municipal Planning Commission shall determine and make a ruling on the proposed use as to its similarity to a permitted or discretionary use in the district.~~
- 35.2 **If the use is not deemed similar to a permitted or discretionary use listed in the land use district in which it is proposed, the development permit shall be refused.**
- 35.3 If the use is deemed similar, the proposed use shall be reviewed by the **Development Authority who after notifying adjacent landowners and other persons likely to be affected in accordance with Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected)** ~~Municipal Planning Commission~~ and will render a decision on the application.
- 35.4 Given the above, if the application is approved by the **Development Authority** ~~Municipal Planning Commission~~, a development permit shall be issued in accordance with Section 39 (Notice of Decision).
- 35.5 Where a use is not listed in a land use district as either discretionary or permitted and is not deemed similar in nature in accordance with Section 35.1, then that use is prohibited.

### **SECTION 36 VARIANCE TO BYLAW PROVISIONS**

- 36.1 In accordance with section 640(6) of the MGA, the Development Officer ~~or the Municipal Planning Commission~~ may approve, with or without conditions, a development permit even though the proposed development does not comply with this bylaw if, in the opinion of the Development Authority:
- (a) the proposed development would not:

- (i) unduly interfere with the amenities of the neighbourhood; or
  - (ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and
- (b) the proposed development conforms with the use prescribed for that land or building in this bylaw.

~~36.2~~ Upon receipt of a completed application for a development permit for a permitted use that requests an unlimited variance to any setback and/or a variance of up to but no more than 25 percent of any combination of other measurable standards of this bylaw for **new construction**, the Development Officer may grant the variance and issue the development permit with or without conditions if, in the opinion of the Development Officer, the variance would meet the requirements of the *MGA* as outlined in Section 36.1(a) and (b).

36.2 Upon receipt of a completed application for a development permit for a permitted **or a discretionary** use that requests an unlimited variance to any ~~setback and any other~~ measurable standards of this bylaw for **existing building**, the Development Officer may grant the variance and issue the development permit with or without conditions if, in the opinion of the Development Officer, the variance would meet the requirements of the *MGA* as outlined in Section 36.1(a) and (b).

36.3 Upon receipt of a completed application for a development permit for a permitted or a discretionary use that requests a variance to required number of parking stalls, the Development Officer may grant a variance no greater than 50% of the minimum required off-street parking and issue the development permit with or without conditions if, in the opinion of the Development Officer, the variance would meet the requirements of the *MGA* as outlined in Section 36.1(a) and (b).

36.4 Upon receipt of a completed application for a permitted use that requests a variance ~~exceeding the provisions of Section 36.2 or 36.3~~, or a discretionary use that requests a variance, the Development Officer shall notify adjacent landowners and persons likely to be affected in accordance with Administration Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected) where:

- (a) a requested variance for parking exceeds 25% of the minimum required off-street parking standard; or
- (b) a requested variance exceeds 50% to any measurable standards for new development.

- ~~(a) shall refer the application to the Municipal Planning Commission for a decision; and~~
- ~~(b) may be directed by the Municipal Planning Commission to notify adjacent landowners and persons likely to be affected in accordance with Administration Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected)~~

## SECTION 37 LIMITATIONS ON VARIANCE PROVISIONS

37.1 In approving an application for a development permit, the Development Officer ~~or Municipal Planning Commission~~ shall adhere to the general purpose and intent of the appropriate land use district, **Administration Section 26**, and to the following:

- (a) a variance for the purposes of having existing buildings and structures comply with the requirements of this bylaw shall be considered in the context the neighbourhood, adjacent uses and the impacts to neighbouring properties;
- (b) a variance of measurable standards of the bylaw shall be considered in cases of unnecessary hardship or practical difficulties to the use, character, or situation of land or buildings which are not generally common to other land or buildings in the same land use district;
- (c) where a variance is considered that will reduce the setback from any road as defined in the *MGA*, the Development Authority shall consider all future road construction needs of the municipality as well as the transportation requirements of the parcel(s) or lot(s) affected.

37.2 Despite Section 36, the Development Officer shall not grant a variance for the following:

- (a) density regulations;
- (b) distances and requirements of the Subdivision and Development Regulations;
- (c) any applicable standard of the land use bylaw, if a section or policy specifically **states** ~~sates~~ that the standard is not to be waived or varied; or
- (d) requirements of any local, provincial or national building or construction standards.

### **SECTION 38 NOTIFICATION OF ADJACENT LANDOWNERS AND PERSONS LIKELY TO BE AFFECTED**

38.1 Where notification of adjacent landowners and persons likely to be affected is required as set forth in sections 606, 606.1 and 640 of the *MGA* and have been determined to be required by the **Development Authority** ~~Municipal Planning Commission~~ or Council, the Development Officer shall, at least five (5) days, excluding weekends and holidays, preceding the date of consideration by the **Development Authority** ~~Municipal Planning Commission~~ or Council:

- (a) provide notice of the complete application to the applicant in writing by mail or email;
- (b) provide notice of the application to adjacent landowners **within 100m (328.1 ft) of the subject parcel** and persons likely to be affected by undertaking ~~any one of the following:~~ **the preferred method of:**
  - (i) **mailing or hand delivering the notice;**  
**or, if the preferred method is not practicable, as determined by the development officer, by undertaking any one or more of the following:**
  - (ii) placing a notice on any other form of digital media that is accessible by adjacent landowners and persons likely to be affected; or
  - (iii) placing a notice on the property in a location where the notice is visible and readable from a public right-of-way; and, if deemed necessary; or
  - (iv) **placing a notice on the City's website;** and/or
  - (v) placing an advertisement in a newspaper circulating within the City.

## **SECTION 42 DEVELOPMENT PERMIT VALIDITY**

- 42.4 The Development Officer ~~or Municipal Planning Commission~~ may attach a condition to a permit approval to limit the time frame that any development permit is valid for. If a time limit is applied to a development permit, the following conditions may also be applied:
- (a) the applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;
  - (b) the applicant may be required to submit an irrevocable Letter of Credit, performance bond or other acceptable form of security guaranteeing the cessation or removal of the non-permanent use; and
  - (c) any other conditions as deemed necessary.

## **SECTION 44 REAPPLICATION FOR A DEVELOPMENT PERMIT**

- 44.1 If an application for a development permit is refused by the Development Officer, ~~the Municipal Planning Commission~~, or the Subdivision and Development Appeal Board, the submission of another application for a development permit on the same parcel of land for the same or for a similar use of the land may not be accepted by the Development Officer for at least six (6) months after the date of refusal.

## **SECTION 45 SUSPENSION OR CANCELLATION OF A PERMIT**

- 45.1 If, after a development permit has been issued, the Development Officer ~~or the Municipal Planning Commission~~ determines that:
- (a) the application for the development permit contained a misrepresentation, or
  - (b) facts were not disclosed which should have been at the time of consideration of the application for the development permit; or
  - (c) the development permit was issued in error; or
  - (d) the applicant withdrew the application by way of written notice; or
  - (e) the applicant's development has deviated from what was approved;
- the Development Officer ~~or the Municipal Planning Commission~~ may suspend or cancel the development permit by notice in writing to the holder of it stating the reasons for any suspension or cancellation.
- 45.4 If a development permit is suspended or cancelled, the Subdivision and Development Appeal Board shall review the application if an appeal is filed by the applicant and either:
- (a) reinstate the development permit; or
  - (b) cancel the development permit if the Development Officer ~~or the Municipal Planning Commission~~ would not have issued the development permit if the facts subsequently disclosed had been known during the consideration of the application; or
  - (c) reinstate the development permit and impose such other conditions as are considered necessary to ensure that this bylaw or any statutory plan is complied with.

## **SECTION 50 SUBDIVISION AND DEVELOPMENT APPEALS**

- 50.1 Any person applying for a development permit or any other person affected by an order, decision or development permit made or issued by the Development Officer ~~or the Municipal Planning Commission~~ may appeal such an order or decision to the Subdivision and Development Appeal Board in accordance with the procedures described in the *MGA*.
- 50.3 Notwithstanding Section 50.1, there is no avenue for an appeal if the application was made on lands zoned as Direct Control, if the decision was made by Council. If the decision was made by the ~~Municipal Planning Commission~~ or the Development Officer as a delegated authority of Council, the appeal is limited to whether the Development Authority followed the directions of Council, as per section 641 of the *MGA*.

### **3. Revise Schedule 2 Direct Control District as follows:**

#### **SECTION 2: USES**

All proposed uses are to the discretion of Council unless such authority has been delegated to the **Development Authority** ~~Municipal Planning Commission or Development Officer~~ as per Section 2, sub-section 2.1(3) of the Administrative section of this bylaw.

#### **SECTION 5: APPEALS**

As indicated in Section 3 (Development Permit Rules and Procedures), sub-section 3.21(2) of this bylaw, there is no avenue of appeal on decisions made by Council for lands districted as Direct Control. If Council has delegated authority to the **Development Authority** ~~Municipal Planning Commission or Development Officer~~, the appeal is limited in scope to whether or not the delegated authority followed the directions of Council.

#### **SECTION 7: APPLICABLE SCHEDULES**

Any schedule or section of this bylaw may be applied to any development proposed on a Direct Control lot to the discretion of Council, or **the Development Authority** ~~the Municipal Planning Commission or Development Officer~~ if such authority has been delegated as per this bylaw.

### **4. Revise Schedule 3 General Standards as follows:**

#### **SECTION 74: PROHIBITIONS**

##### **74.2 USES NOT LISTED**

If a use is not listed in the permitted or discretionary uses list of a land use district, and a use that is not listed is not deemed a similar use by the **Development Authority** ~~Municipal Planning Commission~~, the use is considered prohibited and shall not occur in the associated land use district.

### **5. Revise Schedule 4 Use Specific Standards as follows:**

##### **85.3 DAY CARES**

All day care facilities may be approved subject to the following conditions and requirements:

- (1) If determined by the Designated Officer, ~~prior to the Municipal Planning Commission meeting,~~ the applicant for a day care may be required to meet and consult with all adjacent land owners in the vicinity of where the use is proposed;

## **SECTION 88: INDUSTRIAL PERFORMANCE STANDARDS**

### **88.2 GENERAL REQUIREMENTS**

- (2) No process involving the use of solid fuel is permitted, except the use of waste disposal incinerators of a design approved by the **Development Authority** ~~Municipal Planning Commission~~;

### **89.4 MANUFACTURED HOME PARKS**

Prior to the issuance of a Development Permit for a manufactured home park, the **Development Authority** ~~Municipal Planning Commission~~ shall receive and adopt by resolution a comprehensive plan for the park. A comprehensive plan shall be in accordance with, but not necessarily limited to, the following:

## **SECTION 91: MODULAR HOMES**

### **91.2 GENERAL REQUIREMENTS**

- (1) The Designated Officer ~~or Municipal Planning Commission~~ shall issue a development permit for a modular home provided that:
  - (2) As a condition of approval the Designated Officer ~~or Municipal Planning Commission~~, at their discretion, may place other conditions on a development permit, including the requirement that the developer provide landscaping, fencing, address drainage issues, or other such matters they consider necessary if, in their opinion, the conditions would serve to improve the quality or compatibility of a proposed development;
- ~~(6) If there is any doubt as to the required standards being met, the Designated Officer may refer the application to the Municipal Planning Commission for a decision; and~~

## **6. Revise Schedule 5 Signage Standards as follows:**

### **SECTION 100: GENERAL STANDARDS FOR ALL SIGNS**

- ~~(2) The Development Officer may refer any development permit application for a sign to the Municipal Planning Commission for a decision.~~

## **7. Revise Schedule 6 Definitions as follows:**

**Development Authority** means the body established by bylaw to act as the Development Authority in accordance with Sections 623(b) of the Act and may include the Development Officer or other Designated Officer, ~~the Municipal Planning Commission~~ or the Council of the City of Brooks **for Direct Control**.

**Measurable Standard** means a minimum or maximum standard stipulated in this bylaw that can be expressed as a unit of measurement in terms of length, width, height, area, volume, capacity, specified numbers of ~~(for instance parking stalls)~~, angle, and any other unit as determined by the Development Authority. **This definition does not include the minimum required off-street parking**

~~**Municipal Planning Commission** means the Municipal Planning Commission established pursuant to the City of Brooks Municipal Planning Commission Bylaw. The Municipal Planning Commission may also be known as the Development Authority where stipulated in this bylaw and the Development Authority Bylaw.~~

**Similar Use** means **the process** where a use is applied for which is not specifically considered in any land use district or defined elsewhere in the bylaw, but is similar in character and purpose to another use that is permitted or discretionary in the land use district in which such use is proposed, ~~whereby the following process shall apply:~~

- ~~(a) — the matter shall be referred by the Development Officer to the Municipal Planning Commission;~~
- ~~(b) — the Municipal Planning Commission shall determine and make a ruling on the proposed use as to its similarity to a permitted or discretionary use in the district;~~
- ~~(c) — if the use is deemed similar, the proposed use shall be reviewed by the Development Officer as a discretionary use for the land use district; and~~
- ~~(d) — given the above, if the application is approved by the Municipal Planning Commission, the permit shall be issued in accordance with this bylaw.~~



**CITY OF BROOKS  
BYLAW NO. 26/004**

**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 define the Subdivision Authority and redefine the Development Authority and its role in decision making in the City of Brooks as shown in Schedule 'A' attached hereto;

**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 textual changes as shown in the attached Schedule 'A' be adopted.
2. That the amendments to Bylaw No. 14/12, being the Land Use Bylaw, make use of numbering and formatting that maintains the consistency of the portions of the Bylaw being amended.
3. 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.
4. That this Bylaw shall take effect upon 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

## SCHEDULE "A"

### 1. Revise the Table of Contents to match following amendments.

### 2. Revise the Administration Section as follows:

#### SECTION 13 DEVELOPMENT AUTHORITY

- 13.1 The Development Authority is established in accordance with the Development Authority Bylaw and amendments thereto and consists of:
- (a) the Development Officer as a Designated Officer authorized by Council in accordance with sections 210 of the *Municipal Government Act (MGA)*, while carrying out municipal functions or duties under the Development Authority Bylaw where applicable by resolution of Council and the *MGA*; and
  - (b) Council in Direct Control Districts, unless authority has been specifically delegated by bylaw or resolution to a Designated Officer.
- 13.2 In the absence of the Development Officer, the following are authorized to act in the capacity of Development Officer:
- (a) Chief Administrative Officer, or
  - (b) a designate(s) in accordance with the *MGA*.

#### SECTION 14 DEVELOPMENT OFFICER – POWERS AND DUTIES

- 14.1 The Development Officer is a Designated Officer and is an authorized person in accordance with sections 210 of the *MGA* and the Development Authority Bylaw included in Appendix C.
- 14.3 The Development Officer:
- (a) shall receive all development applications and shall review each application to ensure that it is complete in accordance with the requirements of this bylaw and the *MGA*;
  - (b) shall collect the fees payable for each development permit application in accordance with Appendix B "Fees" which has been established by resolution of Council;
  - (c) may require a development permit applicant to supply information other than prescribed in this bylaw if such information is deemed to be necessary for consideration of the development application;
  - (d) shall not process a development application until it is deemed complete and the Development Officer is satisfied that all requirements have been met;
  - (e) may, as a condition of issuing a development permit, require the applicant to provide security in the form of a certified cheque, irrevocable Letter of Credit or other security acceptable to the Development Officer, to ensure the terms and conditions attached to the development permit are carried out;
  - (f) shall consider and decide upon applications for development permits as described in this bylaw and the *MGA*, except as provided in subsections (g);

- (g) shall refer all development permit applications in a Direct Control district to Council for a decision, unless Council has specifically delegated approving authority to the Development Officer, or another Designated Officer;
- (h) shall keep and maintain, for the inspection of the general public, a copy of this bylaw including all amendments, and shall ensure that copies of the same are available to the general public on the City of Brooks official website;
- (i) shall keep on file and make available for inspection by the general public all completed applications for development permits, including the decisions thereon; and
- (j) shall perform any other powers and duties as are specified in this bylaw, the Development Authority Bylaw, the MGA or by resolution of Council.

## **SECTION 18 COUNCIL**

- 18.1 Council shall be responsible for considering and deciding upon development permit applications within any Direct Control district, except where the decision making authority has been delegated to the Development Officer.
- 18.2 Council shall be responsible for considering and deciding upon subdivision applications within any Direct Control district, except where the decision making authority has been delegated to the Development Officer.
- 18.3 Council shall be responsible for considering and deciding upon requests for time extensions on subdivision approvals in accordance with section 657 of the *MGA*.

## **SECTION 19 ESTABLISHMENT OF LAND USE DISTRICTS**

- 19.4 A land use that is not listed as a permitted or discretionary use but which is reasonably similar in character and purpose to a permitted or discretionary use in that district may be deemed a similar use by the Development Authority in accordance with Section 35 (Similar and Prohibited Uses).

## **SECTION 21 SUITABILITY OF SITES**

- 21.2 Nothing in this section shall prevent the Development Officer, from issuing a development permit or the Subdivision Authority approving a subdivision if the Development Officer or Subdivision Authority is satisfied that there is no risk to persons or property or that these concerns will be met by appropriate engineering measures or other mitigating measures and approvals from provincial and/or federal agencies have been obtained, as applicable.

## **SECTION 24 NON-CONFORMING BUILDINGS AND USES**

- 24.6 If a non-conforming building is damaged or destroyed by more than 75 percent of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with this bylaw.
- 24.7 The land use or the use of a building is not affected by a change of ownership or tenancy of the land or building.

## **SECTION 26 NON-CONFORMING LOT VARIANCES**

- 26.1 Where a proposed lot contains different dimensions than those prescribed within the land use district in effect, or will result in an existing or future building not conforming with the height or setback requirements prescribed within the district in effect, a variance may be approved where, in the opinion of the Development Officer the noncompliance with the district regulations is:
- (a) minor in nature;
  - (b) consistent with the general character of the area; and
  - (c) does not interfere with the use, enjoyment or value of the neighbouring properties.

## **SECTION 29 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT**

- 29.2 This section does not negate the requirement of obtaining all required permits, as applicable, under the Alberta Safety Codes Act and any other provincial or federal statute.
- 29.3 The following shall not require a development permit, provided that the proposed development complies with the applicable provisions of this bylaw:
- (a) accessory buildings up to 10 m<sup>2</sup> in residential districts, provided they meet all other requirements as set forth in this bylaw;
  - (b) accessory buildings up to 60 m<sup>2</sup> in all other districts, provided they meet all other requirements as set forth in Schedules 2 to 4 of this bylaw;
  - (c) interior or exterior renovations to a building which do not:
    - Create another dwelling unit;
    - Increase parking requirements;
    - Result in the change of use of a building; or
    - Increase the square footage (increase density).

## **SECTION 32 PERMITTED USE APPLICATIONS**

- 32.1 Upon receipt of a complete application for a development permit for a permitted use that conforms with this bylaw, the Development Officer shall approve a development permit with or without conditions, including the provision of a development agreement pursuant to the *MGA*.
- 32.2 Upon receipt of a complete application for a permitted use that requests a variance the Development Officer shall refer to Administration Section 36 (Variance to Bylaw Provisions).

## **SECTION 33 DISCRETIONARY USE APPLICATIONS**

- 33.1 Upon receipt of a completed application under Section 31, the Development Authority shall as required in this bylaw, notify the owners of the land likely to be affected by the issue of a development permit in accordance with Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected).
- 33.2 The Development Authority may place any of the following conditions on a development permit for a discretionary use:

- (a) require the applicant to enter into a development agreement pursuant to the *MGA*, as prescribed in this bylaw;
  - (b) the provision of security in the form of a certified cheque, irrevocable Letter of Credit or other security acceptable to the Development Authority;
  - (c) alteration of a structure or building size or location to ensure any setback requirements of this bylaw or the Subdivision and Development Regulation can be met;
  - (d) time periods stipulating completion of development;
  - (e) easements and/or encroachment agreements required as a result of the development;
  - (f) the application of an increased setback to any minimum required setback if determined to be necessary where an adjacent use may be considered to be otherwise negatively impacted, and the increased setback would serve to improve the suitability of the proposed use at the subject location, with consideration for the local context;
  - (g) the property owner/developer is to repair or reinstate or pay for the repair or reinstatement to original condition, of any City owned infrastructure, including but not limited to, street furniture, curbing, sidewalk, boulevard landscaping and tree planting that may be damaged or destroyed or otherwise harmed by development or/and building operations upon the site. All repair and reinstatement work must be completed by a City approved contractor. The property owner/developer must notify the City if they are going to have to destroy or replace any City owned infrastructure;
  - (h) provision of vehicular and pedestrian access and public utilities other than telecommunication systems or works;
  - (i) obtain any other approval, permit, authorization, consent or license that may be required to develop or service the affected land;
  - (j) requirement of a lot or construction stakeout conducted by approved surveyor or agent;
  - (k) any measure required to ensure compliance with applicable federal, provincial and/or municipal legislation and approvals; and
  - (l) any other conditions necessary to ensure compliance with this bylaw and any other statutory plans brought into force by the City of Brooks.
- 33.4 After considering any response to the notifications to owners likely to be affected by the development and, as applicable, any comment received at a development hearing, the Development Authority may issue a development permit with or without conditions or may refuse to issue a development permit stating the reasons.

### **SECTION 34 DIRECT CONTROL DISTRICT APPLICATIONS**

- 34.1 Upon receipt of a complete application for a development permit in a Direct Control District, the Development Officer:
- (a) shall refer the application to Council for a decision, except where the decision making authority has been delegated to the Development Authority; and

- (b) may notify adjacent landowners and other persons likely to be affected in accordance with Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected) if directed by Council.

### **SECTION 35 SIMILAR AND PROHIBITED USES**

- 35.1 Where a use is applied for which is not specifically considered in any land use district or defined elsewhere in the Land Use Bylaw, but is similar in character and purpose to another use that is permitted or discretionary in the land use district in which such use is proposed, the Development Authority shall determine and make a ruling on the proposed use as to its similarity to a permitted or discretionary use in the district.
- 35.2 If the use is not deemed similar to a permitted or discretionary use listed in the land use district in which it is proposed, the development permit shall be refused.
- 35.3 If the use is deemed similar, the proposed use shall be reviewed by the Development Authority who after notifying adjacent landowners and other persons likely to be affected in accordance with Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected) will render a decision on the application.
- 35.4 Given the above, if the application is approved by the Development Authority, a development permit shall be issued in accordance with Section 39 (Notice of Decision).
- 35.5 Where a use is not listed in a land use district as either discretionary or permitted and is not deemed similar in nature in accordance with Section 35.1, then that use is prohibited.

### **SECTION 36 VARIANCE TO BYLAW PROVISIONS**

- 36.1 In accordance with section 640(6) of the *MGA*, the Development Officer may approve, with or without conditions, a development permit even though the proposed development does not comply with this bylaw if, in the opinion of the Development Authority:
  - (a) the proposed development would not:
    - (i) unduly interfere with the amenities of the neighbourhood; or
    - (ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and
  - (b) the proposed development conforms with the use prescribed for that land or building in this bylaw.
- 36.2 Upon receipt of a completed application for a development permit for a permitted or a discretionary use that requests an unlimited variance to any measurable standards of this bylaw, the Development Officer may grant the variance and issue the development permit with or without conditions if, in the opinion of the Development Officer, the variance would meet the requirements of the *MGA* as outlined in Section 36.1(a) and (b).
- 36.3 Upon receipt of a completed application for a development permit for a permitted or a discretionary use that requests a variance to required number of parking stalls, the Development Officer may grant a variance no greater than 50% of the minimum required off-street parking and issue the development permit with or without conditions if, in the

opinion of the Development Officer, the variance would meet the requirements of the *MGA* as outlined in Section 36.1(a) and (b).

- 36.4 Upon receipt of a completed application for a permitted or a discretionary use that requests a variance, the Development Officer shall notify adjacent landowners and persons likely to be affected in accordance with Administration Section 38 (Notification of Adjacent Landowners and Persons Likely to be Affected) where:
- (a) a requested variance for parking exceeds 25% of the minimum required off-street parking standard; or
  - (b) a requested variance exceeds 50% to any measurable standards for new development.

### **SECTION 37 LIMITATIONS ON VARIANCE PROVISIONS**

- 37.1 In approving an application for a development permit, the Development Officer shall adhere to the general purpose and intent of the appropriate land use district, Administration Section 26, and to the following:
- (a) a variance for the purposes of having existing buildings and structures comply with the requirements of this bylaw shall be considered in the context the neighbourhood, adjacent uses and the impacts to neighbouring properties;
  - (b) a variance of measurable standards of the bylaw shall be considered in cases of unnecessary hardship or practical difficulties to the use, character, or situation of land or buildings which are not generally common to other land or buildings in the same land use district;
  - (c) where a variance is considered that will reduce the setback from any road as defined in the *MGA*, the Development Authority shall consider all future road construction needs of the municipality as well as the transportation requirements of the parcel(s) or lot(s) affected.
- 37.2 Despite Section 36, the Development Officer shall not grant a variance for the following:
- (a) density regulations;
  - (b) distances and requirements of the Subdivision and Development Regulations;
  - (c) any applicable standard of the land use bylaw, if a section or policy specifically states that the standard is not to be waived or varied; or
  - (d) requirements of any local, provincial or national building or construction standards.

### **SECTION 38 NOTIFICATION OF ADJACENT LANDOWNERS AND PERSONS LIKELY TO BE AFFECTED**

- 38.1 Where notification of adjacent landowners and persons likely to be affected is required as set forth in sections 606, 606.1 and 640 of the *MGA* and have been determined to be required by the Development Authority or Council, the Development Officer shall, at least five (5) days, excluding weekends and holidays, preceding the date of consideration by the Development Authority or Council:
- (a) provide notice of the complete application to the applicant in writing by mail or email;

- (b) provide notice of the application to adjacent landowners within 100m (328.1 ft) of the subject parcel and persons likely to be affected by undertaking the preferred method of:
- (i) mailing or hand delivering the notice;
- or, if the preferred method is not practicable, as determined by the development officer, by undertaking any one or more of the following:
- (ii) placing a notice on any other form of digital media that is accessible by adjacent landowners and persons likely to be affected; or
  - (iii) placing a notice on the property in a location where the notice is visible and readable from a public right-of-way; and, if deemed necessary; or
  - (iv) placing a notice on the City's website; and/or
  - (v) placing an advertisement in a newspaper circulating within the City.

## **SECTION 42 DEVELOPMENT PERMIT VALIDITY**

- 42.4 The Development Officer may attach a condition to a permit approval to limit the time frame that any development permit is valid for. If a time limit is applied to a development permit, the following conditions may also be applied:
- (a) the applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;
  - (b) the applicant may be required to submit an irrevocable Letter of Credit, performance bond or other acceptable form of security guaranteeing the cessation or removal of the non-permanent use; and
  - (c) any other conditions as deemed necessary.

## **SECTION 44 REAPPLICATION FOR A DEVELOPMENT PERMIT**

- 44.1 If an application for a development permit is refused by the Development Officer, or the Subdivision and Development Appeal Board, the submission of another application for a development permit on the same parcel of land for the same or for a similar use of the land may not be accepted by the Development Officer for at least six (6) months after the date of refusal.

## **SECTION 45 SUSPENSION OR CANCELLATION OF A PERMIT**

- 45.1 If, after a development permit has been issued, the Development Officer determines that:
- (a) the application for the development permit contained a misrepresentation, or
  - (b) facts were not disclosed which should have been at the time of consideration of the application for the development permit; or
  - (c) the development permit was issued in error; or
  - (d) the applicant withdrew the application by way of written notice; or
  - (e) the applicant's development has deviated from what was approved;
- the Development Officer may suspend or cancel the development permit by notice in writing to the holder of it stating the reasons for any suspension or cancellation.

- 45.4 If a development permit is suspended or cancelled, the Subdivision and Development Appeal Board shall review the application if an appeal is filed by the applicant and either:
- (a) reinstate the development permit; or
  - (b) cancel the development permit if the Development Officer would not have issued the development permit if the facts subsequently disclosed had been known during the consideration of the application; or
  - (c) reinstate the development permit and impose such other conditions as are considered necessary to ensure that this bylaw or any statutory plan is complied with.

## **SECTION 50 SUBDIVISION AND DEVELOPMENT APPEALS**

- 50.1 Any person applying for a development permit or any other person affected by an order, decision or development permit made or issued by the Development Officer may appeal such an order or decision to the Subdivision and Development Appeal Board in accordance with the procedures described in the *MGA*.
- 50.3 Notwithstanding Section 50.1, there is no avenue for an appeal if the application was made on lands zoned as Direct Control, if the decision was made by Council. If the decision was made by the Development Officer as a delegated authority of Council, the appeal is limited to whether the Development Authority followed the directions of Council, as per section 641 of the *MGA*.

## **3. Revise Schedule 2 Direct Control District as follows:**

### **SECTION 2: USES**

All proposed uses are to the discretion of Council unless such authority has been delegated to the Development Authority as per Section 2, sub-section 2.1(3) of the Administrative section of this bylaw.

### **SECTION 5: APPEALS**

As indicated in Section 3 (Development Permit Rules and Procedures), sub-section 3.21(2) of this bylaw, there is no avenue of appeal on decisions made by Council for lands districted as Direct Control. If Council has delegated authority to the Development Authority, the appeal is limited in scope to whether or not the delegated authority followed the directions of Council.

### **SECTION 7: APPLICABLE SCHEDULES**

Any schedule or section of this bylaw may be applied to any development proposed on a Direct Control lot to the discretion of Council, or the Development Authority if such authority has been delegated as per this bylaw.

## **4. Revise Schedule 3 General Standards as follows:**

### **SECTION 74: PROHIBITIONS**

**74.2 USES NOT LISTED**

If a use is not listed in the permitted or discretionary uses list of a land use district, and a use that is not listed is not deemed a similar use by the Development Authority, the use is considered prohibited and shall not occur in the associated land use district.

**5. Revise Schedule 4 Use Specific Standards as follows:****85.3 DAY CARES**

All day care facilities may be approved subject to the following conditions and requirements:

- (1) If determined by the Designated Officer, the applicant for a day care may be required to meet and consult with all adjacent land owners in the vicinity of where the use is proposed;

**SECTION 88: INDUSTRIAL PERFORMANCE STANDARDS****88.2 GENERAL REQUIREMENTS**

- (2) No process involving the use of solid fuel is permitted, except the use of waste disposal incinerators of a design approved by the Development Authority;

**89.4 MANUFACTURED HOME PARKS**

Prior to the issuance of a Development Permit for a manufactured home park, the Development Authority shall receive and adopt by resolution a comprehensive plan for the park. A comprehensive plan shall be in accordance with, but not necessarily limited to, the following:

**SECTION 91: MODULAR HOMES****91.2 GENERAL REQUIREMENTS**

- (1) The Designated Officer shall issue a development permit for a modular home provided that:
- (2) As a condition of approval the Designated Officer, at their discretion, may place other conditions on a development permit, including the requirement that the developer provide landscaping, fencing, address drainage issues, or other such matters they consider necessary if, in their opinion, the conditions would serve to improve the quality or compatibility of a proposed development;

**6. Revise Schedule 5 Signage Standards as follows:****SECTION 100: GENERAL STANDARDS FOR ALL SIGNS**

## 7. Revise Schedule 6 Definitions as follows:

**Development Authority** means the body established by bylaw to act as the Development Authority in accordance with Sections 623(b) of the Act and may include the Development Officer or other Designated Officer, or the Council of the City of Brooks for Direct Control.

**Measurable Standard** means a minimum or maximum standard stipulated in this bylaw that can be expressed as a unit of measurement in terms of length, width, height, area, volume, capacity, specified numbers, angle, and any other unit as determined by the Development Authority. This definition does not include the minimum required off-street parking

**Similar Use** means the process where a use is applied for which is not specifically considered in any land use district or defined elsewhere in the bylaw, but is similar in character and purpose to another use that is permitted or discretionary in the land use district in which such use is proposed.



**CITY OF BROOKS  
BYLAW NO. 26/005**

**A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO  
REPEAL THE PLANNING AUTHORITIES BYLAWS.**

**WHEREAS**, the Council of the City of Brooks has adopted updated Subdivision and Development Authority Bylaws;

**AND WHEREAS** the below noted Bylaws are now obsolete;

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

1. This Bylaw may be referred to as a “Planning Authorities Repealing Bylaw”.
2. That the following Bylaws of the City of Brooks are hereby repealed:

<u>BYLAW NUMBER</u>	<u>DESCRIPTION</u>
95/28	Development Authority Bylaw
04/28	Municipal Planning Commission Bylaw
10/17	Amendment to Bylaw 04/28
13/25	Subdivision Authority Bylaw
13/26	Amendment to Bylaw 04/28
16/16	Amendment to Bylaw 04/28

3. That this Bylaw shall take effect upon the passing of Bylaws 26/006 and 26/007.

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



## **CITY OF BROOKS BYLAW NO. 26/006**

### **A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO ESTABLISH A DEVELOPMENT AUTHORITY.**

**WHEREAS**, Section 623(b) of the Municipal Government Act, RSA 2000, Chapter M-26 as amended, requires the municipality to adopt a bylaw to establish a Development Authority;

**AND WHEREAS**, the Development Authority is authorized to make decisions on development applications in accordance with the administrative procedures, land uses, and schedules established in the Land Use Bylaw.

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

1. This Bylaw may be referred to as a “City of Brooks Development Authority Bylaw”.
2. DEFINITIONS:
  - (a) Act means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
  - (b) Chief Administrative Officer (CAO) means the person appointed to the position in accordance with the Municipal Government Act.
  - (c) Council means the Municipal Council of the City of Brooks.
  - (d) Designated officer has the same meaning as is defined in the Land Use Bylaw.
  - (e) Development Authority means the persons appointed by Council to exercise only such powers and perform duties as are specified in the Act, the Land Use Bylaw or by resolution of Council.
  - (f) Municipality means the City of Brooks in the Province of Alberta.
  - (g) All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.
3. The Development Authority for the municipality shall be the Designated Persons, being those individuals holding positions as defined by the Land Use Bylaw, and as designated by the CAO.
4. The Development Authority shall exercise the powers and perform the duties assigned under the Land Use Bylaw, statutory plans, the Act, and as otherwise directed by Council.

5. SEVERABILITY

- (a) 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 further the intention of Council that if any provision of this bylaw is declared invalid, that all other provisions hereof shall remain valid and enforceable.

6. That this Bylaw shall take effect upon the 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 Office



## **CITY OF BROOKS BYLAW NO. 26/007**

### **A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AUTHORITY.**

**WHEREAS**, Section 623(a) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended requires the municipality to adopt a Bylaw to establish a Subdivision Authority;

**AND WHEREAS**, the Subdivision Authority is authorized to make decisions on applications for subdivision approval in accordance with the provincial land use policies, the South Saskatchewan Regional Plan, the *Municipal Government Act*, the Matters Related to Subdivision and Development Regulation, the City of Brooks Land Use Bylaw and statutory plans.

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

1. This Bylaw may be referred to as a “City of Brooks Subdivision Authority Bylaw”.
2. DEFINITIONS:
  - (a) “Act” means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
  - (b) “Council” means the Municipal Council of the City of Brooks.
  - (c) “Chief Administrative Officer (CAO)” means the person appointed to the position in accordance with the Act.
  - (d) “Clerk” means the person or persons appointed by Council to act as recording clerk of the Subdivision Authority.
  - (e) “Members” means the Members of the Subdivision Authority.
  - (f) “Municipality” means the City of Brooks in the Province of Alberta.
  - (g) “Subdivision Authority” means the persons appointed by Council to exercise only such powers and perform duties as are specified herein.
  - (h) All other terms used in this Bylaw shall have the meaning as is assigned to them in the Act, as amended from time to time.
3. GENERAL RULES
  - (a) Council may delegate or authorize the CAO to delegate any of its Subdivision Authority powers, duties or function to an authorized person, delegated planning advisor, agency or a regional services commission.

- (b) Council shall, at its organizational meeting, appoint all Councillor's, who do not act as a panel member of the Subdivision and Development Appeal Board, as Members of the Subdivision Authority.
- (c) The Council shall, by resolution, appoint a Clerk who shall be an employee of the Municipality and shall attend all meetings of the Subdivision Authority, but shall not vote on any matter before the Subdivision Authority.
- (d) The Members of the Subdivision Authority shall elect one of themselves as chair, and one of themselves as vice-chair to hold office for a term of one year from the date of election.
- (e) The Subdivision Authority shall hold regular meetings (generally 12 times per year) on a date to be determined by the Subdivision Authority, and it may also hold special meetings at any time at the call of the chair.
- (f) The Members present at the meeting of the Subdivision Authority shall constitute a quorum.
- (g) The decision of the majority of the Members present at a meeting shall be deemed to be the decision of the whole Subdivision Authority.
- (h) The Subdivision Authority may make rules to govern its hearings.
- (i) The Subdivision Authority, when considering an application for subdivision approval, is not required to hold a hearing.

4. SEVERABILITY

- (a) 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 further the intention of Council that if any provision of this Bylaw is declared invalid, that all other provisions hereof shall remain valid and enforceable.

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

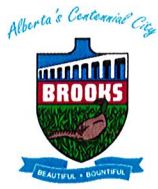
Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Mayor

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Chief Administrative Officer



## REQUEST FOR DECISION

<b>TITLE:</b> Bylaw 26/009 – Non-Residential Tax Incentive Program		<b>AGENDA ITEM:</b> Council – March 23, 2026	
<b>PRESENTER:</b> Economic Development Officer Mitchell Iwaasa			
<b>DEPARTMENT:</b> Planning and Community Development		<b>ATTACHMENTS:</b> Bylaw 26/009	
<b>SUBMITTED BY:</b>  <u>Mitchell Iwaasa</u> Name		<u>March 18, 2026</u> Date	
<b>REVIEW APPROVALS:</b>			
	<u>MAR 19 2026</u>		<u>MAR 19 2026</u>
Department Director	Date	Interim CAO	Date

### BACKGROUND

The *Municipal Government Act* permits municipalities to offer tax incentive programs to spur both residential and non-residential development. The City’s Residential New Build Incentive Program ended on December 31, 2025, and a non-residential program is now being proposed.

### DISCUSSION/OPTIONS

The original draft Bylaw was presented to Council Committee on February 17 and a revised RFD was presented to Council Committee on March 17. The Bylaw is attached maintaining the preferred options and with the changes as requested by Council.

The requirements to participate in the program are outlined in the Bylaw and include obtaining a Development Permit, a capital cost of at least \$5,000,000, creating and maintaining ten full-time jobs and signing a tax incentive agreement. A Clause was added that gives the Chief Administrative Officer the ability to approve an application that may not meet all of the listed criteria.

The Program provides an exemption of fifty percent of the increase in municipal taxes in the improvement assessment as compared to the base assessment year, for up to five years. The approval, denial and contents of the tax incentive agreement may be modified by the Chief Administrative Officer (CAO) with input from Council. The applicant has the ability to appeal the CAO decision(s) to Council.

### FINANCIAL IMPLICATIONS

There may be significant financial implications if this Bylaw is approved. Attracting a large non-residential build/industry will increase the tax base and tax revenue received by the City.

**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**

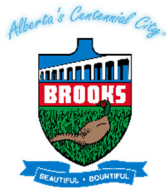
Administration recommends that Council provide first, second and third readings for Bylaw 26/009 – Non-Residential Tax Incentive Program.

Respectfully submitted,



Mitchell Iwaasa

Economic Development Officer



**CITY OF BROOKS  
BYLAW 26/009**

**A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO AUTHORIZE MUNICIPAL TAX REDUCTIONS FOR ELIGIBLE NON-RESIDENTIAL PROPERTIES UNDER THE NON-RESIDENTIAL DEVELOPMENT TAX INCENTIVE PROGRAM.**

**WHEREAS** Section 364.2(2) of the *Municipal Government Act* permits Council to provide for a full or partial exemption from taxation for the purpose of encouraging the development or revitalization of properties in an assessment class specified in section 297(1)(b) or (d) or for the general benefit of the municipality;

**AND WHEREAS** Section 347(1) of the *Municipal Government Act* permits Council to cancel or reduce taxes if it considers it equitable to do so;

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

**1. TITLE:**

100. This Bylaw may be referred to as the “Non-Residential Development Tax Incentive Bylaw”.

**2. INTERPRETATION:**

200. In this Bylaw, unless the content otherwise requires,
201. “**Act**” means that *Municipal Government Act*, RSA 2000, M-26, as amended or replaced from time to time;
202. “**Assessment Value**” means the dollar value assigned to a property to apply applicable property taxes;
203. “**Base Assessment Year**” means the assessment year immediately prior to the year that the full Assessment Value of the New Development is recognized on the assessment roll;
204. “**Bylaw**” means the City of Brooks Bylaw No. 26/009 as may be amended from time to time;
205. “**Chief Administrative Officer (CAO)**” means the person appointed by Council to the position of Chief Administrative Officer for the City under Section 205 of the Act and pursuant to this Bylaw or their designate;
206. “**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;

207. **“Council”** means the Municipal Council of the City of Brooks;
208. **“Exemption”** means the portion of Municipal Taxes that has been determined to be exempt and subject to a rebate under the Non-Residential Development Tax Incentive Program;
209. **“Improvement Assessment”** means the change in assessed value of a property immediately prior to the New Development on a property to the assessed value immediately after the New Development;
210. **“Municipal Taxes”** the portion of property taxes collected for operating the City and does not include education, Newell Housing Foundation or repaving tax(es);
211. **“New Development”** means the additional improvement on an eligible Non-Residential property that increases the Improvement Assessment of that property and does not include the land value;
212. **“Non-Residential”** means the type of property falling within the assessment class specified in Section 297(1)(b) of the Act, but does not include linear or designated industrial property;
213. **“Non-Residential Development Tax Incentive Program”** means a program that provides for the exemption of Municipal Taxes for qualifying New Developments;
214. **“Owner(s)”** means the holder of a Title; and,
215. **“Tax Incentive Agreement”** means a written agreement between the City and an Owner(s) that sets out the terms and conditions applicable to a property participating in the Non-Residential Development Tax Incentive Program.

### **3. PROCEDURE:**

300. The qualifying period of this program shall be April 1, 2026 to December 31, 2028.
301. Only the property Owner(s) can apply for the incentive.
302. Applications for the Non-Residential Development Tax Incentive Program must be received prior to construction completion and no later than December 31, 2028.

303. Year 1 of the incentive will be the year that the full Assessment Value of the New Development is recognized on the assessment roll.
304. The application form, attached as Schedule "A" and forming part of this Bylaw, must be completed and an application fee of \$1,200 must accompany the application. If the application fee does not accompany the application, the application will be considered incomplete and will not be reviewed.
305. The Chief Administrative Officer shall receive and consider applications within the provisions of this Bylaw. The Chief Administrative Officer shall either:
306. grant the Exemption and enter into a Tax Incentive Agreement; or,
307. deny the application and provide written reasons to the Owner(s) as to why the application was denied and shall provide the date by which an appeal to Council must be submitted.
308. To be eligible for the Non-Residential Tax Incentive Program and Exemption, the New Development should meet the following criteria:
309. have a valid and approved Development Permit, which shall not be eligible for more than two (2) consecutive one-year extensions.
310. have an estimated capital cost of \$5,000,000 or greater on the Non-Residential portion of the development;
311. create and maintain ten or more full-time positions;
312. have all applicable provincial and/or federal permits in place;
313. have an expected lifespan of over 15 years; and,
314. not have any amounts owing as relates to property taxes, utilities or any other fees payable to the City.
315. A New Development that does not meet all of the criteria listed in Sections 309-314 may still be considered and approved by the Chief Administrative Officer.
316. If the property has a residential/Non-Residential split, the Exemption is only applied to the Assessment Value associated to the Non-Residential portion.
317. The Exemption shall be equal to fifty percent of the increase in Municipal Taxes, attributed to the differential in the Improvement Assessment between the Base Assessment Year and the current assessment year, for up to five years.
318. Exemptions shall be applied:
319. annually;
320. to the Municipal Tax Rate only; and,
321. directly to the municipal tax roll and no cash disbursements shall be made to the Owner(s).

**4. TAX INCENTIVE AGREEMENT:**

400. A Tax Incentive Agreement will be required for all properties participating in the Non-Residential Development Tax Incentive Program, which will include the following:
- 401. the taxation years for which the Exemption may apply;
  - 402. conditions, the breach of which will result in cancellation of the Exemption and Tax Incentive Agreement for that property;
  - 403. the length of the Exemption, which at no time will exceed five years;
  - 404. any other information, conditions or criteria as required by the City.

**5. CANCELLATION OF THE EXEMPTION:**

500. After an Exemption is granted, if the City determines that the Owner(s) or the property did not meet or ceased to meet any of the criteria that formed the basis for granting the Exemption or there was a breach of any condition of the Tax Incentive Agreement, the CAO may cancel the Exemption for the taxation year(s) in which the criteria was not met or to which the condition(s) apply.
501. The City may require an Owner(s) to provide any documentation the City deems necessary to verify compliance with the conditions of the Tax Incentive Agreement.
502. A written notice to cancel the Exemption must be provided to the Owner(s) and include:
- 503. the reason(s) for the cancellation;
  - 504. the taxation year(s) that the cancellation applies; and,
  - 505. the date an appeal must be submitted to Council.

**6. APPEAL PROCESS:**

600. An Owner may make a written appeal to Council if:
- 601. their property has been denied an Exemption;
  - 602. an Exemption is cancelled for one or more years; or,
  - 603. a Tax Incentive Agreement is cancelled; and,
  - 604. the appeal is made within seven days of the date the denial is received.
605. Council shall hold a hearing within thirty days after receiving the written appeal.
606. In determining an appeal, Council may uphold or overturn the decision made by Administration.
607. Council shall render its decision in writing to the appellant within fifteen days from the date of decision. The decision of Council is final and binding.

**7. SEVERABILITY:**

700. 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 hereof shall remain valid and enforceable.

**8. EFFECTIVE DATE:**

800. This Bylaw shall take effect at 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 adopted this    day of    , 2026.

\_\_\_\_\_  
Mayor

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

**Schedule “A” – Application Form**

**Bylaw 26/009**

**NON-RESIDENTIAL NEW DEVELOPMENT INCENTIVE APPLICATION FORM**

Application Date:	
Owner Name(s):	
Property Address:	
Tax Roll:	
Phone Number:	
Email Address:	
Date of Building Services Permit Report:	
Estimated value of construction:	
Estimated number of jobs created/maintained:	

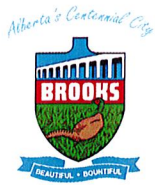
By signing and initialing this form, I/We understand that this program is subject to the following terms:

Initials	Terms
	If I/we sell the property, the Exemption will stay with the property and transfer to the new Owner(s).
	I/we understand that a signed Tax Incentive Agreement is required prior to the property receiving the Exemption.
	I/we have read and understand City of Brooks Bylaw 26/009 Non-Residential Development Tax Incentive Bylaw.

Signature:		Date:	
Signature:		Date:	

For Office Use Only			
Received by:		Date:	
Approved by:		Date:	
Year 1 =		Year 2 =	
Year 3 =		Year 4 =	
Year 5 =		Application Fee Paid (Y/N)	

POPA Notification: The personal information you provide on this form is being collected under the authority of the *Protection of Privacy Act* and is used solely for the purposes relating to the administration of Assessment/Taxation services. Questions about the collection or use of this information can be directed to the City of Brooks at 403-362-3333.



## REQUEST FOR DECISION

<b>TITLE:</b> Bylaw 26/014 – Business Improvement Area Tax		<b>AGENDA ITEM:</b> Council – March 23, 2026	
<b>PRESENTER:</b> Manager of Legislative Services Amy Fontoura			
<b>DEPARTMENT:</b> Corporate Services		<b>ATTACHMENTS:</b> Bylaw 26/014	
<b>SUBMITTED BY:</b>  <u>Amy Fontoura</u> Name		<u>March 3, 2026</u> Date	
<b>REVIEW APPROVALS:</b>			
<u>[Signature]</u> Department Director	<u>3 Mar 2026</u> Date	<u>[Signature]</u> Interim CAO	<u>MAR 18 2026</u> Date

### BACKGROUND

A Bylaw must be adopted annually to give affect to the collection of Business Improvement Area taxes. Bylaw 26/014 sets out the requirements under the *Municipal Government Act* to levy these taxes against businesses within the improvement area.

### DISCUSSION/OPTIONS

Annually, as required by Bylaw 91/26 and amendments:

- Council must consider the annual budget as prepared by the Board of Directors of the Business Improvement Area and provide notice to the ratepayers of the budget consideration at its regular meeting to be held April 13, 2026; and,
- Annually pass a Bylaw to set a rate for the tax levy on businesses located in the Brooks Town Centre Business Revitalization Zone.

Attached is the Bylaw for 2026 showing the assessed value for the Business Revitalization Zone, the approved budget by the Board and the mill rate that will be applied to ratepayers of the business improvement area.

Bylaw 26/014 is being presented for first reading and after first reading is approved, notices will be sent to ratepayers with a copy of the budget and proposed Bylaw. Ratepayers will be advised they can attend the April 13 Council Meeting to support or express concerns related to the Bylaw.

### FINANCIAL IMPLICATIONS

There are no financial implications if this Bylaw is adopted.

### 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**

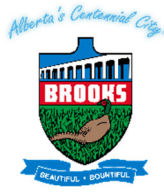
Administration recommends that Council give first reading to Bylaw 26/014 and set April 13, 2026 as the date for the public hearing.

Respectfully submitted,



Amy Fontoura

Manager of Legislative Services



**CITY OF BROOKS  
BYLAW NO. 26/014**

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO SET A RATE FOR THE BUSINESS IMPROVEMENT AREA TAX ON BUSINESSES LOCATED IN THE BROOKS TOWN CENTRE REVITALIZATION ZONE.

**WHEREAS** the Council of the City of Brooks has, by Bylaw, established a business revitalization zone and business improvement area tax for members of that zone;

**AND WHEREAS** the expenditures of the Brooks Town Centre Revitalization Zone Association have been estimated and approved at \$22,500.00 for the period January 1, 2026 to December 31, 2026; and,

**AND WHEREAS** the total business assessment in the Brooks Town Centre Revitalization Zone has been computed at \$172,000.

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

There shall be imposed upon all businesses on the Business Assessment Roll of the City of Brooks a levy of 130.8140 mills on the assessment.

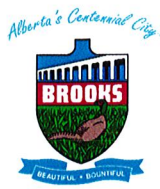
Read a first time this 23<sup>rd</sup> day of March, 2026.

Read a second time this    day of    , 2026.



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

\_\_\_\_\_  
Mayor

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



## REQUEST FOR DECISION

<b>TITLE:</b> 2026 Property Tax Bylaw	<b>AGENDA ITEM:</b>
<b>PRESENTER:</b> Financial Planning Supervisor Cathy Slaney	Council – March 23, 2026
<b>DEPARTMENT:</b> Corporate Services	<b>ATTACHMENTS:</b>
<b>SUBMITTED BY:</b>	Bylaw 26/016
<u>Cathy Slaney</u> Name	<u>March 18, 2026</u> Date
<b>REVIEW APPROVALS:</b>	
 <hr/> Department Director	<u>18 Mar 2026</u> Date
 <hr/> Interim CAO	<u>MAR 18 2026</u> Date

### **BACKGROUND**

Section 353 of the *Municipal Government Act* (MGA) requires Council to annually pass a property tax bylaw authorizing municipal tax rates necessary to raise the required revenue. Section 354 permits Council to set different municipal tax rates for different assessment classes, including residential and non-residential property.

The Property Tax Bylaw must set out, and show separately, all municipal tax rates required to raise the approved revenue. In addition to municipal taxes, property tax notices also include requisitions collected on behalf of other authorities, such as education and seniors' housing. These requisitions are not determined by Council.

The combined Assessment and Tax Notices will be mailed to property owners in May with all taxes due on June 30, 2026.

### **DISCUSSION/OPTIONS**

Several taxation scenarios were presented at the Council Committee meeting held on March 17, 2026. Following discussion, Council directed Administration to prepare the Property Tax Bylaw with no increase to the residential municipal mill rate, maintaining the 2025 rate.

Council further directed Administration to increase the vacant non-residential mill rate by 5%. Differentiated mill rates for vacant land are commonly used to encourage development and efficient use of serviced land.

Under Alberta's modernized MGA framework, municipal non-residential tax rates may not exceed five times the residential rate. The City of Brooks remains well within this legislated limit, with the proposed ratios at 2:1 for vacant non-residential properties and 1.7:1 for other non-residential properties.

The 2026 Education Property Tax Requisition increased by \$623,931 or 14%, which will result in a noticeable increase on property tax notices. This requisition is established by the Province of Alberta and collected by the City on its behalf. Municipalities have no authority over the education tax rate or the amount requisitioned.

**FINANCIAL IMPLICATIONS**

Based on Council's direction, the proposed Property Tax Bylaw results in total municipal tax revenue of \$16,154,858, representing an increase of \$375,982 from the budgeted tax revenue.

**STRATEGIC PLAN**

A planning session was held on January 16 and 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 Bylaw 26/016 be given three readings and adopted by Council.

Administration recommends that Council approve a budget adjustment of \$375,982 in additional tax revenue to be transferred to the Operating Contingency Reserve.

Respectfully submitted,



Cathy Slaney  
Financial Planning Supervisor



**CITY OF BROOKS  
BYLAW NO. 26/016**

**A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO SET A RATE FOR THE LEVY ON ASSESSED VALUE OF PROPERTY SUBJECT TO TAXATION FOR THE YEAR 2026.**

**WHEREAS**, the Council of the City of Brooks shall, by Bylaw, authorize the levying of taxes at such uniform rates on the dollar as the Council deems sufficient to produce the amount of revenue required;

**AND WHEREAS**, Section 353 of the *Municipal Government Act* RSA 2000 Chapter M-26, as amended, requires Council to annually pass a property tax Bylaw;

**AND WHEREAS**, a property tax Bylaw authorizes a Council to impose a tax in respect of property to raise revenue to be used towards the payment of requisitions and expenditures and transfers set out in a municipality's budget;

**AND WHEREAS**, Section 364 (1.1) of the *Municipal Government Act* allows Council by Bylaw to exempt from taxation machinery and equipment used for manufacturing or processing;

**AND WHEREAS**, the assessed value of all property in the City of Brooks as shown on the 2025 assessment roll is:

	<u><b>Total Assessment</b></u>	<u><b>Non-Taxable Assessment</b></u>	<u><b>Taxable Assessment</b></u>
Municipal	2,097,262,870	369,255,810	1,728,007,060
Education	2,097,262,870	372,626,810	1,724,636,060
Newell Housing Foundation	2,097,262,870	371,079,810	1,726,183,060
DI Property Requisition	2,097,262,870	2,067,349,680	29,913,190

**NOW, THEREFORE** pursuant to Sections 353 and 369 of the *Municipal Government Act*, the Council of the City of Brooks in the Province of Alberta, duly assembled, enacts as follows:

1. **Title**

100. This Bylaw may be referred to as the 2026 Property Tax Bylaw.

## 2. Definitions

200. In this Bylaw:

201. **"Act"** means the *Municipal Government Act* RSA 2000, c. M-26, and regulations made under the *Municipal Government Act*, as amended;
202. **"Designated Industrial (DI) Property"** means Designated Industrial Property as defined under Section 284(1)(f.01) of the Act;
203. **"DI Property Requisition"** means the Designated Industrial Property tax rate set by the Minister in accordance with Section 359.3 of the Act;
204. **"Farm Land"** means land used for farming operations as defined in the regulations;
205. **"Local Requisition Taxes"** means the property taxes imposed pursuant to this Bylaw to raise the tax revenues for the Newell Housing Foundation requisition set out in Schedule "A" of this Bylaw;
206. **"Municipal Taxes"** means the property taxes imposed pursuant to this Bylaw to raise tax revenues shown under the heading "Municipal" in Schedule "A";
207. **"Non-Residential"** in respect of property, means linear property, components of manufacturing or processing facilities that are used for the cogeneration of power or other property on which industry, commerce or another use takes place or is permitted to take place under a land use Bylaw passed by a Council, but does not include Farm Land or land that is used or intended to be used for permanent living accommodation;
208. **"Residential"** in respect of property, means property that is not classed by the assessor as Farm Land, machinery and equipment or Non-Residential; and,
209. All other words used in this Bylaw that are defined in the Act shall have the meanings given to those words in the Act except where specifically defined otherwise in this Bylaw or required by the context in which the words are used in this Bylaw.

3. **Property Tax**

300. Administration is authorized and directed to impose and collect a property tax for the year 2026 at the rates set out in Schedule "A" to this Bylaw.

301. There shall be assessed, imposed and collected for the year 2026, on those properties annexed to the City from the County of Newell which are still subject to the provisions of the following Board Orders, those rates which are provided in the said Board Orders:

302. Board Order No. 15271, dated the 2<sup>nd</sup> day of March, 1954.

4. **Exemptions from Taxation**

400. As provided for in Section 364(1.1) of the Act, the following property is exempt from taxation for the year 2026:

401. 100% of the assessment of machinery and equipment used for manufacturing or processing shall be exempt for purposes of General Municipal Taxes, Local Requisition Taxes and DI Property Requisition taxes.

5. **Severability**

500. It is the intention of the Council of the City of Brooks 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 hereof shall remain valid and enforceable.

6. **Effective Date**

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

Read a first time this 23<sup>rd</sup> day of March, 2026.

Read a second time this 23<sup>rd</sup> day of March, 2026.

Read a third time and adopted this 23<sup>rd</sup> day of March, 2026.

\_\_\_\_\_  
Mayor

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

**Bylaw No. 26/016  
Schedule "A"**

<b>Municipal</b>	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Mill Rate</b>
Residential/Farmland	\$ 11,342,398	\$ 1,378,255,870	8.229530
Farmland (Annexation)	4205	511,000	8.229530
Vacant Non-Residential	123,822	7,690,880	16.099895
Other Non-Residential	4,684,433	341,549,310	13.715246
Machinery & Equipment	-	-	

<b>Municipal Total</b>	<b>\$ 16,154,858</b>	<b>\$ 1,728,007,060</b>	
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**Education  
Alberta School Foundation Fund  
Christ the Redeemer School Division**

2026 Estimated Requisition	\$ 5,153,367
2025 (Over)/Under Levy	(6,361)
<b>2026 Estimated Net Requisition</b>	<b>\$ 5,147,006</b>

Residential/Farmland	\$ 3,747,873	\$ 1,376,708,870	2.722342
Farmland (Annexation)	1,391	511,000	2.722342
Vacant Non-Residential	30,942	7,690,880	4.023251
Other Non-Residential	1,366,800	339,725,310	4.023251
Machinery & Equipment	-	-	

<b>Education Total</b>	<b>\$ 5,147,006</b>	<b>\$ 1,724,636,060</b>	
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**Newell Housing Foundation**

2026 Requisition	\$ 342,572
2024 (Over)/Under Levy	(131)
<b>2026 Net Requisition</b>	<b>\$ 342,441</b>

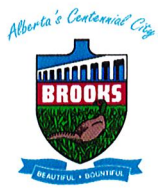
Residential/Farmland	\$ 273,057	\$ 1,376,431,870	0.198380
Farmland (Annexation)	101	511,000	0.198380
Vacant Non-Residential	1,526	7,690,880	0.198380
Other Non-Residential	67,757	341,549,310	0.198380
Machinery & Equipment	-	-	

<b>Newell Housing Foundation Total</b>	<b>\$ 342,441</b>	<b>\$ 1,726,183,060</b>	
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**DI Property Requisition**

Residential/Farmland	-	-	
Farmland (Annexation)	-	-	
Vacant Non-Residential	-	-	
Other Non-Residential	\$ 2,200	\$ 29,913,190	0.073546
Machinery & Equipment	-	-	

<b>DI Property Requisition Total</b>	<b>\$ 2,200</b>	<b>\$ 29,909,990</b>	
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## REQUEST FOR DECISION

<b>TITLE:</b> 2026 Repaving Tax Bylaw	<b>AGENDA ITEM:</b>
<b>PRESENTER:</b> Financial Planning Supervisor Cathy Slaney	Council – March 23, 2026
<b>DEPARTMENT:</b> Corporate Services	<b>ATTACHMENTS:</b>
<b>SUBMITTED BY:</b>	Bylaw 26/017
<u>Cathy Slaney</u> Name	<u>March 18, 2026</u> Date
<b>REVIEW APPROVALS:</b>	
 <hr/> Department Director	<u>18 Mar 2026</u> Date
 <hr/> Interim CAO	<u>MAR 18 2026</u> Date

### BACKGROUND

Section 382 of the *Municipal Government Act* (MGA) authorizes Council to pass a special tax bylaw on an annual basis to raise revenue for a specific service or purpose. The MGA further provides that a special tax may be imposed in respect of property located within the municipality that benefits from the service or purpose identified in the bylaw.

The proposed 2026 Repaving Tax Bylaw continues the City’s longstanding approach of funding street repaving through a dedicated special tax, ensuring that revenues collected are used exclusively for roadway rehabilitation and related infrastructure improvements, as authorized under the MGA.

### DISCUSSION/OPTIONS

The special tax authorized by this bylaw is dedicated to funding the repaving of existing paved streets as part of the City’s annual Street Improvement Program. Consistent with prior years, the bylaw establishes the tax rates, the method of calculating the tax based on frontage and flankage, and the permitted use of the revenues, providing clarity and accountability for Council and taxpayers.

As the City’s roadway network provides a community-wide benefit, the special tax applies broadly to properties within the municipality that benefit from the program, including properties that may otherwise be exempt from taxation under the MGA.

The bylaw maintains the established policy framework used in previous years, including provisions related to reduced rates for eligible long undeveloped frontage parcels, exclusions where applicable, and safeguards to ensure that revenues are used only for repaving and associated works rather than new construction.

**FINANCIAL IMPLICATIONS**

Based on current estimates, the special tax is expected to generate approximately \$1,250,000 in revenue for 2026.

This tax revenue and corresponding expenditures were approved as part of the 2026 Budget. The revenue will be used as partial funding for the 2026 Street Improvement Program, together with Provincial grant funding.

The overall budget for the annual Street Improvement capital program remains unchanged from 2025 to 2026, therefore no changes to the repaving tax rates are being proposed. The bylaw gives effect to Council’s previously approved financial plan and supports the ongoing maintenance and preservation of the City’s transportation infrastructure.

Any amendments to the proposed Repaving Tax Bylaw would need to be considered within the context of the approved 2026 Budget and the planned scope of the annual Street Improvement Program.

**STRATEGIC PLAN**

A planning session was held on January 16 and 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 Bylaw 26/017 be given three readings and adopted by Council.

Respectfully submitted,



Cathy Slaney  
Financial Planning Supervisor



## CITY OF BROOKS BYLAW NO. 26/017

### A BYLAW OF THE CITY OF BROOKS TO IMPOSE A SPECIAL TAX FOR THE REPAVING OF STREETS AND LANES.

**WHEREAS**, Section 382 of the *Municipal Government Act*, RSA 2000, c. M-26 authorizes a Council to pass a special tax Bylaw annually to raise revenue to pay for a specific service or purpose;

**AND WHEREAS**, the service to be provided pursuant to this Bylaw is street and lane repaving;

**AND WHEREAS**, the estimated cost of the street and lane repaving programs is included in the City's 2026 budget;

**AND WHEREAS**, the Council of the City of Brooks deems it to be in the public interest that a special tax, as hereinafter described, be imposed;

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

1. Title

100. This Bylaw may be cited as the "2026 Repaving Tax Bylaw".

2. Definitions

200. For the purposes of this Bylaw, the following words and phrases shall have the meaning ascribed to them.

201. "**Act**" means the *Municipal Government Act* RSA 2000 c. M-26 and regulations made under the *Municipal Government Act* as amended;

202. "**Bylaw**" means the City of Brooks Bylaw No. 25/12 as may be amended from time to time;

203. "**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;

204. "**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;

205. **"Council"** means the Municipal Council of the City of Brooks;
206. **"Flankage"** means the sum of the length of each of the non-frontage sides of a parcel that abut a paved street;
207. **"Frontage"** means the length of the side of a parcel that abuts a paved street. Where more than one side of a parcel abuts a paved street, the shortest side of the parcel shall be deemed to be the frontage;
208. **"Lane Flankage"** means the aggregate length of all of the sides of a parcel that abut a Paved Lane;
209. **"Lane Repaving Tax", "Repaving Tax" and "Street Repaving Tax"** are each a special tax;
210. **"Long Undeveloped Frontage Parcel"** means a parcel of land that is wholly or largely undeveloped. A parcel of land that is partially non-assessable pursuant to Section 298 of the Act does not qualify as a Long Undeveloped Frontage Parcel. Typically, such a parcel will be dormant or used for an agricultural purpose pending its development for a residential, commercial, institutional, industrial or other use within an urban municipality. The parcel may contain a residence or agricultural buildings, or a residence and agricultural buildings. Typically, the paved street or lane that abuts the parcel was constructed to serve land other than the parcel itself. The traffic demand generated by the activities on the parcel is relatively light. For purposes of this Bylaw, the land owned by the Brooks Golf Club that is used for public golf course purposes is deemed to be a Long Undeveloped Frontage Parcel;
211. **"Low Density Residential Lot"** means a residential parcel that contains zero, one or two dwelling units. Every Long Undeveloped Frontage Parcel is specifically excluded from this definition;
212. **"Municipal Purpose"** means the use or occupancy of a parcel of land by the City, or under lease from the City by a non-profit organization, for the purpose of delivering one or more municipal services. Parcels that are specifically included in this definition are the:
- City Office;
  - Fire Hall;
  - Fire Training Grounds;
  - JBS Canada Centre;
  - Centennial Regional Arena;
  - City Shops and Yard;
  - Community Cultural Centre,
  - Museum;
  - Kinsmen Rodeo Grounds;
  - Arts, Culture & Heritage Centre;

- Evergreen Park Facility;
- Cemetery;
- all properties used in conjunction with the water, sewer and storm sewer systems;
- all parks, athletic fields, green spaces and boulevard strips;
- all municipal reserve and environmental reserve parcels;
- public utility lots, utility rights-of-way and unused road rights-of-way unless leased to a third party;
- all parcels that are otherwise used in conjunction with the City's operations;
- and all parcels owned by the City that, in the Chief Administrative Officer's opinion, are undevelopable;

City owned land that is offered for sale or that is subject to a residential lease is specifically excluded from this definition;

213. **"Paved Lane"** is typically at the side or rear of a parcel and the pavement thereon is typically no more than twenty feet (20') in width;
214. **"Repaving Frontage"** means the aggregate length of a parcel's Frontage and Flankage that is subject to taxation under this Bylaw; and,
215. **"Standard Lot"** means any parcel that is not a Low Density Residential Lot. Every Long Undeveloped Frontage Parcel is specifically included in this definition.

### 3. General

300. This Bylaw is passed for the purpose of raising revenue for the street and lane repaving programs.
301. Every parcel of land within the City benefits from the street and lane repaving programs and is subject to taxation under this Bylaw unless one of the provisions of Subsections 340 - 346 apply.
302. Where a portion of a parcel of land is not subject to assessment pursuant to Section 298 of the Act, the Repaving Tax will apply to the portion of the parcel of land that is subject to assessment under the Act.
303. Where a parcel of land is partially assessable pursuant to Section 298 of the Act, and the boundaries of each assessable portion of the parcel of land are not contiguous, then the Repaving Tax shall be applied to each assessable portion of the parcel of land separately.
304. Where a parcel of land less than thirty-five feet (35') in width is owned by the City, and where that parcel of land is used solely for municipal reserve or a utility right of way, then the Repaving Tax payable by the

adjacent land owner will be determined by measuring thirty-five feet (35') from the property line that is adjacent to the paved roadway.

305. Subject to the provisions of this Bylaw, the Chief Administrative Officer is hereby authorized to impose the special tax under this Bylaw upon each parcel of land, or portion of a parcel of land described in Subsections 301 - 303.
306. The estimated cost of the Street Repaving Program for 2026 is \$2,000,000.
307. The estimated cost of the Lane Repaving Program for 2026 is \$0.00.
308. The Street Repaving Tax rate and the Lane Repaving Tax rate are based upon the rates per foot set out in this Bylaw for Frontage or Flankage as the case may require.
309. The 2026 Repaving Tax Rates are:
- |  |  |
|--|--|
| 310. Street Repaving Tax   | \$3.52 per foot of Frontage and Flankage                         |
| 311. Street Repaving Tax for Long Undeveloped Frontage Parcels   | \$0.89 per foot of Frontage and Flankage                         |
| 312. Lane Repaving Tax   | \$0.00 per foot of Lane Flankage                                 |
| 313. Lane Repaving Tax for Long Undeveloped Frontage Parcels   | \$0.00 per foot of Lane Flankage                                 |
| 314. Street Repaving Tax for a Long Undeveloped Frontage Parcel with an assessable Frontage that exceeds 1,725 feet. | \$0.18 per foot of Frontage and Flankage in excess of 1,725 feet |
315. The tax rates specified in Subsections 309 - 314 shall be uniform rates based upon estimated average costs throughout the City.
316. In order to more equitably allocate the Repaving Taxes, Subsections 309 - 314 set out the reduced tax rates to be imposed against every eligible Long Undeveloped Frontage Parcel. Such reduced tax rates shall be imposed in accordance with the following:
317. The reduced tax rate as set out in Subsection 311 shall be imposed against a Long Undeveloped Frontage Parcel if the parcel abuts a

paved street for so long as the parcel meets the eligibility requirements for a Long Undeveloped Frontage Parcel.

318. The reduced tax rate as set out in Subsection 313 shall be imposed against a Long Undeveloped Frontage Parcel if the parcel abuts a Paved Lane for so long as the parcel meets the eligibility requirements for a Long Undeveloped Frontage Parcel.
319. Notwithstanding the provisions of Subsection 317, if the Long Undeveloped Frontage Parcel abuts a paved street, the annual Street Repaving Tax imposed against the parcel shall not be less than the tax that would be levied against a parcel with a fifty-foot (50') frontage, at the regular Street Repaving Tax Rate, multiplied by the number of residential dwelling units on the parcel. In the event that there are no residential dwelling units on a Long Undeveloped Frontage Parcel, for purposes of this subsection, the parcel shall be deemed to contain one (1) residential dwelling unit.
320. Notwithstanding the provisions of Subsection 318, if the Long Undeveloped Frontage Parcel abuts a Paved Lane, the annual Lane Repaving Tax imposed against the parcel shall not be less than the tax that would be levied against a parcel with a fifty-foot (50') flankage, at the regular Lane Repaving Tax Rate, multiplied by the number of residential dwelling units on the parcel. In the event that there are no residential dwelling units on a Long Undeveloped Frontage Parcel, for purposes of this subsection, the Parcel shall be deemed to contain one (1) residential dwelling unit.
321. Where the assessable Frontage and Flankage, subject to the Street Repaving Tax, of a Long Undeveloped Frontage Parcel exceeds one thousand, seven hundred twenty-five feet (1,725'), the Street Repaving Tax Rate to be imposed against the first one thousand, seven hundred twenty-five feet (1,725') of assessable Frontage and Flankage shall be as set out in Subsection 311. The Street Repaving Tax Rate to be imposed against the balance of the assessable Frontage and Flankage shall be as set out in Subsection 314.
322. A Long Undeveloped Frontage Parcel shall lose its eligibility for the reduced tax rates provided for in Subsections 311, 313 and 314 upon the earlier of any of the following events occurring:
  323. Subdivision of the parcel.
  324. Development on the parcel.
  325. Change in assessment for property tax purposes, other than for market conditions that are generally affecting other similar parcels.

326. A determination by the Chief Administrative Officer that the uses or activities on the parcel or the traffic demand generated by the uses or activities on the parcel are such that continuing to apply the reduced tax rate would result in an inequitable allocation of the Repaving Taxes.
327. If the reason that a Long Undeveloped Frontage Parcel loses its reduced tax rate eligibility applies to only a portion of the parcel, the Chief Administrative Officer shall determine whether the reduced tax rate or reduced tax rates can continue to be applied to any portion of the parcel and shall apply the Repaving Tax rates accordingly.
328. The taxes authorized to be imposed pursuant to this Bylaw shall be invoiced and are due and payable at the same time and in the same manner as property taxes and are subject to the same late payment penalties and collection procedures as property taxes.
329. For purposes of this Bylaw:
330. Costs that are eligible to be funded by tax revenue under this Bylaw are those costs that are generally associated with the repaving of a street or lane and include the cost of repairing and replacing pavement, road base, curb, gutter, sidewalk, storm sewer and other drainage works, along with associated engineering, testing and site restoration costs.
331. Tax revenue under this Bylaw shall not fund the cost of new construction; that is, the cost to construct pavement, road base, curb, gutter, sidewalk, storm sewer or other drainage works where none previously existed.
332. Tax revenue under this Bylaw may fund the construction of limited sections of new pavement, road base, curb, gutter, wheel chair ramps, storm sewer or other drainage works in conjunction with a street or lane repaving program provided such construction is necessary to protect or enhance the public investment in the repaving project.
333. In the event that the tax revenue raised under this Bylaw in any year is greater than the actual amount spent in that year on the repaving programs, the excess revenue shall be contributed to and held in a reserve account until it is applied against the cost of a repaving program in a future year. Whenever funds are held in such a reserve account, interest shall be added to the reserve account based upon the average balance in the reserve account and the average interest rate earned on the City's investments.

334. Frontage, Flankage and Lane Flankage shall be measured thirty-five feet (35') inside the property line. Where lot dimensions do not permit the measurement to be taken at a point or points thirty-five feet (35') inside the property line, the measurement shall be taken at a point or points as close as practical to the thirty-five foot (35') setback.
335. Notwithstanding Subsection 334, if a parcel of land, appears to call for a smaller or larger proportionate share of the tax because the parcel is a corner lot or is differently sized or shaped from other parcels, the parcel may be assigned a number of feet of assessable Frontage and Flankage, the Chief Administrative Officer considers appropriate to ensure that the parcel bears a fair portion of the Repaving Tax.
336. Notwithstanding the provisions of Subsections 309 - 314:
337. The Street Repaving Tax Rate shall be imposed against the Frontage of a Low Density Residential Lot. The Street Repaving Tax Rate shall not be imposed against the Flankage of a Low Density Residential Lot.
338. The Street Repaving Tax Rate shall be imposed against the Frontage for each Standard Lot.
339. The Lane Repaving Tax shall be imposed against the Lane Flankage for each Low Density Residential Lot and each Standard Lot. Where a Low Density Residential Lot abuts a Paved Lane on more than one side, such as on a corner lot, the Lane Repaving Tax shall be imposed only against the shortest side of the Low Density Residential Lot that abuts the Paved Lane.
340. The following are not subject to Street and Lane Repaving Taxes under this Bylaw:
341. The Frontage, Flankage or Lane Flankage of each parcel that is currently subject to a pavement local improvement tax.
342. The Frontage, Flankage or Lane Flankage of each parcel that would currently be subject to a pavement local improvement tax except that the local improvement tax was prepaid or otherwise retired prior to its planned maturity date.
343. Any parcel where the cost of its paved street or paved lane was paid for as part of the lot purchase price provided that the paved street or paved lane is not more than eleven (11) years

old, counting the year the pavement was constructed as year one (1).

344. Any parcel that does not abut either a paved street or a Paved Lane.

345. Property or a portion of property that is listed in Section 298, pursuant to Section 351(1)(a) of the Act.

346. Any parcel that is owned by the City and that is used for a Municipal Purpose.

347. In the event that any provision of this Bylaw requires clarification or interpretation or any matter arises that is not provided for in the Act or in this Bylaw or any other situation arises that requires an interpretation or application of this Bylaw, the Chief Administrative Officer shall clarify the matter or interpret and apply this Bylaw in a manner that, in the Chief Administrative Officer’s opinion under the circumstances, results in a fair and equitable allocation of the Repaving Tax.

348. Nothing in this Bylaw shall be construed so as to hinder or reduce a person’s right to file a complaint about any assessment or tax pursuant to any provision of the Act.

4. Severability

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

5. Effective Date

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

Read a first time this 23<sup>rd</sup> day of March, 2026.

Read a second time this 23<sup>rd</sup> day of March, 2026.


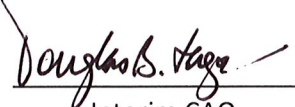
Read a third time and adopted this 23<sup>rd</sup> day of March, 2026.

\_\_\_\_\_  
Mayor

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



## INFORMATION ITEM

<b>TITLE:</b> Credit Card and Line of Credit Bylaws	<b>AGENDA ITEM:</b>
<b>PRESENTER:</b> Director of Corporate Services Brian Leibel	Council – March 23, 2026
<b>DEPARTMENT:</b> Corporate Services	<b>ATTACHMENTS:</b>
<b>SUBMITTED BY:</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>Brian Leibel</u> Name         </div> <div style="text-align: center;"> <u>March 12, 2026</u> Date         </div> </div>	Bylaw 26/019  Bylaw 26/020
<b>REVIEW APPROVALS:</b>	
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">             _____            Department Director         </div> <div style="text-align: center;"> <u>18 Mar 2026</u>            _____            Date         </div> <div style="text-align: center;">             _____            Interim CAO         </div> <div style="text-align: center;"> <u>MAR 18 2026</u>            _____            Date         </div> </div>	

### **BACKGROUND**

Section 251 (1) of the *Municipal Government Act* requires that all borrowing must be done through bylaw. Section 256 (1) sets out the requirements for short-term borrowing related to operating expenditures. The two Borrowing Bylaws attached are Bylaws to authorize the short-term borrowing of funds in case it is required to meet the financial obligations for the City of Brooks, in the best interests of the City of Brooks and to enable the City of Brooks to utilize credit cards.

### **DISCUSSION/OPTIONS**

The City has banking arrangements through Servus Credit Union to provide a line of credit and ATB Financial provides credit card services to the City of Brooks. Separate Borrowing Bylaws are required for each of the financial institutions. The form and scope of each Bylaw is similar with variances to comply with each of the financial institution's requirements.

In regards to the line of credit, the City has not in recent years utilized its temporary borrowing capacity and it is not anticipated that it will be utilized during 2026; however, it is good financial planning to have it in place if required.

Review of the internally prepared projected cash flow reports indicates that the City has adequate cash flow. It is recommended that Council approve a short-term Borrowing Bylaw for \$2,000,000, should additional funds be needed in the future. This limit has been in place for several years. Under the *Municipal Government Act* there is no requirement for advertising of the Bylaw since the term is under three years.

Under the Act all Borrowing Bylaws must state the maximum interest rate, on the line of credit the current rate is approximately 8.5% and on credit card approximately 20%. The City has a long track record of paying promptly so the City has not incurred these high interest rate charges.

**FINANCIAL IMPLICATIONS**

Administration does not anticipate a need to utilize the line of credit in 2026, and the credit card balance is always paid on time thus there are no expected costs associated with either of these borrowing bylaws. They are strictly for contingency planning and efficiency of payments to vendors.


**STRATEGIC PLAN**

A planning session was held on January 16 and 17 to create Council's strategic focus areas for this term, and the document will be available in the near future.

**RECOMMENDATION**

Administration recommends Council give all three readings to Bylaw 26/019 and Bylaw 26/020.

Respectfully submitted,

  
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Brian Leibel  
Director of Corporate Services



## CITY OF BROOKS BYLAW 26/019

**A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO PROVIDE FOR SHORT-TERM BORROWING DEEMED NECESSARY FOR THE PURPOSE OF FINANCING THE OPERATING EXPENDITURES OF THE MUNICIPALITY.**

**WHEREAS** the Council of the City of Brooks (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of operating expenditures:

**NOW, THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB") up to the principal sum of \$150,000 repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 20%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit repayable on demand, to secure credit cards, and the Corporation is required to pay accrued interest monthly.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - (a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - (b) as security for any money borrowed from ATB
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the

Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.

4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are operating revenues (taxes, fees or grant funds).
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
6. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw comes into force on the final passing thereof.

Read a first time this 23rd day of March, 2026.

Read a second time this 23rd day of March, 2026.

Read a third time and adopted this 23rd day of March, 2026.

---

Mayor

---

Chief Administrative Officer

**Certificate**

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 23rd day of March, 2026 at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

This Municipal Borrowing Bylaw, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally equivalent means.

WITNESS our hands and the seal of the Corporation this 23rd day of March, 2026.

---

Chief Elected Official

Signature

---

Chief Administrative Officer

Signature



**CITY OF BROOKS  
BYLAW 26/020**

**A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO PROVIDE FOR SHORT-TERM BORROWING DEEMED NECESSARY FOR THE PURPOSE OF FINANCING THE OPERATING EXPENDITURES OF THE MUNICIPALITY.**

**WHEREAS** Section 256 (1) of the *Municipal Government Act* RSA 2000, c M-26 authorizes a Council to pass Bylaws for the purpose of borrowing to fund daily operating expenses deemed necessary by the City.

**AND WHEREAS** the Council of the City of Brooks deems it necessary to borrow a line of credit at a financial institution of up to two million dollars (\$2,000,000.00) to meet its current expenditures and obligations for the year 2026 until the taxes levied or to be levied or estimated to be levied therefore can be collected.

**AND WHEREAS** the amount of temporary funds hereby authorized to be borrowed and outstanding will not exceed the amount of taxes levied or estimated to be levied for the year 2026 by the City.

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

**1. TITLE:**

100. This Bylaw may be referred to as the “Line of Credit Bylaw”.

**2. INTERPRETATION:**

101. In this Bylaw, unless the content otherwise requires,

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

202. “**Bylaw**” means the City of Brooks Bylaw No. 26/020 as may be amended from time to time;

203. “**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 his/her designate;

204. **“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;
205. **“Council”** means the Municipal Council of the City of Brooks; and,
206. **“Line of Credit”** means an authorized overdraft for the daily operating expenses of the City.

**3. CONDITIONS OF BORROWING:**

300. The City is hereby authorized to borrow from Servus Credit Union up to the principal sum of \$2,000,000.00 repayable upon demand at an interest rate per annum from time to time established by ConnectFirst Credit Union Ltd, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
301. The borrowing is a Line of Credit repayable on demand and the City is required to pay accrued interest monthly.
302. On behalf of the City, the Mayor and Chief Administrative Officer of the City are hereby authorized to execute under the seal of the City, a borrowing resolution and general security agreement or agreements in favour of the City and the Servus Credit Union Ltd. of the amount of the said loan, with interest as aforesaid.
303. The source or sources of money to be used to repay the principal and interest owing under this borrowing bylaw are operating revenues of the City (taxes, fees or grant funds).
304. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

**4. REPEAL:**

305. That Bylaw No. 25/05 is hereby repealed.

**5. SEVERABILITY:**

306. 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 hereof shall remain valid and enforceable.

**6. EFFECTIVE DATE:**

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

Read a first time this 23rd day of March, 2026.

Read a second time this 23rd day of March, 2026.

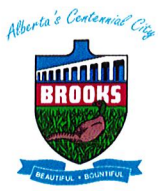
Read a third time and adopted this 23rd day of March, 2026.

---



Mayor

---

Chief Administrative Officer



## 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 – March 23, 2026
<b>DEPARTMENT:</b> Planning & Community Development	<b>ATTACHMENTS:</b>
<b>SUBMITTED BY:</b>	Bylaw 26/021 Applicant's Letter and Concept Plan
<u>Gavin Scott</u> Name  <u>March 16, 2026</u> Date	
<b>REVIEW APPROVALS:</b>	
 Department Director <u>Mar 18 / 26</u> Date	 Interim CAO <u>MAR 18 2026</u> Date

### BACKGROUND

Bylaw 26/021 proposes to redesignate LOT 2, BLOCK K, PLAN 2511566 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 1.00 acre Residential Single Detached (R-SD) designated property sits east of 11 Street West and north of Cassils Road West.

### PLANNING CONTEXT

The adjoining subdivisions are all residential with duplexes adjacent and directly to the north. The subject parcel is part of the Northwest Sector Area Structure Plan. Within the plan it has not been assigned any planning policy focus.

With no direction from the ASP, the only policy document to lean into on guidance for Council is the Municipal Development Plan. 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.

This location is within walking distance of a school, pathway network and parks. These amenities make for good long term success of a multi-unit residential project.

**DISCUSSION/OPTIONS**

The decision on the proposed rezoning should be evaluated based on the suitability of the land for residential purpose.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC PLAN**

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

**RECOMMENDATION**

That Council completes first reading on Bylaw 26/021 and sets April 13, 2026 for the public hearing.

Respectfully submitted,



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Gavin Scott  
Senior Planner, ORRSC



## **CITY OF BROOKS BYLAW NO. 26/021**

### **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 2, BLOCK K, PLAN 2511566

from "Residential Single Detached (R-SD)"

to "Residential Medium Density (R-MD)"

as shown on the map in Schedule 'A' attached hereto to accommodate residential 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 2, BLOCK K, PLAN 2511566 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 \_\_\_\_\_ 2026.

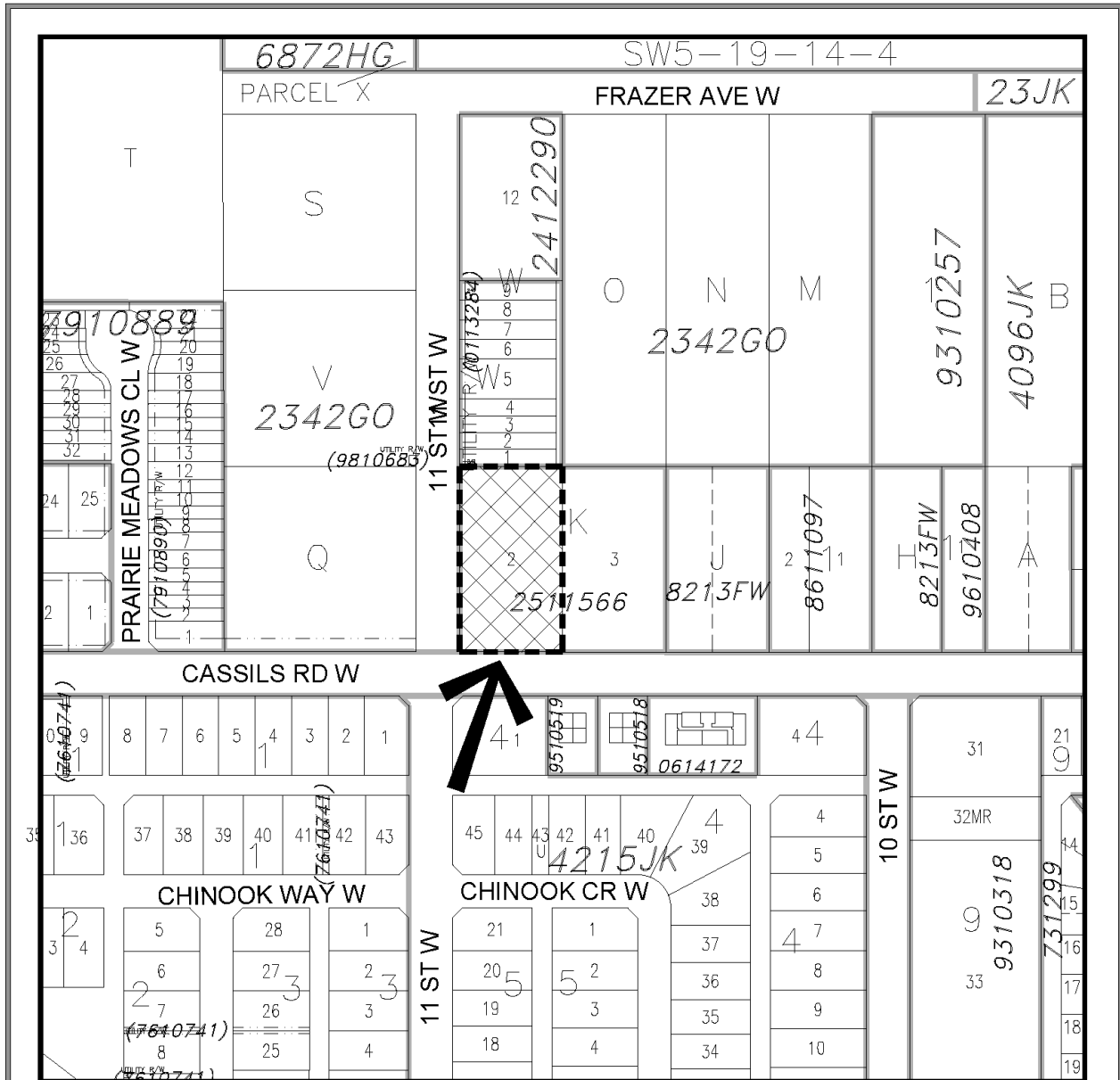
Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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


\_\_\_\_\_  
Mayor

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

**SCHEDULE "A"**

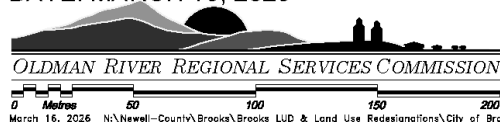


**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

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

LOT 2, BLOCK K, PLAN 2511566 WITHIN  
SW 1/4 SEC 5, TWP 19, RGE 14, W 4 M  
MUNICIPALITY: CITY OF BROOKS  
DATE: MARCH 16, 2026

Bylaw #: 26/021  
Date: \_\_\_\_\_



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"

March 16, 2026 N:\Newell-County\Brooks\Brooks LUD & Land Use Redesignations\City of Brooks - Lot 2 - Block K - Plan 2511566.dwg

## 1028 Cassils Road West, Brooks AB.

### Land Use Re Designation Request

Prairie Wolf Homes is proposing a new land use re designation for the existing parcel at 1028 Cassils Rd. West in Brooks AB. The current land use designation is R-SD (Residential Single Family) and our proposed land use re designation is for R-MD (Residential Medium Density). It is our goal to take this larger parcel and rezone as stated above and to also sub divide into 8 separate parcels. Our proposal for R-MD is consistent with the existing properties and homes running along Eleventh Street which are zoned R-LD (Low Density). We have opted to propose an R-MD zoning change based on the site plan advocating for 8 individual lots with plans to build individual triplex units attached by a party wall at each lot line.

There are currently 9 parcels along Eleventh street with R-LD zoning. Our sub division and build plans align with the current orientation of the existing homes along Eleventh street. As previously stated, our goal is to build triplex units on each of the 8 newly sub divided lots which stays consistent with the City's broader growth goals for diversified housing, especially near amenities and services.

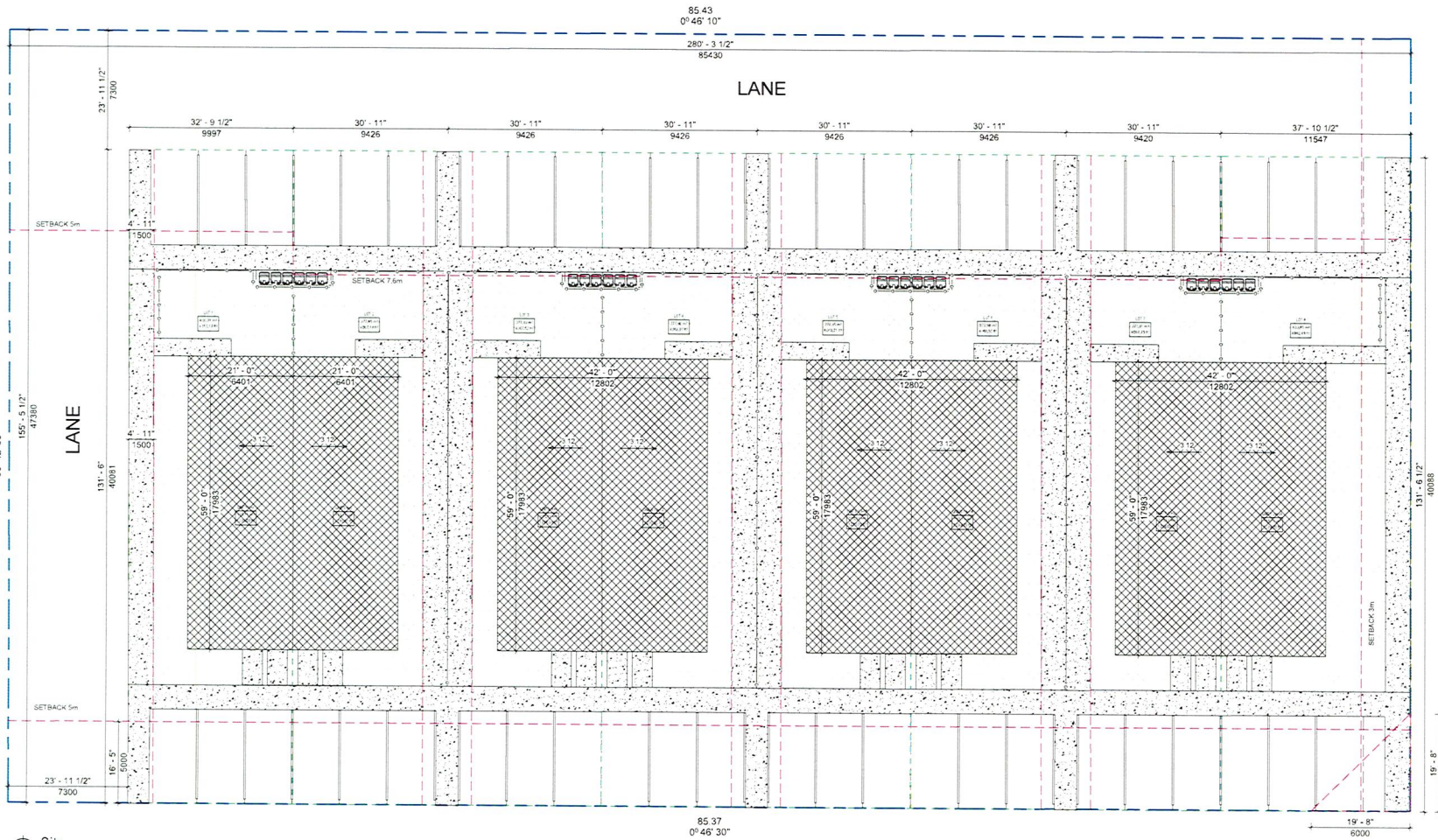
During our initial planning stages, we have identified very little potential constraints, hazard areas or access/infrastructure problems. Aside from retail stores, there are many options within 1km (and closer) for schools, pharmacies, health care services and parks. With this parcel being connected to a main road in Brooks and also being a corner lot to this main road, emergency services such as fire and police have quick and easy access to the property if needed. We believe, compared to other parcels further off the main line of Cassils Road that this parcel offers a great level of access and safety in regards to the need for emergency services. Brooks fire hall is only a few minutes down Cassils Road while Brooks RCMP is within a 5-minute drive.

We have planned access to these lots from Eleventh Street opposed to having a busy access point directly off Cassils Road. This creates a safer and more reliable access point for both residents and thru traffic along Cassils Road. It is understood that it will be the responsibility of the developer (Prairie Wolf Homes) and other adjacent developers to upgrade the current road conditions of Eleventh street for paving and storm water runoff services which will increase the value of the surrounding area not only for developers but for the City and nearby current residents.

In summary, we believe that the land use redesignation and future sub division of this parcel fits very well with the City of Brooks' broader growth goals for diversified housing. The proposed planning fits seamlessly with the current land use of neighboring homes and also supports a better quality of living standard for current and future residents of Brooks.

William Verberg

Prairie Wolf Homes



**SITE PLAN LEGEND**

	SOFT LANDSCAPE AREA		LOT OUTLINE
	SIDEWALK		SETBACK
	ASPHALT		PROPERTY LINE
	BUILDING FOOTPRINT		
	WASTE & RECYCLING ENCLOSURE		

11TH STREET W



**DISCUSSION/OPTIONS**

The decision on the proposed rezoning should be evaluated based on the suitability of the land for public purpose.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC PLAN**

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

**RECOMMENDATION**

That Council completes first reading on Bylaw 26/022 and sets April 13, 2026 for the public hearing.

Respectfully submitted,



---

Gavin Scott  
Senior Planner, ORRSC



## **CITY OF BROOKS BYLAW NO. 26/022**

### **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:

Block Q, Plan 2342GO

from "Future Urban Development (FUD)"

to "Residential High Density (R-HD)"

as shown on the map in Schedule 'A' attached hereto to accommodate residential 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 Block Q, Plan 2342GO as shown on the attached Schedule 'A' be designated Residential High Density (R-HD).
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 \_\_\_\_\_ 2026.

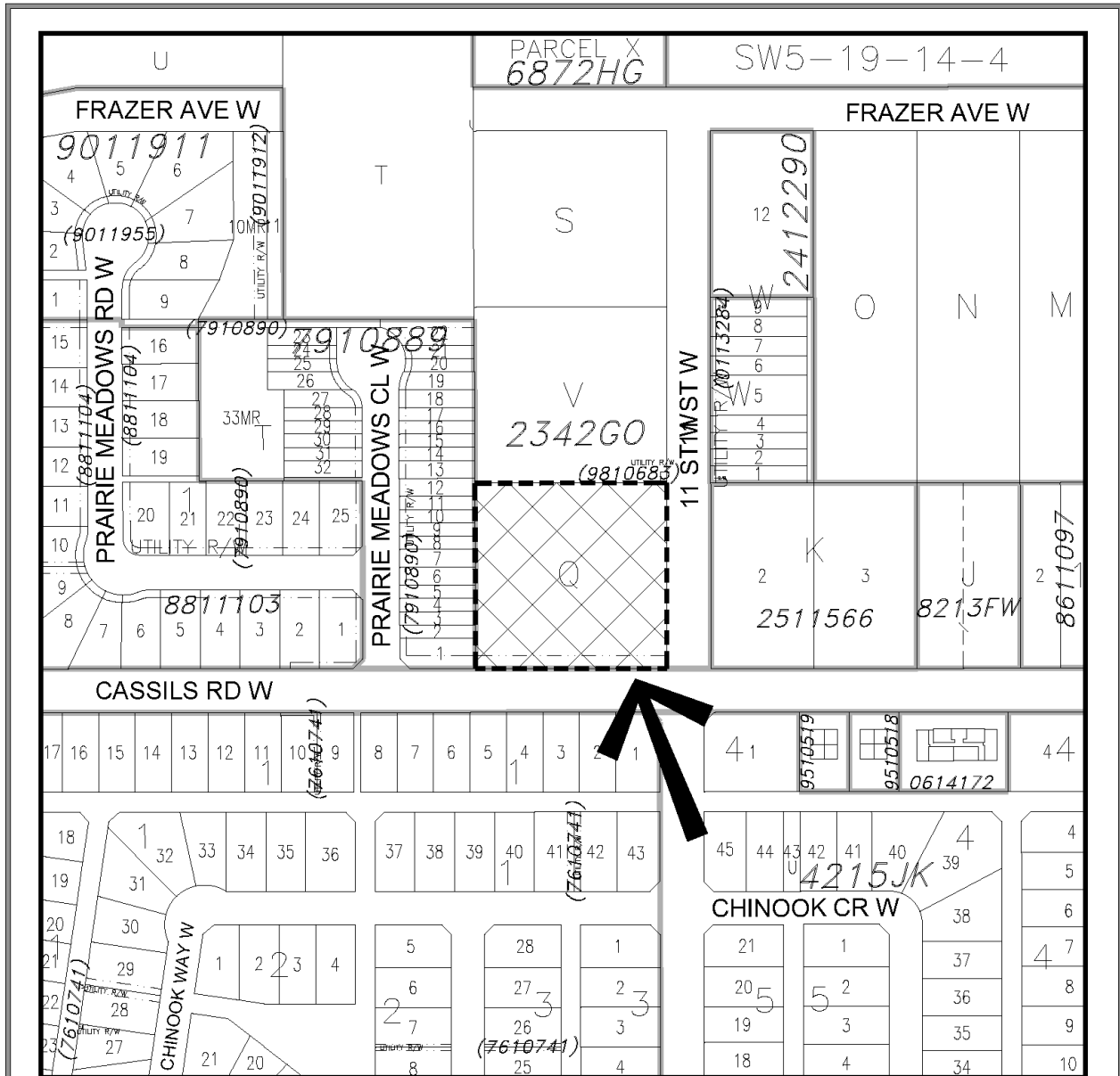
Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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

\_\_\_\_\_  
Mayor

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

**SCHEDULE "A"**



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



**FROM: Future Urban Development FUD  
TO: Residential High Density R-HD**

**BLOCK Q, PLAN 2342GO WITHIN  
SW 1/4 SEC 5, TWP 19, RGE 14, W 4 M  
MUNICIPALITY: CITY OF BROOKS  
DATE: MARCH 16, 2026**

**Bylaw #: 26/022  
Date: \_\_\_\_\_**



OLDMAN RIVER REGIONAL SERVICES COMMISSION  
March 16, 2026 N:\Newell-County\Brooks\Brooks LUD & Land Use Redesignations\City of Brooks - Block Q - Plan 2342GO.dwg



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"



10 March 2026

Planning & Community Development Services  
City of Brooks  
201 - 1st Avenue West  
Box 978  
Brooks, AB T1R 1B7

Dear Lisa Tiffin,

**RE: 603 11 Str W - Land Use Redesignation**

In addition to the application form, this letter seeks to provide further details on the proposed land use redesignation for a future residential development.

**Current Land Use Designation:** FUD - Future Urban Development

**Proposed Land Use Designation:** R-HD - Residential High Density

**Applicable Statutory Plans:**

Municipal Development Plan

The proposed development is consistent with Sections 412 and 413 of the MDP with the provision of multi-unit dwellings, a range of housing tenure options and amenity spaces for recreation opportunities.

Northwest Sector Area Structural Plan

2.4.1.1 - Townhouses are being proposed on this parcel.

2.4.1.2 - Though the ASP favours development of low density residential, the proposal is for the consideration of a high density residential development.

**Surrounding Uses and Zones**

As identified in the current City of Brooks Land Use Map, the subject parcel is bounded by another FUD parcel on the north, a row of R-SD (Residential Single Detached) lots across Cassils Road W on the south, R-SD lot across 11 Street W on the east and a row of R-HD (Residential High Density) lots on the west.

The proposed R-HD for this parcel is compatible with the surrounding residential uses and zones.

**Development Suitability / Potential**

Given the nature of the existing residential uses surrounding this parcel, it can, at a high level, be concluded that the site is suitable for the proposed residential use. Further engineering investigations will be undertaken as a part of the development process.

**Facilities and Services**

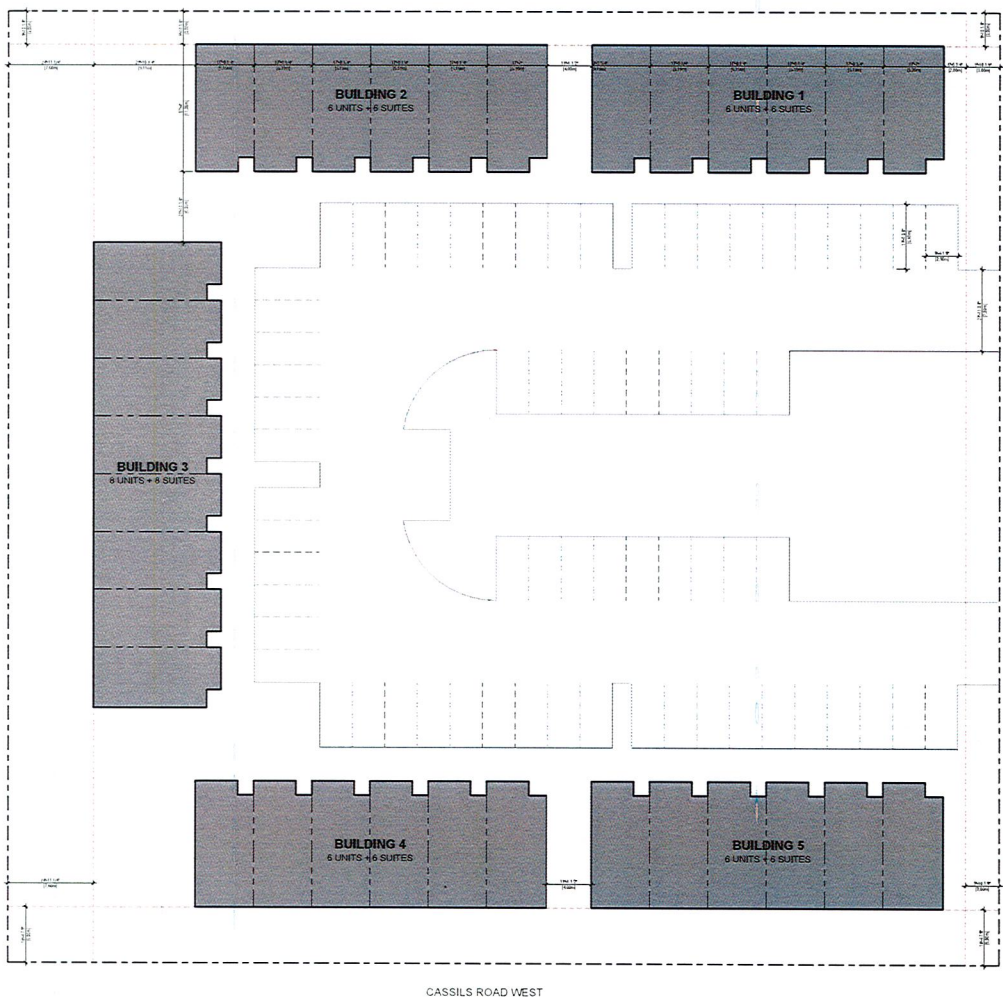
Initial investigations and reports show that infrastructure, facilities and services are in close proximity to the parcel.

**Potential Impacts on Public Roads**

To be determined by further studies and any available resource or report from the City of Brooks.

Sincerely,

Temitayo Ajibade, Architect, AAA, AIBC, MRAIC



**FEASIBILITY SITE PLAN 1**  
1:200

**OPTION 1**  
5 TOWNHOUSE BLOCKS  
32 DWELLING UNITS  
64 PARKING STALLS - RESIDENTS  
64 PARKING STALLS - VISITORS

DATE: \_\_\_\_\_

SCALE: \_\_\_\_\_

**Notes:**  
1. This site plan is a preliminary design and is subject to change without notice. It is not to be used for construction purposes without the written consent of Green Birch Architecture Inc.  
2. The site plan is based on the information provided by the client and is not to be used for any other purpose without the written consent of Green Birch Architecture Inc.  
3. The site plan is not to be used for any other purpose without the written consent of Green Birch Architecture Inc.  
4. The site plan is not to be used for any other purpose without the written consent of Green Birch Architecture Inc.

**Project Name:**  
Full-Service Residential Development

**Client:**  
1111 11th Street West  
St. John's, NL

**Project Address:**  
1111 11th Street West  
St. John's, NL

**Project Description:**  
Full-Service Residential Development

**Project Status:**  
1. Preliminary Design 1/20/2020  
2. Final Design 2/20/2020

**Project Location:**  
St. John's, NL

**Project Contact:**  
Green Birch Architecture Inc.  
270, 300, 1 - 4th Avenue, Suite 101-120  
St. John's, NL A1B 2X6  
Tel: (709) 463-1111  
Fax: (709) 463-1112  
Email: info@greenbirch.ca

**Project Date:**  
1/20/2020

**Project Scale:**  
1:200

**Project Status:**  
1. Preliminary Design 1/20/2020  
2. Final Design 2/20/2020

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