

CITY OF BROOKS

**REGULAR COUNCIL MEETING – JUNE 22, 2026
COUNCIL CHAMBERS
4:30 P.M.**

A G E N D A

STAFF INTRODUCTION

RECOGNITION OF GOLD MEDALIST MOLLY BUTEAU – 2026 SSA TRACK & FIELD PROVINCIAL CHAMPIONSHIP

1. CALL TO ORDER

2. AGENDA

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

3. MINUTES

- a) Regular Council Meeting – June 8, 2026

4. BUSINESS ARISING OUT OF MINUTES

5. RCMP QUARTERLY REPORT

6. MUNICIPAL ENFORCEMENT QUARTERLY REPORT

7. CORRESPONDENCE AND INFORMATION

- a) Update - Council Conferences and/or Workshops
- b) Minutes - Brooks & District Recreation and Parks
Minutes – April 15, 2026
- c) Information - Brooks Public Library Statistics

8. BUSINESS

- a) **Rescind Policy F-002-027 – Listing Community Groups on City Website** (see Request for Decision dated June 17, 2026 from Manager, Legislative Services)

- b) **Policy F-002-030(B) – Business Continuity Plan** (see Request for Decision dated June 17, 2026 from Manager, Legislative Services)
- c) **Policy F-002-031(A) – Social Media Policy** (see Request for Decision dated June 17, 2026 from Manager, Legislative Services)
- d) **Community Peace Officer Appointment** (see Request for Decision dated June 17, 2026 from Director, Recreation and Protective Services)

9. BYLAWS

- a) **Bylaw 26/032 – Access to Information Bylaw**

10. 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 JUNE 8, 2026, 2026 AT 4:30 P.M.

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

STAFF: Mike Derricott, CAO
Amy Fontoura, Manager, Legislative Services
Lisa Tiffin, Director, Planning and Community Development
Bailee Boulet, Development Control Officer
Barry Yokoyama, Deputy Fire Chief
Rob Connelly, IT Supervisor
Jenny Wallace, Executive Assistant/Recording Secretary

OTHERS IN ATTENDANCE: None

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

Mayor Gerestein thanked all the organizations and volunteers who held pancake breakfasts in the community during rodeo week. He also thanked the citizens of Brooks for attending the parade last Saturday, and noted that the Newell Pro Rodeo was a great event.

Councillor Philipsen thanked all the organizations who hosted events during Seniors Week.

AGENDA

26/250 MOVED BY COUNCILLOR NESBITT that “the agenda be adopted”.

MOTION CARRIED

MINUTES

26/251 MOVED BY COUNCILLOR FALKENBERG that “the Minutes from the Regular Council Meeting held May 25, 2026 be approved”.

MOTION CARRIED

CORRESPONDENCE AND INFORMATION

26/252 MOVED BY COUNCILLOR JOHNSON that “the following items of correspondence be received as information:

- a) Update - Council Conferences and/or Workshops
- b) Notes - Council Committee – May 19, 2026”.

MOTION CARRIED

BUSINESS

Development Permit 24-D-44 Extension Request

26/253 MOVED BY COUNCILLOR PHILIPSEN that “Council grant a second 12-month extension for Development Permit 24-D-44 commencing June 15, 2026 and expiring June 14, 2027”.

MOTION CARRIED

Everyone left the meeting except Council, M. Derricott, L. Tiffin, B. Bailee, and J. Wallace.

CLOSED SESSION

26/254 MOVED BY COUNCILLOR REGNER that “Council close the meeting to the public for agenda items 7.a) and b) Land Matters as per Section 19, ATIA, at 4:45 p.m.”.

MOTION CARRIED

Land Matters – Held Confidential Pursuant to Section 19 of ATIA

26/255 MOVED BY COUNCILLOR IDRIS that “the meeting move out of Closed Session at 5:27 p.m.”.

MOTION CARRIED

ADJOURNMENT

26/256 MOVED BY COUNCILLOR JOHNSON that “the meeting adjourn at 5:28 p.m.”.

MOTION CARRIED

Mayor

Chief Administrative Officer



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

**2026
March, April, May**

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: June 16, 2026
Presented: June 22, 2026

RCMP Brooks Detachment Report for March, April, and May

GENERAL STATS - Brooks Detachment members responded to **982** municipal calls for service/events over the last 3 months. A total of **74** prisoners were lodged in the Detachment Cells. **340** Municipal Criminal Record checks were completed. **145** Violation Tickets were issued by Brooks RCMP.

	March	April	May	TOTAL
Calls for Service	291	341	350	982
Prisoners	24	21	29	74
Criminal Record Checks	93	124	123	340
Violation Tickets	49	52	44	145

**Calls for Service and Violation Tickets are fluid and can fluctuate in historic months

COMMUNITY ENGAGEMENT – Approximately 61 Various engagements in the last 3 months involving Safe Communities, Community Resource Unit, members and partners:

	March	April	May	Total
Media Releases	7	15	17	39
Presentations	3	4	2	9
Public Engagement	9	0	4	13

1. March:

- a. 7 Media Releases (Social media, Radio, and or Print);
- b. 3 Presentations (awareness, educational, etc) including:
 - i. Grasslands School Board – Risk assessments and emergency planning.
 - ii. SPEC – Parenting Presentation.
 - iii. JBS Plant – Laws and Policing.
- c. 9 Engagements (PR, social, other misc events with the public) including:
 - i. JBS Centre – Risk Assessment and Emergency Preparedness.
 - ii. Duchess Arena - Risk Assessment and Emergency Preparedness.
 - iii. Newbrook Lodge – RCMP Town Hall.
 - iv. Orchard Manor – RCMP Town Hall.
 - v. Rolling Hills Arena - Risk Assessment and Emergency Preparedness.
 - vi. Tilley Arena - Risk Assessment and Emergency Preparedness.

- vii. Bassano – RCMP Town Hall.
- viii. Global Village – Advisory Meeting.
- ix. Clearview Colony – Floor hockey match with youth.

2. April:

- a. 15 Media Releases (Social media, Radio, and or Print);
- b. 4 Presentations (awareness, educational, etc) to various groups including:
 - i. JBS Plant – Policing in Canada x 2
 - ii. Newell Christian School – Parent presentation regarding youth safety.
 - iii. Brooks Hot Rod Association – Traffic Safety updates.
- c. 0 Engagements (PR, social, other misc events with the public) including.

3. May:

- a. 17 Media Releases (Social media, Radio, and or Print);
- b. 2 Presentations (awareness, educational, etc) to various groups including:
 - i. BINS – Laws and policing.
 - ii. Holy Family Academy – Bike Rodeo.
- c. 4 Engagements (PR, social, other misc events with the public) including:
 - i. Mchappy Days fundraising – 2 officers.
 - ii. Homeschooling Group – Detachment Tour.
 - iii. Ecole Le Ruisseau – Member attended graduation.
 - iv. Coffee with a Cop at A&W – Multiple members and attendees.

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

1. **Break and Enter into Jewellery Store** – On March 30, 2026, Brooks RCMP were dispatched to a vehicle vs building collision at a jewellery store on 2nd Street West. On arrival, it was determined that the vehicle was used in an attempted break and enter into the store of which 3 suspects were involved and fled. No entry was gained but damage was significant. The vehicle used, a black 2023 Ford F150, was stolen out of Calgary. The RCMP Police Dog Services and RCMP Forensic Identification Section attended the scene. No suspects have been arrested to date.
2. **On-Line Threats to School Unfounded** – On May 7, 2026, Brooks RCMP received an anonymous online vague complaint regarding possible threats to an unknown school in Brooks. This resulted in an immediate investigation and response including with

the schools. The investigation identified a person of interest in Calgary and therefore Calgary Police were also engaged. It was eventually determined that no credible threat existed and it was believed that this matter was a “Swatting” type incident in which a fake complaint was made using the personal information of another person; in this case obtained through social media by an unknown person(s). The safety of our community and school remains a priority. No arrests were made regarding this matter.

3. **National Impaired Driving Enforcement Day** – On May 16, 2026, Brooks and Bassano RCMP along with Alberta RCMP Traffic Services and Alberta Sheriffs conducted Impaired Enforcement patrols and checkstops in the area including on Silver Sage Road and near Duchess as part of National Impaired Driving Enforcement Day. Results were 75 vehicles checked with no impaired drivers located. A total of 12 violation tickets were issued for traffic offences during the operation.
 - a. Multiple other checkstops occurred in the last 3 months in various areas with 0 impaired drivers located.
 - b. 7 impaired drivers were located through routine patrols/complaints/Peace Officer traffic stops in March, April, and May.
4. **RCMP Police Dog Services Training** – On May 20, 2026, Brooks RCMP released a media statement advising that RCMP Police Dog Services Unit was conducting training exercises in and around the City of Brooks and increased police presence, including police service dogs, were likely to be observed. The media release garnered much positive responses and questions from the community. The RCMP want to advise that RCMP Police Dog Services frequent the city and area for routine patrols and it is likely that such training exercises will be seen in the future.
5. **Suspicious Person Complaint(s) Result in Arrest** – On May 24, 2026, Brooks RCMP responded to reports of a suspicious person in the area of Upland Link in Brooks. A suspect description was given assisting responding officers in locating the suspect in short order. The suspect was deemed to be in breach of court-imposed curfew conditions and arrested. He was found in possession of several stolen items including bank cards and other identification cards and further investigation found he was bound by a previous Release Order and Probation Order. A 26 year old male

resident of Brooks was charged with Possession of Stolen Property and Fail to comply with Release Order and Probation Orders. He was remanded into custody. This demonstrates the importance of calling police when seeing suspicious activity or persons.

6. **Clarification of Inaccurate Social Media** – On June 8, 2026, Brooks RCMP released a media statement bringing clarity to an inaccurate social media post regarding an alleged assault that occurred at the local water park over the previous weekend. The Brooks RCMP had no such call for service or report of the alleged incident and enquires could not verify the allegations. The RCMP urge the public to take what is circulating on social media with some skepticism when there is no official police report/media release, and recommend that the public rely on verified information and or trusted sources.

OTHER MESSAGING –

1. **Detachment Priorities Firmed up** – Brooks Detachment Policing Priorities are solidified and actively being worked on. Thanks to all those that participated in surveys, town halls, discussions, and consultations. They are:
 - a. Crime Reduction of Property and other Crimes;
 - b. Drug Enforcement and Reduce Substance Abuse;
 - c. Traffic Safety; and
 - d. Community Engagement, Visibility and Transparency.
2. **New Initiative – Media Campaigns** – The Brooks RCMP is now doing regular radio messages (105.7 and 101.1) as part of our media campaigns. Messages bring awareness, education, tips and more to the community in relation to crime prevention and community safety. To date, the following topics have been covered:
 - a. Copper wire theft prevention and awareness;
 - b. Pedestrian Safety;
 - c. Lock it or loose it;
 - d. Crime Prevention Through Environmental Design (CPTED); and
 - e. CAPTURE Program (Registration of home and business video surveillance cameras).

3. **New Initiative – Municipal Police Committee** – The Brooks RCMP looks forward to working with the newly established Municipal Police Committee. The 1st meeting was held on June 3, 2026 with the next planned for September 1, 2026.

4. **New Initiative – RPAS (Remotely Piloted Aircraft System)** – The Brooks Detachment has moved forward with a “Drone Program” (also known as RPAS) for the detachment which will supplement and enhance the current policing model. Residents of the City and surrounding areas may notice the presence of RCMP operated drones being deployed by Brooks RCMP. These aircraft are being used to support operational activities such as document collision scenes, search and rescue, front line policing calls, crime reduction initiatives, and more. This program enhances officer and community safety. The RCMP understand that the use of such aircraft may raise questions or concerns from the public and reassure the public that the drones are operated responsibly and in accordance with strict privacy and legal guidelines; they are not used for random surveillance or to collect personal footage without lawful authority.

5. **Criminal Record Checks and Fingerprinting Services Fee Update** – Effective June 3, 2026 new rates are in effect at Brooks Detachment for services related to Criminal Record Checks and Civil fingerprinting. Noteworthy:
 - a. Criminal Record Checks increased \$10.00 to \$60.00.
 - b. Applies to Brooks and now all County Residents.
 - c. Exemptions for all volunteers and non-profit organizations in the City of Brooks.
 - d. Other rate increases apply for fingerprints related to citizenship, name changes, adoption, etc.

6. **Attached Documents Include -**
 - a. Brooks Municipal Crime Gauge for January to May (2026 compared to 2025 YTD) **showing decreases in all measured categories and an overall 22% decrease in Total Criminal Code Offences.**
 - b. Brooks Municipal Detachment Crime Stats for May 2026 (compared to previous 4 years).

- c. Brooks Municipal Detachment Crime Stats for January to May YTD (compared to previous 4 years).

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

Brooks (Municipal) Crime Statistic Summary – January to May

2026/06/03

Brooks (Municipal) – Highlights

- **Break & Enters** are showing a 44.8% decrease when compared to the same period in 2025 (January to May). There were 13 fewer actual occurrences (from 29 in 2025 to 16 in 2026).
- **Theft of Motor Vehicles** decreased by 37.5% when compared to the same period in 2025 (January to May). There were 6 fewer actual occurrences (from 16 in 2025 to 10 in 2026).
- **Theft Under \$5,000** decreased by 36.9% when compared to the same period in 2025 (January to May). There were 31 fewer actual occurrences (from 84 in 2025 to 53 in 2026).

Brooks (Municipal) – Criminal Code Offences Summary

Crime Category	% Change 2025 – 2026 (January to May)
Total Persons Crime	1.2% Decrease
Total Property Crime	34.3% Decrease
Total Criminal Code	21.9% Decrease

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

- 2 fewer **Persons Crime** offences;
- 117 fewer **Property Crime** offences; and
- 144 fewer **Total Criminal Code** offences;

Brooks (Municipal) – May, 2026

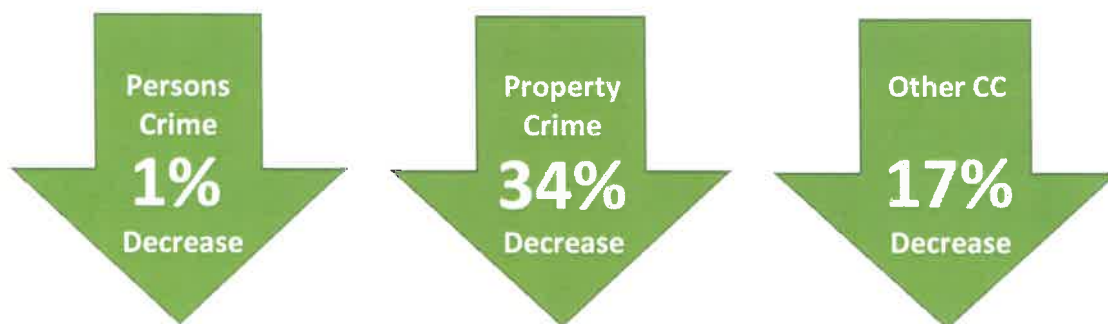
- There were 2 **Thefts of Motor Vehicles** in May: 0 cars, 1 trucks, 0 minivans, 0 SUVs, 1 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 1 **Break and Enters** in May: 0 businesses, 1 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 3 **Provincial Roadside Suspensions** in May (3 alcohol related and 0 drug related). This brings the year-to-date total to 11 (9 alcohol related and 2 drug related).
- There were a total of 16 files with the **Spousal Abuse** survey code in May (May 2025: 30). This brings the year-to-date total to 108 (2025: 126).
- There were 345 files with **Victim Service Unit** referral scoring in Brooks Municipal: 5 accepted, 32 declined, 7 proactive, 1 requested but not available, and 300 files with no victim.



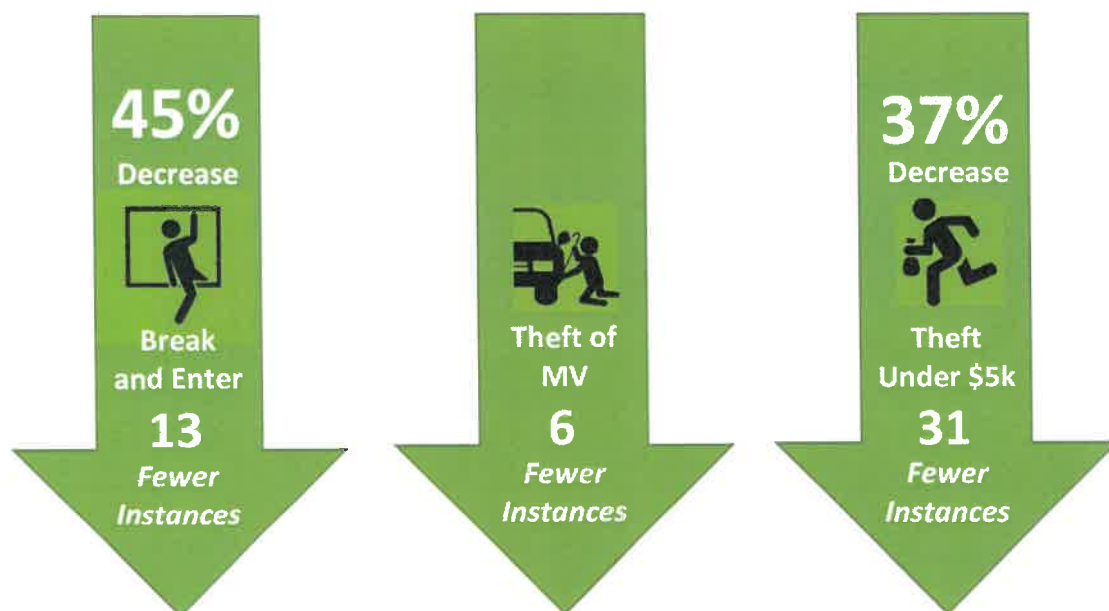
Brooks Municipal Crime Gauge

2026 vs. 2025
January to May

Criminal Code Offences



Select Property Crime



The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



Brooks Municipal Detachment Crime Statistics (Actual) May: 2022 - 2026

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

June 3, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	2	0	0	0	N/A	N/A	-0.2
Robbery		0	0	1	0	0	N/A	N/A	0.0
Sexual Assaults		0	8	2	4	3	N/A	-25%	0.2
Other Sexual Offences		1	1	6	0	3	200%	N/A	0.3
Assault		21	25	20	15	15	-29%	0%	-2.2
Kidnapping/Hostage/Abduction		2	0	0	0	0	-100%	N/A	-0.4
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		2	5	8	7	2	0%	-71%	0.2
Uttering Threats		6	8	10	10	9	50%	-10%	0.8
TOTAL PERSONS		32	49	47	37	32	0%	-14%	-1.2
Break & Enter		5	8	8	4	1	-80%	-75%	-1.2
Theft of Motor Vehicle		3	6	4	4	2	-33%	-50%	-0.4
Theft Over \$5,000		0	2	3	2	1	N/A	-50%	0.2
Theft Under \$5,000		18	16	18	21	13	-28%	-38%	-0.5
Possn Stn Goods		4	5	2	3	2	-50%	-33%	-0.6
Fraud		8	11	14	16	16	100%	0%	2.1
Arson		0	1	1	0	1	N/A	N/A	0.1
Mischief - Damage To Property		79	20	11	8	5	-94%	-38%	-16.0
Mischief - Other		8	11	16	23	11	38%	-52%	1.8
TOTAL PROPERTY		125	80	77	81	52	-58%	-36%	-14.5
Offensive Weapons		2	6	3	1	1	-50%	0%	-0.7
Disturbing the peace		8	12	15	10	2	-75%	-80%	-1.4
Fail to Comply & Breaches		16	7	17	17	16	0%	-6%	1.0
OTHER CRIMINAL CODE		4	4	3	6	2	-50%	-67%	-0.2
TOTAL OTHER CRIMINAL CODE		30	29	38	34	21	-30%	-38%	-1.3
TOTAL CRIMINAL CODE		187	158	162	152	105	-44%	-31%	-17.0



Brooks Municipal Detachment Crime Statistics (Actual) May: 2022 - 2026

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

June 3, 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		1	1	0	0	1	0%	N/A	-0.1
Drug Enforcement - Trafficking		2	0	2	0	0	-100%	N/A	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	1	2	0	1	-67%	N/A	-0.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	3	3	2	2	0%	0%	-0.1
TOTAL FEDERAL		5	4	5	2	3	-40%	50%	-0.6
Liquor Act		8	2	6	3	2	-75%	-33%	-1.1
Cannabis Act		1	0	0	0	0	-100%	N/A	-0.2
Mental Health Act		14	15	14	18	14	0%	-22%	0.3
Other Provincial Stats		14	14	15	21	18	29%	-14%	1.5
Total Provincial Stats		37	31	35	42	34	-8%	-19%	0.5
Municipal By-laws Traffic		1	1	0	1	1	0%	0%	0.0
Municipal By-laws		10	6	7	9	10	0%	11%	0.3
Total Municipal		11	7	7	10	11	0%	10%	0.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	1	3	3	3	200%	0%	0.6
Property Damage MVC (Reportable)		17	10	20	15	6	-65%	-60%	-1.7
Property Damage MVC (Non Reportable)		6	2	10	5	1	-83%	-80%	-0.7
TOTAL MVC		24	13	33	23	10	-58%	-57%	-1.8
Roadside Suspension - Alcohol (Prov)		5	1	5	2	3	-40%	50%	-0.3
Roadside Suspension - Drugs (Prov)		2	0	0	2	0	-100%	-100%	-0.2
Total Provincial Traffic		146	80	103	114	85	-42%	-25%	-8.8
Other Traffic		57	0	0	22	2	-96%	-91%	-8.8
Criminal Code Traffic		7	5	8	4	4	-43%	0%	-0.7
Common Police Activities									
False Alarms		12	3	12	21	3	-75%	-86%	0.0
False/Abandoned 911 Call and 911 Act		5	2	2	10	8	60%	-20%	1.4
Suspicious Person/Vehicle/Property		10	22	18	12	18	80%	50%	0.6
Persons Reported Missing		6	11	7	5	5	-17%	0%	-0.8
Search Warrants		0	0	1	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		31	17	25	30	16	-48%	-47%	-1.7
Form 10 (MHA) (Reported)		2	5	3	6	2	0%	-67%	0.1



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

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

June 3, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	3	1	0	0	N/A	N/A	-0.3
Robbery		1	0	4	1	1	0%	0%	0.1
Sexual Assaults		6	13	6	10	8	33%	-20%	0.1
Other Sexual Offences		4	8	6	7	11	175%	57%	1.3
Assault		75	73	84	71	67	-11%	-6%	-1.8
Kidnapping/Hostage/Abduction		3	1	1	4	6	100%	50%	0.9
Extortion		1	3	0	3	0	-100%	-100%	-0.2
Criminal Harassment		21	20	30	28	27	29%	-4%	2.0
Uttering Threats		36	33	37	47	49	36%	4%	4.0
TOTAL PERSONS		147	154	169	171	169	15%	-1%	6.1
Break & Enter		17	23	29	29	16	-6%	-45%	0.4
Theft of Motor Vehicle		22	17	9	16	10	-55%	-38%	-2.5
Theft Over \$5,000		2	6	7	4	3	50%	-25%	0.0
Theft Under \$5,000		80	90	93	84	53	-34%	-37%	-6.0
Possn Stn Goods		19	10	12	19	6	-68%	-68%	-1.7
Fraud		48	37	63	71	43	-10%	-39%	2.4
Arson		0	1	1	0	1	N/A	N/A	0.1
Mischief - Damage To Property		134	57	48	43	28	-79%	-35%	-22.6
Mischief - Other		41	66	72	75	64	56%	-15%	5.5
TOTAL PROPERTY		363	307	334	341	224	-38%	-34%	-24.4
Offensive Weapons		8	13	13	13	14	75%	8%	1.2
Disturbing the peace		30	49	46	34	16	-47%	-53%	-4.3
Fail to Comply & Breaches		46	37	89	75	73	59%	-3%	9.2
OTHER CRIMINAL CODE		8	19	26	23	17	113%	-26%	2.2
TOTAL OTHER CRIMINAL CODE		92	118	174	145	120	30%	-17%	8.3
TOTAL CRIMINAL CODE		602	579	677	657	513	-15%	-22%	-10.0



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

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

June 3, 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		2	5	0	4	4	100%	0%	0.3
Drug Enforcement - Trafficking		4	3	7	2	3	-25%	50%	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		6	8	7	6	7	17%	17%	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		6	7	10	13	8	33%	-38%	1.0
TOTAL FEDERAL		12	15	17	19	15	25%	-21%	1.0
Liquor Act		23	18	28	14	8	-65%	-43%	-3.4
Cannabis Act		1	3	2	3	0	-100%	-100%	-0.2
Mental Health Act		54	60	57	76	54	0%	-29%	1.6
Other Provincial Stats		68	63	72	77	68	0%	-12%	1.4
Total Provincial Stats		146	144	159	170	130	-11%	-24%	-0.6
Municipal By-laws Traffic		1	5	3	5	5	400%	0%	0.8
Municipal By-laws		33	19	25	24	33	0%	38%	0.5
Total Municipal		34	24	28	29	38	12%	31%	1.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		4	3	9	10	15	275%	50%	2.9
Property Damage MVC (Reportable)		94	96	82	78	62	-34%	-21%	-8.2
Property Damage MVC (Non Reportable)		16	12	38	20	22	38%	10%	2.0
TOTAL MVC		114	111	129	108	99	-13%	-8%	-3.3
Roadside Suspension - Alcohol (Prov)		18	11	28	10	9	-50%	-10%	-1.9
Roadside Suspension - Drugs (Prov)		4	3	5	6	2	-50%	-67%	-0.1
Total Provincial Traffic		559	552	527	656	479	-14%	-27%	-5.6
Other Traffic		208	0	41	22	74	-64%	236%	-24.6
Criminal Code Traffic		23	36	35	18	16	-30%	-11%	-3.2
Common Police Activities									
False Alarms		39	31	42	51	29	-26%	-43%	0.0
False/Abandoned 911 Call and 911 Act		26	35	20	28	19	-27%	-32%	-2.1
Suspicious Person/Vehicle/Property		52	81	70	63	76	46%	21%	3.0
Persons Reported Missing		17	32	21	17	17	0%	0%	-1.5
Search Warrants		2	0	2	0	0	-100%	N/A	-0.4
Spousal Abuse - Survey Code (Reported)		129	78	99	126	108	-16%	-14%	0.6
Form 10 (MHA) (Reported)		14	13	14	20	17	21%	-15%	1.3

Municipal Enforcement Report to Council

Presented by: PO/Sgt. Logan GRANT



April-June 2026

Monday, June 22nd 2026

This report contains stats from April to June 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 four Community Peace Officers, one of which a Supervisor.

Outreach and Education

During this quarter, officers attended their annual recertification on TPR/PPCT training. As well, members conducted numerous Bike Rodeos at two schools as well as a community one at Canadian Tire. During these rodeos, officers teach kids on helmet safety and bicycle control through an obstacle course. Over 200 kids were taken through our program. Members further assisted in traffic control during the Newell Pro Rodeo Parade. Staff continue to attend Coffee with a Cop at A&W to speak with local community members on issues and concerns they may have.

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. In this quarter, members assisted specifically with Public Works regarding Street Sweeping throughout the community.

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 428 traffic violations and 198 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. Intersection safety and speed enforcement are in our top priorities at this time.

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 69 Overgrown Grass and Weed Letters, 4 overgrown tree/shrub actions and 17 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 5 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. The program has been running for the last two months. Numerous cats have been trapped and turned into BAPS when capacity allows.

Overall Stats Are Attached.

Traffic Safety Citations For Q1

TRAFFIC SAFETY ACT	285
USE OF HIGHWAY AND RULES OF THE ROAD REGULATION	60
VEHICLE EQUIPMENT REGULATION	60
GAMING, LIQUOR AND CANNABIS ACT	3
(P) ANIMAL CONTROL BYLAW - 25/07	2
OPERATOR LICENSING AND VEHICLE CONTROL REGULATION	13
(P)TRAFFIC BYLAW - 24/01	3
TRAFFIC BYLAW - 24/01	309
GAMING, LIQUOR AND CANNABIS REG	1
REGISTERED OWNER	5

Bylaw Stats For Q1

Overgrown Grass and Weed ACTIONS	69
OVERGROWN TREE/SHRUB ACTIONS	4
UNSIGHTLY PROPERTY ACTIONS	17
ANIMAL CONTROL ACTIONS	5

Present:

Board Members

City Councillor Chad Falkenberg
County Councillor Neil Johnson
City Councillor Mike Regner
Bob Chrumka
Kathy Delday
Tim Hanrahan
Rob Hugill
Patti Jones
Duane Perkins – Chair

City of Brooks Staff

Tabatha Williams – Manager, Recreation Svcs.
Mike Stewart - Manager, Parks
Mark Shantz – Director, Recreation & Protect. Svcs.
Connie Robinson – Recording Secretary

Regrets:

County Councillor Greg Skriver
Michelle Gietz
Ryley Lillehei
Linda Morey
Cathy Safronovich

1. Meeting **called to order** at 7:00pm by D. Perkins.

2. Introductions

3. Adoption of Agenda

a. Additions & Deletions

- i. Deletion of 5.a. Little Learners Fair
- ii. Additions of 6.a. Walking Path Poster, 6.b. RUGG update, & 10.a. Pool Attire

N. Johnson made a motion to adopt the April 15, 2026 Agenda as amended.

MOTION CARRIED

4. Adoption of Minutes

a. March 25, 2026

M. Regner made a motion to adopt the March 25, 2026 Meeting Minutes as presented.

MOTION CARRIED

5. Presentations/Delegations

6. Correspondence & Information

a. Choosewell Walking Path Poster

- i. M. Stewart will be doing a 5-minute presentation at each walk. He will be sharing information and background on each path.

b. RUGG Update

- i. T. Williams reported that Grasslands Soccer had submitted a RUGG application, but it had not been received due to a technical issue that is being reviewed.
- ii. The issue was found when GSA followed up recently and it was determined that the email did not get delivered.
- iii. The Board will review alternate ways of submitting and accepting applications next fall.

7. Reports

- a. Parks Department
 - i. A report was provided to the Board on the status of the Parks Department and special projects/updates.
 - ii. Spring clean-up is currently underway. The Parks Department will be assisting with large item pick-up starting on April 27.
 - iii. The condition of the Lake Stafford path was discussed. It was noted that aging pathways will need to be addressed soon, especially since there not currently a budget set aside for repairs.
 - iv. The maintenance budget only covers crack sealing and there is not much left over for major repair work.
- b. Recreation Department
 - i. A report was provided to the Board on the status of the Recreation Department and special projects/updates.
 - ii. Complaints about air horn use at the CRA were discussed. The complaints are specific to the volume of the horn used by a private box at Bandits games. There is currently no City Bylaw or Policy to govern it, but usage is regulated by BCHL guidelines (which includes measuring decibel levels and dictates when it can be used during a game). M. Shantz noted that there is a year-end review scheduled to evaluate the situation and determine how to move forward. He will update the Board at that time.
- c. Outdoors Committee Update
 - i. No report/update.
- d. Indoors Committee Update
 - i. No report/update.
- e. Additional Reports
 - i. None.

8. Master Plan

- a. Action Plan Scheduling
 - i. Recommendation #3 will be discussed at the next meeting.

ACTION ITEM: T. Williams to send out Recommendation #3 prior to next meeting, Board to review it and come prepared for discussion.

9. Old Business

- a. Current Board Vacancies
 - i. Youth Citizen-at-large – R. Lillehei was reappointed to the Board for a second one-year term.
- b. Elections
 - i. Vice-chair

A nomination was made by K. Delday to elect P. Jones as Vice-Chairperson. P. Jones let her name stand. P. Jones is elected as Vice-Chairperson by acclamation.

- c. 2026/2027 Recreation Rates & Fees
 - i. Sector averages, from a survey of similarly sized communities, were added to the Rates & Fees proposal as requested.
 - ii. Suggestion to raise rates and fees to match sector averages was discussed.

- iii. Suggestion to do a line-by-line analysis of rates & fees was discussed. It may be a viable process to apply for next year when cost analysis and benchmarking data is available. Until then, an across-the-board adjustment will be sufficient.
- iv. It was noted that cost recovery is not part of the Board's purview, it is City staff's responsibility. The Board's recommendations are based on determining how much the community can or should pay, not how much the facilities can or should be making.
- v. Rates and fees need to be reviewed and approved in a timely manner, as they need to be entered in for staff to proceed with booking and allocation for 2026/2027.
- vi. The Board can make recommendations regarding school rates and fees when the JUPA is reviewed annually.
- vii. The recent changes to the RFA program were considered regarding increases to rates and fees.

C. Falkenberg made a motion to recommend to City Council a proposed 5% increase to rates and fees for August 1, 2026 – July 31, 2027.

MOTION CARRIED

10. New Business

a. Pool Attire – K. Delday

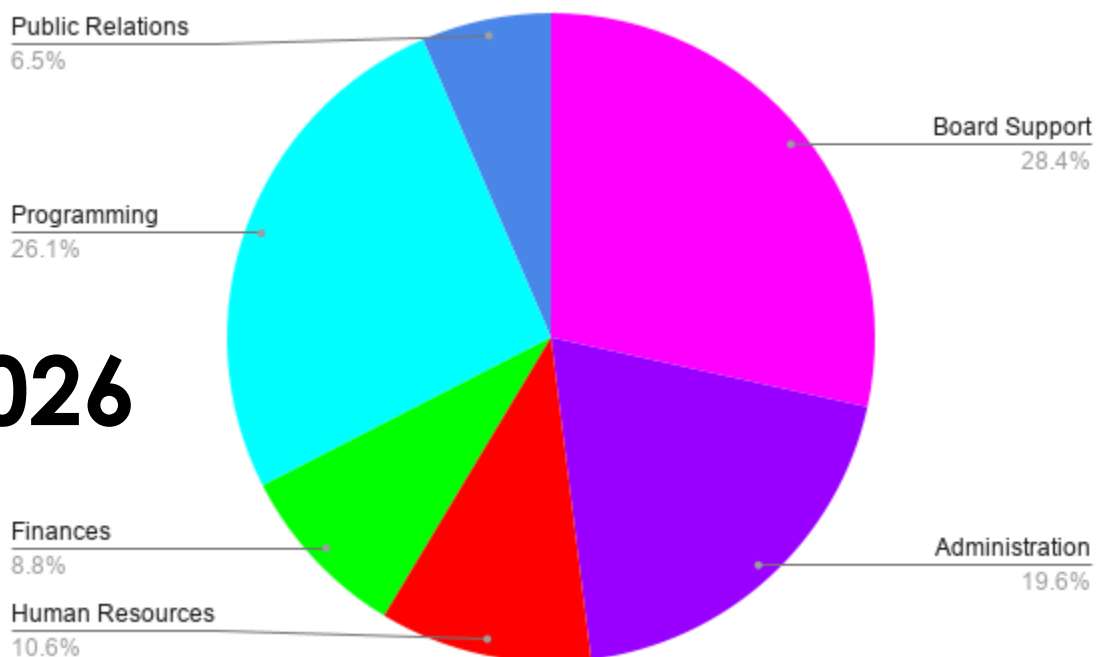
- i. K. Delday brought forward an incident she witnessed of an individual in the pool wearing a hoodie with the hood up and long black pants. It was brought to the attention of the lifeguard who informed her that it was acceptable swimwear.
- ii. T. Williams was aware of the incident and clarified that the outfit was lightweight, well-fitted and not a risk to the safety of self or others. Staff are being trained in the new Policy and actively addressing breaches to it.
- iii. M. Shantz added that new policies take time to review and implement; it is an ongoing process. He encourages patrons to speak to lifeguards right away; this provides the opportunity for corrections to be made immediately.
- iv. He noted that City Administration is taking the Swim Attire Policy seriously. The Recreation Manager and the Assistant Manager have been working out of the pool office to be directly on-site supporting staff and overseeing Policy enforcement. A new CPO will be starting on evening rotation and will be assisting in supporting the staff with enforcement of all policies, including swim attire.
- v. M. Regner stated that Council is committed to the Policy and staff are doing what is needed to implement it.
- vi. Numerous steps have been taken to educate the public, including meeting with community organizations and utilizing visual aids.

11. Delegates Response Discussions (Closed Session)

12. Next Meeting: May 20, 2026 @ 7:00pm, Meeting Room East

13. Meeting adjourned at 7:54pm by M. Regner.

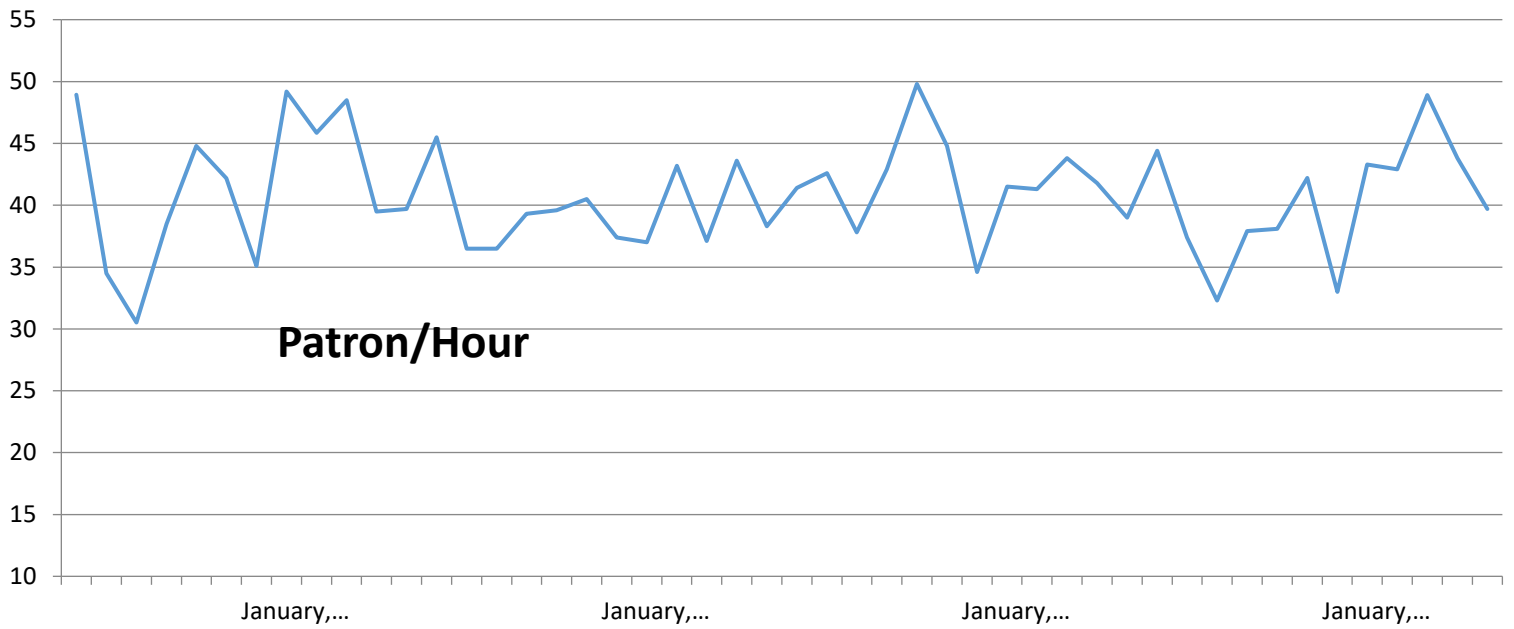
May 2026



Unique Tasks:

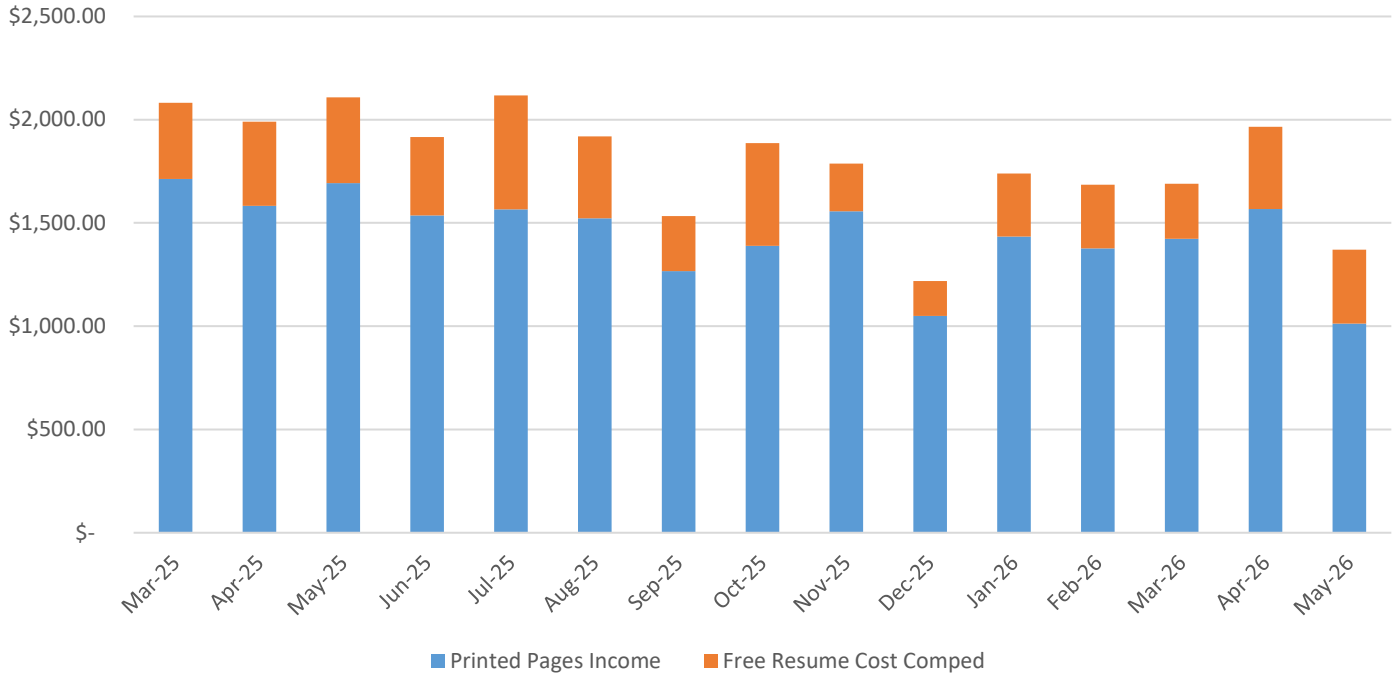
- Anniversary & Parade Planning
- Food Safety Training
- Bill 28 Zoom Training
- Board Basics Workshop
- Tours/Class Visits
- Performance Review
- Census Help Program
- Arrangements for Museum Display
- Coverage for Sick Staff
- Work Experience Training/Supervision

Board Support	Review and Prep policies for review, Prep Board and committee meeting packages, Post-meeting tasks and assignments, Board Reports, various tasks done on behalf of the board (Annual Report, prepare and perform membership campaigns, email and maintain board participation schedule for events)
Administration	Emails, general Staff Support, Supply ordering/errands, correspondence, community meetings, calendaring
Human Resources	Team Commitments, Staff scheduling, HR concerns, SLS Managers' meetings, Forms paperwork (Timesheets, Vacation Requests, etc.), Staff evaluations and ongoing support, Work Experience paperwork
Finances	Daily Cash Balance and Deposit prep, Reconciliation, preparing Financials, Mid- and Monthend cheque runs, delivering cheques for signatures, allotment budgeting, invoicing
Programming	On-desk and opening coverage (emergency only), programming meetings, patron support and supervision, room bookings, Circ meetings, collection maintenance reports, exam invigilation, team initiatives support
Public Relation	Radio, Website/calendar posting, time-sensitive Socials
IT/Facility	Display or programming furniture moving, in-person IT support, website postings, rental prep, supply organizing

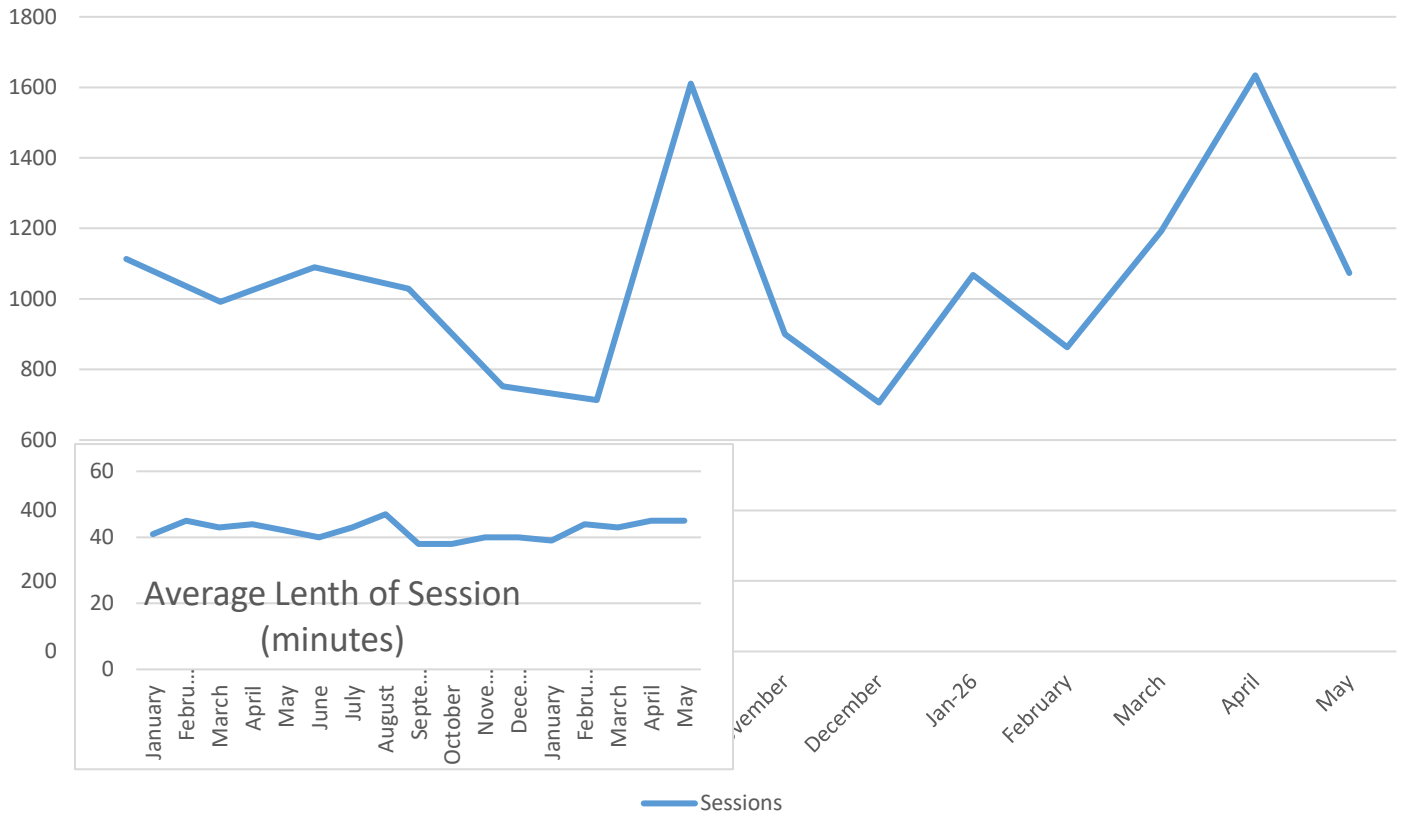


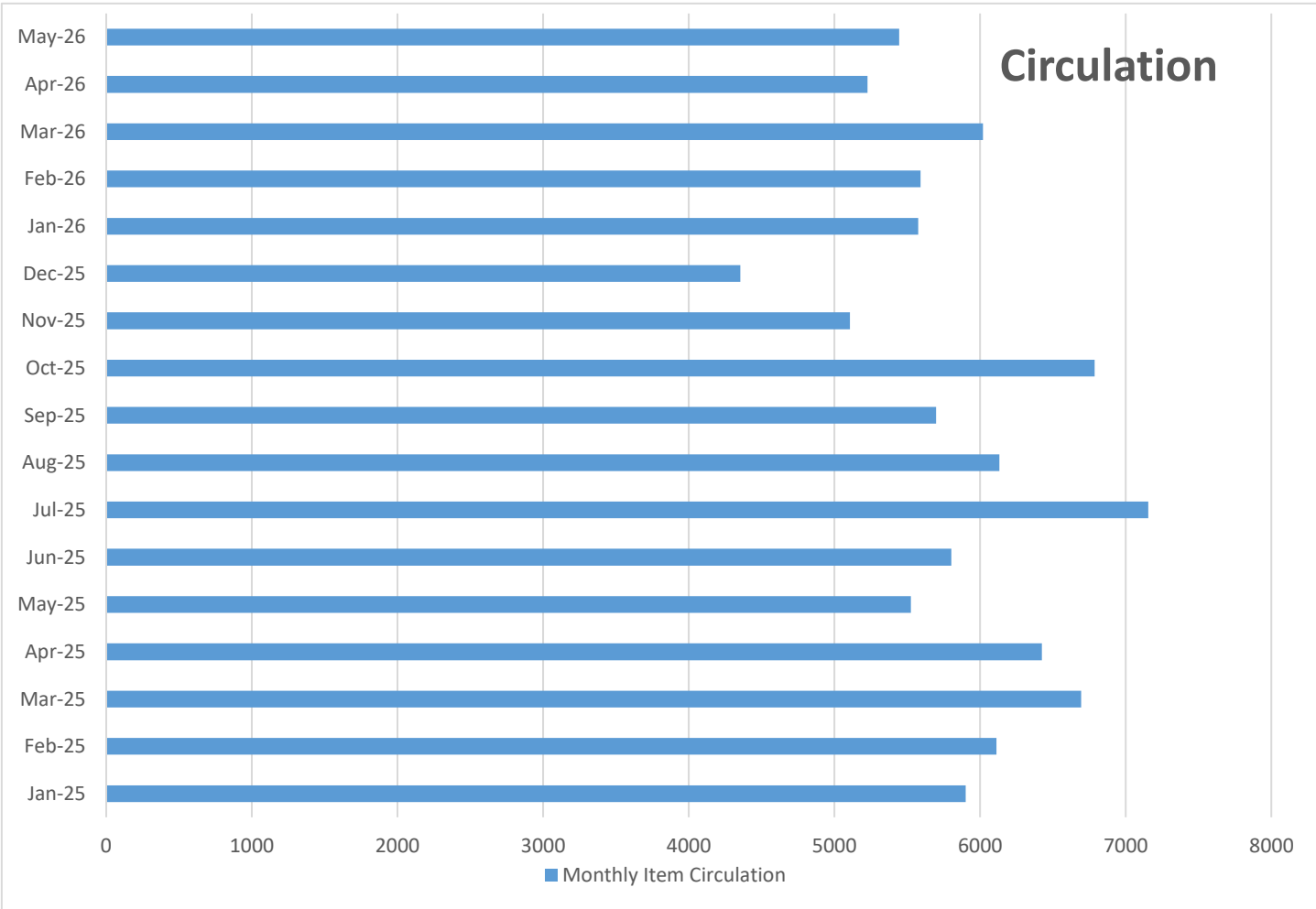
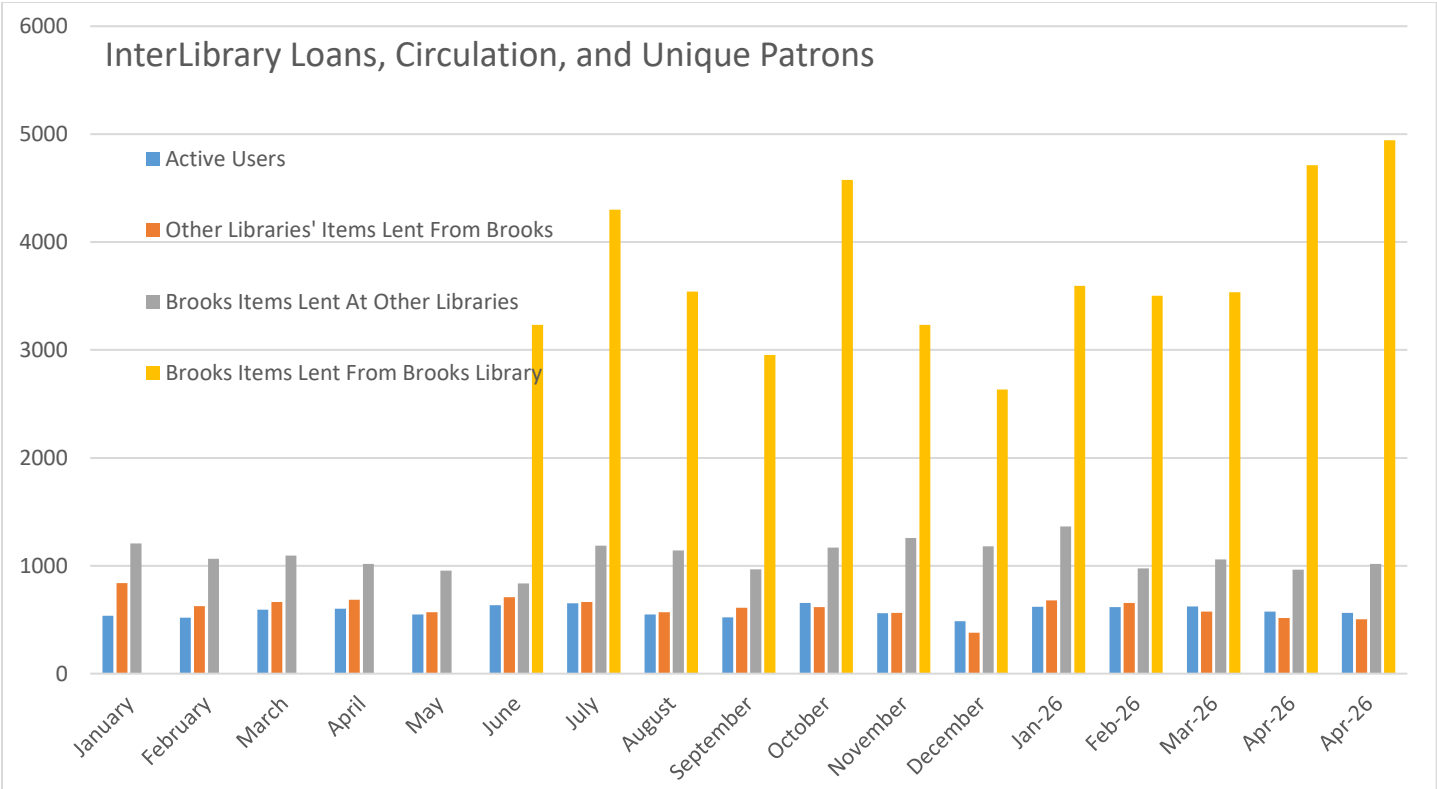
	Total Foot Traffic	High	Low	Average Patrons/Hour
April 2025	10087	535	103	41.6
May 2025	9744	516	90	38.5
June 2025	10817	689	105	44.6
July 2025	9452	470	108	37.4
August 2025	8114	467	76 – half day	32.5
September 2025	7714	489	109	37.9
October 2025	9632	604	94	38.1
November 2025	9825	579	102	42.2
December 2025	7483	490	49 (Xmas Eve)	33
January 2026	10380	560	150	43.3
February 2026	9632	512	173	42.9
March 2026	12262	596	151	48.9
April 2026	10574	848 (843 too!)	145	43.8
May 2026	9914	624	139	39.7

Print Services



Computer Sessions







REQUEST FOR DECISION

TITLE: Rescind Policy F-002-027 – Listing Community Groups on City Website	AGENDA ITEM: Council – June 22, 2026
PRESENTER: Manager of Legislative Services Amy Fontoura	
DEPARTMENT: Corporate Services	ATTACHMENTS: Policy F-002-027
SUBMITTED BY: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>Amy Fontoura</u> Name </div> <div style="text-align: center;"> <u>June 17, 2026</u> Date </div> </div>	
REVIEW APPROVALS: <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>19 Jun 26</u> _____ Date </div> <div style="text-align: center;"> _____ CAO </div> <div style="text-align: center;"> <u>Jun. 18/26</u> _____ Date </div> </div>	

BACKGROUND

The Listing Community Groups on City Website Policy was approved in 2009; however, the procedure states that commercial sites or sites that may be offensive to others may be shared; which is not the City’s current practice. Additionally, a Council Policy is not required for website content as this can be managed by Administration.

DISCUSSION/OPTIONS

The City’s website currently provides information regarding:

- community, family, newcomer, community organizations and volunteer resources;
- mental health supports;
- schools; and,
- seniors’ programs and services.

If the Policy is rescinded, it does not mean that the supports listed above will be removed; they will remain on the City’s website and residents can still access them. The Policy was presented to Council Committee on June 16, and it was recommended to be brought forward to Council to be rescinded.

FINANCIAL IMPLICATIONS

There are no financial implications if this Policy is rescinded.

STRATEGIC PLAN

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

RECOMMENDATION

Administration recommends that Council rescind Policy F-002-027, entitled Listing Community Groups on City Website.

Respectfully submitted,



Amy Fontoura

Manager of Legislative Services



CITY OF BROOKS

POLICY NO: F-002-027

REFERENCE:

ADOPTED BY:

SUPERSEDES:

Resolution # 09/166

New

PREPARED BY:

DATE ADOPTED:

Administration

April 20th, 2009

TITLE:

LISTING COMMUNITY GROUP(S) ON CITY WEBSITE

POLICY STATEMENT:

The Council of the City of Brooks is pleased to provide non-profit community groups and organizations the opportunity to place links to their organization on the City website.

THE PURPOSE OF THIS POLICY IS TO:

- 1) Establish principals, guidelines, information and examples of acceptable use of these resources.



PROCEDURE

AUTHORITY: **EFFECTIVE DATE:** **POLICY NO: F-002-027**
Page 2 of 4

TITLE:
LISTING COMMUNITY GROUP(S) ON CITY WEBSITE

PROCEDURES AND GUIDELINES:

Definitions:

“authorized user”

- In this policy, authorized user means and includes a registered Society or non-profit organization; provides services and/or information that would be of interest and benefit to the community; a non-governmental, non political or non-religious group; a group that does not represent interests in offensive subject matter.

“acceptable use”

- In this policy, acceptable use means and may include activities such as the following:
 - A free link to your website;

“unacceptable use”

- In this policy, unacceptable use means and includes activities such as the following:
 - Providing a link to internet sites that contain obscene, pornographic, hateful, offensive, illegal, prejudicial, racist, sexually explicit, defamatory or other material that would be considered objectionable in a municipal business environment. None of the foregoing shall be accepted.



PROCEDURE

AUTHORITY:

EFFECTIVE DATE:

POLICY NO: F-002-027

Page 3 of 4

TITLE:

LISTING COMMUNITY GROUP(S) ON CITY WEBSITE

Definitions continued...

“terms”

- Terminology used throughout this policy:
 - City – The term “City” refers to the corporate, not the geographic City of Brooks;
 - IT Services – City of Brooks employees who are authorized to perform hardware and software maintenance on City of Brooks computer systems;
 - Webmaster – City of Brooks employees who are authorized to perform maintenance on the City of Brooks website;
 - Chief Administrative Officer - Person appointed to the position of Chief Administrative Officer by the Council of the City of Brooks and includes any Person that the Chief Administrative Officer may appoint as his designate for purposes of carrying out his responsibilities under this Policy through whom all information is approved and further includes any Person that may be appointed to act in the absence of the Chief Administrative Officer;



PROCEDURE

AUTHORITY:

EFFECTIVE DATE:

POLICY NO: F-002-027

Page 4 of 4

TITLE:

LISTING COMMUNITY GROUP(S) ON CITY WEBSITE

PROCEDURES AND GUIDELINES:

Submissions:

1. The City of Brooks has the right to post external links to outside websites either associated with or in and around the City of Brooks and this may include commercial sites or sites that may be offensive to others. The presence of these links is strictly for informational purposes and does not imply support or endorsement by the City of Brooks. References to commercial or other offerings may appear for information purposes, or as a personal opinion of a contributor. Links will be reviewed on a semi-annual basis (every 6 months) and those no longer current will be removed.

2. IT Services is authorized to:
 - *review all submissions;*
 - *reserves the right to accept or refuse any submission.*

Schedule "A"

City of Brooks
Listing Community Group(s) on City Website Policy

Listing Agreement

I certify that I have read, understand, and agree to the terms set forth in the City of Brooks Listing Community Group(s) on City Website Policy.

I further certify that I have received a copy of this policy.

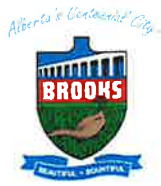
I acknowledge that using the City's website is a privilege that may be revoked in the sole discretion of the City for any reason.

Signature

Date

Name (Please Print)

Group/Organization



REQUEST FOR DECISION

TITLE: Policy F-002-030(B) – Business Continuity Plan		AGENDA ITEM: Council – June 22, 2026	
PRESENTER: Manager of Legislative Services Amy Fontoura			
DEPARTMENT: Corporate Services		ATTACHMENTS: Policy F-002-030(B) – Edits Policy F-002-030(B) – Clean Copy	
SUBMITTED BY: <u>Amy Fontoura</u> Name		<u>June 17, 2026</u> Date	
REVIEW APPROVALS:			
<u>[Signature]</u> Department Director	<u>18 Jun 2026</u> Date	<u>[Signature]</u> For CAO	<u>Jun 18/26</u> Date

BACKGROUND

The Business Continuity Plan Policy was last updated in 2020 during the COVID-19 pandemic. The Policy outlines the services that the City provides and categorizes them into essential, necessary and desired. Desired services may be discontinued during a severe staff shortage to ensure essential and necessary services can continue to be provided to residents.

DISCUSSION/OPTIONS

Administration is continuing the City policy review, and the Policy now has an updated policy statement and purpose. Additionally, some minor wording changes have been made regarding the names of services provided and Inclusion has been added as a desired service. The Policy was presented to Council Committee on June 16, and one additional wording change was made.

FINANCIAL IMPLICATIONS

There are no financial implications if this Policy is approved.

STRATEGIC PLAN

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

RECOMMENDATION

Administration recommends that Council approve Policy F-002-030(B), entitled Business Continuity Plan.

Respectfully submitted,

[Signature]

Amy Fontoura
Manager of Legislative Services

POLICY NO. F-002-030(B)

REFERENCE:**ADOPTED BY:****SUPERSEDES: F-002-030(A)**

PREPARED BY:

Legislative Services

DATE ADOPTED:

TITLE:**BUSINESS CONTINUITY PLAN**

POLICY STATEMENT:

In case of circumstances beyond the City's control, such as, but not limited to, a severe shortage in staff due to an illness or natural disaster, the City shall identify and designate all municipal services and functions as Essential, Necessary, or Desired to support effective business continuity, emergency response and recovery planning. ~~of Brooks will deem Essential, Necessary and Desired Services.~~

PURPOSE:

To ensure that services critical to public safety, health and core municipal governance are prioritized and sustained during disruptions. ~~deem the following as Essential, Necessary and Desired Services during an event such as illness or natural disaster.~~

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-030(B)**Page 2

TITLE:**BUSINESS CONTINUITY PLAN**

GUIDELINES:

1. If such an event should occur, the City anticipates that there may be disruptions to some or all of the services provided by the City. The City also acknowledges that depending upon the nature of the event, it may be necessary to implement other disaster and/or protocols, as may be required. The City further acknowledges that it may also be required to provide support and assistance to other agencies within the community.

2. The City recognizes that the health and safety of City employees is paramount, and allotment of staff will be based on provision of Essential Services. Early, informative public education and timely staff communications are crucial to the City's ability to efficiently and effectively manage during such events. Every effort will be made to resume normal business operations in the shortest possible time.

DEFINITIONS:

1. "Essential Services" means those services which are critical to the wellbeing of the City. ~~The loss of any of the following services would be intolerable.~~ Essential Services are services the community cannot function without, **including**:
 - a. Water & Sewer
 - b. Police (Royal Canadian Mounted Police)
 - c. Fire Protection and Rescue
 - d. Waste Collection/Disposal
 - e. **Snow Removal** ~~Road and Street Maintenance (depending upon time of year, service may become deemed essential)~~
 - f. Cemetery Services
 - g. Communications (External and Internal)
 - h. IT Services
 - i. Municipal Enforcement
 - j. Emergency Operations Centre (EOC), when required

2. "Necessary Services" means those services which are needed to support Essential Services and the wellbeing of the community. The following services are all **required** ~~necessary~~ to ensure that the Essential Services are delivered and maintained; however, the level of service will be dependent upon staff allotment.
 - a. Municipal Governance
 - b. Corporate Management
 - c. Road and Street Maintenance (routine)

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-030(B)**Page 3

TITLE:**BUSINESS CONTINUITY PLAN**

- d. Administration/Finance (Payroll, A/P, etc)
 - e. Corporate Safety
 - f. Facilities Maintenance
 - g. **Access Transit Handibus**
3. “Desired Services” means those services which may sustain or provide a quality of life but are not critical if discontinued for a short period of time. The following are services that, under extraordinary conditions, may be temporarily curtailed to divert resources to the Essential and Necessary Services.
- a. Parks Maintenance
 - b. Recreation Services
 - c. Issuance of Permits
 - d. Planning & Development (routine)
 - e. Economic Development
 - f. Inclusion**

POLICY NO. F-002-030(B)

REFERENCE:**ADOPTED BY:****SUPERSEDES: F-002-030(A)**

PREPARED BY:

Legislative Services

DATE ADOPTED:

TITLE:**BUSINESS CONTINUITY PLAN**

POLICY STATEMENT:

In case of circumstances beyond the City's control, such as, but not limited to, a severe shortage in staff due to an illness or natural disaster, the City shall identify and designate all municipal services and functions as Essential, Necessary, or Desired to support effective business continuity, emergency response and recovery planning.

PURPOSE:

To ensure that services critical to public safety, health and core municipal governance are prioritized and sustained during disruptions.

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-030(B)**Page 2

TITLE:**BUSINESS CONTINUITY PLAN**

GUIDELINES:

1. If such an event should occur, the City anticipates that there may be disruptions to some or all of the services provided by the City. The City also acknowledges that depending upon the nature of the event, it may be necessary to implement other disaster and/or protocols, as may be required. The City further acknowledges that it may also be required to provide support and assistance to other agencies within the community.

2. The City recognizes that the health and safety of City employees is paramount, and allotment of staff will be based on provision of Essential Services. Early, informative public education and timely staff communications are crucial to the City's ability to efficiently and effectively manage during such events. Every effort will be made to resume normal business operations in the shortest possible time.

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1. "Essential Services" means those services which are critical to the wellbeing of the City. Essential Services are services the community cannot function without, including:
 - a. Water & Sewer
 - b. Police (Royal Canadian Mounted Police)
 - c. Fire Protection and Rescue
 - d. Waste Collection/Disposal
 - e. Snow Removal
 - f. Cemetery Services
 - g. Communications (External and Internal)
 - h. IT Services
 - i. Municipal Enforcement
 - j. Emergency Operations Centre (EOC), when required

2. "Necessary Services" means those services which are needed to support Essential Services and the wellbeing of the community. The following services are all required to ensure that the Essential Services are delivered and maintained; however, the level of service will be dependent upon staff allotment.
 - a. Municipal Governance
 - b. Corporate Management
 - c. Road and Street Maintenance (routine)
 - d. Administration/Finance (Payroll, A/P, etc)

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-030(B)**



Page 3

TITLE:**BUSINESS CONTINUITY PLAN**

- e. Corporate Safety
 - f. Facilities Maintenance
 - g. Access Transit
3. “Desired Services” means those services which may sustain or provide a quality of life but are not critical if discontinued for a short period of time. The following are services that, under extraordinary conditions, may be temporarily curtailed to divert resources to the Essential and Necessary Services.
- a. Parks Maintenance
 - b. Recreation Services
 - c. Issuance of Permits
 - d. Planning & Development (routine)
 - e. Economic Development
 - f. Inclusion



REQUEST FOR DECISION

TITLE: Policy F-002-031(A) – Social Media Policy	AGENDA ITEM: Council – June 22, 2026
PRESENTER: Manager of Legislative Services Amy Fontoura	
DEPARTMENT: Corporate Services	ATTACHMENTS: Policy F-002-031(A) – Edits Policy F-002-031(A) – Clean Copy
SUBMITTED BY: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"><u>Amy Fontoura</u> Name</div> <div style="text-align: center;"><u>June 17, 2026</u> Date</div> </div>	
REVIEW APPROVALS:	
 <hr style="width: 100%;"/> Department Director	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>18 Jun 26</u> Date </div> <div style="text-align: center;">  <hr style="width: 100%;"/> CAO </div> <div style="text-align: center;"> <u>Jun. 18/26</u> Date </div> </div>

BACKGROUND

The Social Media Policy was first introduced in 2012 and has not been updated since. The Policy outlines expectations of City staff, both professionally and personally, as well as residents interacting with official City social media accounts.

DISCUSSION/OPTIONS

The full Policy has been rewritten; however, the majority of the new content is similar to the current Policy. Updates include:

- removing examples of social media platforms as they can change frequently;
- updating the definition of social media;
- listing the City’s official social media accounts;
- only sharing events and activities that the City is an official partner in. This is current practice, but is not included within the Policy; and,
- removing “tips” for City staff personal social media accounts, such as how to build a following; however, including other requirements, such as not using City branding or presenting personal opinions on City positions.

The Policy was presented to Council Committee on June 16 and minor wording changes were made as well as an addition to expectations for employees, stating that they cannot violate the Violence and Harassment Policy, Anti-Racism Policy or Management Personnel Policy when posting on social media.

FINANCIAL IMPLICATIONS

There are no financial implications if the Policy is approved.

STRATEGIC PLAN

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

RECOMMENDATION

Administration recommends that Council approve Policy F-002-031(A), entitled Social Media.

Respectfully submitted,



Amy Fontoura

Manager of Legislative Services

REFERENCE:**ADOPTED BY:****SUPERSEDES: F-002-031**

PREPARED BY:**DATE ADOPTED:**Legislative Services

TITLE:**SOCIAL MEDIA**

POLICY STATEMENT:

The Council of the City of Brooks believes that while all City of Brooks employees ~~are encouraged~~ **have the right** to participate in Social Media, employees that participate in online commentary are expected to understand and follow important Social Media guidelines. These guidelines ~~include~~ **shall be used for** all social media platforms. ~~including but are not limited to the following:~~

- ~~• Social Networking Sites (Facebook, MySpace, LinkedIn)~~
 - ~~• Micro-blogging Sites (Twitter)~~
 - ~~• Blogs (including company and personal blogs as well as comments)~~
 - ~~• Video and Photo Sharing Websites (YouTube, Flickr, Photo bucket)~~
 - ~~• Forums and Discussion Boards (Google Groups, Yahoo! Groups, those mainly topical and often self-developed (non-branded))~~

 - ~~• Online Encyclopedias (Wikipedia, Sidewiki)~~
 - ~~• Document Sharing (Google docs, Slideshare)~~
 - ~~• Geo-mapping (Google maps, Bing maps)~~
-

PURPOSE:

To establish the social media procedures for official City accounts and the principals expected of all employees when utilizing Social Media on behalf of the City of Brooks or in their personal lives.

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-031(A)**Page 2

TITLE:

SOCIAL MEDIA

GUIDELINES:

1. Social Media means online platforms and applications that enable users to create, share, and interact with content or participate in social networking, blogs, discussion forums, and other digital channels that allow public interaction, communication, or content creation. ~~refers to the use of web-based and mobile technologies to turn communication into an interactive dialogue or a group of Internet-based applications that build on the ideological and technological foundations of Web 2.0, and that allow the creation and exchange of user-generated content to share opinions, information, promote discussion and build relationships.~~
2. The City's Social Media presence shall be professionally managed by authorized staff. Employees are expected to ensure their online activity, whether on official or personal accounts, remains respectful, lawful, and protects the City's reputation.
3. The City maintains the following official Social Media accounts:
 - a. Facebook;
 - b. Instagram;
 - c. X (formerly Twitter);
 - d. LinkedIn; and,
 - e. YouTube.
4. The Communications Officer is responsible for managing, maintaining, and posting to all official City Social Media accounts.
5. Social Media is used for the purpose of sharing City information, timely updates, programs and events, services, emergency messaging and creating engagement opportunities with the public. Posts may link to the City's website for additional information.
6. City logos, colours and branding shall only be used on official City Social Media accounts, in accordance with the City Logo Policy and brand guidelines. Limited deviations from brand colours may occur for specific campaigns or creative content when approved by the Communications Officer.

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TITLE:

SOCIAL MEDIA

7. Direct messages, comments and social media posts that the City is tagged in are not considered official correspondence. Residents shall contact the City via official communication channels (i.e. phone, email or other written communication) for service requests, complaints or inquiries requiring follow-up. Residents will be advised of this process for future inquiries.
8. The City shall only post, share, or promote events, programs, or activities that are organized by the City or when the City is an official partner. External events will not be posted, shared or promoted.
9. The City may remove comments or block users if they fall into any of the following categories:
 - a. Offensive or abusive content
 - i. vulgar, profane or obscene language;
 - ii. harassment, bullying or personal attacks;
 - iii. hate speech or discrimination.
 - b. Illegal or harmful content
 - i. threats or incitement of violence;
 - ii. promotion of illegal activity;
 - iii. content that compromises public safety.
 - c. Misinformation or misleading claims
 - i. false or misleading statements about City services, programs, public safety or emergencies;
 - ii. deliberate spread of incorrect information that may cause harm or confusion.
 - d. Spam or commercial promotion
 - i. repetitive, irrelevant or disruptive comments;
 - ii. commercial advertising or promotional links;
 - iii. engagement bait.
 - e. Off topic or disruptive content
 - i. comments unrelated to the posted topic;
 - ii. attempts to derail the conversation or flood the comment section.
 - f. Privacy violations
 - i. posting personal information about someone else;
 - ii. sharing confidential or sensitive information.
 - g. Intellectual property violations
 - i. posting copyrighted or stolen content without permission.
 - h. Political content

AUTHORITY:

EFFECTIVE DATE:

POLICY NO: F-002-031(A)

Page 4

TITLE:

SOCIAL MEDIA

- i. endorsement or opposition of political parties or candidates;
- ii. campaigning.

10. City employees have the right to utilize personal Social Media accounts; however, they shall not:

- a. present personal opinions on City positions;
- b. disclose confidential or internal information;
- c. use the City logo or branding;
- d. harass co-workers or residents;
- e. post content that may harm the City's reputation; and/or,
- f. violate any City policies, including but not limited to the Violence and Harassment Policy, Anti-Racism Policy and/or Management Personnel Policy.

Company Use: Talking about the City of Brooks:**1. Social Media at Work:**

- ~~▪ in order to receive Social Media privileges, users must indicate that they have read and understood this policy by signing Schedule "A," of the Social Media Use Agreement;~~
- ~~▪ indicate that any of your personal opinions do not represent the official position of the City of Brooks.~~
- ~~▪ creating an Online/Social Media presence for the City of Brooks is a big part of how the City can post information to ensure that messages can be communicated to the City of Brooks residents;~~
- ~~▪ the City of Brooks website will remain the primary web presence; Social Media sites will be used to enhance the City's website;~~
- ~~▪ development, implementation and management will be done through the Communications Officer;~~
- ~~▪ the Communications Officer will post information via the City's Social Media channels to ensure that messages are simple and engaging, and where appropriate, link the reader to the City's website for more information;~~
- ~~▪ employees who are interested in engaging in Social Media on behalf of the City of Brooks must consult with the Communications Officer and outline the need and purpose of doing so;~~

2. Confidentiality:

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TITLE:

SOCIAL MEDIA

- ~~only disclose publicly available information;~~
3. Discussing City of Brooks Employees:
- ~~please remember that sharing personal information about other City of Brooks employees can affect them inside as well as outside of the office;~~
 - ~~all standard HR policies apply to interactions between colleagues across the social web.~~
4. City Crest for Endorsements:
- ~~do not use the City of Brooks crest on personal Social Media sites;~~
 - ~~do not use the City of Brooks name to promote a product, cause, or political party or candidate.~~
5. Be Responsive:
- ~~if someone responds to something you have said, be responsive and follow up quickly (e.g. hours);~~
 - ~~if you say something in error, do not take down the post, simply go back and update it with the correct information.~~
6. Build a following:
- ~~promote yourself by finding and sharing information that will be interesting to your friends and followers and useful for them to share;~~
 - ~~connect with other municipal employees and affiliates online.~~
7. Full Disclosure:
- ~~never talk about a product or organization in Social Media in exchange for cash.~~
8. Always Give Proper Credit:
- ~~it's ok to quote or re-Tweet others, but never attempt to pass off someone else's language, photography or other information as your own;~~
 - ~~all copyright, privacy and other laws that apply also apply online as well;~~
 - ~~be sure to credit your sources when posting a link or information gathered from another source.~~
9. Posts and Messages:

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TITLE:

SOCIAL MEDIA

- ~~direct messages and posts are not considered official correspondence. Official correspondence means communications written, faxed or emailed to the City of Brooks that includes your proper name and address;~~
- ~~residents of the City of Brooks should always contact the City of Brooks by email or in writing if they have the following:~~
 - ~~A formal customer service request, comment, complaint or inquiry;~~
- ~~the City of Brooks reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group.~~
- ~~the City of Brooks reserves the right to delete comments that:~~
 - ~~contain spam, advertising or include links to other sites;~~
 - ~~are clearly off topic, and/or disruptive;~~
 - ~~advocate illegal activity;~~
 - ~~promote particular services, products or political organizations;~~
 - ~~infringe on copyrights or trademarks;~~
 - ~~violate any City of Brooks policies.~~

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TITLE:**SOCIAL MEDIA**

Schedule "A"
City of Brooks
Social Media Policy

Social Media Use Agreement

I certify that I have read, understand, and agree to the terms set forth in the City of Social Media Policy.

~~I further certify that I have received a copy of this policy.~~

If granted access to manage the City's Social Media accounts, I acknowledge that using the City's systems is a privilege that may be revoked in the sole discretion of the City for any reason, and that it automatically terminates when I leave the employment of the City.

Signature

Printed Name

Date

REFERENCE:**ADOPTED BY:****SUPERSEDES: F-002-031**

PREPARED BY:

Legislative Services

DATE ADOPTED:

TITLE:**SOCIAL MEDIA**

POLICY STATEMENT:

The Council of the City of Brooks believes that while all City of Brooks employees have the right to participate in Social Media, employees that participate in online commentary are expected to understand and follow important Social Media guidelines. These guidelines shall be used for all Social Media platforms.

PURPOSE:

To establish the social media procedures for official City accounts and the principals expected of all employees when utilizing Social Media on behalf of the City of Brooks or in their personal lives.

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-031(A)**Page 2

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TITLE:

SOCIAL MEDIA

8. The City shall only post, share, or promote events, programs, or activities that are organized by the City or when the City is an official partner. External events will not be posted, shared or promoted.
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 - iii. content that compromises public safety.
 - c. Misinformation or misleading claims
 - i. false or misleading statements about City services, programs, public safety or emergencies;
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 - i. posting personal information about someone else;
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Page 4

TITLE:**SOCIAL MEDIA**

- b. disclose confidential or internal information;
- c. use the City logo or branding;
- d. harass co-workers or residents;
- e. post content that may harm the City's reputation; and/or,
- f. violate any City policies, including but not limited to the Violence and Harassment Policy, Anti-Racism Policy and/or Management Personnel Policy.

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: F-002-031(A)**Page 5

TITLE:**SOCIAL MEDIA**

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If granted access to manage the City's Social Media accounts, I acknowledge that using the City's systems is a privilege that may be revoked in the sole discretion of the City for any reason, and that it automatically terminates when I leave the employment of the City.

Signature

Printed Name

Date

DISCUSSION/OPTIONS

OPTION 1 – Approve the outlined appointments for CPO Carson Reed giving him the ability to legally enforce appropriate Government of Alberta legislation and City of Brooks municipal bylaws within the CPO scope of duties.

OPTION 2 – Do not approve the outlined appointments for CPO Carson Reed.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the outlined CPO appointments. The addition of a fourth CPO to the City municipal enforcement team will create more bylaw enforcement actions which may lead to increased fine revenue.

STRATEGIC PLAN

The proposed CPO appointments do not specifically link to Council’s 2026-2029 strategic plan.

RECOMMENDATION

Administration recommends:

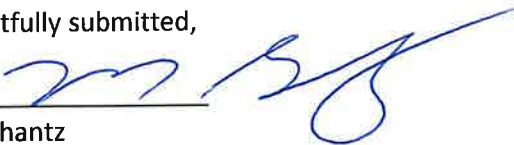
That CPO Carson Reed be appointed as a Licence Inspector for the City of Brooks, pursuant to Business Licence Bylaw 26/025 and amendments or replacements thereto, and further, that the appointment ceases at the time his employment ceases with the City of Brooks;

That CPO Carson Reed be appointed as an Inspector for the City of Brooks pursuant to Section 7 of the Weed Control Act, and further, that the appointment ceases at the time his employment ceases with the City of Brooks;

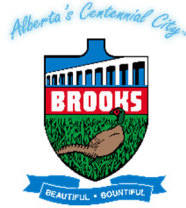
That CPO Carson Reed be appointed as a Development Officer for the City of Brooks, pursuant to Land Use Bylaw 14/12 and amendments or replacements thereto, and further, that the appointment ceases at the time his employment ceases with the City of Brooks; and,

That CPO Carson Reed be appointed as a Pest Inspector to carry out the Agricultural Pests Act in the City of Brooks, and further, that the appointment ceases at the time his employment ceases with the City of Brooks.

Respectfully submitted,



Mark Shantz
Director of Recreation and Protective Services



**CITY OF BROOKS
BYLAW 26/032**

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO DESIGNATE THE HEAD AND SET FEES AND CHARGES FOR THE PURPOSE OF THE ACCESS TO INFORMATION ACT AND PROTECTION OF PRIVACY ACT.

WHEREAS subject to the provisions of the *Access to Information Act* and *Protection of Privacy Act*, Council is required to designate a person or group of persons as the head of the local public body for the purposes of the Act;

AND WHEREAS subject to the provisions of the Act, Council may set any fees the local body requires to be paid, which must not exceed the fees provided for in the regulations;

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 “Access to Information Bylaw”.

2. INTERPRETATION:

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

201. “**Act**” means *Access to Information Act*, Statutes of Alberta, 2024 Chapter A-1.4;

202. “**Applicant**” means a person who makes a request for access to a record(s) under the Act;

203. “**Chief Administrative Officer**” means the Chief Administrative Officer (CAO) of the City of Brooks, regardless of any subsequent title that may be conferred on that office by Council or statute, or their designate; and,

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;

3. DESIGNATED HEAD:

300. The Chief Administrative Officer is appointed as head of the public body for the

purposes of the Act.

301. The Chief Administrative Officer may delegate to any person any power, duty or function of the head under this Act, except the power to delegate

4. FEES:

400. Where an Applicant is required to pay a fee for service, the fee payable shall be in accordance with the attached Schedule "A".

401. For requests for personal information of the Applicant, only fees for items 3-6 may be charged.

5. SEVERABILITY:

500. 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. REPEAL OF BYLAW:

600. That Bylaw 13/27 and any amendments be hereby repealed.

7. EFFECTIVE DATE:

700. 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"
Bylaw No. 26/032

1. For searching for, locating and retrieving a record	\$6.75 per 1/4 hr.
2. For converting or reformatting records:	
(a) converting a record into a redactable format	\$0.25 per page
(b) reformatting audiovisual files into a redactable format	Actual cost up to \$20.00 per 1/4 hr.
3. For producing a paper copy of a record:	
(a) photocopies and computer printouts:	
(i) black and white up to 8 1/2" x 14"	\$0.25 per page
(ii) other formats	\$0.50 per page
(b) from microfiche or microfilm	\$0.50 per page
(c) plans and blueprints	Actual cost
4. For producing a copy of a record by duplication of the following media:	
(a) microfiche and microfilm	Actual cost
(b) computer disks	\$5.00 per disk
(c) computer tapes	Actual cost
(d) slides	\$2.00 per slide
(e) audio and video tapes	Actual cost
5. For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image:	
(a) 4" x 6"	\$3.00
(b) 5" x 7"	\$6.00
(c) 8" x 10"	\$10.00
(d) 11" x 14"	\$20.00
(e) 16" x 20"	\$30.00
6. For producing a copy of a record by any process or in any medium or format not listed above	Actual cost
7. For preparing and handling a record for disclosure.	\$6.75 per 1/4 hr.
8. For supervising the examination of a record	\$6.75 per 1/4 hr.
9. For shipping a record or a copy of a record	Actual cost