

CITY OF BROOKS

**REGULAR COUNCIL MEETING – JUNE 8, 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 – May 25, 2026
- 4. BUSINESS ARISING OUT OF MINUTES**
- 5. CORRESPONDENCE AND INFORMATION**
 - a) Update - Council Conferences and/or Workshops
 - b) Notes - Council Committee – May 19, 2026
- 6. BUSINESS**
 - a) **Development Permit 24-D-44 Extension Request** (see Request for Decision dated June 3, 2026 from Development Control Officer)
- 7. CLOSED SESSION**
 - a) **Land Matter** – Held Confidential Pursuant to Section 19 of ATIA
 - b) **Land Matter** – Held Confidential Pursuant to Section 19 of ATIA
- 8. ADJOURNMENT**

Questions from the Media – Following Adjournment

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE
CITY OF BROOKS HELD IN COUNCIL CHAMBERS AT CITY
HALL ON MAY 25, 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
Brian Leibel, Director, Corporate Services
Mark Shantz, Director, Recreation and Protective Services
Shireen Zameel, Manager, Human Resources
Tabatha Williams, Manager, Recreation Services
Cathy Slaney, Financial Planning Supervisor
Bailee Boulet, Development Control Officer
Robyn Klassen, Inclusion Coordinator
Mitchell Iwaasa, Economic Development Officer
Rob Connelly, IT Supervisor
Jenny Wallace, Executive Assistant/Recording Secretary

**OTHERS IN
ATTENDANCE:** Gavin Scott, Senior Planner, ORRSC
Murray Denoudsten
Members of the Public
Sandra Stanway, Brooks Bulletin

INTRODUCTION: Mayor Gerestein introduced Mike Derricott who recently joined the City of Brooks as the new CAO.

CAO Derricott advised that he is looking forward to serving the community.

RECOGNITION: Mayor Gerestein recognized the following individuals for winning Gold Medals at the 2026 Provincial Skills Canada Competition held from May 6 -7 in Edmonton by presenting a City Certificate to the Gold Medalists:

- Marek Fournier and Kade Hamre (Robotics Category)
- Joseph Neufeld (3D Game Design).

Everyone in attendance for the presentations left at 4:35 p.m.

Mayor Gerestein advised that the Brooks Bandits won the Rogers Cup for the second time. The City is recognizing the Brooks Bandits for their outstanding season and win by holding a victory parade and celebration today at Veterans Park commencing at 6:30 p.m. He encouraged everyone to attend the celebration.

CALL TO ORDER:

Mayor Gerestein called the meeting to order at 4:38 p.m.

AGENDA

26/226 MOVED BY COUNCILLOR IDRIS that “the agenda be adopted”.

MOTION CARRIED

MINUTES

26/227 MOVED BY COUNCILLOR NESBITT that “the Minutes from the Regular Council Meeting held May 11, 2026 be approved”.

MOTION CARRIED

CORRESPONDENCE AND INFORMATION

26/228 MOVED BY COUNCILLOR FALKENBERG that “the following items of correspondence be received as information:

- a) Update - Council Conferences and/or Workshops
- b) Information - Brooks Public Library Statistics”.

MOTION CARRIED

BUSINESS

Policy – L-001-001(B) – City Policy Manuals and Policy Review

26/229 MOVED BY COUNCILLOR JOHNSON that “Council approve Policy L-001-001(B), entitled City Policy Manuals and Policy Review, and further that Policy L-001-008, entitled Policy Review be rescinded”.

MOTION CARRIED

Policy L-001-029(B) – Mural Approval Policy

26/230 MOVED BY COUNCILLOR PHILIPSEN that “Council approve Policy L-001-029(B), entitled Mural Approval”.

MOTION CARRIED

Policy F-002-028(A) – Memorial Policy

26/231 MOVED BY COUNCILLOR REGNER that “Council approve Policy F-002-028(A), entitled Memorial Policy”.

MOTION CARRIED

Rescind Policies

26/232 MOVED BY COUNCILLOR NESBITT that “Council rescind Policy L-001-018 entitled Incorporation Date, Policy L-001-019 entitled Charitable Donations, Policy L-001-004 entitled Freedom of the City, Policy L-001-027 entitled City Centennial Logo, and Policy F-002-013(A) entitled Flag Loan”.

MOTION CARRIED

Community Partnership Plan 2026 – 2029

26/233 MOVED BY COUNCILLOR REGNER that “Council formally approve the Welcoming and Inclusive Community (WIC) Partnership Plan 2026 – 2029”.

MOTION CARRIED

2026/2027 Recreation Rates and Fees

26/234 MOVED BY COUNCILLOR IDRIS that “the 2026/2027 Proposed Recreation Rates and Fees be approved with a 3% increase”.

MOTION CARRIED

PUBLIC HEARING – BYLAW 26/014

- Mayor Gerestein called the hearing to order at 5:05 p.m.
- G. Scott advised that Bylaw 26/027 proposed to add “Data Centre” as a defined and regulated use. As per the requirements of the *Municipal Government Act*, a public hearing must be held prior to Council’s decision on a land use bylaw amendment. At the time of writing the report, one submission in favour of the Bylaw was received for the Public Hearing. Since then, three additional submissions have been received in opposition to the proposed Bylaw.

- G. Scott also spoke about data centres in general, and that the proposed use of “Data Centre” will be included in the Industrial Light District, Industrial General District and the Industrial Heavy District, and that development criteria has been put in place to address impacts that can come with this use.
- B. Boulet spoke about how the amendment establishes a framework for regulating data centres and ensures municipal control.
- G. Scott recommended that Bylaw 26/027 be given second and third reading.
- Persons speaking in favour of the proposed Bylaw – Murray Denoudsten
 - M. Denoudsten spoke in favour of the proposed Bylaw 26/027. He advised that the proposed amendment has decent structure; however, as the City moves forward with the Bylaw, he proposed some additional considerations as outlined in his submission such as phased development, water, decommissioning, noise, etc. that would add depth to the Bylaw. In closing, he noted that as there is no pending application for a data centre, there is time for the City to put the depth that is needed into the Bylaw.
- Persons speaking in opposition of the proposed Bylaw – None.
- Closing Comments - G. Scott advised that he appreciated M. Denoudsten’s points to address additional considerations in the Bylaw, and responded as follows:
 - Phased Development – Each subsequent phase would go through the same process as the initial phase;
 - The question of the *Water Act*, the City is allocated water through a Provincial Licence, and the community is regulated through the City’s Utility Bylaw. As such, the City is in control of that water. However, he added that the City does have to be careful about how they outline conditions regarding water.
 - Decommissioning is more related to wind and solar projects. The decommissioning of this industry has not really hit the radar as far as something that’s come forward. He noted that he believes this is a condition of development.
 - The Post Sound Analysis, the City will model this as to what the applicant says they will have. If they exceed it based on the table in the Bylaw, they would be in violation of their permit, and as such a stop order could be issued if the issue was not resolved.
 - With regards to the scaled approach to electricity, he noted that it is an interesting concept, because it is always used in planning where uses are separated. He explained how splitting is done in planning based on a minor or major use. He added that the criteria will be applied to whatever scale comes in.
- Mayor Gerestein adjourned the hearing at 5:31 p.m.

BRZ Write-Offs

26/235 MOVED BY COUNCILLOR JOHNSON that “Council approve the write-off of 22 Business Revitalization Zone (BRZ) tax accounts totaling \$11,615.32”.

MOTION CARRIED

Permanent vs Temporary Use – 907 2 Street W.

26/236 MOVED BY COUNCILLOR FALKENBERG that “Council formally approve the conversion of the temporary use to a permanent use, thereby authorizing the ongoing operation of the business at 907 2 Street West without requiring connection to municipal water and sewer systems through a special agreement pursuant to Section 308 of Sanitary Sewer Bylaw 21/25, and Section 310 of Potable Water Bylaw 15/04”.

M. Denoudsten left at 5:47 p.m.

26/237 MOVED BY COUNCILLOR IDRISSE that “Motion 26/225 be amended to read that “Council approve of a one-year extension of the temporary use for the ongoing operation of the business at 907 2 Street West, and that Administration come back with options for a clearer process/structure for dealing with situations similar to this in the future”.

MOTION DEFEATED

Council then voted on Motion 26/236.

MOTION CARRIED

BYLAWS

Bylaws 26/025 – Business Licence Bylaw

26/238 MOVED BY COUNCILLOR IDRISSE that “Bylaw No. 26/025, being a Bylaw of the City of Brooks, in the Province of Alberta, to control, regulate and licence businesses, be introduced and read a first time”.

MOTION CARRIED

26/239 MOVED BY COUNCILLOR NESBITT that “Bylaw No. 26/025 be read a second time”.

MOTION CARRIED

26/240 MOVED BY COUNCILLOR JOHNSON that “Bylaw No. 26/025 be given three readings at this meeting”.

MOTION CARRIED UNANIMOUSLY

26/241 MOVED BY COUNCILLOR REGNER that “Bylaw No. 26/025, being a Bylaw of the City of Brooks, in the Province of Alberta, to control, regulate and licence businesses, be read a third time and adopted”.

MOTION CARRIED

Members of the Public left at 5:50 p.m. L. Tiffin and B. Leibel left at 5:55 p.m.

Bylaws 26/027 – Amendment to Land Use Bylaw 14/12

26/242 MOVED BY COUNCILLOR PHILIPSEN that “Bylaw No. 26/027 be read a second time”.

MOTION CARRIED

26/243 MOVED BY COUNCILLOR FALKENBERG that “Bylaw No. 26/027, being a Bylaw of the City of Brooks, in the Province of Alberta, to amend Bylaw No. 14/12, being the Land Use Bylaw, be read a third time and adopted”.

MOTION CARRIED

G. Scott, C. Slaney, B. Boulet, and M. Iwaasa left at 6:11 p.m.

Bylaws 26/031- Newell Regional Emergency Management Bylaw and Partnership Agreement

26/244 MOVED BY COUNCILLOR IDRIS that “Bylaw No. 26/031, being a Bylaw of the City of Brooks, in the Province of Alberta, to establish a Regional Emergency Advisory Committee and a Regional Emergency Management Agency that includes the County of Newell, the Town of Bassano, the Village of Duchess, the Village of Rosemary, and the City of Brooks, be introduced and read a first time”.

MOTION CARRIED

26/245 MOVED BY COUNCILLOR NESBITT that “Bylaw No. 26/031 be read a second time”.

MOTION CARRIED

26/246 MOVED BY COUNCILLOR FALKENBERG that “Bylaw No. 26/031 be given three readings at this meeting”.

MOTION CARRIED UNANIMOUSLY

26/247 MOVED BY COUNCILLOR JOHNSON that “Bylaw No. 26/031, being a Bylaw of the City of Brooks, in the Province of Alberta, to establish a Regional Emergency Advisory Committee and a Regional Emergency Management Agency that includes the County of Newell, the Town of Bassano, the Village of Duchess, the Village of Rosemary, and the City of Brooks, be read a third time and adopted”.

MOTION CARRIED

26/248 MOVED BY COUNCILLOR PHILIPSEN that “Council approve the updated Newell Regional Emergency Management Partnership Agreement”.

MOTION CARRIED

ADJOURNMENT

26/249 MOVED BY COUNCILLOR REGNER that “the meeting adjourn at 6:15 p.m.”

MOTION CARRIED

Mayor

Interim Chief Administrative Officer



CITY OF BROOKS
Council Committee
May 19, 2026
NOTES

MEMBERS OF COUNCIL

Present:

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

CITY STAFF

Present:

- Mike Derricott, 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
- Tabatha Williams, Manager, Recreation Services
- Bailee Boulet, Development Control Officer
- Robyn Klassen, Inclusion Coordinator
- Jenny Wallace, Recording Secretary/Executive Assistant

Other:

- Amanda Goodnough, Chair, WIC Committee
- Sandra Stanway, Brooks Bulletin

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

Introductions were done around the table.

1. COMMUNITY PARTNERSHIP PLAN 2026 - 2029

- ✚ R. Klassen spoke to the Request for Decision regarding the Welcoming and Inclusive Community Partnership Plan that establishes priority areas and corresponding actions for the WIC Committee over the next three years.
- ✚ A. Goodnough provided a detailed overview of the Plan, including but not limited to the key areas of focus, commitments, partnerships, existing priorities, initiatives, and networks, and the three-year action plan.
- ✚ A. Goodnough and R. Klassen responded to questions regarding what the Committee heard from the Community, the Plan's alignment with community needs, and whether they have expanded to look for funding in the for-profit sector.

CITY OF BROOKS
Council Committee
May 19, 2026
NOTES

Mayor Gerestein thanked A. Goodnough and R. Klassen for their presentation.

Council Committee directed Administration to bring forward the Community Partnership Plan 2026-2029 to the May 25, 2026 Regular Council Meeting for formal approval.

R. Klassen and A. Goodnough left at 5:09 p.m.

2. 2026/2027 RECREATION RATES AND FEES

- ✚ T. Williams spoke to the Request for Decision regarding the 2026/2027 Recreation Rates and Fees, and recommended that the proposed rates and fees with a 5% increase be forwarded to Council for formal approval.
- ✚ There was discussion on the proposed rates and fees with a focus on aligning with industry averages and addressing inflation. There was also discussion about different methods to increase recreation fees annually. T. Williams spoke to the challenges of comparing facilities with different capacities and amenities. M. Shantz explained that staff are proposing this broad rate increase until they can do a more thorough review of the recreation rates and fees with a line-by-line recreation rate review proposal brought back to Council Committee this fall.
- ✚ Council Committee asked Administration to update the Recreation Rates and Fees schedule to show the actual dollar amounts after applying the 5% increase and rounding.

Council Committee directed Administration to bring the proposed 2026/2027 Recreation Rates and Fees to the May 25, 2026 Regular Council Meeting for consideration.

T. Williams left at 5:39 p.m.

3. POLICY L-001-001(B) – CITY POLICY MANUALS AND POLICY REVIEW

- ✚ A. Fontoura spoke to the Request for Decision regarding Policy L-001-001(B) – City Policy Manuals and Policy Review.

Council Committee directed Administration to bring forward Policy L-001-001(B) to the May 25, 2026 Regular Council Meeting for approval, and Policy L-001-008 to be rescinded.

4. POLICY L-001-029(B) – MURAL APPROVAL POLICY

- ✚ A. Fontoura spoke to the Request for Decision regarding Policy L-001-029(B) – Mural Approval Policy.

CITY OF BROOKS
Council Committee
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- ✚ Council Committee discussed the Policy, and directed Administration to reword the definition of “Submission” within the Policy for clarity purposes.

Council Committee directed Administration to bring forward Policy L-001-029(B) to the May 25, 2026 Regular Council Meeting for approval with the change included.

5. POLICY F-002-028(A) – MEMORIAL POLICY

- ✚ A. Fontoura spoke to the Request for Decision regarding Policy F-002-028(A) – Memorial Policy.
- ✚ Council Committee discussed the Policy. Administration directed Administration to reword Clause 2 (to make the response to and recognition of a death more clear) and Clause 6 (ensuring appropriate internal and external responses to employee deaths).

Council Committee directed Administration to bring forward Policy F-002-028(A) to the May 25, 2026 Regular Council Meeting for approval with the changes included.

6. RESCIND POLICIES

- ✚ A. Fontoura spoke to the Request for Decision regarding rescinding Policies L-001-018 – Incorporation Date, Policy L-001-019 – Charitable Donations, Policy L-001-004 – Freedom of the City, Policy L-001-027 – City Centennial Logo, and Policy F-002-013(A) – Flag Loan.
- ✚ Council Committee discussed whether Policy L-001-019 – Charitable Donations and Policy L-001-004 – Freedom of the City should be rescinded or not. M. Shantz explained the protocols for military or paramilitary organizations requesting the Freedom of the City. A. Fontoura recommended that the Freedom of the City Policy be rescinded and a new one developed.

Council Committee directed Administration to bring forward Policy L-001-018, Policy L-001-019, Policy L-001-004, Policy L-001-027, and Policy F-002-013(A) to the May 25, 2026 Regular Council Meeting to be rescinded; and that Administration create a new Freedom of the City Policy.

7. BYLAW 26/025 – BUSINESS LICENCE BYLAW

- ✚ B. Boulet spoke to the Request for Decision regarding Bylaw 26/025, which is a Bylaw to control, regulate, and licence businesses.
- ✚ Council Committee discussed the process for checking if a peddler has a business licence, and whether the monthly non-resident business licence fee should be \$500 versus \$200 or removed from the fee schedule. The fee was left at \$200.00.

CITY OF BROOKS

Council Committee

May 19, 2026

NOTES

Council Committee directed Administration to bring forward Bylaw 26/025 to the May 25, 2026 Regular Council Meeting for adoption.

8. PERMANENT VS TEMPORARY USE – 907 2 Street W

- ✚ B. Boulet spoke to the Request for Decision regarding permanent versus temporary use at 907 2 Street West (Plan 0511295, Block 27, Lot 1).
- ✚ Council Committee discussed the potential precedent set by granting permanent use without connection to municipal services. B. Boulet explained the existing provisions in the City's Water and Sewer Bylaws that allow for special agreements with property owners.

Council Committee directed Administration to bring this matter forward to the May 25, 2026 Regular Council Meeting to formally approve the conversion of the temporary use to permanent use.

Other than Council, everyone left the meeting except for M. Derricott, L. Tiffin, B. Boulet, and J. Wallace.

9. CLOSED SESSION

MOVED BY COUNCILLOR NESBITT that “Council Committee close the meeting to the public for agenda item 9. Land Matter as per Section 19, ATIA, at 6:25 p.m.

MOTION CARRIED

L. Tiffin and B. Boulet left at 6:57 p.m.

MOVED BY COUNCILLOR JOHNSON that “the meeting move out of Closed Session at 6:57 p.m.”.

MOTION CARRIED

10. ADJOURNMENT

Mayor Gerestein declared the meeting adjourned at 7:02 p.m.

street parking stalls. Setbacks required in R-HD are 5m in the front (site plan is showing 5.87m), 5m in the rear (site plan is showing 2.84m) and 1.5m on the side (site plan is showing 2m). Minimum lot dimensions, maximum building height, minimum floor areas and maximum site coverage are all within the R-HD requirements. Because this property is zoned DC and there are no measurable development requirements, there are no variances that would be required.

Section 41 of Land Use Bylaw 14/12 states that:

42.1 Unless a development permit is suspended or cancelled, the development must be commenced or carried out with reasonable diligence in the opinion of the Development Authority within 12 months from the date of issuance of the permit, otherwise the permit is void, notwithstanding an extension approved by the Development Authority prior to the 12 month period concluding.

42.2 An application to extend the validity of a development permit may be made at any time prior to the expiration of the approved permit. The application to extend the validity of a development permit is at the discretion of the Development Authority.

The applicant did not commence development within 12 months of the previous extension; however, they are now in the process of applying for a Building Permit to initiate construction. The property is currently under sale to a new developer who intends to proceed with the project, with closing anticipated in June. Due to the impending expiry of the Development Permit, an extension to Development Permit 24-D-44 is required to allow the continuation of the Building Permit application process. The applicant has invested significant time and financial resources in preparing plans to satisfy the conditions outlined in the original Notice of Decision.

Council has two options to consider:

1. Grant a one-year extension for Development Permit 24-D-44 commencing June 15, 2026 and expiring on June 14, 2027, which will allow for the applicant to obtain a Building Permit and commence development.
2. Deny the extension request for Development Permit 24-D-44.

FINANCIAL IMPLICATIONS

There are no direct financial implications to the City as a result of this decision.

STRATEGIC PLAN

This is a direct link to the strategic pillar for sustainability. This development would contribute to ensuring adequate housing supply and a diversity of housing types.

RECOMMENDATION

That Council grant a second 12-month extension for Development Permit 24-D-44 commencing June 15, 2026 and expiring June 14, 2027.

Respectfully submitted,



Bailee Boulet
Development Control Officer

May 27, 2026

To Whom It May Concern,

We are writing to request a one (1) year extension for Development Permit **24-D-44**, issued June 17, 2024, for the property located at **175 and 207 Pleasant Park Road West, Brooks, AB**.

The reason for this request is a recent change in property ownership. Due to the transition, we require additional time to organize and proceed with the development. We anticipate being ready to move forward within approximately three (3) months and are requesting the full one-year extension as a precaution.

We appreciate your consideration and are happy to provide any additional information if needed.

Sincerely,

George Neufeld 



NOTICE OF DECISION APPLICATION FOR DEVELOPMENT PERMIT

LAND USE BYLAW NUMBER: 14/12

DEVELOPMENT PERMIT NUMBER: 24-D-44

DATE OF DECISION: June 17, 2024

NAME: [REDACTED]

MAILING ADDRESS: [REDACTED]

DATE OF NOTIFICATION: June 18, 2024

IN THE MATTER OF PROPERTY LOCATED AT: 175 and 207 Pleasant Park Road West (Plan 961 1434, Block 8, Lot 68-69)

PROJECT DESCRIPTION: New Construction – Attached Housing

Please accept this Notice of Decision as official notice that **Development Permit 24-D-44** has been approved subject to the following conditions:

1. Development to conform to application (including any plans and drawings) deemed complete by the Development Officer on **June 12, 2024** 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, 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 property owner/developer is required to enter into a development agreement with the City of Brooks.
4. The property owner/developer is required to work with Canada Post to provide mail delivery and collection facilities for the new dwellings and accommodate existing mail delivery and collection facilities.
5. The property owner/developer is required to provide garbage collection facilities to the satisfaction of the Superintendent of Works and Utilities.
6. The applicant must apply for a Water and Sewer Connection Permit prior to connection to City Services. The Water and Sewer permit application must include a servicing plan showing the proposed location and size of services, to the satisfaction of the Superintendent of Works and Utilities. The City of Brooks Public Works Department must be contacted for inspection prior to backfilling.

7. The paved areas onsite and the driveway accesses shall be constructed to the satisfaction of the City of Brooks Public Works Department, prior to occupancy.
8. 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.
9. 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.
10. A detailed grading plan shall be reviewed and approved by the City of Brooks Public Works Department prior to receiving a Building Permit. The grading must be completed as per the approved grading plan. An as-built grading plan must be submitted by an Alberta Land Surveyor once construction is complete.
11. 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.
12. The two (2) lots legally described as Plan 961 1434, Block 8, Lots 68-69, must be consolidated into one lot before construction begins.
13. The property owner/developer is to pay any applicable offsite levies, as per Bylaw 21/24, and any subsequent amendments thereto, before construction begins.
14. The New Home Energy Code requirements/details must be submitted to the City of Brooks prior to issuance of the Building Permit.
15. The New Home Warranty (Approved New Home Registration) must be submitted to the City of Brooks prior to issuance of the Building Permit.
16. The Fire Safety Plan must be submitted to the City of Brooks prior to issuance of the Building Permit.
17. The applicant shall meet the requirements of the Alberta Fire Code.

DEVELOPMENT OFFICER:



Lisa Tiffin

INFORMATIVE:

Right to Appeal

The City of Brooks Land Use Bylaw and the Municipal Government Act provides that any person affected by the issuance of a development permit may appeal the decision or any conditions of the development permit within 21 days after the date on which the written decision is given, to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed. The appeal may be commenced by providing a written statement of the grounds of appeal to the City of Brooks with the applicable appeal fee, to be forwarded to the appropriate appeal board. The appeal period expires 21 days after the day on which notification of this decision is posted.

HOWEVER, in accordance with section 641(4)(a) of the MGA, there is no appeal to the Subdivision and Development Appeal Board for a decision on an application for a development permit in a Direct Control District if the decision is a Council decision. Therefore, there will be no appeal period for this development permit.

BUSINESS

Fire Policies to Rescind

25/216 MOVED BY COUNCILLOR IDRIS that "Council rescind the following Policies: P-002-001(A), entitled Volunteer Firefighters Insurance, P-002-002(B), entitled Fire Inspections, P-002-003(A), entitled Breathing Apparatus, P-002-004(A), entitled Truck & Equipment Checks, P-002-005(A), entitled Press Releases, P-002-007(A), entitled Riding on Fire Vehicles, P-002-008(A), entitled Summer Standby Roster, P-002-011(A), entitled Retirement and P-002-012(A), entitled Personal Protection".

MOTION CARRIED

Policy F-002-011(B) – Employee Service & Retirement Recognition

25/217 MOVED BY COUNCILLOR JUSKA that "Council approve Policy F-002-011(B), entitled Employee Service & Retirement Recognition".

MOTION CARRIED

Policy L-001-005(B) – Electronic Equipment Policy

25/218 MOVED BY COUNCILLOR NESBITT that "Council approve Policy L-001-005(B), entitled Electronic Equipment Policy".

MOTION CARRIED

Development Permit 24-D-44 Extension Request

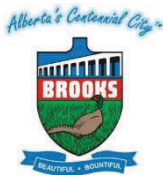
25/219 MOVED BY COUNCILLOR GOODNOUGH that "Council grant a one-year extension for Development Permit 24-D-44 commencing June 16, 2025 and expiring June 15, 2026".

MOTION CARRIED

Amendment to Sale Agreement – 1716 and 1720 2 Avenue East

25/220 MOVED BY COUNCILLOR JUSKA that "Council amend the Sale Agreement for 1716 2nd Avenue East and 1720 2nd Avenue East to adjust the Closing Date to July 31, 2025".

MOTION CARRIED



**CITY OF BROOKS
RESIDENTIAL
DEVELOPMENT PERMIT APPLICATION**

Clear Form

Estimated Value of Construction: _____

Development Permit Application No.	
Date Application Deemed Complete:	
Development Application Fee:	

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a permit has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

APPLICANT INFORMATION

Name of Applicant (please print): Brent Schille/Preetpal Singh Phone (primary): _____
 Mailing Address: _____ Phone (alternate): _____
 City/Town: _____ Fax: _____
 Postal Code: _____ Email: _____
 Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? Yes No
 IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
City/Town: _____	
Postal Code: _____	

PROPERTY INFORMATION

Municipal Address: 175-207 Pleasant Park Road NW, Brooks, AB
 Legal Description: Lot(s) 68 & 69 Block 8 Plan 961 1434
 Land Use District: DC
 What is the existing use(s)? DC

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

Construct a new dwelling
 The dwelling is a: Single-unit dwelling
 2-unit dwelling
 Multi-unit – please specify the number of dwelling units 36
 Other 24 basement suites

Alter/renovate the existing building
 The renovation is a(n): Addition
 Deck(s)
 Other _____

Construct an accessory building / structure
 The accessory building is a: Garage (detached)
 Shed/workshop
 Other 36

Moved-in dwelling
 Manufactured home (move-in or move-out)
 Demolish existing building (attach completed **Demolition Form**)
 Other

Describe the proposed use, any changes from existing use, and any work to be done (attach separate sheet if necessary).
 The proposed Development is a combination of semi-detached style homes and fourplex style townhomes complete with an internal roadway to on-site parking. Ample green space and amenity space will be provided.

BUILDING REQUIREMENTS

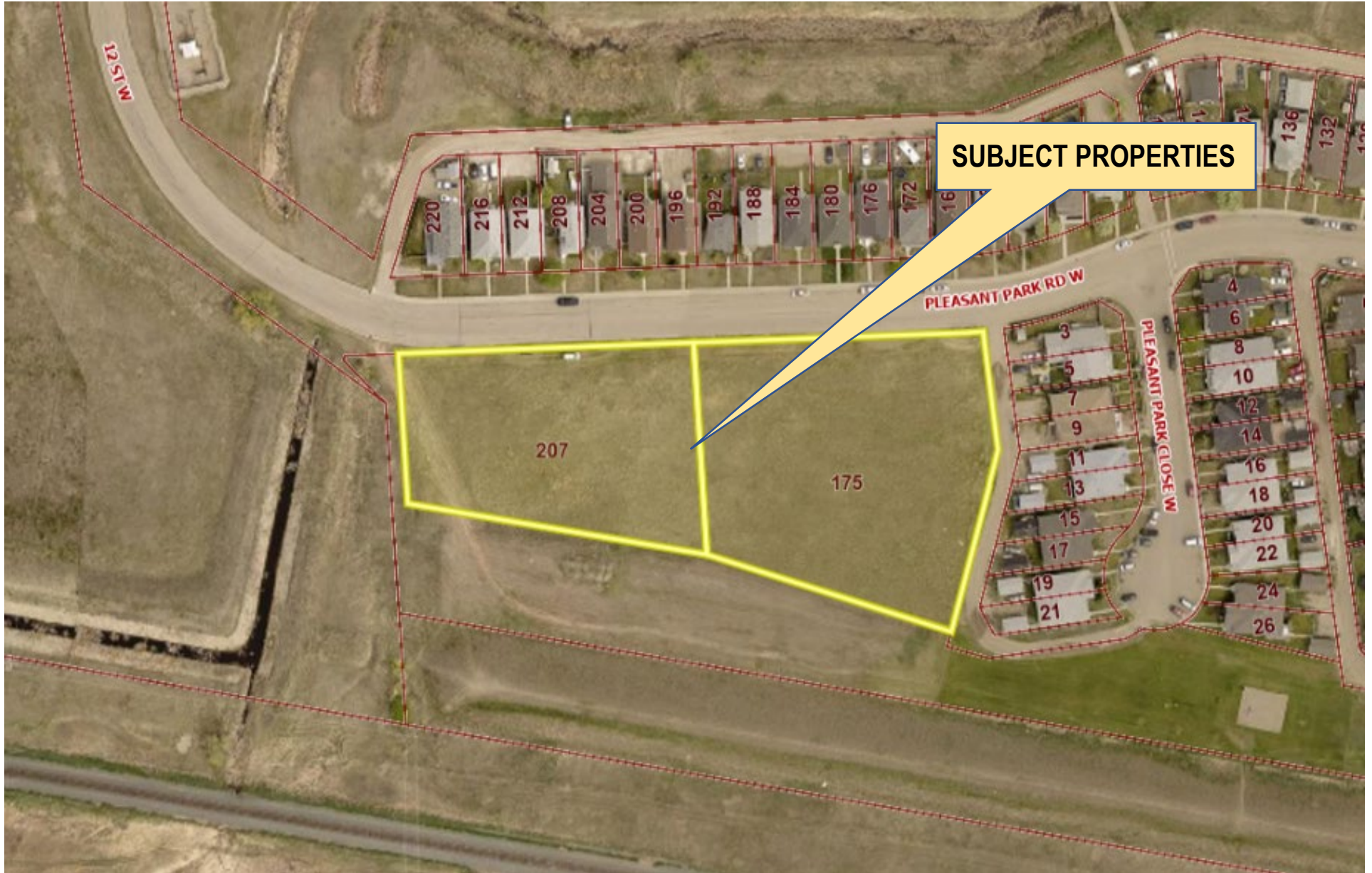
	Principal Building		Accessory Building		Office Use
Parcel Size	9929.46	<input checked="" type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²		
Building Size	+/- 2323.8	<input checked="" type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²		
Height of Building	+/- 10m	<input checked="" type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.		
Proposed Setbacks from Property Lines					
Front	3	<input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft		
Rear	4	<input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft		
Side	3	<input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft		
Side	4.81	<input checked="" type="checkbox"/> m <input type="checkbox"/> ft	<input type="checkbox"/> m <input type="checkbox"/> ft		
Parcel Type:	<input type="checkbox"/> Interior Lot <input checked="" type="checkbox"/> Corner Lot				

DECLARATION OF APPLICANT/AGENT

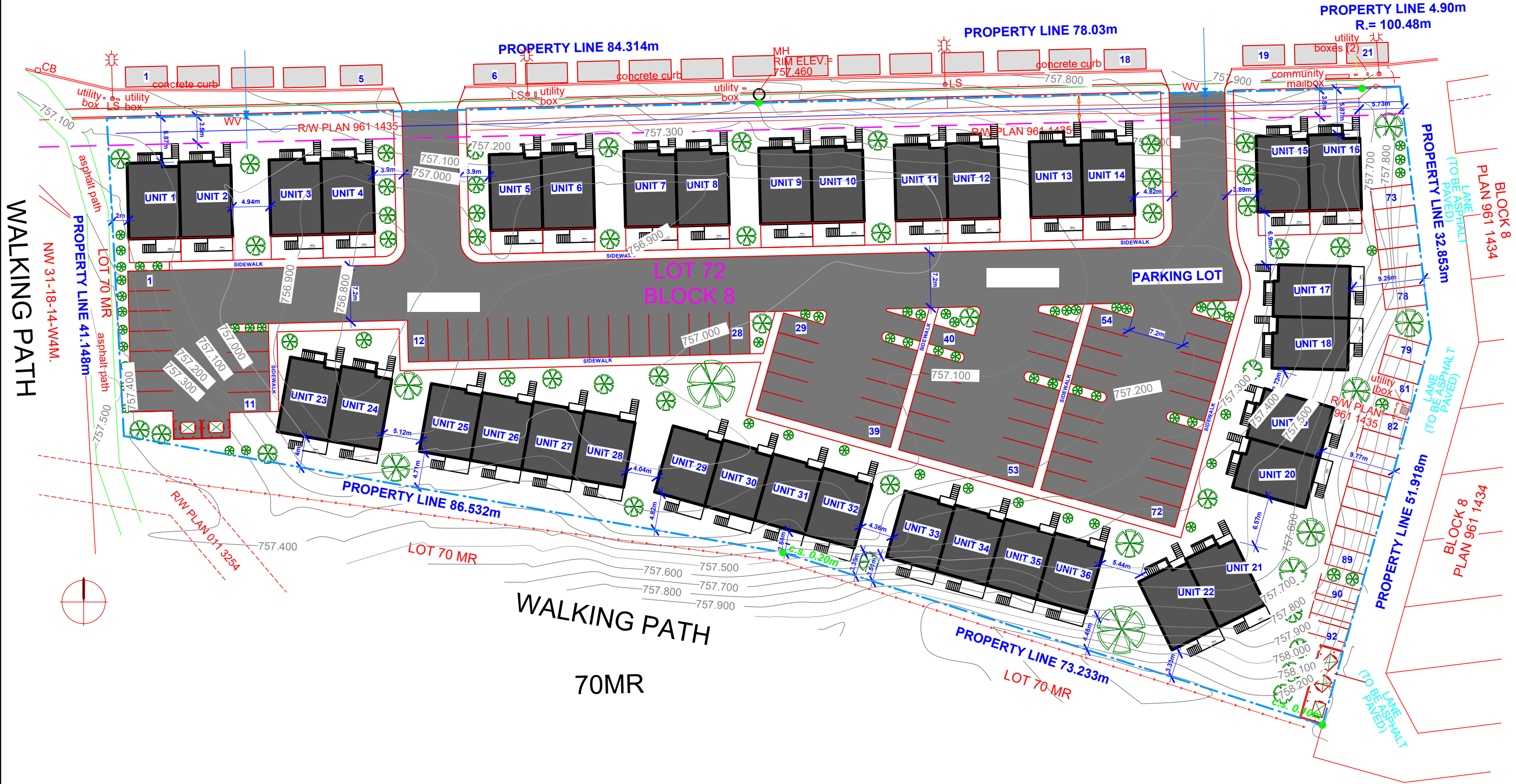
The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

Brent Schille/Preetpal Singh Grewal
 APPLICANT Registered Owner (if not the same as applicant)

175 and 207 Pleasant Park Road West



PLEASANT PARK ROAD W



SITE PLAN

SCALE 1:500

JASON ACHTEREENTE
 BENJAMIN RUSSELL DESIGN
 403.606.8988

BROOKS, AB
 MULTI FAMILY DEVELOPMENT
 05/26/26