



COUNCIL COMMITTEE
City Hall – Hayes Room
JUNE 16TH, 2026 4:30 p.m.

AGENDA

1. **RESCIND POLICY F-002-027 – LISTING COMMUNITY GROUPS ON CITY WEBSITE** AMY FONTOURA
❖ *To review and discuss*
COMMITTEE ACTION/RECOMMENDATION

2. **POLICY F-002-030(B) – BUSINESS CONTINUITY PLAN** AMY FONTOURA
❖ *To review and discuss*
COMMITTEE ACTION/RECOMMENDATION

3. **POLICY F-002-031(A) – SOCIAL MEDIA POLICY** AMY FONTOURA
❖ *To review and discuss*
COMMITTEE ACTION/RECOMMENDATION

4. **MURAL APPLICATION** AMY FONTOURA
❖ *To review and discuss*
COMMITTEE ACTION/RECOMMENDATION

5. **BOARD & COMMITTEE BYLAWS – CITIZEN-AT-LARGE TERMS** AMY FONTOURA
❖ *To review and discuss*
COMMITTEE ACTION/RECOMMENDATION

ADJOURNMENT

The next meeting is scheduled for Tuesday, September 15, 2026 at 4:30 p.m. in the Hayes Room.

Questions from the Media – Following Adjournment



REQUEST FOR DECISION

TITLE: Rescind Policy F-002-027 – Listing Community Groups on City Website	AGENDA ITEM: Council Committee – June 16, 2026
PRESENTER: Manager of Legislative Services Amy Fontoura	
DEPARTMENT: Corporate Services	ATTACHMENTS: Policy F-002-027
SUBMITTED BY: <u>Amy Fontoura</u> Name <u>May 19, 2026</u> Date	
REVIEW APPROVALS:	
<u>[Signature]</u> Department Director	<u>19 May 2026</u> Date
<u>[Signature]</u> CAO	<u>June 11th/26</u> Date

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If the Policy is rescinded, it does not mean that the supports listed above will be removed; they will remain on the City’s website and residents can still access them.

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There are no financial implications if this Policy is rescinded.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Administration recommends that Council Committee forward Policy F-002-027 to Council to be rescinded.

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

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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:

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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:

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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

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

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

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)



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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**



REQUEST FOR DECISION

TITLE: Policy F-002-031(A) – Social Media Policy	AGENDA ITEM: Council Committee – June 16, 2026
PRESENTER: Manager of Legislative Services Amy Fontoura	
DEPARTMENT: Corporate Services	ATTACHMENTS: F-002-031(A)
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 1, 2026</u> Date </div> </div>	
REVIEW APPROVALS:	
 <hr/> Department Director	<u>1 June 2026</u> Date
 <hr/> CAO	<u>June 11/26</u> Date

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.

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 Committee forward Policy F-002-031(A), entitled Social Media to Council for formal approval.

Respectfully submitted,

A handwritten signature in blue ink that reads "A. Fontoura". The signature is written in a cursive style and is positioned above a horizontal line.

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 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.

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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

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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; and/or,
- e. post content that may harm the City's reputation.

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:

- ~~only disclose publicly available information;;~~

3. Discussing City of Brooks Employees:

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TITLE:

SOCIAL MEDIA

- ~~▪ 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:

- ~~▪ 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;~~

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TITLE:

SOCIAL MEDIA

- ~~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

Respectfully submitted,



Amy Fontoura

Manager of Legislative Services

AUTHORITY:**EFFECTIVE DATE:****POLICY NO: L-001-029(B)**

May 25, 2026

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TITLE:**MURAL APPROVAL****Schedule "A"
Mural Application Form**Date: June 3/26

Please indicate whether this is a Public Mural or Private Mural Application:

 Public Mural Private Mural

Lead Organization:

In Sequins.. Studio of Dance

Contact Name/Project Coordinator:

Kaleesha HowsonPhone: 403-501-3650Email: dance@insequins.comStreet Address: 928 2nd St WCity: BROOKS Prov: AB Postal Code: T1R 1C5Funding Source: In Sequins

Proposed Site of Mural (legal street address):

928 2nd StAddition of Logo: Yes NoWill the project have copyright requirements?: Yes No

If the project has copyright requirements, please provide a description of those requirements:

My daughter is doing the work. she will sign
the design over to me to use.

Project Descriptions:

On a separate document, please provide particulars for the following:

- Description of proposed design;
- Materials and process to be used; and
- Name of other individuals/groups involved in Mural participation/design/implications.

I, Kaleesha Howson, as the Mural applicant, accept the decision of Council Committee.Print Name: Kaleesha HowsonSignature: KHowson



The design will include silhouette dancers in different ages across the building. I want the design to include my studio colours. Logo is shown at the bottom for reference.





My daughter will be doing the work. Ethne Howson is in her 4th year at the art university in Calgary. She will be sure to use appropriate supplies and processes for the work.

Supplies: high quality exterior acrylic mural paint
UV-resistant exterior mural varnish
Necessary art brushes + cleaning tools.





REQUEST FOR DECISION

TITLE: Board & Committee Bylaws – Citizen-at-Large Terms		AGENDA ITEM: Council Committee – June 16, 2026	
PRESENTER: Manager of Legislative Services Amy Fontoura			
DEPARTMENT: Corporate Services		ATTACHMENTS: Bylaw 26/012 – Recreation & Parks Board Bylaw 26/028 – WIC Committee Bylaw 26/029 – Airport Commission Bylaw 26/030 – Library Board	
SUBMITTED BY: <u>Amy Fontoura</u> Name		<u>June 1, 2026</u> Date	
REVIEW APPROVALS:			
 _____ Department Director	<u>June 8/26</u> Date	 _____ CAO	<u>June 11/26</u> Date

BACKGROUND

The four attached Bylaws (Recreation & Parks Board, WIC Committee, Airport Commission and Library Board) have been updated to align citizen-at-large terms and appointment processes, as per previous Council direction. The Business Revitalization Zone Bylaw and Municipal Policing Committee Bylaw did not receive the same updates, as there are additional requirements to become a member of that Board/Committee.

DISCUSSION/OPTIONS

All of the noted Bylaws now state that all applications for appointment to the Committee (Board) shall be reviewed by the Committee (Board), which shall provide a recommendation to Council. Council shall review the recommendation and application(s) and shall have the sole authority regarding the final appointment(s). Additionally, no current or former member of the Committee may be eligible for reappointment; however, no reappointment shall occur unless the vacancy has been advertised and an open, competitive selection process has been completed. All term lengths have been changed to two years.

The draft Recreation & Parks Board Bylaw is also proposing to lower the number of positions on the Board, by removing one City Councillor, one County Councillor and one citizen-at-large member from both the City and County, while adding a member from Conseil Scolaire FrancoSud. Additional, non-voting staff members are also being added to the Bylaw, as per current practice. The proposed Bylaw also removes Standing Committees but allows for the creation of temporary ad-hoc committees. The Bylaw was presented at the May Recreation & Parks Board meeting; however, there were not enough members present to have quorum, so the Board could not make a recommendation to Council Committee.

The draft WIC Committee Bylaw is proposing minor changes to align with current practice. The Committee's meetings are not posted on the City website and rather than creating an annual workplan, the Committee will review the WIC Partnership Plan annually.

The current draft Bylaws do not set a maximum number of terms a citizen-at-large can be appointed for, so that may be something Committee wishes to discuss and recommend. The current Airport Commission does not have a term limit, Recreation & Parks and WIC are six years and the Library Board is nine years.

FINANCIAL IMPLICATIONS

There are no financial implications if the Bylaws are approved.

STRATEGIC PLAN

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

RECOMMENDATION

Administration recommends that Council Committee forward Bylaws 26/012, 26/028, 26/029 and 26/030 to Council for formal approval.

Respectfully submitted,



Amy Fontoura
Manager of Legislative Services



CITY OF BROOKS BYLAW NO. 26/012

A BYLAW OF THE CITY OF BROOKS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A RECREATION AND PARKS BOARD.

WHEREAS the *Municipal Government Act* RSA 2000, c.M-26 and regulations as amended, provides that Council may pass Bylaws in relation to services provided by or on behalf of the municipality;

AND WHEREAS it is deemed necessary to establish an advisory board to assist the Council of the City of Brooks to provide citizens with the opportunity to use their leisure time constructively through the development of recreation and parks programs and facilities:

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

1. **Short Title:**

100. This Bylaw may be cited as the "Brooks & District Recreation and Parks Board" Bylaw.

2. **Purpose of the Board:**

200. The purpose of the Board is to encourage and promote the planning, services and facilities for recreation and parks.

201. The Board shall strive to be responsive to the recreation and parks needs of the community and act in an advisory capacity to the Council of the City of Brooks on all matters affecting recreation and parks within the City of Brooks, and where interests align and the Board deems it necessary, the County of Newell Council.

3. **Composition of the Board:**

300. The membership of the Board shall not exceed ~~fourteen (14)~~ **eleven** persons (excluding ex officio members) in accordance with the following:

301. Not more than ~~four (4)~~ **three** citizens-at-large of the City of Brooks appointed by the Council of the City of Brooks;

302. Not more than ~~five (5)~~ **four** representatives ~~of Division 5 & 10~~ of the County of Newell, appointed by the Council of the County of Newell, ~~two (2)~~ **one** of whom shall be **a** County of Newell

Councillors and three (3) ~~members~~ two citizens-at-large, appointed by the Council of the County of Newell;

303. Not more than one representative appointed by the School Board of Grasslands School Division. The representative shall reside within the City of Brooks and County of Newell region boundaries;
304. Not more than one representative appointed by the School Board of Christ the Redeemer School Division. The representative shall reside within the City of Brooks and County of Newell region boundaries;
305. Not more than one representative appointed by the Conseil Scolaire FrancoSud. The representative shall reside within the City of Brooks and County of Newell region boundaries;
306. ~~Not more than two~~ One representatives from the Council of the City of Brooks; and,
307. Not more than one youth citizen-at-large position of either the City of Brooks or County of Newell appointed by the Council of the applicable municipality. The youth citizen-at-large must ~~be at least fourteen (14) years old.~~ between the ages of fourteen and eighteen.
308. The position of Secretary will be appointed by City of Brooks Administration and be a member of the City of Brooks staff. This position is non-voting.
309. The City of Brooks Manager of Recreation Services, Parks Manager, Director of Recreation & Protective Services, and Director of Works & Utilities Services, shall act as ex officio members of the Board. These positions are non-voting.
310. The citizen at large members of the Board shall be appointed for a two-year term. ~~The citizen-at-large members of the Board may serve for up to three (3) consecutive two (2) year terms. The youth citizen-at-large member may serve for up to two (2) consecutive one (1) year terms. Members having served three (3) consecutive two (2) year terms shall not be reappointed without an absence from the Board for at least one (1) year. The Council of the appointed member shall have the right to waive the required absence at its sole discretion, upon receiving a request to do so from the Board.~~
311. Those members representing the County of Newell shall be appointed for such a term as may be determined by the Council of the County of Newell.

312. The member representing Grasslands School Division shall be appointed for such a term as may be determined by Grasslands Public Schools.
313. The member representing Christ the Redeemer School Division shall be appointed for such a term as may be determined by Christ the Redeemer School Division.
314. The member representing Conseil Scolaire FrancoSud shall be appointed for such a term as may be determined by Conseil Scolaire FrancoSud.
315. The City of Brooks Council members appointed by the City of Brooks Council shall be appointed for such a term as determined by the City of Brooks Council.
316. All City citizen-at-large applications for appointment to the Committee shall be reviewed by the Committee, which shall provide a recommendation to Council. Council shall review the recommendation and application(s) and shall have the sole authority regarding the final appointment(s).
317. A current or former City member of the Committee may be eligible for reappointment; however, no reappointment shall occur unless the vacancy has been advertised and an open, competitive selection process has been completed.
- ~~318. In the event of a citizen-at-large and/or youth citizen-at-large vacancy, the City shall arrange, through an open public process, for the Board to receive applications for membership. The Board shall review all applications received and shall recommend to Council a suitable candidate for membership. If this process yields no suitable candidate, Council may reduce the citizen-at-large membership on the Board or continue to search for a suitable candidate.~~
319. The citizen-at-large members of the Board that are appointed by City Council, shall remain members only during such time as they continue to reside within the City of Brooks boundaries.
320. A Chairperson and Vice-Chairperson of the Board shall be elected at the January meeting of the Board each calendar year.
321. The Chairperson and Vice-Chairperson of the Board shall be selected from citizen-at-large members.
322. If any member of the Board is absent from three (3) consecutive regular Board meetings without prior Board approval, the Board may recommend to the responsible body that the seat be declared vacant.

4. Powers and Duties of the Board:

400. The Board shall keep Council informed of its thoughts, decisions, reactions, concerns, recommendations, and other matters. Without restricting the generality of the foregoing, the Board shall:
401. Provide a copy of the minutes of its meetings to Council, as soon as practical after each meeting; and,
402. Communicate with Council through the Council member appointed to the Board.
403. The Board shall develop and recommend to Council, through the budget process, goals and objectives and long-range plans for the provision and future development of:
404. Parks, walkways, boulevards and other public open spaces;
405. Playgrounds, athletic fields, outdoor and indoor sport facilities, park amenities and facilities; and,
406. Such programs and activities that allow citizens to make the best possible use of present and future recreation and parks facilities and services.
407. The Board shall advise Council on policies governing the provision of recreation and parks services.
408. The Board shall develop and maintain a system of communication between the Board, community and Council to facilitate planning, budgeting and development. The Board shall hear and consider representations by individuals and organizations of citizens with respect to recreation and parks and to recommend actions arising therefrom. This shall be done with the general interest of all citizens being considered.
409. The Board shall identify issues and concerns of a broad nature affecting the delivery of recreation and parks services and recommend to Council the action to be taken with respect to such issues or concerns.
410. The Board may authorize members, within approved budget allocation, to attend conferences and seminars that deal with recreation and parks services. Members attending out-of-town functions will be reimbursed for their expenses in accordance with City policy.
411. The Board shall present all such recommendations of policy planning and other matters to the Council of the City of Brooks for approval. Those recommendations may be presented to a meeting of Council by a member designated by the Board.

412. The Board shall monitor the implementation the 10 Year Recreation and Parks Master Plan, subject to the City's annual budget allocation.
413. The Board shall review grant applications and award funding, from time to time, as directed by Council.
414. The Board shall advise and recommend to Council:
415. On matters affecting the development and use of recreation and parks facilities; and,
416. Whenever it is proposed to lease, sell or otherwise dispose of any land that is held by the City of Brooks for park purposes, or for other public recreation purposes, and whenever it is proposed to purchase or otherwise acquire land for such purposes, excluding reserves involved or arising from the subdivision process.
- ~~417. The Board shall appoint Standing Committees to research, review, and make recommendations to the Board on specific matters within the scope of the Board's responsibilities.~~
- ~~418. Each regular member of the Board shall be appointed to at least one
(1) Standing Committee;~~
- ~~419. The Board shall, by resolution, select the membership of each Standing Committees;~~
- ~~420. The Chairperson of a Standing Committee shall be a regular member of the Board; and,~~
- ~~421. The Standing Committees of the Board shall be as described on Schedule "A" attached hereto forming part of this Bylaw.~~
417. The Board may appoint **Temporary Ad hoc** Committees to ~~deal with special phases of matters~~ **address specific issues or projects** within the scope of the Board's responsibilities.
418. The Board shall, by resolution, select the membership of the **Temporary Ad hoc** Committees. The Board may as it deems appropriate, appoint representatives of user groups to **Temporary Ad hoc** Committees;
419. The Chairperson of the **Temporary Ad hoc** Committee shall be a regular member of the Board; and,
- ~~420. In no event will these Committees be allowed to become a Standing Committee with an unlimited time frame.~~

420. The Board shall be responsible for soliciting community input to promote recreation and parks in the community.
421. The powers and duties of the Board shall not include the following:
- 422. Responsibility for the dispersal of the budget; and
 - 423. Power in matters concerning day to day operations of Recreation or Parks Services and/or personnel or any other matter pertaining to staff.

5. **Meetings:**

500. Regular meetings of the Board shall be held at least nine (9) times per calendar year, the time and place of such meetings to be determined by the Board at its first meeting in each calendar year. The meeting dates and times may be changed by the Board from time to time, as the Board may deem advisable.
501. Special meetings may be called by the Chair or, in their absence, the Vice-Chair, by providing the members with twenty-four (24) hours' notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if two-thirds (2/3) of the Committee is present.
502. A quorum of the Board shall be a simple majority of the existing members of the Board. For the purposes of determining a simple majority, vacant seats shall not be considered.
503. Each member of the Board present at a meeting, including the Chairperson or other presiding officer, has the right to vote. Every member present shall vote on every matter:
504. Unless, in a special case, that member is excused from voting; or,
505. Unless that member is disqualified from voting by reason of a pecuniary interest.
506. Motions do not require a seconder and can be moved and presented by a single member. Motions shall only be carried upon receiving a majority of votes.
507. In the event of a tie, the motion shall be defeated.
508. When a matter arises relating to proceedings in a meeting which is not covered by a provision of this Bylaw or the City Procedural Bylaw 26/008, as may be amended or replaced from time to time, ~~the matter shall be decided by reference to Robert's Rules of Order.~~
509. Any member of the Board, ³³ may resign therefrom at any time upon written notice to the Chairperson of the Board to that

effect. Unless otherwise specified, resignation takes effect upon delivery.

510. Any Officer may resign by delivering written notice to the Chair, Vice-Chair, and Secretary. Unless otherwise specified, resignation takes effect upon delivery.

511. Upon a Chair’s resignation, the Vice-Chair shall automatically assume the Chair. If necessary, the Board may elect an Interim Chair or Vice-Chair to serve until the next election. Interim officers retain full authority and duties of the office

512. Any member of the Board may, at any time, be required to resign by the authority who has appointed that member, if reasonable cause exists.

513. The Board shall hold its meetings openly and no person shall be excluded therefrom, except for improper conduct.

514. The City of Brooks shall be the signing and administrative authority over all cheques, vouchers, and monies received and spent. Neither the Board nor any members shall have the authority to pledge the credit of the City of Brooks, in connection with any matter whatsoever.

515. Meetings may be held virtually, if required and/or recommended.

6. Repeal of Bylaw:

600. Bylaw Numbers ~~16/22~~ 22/04 and ~~19/02~~ 24/07 are 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 finally passed this day of , 2026.

Mayor

Chief Administrative Officer

Schedule "A"

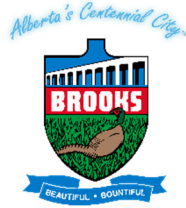
~~STANDING COMMITTEES OF THE RECREATION AND PARKS ADVISORY BOARD~~

~~1. Outdoors Committee~~

- ~~• Shall be consulted on all matters of policy affecting parks/outdoor recreation facilities pertaining to this Bylaw.~~
- ~~• Shall make contact and create relationships with user groups or special interest groups pertaining to parks/outdoor recreation facilities.~~
- ~~• Shall review the Annual Rates & Fees Policy for parks/outdoor recreation facilities and programs as prepared by staff. Shall make recommendations to the Board regarding approval of said policy.~~
- ~~• Shall be involved in promoting fundraising for specific projects in parks as deemed appropriate by the Board.~~
- ~~• Shall identify the need for new or expanded outdoor programs and make recommendations to the Board to implement and promote these programs.~~
- ~~• Shall study conditions and keep informed for the purpose of developing immediate and long-range plans to meet park's needs.~~

~~2. Indoors Committee~~

- ~~• Shall be consulted on all matters of policy affecting indoor recreation facilities pertaining to this Bylaw.~~
- ~~• Shall make contact and create relationships with user groups or special interest groups pertaining to indoor recreation facilities.~~
- ~~• Shall review the Annual Rates & Fees Policy for indoor recreation facilities and programs as prepared by staff. Shall make recommendations to the Board regarding approval of said policy.~~
- ~~• Shall be involved in promoting fundraising for specific projects in indoor recreation facilities as deemed appropriate by the Board.~~
- ~~• Shall identify the need for new or expanded indoor recreation programs and make recommendations to the Board to implement and promote these programs.~~
- ~~• Shall study conditions and keep informed for the purpose of developing immediate and long-range plans to meet indoor recreation facility needs.~~



**CITY OF BROOKS
BYLAW 26/028**

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO ESTABLISH A WELCOMING AND INCLUSIVE COMMUNITY (WIC) COMMITTEE.

WHEREAS Section 256 (1) of the *Municipal Government Act* RSA 2000, c. M-26 authorizes a Council to pass Bylaws in relation to the establishment and functions of Council committees, and to the procedures to be followed by Council committees;

AND WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, cM-26 and amendments thereto, a Council committee may consist of a combination of Councillors and other persons;

AND WHEREAS the City of Brooks wishes to establish a Council committee to advise Council on issues relating to diversity and inclusion in the community and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.

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

1. TITLE:

100. This Bylaw may be referred to as the “WIC Committee Bylaw”.

2. INTERPRETATION:

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

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

202. “**Administrative Liaison**” means the member of Administration appointed to the Committee by the Chief Administrative Officer;

203. “**Bylaw**” means the City of Brooks Bylaw No. 24/26 as may be amended from time to time;

204. “**Chair**” means the WIC member elected for a two-year term who has the authority to preside over a meeting;

205. **“Chief Administrative Officer”** means the Chief Administrative Officer of the City of Brooks, regardless of any subsequent title that may be conferred on that officer by Council or statute, or their designate;
206. **“City”** means the City of Brooks, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the City of Brooks, as the context may require;
207. **“Committee”** means the WIC Committee;
208. **“Council”** means the Municipal Council of the City of Brooks;
209. ~~**“Councillor”** means an elected member of Council, including the Mayor; and;~~
210. **“Vice-Chair”** means the WIC member elected for a two-year term to fulfill the Chair’s duties in the absence of the Chair.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

300. A Council committee is hereby established and shall be referred to as the Welcoming and Inclusive Community (WIC) Committee.
301. The Committee's mandate is to focus on diversity, equity, and inclusion in the community and provide recommendations to the Council on related issues.
302. In order to fulfill its mandate, the Committee may:
303. Provide input and direction towards the development and implementation of the Welcoming and Inclusive Community Partnership Plan;
304. Coordinate diversity, equity and inclusion specific initiatives that profile local issues;
305. Develop and maintain relationships with individuals, organizations and businesses addressing issues or opportunities relating to diversity, equity and inclusion and the intersectionality of these identifying factors;
306. Research and provide input into policy proposals for Council’s consideration in reference to matters that directly impact diversity, equity and inclusion in the community;
307. Plan, organize and implement events, celebrations, and community educational campaigns as relates to diversity, equity and inclusion;

308. Host community events and opportunities for discourse/dialogue relating to WIC goals; and,

309. Engage with Administration, other organizations, other levels of government and other municipalities supporting WIC initiatives.

4. MEMBERSHIP

400. The Committee shall be comprised of no less than ten and up to fifteen voting members who shall be appointed by resolution of Council as follows:

401. Not more than one representative from the Council of the City of Brooks;

402. At least one Committee member shall be appointed from each of the following community agencies: SPEC, Brooks and County Immigration Services (BCIS), Rehabilitation and Employment for Developing Independence (REDI), and Grasslands Regional FCSS;

403. At least one Committee member shall be a youth between the ages of twelve and eighteen and a resident of the City;

404. At least one Committee member shall be a representative of a school board with an active presence in the City of Brooks; and,

405. The remaining members shall be appointed from the community at large based on their willingness and ability to commit to the Committee, their lived experience, and their demonstrated interest and commitment to inclusion matters, representing cross-sections of the community.

406. The Mayor shall be a member (ex-officio) of the Committee and their term of office shall coincide with their term of office on Council.

407. All applications for appointment to the Committee shall be reviewed by the Committee, which shall provide a recommendation to Council. Council shall review the recommendation and application(s) and shall have the sole authority regarding the final appointment(s).

408. Council shall appoint Committee members for a ~~three (3)~~ two-year term. ~~Appointments may be renewed for one (1) additional term, pending agreement of the member.~~

409. A current or former member of the Committee may be eligible for reappointment; however, no reappointment shall occur unless the vacancy has been advertised and an open, competitive selection process has been completed.

410. If a Committee member is absent for three consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor.

411. Council may terminate the appointment of any Committee member at any time.
412. The Committee shall elect a Chair and Vice-Chair from its voting members, each elected for an alternating two-year term.
413. The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
414. Members of the Committee shall not receive remuneration.

5. PROCEDURES

500. Committee members are required to agree to maintain confidentiality and comply with all applicable City Bylaws, policies and procedures.
501. The Committee shall:
 502. Meet not fewer than four (4) times per calendar year;
 503. Establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings; and,
 504. ~~Provide the annual meeting schedule to the Communications Officer to be posted on the City's website.~~
505. ~~No additional notice of regularly scheduled meetings is required.~~
506. The Chair may call a special meeting by giving at least 24 hours' notice to:
 507. Members of the Committee by email; and,
 508. ~~The public by posting a notice on the City's website.~~
509. The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email ~~and to the public by notice on the City's website.~~
510. A majority of the voting members shall constitute a quorum.
511. The Committee shall follow the meeting procedures set out in the City's Procedural Bylaw.
512. Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.

- 513. The Committee may form sub-committees from among its members to research, review, and make recommendations to the Committee on specific matters to assist in carrying out its objectives and responsibilities under this Bylaw.
- 514. Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee.
- 515. The Committee shall, by resolution, select the membership of each sub-committee.
- 516. The Chairperson of a sub-committee shall be a voting member of the Committee.
- 517. The sub-committees established by the Committee may include but not limited to those with a focus on race and ethnicity, gender and sexuality, accessibility, age, and/or Indigenous.
- 518. The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. ANNUAL WORKPLAN AND REPORTING

- ~~600. The Committee shall develop an annual workplan that identifies key priorities and goals based on its mandate and this Bylaw.~~
- 601. The Committee may provide reports to Council which include recommendations on matters related to the Committee's mandate.
- 602. The Committee shall be responsible for reviewing and monitoring the Welcoming and Inclusive Communities Partnership Plan **annually**, ensuring it is aligned with Committee and City goals and implemented appropriately.

7. ADMINISTRATIVE LIAISON'S ROLE

- ~~700. The Chief Administrative Officer shall appoint an Administrative Liaison to the Committee.~~
- 701. The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 702. The Administrative Liaison shall provide administrative support, advice and guidance to the Committee.

8. SEVERABILITY:

- 800. 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.

9. REPEAL OF BYLAW

900. That Bylaw 24/26 and any amendments be hereby repealed.

10. EFFECTIVE DATE:

1000. This Bylaw shall take effect at the date of final passing thereof.

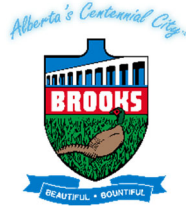
Read a first time this day of , 2026.

Read a second time this day of , 2026.

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

Mayor

Chief Administrative Officer



**CITY OF BROOKS
BYLAW 26/029**

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO ESTABLISH AN AIRPORT COMMISSION.

WHEREAS, Bylaw No. 71/18 of the City of Brooks, authorizes the City to construct and operate a municipal airport;

WHEREAS Section 256(1) of the *Municipal Government Act* RSA 2000, c. M-26 authorizes a Council to pass Bylaws in relation to the establishment and functions of Council committees, and to the procedures to be followed by Council committees;

~~**WHEREAS**, the *Municipal Government Act* RSA 2000, c. M-26, s145, and regulations as amended, provides that Council may pass Bylaws in relation to the following:~~

- ~~(a) the establishment and functions of council committees and other bodies;~~
- ~~(b) the procedure and conduct of council, council committees and other bodies established by council, the conduct of the Councillors and the conduct of members of council committees and other bodies established by the council;~~

AND WHEREAS, Council of the City of Brooks deems it advisable to appoint an Airport Commission;

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

1. TITLE:

100. This Bylaw may be cited as the "City of Brooks Airport Commission Bylaw."

2. DEFINITIONS:

200. In this Bylaw;

201. "**Act**" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended;

202. **"Bylaw"** means the City of Brooks Bylaw No. 26/029 as may be amended from time to time;
203. **"Chief Administrative Officer (CAO)"** means the Chief Administrative Officer of the City of Brooks regardless of any subsequent title that may be conferred on that officer by Council or statute, or their designate;
204. **"City"** means the City of Brooks, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the City of Brooks, as the context may require;
205. **"Commission"** means the Brooks Regional Airport Commission; ~~of the City of Brooks;~~
206. **"Council"** means the Municipal Council of the City of Brooks;
207. **"County"** means the County of Newell ~~No. 4~~, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the County of Newell ~~No. 4~~, as the context may require;
208. **"Member"** means a Member of the Commission appointed under this Bylaw; and,
209. **"Recording Secretary"** means a person appointed to the position of Recording Secretary of the Commission pursuant to this Bylaw.
- ~~210. **"Vacancy"** means the absence of a member from the Commission, including absence due to death, retirement or resignation and including an inability or refusal by a member to continue to fulfill his or her obligations as a member of the Commission.~~

3. ESTABLISHMENT OF COMMISSION:

300. That ~~the~~ Council establish a Commission to be known as the Brooks Regional Airport Commission.
301. The Commission shall be comprised of six Members or such other number of Members as may from time to time be agreed upon to be appointed as follows:
302. at all times, an equal number of the Members of the Airport Commission shall be appointed by each of the City and the County. ~~Such appointed Members may either be Municipal Councillors of the City or County or other persons that the City and the County in their sole discretion may determine should be appointed;~~

303. not more than two (2) Members appointed by the City shall be members of ~~the City Council~~;
304. not more than two (2) Members appointed by the County shall be members of the County Council;
305. the remaining Members of the Commission shall be appointed from the community at large, residing in the City or County.
306. The Members of the Commission shall appoint one of the members to be chairman, but in no case shall a member, who is a Councillor, be appointed chairman.
307. The City of Brooks shall provide a Recording Secretary for the Commission.
308. The Commission shall hold meetings for the transaction of its business in such manner and at such times and places as may be determined by the Commission.
309. A quorum of the said Commission shall be a majority of the existing Members of the Commission.
310. All applications for appointment to the Commission shall be reviewed by the Commission, which shall provide a recommendation to Council. Council shall review the recommendation and application(s) and shall have the sole authority regarding the final appointment(s).

~~The members of the Airport Commission shall hold office as follows:~~

311. Members shall be appointed for ~~one (1)~~ a two-year term.
312. Any member of the Airport Commission who is absent from three (3) consecutive regular meetings of the Airport Commission without being authorized by a resolution of the Airport Commission, shall forfeit his seat and another member shall be appointed by the City or the County, as the case may be, to complete the unexpired term.
313. A current or former member of the Commission may be eligible for reappointment; however, no reappointment shall occur unless the vacancy has been advertised and an open, competitive selection process has been completed.
314. When a vacancy occurs ~~on the Airport Commission~~, the appropriate municipal council shall make the appointment to fill the unexpired term.

4. DUTIES OF THE COMMISSION

400. The Commission shall have the following duties:

- 401. advise on the management, operation and maintenance of the airport;
 - 402. prepare for budget purposes an estimate of revenue and expenditures and submit it to the City for consideration;
 - 403. negotiate and recommend to the City and County all such agreements, leases and contracts as are required to manage, control and regulate the operation of the Airport;
 - 404. make recommendations to the City and County for the provision of services and/or extensions and improvements to the Airport as are necessary or required to ensure safety and optimum usage of the Airport;
 - 405. have such further duties as the City and County may from time to time assign to it by resolution.
406. Nothing in this Bylaw shall be constructed to empower the Commission to pledge, appropriate or expand any public money without prior approval of the City and County.

5. SEVERABILITY

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

6. REPEAL OF BYLAW

- 600. That Bylaws 11/10 and 13/23 and any amendments thereto be hereby repealed.

7. EFFECTIVE DATE

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

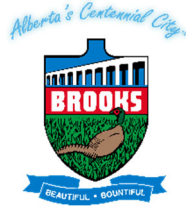
Read a first time this day of , 2026.

Read a second time this day of , 2026.

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

Mayor

Chief Administrative Officer



**CITY OF BROOKS
BYLAW 26/030**

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BROOKS PUBLIC LIBRARY BOARD.

WHEREAS the *Libraries Act*, being R.S.A. 2000, c. L-11, and regulations made under the *Libraries Act* as amended;

AND WHEREAS the Act governs the provision of library services within a municipality;

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 “Brooks Public Library Board Bylaw”.

2. INTERPRETATION:

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

201. “**Act**” means the *Libraries Act*, RSA 2000, c. L-11;

202. “**Board**” means the Brooks Public Library Board;

~~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; 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 Bylaw and further includes any Person that may be appointed to act in the absence of the Chief Administrative Officer;~~

204. “**Council**” means the Municipal Council of The City of Brooks;

205. “**Member**” means an individual appointed as a member of the Board; and,

206. “**City**” means the City of Brooks, a Municipal Corporation in the

Province of Alberta, or the geographical area contained within the boundaries of the City of Brooks, as the context may require.

3. ESTABLISHMENT, DUTIES AND STRUCTURE:

300. The Brooks Public Library Board is hereby established as the municipal library board for the City of Brooks pursuant the Act. The Board so established is a continuation of the Board deemed to be continued by the Act.
301. In accordance with the Act, the Board, subject to any enactment that limits its authority, has full management and control of the Brooks Public Library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the City of Brooks and may cooperate with other boards and libraries in the provision of those services.
302. Members of the Board will be appointed in accordance with **this Bylaw and Council policies and procedures.**
303. The Board shall consist of ten (10) members **who shall be appointed by resolution of Council as follows:**
304. No more than two (2) members of Council may be appointed to be members of the Board at any one time.
305. No person shall be appointed as a member of the Board who is an employee of the Board.
306. **All applications for appointment to the Committee shall be reviewed by the Committee, which shall provide a recommendation to Council. Council shall review the recommendation and application(s) and shall have the sole authority regarding the final appointment(s).**
307. Members will be appointed for a **two-year** term. ~~up to three (3) years, to a maximum of three (3) consecutive terms.~~
308. **A current or former member of the Committee may be eligible for reappointment; however, no reappointment shall occur unless the vacancy has been advertised and an open, competitive selection process has been completed.**
309. Notwithstanding subsection 5(e), a Member may be reappointed as a Member for more than three (3) consecutive terms if Council passes with a two-thirds majority a resolution to reappoint that member.
310. Vacancies on the Board caused by retirement or resignation of a

member of the Board may be filled by resolution of Council for the balance of that member's term only and the Board may continue to operate and conduct business until vacancies are filled provided that quorum requirements are met.

4. PROCEDURES:

400. The Board may, by resolution, establish and amend from time to time such procedures required by law, including for meetings, the election of Board Officers, committee structure, the creation and retention of minutes of meetings, the establishment and amendment of Board Bylaws and Policies, and rules of order.
401. The Board shall, before ~~December 1~~ **September 1** in each year, prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the Brooks Public Library, and submit the budget to the CAO.
402. Unless authorized by Council, neither the Board nor any Member shall have the power to pledge the credit of the City in any manner whatsoever, nor shall the Board or any Member thereof have the power to authorize any expenditure nor appropriate or expend public monies of the City in any manner whatsoever beyond those expenditures approved in the Library budget.
403. The Board's financial accounts and processes will be audited annually by an independent external auditor.
404. The results and recommendations of the financial audit will be presented to the Board and forwarded to the Board for approval. Once approved by the Board, the audited financial statements will be submitted to Council and to all other authorities as required by law.

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 09/02 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