

**Town of Crossfield**  
**AGENDA**  
**Regular Council Meeting**  
**Tuesday, January 7, 2025 – 7:00 p.m.**

1. **CALL TO ORDER**

2. **AGENDA**

2.1 January 7, 2025

3. **MINUTES**

3.1 December 17, 2024 regular council meeting

4. **DELEGATIONS**

4.1 Crossfield Municipal Library update – Chairperson Jo Tennant

4.2 Rocky View Handi Bus update – Paul Stiller

5. **BOARD APPOINTMENTS**

5.1 Crossfield Library Board Appointment - *Lindsey N. – Legislative Services*

6. **ACTIONS AND DECISIONS**

6.1 Crossfield & District Recreation Board Funding request – *Russ N. Dir. of Community and Protective Services*

7. **MAYOR & COUNCILLOR'S BUSINESS**

*Mayor Harris  
Deputy Mayor Fox  
Councillor Brennan  
Councillor Fox  
Councillor Gustafson  
Councillor Knight  
Councillor Lambert  
Councillor Vang*

8. **ADMINISTRATIVE UPDATE**

8.1 Administrative Update

8.2 Outstanding Items List

9. **CORRESPONDENCE**

Nothing Further Under Correspondence

10. **ADJOURN**

*\*\* A member of Council or CAO may attend the meeting by electronic means \*\**

## Regular Council Meeting December 17, 2024

Minutes of the Regular Meeting of the Council of the Town of Crossfield, in the Province of Alberta was held in Council Chambers at 900 Mountain Avenue, Crossfield, Alberta with the following:

### PRESENT

Mayor Harris (via electronic means)  
Deputy Mayor Fox  
Councillor Brennan  
Councillor Knight  
Councillor Gustafson  
Councillor Lambert  
Councillor Vang

### STAFF

Kinza Barney, CAO  
Russ Nash, Director of Community & Protective Services  
Steve Atena, Director of Planning & Infrastructure Growth  
Lindsey Nash, Director of Corporate Service, Recording Secretary  
Amber Ouellette, Chief Financial Officer

### CALL TO ORDER

Deputy Mayor Fox called the council meeting to order at 7:02 p.m.

We would like to take this opportunity to acknowledge the traditional territories of the Indigenous peoples of the Treaty 7 territory and the Otipemisiwak (o-tey-pe-mi-si-wak) Metis Government, District 4. We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our community.

### AGENDA

**261-2024 MOVED** by Councillor Knight that the December 17, 2024, agenda be accepted with the removal of item 6.2 – Cancellation of January 7, 2025, Council meeting.

**CARRIED**

### MINUTES

**262-2024 MOVED** by Councillor Vang that the minutes of the December 3, 2024, regular Council meeting be accepted as presented.

**CARRIED**

### POLICIES

Policy 2024-05  
Council Remuneration Policy

**263-2024 MOVED** by Councillor Brennan that Council accept the Council Remuneration Policy 2024-05 as presented.

**CARRIED**

### BYLAWS

2024-07 - Line of Credit  
Borrowing Bylaw

**264-2024 MOVED** by Councillor Brennan that the Line of Credit Borrowing Bylaw 2024-07 be given second reading.

**CARRIED**

**265-2024 MOVED** by Councillor Lambert that the Line of Credit Borrowing Bylaw 2024-07 be given third and final reading.

**CARRIED**

2024-09 - Custom Fire  
TME Pumper Borrowing Bylaw

**266-2024** MOVED by Councillor Brennan that the Custom Fire TME Pumper Borrowing Bylaw 2024-09 be given second reading.

**IN FAVOUR**  
MAYOR HARRIS  
DEPUTY MAYOR FOX  
COUNCILLOR BRENNAN  
COUNCILLOR GUSTAFSON  
COUNCILLOR KNIGHT  
COUNCILLOR VANG

**OPPOSED**  
COUNCILLOR LAMBERT

**MOTION CARRIED**

**267-2024** MOVED by Councillor Knight that the Custom Fire TME Pumper Borrowing Bylaw 2024-09 be given third and final reading.

**IN FAVOUR**  
MAYOR HARRIS  
DEPUTY MAYOR FOX  
COUNCILLOR BRENNAN  
COUNCILLOR GUSTAFSON  
COUNCILLOR KNIGHT  
COUNCILLOR VANG

**OPPOSED**  
COUNCILLOR LAMBERT

**MOTION CARRIED**

2024-10 - Election Bylaw

**268-2024** MOVED by Councillor Knight that the Elections Bylaw 2024-10 be given first reading.

**CARRIED UNANIMOUSLY**

**269-2024** MOVED by Councillor Brennan that the Elections Bylaw 2024-10 be given second reading.

**CARRIED UNANIMOUSLY**

**270-2024** MOVED by Councillor Lambert that the Elections Bylaw 2024-10 be brought forward for third and final reading with unanimous consent.

**CARRIED UNANIMOUSLY**

**271-2024** MOVED by Councillor Gustafson that the Elections Bylaw 2024-10 be given third and final reading.

**CARRIED UNANIMOUSLY**

## **ACTIONS AND DECISIONS**

Alberta Elks Association  
Community Initiatives  
Project Letter of Support  
request

**272-2024** MOVED by Mayor Harris that council provide a letter for support to the Alberta Elks Association Community Initiative Project.

**CARRIED**

## FINANCIAL UPDATE

- Financial Update **273-2024 MOVED by Councillor Lambert that the 2024 financial update as of October 31st be accepted for information. CARRIED**
- Utility Write-Offs **274-2024 MOVED by Councillor Brennan that Council approve the write-off of the attached accounts from 2023 and prior in the amount of \$2,600.32. CARRIED**

## COUNILLOR REPORTS

- Mayor Harris Working with Administration to prepare a year in review for the media.
- Deputy Mayor Fox Continue to meet with the CAO weekly
- Councillor Brennan Nothing further to report
- Councillor Gustafson Rocky View Foundation meeting Dec. 18.
- Councillor Knight Dec. 11 – Attended a Mountain View Regional Water Services Commission meeting.
- Councillor Lambert Nothing further to report
- Councillor Vang Nothing further to report.

**275-2024 MOVED by Councillor Gustafson that the Councillor Reports be accepted as presented. CARRIED**

## ADMINISTRATION UPDATE

- Outstanding Items List **276-2024 MOVED by Councillor Knight that items, 040 042, 043 be removed from the Outstanding Items List. CARRIED**

## CORRESPONDENCE

- Wastewater Conveyance Capacity Update **277-2024 MOVED by Councillor Brennan that Council accept the wastewater conveyance capacity update for information. CARRIED**

**IN CAMERA**

Railway Street Lighting –  
Disclosure harmful to  
Local public body  
confidences – FOIP  
Section 23 (1)

**278-2024 MOVED by Councillor Knight that council enter in camera at 7:43 p.m. to discuss:**

- 1. Railway Street Lighting – Disclosure harmful to Local public body confidences – FOIP Section 23 (1)**

**279-2024 MOVED by Councillor Lambert that council leave in camera at 7:54 p.m.**

**280-2024 MOVED by Councillor Brennan that Council approve the concession as discussed in camera and direct administration to undertake the following steps, enabling the conclusion of this matter, while maintaining an opportunity to incorporate a functional lighting asset within the community at a reduced cost:**

- 1. Removal of the non-functional decorative lighting and plan for appropriate infill and/or removal of grates to ensure the area is safe and visually consistent with its surroundings.**
- 2. Explore potential to sell any functional components that have resale value, and any resulting funds be redirected towards a community lighting initiative or enhancement.**

**Redirect the remaining holdback funds towards other community lighting initiatives or enhancements.**

**CARRIED**

**UPCOMING EVENTS AND PROGRAMS**

- Senior's indoor walking group on Tuesday, December 10<sup>th</sup> from 10:30 to 11:30 am.
- Tuesday December 31: New Years Celebration 6 – 8 p.m., Fireworks At 7 p.m. Amery Park

**ADJOURN**

**281-2024 MOVED by Councillor Vang that the Council meeting adjourn at 7:56 p.m.**

**CARRIED**

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Deputy Mayor Fox

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Kinza Barney  
Chief Administrative Officer



COMMUNITY & PROTECTIVE SERVICES  
CROSSFIELD MUNICIPAL LIBRARY UPDATE

**Background/Rationale:**

Members of the Crossfield Municipal Library are in attendance to present their annual update and 2025 proposed budget to Council

**Recommendation:**

Administration recommends that Council accept the Crossfield Municipal Library’s update for information.

**Proposed Motion:**

That Council accept the Crossfield Municipal Library’s update for information.

**Council Strategic Plan:** Strategic Priority #4: Social Development and Emergency Services

**Funding:** N/A

**Enclosures:**

- Crossfield Municipal Library Presentation

<b>Submitted by:</b>	Russ Nash, Director of Community & Protective Services	<b>Date:</b>	Dec 30, 2024
<b>Approved by:</b>	Kinza Barney, CAO	<b>Date:</b>	Jan 2, 2025
<b>Submitted to:</b>	Town Council	<b>Date:</b>	Jan 7, 2025

# Town Council Presentation

January 7, 2024



Crossfield  
Municipal  
Library



**Presented by**

The Town of Crossfield  
Library Board



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**Town of Crossfield Library Board**

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# Town of Crossfield

## Library Board



Lead by Library Board Chair Jo Tennant, the Town Of Crossfield Library Board has proven themselves to be a cohesive team committed to excellence in delivering library programs and services to the growing community of Crossfield. This past year, board members worked hard to be present in the community, not only to advocate for the library, but to support other community organizations as well.

We have been advertising for new members for both the Library Board and our library friends, the Ann Grover Society. There are a number of interested parties and we look forward to welcoming new faces and fresh perspectives.

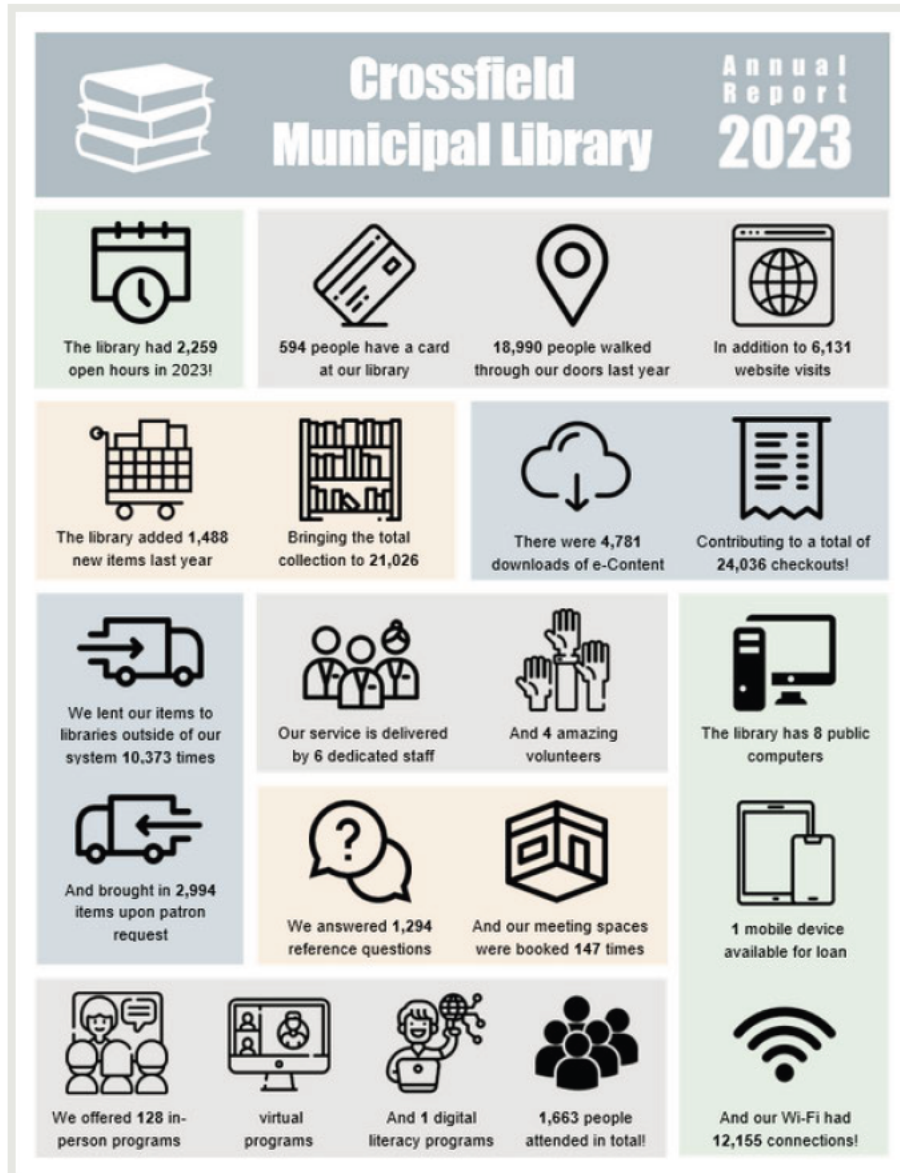
**Going into 2025, we are proud to start the year off with a brand new logo and announce the removal of overdue fines effective as of January 1, 2025. This is an important step in removing cost as a barrier to access.**

In 2024, Library Board members logged over **500** volunteer hours



**Crossfield  
Municipal  
Library**

# Annual Report 2023



## 2023 Highlights

The addition of 1 loanable mobile device  
Expansion of YA Graphic Novels collection  
10 more in-person programs offered vs 2022

# 2024 Highlights

## Highlights



- Working on a new logo design with local Graphic Designer Chelsey Devauld.
- Joining the Crossfield Chamber of Commerce, allowing us to build relationships with local businesses and expand our advertising audience.
- Successfully hosting our 2nd annual High Tea in May.
- Completing the Community Initiatives Program grant that allowed us to add value to our library for both staff and patrons.
- Piloting two new programs, Creativity Saturdays and Homeschool Zone, designed to provide space for locals of shared interests to connect.
- Participating in community events (Pete Knight Days Parade, ReMax Parade of Garage Sales, Crossfield Community Wellness Day, Community Fest, and Crossfield Chamber of Commerce's Bows on Businesses).
- A full update of the library's policies.
- New MOU between the library and the Ann Grover Society.
- Updated bylaws for the Ann Grover Society.

# Marigold Library System

## Crossfield Municipal Library

### 2023 Value of Your Investment



This report shows the value of services provided by Marigold Library System. Working together, Marigold members accomplish more than any one library or municipality could achieve alone. Members benefit from economies of scale including bulk purchasing and streamlined operations from centralized workflows, IT infrastructure and delivery logistics. Marigold provides essential and community-focused services that enhance local library operations and the experience of library patrons.

2023 Levy Payments from Crossfield to Marigold (2022 Alberta Population)

	Per Capita Levy	Population	Contribution
Municipality	\$6.35	3,674	\$23,329.90
Library Board	\$4.50	3,674	\$16,533.00
<b>Levy Payments from Crossfield to Marigold TOTAL</b>			<b>\$39,862.90</b>

**Direct Financial Return from Marigold to Crossfield Municipal Library**  
 Operating grants and allotments from Marigold to the member library.

Services Grant (Operating Grant from Marigold)	\$9,185.00
IT Capacity Fund (Spending Account from Marigold)	\$1,000.00
Physical Library Collection Allocations & Bestsellers	\$15,000
<b>SUBTOTAL</b>	<b>\$25,185.00</b>

**Financial Value of Marigold Services**

These amounts indicate what it would cost your library to offer the same standard of service to meet community needs and interests. Details on following pages.

**SUBTOTAL** **\$284,237.34**

**Direct Financial Return & Value of Marigold Services TOTAL** **\$309,422.34**

**2023 Total Levy Payments from Crossfield to Marigold**  
**\$39,862.90**

**2023 Total Direct Financial Return & Value of Marigold Services**  
**\$309,422.34**

Marigold continues to be a huge asset to the Crossfield Library, allowing our patrons convenient access to a larger collection, 28 different eResources, as well as professional resources and networking opportunities for staff and board members.



# 2024 Projected YTD Financials

## THE TOWN OF CROSSFIELD LIBRARY BOARD

Income Statement Jan 01 to Dec 31, 2024 - Projected

### REVENUE

Town of Crossfield Appropriation	97,500.00
Alberta Municipal Affairs - Grant	27,911.00
Rockyview County - Grant	4,800.00
Marigold Library System - Grant	9,185.00
Marigold Spending Account	1,000.00
Alberta Lottery Fund - CIP Grant	5,646.00
Town of Crossfield - FCSS - Grant	11,500.00
Ann Grover Library Society	16,195.50
Donations & Fundraising - Total	5,050.77
Service Revenue - Total	8,094.45
GST Refund	1,110.93
Interest Income	1,052.52
<b>TOTAL REVENUE</b>	<b><u>189,111.17</u></b>

<b>TOTAL LIBRARY ADMINISTRATION</b>	24,505.74
<b>TOTAL BUILDING COSTS</b>	23,098.86
<b>TOTAL CAPITAL EXPENDITURE</b>	12,535.42
<b>TOTAL LIBRARY RESOURCES</b>	2,395.26
<b>TOTAL STAFF</b>	78,019.03
<b>TOTAL PROGRAM ADMINISTRATION</b>	13,241.05
<b>TOTAL EXPENSE</b>	<b><u>153,795.36</u></b>
<b>NET INCOME</b>	<b><u><u>35,315.81</u></u></b>

# Budget 2025

Notable increases to the budget include programming expenses. We recognize the need in the community to provide affordable programming for all ages.

Another notable change is the lowering of income from fines as we go **FINE FREE** in 2025. The increase in room rental revenue will offset this change.



## THE TOWN OF CROSSFIELD LIBRARY BOARD - 2025 proposed budget

### REVENUE

Local Appropriation (after Town's payment to Marigold)	97,500
Provincial Grant	27,911
County of Rockyview	4,800
Marigold Library System (includes IT Fund)	10,185
Grants - Lottery, CIP	
FCSS - for Programs	11,500
AGLS (to cover Marigold levy) *based on 2024 census (4211)	18,950
Fundraising & Donations	6,000
Service Revenue *	7,200
GST Refund	1,000
Interest	529
<b>TOTAL REVENUE</b>	<b>185,575</b>

<b>7,200 Service Revenue</b>
1,100 Book sales
1,000 Fines
3,500 Room Rental
200 Beverage
1,200 Print/copy/fax
200 Proctoring

### EXPENSES

Library Administration **	33,165
Program Administration (FCSS covers a portion)	22,000
Building Costs ***	24,910
Capital Expenditure & repairs	6,000
Materials	1,500
Magazines	1,200
Staff Salaries & Benefits - Desk	85,000
Staff Courses, Conference, Travel, Appreciaton	5,000
Lottery Grant Expenditures	-
<b>TOTAL EXPENSES</b>	<b>178,775</b>

<b>33,165 ** Library Administration</b>
2,625 Accountant
3,500 Insurance
500 Board Administration
35 Membership - APLAC
18,950 Membership - Marigold Levy (covered by AGLS)
105 Membership - Amazon Prime
1,800 Contracts - Payroll Admin
1,500 Contracts - Printer Maintenance
500 Bank Charges
50 License - ACCESS copyright
400 Telephone
400 Office Supplies/other expenses
1,000 Stock Supplies
300 Beverage Service
1,500 Fundraising

### NET INCOME (Deficit)

6,800

<b>24,910 *** Building Costs</b>
1,000 Snow Removal (Nov 1 - Apr 30 plus staff)
1,410 Maintenance - scheduled^^
4,000 Janitorial
500 Maintenance/Janitorial - Other
18,000 Utilities

<b>1,410 ^^ Maintenance - scheduled</b>
130 AEDARSA Permit (annual)
- Fireplace (bi-annual) - \$300 again in 2026
1,280 HVAC (quarterly \$320)

Signed & dated by Board Chair

Date Approved by Board

# Funding Initiatives



*Library Fundraisers*  
*Ann Grover Fundraisers*  
*Community Supporters*  
*Online Supporters*  
*Partnerships*

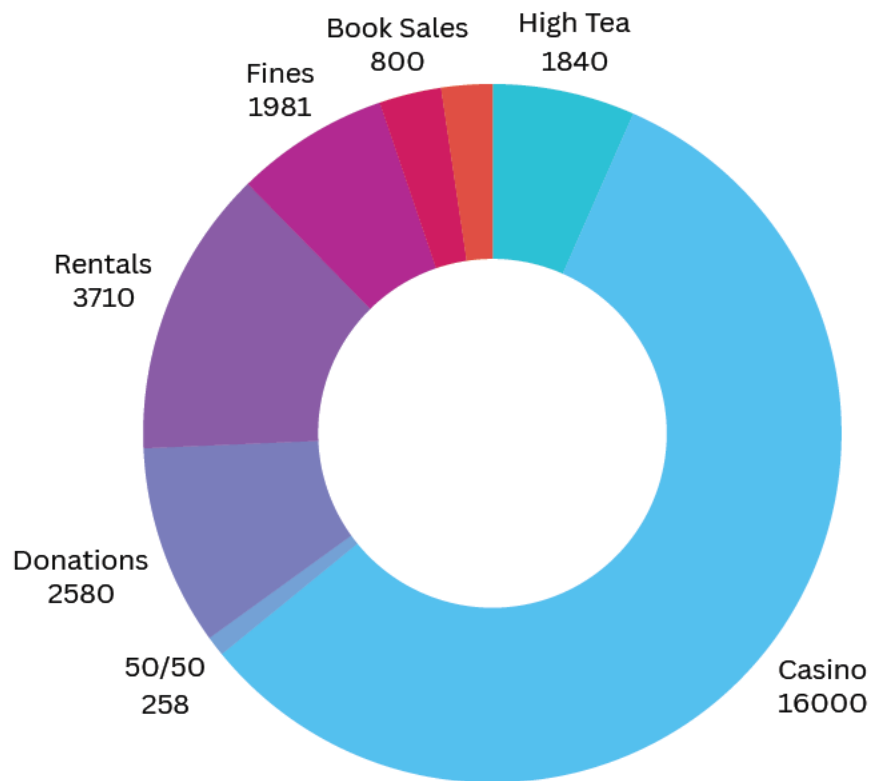
The Ann Grover Society had their casino in January. These funds go a long way to helping charities fund their programs. They also held an online 50/50 in the spring, kicking off at the High Tea.

In May, the Library Board hosted their 2nd annual High Tea. This year's event was bigger and better than the previous year. In 2025 we hope to add a further 10 seats to increase the profit margins. A generous donor secured the hall rental for our event.

This past summer Central Alberta Co-op chose the library as their charity recipient of their annual fertilizer sales.

This year we worked with FCSS, the Airdrie Boys and Girls Club, and Closer to Home to try and bring more programming to the residents of Crossfield. Often the library receives a room rental payment for providing space to these groups.

Room rentals have increased from last year by nearly \$2,000. We are pleased to be able to provide local residents with an affordable option for their events. This past year we had bookings for meetings, birthday parties, baby showers, and even a wedding.



\*Casino funds will cover expenses from 2024 though 2026. Net income was \$55,377.67.

# Grants

This year, we completed the Community Initiatives Program grant that was awarded to us in 2022. This was a matching grant of \$5,646.00 to put toward technology and community space.

## Technology

The library was able to purchase technology to improve the experience of patrons and staff.



Headphones for a quieter library

Laptops for flexible workstations



Standing wireless workstation for ergonomic benefits of staff

Versatility and comfort are an important part of a modern library.

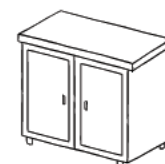
## Community Spaces

New modern Board room table better suited to the room



Additional privacy seating in the Junior section

Locking cabinet to allow a room to serve multiple purposes



# Programs & Services



## **PRESCHOOLERS & CHILDREN**

The library runs a weekly story hour program for preschoolers and two after school children's programs; LEGO Club and Wednesday Crafternoons. Throughout the year, we have also hosted the local preschool, doing a story and library tour program for three separate classes, shown multiple movies on PL days, and ran a summer reading program in Banta Park for children aged 6-12.



## **TEENS**

Every other week the library runs a Teen Games Night Program where local teens can connect in a safe space over board games and conversation. This year we welcomed a work experience student to assist the program facilitator with the after-school children's programs and serve as a student library ambassador at WGM. We hope to continue this opportunity next year.



## **ADULTS**

The library hosted 5 Community Connection events this year. We know our audience enjoys crafting, but we had the opportunity this October to try some different things. We invited Slate Athletic Therapy for an information session, ran a family gardening program, held a writing workshop, and hosted a Pink Tea Craft Night which included a storyteller.

In 2025, with a larger programs budget, we plan to expand our adult programming.



## COLLECTIONS

This year we showcased our Library of Things Garden Tools collection and Seed Library. We advertised over social media, connected with the Garden of Hope, and joined the Credit Union for their Garden Party event in May.

In 2024, we added new puzzles, toys, learning kits, and expanded our Young Adult Graphic Novels collection. We also began a new Kitchen Tools collection, which has kicked off with a selection of unique baking pans.



## COMMUNITY SERVICES

We partner with Community Links, Prospect career advising, and Community Futures. Each organization visits the library monthly to give Crossfield residents the chance to meet here in town.



## OUTREACH

In 2024, we participated in 3 outreach events and chatted with over 200 people about the library and what we have to offer. Looking to top this number in 2025.

In an effort to connect with the community, we added drop in programs for crafters and homeschoolers to connect with one another.



## VOLUNTEER

Board members volunteered their time to help the Ag Society with their Pete Knight Rodeo Breakfast in June, and they filled casino shifts for Crossfield Elementary School's Whoo's Crew, helping to raise funds for a new school playground. Tails to Tell animal rescue also held a casino this year as well as two bake sales which received library board support.



# 2022-2025 Plan of Service

## Goal #1 Highlights

- Participating in the Crossfield Hampers Hot Chocolate with a heart fundraiser.
- Offering a passive program for local Homeschoolers.
- Adding seating areas in the library.

## Goal #2 Highlights

- Preschool tour programs.
- Write your own Novel or Memoir introductory class with Julianne Harvey.
- Pink Tea Craft Night.

## Goal #3 Highlights

- Adding a table in the children's room for colouring and play.
- Creativity Saturdays program.
- New logo design.



## Goals

1

BE AN ENGAGING AND WELCOMING  
COMMUNITY HUB

2

PROVIDE LIFE-LONG LEARNING  
OPPORTUNITIES

3

ENCOURAGE CREATIVITY AND  
IMAGINATION

# Future Growth

Last year we identified the following potential areas of growth:

- Expanding our “Library of Things” collection
- Further implementation of our plan of service
- Develop deeper connections with the local schools & community

in 2024, we made progress in all three of these areas, and we intend to keep working on these goals and more in 2025.

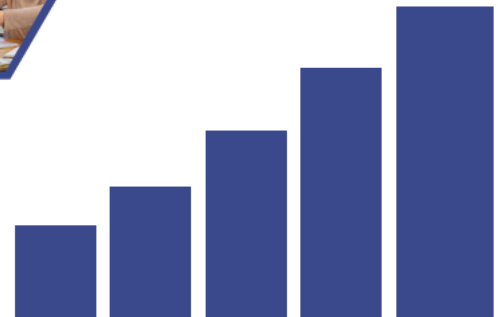
## 2025 Goals

*Draft our next plan of service*

*Explore more outreach possibilities*

*Implement rebranding with new logo*

*Expand program offerings*





**COMMUNITY & PROTECTIVE SERVICES  
ROCKY VIEW REGIONAL HANDIBUS UPDATE**

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**Background/Rationale:**

The Rocky View Regional Handibus Society provides transportation services for residents in the Rocky View region who require assistance. Operating costs are covered through user fees, donations, fee for service contracts and municipal contributions.

In attendance is Paul Siller, General Manager for the Rocky View Regional Handibus Society.

**Recommendation:**

Administration recommends that Council accept the Rocky View Regional Handibus Society’s update for information.

**Proposed Motion:**

That Council accept the Rocky View Regional Handibus Society’s update for information.

**Council Strategic Plan:** Strategic Priority #4: Social Development and Emergency Services – To mitigate crime, ensure appropriate emergency services and work toward reduced disparity between citizens, resulting in less overall issues that impact residents and businesses.

- Strategic Objective: To ensure that a wide range of affordable and accessible community services is provided for Crossfield and area residents.

**Funding:** 2025 Operating Budget

**Enclosures:**

- 2024 Q4 Quick Report
- 2024 Year-in-Review Presentation

<b>Submitted by:</b>	Russ Nash, Director of Community & Protective Services	<b>Date:</b>	Dec 30, 2024
<b>Approved by:</b>	Kinza Barney, CAO	<b>Date:</b>	Jan 2, 2025
<b>Submitted to:</b>	Town Council	<b>Date:</b>	Jan 7, 2025

"Rocky View Bus"

**PRELIMINARY RESULTS**

Demographics	RV County	Cochrane	Chestermere	Cross-field	Irricana	Beiseker	Other	Total
Population	41,028	37,011	28,129	3,599	1,179	754	n/a	111,700
Service Area (sq km)	3,934	31	37	12	3	3	n/a	4,020
Active Registrants	332	628	232	91	2	11	5	1,301

Trips by Purpose	RV County	Cochrane	Chestermere	Cross-field	Irricana	Beiseker	Other	Total 2023
Education	53	25	30	0	0	0	0	108
Medical	761	2,029	2,587	388	39	247	11	6,062
Personal	845	598	296	153	30	49	6	1,977
Respite	531	735	263	0	0	0	0	1,529
Vocation	1,878	416	1,638	50	0	0	68	4,050
<b>Total 2024 trips</b>	<b>4,068</b>	<b>3,803</b>	<b>4,814</b>	<b>591</b>	<b>69</b>	<b>296</b>	<b>85</b>	<b>13,726</b>
Change from year 2023	42%	-10%	-8%	-28%	N/A	3%	6%	1%
Change from 2019 (Pre-pandemic)	12%	8%	15%	-5%	-53%	N/A	N/A	12%
<i>Historical Comparison: Jan 1 - Dec 31</i>								
2023 trips	2,869	4,235	5,220	822	18	287	80	13,531
2022 trips	2,639	3,930	4,053	691	103	178	32	11,626
2021 trips	2,306	2,376	2,459	513	48	256	15	7,973
2020 trips	2,045	1,705	2,037	266	32	202	7	6,294
2019 trips	3,639	3,534	4,179	620	148	109	28	12,257

Expense Estimations	RV County	Cochrane	Chestermere	Cross-field	Irricana	Beiseker	Other	Total 2023
Trips Provided	4,068	3,803	4,814	591	69	296	85	13,726
Est. Travel Distance (km)	101,116	89,026	93,950	22,781	4,425	17,378	3,072	331,748
Proportion of Activity	30%	27%	32%	6%	1%	4%	1%	
<b>Est. Program Cost (YTD)</b>	<b>\$384,972</b>	<b>\$349,272</b>	<b>\$405,943</b>	<b>\$71,547</b>	<b>\$11,761</b>	<b>\$47,354</b>	<b>\$9,895</b>	<b>\$1,280,744</b>

Note: "Trips provided:" does not include attendents and/or guests travelling with the passenger

<b>Trips by Purpose</b>	
<i>Education</i>	Trips for education (other than Rocky View Schools bussing)
<i>Medical</i>	Medical or therapeutic purposes
<i>Personal</i>	Daily living - grocery, banking, etc
<i>Respite</i>	Travel to program or facility with purpose of giving caregivers a break
<i>Vocation</i>	Work, volunteer or sheltered work placement
<b>Estimation of Cost</b>	
Trips provided	Number of one way trips delivered = Not including attendants and/or guests of passengers
Travel distance	Distance people were carried - recorded by GIS and scheduling software
Proportion of expense	Average of: a) proportion of trips and B) Travel Distance (expressed as percentage)
<b>Revenue</b>	
Donations	Donations clearly identified from or for a particular group/region
Municipal contribution	Anticipated Municipal contribution (pro-rated YTD during Q1, Q2 or Q3 reports)
fares	passenger fares (rate \$4.5 for every 10 km of travel)

### Passenger Registration By Municipality

<b>Residence</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Beiseker	14*	14*	2*	3*	5*	11	13
Chestermere	175	178	183	203	238	232	228
Cochrane	512	512	529	594	652	628	579
Crossfield	74	77	79	90	102	91	85
Irricana	11	8	1	2*	3*	2	3
Other	7	2	1	1	5	5	8
Rocky View County	284	287	308	328	364	332	286
<b>Active passengers</b>	<b>1063</b>	<b>1064</b>	<b>1101</b>	<b>1216</b>	<b>1361</b>	<b>1301</b>	<b>1202</b>

\*Legacy passengers

### Alberta Specialized Transit Benchmark: 2023

<b>Municipality</b>	<b>Population</b>	<b>Service area (sq km)</b>	<b>Trips Provided 2023</b>	<b>Average Trip Length (km)</b>	<b>Cost Per service hr</b>	<b>Total Expense /Capita</b>	<b>Net Municipal Support /Capita</b>	<b>Fleet size</b>
Airdrie	80,649	33.1	438	?	?	\$1.10	\$0.85	?
Calgary	1,323,700	848.0	1,124,599	7.8	\$81.86	\$28.13	\$26.42	169
Edmonton	1,010,899	782.9	857,110	8.8	\$41.14	\$29.45	\$29.18	214
Grande Prairie	67,669	168.0	37,600	6.3	?	\$19.28	\$18.30	8
Hinton	9,882	33.0	2,003	4	\$9.47	\$5.45	\$4.90	1
Leduc	36,060	42.3	23,773	4.4	\$71.23	\$25.19	\$24.18	8
Red Deer	100,844	107.1	69,495	5.1	\$133.68	\$27.09	\$22.25	20
Rocky View "District"	109,717	5200.0	14,907	28.7	\$59.81	\$11.67	\$10.07	16
St. Albert	70,422	48.3	28,885	7	\$83.21	\$19.62	\$18.76	8
Strathcona County	104,330	1265.0	44,337	7.3	\$82.98	\$19.51	\$18.71	15
Wood Buffalo	81,948	59.9	15,037	9.9	?	?	?	10

?= not reported

Source: Canadian Urban Transit Association (CUTA): 2023 Specialized Transit Statistics

# “Rocky View Bus”

---

A program of  
Rocky View Regional  
Handibus Society



# What We Do

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## Transportation for Residents Facing Transportation Barriers

- Medical conditions
- Age related situations
- Low-income

## Shared Ride / Pre-Booked / Door to Door

- Share between neighbouring streets / municipalities
- Simple eligibility but limit monthly trips available to each passenger

## Basic Level of Service

- Weekdays
- No evenings
- No weekends / holidays
- Limited to available funding

## Travel with Safety and Dignity

- Promote/facilitate independence where possible
- Pay attention to assistance requirements

# Who Is Making This Happen

## Rural charity started by families with disabled kids

- 18 Buses / 18 Staff
- Board of Directors (Volunteers)
- Transit scheduling software
- Office with garage bay (Airdrie)
  - Field office/ bus parking (Cochrane)

## Municipalities provide operation funding

- Rocky View County
- Cochrane
- Chestermere
- Crossfield
- Irricana
- Beiseker

## Fund-raising to acquire buses

- Community Donations
- Federal Grants
- Lottery Grants
- Service Clubs
- Local Foundations

## Passengers

- Pay a fare for travel
- Donations (some)
- Word of Mouth marketing

# Where

---

## Rocky View “District”

- Six municipalities
- 109,000 residents
- 4,350 sq km

## Across town or to next community

- Medical facilities in Cochrane/Airdrie/ Chestermere/ Crossfield
- Speciality facilities usually located in Calgary (850 sq km)
- Similar situation for social services



# Strengths / Shortcomings

---

## Suitable For:

- Appointments/ services
- Drop-in programs
- Basics (groceries/ banking)
- Visiting loved ones/ friends

## Poorly Suited For:

- Access to Airport
- Employment
- Daily commuting/travel
- Tight Time constraint trips
- Destinations outside service zone

# 2024 Highlights

---



## Post- Pandemic Recovery:

Overall:

1% more trips than 2023

12% more trips than 2019



## Staffing:

Lost multiple staff to long-term health issues

Trained 4 new drivers in 2024

New HR consultant for staffing/recruitment)



## New Buses Enter Service

Five Promaster Van Conversions (\$600K)

Project delay: grant approval took 2X longer

RTFS applications re-open in 2025

# 2024 Challenges

## Pandemic Recovery

- 4 years after pandemic, still figuring out how it changed us
- Some municipalities had staff changes. Some new staff didn't know what we do for residents.

## Growth

- More are moving into region yet expecting Calgary-level service
- Word of mouth reputation grows faster than ability to manage expectations

## Communication

- Municipalities developing transit keep us in the dark regarding their plans.
- We are far behind on community updates as we enter 2025

## Costs

- 2023 vehicle costs doubled, compared to 2016 vehicle prices.
- 2025 vehicles will be another 25% over 2023
- Living Wage for the region is increasing

# 2024 Challenges

## Pandemic Recovery

- 4 years after pandemic, still figuring out how it changed us
- Some municipal staff change-overs. Some new staff don't know what we actually do

## Growth

- More are moving into region yet expecting Calgary-level service
- Word of mouth reputation grows faster than ability to manage expectations

## Communication

- Municipalities developing transit keep us in the dark regarding their plans.
- We are far behind on community updates as we enter 2025

## Costs

- 2023 vehicle costs doubled, compared to 2016 vehicle prices.
- 2025 vehicles will be another 25% over 2023
- Living Wage for the region is increasing

# Projects in 2025

## Scheduling Software Upgrade:

- Current paratransit software is from 2010. We will change to software utilizing a better optimization process.
- With the roll-out, we will continue to take bookings over the phone. After the roll-out, passengers will also be able to book via the website or smartphone app.

## Capital campaign to replace another five buses:

- We were fortunate to acquired five Promaster van conversions from federal Rural Transit Funding Solutions. Now we will raise funds and replace another five of our oldest buses.

## Develop Rider Eligibility Criteria:

- Some of our municipal partners are developing transit services of their own. We should prepare a strategy to one day determine who should be taking the Rocky View Bus and who should be taking regular transit service.

## Update Strategic Plans:

- 2025 will be our 45th year of operation. It is time to float some ideas and update plans for the next 10 years
- Topics include headquarter facility, Capital / fleet plan (EV?)

# 3 Year Wish list

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## Operations

- Extend current weekday hours
- Introduce limited weekend hours
- Collaboration with neighbour services
- Provincial support

## Facilities

- Satellite base in SE Rocky View
- Satellite base in Western Rocky View
- Head office/ maintenance shop (Balzac?)

## Passenger Relations

- Improve passenger information
  - newsletter
  - guidebook
  - website
- Eligibility process

## Support Staff Positions

- Trainer/Field supervisor
- Mechanic
- Finance coordinator
- Fund-raising specialist

# Alberta Specialized Transit: 2023 Benchmark

Municipality	Population	Service area (sq km)	Trips Provided 2023	Average Trip Length (km)	Cost Per service hr	Total Expense /Capita	Net Municipal Support /Capita	Fleet size
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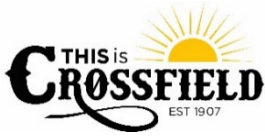
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Source: Canadian Urban Transit Association (CUTA): 2023 Specialized Transit Statistics

# Questions

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Town of Crossfield

Administration – Appointment of Library Board Members

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**Background/Rationale:**

The Town of Crossfield established a Municipal Library Board (Bylaw 2019-19) as defined under the Libraries Act.

As Part 1 of the Libraries Act, any board vacancies shall be forwarded to Council for review and ratification, and appointment.

Upon appointment, a board member is a trustee, governing the delivery of public library service in the community, making decisions that are in the best interest of the public, and providing quality municipal library service.

Administration has received a request from the Crossfield Municipal Library to appoint Susan Trafford as a Library Board Trustee for a three-year term.

**Recommendation:**

**Administration recommends that council appoint Susan Trafford as a Library Board Trustee for a three-year term, expiring December 1, 2027.**

**Enclosures:** Letter from the Crossfield Municipal Library Susan Trafford’s application.

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File No:

<b>Submitted by:</b>	Lindsey Nash, Legislative Services	<b>Date:</b>	Dec 31, 2024
<b>Approved by:</b>	Kinza Barney, CAO	<b>Date:</b>	Jan 2, 2025
<b>Submitted to:</b>	Town Council	<b>Date:</b>	Jan 7, 2025



# TOWN OF CROSSFIELD Board And Committee Application

## READ THE FOLLOWING:

The personal information requested on this form is being collected in order to assist Council in making appointments to its boards and committees and is governed by the *Freedom of Information & Protection of Privacy Act (FOI/PPA)*. This information is collected under Section 33 of the Freedom of information and protection of privacy Act and Section 3 of the Municipal government Act. If you are appointed to a Board or Committee, your name will be disclosed. If you have any questions with respect to the collection or release of this information, please contact the FOI/PPA Coordinator for the Town of Crossfield at 403-946-5565.

**Eligibility** – To be eligible for appointment as a public-at-large member of a Town Board/Committee, applicants must be of the full age of 18 years, and a Canadian citizen or legally entitled to work as defined by the Government of Canada.

**Upon appointment to the board a Criminal Records Check will be required**

*All fields must be completed for the application to be deemed complete*

## APPLICANT INFORMATION:

PLEASE PRINT CLEARLY:

First Name	Last Name	*Residence <small>*Must have lived in Crossfield or recreation area for at least 6 months</small>		
Susan	Trafford	In Town of Crossfield	5 months	years
		Crossfield Area		years

Mailing Address	City	Province	Postal Code
[REDACTED]	Crossfield	AB	T0M 0S0

Email Address	Telephone Number
[REDACTED]	[REDACTED]

How did you hear about this opportunity?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Crossfieldalberta.com | <input type="checkbox"/> Town Council or Staff |
| <input type="checkbox"/> Social media/online advertising  | <input type="checkbox"/> Word of Mouth         |
| <input type="checkbox"/> Newsletter                       | <input type="checkbox"/> Emails                |
| <input type="checkbox"/> Council Meetings                 | <input type="checkbox"/> Other                 |

## SUBMIT YOUR APPLICATION:

**Email to:**  
town@crossfieldalberta.com

**Mail to:**  
Town of Crossfield  
Box 500  
Crossfield, Alberta, T0M 0S0

**Hand Deliver to:**  
Town Office  
1005 Ross Street,  
Crossfield, AB T0M 0S0

## PLEASE ANSWER THE FOLLOWING QUESTIONS:

### 1. SEEKING APPOINTMENT TO

Which Board(s) or Committee(s) are you applying for?

Library Board
---------------



**2. INTEREST IN THE POSTION**

Why are you interested in this position?

I have education and experience in the world of literacy and would like to support that in Crossfield.

**3. WORK EXPERIENCE/EDUCATION**

Please describe your current or past work experience and education that you feel is relevant to your application.

I have a Library Tech diploma from SAIT, and have worked in bookstores, libraries, and tutoring positions as well as volunteering there. I also have an English degree.

**4. COMMUNITY AND VOLUNTEER ACTIVITIES**

Tell us about your current or past involvement on other boards, organizations, school and/or neighborhood groups, volunteer work whether with the Town of Crossfield or another community. (Include any offices held).

I have served two terms on my church board as well as being President, and am currently vice-president. I volunteered at my children's elementary and junior high schools.

**5. EXPERIENCE AND SKILLS**

Check all boxes below that correspond to your experience and skills that you would bring to the relevant board or committee.

<b>General Experience and Skills</b>	<input checked="" type="checkbox"/> Resident of the Town of Crossfield or area <input checked="" type="checkbox"/> At least 18 years of age <input checked="" type="checkbox"/> Canadian citizen or Permanent Resident <input checked="" type="checkbox"/> Integrity and high ethical standards <input type="checkbox"/> Effective listener <input checked="" type="checkbox"/> Strong decision-making skills <input checked="" type="checkbox"/> Strong public service orientation <input checked="" type="checkbox"/> Experience in community representation <input checked="" type="checkbox"/> Strong communication skills <input type="checkbox"/> Strong analytical and reasoning skills <input type="checkbox"/> Integrity and high ethical standards <input checked="" type="checkbox"/> Commitment to make Crossfield the best it can be for its citizens <input checked="" type="checkbox"/> Additional experience or skills: _____
<input checked="" type="checkbox"/> <b>Crossfield Municipal Library Board</b>	<input checked="" type="checkbox"/> Have a membership with the Crossfield Municipal Library <input type="checkbox"/> Understand or are familiar with the Libraries Act, Municipal Government Act and other pertinent Acts and Bylaws
<input type="checkbox"/> <b>Crossfield &amp; District Recreation Board</b>	<input type="checkbox"/> Experience in community recreation and cultural activities <input type="checkbox"/> Knowledge and experience in dealing with local organizations and funding opportunities <input type="checkbox"/> Understand or are familiar with the Alberta Societies Act and other pertinent Acts regarding non-profit <input type="checkbox"/> Understand or are familiar with bylaws regarding the Crossfield & District Recreation Board

<input type="checkbox"/> <b>Municipal Planning Commission (MPC)</b>  <b>OR</b>  <input type="checkbox"/> <b>Subdivision and Development Appeal Board (SDAB)</b>	<input type="checkbox"/> Experience in planning and design of public spaces and community activation <input type="checkbox"/> Experience in advancing diversity, equity, including or accessibility <input type="checkbox"/> Demonstrated work experience and expertise in Architecture and/or Engineering <input type="checkbox"/> Demonstrated work experience and expertise in Home Building <input type="checkbox"/> Demonstrated work experience and expertise in Landscaping Architecture <input type="checkbox"/> Demonstrated work experience and expertise in Real Estate Development <input type="checkbox"/> Demonstrated work experience and expertise in Real Estate or Planning Law <input type="checkbox"/> Demonstrated work experience and expertise in Urban Design, Planning or development <input type="checkbox"/> Understand or are familiar with subdivision, urban design, architectural and landscape plans <input type="checkbox"/> Understand or are familiar with Municipal Government Act and other pertinent Acts and Bylaws <input type="checkbox"/> Experience in managing competing interests and negotiating solutions <input type="checkbox"/> Experience in taking on leadership roles, inc. Chair and Vice Chair positions. <input type="checkbox"/> Regard for the interests of all parties affected by the outcome of decisions <input type="checkbox"/> Strong working knowledge or Alberta planning legislation
---	---

**6. CONFIRMATION**

I, the above applicant, hereby certify that the information as presented above is truthful and accurate to the best of my knowledge. I understand that offering falsified information may remove my candidacy from the application process.

Susan Tranfford

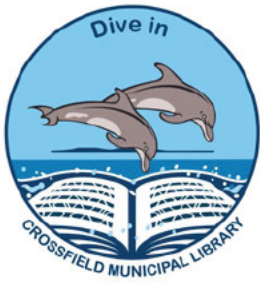
**December 14, 2024**

Signature

Date

**FOR OFFICE USE**

<b>Completed Application Received:</b>	<b>Date:</b> <u>December 23, 2024</u>
<b>Administration Review Completed:</b>	<b>Date:</b> <u>December 23, 2024</u>
<b>Council Approval:</b>	<b>Date:</b> _____



## CROSSFIELD MUNICIPAL LIBRARY

Box 40 | 1210 Railway Street  
Crossfield, AB. T0M 0S0  
403-946-4232  
crossfieldlibrary.ca

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Town of Crossfield Council,

The Town of Crossfield Library Board requests that Susan Trafford be officially appointed as a Library Board Trustee for a three-year term effective December 1<sup>st</sup>, 2024, with her term expiring December 1<sup>st</sup>, 2027.

Sincerely,

*Jennifer Warren*

Jennifer Warren

Manager

The Crossfield Municipal Library

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# Board Member Application

Name: Susan Trafford

Mailing Address (including postal code) [REDACTED]

Crossfield AB

Email address [REDACTED]

Home Phone Number: \_\_\_\_\_

Cell Phone Number [REDACTED]

Business Phone Number: \_\_\_\_\_

What Strengths and skills will you bring to this position? Open minded & willing to listen & learn. I have a Library Tech diploma from SALT.

List all previous experience on Boards, Commission, or volunteer positions. Volunteered in children's school library served twice on Board of 1st Church Christ Scientist Calgary served as President & currently Vice President of the above.

Why do you want to serve on the Library Board? I have first hand library experience in both working in & using libraries. I believe they are an important part of a community and would like to support that.

How long have you lived in the Town of Crossfield or Crossfield area? I moved to Crossfield mid July of this year.



Town of Crossfield

RECREATION – PARADE FUNDING FROM CROSSFIELD & DISTRICT RECREATION BOARD

Background/Rationale:

The Crossfield Rodeo Society submitted an application for funding multiple projects for the fall funding stream. After review, the Crossfield & District Recreation Board requested they resubmit their application with one large scale project.

The Crossfield Rodeo Society resubmitted an application requesting capital funding in the amount of \$5,000.00 from the Crossfield & District Recreation Board to assist with bleacher boards, gravel, ashtrays and paint. The Crossfield Recreation Board made the following motion:

MOVED by Mayor Harris to grant the Crossfield Rodeo Society \$5,000 to assist with costs related to bleacher boards, gravel, ashtrays, and paint. Seconded by Jayden Backs.

CARRIED

Recommendation:

Administration recommends that Council approve the Crossfield & District Recreation Board’s recommendation as presented.

Proposed Motion:

That Council approve the Crossfield & District Recreation Board’s recommendation to fund the Crossfield Rodeo Society in the amount of \$5,000.00 to assist with costs related to bleacher boards, gravel, ashtrays and paint.

Council Strategic Plan:

Strategic Priority #3: Parks, Recreation and Beautification – To ensure that the Town of Crossfield contributes to the environmental health of the community through the provision, preservation and improvement of parks, open spaces and recreation opportunities as well as the beautification of public spaces

Funding:

Town of Crossfield 2024 Operating Budget and the Rocky View County Recreation Cost Sharing Agreement

Table with 4 columns: Submitted by, Date, Approved by, Date, Submitted to, Date. Rows include Eris Latham, Russ Nash, and Town Council.



Town of Crossfield  
MONTHLY ADMINISTRATIVE REPORT  
DECEMBER 2024

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**Background/Rationale:**

This report is intended to provide Council with a summary of administrative activities carried out during the month of December, as well as an overview of planned initiatives and activities to be undertaken in the near term.

**Recommendation:**

That Council accept the December 2024 Administrative Update as information.

**Proposed Motion:**

That Council accept the December 2024 Administrative Update for information.

**Council Strategic Plan:**

N/A

**Funding:**

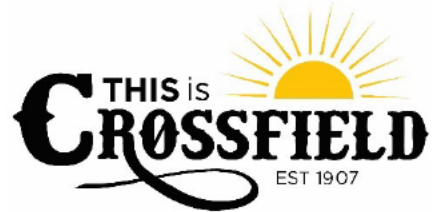
N/A

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<b>Submitted by:</b>	Senior Leadership Team	<b>Date:</b>	January 2, 2025
<b>Approved by:</b>	Kinza Barney, CAO	<b>Date:</b>	January 2, 2025
<b>Submitted to:</b>	Town Council	<b>Date:</b>	January 7, 2025

# Monthly Administrative Update

December 2024



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## Public Works & Infrastructure

### Monthly Update:

- Operations focused heavily on snow and ice control efforts in December and removed approximately 875 loads of snow from 30.2 km of roadways to the snow dump.
- The Town is currently working with external firms on several studies related to the Town's wastewater management to help inform next steps:
  - Wastewater Effluent Disposal Strategy (Q1 2025) – Establish interim strategy to dispose of more treated effluent
  - Receiving Stream Analysis (Q2 2025) – Determine effluent quality limits for additional discharges to Nose Creek
  - Sanitary Model Update (Q1 2025) – Model update for wastewater collection system
- Empringham Disposal began curbside waste collection on December 4, 2024 for a three (3) year term.

### Upcoming:

- The Town will issue an RFP in Q1 2025 for the design and contract administration of the Laut Avenue wastewater line replacement.
- The Town will issue an RFP in Q1 2025 for general engineering services.
- Administration will be working with F3 Networks in Q1 2025 on the design of a high-speed Telus fibre optic network within the town.

## Planning & Development

### Monthly Update:

- The Town received the following planning and development applications in 2024:
  - 1 redesignation application and 4 subdivision applications
  - 135 development permit applications, including 83 applications for new homes and 2 applications for new industrial buildings.
  - 15 home occupation permits and 12 sign permits

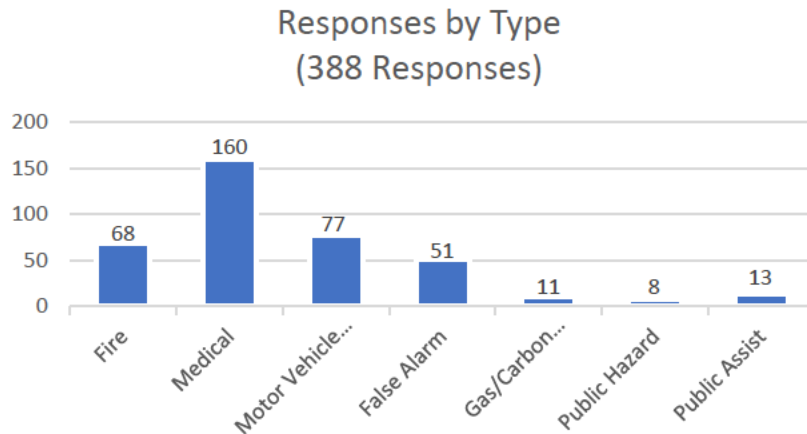
### Upcoming:

- The MDP is tentatively scheduled for 1<sup>st</sup> Reading on February 4, 2025.
- Administration intends to bring minor Land Use Bylaw amendments to Council in Q1 2025 with more significant amendments to follow later in the year to align with the updated MDP.

## Public Safety

### Monthly Update:

- In 2024, Fire Services responded to a total of 388 calls, down from a total of 527 calls in 2023. Of note, medical calls were down to 160 calls (accounting for 41% of total calls) compared to 268 calls in 2023 (accounting for 51% of total calls) – a decrease of 108 calls.



- Bradley Thibeault started as the Community Peace Officer on December 3, 2024. Municipal Enforcement attended 33 calls for service/complaints through the month of December. From these, 42 warnings (some complaints had multiple concerns) and 1 bylaw ticket were issued. Most complaints/infractions related to parking, school zones and snow removal.

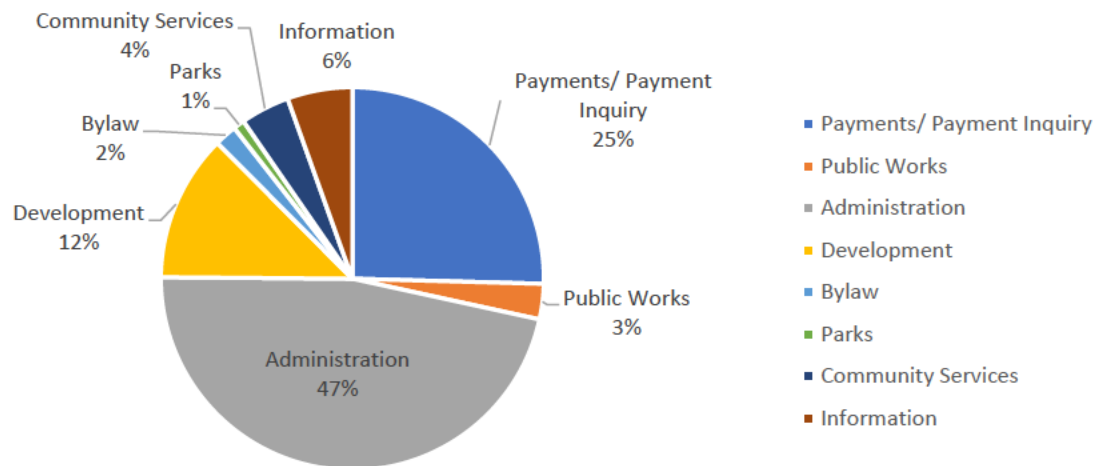
### Upcoming:

- Purchase of the Engine 155 replacement has commenced, following Council's approval during the 2025 budget deliberations and subsequent approval of the borrowing bylaw. The unit has to undergo some customization prior to delivery, and it is anticipated to arrive in Q2 2025.
- Administration will issue an RFP in Q1 2025 for phase 1 of the Fire Services Masterplan. As discussed in 2025 budget deliberations with Council, this phase will consist of a Community Risk Assessment.
- Administration will be working to update our Traffic Safety Plan as required by the Peace Officer Program.

## Customer Service/ Community Engagement

### Monthly Update:

- Customer Service responded to over 6,900 citizens request for service in 2024, with 435 of those being in the month of December. The average monthly volume was approximately 575 per month.
- Primary topics of interest for 2024 include Administration (47%), Payment/Payment Inquiries (25%) and Development (12%) (see Figure 1 below). For added context, Administration relates to items such as utility account inquiries, garbage and recycling inquiries, hall bookings, WIPPS/TIPPS inquiries and dog and business licenses.



- Most interactions with customer service are via telephone (61%), while some do still utilize walk-in service (32%), or alternative methods such as e-mail. (see Figure 2)

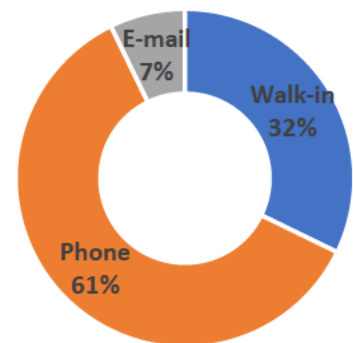


Figure 2: Customer Access

### **Upcoming:**

- E-Scribe Implementation is anticipated to be completed by end of Q1 2025, this includes Council and Department Director training.
- E-Gov set-up continues with install of a new server and training for Administration, with anticipated go-live date in early Q2 2025. E-Gov is an online customer portal that will be accessed through the Town's website where Crossfield residents and businesses can access their utility and tax account information, search property information, and make online account payments to name a few of the available features.

## **Community Services & Events**

### **Monthly Update:**

- The annual Twinklefest event was held on Sunday, December 1. Unfortunately, the weather was frigid for this event, so the turnout was lower than past years. Those in attendance were treated to Christmas movies in the park, a Christmas tree lighting, photos with Santa, and some indoor activities and games hosted by the Crossfield/Madden Food Bank.
- Another successful New Year's Eve celebration was held at Amery Park with skating, bonfires and a fireworks display. An estimated 150 – 175 people were in attendance at the park, while numerous other residents took in the fireworks from other locations around Town.
- MOU's for 2025 FCSS funding have been signed with external service providers.
- Administration has worked with the Rocky Mountain Athletic Association (RMAA) to adjust scheduling to accommodate ice lost in Didsbury as a result of a failure with their ice plant. For Council's reference, this is the association that provides minor hockey to our youth for age groups U13 to U18, in partnership with Carstairs and Didsbury.
- Ice was installed in the outdoor rink at Amery Park prior to Christmas.
- The Main Hall dance floor at the Community Hall was refinished between Christmas and New Year's.

### **Upcoming:**

- Plans are being started for our upcoming Family Day event on February 17, as well as activities for youth during their school break February 17 – 21.
- The Town is assisting the Crossfield Chamber of Commerce again this year to host a Crossfield Regional Career Fair on March 12, 2025.
- Administration is working with an interested party to open the Arena concession. It is anticipated the concession could be open to the public by mid-January 2025.
- Installation of the new park signs will begin in Q1 2025. Work will also commence on construction of the last 2 signs approved in the 2025 Capital Budget.
- Administration will issue an RFP in Q1 2025 for the Amery Park Outdoor Rink upgrade.

## **Administrative Services**

### **Monthly Update:**

- Finance has commenced work with auditors for year-end audit. The auditors will perform the year-end audit fieldwork by the end of March 2025, with the audit findings presented to Council in April.
- The 2025 Municipal Elections Nomination package is now available with Nomination Day deadline on September 22, 2025. Administration continues to attend training sessions relating to the Permanent Electors Register.

### **Upcoming:**

- Finance will be engaging the services of the GovDeals platform in 2025 to support the effective and timely disposal of surplus assets that are no longer required by the Town. This online platform is used by government to streamline the asset disposal process and provides for reduced burden on administration, full transparency and it also extends the Town's access to over 1,500,000 registered buyers throughout North America. Town administration will share a weblink via its website and social medial channels of all items posted for sale, to encourage local participation.
- Final version of the 2025 budget book will be available online following the final approval by Council in April.
- Administration will be working over the coming months in preparation for the Council orientation that will take place following the 2025 election.
- Council Chamber upgrade is nearing completion. New tables and chairs have been purchased and the reorganization of Council Chambers has been completed.

## Outstanding Action List

# # 8.2

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
047							
046							
045	Dec 17, 2024	274-2024	<b>Utility Write – Off's</b>	Amber Ouellette	Q1-2025	COMPLETED	
044	Dec 17, 2024	272-2024	<b>Letter of support</b> – Alberta Elks Association Community Initiatives	Lindsey Nash	Q1-2025	COMPLETED	Dec 31/24 – Letter of support submitted to Alberta Elks Association
041	Dec 3, 2024	<i>No Motion</i>	<b>Limit Ave Speed Change</b> – change speed limit from 50 km/h to 30 km/h.	Lindsey Nash	Q4 2024	IN PROGRESS	Dec 24/24 - Administration sent a to Alberta Transportation and Economic Corridors – waiting for response.
034	July 2, 2024	134-2024	<b>Offer to Purchase</b> – Additional information required with respect to the Offer to Purchase	Steven Altena Lindsey Nash	Q1 2025	IN PROGRESS	Administration to follow with Alberta Environment.
026	Feb 20, 2024	028-2024	<b>Snow Removal &amp; Ice Control Program</b> – program review	Steve Altena/ Murray Pollock	Q1 2025	IN PROGRESS	Administration is completing a program review and working on proposed recommendations.
024	Jan 16, 2024	<i>No Motion</i>	<b>Tax Sale Lands - 1316 Railway Street &amp; 1318 Railway Street</b> - Proposed Use of contaminated lands	Kinza Barney/ Lindsey Nash	Q1 2025	IN PROGRESS	Administration reached out to Alberta Environment (AE) and land use is informed by the type of contamination at each site. AE generally rely on experienced consultants to help explain the options. Operations has included a Phase 2 environmental assessment in the 2025 budget to determine what land contamination is present, if any and then confirm with AE on what could be developed on these lands.
013	Nov 21, 2023	274-2023	<b>Railway Street Decorative Lighting</b> – Council requests additional information on the costs associated with the decorative lighting being relocated to the hall & how the associated costs will be distributed between all parties involved.	Kinza Barney	Q4 2024	COMPLETED	CAO Barney continues to work with PE & Optics Lighting on associated costs and has a meeting scheduled for later in October. An updated report will be coming forward to a November council meeting.
007	Feb 21, 2023	064-2023	<b>Rodeo Ground Lease Agreement</b>	Russ Nash	Q1 2025	IN PROGRESS	Administration to bring forward a revised agreement with the recommended changes, as discussed following the approval of the Leasing of Town Facilities and Land Policy.
004	April 4, 2023	<i>No Motion</i>	<b>Town-Owned Lands – Discussion on future use</b> - Administration to prepare a list of town lands and provide options for what those lands could be used for. The intent being to review town owned lands that are not currently active properties and come up with a plan.	Lindsey Nash	Q1 2025	IN PROGRESS	A detailed list of town owned land/properties has been completed. Upon the completion of the NRED grant and completion of a Land Strategies including vacant properties, administration will prepare the report for Council's review for future strategy development.
002	April 19, 2022	129-2022	<b>Town Office Development</b> – Exploration of potential options for a Town Administrative Building	Kinza Barney/ Sub-committee	Q3 2026	ON HOLD	A sub-committee has been formed appointing the CAO, Russ Nash. Exploration of further options and required funding strategies to be identified in 2024.