

Town of Crossfield
AGENDA
Regular Council Meeting
Tuesday, January 21, 2025 – 7:00 p.m.

1. CALL TO ORDER

2. AGENDA

2.1 January 21, 2025

3. MINUTES

3.1 January 7, 2025 regular council meeting

4. ACTIONS AND DECISIONS

4.1 RV Dump Station - Fee for Service Model Review – Steve A – Sr. Planner/Dir. Of Infrastructure Growth

4.2 Subdivision and Development Appeal Board Application - Steve A – Sr. Planner/Dir. Of Infrastructure Growth

5. COUNCILLOR REPORTS

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

6. ADMINISTRATIVE UPDATE

6.1 Outstanding Items List

7. CORRESPONDENCE

7.1 Letter from Rocky View Foundation - Request for Requisition of Capital Funds for Affordable Housing Reserve Fund

8. ADJOURN

**Regular Council Meeting
January 7, 2025**

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

REGRETS

Councillor Knight

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

Mayor Harris called the council meeting to order at 7:00 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

001-2025 MOVED by Councillor Vang that the January 7, 2025 Council Agenda be accepted as prepared.

CARRIED

MINUTES

002-2025 MOVED by Councillor Brennan that the minutes of the December 17, 2024, regular Council meeting be accepted as presented.

CARRIED

DELEGATION

Crossfield Municipal Library Update

003-2025 MOVED by Councillor Brennan that Crossfield Municipal Library Update be accepted as presented.

CARRIED

Rocky View Handi Bus Update

004-2025 MOVED by Councillor Lambert that Rocky View Handibus Society Update be accepted as presented.

CARRIED

BOARD APPOINTMENT

Crossfield Library Board
Appointment

005-2025 MOVED by Councillor Gustafson that Council appoint Susan Trafford as a Library Board Trustee for a three-year term, expiring December 1, 2027.

CARRIED

ACTIONS AND DECISIONS

Crossfield & District
Recreation Board Funding
Request – Crossfield
Rodeo Society

Deputy Mayor Fox declared a conflict of interest and left the meeting at 7:36 p.m.

006-2025 MOVED by Councillor Lambert that Council approve the Crossfield & District Recreation Board's recommendation to fund the Crossfield Rodeo Society in the amount of \$5000.00 to assist with costs related to bleacher boards, gravel, ashtrays and paint.

IN FAVOUR
MAYOR HARRIS
COUNCILLOR BRENNAN
COUNCILLOR LAMBERT
COUNCILLOR VANG

OPPOSED
COUNCILLOR GUSTAFSON

MOTION CARRIED

COUNILLOR REPORTS

Mayor Harris

Continue to meet with CAO Barney
Had a Mid-Sized Mayors Caucus meeting this past weekend in preparation for the meeting tomorrow.

Deputy Mayor Fox

Nothing further to report.

Councillor Brennan

Nothing further to report.

Councillor Gustafson

Nothing further to report.

Councillor Lambert

Nothing further to report.

Councillor Vang

Nothing further to report.

007-2025 MOVED by Councillor Brennan that the Councillor Reports be accepted as presented. **CARRIED**

ADMINISTRATION UPDATE

Administration Update

008-2025 MOVED by Councillor Lambert that the month Administrative Update be accepted as presented.

CARRIED

Outstanding Items List **009-2025** MOVED by Councillor Gustafson that items, 013, 044, & 045 be removed from the Outstanding Items List.
CARRIED

CORRESPONDENCE

Nothing further under correspondence.

ADJOURN

010-2025 MOVED by Councillor Vang that the Council meeting adjourn at 7:48 p.m.
CARRIED

Mayor Harris

Kinza Barney
Chief Administrative Officer

DRAFT

Report to Council



Meeting Date: 2025-01-21
Meeting Type: Council Meeting
Prepared By: Steve Altena, Director of Infrastructure & Community Growth
Presented By: Steve Altena
Subject: **RV Dump Station Fee for Service Model Assessment**
Department: Water & Wastewater

REPORT PURPOSE:

The purpose of this report is to provide Council with a cost/benefit assessment of the RV Dump Station Fee for Service Model implementation prior to Council's final approval of this item within the 2025 Capital Plan in April 2025.

Administration's financial analysis of implementing a Fee for Service Model at the RV Dump Station suggests that the station will operate at a loss of a similar magnitude to the free model. Administration recommends that the Town RV Dump Station continue to operate under the existing free model.

RECOMMENDATION:

That Council directs Administration to remove the RV Dump Station Fee for Service Model project from the proposed 2025 Capital Plan.

PREVIOUS COUNCIL DIRECTIONS:

As part of the 2025 Capital Budget deliberations on November 14, 2024, Council approved the inclusion of the RV Dump Station Fee for Service Model project, pending further assessment by Administration to determine the return on investment prior to the project's final approval.

BACKGROUND:

Upon request, this item was brought forward for Council's consideration as part of the 2025 Capital Plan and includes the implementation of a user pay system for the RV dump station including installation of a user pay station and automatic locking dump station lid controlled by the pay station.

The existing RV dump station is free to use whereas the pay for service model was intended to provide for cost recovery for use of the wastewater system.

ANALYSIS:

Strategic Alignment

- Sustainable Community Growth
- Town Infrastructure
- Parks, Recreation & Beautification
- Social Development & Emergency Services
- Communications & Public Relations

Risks

The fee-for service model depends on sufficient usage to generate a profit and if demand falls below 1,020 users per year the model becomes less financially favourable.

The install of the RV Dump Station Fee for Service Model technology in 2025 could result in the required removal of the infrastructure to facilitate improvements to the concrete/asphalt at the site by 2026. This improvement will be required in the short-term to address existing draining issues that pose safety risks for users. This removal and reinstall would be facilitated by professional expertise, however it will add to the overall lifecycle costs of the asset.

COMMUNICATIONS AND ENGAGEMENT:

None required at this time.

FINANCIAL IMPLICATIONS:

The RV Dump Station Fee for Service Model has a capital budget of \$7,500 which is intended to support costs associated with system installation. In addition to annual operating costs, incorporated in the analysis is a one-time cost for the removal and replacement of the system to accommodate for the upgrading of the surrounding concrete/asphalt which will be required to address existing draining issues. The total costs to complete this work is estimated at \$2,000 and is spread across the lifespan of the asset for analysis purposes.

The information provided below represents the following assumptions:

- **Recovery Period:** 15 years (assumed lifespan of the asset)
- **Fee per use:** \$5.50
- **Operating months:** 5 (approximately 150 days per year)
- **One-Time Remove/Reinstall Cost:** \$2,000

Annual Cost Breakdown (Fee for Service Model):

Annual Costs	
Administrative Expenses	990
Licensing Fees	2,800
Miscellaneous Expenses	500

Credit Card Processing Fees (5% + monthly fee) (800 annual uses)	260
One-Time Cost Recovery (to remove and reinstall unit)	
Annual recovery over 15 years *	200
TOTAL ANNUAL COST	4,750

* Annual costs based on an assumed 15-year unit lifespan.

Comparison of Scenarios:

Carstairs operates a fee for service RV dump station at their campground with annual uses at approximately 800. While Administration does not have usage statistics for Crossfield's RV dump station, it is unlikely that use would exceed that of Carstairs given the integration of that station with a campground.

The table below shows the estimated costs of operating the existing free RV dump station and operating the fee for service model considering 800 annual uses.

Metric	Status Quo	Fee-For Service (800 annual uses)
Annual Costs	\$950	\$4,750
Revenues	0	\$4,400
Net Cost to Municipality	Loss of \$950	Loss of \$350
Break-Even Uses (annual)	N/A	1,020

If the rate assumptions above are approved and the annual usage exceeds 1,020 uses, the fee-for service model generates a profit. For instance,

- At 1,500 uses (average of 10 uses/day), the annual profits equal \$2,529.
- At 1,000 uses (average of 6.7 uses/day), the model operates at an annual loss of \$82.

Under the status quo, the Town subsidizes the service at a cost of \$950 annually, with no dependence on user volumes.

It should also be noted that under the current model the service is available all year round where with a Fee-For-Service model the service would be available for approximately 5 months per year (May – early October).

Comparator Data:

Information provided in the table below represents the availability of similar services within surrounding municipalities. The noted data for Crossfield represents a fee-for-service model with assumed rates for analysis purposes and would require Council approval.

Location	Distance (from Crossfield)	Cost	Season	Non-Potable Water	Payment Method
Didsbury	32 km	Free	May to early October	Yes	N/A

Location	Distance (from Crossfield)	Cost	Season	Non-Potable Water	Payment Method
Carstairs	19 km	\$5.00	May to early October	Yes	Credit/Debit
Rest Area - Dickson- Stevenson Stopping House	8 km	Free	May to September	Yes	N/A
Airdrie	16 km	\$5.50	May to mid October	Yes	Credit/Debit
Crossfield	0	\$5.50	May to early October	Yes	Credit/Debit

ALTERNATIVES/IMPLICATIONS:

Should Council wish to implement the RV Dump Station Fee for Service Model, the following motion is recommended:

That Council directs Administration to implement the RV Dump Station Fee for Service Model project in accordance with the proposed 2025 Capital Plan.

ATTACHMENTS: N/A

Report to Council



Meeting Date: 2025-01-21
Meeting Type: Council Meeting
Prepared By: Steve Altena, Director of Infrastructure and Community Growth
Presented By: Steve Altena
Subject: SDAB Application
Department: Planning & Development

REPORT PURPOSE:

The purpose of this report is to present a member-at-large applicant for the Town's Subdivision and Development Appeal Board (SDAB) for Council's consideration. The applicant is currently a member of the Municipal Planning Commission (MPC). A person may not be appointed as a member of SDAB if they are a member of the Municipal Planning Commission as per *Municipal Government Act* Section 627 (4).

The applicant's membership on MPC would need to be rescinded for an appointment to SDAB. This would reduce the membership of MPC, thereby supporting SDAB at the expense of MPC. Given that MPC meets more regularly than SDAB, Administration recommends that Council does not appoint the applicant to SDAB at this time.

Should Council wish to discuss personal information contained in the application, Administration recommends that Council move into a closed session under Section 17 (disclosure harmful to personal privacy) and Section 19 (confidential evaluations) of the Freedom of Information and Protection of Privacy Act.

RECOMMENDATION:

That Council decline Carmen Cornelius' application for the Subdivision and Development Appeal Board.

PREVIOUS COUNCIL DIRECTION:

None applicable for this item.

BACKGROUND:

Under Section 4.1 of the Subdivision and Development Appeal Board Bylaw 2024-05, the Board shall be comprised of five (5) members and include residents as members at large and up to one (1) councillor. The SDAB is currently comprised of 4 members and therefore can achieve quorum.

Under Section 4.0 of the Municipal Planning Commission Bylaw 2018-02, MPC shall be comprised of five (5) public at large and one (1) member of Council. MPC is currently comprised of 5 members and meets more regularly than SDAB. The MPC members are within the first half of their four-year term having been appointed on April 4, 2023.

ANALYSIS:**Relevant Statutes / Master Plans / Town Documents**

A Subdivision and Development Appeal Board is a legislated requirement under Section 627 of the *Municipal Government Act*.

Risks

The appointment of the applicant to SDAB will reduce the membership of MPC. The Town would then advertise for an additional MPC member.

COMMUNICATIONS AND ENGAGEMENT:

None required at this time.

FINANCIAL IMPLICATIONS:

No financial implications are identified.

ALTERNATIVES/IMPLICATIONS:

Should Council desire to appoint the applicant to SDAB, Administration recommends that the appointment be tabled until additional MPC members can be recruited.

Should Council desire to appoint the applicant to SDAB immediately, Administration recommends the following motions:

That Council rescind Carmen Cornelius' membership on the Municipal Planning Commission given his appointment to the Subdivision and Development Appeal Board, in accordance with the *Municipal Government Act* Section 627 (4).

That Council appoint Carmen Cornelius to the Subdivision and Development Appeal Board for a three (3) year term.

ATTACHMENTS:

Board and Committee Application (Redacted)



Town of Crossfield
DEC 05 2024
RECEIVED

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>	
Carmen	Cornelius	In Town of Crossfield	32 years
		Crossfield Area	years

Mailing Address	City	Province	Postal Code
[REDACTED]	Crossfield	AB	TOMASO

Email Address	Telephone Number
[REDACTED]	[REDACTED]

How did you hear about this opportunity?

- | | |
|--|---|
| <input type="checkbox"/> Crossfieldalberta.com | <input checked="" 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, TOM OSO

Hand Deliver to:
Town Office
1005 Ross Street,
Crossfield, AB TOM OSO

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. SEEKING APPOINTMENT TO

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

SDAB
Subdivision & Development Appeal Board

2. INTEREST IN THE POSITION

Why are you interested in this position?

I have always enjoyed Community involvement.
I am currently on the MPC board (municipal planning Commission)
& would like to expand on something new.

3. WORK EXPERIENCE/EDUCATION

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

I have been a part of a small business in Crossfield since 1992. I care deeply about our community & the people who call it home.
my business has been a huge part in this growing community.

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).

- MPC
 - Coach of minor ball
 - volunteer at the schools when my children attended
 - Donate to various community groups
 ↳ Casino for who's crew
 ↳ Assist Hamper program with donations

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.

<p>General Experience and Skills</p>	<p><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 checked="" 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 checked="" type="checkbox"/> Strong analytical and reasoning skills <input checked="" type="checkbox"/> Integrity and high ethical standards <input checked="" type="checkbox"/> Commitment to make Crossfield the best it can be for its citizens <input type="checkbox"/> Additional experience or skills: _____</p>
<p><input type="checkbox"/> Crossfield Municipal Library Board</p>	<p><input 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</p>
<p><input type="checkbox"/> Crossfield & District Recreation Board</p>	<p><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</p>

Municipal Planning Commission (MPC)

OR

Subdivision and Development Appeal Board (SDAB)

- Experience in planning and design of public spaces and community activation
- Experience in advancing diversity, equity, including or accessibility
- Demonstrated work experience and expertise in Architecture and/or Engineering
- Demonstrated work experience and expertise in Home Building
- Demonstrated work experience and expertise in Landscaping Architecture
- Demonstrated work experience and expertise in Real Estate Development
- Demonstrated work experience and expertise in Real Estate or Planning Law
- Demonstrated work experience and expertise in Urban Design, Planning or development
- Understand or are familiar with subdivision, urban design, architectural and landscape plans
- Understand or are familiar with Municipal Government Act and other pertinent Acts and Bylaws
- Experience in managing competing interests and negotiating solutions
- Experience in taking on leadership roles, inc. Chair and Vice Chair positions.
- Regard for the interests of all parties affected by the outcome of decisions
- 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.

Signature

December 4, 2024

Date

FOR OFFICE USE

Completed Application Received:	Date: _____
Administration Review Completed:	Date: _____
Council Approval:	Date: _____

Outstanding Action List

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
050							
049							
048							
047	Jan 7, 2025	006-2025	Crossfield & District Recreation Board funding request – Crossfield Rodeo Society	Eris Latham	Q1-2025	COMPLETED	Cheque requestion completed and notification to the Rodeo Board ahs been completed.
046	Jan 7, 2025	005-2025	Crossfield Library Board Appointment	Lindsey Nash	Q1-2024	COMPLETED	Appointment letter emailed to Library Board.
041	Dec 3, 2024	<i>No Motion</i>	Limit Ave Speed Change – 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	Offer to Purchase – Additional information required with respect to the Offer to Purchase	Steven Altena Lindsey Nash	Q1 2025	IN PROGRESS	Administration to follow with Alberta Environment. Waiting for results of Phase 2 environmental.
026	Feb 20, 2024	028-2024	Snow Removal & Ice Control Program – 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>	Tax Sale Lands - 1316 Railway Street & 1318 Railway Street - 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.
007	Feb 21, 2023	064-2023	Rodeo Ground Lease Agreement	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	No Motion	Town-Owned Lands – Discussion on future use - 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. A Land Inventory has been completed and will be presented to council at the February 18 planning meeting.
002	April 19, 2022	129-2022	Town Office Development – 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.

January 7, 2025

Dear Crossfield Council,

Subject: Request for Requisition of Capital Funds for Affordable Housing Reserve Fund

Rocky View Foundation (RVF) is dedicated to addressing the growing need for safe, secure, and affordable housing across our county. For over 60 years, we have worked tirelessly to enhance the quality of life for individuals in need through sustainable housing solutions and community-driven initiatives.

As part of our ongoing mission, we are committed to fostering strong regional collaboration with our municipalities to identify and pursue opportunities for affordable housing development. To support these efforts, we are seeking your council's approval to establish a dedicated capital reserve fund for future regional housing projects. This fund will enable RVF to respond proactively to emerging housing needs across our region, leverage additional funding opportunities, and drive the development of new housing initiatives. With affordable housing remaining a critical issue in our region, planning for long-term sustainability is essential.

Recognizing the financial pressures on municipal budgets, we are proud to share that we have reduced our current operating budget for the upcoming year. This adjustment ensures that the total requisition we request will not exceed the amount allocated in the previous year. ***In short, we can pursue this initiative of an Affordable Housing Reserve Fund without increasing our requisition from last year.***

As such, RVF respectfully requests that \$500,000 be included in the 2025 budget to establish the Affordable Housing Reserve Fund. These funds will serve as the foundation for a sustainable and impactful reserve, enabling us to:

1. **Plan for the Future:** Facilitate the construction, expansion, or rehabilitation of affordable housing units in line with identified community needs.
2. **Leverage Other Funding:** Strengthen our ability to secure provincial, federal, and private funding opportunities through matching contributions.
3. **Ensure Financial Stability:** Mitigate financial risks associated with unforeseen capital expenditures or market fluctuations.

Establishing this fund will be pivotal in ensuring we meet the increasing demand and continue serving all our communities effectively.

Please feel free to contact us at 403-945-9724 with any questions or to arrange a meeting.

Sincerely,

Chris Rowe

Chris Rowe
Chief Administrative Officer