

**Town of Crossfield**  
**AGENDA**  
**Regular Council Meeting**  
**Tuesday, February 18, 2025 – 7:00 p.m.**

**1. CALL TO ORDER**

**2. AGENDA**

2.1 February 18, 2025

**3. MINUTES**

3.1 February 4, 2025, regular council meeting

**4. BYLAWS**

4.1 Bylaw 2025-01 – Municipal Development Plan

**5. ACTIONS AND DECISIONS**

5.1 Active Transportation Federal Grant

5.2 Bike Pump Track Location Report

**6. FINANCE**

6.1 2024 operating and capital carry forward

**7. COUNCILLOR REPORTS**

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

**8. ADMINISTRATIVE UPDATE**

8.1 Outstanding Items List

**9. ADJOURN**



**Regular Council Meeting  
Minutes**

**Tuesday, February 04, 2025**

**Council Chambers  
900 Mountain Avenue,  
Crossfield, Alberta, T0M 0S0**

- PRESENT:** Mayor Harris  
Deputy Mayor Fox  
Councillor Brennan  
Councillor Gustafson  
Councillor Lambert  
Councillor Vang
- REGRETS:** Councillor Knight
- STAFF:** Steve Altena, Acting CAO  
Lindsey Nash, Administrative and Legislative Services Manager (Recording Secretary)  
Russ Nash, Director of Community & Protective Services  
Amber Ouellette, Chief Finance Officer
- 

**1. 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.

**2. AGENDA**

2.1. February 4, 2025

**019-2025**

**MOVED by Councillor Vang that the February 4, 2025, Council Agenda be accepted as prepared.**

**CARRIED**

### 3. MINUTES

- 3.1. January 21, 2025, regular council meeting

**020-2025**

**MOVED by Councillor Brennan that the January 21, 2025, regular council meeting minutes be accepted with amendments.**

**CARRIED**

### 4. DELEGATION

- 4.1. BDO Canada LLP, Financial Auditor Planning Report

**021-2025**

**MOVED by Councillor Lambert that Council accept the Financial Auditor Planning Report as presented for information.**

**CARRIED**

### 5. ACTIONS AND DECISIONS

- 5.1. Crossfield & District Recreation Board member appointment

**022-2025**

**MOVED By Deputy Mayor Fox that Council approve the appointing of Dorothy Rodehuts Kors to the Crossfield & District Recreation Board for a 3-year term, expiring February 2028.**

**CARRIED**

- 5.2. Purple Day Proclamation for Epilepsy Awareness – March 26, 2025

**023-2025**

**MOVED by Mayor Harris the Council proclaim March 26, 2025, as Purple Day for Epilepsy Awareness in the Town of Crossfield.**

**CARRIED**

### 6. COUNCILLOR REPORTS

Mayor Harris

- Attended 2 Mid-size Towns Mayors Caucus meetings and had a meeting with Minister McIver regarding funding for the Mid-size Mayor Caucus. A committee has been formed to review the funding.

Deputy Mayor Fox: Nothing further to report

Councillor Brennan: February 1 attended a Marigold Library Meeting.

Councillor Gustafson: January 29 - attended a Rocky View Foundation Meeting.

Councillor Lambert: Nothing further to report.

Councillor Vang: Nothing further to report.

**024-2025**

**MOVED By Councillor Gustafson that the Councillors Business be accepted as presented.**

**CARRIED**

**7. ADMINISTRATIVE UPDATE**

7.1. Administrative Monthly Update

**025-2025**

**MOVED By Councillor Brennan that the Administrative Update be accepted as presented.**

**CARRIED**

7.2. Outstanding Items List

**026-2025**

**MOVED By Councillor Gustafson that the Outstanding Items list be accepted as presented.**

**CARRIED**

**8. CLOSED SESSION**

8.1 Vista Crossing School Site – Disclosure harmful to business interests of a third party – FOIP Section 16 (1)

**027-2025**

**MOVED By Councillor Gustafson that the Council enter in Camera at 7:28 p.m. to discuss:**

**1. Vista Crossing School Site – Disclosure harmful to business interests of a third party – FOIP Section 16 (1)**

**028-2025**

**MOVED By Councillor Lambert that the Council leave in Camera at 8:05 p.m.**

**CARRIED**

**029-2025**

**MOVED By Councillor Brennan that council accept this report for information and direct administration to return on February 18, 2025, with a recommended course of action considering the results of the interim effluent disposal strategy.**

**CARRIED**

**9. ADJORN**

**030-2025**

**MOVED By Councillor Vang that Council adjourn the meeting at 8:04 p.m.**

**CARRIED**

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Mayor Harris

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Steven Altena,  
Acting Chief Administrative Officer

## Report to Council



**Meeting Date:** 2025-02-18  
**Meeting Type:** Council Meeting  
**Prepared By:** Steve Altena, Director of Infrastructure and Community Growth  
**Presented By:** Becky Soby, Urban Systems Limited  
**Subject:** Municipal Development Plan – 1st Reading  
**Department:** Planning & Development

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### REPORT PURPOSE:

The purpose of this report is to present the updated Crossfield Municipal Development Plan (MDP) to Council for first reading. Crossfield's current MDP was adopted in 2018 and as considered by Council in 2022 & 2023, Administration has been working with Urban Systems Limited (USL) to update the MDP. Considering Council's direction and public engagement, significant changes are proposed for the MDP as summarized below:

- Restructuring of the document and identification of strategic directions to better align policies with desired outcomes as informed by the community vision.
- Introduction of land use policy areas, related policies and typologies to guide placemaking for neighbourhoods, districts and corridors within Crossfield.
- Restructuring of the reserve policies to ensure the dedication of functional reserve land.
- Reconfiguration of the MDP implementation and monitoring chapters to clearly identify the actions needed to implement the MDP effectively.
- Establishment of a clear planning hierarchy including delineating Community Area Structure Plans, Neighbourhood Structure Plans and Concept Plans.
- Identification of submission requirements for planning and development applications.
- Recognition that flexible, interim servicing strategies that allow for a phased development approach would support business growth on the east side of Hwy 2A.

These changes are intended to provide strong guidance for future development within Crossfield to achieve the community vision and support the community's values. Administration recommends conducting public engagement on the draft MDP prior to a public hearing and notes that the draft MDP will be circulated to Rocky View County and other agencies for comment. Administration and USL will continue to make amendments to the MDP following first reading, incorporating Council, resident and stakeholder feedback.

### RECOMMENDATION:

That the Crossfield Municipal Development Plan Bylaw 2025-01 be given first reading.

That Council direct Administration to conduct public engagement on the draft Crossfield Municipal Development Plan and return to Council for a public hearing before the end of Q2 2025.

**PREVIOUS COUNCIL DIRECTION:**

Council, Administration and 3<sup>rd</sup> party planning and engineering service providers held growth and planning meetings and workshops through 2022 and 2023 that led to a series of recommendations for potential amendments to the MDP and Land Use Bylaw.

**BACKGROUND:**

The MDP is a long-range statutory plan intended to guide the Town of Crossfield Council and Administration in making sustainable, responsible, and accountable decisions with respect to land use, development, and service provision. All municipalities in Alberta are required to adopt a Municipal Development Plan (MDP) pursuant to Section 632 of the *Municipal Government Act*.

The plan is created in consultation with the community, to ensure it captures the aspiration of the Town as a whole. The MDP also serves to inform government agencies, public and private utilities and service providers, other authorities such as local school jurisdictions and Rocky View County, non-governmental organizations, developers, residents, and local businesses of the major policy directions that the Town of Crossfield has established.

The MDP conforms in turn to the goals, objectives, and policies of higher-order provincial and regional plans and policies such as the Government of Alberta Land Stewardship Act, Land Use Policies, and Land Use Framework. More specifically, the policies of this MDP reflect the broader provincial and regional economic development, growth management, and land use stewardship strategies and goals that promote development along the QE II Highway corridor, protection of significant landscapes and natural systems, and concentration of development within urban centres at higher densities than have been developed in the past.

The plan is meant to be a dynamic, adaptable resource. While it is important to provide a framework that guides growth and key decisions, it is also important to maintain flexibility to accommodate requests that may not exactly fit within the plan. In the absence of clear direction, the community vision and identity, desired outcomes, and guiding principles outlined in the plan should provide the guiding direction.

This framework is rooted in a community vision established with three parts:

- Values: A shared collection of things that matter to us (e.g. family, safety, integrity etc.)
- Assets: The elements we want to protect and improve (e.g. recreation, environment, business)
- Aspirations: What we want to be tomorrow (e.g. attractive spaces, economic growth, fiscal health)

Considering the community vision, the MDP is intended to provide the policy direction and recommended actions to support achieving identified desired outcomes, which include:

- Community orientated development
- Housing diversity
- Sustainable infrastructure

- Fiscal health
- Informed and engaged citizens

The restructured MDP identifies strategic directions to frame and focus policies to achieve the desired outcomes.

#### **ANALYSIS:**

##### **Strategic Alignment**

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

##### **Environmental Impact:**

The MDP provides direction and policy on environmental stewardship and sustainability, identifying that the physical environment and natural systems of Crossfield are the foundation for all planning and development within Crossfield. Preserving and protecting these natural areas is a key responsibility of the Town when considering any future growth and development.

##### **Economic Impact**

The MDP includes policies to support the economic development and growth of the Town. Municipalities are economic entities. Without self-sustaining and growing economic activity, a town may lose its momentum and stagnate. Conversely, strong, diverse, and creative economies generate jobs, wealth, and innovation. When considering the types of businesses and industry that come with economic development, it is important to balance the desire to attract new businesses while retaining existing businesses and creating the culture and supportive environment to support entrepreneurship.

##### **Social Impact**

The MDP includes policies to development and maintain community services and facilities, as well as promoting cultural heritage. Community facilities and services and recreational amenities all provide necessary benefits to the mental and physical health of local citizens and help to bring people from diverse backgrounds together. The MDP commits the Town to developing community facilities and to providing social and emergency services so that the people of all ages, incomes, backgrounds, and abilities can participate in leisure activities and have reliable access to emergency services.

##### **Relevant Statutes / Master Plans / Town Documents**

All statutory planning documents, including Area Structure Plans (ASPs) and Area Redevelopment Plans (ARPs), and the Town of Crossfield Land Use Bylaw (LUB), must be consistent with the policies contained within the MDP. The LUB is an important regulatory tool for implementing the MDP and other statutory plans on a detailed and site-specific basis.

The Town of Crossfield Council has and will adopt several statutory plans for specific areas within Crossfield. Existing statutory plans include:

- Sunset Ridge ASP
- Iron Landing ASP
- Vista Crossing ASP
- Hawks Landing ASP
- Crossfield East ASP
- Downtown and Entrance ARP

The goals, objectives, policies, legislation, and regulations of senior federal, provincial, and regional jurisdictions shall be consulted when making decisions in accordance with the MDP. Relevant senior government documents include the MGA, Land Stewardship Act, Land Use Policies, and Land Use Framework.

### **Risks**

There are several risks areas related to implementing an effective MDP:

- Lack of public awareness about the plan and its implications, and disconnect between the community's vision and the vision of the MDP. These issues can be mitigated with further public engagement that allows for transparent communication of the MDP and allows for meaningful public feedback.
- Overly ambitious action plan that is difficult to accomplish within available budgets and timeframe. This can be mitigated by ensuring the MDP is a document that informs the annual budgeting process and by treating the MDP as a living document that can be amended and adapted as circumstances change.
- Unexpected or undesirable shifts in development patterns and growth. This is mitigated by structuring the draft MDP around the community vision. Should the MDP have unexpected results the document is intended to be a dynamic resource that can be adapted to changing circumstances and should be revisited regularly.

### **COMMUNICATIONS AND ENGAGEMENT:**

The draft MDP is informed through engagement with Council and the community. Notably, Council completed multiple workshops to better understand Town priorities and establish a common vision moving forward. These sessions were instrumental in digging deeper to identify the key ingredients of a local vision and establish priorities that align with the community's values. These sessions, combined with the direction in Council's Strategic Plan, formed the foundation to support our comparative analysis evaluating the relationship between current policy and Council priorities.

Engagement with the community was conducted at Community Fest 2024, with an online survey and through discussions on other Town initiatives. The community identified important values in several areas including: small-town sense of community, access to parks and natural amenities, character and identify of town, pedestrian connectivity, diverse shopping options and opportunities for young people to establish themselves close to home.

Administration recommends that further public engagement be conducted on the draft MDP following first reading.

**FINANCIAL IMPLICATIONS:**

The MDP strives to promote and support development typologies that contribute to the overall fiscal health of the Town. Infrastructure and development decisions made today have financial consequences for the future. Consistently approving development patterns that do not generate the necessary revenue to sustainably service them forces the town to generate more revenue elsewhere. Careful consideration of the development pattern is key to balancing fiscal health for the town and affordability for citizens. Therefore, decisions about when, where, and how to grow and develop must be made with both short and long-term implications in mind.

**ALTERNATIVES/IMPLICATIONS:**

No alternative options have been identified for Council's consideration.

**ATTACHMENTS:**

- Bylaw 2025-01
- 2025 Draft Crossfield Municipal Development Plan

# **TOWN OF CROSSFIELD MUNICIPAL DEVELOPMENT PLAN BYLAW No. 2025-01**

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**Being a Bylaw to Adopt the Municipal Development Plan for the Town of Crossfield, in the Province of Alberta pursuant to Section 632 of the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26, and amendments thereto, every council of a municipality must by bylaw adopt a municipal development plan;**

**WHEREAS** pursuant to Section 632 of the same Act, a municipal development plan shall address the future land use within the municipality; the manner of and the proposals for future development in the municipality; the coordination of land uses, future growth patterns, and other infrastructure with adjacent municipalities if there is no intermunicipal development plan; the provision of transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities; and the provision of municipal services and facilities;

**AND WHEREAS** pursuant to Section 632 of the same Act, a municipal development plan may address proposals for the financing and programming of municipal infrastructure; the coordination of municipal programs relating to the physical, social, and economic development of the municipality; environmental matters; the financial resources of the municipality; the economic development of the municipality; and any other matter relating to the physical, social or economic development of the municipality;

**AND WHEREAS** the Municipal Council for the Town of Crossfield in the Province of Alberta (hereinafter called the Council") in a duly assembled meeting did pass a resolution authorizing the preparation of a municipal development plan;

**AND WHEREAS** the Council has caused to be prepared by its Administration a draft Municipal Development Plan for Council approval;

**NOW THEREFORE** the Council, duly assembled, hereby enacts as follows:

1. This Bylaw may be cited as the "Crossfield Municipal Development Plan";
2. The Crossfield Municipal Development Plan, being Schedule "A", as attached to and forming a part of this Bylaw is hereby adopted; and,
3. This Bylaw comes into full force and effect upon the date of third and final reading.

Read a first time February 18<sup>th</sup>, 2025

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Mayor Kim Harris

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Kinza Barney  
Chief Administrative Officer

PUBLIC HEARING held the \_\_\_\_ day of \_\_\_\_\_ 202\_.

READ A SECOND TIME the \_\_\_\_ day of \_\_\_\_\_ 202\_.

READ A THIRD AND FINAL TIME and passed the \_\_\_\_ day of \_\_\_\_\_ 202\_.

\_\_\_\_\_  
Mayor Kim Harris

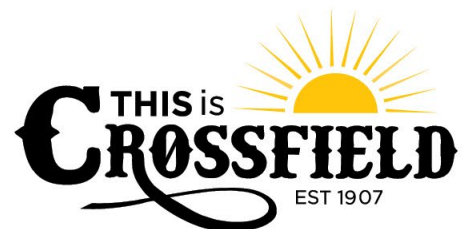
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Kinza Barney  
Chief Administrative Officer

# **Schedule A**

## **Crossfield Municipal Development Plan**

TOWN OF CROSSFIELD

# Municipal Development Plan – Update February 2025 Draft



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# 1.0 MDP FRAMEWORK

## 1.1 Purpose

### What is an MDP?

This Municipal Development Plan (MDP) is a long-range statutory plan intended to guide the Town of Crossfield Council and administration in making sustainable, responsible, and accountable decisions with respect to land use, development, and service provision. The plan is created in consultation with the community, to ensure it captures the aspiration of the Town as a whole. The MDP also serves to inform government agencies, public and private utilities and service providers, other authorities such as local school jurisdictions and Rocky View County, non-governmental organizations, developers, residents, and local businesses of the major policy directions that the Town of Crossfield has established.

The MDP conforms in turn to the goals, objectives, and policies of higher-order provincial and regional plans and policies such as the Government of Alberta Land Stewardship Act, Land Use Policies, and Land Use Framework. More specifically, the policies of this MDP reflect the broader provincial and regional economic development, growth management, and land use stewardship strategies and goals that promote development along the QE II Highway corridor, protection of significant landscapes and natural systems, and concentration of development within urban centres at higher densities than have been developed in the past.



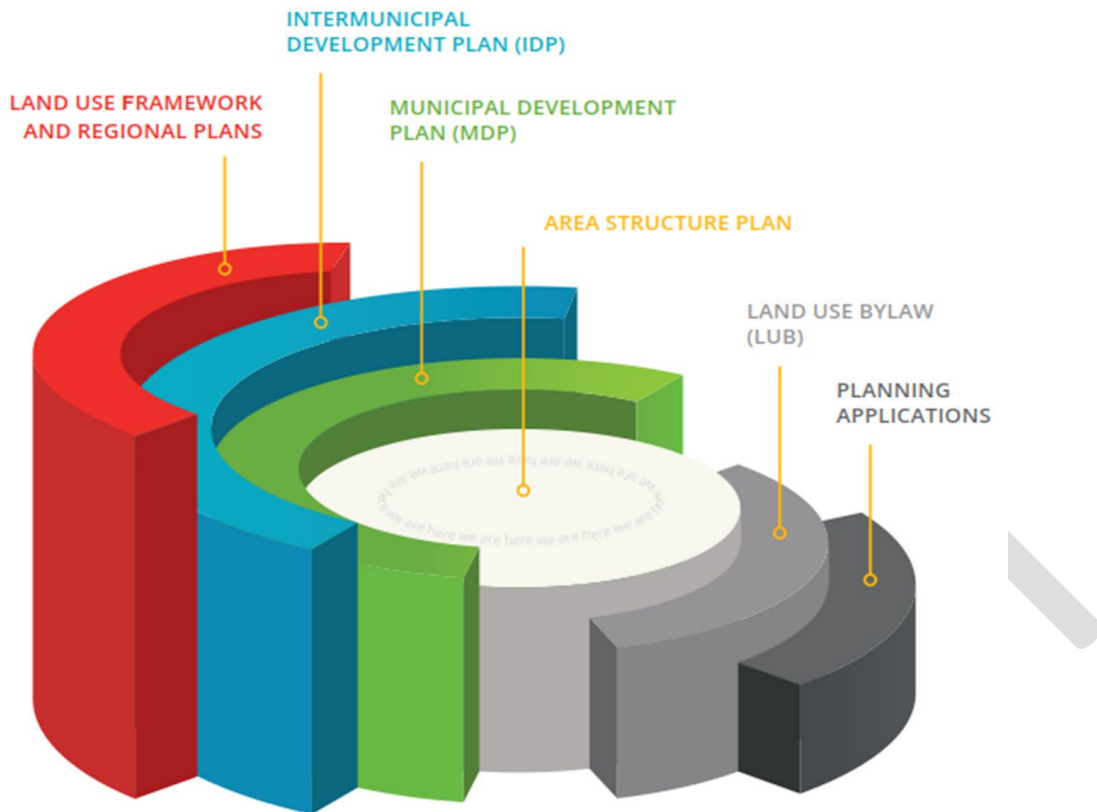


Figure 1 - Hierarchy of Plans

The plan must be a dynamic, adaptable resource. While it is important to provide a framework that guides growth and big decisions, it is also important to maintain flexibility to accommodate requests that may not exactly fit within the plan. In the absence of clear direction, the community identity, desired outcomes, and guiding principles outlined in the plan should always be referenced. See Table 1 for a general overview of the overall intent of the plan and why it matters to have an updated and contextually relevant plan.

WE AIM TO ACCOMPLISH	WE DO THIS BY ASKING...
<p>Understanding our current, and potential future, needs. To remain fiscally stable, a municipality must develop in a way that generates enough revenue to cover liabilities not just today, but also in the future.</p>	<p>What can the town and its citizens afford?</p>
<p>Telling the story of Crossfield. Having a clear identity and set of principles helps avoid becoming “anywhere” and distinguishes the town from surrounding communities.</p>	<p>What defines Crossfield today and in the future?</p>
<p>Getting the big stuff right. Creating priorities for land, infrastructure, and economic development decisions is essential to maximize returns on investment and quality of life.</p>	<p>How and why do we want to grow?</p>
<p>Enabling clear expectations and consistent, predictable decisions. Make elected officials, staff, and other partners unified, efficient, and proactive.</p>	<p>What does successful implementation look like?</p>
<p>Opportunities for more informed and engaged citizens. Engaged citizens support leadership and bring ideas forward. They actively participate in decisions, represent their neighbourhood, and contribute to positive change.</p>	<p>How do we empower citizens to contribute to this process?</p>
<p><b>SO WHY DOES THIS MATTER?</b></p>	
<p>It’s simple. The future of Crossfield affects everyone within it, from its newest arrivals to lifelong citizens. Everyone has a vested interest in making the community the best place it can be.</p>	

Table 1 - General Overview

## Why do we need it?

In accordance with the Province of Alberta Municipal Government Act (MGA), the purpose of the Town of Crossfield Municipal Development Plan (MDP) is to provide general policies for the future development of the Town of Crossfield. This MDP is established under the authority of Section 632 of the MGA, which addresses the adoption of MDPs and stipulates which matters must and may be addressed by MDP's.

In accordance with the MGA, an MDP must address:

- The future land use within the municipality,
- The manner of and the proposals for future development in the municipality,
- The co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities,
- The provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities, and
- The provision of municipal services and facilities either generally or specifically
- And may address:
  - Proposals for the financing and programming of municipal infrastructure,
  - The co-ordination of municipal programs relating to the physical, social and economic development of the municipality,
  - Environmental matters within the municipality,
  - The financial resources of the municipality,
  - The economic development of the municipality, and
  - Any other matter relating to the physical, social or economic development of the municipality.

Today's challenges can often be traced to yesterday's solutions, particularly in instances where decisions were made without the benefit of a strong guide. Development decisions that we make in communities have repercussions far into the future. Simply having a relevant and updated plan does not ensure the "right" decisions get made.

Plans cannot predict the future and they are not designed to evaluate whether decisions are "right" or "wrong", rather good plans put local governments in the position to make defensible decisions. The updated MDP was designed to reflect the desires of the community and provide a roadmap for the future of the Town.

## 1.2 Background

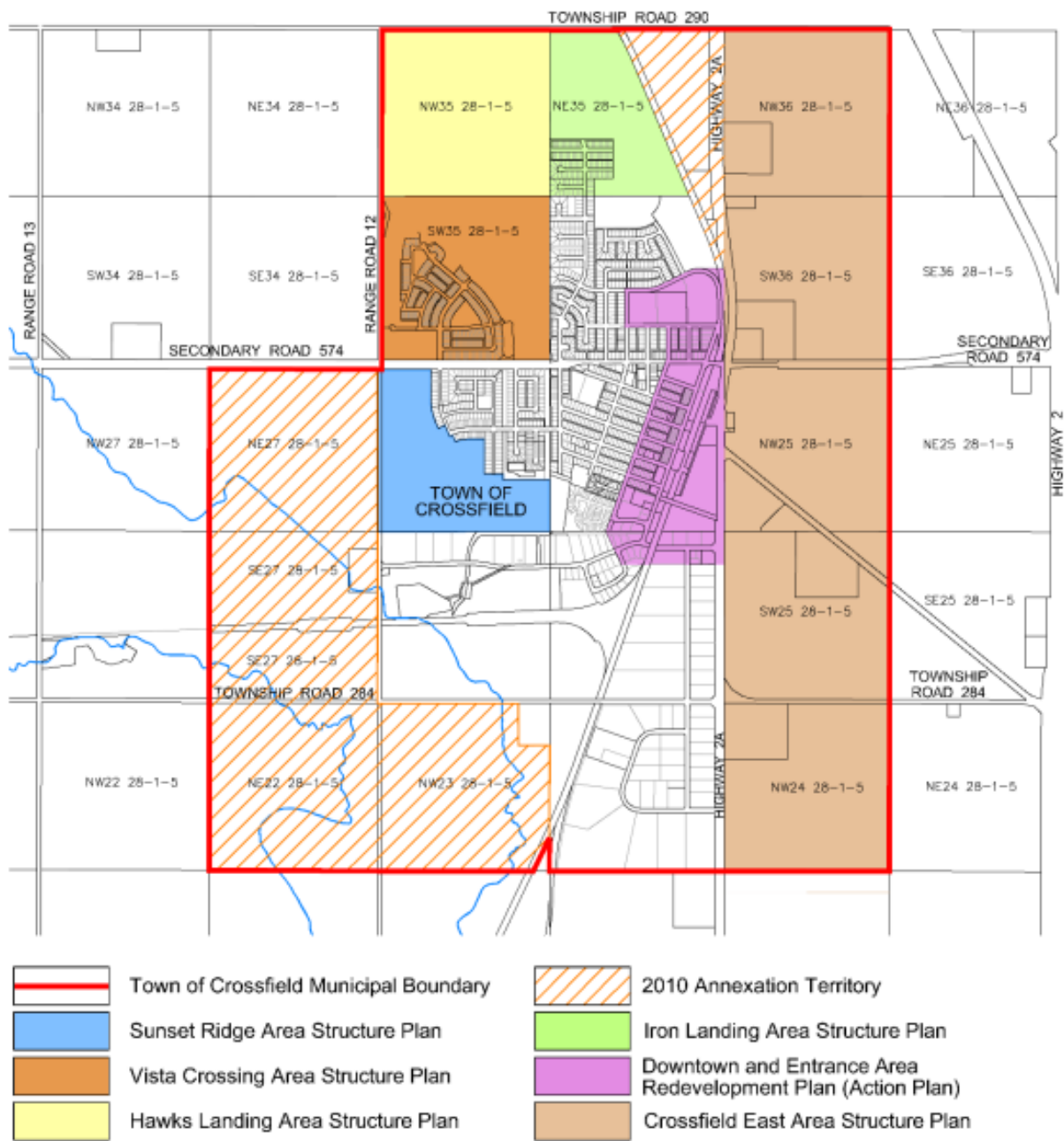
### Related Plans

All statutory planning documents, including Area Structure Plans (ASPs) and Area Redevelopment Plans (ARPs), and the Town of Crossfield Land Use Bylaw, must be consistent with the policies contained within this MDP. The Town of Crossfield Council has and will adopt several detailed statutory plans for specific areas within Crossfield. Figure 2 — Approved Statutory Plans illustrates the boundaries of the existing approved ASPs and Area Redevelopment Plans.

The Town of Crossfield Land Use Bylaw is an important regulatory tool for implementing the MDP and the other statutory plans and municipal policies on a detailed and site-specific basis.

In addition to the approved statutory plans and the Land Use Bylaw, the Town of Crossfield Council has adopted by resolution various policy documents that set forth broad strategic goals or technical standards and guidelines for development. One important non-statutory plan that has guided the formulation of this MDP is the Crossfield Sustainability Plan. That plan, which Council approved in 2009, expresses both the vision of the community and key actions that need to be taken to implement the vision. The Crossfield Sustainability Plan and other non-statutory plans and policies of Council should be referred to on a regular basis in order to supplement the interpretation of this MDP.

The goals, objectives, policies, legislation, and regulations of senior federal, provincial, and regional jurisdictions shall be consulted when making decisions in accordance with this MDP. Relevant senior government documents include the MGA, Land Stewardship Act, Land Use Policies, and Land Use Framework. The Town of Crossfield Council and administration shall continue to adhere to the relevant policies and legislation of all senior government authorities.



Town of Crossfield Municipal Development Plan  
November 2018

Figure 2 - Approved Statutory Plans

## Alignment with the Crossfield Sustainability Plan

On December 15, 2009, the Town of Crossfield Council approved the Crossfield Sustainability Plan, which marked the beginning of an ongoing process of engagement in continually making Crossfield a more sustainable community. Successful implementation of the Crossfield Sustainability Plan will depend upon the future commitment of many champions in the community. Those champions have been identified among residents of the town, throughout the business community, in the local schools, and in the Town Council and administration.

The vision statement and principles of this MDP are aligned with those articulated in the Sustainability Plan. The Crossfield Sustainability Plan has served to build bridges in the community and is expected to provide a strong basis for future community engagement in moving Crossfield toward a more sustainable future. The Vision for the Crossfield Sustainability Plan is based directly upon ideas contributed by a broad range of community members throughout 2009. These words are the community's words; they represent the collective aspirations of the people of Crossfield.

This MDP and the Sustainability Plan share these Sustainability Principles:

- We express pride in our identity and heritage by working together to achieve our common vision.
- We balance our social, environmental, and economic values for the benefit of our people, the planet, and both private and common economic profit.
- We include and empower all the people in our community, respecting their diverse points of view, needs, and values.
- We protect and maintain a healthy natural environment as we plan and develop our community.
- We promote and support various types of growth, development, and activities that will benefit ourselves and our community.
- We recognize that the decisions we make today will have long-term impacts on future generations.
- We take individual and collective responsibility for our decisions and actions in order to benefit and improve the whole community.

## Technical Background

Most of the growth management, engineering, transportation, and technical studies supporting this MDP were prepared for the Town of Crossfield 2009 annexation application, which the Government of Alberta approved in June 2010. The growth study prepared for the 2009 annexation application projected the need to accommodate a total residential population of 12,000 to 15,000 within Crossfield to the year 2040. The 2010 annexation added slightly less than 11 quarter-sections (1,750 acres or 708 hectares) of land to the Town of Crossfield. That annexation was approved to accommodate approximately 35 years of residential, commercial, and industrial growth. The lands annexed to the Town of Crossfield in 2010 are shown in Figure 3 — Town of Crossfield Municipal Jurisdiction.

The future transportation network shown on Figure 5 — Transportation, the future stormwater management system shown on Figure 6 — Master Drainage Concept, the future water servicing concept shown on Figure 7 — Water Servicing, and the future sanitary sewer servicing concept shown on Figure 8 — Wastewater Servicing, are all based upon transportation and engineering studies prepared for the Town of Crossfield. The major creeks, wetlands, and natural systems shown in Figure 2 — Natural Areas are based upon a biophysical overview that was specifically prepared in 2010 to support this MDP.



Town of Crossfield Municipal Development Plan  
November 2018

Figure 3 - Town of Crossfield Municipal Jurisdiction

## 1.3 How Do We Use the MDP?

The content and function of the plan will mean different things to different people depending on their role within the community (i.e., elected official, staff, developers, business owners, social service agencies, public institutions, and individual citizens). Regardless of the user, the plan is designed as a tool to better understand the role of the plan and the role of the user in supporting the growth and evolution of the town. The following outlines the general layout of the plan, how it is connected, and the high-level summary of each major section.

### Map Interpretation

Unless otherwise specified within the MDP, the boundaries or locations of any symbols or areas shown on these MDP maps are approximate only and shall be interpreted as such. They are not intended to define exact locations except where they coincide with clearly recognizable physical features or fixed boundaries, such as property lines or roads and utility rights-of-way.

### Desired Outcomes Interpretation

The desired outcomes identified in the MDP establish a direction moving forward, formed by community conversations, the understanding of the current context, and building on the strategic priorities identified in Council's Strategic Plan. Each section of the MDP makes a connection between the specific goals, and the desired outcomes that those goals are seeking to achieve. These are shown as icons throughout the document. These icons are clickable, and if selected, will bring you to Section 5.2 where the complete description of each desired outcome can be found.



### Policy Interpretation

Where a descriptive section accompanies a policy, it is provided for information purposes only to enhance the understanding of the policy. Should an inconsistency of interpretation arise between the purpose section and a policy, the policy shall take precedence.

Where "shall" is used in a policy, the policy is considered mandatory. Nevertheless, where quantities or numerical standards are contained within mandatory policies, such quantities or standards may be varied so long as the intent of the policy is still achieved, and the variation is necessary to address unique circumstances that would otherwise render compliance impractical or impossible.

Where "should" is used in a policy, the intent is that the policy is strongly encouraged but can be varied where unique or unforeseen circumstances provide for courses of action that would satisfy the general intent of the policy.

Where a policy requires submission of studies, analysis, or information, the exact requirements and timing of the studies, analysis, or information shall be determined by the approving authority at the appropriate planning stage in accordance with Part 3 of this MDP, Implementation and Monitoring.

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## 2.0 COMMUNITY CONSULTATION

### What has informed the update?

#### Town of Crossfield Council

Council completed multiple workshops to better understand Town priorities and establish a common vision moving forward. These sessions were instrumental in digging deeper to identify the key ingredients of a local vision and establish priorities that align with the community's values. These sessions, combined with the direction in Council's Strategic Plan, formed the foundation to support our comparative analysis evaluating the relationship between current policy and Council priorities.

#### Context and Trends

The Town has evolved over the last 20 years, consistently growing since 2000. The following represent an overall summary of the key trends fuelling this evolution through a growth and development lens:

##### Population

- Crossfield has experienced relatively consistent growth over the last 20+ years and has increased at a more rapid pace between the 2016 and 2021 census years. From 2002 to 2022, the population increased by approximately 70%<sup>1</sup>
- While the longer-term trends demonstrate the local population is aging, the short-term trends demonstrate that the composition of the population is getting younger, indicating more young families are contributing to recent growth.
- These local population trends are different than similarly sized municipalities along the QEII corridor, demonstrating at some level that local development is attracting new citizens that see Crossfield as an attractive destination.

##### Housing

- Housing is a critical component that deserves consideration when a town is experiencing population growth and an integral aspect for not only continued growth but also for retaining residents. From 2002 to 2022, the number of housing units in Crossfield has increased by approximately 55%**Error! Bookmark not defined.**

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<sup>1</sup> Information presented is an approximation based on available census data

- While the characteristics of the population differentiate Crossfield from other comparable communities, the housing stock is very similar with a predominance of single-family, owner-occupied units at relatively low densities.

## Community Engagement

Through a variety of community conversations either tied directly to the development of the MDP or through other initiatives the Town was leading, the direction of the plan stems from local citizens and their perspective on what matters most to sustaining the elements of Crossfield that create a great quality of life and identifying what's necessary to ensure the town remains a great place to call home in the future.

Community conversations focused on identifying assets, opportunities, and obstacles to help create a better awareness of community perspectives. The responses from the community are summarized in the following general topic areas.

- **The small-town sense of community:** Community members were asked what they value most about their community. Residents expressed a strong appreciation for the small-town sense of community, where close-knit relationships and a friendly atmosphere are crucial.
- **Access to parks and natural amenities:** Residents emphasized the importance of access to nature and park amenities, and recreational opportunities, which play a key role in an enhanced quality of life. Improving and expanding recreational opportunities was top of mind for residents.
- **The character and identity of the Town:** Residents are committed to preserving the unique charm and small-town feel that makes Crossfield special. When asked about the future of Crossfield, community members envisioned Crossfield as a beautiful town known for its desirable and attractive public parks and spaces.
- **Connectivity:** Residents outlined a desire to improve pedestrian and cyclist infrastructure for safer and more accessible travel within the Town. Residents also emphasized the importance of maintaining and enhancing vehicle infrastructure within and around the Town.
- **Diverse local shopping options, with a strong sense of pride in local businesses:** A thriving local economy with a variety of shops is key to the Town's future, according to residents.
- **Opportunities for young people to establish themselves close to home:** Residents envision a community with opportunities for young people to build their futures while staying connected to their community.

## 3.0 COMMUNITY VISION

### 3.1 Crossfield's Identity

The elements below represent the distillation of the concepts, ideas, and discussion that came out of the public engagement process and Council's Strategic Plan. It is made up of three parts: Values, Assets, and Aspirations. When these items are put together it gives a clear and meaningful picture of how the residents of Crossfield see themselves and their community now, and how they wish to be in the future.

#### VALUES: A shared collection of things that matter to us.

- Family
- Safety
- Integrity
- Accountability
- Accessible and equitable
- Collaboration and harmony
- Care and commitment

#### ASSETS: The elements we want to protect and improve.

- Recreation and public amenities
- Parks and natural areas
- Social connectedness
- Industrial and locally owned businesses
- Demand for new growth
- Unique character and identity
- Rich history

#### ASPIRATIONS: What we want to be tomorrow

- Beautify the Town to create desirable, attractive spaces
- Develop consistency in processes and decision making
- Provide opportunities for diverse economic growth
- Consider sustainable growth in the context of prioritizing fiscal health, and improving the quality of life for our residents
- An informed and engaged community
- Neighbourhoods with housing types that support a variety of demographics and housing needs

## Identity Statement

This statement was built from the individual elements and crafting them into a simple and memorable identity statement, which strives to encompass the nature of Crossfield through the perspective of its citizens.

Throughout the plan, several recommendations for improving Crossfield are presented. Each recommendation has been vetted by asking “does this align with the identity of the community.”

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*"We are dedicated to fostering a safe, socially connected, and vibrant community through enhanced public spaces, a range of attainable housing, resilient infrastructure, sustainable growth, and clear, consistent decision-making process that supports a diverse, strong economy.*

*We strive to enrich the quality of life of our residents, current and new."*

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## 3.2 Desired Outcomes

Moving beyond the community identity statement, the plan is intended to provide background information, recommendations, and policy direction that support achieving the desired outcomes. To ensure the plan remains relevant over time, the outcomes need to balance the relevance to the short-term context with the longer-term aspiration. As the context changes, the outcomes may evolve and should help inform any changes to the identity statement. However, in some cases the outcomes may never fully be achieved, but the recommendations and actions will change as the Town evolves.

As a continuation of the community conversations, the understanding of the current context, and building on the strategic priorities identified in Council’s Strategic Plan, the following desired outcomes establish the direction moving forward.



### Community oriented development

It is important that the Town continues to seek opportunities to grow our communities in a manner that creates a family friendly environment that will increase the quality of life for existing residents and attract newcomers. Crossfield values creating a Town that provides spaces for social connection, ultimately fostering a strong sense of community between residents.



### Diverse mix of housing

Housing that supports retaining and attracting a range of demographics is crucial in fostering a resilient local economy. By offering diverse and attainable housing options—ranging from single detached homes to apartments—Crossfield can maintain a stable and dynamic population. By providing diverse housing, Crossfield can enhance community cohesion, attract a diverse workforce, and stimulate local businesses, contributing to sustained economic growth and a vibrant, resilient community.



### Infrastructure that is sustainable

Balancing the short-term benefits of growth with a long-term asset management approach in infrastructure is crucial for sustainable development. While immediate improvements can open up opportunities to boost the economy and increase quality of life, proactive maintenance and planned replacements ensure infrastructure longevity and cost-efficiency. This holistic strategy ensures that today's advancements do not become tomorrow's burdens, fostering a more resilient community.



## Maintaining a healthy financial position

Maintaining a healthy financial position requires a balance between residential and non-residential tax revenues. This equilibrium ensures a steady and diverse income stream, fostering sustainable service delivery across the community. By supporting both residential neighborhoods and industrial/commercial enterprises, municipalities have the opportunity to provide high-quality public services, enhance and maintain infrastructure, and promote long-term economic stability.



## Citizens that are informed and engaged

Engaged citizens are the cornerstone of a thriving community. By fostering an environment where residents are informed and actively participate in the creation and implementation of the Towns vision, we ensure that diverse voices shape our future. This active civic involvement leads to a better understanding of community aspirations and a stronger sense of community, ultimately enhancing the quality of life for all.

### 3.3 Guiding Principles for Decision Making

While the Plan cannot cover every possible scenario, this section offers a flow from the community identity statement to the desired outcomes, followed by a set of guiding principles to help guide citizens, staff, and elected officials in creating a shared understanding of the decision-making process. Guiding principles help shape decision-making through a framework for defining objectives of the community.

The intent of guiding principles is to recognize the importance of flexibility in the planning and development process (this is not linear or “black and white”), but that all decisions need to be rooted in principles that reflect the identity and desired outcomes. The following guiding principles serve as a reference point and guidepost that direct not only the plan, but also future decisions, which serve as a consistent and coherent approach to addressing challenges and achieving desired outcomes.

## Fiscal Responsibility

Effective governance requires the Town to adopt a holistic approach in decision-making processes, considering the interconnectedness of social, economic, environmental, and cultural factors to ensure that all trade-offs are understood and balanced. Infrastructure and development decisions made today have financial consequences for the future. Consistently approving development patterns that do not generate the necessary revenue to sustainably service them forces the town to generate more revenue elsewhere.

Communities need plans that support maximizing the return on investment in a way that increases property values, improves quality of life, and reduces long-term infrastructure costs.

### Questions to ask ourselves when making decisions:

- Have we considered multiple alternatives and their risks and trade-offs?

## Open and Transparent

Managing citizen expectations can be challenging, time consuming, and frustrating. By creating an open and transparent decision-making process through consistent communication of a cohesive community identity, desired outcomes, guiding principles, and prioritized actions, roles and expectations become clearer, empowering everyone in the community to contribute. Openness and transparency make clear what elected officials, staff, businesses, and citizens must do to make meaningful progress, increasing transparency and accountability across the community.

### Questions to ask ourselves when making decisions:

- Did we take multiple accounts into decisions?
- Have we proactively shared options with the public and outlined rationale behind decision?

## Economic Prosperity

Consideration should be given to development that strengthens and enhances the local economy in Crossfield. An economic development ecosystem consists of a well-thought-out network of interconnected organizations and institutions that collaborate to enhance the economic well-being of a community. Healthy ecosystems have a foundation of locals who wish to start or expand their business along with interest from larger employers who see Crossfield and its residents as a valuable resource. Ensuring that we are making decisions with this in mind can provide opportunities for job creation, enhance quality of life, fund essential public services, and attract investment, ultimately fostering sustainable growth and community well-being.

### Questions to ask ourselves when making decisions:

- Does this support a diversity of businesses and jobs in Crossfield?
- Does this prioritize long-term investment in the community over short-term financial gains?

## Equity

Equity in municipal governance ensures that we are providing residents with equal access to resources and opportunities, fostering a more inclusive and accessible community, where all Citizens,, regardless of income or background, have a place to call home. Ultimately, approaching decision making that considers equitability fosters stronger, resilient, more cohesive communities where all residents can thrive.

### Questions to ask ourselves when making decisions:

- Are we equitably allocating resources throughout the community?

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## 4.0 LAND USE AND GROWTH MANAGEMENT

### 4.1 Goal

Manage growth consistently through promoting complete and cohesive neighbourhoods that contribute to the fiscal health of the town. Establish development patterns and a mix of land uses that support walkable access throughout the community and set high standards for design, preserving the character of the community, while promoting a variety of housing types.






STRATEGIC DIRECTION	DESIRED OUTCOMES
1. Use land use policy areas and the concept of complete neighbourhoods as the building blocks for future land use patterns.	
2. Foster development patterns that improve the town’s fiscal position and its ability to effectively and efficiently deliver services.	
3. Promote and facilitate infill and incremental redevelopment of existing neighbourhoods that celebrate the community’s identity and character.	
4. Preserve and enhance natural areas and ensure neighbourhoods have access to parks, open space, amenities, and the trail system.	
5. Cultivate a land development ecosystem that supports diverse employment opportunities and increases the number of citizens that live and work in Crossfield.	
<p><u>Connection to Identity Statement:</u></p> <p>This section of the MDP helps to achieve the identity statement by:</p> <ul style="list-style-type: none"> <li>Focusing on growth and development that enhances the existing community and is compatible with the local character and identity, and that balances contributions to the overall health and wellbeing of the existing community and enhancing Crossfield as a destination represents the desired outcome of the plan.</li> </ul>	

Table 2 - Land Use and Growth Management

## 4.2 Context

The purpose of this section is to plan the future land use pattern of Crossfield, addressing opportunities for new development as well as shaping redevelopment. Many factors influence how a municipality grows and defines its characteristics, but growth management and the pattern of land use is one of the most important components affecting the way communities' function, impacting:

- The type of services available to citizens and businesses
- The ability to effectively provide services
- Affordability of housing
- Connectivity and mobility
- Public health and safety
- The makeup of the local economy
- Public parks and open spaces
- Lifecycle of municipal infrastructure

Land is a community's most valuable resource. When land is developed, it is often done with near-term benefits in mind, such as the new tax base. But what is built initially also has long-term impacts on a community's social environment, fiscal health, and environmental resiliency. It is in the best interest for the longevity of the Town to encourage patterns of land use that contribute to the town's ability to sustainably serve its current and future citizens and businesses. This extends to fiscal considerations and how the land use pattern positions Crossfield to support the desired quality of life. Careful consideration of the development pattern is key to balancing fiscal health for the town and affordability for citizens. Therefore, decisions about when, where, and how to grow and develop must be made with both short and long-term implications in mind.

The Land Use and Growth Management component provides the framework for guiding decisions and setting policy less on where we should prioritize new development, and more importantly on how we should develop. Land Use Policy Areas give direction to the style and character of development in a certain area, while allowing greater flexibility for appropriate uses. This provides opportunity for the town to balance capitalizing on near term opportunities, while maintaining a focus on long-term fiscal health and sustainable service delivery.

Crossfield's land use pattern has evolved over many years. By nature, developing land is a piecemeal process when viewed at a large scale. Different parcels of land develop or redevelop at different times in response to changing markets. Simultaneously, the Town must plan to provide public services and municipal infrastructure. Policy and regulatory approaches can shape whether the market can effectively respond to changes in demand.

A comprehensive and interconnected approach to land use and growth management can help the town coordinate:

- Supporting the private and public sectors in making better, more informed choices.

- Informing other planning efforts (i.e., parks, transportation, infrastructure, etc.).
- Support for achieving economic development goals and objectives.
- More compatible transitions between different land uses.
- More fiscally-sound land use pattern.
- More predictable development outcomes.

## Land Use

The purpose of the Land Use and Growth Management element of the plan is to guide future growth and development with the goal of establishing efficient and functional development patterns through a land use policy area framework. This directs the location, type, intensity, and form of various development types, respecting the characteristics of individual geographic areas.

Development patterns throughout the town have a considerable impact on the overall health of the community. Historically, development patterns have tended to locate in single-use areas, surrounded by similar types of uses, densities, and building types (e.g., single-family housing neighbourhoods, strip commercial malls, industrial parks, downtown commercial centres, etc.). There are many different factors that influence the evolution of development patterns (e.g., the price of land, the real or perceived demand for development types, social drivers for homeownership, auto-oriented lifestyles, etc.). Beyond these factors, we must also consider how our land use regulations have historically influenced growth patterns.

The following characteristics illustrate the overall approach to considering future land use throughout the Town.

### Using neighbourhoods as building blocks

Providing and maintaining a high quality of life for citizens is crucial to a community's ability to recruit and retain businesses and residents. When residents are happy and quality of life is high, property values tend to increase, thereby providing more revenue to the municipality so that these services can be maintained and enhanced. To appeal to the broad mix of people Crossfield is seeking to keep and recruit to the community, we must think about the ingredients of individual neighbourhoods that, cumulatively, contribute to a strong and healthy community. Neighbourhoods should be considered as independent units, each of them with their own identity, structure, and strategies for improving quality of life.

### Maintaining character through Land Use Policy Areas

Separation of land uses (i.e., residential, commercial, industrial, etc.) was viewed as a necessary step in improving quality of life decades ago, and it remains a common practice. Some of the primary concerns with this approach, are that it limits the flexibility for buildings and neighbourhoods to evolve over time as the market

changes, and that it requires large amounts of roads, water, and sewer infrastructure that municipalities struggle to fund the maintenance and replacement.

By replacing land use categories with Policy Areas, we can still achieve separation of primary uses where needed but can also introduce some of the basic character concepts that contribute to the Town's quality of life, providing developers and existing landowners with much greater flexibility to make improvements to their property as the market dictates.

### **Improving land productivity**

The municipality cannot afford to lose money over the long-term on every development. It is critical to the financial health and stability of the community to make sure that what is being built on land in the town is generating enough revenue to pay for the cost of services being delivered. This can be accomplished by prioritizing infill and adaptive reuse of existing buildings, and tactical, low-cost improvements in areas where existing infrastructure already exists.

### **Balancing growth and infrastructure investments**

When a new residential development or commercial project is built, it increases the demands on the infrastructure systems (i.e., higher traffic volumes on roads, increased demand for treated water, increased amount of wastewater generated, etc.) and community services (i.e., police, fire, recreation, etc.). The most efficient manner to grow is to prioritize infill and higher densities where there is already existing development and infrastructure. When new development is desired, it should be added incrementally in areas immediately adjacent to current development and infrastructure. Future annexation should be managed such that the expansion of the town can focus on promoting contiguous growth.

### **Preserving natural areas**

Long-term sustainability of the air, water, soil, and local ecological function depends on preserving natural environments in their original condition, or as close to it as possible. It is important for the town to protect the natural areas as well as their surrounding landscapes to keep them undamaged and functional.

### **Growth Management**

An important factor in growth management is the scale and density of development and their interrelationships with population growth (or decline), service delivery, and infrastructure needs. Considering the many aspects of growth and their implications on the fiscal health of the community, the town can look at development within the existing core neighbourhoods not as a "finished product", but rather as an evolving, and fiscally beneficial, asset. This also requires the town to consider the scale and density of future development that will be proposed on vacant lands. While this plan promotes a flexible approach to the design of new neighbourhoods, recognizing they

should not simply be carbon copies of the adjacent lands, it is important to evaluate the scale and density of the proposal through the lens of the potential revenue it can generate relative to the increasing demands for services as well as the long-term infrastructure operation, maintenance, and replacement costs.

The Policy Areas approach to future land use provides the town with the flexibility to accommodate a wide range of population expansion, while still protecting the different types of neighbourhoods that residents want today and in the future. Regardless of how the population projection scenarios play out, the general approach to growth management focuses on the following core characteristics, recognizing we want to grow in a manner that:

1. Maximizes the fiscal productivity of land as part of new development proposals.
2. Allows for the efficient cost of services and infrastructure.
3. Balances the tax base between residential and non-residential sources to maintain the tax rates at reasonable levels relative to the demand for services.

The most efficient manner to grow is to prioritize infill where there is already existing development and infrastructure so the revenue can be maximized with existing service costs. where new development on large tracts of vacant land is warranted, it should be added incrementally in an orderly fashion in areas immediately adjacent to current development and infrastructure, and in a pattern that aligns with the community character and quality of life guidelines within the plan.

## 4.3 Land Use Policy Areas

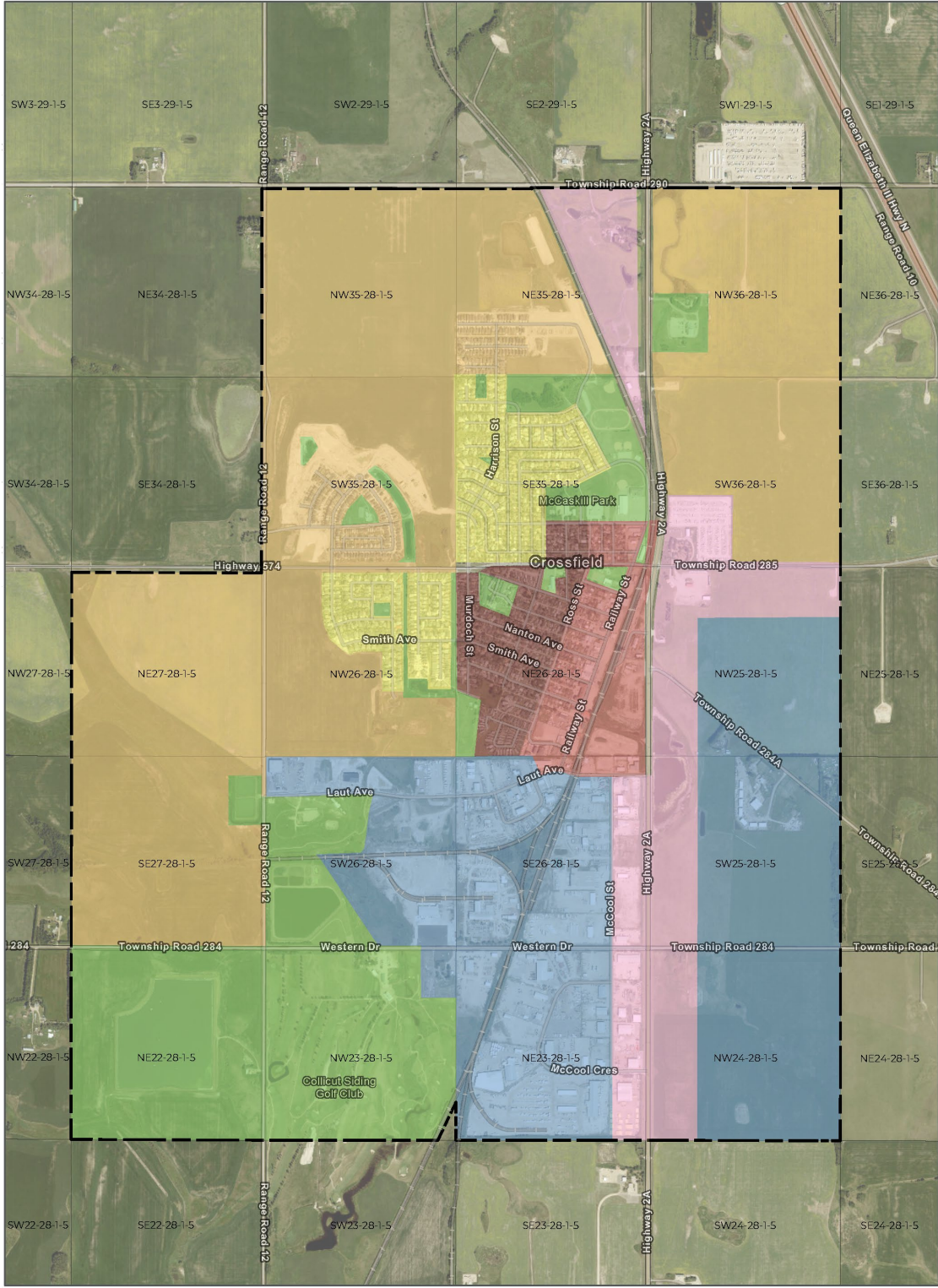
The primary concerns over the conventional zoning practices that emerged through the industrial revolution are its limitations on the flexibility of buildings and neighbourhoods to evolve over time as the market changes and that it requires large amounts of infrastructure that create resource gaps for communities over time if the revenue generated from the development cannot adequately fund the ongoing maintenance and eventual replacement costs. Shifting from the traditional land use categories toward more adaptable Policy Areas can focus more on the character and quality of life characteristics that are important to the Town without oversimplifying development to how specific uses are distributed on a parcel-by-parcel basis. This approach better reflects the complexity of communities and reinforces the importance of how all aspects of the plan are interconnected and that development approvals are not simply evaluated based on the conformance of the application with the future land use map.

Traditionally, land planning forecasts appropriate development types and patterns based almost exclusively on use. The approach in this section instead defines neighborhoods, districts, and corridors based on desired character, scale, form, function, and use. This place-based approach to planning and development focuses on defining what mix of uses function together to collectively establish an identifiable and memorable place.

By thinking of Crossfield as a collection of distinctive places that are linked by a multimodal transportation network, the development of and reinvestment in vacant and underutilized parcels and blocks is promoted, focusing not just on land use, but also on design, functionality, and access to infrastructure. By prioritizing place at a neighborhood, district, or corridor scale, there is greater flexibility for future development and potential for innovation within each Policy Area's framework.

This approach uses Policy Areas to create a development palette that defines all areas of Crossfield. It will serve as a framework for the stewardship of existing areas needing protection and reinvestment, and for managing desired growth and development across the community.

Seven Policy Areas are identified, which will evolve over time and be strengthened through community engagement, neighborhood planning, public and private investment, and strategic partnerships. These will require maintaining and improving existing places, as well as developing new places over time.



<p><b>URBAN SYSTEMS</b></p> <p>Project #: 1767.0040.01</p> <p>Author: JW</p> <p>Checked: CU</p> <p>Status: <b>Review</b></p> <p>Revision: A</p> <p>Date: 2025 / 1 / 21</p>	<p>0 100 200 300</p> <p>Meters</p>	<p>Scale: 1:15,000</p> <p>(When plotted at 11"x17")</p>	<p><b>Legend</b></p> <p>--- Town Boundary</p> <p><b>Policy Areas</b></p> <ul style="list-style-type: none"> <li><span style="color: red;">■</span> Central Core Neighbourhood</li> <li><span style="color: orange;">■</span> Downtown Core</li> <li><span style="color: blue;">■</span> Employment Centre</li> <li><span style="color: yellow;">■</span> Mixed Use Neighbourhood</li> <li><span style="color: green;">■</span> Municipal, Institutional, and Open Space</li> <li><span style="color: purple;">■</span> Traditional Neighbourhood</li> <li><span style="color: pink;">■</span> Urban Corridor</li> </ul>		<p><b>Town of Crossfield</b></p> <p><b>Land Use Policy Areas</b></p> <p><b>FIGURE 1</b></p>
	<p>Coordinate System: NAD 1983 31M 114</p>	<p>Data Sources: - Data provided by Town of Crossfield</p>			
	<p>The accuracy &amp; completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate &amp; establish the precise location of all existing information whether shown or not.</p>				

Figure 4 - Policy Area Map

# Central Core Neighbourhood



## LAND USES

### Primary:

- Residential

### Secondary:

- Parks and open space
- Civic/institutional
- Neighborhood - commercial (where deemed appropriate)

## BUILDING TYPES

- Single-detached - Small Parcel
- Townhouse
- Duplex/Semi-detached
- Accessory dwelling unit (i.e., Secondary suite, carriage dwelling)

## DESCRIPTION OF POLICY AREA

This area represents Crossfield's oldest residential neighbourhoods. They are characterized by a diverse range of single-family homes with varying architectural styles, setbacks, and parcel sizes along a gridded block pattern and connected sidewalk network.

There is housing of varying conditions, age, and affordability. Opportunities for infill development can be pursued, where appropriate in scale, to diversify the housing stock. Infill can include higher residential densities that should blend with the surrounding character. Vacant and underutilized properties are considered for new uses and in any new development, the pedestrian environment is prioritized to maintain a walkable neighbourhood.

## CHARACTERISTICS

### Block Character

- Short block lengths (typically around 170 metres in length)
- Connectivity between blocks through streets, alleys, and sidewalks
- Cul-de-sacs only used if there are natural barriers preventing connectivity

### Street Character

- Development should consider servicing capacity in the context of aging and or undersized infrastructure
- Implement traffic calming measures (e.g., narrow streets, street trees, bulb-outs at crosswalks, etc.)
- Continuous sidewalks on both sides of the street
- Maintain laneways for access and pedestrian connectivity
- Grid style street network

### Site Considerations

- A collection of lot widths, depths, and setbacks that contribute to a unique identity and prevent homogeneous neighbourhoods

### Public Uses And Space

- Preserve and plant trees as part of streetscape character

### Design Considerations

- Accommodate home occupations without detracting from character of the neighbourhood
- New infill residential development is encouraged, and should maintain the proportions and architectural features in the existing block

### Transitions

- A "stepped down" approach used to transition from higher intensity uses
- Use of screening (e.g., fencing vegetation, etc.) to buffer residential and non-residential uses at the edges of the neighbourhood

# Strategic Direction

## Density & Intensity

- 4.4.1 Moderate intensification of the Central Core Neighbourhood is encouraged, particularly in the transition zone adjacent to the Downtown Core or if the intensification is consistent and compatible with the existing character of the neighbourhood.
  - a. The areas between Munson Street and Ross Street, and between Saskatchewan Street and Ross Street, shall act as a transition area that supports residential intensification.

## Use Considerations

- 4.4.2 A mix of housing types is encouraged in this policy area, including single detached, semi-detached dwellings, secondary suites, carriage houses and medium density housing forms such as row housing.
- 4.4.3 Senior's housing is encouraged to be located close to downtown amenities.
- 4.4.4 Local commercial development that are of a scale and intensity that respects the form and nature of the existing neighbourhoods is encouraged.
- 4.4.5 Manufactured homes, as defined in the Land Use Bylaw, may be permitted only:
  - a. As replacements for units within existing manufactured home communities; or
  - b. As part of a comprehensively designed and architecturally controlled manufactured home subdivision or park that is compatible with the overall design and character of the surrounding residential use.
- 4.4.6 Home occupations can be accommodated within this policy area, with design measures in place to ensure they do not detract from the character of the surrounding area.

## Block Character & Site Considerations

- 4.4.7 Development should include a collection of lot widths and setbacks that contribute to a unique identity and avoids the creation of homogenous neighbourhoods.

## Connectivity

- 4.4.8 Connectivity between blocks should be provided through the provision of streets, alleyways and sidewalks.

- 4.4.9 Ensure that high-quality pedestrian connections are provided from the Central Core Neighbourhood to the Downtown Core.
- 4.4.10 When areas are redeveloped, sidewalks may be required on both sides of the street to promote pedestrian connectivity.
- 4.4.11 Applicants should consider implementing traffic calming measures such as narrow streets, street trees, bulb-outs at crosswalks etc. to ensure that when retrofitting existing streets, the safety of the pedestrian is prioritized.
- 4.4.12 New cul-de-sacs shall not be supported, unless the Town determines existing natural barriers or site constraints exist, such as topography, that cannot reasonably be resolved.
- 4.4.13 Laneways should be maintained for access and pedestrian connectivity.

#### **Public Uses and Open Spaces**

- 4.4.14 Trees should be planted and preserved to maintain and enhance the character of the streetscape.

#### **Design Considerations**

- 4.4.15 New infill development is encouraged, and should maintain the proportions and architectural features within the existing block to align with the general character of the area.
- 4.4.16 For higher intensity uses, a “stepped down” approach should be used, which involves gradually decreasing building heights and densities as they transition towards lower intensity areas, creating a visually cohesive built environment.
- 4.4.17 Screening methods, including fencing and vegetation, should be used to separate residential and non-residential areas at the edges of the neighbourhood. This may be required if deemed necessary by the Town.

#### **Utilities/Servicing**

- 4.4.18 Stormwater management will be assessed on a case-by-case basis to ensure that each developments stormwater management solution is evaluated based on its unique circumstances, taking into account existing infrastructure and the specific needs of the area.

# Established Neighbourhood



## LAND USES

### Primary:

- Residential

### Secondary:

- Parks and open space
- Civic/institutional

## BUILDING TYPES

- Single-detached - Small Parcel
- Single-detached - Medium Parcel
- Duplex/Semi-detached
- Accessory dwelling unit (i.e., Secondary suite)

## DESCRIPTION OF POLICY AREA

This area represents residential subdivisions that are predominantly single-family, detached housing units with more uniform and consistent setbacks, building designs, and parcel sizes.

They typically have some combination of a gridded and curvilinear street pattern and are relatively well connected internally with sidewalks.

New development should strive to increase and integrate high quality of place and introduce neighbourhood characteristics that enhance the sustainability of the neighbourhood.

Intensification and or redevelopment in these areas is limited to the addition of accessory dwelling units (secondary suites).

## CHARACTERISTICS

### Block Character

- Demonstrate block configurations consistent with adjacent development (typically between 100-185 metres)

### Street Character

- Designed in curvilinear street pattern
- Cul-de-sacs integrated into neighbourhood design

### Site Considerations

- Designed to maximize the use of land and lot yields through street design and the use of cul-de-sacs
- Lots generally have uniform widths, depths, and setbacks, and are largely dictated by the building typology proposed

### Public Uses And Space

- Limited amount and variety of public space as part of neighbourhood design

### Design Considerations

- Accommodate home occupations without detracting from character of the neighbourhood
- Attached garages are typically integrated into home designs

### Transitions

- A “stepped down” approach used to transition from higher intensity uses
- Screening (i.e., trees, fences, etc.) used to buffer residential and non-residential uses at the edges of the neighbourhood

# Strategic Direction

## Density & Intensity

- 4.5.1 Limited intensification of the Established Neighbourhood is supported with a focus on the development of secondary suites or carriage houses where compatible.
- 4.5.2 Residential infill projects will be assessed on a case-by-case basis considering the requirements of the policy above.

## Use Considerations

- 4.5.3 This policy area should be comprised primarily of housing types including single-detached-small parcel, secondary suites, carriage houses, duplex/semi-detached, and townhouse.
- 4.5.4 Home occupations can be accommodated within this policy area, with design measures in place to ensure they do not detract from the character of the surrounding area.

## Block Character & Site Considerations

- 4.5.5 Development should be designed to maximize the use of land and lot yields through efficient street network and street design.

## Connectivity

- 4.5.6 Connectivity between blocks should be provided through the provision of streets, alleyways and sidewalks.
- 4.5.7 New development adjacent to the public pathway system should maintain existing connections to pathways and/or provide new linkages.
- 4.5.8 Ensure that high-quality pedestrian connections are provided to the active transportation network.
- 4.5.9 When areas are redeveloped, sidewalks may be required on both sides of the street to promote pedestrian connectivity.
- 4.5.10 Applicants should consider implementing traffic calming measures such as narrow streets, street trees, bulb-outs at crosswalks etc. to ensure that when retrofitting existing streets, the safety of the pedestrian is prioritized.

4.5.11 New Cul-de-sacs shall not be supported, unless the Town determines existing natural barriers or site constraints exist, such as topography, that cannot reasonably be resolved.

4.5.12 Laneways should be maintained for access and pedestrian connectivity.

### **Public Uses and Open Spaces**

4.5.13 Limited amount of public space required, with emphasis on preserving existing open space areas

4.5.14 New public spaces should be provided where feasible, and integrated into neighbourhood design to provide areas for community members to gather.

### **Design Considerations**

4.5.15 Attached garages should be integrated into the design of the residential building, ensuring they do not appear as prominent or separate structures.

4.5.16 Design considerations such as maintaining compatibility in scale and massing, aligning setbacks and orientation, reflecting the architectural character of the neighborhood, should be considered for new development to ensure a visually cohesive built environment.

4.5.17 Screening methods, including fencing and vegetation, should be used to separate residential and non-residential areas at the edges of the neighbourhood. This may be required if deemed necessary by the Town.

### **Utilities/Servicing**

4.5.18 Stormwater management will be assessed on a case-by-case basis to ensure that each developments stormwater management solution is evaluated based on its unique circumstances, taking into account existing infrastructure and the specific needs of the area.

# Mixed Residential Neighbourhood



## DESCRIPTION OF POLICY AREA

These are areas intended to accommodate new development, primarily residential, but designed to enhance the sustainability of the Town. These areas will have a higher mix of residential types and densities. Residential uses are supported by key institutional centres, such as schools and places of worship.

Encouraging investment to attract high-quality development with attention to scale and building design is a key focus to ensure desirable character within these neighbourhoods.

## CHARACTERISTICS

### Block Character

- Generally shorter block lengths (typically between 100-185 metres in length)
- Provide connectivity between blocks and developments

### Street Character

- Incorporate a variety of traffic calming techniques (i.e., bulb out crosswalks, narrow lane widths, etc.) to slow traffic speeds
- On-street parking on one or both sides
- Designed grid pattern to increase vehicle and pedestrian connectivity to major collectors
- Use of sidewalks and/or interconnected trails that link community facilities and parks

## LAND USES

### Primary:

- Residential

### Secondary:

- Parks and open space
- Civic/institutional
- Low-intensity neighbourhood commercial

## BUILDING TYPES

- Single-detached - Small Parcel
- Single-detached - Medium Parcel
- Duplex/Semi-detached
- Townhouse
- Accessory Dwelling Unit (i.e. Secondary Suite)
- Triplex-Fourplex
- Apartment (i.e. Urban Apartment, Courtyard Garden Apartment)
- Neighbourhood Commercial

## Site Considerations

- A variety of lot sizes should be used
- Lots have a variety widths, depths, and setbacks based on the housing type (i.e., narrow single-family homes, semi-detached units, townhomes, etc.)

## Public Uses And Space

- Integrate stormwater retention areas as meaningful parts of open space network or as scenic focal points

## Design Considerations

- Accommodate home occupations without detracting from character of the neighbourhood
- Public spaces, such as pocket parks, should be incorporated to add interest to open space design, and located strategically to maximize unique views, if applicable
- Enhance quality of place through incorporating trees and landscaping into public realm
- Ensure parking lots in non-residential uses are not the predominant design feature (i.e., to the extent possible, bring the building toward the street and hide the parking in the back)

## Transitions

- A “stepped down” approach used to transition from higher intensity uses
- Screening (i.e., trees, fences, etc.) used to buffer residential and non-residential uses at the edges of the neighbourhood or between higher and lower residential densities
- Commercial areas should primarily serve adjacent residential areas and be integrated into the overall neighbourhood

# Strategic Direction

## Use Considerations

- 4.6.1 A mix of housing types is encouraged in this policy area, including single-detached-small parcel, single-detached-medium parcel, duplex/semi-detached, secondary suite, and medium density housing forms such as triplex-fourplex, apartment (i.e., urban apartment, courtyard garden apartment) and neighbourhood commercial.
- 4.6.2 This broad range of medium and high density residential should provide opportunities for a mix of housing tenure and affordability levels to accommodate for a diverse range and age of population.
- 4.6.3 Low-intensity neighbourhood commercial that primarily serves the adjacent residential areas is encouraged within this policy area.
- 4.6.4 Home occupations can be accommodated within this policy area, with design measures in place to ensure they do not detract from the character of the surrounding area.

## Block Character & Site Considerations

- 4.6.5 Development should include a collection of lot sizes, lot widths, lot depths, and setbacks based on the specific housing type (i.e., narrow single-family homes, semi-detached units, townhomes etc.).
- 4.6.6 Developments should utilize shorter block lengths (typically between 100-185 metres in length).
- 4.6.7 A grid style block pattern is encouraged to increase vehicle/pedestrian connectivity to major collectors.
- 4.6.8 For non-residential developments, the on-site parking should be designed such that it does not become the prominent design feature, i.e., to the extent that is possible, the building should be placed adjacent to the street, with on-site parking in the side or rear of the building.

## Connectivity

- 4.6.9 Connectivity between blocks should be provided through the provision of streets, alleyways and sidewalks.

- 4.6.10 Connectivity between community facilities, public open spaces, and parks should be provided in the form of sidewalks and or interconnected trails/pathways.
- 4.6.11 When areas are redeveloped, sidewalks may be required on both sides of the street to promote pedestrian connectivity.
- 4.6.12 On-street parking should be provided on one or both sides of the street.
- 4.6.13 Applicants should consider implementing traffic calming measures such as narrow streets, street trees, bulb-outs at crosswalks etc. to ensure that when designing new streets or retrofitting existing streets, the safety of the pedestrian is prioritized.
- 4.6.14 Cul-de-sacs shall not be supported, unless the Town determines existing natural barriers or site constraints exist, such as topography, that cannot reasonably be resolved.
- 4.6.15 Laneways should be maintained for access and pedestrian connectivity.

#### **Public Uses and Open Spaces**

- 4.6.16 Community design should incorporate public spaces, such as pocket parks, and maximize unique views, to add interest to open space design.
- 4.6.17 Encourage high-quality park spaces near high-density residential buildings to act as a local amenity and places for community gathering, with greater focus on site design qualities, i.e. active programming or amenities, than the quantity of park space.
- 4.6.18 Streetscapes and public realm should be enhanced through the provision of trees and landscaping.

#### **Design Considerations**

- 4.6.19 Low-intensity neighbourhood commercial should include design measures that provide a sensitive transition between non-residential uses, to integrate with the existing character of the neighborhood.
- 4.6.20 For higher intensity uses, a “stepped down” approach should be used, which involves gradually decreasing building heights and densities as they transition towards lower intensity areas, creating a visually cohesive built environment.

4.6.21 Screening methods, including fencing and vegetation, should be used to separate residential and non-residential areas at the edges of the neighbourhood. This may be required if deemed necessary by the Town.

### **Utilities/Servicing**

4.6.22 Stormwater management will be assessed on a case-by-case basis to ensure that each developments stormwater management solution is evaluated based on its unique circumstances, taking into account existing infrastructure and the specific needs of the area.

4.6.23 Stormwater retention areas (pond designed to manage stormwater runoff) should be integrated into the neighbourhood as meaningful parts of the open space network, enhancing aesthetics, providing public gathering areas, or as scenic focal points.

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# Downtown Core



## DESCRIPTION OF POLICY AREA

The downtown core is applicable to the traditional downtown and represents the greatest mix of uses throughout the town. Crossfield benefits from an attractive historic core and preserving the existing character, while allowing for incremental improvements over time will bring more people into the core and improve the sustainability of the local businesses.

Attached and stacked housing is encouraged to increase development densities around existing infrastructure and provide opportunities for vertical integration of mixed uses. Infill, rehabilitation, and adaptive reuse of existing buildings create new opportunities for businesses and preserve existing and historic structures.

## CHARACTERISTICS

### Block Character

- Maintain the same block character as existing development
- Provide connectivity between blocks and developments

### Street Character

- Primarily commercial streets with parking on both sides
- Connected street and sidewalk network for cars and pedestrians
- No dead-end streets or cul-de-sacs, unless deemed necessary to due site constraints

### Site Considerations

- Orient pedestrian entrances to the primary street
- Maintain auto and service entrances to laneway or secondary streets

## LAND USES

### Primary:

- Commercial - retail
- Mixed use
- Commercial - office

### Secondary:

- Parks and open space
- Civic/institutional
- Residential

## BUILDING TYPES

- Neighbourhood - Mixed Use (commercial on ground floor with residential above)
- Apartment
- Neighbourhood - Office/Commercial (commercial on ground floor with office above)

## Public Uses And Space

- Public outdoor areas and gathering spaces are integrated into the neighbourhood
- Public or semi-public spaces are used to enhance the pedestrian experience

## Design Considerations

- Promote a variety of high quality architectural standards
- Pedestrian-scaled design of buildings and streetscapes to enhance the pedestrian experience
- Enhance quality of place through incorporating trees and landscaping into public realm
- Streetscapes are enhanced with public art and amenities
- Parking lots should be located at the side or rear of the principal building, screened from view
- Appropriate building heights should be determined by assessing potential impacts on adjacent areas, ensuring that the development is well integrated into the existing area

## Transitions

- A “stepped down” approach used to transition from higher intensity uses
- Screening (i.e., trees, fences, etc.) used to buffer residential and non-residential uses at the edges of the neighbourhood
- Adaptive re-use of outdated buildings is encouraged to transition vacant/undeveloped structures into development that support the vitality of the neighbourhood

# Strategic Direction

## Use Considerations

- 4.7.1 Land use within the Downtown Core shall include a mix of higher density residential and commercial development, with integrated supporting uses of the appropriate scale and location necessary to create a complete and vibrant urban community. Such supporting uses shall include adequate open space and may also include:
- a. neighbourhood or regional commercial, office, and retail development;
  - b. community and institutional development of a neighbourhood or regional scale, including recreation facilities;
  - c. institutions of higher learning and schools;
  - d. tourism destinations and services such as hotels; and
  - e. personal service businesses, medical offices, and health centres.

## Block Character & Site Considerations

- 4.7.2 For non-residential developments, the on-site parking should be designed such that it does not become the prominent design feature, i.e., to the extent that is possible, the building should be placed adjacent to the street, with on-site parking on the side or rear of the building, or on-site parking should be screened from view.
- 4.7.3 Pedestrian entrances to the site should be oriented towards the primary street.
- 4.7.4 Secondary entrances for vehicles and service entrances should be provided through a laneway and or secondary street.

## Connectivity

- 4.7.5 Street network should be comprised primarily of commercial developments fronting the street, with on-street parking provided on both sides.
- 4.7.6 Within the Downtown Core, appropriate mixed-use commercial and higher density residential development shall be comprehensively designed and developed to ensure an integrated pedestrian-oriented community that achieves:
- a. overall reductions in dependence on the private automobile and demand for new roadway infrastructure;
  - b. increased demand and efficiencies in the use of non-motorized transportation;

- c. variety in the built form of commercial and residential development;
- d. development that exceeds minimum standards for site planning, landscaping, and building materials;
- e. generous pedestrian connections from downtown Crossfield to residential and mixed use neighbourhoods, as well as other commercial areas; and
- f. access to open space and recreational areas and facilities

4.7.7 Sidewalks shall be developed and maintained on both sides of all streets within the Downtown Core, through either public improvement programs or requirements for developers to construct new sidewalks as conditions of development approval. Where design, engineering, or physical constraints render development of sidewalks on both sides of a street impractical, cause unsafe conditions, or create disadvantages for pedestrians, alternative enhancements to trails or bicycle pathways shall be developed within the Downtown Core.

4.7.8 Cul-de-sacs shall not be supported, unless the Town determines existing natural barriers or site constraints exist, such as topography, that cannot reasonably be resolved.

### **Public Uses and Open Spaces**

4.7.9 The provision of public and or semi-public spaces that allow for community gathering is encouraged, including but not limited to parks, plazas, squares, public art installations, outdoor seating areas, etc., and should be integrated into the existing neighbourhood.

4.7.10 Encourage high-quality park spaces near high-density residential buildings to act as a local amenity and places for community gathering, with greater focus on site design qualities, i.e. active programming or amenities, than the quantity of park space.

### **Design Considerations**

4.7.11 Promote the downtown core as a mixed-use neighbourhood that offers a welcoming and inclusive experience for citizens, employees, and visitors by encouraging context-sensitive intensification that focuses on people vs. automobile-scaled design principles that include, but are not limited to, the following:

- a. Family-friendly amenities.
- b. Windows on the street that provide quality transparency into and out of buildings.
- c. Buildings with characteristics scaled to people.
- d. Overall sense of welcoming and accessibility.
- e. Pedestrian environment that provides an engaging and coherent experience.

- f. Maintain grid street pattern to support connectivity and multi-modal access.
  - g. Limit surface parking and promote the redevelopment of existing parking lots.
- 4.7.12 Detailed planning and development of downtown Crossfield shall occur in accordance with an Area Redevelopment Plan for the Downtown Core. Mixed land uses shall be developed in order to maximize opportunities for residents to live close to regional public transit, employment, and downtown retail commercial services.
- 4.7.13 Adaptive re-use of outdated and vacant buildings is encouraged to transform them into vibrant, functional spaces that enhance the vitality and sustainability of the neighborhood.
- 4.7.14 Public realm and streetscapes should be enhanced through the provision of landscaping, plantings, street furniture, and or public art.
- 4.7.15 Building design and height should consider appropriate scale with the pedestrian realm, and should not exceed four storeys.
- 4.7.16 A variety of architectural design is encouraged to enhance and contribute to a unique identity within the Downtown Core.
- 4.7.17 For higher intensity uses, a “stepped down” approach should be used, which involves gradually decreasing building heights and densities as they transition towards lower intensity areas, creating a visually cohesive built environment.
- 4.7.18 Screening methods, including fencing and vegetation, should be used to separate residential and non-residential areas at the edges of the neighbourhood. This may be required if deemed necessary by the Town.

#### **Utilities/Servicing**

- 4.7.19 Stormwater management will be assessed on a case-by-case basis to ensure that each developments stormwater management solution is evaluated based on its unique circumstances, taking into account existing infrastructure and the specific needs of the area.

# Urban Corridor



## LAND USES

### Primary:

- Commercial - retail
- Commercial - office

### Secondary:

- Parks and open space
- Light industrial

## BUILDING TYPES

- Regional - Mixed Use
- Regional - Office/Commercial
- Regional - Shopping Centre
- Light Industrial/Flex Space

## DESCRIPTION OF POLICY AREA

This area is intended to see predominantly commercial and service-related development in scale ranging from standalone businesses to larger commercial centres.

This area is characterized by the presence of big box retailers, large-scale commercial establishments, and higher intensity service industries strategically located along major corridors to maximize accessibility and visibility.

These uses are best located along major roadways with high volumes of traffic. Where possible, these areas should be well integrated into the adjacent pedestrian networks to ensure they are accessible by foot, though automobile traffic is main mode of transportation accessing the area.

This corridor policy area has the potential to contribute significantly to the local economy and tax base and the use and intensity of development along the corridor should be designed to maximize the productivity of land.

## CHARACTERISTICS

### Block Character

- Access management on major corridors and internal transportation networks that limit vehicle access points
- Provide internal pedestrian connectivity

### Street Character

- Minimize curb cuts on major access roads

### Site Considerations

- Coordinate pedestrian routes within large parking lots
- Parking should be located behind or beside primary buildings

### Public Uses And Space

- Public or semi-public outdoor areas and gathering spaces for area employees are integrated into overall site design

### Design Considerations

- A greater focus on site design, considering pedestrian-scale for parking access, massing, and building orientation
- Multi-storey buildings will be designed with active ground-floor spaces that are visible and attract pedestrian activity
- High-quality architectural design and landscaping to enhance the visual appeal of major corridors, and provide for a high quality, aesthetically pleasing gateway into the Town

### Transitions

- A "stepped down" approach used to transition from higher intensity uses
- Screening (i.e., trees, fences, etc.) used to buffer residential and non-residential uses at the edges of the neighbourhood

# Strategic Direction

## Use Considerations

- 4.8.1 The primary uses developed should be comprised of commercial-retail, commercial-office, with secondary uses including industrial, and parks and open space
- 4.8.2 The following building typologies are encouraged; regional-mixed use (non-residential uses mixed within one structure, such as office above commercial), regional-office/commercial, regional-shopping centre, and light industrial/flex space.

## Block Character & Site Considerations

- 4.8.3 Design of the site should consider pedestrian accessibility and safety through measures including accessible parking, pedestrian scaled building size, and building orientation.
- 4.8.4 On-site surface parking should be designed such that it does not become the prominent design feature, i.e., to the extent that is possible, the building should be placed adjacent to the street, with on-site parking on the side or rear of the primary building, or on-site parking should be screened from view.
- 4.8.5 The addition of curb cuts should be limited along major access roads to encourage contiguous sidewalks, and limit pedestrian vehicle interaction.

## Connectivity

- 4.8.6 Pedestrian connectivity should be provided within the block and or site, including relatively direct and safe routes within large on-site parking lots.

## Public Uses and Space

- 4.8.7 Public and or semi-public spaces, such as outdoor areas and gathering spaces, should be provided and integrated into the site design to provide areas for patrons and or area employees to gather.

## Design Considerations

- 4.8.8 Multi-storey buildings should consider at grade design interventions that create a visible and active building frontage that attracts pedestrian activity.

- 4.8.9 For higher intensity uses, a “stepped down” approach should be used, which involves gradually decreasing building heights and densities as they transition towards lower intensity areas, creating a visually cohesive built environment.
- 4.8.10 Screening methods, including fencing and vegetation, should be used to separate residential and non-residential areas, mitigating any negative visual impacts.
- 4.8.11 High-quality architectural design and landscaping should be incorporated to enhance the visual appeal of major corridors, and provide for a high quality, aesthetically pleasing gateway into the Town.

**Utilities/Servicing**

- 4.8.12 Stormwater management will be assessed on a case-by-case basis to ensure that each developments stormwater management solution is evaluated based on its unique circumstances, taking into account existing infrastructure and the specific needs of the area.

# Employment Centre



## LAND USES

### Primary:

- Light industrial
- Medium Industrial
- Heavy industrial

### Secondary:

- Parks and open space
- Commercial – retail
- Commercial - office

## BUILDING TYPES

- Light Industrial/Flex Space
- Regional - Office/Commercial
- Medium Industrial
- Heavy Industrial

## DESCRIPTION OF POLICY AREA

These areas have typically been associated with Industrial uses and development, but the nature of industrial land use has changed. The intent for this area is to identify space for the growth and expansion of large employers.

Industrial uses vary from technology firms, to logistic hubs, to the manufacturing of goods. The nature of this type of land use requires access to major transportation corridors that have the capacity necessary to accommodate the traffic volumes generated by these types of businesses. While these areas do generate a large demand for on-site, surface parking, the design of the site should be considered relative to maximizing the developable area, minimizing the need through a shared parking perspective, and considering the adaptability of the site over time.

Residential uses are incompatible with the scale of land use in this area. Where the boundary abuts other neighbourhoods, a transitional buffer will be required to ensure adequate separation between incompatible uses.

## CHARACTERISTICS

### Block Character

- Access management on major corridors and internal transportation networks that limit vehicle access points

### Street Character

- Incorporate landscaping along road right of ways to increase aesthetic appeal of the industrial areas

### Site Considerations

- Coordinate pedestrian routes within large parking lots
- Parking should be located behind or beside primary buildings
- Edge screening should be used along roadways to minimize the visual impact of large, industrial areas
- Design interventions that enhance the visual appearance of the site should be considered (e.g., murals, landscaping, ground floor glazing etc.)

### Public Uses And Space

- Public or semi-public outdoor areas and gathering spaces for area employees are integrated into overall site design

### Design Considerations

- Multi-storey buildings should consider at grade design interventions that create a visible and active building frontage, and avoid blank walls

### Transitions

- A “stepped down” approach used to transition from higher intensity uses
- Screening (i.e., trees, fences, etc.) used to buffer uses at the edges of the neighbourhood

# Strategic Direction

## Use Considerations

- 4.9.1 The primary uses developed should be comprised of light-industrial to heavy industrial, with secondary uses including commercial-retail, commercial-office, and parks and open spaces.

## Block Character & Site Considerations

- 4.9.2 On-site surface parking should be designed such that it does not become the prominent design feature, i.e., to the extent that is possible, the building should be placed adjacent to the street, with on-site parking on the side or rear of the primary building, or on-site parking should be screened from view.
- 4.9.3 The addition of curb cuts should be limited along major access roads to ensure efficient movement of trucks, goods and services, and to encourage contiguous sidewalks and limit pedestrian vehicle interaction.

## Connectivity

- 4.9.4 The road network should support the efficient movement of trucks, goods and services.
- 4.9.5 Pedestrian connectivity should be provided within the block and or site, including relatively direct and safe routes within large on-site parking lots.

## Public Uses and Open Spaces

- 4.9.6 Public and or semi-public spaces, such as outdoor areas and gathering spaces, should be provided and integrated into the site design to provide areas for patrons and or area employees to gather.

## Design Considerations

- 4.9.7 Multi-storey buildings should consider at grade design interventions that create a visible and active building frontage, utilizing design features such as glazing, to avoid the creation of blank walls.
- 4.9.8 For higher intensity uses, a "stepped down" approach should be used, which involves gradually decreasing building heights and densities as they transition towards lower intensity areas, creating a visually cohesive built environment.

- 4.9.9 Screening methods, including fencing and vegetation, should be used to separate residential and non-residential areas, mitigating any negative visual impacts.
- 4.9.10 High-quality architectural design and landscaping should be incorporated to enhance the visual appeal of major corridors, and provide for a high quality, aesthetically pleasing gateway into the Town.

**Utilities/Servicing**

- 4.9.11 Stormwater management will be assessed on a case-by-case basis to ensure that each developments stormwater management solution is evaluated based on its unique circumstances, taking into account existing infrastructure and the specific needs of the area.

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# Green Space and Recreation



## LAND USES

### Primary:

- Parks and open space
- Sports complexes and recreational facilities

### Secondary:

- Urban Agriculture

## BUILDING TYPES

- N/A

## DESCRIPTION OF POLICY AREA

These consist of Crossfield's most significant natural areas, community parks, and recreational facilities. Preservation and improvement of urban green space and recreation areas are an essential factor in making Crossfield a desirable place to live. They allow for active and passive recreation, healthy lifestyles, beautification of the community, and natural habitats with ecological value.

These areas include lands dedicated as Municipal Reserve (MR) through new development.

These areas will be integrated into the Town's parks and open space system and their design will demonstrate how they meet community recreation and public space needs.

## CHARACTERISTICS

### Block Character

- N/A

### Street Character

- Open space, natural areas, parks, and facilities are well connected via trail system

### Site Considerations

- Natural assets are enhanced through placemaking efforts (i.e., public art, passive recreation amenities)

### Public Uses And Space

- Design park facilities with recreational amenities, internal walking paths, recreational infrastructure, and landscaping

### Design Considerations

- Preserve and restore the urban forest to the extent possible on all green space and recreation areas
- Municipal Reserve lands will contribute to the Town's open space system and considered functional and useable open space based on the evolving community needs

## 4.11 Town Wide

### Strategic Direction

To remain a strong and healthy community, we must ensure that land is available and well-served to support fiscally resilient growth and sustainable service delivery, contributing to our citizens' quality of life. This diverse land supply includes residential areas to accommodate the needs of a growing and evolving population and places that provide the jobs and services the community needs to sustain itself.

Future development should use existing land resources and infrastructure efficiently. Urban growth into previously undeveloped areas will be necessary, but we must manage this growth and ensure it is consistent with a shared understanding of the market demand and the land's ability to be serviced efficiently.

Along with the Land Use Policy Areas, the following policy direction is a guide to provide greater flexibility, creativity, and efficiency in the design of new projects.

**Strategic Direction #1: Use land use policy areas and the concept of complete neighbourhoods as the building blocks for designing and evaluating future land use patterns.**

- 4.11.1 Ensure reduced levels of land-use conflict between residential and non-residential areas by requiring new development to demonstrate how they plan to address the land-use interface through specific site planning initiatives that include, but are not limited to, the following:
  - a. Landscaping and screening (i.e., trees, shrubs, fencing, etc.).
  - b. Context-sensitive building placement (i.e., maintaining consistent street fronts with adjacent buildings).
  - c. Buffering along property boundaries (i.e., creating a marked separation between uses).
  - d. Retain existing vegetation along property boundaries.
  - e. Transition areas between building sites and boundary edges.
- 4.11.2 Ensure a wide range of housing options by requiring that all new comprehensive greenfield residential development (that require either an Area Structure Plan and or Neighbourhood Structure Plan) acknowledges how it is addressing housing needs relative to the current and evolving demographics of the community by demonstrating a mix of housing types that fills the need within a unified development.

- 4.11.3 Ensure neighbourhoods or individual land use policy areas with strategic importance (i.e., the Downtown Core, Established Residential Neighbourhood) are thoughtfully planned by requiring Area Redevelopment Plans to strategically guide individual development decisions through a broader vision.
- 4.11.4 Ensure commercial development contributes to the overall health of the town by requiring it to address the guidelines within the relevant Land Use Policy Area and demonstrate conformance with the following design principles:
- a. Commercial buildings that engage with the public streets and sidewalks rather than fronting onto parking lots.
  - b. Mix of land uses within individual developments, allowing for higher-density residential, services, retail, and office uses.
  - c. Incorporate well-designed signage that communicate and guide patrons without excessive size and scale.
  - d. Reduce the amount of the site's surface area devoted to parking.
- 4.11.5 Land use within new commercial development areas shall include a mix of office, business, and retail development, with integrated supporting uses of the appropriate scale and location necessary to create a complete and vibrant urban community. Such supporting uses shall include adequate open space and may also include:
- a. commercial and retail development to serve immediate employees and business visitors;
  - b. regional commercial and retail development;
  - c. institutional development of a regional scale, including indoor and outdoor recreation facilities;
  - d. tourism destinations and services such as hotels;
  - e. schools and institutions of higher learning; and
  - f. personal service businesses, medical offices, health centres, and hospitals.
- 4.11.6 Sidewalks should be provided on both sides of all streets in commercial development areas. Where design, engineering, or physical constraints render development of sidewalks on both sides of a street impractical, cause unsafe conditions, or create disadvantages for pedestrians, the developer shall compensate for the lack of sidewalks by enhancing trails or bicycle pathways within the same commercial development area

- 4.11.7 Applications for subdivision and or development on adjacent to the rail line must be circulated to Canada Pacific Railway for review, and must include a detailed noise and vibration impact assessment, along with proposed mitigation measures to ensure compliance with Railway Association of Canada's Railway Guidelines for New Development in Proximity to Railway Operations, as amended or replaced from time to time, and all other applicable regulations.
- 4.11.8 Applications for subdivision and or development on sites with potential contamination (including those near the rail line) must include a comprehensive environmental site assessment and a remediation plan. The assessment should identify any contaminants present, and the remediation plan must outline the steps to clean up the site to meet municipal and provincial standards.
- 4.11.9 Subdivision or Development applications in proximity to the railway right-of-way should consult Railway Association of Canada's Railway Guidelines for New Development in Proximity to Railway Operations, as amended or replaced from time to time
- 4.11.10 A sound attenuation study may be required for developments proposed adjacent to the railway to ensure noise levels are within acceptable limits.
- 4.11.11 Plans for new development will be established through an Area Structure Plan (ASP).
- 4.11.12 Where comprehensive residential development for more than 20 acres is proposed, with no existing Area Structure Plan or Neighbourhood Structure Plan in place that includes the development area, an Area Structure Plan or Neighbourhood Structure Plan should be adopted.
- 4.11.13 When determining whether an Area Structure Plan or Neighbourhood Structure Plan is appropriate, Council should give consideration to:
- a. Number of units proposed;
  - b. Intensity of the proposed development;
  - c. Relationship of the proposed development to surrounding land uses;
  - d. How the proposed development may impact future development of the surrounding lands;
  - e. Impact of the proposed development on Town servicing and transportation infrastructure;
  - f. Impact of the proposed development on stormwater management

4.11.14 An applicant should be required to prepare a Neighbourhood Structure Plan in support of a land use redesignation application for any multi-lot residential subdivision within an adopted Area Structure Plan. Requirements for the preparation of a Neighbourhood Structure Plan are described in the Appendix.

4.11.15 An applicant may be required to prepare a Concept Plan in support of a land use redesignation application for a comprehensive development and or subdivision for a parcel less than 20 acres in size. The requirements for the preparation of a Concept Plan are described in the Appendix.

**Strategic Direction #2: Foster development patterns that improve the town’s fiscal position and its ability to effectively and efficiently deliver services.**

4.11.16 For new residential, the target density is 6 units per acre (UPA). The target is not a minimum or maximum, but rather a recommended density that developers are encouraged to meet.

4.11.17 Notwithstanding Policy 4.11.14

- a. If a proposed development exceeds the target density, the applicant must provide a detailed plan demonstrating how the intended character of the specific land use policy area will be maintained or achieved, including information such as architectural designs, landscaping, and other relevant measures to ensure compatibility with the desired vision of the policy area, and the surrounding area
- b. If a proposed development falls below the target density, the applicant will be required to complete a Fiscal Impact Assessment (FIA) in collaboration with the Town to evaluate the financial implications, including revenue generation versus maintenance and replacement costs, to ensure the development remains economically viable for the municipality.

4.11.18 Promote the efficient use of vacant lands that maximize the effectiveness of existing infrastructure networks by encouraging infill and redevelopment. Ensure infrastructure, facility, and service capacities are adequate to support proposed development by requiring the following:

- a. Ongoing monitoring and evaluation of master plans to determine the necessary water, wastewater, stormwater, and road infrastructure necessary to serve development,
- b. Implementation, and periodic review, of off-site levies to collect funds for future infrastructure expansion in a timely manner.

- c. All new development within the Town of Crossfield shall be provided with full municipal services, including piped water, piped sewage, stormwater management, natural gas, and franchise utilities (electric power, cable, and telephone).
- d. All landowners, developers, or development proponents shall be responsible for the costs of providing adequate water and sewage services, stormwater management facilities, roadways, curbs and sidewalks, and franchise utilities (e.g. gas, power, cable, telephone) to new development areas and sites.
- e. Service area studies to determine the most effective method for providing the necessary municipal infrastructure to service the area where immediate connections are not available.

4.11.19 Ensure greater fiscal productivity of lands by requiring the completion of a Fiscal Impact Assessment (FIA) at the Area Structure Plan and or Neighbourhood Structure Plan stage that evaluates both the anticipated revenue generation that comes with the proposed development as well as its potential impact on the fiscal capacity for infrastructure maintenance and replacement and continued sustainable service delivery.

4.11.20 Ensure land use policy and regulations support development that strengthens the fiscal health of the municipality by requiring ongoing monitoring and review of how the policies in the Municipal Development Plan influence development patterns.

4.11.21 Ensure the town maximizes the fiscal productivity of the downtown core by adopting innovative ways of regulating parking that minimizes the amount of surface area dedicated to parking , including broader variance powers to reduce on-site parking requirements, supported by a parking study prepared by a qualified professional and approved by the Town.

**Strategic Direction #3: Promote and facilitate infill and incremental redevelopment of existing neighbourhoods that celebrate the community’s identity and character.**

4.11.22 Support infill development on underutilized and/or vacant parcels in existing neighbourhoods by considering local actions and incentives that catalyze private investment including, but not limited to:

- a. Proactive infrastructure and street improvements to support redevelopment.
- b. Appropriate public investment in community amenities that contribute to private investment.
- c. Regulatory improvements and enforcement that facilitate private investment.

- 4.11.23 Residential and mixed-use infill projects shall make a positive contribution to the image, overall architectural appeal, and quality of older neighbourhoods.
- 4.11.24 Residential and mixed-use infill projects shall be encouraged where there is adequate capacity in the primary municipal infrastructure to accommodate the impacts of the project.
- 4.11.25 Ensure the effective and efficient use of existing infrastructure and services by requiring infill development to concentrate in areas where facilities, infrastructure, and services demonstrate adequate capacity.
- 4.11.26 Promote the adaptive reuse of underutilized parcels and/or buildings by encouraging the revitalization of older, economically distressed parcels.
- 4.11.27 Support infill development that provides landowners alternative options for income generation and family support by considering regulations that allow accessory dwelling units/secondary suites, and other alternative forms of housing that are compatibly designed with surrounding uses.

**Strategic Direction #4: Preserve and enhance natural areas and ensure neighbourhoods have access to parks, open space, amenities, and the trail system.**

- 4.11.28 Promote the contribution of environmentally sensitive areas to both quality of life as well as a healthy ecosystem by encouraging their integration into new and existing developed areas.
- 4.11.29 Ensure that unique habitats continue their contribution to the ecological health of the community and region by requiring new development to address the role of environmental areas as natural assets to both the neighbourhood and the town beyond simply reflecting them as statistics as part of reserve dedication.
- 4.11.30 Ensure that functional open spaces that contribute to the Town's recreation and open space needs are provided by developers through the dedication of any Municipal Reserve lands.
- 4.11.31 The agricultural lands annexed to the Town of Crossfield shall remain in agricultural production until those lands are comprehensively planned and developed for urban land uses in accordance with approved ASPs.
- 4.11.32 The Town of Crossfield shall ensure an orderly progression and staging of development to prevent premature urban land development and conflicts with existing agricultural operations.

4.11.33 The Town of Crossfield supports the intent of the Agricultural Operations Practices Act and similar "right-to-farm" legislation, which exempts agricultural operations from nuisance claims, provided the agricultural operations follow generally accepted best management practices and comply with both the Town of Crossfield Land Use Bylaw and applicable provincial regulations.

4.11.34 The Town of Crossfield shall allow extensive agricultural land uses, such as field crops, but not intensive agricultural operations, such as intensive livestock operations

**Strategic Direction #5: Cultivate a land development ecosystem that supports diverse employment opportunities and increases the number of citizens that live and work in Crossfield.**

4.11.35 Ensure an appropriate inventory of employment lands by requiring any proposed changes to the Land Use Policy Area designations away from Employment Areas demonstrate the critical community need it is addressing that justifies a reduction in employment land supply. For example, using employment lands to meet a defined need for a new or replacement recreation facility, or providing a targeted type of housing that supports a specific community need.

4.11.36 Promote the strength of existing commercial nodes and corridors by encouraging redevelopment options.

4.11.37 Promote the effective and efficient utilization of lands within the Downtown Core by facilitating brownfield remediation for lands adjacent to the rail corridor that unlock opportunities for broader economic development.

4.11.38 ASPs and subdivision approvals to accommodate significant regional commercial development should take into consideration engineering studies and cost-benefit analyses.

4.11.39 New commercial development and subdivision within the Town of Crossfield shall be comprehensively designed to maximize efficiencies, to create attractive business and retail environments, and to provide support services for the benefit of customers, employees, tourists, and area residents

# 5.0 ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY

## 5.1 Goal

Resident quality of life is supported through a strong connection to the natural features, which contribute to the attractiveness of the community. The Town cooperates with developers and government agencies to ensure the conservation and enhancement of the quality of air, water, land, and natural systems found within the region.



Strategic Direction	Desired Outcomes
1. Promote environmental stewardship and sustainability as the foundation for policy development and decision making.	
2. Preserve environmentally sensitive features, natural landscapes and functional habitats throughout the Town.	
<p><u>Connection to Identity Statement:</u></p> <p>This section of the MDP helps to achieve the identity statement by:</p> <ul style="list-style-type: none"> <li>• Prioritizing the protection and enhancement of natural systems and public spaces, that contribute to a safe and socially connected community. Offering diverse recreational opportunities within well-maintained natural areas and public spaces that help to enrich the quality of life of residents and increase the attractiveness of the community in support of population and business retention and expansion.</li> </ul>	

Table 3 - Environmental Stewardship and Sustainability

## 5.2 Context

The physical environment and natural systems of Crossfield, as identified in Figure 2 — Natural Areas, are the foundation for all planning and development within Crossfield. Preserving and protecting these natural areas is a key responsibility of the Town when considering any future growth and development. These features are not limited to inside the Town boundary, reinforcing the importance of regional partnerships.

## 5.3 Strategic Direction

### **Strategic Direction 1: To promote environmental stewardship and sustainability as the foundation for policy development and decision making.**

- 5.3.1 All proponents of development proposals adjacent to significant water bodies, such as the major creeks and wetlands in Crossfield, shall be responsible at the subdivision stage for delineating the 1:100-year floodplain, based upon the approval of a qualified engineer, to the satisfaction of the municipal approving authority.
- 5.3.2 The subdivision of lands within the 1:100-year floodplain, as identified by a qualified engineer, to the satisfaction of the municipal approving authority, shall not be permitted unless adequate flood-proofing measures are undertaken.
- 5.3.3 All proponents of development proposals adjacent to significant natural features, such as the major creeks and wetlands in Crossfield, shall be responsible at the subdivision stage for delineating the top of bank, based upon the approval of a qualified engineer, to the satisfaction of the municipal approving authority.
- 5.3.4 All reserve land within the municipality shall be utilized and dedicated as efficiently as possible to both maximize land use and contribute to the overall open space system.
- 5.3.5 As determined by the Town, Municipal Reserve shall only be taken as credit when it contributes to the open space system, is aligned with the definition of Municipal Reserve, and is considered useable, functional Municipal Reserve with opportunities for passive and or active recreation.
- 5.3.6 For all residential subdivisions, linear Municipal Reserve should only be taken as credit if it is a minimum of 10.0 meters in width, and is determined to be contributing positively to the overall open space system,
- 5.3.7 For all residential subdivision, the required Municipal Reserve should be designed to be functional and usable, and should generally be a minimum of 0.5 hectares (1.24 acres) to ensure they are large enough to be functional and provide recreational opportunities, such as community playgrounds and pocket parks.

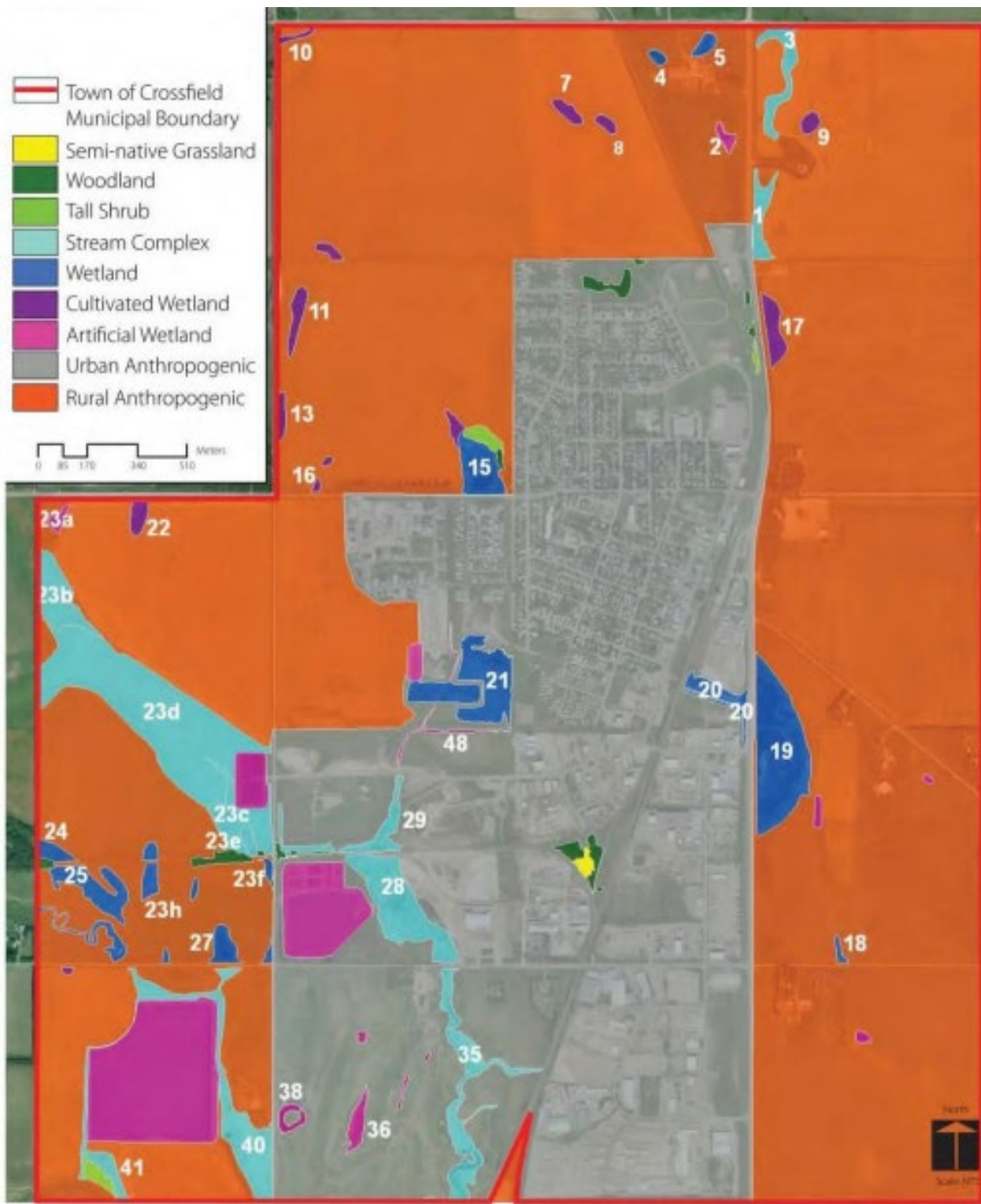
- 5.3.8 For all industrial subdivisions, 10% of the net developable area of land to be subdivided should be dedicated in accordance with the MGA for Municipal Reserve, School Reserve, or Municipal and School Reserve purposes. However, the Town encourages and considers cash in lieu of land dedication as an acceptable option, particularly in cases where the dedication of reserve land in an industrial subdivision would not be suitable.
- 5.3.9 Non-contributing park space shall not be accepted as Municipal Reserve.
- 5.3.10 Lands that are encumbered, including but not limited to utility rights-of-way, easements, or any other form of restriction that limits the use of, or development on the land, shall not be accepted as Municipal Reserve and should be dedicated as a public utility lot (PUL), at the discretion of the Town.
- 5.3.11 Open spaces, natural areas, parks, and community facilities should be well connected via trail systems and or well connected sidewalk networks.
- 5.3.12 Landscaped elements of parks and open space systems may include buffers, berms, tree planting, or boulevards along major roadways.
- 5.3.13 Proponents of development proposals containing, adjacent to, or in the vicinity of a swamp, gully, ravine, coulee, natural drainage course, land that is subject to flooding, land that abuts the bed and shore of a lake, river, stream, or other body of water, or land that in the opinion of the municipal approving authority is unstable, may be required to submit geotechnical or other studies that address the hazards of developing in such areas.

**Strategic Direction 2: Preserve environmentally sensitive features, natural landscapes and functional habitats throughout the Town.**

- 5.3.14 The Town of Crossfield shall protect the natural areas and systems within the Town identified as semi-native grassland, woodland, tall shrub, stream complex, and wetland in Figure 5 — Natural Areas.
- 5.3.15 Future municipal and regional open space and pathway systems shall be based upon the natural areas and systems within Crossfield as shown in Figure 5 — Natural Areas.
- 5.3.16 The Town of Crossfield shall work with local community groups, the Nose Creek Watershed Partnership, Rocky View County, and both provincial and federal jurisdictions to ensure appropriate protection and management of the natural environment, including public open spaces, trails, and natural areas within and surrounding Crossfield.

- 5.3.17 At the ASP, land use re-designation, or subdivision stage, environmental impact assessments addressing natural areas on site or environmental site assessments addressing contamination on site shall be prepared by qualified environmental consultants, to the satisfaction of the municipal approving authority.
- 5.3.18 At the time of subdivision, Environmental Reserves (ER) should be provided in accordance with the MGA when environmentally significant features are identified through the application process (through completion of studies described in Policy 5.3.12).
- 5.3.19 Where existing trees or tree stands cannot be retained due to development, the Town of Crossfield shall require the replacement of all trees that are removed because of such development.

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Drawing No. 423c-03

Town of Crossfield Municipal Development Plan  
July 2010

Figure 5 - Natural Areas

## 6.0 ECONOMIC DEVELOPMENT

### 6.1 Goal

Support a dynamic and diverse local economy that generates a variety of new jobs through a culture of entrepreneurship and innovation. We build from existing strengths and a high quality of life to reinforce our economic competitiveness as a desirable and recognizable community that attracts residents, visitors, and businesses.








STRATEGIC DIRECTION	DESIRED OUTCOMES
1. Enhance business retention, attraction, and expansion efforts to maximize the availability of local jobs.	 
2. Foster a culture of entrepreneurship.	 
3. Strengthen the perception of Crossfield as a favorable business environment.	
4. Maintain a balanced tax base through a diversity of efficient growth, contributing to the town's fiscal stability.	 
<p><u>Connection to Identity Statement:</u></p> <p>This section of the MDP helps to achieve the identity statement by:</p> <ul style="list-style-type: none"> <li>Diversifying the local economy to provide a variety of different jobs for people at various ages and income levels. As more people can find employment locally that suits their needs, the social fabric of the community is stronger as the labour force can reduce their commute and focus more time actively participating in strengthening Crossfield.</li> </ul>	

Table 4 - Economic Development

## 6.2 Context

A sense of place is essential to defining the town's identity and can be defined as a package of expectations, sending a clear message to potential businesses, visitors, and existing residents themselves. A strong identity gives citizens more ownership in their community and a stronger commitment to make it better. This comes with a recognition that placemaking (i.e., focusing on the community elements that contribute to a strong quality of life) is essential to anchoring talent. People are drawn to work in places they want to live. This requires an overall emphasis on creating quality public spaces and walkable neighbourhoods.

Municipalities are economic entities. Without self-sustaining and growing economic activity, towns lose their essence and stagnate. On the other hand, strong, diverse, and creative economies generate jobs, wealth, and innovation. When considering the types of businesses and industry that come with economic development, it is important to balance the desire to attract new businesses to town with putting efforts towards retaining existing businesses and creating the culture and supportive environment to support entrepreneurship.

## 6.3 Strategic Direction

**Strategic Direction 1: Enhance business retention, attraction, and expansion efforts to maximize the availability of local jobs.**

- 6.3.1 The Town of Crossfield shall collaborate with Rocky View County to jointly take advantage of opportunities for mutual economic development, particularly along the QE II Highway corridor.
- 6.3.2 The Town of Crossfield shall actively pursue opportunities to support and partner or work with governmental and non-governmental organizations, existing businesses, and the development industry to promote economic development.
- 6.3.3 Promote the health and vitality of the Downtown Core by encouraging the ongoing maintenance and improvements of buildings in the neighbourhood through exploring incentives such as facade improvements or renovation grants.
- 6.3.4 Promote the town's quality of life as a key attraction to potential businesses by encouraging continued strategic investment in placemaking efforts that enhance the attractiveness of Crossfield as a community.

**Strategic Direction 2: Foster a culture of entrepreneurship.**

- 6.3.5 The Town of Crossfield shall share resources and information with local and regional businesses and agencies to support economic development in the Crossfield area.

- 6.3.6 The Town of Crossfield shall facilitate the exchange of information, goods, and services among businesses in the Crossfield area.
- 6.3.7 Promote opportunities to increase local business activity by encouraging home-based businesses that can demonstrate, to the satisfaction of the town, they do not create undue adverse impacts on the neighbourhood based on the following considerations:
- a. Traffic
  - b. Parking
  - c. Noise
  - d. Safety
  - e. Hours of operation
  - f. Any other matter deemed important based on the type of business.

**Strategic Direction 3: Strengthen the perception of Crossfield as a favorable business environment.**

- 6.3.8 Promote a partnership approach to economic development by encouraging proactive communication with existing and prospective businesses to clearly define permitting and licensing processes and reinforce the importance of pre-application meetings.

**Strategic Direction 4: Maintain a balanced tax base through a diversity of efficient growth, contributing to the town's fiscal stability.**

- 6.3.9 The Town of Crossfield shall ensure that policy plans, land use re-designations, and municipal services are in place to provide for a readily available supply of serviced industrial and commercial land in a variety of parcel sizes and locations within Crossfield.
- 6.3.10 Ensure the town can capitalize on opportunities for commercial and industrial development by regularly updating its inventory of development-ready lands that meet the needs of both commercial and industrial targets.
- 6.3.11 Ensure the ongoing maintenance of the development-ready lands inventory by requiring decision-making processes to evaluate any proposal that could potentially impact these areas for their intended use through the following considerations:
- a. Assess any request to change the potential land use relative to the overall benefit to the town, including a risk analysis of losing employment-based lands.
  - b. Assess any subdivision request relative to its potential fragmentation of the broader area and its ability to serve the broader local economic strategic objectives.

- c. Assess any development on surrounding lands relative to the potential benefits to the town and the potential for incompatible land uses adjacent future employment-based development.
- 
- 6.3.12 Ensure a consistent supply of development-ready lands by ensuring they are protected from short-term encroachment by other uses for employment-based development.
  - 6.3.13 Promote the productive use of vacant or underutilized sites by encouraging well designed infill development in the Downtown core that enhances access to commercial uses.
  - 6.3.14 Promote opportunities for redevelopment by encouraging brownfield remediation that converts contaminated lands to productive developments that support the fiscal health of the town.
  - 6.3.15 Promote redevelopment in the downtown core and other commercially focused areas by encouraging the adaptive reuse of vacant land and buildings.

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# 7.0 TRANSPORTATION

## 7.1 Goal

Maintenance and development of an interconnected network of streets, sidewalks and pathways that serve multiple modes of transportation, providing for the safe and efficient movement of people and goods. Our network builds connectivity among our existing and proposed residential and activity centres, maximizing walkability, and providing multimodal linkages to our parks, recreation, and natural areas.



STRATEGIC DIRECTION	DESIRED OUTCOMES
1. To provide for a safe and efficient transportation system for the benefit of all residents, businesses, employees and visitors to Crossfield.	
2. Fiscal sustainability of transportation improvements and investments.	
<p><u>Connection to Identity Statement:</u></p> <p>This section of the MDP helps to achieve the identity statement by</p> <ul style="list-style-type: none"> <li>Promoting a well-maintained, connected, and diverse mobility system that contributes to the overall health of the community. Providing options for multiple modes of travel, reflects the importance of inclusive design of the system for those who either cannot (or choose not) to drive.</li> </ul>	

Table 5 - Transportation

## 7.2 Context

Transportation facilities represent the Town's circulatory system. The street system is our largest public capital asset, and its maintenance and ability to move people and goods safely and efficiently are fundamental to the town's health. But as important as basic transportation facilities are, mobility's influence goes even deeper. It has a considerable impact on land value, location of development, and the look and feel of the community. It can expand or limit economic opportunity and affect the cost of public services and the town's ability to provide them efficiently.

We understand that private vehicles are and will continue to be the dominant way of moving people and goods around the town. Maintaining the condition and functionality of the street system is our primary priority. We must complement this priority by promoting and investing in other transportation choices, building an effective network that encourages people to walk or bike for basic transportation.

## 7.3 Strategic Direction

**Strategic Direction 1: To provide for a safe and efficient transportation system for the benefit of all residents, businesses, employees and visitors to Crossfield.**

- 7.3.1 The Town of Crossfield shall coordinate the planning and development of a long-term transportation infrastructure system consistent with the network identified in Figure 5 — Transportation.
- 7.3.2 Support an interconnected network of streets through consideration of connectivity standards that minimize dead-end streets to create traditional grid style neighbourhoods.
- 7.3.3 Ensure the effective and efficient function of collector and arterial roads by requiring access management standards that limit driveways and increase shared access.
- 7.3.4 Ensure new development is compatible with the existing transportation network by requiring Area Structure Plans to demonstrate the connectivity of streets, sidewalks, and trails between residential and commercial areas.
- 7.3.5 Promote the productive use of land by encouraging shared parking among contiguous developments that limit the need for off-street, surface parking.

- 7.3.6 Ensure parking supply in the Downtown Core is balanced with the need for the effective use of land by considering ways to determine parking demand, for example, Town completing a parking analysis that evaluates the overall capacity and recommended changes to standards based on the evolution of land use and demand.
- 7.3.7 The Town of Crossfield shall collaborate with Alberta Transportation and Economic Corridors and the Canadian Pacific Kansas City Limited (CPKC) in the planning and development of the long-term transportation infrastructure system, with reference to:
- a. traffic controls at CPR level crossings
  - b. review of safety and speed concerns and standards throughout Crossfield
  - c. improvements to Highway 2A
  - d. improvements to the interchanges at Highway 2 and 2A
- 7.3.8 The Town of Crossfield shall require that development and subdivision along major roadways within Crossfield:
- a. Obtain approvals, as required, from Alberta Transportation
  - b. Coordinate the number of entry and exit points to major roadways
  - c. Provide sufficiently wide rights-of-way or setbacks to accommodate berms, landscaping, trees, dividers, or similar noise attenuation and aesthetic features
  - d. Be suitably set back in order not to interfere with the improvement or widening of roadways
- 7.3.9 The Town of Crossfield may require land dedication to support the development of roads, sidewalks, and pathways in alignment with master planning, Area Structure Plans (ASPs), and Neighbourhood Structure Plans (NSPs).

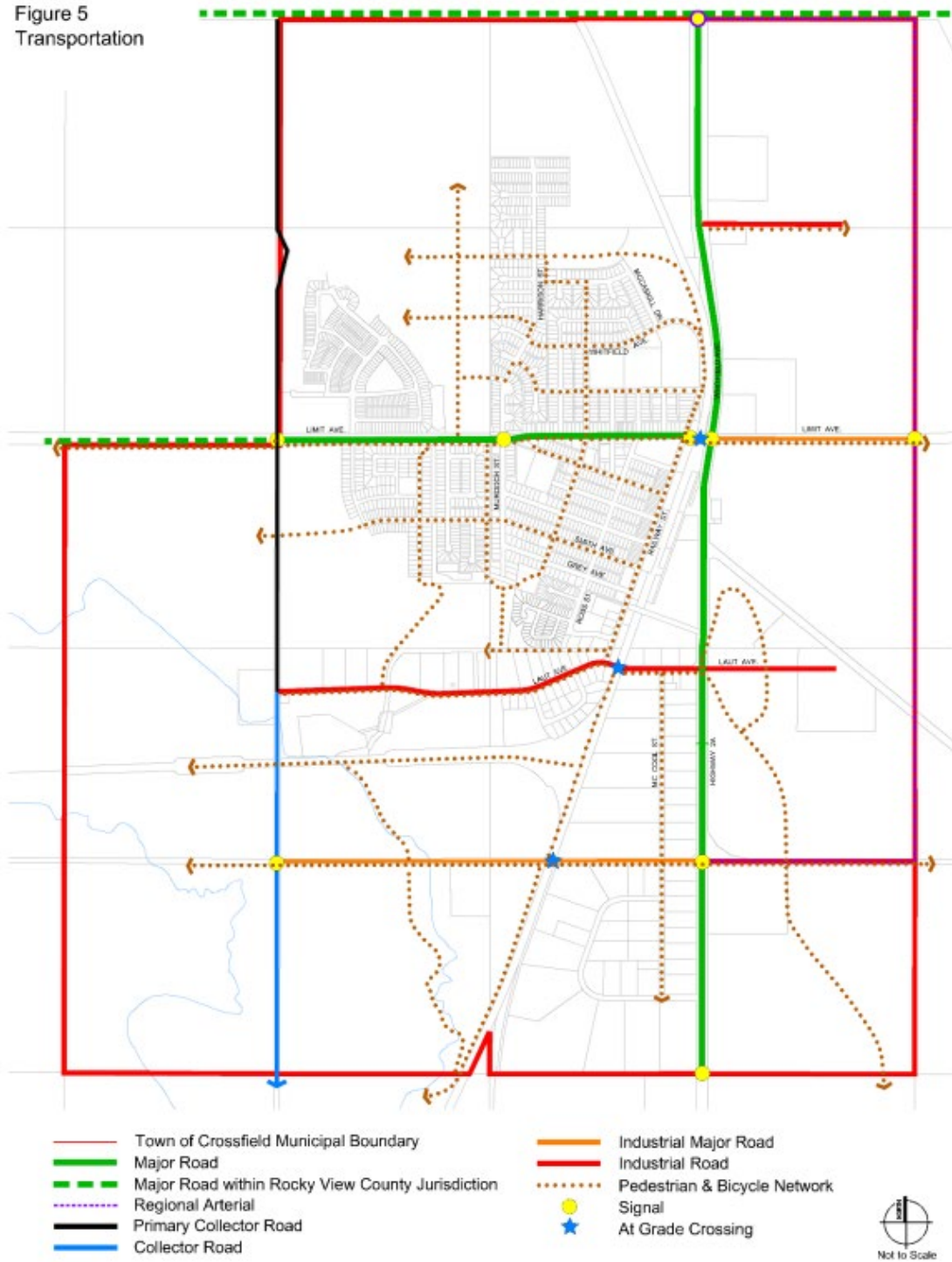
## **Strategic Direction 2: Fiscal sustainability of transportation improvements and investments**

- 7.3.10 Notwithstanding the generality of the long-term transportation infrastructure system identified in Figure 5 — Transportation, the Town of Crossfield shall require developers to contribute through off-site levies to the development of the municipal transportation system, which the Town of Crossfield shall determine through periodic transportation master plans.
- 7.3.11 The Town of Crossfield shall require developers to provide irrevocable security to ensure that road construction meets the standards established by the municipality.

- 7.3.12 The Town of Crossfield shall support development, maintenance, and expansion of transportation networks within and around Crossfield by clearly and consistently defining responsibilities and standards for roadway construction and maintenance, including the responsibilities of the municipality, Alberta Transportation, and developers.
- 7.3.13 The Town of Crossfield should periodically review municipal standards for roadway design, particularly as they relate to non-motorized transportation.
- 7.3.14 Ensure the effective use of available resources by preparing asset management plans to inform maintenance and capital replacement transportation infrastructure.

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Figure 5  
Transportation



- |  |                              |
|--|------------------------------|
| Town of Crossfield Municipal Boundary            | Industrial Major Road        |
| Major Road                                       | Industrial Road              |
| Major Road within Rocky View County Jurisdiction | Pedestrian & Bicycle Network |
| Regional Arterial                                | Signal                       |
| Primary Collector Road                           | At Grade Crossing            |
| Collector Road                                   |                              |



Town of Crossfield Municipal Development Plan  
November 2018

Figure 6 - Transportation

## 8.0 SERVICING AND UTILITIES

### 8.1 Goal

Coordinate the expansion of infrastructure systems with future growth and development, promoting the efficient use and development or redevelopment of land that minimizes the maintenance and cost of infrastructure systems and encourages a comprehensive approach to stormwater management.





STRATEGIC DIRECTION	DESIRED OUTCOMES
1. To provide for safe, efficient, and cost-effective utility servicing systems.	 
2. To increase the Town's fiscal and environmental resiliency through the efficient use of existing and new servicing infrastructure.	 
<p><u>Connection to Identity Statement:</u>            This section of the MDP helps to achieve the identity statement by</p> <ul style="list-style-type: none"> <li>Requiring detailed servicing concepts and fair cost allocation for new developments, helps reinforce clear and consistent decision-making to create a well planned servicing system (water, wastewater and stormwater infrastructure) that can support opportunities for growth and contribute to the overall health of the Town.</li> </ul>	

Table 6 - Servicing and Utilities

## 8.2 Context

Growth management, land use planning, and the provision of municipal services must be integrated for the Town of Crossfield to move toward a more sustainable future. Functional infrastructure systems are key components contributing to the community's quality of life. New growth and development depend on the backbone of infrastructure to not only serve growth but allow growth to be designed in a manner consistent with the character of the community.

## 8.3 Strategic Direction

### **Strategic Direction 1: To provide for safe, efficient, and cost-effective utility servicing systems.**

- 8.3.1 The provision of municipal services into new development areas shall be based upon logical extensions of existing infrastructure and upon the cost implications of such extensions.
- 8.3.2 All new development within the Town of Crossfield shall be required to connect to full municipal services, including piped water, piped sewage, stormwater management systems, natural gas, and franchise utilities (electric power, cable, and telephone).
- 8.3.3 All landowners, developers, or development proponents shall be responsible for the costs of providing adequate water and sewage services, stormwater management facilities, roadways, curbs and sidewalks, and franchise utilities (e.g. gas, power, cable, telephone) to new development areas and sites.
- 8.3.4 Notwithstanding Policy 8.3.2, the Town will consider a phased servicing approach for industrial and commercial development within the Crossfield East ASP allowing for interim on-site water, wastewater and stormwater servicing for development that will ultimately connect to piped infrastructure when municipal services are extended to support intensification, and will be required to prepare the following
  - a. A servicing strategy shall be prepared to support and implement a phased servicing approach and the Town shall update its off-site levy bylaw to ensure that development utilizing interim servicing contributes to the ultimate servicing infrastructure.
- 8.3.5 The Town of Crossfield shall coordinate long-range utility servicing plans in collaboration with Alberta Environment and Protected Areas and major regional water and wastewater utilities.

- 8.3.6 The Town of Crossfield shall integrate land use planning with engineering, servicing, and utilities studies, to achieve greater efficiencies and provide better services to the residents and businesses of Crossfield.
- 8.3.7 The Town of Crossfield shall require, as a condition of subdivision approval, the preparation and submission of stormwater management plans prepared by a qualified professional engineer registered in the province of Alberta, in accordance with the Town's Stormwater Master Plan and the Nose Creek Watershed Water Management Plan and related technical reports adopted by the Nose Creek Watershed Partnership.
- 8.3.8 All required stormwater management plans shall include measures to control the rate and quality of stormwater discharge into significant water bodies, such as the major wetlands and creeks within Crossfield, using stormwater management facilities, avoiding areas of steep and unstable slopes for discharge points, and if feasible, through water quality monitoring.
- 8.3.9 All required stormwater management plans shall include, at a minimum:
- b. topography of the development lands and surrounding area;
  - c. watershed affected by the development;
  - d. proposed major drainage systems (including the direction of surface drainage);
  - e. proposed minor drainage systems (including ditches, pipes, and catch basin locations);
  - f. proposed on-site detention and retention facilities (including locations and sizes);
  - g. locations of outflow or outfall structures; and
  - h. any related modeling or calculation information.

**Strategic Direction 2: To increase the Town's fiscal and environmental resiliency through the efficient use of existing and new servicing infrastructure**

- 8.3.10 ASPs shall include detailed servicing concept studies for the provision of water, sanitary sewer, stormwater management, and franchise utilities.
- 8.3.11 The provision of municipal services into new development areas shall be based upon logical extensions of existing infrastructure , cost implications, and demonstrated impacts from new development on existing capacity.

- 8.3.12 All landowners, developers, or development proponents shall be responsible for the costs of providing adequate water and sewage services, stormwater management facilities, roadways, curbs and sidewalks, and franchise utilities (e.g. gas, power, cable, telephone) to new development areas and sites.
- 8.3.13 The Town of Crossfield shall conduct periodic reviews of off-site levy bylaws to determine whether amendments are required to address the costs of providing municipal servicing infrastructure to new development areas.
- 8.3.14 The Town of Crossfield will continue to cooperate with regional partners in waste management initiatives in order to ensure safe operations, enforcement of required development setbacks, and proper reclamation. Once landfills are decommissioned, the Town of Crossfield will plan and manage reclaimed landfills as regional open space.
- 8.3.15 The Town of Crossfield shall promote residential, commercial, and industrial water conservation, rainwater harvesting, and the safe use of grey water for appropriate purposes.
- 8.3.16 The Town of Crossfield, in consultation with Alberta Environment, the City of Airdrie, the City of Calgary and Rocky View County, shall explore opportunities to develop new partnerships in the region for managing effluent disposal and providing piped sanitary sewer services.
- 8.3.17 The Town of Crossfield should explore opportunities to use alternative sources of energy such as solar, wind, and geothermal power.
- 8.3.18 The Town of Crossfield shall conserve energy through the use of low intensity streetlamps and other measures that increase energy efficiency in public buildings and facilities.
- 8.3.19 Ensure the effective use of available resources by preparing asset management plans to inform maintenance and capital replacement of servicing infrastructure.

**Figure 6  
Master Drainage Concept**

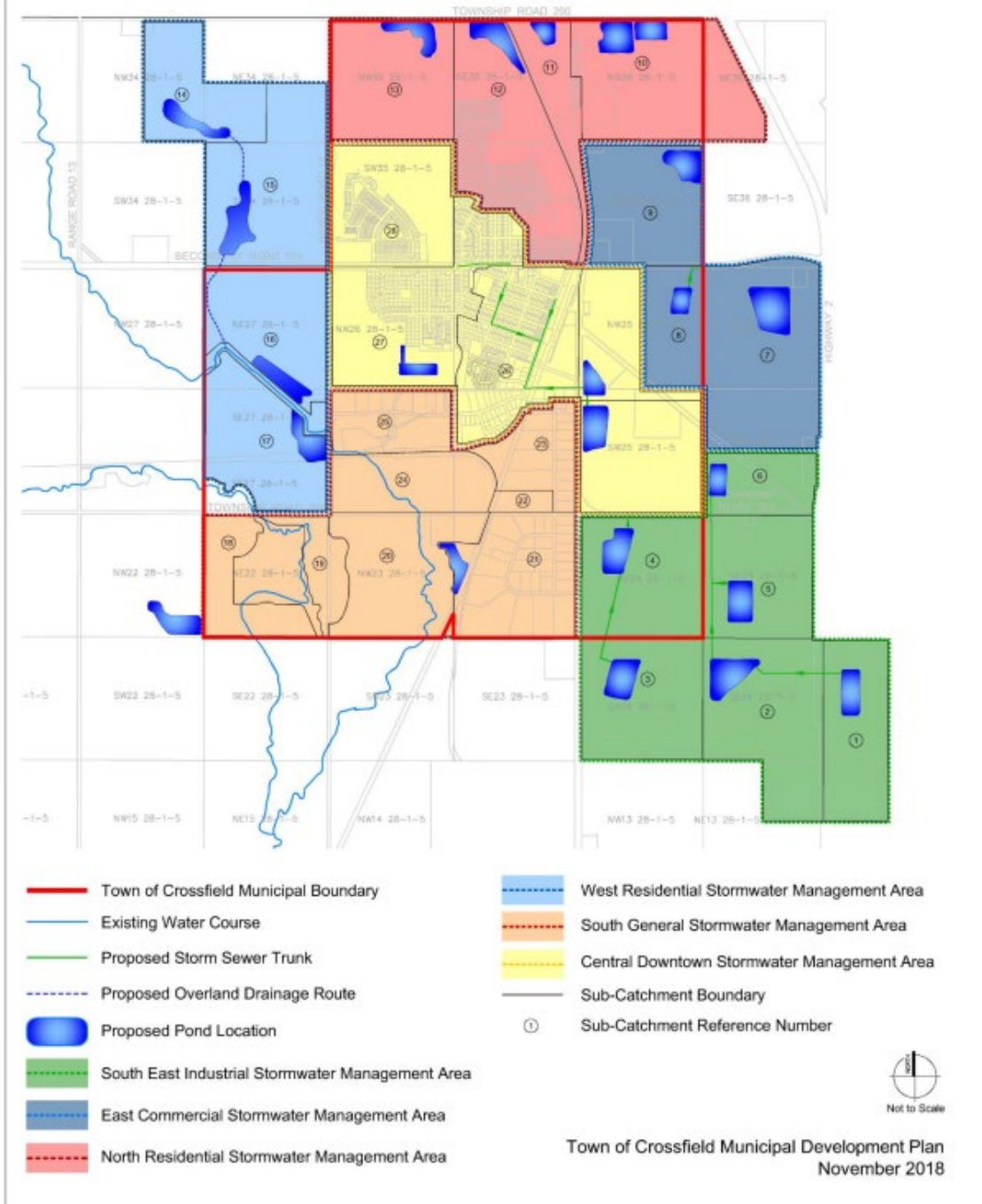


Figure 7 - Master Drainage Concept

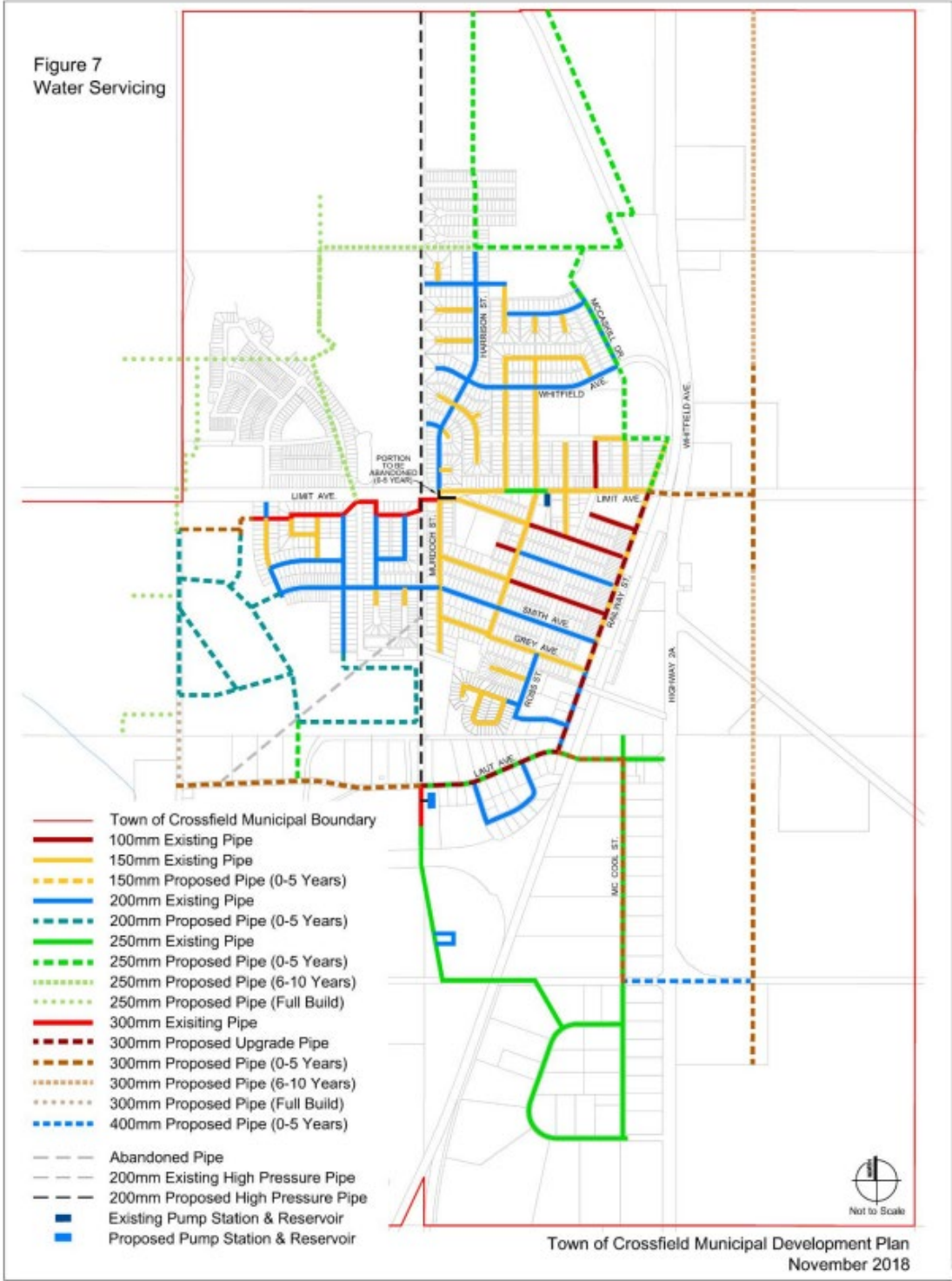


Figure 8 - Water Servicing



## 9.0 SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

### 9.1 Goal

Develop and maintain an accessible system of community facilities and services that creates value, enhances quality of life and community character, and contributes to the community’s physical and social health and wellbeing.








STRATEGIC DIRECTION	DESIRED OUTCOMES
1. To create a vibrant, safe, healthy, and supportive community that embraces and encourages social and cultural diversity for people of all abilities.	 
2. To ensure that a wide range of affordable and accessible community services is provided for Crossfield and area residents.	 
3. To ensure that an appropriate level of public emergency services is provided to meet the demands of growth.	  
<p><u>Connection to Identity Statement:</u></p> <p>This section of the MDP helps to achieve the identity statement by:</p> <ul style="list-style-type: none"> <li>Focusing on maintaining community services and facilities to strengthen the social fabric of the community and contribute to the quality of life that retains and attracts citizens and businesses. Community growth, regardless of scale, requires a healthy network of community services and facilities that both contribute to the town’s character and are integrated with the natural environment.</li> </ul>	

Table 7 - Social Development and Community Services

## 9.2 Context

Community facilities and services and recreational amenities all provide necessary benefits to the mental and physical health of local citizens and help to bring people from diverse backgrounds together. The Town of Crossfield is committed to developing community facilities and to providing social and emergency services so that the people of all ages, incomes, backgrounds, and abilities can participate in leisure activities and have reliable access to emergency services. As the Town continues to grow, these services will need to be expanded to address the demands that will accompany an increasing population.

## 9.3 Strategic Direction

**Strategic Direction 1: To create a vibrant, safe, healthy, and supportive community that embraces and encourages social and cultural diversity for people of all abilities.**

- 9.3.1 The Town of Crossfield shall support community and business organizations in welcoming and providing community information to new residents and businesses.
- 9.3.2 The Town of Crossfield shall promote adherence to the principles of Crime Prevention Through Environmental Design in all development within Crossfield.
- 9.3.3 The Town of Crossfield shall conduct bylaw enforcement in accordance with the Broken Windows Theory of crime prevention, by maintaining the town environment in a well-ordered condition to prevent vandalism and to ward off escalation to more serious crime.
- 9.3.4 The Town of Crossfield shall base the development of leisure and cultural facilities upon clearly demonstrated community needs.

**Strategic Direction 2: To ensure that a wide range of affordable and accessible community services is provided for Crossfield and area residents.**

- 9.3.5 The Town of Crossfield shall monitor community needs and shall work with social service agencies and providers such as Family and Community Support Services (FCSS) to ensure that a range of services from prevention to long-term intervention are available for all segments of the population.
- 9.3.6 The Town of Crossfield shall collaborate with Alberta Health and Wellness, the Rocky View Foundation, and other health care agencies and providers to ensure that the people of Crossfield have access to an appropriate level and quality of health services, including extended care services and housing for seniors.

- 9.3.7 The Town of Crossfield shall integrate compatible uses such as childcare services, youth-oriented facilities, residences for seniors and extended care facilities into residential neighbourhoods.
- 9.3.8 The Town of Crossfield shall explore opportunities for joint development and provision of community, emergency, and recreational services with regional partners.
- 9.3.9 The Town of Crossfield shall support existing and new agreements with outside agencies to provide parks, open space, recreational, educational, cultural and protective services and facilities in the Crossfield area.
- 9.3.10 Agreements on the provision of educational, recreational, and cultural, and protective services should take into consideration:
- a. Needs assessments
  - b. Cost-benefit analyses
  - c. Both capital investment and maintenance of infrastructure
  - d. Staffing requirements and operating budgets
  - e. The relative strengths and advantages that the municipality has in the provision of services

**Strategic Direction 3: To ensure that an appropriate level of public emergency services is provided to meet the demands of growth.**

- 9.3.11 At the appropriate population threshold and based upon clearly demonstrated community health needs, the Town of Crossfield shall engage Alberta Health and Wellness, the Rocky View Foundation, and other health care agencies and providers in joint planning and development of a medical centre to serve Crossfield and the surrounding area.
- 9.3.12 New subdivisions and developments shall be designed to ensure the safe and efficient movement of emergency vehicles and access to emergency facilities.
- 9.3.13 The Town of Crossfield shall collaborate with emergency service providers such as the Royal Canadian Mounted Police and Alberta Health Services to meet the needs of the community by:
- a. Determining appropriate locations for emergency services facilities
  - b. Facilitating emergency service response times that meet or exceed North American standards
  - c. Coordinating communications between the Crossfield Fire Department and other emergency service providers to enhance overall response capabilities

- d. Providing public information and education about fire prevention, disaster services, emergency preparedness, and crime prevention
- e. Participating in emergency services organizations such as the Crossfield Synergy Group

9.3.14 The Town of Crossfield shall ensure that emergency response plans are periodically reviewed to adjust for new development and population growth.

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# 10.0 CULTURAL HERITAGE

## 10.1 Goal

Develop and promote the unique buildings and spaces that celebrate the character and history of the community, leveraging these assets to attract businesses, citizens, and visitors.



STRATEGIC DIRECTION	DESIRED OUTCOMES
1. To acknowledge and celebrate the role of Crossfield's cultural heritage both in creating the community's strong identity and in enhancing economic development.	
2. To promote appreciation and understanding of Crossfield's cultural heritage and to encourage public stewardship of local cultural heritage resources.	
<p><u>Connection to Identity Statement:</u></p> <p>This section of the MDP helps to achieve the identity statement by</p> <ul style="list-style-type: none"> <li>Preserving and protecting cultural heritage resources and integrating heritage preservation as a consideration in the development process helps maintain the unique community character and contributes to a sense of community pride and continuity.</li> </ul>	

Table 8 - Cultural Heritage

## 10.2 Context

The people of Crossfield value the local cultural history and regional cultural heritage of this area, which contribute to the community's strong identity. The appreciation of cultural heritage resources, including the preservation and rehabilitation of significant heritage buildings, is becoming more important to the people of Crossfield.

## 10.3 Strategic Direction

**Strategic Direction 1: To acknowledge and celebrate the role of Crossfield's cultural heritage both in creating the community's strong identity and in enhancing economic development.**

- 10.3.1 The Town of Crossfield shall support the efforts of owners of cultural heritage resources to protect and preserve those resources.
- 10.3.2 The Town of Crossfield shall encourage owners of significant cultural heritage resources to restore them to their original appearance.
- 10.3.3 The Town of Crossfield shall encourage the relocation of buildings worthy of conservation if they cannot be preserved on their original sites.
- 10.3.4 The Town of Crossfield shall cooperate with other levels of government, private agencies, and individuals in the preservation of historic buildings and sites.
- 10.3.5 The Town of Crossfield shall encourage preservation initiatives by using cultural heritage designation bylaws and other preservation instruments available to local government.

**Strategic Direction 2: To promote appreciation and understanding of Crossfield's cultural heritage and to encourage public stewardship of local cultural heritage resources.**

- 10.3.6 In order to ensure the long-term economic viability of heritage buildings, the Town of Crossfield shall encourage building owners to use them in creative ways. A wide range of incentives including flexible parking and development standards may be utilized to preserve heritage buildings.
- 10.3.7 The Town of Crossfield may determine appropriate incentives to owners of municipal historic resources for application toward restoration and preservation.

10.3.8 Where appropriate and in accordance with the Historical Resources Act, the Town of Crossfield may require historic resources impact assessments prior to approval of ASPs, subdivisions, and development permits.

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# 11.0 INTERMUNICIPAL AND REGIONAL COOPERATION

## 11.1 Goal

Coordinate with the town’s partners to address local and regional challenges, foster collaboration, support volunteer opportunities, and strengthen relationships through effective communication.



STRATEGIC DIRECTION	DESIRED OUTCOMES
<p>1. To build upon the positive relations that the Town of Crossfield has with Rocky View County by fostering communication and cooperation on all matters of interest to both municipalities in accordance with the IDP.</p>	
<p>2. To continue cooperating with organizations such as the Nose Creek Watershed Partnership, the Rocky View Foundation, local school jurisdictions, the Crossfield Agricultural Society, and the Crossfield Recreation Board to continually improve the quality of life in the Crossfield area.</p>	
<p><u>Connection to Identity Statement:</u></p> <p>This section of the MDP helps to achieve the identity statement by</p> <ul style="list-style-type: none"> <li>Strengthening the Town through partnerships with other local and regional agencies. These groups can provide additional resources and expertise to help align interests and improve access to funding. The success of the plan depends not only on actions of the local government, but also the involvement of community partners and the empowerment of local citizens.</li> </ul>	

Table 9 - Intermunicipal and Regional Cooperation

## 11.2 Context

The MGA requires that MDPs coordinate land uses, future growth patterns, and other infrastructure with adjacent municipalities through the preparation of an Intermunicipal Development Plan (IDP). The Rocky View County/Town of Crossfield IDP outlines the provision of shared infrastructure and services between the Town of Crossfield and Rocky View County.

In addition to the IDP, the Town of Crossfield and Rocky View County agreed through their 2009 annexation agreement to jointly prepare complementary ASPs for the area on both sides of the municipal boundary between Highway 2A and the QE II Highway. The area for those complementary ASPs is shown on Figure 9 — Intermunicipal Planning.

The Town of Crossfield also cooperates with regional organizations such as the Nose Creek Watershed Partnership, the Rocky View Foundation, local school jurisdictions, the Crossfield Agricultural Society, and the Crossfield Recreation Board. This section of the MDP affirms the commitments that the Town of Crossfield has to continuing cooperation with those regional partners.

## 11.3 Strategic Direction

**Strategic Direction 1: To build upon the positive relations that the Town of Crossfield has with Rocky View County by fostering communication and cooperation on all matters of interest to both municipalities in accordance with the IDP.**

- 11.3.1 The approvals of an IDP and Joint ASP with Rocky View County shall commit the Town of Crossfield to ongoing communication and cooperation with Rocky View County on all matters of interest to both municipalities.
- 11.3.2 The Town of Crossfield shall continue to cooperate and communicate with Rocky View County through regular meetings of the Intermunicipal Committee that the two municipalities have established.
- 11.3.3 The Town of Crossfield shall cooperate with Rocky View County in accordance with the IDP for the lands between Highway 2A and the QE II Highway, as shown on Figure 9 — Intermunicipal Planning.
- 11.3.4 The Town of Crossfield shall collaborate with Rocky View County to jointly take advantage of opportunities for mutual economic development, particularly along the QE II Highway corridor.

- 11.3.5 The Town of Crossfield shall cooperate with Rocky View County to pursue opportunities for the joint provision or improvement of utility servicing, transportation infrastructure, and community services.
- 11.3.6 Within 800 metres of the common municipal boundaries of the Town of Crossfield and Rocky View County, the Town shall refer to and request referrals from the County of applications or proposals for:
- a. ASPs, NSP's and ARPs;
  - b. amendments to MDPs;
  - c. land use re-designations;
  - d. subdivisions of any parent parcels larger than 8 hectares (20 acres);
  - e. improvements or changes to municipal utility servicing infrastructure;
  - f. improvements or changes to municipal transportation infrastructure; and
  - g. local or regional community or recreation facilities.
- 11.3.7 Given that portions of Highway 574 and Township Road 290 along the Town of Crossfield boundary fall within the jurisdiction of Rocky View County, development within the Town of Crossfield that is adjacent to those boundary roads shall be subject to transportation studies, access restrictions, and requirements for roadway improvements to the satisfaction of Rocky View County, Alberta Transportation, and the Town of Crossfield.
- 11.3.8 The Town of Crossfield shall cooperate with Rocky View County to monitor and evaluate any existing or proposed developments close to their common municipal boundaries, including:
- a. major commercial or industrial developments;
  - b. significant residential developments;
  - c. intensive agricultural operations; and
  - d. any existing or proposed developments that may have traffic, environmental, noise, odour, or other impacts on the neighbouring municipality
- 11.3.9 The Town of Crossfield shall avert or mitigate intermunicipal disputes with Rocky View County by engaging in, when appropriate, alternative dispute resolution processes such as facilitated negotiation, mediation, or arbitration.

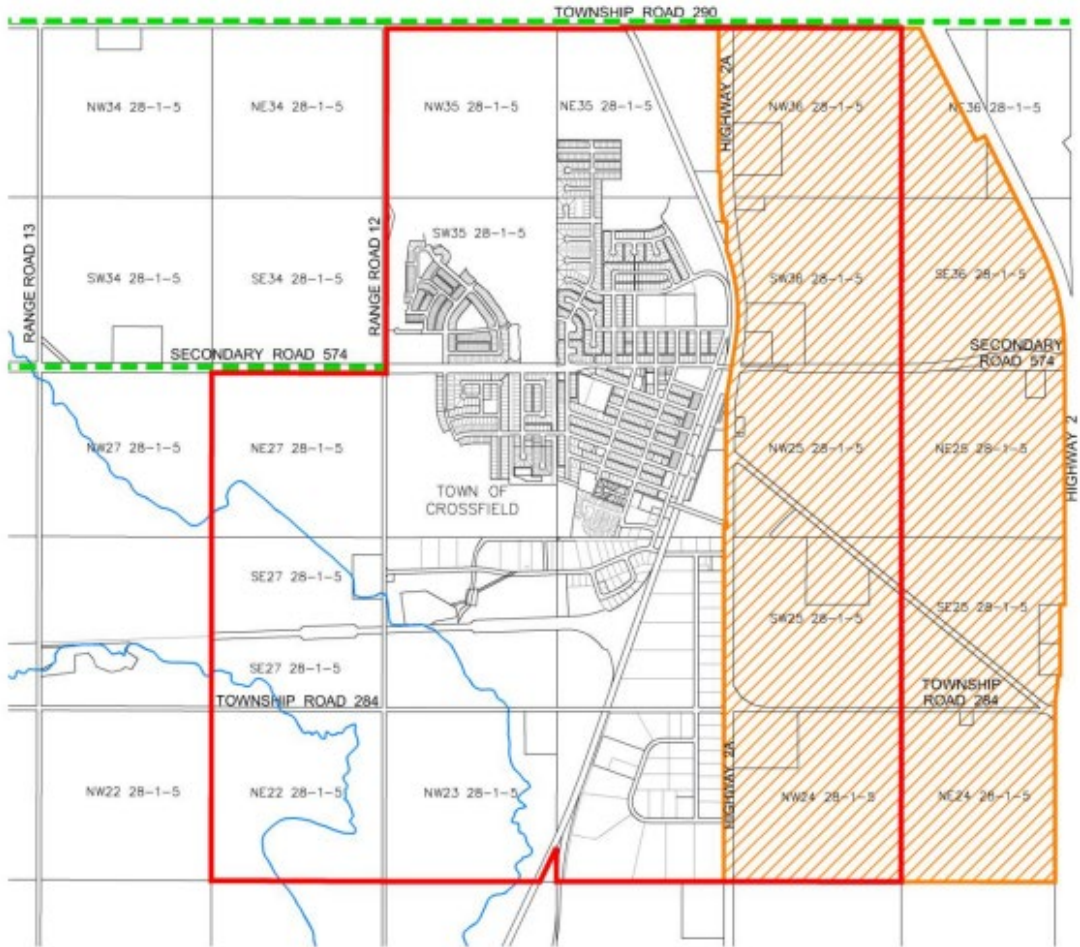
**Strategic Direction 2: To continue cooperating with organizations such as the Nose Creek Watershed Partnership, the Rocky View Foundation, local school jurisdictions, the Crossfield Agricultural Society, and the Crossfield Recreation Board to continually improve the quality of life in the Crossfield area.**



11.3.10 The Town of Crossfield shall pursue opportunities to collaborate with neighbouring municipalities and other stakeholders in the preparation and implementation of multijurisdictional sustainability plans and initiatives.


11.3.11 The Town of Crossfield shall demonstrate environmental stewardship in collaboration with the Nose Creek Watershed Partnership, and Rocky View County, by monitoring and assisting in the protection of water quality and flows, which may affect the major creeks that flow north and south from Crossfield.

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Figure 9  
Intermunicipal Planning



-  Town of Crossfield Municipal Boundary
-  Major Road within Rocky View County jurisdiction

-  Complimentary Area Structure Plans prepared by the Town of Crossfield and Rocky View County



Not to Scale

Town of Crossfield Municipal Development Plan  
November 2018

Figure 10 - Intermunicipal Planning

## 12.0 MDP IMPLEMENTATION AND ADMINISTRATION

### 12.1 Approach to Implementation

The MDP provides an overall framework to guide all planning and development decisions in Crossfield. Adopting policies, initiating programs, and executing projects that move the town closer to the Identity Statement and achieving the Desired Outcomes are what makes a plan successful.

Responsibility for implementation of the MDP rests with Town Council, committees of Council, Town administration, and through their active involvement in civic affairs, the residents and businesses of Crossfield. Decisions with respect to statutory plans such as ASPs and ARPs, Land Use Bylaw amendments, subdivisions, and development permits must conform to the policies of the MDP. Capital budgeting also provides the Town of Crossfield with a mechanism for implementing the MDP. Through regular budgeting processes, the Town should plan to make investments in infrastructure and other public improvements that will help to achieve the intent of this MDP.

Plans can often lose traction because implementation strategies either fail to acknowledge the real work that needs to occur once the plan has been completed, or they prioritize too many large, complex projects that require time and resources the Town does not have. The following embraces an incremental, iterative approach that makes meaningful progress toward bigger goals immediately with the resources the community has:

**1. Reinforce the Municipal Development Plan as the primary document to inform growth, development, and budget decisions.**

A well-run municipality has a unified perspective on its aspirations and desired outcomes, establishing a common language that brings people and perspectives together and aligns resources in a way that maximizes progress. This plan provides the framework that other plans, policies, and budgets should follow through the lens of strengthening Crossfield.

**2. Cultivate a resilient and self-sustaining local economy.**

Crossfield has a variety of assets and a central core that is ripe for entrepreneurship and small business growth that together provide the ingredients to grow a diverse workforce, strengthen the “downtown”, and establish larger businesses focused on target industries.

**3. Align development and budgeting with the community’s Identity Statement, Desired Outcomes, and Strategic Directives.**

As the gap between needs and available resources grows, it is important that the town invest its resources in projects that increase tax revenues, while limiting additional costs and infrastructure liabilities. Considering outcome-based budgeting can help establish this alignment and strengthen the effectiveness of budgeting moving forward.

#### **4. Focus quality of life improvements through a neighbourhood-centric approach.**

When quality of life improves, property values and municipal revenues increase, while the health, wealth, and social wellbeing of citizens also improve. Organizing and prioritizing ideas that come from citizens that are designed to make their neighbourhood incrementally better builds buy-in from the community and disperses leadership for making improvements beyond the local government.

## **12.2 Taking Action**

Implementation is the most important, yet one of the most difficult, aspects of the planning process. Without efforts toward implementation, direction within the plan may never be realized. The following actions have been derived from the goals and strategic directions outlined in each of the sections of the plan.

The future of Crossfield will be shaped and influenced based on how the MDP is administered, updated, and incorporated into decisions. Planning for the town's future should be a continuous process, updating and modifying the direction periodically to ensure the plan remains relevant.

This section organizes actions according to the direction from each of the chapters of the plan. This is not intended as a laundry list of "to-do" items, nor are they intended to all be undertaken simultaneously. The overall approach of implementation is to make meaningful progress with the resources available. This series of actions are intended to articulate incremental steps to help move the town towards the Desired Outcomes. These will be continually evaluated and prioritized by the town based on available resources and contextual change.

## **Land Use and Growth Management**

### **1. Administering the MDP**

- **Role of Council:** Council shall govern and make decisions in accordance with the policies of this MDP by:
  - Assigning responsibility, within the scope of Council's authority under the MGA, to the Town of Crossfield administration, development officer, committees, commissions, and boards for the administration and implementation of the MDP.
  - Initiating and overseeing the planning programs, budgets, recommendations, and activities necessary to administer and implement the MDP.
  - Consulting and seeking advice from all interested stakeholders.
  - Engaging the community in municipal decision-making.
  
- **Role of Administration:** The Town of Crossfield administration, including the development officer, shall implement the directives of Council in accordance with the policies of this MDP by:
  - Rendering decisions and approvals as delegated by Council.

- Reviewing planning applications and presenting recommendations on those applications to Council, the subdivision approving authority, the municipal planning commission, and the subdivision and development appeal board.
  - Enforcing the bylaws enacted by Council to implement the MDP.
  - Ensuring that all programs and activities necessary to administer and implement the MDP are carried out within the budgets set forth by Council.
  - Consulting and seeking advice from all interested stakeholders.
  - Implementing the community engagement programs required by Council.
- **Evaluating Consistency with the MDP:** Any existing statutory and non-statutory plans will be reviewed and updated to demonstrate its consistency with the new direction in the MDP.

## 2. Monitoring the MDP

- Evaluate and make minor updates to the MDP annually to retain its relevance.
- Evaluate and update the recommendations, the Land Use and Growth Management section, and any significant changes to the local context every five (5) years to reflect current conditions.
- Evaluate and update the Identity Statement, Desired Outcomes, and all elements of the MDP every ten (10) years.
- Develop a monitoring and performance management system to ensure effective oversight of growth, development, and municipal services to enable the town to understand the financial impacts of growth and development on its ability to sustainably deliver services.

## Environmental Stewardship and Sustainability

### 1. Inventory Environmentally Sensitive Areas

- Prepare a geo-spatial inventory for all environmentally sensitive areas throughout the town that establishes a baseline understanding that could support future natural asset management planning.

## Economic Development

### 1. Downtown Identity

- Create an identifiable and consistent brand image for downtown Crossfield.

### 2. Land Inventory

- Establish a registry of vacant lands within the downtown core that outlines lands available for economic development opportunities.

- Create priority development criteria to support the preparation of a development suitability geo-spatial analysis that would identify priority development areas.

### **3. Investment Readiness Strategy**

- Establish an investment readiness analysis that creates an inventory of marketable lands in the priority development areas based on the following
  - Topography.
  - Presence of environmentally sensitive areas.
  - Presence of physical constraints (i.e., railway, oil and gas pipelines or installations, etc.).
  - Undeveloped land (i.e., vacant parcels) or underdeveloped land (i.e., large parcels that have development on it but have the land use designation in place that could accommodate a higher intensity of use than what is already there).
  - Land use approvals already in place.
  - Adequate access to relevant transportation corridors.
  - Reasonable proximity to necessary municipal infrastructure.
  - Potential for on-site contamination.

## **Transportation**

### **1. Network Analysis**

- Establish street network connectivity standards that:
  - Encourage grid street network design.
  - Establish connections to adjacent development.
  - Align intersections.
  - Minimize dead-end streets.

### **2. Pedestrian Gap Analysis**

- Establish an annual program and budget allocations to identify and connect gaps in the pedestrian connectivity network (i.e., sidewalks and trails) as part of an incremental approach to improving connectivity of the network and accessibility to major destinations.
- Establish a walkability audit process of the pedestrian network to evaluate the following:
  - Connectivity gaps.
  - Repair priorities.
  - Accessibility deficiencies.
  - Ease of wayfinding signage.
  - Linkages to all key community facilities and destinations

### **3. Transportation Master Plan**

- Review and update the transportation master plan every 5 years or for major initiatives such as annexation.

## **Services and Utilities**

### **1. Infrastructure Finance**

- Review and update off-site levies to ensure the costs of growth are fairly allocated.

### **2. Asset Management**

- Ensure a sustainable approach to the operation, maintenance, and replacement schedule of existing infrastructure by requiring the preparation of asset management plans that support decision-making in yearly budget processes for operational and capital funding.

### **3. Water, Wastewater and Stormwater Master Plans**

- Review and update the water, wastewater and stormwater master plans every 5 years or for major initiatives such as annexation.

## **Social Development and Community Services**

### **1. Parks Inventory**

- Prepare an inventory of all parks and open spaces that articulates their location, function, and relevance as well as identifying potential gaps in the system according to their following function:
  - Neighbourhood parks: smaller in scale that focus on serving the needs of the immediate neighbourhood residents (i.e., small open space, minimal playground programming, and seating areas for small-scale social gatherings).
  - Community parks: larger in scale, attracting residents from throughout the community that meet a wider range of community recreation and social needs.
  - Specialized parks: targeted to specific types of users (i.e., skate park, splash park, dog park, etc.), though these may be part of a larger community park, which should be articulated.
  - General open space: natural areas that serve as gathering spaces to enjoy community specific views or access to nature.
  - Community gathering places: programmed spaces within the Central Core that invite social interaction.

## Cultural Heritage

### 1. Site Inventory

- Identify key character buildings in the downtown core to support potential incentive programs that would retain buildings worthy of heritage consideration.

## Intermunicipal and Regional Cooperation

### 1. Intermunicipal Planning

- Continue to engage with Rocky View County on the implementation and periodic review and update of the intermunicipal development plan.

### 2. Community Conversations

- Develop and public communication and engagement framework and toolkit to guide community engagement processes.
- Establish yearly community conversations to celebrate the ongoing implementation of the MDP and take stock of what matters most to the community.

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## 13.0 GLOSSARY

**1:100-year flood plain** means an area of flat land surrounding a stream that becomes submerged when the stream overflows its banks, and which has been calculated to convey flood water where a flood is expected to be equaled or exceeded every 100 years on average.

**Active ground-floor** means the design and use of the ground level of a building to encourage activity, interaction, and engagement with the public realm. The goal is to enhance the urban environment by making it more vibrant, accessible, and attractive to people. This typically includes features such as storefronts with glazing, cafes that spill out into public realm, public art, and other amenities or building design that invite pedestrian traffic and create a lively streetscape.

**Adaptive re-use** means process of repurposing existing buildings or spaces for new uses while retaining their historical, architectural, or cultural significance.

**Adjacent municipality** means a municipality that shares a common boundary with any other municipality.

**Affordable housing** means both subsidized and non-subsidized housing provided for people with low income or limited means to buy or rent properties on the open market.

**Affordable housing** refers to housing that costs less than 30% of a household's before-tax income (Canada Mortgage and Housing Corporation).

**Act or Municipal Government Act or MGA** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended. Apartment building means a building with a number of self-contained housing units. Architectural guidelines mean guidelines intended to ensure design continuity in the context of the local community, neighbourhood, or street, while maintaining a number of architectural styles to offer variety and unique identity.

**Area Redevelopment Plan** means a statutory plan adopted by the Municipality in accordance with the Municipal Government Act for an area of the Municipality and for the purpose of any or all of the following:

- a. preserving or improving land and buildings in the area;
- b. rehabilitating buildings in the area;
- c. removing buildings from the area;
- d. constructing or replacing buildings in the area;
- e. establishing, improving or relocating roads, public utilities or other services in the area; or
- f. facilitating any other development in the area.

**Area Structure Plan** means a statutory plan adopted by the Municipality in accordance with the Municipal Government Act for an area of the Municipality for the purpose of providing a framework for subsequent subdivision and development of the area.

**Artificial wetland** means artificially created ponds that would not qualify as ecologically significant.

**Balanced growth** means balancing residential, commercial, and industrial growth to achieve fiscal, economic, and community sustainability.

**Best Management Practices** for stormwater management means a method by which adverse stormwater impacts from development or redevelopment, including but not limited to the release of pollutants into water, are controlled through the application of schedules of activities, prohibition of practices, maintenance procedures, structural protocols, and managerial practices.

**Broken Windows Theory** means a theory of crime prevention that advocates for rigorous enforcement of penalties for minor crimes in order to prevent an atmosphere in which more serious criminal behaviour is able to flourish, based upon claims that if disorderly behaviour in a community goes unaddressed, then it signals that nobody cares about the community, resulting in citizen fear and more serious disorder and crime.

**Built Green** means a system to categorize the level of environmentally sustainable construction in buildings, which is promoted by Built Green Canada.

**Business taxes** means taxes that businesses pay to local governments, not including any property taxes that business property owners may be liable for paying to local governments.

**Canada Green Building Council** means an organization that promotes environmentally sustainable building standards such as LEED.

**Capital budgeting** means a method for evaluating investment proposals to determine whether they are financially sound, and for allocating limited capital resources to the most desirable proposals.

**Citizen engagement** means an interactive process of deliberation among citizens, to contribute meaningfully to public policy decisions in a transparent and accountable manner.

**Commercial development** means development that includes activities intended for either the sale of goods or the provision of services, or both.

**Community sustainability** means the condition of a community in which the diverse needs and aspirations of its existing and future residents are met, in a manner that is sensitive to the natural environment, that manages long term resources, and that contributes to a high quality of life.

**Core need** means the situation of a household that spends more than 50% of its income on shelter costs.

**Council** means a body of elected officials who exercise duties and powers as legislated by the province. In this document, "council" refers to the Council of the Town of Crossfield.

**Council committee** means a committee that may consist entirely of councillors, a combination of councillors and other persons, or subject to section 154(2) of the MGA, entirely of persons who are not councillors, who are officially delegated to perform functions such as researching, considering, reporting, or acting on municipal matters.

**County** means a municipal district in accordance with the provisions of the Municipal Government Act.

**Crime Prevention Through Environmental Design (CPTED)** means a multi-disciplinary approach to deterring criminal behaviour through environmental design, which relies upon the ability to influence offender decisions that precede criminal acts, mostly within the built environment.

**Crossfield Sustainability Plan** means the non-statutory plan adopted by the Town of Crossfield Council in 2009, as may be amended from time to time, which is based upon extensive community engagement and which includes the expression of a community vision, sustainability principles, and action plans.

**Cul-de-sac means** a street or passage that is closed at one end, creating a dead-end with a turnaround area.

**Cultivated Wetland** means wetlands on the upland that have been recently cultivated and which would not qualify as ecologically significant because of that cultivation. Developed (development) means:

- a. an excavation or stockpile and the creation of either of them; or
- b. a building or an addition to, or replacement or repair of a building and the construction or placing in, on, over or under land of any of them; or
- c. a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- d. a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

**Curvilinear block pattern** means a network where streets and blocks are arranged in a winding, non-linear fashion, often following the natural topography of the land and is designed to create a more organic, aesthetically pleasing neighbourhood, aiming to enhance visual interest, reduce traffic speeds, and provide a more intimate, pedestrian-friendly environment.

**Developer** means an individual or entity responsible for subdividing, servicing, or constructing land or buildings for development.

**Detention area** means a designated space designed to temporarily hold and manage stormwater runoff.

**Development constraints** means conditions that hamper development in a particular area.

***Development Officer*** means:

- a. the person designated by bylaw as a Development Officer pursuant to this Land Use Bylaw; or
- b. where a Municipal Planning Commission or Subdivision and Development Appeal Board is authorized to act as Development Officer, the Municipal Planning Commission; or
- c. where a Municipal Planning Commission or Subdivision and Development Appeal Board is authorized to act as the Development Officer, in addition to a person appointed as a Development Officer, either or both of them.

The expression ***Development Authority*** has a corresponding meaning.

***Development permit*** means a document authorizing a development, issued by the Development Officer or the Municipal Planning Commission pursuant to this Bylaw or any other legislation authorizing development within the Town of Crossfield and includes the plans and conditions of approval.

***Eco-industrial development*** means business development that achieves improvements in the productivity of human and natural resources, and which encourages efficiency, conservation, locally generated energy, sustainable land use, and sustainable design.

Emergency services means a use:

- d. Intended for the purpose of providing municipal or provincial emergency services, including, but not limited to police, fire and emergency medical services, and
- e. which may include associated buildings or structures.

***Environmental reserve*** means reserve lands to be owned by a municipality, which the municipality may require a subdivision applicant to provide, for lands defined in the MGA as:

- a swamp, gully, ravine, coulee or natural drainage course,
- land that is subject to flooding or is, in the opinion of the subdivision authority, unstable, or a strip of land, not less than 6 metres in width, abutting the bed and shore of any lake, river, stream or other body of water for the purpose of preventing pollution, or providing public access to and beside the bed and shore

***Extended care facilities*** mean facilities designed:

(1) to aid patients who have been hospitalized but no longer need the full complement of hospital services or (2) to serve those who are not acutely ill but who require skilled care.

***Fiscal responsibility*** means the requirement for municipalities set forth in the MGA that municipalities must balance budgets and may not carry deficits.

**Flood-proofing** means the process of protecting a building from flood damage on site, which can be divided into wet and dry flood proofing.

**Geotechnical** means aspects of or related to the soil and bedrock, especially as they may affect foundations and earthworks.

**Geothermal power** means the harnessing of heat from beneath the earth's surface to generate electricity with virtually no emissions, using subterranean steam or hot water to turn turbines that produce electricity.

**Green roof** means a roof of a building that is partially or completely covered with vegetation and a growing medium. It may also include additional layers such as a root barrier and drainage and irrigation systems.

**Green wall** means a wall, either free-standing or part of a building, that is partially or completely covered with vegetation, and in some cases, soil or an inorganic growing medium.

**Grid block pattern** means a network of intersecting streets that form a regular, rectangular grid of blocks designed to facilitate easy navigation, maximize land use efficiency, and promote connectivity and accessibility.

**Guidelines** means statements of planning intent that are more detailed than policies, but not as strict as rules and regulations.

**Heritage resources** means archaeological or historic sites, burial sites, artifacts and other objects of historical, cultural or religious significance, and historical or cultural records.

**Historic Resources Act** means an act passed in Alberta in 1973 based on the need to preserve and study historic resources.

**Historic resources impact assessment (HRIA)** means an impact assessment undertaken when, in the opinion of the Minister of Alberta Culture and Community Spirit, an activity will or likely will result in the alteration, damage or destruction of a historic resource.

**Hydrogeological** means the distribution and movement of groundwater in the soil and rocks of the earth's crust (commonly in aquifers).

**Impact analysis** means the determination of the effect that a change to a function or component will have to other functions or components as well as to other systems.

**Industrial development** means development including manufacturing, processing, fabrication, storage, distribution, or other intensive or extensive business activities that provide significant employment and economic development for the community.

**Infill** means the development or redevelopment of vacant, underutilized, or obsolete parcels of land within existing developed areas, in order to optimize land use and make better use of existing infrastructure and resources.

**Infrastructure** means the services and facilities for which the municipality has capital investment and maintenance responsibilities, including roadways, sidewalks, bridges, street lights and traffic signals, transit buses, solid waste management systems, potable water distribution systems, storm sewers, sanitary sewers, sports fields, playgrounds, arenas, pools, police and emergency response stations, vehicles and equipment, civic buildings, parks, boulevard trees and computer and telecommunications equipment.

**Intensive Livestock Operation** means a system of modern animal farming designed to yield the most meat, milk, and eggs in the least amount of time and space possible.

**Intermunicipal Development Plan (IDP)** means a statutory plan adopted by two or more municipal Councils in Alberta to include specified areas of land lying within the boundaries of both municipalities, which must include procedures to resolve any conflicts between the municipalities.

**Land Use Bylaw** means a bylaw of the municipality passed by Council as a Land Use Bylaw pursuant to the provisions of the Municipal Government Act and intended to control and regulate the use and development of land and buildings within the municipality.

**Land use plan (land use map)** means a public document that sets aside different areas for different uses, and describes what activities are permitted or not permitted in specific areas.

**Land use redesignation** means a statutory decision of a municipal Council, often referred to as re-zoning, which legally changes the acceptable uses for specific parcels of land.

**LEED (Leadership in Energy and Environmental Design)** means a system to categorize the level of environmentally sustainable construction in buildings.

**Local improvement bylaw** means a municipal bylaw approved in accordance with Division 7 of the MGA for the purpose of implementing local improvements and collecting local improvement taxes to fund such local improvements.

**Master drainage plan** means a plan to address the current and future drainage needs of an area, having due regard for water management goals that may be established in studies at a watershed scale.

**Municipal Development Plan** means a plan adopted by Council as a municipal development plan pursuant to the Municipal Government Act.

**Municipal Historic Resource** means historic resources that are considered to be of municipal importance, that are designated as such by the municipality, and which may be listed on the Canadian Registry of Historic Places subject to the municipality submitting the proper documentation.

**Municipal Planning Commission or MPC** means the Town of Crossfield Municipal Planning Commission as established by Bylaw.

***Municipal reserve, municipal and school reserve, and school reserve***, means reserve lands to be owned by a municipality, which the municipality may require a subdivision applicant to provide, up to ten percent of the developable area, for park, recreation, or school authority purposes (designated MR for municipal reserve, MSR for municipal and school reserve, or SR school reserve).

***Natural environment*** means self-sustaining areas with native vegetation, water, or natural features. Non-government organization means a legally constituted organization that operates independently from any level of government.

***Non-contributing park space*** means isolated spaces which have no real connection to the community, nor do they connect with another type of open space. Non-contributing green space includes utility strips, grassed intersections, left-over green space, awkward locations and spaces too small for meaningful public use.

***Non-statutory plans*** mean plans that are similar in scope to statutory plans, but which are approved through Council resolutions and may include Neighbourhood Structure Plans, land use policies, architectural guidelines, and policy statements.

***Off-site levy*** means a development levy that a Council may impose by bylaw in accordance with the MGA to be used to pay for capital costs, such as water storage, treatment, or supply facilities, sanitary sewage facilities, storm sewer, or roads, which may not be located on the subject development site but which would directly or indirectly benefit the subject development.

***Physical planning*** means a form of urban land use planning which attempts to achieve an optimal spatial coordination of different human activities for the enhancement of the quality of life.

***Planning approvals*** means the exercise of municipal authority to approve land use redesignations, subdivisions, and development permits.

***Pocket park*** means a small, accessible public space, that provides green space, seating, and or recreational opportunities (e.g., playground, gazebo etc.) within the neighbourhood, servicing as an intimate, community-oriented spaces for relaxation, and community gathering/socializing.

***Policy*** means an official plan of action adopted by an individual or group, which for land use plans adopted by municipalities in Alberta can be distinguished as either statutory plans (MDPs, ASPs, or IDPs) or non-statutory plans.

***Provincial Historic Resource*** means the highest level of designation for Alberta's historic resources, which are deemed to be of province-wide significance and for which any changes to the sites or buildings require the written permission of the Minister of Culture and Tourism.

***Public health and safety*** mean the overall well-being of the people in a community.

**Public realm** means the spaces that are open and accessible to the public. This includes streets, parks, plazas, sidewalks, and other communal areas where people can gather, move, and interact.

**Rainwater harvesting** means the accumulation and storing of rainwater, which can be used to provide drinking water, water for livestock, water for irrigation or water to refill aquifers through groundwater recharge.

**Redevelopment levy** means a levy that may be imposed on an applicant for a development permit in a redevelopment area, in accordance with an ARP, municipal bylaws, and the MGA.

**Regional commercial development** means significant office and retail commercial development outside of predominantly residential neighbourhoods, which cater to large trade areas.

**Registered Historic Resource** means the second level of designation for Alberta's historical resources, which are generally considered to be of local or regional significance, and for which the owners of such resources are required only to notify the Minister of Culture and Tourism ninety (90) days in advance of effecting any change to the resources.

**Residential development** means development that includes all manner of dwellings and associated uses intended for habitation by persons. Right-to-farm legislation means laws that are intended (1) to strengthen the legal position of farmers when neighbours sue them for private nuisance or (2) to protect farmers from antinuisance bylaws and unreasonable controls on farming operations.

**Rules and regulations** mean clear, unambiguous standards (such as maximum and minimum standards) laid out in bylaws, such as a Land Use Bylaw.

**Rural anthropogenic** means habitats in a rural setting that would not qualify as ecologically significant because they have been significantly altered by human activities, including windbreaks, areas of non-native vegetation, buildings and farmyards.

**School Division** means a geographic division over which a school board has jurisdiction, in accordance with the provisions of the Alberta School Act and the Municipal Government Act.

**Secondary Suite or Accessory Dwelling Unit** means a dwelling unit:

- a. accessory to and smaller than the dwelling defined for principal use;
- b. that cannot be above grade in the dwelling defined for principal use;
- c. that does not exceed 70 m<sup>2</sup> (753.47 sq. ft) in gross floor area, excluding areas covered by stairways;
- d. consisting of a bedroom(s), bathroom, and kitchen developed to Alberta Building Code standards, which are physically separated from those of the principle dwelling, but are contained within the same property;

- e. that has an entrance separate from the entrance to the principal dwelling, either from a common indoor landing/foyer or directly from the exterior of the structure;
- f. that has a private amenity space located outside and which is a minimum of 7.5 m<sup>2</sup>, (80.7 sq. ft) with no dimension being less than 1.5 m (5 ft.) This space may be provided in the form of a balcony, deck or patio; and
- g. that has a rear or side yard laneway access.

***Semi-detached housing/dwelling*** means a building:

- a. that contains two (2) side by side dwelling units on a parcel separated by a vertical fire wall;
- b. that is designed for the purpose of providing two (2) dwelling units; and
- c. that contains separate entrances at grade for each dwelling unit.

***Semi-native grassland*** means remnant grassland containing native plant species within a matrix of non-native grasses, where a number of species indicative of native grassland are not present.

***Serviced land*** means land that has been serviced with municipal sewer or water services.

***Single-detached housing/dwelling*** means a building that has a permanent structure on a permanent foundation:

- a. which contains only one (1) dwelling unit,
- b. which may include a dwelling, secondary suite, and
- c. except as otherwise allowed in this Bylaw, is used for no other purpose.

***Site assembly*** refers to the process and assistance involved in acquiring and consolidating multiple parcels of land to create a single, larger site suitable for development.

***Social development*** means a commitment to individual well-being and volunteerism, and the opportunity for citizens to determine their own needs and to influence decisions which affect them.

***Sour gas*** means natural gas containing relatively large amounts of Sulphur or Sulphur compounds, which is commonly found in deep, hot, high pressure natural gas deposits, such as those in the eastern slopes and foothills of the Rocky Mountains.

***Statutory plan*** means a Municipal Development Plan, Intermunicipal Development Plan, an Area Structure Plan or an Area Redevelopment Plan adopted by a bylaw of the Municipality, or any one or more of them.

***Stream complex*** means shallow stream valley habitat complexes comprising wetlands, woodland and shrubbery, stream channels, and non-native grass connections.

***Subdivision*** means the creation or separation of new titled parcels of land from an existing parcel of land, which may sometimes be referred to as the parent parcel.

**Subdivision and development appeal board** means a body appointed by a municipal Council in accordance with the MGA to hear appeals of decisions made by a development officer or subdivision authority.

**Subdivision and development regulations** means regulations promulgated by the Lieutenant Governor in Council under section 694(1) of the Alberta MGA.

**Subdivision approving authority** means a body or person legally empowered by a municipal Council to make subdivision decisions.

**Sustainable development** means development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

**Tall shrub** means native tall willow shrubbery occurring at woodland or wetland edge.

**Tax increment financing** means a financing tool used by municipalities and other development authorities to finance the costs of developments such as housing or public improvements, in designated underdeveloped areas, by which the municipality can provide initial funding for investments by borrowing against the additional tax revenue expected after completion of the improvements.

**Terminating vista** means a design approach where a specific view or sightline is intentionally ended or framed by a prominent building, monument, or landscape element. This technique is used to create a focal point, enhance visual interest, and provide a sense of closure or destination.

**Top of bank** means the uppermost part of the terrain alongside the bed of a river, creek or stream.

**Townhomes (or Townhouse)** means a variety of residential buildings where individual houses lining a street share adjacent walls in common and have continuous stretches of roof.

**Traffic calming** means a set of transportation design interventions, such as speed bumps, roundabouts, narrowed streets, curb extensions, and raised crosswalks, aimed at reducing vehicle speeds and improving safety for pedestrians, cyclists, and other road users to create safer, more livable streets.

**Transportation impact assessment** means a tool used to analyze traffic generated by proposed developments with either new access or increased use of existing access points.

**Universal Design** means design that makes a building accessible to as many people as possible, including but not limited to older people and those with physical handicaps.

**Urban anthropogenic** means habitats in an urban setting that would not qualify as ecologically significant because they have been significantly altered by human activities, including areas of non-native vegetation, residential areas, buildings and roads.

**Utilities** means either (1) municipal and regional utilities such as water and sanitary sewer or (2) "shallow" utilities such as gas, telephone and electric.

***Wetland*** means natural wetlands on the upland, including areas where all or portions of the wetland have been cultivated in the past.

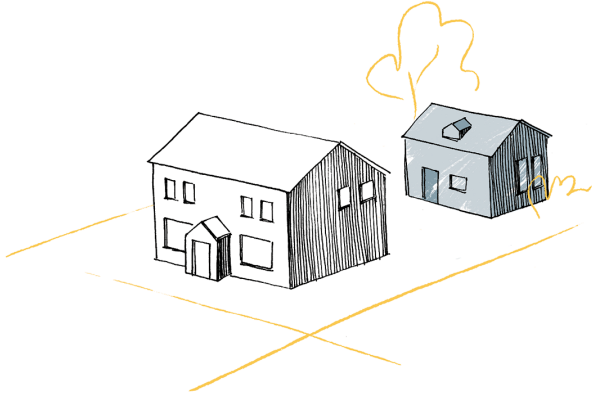
***Woodland*** means native woodland with variable native to non-native understory vegetation.

DRAFT

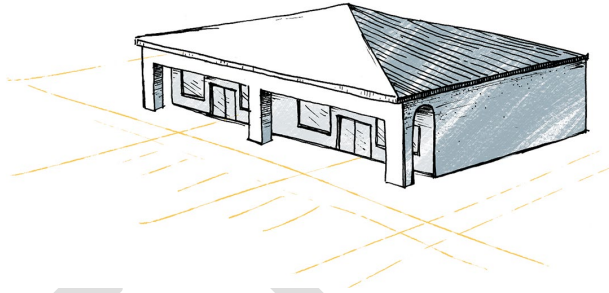
# 14.0 BUILDING TYPOLOGIES GLOSSARY

## Accessory Dwelling Unit

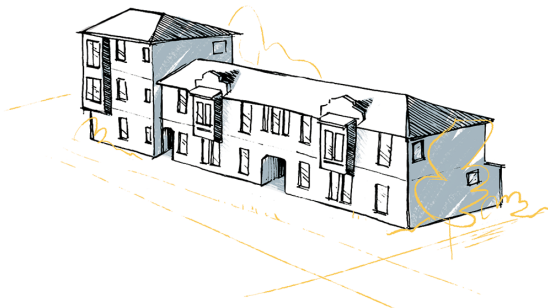
(i.e. Secondary Suite)



## Neighbourhood – Commercial

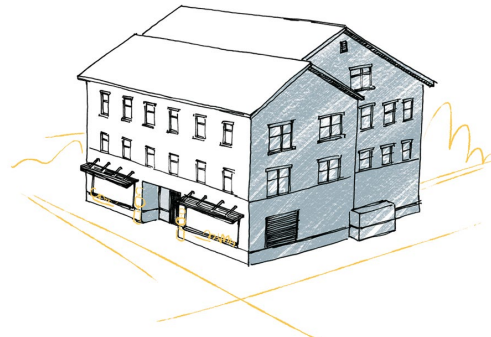


## Apartment (i.e. Urban Apartment)



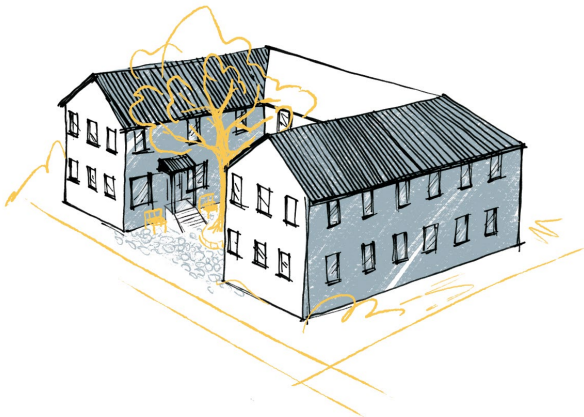
## Neighbourhood – Office/Commercial

(commercial on ground floor with



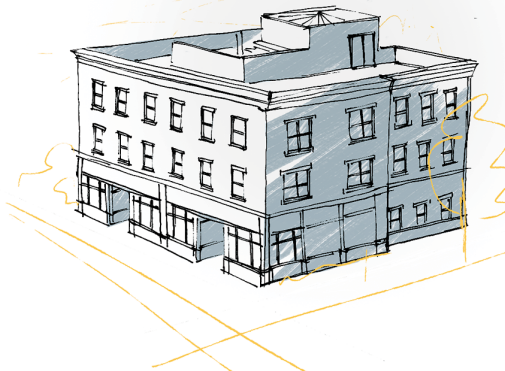
office above)

## Courtyard Garden Apartment

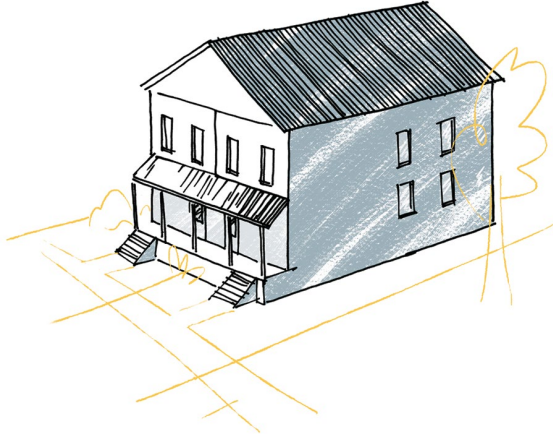


## Neighborhood - Mixed Use

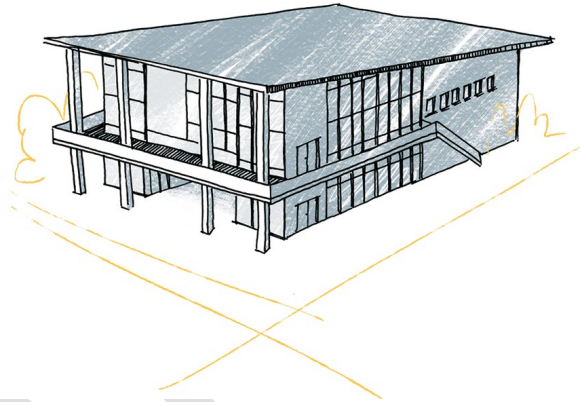
(commercial on ground floor with residential above)



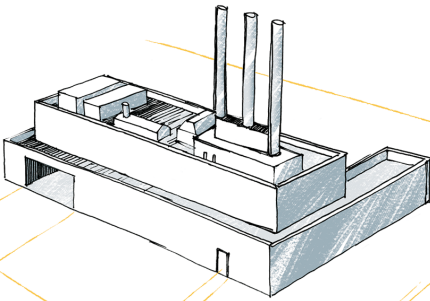
**Duplex / Semi-detached**



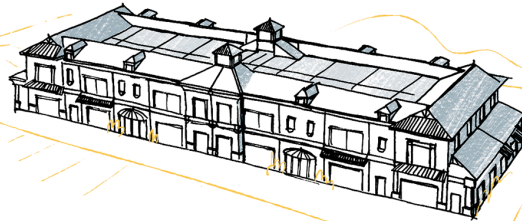
**Regional - Office/Commercial**



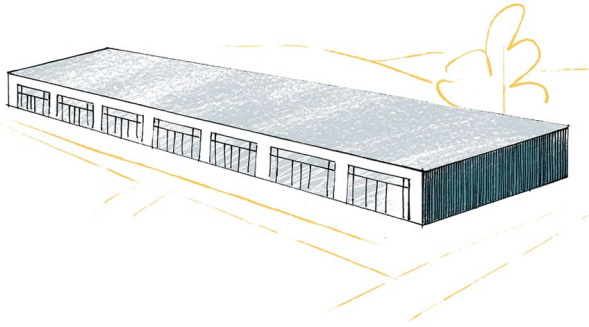
**Heavy Industrial**



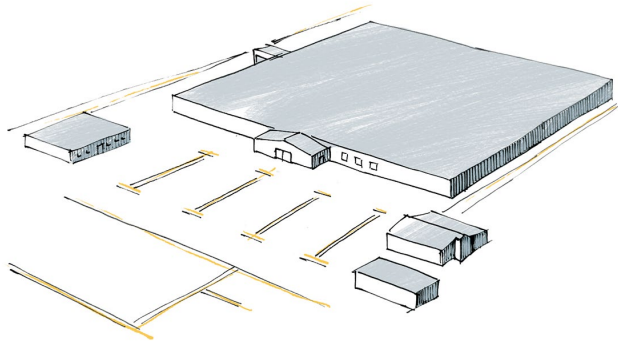
**Regional – Mixed Use**



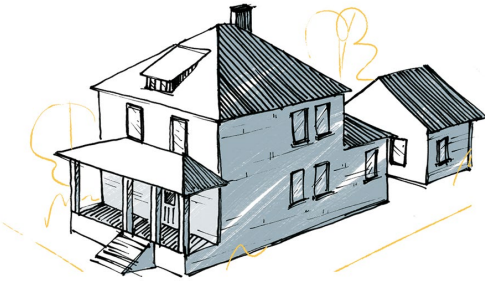
**Light Industrial – Flex Space**



**Regional – Shopping Centre**



**Single-detached - Small Parcel**



**Triplex-Fourplex**



**Townhouse**



## 15.0 APPENDIX – PLAN REQUIREMENTS

### 15.1 Neighborhood Structure Plan (NSP)

Neighborhood Structure Plans (NSPs) are statutory documents under an Area Structure Plan (ASP) and must be adopted by bylaw or resolution to support land use redesignations. NSPs provide detailed land use direction, subdivision design, and development guidance to Council, administration, and the public. To ensure the opportunity for public input, the Town must choose to adopt a Neighborhood Structure Plan through bylaw with a public hearing. The requirements for a Neighborhood Structure Plan submission are outlined below. There may be additional requirements for particular development proposals or for development on specific lands. The developer is therefore requested to meet with Town Staff to review and finalize the terms of reference for a proposed development.

- **Description of the proposal (vision, etc.)**
  - Purpose: why has this proposal been prepared?
  - Community vision
  - Alignment with relevant Town policies, including the Municipal Development Plan
  - Describe how the proposed development integrates with the current and anticipated future use of surrounding lands, and outline any measures implemented or planned to mitigate potential conflicts (e.g., development adjacent to a railway, major road, commercial/industrial site, or other potentially conflicting land uses).
- **Site context**
  - Describe the area and regional context (if applicable)
  - Landownership map
  - Table showing legal description, size and ownership of each parcel
- **Site conditions**
  - Existing and adjacent land uses
  - Existing on-site developments including well sites
  - Existing rights of ways, power transmission lines, rail lines, and other such infrastructure
  - A map and description of natural areas, including treed areas, watercourses, other bodies of water, and steep slopes (over 15%). Where applicable, the top-of-the-bank of a watercourse or other body of water should be identified. Contours are required at intervals not exceeding 1 metre (3 feet).
  - Outline grading requirements to support stormwater management and development feasibility.
- **Phasing plan**
  - A plan demonstrating how the development will be executed over time based on considerations such as infrastructure, access, environmental assessments, market conditions etc.

- **Proposed Development Concept**
  - Land use(s) proposed, broken down by area
  - Identify neighbourhood nodes, mixed-use areas, and residential density distributions.
  - Size of lots proposed
  - Location of proposed roads
  - Location of utility requirements
  - A Park Concept Plan which details all planned parks for the area, and identifies park features, amenities, and structures.
  - Identify any reserve dedications (Environmental Reserve, Municipal Reserve) including the reasons why such areas have been set aside and the improvements that are planned for the areas.
  - Identify proposed road access to the proposed development area
  - Include proposed road network
- **Transportation**
  - Identify road upgrades and or intersection improvements necessary to safely accommodate increased traffic from the development.
  - Provide a connectivity analysis highlighting street connections and active transportation modes.
  - Identify road classifications and provide roadway cross sections.
  - Identify any road right-of-way dedication required for future widening or other improvements as part of the proposed development.
  - The developer will be responsible for all or part of the costs of any road improvements that the Town and/or Alberta Transportation may deem necessary.
- **Servicing**
  - Prepare a servicing strategy that identifies the potable water, wastewater and stormwater infrastructure requirements necessary to support the development. The servicing strategy will identify anticipated improvements to existing infrastructure.
- **Environmental**
  - For all multi-lot developments, the developer should undertake a biophysical assessment before preparing a proposed development concept for the site.
- **Public Consultation Strategy**
  - A minimum of one interactive open house shall be included as part of the proposal. This may be virtual if in-person is not feasible, to be determined with the Town.
  - The applicant shall provide a detailed public consultation strategy outlining the level of public participation, the method(s) of feedback collection, and process for evaluating responses (e.g. What We Heard Report) at least 3 weeks ahead of the planned open house. The proposed consultation must be in accordance with the Town's public engagement policies, but the specific scope and additional requirements can be determined in consultation with the Town.

- **Statutory and Non-Binding Components**

- Clearly distinguish which part(s) of the NSP are statutory, and which are non-binding. Appendices are understood to be non-binding. The NSP must also specify that an area, symbol, or figure shall be interpreted as approximate unless it coincides with a fixed and clearly defined legal or physical boundary such as a property line or utility right-of-way.

## 15.2 Concept Plan

A concept plan is a high-level plan that illustrates the long-term vision for development of a large parcel, urban block or site that may be complex, contain multiple buildings or involve several parcels, involve mixed use or need to further demonstrate integration with the community. This is a non-statutory plan adopted by Council resolution. The Concept Plan shows how a place will function and the proposed look and feel of the development based on the integration of land uses, streets, open space and buildings. A Concept Plan will also demonstrate how a development or land use proposal aligns with Town policies and demonstrate the principles of a development vision. The specific scope of the Concept Plan is to be determined with Town Administration, and may include;

- a description of the proposed project and phasing
- a description of alignment with relevant policy documents
- site plans with details of all development on the project site
- building elevations and placement
- details such as landscaping, lighting, parking and architectural treatments
- supporting technical information pursuant to Section 15.3.

## 15.3 Technical Requirements and Supporting Information Required

The following reports, studies information etc. may be required to support an Area Structure Plan, Neighbourhood Structure Plan, land use redesignation and or subdivision application within Town. There may be some additional requirements for particular development proposals or for development on specific lands. The developer is therefore requested to meet with Town Staff to review and finalize the terms of reference for a proposed development.

- **Geotechnical Report**

- To evaluate the subsurface soil, rock, and groundwater conditions at a proposed development site and determine the site's suitability for construction and to provide essential data for designing foundations and other structural elements.

- The study should assess soil stability, bearing capacity, and potential hazards such as erosion, flooding, or slope instability and should conclude with recommendations for foundation design, site preparation, and any necessary mitigation measures to ensure safe and stable construction.
- **Transportation**
  - A Transportation Impact Assessment (TIA) to evaluate the effects of a proposed development on the existing transportation network and identify potential impacts on traffic flow, road capacity, and overall transportation infrastructure, including any necessary infrastructure and or intersection upgrades that will be required as a result of the increased traffic generated by the proposed development.
  - Details on active transportation connectivity include sidewalks, pathways and trails
- **Stormwater Management Plan**
  - Plan prepared by a qualified professional to assess what drainage improvements will be required to control and properly manage runoff in terms of both water quantity and quality.
- **Servicing Study**
  - Water: An assessment of the existing water supply infrastructure, projected water demand from the development, fire suppression requirements and any required on-site or off-site water infrastructure needed to support the proposed development.
  - Sanitary: an analysis of the current sewer infrastructure, projected sewage flows from the development, and any require on-site or off-site wastewater infrastructure needed to support the proposed development. It should also address potential impacts on downstream infrastructure and propose mitigation measures if needed.
- **Environmental**
  - **Environmental Site Assessment (ESA)**
    - Phase I ESA required to evaluate the environmental condition of a property and identify any potential contamination or environmental liabilities, and should include a detailed analysis of historical records, site inspections, and, if necessary, soil and groundwater testing.
    - A Phase II ESA is typically required when a Phase I ESA identifies Recognized Environmental Conditions (RECs) or suggests the potential for environmental contamination.
  - **Biophysical Impact Assessment (BIA)**
    - Must be prepared by an environmental scientist or another qualified professional and should identify and evaluate the environmental significance and sensitivity of existing vegetation, wetlands, other water features, wildlife habitats, and unique physical features.

- Additionally, it should provide recommendations regarding the protection of significant or sensitive features, ways to avoid or mitigate risks, project limitations and any further recommended studies or monitoring.
- **Historical Resources**
  - A Historical Resources Impact Assessment (HRIA) may be required by Alberta Culture and Tourism if the development is proposed in an area containing or having the potential for significant historic resources.
  - The Department must be contacted to determine if an assessment is necessary. Where an assessment is required by provincial legislation, the investigation shall be undertaken to the satisfaction of the Department
- **Fiscal Impact Assessment (FIA)**
  - A comprehensive analysis that estimates the financial impact of a proposed development, and considers both the costs incurred by the municipality to provide necessary services and infrastructure and the revenues generated from the development, such as property taxes and fees.
  - The specific terms of reference for the FIA, including the scope and required content, will be determined by the Town on a project-by-project basis to ensure that all relevant factors are considered.

## Report to Council



**Meeting Date:** 2025-02-18  
**Meeting Type:** Council Meeting  
**Prepared By:** Russ Nash, Director of Community & Protective Services  
**Presented By:** Russ Nash, Director of Community & Protective Services  
**Subject:** Support for Application to the Active Transportation Fund  
**Department:** Community Services

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### REPORT PURPOSE:

Administration is working to prepare an application, due February 26, 2025, to the Active Transportation Fund to assist with costs for the following projects approved in the 2025 Capital Budget:

- Annual Sidewalk Replacement Program
- Annual Pathway Replacement Program
- Safe Roads Improvement Program

This federal grant program requires a resolution from Council supporting the application.

### RECOMMENDATION:

THAT Council support the Town of Crossfield's application to the Active Transportation Fund for replacement of sidewalks and pathways, as well as implementation of additional pedestrian safety and accessibility measures within town.

### PREVIOUS COUNCIL DIRECTION:

During 2025 budget discussions, Council requested that Administration seek grant funding where applicable to help support the various projects included in the 2025 Capital Budget.

### BACKGROUND:

"The Active Transportation Fund supports the development and enhancement of active transportation networks to provide Canadians with the opportunity to safely and affordably reach destinations by active modes of transportation. Funding will be provided for capital projects that involve new construction or enhancement of existing infrastructure encouraging travel by active methods, including sidewalks, multi-use paths and bike lanes".

Within the 2025 Capital Budget, Council has approved a total of \$130,000 for these projects, broken down as follows: **\$50,000** for Sidewalk Replacement, **\$50,000** for Pathway Replacement, and **\$30,000** for the Safe Roads Improvement Program. If approved, this program could fund up to 60% of the total

project costs, which could allow Administration to complete more projects with the current allotment of budgeted funds.

## **ANALYSIS:**

### **Strategic Alignment**

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

### **Social Impact**

Active transportation networks provide residents the opportunity to participate in outdoor physical activity with family and friends.

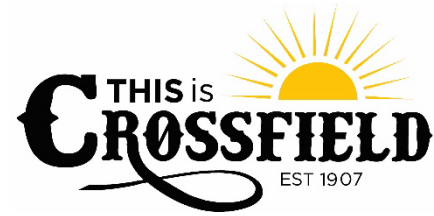
### **Relevant Statutes / Master Plans / Town Documents**

**2022 Parks and Recreation Needs Assessment:** *Expand and Enhance Walking Paths* was identified by residents as the number 2 priority for outdoor facilities

### **FINANCIAL IMPLICATIONS:**

If approved for funding, this grant program could fund up to 60% of the total project costs.

## Report to Council



**Meeting Date:** 2025-02-18  
**Meeting Type:** Council Meeting  
**Prepared By:** Russ Nash, Director of Community & Protective Services  
**Presented By:** Russ Nash, Director of Community & Protective Services  
**Subject:** Bike Skills/Pump Track Location  
**Department:** Parks

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### REPORT PURPOSE:

Through discussion with Council, Administration is seeking direction on where to locate a new Bike Skills/Pump Track facility, approved in the 2025 Capital Budget.

### RECOMMENDATION:

THAT Council direct Administration to move forward with public and stakeholder engagement for input on locating the new Bike Skills/Pump Track facility.

And THAT Administration bring results of the public and stakeholder engagement back to a future Council meeting with a location recommendation.

### BACKGROUND:

A new Bike Skills/Pump Track facility was approved in the 2025 Capital Budget. Administration has reviewed available vacant land and discussed options with Council in order to move forward with planning and construction of this new recreation facility.

### ANALYSIS:

#### Strategic Alignment

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

## **Economic Impact**

While providing additional recreational opportunities for existing residents, this facility will help to continue attracting new community members to town, supporting ongoing growth of the community.

## **Social Impact**

This facility enables residents of all ages to recreate with family and friends, as well as meet new people while participating in an activity they enjoy. In addition, it provides opportunity for residents to be physically active and enjoy the outdoors.

## **Relevant Statutes / Master Plans / Town Documents**

### ***2022 Town of Crossfield Parks and Recreation Needs Assessment:***

- A facility such as this was listed as the number 7 priority on the outdoor facility list

### ***2022 Town of Crossfield Social Needs Assessment:***

- 47% of survey respondents identified *Disengaged Youth* as a priority social issue
- 34% of survey respondents identified *Lack of recreation activities / programs for children & youth* as a priority social issue
- 33% of survey respondents identified *Lack of recreation activities / programs for adults & seniors* as a priority social issue

## **Risks**

Some locations will require additional engagement with other stakeholders including landowners, neighboring residents, Rocky View Schools, etc., which could impact timelines as well as final decisions on a location.

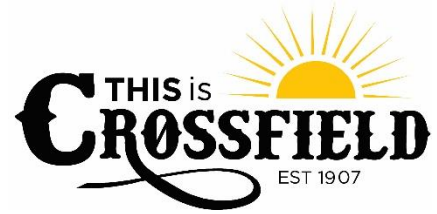
## **COMMUNICATIONS AND ENGAGEMENT:**

Consideration should be given to engaging the public on possible locations for this facility.

## **FINANCIAL IMPLICATIONS:**

The project is included in the 2025 Capital Budget for \$100,000 plus a 15% contingency for a total of \$115,000

## Report to Council



**Meeting Date:** 2025-02-18  
**Meeting Type:** Council Meeting  
**Prepared By:** Amber Ouellette, CFO  
**Presented By:** Amber Ouellette, CFO  
**Subject:** 2024 Carry Forward Request  
**Department:** Finance

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### REPORT PURPOSE:

This report contains Administration’s recommendation for the 2024 operational and capital carry forwards. Carry forward projects are those that can span multiple years, or where a delay was experienced unforeseen construction delays. In these cases, funds are committed in the first year while construction can take multiple years requiring funds to be carried forward into future years. It also includes projects that were not started due to a variety of factors, such as resource constraints and weather conditions.

### RECOMMENDATION:

That Council amends the 2025 capital budget to include the 2024 capital budget carry forward of \$642,272.

That Council amends the 2025 operating budget to include the 2024 operating budget carry forward of \$88,700.

### PREVIOUS COUNCIL DIRECTIONS:

The 2025 draft operating and capital budgets were previously adopted by Council on November 19, 2024; therefore, they are the only body that can approve these changes.

### BACKGROUND:

#### Proposed Operating Carry Forward

It is proposed that \$50,700 be carried forward into the 2025 operating budget for the placemaking project recommendations related to the Northern and Regional Economic Development Program (NRED). This recommendation was previously presented to Council in October 2024. 50% of the amount carried over (\$25,350) will be supported by the NRED grant funding.

It is proposed that \$38,000 in unspent 2024 contracted service budget relating to the planning and development department be carried forward into the 2025 operating budget to support completion of the MDP and policy development related to the updated MDP.

**2024 Capital Program Reporting:**

The 2024 approved capital program budget was \$1.674M. Of that, \$1.032M, or 62% was expended in 2024. Many of the 2024 projects were not completed during the calendar year and have been identified to be carried forward into 2025.

Capital Program Highlights:

Proposed Capital Program Carry Forward

The 2024 capital budget carry forward request of \$642,272 represents approximately 38% of the overall 2024 capital budget (\$1,674,415).

Capital Program	2024 Budget	2024 Actuals	Carry Forward	Funding Source
Westgate Estates Fence Replacement	30,000	10,135	19,865	Reserve
Wastewater Treatment & Disposal Feasibility Study	86,000	37,127	48,873	Grant
Active Transportation Plan	10,900	3,300	7,600	Grant
Water Meter Replacement	34,825	27,216	7,609	Reserve
Water & Wastewater Main Replacement	307,750	-	307,750	Grant
Recycle and Waste Carts	25,000	-	25,000	Grant
Amery Park Rink Upgrades	79,500	-	79,500	Reserve
Dog Park Upgrades	73,440	27,772	45,668	Reserve
Park Sign Replacement	110,000	59,593	50,407	Reserve
Banta Park Revitalization	50,000	-	50,000	Reserve
<b>Total Capital Carry Forward Request</b>			<b>\$ 642,272</b>	

**Westgate Estates Fence Replacement** – a 105-foot section of the fence was replaced in 2024. The unspent budget is needed to supplement the budget request approved in the 2025 capital budget to enable sufficient budget is available to complete the fence replacement.

**Wastewater Treatment & Disposal Feasibility Study and Active Transportation Plan** projects are still ongoing. Both projects are expected to be wrapped up in the first half of 2025.

**Water Meter Replacement** – the last remaining commercial properties with old water meter technology are planned for water meter replacement in 2025.

**Water & Wastewater Main Replacement** – 2024 budget dollars are needed in 2025 to complete water and wastewater main replacement along Laut Avenue.

**Recycle and Waste Carts** – recycle and waste cart purchase did not occur in 2024, however, new bin purchases are needed to meet demand resulting from growth.

**Amery Park Rink Upgrades** – 2024 budget to be combined with the 2025 approved budget to complete the necessary repairs/upgrades to the popular outdoor recreation facility.

**Dog Park Upgrades** - Dog Park located on Laut Avenue to be complete during 2025 construction season.

**Park Sign Replacement** – Six (6) signs were installed in January 2025 with a budget request to add an additional two (2) signs to be located at Veterans Park and Amery Park along with landscaping around the new signs.

**Banta Park Revitalization** – this project did not advance in 2024 due to resource constraints. An RFP for design work will be issued in early 2025.

## **ANALYSIS:**

### **Strategic Alignment**

Town Infrastructure – to ensure the Town of Crossfield has quality infrastructure to support and sustain its growth.

### **Risk Assessment**

The 2025 operating and capital budgets have been previously adopted by Council (November 19, 2024). As these carry forward amounts will affect the 2025 budget, it is necessary to receive Council approval to carry forward the amounts. A large portion of the carry forward requests are for multi-year projects which have commitments; failure to carry forward these amounts will affect capital plans and may cause issues with projects currently underway.

## **COMMUNICATIONS AND ENGAGEMENT**

Department heads have all be engaged to determine the need for carry over funds in their respective departments and for the capital programs that fall within their portfolios.

## **FINANCIAL IMPLICATIONS**

The total operating carry forward request is \$88,700, funded partly from the NRED grant and the remaining from operating reserve funds.

The total capital carry forward request is \$642,272 which is funded from a combination of reserve funds and government grants.

## ALTERNATIVES/IMPLICATIONS

That Council approves the inclusion of an alternate amount for the 2023 operating carry forward in the 2025 operating budget.

That Council approves the inclusion of an alternate amount of 2024 capital budget carry forward in the 2025 capital budget.

## ATTACHMENTS

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**Prepared By:** Amber Ouellette, CFO

**Approved By:** Steve Altena, Acting CAO

## Outstanding Action List

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
053							
052							
051							
050							
049	Feb 4, 2025	022-2025	Recreation Board appointment	Lindsey Nash	Q1-2025	COMPLETED	Administration sent a letter the applicant noting their appointment to the Crossfield & District Recreation Board.
048	Jan 21, 2025	015-2025	<b>Support of the Crossfield Kraft Hockeyville</b> – provide support by providing administrative support and funding up to \$3,000.00 from the Community Events budget line.	Eris Latham	Q1-2025	IN PROGRESS	Administration continue to work with Kraft Hockeyville organizers with their quest for Kraft Hockeyville 2025.
041	Dec 3, 2024	No Motion	<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. Waiting for results of Phase 2 environmental.
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	No Motion	<b>Tax Sale Lands - 1316 Railway Street &amp; 1318 Railway Street</b> - Proposed Use of contaminated lands	Kinza Barney/ Lindsey Nash	Q2 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	<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	No Motion	<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. A Land Inventory has been completed and will be presented to council at the February 18 planning meeting.
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.