

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

**1. CALL TO ORDER**

**2. AGENDA**

2.1 March 18, 2025

**3. MINUTES**

3.1 March 4, 2025, regular council meeting

**4. ACTIONS AND DECISIONS**

4.1 Rocky View Foundation request to amend the Ministerial Order that governs the board composition

**5. COUNCILLOR'S BUSINESS**

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

**6. ADMINISTRATIVE UPDATE**

6.1 Outstanding Items List

**7. CLOSED SESSION**

7.1 Wastewater Disposal Update – Disclosure harmful to business Local public body confidences  
– FOIP Section 23 (1) - *Director of Infrastructure and Community Growth Steve Altena*

**8. ADJOURN**



**Regular Council Meeting  
Minutes**

**Tuesday, March 04, 2025**

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

**PRESENT:**

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

**STAFF:**

Kinza Barney, CAO  
Lindsey Nash, Administrative and Legislative Services Manager (Recording Secretary)  
Russ Nash, Director of Community & Protective Services  
Amber Ouellette, Chief Finance Officer  
Steve Altena, Director of Infrastructure and Community Growth

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**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 March 4, 2025

**041-2025**

**MOVED by Councillor Vang that the agenda be amended with the removal of item 10.1 closed session.**

**CARRIED**

### 3. MINUTES

3.1 February 18, 2025

**042-2025**

**MOVED by Councillor Knight that the minutes of the February 18, 2025, regular Council meeting be accepted as presented.**

**CARRIED**

### 4. DELEGATION

4.1 RCMP Quarterly Update

**043-2025**

**MOVED by Councillor Brennan that Council accept the RCMP Q3 update for information.**

**CARRIED**

### 5. BYLAWS

5.1 Waste & Recycling Bylaw 2025-02

**044-2025**

**MOVED by Councillor Gustafson that the Waste Management and Recycling Bylaw 2025-02 be given first reading.**

**CARRIED**

**045-2025**

**MOVED by Deputy Mayor Fox that the Waste Management and Recycling Bylaw 2025-02 be given second reading.**

**CARRIED**

**046-2025**

**MOVED by Councillor Lambert that the Waste Management and Recycling Bylaw 2025-02 be brought forward for third and final reading.**

**CARRIED**

**047-2025**

**MOVED by Councillor Brennan that the Waste Management and Recycling Bylaw 2025-02 be given third and final reading.**

**CARRIED**

### 6. POLICIES

6.1 Procurement Policy (Council Policy C 301-25)

**048-2025**

**MOVED by Councillor Lambert That Council rescind the current Procurement and Purchasing Policy as established in June 2012.**

**CARRIED**

**049-2025**

**MOVED by Councillor Knight That Council adopt the new Procurement and Policy as outlined in the report dated March 4, 2025, titled "Procurement Policy C 301-25".**

**CARRIED**

### 7. FINANCIAL

7.1 2024 Preliminary Financial Results

**050-2025**

**MOVED By Councillor Brennan that Council accept the 2024 preliminary year-end financial results as information.**

**CARRIED**

**051-2025**

**MOVED By Deputy Mayor Fox that Council approve the transfer of \$500,000 to the unrestricted operating reserve. CARRIED**

**052-2025**

**MOVED By Councillor Lambert that Council approve the transfer of \$500,000 to the general-purpose capital reserve. CARRIED**

**8. COUNCILLOR REPORTS**

Mayor Harris:

- Attended 2 more Mayor Caucus meetings
- Continue to meet with the CAO
- Feb 22 - Attended the Crossfield Food Fest
- March 1 - Attended the Grad 2025 Windmill Concert Fundraiser.

Deputy Mayor Fox:

Upcoming meetings

- March 14 - Subdivision and Development Appeal Board training
- March 31 – Recreation Board meeting

Councillor Brennan: Nothing further to report.

Councillor Gustafson:

- February 26 - Attended the Rocky View Foundation RVF meeting
- March 1 - Attended the Grad 2025 Windmill Concert Fundraiser.

Councillor Knight: Nothing further to report.

Councillor Vang:

- Feb 22 - Attended the Crossfield Food Fest

**053-2025**

**MOVED By Councillor Knight that the Councillor Reports be accepted as presented. CARRIED**

**9. ADMINISTRATIVE UPDATE**

9.1 Administrative Update

**054-2025**

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

**CARRIED**

9.2 Outstanding Items List

**055-2025**

**MOVED By Councillor Lambert that items 051 and 053 be removed from the Outstanding Items list. CARRIED**

**10. CLOSED SESSION**

Item removed from the agenda.

**11. ADJORN**

**056-2025**

**MOVED By Councillor Vang that the Council meeting adjourn at 8:05 p.m.**

**CARRIED**

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

\_\_\_\_\_  
Kinza Barney,  
Chief Administrative Officer

DRAFT

## Report to Council



**Meeting Date:** March 18, 2025  
**Meeting Type:** Regular Council Meeting  
**Prepared By:** Lindsey Nash, Manger of Legislative and Administrative Services  
**Presented By:** Lindsey Nash  
**Subject:** **Rocky View Foundation - Request for Amendment to Ministerial Order for Board Composition**  
**Department:** Legislative & Administrative Services

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### REPORT PURPOSE:

The purpose of this report is to provide Council with information regarding a request from the Rocky View Foundation for an amendment to the Ministerial Order for Board Composition.

### RECOMMENDATION:

**That Council provide a letter of support to amend the Ministerial Order governing Rocky View Foundation's Board composition to allocate a second seat to the City of Airdrie to reflect the City's significant growth and contribution to the Foundation's annual requisition.**

### BACKGROUND:

Founded in 1964, the Rocky View Foundation was created as a Housing Management Body to support seniors throughout the region. Its initial governance structure included seven representatives from participating municipalities:

Rocky View County (2 seats),  
Airdrie (1 seat),  
Crossfield (1 seat),  
Cochrane (1 seat),  
Irricana (1 seat),  
Beiseker (1 seat).

In 1994, RVF was officially incorporated under the Alberta Housing Act and has retained its original board composition ever since.

Since 1994, the City of Airdrie has undergone substantial population growth, expanding from 14,500 to over 85,000. The City contributes approximately 32% of the total annual foundation's requisition, demonstrating its significant role in supporting the operations of the Rocky View Foundation.

Municipality	Requisition % for 2025	Current Representatives	Proposed Change
Airdrie	32.60%	1	2
Beiseker	0.20%	1	1
Cochrane	16.20%	1	1
Crossfield	1.60%	1	1
Irricana	0.30%	1	1
Rocky View County	49.00%	2	2
<b>Total:</b>	<b>100%</b>	7	8

Recognizing the City of Airdrie’s significant growth and annual requisition contributions, the Board is seeking to amend the Ministerial Order that governs the Board composition, allocating a second seat to the City of Airdrie. This adjustment would better reflect the city’s evolving role within the Foundation and ensure equitable representation to ensure balanced governance.

**ANALYSIS:**

**Strategic Alignment**

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

**FINANCIAL IMPLICATIONS:**

The addition of a second seat to the City of Airdrie will not affect the Town’s annual requisition to the Foundation. The 2025 Town of Crossfield Rocky View Foundation requisition will be 1.60%.

**ATTACHMENTS:**

Formal Letter of Request from Rocky View Foundation.



Chris Rowe  
CAO, Rocky View Foundation  
#103, 58 Gateway Drive Ne  
Airdrie, Alberta  
[crowe@rockyviewfoundation.org](mailto:crowe@rockyviewfoundation.org)

February 28, 2025  
Kinza Barney  
CAO, Town of Crossfield  
1005 Ross Street  
Crossfield, Alberta  
[kinzab@crossfieldalberta.com](mailto:kinzab@crossfieldalberta.com)

Request for Amendment to Ministerial Order for Board Composition

Dear Kinza Barney,

On behalf of the Rocky View Foundation (RVF) Board of Directors, we are writing to formally request a letter of support from your municipality to amend the Ministerial Order governing RVF's Board composition. Specifically, RVF's Board seeks to allocate a second seat to the City of Airdrie to reflect its significant growth and contribution to the Foundation's annual requisition.

Rocky View Foundation was established in 1964 as a Housing Management Body to serve seniors across our region. The original governance structure assigned seven representatives from participating municipalities: Rocky View County (2 seats), Airdrie (1 seat), Crossfield (1 seat), Cochrane (1 seat), Irricana (1 seat), and Beiseker (1 seat). In 1994, RVF was formally incorporated under the Alberta Housing Act and has maintained the same board composition as originally established.

Since RVF's incorporation, Airdrie has experienced substantial growth, with a population growing from 14,500 in 1994 to over 85,000 and will continue to grow. The city contributes approximately 32% of the total annual requisition, demonstrating its significant role in supporting RVF's operations. Recognizing this, the City of Airdrie has enquired with Minister Nixon regarding the process for increasing its representation on the RVF Board.

The Government of Alberta has advised RVF that any changes to the Board composition require a letter of support from all participating municipalities to update the ministerial order.

Considering Airdrie's considerable population growth and financial contribution, RVF's Board believes that increasing Airdrie's representation from one to two seats is fair and necessary to ensure balanced governance.

This adjustment will strengthen regional collaboration and ensure that the needs of all municipalities served by RVF are adequately represented.



We request your municipality's response to this proposed amendment of RVF's Board composition by April 16th, 2025, so that we may be able to respond to this request.

Thank you for your time and consideration. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

*Chris Rowe*

Chris Rowe  
CAO, Rocky View Foundation

## Outstanding Action List

# # 6.1

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
058							
057							
056	March 4, 2025	052-2025	<b>2025 Preliminary Financial Results</b> – transfer \$500,000 to general purpose capital reserve.	Amber Ouellette	Q1-2025	COMPLETED	Required Journal Entry completed.
055	March 4, 2025	051-2025	<b>2025 Preliminary Financial Results</b> – transfer \$500,000 to unrestricted operating reserve.	Amber Ouellette	Q1-2025	COMPLETED	Required Journal Entry completed.
054	March 4, 2025	044-047-2025	<b>Waste &amp; Recycling Bylaw 2025-02</b> -Amendments to Bylaw with recent changes to recycling and items collected.	Steve Altena	Q1-2025	COMPLETED	Bylaw signed and copy placed on website.
052	Feb 18, 2025	035-2025	<b>Bike Pump Track Location Report</b> - to move forward with public and stakeholder engagement for input on locating the new Bike Skills/Pump Track facility at the location of Murdoch Park and Ball Diamond #4.	Russ Nash Steve Altena	Q1-2025	IN PROGRESS	Administration is working on the plans for the bike pump track at the proposed locations and preparing public engagement via surveys and an Open house on March 26/25.
050	Feb 18, 2025	033-2025	<b>Bylaw 2025-01 – Municipal Development Plan</b>	Steve Altena	Q2-2025	IN PROGRESS	Frist reading given Feb 18. Open house on March 26/25. Public Hearing tentative scheduled for May 20/25. Steve will make Council's recommended changes to the document.
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 continues 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 Environmental company to interpret all environmental reports recorded on file to have a clear understanding of data. A report will be brought forward to a future council meeting in Q2 during the Land inventory discussion.
026	Feb 20, 2024	028-2024	<b>Snow Removal &amp; Ice Control Program</b> – program review	Steve Altena/ Murray Pollock	Q2 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	Q2 2025	IN PROGRESS	A detailed list of town owned land/properties has been completed and presented to Council. Administration will bring forward an updated Land Inventory outlining appraised costs on Town lands for Council's consideration on future plans for the properties.
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.