

Town of Crossfield
AGENDA
Regular Council Meeting
Tuesday, April 15, 2025 – 7:00 p.m.

1. CALL TO ORDER

2. AGENDA

2.1 April 15, 2025

3. MINUTES

3.1 April 1, 2025, regular council meeting

4. DELEGATIONS

4.1 Crossfield Municipal Library Board Appointments

5. AUDITOR UPDATE

5.1 2024 Audited Financial Statements & Auditor Presentation

6. 2025 BUDGET

6.1 2025 Operating and Capital Budget Approval

7. BYLAW

7.1 Bylaw 2025-03 - Fees & Rates Bylaw

7.2 Bylaw 2025-04 - 2025 Taxation Bylaw

7.3 Bylaw 2025-05 - Vista Crossing Phase 5 Redesignation

7.4 Bylaw 2025-06 - Council Procedural Bylaw

8. ACTIONS AND DECISIONS

8.1 Crossfield & District Recreation Board Spring Funding Recommendations

9 COUNCILLOR'S BUSINESS

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

10 ADMINISTRATIVE UPDATE

10.1 Outstanding Items List

11 ADJOURN



Regular Council Meeting Minutes

Tuesday, April 1, 2025

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

PRESENT: Mayor Harris
Deputy Mayor Fox
Councillor Brennan
Councillor Gustafson
Councillor Knight
Councillor Lambert

REGRETS: 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

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 April 1, 2025 Agenda

066-2025

**MOVED by Councillor Knight that the April 1, 2025 agenda be accepted as prepared.
CARRIED**

3. MINUTES

- 3.1 March 18, 2025 Regular council meeting

067-2025

MOVED by Councillor Brennan that the March 18, 2025 regular council meeting minutes be accepted as presented.

CARRIED

4. ACTIONS AND DECISIONS

- 4.1 2025 National Volunteer Week Proclamation

068-2025

MOVED by Mayor Harris that Council make a proclamation declaring April 27th to May 4th, 2025, as Volunteer Week in Crossfield.

CARRIED

- 4.2 Town Hall Exploration Report

069-2025

MOVED by Councillor Lambert that Council direct Administration to recommence the exploration of a new Town Hall location/facility, recognizing that this process can extend over multiple years, and that the existing space has spatial limitations and will not support the future growth requirements of the Town of Crossfield.

CARRIED

5. POLICIES

- 5.1 Council Policy C 101-25 - Flag Protocol Policy

070-2025

MOVED by Councillor Gustafson that Council adopt Flag Protocol Policy C 101-25 with an amendment to section 6.2 to remove "at this time" in the description.

CARRIED

- 5.2 Council Policy C 102-25 - Corporate Sponsorship and Community Partnership Policy

071-2025

MOVED by Councillor Gustafson that Council accept the Corporate Sponsorship and Community Partnership Policy C102-25 with amendments to:

- section 6.2.3 to include a 3:1 value of in-kind services,
- section 6.2.7 to include a term start and end date of the agreement and
- section 6.3 to remove "that is acceptable to the town" from the description and add "that is provided by the town to the description.

CARRIED

6. COUNCILLOR'S BUSINESS

Mayor Harris:

- March 26 – Attended the MDP Open House
- March 31 – Mayor Harris along with CAO Barney and Director Altena met with Minister Schulz, Minister of Environment and Protected Areas to discuss Crossfield Wastewater.
- March 31 – Attended the Recreation Board funding meeting
- Kraft Hockeyville continues to gain momentum, with endorsement from retired hockey players, Minister Schultz shared a posted-on Monday.
- The Pete Knight area will rally events going on throughout Friday and Saturday with voting starting at 7 a.m. on Friday until 3 p.m. on Saturday. The decision will be made on Saturday evening during Hockey Night in Canada.

Deputy Mayor Fox:

- March 14 - completed the Subdivision and Development Appeal Board training
- March 20 – had an SDAB meeting
- March 31 – Attended the Recreation Board funding meeting

Councillor Brennan:

- March 29 – Attended the Actors of Crossfield Theatre Society (ACTS) performance.

Councillor Gustofson:

- March 28 - Volunteered bartending services at the Actors of Crossfield Theatre Society (ACTS) performance
- upcoming Rocky View Foundation meeting

Councillor Knight: nothing further to report

Councillor Lambert:

- March 26 - attended the MDP Open House

072-2025

MOVED by Deputy Mayor Fox that the Councillor's business be accepted as presented.

CARRIED

7. ADMINISTRATIVE UPDATE

7.1 Administrative Update

073-2025

MOVED by Councillor Knight that the administrative update be accepted as presented.

CARRIED

7.2 Outstanding Items Lits

074-2025

MOVED by Deputy Mayor Fox that item 052 and 057 be removed and item 002 be amended to in progress.

CARRIED

8. ADJORN

075-2025

MOVED By Councillor Lambert that the Council meeting adjourn at 8:00 p.m.

CARRIED

Mayor Harris

Kinza Barney, Chief Administrative Officer



Library Board Appointments

The Municipal Library Board, established by the Town of Crossfield under bylaw 2019-19 as per the guidelines set out in the Libraries Act. Part 1 of the Libraries Act states that board vacancies be forwarded to Council for review and ratification, and appointment.

Library Board Trustees are responsible for governance of public libraries, setting policies and developing a plan of service tailored to the needs of the community.

The Town of Crossfield Library Board has been actively recruiting new members to fill vacancies. The following two individuals have completed the application process and attended meeting(s), confirming their interest in becoming trustees.

Kenneth, a long time resident of Crossfield and self professed bibliophile, has decided that the Library Board is a perfect fit for him to give back to the community. He is a frequent visitor to the library and an active cardholder.

Ian Kennedy recently moved to Crossfield and is looking to get involved in his new community. He has a varied and interesting professional and volunteer background, which makes him a great candidate for the Library Board. Ian visited the library shortly after submitting his application for a tour and now is a proud library cardholder.

The Board wishes to submit the names of Kenneth LeBlanc and Ian Kennedy for consideration by council to become Library Board Trustees for three year term commitments.



**Crossfield
Municipal
Library**

☎ 403-946-4232
🌐 crossfieldlibrary.ca
📍 BOX 40 | 1210 Railway Street
Crossfield, AB T0M 0S0

Town of Crossfield Council,

The Town of Crossfield Library Board requests that Kenneth LeBlanc be officially appointed as a Library Board Trustee for a three-year term effective April 1st, 2025, with his term expiring April 1st, 2028.

Sincerely,

Jennifer Warren

Manager

The Crossfield Municipal Library



READ THE FOLLOWING:

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

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

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

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

APPLICANT INFORMATION:

PLEASE PRINT CLEARLY:

First Name	Last Name	*Residence <small>*Must have lived in Crossfield or recreation area for at least 6 months</small>		
Kenneth	LeBlanc	In Town of Crossfield	35	years
		Crossfield Area	35	years

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

Email Address	Telephone Number
[REDACTED]	[REDACTED]

How did you hear about this opportunity?

- Crossfieldalberta.com
- Social media/online advertising
- Newsletter
- Council Meetings
- Town Council or Staff
- Word of Mouth
- Emails
- Other

SUBMIT YOUR APPLICATION:

Email to:
town@crossfieldalberta.com

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

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

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. SEEKING APPOINTMENT TO

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

Crossfield Municipal Library Board.



2. INTEREST IN THE POSTION

Why are you interested in this position?

To give back to my town and community and assist with the Library. Also, I am a bibliophile. I have been appreciating and availing of the Library's resources for many years.

3. WORK EXPERIENCE/EDUCATION

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

I was employed as a Geological Tech in the Oil and Gas Industry for 35 years. I am now retired and am able to allocate time to the Library. Attached, please find a copy of my current resume.



TOWN OF CROSSFIELD
Board And Committee Application

4. COMMUNITY AND VOLUNTEER ACTIVITIES

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

I served for about 10 years on the Crossfield Fire Department. I had to stop because I was away so much due to my work.

5. EXPERIENCE AND SKILLS

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

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




TOWN OF CROSSFIELD Board And Committee Application

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

6. CONFIRMATION

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

 _____ Jan 30, 2025
Signature Date

FOR OFFICE USE

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



**Crossfield
Municipal
Library**

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

Town of Crossfield Council,

The Town of Crossfield Library Board requests that Ian Kennedy be officially appointed as a Library Board Trustee for a three-year term effective April 1st, 2025, with his term expiring April 1st, 2028.

Sincerely,

Jennifer Warren

Jennifer Warren

Manager

The Crossfield Municipal Library



TOWN OF CROSSFIELD Board And Committee Application

READ THE FOLLOWING:

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

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

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

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

APPLICANT INFORMATION:

PLEASE PRINT CLEARLY:

First Name	Last Name	*Residence <small>*Must have lived in Crossfield or recreation area for at least 6 months</small>		
Ian	Kennedy	In Town of Crossfield	1	years
		Crossfield Area		years

Mailing Address	City	Province	Postal Code
[REDACTED]	Crossfield	An	T0M0S0

Email Address	Telephone Number
[REDACTED]	[REDACTED]

How did you hear about this opportunity?

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

SUBMIT YOUR APPLICATION:

Email to:
town@crossfieldalberta.com

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

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

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. SEEKING APPOINTMENT TO

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

Board of Directors for the library



2. INTEREST IN THE POSTION

Why are you interested in this position?

We are new to the town and want to get involved in the community. New faces new ideas is always which may be beneficial to the community and library.

3. WORK EXPERIENCE/EDUCATION

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

Retired soldier, assistant manager Walmart, department manager Canadian tire Airdrie.



4. COMMUNITY AND VOLUNTEER ACTIVITIES

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

No experience on any boards except when in Germany on the minor hockey board .

Note I am unable to check off any boxes

5. EXPERIENCE AND SKILLS

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

<p>General Experience and Skills</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Resident of the Town of Crossfield or area <input type="checkbox"/> At least 18 years of age <input type="checkbox"/> Canadian citizen or Permanent Resident <input type="checkbox"/> Integrity and high ethical standards <input type="checkbox"/> Effective listener <input type="checkbox"/> Strong decision-making skills <input type="checkbox"/> Strong public service orientation <input type="checkbox"/> Experience in community representation <input type="checkbox"/> Strong communication skills <input type="checkbox"/> Strong analytical and reasoning skills <input type="checkbox"/> Integrity and high ethical standards <input type="checkbox"/> Commitment to make Crossfield the best it can be for its citizens <input type="checkbox"/> Additional experience or skills: _____
<p><input type="checkbox"/> Crossfield Municipal Library Board</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Have a membership with the Crossfield Municipal Library <input type="checkbox"/> Understand or are familiar with the Libraries Act, Municipal Government Act and other pertinent Acts and Bylaws
<p><input type="checkbox"/> Crossfield & District Recreation Board</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Experience in community recreation and cultural activities <input type="checkbox"/> Knowledge and experience in dealing with local organizations and funding opportunities <input type="checkbox"/> Understand or are familiar with the Alberta Societies Act and other pertinent Acts regarding non-profit <input type="checkbox"/> Understand or are familiar with bylaws regarding the Crossfield & District Recreation Board



TOWN OF CROSSFIELD Board And Committee Application

Municipal Planning Commission (MPC)

OR

Subdivision and Development Appeal Board (SDAB)

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

6. CONFIRMATION

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

[Redacted Signature]

25 March 2025

Signature

Date

FOR OFFICE USE

Completed Application Received:	Date: <u>March 25, 2025</u>
Administration Review Completed:	Date: <u>March 27, 2025</u>
Council Approval:	Date: _____

Report to Council



Meeting Date: 2025-04-15
Meeting Type: Council Meeting
Prepared By: Amber Ouellette, CFO
Presented By: Amber Ouellette, CFO
Subject: 2024 Audited Financial Statements & Auditor Presentation
Department: Finance

REPORT PURPOSE:

The Town of Crossfield's financial period runs on a calendar year from January 1 to December 31. The purpose of this report is to have Council approve the December 31, 2024, Financial Statements.

RECOMMENDATION:

That Council approve the Audited Financial Statements for the year ended December 31, 2024.

PREVIOUS COUNCIL DIRECTIONS:

Lorraine Walker and Morgan Govett, representing BDO Canada LLP, presented Council with the audit planning report on February 4, 2025.

BACKGROUND:

Common financial practice requires that the audit is considered active until the results are presented to Council. It is not anticipated that there will be any changes, but if any were to occur the changes would be identified to Council on the day of the presentation by BDO Canada LLP (BDO).

The preparation of the 2024 financial statements has been completed by BDO based on an audit of the 2024 yearend financial results. BDO will present to Council an explanation of the Auditor's Report, their Audit Findings Report and answer any questions about their audit.

The Town is required under sections 276-281 of the *Municipal Government Act* to prepare financial statements in accordance with generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board.

Administration must make these statements and the auditor's report of the statements available to the public by May 1, 2025. Administration must also prepare a financial information return (FIR) for 2024. Both the audited statements and the FIR must be submitted to the Minister of Municipal Affairs by May 1, 2025.

ANALYSIS:

Strategic Alignment

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

COMMUNICATIONS AND ENGAGEMENT:

The 2024 audited financial statements, once approved, will be posted on the Town's website and sent to Municipal Affairs prior to May 1, 2025.

ATTACHMENTS:

Draft Town of Crossfield December 31, 2024, Financial Statements.

Report to Council



Meeting Date: 2025-04-15
Meeting Type: Council Meeting
Prepared By: Amber Ouellette, CFO
Presented By: Amber Ouellette, CFO
Subject: 2025 Operating and Capital Budget Approval
Department: Finance

REPORT PURPOSE:

The report outlines the proposed budget adjustments for the 2025 Operating and Capital Budgets. The operating adjustments are proposed prior to setting the property tax rate for 2025. The adjustments to both the operating and capital budgets are the result of changes to forecasts due to external factors and more accurate information received since their initial approval on November 19, 2024.

RECOMMENDATION:

That Council approve the 2025 Operating Budget in the amount of \$10,877,281, inclusive of transfers to reserves totalling \$1,340,662 as presented.

That Council approve the 2025 Capital Budget in the amount of \$3,895,800 as presented.

PREVIOUS COUNCIL DIRECTIONS:

Motion 233-2024 was carried on November 19, 2024 in which Council approved the 2025 Provisional Operating budget of \$11,237,878 inclusive of transfers to reserves totaling \$1,336,162.

Motion 234-2024 was carried on November 19, 2024 in which Council approved the 2025 Capital Budget of \$3,399,776.

Motion 235-2024 was carried on November 19, 2024 in which Council approved the inclusion of a Skateboard Park in the 10-year capital plan to be constructed in 2028 for a cost of \$900,000.

Motion 013-2025 was carried on January 21, 2025 in which Council directed Administration to remove the RV Dump Station fee for service model project from the proposed 2025 Capital Plan.

BACKGROUND:

Proposed budget adjustments to the 2025 Operating budget are based on updated information and are being made prior to setting the property tax rate for 2025.

Operating Adjustments:

BUDGET CATEGORY	ADJUSTMENT	EXPLANATION
REVENUES		
Property Tax Revenue	(279,572)	<ul style="list-style-type: none"> Adjustments totalling \$60,174 from updates to the Fees and Rates bylaw \$16,000 decrease in Administration's estimated property tax revenue associated with new assessment (growth) \$203,398 reduction resulting from spring budget adjustments.
Operating Grants	25,000	<ul style="list-style-type: none"> Town was awarded a \$25,000 New Horizons for Seniors operating grant in early 2025
User Fees and Sales of Goods	(115)	<ul style="list-style-type: none"> \$50,796 increase from the update to the Fees and Rates bylaw \$30,000 increase in Arena Fees revenue \$5,088 increase to Redesignation fees as this fee was transferred from Other Revenue \$86,000 decrease relating to the curbside recycling fee reduction resulting from the EPR program. This fee reduction is included in the current update to the Fees and Rates Bylaw.
Fines Revenue	(15,000)	<ul style="list-style-type: none"> Recognizing the fines revenue impact due to the CPO position vacancy
Licencing and Permits	(99,010)	<ul style="list-style-type: none"> A modest increase of \$3,190 related to the updated Fees and Rates bylaw Decrease of \$102,200 due to the permit fee structure under the new agreement with IJD Inspections (this will be offset by reduced operating expense)
Other Revenue	8,100	<ul style="list-style-type: none"> \$6,188 increase from the update to the Fees and Rates bylaw \$7,000 donation received in early 2025 from TC Energy for the purchase of fire equipment Decrease of \$5,088 for Redesignation fees as this revenue was transferred to User Fees
TOTAL REVENUES	(360,597)	
EXPENSES		
Salaries, Wages & Benefits	(23,000)	<ul style="list-style-type: none"> Reduction to reflect position vacancies
Contracted and General Services	(150,000)	<ul style="list-style-type: none"> \$135,000 reduction for building inspection fees under the new agreement with IJD Inspections \$15,000 reduction in tipping fees related to the EPR program
Materials, Goods, Supplies & Utilities	(4,211)	<ul style="list-style-type: none"> Administration's previous estimates for heavy equipment repairs and the purchase of bulk water have been reduced by \$15,000 and \$23,000 respectively

		<ul style="list-style-type: none"> Expenses have been increased to offset the \$7,000 fire donation and \$25,000 New Horizons for Seniors Grant Addition of \$1,788 for records management services
Contributions to Reserve	7,500	<ul style="list-style-type: none"> Decreased funding requirement relating to the cancellation of the RV Dump station capital project, valued at \$7,500 Addition of \$15,000 to fund the addition of the Arena Score Clock project to the 2025 Capital Budget.
Long-Term Debt (Principal and Interest)	(190,886)	<ul style="list-style-type: none"> Principal and interest components of the Fire Engine 155 debt repayment have been adjusted to reflect a single semi-annual payment in 2025
TOTAL EXPENSES	(360,597)	

Capital Adjustments:

The 2025 Capital Plan increased by \$496,024 (from \$3,399,776 to \$3,895,800), inclusive of the following changes:

- Adjusted Fire Engine budget by \$488,524 to account for debt funding in the year of acquisition - from \$266,376 to \$754,900.
- Removal of the RV Dump project as directed by Council through motion 013-2025 - \$7,500
- Redesignation of the Solid Waste and Recycle Cart budget to a Building Maintenance budget to address capital upgrades required at the Operations building - \$25,000.
- Addition of Arena Score Clock replacement project, to be funded by reserves - \$15,000.
 - The existing score clock failed in January 2025, and since that time the Town arranged with WG Murdoch School to use their score clock controller to make it through to the end of the current hockey season.
 - The proposed new score clock will be similar in size to the existing clock, with the added feature of tracking shots on net and is Bluetooth enabled.
 - The score clock is an essential amenity. Without this piece of equipment, user groups cannot offer programming for which the Arena facility is intended.

ANALYSIS:

Strategic Alignment

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

COMMUNICATIONS AND ENGAGEMENT:

Once approved, the updated 2025 Budget Book will be posted on the Town's website and communicated through the Town's social media channels.

FINANCIAL IMPLICATIONS:Impact to Municipal Revenue Requirement:

The proposed budget adjustments decrease the previously approved revenue requirement by \$279,572. This translates to a revenue requirement increase of 3.93%, equivalent to an increase of \$10.15 per month for the average residential property when compared to 2024.

This increase does not include changes to the requisition amounts for items such as education tax and seniors lodging. The budgets for these items are prepared by Alberta Education and Rock View Foundation.

ALTERNATIVES/IMPLICATIONS:

Council may consider additional changes to the 2025 Operating and Capital budgets.

ATTACHMENTS:

2025 Operating Budget Summary

2025 Capital & Fleet Budget Summary



2025 Operating Budget Summary

	Approved November 19, 2024	Adjustments	2025 Final Operating Budget
REVENUES			
Taxation Revenue	5,405,706	(279,572)	5,126,134
Penalties & Cost of Taxes	173,647	0	173,647
Operating Grants	179,135	25,000	204,135
Local Government Transfers	240,000	0	240,000
User Fees and Sales of Goods	3,540,908	(115)	3,540,793
Franchise & Concession Contracts	848,038	0	848,038
Rental Income	104,426	0	104,426
Fine Revenue	45,000	(15,000)	30,000
Licensing & Permits	242,000	(99,010)	142,990
Developer's Agreements & Levies	150,000	0	150,000
Return on Investments	280,000	0	280,000
Other Revenue	29,018	8,100	37,118
TOTAL REVENUES	11,237,878	(360,597)	10,877,281
EXPENSES			
Salaries, Wages, and Benefits	3,438,566	(23,000)	3,415,566
Contracted and General Services	2,420,030	(150,000)	2,270,030
Materials, Goods, Supplies & Utilities	2,599,100	(4,211)	2,594,889
Transfer to Local Boards & Agencies	293,552	0	293,552
Bank Charges & Short-Term Interest	11,010	0	11,010
Provision for Allowances	4,500	0	4,500
Contributions to Reserves	1,336,162	7,500	1,343,662
Transfer to Offsite Levy Reserves	150,000	0	150,000
Long-Term Debt (Principal)	748,985	(154,370)	594,615
Long-Term Debt (Interest)	235,973	(36,516)	199,457
TOTAL EXPENSES	11,237,878	(360,597)	10,877,281
NET (SURPLUS)/ SHORTFALL	-	-	-



2025 Capital and Fleet Budget Summary

Redesignated Capital Item		
New Capital Item		
PROJECT	DEPARTMENT	2025 BUDGET
COMMUNITY SERVICES		
Asset Assessment		
Fire Service Master Plan	Fire Department	33,000
Asset Improvement		
Diamond 2 Outfield Fencing	Parks	31,900
Amery Park Outdoor Rink Upgrade	Parks	93,000
Asset Maintenance		
Replace Kitchen Greasetrap	Community Centre	50,400
Pathway Replacement	Parks	50,000
Park Sign Replacement Program	Parks	44,000
Asset Replacement		
Replace Engine 155	Fire Department	754,900
Arena Score Clock	Arena	15,000
New Asset		
AFRRCS Radio System Upgrade	Fire Department	17,600
Bike Skills Park / Pump Track	Parks	115,000
Motor Pool Vehicle	Administration	55,000
TOTAL COMMUNITY SERVICES		1,259,800
INFRASTRUCTURE & COMMUNITY GROWTH		
Asset Assessment		
Wastewater Facility - Survey	Wastewater	50,000
Asset Improvement		
3" Barrel Fill Line at Bulk Water Station	Water	15,000
Effluent Disposal Strategy	Wastewater	175,000
Asset Maintenance		
Building Maintenance	Operations	25,000
Effluent Storage Cell - Invasive Species Response	Wastewater	150,000
Sidewalk Replacement Program	Operations	50,000
Asphalt Overlay Program	Operations	180,000
Asset Replacement		
Westgate Estates Fence Replacement	Operations	20,000
Water Meter Replacement - Commercial/Industrial Properties	Water	40,000
Hydrant Replacement	Water	60,000
Valve Replacement	Water	100,000
Wastewater Main Capacity Upgrade	Wastewater	1,100,000
Water and Wastewater Main Replacement	Water	350,000
Backhoe Loader Replacement	Operations	232,000
New Asset		
Stand-On Blower	Operations	24,000
Water Meters Growth	Water	35,000
New Project/Initiative		
Safe Roads Improvement Program	Operations	30,000
TOTAL INFRASTRUCTURE & COMMUNITY GROWTH		2,636,000
2025 CAPITAL PLAN		\$3,895,800

Report to Council



Meeting Date: 2025-04-15
Meeting Type: Council Meeting
Prepared By: Amber Ouellette, CFO
Presented By: Amber Ouellette, CFO
Subject: 2025-03 Fees & Rates
Department: Bylaw Finance

REPORT PURPOSE:

The Fees and Rates bylaw has been amended to reflect the decrease bi-monthly rate for curbside recycling.

RECOMMENDATION:

That Council give bylaw 2025-03 Fees and Rates Bylaw all three readings, and that the curbside recycling bi-monthly rate decrease from \$20.00 to \$7.00 be effective retroactively to March 26, 2025.

PREVIOUS COUNCIL DIRECTIONS:

Council gave 2024-08 Fees and Rates Bylaw all three readings on December 3, 2024.

Council gave 2025-02 Waste Management and Recycling Bylaw all three readings on March 4, 2025.

BACKGROUND:

The Town has entered into an agreement with Circular Materials (CM) under the Extended Producer Responsibility (EPR) program, which came into effect on April 1, 2025. Under the EPR program, the Town will be reimbursed for a significant portion of the costs of the curbside recycling program. As previously reported by Director Altona, given the cost reductions associated with the EPR program, Administration is proposing a reduction to residential curbside recycling fees. The proposed fee reduction has been included in the 2025 operating budget adjustments presented to Council later this evening.

Summary of fees and rates amendments:

Recycling: The proposed changes to the recycling fees and rates include:

- **A decrease to the bi-monthly curbside recycling fee of \$13.00**, from \$20.00 bi-monthly to \$7.00 bimonthly. The rate decrease would be reflected in the May 2025 billing cycle (inclusive of fees and charges incurred between March 26 and May 25, 2025).

ANALYSIS:

Strategic Alignment

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

FINANCIAL IMPACT

The proposed amendment to the Fees and Rates Bylaw will decrease annual curbside recycling revenue in 2025 by \$86,000.

COMMUNICATIONS AND ENGAGEMENT:

A residential communication plan, informing residents of the requirements of the curbside recycling program is underway. If approved, utility customers will see a decrease in the bi-monthly curbside recycling costs from \$20.00 to \$7.00. A note will be included on utility bills to explain the rate change.

ATTACHMENTS:

Bylaw 2025-03 Fees and Rates Bylaw

TOWN OF CROSSFIELD
FEES AND RATES BYLAW
BYLAW NO. 2025-034-08

Being a bylaw of the Town of Crossfield, in the Province of Alberta, for the purpose of setting fees for services provided by the Town in accordance with the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto:

WHEREAS, in accordance with the Municipal Government Act, and amendments thereto, a municipality may pass a bylaw establishing fees to charge for providing goods and services.

NOW, THEREFORE, the Council of the Town of Crossfield in the Province of Alberta, duly assembled, hereby enacts as follows:

SECTION 1: TITLE

- 1.0 That bylaw shall be known as the “**Fees and Rates Bylaw 2024-085-03**”

SECTION 2: DEFINITIONS

- a) “**Chief Administrative Officer**”: shall mean a person appointed as Chief Administrative Officer under the Municipal Government Act, 2000, Chapter M-26 and amendments thereto.
- b) “**Council**”: shall mean the Council of the Town of Crossfield.
- c) “**Town**”: the Municipality Corporation of the Town of Crossfield.
- d) “**Local rate**”: shall mean the applicable fee or rate when the address is in Crossfield or within the Crossfield Recreation catchment area.
- e) “**Non-local rate**”: does not meet the definition of local rate.
- f) “**Overtime**”: Town business/work that occurs outside of regular hours, or is on a weekend or statutory holiday

SECTION 3: APPLICATION

Unless prior written approval is obtained from the Chief Administrative Officer or designate, when information is released or services performed, or goods sold by the Town, the Town shall charge fees as established in Schedule A, attached hereto.

The fees and rates are effective January 1, 2025, unless otherwise indicated in Schedule A.

SECTION 4: ENACTMENT

4.1 Bylaw No. ~~2024-04-2024-08~~ is hereby repealed in its entirety.

4.2 Bylaw 2025-034-08 is passed when it receives third reading and is signed by the Mayor and the Chief Administrative Officer or designate, as per the *Municipal Government Act*.

Given first reading this ~~3-15~~ day of ~~December 2024~~April 2025.

Given second reading this ~~3-15~~ day of ~~December 2024~~April 2025.

Given unanimous consent to go to third reading on this ~~3-15~~ day of ~~December 2024~~April 2025.

Given third and final read this ~~3-15~~ day of ~~December 2024~~April 2025.

~~Deputy Mayor Fox~~Mayor Harris

Kinza Barney
Chief Administrative Officer

Town of Crossfield Fees & Rates

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Schedule A Fees & Rates

Administrative

GST	Service Description	Fee
T	A copy of any bylaw or resolution or a part thereof written or printed or otherwise reproduced and used the seal of the Municipality certified to be a true copy by the Chief Administrative Officer.	\$2.00/ Page
T	Administrative Personnel	\$30.00/hour
T	Computer printed sheets	\$1.00/page
T	Public Request of Photocopies	\$1.00/copy
T	Tax records (photocopy/emailed)	\$1.00/page
	Inspection of the Assessment Roll	No Charge
E	NSF Charges	\$38.00
E	Property Tax Assessment Complaint (Local Assessment Review Board)	\$100.00/property
E	Composite Assessment Complaint	\$250.00/property
	Tax Certificates	\$43.00/property
	RUSH Tax Certificates (within 3 business days)	\$65.00 /property

Miscellaneous Applications & Fees

GST	Service Description	Fee
E	Zoning Confirmations Letter	\$100.00
E	Environmental & Tax Roll File Search	\$100.00
E	Condominium Certificate	\$55.00/unit
E	Encroachment Agreement	\$500.00
E	Road Closure (permanent)	\$1,075.00
E	Discharge of Caveat	\$50.00
E	Public Hearing Advertising Fee	\$200.00
E	Placement of containers, bins or receptacles on Town roadways	\$25.00/day/bin
E	Certificate of Compliance – non-residential property (within 14 business days)	\$165.00 /property
E	RUSH Certificate of Compliance - non-residential property (within 3 business days)	\$250.00/property
E	Certificate of Compliance – Residential property (within 14 business days)	\$108.00/property
E	RUSH Certificate of Compliance - Residential property (within 3 business days)	\$160.00/property
E	Request for removal of registered instruments from Title	\$26.00/title
T	Town of Crossfield Land Use Bylaw – Hard Copy	\$55.00

Freedom of Information and Protection of Privacy (FOIP) requests

NOTE: Alberta's FOIP legislation and regulations set out the services that a public body may charge when processing a request for access and the maximum fees that may be charged for each service. The Town of Crossfield's schedule is in accordance with sections 11,12,13 and 14 - Fees of the FOIP Regulation.

GST	Service Description	Fee
	<i>Non-Personal Information</i>	
E	Request for access to a record other than the applicant's own personal information	\$25.00 – non-continuing request
E	Continuing request for access to a record other than the applicant's own personal information	\$50.00 for a continuing request
E	In addition to the initial fee, fees in accordance with Schedule 2 of the FOIP Regulations may be charged if the amount of the fees, as estimated by the Town to which the request has been made, exceeds \$150.00.	
E	Where the amount estimated exceeds \$150.00 for general request. The total amount is charged	
	<i>Personal Information</i>	
E	Request for access to a record for an applicant's information	Free
E	Where estimated fees exceed \$10, for personal information request.	The total amount is charged.
E	Only fees for producing a copy of a record in accordance with items 3 to 6 of Schedule 2 of the FOIP Regulations may be charged if the amount of the fees as estimated by the Town to which the request has been made exceeds \$10.	

Water & Wastewater Utility

Water and Sewer Utility and Residential Garbage and Recycling rates will be effective for March 25, 2025 billing.

GST	Service Description	Fee
Residential & Commercial		
E	Bi-Monthly minimum Service Charges – Residential & Commercial	\$57.16 for 22.7 m ³
	Over the minimum 22.7 m ³	\$3.95 per cubic meter (m ³)
	Minimum Utility Charge* – Single Detached/Semi-Detached/Townhouse dwelling units	31.8 m ³ (7,000 gallons)
	Minimum Utility Charge* – Multi-dwelling units/commercial	Based on historical consumption
E	Wastewater Services	75% of water charges levied
Industrial		
E	Bi-Monthly minimum Service Charges – Industrial	\$70.60 for 22.7 m ³
	Over the minimum 22.7 m ³	\$4.40 per cubic meter (m ³)
	Minimum Utility Charge* – Industrial	Based on historical consumption
E	Wastewater Services	95% of water charges levied
Administrative Rates		
E	Paper Utility Bill - residents 60 years of age & over are exempt	\$2.00/bill
E	Meter Accuracy Test	\$500.00
E	Water Service Callout (water turn on or shut off, data log request)	\$50.00
E	Administration Fee (new utility account utility services, off-cycle meter read, transferring of outstanding utility accounts to tax roll accounts)	\$55.00
	Penalties on all amounts in arrears	7% per Bi-monthly bill
Utility Service Connection Fees**		
E	Water Service	\$1,500.00 per new connection
E	Wastewater Service	\$1,500.00 per new connection

Water Meters: Purchasing of a Remote Water Read System must be completed at the Town Office. Fees for Remote Water read systems are subject to change due to fluctuations in market prices. Information regarding meter prices is available at the Town Administration Office.

***Minimum Utility Charge:** This charge is for properties receiving municipal water service where remote meter reading is not possible due to an obsolete meter or a missing meter. The minimum charge for single detached, semi-detached and townhouse dwelling units is based on the upper quartile consumption for these unit types. The minimum charge for multi-dwelling units, commercial and industrial properties is based on the most recent consumption data for that property when meter reads were possible. In accordance with the Town's Water and Wastewater Bylaw, each water service connection shall be measured by a meter. Properties without a water meter may be in contravention of the Water and Wastewater Bylaw and incur penalties in accordance with the bylaw.

****Utility Service Connection Fees:** Applied to all new connections to the Town water and wastewater system where the owner or any prior owner has not already paid a corresponding fee for connection, nor paid any corresponding developer charges, levies or costs.

Bulk Water

GST	Service Description	Fee
E	Bulk Water Rate	\$4.65/m ³
	Administration Set up Fee	\$55.00
	Re-connection fee	\$50.00

Recycling

GST	Service Description	Fee
E	Curbside Recycling – Residential <u>(January 1 – March 25, 2025)</u>	\$20.00 bi-monthly
E	<u>Curbside Recycling – Residential (March 26 – December 31, 2025)</u>	\$7.00 bi-monthly
E	Recycling Fee Commercial/Industrial	\$10.65 bi-monthly
	Blue Bin Contamination Charge	As outlined within the monthly service contract invoice
	Lost or Stolen Recycling Cart – 1 st Incident	No Charge
	Lost or Stolen Recycling Cart – 2 nd Incident	\$40.00
	Lost or Stolen Recycling Cart Replacement thereafter	\$76.00
	Damaged Recycling Cart Replacement caused by the services provider	At cart replacement cost
	Damaged Recycling Cart Replacement caused by property owner - 1 st incident	No Charge
	Damaged Recycling Cart Replacement caused by property owner 2 nd incident	\$40.00
	Damaged Recycling Cart Replacement caused by Property owner thereafter	\$76.00

Garbage

GST	Service Description	Fee
E	Residential & Commercial weekly garbage pick-up**	\$31.75 bi-monthly
	Lost or Stolen Recycling Cart – 1 st Incident	No Charge
	Lost or Stolen Recycling Cart – 2 nd Incident	\$40.00
	Lost or Stolen Recycling Cart Replacement thereafter	\$76.00
	Damaged Recycling Cart Replacement caused by the services provider	At cart replacement cost
	Damaged Recycling Cart Replacement caused by the property owner - 1 st incident	No Charge
	Damaged Recycling Cart Replacement caused by the property owner 2 nd incident	\$40.00
	Damaged Recycling Cart Replacement caused by the Property owner thereafter	\$76.00
E	Transfer Site users	\$3.00/bag to a max of five (5) bags, thereafter \$25.00 for a ½ ton truck load. \$40.00 for over a ½ ton truck load. \$40.00 for large furniture, appliances.

** Weekly garbage pick-up may be waived for commercial and Industrial businesses if the businesses provide to the Town Administration Office a copy of their written contract with an alternate service provider confirming that garbage pick-up services will be provided by a private firm.

Cemetery

GST	Service Description	Fee
	Cemetery Plots	
T	Plot Purchase	
	Local Plot Purchases	\$1,000.00
	Local Military Veterans Plot Purchases	\$750.00
	Non-Local Plot Purchase	\$1,595.00
	Non-local Military Veterans Plot Purchases	\$1,200.00
	Province of Alberta Funeral Benefits	\$1,755.00
T	Internment	
	Summer (April 1 to October 31)	
	Local Open and Close Plot (Full Casket)	\$600.00
	Non-local Open and Close Plot (Full Casket)	\$750.00
	Local Open and Close Plot (Cremations)	\$380.00
	Non-local Open and Close Plot (Cremations)	\$525.00
	Winter (Nov 1 to March 31)	
	Local Open and Close Plot (Full Casket)	\$900.00
	Non-local Open and Close Plot (Full Casket)	\$1,088.00
	Local Open and Close Plot (Cremations)	\$580.00
	Non-Local Open and Close Plot (Cremations)	\$720.00
	Heritage Section	
	(Open and Close Plot (Full Casket*))	\$1,088.00
	Open and Close Plot (Cremations)	\$720.00
	<i>*Full casket internment within the Heritage Section will be considered on a case-by-case basis to ensure compatibility with requirements due to the age of this area.</i>	
T	Disinterment	
	Casket	\$1,595.00
	Cremation (Urn)	\$600.00
T	Monument Placement Permit	\$120.00
	Additional Charge	\$250.00
	<i>For services held on a weekend, afterhours or on a statutory holiday</i>	
	Columbarium Niches	
	Columbarium Niches (h) 11 ¼" x (w) 11 ¼" x (d) 15 ¼" <i>(Includes Niche for 2 people, 1st Opening and Closing of Niche, Niche Plate Wreath purchase and perpetual care).</i>	\$2,320.00
	<i>Niche Plate Wreath must be ordered at time of Niche purchase</i>	
T	2 nd Open & Close of Niche	\$150.00
	Niche Plate Wreath updates/changes (including date tabs)	Market value at time of update
T	Disinterment	
	Cremations (Columbarium niche)	\$250.00

Operational Services

GST	Service Description	Fee
T	#6 Kenworth Tandem Gravel Truck	\$260.00/hour
T	#7 Street Sweeper	\$250.00/hour
T	#8 Truck and Operator	\$135.00/ hour
T	#9 Ford ½ Ton	\$145.00/ hour
T	#12 Truck and Foreman	\$165.00/hour
T	#13 1 Ton truck w/dump box	\$200.00/ hour
T	# 18 JCB 2145 Backhoe	\$270.00/hour
T	#23 18 Flat Deck trailer	\$76.00/hour
T	#40 Portable Steamer	\$130.00/hour
T	#101 140H Cat Grader	\$360.00/hour
T	#102 International 5 Ton chips (full load 4 tons)	\$260.00/hour \$61.00/ton
T	#103 Sewer Flushing	\$262.00/hour
T	#104 Skid Steer	\$200.00/hour
T	#109 Line Painter	\$150.00/hour
T	#110/111 22" Weed Trimmer	\$96.00 each/yr
T	Barricades (max 10)	\$54.00/day
T	2" 110 Volt Pump	\$66.00/hour
T	Sewer Camera	\$240.00/usage Evening/Weekends \$360.00/usage
T	Skid Steer with powered attachments	\$230.00/hour
T	Cat Wheel Loader	\$250.00/hour
T	Cat Snow Blower	\$230.00/hour
T	Walk behind gas power broom	\$85.00/hour
T	Backpack blower	\$65.00/hour
T	Personnel Rates	\$40.00 /hour

All equipment will be charged per hour and at a 1-hour minimum.

Transportation Routing and Vehicle Information System – Multi Jurisdiction (TRAVIS-MJ)

GST	Service Description	Fee
T	Fixed Municipal Fee	\$25.00/permit
T	Cancellation Fee	\$25.00/permit

Fire Services and Personnel

GST	Service Description	Fee	Alberta Transportation Fees Fees are charged for first full hour then by ¼ hours
E	154 Aerial	\$955.00/hour	As outlined from Alberta Transportation and subject to change from time to time.
E	154 Bush Buggy	\$415.00/hour	
E	154 Engine	\$955.00/hour	
E	154 ERU	\$415.00/hour	
E	154 Fire Engine	\$955.00/hour	
E	154 Rescue	\$955.00/hour	
E	154 Tender	\$955.00/hour	
E	155 Engine	\$955.00/hour	
E	155 Bush Buggy	\$415.00/hour	
E	Fire Personnel – (Paid on Call)	\$85.00/hour	
T	Fire Hall Rental for Training Room	\$85.00/day \$58.00/half day	
E	Fire Permit	\$80.00	
E	Fire Investigation (Town of Crossfield Boundaries only)	\$100.00/hour + expenses and third-party costs	

Parks Equipment

GST	Service Description	Fee
T	#200 John Deere 110 Tractor	\$170.00 /hour
T	Kubota ZD 331 Zero Turn Mower	\$160.00/hour
T	John Deere Rough Cut Mower	\$210.00/hour
T	Kubota RTV x 1100c	\$120.00/hour
T	Toro Self-Propelled Push Mower	\$96.00/mower/hour
T	Weed Whipper, Gas Powered	\$96.00/weed whipper/hour
T	Walk behind snow blower	\$85.00/hour
T	Echo Rototiller	\$121.00/hour
T	Parks Truck	\$145.00/hour
T	Personnel Rates	\$40.00/hour

All equipment will be charged per hour at a 1-hour minimum.

Sports Field User Fees

GST	Service Description	Fee
	Ball Diamonds <i>"Use" is defined as a maximum 3-hour time slot</i>	
	Minor Baseball	
T	Local	\$12.50 /use
T	Non-local	\$25.00/use
	Slo-Pitch	
T	Local - league	\$29.00/use
T	Non-local - league	\$40.00/use
	Non-local	\$68.00/use
	Adult/Private	
T	Local	\$40.00/use
	Non-local	\$68.00/use
	Tournaments:	
T	Local - Youth	
	Full Day (greater than 4 hrs)	\$93.50/full day/diamond
	Half Day (4 hrs or less)	\$50.00/half day/diamond
T	Non-local - Youth	
	Full Day (greater than 4 hrs)	\$110.00/full day/diamond
	Half Day (4 hrs or less)	\$60.00/half day/diamond
T	Local - Adult	
	Full Day (greater than 4 hrs)	\$132.00/full day/diamond
	Half Day (4 hrs or less)	\$70.00/half day/diamond
T	Non-local – Adult	
	Full Day (greater than 4 hrs)	\$200.00/full day/diamond
	Half Day (4 hrs or less)	\$115.00/half day/diamond
	Ball Diamond One Time Rentals	
T	Local	\$40.00/use
T	Non-local	\$68.00/use
	Soccer Field	
	Local - Youth	\$10.00/use
	Non-local - Youth	\$20.00/use
	Local – Adult	\$20.00/use
	Non-local - Adult	\$30.00/use
	Pickleball	
	Adult/Youth	\$10.00/use

Arena Rates

GST	Service Description	Fee
		Rental Rate
	Ice Surface	
T	Local Minor Hockey and Figure Skating	\$131.50 /hour
T	Men's and Ladies Hockey	\$171.00 /hour
T	Non-Prime Time Ice	\$105.00/hour
T	Non-Local	\$217.50 /hour
	Other Rates	
T	Dry pad floor rate (e.g., Lacrosse, floor hockey)	\$90.00/hour
T	Dry pad floor rate – Daily Rate (e.g., non – recreational activities, fundraisers, tradeshow, etc.) Max 8 hours (over 8 hours will be charged the hourly rate)	\$756.00
T	Lions Loft	\$100.00/day
T	Lions Loft Hourly Rate	\$32.00/hour
T	Lions Loft Damage Deposit – Full Day	\$300.00
T	Ag Room (non-user group)	\$32.00/meeting
	Arena Advertising	
	Arena Boards	
	One year	\$300.00/year/sign
	Two years	\$250.00/year/sign
	Installation Cost (one-time fee)	\$50.00
	Behind Benches Wall Boards	
	One year	\$350.00/year/sign
	Two years	\$300.00/year/sign
	Installation Cost (one-time fee)	\$50.00/application

Arena Rates will be effective for the 2025-2026 season, starting August 1, 2025.

Crossfield Community Centre

GST	Service Description	Fee
Main Hall (includes Kitchen)		
T	Local Users	\$795.00
T	Local Weekend Rate (Friday 3 p.m. to Sunday 12:00p.m.)	\$1,117.00
T	Non- Local	\$1,500.00
T	Out-of-Town Weekend Rate (Friday p.m. to Sunday 12:00 p.m.)	\$1,850.00
T	Early Set-Up (Day before event at 3 p.m. includes kitchen)	\$215.00
T	Late Clean-Up (Day after event until 12:00 p.m. includes kitchen)	\$215.00
Damage Deposits		
E	Local Damage Deposit	\$1,000.00
E	Non-Local Damage Deposit	\$5,000.00
Multi-Purpose Room		
T	Local Users	\$200.00
T	Non-Local Users	\$375.00
T	Add Kitchen with Room Rental	\$110.00
T	Early Set-Up (Day before the event at 3 p.m.)	\$80.00
T	Late Clean-Up (Day after the event until 12:00 p.m.)	\$80.00
Damage Deposits		
	Local Damage Deposit:	\$500.00
	Non-Local Damage Deposit:	\$2,000.00
Arts & Crafts Room		
T	Local Users	\$75.00
T	Non-Local Users	\$225.00
T	Early Set-Up (Day before the event at 3 p.m.)	\$38.00
T	Late Clean-Up (Day after the event until 12:00 p.m.)	\$38.00
Damage Deposits		
	Local Damage Deposit	\$250.00
	Non-Local Damage Deposit	\$1,000.00
Funeral & Event Rate (Main Hall & Kitchen) (Mon. – Thurs. 10:30 a.m. – 5:30 p.m.)		
T	Local User	\$500.00
	Local Damage Deposit	\$500.00
T	Non-Local Users	\$750.00
	Non-Local Damage Deposit	\$2,000.00
Half Day Rentals (Main Hall & Kitchen) (Max 4 hours)		
	Local Users	\$395.00
	Local Damage Deposit	\$400.00
	Non-Local Users	\$500.00
	Non-Local Damage Deposit	\$600.00
Other Rates		
T	Kitchen Use Only	\$215.00
	Kitchen Use Damage Deposit	\$500.00
Hourly Rate Max = 3 hours(weekly programming) +3 hours = charged daily rate for that room)		
T	Local	\$26.00/hour
	Non-Local	\$32.00/hour
T	Security for Out-of-Town Rentals (2 guards)	\$75.00/hour
T	Security for Out-of-Town Rentals (2 guards) – STAT Holiday	\$105.00/hour
T	Cleaning Surcharge (withdrawn from Damage Deposits)	\$250.00/hour
	Lost Hall Keys (per set – front door key & room key)	\$60.00

Animal Control

GST	Service Description	Fee
E	Spayed or Neutered Dogs	\$25.00 /dog –Annually Jan- Dec
E	Other	\$40.00 /dog –Annually Jan – Dec
E	Replacement Tag	\$2.00/tag
E	Restricted Dog License	\$105.00/dog

Business Licenses

GST	Service Description	Fee
E	In Town Business	\$75.00
	Out of Town Business	\$105.00
E	After July 1 of the calendar year (Pro-rated licensing fee for new In town businesses only)	\$35.00
E	Temporary Business License (72 hrs)	\$45.00

Development Permits

GST	Service Description	Fee
	Residential	
	New Construction	Single Detached/Duplexes/Semi- Detached \$250.00
		Single Detached (with Secondary Suites) \$400.00
		Modular Home/Manufactured homes/Pre-Fabricated homes \$200.00
		Triplex/Fourplex \$300.00 + \$50.00/dwelling unit
		Apartments/Attached Housing/Dwelling Groups \$300.00 + \$50.00/dwelling unit
		Discretionary Uses/Variances \$300.00
		(except on existing development where a variance is granted to a non-conforming building in which case there is no charge)
	Addition	Includes: Addition to home, mobile home, deck expansion, run room, deck enclosure \$300.00
	Accessory Building	\$100.00
	Secondary Suite to an existing residential building	\$500.00
	Residential Move On – In-Fill	\$350.00
	Fence Construction/Misc. (i.e. new driveway)	\$75.00
	Home Occupations/Home Offices	\$120.00
	Non-Residential	
	New Construction	Industrial/Commercial/Mixed Use \$1,500.00
	Addition and Renovations	\$320.00
	Accessory Building	\$250.00
	Variances	\$300.00/variance
		(except on existing development where a variance is granted to a non-conforming building in which case there is no charge)
	Mobile and temporary food vendors/trucks & mobile and temporary sales and services	\$120.00
	Change of Use or Name	
	Change of Use – Commercial	\$250.00
	Change of Use – Industrial	\$250.00
	Change of Name	No Charge
	Misc.	
	Development Permit (Pre-submission Review with Planners/Engineers)	\$225.00
	Development Appeal Fee	\$250.00
	Demolition	\$100.00

Sign Permits

GST	Service Description	Fee
E	Sign Permits	\$110.00/sign

Statutory Plans

GST	Service Description	Fee
E	Area Structure Plan Review	\$7,500.00
E	Amendments (MDP, ASP, LUB)	
	Minor (no changes in use or density)	\$3,000.00
	Major (new districts, change in use, change in density,)	\$5,000.00

Amendment (Land Use Bylaw Redesignation)

GST	Service Description	Fee
E	Flat fee for the first 5 lots	\$2,000.00
E	Plus, per lot fee for each additional up to 50 lots	\$250.00
E	Plus, per lot fee for each additional lot thereafter	\$100.00
E	Municipal and Institutional District/Urban Reserve	\$1,085.00/district
E	Direct Control District	\$2,000.00 /district

Subdivision

GST	Service Description	Fee
E	Subdivision Application	\$2,500.00 + \$190.00/new lot
E	Subdivision – Instrument (subdivision of existing lots)	\$2,500.00
E	Subdivision Approval Time Extension	\$200.00
E	Subdivision Appeal Fee	\$1,000.00
E	Subdivision Endorsements	
E	Per lot fee, first 10 lots	\$500.00
E	Per lot fee for each additional lot	\$75.00
E	Per unit fee for Building Condominium Plan	\$100.00

Redesignation or Subdivision Application Withdrawal

GST	Service Description	Fee
	Application is withdrawn prior to file circulation	85% fee refund
	Application is withdrawn during or after circulation and before staff report is complete	50% fee refund

Grade Slip

GST	Service Description	Fee
E	Grade Slip Deposit <i>(for new residential development per current grade slip bylaw)</i>	\$1,000.00
E	Grade Slip - Administration Fee (non-Refundable) <i>(for review of As Constructed Grade Certificate)</i>	\$250.00
E	Grade Slip – Filing Extension Application Fee (non-refundable)	\$100.00
E	Grade Slip - Filing Extension Application Fee <i>(after Notice of non-compliance has been completed)</i>	\$250.00
T	Residential Grade Re-Inspection Fee	\$500.00

Stripping and Grading Permits

GST	Service Description	Fee
E	Stripping and Grading Permits- if separate from Development Agreement (less than 20 acres)	\$1,000.00
E	Stripping and Grading Permit- if separate from Development Agreement (more than 20 acres)	\$2,500.00

Building/Demolition Permits

GST	Service Description	Fee
	Building Permit Fee – Residential – New Construction	\$ per sq ft
E	Main Floor	\$0.95
E	Finished Basement	\$0.55
E	Unfinished Basement	\$0.35
E	Additional Floors	\$0.65
E	Secondary Suite	\$0.60
E	Garage/Shed/Accessory	\$0.65
E	Deck - uncovered	\$0.40
E	Deck - covered	\$0.50
E	Fireplace/Woodstove	\$165
E	Minimum Fee	\$165
	Renovations	
E	Basement Development	\$0.40
E	General/ Interior Renovations	\$0.50
	Other	
E	Mobile Home/ Ready to Move	\$0.35
E	Residential Solar Panels	\$165.00
E	Demolition	\$125.00
	Building Permit Fee Schedule - Commercial	
	New work and renovations	\$8.00/\$1,000.00 of project value*
	Minimum Fee	\$200.00

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

**Project value to be verified by industry calculator as included in this bylaw as a minimum project cost.*

Minimum Project Value Calculator (Commercial – Building)

GST	Service Description	Value per Sq. Ft.
E	Alterations, Additions, renovations - All	\$80.00
E	Commercial Buildings (Offices, restaurants, strip malls warehouses)	\$135.00
E	Institutional Buildings (Churches, hotels, schools, high rise apartments)	\$185.00
E	Hospitals	\$220.00
E	Parkades - above or below ground	\$125.00
E	Shops (Insulated/engineered) / industrial storage units	\$55.00
E	Pole sheds, Shops (Insulated, not engineered)	\$28.00
E	Shops (Not insulated)	\$18.00

Electrical Permits

GST	Service Description	Fee
Electrical Permit Fee – Residential		
E	New work/Renovations	\$.18/sq ft of wired space
E	Service Connection	\$125.00
E	Panel Change	\$150.00
E	Temporary Service	\$125.00
E	Hot Tub	\$140
E	Air Conditioner	\$140
E	Solar Panels	\$140
E	Minimum Fee	\$125.00
Electrical Permit Fee – Commercial/Public / Industrial		
Value of Material & Labor		
E	Minimum Fee	\$175.00
E	0-1,000	\$175.00
E	1,001-2,500	\$215.00
E	2,501-5,000	\$285.00
E	5,001-10,000	\$390.00
E	10,001-15,000	\$485.00
E	15,001-20,000	\$570.00
E	20,001-30,000	\$725.00
E	30,001-40,000	\$895.00
E	40,001-50,000	\$1,060.00
E	50,001-75,000	\$1,250.00
E	75,001-100,000	\$1,445.00
E	100,001-125,000	\$1,615.00
E	125,001-150,000	\$1,785.00
E	150,001-200,000	\$2,125.00
E	200,001-250,000	\$2,295.00
E	250,001-300,000	\$2,495.00
E	300,001-400,000	\$2,895.00
E	400,001-500,000	\$3,265.00
E	Over 500,000	\$3,265.00 + \$6.25/\$1,000

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Gas Permits

GST	Service Description	Fee
E	Gas Permit - Residential	\$90 + \$10/ outlet
	Gas Permit – Commercial/Public/Industrial	
	Total BTU's	
E	0-100,000	\$110.00
E	100,001-200,000	\$135.00
E	200,001-400,000	\$165.00
E	400,001-600,000	\$200.00
E	600,001-800,000	\$230.00
E	800,001-1,000,000	\$265.00
E	1,000,001 and over	\$265.00+ \$15.00/100,000 BTU's over 1 million
	Misc.	
E	Propane Tank Set	\$110.00
E	Temporary Heat	\$130.00
E	Air Test	\$110.00
E	Furnace Replacement	\$150.00
E	Service Re-connection	\$180.00

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Plumbing Permits

GST	Service Description	Fee
E	Plumbing Permit	\$100 + \$10 / fixture
E	Service Connection	\$150.00

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Private Sewage Permits

GST	Service Description	Fee
E	Holding Tank	\$235.00
E	Septic Field, Mound, Packaged Treatment Plant	\$450.00

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Misc. Inspection Permits

GST	Service Description	Fee
		Prior to Plans review: 80% refunded, Minimum of \$100.00
E	Cancellation Fee: Building Permits/Applications	Review Complete or Permit Issued: 50% Refunded, minimum of \$100.00
		Any inspections conducted: 20% refund, minimum of \$100.00 Prior to Plans review: 80% refunded, Minimum of \$100.00
E	Cancellation Fee: Utility Permits/Applications	Review Complete or Permit Issued: 50% Refunded, minimum of \$100.00
		Any inspections conducted: 20% refund, minimum of \$100.00
E	Expiry	\$0 refund
E	Extension – 1 year (as per the timeframe noted within Muni QMP and Permit Conditions)	\$150.00
E	Re-opening File to add VOC (after 90 days from closure or after permit expiry date noted on permit)	\$100.00
E	Work started before permit	Double permit fee
E	Additional Inspections	\$250.00/inspection

Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560

Report to Council



Meeting Date: 2025-04-15
Meeting Type: Council Meeting
Prepared By: Amber Ouellette, CFO
Presented By: Amber Ouellette, CFO
Subject: 2025-04 Taxation Bylaw
Department: Finance

REPORT PURPOSE:

Bylaw 2025-04 Taxation Bylaw is presented for Council's consideration. This bylaw sets the 2025 property tax rates and is built upon the 2025 Operating Budget.

Administration is asking Council to consider all three readings of Bylaw 2025-04 Taxation Bylaw.

RECOMMENDATION:

That Bylaw 2025-04 Taxation Bylaw be given first reading.

That Bylaw 2025-04 Taxation Bylaw be given second reading.

That Bylaw 2025-04 Taxation Bylaw be brought forward for third and final reading with unanimous consent.

That Bylaw 2025-04 Taxation Bylaw be given third and final reading.

BACKGROUND:

Municipal Tax Rate

The Municipal Government Act authorizes a municipality to pass an annual property tax rate bylaw imposing a property tax sufficient to raise the necessary revenue to pay requisitions, expenditures, and transfers as set out in the approved budget.

The 2025 rates include a general tax increase of 3.93%, equivalent to \$190,640, and a non-residential rate split increase from 1.2 to 1.40. This rate split is aligned with the Annual Budget Policy 2023-06, approved in 2023.

The annual property tax bylaw sets out the assessed property values by class and calculates the tax rates required to raise budgeted tax revenue in accordance with property tax policies. The amount of the tax revenue required is established in the 2025 Operating Budget.

The annual municipal tax requirement for a residential property assessed at \$390,000 will see an annual increase of \$121.85, or \$10.15 per month.

Provincial Education Requisition

The 2025 provincial education requisition has increased \$424,798 over 2024 (\$2,531,314 from \$2,106,516); an increase of 20.17%; (2024 requisition increased 11.03% over 2023). The 2025 provincial education property tax rates have been increased compared to 2024. Additionally, strong growth in property assessments and increased development have contributed to a higher overall education property tax requisition. As a result, the total provincial requisition is expected to rise from \$2.7 billion in 2024 to \$3.1 billion in 2025, representing an increase of 14.8% province wide.

The annual education tax requisition for a residential property assessed at \$390,000 will see an annual increase of \$127.67, or \$10.40 per month.

For clarity, this requisition is a flow through tax that is collected on behalf of the Province of Alberta by the municipality.

Rocky View Foundation Requisition

The 2025 Rocky View Foundation (RVF) operating requisition of \$61,434.50 is \$3,678 less than the 2024 requisition (\$61,434-\$65,112); representing a 5.7% decrease (2024 requisition increased 85.5% over 2023).

The annual seniors housing requisition for a residential property assessed at \$390,000 will see an annual decrease of \$2.39.

For clarity, this requisition is a flow through tax that is collected on behalf of RVF by the municipality.

Market Value Assessment Changes (Inflation/Deflation)

As per the Annual Budget Policy 2023-06, the Town does not tax overall market value appreciation or depreciation; however individual market value changes will be different for each property with different impacts to their tax levies. On average, for the twelve months ending June 30, 2024, non-residential properties experienced an increase in market value of 3.5% and residential increased 12.8%.

Taxable Assessment Growth

Taxable assessment on new development is \$13,238,000 comprised of \$13,895,000 in residential growth and (\$657,000) in non-residential assessment decline. Non-residential assessment experienced decreased growth because of changes to assessment methodologies. These changes can have offsetting implications to both growth and inflationary assessment changes.

Basis of Property Assessment

As established by provincial legislation, the annual property assessments have been prepared based on property sales between July 1, 2023, and June 30, 2024. Combined property taxation and assessment notices will be mailed by May 9, 2025. Assessors and administration staff will be available by phone or in person to discuss current assessments, comparable assessments, and related concerns.

ANALYSIS:

Strategic Alignment

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

Relevant Statutes / Master Plans / Town Documents

Annual Budget Policy 2023-06

COMMUNICATIONS AND ENGAGEMENT:

The Town advertises the combined property taxation and assessment notice mailing through the Rocky View Weekly, Town website, social media and on town-owned billboards. Combined property taxation and assessment notices will be mailed no later than May 9th and are due by 4:30 p.m. (local time) on June 30th (excluding those on pre-authorized payment plans).

FINANCIAL IMPLICATIONS:

The 2025 municipal tax requirement is \$5,126,134. This revenue requirement will be attained by collecting \$3,575,764 (70%) in residential taxation, which equates to a municipal tax rate of 5.1010 for 2025 and \$1,550,370 (30%) in non-residential taxation, which equates to a non-residential tax rate of 7.1414 for 2025

ALTERNATIVES/IMPLICATIONS:

Council could direct changes to be made to the proposed Bylaw before considering it.

ATTACHMENTS:

2025-04 Taxation Bylaw

Rocky View Foundation – Seniors Foundation

Total Requisition \$61,469

*Includes \$34 prior year requisition under levy

Designated Industrial Property

DIP Assessment \$663

WHEREAS, the Town of Crossfield is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect of each class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Crossfield as shown on the assessment roll is:

General Municipal	Assessed Value
Residential & Farmland	\$698,124,600
Non-Residential including Linear	\$210,188,630
Machinery & Equipment	\$6,360,540
Total Assessment	<u>\$914,673,770</u>

Designated Industrial Property \$9,456,770

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Town of Crossfield, in the Province of Alberta, in Council duly assembled, enacts as follows:

THAT the Chief Administration Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Crossfield:

General Municipal	Tax Levy	Assessment	Tax Rate
Residential & Farmland	\$3,561,142	\$698,124,600	0.0051010
Non-Residential	\$1,501,041	\$210,188,630	0.0071414
Machinery & Equipment	\$45,423	\$6,360,540	0.0071414
TOTAL:	<u>\$5,107,606</u>	<u>\$914,673,770</u>	

**Opted Out School Board
(Separate School District)**

	Tax Levy	Assessment	Tax Rate
Residential & Farmland	\$122,129	\$50,229,600	0.0024314
Non-Residential	\$78,512	\$19,758,000	0.0039737
TOTAL:	<u>\$200,641</u>	<u>\$69,987,600</u>	

Alberta School Foundation Fund	Tax Levy	Assessment	Tax Rate
Residential & Farmland	\$1,575,270	\$647,895,000	0.0024314
Non-Residential	\$756,384	\$190,347,630	0.0039737
TOTAL:	\$2,331,654	\$838,242,630	

Rocky View Foundation	Tax Levy	Assessment	Tax Rate
Residential & Farmland	\$47,249	\$698,124,600	0.0000677
Non-Residential	\$14,220	\$210,105,630	0.0000677
TOTAL:	\$61,469	\$908,230,230	

Designated Industrial Property (DIP)	Tax Levy	Assessment	Tax Rate
Non-Residential	\$663	\$9,456,770	0.0000701
TOTAL:	\$663	\$9,456,770	

THAT the minimum amount payable per vacant parcel as property tax for general municipal purposes shall be \$800.00.

THAT This bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in the *MGA* or another enactment or in the bylaw. This bylaw is passed when it receives third reading, and it is signed in accordance with S.213 of the *MGA*.

Given first reading this ____ day of ____, 2025.

Given second reading this ____ day of ____, 2025.

Given unanimous consent to go to third reading on this ____ day of ____, 2025

Given third and final reading this ____ day of ____, 2025

 Mayor Kim Harris

 Chief Administrative Officer Kinza Barney

Report to Council



Meeting Date: 2025-04-15
Meeting Type: Council Meeting
Prepared By: Steve Altena, Director of Infrastructure and Community Growth
Presented By: Steve Altena
Subject: **First Reading – Redesignation Item – Vista Crossing Phase 5**
Department: Planning & Development
File No: 2024-7000100-R.1

REPORT PURPOSE:

The purpose of this report is to present to Council Bylaw 2025-05 for first reading, which concerns the redesignation of a portion of SW 35-28-5-W5M from UR (Urban Reserve District) to R-1B (Residential Single Detached Medium Lot District), R-1C (Residential Single Detached Small Parcel District) and MUN (Municipal and Institutional District). The proposed redesignation, covering ±6.482 ha (±16.017 ac), would facilitate development of 92 residential lots and 3 municipal lots for green space and stormwater management. Vista Crossing Phase 5 would consist of 99 residential lots, 7 of which are on previously redesignated lands.

RECOMMENDATION:

Administration recommends that Bylaw 2025-05 be given first reading and that Council direct Administration to schedule a public hearing for the bylaw.

Rocky View County was circulated on the application along with several agencies including Alberta Transportation and Economic Corridors, Rocky View Schools, ATCO, Fortis and Telus, as well as internal Town departments. The circulation comments received by the Town are presented in Attachment 'A'.

Landowner Circulation

The application was circulated to adjacent landowners from July 30, 2024 to August 26, 2024 in accordance with the *Municipal Government Act*. No responses were received during this circulation period.

Development Proposal

Vista Crossing Phase 5 is proposed to consist of 99 residential lots including 51 R-1B (Residential Single Detached Medium Lot District) lots and 48 R-1C (Residential Single Detached Small Parcel District) lots. In addition, 3 MUN (Municipal and Institutional District) lots will be created for green space and stormwater management. Of the 48 proposed R-1C lots, 7 lots are on lands that were redesignated previously. The proposed development is shown in Attachment 'B'.

The development areas and densities are presented below:

Vista Crossing Phase 5 Proposed Development Areas and Density

From Land Use District	To Land Use District	Number of Units	Area (±)	Density (units per acre)
Urban Reserve (UR)	Municipal and Institutional District (MUN)	N/A	1.048 ha (2.590 ac)	N/A
Urban Reserve (UR)	Residential Single Detached Medium Lot District (R-1B)	51	3.171 ha (7.836 ac)	6.51
Urban Reserve (UR)	Residential Single Detached Small Parcel District (R-1C)	41	2.263 ha (5.592 ac)	7.33
Previously Redesignated	Residential Single Detached Small Parcel District (R-1C)	7	0.259 ha (0.640 ac)	10.94
TOTAL		99	6.741 ha (16.657 ac)	5.94

The overall Vista Crossing development areas and densities including for Phase 5 are shown below:

Vista Crossing Development Areas and Density – Existing and Proposed Phases

Phase	Development Area (ac)	Number of Units	Density (units per acre)
1	28.911	150	5.19
2	10.351	44	4.25
3	6.079	52	8.55
3A	9.983	0	0.00
4	12.385	71	5.73
5	16.657	99	5.94
TOTAL	84.366	416	4.93

The proposed density within Vista Crossing remains aligned with Policy 7.5.3 of the Town of Crossfield Municipal Development Plan (MDP), which states that subdivisions within new ASPs will achieve a maximum of 6 dwelling units per acre. A detailed policy analysis will be presented to Council with Administration’s report for the public hearing.

ANALYSIS:

Strategic Alignment

This report is a statutory obligation under the *Municipal Government Act*.

Relevant Statutes / Master Plans / Town Documents

The proposed Vista Crossing Phase 5 development must conform with the following statutory plans:

- Rocky View / Crossfield Intermunicipal Development Plan (IDP)
- Town of Crossfield Municipal Development Plan (MDP)
- Vista Crossing Area Structure Plan (ASP)

COMMUNICATIONS AND ENGAGEMENT:

The application was circulated to adjacent landowners from July 30, 2024 to August 26, 2024 in accordance with the *Municipal Government Act* and to relevant agencies.

FINANCIAL IMPLICATIONS:

No financial implications have been identified at this time.

ALTERNATIVES/IMPLICATIONS:

Administration does not propose an alternative direction for Council.

ATTACHMENTS:

Attachment ‘A’ – Circulation comments

Attachment ‘B’ – Plan showing proposed development

Attachment ‘C’ – Bylaw 2025-05

CIRCULATION COMMENTS VISTA PHASE 5 LAND USE REDESIGNATION:

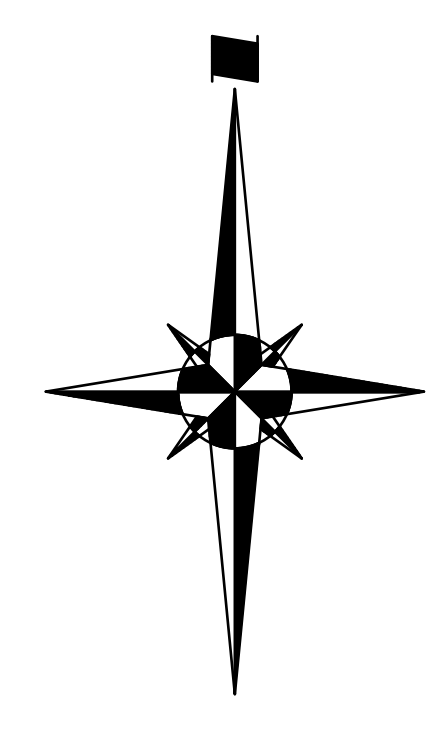
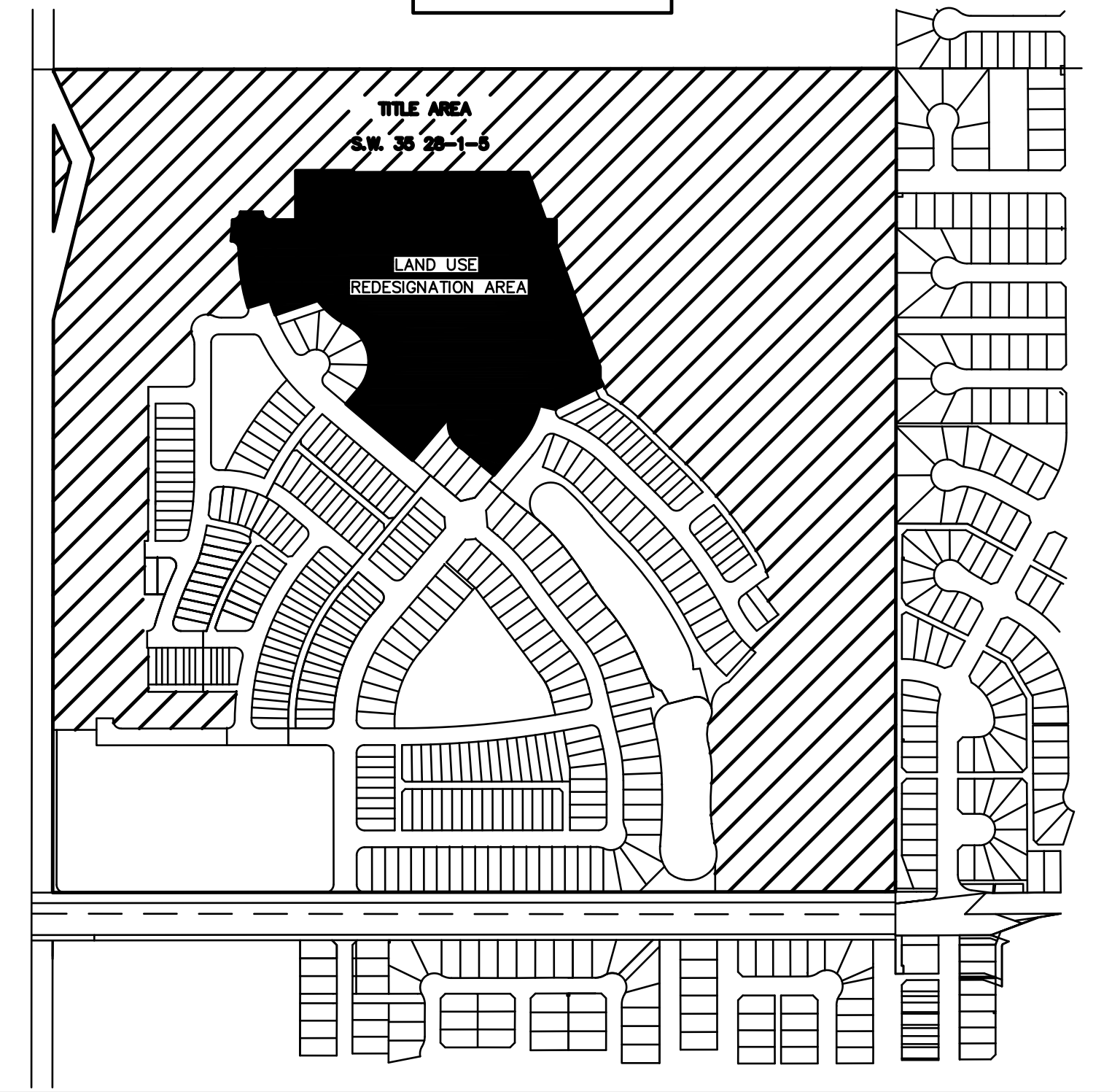
The application was circulated to all relevant external agencies and adjacent landowners for commenting. Responses are summarized below.

Please note: *It is the responsibility of the applicant to review and meet all requirements or conditions from agencies.*

ATCO Pipelines:	<ul style="list-style-type: none"> No comments received
ATCO Gas:	<ul style="list-style-type: none"> Right-of-ways will be required for the gas mains within the property. See attached for details.
Rogers:	<ul style="list-style-type: none"> No concerns with the plan
TELUS:	<ul style="list-style-type: none"> No concerns with the plan
Fortis:	<ul style="list-style-type: none"> No comments received
Alberta Transportation:	<ul style="list-style-type: none"> The requirements of Section 18 of the Regulation are not met. The department anticipated minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the regulation. The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the regulation.
Canada Post:	<ul style="list-style-type: none"> No comments received
Calgary Catholic School District:	<ul style="list-style-type: none"> No comments received
Rocky View County:	<p>The County requests:</p> <ul style="list-style-type: none"> If available, the County requests a copy of the Stormwater Management Plan for Vista Crossing Phase 5. Stormwater should be managed within Town limits and shall not cause direct impact to the County. The Location Map included in the circulation shows that the proposed Vista Crossing Phase 5 Residential Subdivision Development borders Rocky View County road Twp Rd 290. The County would like to understand whether the traffic generated from this proposed development will trigger and road/intersection upgrade work to the County's road network. If a Traffic Impact Assessment (TIA) was prepared/updated for this development, the County requests a copy for our review to see whether the traffic generated from the proposed development of the subject land will impact the operation and maintenance of Rocky View County's road system Any off-site impacts with regards to traffic, odour, dust, lighting, noise, debris, stormwater etc., are appropriately addressed and mitigated during and post-construction with consideration for neighbouring lands. If it is identified that the proposed development will cause a direct impact on the County roads that trigger improvements,

	<p>the developer will be required to enter into a Road Right-of-Way Construction Agreement with the County to construct the improvements within the County at the future subdivision stage.</p> <ul style="list-style-type: none"> At the subdivision stage, the County request the applicant confirm if any County roads will be used as haul routes for the haul of materials and equipment required for the proposed development. If yes, the applicant to contact County Transportation services with haul details to confirm if a Road Use Agreement will be required for any hauling along the County road system pursuant to the County’s Road Use Agreement Bylaw C-8065-2020.
Rocky View County School District:	<ul style="list-style-type: none"> No comments received.
Urban Systems, Planning:	<ul style="list-style-type: none"> The proposed lot widths and depths for 27 non-rectangular lots are not compliant with the LUB definitions of Average Parcel Width and Depth. Therefore, USL recommends that the Town include variances as part of the application for the non-compliant lots, as long as it is within the subdivision’s authority to do so. This application will require a detailed rationale explaining why the variance is necessary and how it meets the criteria set out in the LUB. R-1B and R-1C land use districts are well integrated and contiguous with the existing adjacent land uses in established neighbourhoods, previous phases of the Vista Crossing development, and land uses supported in the ASP. The MUN land use district is the appropriate use to accommodate the Municipal Reserve lands that will be municipally owned and support public uses. The Town should ensure that the developer has all the necessary information regarding the existing legal encumbrances on the subject lands.
MPE Engineering:	<ul style="list-style-type: none"> No comments at this time.
CP Rail:	<ul style="list-style-type: none"> No comments received
Town of Crossfield Fire Department:	<ul style="list-style-type: none"> No comments received
Town of Crossfield Operations/Water/Wastewater Department:	<ul style="list-style-type: none"> No concerns with this redesignation
Adjacent Landowners:	<ul style="list-style-type: none"> No comments received
Alberta Environment	<ul style="list-style-type: none"> No comments received
Alberta Land Titles	<ul style="list-style-type: none"> No concerns with the plan
Canada Post	<ul style="list-style-type: none"> No comments received

KEY PLAN



VISTA CROSSING
CROSSFIELD – ALBERTA

PLAN SHOWING
AREA FOR LAND USE BYLAW REDESIGNATION
WITHIN PART OF THE
S.W.1/4 Sec. 35, Twp. 28, Rge. 1, W.5M.

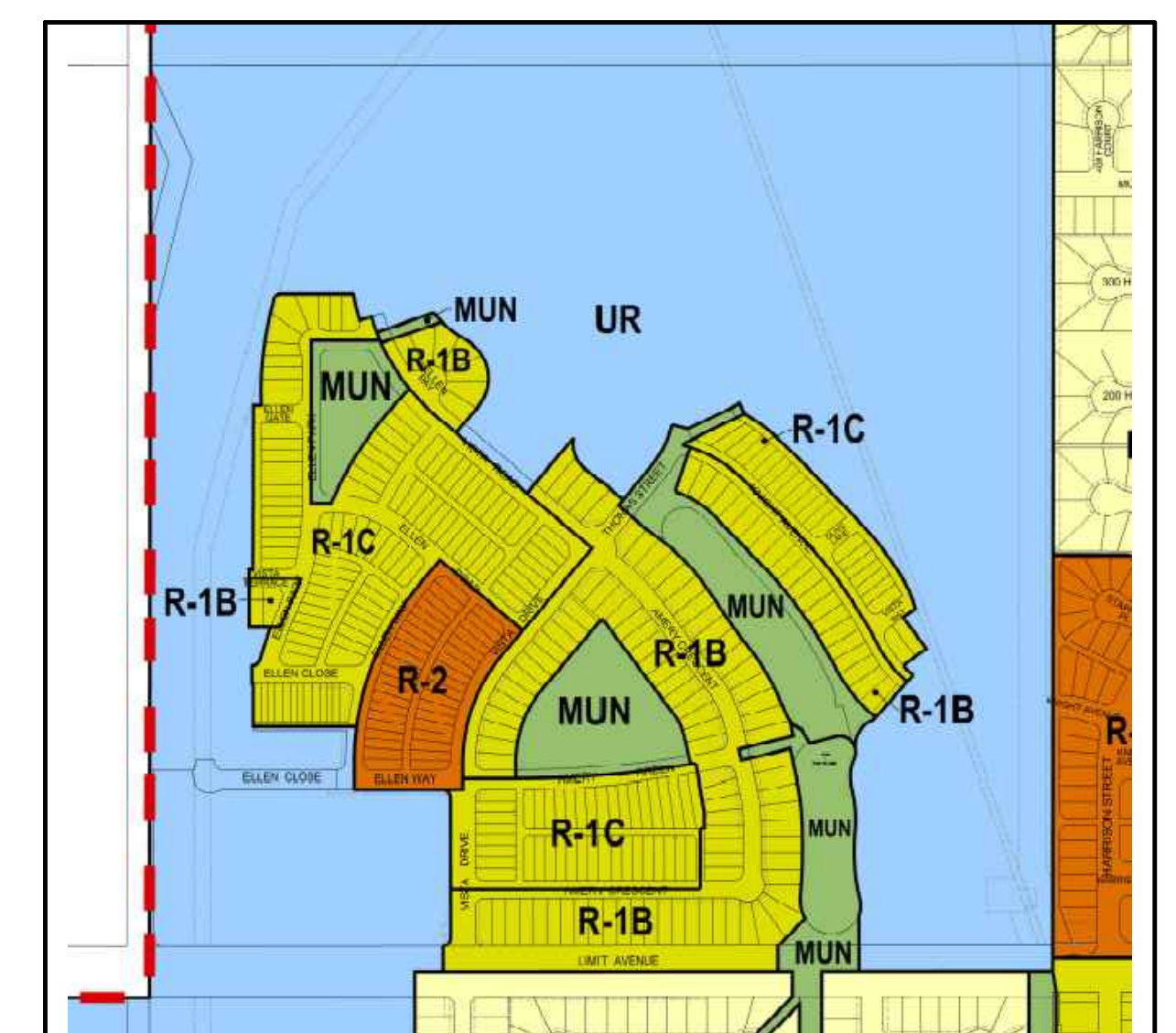
SCALE 1 : 750 2024 G.J. FRAME, A.L.S.
0 5 10 20 30 40 50 75 100 Metres

LAND USE REDESIGNATION AREA SHOWN BOUNDED THUS: AND CONTAINS 6.482ha/16.017ac.

PROPOSED LAND USE AREAS DEPICTED:

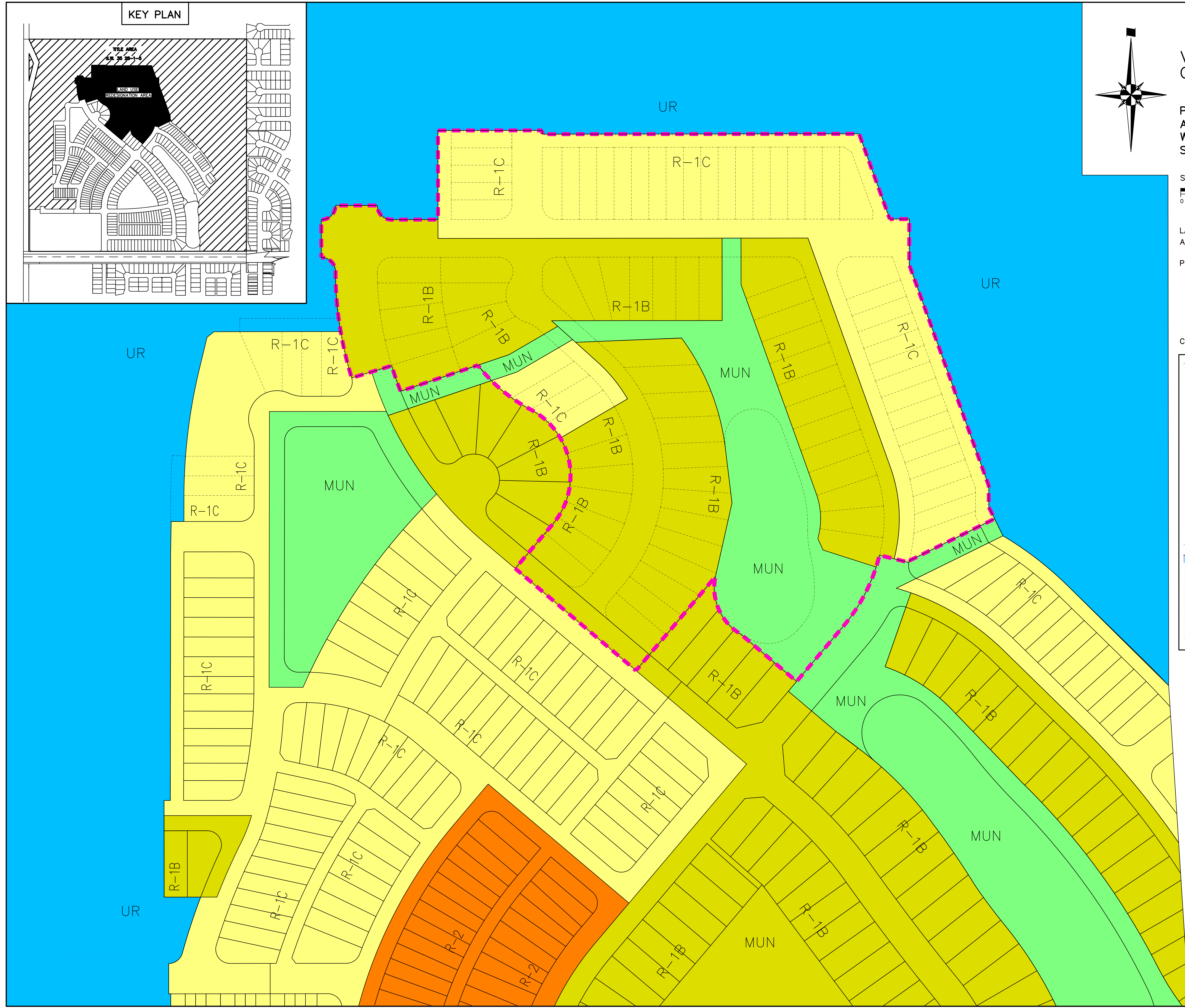
- MUN – 1.048ha/2.590ac
- R-1B – 3.171ha/7.836ac
- R-1C – 2.263ha/5.592ac

CURRENT LAND USE DEPICTED:



LAND USE DISTRICTS

Residential - Single Detached District	R-1	Elstevik Road Business District	EBD
Residential - Single Detached Large Lot District	R-1A	Neighbourhood Commercial District	C-1
Residential - Single Detached Medium Lot District	R-1B	Gateway and Entrance Business District	G-2
Residential - Single Detached Small Lot District	R-1C	Gateway Commercial District	G-3
Residential - Single Detached Special District	R-1S	Light Industrial and Commercial District	I-1
Residential - Single Dwelling Secondary Suite and Cottage Rental District	R-1SS	Medium Industrial District	I-2
Residential - Two Dwelling District	R-2	Heavy Industrial District	I-3
Residential - Townhouse District	R-3	Municipal and Institutional District	MUN
Residential - Apartment District	R-4	Urban Reserve District	UR
Residential - Manufactured Home District	MRH	Direct Control District	DC
Central Business District	CBD	Direct Control District	DC-2
West Downtown Business District	WDBD	Town Boundary	- - -



MEASUREMENT SCIENCES INC.
6921 - 48th STREET S.E.
CALGARY, ALBERTA, T2C 5A4
PROJECT: VISTA CROSSING PHASE 5 - LUA
FILE: 67051-LUA.DWG

**TOWN OF CROSSFIELD
BYLAW NO. 2025-05**

BEING A BYLAW of the Town of Crossfield to amend Bylaw No. 2018-14, being the Town of Crossfield Land Use Bylaw.

WHEREAS the Municipal Government Act, RSA, 2000, c. M-26, authorizes a municipality to adopt and amend a land use bylaw to establish districts, land uses and standards for each district, and a system for issuing development permits;

AND WHEREAS the Municipal Council of the Town of Crossfield wishes to amend said Land Use Bylaw No. 2018-14 in the manner outlined below and illustrated in the attached Schedule "A";

NOW THEREFORE The Municipal Council of the Town of Crossfield, in the Province of Alberta, duly assembled in accordance with the Municipal Government Act, R.S.A. 2000, c M-26, and amendments thereto, enacts the amendments to the Town of Crossfield Land Use Bylaw 2018-14 as follows:

1. That Part 6 – Land Use District Map of Land Use Bylaw 2018-14 be amended by redistricting ±6.482 ha (±16.017 ac) of land legally described as the SW ¼ Section 35, TWP 28, Range 5, W5M from UR (Urban Reserve District) to R-1B (Residential Single Detached Medium Lot District), R-1C (Residential Single Detached Small Parcel District) and MUN (Municipal and Institutional District) as shown in Schedule "A".

READ A FIRST TIME this _____ day of _____, 20__

PUBLIC HEARING HELD this _____ day of _____, 20__

READ A SECOND TIME this _____ day of _____, 20__

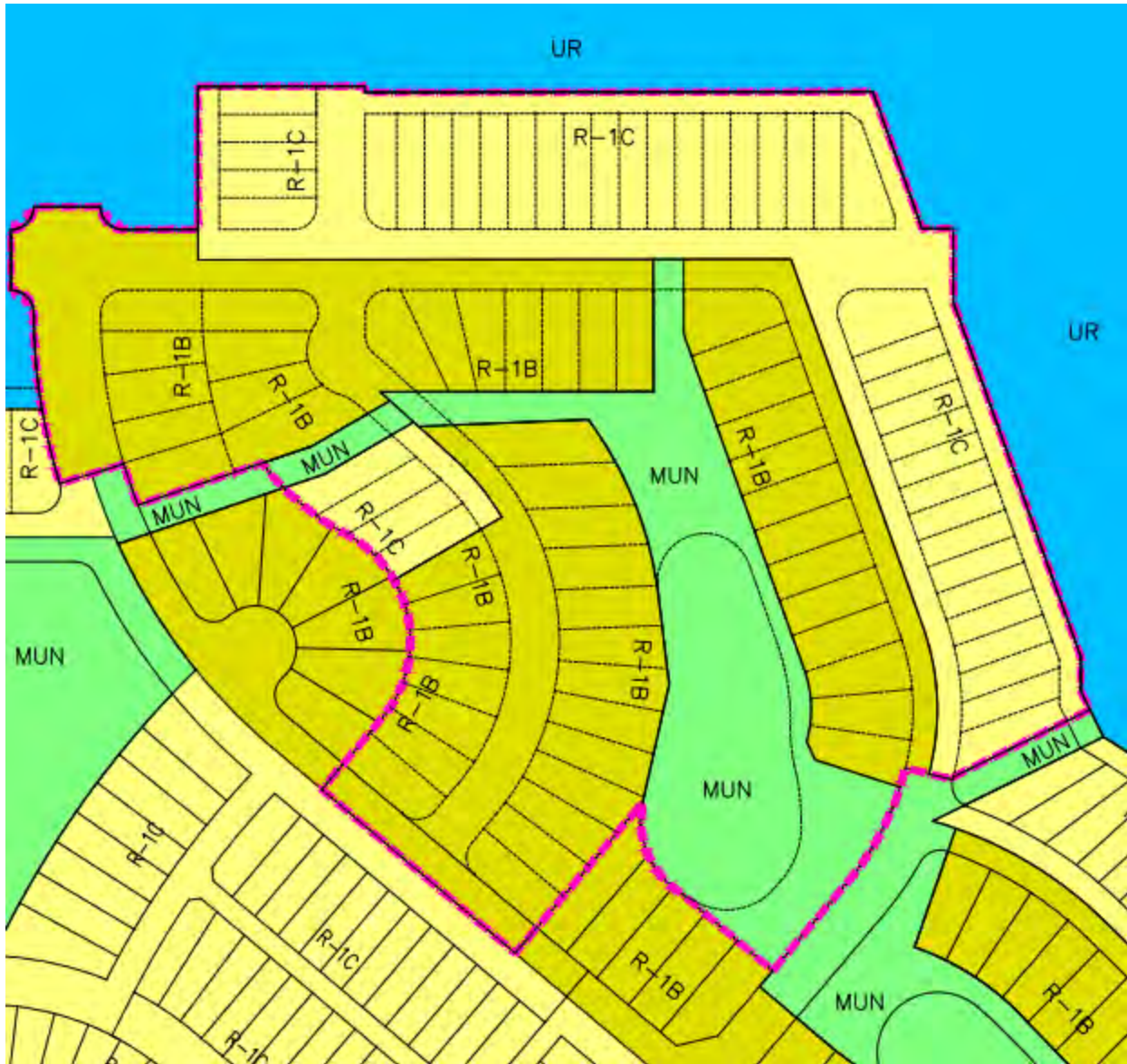
READ A THIRD AND FINAL TIME this _____ day of _____, 20__

Mayor Kim Harris

Chief Administrative Officer
Kinza Barney

**BYLAW 2025-05
SCHEDULE 'A'**

Vista Crossing, Phase 5



From Land Use District	To Land Use District	Area (± hectares)
Urban Reserve (UR)	Municipal and Institutional District (MUN)	1.048
Urban Reserve (UR)	Residential Single Detached Medium Lot District (R-1B)	3.171
Urban Reserve (UR)	Residential Single Detached Small Parcel District (R-1C)	2.263
TOTAL		6.482

Report to Council



Meeting Date: 2025-04-15
Meeting Type: Council Meeting
Prepared By: Lindsey Nash, Manager of Legislative and Administrative Services
Presented By: Lindsey Nash, Manager of Legislative and Administrative Services
Subject: Council Procedural Bylaw
Department: Legislative & Administrative Services

REPORT PURPOSE:

The purpose of this report is for the adoption of an updated *Council Procedural Bylaw*. Some of the proposed amendments to the bylaw are required by the *Municipal Affairs Statutes Amendment Act, 2024* (Bill 20), while others are based on best practices and an overall review of the bylaw and general housekeeping, including:

- recording and livestreaming of meetings;
- electronic participation in meetings and public hearings;
- abstentions due to conflicts of interest;
- limitations on public hearings for residential development;
- public question period;
- public hearing process.

While amendments have been made to the current *Council Procedural Bylaw* over time, it has not been fully reviewed by Administration since 2020. The proposed *Council Procedural Bylaw* has been rewritten to ensure compliance with changing regulations and to ensure clarity for those amendments identified in Attachment A of this report.

RECOMMENDATION:

The Bylaw 2025-06 be given first reading.

That Bylaw 2025-06 be given second reading

That Bylaw 2025-06 be given unanimous consent to go to third and final reading

That Bylaw 2025-06 be given third and final reading.

BACKGROUND:

Procedure bylaws are not a requirement under the *Municipal Government Act*; however, they are recommended as they help ensure meetings are conducted in an orderly fashion and that decisions align with legislative requirements and the principles of procedural fairness.

The current *Council Procedural Bylaw* was adopted by Council on January 7, 2020. While the *Council Procedural Bylaw* is a living document, it has not been fully reviewed since its adoption in 2020.

In its review, Administration identified the need for several amendments to reflect changes to the *Municipal Government Act* introduced by Bill 20, as well as additional amendments based on best practices and general housekeeping. As a result the bylaw was fully rewritten.

BILL 20 ADMENDMENTS

In the spring of 2024, the provincial government introduced Bill 20, which includes several updates to the *Municipal Government Act* and the *Local Authorities Election Act*. To align with these legislative changes, the *Council Procedural Bylaw* was updated. These updates relate to:

- electronic participation in public hearings;
- recording abstentions due to conflicts of interest; and
- limitations on public hearings for residential development.

Participation in Public Hearings

Municipalities are now required to provide electronic participation options for public hearings. The proposed bylaw includes the option to provide for public hearing presentations through Microsoft Teams by request only, as detailed in Attachment A of this report.

The current *Council Procedural Bylaw* does not offer an option for electronic participation for public hearings; therefore does not meet the requirements of electronic participation in the *Municipal Government Act*.

Abstentions Due to Conflicts of Interest

Councillors are now permitted under the *Municipal Government Act* to abstain from voting on matters due to conflicts of interest if a matter could affect the councillor, the councillor's family, or the councillor's employer or business interests in a non-financial capacity.

There are now three scenarios in which a councillor may abstain from voting on a matter under the *Municipal Government Act*, including:

- having a conflict of interest,
- having a pecuniary interest,
- being absent from a public hearing.

The *Municipal Government Act* states that a conflict of interest is a private interest of a councillor, a councillor's family, or a councillor's employer or business interests. Unfortunately, the *Municipal*

Government Act does not define private interest. Instead, it defines what a private interest is not, which is:

“an interest in a matter that is of general application, affects a councillor as one of a broad class of the public, concerns the remuneration and benefits of a councillor, or is trivial”

The process for declaring and abstaining due to a conflict of interest under the *Municipal Government Act* is similar to that of a pecuniary interest:

the councillor must declare their interest, abstain from the discussion and voting on the matter, and must leave the room.

The proposed bylaw, therefore, has been amended to permit councillors to abstain from voting on matters due to conflicts of interest using the process that is currently used for pecuniary interests, as detailed in Attachment A of this report.

One important distinction between conflicts of interest and pecuniary interests is that contravening the pecuniary interest sections of the *Municipal Government Act* may result in the disqualification of a councillor, whereas contravening the conflict of interest sections would not.

Limitations on Public Hearings for Residential Development

Municipalities are now limited to holding a maximum of one public hearing for matters relating to residential development. Holding more than one public hearing for a matter is desired from time-to-time due to there being significant amendments or new information that warrants an additional public hearing.

The proposed bylaw, has added information to stipulate that multiple public hearings may be held except for matters dealing with residential development, in which case only one public hearing may be held, as detailed in Attachment A of this report.

ANALYSIS OF BEST PRACTICE AND HOUSEKEEPING AMENDMENTS

The proposed *Council Procedural Bylaw* has been redrafted to ensure compliance with the *Municipal Government Act*, as well as several housekeeping amendments to the bylaw.

The list of the major proposed amendments to the *Council Procedure Bylaw* is detailed in Attachment A of this report.

ANALYSIS:

Strategic Alignment

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

COMMUNICATIONS AND ENGAGEMENT:

Should Council adopt the proposed *Council Procedural Bylaw*, Administration will inform the public of the changes through the Town's website and through notifications and circulations related to public hearings. This will include details on the new electronic participation options for public hearings, as well as the updated process for public submissions in relation to the agenda.

FINANCIAL IMPLICATIONS:

Administration does not foresee significant financial implications with the adoption of the proposed *Council Procedural Bylaw*. However, there will be significant resources required to support electronic participation in public hearings through Microsoft Teams, which is now required due to changes to the *Municipal Government Act*, introduced by Bill 20.

ATTACHMENTS:

- Draft Council Procedural Bylaw 2025-06

Council Procedural Bylaw
Attachment A – List of Significant Changes

Section Reference	Proposed Change and Rationale	Type of Change
<p>Exclusion of the Subdivision and Development Appeal Board and Assessment Review Board Section 3.2</p>	<p>This proposed change would exclude the SDAB and ARB from the requirements of the Procedural Bylaw as they are quasi-judicial bodies that operate independently of Council and follow different processes than Council and other committees</p> <p>Most of the Procedural Bylaw does not apply to the SDAB and ARB in the first place, as they do not make decisions by resolution.</p> <p>In place of the Procedural Bylaw, both the SDAB and ARB are governed by the processes set out in the Municipal Government Act and its regulations.</p>	Housekeeping
<p>Inclusion of the Subdivision Authority and Development Authority Section 3.3</p>	<p>This proposed change would specifically state that the Procedural Bylaw applies when Council is acting as either the Subdivision Authority or Development Authority</p> <p>Council already follows the Procedure Bylaw when it acts as the Subdivision or Development Authority; however, the proposed amendment would make this practice explicit in the bylaw.</p>	Housekeeping
<p>Chair Section 4</p>	<p>This addition provides clear responsibility of the Chair during a meeting in accordance with Section 154(1)a of the Act.</p>	Housekeeping
<p>Chair must Vacate Section 4.3</p>	<p>This addition would require the Chair to vacate the position if they intended to move a motion on any matter under consideration. This is a common practice by other municipalities based on Administration’s research.</p>	Best Practice
<p>Inaugural Meetings Sections 71</p>	<p>This proposed change would provide for the first organizational meeting after a municipal election to be referred to as the inaugural meeting.</p> <p>The first organizational meeting following a municipal election is different from other organizational meetings due to the swearing-in ceremony, which is when councillors can start officially performing their duties pursuant to section 156 of the Municipal Government Act.</p>	Best Practice

Council Procedural Bylaw
Attachment A – List of Significant Changes

Section Reference	Proposed Change and Rationale	Type of Change
Recording and Livestreaming Meetings Section 8	The addition of Recording and Livestreaming meetings aligns with processes currently being completed during council meetings.	Housekeeping
Electronic Participation in Meetings Section 9	<p>This has been added to align with processes currently in place and provide rules on participation by electronic means including noting that the Chair cannot electronically preside over in-person meetings and must vacate the position if they wish to attend electronically.</p> <p>This section also require councillors to have their cameras activated when they are participating in a meeting electronically in order to be recorded as present at the meeting</p> <p>It is difficult for the public to know if a councillor is present and paying attention during a meeting if their cameras are not activated when participating electronically. It is also difficult for Administration to record quorum in the meeting minutes when a councillor’s camera is not activated when participating electronically.</p> <p>Should special circumstances be required otherwise, the Chair may allow a member to participate without their camera being activated.</p>	Housekeeping
Preparation and delivery of Agenda Sections 12.3 – 12.6	<p>This section has been updated to align with the current agenda preparation and delivery processes.</p> <p><i>All submissions for agenda items are received by the Clerk by noon Tuesday two weeks prior to the scheduled Meeting.</i></p> <p><i>After agenda approval by the Mayor or Deputy Mayor, the Clerk will prepare the agenda together with copies of all reports and communications to be dealt with at each regular Council Meeting with copies provide to:</i></p> <p style="padding-left: 40px;">12.6.1 <i>Members of Council</i></p> <p style="padding-left: 40px;">12.6.2 <i>Chief Administrative Officer</i></p> <p style="padding-left: 40px;">12.6.3 <i>Published on the Town website</i></p> <p><i>no later than 4:00 p.m. the Thursday prior to the regular Council meeting.</i></p>	Housekeeping

Council Procedural Bylaw
Attachment A – List of Significant Changes

Section Reference	Proposed Change and Rationale	Type of Change
<p>Agenda Order of Business Section 12.7</p>	<p>This section was updated to reflect current order of business for Council meetings, including:</p> <p>Moving: Closed Session to the end of the agenda <i>To align with Municipal Affairs Agenda Guide Procedures</i></p> <p>Removal of: Upcoming Events and Programs <i>Public is recommended to follow the Town of Crossfield webpage and social media platforms for upcoming events and programs</i></p> <p>Addition: Public Question Period <i>Recommended to be added under the Agenda as a directive of Council</i></p>	<p>Housekeeping Best Practice</p>
<p>Delegation and Public Requests to Address Council Section 14</p>	<p>This is an addition to the proposed <i>Council Procedural Bylaw</i> to ensure a consistent process for delegation and public requesting to address council.</p> <p>There is a Delegation Presentation form that will be required to be completed, with review by Administration prior to placement on the agenda. Each delegation will be given a maximum of 10 minutes to present.</p>	<p>Housekeeping</p>
<p>Abstention – Pecuniary Interests and Conflict of Interest Section 17</p>	<p>This proposed change is required because of changes to the <i>Municipal Government Act</i> introduced by Bill 20.</p> <p>Councillors will now be able to abstain from voting when they have a real or perceived conflict of interest in a matter under consideration. Bill 20 defines a conflict of interest as a “private interest” but does not provide guidance on when a private interest may be significant enough to be considered a conflict of interest.</p> <p>Currently under the <i>Municipal Government Act</i>, Councillors are only able to declare pecuniary interests. The <i>Council Procedural Bylaw</i> would use the same process for declaring conflicts of interest as it does for pecuniary interests.</p>	<p>Bill 20</p>

**Council Procedural Bylaw
Attachment A – List of Significant Changes**

Section Reference	Proposed Change and Rationale	Type of Change
<p>Public Question Period Section 21</p>	<p>The Public Question Period is a new addition to the bylaw as recommended by Council.</p> <p>The Public Question period allows members of the public to participate in the question period by pre-registering at least five business days prior to the Council meeting agenda they wish the question to appear on.</p> <p>Administration would then review the question and if the question is within municipal jurisdiction, Administration would bring the question forward to read into the record. The individual or group will then be invited to attend the next Council meeting.</p> <p>Section 21.5 outlines prohibited topics for the public question period such as relating to matters before or previously heard by the Subdivision and Development Appeal Board, matters requiring the holding of a Statutory public hearing or for which a public hearing has already been held, or any matter pertaining to an enforcement complaint, investigation, or action or which is subject of legal challenge through the Court system.</p> <p>This process allows members of the public to participate and ask questions to Council with outlined processes.</p>	<p>Housekeeping</p>
<p>Public Hearings for Residential Developments Section 22.3</p>	<p>This proposed change is required because of changes to the <i>Municipal Government Act</i> introduced by Bill 20. While multiple public hearings may be held on most matters, there will now be a limit of one public hearing on matters that consider residential development.</p>	<p>Bill 20</p>

**Council Procedural Bylaw
Attachment A – List of Significant Changes**

Section Reference	Proposed Change and Rationale	Type of Change
<p>Public Hearing Procedures Section 22.4</p>	<p>The Public hearing procedures section was updated to clearly outline the process for planning and development matters, including the maximum permitted time to speak for Administration, the applicant, and public submissions in favour and in opposition.</p>	<p>Housekeeping</p>
<p>Public Hearing Electronic participation Section 22.9, 22.11, 22.15,22.16</p>	<p>This proposed change is required because of changes to the <i>Municipal Government Act</i>, introduced by Bill 20.</p> <p>Municipalities will now be required to offer full electronic participation options for public hearings, which must allow all attendees (whether in person or online) to hear and communicate with each other.</p> <p>In addition to hearing from the public in-person, through written submissions, Council will now be required to hear from the public electronically through Microsoft Teams, if requested during public hearings.</p>	<p>Bill 20</p>

**TOWN OF CROSSFIELD
COUNCIL PROCEDURAL BYLAW
BYLAW NO. 2025-06**

Being a Bylaw of the Town of Crossfield in The Province of Alberta, to provide for the orderly proceedings of meetings held by Council and the various board, committee and other bodies established by Council.

WHEREAS, the Town of Crossfield Council may pass bylaws establishing procedures to be followed by Council, committees, and other bodies established by Council pursuant to the *Municipal Government Act*.

AND WHEREAS the Town of Crossfield may pass bylaws establishing procedures for public hearings pursuant to the *Municipal Government Act*.

NOW, THEREFORE, the Council of the Town of Crossfield duly assembled enacts as follows:

SECTION 1: TITLE

1.1 This Bylaw shall be known as the "Council Procedural Bylaw"

SECTION 2: DEFINITIONS

2.1 In this bylaw:

- a. **"Act"** means Municipal Government Act, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto.
- b. **"Administration"** is the employees of the Town of Crossfield.
- c. **"Agenda"** means the items of business of a meeting and the associated reports, bylaws or other documents and includes the order of business and time for said meeting.
- d. **"Chair"** means the Mayor, Deputy Mayor or other person who has authority to preside over a meeting.
- e. **"Chief Administrative Officer (CAO)"** means the person appointed to the position by Council under section 205 of the Act.
- f. **"Clerk"** means the person appointed as Recording Secretary for meetings of Council.

- g. **“Closed Session”** means a meeting or portion of a meeting that is closed to the public in accordance with section 197 of the Act.
- h. **“Council Committee”** means a committee, board, commission, or authority, task force of any other public body established by Council under the Act.
- i. **“Council”** means the elected officials (Mayor and Councillors) of the Town of Crossfield.
- j. **“Councillor”** is a member of council elected as in accordance with the Local Authorities Election Act and continuing to hold office and includes the Mayor.
- k. **“Delegation”** means a member or members of the public or group of persons who request to appear before the Council to address a specific matter.
- l. **“Deputy Mayor”** means a member of Council appointed by Council to act as the mayor when the mayor is unable to perform the duties of the mayor, or if in the office of Mayor is vacant.
- m. **“Electronic Participation”**: The participation of a member in a meeting through electronic means, including but not limited to telephone, video conferencing, or other communication technologies that allow all participants to hear and be heard by each other in real time. Electronic Participation shall be permitted in accordance with the provisions of this bylaw and any applicable legislation.
- n. **“FOIPPA”** means the Alberta Freedom of Information and Protection of Privacy Act (FOIPPA).
- o. **“General Election”** means a municipal election held in the Town of Crossfield to elect the members of Council, as described in the Local Authorities Election Act.
- p. **“Inaugural Meeting”** means the Organizational Meeting immediately following the General Election.
- q. **“Mayor”** is the member of Council duly elected as Chief Elected Official in accordance with the Local Authorities Election Act and continuing to hold office.
- r. **“Meetings”** means an organizational, inaugural, regular or special meetings of Council or a Committee where resolutions and bylaws are formally ratified pursuant to the act.
- s. **“Member”** means a Councillor; or a person appointed by Council to a committee.

- t. **"Municipality"** means the Town of Crossfield.
- u. **"Pecuniary Interest"** means a pecuniary interest pursuant to the Act.
- v. **"Point of Order"** means a demand that the Chair enforce the rules of procedure.
- w. **"Postpone, Postponing or Postponed"** means a motion to delay action on a pending matter either to a certain date and time, meeting or until after a certain event or indefinitely.
- x. **"Public Hearing"** mean a public hearing held pursuant to the Act or any other legislation, whether statutory or non-statutory.
- y. **"Public Question Period"**: is an opportunity for members of the public to either ask Council a question or to make a statement to Council.
- z. **"Question of Privilege"** means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council, a Council committee or individual members, some examples of which include requests related to heating, lighting, noise or other disturbances in Council chambers, conduct of members of the public or fellow members.
- aa. **"Quorum"** is the minimum number of members who must be present at a meeting in order to conduct business, which is a majority of members. The Town of Crossfield consists of seven (7) Councillors. Four (4) members of the Town of Crossfield Council form a quorum.
- bb. **"Resolution"** means a formal motion that is passed by Council for a specific action which requires a majority vote.
- cc. **"Table or Tabled"** means to temporarily delay consideration of any matter.
- dd. **"Town"** means the Corporation of the Town of Crossfield.
- (1) **"Unanimous Consent"** means a proposal for action on a matter that is brought before Council or a committee without requiring a motion as provided for in this bylaw. If unanimous consent is not provided, the proposal for action on a matter may be brought forward as a motion.

SECTION 3: PURPOSE & APPLICATION

- 3.1 This Bylaw applies to all meetings of Town Council and committee meetings and to those participating in and attending those meeting. The procedures established in this bylaw are to be used for the orderly consideration of business and are to be applied in the spirit of fairness, equality, and common sense.
- 3.2 Despite section 3.1, this bylaw does not apply to the Subdivision and Development Appeal Board and Assessment Review Boards.
- 3.3 This bylaw applies when Council acts as the:
- 3.3.1 Subdivision Authority in accordance with the *Subdivision Authority Bylaw* or otherwise from time to time; and
 - 3.3.2 Development Authority in accordance with the *Land Use Bylaw*, a direct control bylaw, or otherwise from time to time.
- 3.4 Despite the procedures established in this bylaw, if a committee establishes procedures that differ from the procedures in this bylaw, the procedures of the committee take precedence to the extent of the difference.
- 3.5 The precedence of the rules governing the procedure of Council is:
- a. *The Municipal Government Act*
 - b. Other provincial legislation
 - c. This bylaw and any amendments thereto
 - d. Robert's Rules of Order

Interpretation

- 3.6 Meeting procedures are a matter of interpretation by the Chair, subject to the rights and privileges of members. The Chair is encouraged to seek advice when interpreting meeting procedures.
- 3.6.1 Although meeting procedures are a matter of interpretation by the Chair, it is the responsibility of all members to ensure that the procedures in this bylaw are followed during meetings.
- 3.7 If a matter of procedure arises that is not contemplated in this bylaw, the matter is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this bylaw and the most current edition of Robert's Rules of Order, this bylaw takes precedence to the extent of the conflict.

Suspension of the Rules

- 3.8 In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.
- 3.8.1 Rules in this bylaw originating from the Act or other governing legislation cannot be suspended.
- 3.9 A resolution waiving any provision of this Bylaw as provided for in this Section shall only be effective for the meeting during which it is passed.
- 3.10 If a suspendable rule in this bylaw is inadvertently not followed during a meeting, the rule is deemed to have been suspended for that specific case.

SECTION 4: CHAIR

Chair of Council and Closed Session Meetings

- 4.1 The Mayor is the Chair and presides over Council meetings when they are present and able to perform the duties of the position in accordance with section 154(1)(a) of the Act.
- 4.2 The Deputy Mayor is the Vice-Chair and presides over Council meetings when the Mayor is absent or unable to perform the duties of the position in accordance with section 152(2)(a) of the Act.
- 4.2.1 The Deputy Mayor has the same powers and responsibilities as the Mayor under this bylaw when presiding over Council meetings.

Responsibilities of Chairs and Vice-Chairs

- 4.2. The Chair of a meeting is responsible for:
- 4.2.1 presiding over the Meeting when in attendance unless otherwise specified by this bylaw or other Town of Crossfield bylaws, policies, and procedures;
- 4.2.2 presiding over conduct at meetings, including providing for the orderly consideration of business, preserving good order and decorum, deciding on and responding to procedural questions, ruling on points of order and points of privilege, and responding to challenges of the Chair;

- 4.2.3 managing the flow of business at Meetings, including changing the order of the agenda when appropriate and calling for recesses or for the meeting to stand at ease without requiring a resolution; and
 - 4.2.4 providing for the orderly queuing of speakers and ensuring that each member who wishes to speak on a matter or motion is provided an opportunity to do so in accordance with this bylaw.
- 4.3 The Chair has the same rights and privileges as any other member except for when they intend to move a motion on a matter. When the Chair wishes to move a motion on a matter, they must:
- 4.3.1 vacate the position of Chair and request that the Vice-Chair, or an Acting Chair if required, assume the position of Chair for the duration of that matter; and
 - 4.4.2 reassume the position of Chair when consideration of the matter has concluded.
- 4.4. When the Chair is absent from a meeting or unable to perform the duties of the position, the Vice-Chair presides over the meeting. The Vice-Chair has the same powers and responsibilities as the Chair under this bylaw when presiding over meetings

SECTION 5: QUORUM

- 5.1 If a member is unable to attend a meeting, that member must advise the Chair and the Chief Administrative Officer of their absence and the reasons for their absence as soon as possible after they are aware that they will be unable to attend.
- 5.2 Quorum for Council is a majority of Councillors, and for Council Committees is a majority of Members of the Council Committee, unless specified otherwise by this or any other bylaw, or the Act.
- 5.3 If quorum is not present within 30 minutes following the scheduled start time of a meeting, the Clerk shall record the names of the members present and Council shall stand adjourned until the next meeting unless a special meeting is called before or after the next regular meeting to deal with business of the adjourned meeting.

Lost Quorum

- 5.4 Whenever a vote on a motion before Council cannot be taken because of a loss of quorum, the loss of quorum resulting from:

- 5.4.1 The declaration of a Pecuniary Interest or conflict of interest; or
- 5.4.2 a Councillor or the Mayor not being present for all or part of a public hearing;

Then the motion shall be the first order of business to be proceeded with a disposed of at the next Council or Closed Session under that particular order of business.

- 5.5 If a quorum is lost for any reason other than those in section 5.3, the meeting will be deemed to be adjourned.

SECTION 6: SCHEDULING MEETINGS

Scheduling Regular Council Meetings

- 6.1 At its annual organizational meeting, Council schedules regular Council Meetings for the following year as required, except for the Subdivision and Development Appeal Board and Assessment Review Boards.
 - 6.1.1 If a regular meeting falls on a statutory holiday, the Meeting will take place on the next business day or unless otherwise specified by council.
- 6.2 Council may from time-to-time schedule additional regular Council meetings by resolution.
- 6.3 All Councillors must be present when scheduling regular Council meetings pursuant to Section 193(1) of the Act.
- 6.4 Regular meetings of Council shall adjourn not later than 11:00 p.m. Upon a majority vote of council, the meeting may be extended in half hour increments but no later than 12 a.m. (midnight).
- 6.5 At the discretion of Council, Council may take a summer recess during the months of July and August.

Scheduling Special Council

- 6.6 Special Council meetings may be called by the Mayor in accordance with section 194 of the Act.

Notice of Council

- 6.7 Notice of regular Council meetings, as well as organizational and Inaugural Meetings of Council, is provided in accordance with the Act and the *Public Notification bylaw*.
- 6.7.1 If time permits, notice is provided for at least two consecutive weeks prior to a Meeting. If time does not permit, notice is provided for as much time as possible prior to the meeting.
- 6.8 Notice of special Council Meetings is provided in accordance with the Act and the *Public Notification bylaw*.
- 6.8.1 If time permits, notice is provided for two consecutive weeks prior to a special Meeting. If time does not permit, notice is provided for as much time as possible prior to the special meeting

Rescheduling and Cancelling Council

- 6.9 Council may change the date, time, or place of a Meeting by resolution or with the written consent of a majority of Councillors. Notice of the change is provided in accordance with section 193(3) of the Act.
- 6.10 Council meetings may be cancelled:
- 6.10.1 By resolution passed at a meeting prior to the meeting to be cancelled with not less than 24 hours' notice of the cancellation.
- 6.10.2 Notice of the cancellation is provided in accordance with the Public Notification Bylaw; or
- 6.10.3 With the written consent of a majority of members with not less than 24 hours' notice of the cancellation. Notice of the cancellation is provided in accordance with the *Public Notification Bylaw*.

SECTION 7: COUNCIL MEETINGS

Inaugural Meetings of Council

- 7.1 Council must hold its inaugural meeting no later than two weeks after the third Monday in October following the General Election as set out in the Act.

- 7.2 During the Inaugural Meeting:
- 7.2.1 The Chief Administrative Officer calls the meeting to order and presides over the oaths of office for the Mayor.
 - 7.2.2 Once appointed, the Mayor presides over the oath of office for Councillors.
 - 7.2.3 The Deputy Mayor appointment will be determined by Council as a whole.
 - 7.2.4 The Mayor then presides over the appointment of the Deputy Mayor and their oath of office.
 - 7.2.5 The Mayor then presides over the remainder of the Inaugural Meeting.
 - 7.2.6 Council must establish the seating arrangement of Council. The Mayor shall occupy the seat at the centre of the Council table and;
 - 7.2.7 All other matters required by section 7.4 must be dealt with.
- 7.3 In the event of a By-Election, the newly elected Member(s) will be sworn in at the next scheduled regular Council Meeting as determined at the previous year's Annual Organizational Meeting, following the By-Election.

Organizational Meetings

- 7.4 Council holds an annual organizational Meeting pursuant to section 192 (1) of the Act.
- 7.5 At the Organizational meeting, Council must:
- 7.5.1 Conduct other business as identified within the agenda on the Organizational meeting including but not limited to:
 - i. Council Strategic Priorities as updated.
 - ii. Setting the time, dates and location for regular Meetings
 - iii. Confirmation of the location of the municipal office
 - iv. Administration/Chief Administrative Officer Update
 - v. Board and Committee Appointments.
 - vi. Review of the Council Code of Conduct
 - vii. Review of the Council Procedural Bylaw (if the first organizational meeting of the Council term)
 - viii. Review of Council policies (i.e., Council Remuneration, travel, Council use of Municipal Assets, External Communications policy, etc.)

SECTION 8: RECORDING AND LIVESTREAMING MEETINGS

- 8.1 Council Meetings are recorded and livestreamed to the public with the exception of Closed Sessions.
- 8.2 If there are technical difficulties while livestreaming that are unable to be resolved, the Chair advises those present at the meeting that the livestream is not available. Notice of the technical difficulties will be provided to the public on the Town's public website.
 - 8.2.1 The meeting may continue without a livestream provided that the meeting can still be recorded by other means and the recording can be made available on Town's public website after the meeting is adjourned.
- 8.3 The use of audio/video recording devices or photographs by the public or the media during a Meeting is prohibited unless authorization is provided by the Chair and Chief Administrative Officer.
- 8.4 Meeting recordings will be retained and provided in accordance with the Town's bylaws, policies, and procedures. Meeting recordings will only be transcribed by the Town if required in connection with any litigation, audit, or investigation

SECTION 9: ELECTRONIC PARTICIPATION IN MEETINGS

- 9.1 Members are expected to participate in Meetings in-person unless there is a clear need to participate electronically. Members may participate in an in-person meeting electronically in accordance with this bylaw.
- 9.2 Councillors and/or the Chief Administrative Officer may attend a Council meeting by means of electronic or telephonic communication which may include video conference and telephone conference, including Microsoft Teams.
- 9.3 The Chair cannot electronically preside over in-person Meetings and must vacate the position for that Meeting if they wish to participate electronically.
- 9.4 Any member, except for the member presiding over the meeting, may participate in a meeting electronically, for the following reasons:
 - 9.4.1 The Councillor is in a location outside the Town for any reason.
 - 9.4.2 The Councillor is unable to attend in-person due to personal, medical or family reasons.

So long as they participate in a location that is free of distractions, secure, and appropriate for participation in the meeting.

- 9.5 Electronic Participate can only be held if there is Quorum for other in-person Councillors present in Council Chambers to ensure the Meeting can continue should remote access to the Meeting fail.
- 9.6 Electronic Participation cannot exceed a maximum of six (6) meetings per year for each member.
- 9.7 The Chair has the authority to end a member's electronic participation in a meeting if, in their determination, it is disruptive to the meeting, or the location of the member is not secure or appropriate.
- 9.8 Members must notify the Mayor and Chief Administration Officer as soon as they are aware of their need to participate in a Meeting electronically.
- 9.9 Upon receipt of a Electronic Participation request, the Clerk will provide the Member with instructions for joining the Meeting which will include the access link, date and time of the Meeting.
- 9.10 The Chair shall announce to those in attendance at the meeting that the Member is participating electronically.
- 9.11 Members participating in a meeting electronically must have their cameras activated and be visible to the other members of the meeting to be considered present, unless otherwise permitted by the Chair. Unless otherwise permitted by the Chair, members will be considered absent from the meeting if their cameras are not activated or if they are not visible during the meeting.
- 9.12 The Member shall make every effort to reconnect via the remote access link provided, should the connection be lost.

SECTION 10: HOLDING MEETINGS AND HEARING ELECTRONICALLY

- 10.1 All meetings will be video streamed to the internet and be available through archives providing the equipment is functional and no technical difficulties are experienced. The Town cannot guarantee that the video streamed footage will always be available.
- 10.2 Council Meetings and hearings may be held entirely electronically so long as they are held in accordance with section 199 of the Act and comply with the Public Notification Bylaw and participation requirements of the Act.

- 10.3 The Chair may direct those meetings or hearings be held electronically through Microsoft Teams if, in their determination, electronic meetings are desirable or if they are required during emergency, public health, or disaster events.
- 10.4 When a meeting or hearing is held electronically:
- 10.4.1 all participants must identify themselves by name through their usernames on Microsoft Teams and may further identify themselves by position or organization if they wish.
 - 10.4.2 Members participating in a meeting electronically must have their cameras activated and be visible to the other members of the meeting to be considered present, unless otherwise permitted by the Chair. Unless otherwise permitted by the Chair, members will be considered absent from the meeting if their cameras are not activated or if they are not visible during the meeting.
 - 10.4.3 All materials that would otherwise be available during an in-person meeting or hearing will be made available through the Town's official website.
- 10.5 The Chair must be physically present to preside over a meeting or hearing that is being held electronically. If the Chair wishes to participate in the meeting electronically, they must vacate the position for that meeting or hearing.
- 10.6 The Chair has the authority to end a member's electronic participation in an electronic meeting or hearing if, in their determination, it is disruptive to the meeting or hearing, or the location of the member is not secure or appropriate.

SECTION 11: CLOSED SESSIONS

- 11.1 Council may consider a matter or a portion of a matter, in Closed Session only in accordance with Section 197 of the Act and the applicable section of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.
- 11.2 Closed Sessions may be held electronically, and member may participate in a Closed Session Electronically in accordance with this bylaw.
- 11.3 Closed Session Meetings will be held without the presence of public unless invited by the Chair or CAO upon direction from the Chair.

- 11.4 All members may participate in a Closed Session except if a member abstains from participating in the matter to be considered in the Closed Session in accordance with the Act.
- 11.5 In accordance with section 197 (4) of the Act, Council must pass a Resolution to move into a Closed Session that specifies the matters to be considered in the Closed session and the applicable sections of the *Freedom of Information and Protection of Privacy Act*. This is to be done in the public portion of the Council Meeting. The Resolution must include:
- 11.5.1 listing of the specific sections(s) under Part 1, Division 2 Exceptions to Disclosure of the FOIP Act, which provides the legislative authority to discuss the matters in a closed meeting.
 - 11.5.2 the time of day the resolution is being made and
 - 11.5.3 the attendees who will remain in the Closed session
- 11.6 The Chair of a meeting presides over any Closed Sessions held at that meeting and ensures that only those matters included in the resolution to move into Closed Session are considered during the Closed Session.
- 11.7 Council or a committee cannot pass resolutions during a Closed Session except for a resolution to move back into open session pursuant to section 197(3) of the Municipal Government Act. All decisions arising from a Closed Session must be made by resolution passed in open session.
- 11.8 Those attending a Closed Session must not record, take notes, or otherwise document the proceedings of the Closed Session except for the Chief Administrative Officer for the purpose of recording meeting minutes.
- 11.9 All proceedings, discussion, opinions, advice, and materials provided in Closed Sessions are confidential and must remain in confidence indefinitely by those attending the Closed Session unless their release is directed by Council or the committee.
- 11.10 Before considering motions following a Closed Session, the Chair of the meeting will provide reasonable notice to the public that the meeting is back in open session and will allow sufficient time for the public to return to the meeting in accordance with section 197(5) of the Act.

SECTION 12: MEETING AGENDAS

Preparation of Agenda

- 12.1 Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained within the agenda for the meeting.
- 12.2 Agenda items initiated by members of Council, to be included in the agenda are submitted through the Chief Administrative Officer. The Chief Administrative Officer shall assign the responsibility to the appropriate department to ensure the item is included in the agenda with the required background information.
- 12.3 All submissions for agenda items are received by the Clerk by noon Tuesday two weeks prior to the scheduled Meeting.
- 12.4 Council meeting agendas are established by the Chief Administrative Officer and approved by the Mayor prior to them being published to Council, and the Mayor may reschedule agenda items to maximize the efficiency and effectiveness of the meeting.
- 12.4.1 The Deputy Mayor approves the agendas and reschedules any agenda items if the Mayor is absent or unable to do.
- 12.5 The Clerk shall prepare the agenda together with copies of all reports and communications to be dealt with at each regular Council meeting.

Agenda Delivery

- 12.6 After agenda approval by the Mayor or Deputy Mayor, the Clerk will prepare the agenda together with copies of all reports and communications to be dealt with at each regular Council Meeting with copies provide to:
- 12.6.1 Members of Council
- 12.6.2 Chief Administrative Officer
- 12.6.3 Published on the Town website

no later than 4:00 p.m. the Thursday prior to the regular Council meeting.

Order of Business

- 12.7 The order of business for a Meeting shall be as follows:
- Call to order
 - Approval of agenda for current meeting
 - Adoption previous meeting(s) minutes

- Public Hearing
- Subdivision
- Delegation(s)
- Business Arising from Past Minutes
- Bylaws/Policies
- Action & Decisions
- Financial
- Councillors Business
- Administrative Update & Outstanding Items List
- Correspondence (Informational Items)
- Closed Session
- Public Question Period (PLEASE NOTE: Residents must now pre-register their question. Please refer to section 21)
- Adjourn

12.8 If there is no item for the Agenda section listed above, then that section shall not be listed on the Agenda.

12.9 When a change in the order of business is desired at a meeting, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council agenda without a unanimous vote of the majority of Council.

Addendums to the Agenda

12.10 The Chief Administrative Officer may prepare and publish addendums to Council meeting agendas. Agenda addendums may include the following:

- 12.10.1 supplementary reports and materials.
- 12.10.2 revised or corrected reports and materials.
- 12.10.3 reports and materials for emergent business items.
- 12.10.4 additional public submissions or public submissions not included in the agenda
- 12.10.5 anything else that, in the determination of the Chief Administrative Officer, is required for consideration of business at the meeting.

12.11 Prior approval from the Chair, as otherwise required by sections 12.4 of this bylaw, is not required for the Chief Administrative Officer to prepare and publish agenda addendums.

12.12 The Clerk publishes Council agenda addendums to Council and on Town's official website no later than two business days prior to the meeting.

Updates and Adoption of an Agenda

- 12.13 Meeting agendas must be adopted by resolution prior to consideration of any business at a Council or committee meeting. When an agenda is adopted, the adoption includes any addendums to the agenda published by the Clerk.
- 12.14 After an agenda has been published to Council or a committee, Council or the committee may only add or remove items from an agenda by resolution. Updates to an agenda should be considered prior to the adoption of the agenda at the meeting.
- 12.14.1 Despite this bylaw, Council or a committee may only add or remove items from a special meeting agenda by resolution passed by a majority of members and only if the entire Council or committee is present at the special meeting pursuant to section 194 (5) of the Act.
- 12.15 After an agenda has been adopted by Council or a committee, Council or the committee may only add or remove items from the agenda by resolution passed unanimously by all members present at the meeting.

Emergent Business

- 12.16 Only emergent business items may be added to a Council or committee meeting agenda after the agenda has been published to Council or the committee. Emergent business items are matters that were not included on a meeting agenda but due to urgency, time constraints, or unusual circumstances must be considered at the meeting.
- 12.17 The Chief Administrative Officer or a member may propose that an emergent business item be added to a meeting agenda. Emergent business items must be added to an agenda by resolution.
- 12.17.1 When Administration proposes an emergent business item, the Chief Administrative Officer provides reasons why the item should be considered as emergent business at the meeting.
- 12.1672 When a member proposes an emergent business item, the member provides reasons why the item should be considered as emergent business at the meeting.
- 12.18 When considering whether to add an emergent business item to the agenda, Council or the committee should consider, but is not bound or limited to considering, the following:
- 12.18.1 The reasons provided by the Chief Administrative Officer or member.

- 12.18.2 Whether the matter could be considered at a future meeting.
- 12.18.3 Whether enough information is available to properly consider the matter.
- 12.18.4 Whether the matter requires prior advertisement or notification in accordance with this bylaw, the Act, or other governing legislation.

SECTION 13: CONDUCT AT MEETINGS

Member Conduct at Meetings

- 13.1 When in attendance at a Council or committee meeting, members must maintain order and decorum during the meeting. Members must:
 - 13.1.1 Speak and listen respectfully to all those participating or attending the meeting.
 - 13.1.2 Be acknowledged by the Chair prior to speaking.
 - 13.1.3 Use parliamentary language whenever possible.
 - 13.1.4 Respect the rules and proceedings of Council or the committee.
 - 13.1.5 Refrain from side conversations with each other when another person is speaking.
 - 13.1.6 Respect the decisions of the Chair and of Council or committee, respect the submissions made by the public, and respect the advice provided by Administration.
- 13.2 If a member continues to breach the rules in this bylaw, the Chair may request that another member move a motion to remove the unruly member from either the balance of the meeting or until such a time provided in the motion so long as that time does not extend beyond the balance of the meeting. If the motion passes, the member must leave the meeting.
- 13.3 If the Chair continues to fail to adhere to the rules of this bylaw, a member may move a motion to remove the unruly Chair from either the balance of the meeting or until such a time provided in the motion so long as that time does not extend beyond the balance of the meeting. If the motion passes, the Chair must leave the meeting.
- 13.4 If the Chair or a member has been directed to leave the meeting in accordance with this bylaw, the Chair or member may provide an explanation and apology for their behaviour. If the remaining members find the statement satisfactory, the members may by resolution allow the offending member to remain or return to the meeting.

Public Conduct at Meetings

- 13.5 When in attendance at a Council or committee meeting, the public must maintain order, decorum, and quiet for the duration of the meeting. The public must not:
- 13.5.1 Approach or address, or attempt to approach or address, Council or the committee without prior permission being granted.
 - 13.5.2 Otherwise disturb or interrupt the proceedings of Council or the committee.
- 13.6 The Chair may order that a member of the public be expelled from a meeting for disturbing or interrupting the proceeds of a meeting, or for otherwise acting improperly during the meeting in accordance with section 198 of the Act.
- 13.7 Public attendees of Council and Council Committee meetings shall not be permitted to electronically record the meeting. A recording made of a Council or Council Committee Meeting is a record of the Municipality, and its collection, use disclosure, retention and destruction shall be governed by the provisions of the FOIPPA.

SECTION 14: DELEGATIONS AND PUBLIC REQUESTS TO ADDRESS COUNCIL

- 14.1 Members of the public wishing to address Council or a committee, either with a verbal presentation or with a written submission, for an agenda item that is not a public hearing must complete the delegation presentation to Council request form as outlined within Schedule A and submit the completed form to Clerk.
- 14.2 The Chief Administrative Officer will review the request in consultation with any impacted department(s) and may:
- 14.2.1 Undertake an administrative review and provide a written response to the individual or group to satisfy the request for an appointment with Council.
 - 14.2.2 Advise Council, or the committee of the request and the reasons provided by the requestor and add the appointment to the next regular Council meeting agenda, subject to the Mayors approval.
 - 14.2.3 Add the appointment to a future Council meeting agenda if:
 - a. Requested by the individual or group making the request; or
 - b. If Administration requires more time to properly investigate and report on the matter.
- 14.3 Delegation members will have a maximum of 10 minutes to present unless an extension is granted by the Chair. Council may ask clarifying questions.

- 14.6 In questioning Delegates at the Council meeting, Councillors will only ask those questions which are relevant to the subject to the appointment and will avoid repetition of questions.
- 14.5 Delegates will speak only on their presentation topic and may only address Council once on a particular topic in a 12-month period.

SECTION 15: MINUTES

- 15.1 Minutes of all Council meetings shall contain:
- 15.1.1 The full corporate name
 - 15.1.2 The type Council meeting – Regular, Special or Organizational
 - 15.1.3 The date, hour and place of Council meeting
 - 15.1.4 The name of all Council members in attendance and absent.
 - 15.1.5 The name of the chairperson
 - 15.1.6 The names of the attending Chief Administrative Officer, Clerk, Administration, including each person's title.
 - 15.1.7 An item that corresponds with every item on the agenda for that meeting
 - 15.1.8 Resolutions/motions
 - 15.1.9 The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left of joined the meeting
 - 15.1.10 Signature of the Chairperson and Chief Administrative Officer
- 15.2 Minutes be recorded in the English language, without note or comment, as specified in the Act.
- 15.3 The Clerk shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each member for the next meeting.
- 15.4 The Chair shall present the minutes to Council with a request for a motion to adopt the minutes at the next regular Council meeting.
- 15.5 Any member may make a motion requesting that the minutes be amended to correct any inaccuracy or omission; however, the Clerk should be advised of the change to the minutes before they are officially adopted by Council.
- 15.6 Only minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

- 15.7 Adopted minutes of Council meeting must be signed by the Chair presiding at the meeting, and a Chief Administrative Officer or their designated officer.
- 15.8 Un-adopted minutes will be posted on the Town's official website as soon as available. Adopted minutes will be posted to the municipal website upon signature of signing authorities.

SECTION 16: MEETING PROCEEDINGS

- 16.1 All proceedings during a meeting must be directed through the Chair, including presentations, questions, responses, and debate. The Chair, when directing the proceedings of a meeting, should apply the rules in this bylaw in the spirit of fairness and to advance the business before Council or the committee.
- 16.2 The order of business conducted at a meeting is determined by the Chair, subject to:
 - 16.2.1 the time of any advertised public hearings or any matters scheduled for a specific time.
 - 16.2.2 a request or Point of Order raised by a member.
 - 16.2.3 a request raised by Administration.
- 16.3 No member or participant in a meeting may speak until they are recognized by the Chair unless they are attempting to gain the attention of the Chair, in which case they must do so in the least disruptive way possible.
- 16.4 Unless otherwise permitted by the Chair, members may speak twice on a matter or motion, once to ask questions and once in debate. The Chair may allow members to speak more than twice on a matter or motion in the following cases:
 - 16.4.1 the member is seeking clarification from another member, from Administration, or from a presenter.
 - 16.4.2 the member is responding to a question or comment made by another member, by Administration, or by a presenter.
 - 16.4.3 the matter under consideration warrants, in the determination of the Chair, further questioning or debate.
 - 16.4.4 to allow the mover of a motion to close debate.
 - 16.4.5 for any other reason that the Chair, in their determination, considers reasonable.

SECTION 17: ABSTENTIONS – PECUNIARY INTERESTS AND CONFLICT OF INTEREST

Pecuniary Interests and Abstentions

- 17.01 When a member is aware or reasonably believes that they have a Pecuniary Interest in a matter before Council or a committee, the member must disclose their Pecuniary Interest and abstain from participating in the matter in accordance with section 172 of the Act.
- 17.02 If the Member is attending by electronic means, the Chair will end the Members participation in the Meeting, while the matter is being discussed and voted upon. The Member will be invited to rejoin the Meeting once the matter has been discussed and voted upon.
- 17.03 Members should make their disclosures of Pecuniary Interest, including the general nature of the Pecuniary Interest, at the onset of the meeting at which they have a Pecuniary Interest, as well as at the onset of the agenda item for which they have the Pecuniary Interest.
- 17.04 The member's disclosure of Pecuniary Interest and abstention are recorded in the meeting minutes in accordance with section 172(5) of the Act.

Conflicts of Interest and Abstentions

- 17.05 When a member is aware or reasonably believes that they have a conflict of interest or a perceived conflict of interest in a matter before Council or a committee, the member may disclose the general nature of their conflict of interest and abstain from participating in the matter in accordance with section 172.1 of the Act.
- 17.06 If the Member is attending by electronic means, the Chair will end the Members participation in the Meeting, while the matter is being discussed and voted upon. The Member will be invited to rejoin the Meeting once the matter has been discussed and voted upon.
- 17.07 Members should make their disclosures of conflict of interest or perceived conflict of interest, including the general nature of the conflict of interest, at the onset of the meeting at which they have a conflict of interest, as well as at the onset of the agenda item for which they have a conflict of interest.
- 17.08 The member's disclosure of conflict of interest or perceived conflict of interest and abstention are recorded in the meeting minutes in accordance with section 172.1(3) of the Act.

SECTION 18: VOTING IN COUNCIL

- 18.01 Every member present at a meeting must vote on every motion put to a vote unless that member is permitted or required to abstain from voting on the matter in accordance with section 183(1) of the Act.
- 18.02 No Councillor shall vote on a matter if they are absent from the Council chambers when the vote is called.
- 18.03 A motion is carried when a majority of members present vote in favour of the motion. A motion is defeated when it does not receive the required number of votes in favour or if the vote results in a tie.
- 18.3.1 Despite this section, if a motion requires more than a majority of members present to vote in favour of the motion under the Act or other governing legislation, the motion is carried when the required number of members vote in favour of the motion.
- 18.04 Votes on motions are taken as follows:
- 18.4.1 The Chair calls the question on the motion.
- 18.4.2 The Chair calls for those in favour of the motion and asks for a show of hand by the members. Member participating electronically shall be asked to verbally state their vote.
- 18.4.3 The Chair calls for those opposed to the motion and asks for a show of hands by the members. Member participating electronically shall be asked to verbally state their vote.
- 18.05 After the Chair calls for a vote on a motion, no member may speak to the motion or move another motion until the results of the vote are declared. Members must cease any distractions and remain in their seats after the voting process begins and until the results of the vote have been declared.

SECTION 19: MOTIONS

Moving Motions

- 19.01 The Chair should, whenever possible, ensure a motion is on the floor before allowing debate on a matter. The Chair must not call for a vote on a motion until the members and the Chief Administrative Officer are clear on how the motion reads.

- 19.02 Motions may be displayed prior to the vote on the motion at the request of the Chair or a member, and the Chair may request that a motion be submitted by a member in writing or electronically prior to moving the motion.
- 19.03 A member may move a motion regardless of whether the member intends to vote in support of the motion and members may vote in opposition to motions that they have moved.
- 19.04 Motions are not required to be seconded by another member.
- 19.05 Minor corrections may be made to a motion after it has been moved but before the vote on the motion without requiring an amending motion provided that the corrections are limited and clerical in nature, such as correcting spelling and grammar.
- 19.06 Minor corrections to a motion require the unanimous consent of the members present. If a minor correction does not receive unanimous consent, it may be made in the form of an amending motion.
- 19.07 Minor corrections to a motion are not recorded in the meeting minutes, and the mover of the original motion is still considered the mover after any minor corrections have been made to the motion.

Amending Motions

- 19.08 A member may propose an amendment to a motion by moving an amending motion. The amending motion must be made after the original motion has been made and prior to the vote on the original motion.
- 19.09 Amending motions should be used to change the wording, but not the meaning, of motions. Amending motions are used for the purpose of adding words, removing words, or replacing words in the original motion. Amending motions must relate to the subject matter of the original motion and must not be contrary to the original motion.
- 19.10 Only one amending motion and only one amendment to an amending motion are permitted at the same time. When there are multiple amending motions at the same time, the amending motions are considered in reverse order of when they were moved, resulting in the original motion being considered last.

Recorded Votes

- 19.11 Before the voting process on a motion begins, a member may request that the results of the vote be recorded pursuant to section 185 of the Act.

19.12 When a vote is a recorded vote, the meeting minutes show the names of the member who moved the motion, who voted in favour and in opposition to the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

Motions to Receive for Information

19.13 A member may move to receive a report, either written or verbal, for information for the purpose of acknowledging the report and ensuring its inclusion in the corporate record. Receiving a report for information does not endorse the conclusions of the report nor does a motion to receive for information adopt any of the recommendations or actions included in the report.

19.14 Motions to receive for information should be used in circumstances where Council or a committee wishes to acknowledge a report under consideration when no further action or direction is required or desired.

19.15 Motions to receive for information are debatable and may be amended.

Motions to Recess and to Reconvene

19.16 A member may move to recess a meeting for a specific period or until a specific time. If a meeting is recessed by resolution, it must be reconvened by resolution.

19.17 The Chair may recess a meeting for a specific period or until a specific time. If a meeting is recessed by the Chair, it may be reconvened by the Chair or by resolution.

19.18 Motions to recess or to reconvene are not debatable and cannot be amended.

Motions to Adjourn

19.19 A member may move to adjourn a meeting at any time during the meeting unless the meeting is in Closed Session, or another motion is being considered.

19.20 If a meeting is adjourned before all the business included on the meeting agenda has concluded, the remaining business will be included on the agenda for the next available meeting or on the agenda of a special meeting.

19.21 Motions to adjourn are not debatable and cannot be amended.

Motion to Table (Postpone)

19.22 A Councillor may move to table (postpone) a matter or motion, and all amendments to a motion, with the intention of bringing the matter or motion back for consideration at a different point in the same meeting or a future meeting.

Motion to lift from the table

19.23 A Councillor may move to lift a matter or motion from the table to bring back a motion or matter that was tabled so Council can then consider the matter or motion.

19.24 A matter or motion that has been tabled is brought back exactly as it was when it was laid on the table, including any pending amendments to a motion.

19.25 If the matter or motion was tabled to a different point in the same meeting or tabled with no set return date or conditions identified, the motion or matter must be lifted from the table by resolution before Council considers it.

19.25.1 If a motion to lift from the table is defeated, the matter or motion remains on the table until a motion to lift it from the table is passed.

19.26 If the matter or motion was tabled to a specific meeting or with a set return date or conditions identified, it is added to the meeting agenda without requiring a motion to lift from the table.

19.27 A matter or motion may be lifted from the table earlier than the time identified in the tabling motion if that the matter or motion is included on a meeting agenda.

19.28 Motions to lift from the table are debatable but cannot be amended.

SECTION 20: RECONSIDERING AND RESCINDING A MOTION

20.1 A member may propose to rescind a motion passed at a previous meeting by moving a motion to rescind the original motion at a different meeting than the meeting at which the vote on the original motion took place.

20.1.1 The member moving a motion to rescind must have voted on the prevailing side of the original motion, except in the case of a motion defeated on a tie, in which case any member who voted for the original motion may move the motion to rescind.

20.2 A motion to rescind should be used when a motion is passed at a meeting and a member wishes to rescind the motion at a different meeting. If a motion is rescinded,

the original motion is deemed null and void, but it does not undo any actions that have been taken since the original motion was passed.

- 20.3 When a member wishes to amend the wording of a motion passed at a previous meeting, the member should first move to rescind the original motion before proceeding to move an amended version of the original motion.
- 20.4 Motions to rescind are debatable, cannot be amended, and cannot be reconsidered or rescinded.
- 20.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 20.6 All votes on motions to reconsider or rescind shall be recorded.

SECTION 21: PUBLIC QUESTION PERIOD

- 21.1 Public Question Period is limited to a maximum of five (5) minutes per person and the total allowable time for Public Question Period is restricted to thirty (30) minutes per meeting.
- 21.2 Members of the public interested in participating in the Public Question Period must complete the registration process as follows:

Registration Process:

- 21.2.1 submit an email to the Town Clerk (Legislative Services) at town@crossfieldalberta.com by noon at least 5 business days prior to the Council meeting agenda they wish the question to appear on. The email requires the provision of their name, contact information, topic and the outline and purpose of any questions to be asked.

21.2.2 Administration will review the question and either:

- a. List the question as an item of Correspondence on the agenda to read into the record at the following Council meeting if the question is within municipal jurisdiction; or
- b. Not list the question as an item of Correspondence on the agenda and respond directly to the individual or group if the question is outside municipal jurisdiction.

- 21.2.3 Once a question has been read into the record as an item of Correspondence at a Council meeting, the individual or group will be invited to attend the next Council meeting where the question will be addressed by Administration.
- 22.1 The process of individuals and groups who have been invited to a Council meeting to have their question addressed is as follows:
 - 22.1.1 The mayor will invite the presented to state their name and municipal address and to ask their question on the topic they have submitted:
 - a. Council may ask questions of the presenter
 - b. Council may ask questions Administration
 - c. Council may ask Administration to further research the topic and bring back nay new recommendation to Council as an agenda item at a future meeting.
- 21.3 Statements or questions must be about member that pertain to the responsibilities of the Town and must be directed to Council as a whole and not individual Councillors or members of Administration.
- 21.4 Statements of questions must not include attacks of Councillors members of Administration or members of the public.

Prohibited topics for the Public Question period

- 21.5 Speakers will not be permitted to make statements or ask questions on the following:
 - 21.5.1 Promotion of private business(es), group(s), or individual(s)
 - 21.5.2 Any request related to one or more of the following:
 - 21.5.3 Matters before or previously heard by the Subdivision and Development Appeal Board
 - 21.5.4 Matters before or previously heard by the Assessment Review Board
 - 21.5.5 Matters requiring the holding of a Statutory public hearing or for which a public hearing has already been held.
 - 21.5.6 Any matter pertaining to an enforcement complaint, investigation, or action or which is subject of legal challenge through the Court system.
 - 21.5.7 Any topic deemed not public at the time the request is submitted, or which contravenes the Freedom of Information and Protection Act.
 - 21.5.8 Any subject matter that is not related to Governance and within the jurisdiction of Council as determined by the Act.
 - 21.5.9 Any subject matter that falls within the operational purview of the Chief Administrative Officer.

SECTION 22: PUBLIC HEARINGS

Scheduling Public Hearings

- 22.1 Public Hearings are held when required by the Act or when Council directs that a matter be considered through a public hearing.
- 22.2 Public Hearings must be held at regular or special Council meetings in accordance with section 216.4(2)(b) of the Act.
- 22.3 When a Public Hearing is held on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the proposed bylaw or prior to a vote on the proposed resolution in accordance with section 216.4(1) of the Act.
- 22.3.1 More than one Public Hearing may be held on a proposed bylaw or resolution, except for matters that consider residential development, either whole or in part, in accordance with section 216.4(5.1) of the Act.
- 22.3.2 Despite the above subsection, only one Public Hearing may be held for matters that consider residential developments, either whole or in part, in accordance with section 216.4(5.1) of the Act.
- 22.4 When a member is absent from all of a Public Hearing, the member must abstain from voting on the matter in accordance with section 184(1) of the Act.
- 22.5 When a member is absent from a portion of a Public Hearing, the member may abstain from voting on the matter in accordance with section 184(2) of the Act.

Notice and Circulation of Public Hearings

- 22.6 Notice of Public Hearings is provided in accordance with section 606 of the Act and the *Public Notification Bylaw* for at least two consecutive weeks prior to a Public Hearing.

Withdrawing Public Hearings

- 22.7 After the public has been notified of a Public Hearing, but before the agenda has been published for the meeting at which the Public Hearing is scheduled to be held, the Public Hearing may only be withdrawn in the following circumstances:
- 22.7.1 by Administration if, in its determination, the public hearing cannot or should not proceed as scheduled. If time permits, notice of the withdrawal is provided prior to the meeting at which the Public Hearing would have been held in accordance with section 22.6 of this bylaw; or

- 22.7.2 by Administration at the request of the applicant. If time permits, notice of the withdrawal is provided prior to the meeting at which the Public Hearing would have been held in accordance with section 22.6 of this bylaw.
- 22.8 After the public has been notified of a public hearing, and after the agenda has been published for the meeting at which the Public Hearing is scheduled to be held, the Public Hearing may only be withdrawn in the following circumstances:
- 22.8.1 by resolution of Council at the request of Administration if, in its determination, the public hearing cannot or should not proceed as scheduled; or
- 22.8.1 by resolution of Council at the request of the applicant.

Public Hearing Submissions and Presentations

- 22.9 Public Hearing presentations may be made in-person in Council Chambers or electronically through Microsoft Teams. Instructions for how to attend and participate in a Public Hearing, either in-person or electronically, will be provided in the notice of Public Hearing.
- 22.10 Members of the public who wish to present in-person at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the public hearing prior to the advertised submission deadline by emailing Legislative Services at town@crossfieldalberta.com or deposited at the Town Office.
- 22.11 Members of the public who wish to present electronically at a public hearing, whether on their own behalf or on behalf of a group, must register to speak at the public hearing prior to the advertised submission deadline by emailing Legislative Services at town@crossfieldalberta.com or deposited at the Town Office.
- 22.12 For a submission to be included as part of a public hearing, either in an agenda or an agenda addendum, the submission must be received prior to the advertised submission deadline and must include the following:
- 22.12.1 the name of the person providing the submission and how they are affected by the subject of the public hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the public hearing.
- 22.12.2 an indication of where the person lives in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description.

- 22.12.3 the names, if any, of any additional people that the submission is on behalf of.
- 22.13 Public hearing submissions received after the advertised submission deadline for both the agenda may still be received by a resolution of Council passed at the public hearing.
- 22.14 The Clerk distributes the submissions for public hearing received to all Council members.
- 22.15 When presenting at a public hearing, each presenter must provide:
 - 22.15.1 their name and how they are affected by the subject of the public hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the public hearing.
 - 22.15.2 an indication of where they live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description.
 - 22.15.3 the names, if any, of any additional people that they are presenting on behalf of.
- 22.16 In addition to the requirements of section 22.14 of this bylaw, when electronically presenting at a public hearing, presenters must:
 - 22.16.1 identify themselves by name through their usernames on Microsoft Teams and may further identify themselves by position or organization if they wish.
 - 22.16.2 keep their cameras and microphones deactivated before and after their presentation.
 - 22.16.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
- 22.17 The Chief Administrative Officer is authorized to deactivate cameras and microphones during public hearings to avoid disruptions to the proceedings.
- 22.18 The Chair has the authority to end a presenter's electronic participation in a public hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.
- 22.19 The time allowed to speak may be extended at the Chair's discretion.
- 22.20 Presentations may include supplemental materials such as photos, videos, maps, and powerpoint presentations without requiring a resolution of Council. Presenters should provide a copy of their supplemental presentation materials to the Clerk by 9 a.m. on the day of the public hearing for distribute to Council at the public hearing.

22.21 All presentation materials provided at a public hearing will be collected by the Town of Crossfield to retain with the meeting minutes and will be provided to the public upon request without requiring an access to information request under the *Freedom of Information and Protection of Privacy Act*.

Group Public Hearing Presentations and Submissions

22.22 A group may present in-person, present electronically, or provide a submission for a public hearing if the group is comprised of three or more persons who claim to be affected by the subject matter of the public hearing, and they have agreed to put forward common interests or concerns.

22.22.1 If a group wishes to provide an in-person or electronic presentation at a public hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group.

22.22.2 If a person is part of a group that wishes to present or provide a submission for a public hearing, that person cannot also present or provide a submission as an individual for the same public hearing.

22.23 All the same requirements that apply to a presentation or submission by an individual under this bylaw also apply to a presentation or submission by a group.

Public Hearing Procedures

22.24 Public hearings are generally conducted in the following sequence for planning and development matters, but may follow a different sequence depending on the subject of the public hearing:

22.24.1 the Chair calls for a motion to open the public hearing. The public hearing will begin only after a motion has passed to open the public hearing.

22.24.2 the Chair informs those in attendance of the general procedures to be followed during the public hearing.

22.24.3 *Staff Report from Administration:* the Chair calls for a presentation by Administration to introduce the proposed bylaw, resolution, or other matter that is subject of the public hearing.

a. the Chair allows questions of clarification from members to Administration during this portion of the public hearing.

22.24.4 *Presentation from the Applicant (if applicable):* After the Administration report has been read, the Chair calls upon the applicant to provide their presentation.

- a. the Chair allows questions of clarification from members to the Applicant during this portion of the public hearing.
- b. The applicant with an applicant before Council at a public hearing is permitted to a maximum of 10 minutes to speak.

22.24.5 *Submissions from the Public in Favour:* Following the applicant's presentation, the Chair calls three (3) times for presentation from the public in support of the proposed bylaw, resolution or other thing subject to the public hearing.

- a. presentations in support begin with in-person presenters followed by electronic presenters.
- b. questions of clarification from members to presenters in support are only permitted by the Chair during this portion of the public hearing.
- c. Presentations by the public at a public hearing are limited to five minutes for an individual or 10 minutes for a group of 3 or more people.

22.24.6 *Submissions from the Public in Opposition:* Following the those who spoke in favour, the Chair calls three (3) times for presentations from the public of the proposed bylaw, resolution or other thing subject to the public hearing.

- a. presentations in support begin with in-person presenters followed by electronic presenters.
- b. questions of clarification from members to presenters in support are only permitted by the Chair during this portion of the public hearing.
- c. Presentations by the public at a public hearing are limited to five minutes for an individual or 10 minutes for a group of 3 or more people.

22.24.7 *Applicant Rebuttal Submissions:* Following presentations from the public, the Chair calls for the applicant to provide a rebuttal to any opposition or concerns with their application raised during the public hearing.

- a. The rebuttal by the applicant is limited to a maximum of 10 minutes unless Council passes a Resolution to extend the presentation time limit.

- b. The Chair allows questions of clarification from Members to the applicant and to Administration during this portion of the public hearing only regarding information provided by the applicant during the rebuttal.

22.24.8 *Closing and Summary Submissions from Administration:* Following the rebuttal from the applicant, the Chair allows for any final questions from Members to Administration. The Chair confirms with Administration if there are any further submissions that have been received and not provided to Council or spoken to during the Public Hearing.

22.24.9 *Declare the Public Hearing Closed:* Unless adjourned to another day, the Chair then closes the Public Hearing once final comments and council questions have been completed and notes the time that the public hearing is closed.

22.25 A Public Hearing must be closed:

- 22.25.1 Before second reading of the bylaw, or
- 22.25.2 Before Council votes on the resolution.

22.26 After the close of the Public Hearing, council may debate the proposed bylaw or resolution and may:

- 22.26.1 Pass the bylaw or resolution, or
- 22.26.2 Make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing or,
- 22.26.3 Defeat the bylaw or resolution.

SECTION 23: BYLAWS

- 23.1 Every proposed bylaw must have three distinct and separate readings to be passed in accordance with 187(1) of the Act.
- 23.2 Proposed bylaws must not have more than two readings at the same meeting unless the Councillors present, provide unanimous permission to consider third reading of the bylaw at the same meeting in accordance with section 187(4) of Act.
- 23.3 Any bylaw that fails to receive unanimous permission to consider third reading when

- required by section 187(4) of the Act will be included on the agenda for the next available regular Council meeting, or on the agenda of a special Council meeting, for consideration of third reading.
- 23.4 Council must be provided or have had the opportunity to review a copy of a proposed bylaw before considering a motion to provide the proposed bylaw with first reading in accordance with section 187(2) of the Act.
- 23.5 If a proposed bylaw fails to receive first reading, it is considered defeated. If a bylaw fails to receive second or third reading, it is also considered defeated and all previous readings of the bylaw are rescinded in accordance with section 188 of the Act.
- 23.6 All amendments to a proposed bylaw must be made by resolution and must be made prior to consideration of third reading of the proposed bylaw. Council must be provided the opportunity to review the full text of the amendment before a vote is called on the amendment to the proposed bylaw.
- 23.7 Council must be provided or have had the opportunity to review a copy of a proposed bylaw before considering a motion to provide the proposed bylaw with third reading, including any amendments that have been made to the proposed bylaw, in accordance with section 187(3) of the Act.
- 23.8 Once a bylaw receives third reading and the final version of the bylaw is available for signing, the Reeve and Chief Administrative Officer must sign the bylaw in accordance with section 213(3) of the Act.
- 23.9 Once a bylaw has received third reading and has been signed by the Reeve and Chief Administrative Officer, it may only be amended or repealed by bylaw and through the same process that was used to pass the original bylaw in accordance with section 191 of the Act.

SECTION 24: SIGNING AUTHORITY

21. All of Council has been designated to have signing authority and the Chief Administrative Officer or the designated officer as outline within the designation bylaw shall countersign all cheques, bylaws, applications or agreements of the Town of Crossfield.

SECTION 25: SEVERABILITY

- 25.1 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.
- 25.2 If a matter of procedure arises that is not specially covered in this bylaw, the matter will be decided by use of the Act and a simple majority vote of Council.

Repeal and Effective Date

Town of Crossfield Bylaw No. 2020-01 is rescinded in its entirety.

Given first reading this day of , 2025

Given second reading this day of 2025

Given unanimous consent to go to third and final reading this day of 2025

Given third and final reading this day of 2025.

Mayor Kim Harris

Chief Administrative Officer
Kinza Barney

Schedule A

Application Form - Delegation/Public Presentation to Council

Please complete the entire request form and submit your request to the Town of Crossfield at town@crossfieldalberta.com. You will be contacted upon receipt of your request to schedule your presentation, as well as to address any outstanding matters. Contact town@crossfieldalberta.com or (403) 946-5565 ext.231 should you have any questions.

CONTACT INFORMATION	
Name:	Organization:
Address:	
Phone:	Email:
Name and Position of Designated Presenter(s):	
Email of Designated Presenter(s):	
PURPOSE & NATURE OF YOUR REQUEST	
<i>Requests made for the purpose of promoting commercial products or services, repeat requests, or requests outside of the governance authority of Council will not be accepted. Requests may also be referred to Administration as appropriate.</i>	
Please provide details of the issue/topic you wish to present. If your request is for a specific action/decision from Council, indicate this clearly. Note that Council does not generally take any action during the meeting in which the presentation occurs.	
PRESENTATION VISUAL AIDS/SUPPLEMENTARY MATERIALS	
Will your presentation include any visual aids (e.g., PowerPoint Presentation) or supplementary materials? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, please specify.	
<small>Note that all materials must be submitted to town@crossfieldalberta.com by 4 P.M. on the Monday two weeks prior to the meeting and will form part of the public agenda.</small>	
MEETING DATE(S)	
<i>Regular Council Meetings take place on the 1st and 3rd Tuesday of each month at 7:00 P.M.</i>	
Preferred Date of Appearance:	
Alternate Date 1:	
Alternate Date 2:	

Signature: _____ Date: _____

DELEGATION/PUBLIC PRESENTATION PROCEDURE <i>Please read the following information carefully and initial each item. They are instructions regarding Delegation procedure and expectations that will assist you with your request and presentation.</i>	INITIALS
Applications must be received a minimum of two weeks before the requested meeting date. Applications are subject to review, and the applicant is not guaranteed their preferred date.	
Any presentation materials, reports, or other supplementary documents must be received by 4 P.M. on Monday two weeks prior to the meeting and will form part of the public Agenda.	
Delegates will have a maximum of ten minutes to present unless an extension is granted by the Chair. Council may ask clarifying questions.	
Debate concerning matters raised during public presentations shall take place solely at the discretion of Council.	
Council and Committee Meetings are public in nature, and it is understood that an individual submitting items to Council or Administration has a reasonable expectation that their submission, which may include personal or business information, may be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Crossfield website.	
WHAT TO EXPECT DURING THE MEETING	
Delegations may attend meetings in person at the Town of Crossfield Community Center (900 Mountain Ave. Crossfield, AB, T0M 0S0) or virtually via Microsoft Teams platform. For virtual delegates, a meeting access link will be circulated in advance to the email address provided on your application.	
Please ensure you arrive/sign-in 15 minutes prior to the start of the meeting. Delegations are typically the first or second item on the Agenda, following the adoption of previous minutes.	
When addressing a member of Council during the meeting, comments should be directed <i>through the Chair</i> to the Councillor in question.	
All Council/Committee meetings are livestreamed. This means they are video, and audio recorded and available online.	

Report to Council



Meeting Date: 2025-04-15
Meeting Type: Council Meeting
Prepared By: Eris Latham
Presented By: Russ Nash, Director of Community & Protective Services
Subject: Crossfield & District Recreation Board Spring Funding
Department: Recreation

REPORT PURPOSE:

The purpose of this report is to forward funding recommendations to Council from the Crossfield Recreation Board.

RECOMMENDATION:

It is recommended that Council accept the 2025 Spring Funding requests as recommended by the Crossfield and District Recreation Board.

BACKGROUND:

The purpose of the Crossfield and District Recreation Board is to promote quality of life by encouraging and sustaining growth in recreation and cultural facilities, activities, projects and programs that meet the needs of all members of the community.

On Monday, March 28, the Crossfield and District Recreation Board gathered to review the 2025 spring funding requests.

The Board received 9 funding applications totalling \$44, 594.00 in funding requests. After review of the application and scoring each application, the Board motioned to fund a total of \$24,911.20 in funding to 7 applicants. One application was tabled, pending review by Administration and Town Council and a second application was denied and recommended to apply in the fall funding allocation with quotes to complete their application.

ANALYSIS:

Strategic Alignment

- Sustainable Community Growth
- Town Infrastructure
- Parks, Recreation & Beautification

- Social Development & Emergency Services
- Communications & Public Relations

Social Impact

Funds granted from the Crossfield Rec Board to local non-profit organizations assist these clubs in offering programming to our community that benefits participants in body and mind.

COMMUNICATIONS AND ENGAGEMENT:

Notice of funding opportunities were posted on the Town website and social media pages several weeks prior to the March 1 deadline.

ATTACHMENTS:

Crossfield and District Recreation Board 2025 Funding Allocations

Crossfield & District Recreation Board 2025 Spring Funding Allocations

Community Group	Request	Recommendation	Motion Made
With Delegation (>\$3,000)			
Crossfield Play School Assc.	\$5,498.96	\$5,498.96	MOVED by Joanne Fox to grant funding to the Crossfield Play School Association in the amount of \$5,498.96 for costs related to insurance and utilities. Seconded by Chad Hale.
Crossfield Skating Club	\$6,000.00	\$2,500.00	MOVED by Dory Rhodehutsors to fund the Crossfield Skating Club \$2,500 for costs associated with the purchase and subscription of online booking system, Uplifter. Seconded by Jayden Backs.
Collicutt Siding Dream Junior Golf Academy	\$4,000.00	\$4,000.00	MOVED by Dory Rhodehutsors to grant Collicutt Siding Course \$4,000 for costs associated with the Dream Junior Golf Academy provided the Board Executive document is received by April 11. Seconded by Jeff Hall.
Crossfield Rodeo Society (Operational Funds)	\$4,339.86	\$4,339.86	MOVED by Jeff Hall to grant operational funds to the Crossfield Rodeo Society in the amount of \$4,339.86 for costs associated with children's entertainment including face painting, fireworks, and petting zoo as well as insurance, prizes and safety equipment for the parade. Seconded by Dory Rhodehutsors.
Crossfield Kickers Soccer	\$3,500.00	\$3,500.00	MOVED by Breanna Dunlop to grant Crossfield Kickers Soccer funding in the amount of \$3,500 for costs associated with league fees for their new indoor program. Seconded by Mayor Harris.
Renegades Minor Hockey Association	\$11,182.80	\$0.00	TABLED - RMHA was requesting funding to purchase a new score clock for the Pete Knight Arena. This application was tabled by Mayor Harris and the purchase will be reviewed by council and administration.
Crossfield Minor Baseball	\$5,000.00	\$0.00	MOVED by Mayor Harris to deny funding to Crossfield Minor Baseball. It is recommended the club return to the Rec Board in the fall with quotes to complete their metal storage bin project. Seconded by Dory Rhodehutsors.

No Delegation (<\$3,000)

Crossfield Curling Club	\$2,500.00	\$2,500.00	MOVED by Chad Hale to grant the Crossfield Curling Club \$2500 for costs associated with additional supplies for recreational programs as well as lighting and organizational items for sports equipment. Second by Chad Hale.
Rising Sun Taekwondo	\$2,572.38	\$2,572.38	MOVED by Kim Harris to grant Rising Sun Taekwondo \$2,572.38 for costs associated with the Shadow Warriors tournament. Second by Joanne Fox.
TOTAL FUNDING	\$44,594.00	\$24,911.20	



Outstanding Action List

10.1

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
063							
062							
061							
060							
059	April 1, 2025	071-2025	Council Policy C 102-25 - Corporate Sponsorship and Community Partnership Policy	Lindsey Nash	Q2 2025	COMPLETED	Administration has completed the recommended changes and the policy is posted on the Town's website.
058	April 1, 2025	070-2025	Council Policy C 01-25 – Flag Protocol Policy	Lindsey Nash	Q2 2025	COMPLETED	Administration has completed the recommended changes and the policy is posted on the Town's website.
050	Feb 18, 2025	033-2025	Bylaw 2025-01 – Municipal Development Plan	Steve Altena	Q2 2025	IN PROGRESS	Frist reading given Feb 18 with public engagement - 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	Support of the Crossfield Kraft Hockeyville – provide support by providing administrative support and funding up to \$3,000.00 from the Community Events budget line.	Eris Latham	Q1 2025	COMPLETED	Unfortunately, the Town was not successful in winning Kraft Hockeyville.
041	Dec 3, 2024	No Motion	Limit Ave Speed Change – change speed limit from 50 km/h to 30 km/h.	Lindsey Nash	Q4 2024	IN PROGRESS	Dec 24/24 - Administration sent a to Alberta Transportation and Economic Corridors – waiting for response.
034	July 2, 2024	134-2024	Offer to Purchase – Additional information required with respect to the Offer to Purchase	Steven Altena Lindsey Nash	Q2 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	Snow Removal & Ice Control Program – 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	Tax Sale Lands - 1316 Railway Street & 1318 Railway Street - 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	Rodeo Ground Lease Agreement	Russ Nash	Q1 2025	IN PROGRESS	Administration to bring forward a revised agreement with the recommended changes, as discussed following the approval of the Leasing of Town Facilities and Land Policy.
004	April 4, 2023	No Motion	Town-Owned Lands – Discussion on future use - Administration to prepare a list of town lands and provide options for what those lands could be used for. The intent being to review town owned lands that are not currently active properties and come up with a plan.	Lindsey Nash	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	Town Office Development – Exploration of potential options for a Town Administrative Building	Kinza Barney/ Sub-committee	Q3 2026	IN PROGRESS	A sub-committee has been formed appointing the CAO, Russ Nash. Exploration of further options and required funding strategies to be identified in 2024.