



**Town of Crossfield**  
**AGENDA**  
**Special Council Meeting**  
**Tuesday, May 20, 2025 07:00 PM**

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**1. CALL TO ORDER**

**2. AGENDA**

**3. MINUTES**

**4. DELEGATION**

- 4.1 Crossfield Municipal Library Board Appointments Page 3  
Jo Tennant, Library Board Chair

**5. PROCLAMATION**

- 5.1 Seniors Week June 2 – 8, 2025 Proclamation Page 14  
*Nicole V - FCSS and Community Development Coordinator*

**6. BYLAWS**

- 6.1 Bylaw 2025-08 - Fees & Rates Bylaw Page 17

**7. POLICIES**

- 7.1 Donation Policy C 302-25 Page 41  
7.2 Sign Blade Policy C 103-25 Page 49

**8. ACTIONS AND DECISIONS**

- 8.1 Appointment of Deputy Mayor

**9. COUNCILLOR'S BUSINESS**

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

**10. ADMINISTRATIVE UPDATE**

10.1 2025 First Quarterly Corporate Report

Page 57

10.2 Outstanding Items List

Page 96

**11. ADJORN**



## 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.

Leanne has recently retired and has decided to volunteer her time to serve on the Town of Crossfield Library Board. She became a resident in 2005 and promptly got herself a library card. A long-time patron of the Crossfield Municipal Library who enjoys reading and library services, Leanne also possesses the experience and skills necessary to be an asset to the Board.

Laurelynn is seeking to fill the secretary role for the Library Board as the incumbent secretary would like to step down. Laurelynn has a long history of volunteering in her community, serving on various boards over the years. Having had a career as an executive assistant, Laurelynn is well organized and has relevant experience to draw on as secretary.

The Board wishes to submit the names of Leanne St. Onge and Laurelynn Laderoute for consideration by council to become Library Board Trustees for three-year term commitments.



**Crossfield  
Municipal  
Library**

☎ 403-946-4232  
🌐 [crossfieldlibrary.ca](http://crossfieldlibrary.ca)  
📍 BOX 40 | 1210 Railway Street  
Crossfield, AB T0M 0S0

**Town of Crossfield Council,**

**The Town of Crossfield Library Board requests that Leanne St-Onge be officially appointed as a Library Board Trustee for a three-year term effective May 1<sup>st</sup>, 2025, with her term expiring May 1<sup>st</sup>, 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 (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>		
Leanne	St-Onge	In Town of Crossfield	19.5	years
		Crossfield Area		years

Mailing Address	City	Province	Postal Code
[REDACTED]	Crossfield	AB	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 checked="" type="checkbox"/> Social media/online advertising | <input checked="" 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:

<b>Email to:</b> town@crossfieldalberta.com	<b>Mail to:</b> Town of Crossfield Box 500 Crossfield, Alberta, T0M 0S0	<b>Hand Deliver to:</b> Town Office 1005 Ross Street, Crossfield, AB T0M 0S0
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## 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?

I have been a member of the Crossfield Library since moving here in 2005. As an avid reader, I have enjoyed the wonderful selection of books at the Crossfield Library and greatly appreciate the services the library offers to citizens. I am looking for a way to give back to the community. Serving on the Library Board will allow me to learn about the library and use my skills in assisting the board make decisions that will benefit the Library and all the citizens that use the facility. I am looking forward to giving back to the organization.

**3. WORK EXPERIENCE/EDUCATION**

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

Prior to my retirement at the end of March, I worked for the City of Airdrie for over 19 years. I was a Team Leader of an administrative department in the organization for over 13 years, supervising up to 20 administrative employees in a very dynamic office environment. This position required strong leadership, organizational and analytical skills. I was responsible for preparing and managing the operating and capital budgets of the department as well as being responsible for the building, which included several large scale projects. In addition, created various reports, presenting to the City of Airdrie Council, Leadership Team, Municipal Police Advisory Board and Policing Committee. Making decisions on operating processes, analyzing workloads and helping staff find efficient solutions to the work load was very rewarding.



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 held the position of Treasurer at a Parents Advisory Committee for an Elementary School in Comox, BC
- Was instrumental in organizing neighborhood block parties in our Comox, BC neighborhood
- Volunteered with the Cold Lake SPCA dog walking on the weekends
- Attended the Municipal Police Advisory Board meetings in Airdrie for approximately 3 years, answering questions and presenting information as requested by the Board.
- Joined the Crossfield Pickleball Club, assisting the Treasurer with reporting income as needed
- Host - host weekly sessions at the Crossfield Pickleball Club and help out other leaders as needed

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



# TOWN OF CROSSFIELD Board And Committee Application

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

[Redacted Signature Area]

Signature

2025 05 04

Date

### FOR OFFICE USE

<b>Completed Application Received:</b>	<b>Date:</b> _____
<b>Administration Review Completed:</b>	<b>Date:</b> _____
<b>Council Approval:</b>	<b>Date:</b> _____



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 Laurelynn Laderoute be officially appointed as a Library Board Trustee for a three-year term effective May 1<sup>st</sup>, 2025, with her term expiring May 1<sup>st</sup>, 2028.

Sincerely,

*Jennifer Warren*

Jennifer Warren

Manager

The Crossfield Municipal Library



# TOWN OF CROSSFIELD Board And Committee Application

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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>	
Laurelynn	Laderoute	In Town of Crossfield	6 years
		Crossfield Area	years

Mailing Address	City	Province	Postal Code
[REDACTED]	Crossfield	AB	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 checked="" type="checkbox"/> Social media/online advertising | <input type="checkbox"/> Word of Mouth         |
| <input type="checkbox"/> Newsletter                                 | <input type="checkbox"/> Emails                |
| <input type="checkbox"/> Council Meetings                           | <input type="checkbox"/> Other                 |

## SUBMIT YOUR APPLICATION:

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

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

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

## PLEASE ANSWER THE FOLLOWING QUESTIONS:

### 1. SEEKING APPOINTMENT TO

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

Library - Secretary
---------------------



**2. INTEREST IN THE POSTION**

Why are you interested in this position?

I have the skills to contributre to this board.

**3. WORK EXPERIENCE/EDUCATION**

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

I have supported community boards in Edmonton in the '70s. I was a secretary then moved into the Treasurer position for a non-profit housing group.

We drafted the constitution, raised funds, hosted family events for the residents of the housing complex.

**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 was the coordinator for Collective Kitchen in Pembroke, then starter one when I moved to Edmonton.  
I have been the President of the Calgary High Tea Society.  
I volunteer wherever I live. It's my way to be involved and connected. I support the efforts that Crossfield is making in getting us connected.

**5. EXPERIENCE AND SKILLS**

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

<b>General Experience and Skills</b>	<input 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: <b>I have all of the skills listed</b>
<b>■ Crossfield Municipal Library Board</b>	<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
<b>■ Crossfield &amp; District Recreation Board</b>	<input checked="" type="checkbox"/> Experience in community recreation and cultural activities <input checked="" 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

**Municipal Planning Commission (MPC)**

**OR**

**Subdivision and Development Appeal Board (SDAB)**

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

**6. CONFIRMATION**

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

\_\_\_\_\_  
Signature

May 3, 2025

\_\_\_\_\_  
Date

**FOR OFFICE USE**

<b>Completed Application Received:</b>	<b>Date:</b> _____
<b>Administration Review Completed:</b>	<b>Date:</b> _____
<b>Council Approval:</b>	<b>Date:</b> _____

# Report to Council



**Meeting Date:** 2025-05-20  
**Meeting Type:** Council Meeting  
**Prepared By:** Nicole Vandenberghe, FCSS & Community Development Coordinator  
**Presented By:** Nicole Vandenberghe, FCSS & Community Development Coordinator  
**Subject:** Senior’s Week Proclamation  
**Department:** Community Services

---

## REPORT PURPOSE:

June 2<sup>nd</sup> to 8<sup>th</sup>, 2025, is Seniors’ Week where Albertans can show appreciation for Alberta’s seniors and all that they contribute to Alberta.

The FCSS department would like to celebrate Seniors’ Week in 2025 by partnering with local senior’s organizations to celebrate seniors in our community. Funding for Seniors’ Week is from the Internal FCSS operating budget for 2025.

The Golden Key Club will be putting on a Strawberry Tea on Wednesday, June 4<sup>th</sup> for Seniors Week and the Senior’s Chair Yoga will run on Thursday, June 5<sup>th</sup> at the Golden Key Club, which is provided through the Town of Crossfield. On June 24<sup>th</sup>, the Town of Crossfield will also be taking a coach bus to Jubilations Calgary for our Senior’s Social Club event.

The overall goal of FCSS is to enhance social well being – by recognizing and showing appreciation to our senior’s is a great way to enhance the social well being of the seniors who call Crossfield home.

## RECOMMENDATION:

THAT Council make a proclamation declaring June 2<sup>nd</sup> to June 8<sup>th</sup>, 2025, as Seniors’ Week in Crossfield.

## ANALYSIS:

### Strategic Alignment

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

**FINANCIAL IMPLICATIONS:**

Funding is through FCSS Internal Programming Budget

**ATTACHMENTS:**

Seniors' Week Proclamation



# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors' Week in

Town of Crossfield

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Community

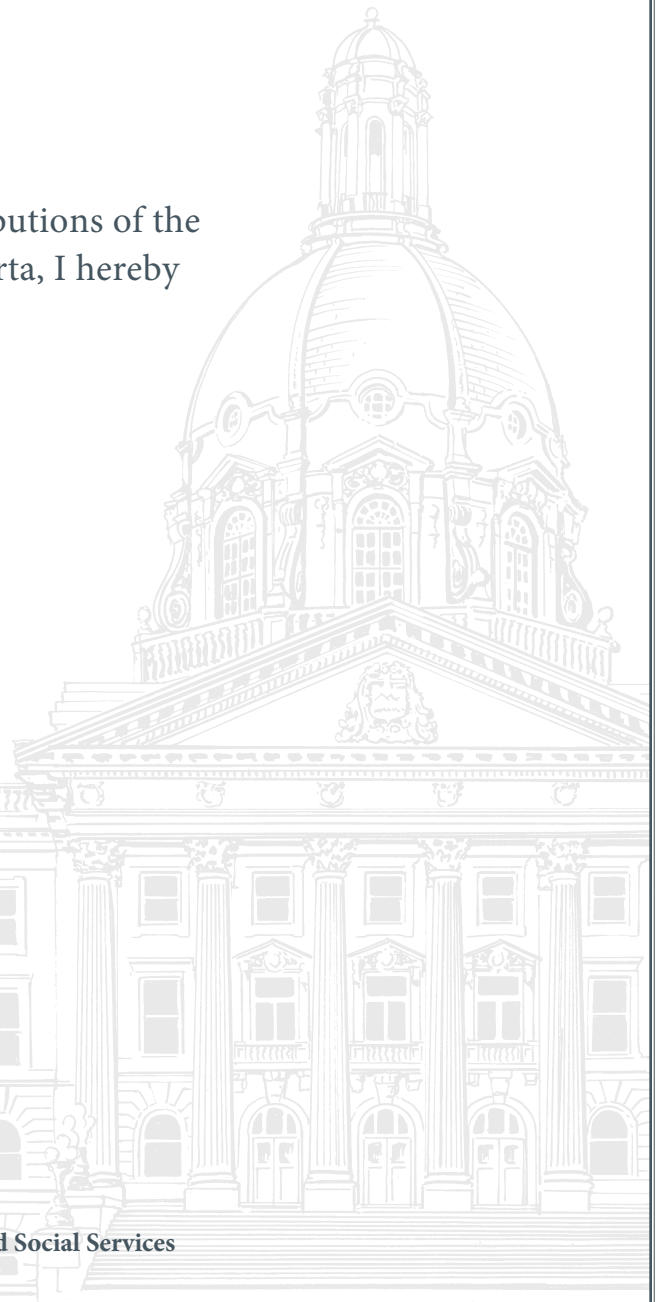
Mayor Harris

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Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services



## Report to Council



**Meeting Date:** 2025-05-20  
**Meeting Type:** Council Meeting  
**Prepared By:** Lindsey Nash, Manager of Administrative & Legislative Services & Amber Ouellette, CFO  
**Presented By:** Amber Ouellette, CFO  
**Subject:** 2025-08 Fees & Rates Bylaw  
**Department:** Finance

---

### REPORT PURPOSE:

The Fees and Rates bylaw has been amended to reflect the addition of a fee for the rental of the community garden plots located in Amery Park.

### RECOMMENDATION:

That Council give bylaw 2025-08 Fees and Rates Bylaw all three readings, and that the fee for seasonal rental of an Amery Park Community Garden plot be set at \$25.00 per plot.

### PREVIOUS COUNCIL DIRECTIONS:

Through motion 112-2025, Council directed Administration to bring the Fees and Rates Bylaw back to the May 20, 2025 Council meeting with updates reflecting the addition of the Amery Park Community Gardens fee set at \$25.00 per plot.

### BACKGROUND:

In March 2021, the Town entered into a 5-year agreement (expiring on February 28, 2026) with the Crossfield Agricultural Society (Ag Society) for operation of the community garden in Amery Park. However, on February 11, 2025, Administration received notice from the Ag Society that they are unable to continue managing and maintaining this amenity due to a lack of volunteers as such, they have returned it back to the Town.

**Summary of fees and rates addition:**

**Community Garden Plot Rental:** \$25.00 rental fee for a 9' x 2' plot.

**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 increase rental revenue in 2025 by a maximum of \$750.00, assuming all available garden plots are rented.

**COMMUNICATIONS AND ENGAGEMENT:**

Communication will take place with residents who have expressed interest in renting plots for 2025. Individuals who have expressed interest in volunteering with maintenance and operations of the facility will also be contacted to confirm their involvement. Finally, Administration will communicate with the community at large through social media, newsletters, etc. to promote the garden and increase usership.

**ATTACHMENTS:**

Bylaw 2025-08 Fees and Rates Bylaw

**TOWN OF CROSSFIELD  
FEES AND RATES BYLAW  
BYLAW NO. 2025-~~0308~~**

---

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 2025-~~0308~~**”

**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. ~~2024-08~~2025-03 is hereby repealed in its entirety.

4.2 Bylaw ~~2025-03~~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 \_\_\_ day of May 2025.

Given second reading this \_\_\_ day of May 2025.

Given unanimous consent to go to third reading on this \_\_\_\_ day of May 2025.

Given third and final read this \_\_\_ day of May 2025.

---

Mayor Harris

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Kinza Barney  
Chief Administrative Officer

Town of Crossfield Fees & Rates  
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## Schedule A Fees & Rates

### Administrative

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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

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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
	<b><i>Non–Personal Information</i></b>	
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	
	<b><i>Personal Information</i></b>	
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
<b>Residential &amp; Commercial</b>		
E	Bi-Monthly minimum Service Charges – Residential & Commercial	\$57.16 for 22.7 m <sup>3</sup>
	Over the minimum 22.7 m <sup>3</sup>	\$3.95 per cubic meter (m <sup>3</sup> )
	Minimum Utility Charge* – Single Detached/Semi-Detached/Townhouse dwelling units	31.8 m <sup>3</sup> (7,000 gallons)
	Minimum Utility Charge* – Multi-dwelling units/commercial	Based on historical consumption
E	Wastewater Services	75% of water charges levied
<b>Industrial</b>		
E	Bi-Monthly minimum Service Charges – Industrial	\$70.60 for 22.7 m <sup>3</sup>
	Over the minimum 22.7 m <sup>3</sup>	\$4.40 per cubic meter (m <sup>3</sup> )
	Minimum Utility Charge* – Industrial	Based on historical consumption
E	Wastewater Services	95% of water charges levied
<b>Administrative Rates</b>		
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
<b>Utility Service Connection Fees**</b>		
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 <sup>3</sup>
	Administration Set up Fee	\$55.00
	Re-connection fee	\$50.00

## Recycling

GST	Service Description	Fee
E	Curbside Recycling – Residential ( <i>January 1 – March 25, 2025</i> )	\$20.00 bi-monthly
E	Curbside Recycling – Residential ( <i>March 26 – December 31, 2025</i> )	\$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 <sup>st</sup> Incident	No Charge
	Lost or Stolen Recycling Cart – 2 <sup>nd</sup> 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 <sup>st</sup> incident	No Charge
	Damaged Recycling Cart Replacement caused by property owner 2 <sup>nd</sup> 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** ** Weekly garbage pick-up may be waived for commercial and 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.	\$31.75 bi-monthly
	Lost or Stolen Recycling Cart – 1 <sup>st</sup> Incident	No Charge
	Lost or Stolen Recycling Cart – 2 <sup>nd</sup> 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 <sup>st</sup> incident	No Charge
	Damaged Recycling Cart Replacement caused by the property owner 2 <sup>nd</sup> 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 \$40.00 for over a ½ ton truck load. \$40.00 for large furniture, appliances.

## Cemetery

GST	Service Description	Fee
<b>Cemetery Plots</b>		
T	<b>Plot Purchase</b>	
	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	<b>Internment</b>	
	<b>Summer (April 1 to October 31)</b>	
	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
	<b>Winter (Nov 1 to March 31)</b>	
	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
	<b>Heritage Section</b>	
	(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	<b>Disinterment</b>	
	Casket	\$1,595.00
	Cremation (Urn)	\$600.00
T	<b>Monument Placement Permit</b>	\$120.00
	<b>Additional Charge</b>	\$250.00
	<i>For services held on a weekend, afterhours or on a statutory holiday</i>	
<b>Columbarium Niches</b>		
	Columbarium Niches (h) 11 ¼" x (w) 11 ¼" x (d) 15 ¼" <i>(Includes Niche for 2 people, 1<sup>st</sup> 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 <sup>nd</sup> Open & Close of Niche	\$150.00
	Niche Plate Wreath updates/changes (including date tabs)	Market value at time of update
T	<b>Disinterment</b>	
	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	
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	

As outlined from Alberta Transportation and subject to change from time to time.

## 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.

## Amery Park Community Garden

<u>GST</u>	<u>Service Description</u>	<u>Fee</u>
<u>I</u>	<u>Rental of 9' x 2' garden plot</u>	<u>\$25.00/plot</u>

## Sports Field User Fees

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

## Arena Rates

GST	Service Description	Fee
		<b>Rental Rate</b>
	<b>Ice Surface</b>	
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
		<b>Other Rates</b>
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
		<b>Arena Advertising</b>
	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
<b>Main Hall (includes Kitchen)</b>		
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
<b>Damage Deposits</b>		
E	Local Damage Deposit	\$1,000.00
E	Non-Local Damage Deposit	\$5,000.00
<b>Multi-Purpose Room</b>		
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
<b>Damage Deposits</b>		
	Local Damage Deposit:	\$500.00
	Non-Local Damage Deposit:	\$2,000.00
<b>Arts &amp; Crafts Room</b>		
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
<b>Damage Deposits</b>		
	Local Damage Deposit	\$250.00
	Non-Local Damage Deposit	\$1,000.00
<b>Funeral &amp; Event Rate (Main Hall &amp; Kitchen) (Mon. – Thurs. 10:30 a.m. – 5:30 p.m.)</b>		
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
<b>Other Rates</b>		
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

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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

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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
	<b>Residential</b>	
	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 (except on existing development where a variance is granted to a non-conforming building in which case there is no charge)	\$300.00
	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
	<b>Non-Residential</b>	
	New Construction Industrial/Commercial/Mixed Use	\$1,500.00
	Addition and Renovations	\$320.00
	Accessory Building	\$250.00
	Variances (except on existing development where a variance is granted to a non-conforming building in which case there is no charge)	\$300.00/variance
	Mobile and temporary food vendors/trucks & mobile and temporary sales and services	\$120.00
	<b>Change of Use or Name</b>	
	Change of Use – Commercial	\$250.00
	Change of Use – Industrial	\$250.00
	Change of Name	No Charge
	<b>Misc.</b>	
	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	<b>Plus, per lot</b> fee for each additional up to 50 lots	\$250.00
E	<b>Plus, per lot</b> 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
	<b>Building Permit Fee – Residential – New Construction</b>	\$ 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
	<b>Renovations</b>	
E	Basement Development	\$0.40
E	General/ Interior Renovations	\$0.50
	<b>Other</b>	
E	Mobile Home/ Ready to Move	\$0.35
E	Residential Solar Panels	\$165.00
E	Demolition	\$125.00
	<b>Building Permit Fee Schedule - Commercial</b>	
	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
<b>Electrical Permit Fee – Residential</b>		
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
<b>Electrical Permit Fee – Commercial/Public / Industrial</b>		
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

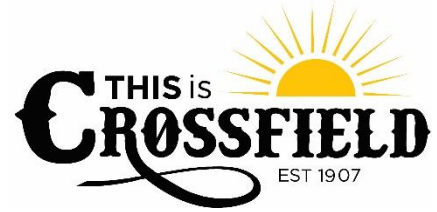
*Safety Code Council Fee (SCC) to be applied to all permit fees at a value of 4%. Min fee of \$4.50 and max fee of \$560*

## 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:** 2025-05-20  
**Meeting Type:** Council Meeting  
**Prepared By:** Mason Smeby, Accounting Technician  
**Presented By:** Amber Ouellette, Chief Financial Officer  
**Subject:** C 302-25 Donation Policy  
**Department:** Finance

---

## REPORT PURPOSE:

The purpose of this report is to recommend the adoption of a formal Donation Policy that provides a clear and accountable framework for the acceptance and use of financial and in-kind donations to the Town of Crossfield, in alignment with provincial legislation and federal charitable donation guidelines.

## RECOMMENDATION:

That Council approve the Donation Policy as presented, providing clear guidance on the acceptance and management of donations in compliance with the *Municipal Government Act* (MGA) and Canada Revenue Agency (CRA) requirements.

## PREVIOUS COUNCIL DIRECTIONS:

There is no current Donation Policy in place. The introduction of this policy formalizes existing practices and ensures compliance with CRA and MGA standards.

## BACKGROUND:

Donations from individuals, businesses, and organizations are a valued source of community support for municipal programs, projects, and services. To ensure transparency, legal compliance, and financial accountability, the Town of Crossfield requires a structured approach to the receipt and handling of these gifts. This policy defines guidelines and eligibility criteria for donations of various kinds that may be accepted by the Town.

## ANALYSIS:

### Strategic Alignment

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

The policy supports community development by encouraging donations that enhance public programs, services, and infrastructure.

### Environmental Impact

There are no direct environmental impacts associated with this policy.

### Economic Impact

The policy may encourage increased financial and in-kind donations, potentially reducing reliance on property taxation for community projects.

### Social Impact

A clear donation framework supports community engagement and generosity, enhancing local quality of life through improved services, facilities, and recognition of contributors.

### Relevant Statutes / Master Plans / Town Documents

- *Municipal Government Act*
- *Income Tax Act*
- CRA Guidelines for Charitable Receipting
- Tangible Capital Asset Policy 2008-08 (as amended)

### Risks

- **Non-compliance risk:** Managed through clearly defined CRA-aligned procedures.
- **Reputational risk:** Mitigated through defined eligibility criteria.

## **COMMUNICATIONS AND ENGAGEMENT:**

The policy was developed through internal consultation with the Finance Department and CAO. It was benchmarked against CRA requirements and a number of other Alberta municipal policies to ensure legal compliance and practical implementation.

## **PUBLIC COMMUNICATION PLAN:**

Upon Council approval, a public information update will be posted on the Town's website, outlining how residents and businesses can make financial or in-kind donations to support Town projects and initiatives. A donor recognition framework will also be developed to encourage future contributions and publicly acknowledge community generosity in alignment with donor preferences.

## **FINANCIAL IMPLICATIONS:**

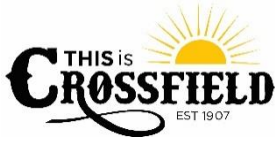
There are no immediate costs. The policy supports proper tracking and receipting of donations and positions the Town to increase non-tax revenue through community contributions.

## **ALTERNATIVES/IMPLICATIONS:**

1. **Approve the policy as presented** – establishes legal compliance and clarity in donation management.
2. **Amend the policy** – may delay policy implementation.
3. **Decline the policy** – leaves the Town without a clear procedure, potentially increasing compliance risks.

## **ATTACHMENTS:**

- C 302-25 Donation Policy Draft



# DONATION POLICY DRAFT

Council Policy  
C 302-25

<b>Administered By:</b>	Finance Operations	<b>Policy No:</b>	C 302-25
<b>Approval Date:</b>	May 20, 2025	<b>Effective Date:</b>	May 20, 2025
<b>Approved By:</b>	Council	<b>Resolution No.:</b>	
<b>Review Date:</b>	April 2028		
<b>References:</b>	Tangible Capital Asset Policy 2008-08 (as amended)		

## Purpose

The purpose of this policy is to provide a comprehensive framework for the acceptance, management, and receipting of donations made to the Town of Crossfield. This policy ensures compliance with the Municipal Government Act (MGA) and the Canada Revenue Agency (CRA) regulations concerning charitable gifts and tax receipts.

## Scope

This policy applies to all financial and in-kind donations received by the Town of Crossfield from individuals, businesses, community groups, and other organizations.

## 1. DEFINITIONS

**Conditional Donation:** A gift with defined terms such as project timelines, refund clauses, or performance-based delivery

**Donation:** A voluntary transfer of cash, cash equivalents, or goods (new or used) with no terms or conditions imposed on the recipient other than the program or initiative that it is to be used for. Grants, Public Relations, Public Sponsorship, and the volunteering of time are not considered a Donation.

**Donor:** An individual, business, or organization providing a donation to the Town.

**Eligible Donation:** a Donation that meets Canada Revenue Agency's criteria for the issuance of an official donation receipt for income tax purposes.

**Fair Market Value (FMV):** The price that an item would sell for on the open market.

**Goods:** an item of property that is non-cash or non-cash equivalent and does not meet the definition of a Tangible Capital Asset.

**In-Kind Donation:** a type of charitable giving where instead of giving money to purchase needed goods or services, the goods or services themselves are given.

**Municipal Purposes:** the purposes of a municipality as defined in Part 1, Section 3 of the *Municipal Government Act* (MGA).

**Official Donation Receipt:** A document issued for income tax purposes in accordance with Canada Revenue Agency (CRA) rules.

**Substantial Donation:** any donation with a fair market value exceeding \$100,000 or that may have significant operational, financial, or reputational implications for the Town

**Tangible Capital Assets:** Non-financial assets, including real property, having a physical substance that: a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development construction, maintenance or repair of other Tangible Capital Assets; b) have a useful and economic life extending beyond an accounting period; c) are used on a continuing basis; and d) are not for sale in the ordinary course of operations.

**Town:** Refers to the Town of Crossfield, a municipal corporation of the Province of Alberta

## 2. REGULATORY CONTEXT

**Municipal Government Act (MGA):** under the MGA (Alberta Regulation M-26), municipalities are authorized to receive and manage donations for the purpose of delivering public services and facilities. Donations accepted must serve a municipal purpose and be managed prudently.

**Canada Revenue Agency (CRA) Guidelines:** the Town is not a charitable organization, nor does it have a charitable number. Instead, the *Income Tax Act* legislates that gifts meeting specified criteria, to Canadian municipalities are considered charitable donations and give rise to either a tax deduction or credit for income tax purposes. To facilitate the claim of the deduction or tax credit, the Town issues an Official Donation Receipt for income tax purposes.

## 3. DONATIONS RECEIVED BY THE TOWN

- a. The Town will evaluate the compatibility of and need for the Donation. The Town may refuse a Donation if it:
  - has no need for it;
  - creates a financial burden;
  - presents a conflict of interest;
  - creates undue risk;
  - does not align or support programs or services delivered by the Town; or
  - is from an elected official
- b. Any Donation deemed to meet one of these criteria will be presented to Council for decision.

- c. This policy does not apply to the receipt of donated or contributed Tangible Capital Assets, which are covered by the Town's Tangible Capital Assets Policy 2008-08 (as amended).
- d. Gifts of services and volunteering of time are not considered an Eligible Donation and will not be issued an Official Donation Receipt for income tax purposes.
- e. The Town will only accept donated Goods that:
  - are of approved Canadian operational standards;
  - are compatible with existing equipment, unless it can be demonstrated that compatibility is not necessary and that benefit would be derived from the donated Goods; and
  - prior to receipt, receive a certified appraisal from an appraiser knowledgeable in the appropriate field at the expense of the donor if the Goods have a perceived or estimated value of \$1,000 or more. If the donor has purchased the items for Donation, a copy of the purchase receipt should accompany the Goods.
- f. All donations deemed substantial, whether monetary or in-kind, must receive prior approval from Council before acceptance. The Chief Administrative Officer or designee shall present a report to Council outlining the nature, value, and potential impacts of the proposed donation to inform Council's decision.
- g. Eligible Donations received by the Town will be processed and valued in accordance with Canada Revenue Agency requirements. An Official Donation Receipt for income tax purposes will be issued if requested by the Donor, providing the Eligible Donation has a value of \$20 or more.
- h. The Town will only issue an Official Donation Receipt for income tax purposes for Eligible Donations received and used by the Town. The Town will not issue an Official Donation Receipt for income tax purposes for Eligible Donations received on behalf of third parties.
- i. Upon acceptance of a Donation, it shall become the property of the Town.
- j. Council will be informed annually of all Donations received unless otherwise deemed necessary.
- k. In certain situations, a Donor may receive an advantage or consideration for the Donation. In this instance, if the advantage/consideration does not exceed 80% of the Fair Market Value of the Donation, then the Eligible Donation becomes the Fair Market Value of the donation less the Fair Market Value of the advantage/consideration.

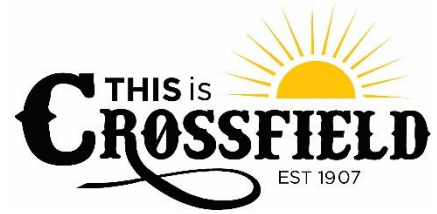
## 4. CONDITIONS & RESTRICTIONS

- a. Donors may designate Donations to a specific program or project.
- b. The Town may request that a Donation be allocated to a different project or area of greater need, subject to the Donor's consent.
- c. Conditional Donations must be tied to an approved capital or operational project, with clear terms outlined in writing.
- d. Unused conditional funds may be returned to the Donor or reallocated with written Donor consent.

## 5. POLICY REVIEW

This policy shall be reviewed every four (4) years, or sooner if required by changes in legislation or CRA regulations.

## Report to Council



**Meeting Date:** 2025-05-20  
**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:** Sign Blade Policy C 103-25  
**Department:** Legislative & Administrative Services

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### REPORT PURPOSE:

The purpose of this report is to ask for Council approval on a Sign Blade Policy specific to Railway Street that supports consistent business wayfinding identification, and enhanced community character.

### RECOMMENDATION:

**That Council approves the Sign Blade Policy C 103-25 as prepared.**

### BACKGROUND:

Railway Street and side streets are a significant corridor in Crossfield, characterized by a mix of commercial and residential properties.

During the Railway Street revitalization, the Railway Street sign blades located at specific intersections along Railway Street were installed to promote side street and Railway Street businesses.

There are currently six signs along Railway Street located at Chisholm Avenue, Osler Avenue, Hammond Avenue, Nanton Avenue, Smith Avenue and Grey Avenue. Each sign has a total of eight spaces available for a sign blade.

Administration has drafted the Railway Street Sign Blade Policy to establish program guidelines and procedures related to Railway Street Sign Blades, including the application, approval, design, and installation processes. This ensures consistent and controlled process for applicants and the Town of Crossfield.

Administration with the support of Operations will complete a review of the installed Sign Blades on a yearly basis and remove any blades that are no longer accurate. (i.e. business has moved locations or is no longer in business).

## **ANALYSIS:**

### **Strategic Alignment**

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

## **COMMUNICATIONS AND ENGAGEMENT:**

Administration will reach out the businesses along the side streets providing them with information on the Sign Blade process and provide them an application form, should they wish to proceed.

## **FINANCIAL IMPLICATIONS:**

The cost estimates for design and fabrication of the sign blades range from \$75.00 to \$80.00, depending on the size of the sign blade and these costs will be born by the applicant/business owner.

The cost of installation and maintenance will fall within the existing Operating budget.

## **ATTACHMENTS:**

Draft Railway Street Sign Blade Policy C 103-25



# RAILWAY STREET SIGN BLADE POLICY

Council Policy  
C 103-25

<b>Administered By:</b>	Administrative and Legislative Services	<b>Policy No:</b>	C 103-25
<b>Approval Date:</b>		<b>Effective Date:</b>	
<b>Approved By:</b>	Council	<b>Resolution No.:</b>	
<b>Review Date:</b>	May 1, 2028		
<b>References:</b>			

## Policy Statement:

The Town of Crossfield identifies the benefits of the Railway Street sign blades to promote the local storefront businesses located along Railway Street and side streets. The use of sign blades along Railway Street is intended to enhance and complement the community, and the aesthetic appeal of Crossfield’s downtown core.

## Purpose:

The purpose of this policy is to establish program guidelines and procedures related to Railway Street sign blades, including the application, approval, design, installation and maintenance processes, ensuring a consistent and controlled process for applicants and the Town of Crossfield.

## Scope:

This policy applies to the non-compulsory Railway Street Sign Blade program, and outlines the responsibilities, qualifying criteria, procedures, requirements, sign installation, maintenance and removal parameters of the program.

## 1.0 Definitions

- 1.1 **Applicant:** refers to a Business Owner, individual or party that operates a business on Railway Street or side street and has submitted an application under the Railway Street Sign Blade program.
- 1.2 **Active Business:** refers to a business actively operating in the Town of Crossfield, with a valid up-to-date Business License.
- 1.3 **Chief Administrative Officer CAO:** shall mean the person appointed to the CAO position by the Town of Crossfield Council.

- 1.4 **Railway Street:** refers to The Town of Crossfield's downtown main street, Railway Street, between Grey Avenue and Chisholm Avenue, where sign blade business sign advertising is highlighted on the west side of the street.
- 1.5 **Sign Blade or Blade:** refers to a baked enamel placard with decaled font, advertising the name of a storefront business on Railway Street, or on one of the in-scope side streets.
- 1.6 **Town:** means the municipality of the Town of Crossfield, in the province of Alberta.
- 1.7 **Town Personnel:** shall include but is not limited to directors, supervisors, and staff who are employed by the Town of Crossfield, including the Administration and Operations Departments, as well as contractors hired to provide a service on behalf of the Town of Crossfield.
- 1.8 **In-Scope Side Street:** refers to the streets that run perpendicular to Railway Street from Grey Avenue to Chisholm Avenue, between Railway Street and Ross Street.

## 2.0 Responsibilities

- 2.1 The Administrative Services department is responsible for administering and coordinating the Railway Street Sign Blade program, including the application and approval process.
- 2.2 The Applicant must ensure that all application requirements are met prior to their submission of the Railway Street Sign Blade application.
- 2.3 The Operations department is responsible for the installation and removal of sign blades upon completion and/or termination of an application.
- 2.4 The Applicant remains the owner of the blade and is responsible for maintenance of the blade should any damage or business name change occur.
- 2.5 A Town-authorized graphic/decals vendor will prepare the blades for the approved business at the Applicant's expense.

## 3.0 Qualification Criteria

- 3.1 To qualify for the Railway Street Sign Blade program, a Business must have a storefront venue operating in the Town of Crossfield, along Railway Street, or, on one of the in-scope side streets that run perpendicular to Railway Street, between Railway Street and Ross Street. Refer to Schedule A.
- 3.2 The business must hold an approved Town of Crossfield Development Permit and up to date business license.

## 4.0 Procedures and Requirements

- 4.1 Applicant must submit their completed application form as identified in Schedule B, to the Town of Crossfield via email to [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com), or in person to the Town office.
- 4.2 The Town of Crossfield sign blade application will be processed and approved on a first-come, first-serve basis, with priority given to in-scope side streets and space availability on each sign.
- 4.3 All costs associated with sign blades, including production/reproduction and maintenance are the sole responsibility of the Business Owner and/or Applicant, and are payable to the Town-approved vendor.
- 4.4 Applications must be submitted no less than 60 days prior to the requested installation date.
- 4.5 Upon application approval, the Town will provide notice to the applicant and the authorized local vendor that the applicant has been approved for a sign blade placard.
- 4.6 The applicant will contact the authorized local vendor directly to complete the application process, including payment.
- 4.6 The phrasing permitted to be listed on sign blades is limited to the business name only. Business logos, designs/indicators and contact information are not permitted on sign blades.
- 4.7 The sign blade font style is based on a pre-determined standard and may not be substituted or changed.
- 4.8 Once the sign blade is completed, the Applicant will deliver the sign blade to Town office at least ten (10) business days prior to the installation date.

- 4.9 The Town Operations department will install the sign blade as indicated on the application form.

## 5.0 Blade Installation, Maintenance and Removal

- 5.1 Blades may only be installed or removed by Town personnel or designate.
- 5.2 If a business relocates to another location on Railway Street or an in-scope side street, upon written notice given to the Town by the Applicant, Town personnel will relocate the blade within fifteen (15) business days, dependant upon space availability on the sign.
- 5.4 If a business changes its name, the Applicant is responsible to obtain a new sign blade, and upon written notice given to the Town, Town personnel will relocate the blade withing fifteen (15) business days.
- 5.5 If a business is no longer in service, Town personnel will remove the sign blade within ten (10) business days of receiving notice of business closure and the sign blade will be returned to the applicant.
- 5.6 If a business is no longer in service and notice is not provided to the Town, the Town reserves the right to remove the Blade at their discretion. The Town will notify the business to advise of the sign removal and confirm pick up of the sign blade. The Town will retain the sign blade sign for 30 days and if no response, the sign blade sign will be destroyed.

## 6.0 Liability

- 6.1 The Town will not be held liable for any damages to sign blades arising from the display, installation, maintenance of removal the sign blades.

## 7.0 Policy Review

- 7.1 The Town is committed to ongoing monitoring and periodic review of this policy and related procedures, as determined by the CAO or their designate.

## 8.0 Schedules

- 8.1 Schedule A – Sign Blade Locations on Railway Street (updated October 2023).
- 8.2 Schedule B - Railway Street Sign Blade Application Form.

**Schedule A – Sign Blade Locations on Railway Street  
(Updated October 2023)**





# RAILWAY STREET SIGN BLADE POLICY

Council Policy  
C 103-25

## Schedule B - Railway Street Sign Blade Application Form

Application Date: \_\_\_\_\_ Preferred Installation Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Blade Sign Installation Location:

- |  |                                     |                                       |
|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Chisholm Ave. | <input type="checkbox"/> Osler Ave. | <input type="checkbox"/> Hammond Ave. |
| <input type="checkbox"/> Nanton Ave.   | <input type="checkbox"/> Smith Ave. | <input type="checkbox"/> Grey Ave.    |

Applicants Name \_\_\_\_\_ Applicants Signature \_\_\_\_\_

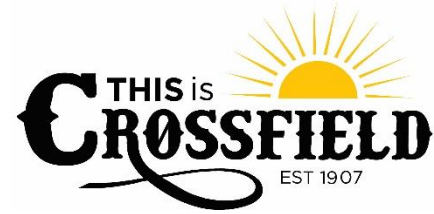
### OFFICE USE

- |  |  |
|--|--|
| <input type="checkbox"/> Approved Development Permit<br>Date Approved: _____ | <input type="checkbox"/> Approved Current Business License |
|--|--|

### Approved By:

Administration (Print Name) \_\_\_\_\_ Administrations Signature \_\_\_\_\_

# Report to Council



**Meeting Date:** 2025-05-20  
**Meeting Type:** Council Meeting  
**Prepared By:** Amber Ouellette, Chief Financial Officer  
**Presented By:** Amber Ouellette, Chief Financial Officer  
**Subject:** 2025 First Quarterly Corporate Report  
**Department:** Finance

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## REPORT PURPOSE:

The quarterly report is an integrated report focused on key strategic, operational, and financial results for the Town. The report includes an update on the activities of the organization, its capital projects, programs and services, key trending data, and financial results for the period ended March 31, 2025.

## RECOMMENDATION:

THAT Council accepts the 2025 First Quarterly Corporate Report as information.

## BACKGROUND:

Administration has prepared the attached 2025 First Quarterly Corporate Report to update Council and the community on the activities of the organization, services provided to the community, trending data, and insight into the work being undertaken as it relates to Council's 2022-2025 Strategic Plan.

The report also provides financial highlights for the quarter and includes a summary of the revenue and expenses for the municipality as well as capital project highlights along with a capital program variance report. Details on debt and reserve balances have also been included for additional financial context. The report is prepared to support transparency in financial reporting.

## ANALYSIS:

### Strategic Alignment

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

**COMMUNICATIONS AND ENGAGEMENT:**

The report reflects updates provided by Town departments and approved by the senior leadership team. Once accepted by Council, the report will be available on the Town's website.

**FINANCIAL IMPLICATIONS:**

A \$42,000 operating surplus is projected for 2025. Details of significant variances are included in the quarterly report.

**ALTERNATIVES/IMPLICATIONS:**

Council may request further analysis and information for future reporting.

**ATTACHMENTS:**

2025 First Quarterly Corporate Report

2025



# QUARTERLY CORPORATE REPORT

FOR THE QUARTER ENDED MARCH 31, 2025



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## About the Corporate Quarterly Report

The Corporate Quarterly Report is produced four times a year to communicate updates on key corporate activities, update progress made on Council strategic priorities presented in the 2022-2026 Strategic Plan and present the Town's financial position for the quarter. This report contains the following sections:

1. Key Activities
2. Strategic Plan Reporting
3. Capital Plan Implementation Highlights
4. Financial Reporting

### Key Activities

The Town experienced a notable increase in development activity in 2024 compared to previous years and is currently on track to maintain similar volumes in 2025.

Town Administration is responsible for receiving and processing development permits, however building and safety codes permits are issued through a contracted service provider – currently IJD Inspections. As part of this arrangement, 70% of the fees collected for building and safety codes permits are retained by the service provider, with the remaining 30% remitted to the Town.

These figures demonstrate continued growth and investment in Crossfield, underscoring the Town's role in facilitating safe, sustainable development through effective permitting and planning services.

## Development & Building Permit Activities

Development Permits	2022 (full year)	2023 (full year)	2024 (Q1)	2025 (Q1)
Received	--	116	31	32
Issued	--	115	31	32
New Home Start Permits	--	--	18	22
Fees (100% to Town)	--	--	\$4,535	\$7,165

Building Permits	2022 (Q1)	2023 (Q1)	2024 (Q1)	2025 (Q1)
Issued	27	17	29	42
Est. Construction Value	\$4,459,300	\$2,284,500	\$5,941,436	\$7,834,522
Fees (30% to Town)	\$25,155	\$13,467	\$35,184	\$41,335

Safety Codes Permits	2022 (Q1)	2023 (Q1)	2024 (Q1)	2025 (Q1)
Electrical	46	23	38	66
Gas	21	14	25	34
Plumbing	44	10	23	33
Total Fees (30% to Town)	\$19,029	\$6,304	\$23,188	\$25,753

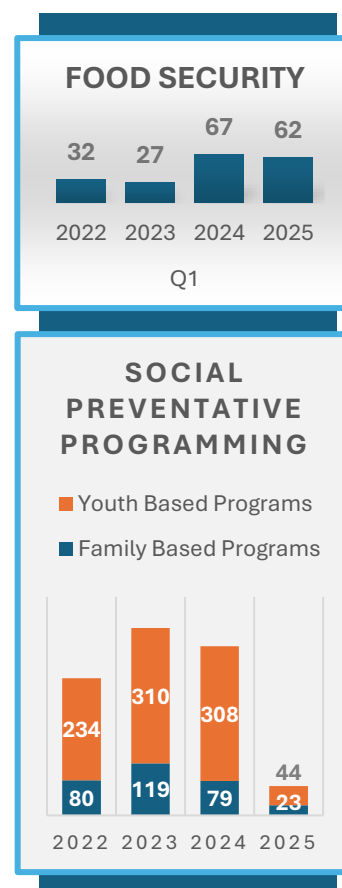
## Social Needs

**Food security** represents the number of Town of Crossfield clients accessing the food bank during Q1 of 2025. Residents are permitted to access a food hamper once every 30 days.

*2022 and 2023 volumes were provided by the Airdrie Food Bank, while 2024 and 2025 volumes are from the Crossfield Madden Food Bank.*

Crossfield residents also access **social preventative programming for both families and youth** to improve their social well-being. The data represent the total number of families and youth accessing such programs annually. 2025 volumes are year to date.

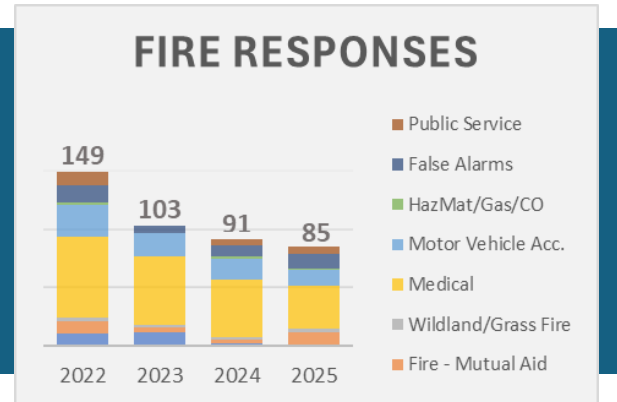
*Family-based programs include Mothers of Preschoolers, Parent and Tot Playgroup, Story Hour, Family Movie Days, etc., while youth-based programs include Boys and Girls Club Programs in Crossfield, Craft Club, Lego Club, Adulting 101 Workshops, After-School Youth programs, Crossfield Summer Adventures Day Camp, etc.*



## Protective Services

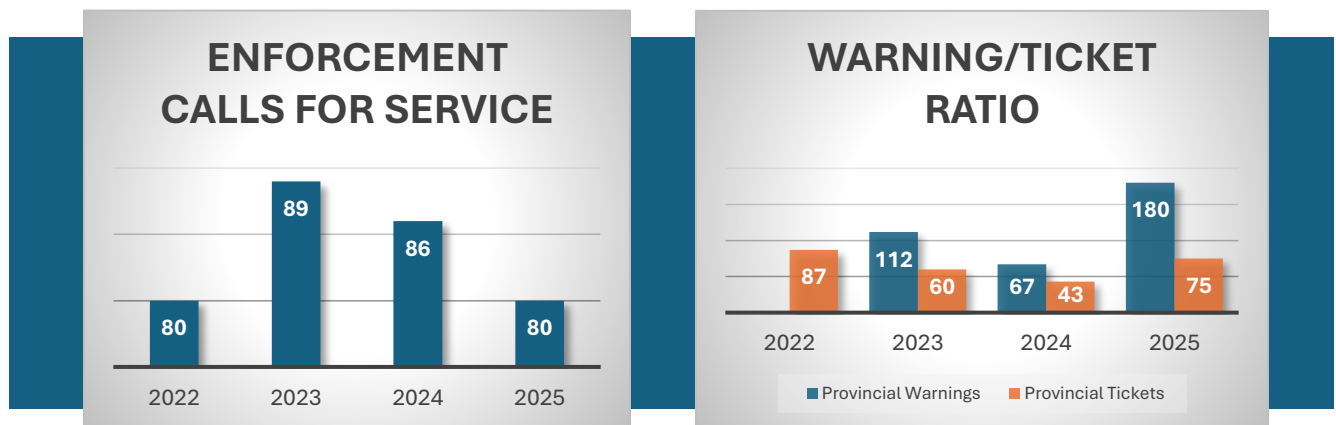
The information below represents details related to the Q1 activities of fire and municipal enforcement.

The **Fire Department** delivers a range of fire protection services aimed at safeguarding life, property, and the environment through effective emergency response. In the first quarter of 2025, fire-related call volumes declined by 7% compared to the same period in 2024. This reduction is primarily attributed to an updated fire level of service, which discontinued responses to Alpha and Bravo call types, thereby contributing to an overall decrease in call volume.



The **Municipal Enforcement** Department provides professional and effective enforcement through education and regulatory compliance. Their focus is on enforcing municipal bylaws, community standards and safety, traffic safety and infrastructure protection, to ensure the Town remains a safe and secure place to live, work and play.

For the first quarter of 2025, Crossfield Municipal Enforcement concluded 80 calls for service which is comparable to prior years' first quarter calls for service.



It is important to note that Peace Officers and Bylaw Enforcement Officers do not investigate or respond to criminal code matters. Officers time is spent patrolling, enforcing, and educating, and is responsible for preserving and maintaining the public peace while

enhancing the quality of life for all in the Town of Crossfield. Officers also interact with the community to build positive relationships. This is done through attending community events and schools to meet members of the community.

As we conclude our first quarter for Crossfield Municipal Enforcement, our department is undergoing a transition as we seek a new full time Community Peace Officer and seasonal Bylaw Officer. In addition, the recruitment of a qualified individual to fill the Peace Officer role has shown to be challenging - as the role itself is demanding and extensive in job requirements. The Town is committed in filling the role with a professional and community-based individual who is committed to the safety and wellbeing of all residents and visitors alike within the Town of Crossfield.

### Customer Engagement

In Q1 of 2025, the Town received 1,117 calls for service. The top 5 categories included 498 related to Administration (which includes items such as business licences, dog licenses, solid waste inquiries, finance inquiries, utilities set-up and the TIPPS program), 399 requests related to payments and payment inquiries, 80 related to development, 37 related to community services, and 34 related to public works. The remainder pertain to bylaw, parks and general information requests.



This call for service volume is 23% lower than that from Q1 of 2024. The most notable difference being in Administration and Development with a 24% decrease in those related to Administration and a 60% decrease in calls related to Development.

It is important to note that the volumes referenced above represent interactions processed through the front reception at the Town Office and do not account for additional engagements between Town staff and the public on a range of other or similar matters.

## Facility/ Amenity Statistics and Trends







The Town of Crossfield has 2 main facilities that are available for public rentals, including the Pete Knight Arena and the Community Centre.

Utilization stats for both those facilities for Q1 over the past 4 years is provided in the charts below. It demonstrates a 33.7% increase in utilization of the Pete Knight Arena (main floor) and a 60.2% increase in utilization of the loft/meeting room space on the upper level, over the same timeframe in 2024.

The Community Centre has seen a decrease in Q1 of 25.5% for rentals greater than 4 hours and a 19.2% decrease in rentals less than 4 hours, in comparison to the same timeframe in 2024.







## Social Media and Website Statistics

 <p><b>9,619</b> Q1 Website Visits</p>	<p><b>FOLLOW US AND STAY INFORMED</b></p> <p> <a href="http://crossfieldalberta.com" style="color: white;">crossfieldalberta.com</a></p> <p> <a href="https://www.facebook.com/townofcrossfield" style="color: white;">@townofcrossfield</a></p> <p> <a href="https://www.youtube.com/channel/UC.../crossfield3912" style="color: white;">@townofcrossfield3912</a></p>
 <p><b>3,216</b> Followers</p>	
 <p><b>149</b> Subscribers</p>	

# Strategic Plan Reporting

In January 2022 Council established its Strategic Plan for the 2021 – 2025 term. The plan is a living document and set forth the priorities for five years based on the financial realities at that time. The plan has undergone reviews since its creation to ensure current and projected realities are considered and reflected. This document provides guidance to Administration on the priorities of Council and ultimately informs the proposed strategies, timeframes and budgets to action upon those priorities.


Below outlines initiatives relating to each of the priority areas that form part of Council’s Strategic Plan and their current status.

Status		Description
	Not Started	Work has not begun.
	On Track	Progress is being made according to plan.
	Delayed	Some challenges to either schedule, scope, resources, and/or budget are slowing progress.
	Complete	Work has been completed.


## Sustainable Community Growth

<p><b>Sustainable Community Growth</b></p> 	<p>To position Crossfield as a favourable business environment both provincially and regionally, while promoting environmental stewardship in responsible land use development and considering environmental protection, economic impact, social equality and community benefit.</p>	Adoption of a Filming Policy and secured Season 1 of "My Life with the Walter Boys"	
		Completion of a Social Needs Assessment	
		Secured NRED Grant that focuses on supporting advancement of Economic Development strategies	
		Vacant land inventory and land management strategy	
		Updates to the Municipal Development Plan and Land Use Bylaw	
		Doctor Attraction and Retention Strategy	
		Continue work with Nose Creek Watershed Partnership to ensure the availability and sustainability of water and waste water initiatives.	
		Encourage diversity of housing, including attainable and independent transition housing	
		Commercial / Industrial Development Incentives	


# Town Infrastructure

<p><b>Town Infrastructure</b></p> 	<p>To ensure the Town of Crossfield has quality infrastructure to support and sustain its growth.</p>	Fence repairs completed around 60 day pond (2022)	✓
		Asset Management Policy adopted by Council (2022)	✓
		Decommissioned water reservoir demolition and removal	✓
		Aeration System commissioned, resulting in shorter retention times in the aeration cell and thereby increasing the treatment capacity in that component of the wastewater treatment process (2023)	✓
		Pivot system installed and functional (2023)	✓
		Wastewater Feasibility Study completed (2024)	✓
		Receiving Stream Analysis to determine Nose Creek's capacity for additional effluent discharges	●
		Wastewater capacity strategy to support future growth	●
		Underground infrastructure upgrades on Laut Avenue that support water and wastewater services	●
		Watermain Project - Range Road 12 Water Loop	●
		Addition of an Asset Management/GIS resource to support enhancement of Asset Management Maturity.	✓
		Water Meters updated	●
		Review of Snow and Ice Control Policy and practices with recommendations for service improvements	●
		Transition to 10 Year Capital Plan to support financial planning for future asset replacement	✓
		Adoption of Financial policies/strategies to support future financial sustainability <ul style="list-style-type: none"> <li>- Investment Policy</li> <li>- Procurement Policy</li> <li>- Corporate Sponsorship/ Community Partnership Policy</li> </ul>	●
		Explore new Administration Building for Town	●


## Town Communications and Public Relations

<p><b>Communications &amp; Public Relations</b></p> 	<p>To market Crossfield externally and improve service to the residents and business in the Community.</p>	Annual Council Retreat	✓
		Provincial Minister engagements, as appropriate	●
		Monthly newsletters to the Community	●
		Annual Budget Survey (2023 & 2024 complete)	●
		All About Crossfield Open House	●
		Project Public Engagement sessions: MDP Update (2024/2025) Pump Track location (2025) Active Transportation Plan (2025) Community Gardens (2025)	●
		Review and update current communication policies including External Communications Policy, Public Participation Policy and Media Policy	●
		Development of Public Engagement Strategy and revisit of existing Public Engagement Policy	●
		Approval of ICF with Rocky View County	✓
		E-Scribe Implementation	✓
		E-Gov Services Implementation	●
		Addition of Quarterly Operational Report that provides more robust update for Council and public	✓
		Publishing of 2025 Budget Book	✓

## Social Development and Emergency Services

<p><b>Social Development &amp; Emergency Services</b></p> 	<p>To mitigate crime, ensure appropriate emergency services and work towards reducing disparity between citizens, resulting in less overall issues that impact residents and businesses.</p>	Fire Level of Service update	✓
		Social Needs Assessment	✓
		Active engagement with and promotion of Airdrie Meals on Wheels, including coordination of volunteer drivers	✓
		Food Hamper program transitioned to non-profit society and providing year-round service	✓
		Regional Policing Review with municipal partners	●
		Assessment of future growth pressures on emergency services and resources required to meet future community needs	●
		Continue to put pressure on AHS regarding the placement of an ambulance in the Town.	●
		Re-negotiation of Fire Services Agreement with Rocky View County	✓

## Parks, Recreation and Beautification

 <p><b>Parks, Recreation &amp; Beautification</b></p>	<p>To ensure that the Town of Crossfield contributes to the environmental health of the community through the provision, preservation and improvement of parks, open spaces and recreational opportunities as well as the beautification of public spaces.</p>	Parks & Recreation Needs Assessment completed, used to inform future funding requests (2022)	✓
		Arena Ice Plant Replacement completed (2023)	✓
		Hall Façade Replacement completed	✓
		Dog Parks: Limit Avenue Dog Park decommissioned (2022) Fencing at off-leash park - Western Drive (2024) Relocation with additional improvements (2025)	●
		Benches and bike racks from 4H Group installed (Banta Park/ Veterans Park). Benches from Railway Street remain in place	✓
		Park signage updated in 6 Town Parks (2 remaining)	●
		Repair and maintenance plan for pathways and incorporation into 10 year capital plan	✓
		Active Transportation Plan	●
		New columbarium installed; relocation of gazebo from Town owned property to the cemetery; installation of flower and shrub bed (2023)	✓
		Christmas lights installed on Railway Street	✓
		Campground construction plan	●
		Banta Park redesign plans	●
		External protective railing installed at the Arena	✓
		Outfield fence relocation at Diamond 1	✓
		Splash Park Repairs (PLC & Pump Replacement)	✓
Downtown Revitalization Completion	✓		

## Grant Funding

Administration has actively pursued and secured funding through competitive grant programs to support the priorities identified in Council’s Strategic Plan, as well as the broader operational needs of the Town. Since the beginning of Council’s 2021–2025 term, a total of **\$1,050,127** in competitive grant funding has been secured to date. This amount is in addition to the annual, formula-based funding municipalities typically receive from the provincial and federal governments, such as the Local Government Fiscal Framework (LGFF), the Canada Community-Building Fund (CCBF), and Family and Community Support Services (FCSS) funding.

# Capital Plan Implementation Highlights

## Parks and Open Spaces

### Park Sign Replacement

- Sign replacement for all town parks is underway. Flower beds have been designed to complement the appearance of the new signage. Signage will be installed in all Town parks by the end of May, with flowerbeds completed thereafter.



### Diamond 2 (D2) Outfield Fencing Upgrade

- Removal of 255 linear feet of 4' chain link fencing to be replaced with 12' chain link fencing. Trees have also been planted along this section, between the outfield fence of D2 and McCaskill Drive. Along with beautifying the area, these trees will help stop balls from going beyond the boulevard.

### Amery Park Rink Upgrades

- Amery Park Rink Rehabilitation is planned for the summer of 2025. The request for proposal closed on March 27th. Proposals will be reviewed and the contract will be awarded in Q2.

### Bike Skills Park/Pump Track

- Public engagement took place in Q1. A report recommending the final location of the bike skills park/pump track will be presented to Council in Q2.

## Fleet and Equipment

### Stand-On Blower

- Stand-on blower has been purchased to primarily support effective snow clearing operations along Railway Street, as well as assist in the clearing of pathways and other sidewalks throughout Town.



### Motor Pool Vehicle

- This vehicle has been added to the Town fleet to enable staff to complete work functions that require the use of a vehicle.

## Procurement Activity Q1 2025

Represents procurement awarded between January 1, 2025 – March 31, 2025, over a value of \$25,000.

Description	Awarded Vendor	# of Bids/ Quotes	Local Vendor	Awarded Value
Administration Vehicle	Airdrie Honda **	3	N	\$52,648

- \* Awarded on highest evaluated proposal
- \*\* Awarded on lowest cost meeting specifications
- \*\*\* Direct Award – Group Purchasing Program

# Financial Reporting

## Operations Variance Report



### TOWN OF CROSSFIELD Operating Variance Report From January to March 2025

	2025 Budget	2025 Actuals	Variance \$	Variance %	2025 YE Forecast
<b>REVENUE</b>					
Net municipal taxes	5,126,134	1,386,703	(3,739,431)	-73%	5,126,134
Government transfers for operating	444,135	65,829	(378,306)	-85%	447,935
Sales and user fees	3,513,883	848,300	(2,665,583)	-76%	3,513,883
Franchises and concessions	848,038	241,848	(606,190)	-71%	848,038
Investment income	280,000	89,947	(190,053)	-68%	300,000
Penalties and costs on taxes	173,647	52,835	(120,811)	-70%	162,500
Other	171,544	39,370	(132,174)	-77%	173,414
Licences and permits	142,990	51,124	(91,866)	-64%	149,990
	<b>10,700,370</b>	<b>2,775,957</b>	<b>(7,924,414)</b>		<b>10,721,894</b>
<b>EXPENSES</b>					
Salaries, wages & benefits	3,415,566	681,802	(2,733,765)	-80%	3,415,566
Contracted & general services	2,305,228	441,522	(1,863,706)	-81%	2,280,728
Materials, goods, supplies & utilities	2,555,048	408,719	(2,146,329)	-84%	2,555,048
Transfer to local boards and agencies	233,552	96,387	(137,165)	-59%	233,552
Bank charges and short-term interest	11,010	5,308	(5,702)	-52%	15,000
Interest on capital long-term debt	199,457	57,147	(142,310)	-71%	199,457
Provision for allowances	4,500	0	(4,500)	-100%	4,500
	<b>8,724,361</b>	<b>1,690,884</b>	<b>(7,033,477)</b>		<b>8,703,851</b>
<b>EXCESS (SHORTFALL) BEFORE OTHER</b>	<b>1,976,009</b>	<b>1,085,073</b>	<b>(890,936)</b>		<b>2,018,042</b>
<b>OTHER</b>					
Add:					
Transfer from Reserves	38,000	38,000	0	0%	38,000
Less:					
Debt Repayment	594,615	108,923	(485,692)	-82%	594,615
Transfer to Reserves	1,419,394	2,659	(1,416,735)	-100%	1,419,394
	<b>(1,976,009)</b>	<b>(73,582)</b>	<b>1,902,427</b>		<b>(1,976,009)</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>1,011,491</b>	<b>1,011,491</b>		<b>42,033</b>

## Operating Variances

At the end of Quarter 1, it is generally expected that approximately 25% of annual revenues will have been collected and about 25% of expenditures committed. However, revenues and expenditures often do not occur evenly throughout the year due to seasonal factors, timing of grant payments, or the scheduling of major projects. To address this, Administration may perform accruals to recognize revenues or expenses in a manner that more accurately reflects when they are earned or incurred, ensuring a consistent and accurate representation of the municipality's financial position throughout the fiscal year.

The following provides explanations for several of the more significant variances.

	Variance %	Explanation
<b>REVENUE</b>		
Government Transfers	85%	Unfavorable - due to timing of grant payments
Investment Income	68%	Favorable - investment income is trending slightly higher than expected, impacted by prime rate and timing of cash outflows required for capital expenditures.
Penalties	70%	Favorable - due to timing of property tax penalties, however, expected to end the year slightly below budget.
Licences & Permits	64%	Favorable – building and safety code permit applications in Q1 are outpacing expectations.
<b>EXPENDITURES</b>		
Salaries, Wages & Benefits	80%	Favorable – resulting from unfilled positions and delays in the recruitment process for new roles.
Contracted & General Services	81%	Favorable – due to timing and seasonality of expenditures. For example, the police funding model invoice is paid in Q2.
Materials, Goods, Supplies & Utilities	84%	Favorable – due to timing and seasonality of expenditures. For example, road maintenance occurs in Q2 and Q3.
Transfer to Local Boards	59%	Unfavorable – due to timing of transfers, however, expect to be on budget at year end.

## 2025 Year End Forecast

Included alongside the operating variance is a forecast to the year-end in which Administration applies their judgement, experience and best assumptions to project the expected revenue and expenditure results as of December 31<sup>st</sup>, 2025.

Administration has reviewed financial results and operation performance to assess any potential material variance from the approved annual operating budget. At the end of the first quarter, the financial performance remains closely aligned to the budget, with a projected year-end surplus of approximately \$42K.

Administration will continue to monitor and reassess the forecast if emerging trends provide a clearer basis for forecasting.

A massive **THANK YOU** to the Crossfield community and our regional neighbours for your amazing support during our Kraft Hockeyville 2025 campaign!

### ARENA IMPROVEMENTS - GET INVOLVED!

The Town is establishing a committee that includes arena user groups to help advance improvement projects identified during our Kraft Hockeyville campaign.

Many in the community are eager to support these efforts financially. Donations can be made by cash, cheque, debit, credit card or e-transfer.



Visit our website for more information:  
[crossfieldalberta.com/p/kraft-hockeyville](https://crossfieldalberta.com/p/kraft-hockeyville)

## Capital Budget Variance

At the end of the first quarter, it is typical for many capital projects to show limited progress or to have not yet commenced. This is primarily due to a combination of seasonal factors, the procurement process, and project planning timelines, which together influence when capital work can realistically begin. Activity is expected to increase substantially in Q2 and Q3 as weather improves and projects move into the execution phase.



### 2025 CAPITAL BUDGET SUMMARY From January to March 31, 2025

Project Description	2025 Budget	2025 Actual	Budget Remaining \$	Budget Remaining %	% Complete
<b>Asset Assessment</b>					
Fire Services Master Plan	33,000	-	33,000	100%	10%
Wastewater Facility Survey	50,000	-	50,000	100%	0%
<b>Asset Improvement</b>					
Bulk Water Station 3" Line	15,000	-	15,000	100%	10%
Effluent Disposal Strategy	175,000	48,600	126,400	72%	30%
Amery Park Rink Upgrades	93,000	-	93,000	100%	10%
Ball Diamond Fencing	31,900	17,843	14,057	44%	100%
<b>Asset Maintenance</b>					
Sidewalk Replacement Program	50,000	-	50,000	100%	10%
Pathway Replacement Program	50,000	-	50,000	100%	10%
Asphalt Overlay Program	180,000	-	180,000	100%	5%
Effluent Storage Cell Invasive	150,000	-	150,000	100%	15%
Park Sign Replacement	44,000	7,602	36,398	83%	25%
Hall Building Improvements	50,400	-	50,400	100%	10%
Operations Building Maintenance	25,000	-	25,000	100%	20%
<b>Asset Replacement</b>					
Fire Vehicle Purchases-Engine 155	754,900	-	754,900	100%	80%
Westgate Estates Fence Replacement	20,000	-	20,000	100%	10%
Backhoe Loader Replacement	232,000	-	232,000	100%	25%
Hydrant Replacement	60,000	-	60,000	100%	0%
Valve Replacement	100,000	-	100,000	100%	0%
Water Meter Replacement	40,000	-	40,000	100%	90%
Water & Wastewater Main Replacement	350,000	-	350,000	100%	5%
Wastewater Main Capacity Upgrade	1,100,000	-	1,100,000	100%	5%
Arena Score Clock	15,000	-	15,000	100%	35%
<b>New Asset</b>					
Fire Equipment Purchases	17,600	-	17,600	100%	0%
Operations Equipment Purchases	24,000	23,265	735	3%	100%
Water Meters Growth	35,000	-	35,000	100%	0%
Motor Pool Vehicle	55,000	49,654	5,346	10%	98%
Bike Skills Park/Pump Track	115,000	-	115,000	100%	10%
<b>New Project/Initiative</b>					
Safe Roads Improvement Program	30,000	-	30,000	100%	20%
<b>Totals:</b>	<b>3,895,800</b>	<b>146,964</b>	<b>3,748,836</b>	<b>96%</b>	

# Long-Term Debt & Debt Servicing

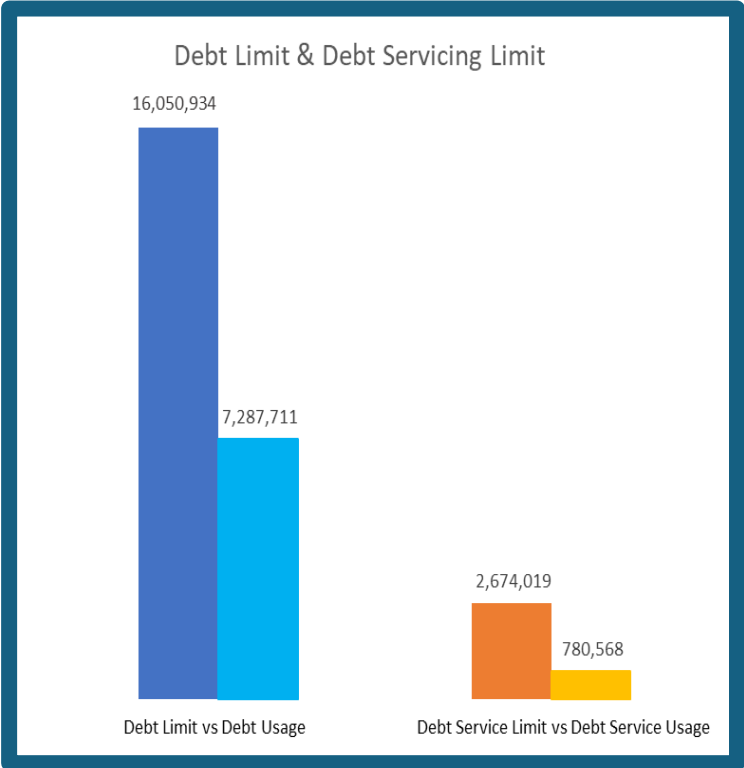
The Town of Crossfield recognizes that high debt levels reduce flexibility and can impair financial sustainability and thus works to maintain a balance between financial needs and minimizing undue pressure on future revenue requirements. Some of the ways the Town does this is by only using debt financing for major capital projects and by ensuring that provincially imposed debt limits are strictly adhered to.

The provincial debt limit, as defined in Alberta Regulation 255/2000, is calculated at 1.5 times the revenue of the municipality while the debt service limit is 0.25 times such revenue.

The Town has \$7.288M debt outstanding which relates to:

- **Water Reservoir:** \$2.586M (expiring in 2032)
- **Railway Street Revitalization:** \$3.792M (expiring in 2039)
- **Fire Engine 155:** \$678K (expiring in 2030)
- **Equipment leases:** \$231K (expiring in 2025, 2026, 2027)

The Town has \$780K in debt servicing payments, which is considerably lower than the provincial limit.



# Reserves

The Town recognizes the need to set aside funds for emergent financial needs and the replacement of existing equipment, facilities, and future projects. Below outlines the 2024 year end reserve balances and proposed balances for 2025 year end.

Reserve Type	Actual balance as at Dec. 31, 2024	Additions 2025 proposed	Applied 2025 proposed	Proposed balance as at Dec. 31, 2025
Project	1,045,844	-	-	1,045,844
Stabalization & Contingency	1,458,869	2,500	-	1,461,369
Infrastructure Lifecycle Management	1,648,470	1,333,662	(973,900)	2,008,232
Subdivision (Offsite Levies)**	2,617,676	-	-	2,617,676
	<b>6,770,860</b>	<b>1,336,162</b>	<b>(973,900)</b>	<b>7,133,122</b>

Proposed Net Change in Reserves **362,262**

*\*\*Offsite Levies balance to be scrutinized with confirmed unused balances reclassified as deferred revenue prior to Q3*

## Project Reserves

Project reserves are funds that are set aside for a specific project. Funds in this category are held for the following purposes:

- Traffic lights at Highway 2A
- Town administration building
- Community lighting reserve
- Recreation board capital funding

## Stabalization & Contingency Reserves

Funds held in this reserve serve as critical financial tools to help ensure long-term fiscal sustainability and to protect against financial uncertainty. They can be used to smooth out fluctuations in revenues and expense over time as well as cover unexpected or emergency expenditures that are not part of the normal budget cycle.

## Infrastructure Lifecycle Management Reserves

Infrastructure lifecycle management reserves are funds set aside to support the long-term maintenance, renewal, and eventual replacement of capital infrastructure assets such as roads, water systems, buildings and equipment. These funds are held to support asset management planning and extend the useful life of public infrastructure and avoid large, sudden spikes in tax rates or user fees when major infrastructure investments are needed.

## Mayor and Council Expenditures

As part of the Town’s ongoing commitment to transparency and accountability, the following quarterly summary outlines expenditures incurred by the Mayor and Council in the first quarter of 2025. This includes costs related to remuneration, travel, training, and other activities undertaken in the service of the community.

Operating Budget Summary - Mayor & Council				
From January to March				
	2025	2025	2025	Budget
	Actual YTD	Budget	Variance	% YTD
Remuneration	30,474	128,196	97,722	
Travel, Training & Meetings	1,128	23,000	21,872	
<b>Total Expenditures</b>	<b>31,602</b>	<b>151,196</b>	<b>119,594</b>	<b>79%</b>

### Operating Summary - Mayor & Council

From January to March

Mayor Harris	
	2025 Actual YTD
Remuneration	6,508
Travel, Training & Meetings	181
<b>Total Expenditures</b>	<b>6,689</b>

Councillor Brennan	
	2025 Actual YTD
Remuneration	4,028
Travel, Training & Meetings	158
<b>Total Expenditures</b>	<b>4,186</b>

Councillor Fox	
	2025 Actual YTD
Remuneration	4,028
Travel, Training & Meetings	158
<b>Total Expenditures</b>	<b>4,186</b>

Councillor Gustafson	
	2025 Actual YTD
Remuneration	4,028
Travel, Training & Meetings	158
<b>Total Expenditures</b>	<b>4,186</b>

Councillor Knight	
	2025 Actual YTD
Remuneration	4,028
Travel, Training & Meetings	158
<b>Total Expenditures</b>	<b>4,186</b>

Councillor Lambert	
	2025 Actual YTD
Remuneration	3,825
Travel, Training & Meetings	158
<b>Total Expenditures</b>	<b>3,983</b>

Councillor Vang	
	2025 Actual YTD
Remuneration	4,028
Travel, Training & Meetings	158
<b>Total Expenditures</b>	<b>4,186</b>

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# **Quarterly Corporate Report**

**For the Quarter Ended  
March 31, 2025**

**CROSSFIELD**  
EST 1907

# Report at a Glance

Key Activities

Strategic Plan  
Reporting

Capital Plan  
Highlights

Procurement  
Activity

Financial  
Reporting

Mayor &  
Council  
Expenditures

# Key Activities Highlights



- Development & Building Permits
- Social Needs
- Protective Services
- Customer Engagement
- Facility/Amenity Trends
- Social Media & Website Statistics

# Strategic Plan Reporting



## Sustainable Community Growth

NRED Grant focused on Economic Development  
Updates to Municipal Development Plan and Land Use Bylaw



## Town Infrastructure

Wastewater capacity strategy to support future growth  
Underground infrastructure upgrades on Laut Avenue



## Communications and Public Relations

Annual Budget Survey  
Public Engagement sessions on Bike Skills Park, Active Transportation & Community Gardens

# Strategic Plan Reporting



## Social Development & Emergency Services

Regional Policing Review with municipal partners  
Assessment of future growth pressures on emergency services



## Parks, Recreation & Beautification

Permanent dog park location and improvement  
Park sign replacement  
Active Transportation Plan



## Grant Funding

\$1,050,127 in competitive grant funding secured since the beginning of Council's 2021 – 2025 term

# Capital Plan Highlights



## PARKS AND OPEN SPACES:

- Park Sign Replacement
- Diamond 2 Outfield Fencing Upgrade
- Amery Park Rink Upgrades
- Bike Skills Park/Pump Track

## FLEET AND EQUIPMENT:

- Stand-On Blower
- Administration Vehicle

# Procurement Activities

Description	Awarded Vendor	# of Bids/ Quotes	Local Vendor	Awarded Value
Administration Vehicle	Airdrie Honda **	3	N	\$52,648

\*\* Awarded on lowest cost meeting specifications

# Financial Reporting Highlights - Revenue

REVENUE	VARIANCE %	EXPLANATION
Government Transfers	85%	Unfavorable - due to timing of grant payments
Investment Income	68%	Favorable - investment income is trending slightly higher than expected, impacted by prime rate and timing of cash outflows required for capital expenditures.
Penalties	70%	Favorable - due to timing of property tax penalties, however, expected to end the year slightly below budget.
Licences & Permits	64%	Favorable – building and safety code permit applications in Q1 are outpacing expectations.

# Financial Reporting Highlights - Expenditures

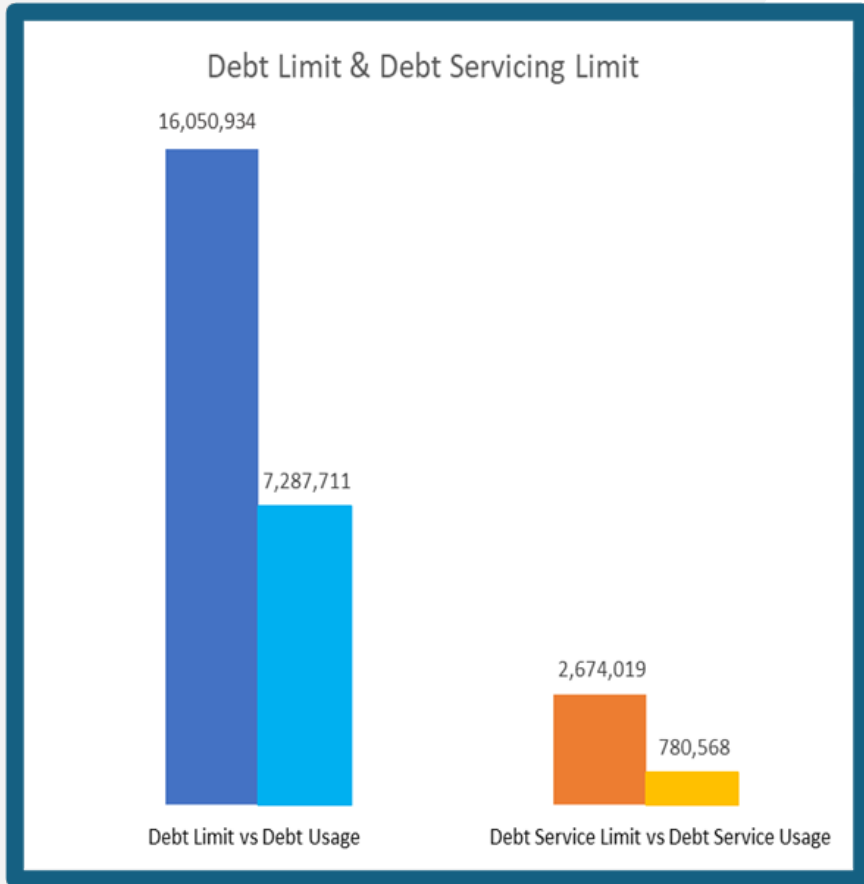
EXPENDITURES	VARIANCE %	EXPLANATION
Salaries, Wages & Benefits	80%	Favorable – resulting from unfilled positions and delays in the recruitment process for new roles.
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Materials, Goods, Supplies & Utilities	84%	Favorable – due to timing and seasonality of expenditures. For example, road maintenance occurs in Q2 and Q3.
Transfer to Local Boards	59%	Unfavorable – due to timing of transfers, however, expect to be on budget at year end.

Projected annual surplus:

**\$42,000**

**Q1 Corporate Report**

# Financial Reporting Highlights - Debt



The Town has \$7.288M debt outstanding which relates to:

- **Water Reservoir:** \$2.586M expiring in 2032
- **Railway Street Revitalization:** \$3.792M expiring in 2039
- **Fire Engine 155:** \$678K expiring in 2030
- **Equipment leases:** \$231K expiring in 2025, 2026, 2027

Annual debt servicing of \$780K is considerably lower than the provincial limit

# Financial Reporting Highlights - Reserves

Reserve Type	Actual balance as at Dec. 31, 2024	Additions 2025 proposed	Applied 2025 proposed	Proposed balance as at Dec. 31, 2025
Project	1,045,844	-	-	1,045,844
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Subdivision (Offsite Levies)**	2,617,676	-	-	2,617,676
	<b>6,770,860</b>	<b>1,336,162</b>	<b>(973,900)</b>	<b>7,133,122</b>

Proposed Net Change in Reserves

**362,262**

*\*\*Offsite Levies balance to be scrutinized with confirmed unused balances reclassified as deferred revenue prior to Q3*

# Financial Reporting Highlights – Mayor & Council Expenditures

Operating Budget Summary - Mayor & Council				
From January to March				
	2025	2025	2025	Budget
	Actual YTD	Budget	Variance	% YTD
Remuneration	30,474	128,196	97,722	
Travel, Training & Meetings	1,128	23,000	21,872	
<b>Total Expenditures</b>	<b>31,602</b>	<b>151,196</b>	<b>119,594</b>	<b>79%</b>

# Questions?



## Outstanding Action List

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
066							
065							
064	May 6, 2025						
063	May 6, 2025	113-2025	<b>Fees &amp; Rates Bylaw</b> – updated to reflect Amery Park Community Garden rental rate	Lindsey Nash	Q2-2025	COMPLETED	Bylaw is updated will be brought forward to the May 20, 2025 Council meeting.
062	May 6, 2025	112-2025	<b>Amery Park Community Garden</b>	Kimber Olsen Lindsey Nash Stephanie Conway Russ Nash	Q2-2025	IN PROGRESS	Stephanie – has followed up with interested volunteers and received 6 people interested in forming a committee. Lindsey – the new rental application is being drafted and public advertisements will go out for notice of plots for rent by the end of May. The Fees and Rates Bylaw has been brought forward to the May 20 Council meeting Kimber & Stephanie – continue to complete required maintenance including weed control and fixing broken plot boxes.
061	May 6, 2025	111-2025	<b>Bike Park and Pump Track</b>	Kimber Olsen Russ Nash	Q2-2026	IN PROGRESS	Administration proceeding with the review and issuance of the RFP – RFP to include options for lighting and paving.
060	May 6, 2025	105-2025	<b>Bylaw 2025-05- Vista Crossings Phase 5 Redesignation</b>	Steve Altena Lindsey Nash	Q2-2025	COMPLETED	Steve has completed the Notice of Decision on the Redesignation application and Lindsey has updated the bylaw for signatures.
050	Feb 18, 2025	033-2025	<b>Bylaw 2025-01 – Municipal Development Plan</b>	Steve Altena	Q2 2025	IN PROGRESS	Frist reading given Feb 18 with public engagement - open house on March 26/25. Public Hearing tentative scheduled for May 6 /25. Steve will make Council's recommended changes to the document.
041	Dec 3, 2024	No Motion	<b>Limit Ave Speed Change</b> – change speed limit from 50 km/h to 30 km/h.	Lindsey Nash	Q3 2025	IN PROGRESS	Dec 24/24 - Administration sent a to Alberta Transportation and Economic Corridors – waiting for response.
034	July 2, 2024	134-2024	<b>Offer to Purchase</b> – Additional information required with respect to the Offer to Purchase	Steven Altena Lindsey Nash	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	<b>Snow Removal &amp; Ice Control Program</b> – program review	Steve Altena/ Murray Pollock	Q3 2025	IN PROGRESS	Administration is completing a program review and working on proposed recommendations.
024	Jan 16, 2024	No Motion	<b>Tax Sale Lands - 1316 Railway Street &amp; 1318 Railway Street</b> - Proposed Use of contaminated lands	Kinza Barney/ Lindsey Nash	Q3 2025	IN PROGRESS	Administration reached out to Alberta Environment (AE) and land use is informed by the type of contamination at each site. AE generally rely on experienced consultants to help explain the options. Operations has included a Phase 2 environmental assessment in the 2025 budget to determine what land contamination is present, if any and then confirm with AE on what could be developed on these lands.
007	Feb 21, 2023	064-2023	<b>Rodeo Ground Lease Agreement</b>	Russ Nash	Q2 2025	IN PROGRESS	Administration has provided a revised agreement in alignment with the Leasing of Town Facilities and Land Policy to the Society and will bring forward a finalized agreement to the May 20 Council meeting for review and consideration.
004	April 4, 2023	No Motion	<b>Town-Owned Lands – Discussion on future use</b> - Administration to prepare a list of town lands and provide options for what those lands could be used for. The intent being to review town owned lands that are not currently active properties and come up with a plan.	Lindsey Nash	Q3 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. Phase 2 quotes are in progress.



## Outstanding Action List

002	April 19, 2022	129-2022	<b>Town Office Development</b> – Exploration of potential options for a Town Administrative Building	Kinza Barney/ Sub-committee	Q3 2026	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.
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