



Town of Crossfield
AGENDA
Regular Council Meeting
Tuesday, June 03, 2025 07:00 PM

1. CALL TO ORDER

2. AGENDA

3. MINUTES

3.1 May 20, 2025 regular council meeting minutes Page 3

4. DELEGATION

4.1 RCMP Quarterly Update Page 7

5. ACTIONS AND DECISIONS

5.1 Appointment of Subdivision and Development Appeal Board (SDAB) members Page 19

6. COUNCILLOR'S BUSINESS

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

7. ADMINISTRATIVE UPDATE

7.1 Monthly Administrative Update Page 29

7.2 Outstanding Items List Page 33

8. IN CAMERA

- 8.1 Rodeo Society Land Lease Agreement – Disclosure harmful to business interests of a third party – FOIP Section 16 (1) and Advice form officials 24 (1).

9. ADJORN



**Regular Council Meeting
Minutes**

Tuesday, May 20, 2025

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

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

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

1. CALL TO ORDER

Mayor Harris called the council meeting to order at 7:01 p.m.

We would like to take this opportunity to acknowledge the traditional territories of the Indigenous peoples of the Treaty 7 territory and the Otipemisiwak (o-tey-pe-mi-si-wak) Metis Government, District 4. We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our community.

2. AGENDA

122-2025

MOVED by Councillor Vang that the May 20, 2025 agenda be accepted as prepared.

CARRIED

3. MINUTES

123-2025

MOVED by Deputy Mayor Fox that the minutes of the May 6, 2025, regular Council meeting be accepted as presented.

CARRIED

4. DELEGATION

4.1 Crossfield Municipal Library Board Appointments

124-2025

MOVED by Councillor Knight that Council appoint Leanne St-Onge and Laurelynn Laderoute as a Library Board Trustees for a three-year term, effective May 1, 2025 and expiring May 1, 2028.

CARRIED

5. PROCLAMATION

5.1 Seniors Week June 2 – 8, 2025 Proclamation

125-2025

MOVED by Mayor Harris that Council proclaim and declare June 2 to June 8, 2025, as Seniors' Week in Crossfield.

CARRIED

6. BYLAWS

6.1 Bylaw 2025-08 - Fees & Rates Bylaw

126-2025

MOVED by Councillor Lambert that Bylaw 2025-08 Fees and Rates Bylaw be given first reading.

CARRIED

127-2025

MOVED by Deputy Mayor Fox that Bylaw 2025-08 Fees and Rates Bylaw be given second reading.

CARRIED

128-2025

MOVED by Councillor Brennan that Bylaw 2025-08 Fees and Rates Bylaw be brought forward for third and final reading with unanimous consent.

CARRIED

129-2025

MOVED by Councillor Knight That Bylaw 2025-08 Fees and Rates Bylaw be given third and final reading.

CARRIED

7. POLICIES

7.1 Donation Policy C 302-25

130-2025

MOVED by Councillor Lambert That Donation Policy C 302-25 be accepted as presented.

CARRIED

7.2 Sign Blade Policy C 103-25

131-2025

MOVED by Councillor Gustafson that Sign Blade Policy C 103-25 be accepted as presented.

CARRIED

8. ACTIONS AND DECISIONS

8.1 Appointment of Deputy Mayor

132-2025

MOVED by Deputy Mayor Fox that Councillor Brennan be appointed as Deputy Mayor until October 20, 2025.

CARRIED

Mayor Harris proceeded with swearing in Councillor Brennan as Deputy Mayor.

9. COUNCILLOR'S BUSINESS

Mayor Harris:

- Continue participating in the weekly CAO meetings
- Wed May 14 - Attended a Mid-Size Mayors Caucus meeting. Membership has increased from 15 to 29.
- Upcoming: Attending the Rural Women in Business Conference tomorrow and Friday May 23 will be providing a grad speech at the convention.

Deputy Mayor Brennan: Nothing further to report.

Councillor Fox: Nothing further to report.

Councillor Gustafson:

- May 14 - Attended a Rocky View Foundation meeting

Councillor Knight:

- May 14 - Attended a Mountain View Regional Water Services Commission Meeting

Councillor Lambert: Nothing further to report.

Councillor Vang: Nothing further to report.

133-2025

MOVED by Councillor Fox that Councillor's Business be accepted as presented.

CARRIED

10. ADMINISTRATIVE UPDATE

10.1 2025 First Quarterly Corporate Report

134-2025

MOVED by Councillor Lambert that the 2025 First Quarterly Corporate Report be accepted as presented.

CARRIED

10.2 Outstanding Items List

135-2025

MOVED by Deputy Mayor Brennan that items 060 and 063 be removed from the Outstanding Items list.

CARRIED

11. ADJORN

136-2025

MOVED by Councillor Vang that the Council meeting adjourn at 7:55 p.m.

CARRIED

Mayor Harris

Kinza Barney, Chief Administrative Officer

Report to Council



Meeting Date: 2025-06-03
Meeting Type: Council Meeting
Prepared By: Russ Nash, Director of Community & Protective Services
Presented By: Russ Nash, Director of Community & Protective Services
Subject: RCMP Quarterly Update
Department: Community Services

REPORT PURPOSE:

To provide Council with the relevant reports and updates relating to the RCMP's fourth quarter (Q4). Council will also be introduced to Cst. Corey Hall who is the Town's new RCMP enhanced position officer.

RECOMMENDATION:

THAT Council accept the RCMP Q4 update for information.

BACKGROUND:

The RCMP are attending Council to present their Quarter 4 (Q4) update, representing stats and information from January 1 to March 31, 2025 (note: the RCMP fiscal year is April 1 to March 31 as opposed to the calendar year).

In attendance for the RCMP is Sgt., Ian Patey and Cst. Corey Hall.

ANALYSIS:

Strategic Alignment

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

ATTACHMENTS:

- Q4 2024-25 Crossfield Community Letter
- Q4 2024-25 Airdrie Provincial Community Report - Crossfield
- Q4 2024-25 Town of Crossfield Crime Stats



May 23, 2025

Mayor and Council
Town of Crossfield
Crossfield, AB

Dear Mayor and Council,

Please find attached the quarterly Community Policing Report covering the period from January 1st to March 31th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for Crossfield.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Lauren Weare

Inspector Lauren Weare (M.O.M)
Officer in Charge
Airdrie/Beiseker Detachments





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Airdrie Provincial - Crossfield

Detachment Commander

Inspector Lauren Weare

Report Date May 23, 2025	Fiscal Year 2024-25	Quarter Q4 (January - March)
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Community Priorities

Priority #1: Rural Crime - Crime Reduction





Updates and Comments:

Airdrie/Beiseker Integrated Rural, using Project AirOW, have been monitoring 8 subjects in the rural area. Checks on the subjects monitored by Project AIROW have shown them to be mostly compliant. During this period, some subjects have been removed and new ones added.

There were 52 checks conducted during this reporting period and all were compliant with the exception of one, which resulted in the subject being breached on his conditions.

The Airdrie Crime Reduction Unit has worked on 5 files in the rural areas with multiple charges laid and \$195,000 in property recovered:

- 1) Prolific offender from thefts at CrossIron Mall – surveillance establish and prolific offender identified which resulted in charges on numerous files;
- 2) Arrest of a female in a stolen vehicle, charges laid and \$35,000 in stolen property recovered;
- 3) Proactive surveillance at CrossIron Mall to combat the numerous commercial business thefts;
- 4) Prolific offender arrested in stolen vehicle and \$20,000 in stolen property recovered;
- 5) Surveillance on commercial business prolific offender (linked to over 15 break and enter and thefts in Southern Alberta) and assisted Calgary Police Service in located subject - \$140,000 in stolen property recovered.

Priority #2: Rural Crime - Community Engagement





Updates and Comments:

The Rural Unit is very engaged in each of the 7 communities they police, with a Detachment member meeting with various schools and doing presentations. Sgt. Ian PATEY has assigned specific rural members to each community school to conduct regular visits, patrols and presentations.

The Crossfield enhanced position works closely with Crossfield Town management and partner agencies in Crossfield. The newly hired Crossfield community peace officer (CPO) resigned this quarter which led to challenges for Town staff and reduced law enforcement/public safety visibility in the community. To combat that, Cst MCWHINNIE made an extra effort to make more patrols when possible. Calls for service at the schools and youth in general spiked. Additional time was allocated to the schools and working positively with youth in the town. Cst MCWHINNIE had a reading day at the primary school and delivered a one-hour presentation to the High School regarding online bullying and online safety at their request as this has become more of an issue. Cst MCWHINNIE issued "Do Good in the Hood" positive tickets, attended the Rodeo Association Gala Dinner, and assisted with Kraft Hockeyville events this quarter.

January:

Patrols: 60 - 40 in residential and 20 in industrial

School Visits: 10

Over 50 Club: 2

Community Events: Senior Indoor Walking Group, TGIF Youth Group after school program, and "parent and tot playgroup".

February:

Patrols: 60 - 30 in residential and 30 in industrial

School Visits: 15

Over 50 Club: 2

Community Events: Crossfield Rodeo Association Dinner, Senior Indoor Walking Group, TGIF Youth Group after school program, and "parent and tot playgroup".

March:

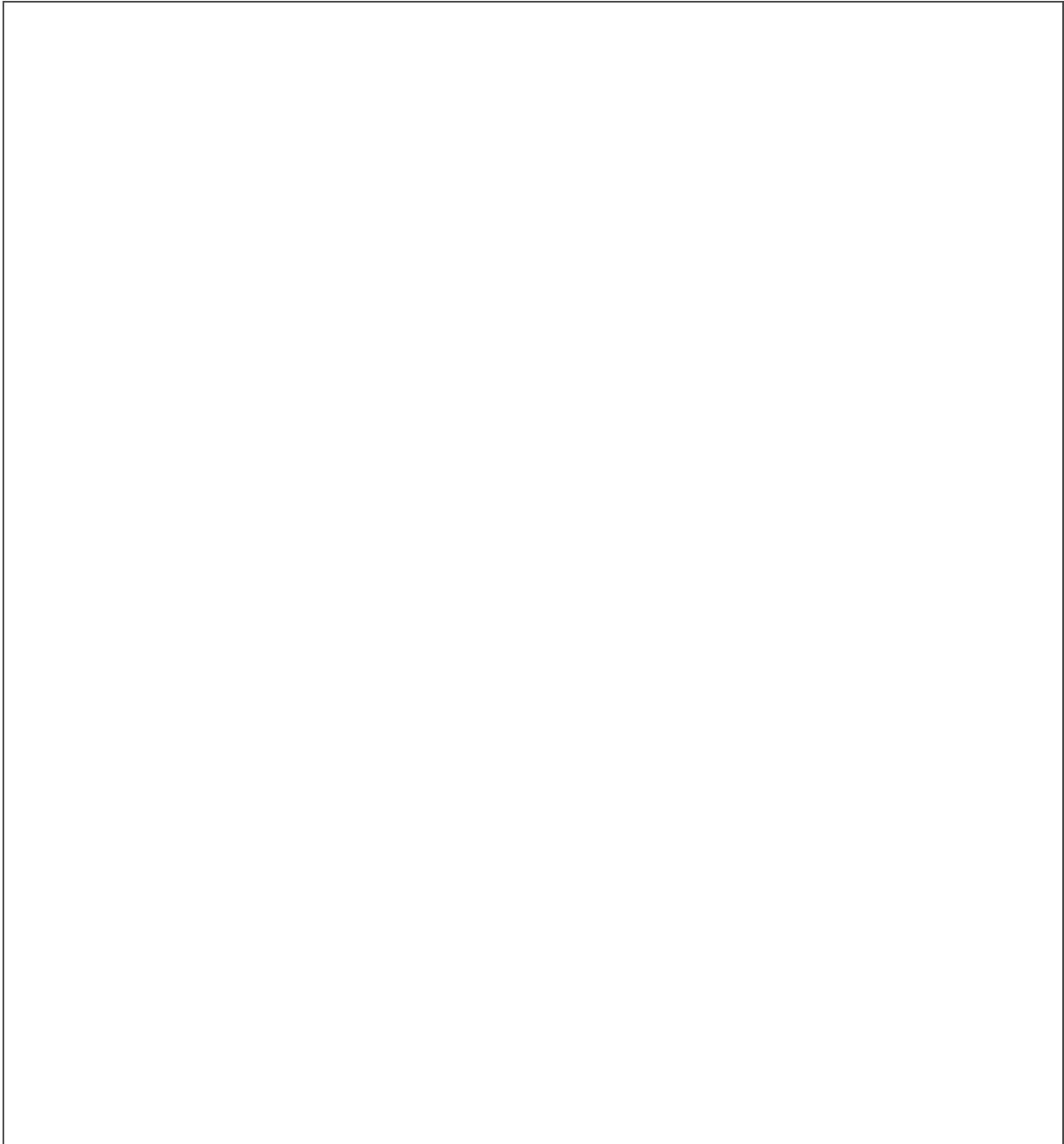
Patrols: 40 - 30 in residential, 10 in industrial

School Visits: 15

Over 50 Club: 2

Community Events: Crossfield Careers Day, Kraft Hockeyville Events, Senior Indoor Walking Group, TGIF Youth Group after school program, and "parent and tot playgroup".







Priority #3: Rural Crime – Road Safety

Updates and Comments:

Members of the Airdrie/Beiseker Integrated Rural Detachment area conducted regular patrols and enforced traffic laws as applicable. Visibility in the communities has increased as have road safety initiatives with 147 violation tickets or warnings.

Members of the Airdrie/Beiseker Integrated Rural Detachment area conducted 20 impaired driving related investigations with 12 of those investigations resulting in impaired driving sanctions and/or suspensions.

The Integrated Traffic Unit which operates in the Airdrie/Beiseker Integrated Rural Detachment area conducted 8 impaired driving related investigations in this area, with 3 of those investigations resulting in impaired driving sanctions and/or suspensions.

Specifically, in the town of Crossfield, the Crossfield Enhanced member conducted the following road safety activities:

January:

Traffic Enforcement: 6 Violation Tickets -speeding (2) Warning Notices: no registration (2), speeding, and stop sign

Joint traffic initiatives: 2

February:

Traffic Enforcement: 6 Violation Tickets - speeding (2) Warning Notices: no registration (2), speeding, and stop sign

Joint traffic initiatives: 2

March:

Traffic Enforcement: 0

Joint traffic initiatives: 0





Community Consultations

Consultation #1

Date	Meeting Type
February 4, 2025	Meeting with Stakeholders
Topics Discussed	
Meeting with Director of Community & Protective Services	
Notes/Comments:	
Meeting with Russ NASH - Director of Community & Protective Services for Crossfield. Discussion about transitioning from the Provincial Police Service Agreement (PPSA) they are currently under, to a Municipal Police Service Agreement (MPSA) model once population gets above 5000. Inspector WEARE and Sgt. PATEY attended the meeting.	

Consultation #2

Date	Meeting Type
March 4, 2025	Meeting with Stakeholders
Topics Discussed	
Meeting with Director of Community & Protective Services	
Notes/Comments:	
Meeting with Russ NASH - Director of Community & Protective Services for Crossfield. Discussion about the Enhanced Policing Position. Inspector WEARE and Sgt. PATEY attended the meeting.	





Consultation #3

Date	Meeting Type
March 4, 2025	Meeting with Elected Officials
Topics Discussed	
Crossfield Council meeting	
Notes/Comments:	
Crossfield Council meeting to deliver Q3 Crime Stats Report. Sgt. PATEY and Cst. MCWHINNIE attended this meeting.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	16	15	1	1
Detachment Support	6	5	0	1

Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 16 established positions, 14 officers are currently working. One member on PAT leave there is one hard vacancy with a member identified to transfer in.

Detachment Support: Of the six established positions, five resources are currently working with none on special leave. A staffing Action is ongoing with Public Services Human Resources to staff the vacant position. A casual employee (90 day contract) fills in as and when required to ensure operations are appropriately supported.



Town of Crossfield - Airdrie Detachment Crime Statistics (Actual) January to March: 2022 - 2025

All categories contain "Attempted" and/or "Completed"

April 10, 2025

CATEGORY	Trend	2022	2023	2024	2025	% Change 2022 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		1	0	0	1	0%	N/A	0.0
Sexual Assaults		15	0	3	0	-100%	-100%	-4.2
Other Sexual Offences		7	0	1	0	-100%	-100%	-2.0
Assault		5	6	3	9	80%	200%	0.9
Kidnapping/Hostage/Abduction		0	1	0	0	N/A	N/A	-0.1
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	3	1	1	-75%	0%	-1.1
Uttering Threats		1	5	5	2	100%	-60%	0.3
TOTAL PERSONS		33	15	13	13	-61%	0%	-6.2
Break & Enter		4	0	0	1	-75%	N/A	-0.9
Theft of Motor Vehicle		3	4	3	4	33%	33%	0.2
Theft Over \$5,000		1	0	0	1	0%	N/A	0.0
Theft Under \$5,000		8	7	3	6	-25%	100%	-1.0
Possn Stn Goods		5	1	1	1	-80%	0%	-1.2
Fraud		2	3	3	4	100%	33%	0.6
Arson		1	0	0	0	-100%	N/A	-0.3
Mischief - Damage To Property		8	4	5	5	-38%	0%	-0.8
Mischief - Other		1	4	0	1	0%	N/A	-0.4
TOTAL PROPERTY		33	23	15	23	-30%	53%	-3.8
Offensive Weapons		0	1	0	1	N/A	N/A	0.2
Disturbing the peace		0	2	2	0	N/A	-100%	0.0
Fail to Comply & Breaches		8	0	0	3	-63%	N/A	-1.5
OTHER CRIMINAL CODE		2	0	2	2	0%	0%	0.2
TOTAL OTHER CRIMINAL CODE		10	3	4	6	-40%	50%	-1.1
TOTAL CRIMINAL CODE		76	41	32	42	-45%	31%	-11.1



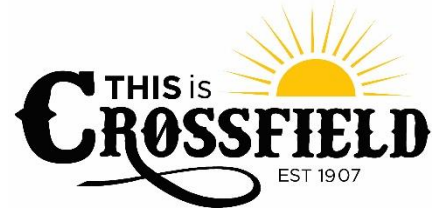
Town of Crossfield - Airdrie Detachment Crime Statistics (Actual) January to March: 2022 - 2025

All categories contain "Attempted" and/or "Completed"

April 10, 2025

CATEGORY	Trend	2022	2023	2024	2025	% Change 2022 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Possession		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		1	1	0	2	100%	N/A	0.2
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		2	1	0	2	0%	N/A	-0.1
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	0	0	-100%	N/A	-0.3
TOTAL FEDERAL		3	1	0	2	-33%	N/A	-0.4
Liquor Act		0	0	0	1	N/A	N/A	0.3
Cannabis Act		0	3	0	0	N/A	N/A	-0.3
Mental Health Act		9	9	4	6	-33%	50%	-1.4
Other Provincial Stats		5	5	1	2	-60%	100%	-1.3
Total Provincial Stats		14	17	5	9	-36%	80%	-2.7
Municipal By-laws Traffic		0	0	0	1	N/A	N/A	0.3
Municipal By-laws		2	0	0	0	-100%	N/A	-0.6
Total Municipal		2	0	0	1	-50%	N/A	-0.3
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		0	1	0	0	N/A	N/A	-0.1
Property Damage MVC (Reportable)		8	6	0	5	-38%	N/A	-1.5
Property Damage MVC (Non Reportable)		1	6	1	4	300%	300%	0.4
TOTAL MVC		9	13	1	9	0%	800%	-1.2
Roadside Suspension - Alcohol (Prov)		0	1	0	1	N/A	N/A	0.2
Roadside Suspension - Drugs (Prov)		0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		15	10	10	23	53%	130%	2.4
Other Traffic		0	1	0	1	N/A	N/A	0.2
Criminal Code Traffic		0	1	2	3	N/A	50%	1.0
Common Police Activities								
False Alarms		9	1	1	1	-89%	0%	-2.4
False/Abandoned 911 Call and 911 Act		2	1	0	3	50%	N/A	0.2
Suspicious Person/Vehicle/Property		5	4	10	13	160%	30%	3.0
Persons Reported Missing		0	0	1	0	N/A	-100%	0.1
Search Warrants		3	0	0	0	-100%	N/A	-0.9
Spousal Abuse - Survey Code (Reported)		5	8	11	8	60%	-27%	1.2
Form 10 (MHA) (Reported)		2	3	1	2	0%	100%	-0.2

Report to Council



Meeting Date: 2025-06-03
Meeting Type: Council Meeting
Prepared By: Lindsey Nash, Manager of Legislative and Administrative Services
Presented By: Lindsey Nash
Subject: Subdivision and Development Appeal Board (SDAB) Member at Large Appointments
Department: Legislative Services

REPORT PURPOSE:

The purpose of this report is to request for council’s consideration the appointment of two new Subdivision and Development Appeal Board members to complete the requirements of the Subdivision and Development Appeal Board Bylaw 2024-05.

RECOMMENDATION:

Administration recommends that Council appoint the applicants to the Subdivision and Development Appeal Board for a three (3) year term in accordance with Bylaw 2024-05.

That Council appoint Kurtis Kristianson and Ken Tiel to the Subdivision and Development Appeal Board for a three (3) year term effective May 15, 2025

BACKGROUND:

Under Section 4.1 of the Subdivision and Development Appeal Board Bylaw 2024-05, the Board shall be comprised of five (5) members and include residents as members at large and up to one (1) councillor. The Town has received two applications from residents to sit on the Board and there are currently no resident members at large active on the Board.

ANALYSIS:

Strategic Alignment

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

FINANCIAL IMPACT

The board is funded by the Town's operating budget.

COMMUNICATIONS AND ENGAGEMENT:

Advertisement for SDAB members was on the Town's website as well as the monthly newsletter.

ATTACHMENTS:

Board Application for Kurtis Kristianson and Ken Tiel (redacted).

APR 16 2025



TOWN OF CROSSFIELD
Board And Committee Application

RECEIVED

READ THE FOLLOWING:

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

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

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

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

APPLICANT INFORMATION:

PLEASE PRINT CLEARLY:

First Name	Last Name	*Residence <small>*Must have lived in Crossfield or recreation area for at least 6 months</small>	
(KEN) NETH	TIEL	In Town of Crossfield	28 years
		Crossfield Area	years

Mailing Address	City	Province	Postal Code
[REDACTED]	CROSSFIELD	AB	TOM 0S0

Email Address	Telephone Number
[REDACTED]	[REDACTED]

How did you hear about this opportunity?

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

SUBMIT YOUR APPLICATION:

Email to: town@crossfieldalberta.com	Mail to: Town of Crossfield Box 500 Crossfield, Alberta, TOM 0S0	Hand Deliver to: Town Office 1005 Ross Street, Crossfield, AB TOM 0S0
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PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. SEEKING APPOINTMENT TO

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

Sub division and DEVELOPMENT APPEAL BOARD



TOWN OF CROSSFIELD
Board And Committee Application

2. INTEREST IN THE POSITION

Why are you interested in this position?

I would consider myself to be a long term resident. CROSSFIELD HAS BEEN VERY GOOD TO ME AS A TRADESMAN and a FAMILY MAN, consequently I would wish the same for other families who choose small town life. WE HAVE MUCH GOING FOR US AS A TOWN and I think being part of a "steering committee" that could offer discernment for our TOWN council is crucial in the months ahead. THIS TOWN CAN'T AFFORD NOT TO pursue further development but knowing the right type of development that still represents the "small town advantage" is imperative.

3. WORK EXPERIENCE/EDUCATION

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

See enclosed resume'

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).

- HELPED IN CROSSFIELD WOLF CUB/BOY SCOUT PROGRAM
1997-1999.

- LEADERSHIP IN CROSSFIELD CHRISTIAN SERVICE
BRIGADE 2000-2006.

- HELPED ORGANIZE WG MURDOCH H.S. BOTTLE
DRIVE FUND RAISER FOR BAND PROGRAM
2002-2009

5. EXPERIENCE AND SKILLS

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

<p>General Experience and Skills</p>	<p><input checked="" type="checkbox"/> Resident of the Town of Crossfield or area</p> <p><input checked="" type="checkbox"/> At least 18 years of age</p> <p><input checked="" type="checkbox"/> Canadian citizen or Permanent Resident</p> <p><input checked="" type="checkbox"/> Integrity and high ethical standards</p> <p><input checked="" type="checkbox"/> Effective listener</p> <p><input checked="" type="checkbox"/> Strong decision-making skills</p> <p><input type="checkbox"/> Strong public service orientation</p> <p><input type="checkbox"/> Experience in community representation</p> <p><input checked="" type="checkbox"/> Strong communication skills</p> <p><input checked="" type="checkbox"/> Strong analytical and reasoning skills</p> <p><input checked="" type="checkbox"/> Integrity and high ethical standards</p> <p><input checked="" type="checkbox"/> Commitment to make Crossfield the best it can be for its citizens</p> <p><input type="checkbox"/> Additional experience or skills: <i>37 yrs trade's experience/certification</i></p>
<p><input type="checkbox"/> Crossfield Municipal Library Board</p>	<p><input type="checkbox"/> Have a membership with the Crossfield Municipal Library</p> <p><input type="checkbox"/> Understand or a familiar with the Libraries Act, Municipal Government Act and other pertinent Acts and Bylaws</p>
<p><input type="checkbox"/> Crossfield & District Recreation Board</p>	<p><input type="checkbox"/> Experience in community recreation and cultural activities</p> <p><input type="checkbox"/> Knowledge and experience in dealing with local organizations and funding opportunities</p> <p><input type="checkbox"/> Understand or are familiar with the Alberta Societies Act and other pertinent Acts regarding non-profit</p> <p><input type="checkbox"/> Understand or are familiar with bylaws regarding the Crossfield & District Recreation Board</p>



TOWN OF CROSSFIELD
Board And Committee Application

Municipal Planning Commission (MPC)

OR

Subdivision and Development Appeal Board (SDAB)

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

6. CONFIRMATION

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

[Redacted signature area]

April 15/25

Signature

Date

FOR OFFICE USE

Table with 2 columns: Description and Date. Rows include Completed Application Received (April 16, 2025), Administration Review Completed (May 15, 2025), and Council Approval (Date blank).



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 (FOIPPA)*. 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 FOIPPA 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>		
Kurtis	Kristianson	In Town of Crossfield	18	years
		Crossfield Area		years
Mailing Address	City	Province	Postal Code	
[REDACTED]	Crossfield	AB	TOM0S0	
Email Address	Telephone Number			
[REDACTED]	[REDACTED]			

How did you hear about this opportunity?

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

SUBMIT YOUR APPLICATION:

Email to:
town@crossfieldalberta.com

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

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

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. SEEKING APPOINTMENT TO

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

SDAB



TOWN OF CROSSFIELD
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2. INTEREST IN THE POSTION

Why are you interested in this position?

Have taken a break from municipal / committee volunteering. Now ready to start back again.

3. WORK EXPERIENCE/EDUCATION

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

Sat on dozens of boards and committees in the past, currently managing a business in the city and also currently providing oversight to a condo board managing a new commercial building.

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).

2007 - 2014 Crossfield Fire (fire fighter / AEMA emergency management training for town of Crossfield)
 2012 - 2016 Crossfield Chamber (Board President)
 2012 - 2017 WPBC (Church camp board Chair as a representative of Crossfield Baptist)
 Crossfield Motocross Association (past)
 Crossfield Youth Council board (past)

5. EXPERIENCE AND SKILLS

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

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



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Municipal Planning Commission (MPC)

OR

Subdivision and Development Appeal Board (SDAB)

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

6. CONFIRMATION

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

[Redacted Signature]

April 9, 2025

Signature

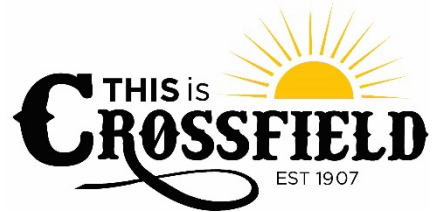
Date

FOR OFFICE USE

Completed Application Received:	Date: <u>April 9, 2025</u>
Administration Review Completed:	Date: <u>May 15, 2025</u>
Council Approval:	Date: _____

Monthly Administrative Update

May 2025



Public Works & Infrastructure

Monthly Update:

- The Request for Proposal (RFP) for engineering services for work at the effluent cell outlet to manage invasive species, for water and wastewater main replacements along Laut Avenue, for wastewater main replacements on Athabasca and Whitfield and for bulk water station improvements was awarded to Allnorth Consultants.
- F3 Networks and AFL started construction of the high-speed Telus fibre optic network in the Harrison Street area.
- Line painting, pothole patching, crack sealing, gravel road maintenance and other warm weather road operations and maintenance activities are underway.

Upcoming:

- Operations crews will be managing road closures during the Pete Knight Days parade on June 14.

Planning & Development

Monthly Update:

- The Town has received the following planning and development applications in 2025:
 - 1 redesignation application and 1 subdivision application
 - 71 development permit applications, including 46 applications for new homes.
 - 9 home occupation permits and 2 sign permits

Upcoming:

- The MDP is planned to return to Council on June 17 for a public hearing.
- Administration intends to bring minor Land Use Bylaw amendments to Council in Q2 2025 with more significant amendments to follow later in the year to align with the updated MDP.
-

Public Safety

Monthly Update:

- Interviews for the vacant Fire Chief and Community Peace Officer positions have been ongoing.
- The Fire Department has switched over to the AFRRCS radio system (Alberta First Responders Radio Communications System). There are still a few items to sort out with the paging system, but overall, the change-over is going well. Administration plans to re-purpose the old radios to other departments when they are no longer needed by the Fire Department (e.g. Operations and Emergency Management)

- BEHR Integrated Solutions Inc. has started on the Community Risk Assessment for the Fire Department.
- Administration participated in a functional emergency exercise on Thursday May 8 along with Rocky View County and the Village of Beiseker. WG Murdoch School, Crossfield Mobile Estates, and Plasti-Fab also participated. The exercise was successful with a lot of learning for our staff. A follow-up report is being completed by the consultants, Trace Associates, that will help us identify where we did well and where we can improve.

Upcoming:

- Administration expects to have the Fire Chief and Community Peace Officer positions filled by early to mid-June.
- The new fire truck is anticipated to arrive within the first 2 weeks of June.

Customer Service/ Community Engagement

Monthly Update:

- Website has been updated to include a page dedicate to the continuing momentum of Hockeyville for the Pete Knight Arena Upgrades. This page provides information on how donations can be made to the Town.
- There has been a delay with the launch of the E-Gov platform due to changes with the Moneris integration. Catalis and Moneris are working on a solution and we anticipate a soft launch the first part of June, with the public launch for the middle of June.
- With the mailing of the 2025 Property Assessment and Taxation Notice, the Customer service requests have increased to 325 interactions and we have see an increase in the walk in interactions from 121 in April to 147 up to May 28, 2025.

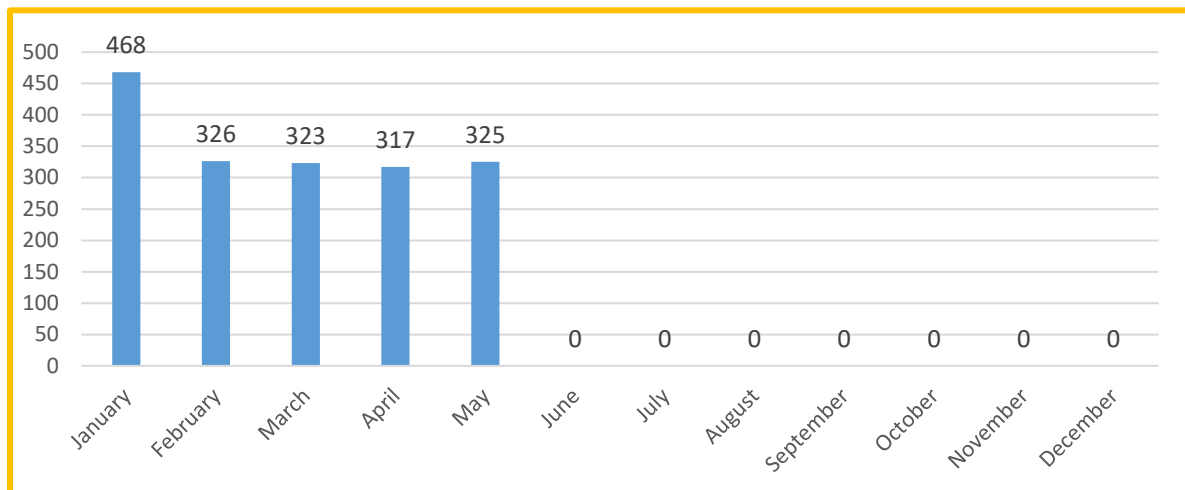


Figure 1: Monthly Citizen Interactions

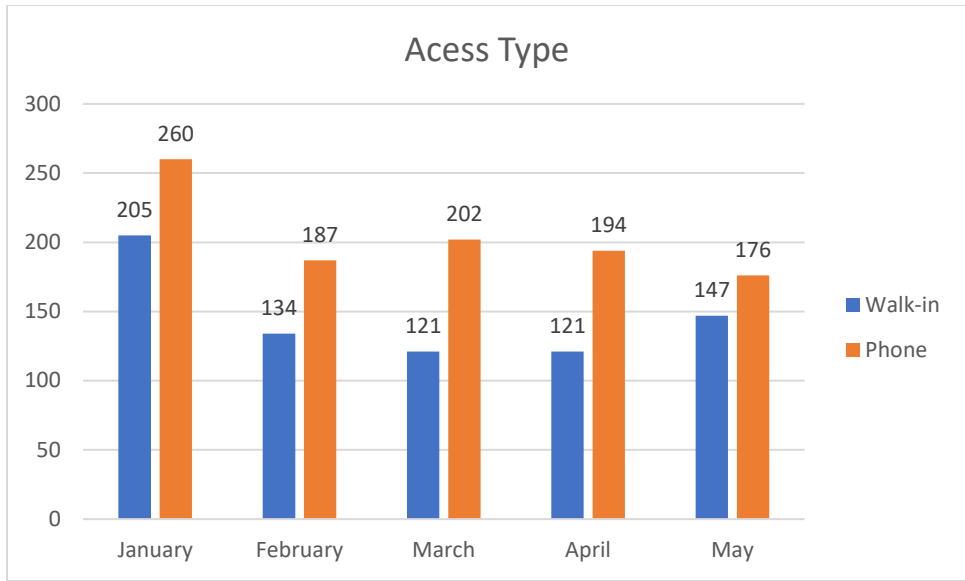


Figure 2: Access Type

Upcoming:

- Department Director training for e-scribe is anticipated to take place in the middle of June with a full launch date of July 2, 2025.

Community Services & Events

Monthly Update:

- Seasonal Parks and Recreation staff have started.
- Discounted passes for Calaway Park are available again for residents to purchase through the Town Office.
- Lacrosse is still going strong at the Arena with another tournament scheduled for May 30 – June 1.
- A water line to one of the features at the splash park is being repaired. Unfortunately, the break was under the concrete pad; however, it has been located and is anticipated to be ready prior to opening in early June.
- Minor repairs are being made to the community garden in Amery Park. A group of volunteers is being assembled to assist with regular maintenance of the garden (e.g. weeding and general clean-up).
- The extension of the outfield fence on Diamond 2 has been completed and so far, it seems to be working as anticipated.

Upcoming:

- Planning for the annual Pete Knight Days pancake breakfast is underway. This will be held at the Community Hall on Friday June 13.

- The new score clock for the Arena has been received by the supplier. Install is anticipated for early June.
- Upgrades to the Amery Park outdoor rink are set to begin in June and are expected to take about a month to complete.
- Planning is underway to complete the grease pit replacement at the Community Hall.
- A Request for Proposal (RFP) will be issued for design of the pump track in Murdoch Park.

Administrative Services

Monthly Update:

- With the approval of the Blade Sign Policy, Administration has been working on sending letters out to side street businesses providing them information on the program.
- Administration is continuing efforts on land lease agreements, including the Collicutt Siding Golf Course Lease and the Rodeo Society Land Lease, with Rodeo Society lease scheduled for Council's review this evening.
- 1,954 tax notices were mailed and 98 were emailed on May 7th. Administration worked hard to ensure notices were sent out earlier than in previous years to avoid any delays associated with the potential postal strike. Property taxes are due on June 30th at 4:30 p.m. (unless enrolled in the Tax Installment Payment Plan).
- Utility bills were also issued a few days earlier in May to avoid delays associated with the potential postal strike.
- Met with CAOs and CFOs from Sundre and Drayton Valley to discuss a funding pressure experienced by mid-sized towns and a potential funding model for future provincial grant funding.

Upcoming:

- Budget Survey will close for public input on June 9th at 4:30 p.m. Administration will bring a What We Heard report to Council to share the results of the survey.

Outstanding Action List

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
066							
065							
064							
062	May 6, 2025	112-2025	Amery Park Community Garden	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 has been drafted and public advertisements has gone out notice of plots for rent. Kimber & Stephanie – continue to complete required maintenance including weed control and fixing broken plot boxes.
061	May 6, 2025	111-2025	Bike Park and Pump Track	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.
050	Feb 18, 2025	033-2025	Bylaw 2025-01 – Municipal Development Plan	Steve Altena	Q2 2025	IN PROGRESS	Frist reading given Feb 18 with public engagement - open house on March 26/25. Public Hearing scheduled for June 17/25.
041	Dec 3, 2024	<i>No Motion</i>	Limit Ave Speed Change – change speed limit from 50 km/h to 30 km/h.	Lindsey Nash	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	Offer to Purchase – Additional information required with respect to the Offer to Purchase	Steven Altena Lindsey Nash	Q2 2025	IN PROGRESS	Administration to follow with Environmental company to interpret all environmental reports recorded on file to have a clear understanding of data. A report will be brought forward to a future council meeting in Q2 during the Land inventory discussion.
026	Feb 20, 2024	028-2024	Snow Removal & Ice Control Program – program review	Steve Altena/ Murray Pollock	Q3 2025	IN PROGRESS	Administration is completing a program review and working on proposed recommendations.
024	Jan 16, 2024	<i>No Motion</i>	Tax Sale Lands - 1316 Railway Street & 1318 Railway Street - Proposed Use of contaminated lands	Kinza Barney/ Lindsey Nash	Q3 2025	IN PROGRESS	Administration has signed an agreement for the completion of a Phase 2 environmental assessment on the property starting in middle of June.
007	Feb 21, 2023	064-2023	Rodeo Ground Lease Agreement	Russ Nash	Q2 2025	IN PROGRESS	Administration and Rodeo Society has agreed to the terms of the agreement and the agreement will be brought forward to the June 3 Council meeting for Council's consideration..
004	April 4, 2023	No Motion	Town-Owned Lands – Discussion on future use - Administration to prepare a list of town lands and provide options for what those lands could be used for. The intent being to review town owned lands that are not currently active properties and come up with a plan.	Lindsey Nash	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.
002	April 19, 2022	129-2022	Town Office Development – Exploration of potential options for a Town Administrative Building	Kinza Barney/ Sub-committee	Q3 2026	IN PROGRESS	A sub-committee has been formed appointing the CAO, Russ Nash. Exploration of further options and required funding strategies to be identified in 2024.