



Town of Crossfield
AGENDA
Regular Council Meeting
Tuesday, September 02, 2025 07:00 PM

1. CALL TO ORDER

2. AGENDA

2.1 September 2, 2025 Agenda

3. MINUTES

3.1 July 15, 2025 meeting minutes Page 3

4. DELEGATIONS

4.1 Introduction of Fire Chief Dax Huba and Peace Officer Keith Arndt Page 9

5. PUBLIC HEARING

5.1 Bylaw 2025-10 - Being a bylaw of the Town of Crossfield to amend Bylaw No. 2018-14, being the Town of Crossfield Land Use Bylaw to redesignate from UR (Urban Reserve) to I-1 (Light Industrial and Commercial District) and I-2 (Medium Industrial District). Page 11

6. BYLAWS

6.1 Bylaw 2025-11 - Designated Officers Bylaw Page 35

6.2 Bylaw 2025-12 - Council Procedural Bylaw Page 45

7. ACTIONS AND DECISIONS

7.1 Crossfield Community Wellness Day Proclamation Page 85

8. COUNCILLOR'S BUSINESS

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

9. ADMINISTRATIVE UPDATE

- | | | |
|-----|----------------------------|----------|
| 9.1 | Administrative Update | Page 102 |
| 9.2 | Quarterly Corporate Update | Page 107 |
| 9.3 | Outstanding Items List | Page 158 |

10. CORRESPONDENCE

- | | | |
|------|--|----------|
| 10.1 | Letter from RCMP introducing new Commanding Officer. | Page 159 |
| 10.2 | Rocky View Foundation Community Impact Report - 2025 | Page 161 |

11. ADJORN



**Regular Council Meeting
Minutes**

Tuesday, July 15, 2025

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

PRESENT:

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

REGRETS:

Councillor Knight

STAFF:

Kinza Barney, CAO

**Russ Nash, Director of Community & Protective Services Steve Altena, Director of Infrastructure
and Community Growth Amber Ouellette, Chief Finance Officer**

Lindsey Nash, Legislative and Administrative Services Manager (Recording Secretary)

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

2.1 July 15, 2025 Agenda

172-2025

MOVED by Councillor Vang that the July 15, 2025, agenda be accepted as prepared.

CARRIED

3. MINUTES

3.1 July 2, 2025 meeting minutes

173-2025

MOVED by Councillor Lambert that the July 3, 2025, minutes be accepted as presented.

CARRIED

4. PUBLIC HEARING

4.1 Bylaw 2025-07 - Public Notification Bylaw

A public hearing is being held on Bylaw 2025-07 Public Notification Bylaw pursuant to Section 606.1 of the Municipal Government Act.

Mayor Harris declared the public hearing for Bylaw 2025-07 open at 7:06 p.m.

This request was first considered at the Council Meeting on June 17, 2025, and given first reading with the Public Hearing was set for July 15, 2025. Notice of this Public Hearing was posted on the Town of Crossfield's website, and Town Social Media Sites.

There were no responses received in support or opposition during the Public Hearing notification period, and no person has registered to participate electronically at this hearing.

Manager of Legislative and Administrative Services Lindsey Nash presented opening Administrative remarks and an overview of the proposed changes regarding the Public Notification Bylaw.

Mayor Harris asked three times if there was anyone present who wished to speak in favour of the Bylaw 2025-01. There were no responses.

Mayor Harris asked three times if there was anyone present who wished to speak in opposition to the Bylaw 2025-01. There were no responses.

Mayor Harris closed the public hearing for Bylaw 2025-07 at 7:12 p.m.

174-2025

MOVED by Councillor Gustafson that Council accept the proposed changes and that Bylaw 2025-07 Public Notification be given second reading.

CARRIED

175-2025

MOVED by Deputy Mayor Brennan That Bylaw 2025-07 Public Notification be given third and final reading.

CARRIED

5. DELEGATION

5.1 Library Board Member Reappointment

176-2025

MOVED by Councillor Fox that Council reappoint Jo Tennant and Brenda Rosvick to the Library Board as Library Board Trustees for a three-year term ending in 2028.

CARRIED

6. **BYLAWS**

6.1 Bylaw 2025-10 - Redesignation from UR to I-1 & I-2

177-2025

MOVED by Deputy Mayor Brennan that Bylaw 2025 -10 be given first reading and the Council direct Administration to schedule a public hearing for Bylaw 2025-10.

CARRIED

7. **POLICIES**

7.1 Reserve Policy C 304-25

178-2025

MOVED by Councillor Lambert that Reserve Policy C 304-25 be approved as presented.

CARRIED

179-2025

MOVED by Councillor Lambert that the reallocation of \$4,153,183.20 from existing reserves, as presented in the Schedule of Restructured Financial Reserves, be approved.

CARRIED

180-2025

MOVED by Deputy Mayor Brennan that \$8,164.46 from deferred revenue, received from the Worker's Compensation Board safety rebates and personal injury reduction program be transferred to the Health and Safety Reserve.

CARRIED

8. **ACTIONS AND DECISIONS**

8.1 Budget Survey Results

181-2025

MOVED by Councillor Vang that Council accepts the 2026 Budget Survey Results report as information.

CARRIED

8.2 Town Owned Land Sale Inquiries and Requests

182-2025

MOVED by Councillor Fox that Council direct Administration to defer requests pertaining to the sale of town owned lands, except when requested for critical infrastructure, until after the Land Strategy is completed and approved by Council.

CARRIED

8.3 Regional RCMP Policing Model Study

183-2025

MOVED by Councillor Lambert That Council accept the Regional RCMP Model Study as prepared by MNP for information and that Council authorize Administration to notify the regional partners, being the Town of Carstairs, Town of Didsbury, Mountain View County and Village of Cremona, that the Town of Crossfield does not wish to continue in further exploration of a regionalized policing model at this time.

CARRIED

9. COUNCILLOR'S BUSINESS

Mayor Harris

- July 10 - Had the opportunity to attend the Town Services Showcase and met the new Fire Chief Dax Huba.
- July 10 – Attended an Alberta Mid-Sized Towns Mayors' Caucus meeting.
- Continue to meet with the CAO meetings weekly

Deputy Mayor Brennan

- July 10 - Had the opportunity to attend the Town Services Showcase

Councillor Fox: Nothing further to report.

Councillor Gustafson

- June 18 – Attended the Rocky View Foundation meeting

Councillor Lambert: Nothing further to report.

Councillor Vang: Nothing further to report.

184-2025

MOVED by Deputy Mayor Brennan that Councillor's Business be accepted as presented.

CARRIED

10. ADMINISTRATIVE UPDATE

10.1 Outstanding Items List

185-2025

MOVED by Councillor Lambert that item 064 be removed from the Outstanding Items list.

CARRIED

11. CORRESPONDENCE

11.1 Marigold Library System 2024 Value of Your Investment (VOYI) report for Crossfield Municipal Library

186-2025

MOVED by Deputy Mayor Brennan that the item under correspondence be filed for information.

CARRIED

12. CLOSED SESSION

12.1 Collicutt Siding Golf Club Lease Agreement – Disclosure harmful to business interests of a third party – FOIP Section 16 (1) and Advice from officials 24 (1).

187-2025

MOVED by Councillor Vang that Council enter in camera at 8:19 p.m.

CARRIED

188-2025

MOVED by Councillor Gustafson that Council leave in camera at 8:45 p.m.

CARRIED

189-2025

MOVED by Councillor Fox that Council approve the Collicutt Siding Golf Club's Land Lease Agreement for a 5-year term effective July 1, 2025, to June 30, 2030, as presented.

CARRIED

13. ADJORN

190-2025

MOVED by Councillor Vang That the Council meeting adjourn at 8:46 p.m.

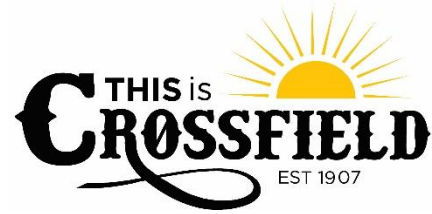
CARRIED

Mayor Harris

Kinza Barney,
Chief Administrative Officer

DRAFT

Report to Council



Meeting Date: 2025-02-04
Meeting Type: Council Meeting
Prepared By: Russ Nash, Director of Community & Protective Services
Presented By: Russ Nash, Director of Community & Protective Services
Subject: Introduction of Fire Chief and Community Peace Officer
Department: Community Services

REPORT PURPOSE:

The purpose of this report is to formally introduce to Council our new Fire Chief, Dax Huba and our new Community Peace Officer, Keith Arndt.

BACKGROUND:

Over the past several months, Administration has worked to fill two (2) important vacant positions: Fire Chief and Community Peace Officer, and we are happy to introduce them to Council and the community of Crossfield.

Fire Chief: Dax Huba

Dax started with the Town on June 23 and was previously a District Chief with Rocky View County. He also has a passion for mental health and wellness for emergency service personnel.

Community Peace Officer: Keith Arndt

Keith started with the Town on July 28 and has several years of experience in planning and development, bylaw, and animal control with the City of Calgary. He also worked with the Alberta Sheriffs in the courts and on highway patrol, as well as in traffic enforcement with Rocky View County.

Keith recently received his Peace Officer appointment for the Town of Crossfield from Alberta Justice and Solicitor General, enabling him to address various provincial statutes (e.g. Traffic Safety Act) along with municipal bylaws.

ANALYSIS:

Strategic Alignment

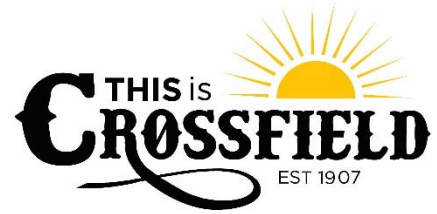
- Sustainable Community Growth
- Town Infrastructure
- Parks, Recreation & Beautification

- Social Development & Emergency Services
- Communications & Public Relations

FINANCIAL IMPLICATIONS:

These positions are funded through the Town of Crossfield Operating Budget.

Report to Council



Meeting Date: 2025-09-02
Meeting Type: Council Meeting
Prepared By: Steve Altena, Director of Infrastructure and Community Growth
Presented By: Steve Altena
Subject: **Public Hearing, 2nd and 3rd Readings – Redesignation Item – Concept Plan – 701 Western Drive**
Department: Planning & Development
File No: 2025-210000-R

REPORT PURPOSE:

The purpose of this report is for Council to assess Bylaw 2025-10 and the Advance Crossfield Concept Plan, which concerns the redesignation of a portion of NW ¼ Section 24, TWP 28, Range 1, W5M from UR (Urban Reserve District) to I-1 (Light Industrial and Commercial District) and I-2 (Medium Industrial District). The proposed redesignation, covering ±8.18 ha (±20.21 ac), would facilitate the phased development of an industrial park. The Concept Plan is provided in Attachment B.

RECOMMENDATION:

Administration recommends:

THAT Bylaw 2025-10 be given second reading.

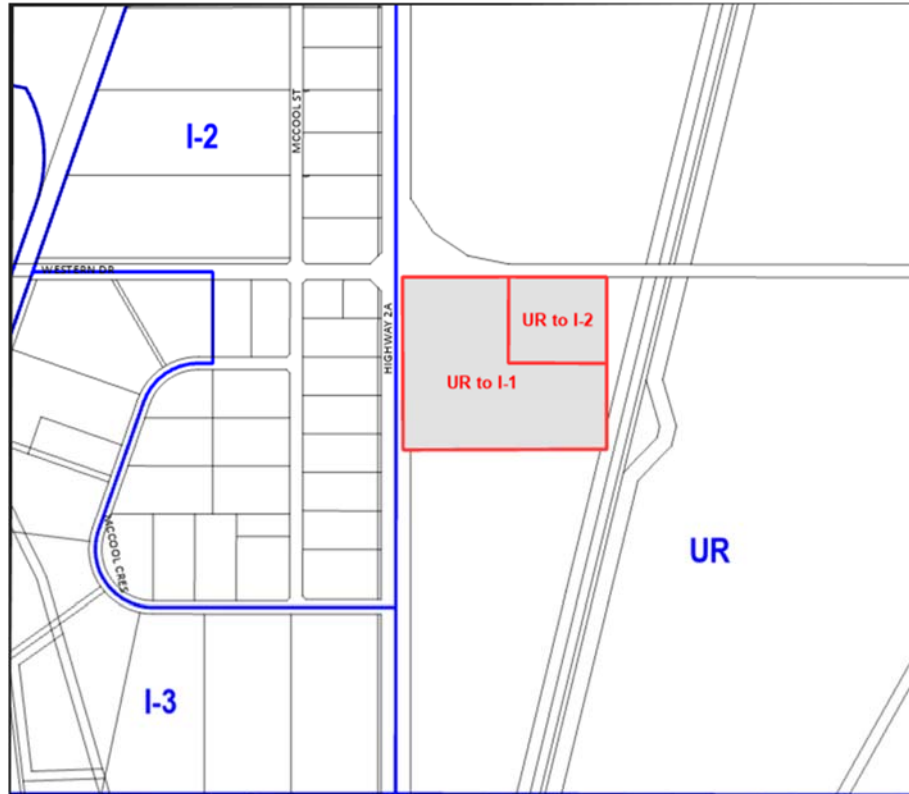
THAT Bylaw 2025-10 be given third and final reading.

THAT the Advance Crossfield Concept Plan be adopted as a framework to guide development within subject lands.

BACKGROUND:

Location

The subject lands are located within the southernmost quarter section of the Crossfield East Area Structure Plan (ASP).



Site Context

The Crossfield East ASP was approved for the subject lands in 2019 and supports industrial development for the subject lands.

The subject lands are currently zoned Urban Reserve District (UR) to protect land for urban uses from premature subdivision and development, which may prejudice or compromise future urban development. A limited range of rural and recreational uses may be supported on UR zones lands.

Intermunicipal and Agency Circulation

The application was initially circulated from January 09, 2025 to February 10, 2025 to Rocky View County along with several agencies including Alberta Transportation and Economic Corridors, Rocky View Schools, ATCO, Fortis and Telus, as well as internal Town departments. Following comments from agencies and from Town Administration, the Applicant submitted a more detailed concept plan in support of the application on May 07, 2025. Considering the changes to the original plan, Administration re-circulated the updated application from May 13, 2025 to June 03, 2025.

The circulation comments received by the Town for both circulations periods are presented in Attachment 'A'.

Landowner Circulation

The application was circulated to adjacent landowners during the same time periods as above, in accordance with the *Municipal Government Act*. No responses were received during this circulation period.

Development Proposal

It is being proposed to subdivide a 2.04 ha (5.04 ac) lot from the northeast corner of the 8.18 ha (20.21 ac) subject lands and change the land use from UR to Medium Industrial District (I-2) to support a wood pallet manufacturer facility. A land use change from UR to Light Industrial and Commercial District (I-1) is being proposed for the remaining 6.14 ha (15.17 ac), but will remain in its current agricultural state until a time future development is warranted. The proposed development is shown in Attachment B.

ANALYSIS:

Strategic Alignment

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

Relevant Statutes / Master Plans / Town Documents

The proposed development must conform with the following statutory plans and bylaws:

- Town of Crossfield Municipal Development Plan (MDP)
- Crossfield East Area Structure Plan (ASP)
- Land Use Bylaw (LUB)

Policy Analysis

The proposed redesignation is compliant with the policies of the Town MDP, Crossfield East ASP and Town LUB as detailed in Attachment 'D'. Policy areas to note for Council are:

- The Crossfield East ASP typically requires a Local Plan to be prepared as per Policy 8.1.12. In the ASP the Local Plan is defined as a Neighbourhood Area Structure Plan (NASP), which is considered a statutory plan at the sub-ASP level. Given that the proposed development is contained to a parcel of approximately 20 acres, Administration supported the preparation of a Concept Plan by the Applicant instead.
- The initial phase of development within the Concept Plan proposes to use interim on-site servicing as allowed for consideration under Policy 8.3.4 of the MDP, while the Crossfield East ASP requires full municipal servicing for industrial areas under Policy 8.1.2. The MDP takes precedence over the ASP as the higher order statutory document and Administration is supportive of this initial development being supported by interim servicing. The need for full servicing will be assessed at future phases as development intensifies east of Highway 2A.

Technical Studies

The Applicant conducted several technical studies to support the redesignation and Concept Plan including:

- Utility Servicing Report
- Biophysical Impact Assessment (BIA)
- Phase 1 Environmental Site Assessment (ESA)
- Limited Phase 2 ESA
- Transportation Impact Assessment (TIA)

The Utility Servicing Report outlines the interim servicing strategies for the initial phase of development, including the use of a sewage holding tank for sanitary servicing, cistern for potable water servicing and the use of a second tank to meet fire requirements. These details will be addressed fully at development permit stage. The report also identifies the stormwater strategy for initial phase.

The BIA notes that the initial phase of development avoids environmental sensitive areas, including two wetlands and an ephemeral drainage course, and includes recommendations for construction and future development of the site. The Phase 2 ESA recommends that no further environmental assessments are required.

The TIA concludes that the Western Drive and Hwy 2A intersection can accommodate the initial development phase. In the 10- and 20-Year Horizons, site generated traffic and background traffic growth will require network improvements at the Western Drive and Hwy 2A intersection, as well the Hwy 2A intersections with the Highway 2 West Ramp to the south and at Twp Rd 292 to the north. Traffic impacts will be further confirmed at future phases of development. Western Drive east of Hwy 2A will be assessed further at the subdivision stage to determine if any surfacing improvements are needed to accommodate heavy vehicles to the initial development.

COMMUNICATIONS AND ENGAGEMENT:

The application was circulated to adjacent landowners and relevant agencies in two circulation periods from January 09, 2025 to February 10, 2025 and May 13, 2025 to June 03, 2025 in accordance with the *Municipal Government Act*.

FINANCIAL IMPLICATIONS:

No financial implications have been identified at this time.

ALTERNATIVES/IMPLICATIONS:

Administration does not propose an alternative direction for Council.

ATTACHMENTS:

Attachment 'A' – Circulation comments
Attachment 'B' – Concept Plan
Attachment 'C' – Bylaw 2025-10
Attachment 'D' – Policy Analysis

ATTACHEMENT 'A'

CIRCULATION COMMENTS: RE: 701 WESTERN DR. APPLICATION 2025-2100000-S & R

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

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

ATCO Pipelines:	<ul style="list-style-type: none"> No comments received
ATCO Gas:	<ul style="list-style-type: none"> Atco Gas has no objections.
Shaw/Roers:	<ul style="list-style-type: none"> No objections
TELUS:	<ul style="list-style-type: none"> No objections
Fortis:	<ul style="list-style-type: none"> No easement is required by Fortis Alberta. Please contact 310-WIRE for electrical services.
Alberta Transportation:	<ul style="list-style-type: none"> After review of the TIA, our comments are as follows: <ul style="list-style-type: none"> The TIA should be revised and resubmitted. I am not sure why, added Township Road 292/H2A, Township Road 292/Highway 2 and Highway 2A/Highway 72/Highway 2 interchanges in the scope, maybe the Town asked for it. Mentioned then in Sec. 1.3 (Methodology), however, the analysis was carried out only for Township Road 292/H2A, Township road 292/Highway 2 in addition to H2A/Township road 284. Did not analyze Highway 2A/Highway 72/Highway 2 interchange, which actually qualifies more than the one to the north because it is closer and assigned with 67% of the new trips in this direction. In sec. 4.9, Highway 2A is not a four lane road, it is a two lane road. Please include turn lane warrant/rural intersection type assessment. Table 6.2, 20 year gross trips: Please check and correct the number of trips generated by north industrial parcel; the numbers seem to be significantly low if the area and ITA factor shown in table 6.1 are correct. Is the developer planning to carry out the first phase (Manufacturing) after five years or sooner? The initial analysis is for five years horizon and not for 2025.
Rocky View County:	<ul style="list-style-type: none"> No further comments were received on the re-circulation. Comments from initial circulation below: The County suggests consideration for managing impacts in the conditions of approval, specifically: traffic, dust, lighting, noise, debris, etc. to ensure any off-site impacts are appropriately mitigated during and post-construction with consideration for neighbouring agricultural lands. Transportation: The County would like to understand whether the traffic generated from this proposed development will trigger any road upgrade work to the adjacent County roads. Please confirm if any County roads will be used as haul routes for the haul of materials and equipment required for the proposed

	<p>development, including any site grading and fill placement. If yes, the applicant is to contact County Transportation services with haul details to confirm if a Road Use Agreement or a Roadata Heavy Haul/Overweight/Over dimensional Permit will be required for any hauling along the County road system pursuant to the County's Road Use Agreement Bylaw C-8323-2022.</p>
<p>Planning (with comments from Urban Systems):</p>	<ul style="list-style-type: none"> • The BIA was revised and resubmitted. USL has completed a review with comments provided in the review memo and marked up BIA attached and submitted to applicant June 13, 2025. The BIA requires updates. Applicant must incorporate and address all comments/concerns provided in the "marked up" version and memo comments provided. • The ESA's were revised and resubmitted for review. USL completed a review and provided the following comment for applicant and Town: Groundwater exceedances in salts (sodium and Chloride) do not meet the Alberta Tier 1 guidelines. The report mentions that it is not a risk for development, however, it may be a risk to offsite receptors depending on direction of groundwater flow. This is unknown because the plume hasn't been delineated. Please address this comment. • The applicant should show the location of the potential outdoor storage component on their site plan and/or Concept Report for Town staff and Council to make an informed decision about supporting the proposed development on the Subject Parcel. • Municipal reserves are to be provided, in accordance with Section 666 of the MGA, based on the reserve analysis. Reserves provided as cash-in-lieu will be based on an appraisal report, in accordance with Section 667(1) of the MGA. Applicant has provided a 5.0 m width MR along the western portion of the lands for a total of 1.01 acres. The remaining MR dedication is to be determined and provided as a combination of land and cash-in-lieu based on a future appraisal report. This appraisal report must be completed prior to subdivision approval as the Town must specify the amount of cash-in-lieu required at approval, in accordance with section 667(2). • Will the internal road network be constructed at phase 2? • An interim servicing solution is required for Phase 1, while the ultimate servicing must be supported by municipal infrastructure. An onsite servicing solution has been proposed for phase 1. Applicant must enter into a deferred servicing agreement with the Town per the current Town of Crossfield Municipal Development Plan. • Per ASP Policy 16.1.2, a TIA was submitted. Changes are required per Alberta Transportation and MPE comments. Applicant must incorporate and address Alberta Transportation comments and Engineer comments and re-submit changes to the Town for further review by Alberta Transportation and engineering. • Fire protection response measures and onsite firefighting requirements: The applicant has indicated that the fire protection requirements will be determined at detail design and will include onsite water storage. Please provide clarification as to the scope of the fire protection and whether it is restricted to the building alone or also to the onsite pallet storage.

	<ul style="list-style-type: none"> • As a condition of subdivision, the Owner shall pay the subdivision endorsement fee, in accordance with the Fees and Rates Bylaw 2024-08. • As a condition of subdivision, the Owner shall ensure that all taxes owing, up to and including the year in which the subdivision is to be registered, are to be paid to the Town prior to endorsement in accordance with Section 654(1) of the MGA. • Items deferred to submission at Development Permit stage will include: <ul style="list-style-type: none"> a. Stormwater Management Plan and DSSP. b. Due to the location of development, and notwithstanding MDP Policy 5.3.17 or 5.3.18, the Town will require a complete landscaping plan demonstrating alignment with ASP Appendix B, Landscaping and Design Guidelines, as well as Land Use Bylaw Landscaping requirements. This DP will be subject to all Gateway Area policies and guidelines.
<p>Engineering (with comments from MPE Engineering):</p>	<p><u>General Comments</u></p> <ul style="list-style-type: none"> • The developer is responsible to follow the recommendations of all relevant reports and statutory documents. • These comments reflect the resubmission of the technical documents following the initial comment response to the Applicant in March 2025. <p><u>Geotechnical</u></p> <ul style="list-style-type: none"> • The Applicant submitted a geotechnical investigation report prepared by Lone Pine Geotechnical Ltd. Dated October 8, 2024. <ul style="list-style-type: none"> ○ The developer is responsible to follow the recommendations of the geotechnical report. <p><u>Servicing</u></p> <ul style="list-style-type: none"> • Town potable water, storm and wastewater servicing is not currently available for the subject parcel. The Municipal Development Plan Bylaw 2025-01 was adopted by Council on June 17, 2025. Policy 8.3.4 allows the Town to consider a phased servicing approach for industrial and commercial development within the Crossfield East ASP allowing for interim servicing solutions until piped infrastructure is extended to the development area. • As a condition of subdivision, the Owner shall enter into a Deferred Services Agreement with the Town for the 5-acre development to ensure the connection to municipal services in the future and the decommissioning of any on-site servicing. • The Applicant has submitted an updated Utility Servicing Report prepared by Lee Maher Engineering, dated April 29, 2025. <ul style="list-style-type: none"> ○ The servicing strategy should update its reference to the Municipal Development Plan Bylaw No. 2025-01. ○ Water servicing is to be provided by a proposed cistern, which aligns with an interim servicing strategy supported by the MDP. ○ The cistern should be sized based on anticipated usage, not based on the Town’s billing practices. ○ Sanitary servicing is to be provided by a proposed sewage holding tank, which aligns with an interim servicing strategy supported by the MDP. The storage

tank appears to be reasonably sized for the projected building occupancy.

- The utility servicing report indicates the intention to utilize onsite stormwater management methodologies in the absence of existing Town infrastructure for Phase 1A.
- A stormwater management plan was prepared for Phase 1A by LGN Consulting Engineering Ltd. dated April 2025. The stormwater management plan submitted indicates a reasonable strategy for the Phase 1A of the development.
- The Town's master planning documents and the Crossfield East ASP identify a stormwater conveyance route on the eastern edge of the subject lands. The BIA prepared by Basin Environmental dated March 2025 also shows conveyance along the eastern edge. The Owner/Applicant shall further consider this conveyance route and update the concept plan, servicing plan and stormwater management plan to:
 - Identify all existing drainage routes and identify how they will be protected or accounted for.
 - Identify all future drainage routes and identify how they will be protected or accounted for.
 - State whether a Wetland Assessment and Impact Report is required or not.
- According to the concept plan, Phase 1B will occupy the space where Phase 1A's stormwater will be managed. Please clarify within the servicing report and concept report how the stormwater manage facilities will be staged to support Phase 1 and future development of the remaining 15 acres.
- The concept plan proposes a SWMF in the NW corner of the subject lands. Does this area represent a reasonable size to manage stormwater for a 20 acre commercial/industrial park?
- As identified in the Town's master planning documents and the Crossfield East ASP, the western edge of the subject lands will be required for future water, wastewater and stormwater utility installation. The Applicant proposes that utilities will be accommodate within a 10 m utility right-of-way and the 5 m MR along the western edge of the subject lands.
 - The current configuration of the western URW and MR will create a cutoff parcel. The Applicant/Owner shall discuss further with the Town how best to dedicate these lands.

Transportation

- The Applicant has submitted an updated Transportation Impact Assessment (TIA) prepared by Invistec dated May 2025.
 - As a condition of subdivision, an updated TIA shall be submitted in response to Transportation and Economic Corridors' and MPE's comments on the updated May 2025 TIA.
 - In addition, the TIA shall be updated to estimate the percentage of heavy vehicles along Twp Rd 284 entering/existing the Phase 1 manufacturing facility and identify triggers and surfacing recommendations for Twp Rd 284.

- Town Administration is open to Twp Rd 284 remaining as a gravel surface for Phase 1, however, the Applicant should assess the capacity of the road to sustain the regular heavy vehicle traffic in collaboration with the Town, and propose any improvements needed to support heavy vehicles.
- If the recommendations of the TIA identify improvements are required to support the development or if the assessment of Twp Rd 284 recommends improvements, then the Owner shall enter into a Development Agreement with the Town, addressing the design and construction of the required improvements.
- As a condition of subdivision, the Owner shall dedicate by Plan of Survey 6.0 m for road widening along the northern boundary of the subject lands, in accordance with Section 661 and 662 of the MGA. This dedication has been represented in the Concept Plan.
- The Applicant has proposed a 5 m wide MR strip along the western edge of the subject lands to provide for a public pathway as identified in the ASP. However, The current configuration of the western URW and MR will create a cutoff parcel. The Applicant/Owner shall discuss further with the Town how best to dedicate these lands.
- The Concept Plan shall be amended to show the pathway along the north edge of the subject lands on the north side of Twp Rd 284 as shown in the Crossfield East ASP.

Environment & Historic Resources

- The Applicant has submitted an updated Phase 1 Environmental Site Assessment (ESA) prepared by Basin Environmental Ltd dated May 2, 2025. This report has been reviewed and comments submitted under separate cover.
- Based on the recommendations of the Phase 1 ESA, the Applicant has submitted an updated Limited Phase 2 ESA prepared by Basin Environmental Ltd dated May 2, 2025. This report has been reviewed and comments submitted under separate cover.
 - As a condition of a future development permit, the Applicant/Owner will be required to follow the recommendations of the Phase 1 and Phase 2 ESAs.
- The Applicant has submitted an updated Biophysical Impact Assessment (BIA) prepared by Basin Environmental Ltd dated March 2025. This report has been reviewed and comments submitted under separate cover.
 - As a condition of a future development permit, the Applicant/Owner will be required to follow the recommendations of the BIA.
- Considering the BIA's recommendation that "no lands within the Project area are recommended for retention as an Environmental Reserve", the Applicant shall provide a rationale for dedicating the area around the wetland as environmental reserve.
- The Applicant has submitted a Historic Resources Overview (HRO) prepared by Western Heritage dated July 2024. The report indicates no concerns and recommends a Historic Resources (HR) application prior to development.

	<ul style="list-style-type: none"> ○ As a condition of a future development permit, the Applicant/Owner will be required to follow the recommendations of the HRO. <p><u>Payments and Levies</u></p> <ul style="list-style-type: none"> ● The Owner shall pay the Off-Site Levy in accordance with the Off-Site Levy Bylaw 2023-03 for the 5-acre parcel. The total owing shall be for the entire 5-acre parcel with the area confirmed as per the Plan of Survey. ● Off-Site Levies for the remaining 15 acres will be taken at future subdivision or development permit stage.
Alberta Health Services	<ul style="list-style-type: none"> ● Any new water wells intended for human consumption must be drilled in compliance with Section 15.1 of the Nuisance and General Sanitation Regulation of the Public Health Act, regarding setback distances from sources of contamination from Sewage or landfills. Any sewage disposal or treatment installed must be done in compliance with Section 15.2 of the Nuisance and General Sanitation Regulation, regarding setback distances from existing drinking water wells. ● AHS Supports connection to Alberta Environment-approved municipal or regional drinking water and wastewater systems wherever possible. ● Ensure the properties and development are designed and maintained in accordance with the Alberta Public Health Act, Nuisance and General Sanitation Regulation (AR 243/2003) which stipulated: “No person shall create, commit or maintain a nuisance. A person who creates, commits or maintains any conditions that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or maintained a nuisance. “ ● If there is any evidence of contamination, a public health nuisance, or other issues of public health concern identified onsite, AHS wishes to be notified.
Town of Crossfield Fire Department:	Due to the size of the building and potential combustible storage load, there is a need for an established water system to be put into place for fire protection which will maintain the adequate fire flows.
Adjacent Landowners:	No comments of concern from adjacent landowners

Advance Crossfield Concept Plan Report

701 Western Drive, Crossfield, AB

PREPARED FOR
Town of Crossfield

PREPARED BY
Invistec Consulting Ltd.

ON BEHALF OF
Advance Crossfield Development

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1.0 INTRODUCTION

Invistec Consulting Ltd. (Invistec), on behalf of Advance Crossfield Developments Ltd. (Advance Lumber), has prepared a Concept Plan in support of land use redesignation and subdivision applications for 701 Western Drive at Lot 1; Plan 9111798. The subject lands are located within the adopted Crossfield East Area Structure Plan (ASP) and are bounded by Township Road 284 to the north, agricultural lands to the east and south, and Highway 2A to the west. The lands are currently designated as Urban Reserve (UR).

It is being proposed to subdivide a 2.04 ha (5.04 ac) lot (Lot 2) from the northeast corner of the 8.18 ha (20.21 ac) subject lands and change the land use from UR to Medium Industrial District (I-2). A land use change from UR to Light Industrial and Commercial District (I-1) is being proposed for the remaining 5.95 ha (14.70 ac) (Lot 1), but will remain in its current agricultural state until a time future development is warranted. A 0.19 ha (0.47 ac) road widening dedication along the northern boundary of the subject lands is also proposed.

Advance Crossfield Developments Ltd. is a division of Advance Lumber & Pallet Ltd., a wood pallet manufacturer with operations in Alberta, British Columbia, and California. Advance Lumber has purchased the subject lands with intentions of building a 21,500 sq ft Manufacturing Plant on Lot 2 to expand their growing business to Crossfield, AB. At the time of this application, there are no formal development plans for Lot 1.

2.0 EXISTING CONDITIONS

2.1 Existing Site Features

The subject lands consist of fallow agricultural land with some remnant natural vegetation. Historically, the lands contained a rural residence and agricultural structures, however, these structures have been demolished and the land is currently vacant.

Within the subject lands, desktop searches show the presence of one wetland (M-G-III), one seasonal drainage route (ephemeral drainage), four upland vegetation communities, one disturbed community, no historic resources listings, and no active or abandoned wells.

2.2 Existing Land Use

The subject lands are currently designated as Urban Reserve (UR). Lands directly north, east, and south are also designated UR and are a mix of fallow and cultivated agricultural lands. Lands to the west are designated I-2 and contain a mix of Medium Industrial uses.

3.0 CONCEPT PLAN & EXISTING PLAN ALIGNMENT

3.1 Concept Plan Overview

The purpose of this Concept Plan is to support the proposed land use redesignation and subdivision applications for the subject lands at 701 Western Drive. Although there are currently no short-term plans or intentions to develop on Lot 1, this Concept Plan provides a high level depiction of a possible future development scenario and alignment with the Town's existing statutory planning documents.

3.2 Statutory Municipal Plan Alignment

The Crossfield East ASP is the primary document that guides the planning and development of the subject lands. The proposed concept plan, land use redesignation, and subdivision align with the vision, goals, and policies of the Crossfield East ASP, as shown in the following subsections, and in alignment with ASP Policy 21.1.3.

The Municipal Development Plan (MDP) also provides guidance for the land use, development, and servicing of the subject lands. The Concept Plan, and corresponding planning applications, align with Section 4.3 Land Use Policy Areas and Figure 4 - Policy Area Map, through the proposed designation of commercial / light industrial and medium industrial land use districts. Furthermore, they align with or promote Strategic Direction statements 1, 2, 4, and 5 within Section 4.1 Goal.

3.3 Non-Statutory Municipal Plan Alignment

This Concept Plan further aligns with the Sustainability Principles within the Crossfield Sustainability Plan, by balancing social, environmental, and economic value through design features like retaining the existing wetland and drainage route, incorporating landscaping and screening, providing regional pathways, and developing additional industrial lands.

3.4 Proposed Land Use Districts & Compatibility

As shown in Appendix I: Concept Plan, it is being proposed to redesignate Lot 2 from UR to I-2. The I-2 district provides Advance Lumber with the flexibility of obtaining the Outdoor Storage use to complement the proposed Manufacturing Plant for their wood pallet operations. Appropriate screening and landscaping will be provided, in alignment with the Crossfield East ASP and the Land Use Bylaw (LUB). The remaining lands, Lot 1, are to be redesignated from UR to I-1, in alignment with Section 4.3 Land Use Policy Areas and Figure 4 - Policy Area Map in the MDP. These land use districts are compatible with the existing I-2 district, west of Highway 2A, and future Urban Corridor and Employment lands planned north, east, and south and the subject lands.

3.5 Municipal Reserve

In accordance with Section 666(1) of the Municipal Government Act (MGA), municipal reserve (MR) is to be provided as a combination of land and money. Map 6: Crossfield East Land Use Strategy of the Crossfield East ASP identifies a segment of open space along the western boundary of the subject lands. The Concept Plan, shown in Appendix I, provides a 10.0 m width along this boundary for a total of 0.26 ha (0.66 ac). The remaining MR dedication is to be determined and provided as a combination of land and cash-in-lieu based on a future appraisal report in accordance with Section 667(1) of the MGA.

3.6 Wetland Protection & Stormwater Management

According to the July 2025 Biophysical Impact Assessment completed by Basin Environmental Ltd. (Basin), there is one existing wetland within the Concept Plan boundary that is classified as a seasonal graminoid marsh (M-G-III). This wetland is primarily contained within Lot 2 and is outside of the initial development boundary. It is being proposed to retain this wetland and a 6.0 m wetland buffer has been added to the wetland boundary, which is reflected on

the Concept Plan. Additionally, the corresponding Site Plan for the proposed first phase of development, shown in Appendix II: Site Plan, shows a 15.0 m development buffer around the wetland to ensure the wetland is protected for the initial phase of development.

Retention of this wetland is in alignment with Goal 9, Map 10: Stormwater, and Section 18 Stormwater of the Crossfield East ASP. Specifically, Policy 18.1.13 encourages the flow of treated stormwater to existing wetlands. In alignment with this policy, the natural north-south drainage course along the east side of the subject lands (Catchment 5) should be retained for Phase 1A development to allow treated stormwater to flow into the wetland. A 3.0 m utility right-of-way (URW) is proposed to preserve this drainage route for future development phases, in alignment with Map 10: Stormwater in the Crossfield East ASP and Figure 7 - Master Drainage Concept in the MDP. It is anticipated that the total width of this URW may be 10.0m, which may be reduced to 6.0m subject to additional civil engineering design at future development phases.

A Wetland Assessment and Impact Report (WAIR) is not required for the initial Phase 1A development as there are no direct or indirect impacts proposed to the wetland or drainage route. Should future phases of development result in direct or significant indirect impacts to the wetland, a Water Act submission will be required. Future phases of development will work through the stormwater management design and engineering process to ensure the wetland and drainage routes are protected or properly accounted for.

An additional stormwater management facility is proposed for the NW corner of the subject lands to address stormwater flows from Catchment 4. The size and location of future stormwater management facilities will be determined at future stages of development.

3.7 Alignment, Connectivity, & Gateway Treatment

The alignment and connectivity of pathways, roadways, and utilities, shown in the Concept Plan, reflects the intention to seamlessly connect the subject lands to adjacent parcels and the Town as a whole. It also provides an attractive entryway into the Town to improve the identified Gateway area. In alignment with Map 9: Pedestrian Connections of the Crossfield East ASP, greenways / pathways are proposed along the western and northern boundaries of the subject lands. The north-south pathway is shown within the proposed MR dedication, that will also include natural features and screening as per Section 11 Gateways and Policy 12.1.8 of the ASP.

A 6.0 m road widening ROW is also proposed for the northern boundary of the subject lands to facilitate the future expansion of Twp Rd 284. Lastly, the internal road network conceptually consists of an industrial roadway that runs north-south and east-west through Lot 1. This alignment provides strong connectivity to adjacent parcels to the north, east, and south, in alignment with Map 11: Transportation of the ASP. No roadway connectivity is provided between Lot 1 and Lot 2, and separate accesses from Twp Rd 284 are proposed.

3.8 Transportation

A Transportation Impact Assessment (TIA), completed by Invistec, has been submitted under separate cover in support of Phase 1 development. Within the initial opening day development

horizon, no upgrades to the existing transportation network are required to accommodate the Manufacturing Plant, but further road surfacing assessment may need to be carried out at subdivision. TIA updates are encouraged prior to future development phases beyond the initial Manufacturing Plant (Phase 1A).

3.9 Servicing

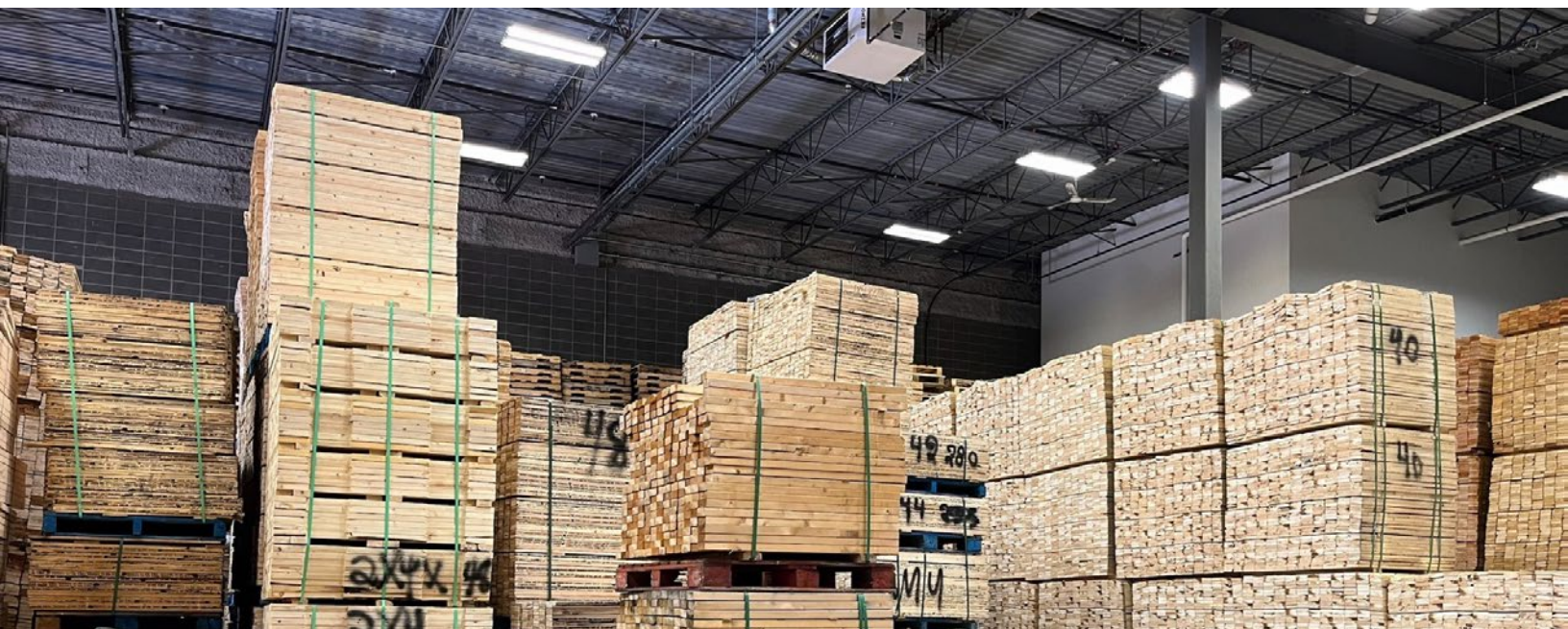
A Servicing Report, completed by Lee Maher Engineering, has been submitted under separate cover in support of the first phase of development. This report covers the servicing strategies for the utilities of water distribution, sanitary sewer collection, and stormwater management. Although interim servicing solutions are proposed for the first phase, a new servicing strategy should be explored for subsequent phases of development, including a strategy to collaborate with the Town to extend municipal servicing east of Highway 2A, in alignment with Town plans and studies.

In alignment with the Figure 8 - Water Servicing and Figure 9 - Wastewater Servicing of the MDP, future municipal water and sanitary infrastructure is proposed within the internal industrial north-south roadway in Lot 1. Exact roadway and servicing alignment will be detailed in future development phases.

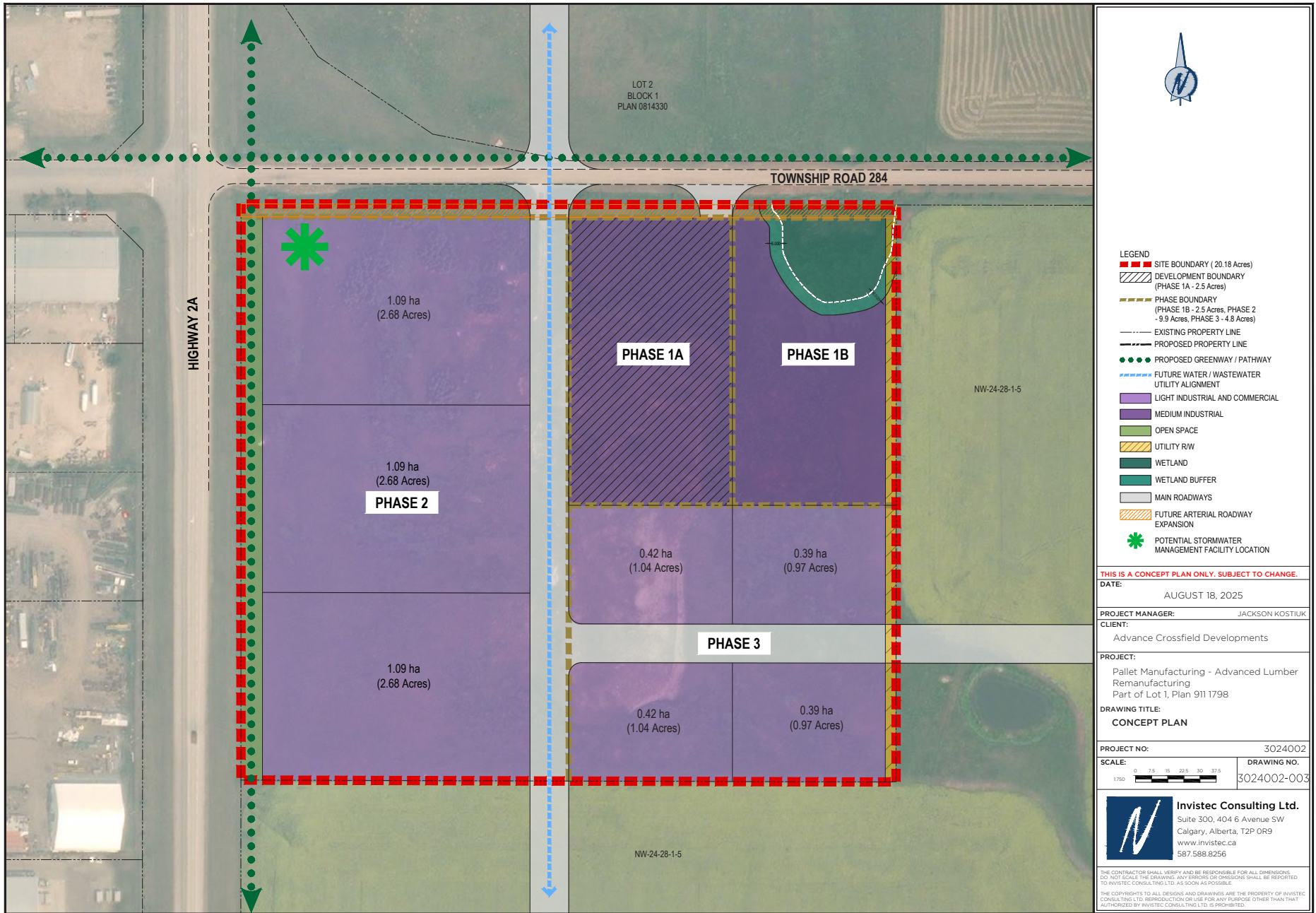
A 10.0 m URW is further proposed along the eastern boundary of the subject lands to allow for future stormwater utility installation, which may be reduced to 6.0m through civil engineering design at future stages of development.

3.10 Phasing

At the time of this application, the development boundary for the proposed Manufacturing Plant is for half, or approximately 2.52 ac, of Lot 2 (Phase 1A). At the time of writing this report, the planned development scope is limited to Phase 1A. During this phase, the existing wetland will be retained. The remaining 2.52 ac (Phase 1B) may be developed as a future expansion to the wood pallet manufacturing plant depending on market demands and conditions. The larger 14.70 ac lot may be developed into a mix of commercial and industrial uses at a future development phase (Phases 2 & 3). The timing of all phases is subject to change based on market demands and conditions. See appendices for the proposed development phasing.



APPENDIX I: CONCEPT PLAN



LEGEND

- SITE BOUNDARY (20.18 Acres)
- DEVELOPMENT BOUNDARY (PHASE 1A - 2.5 Acres)
- PHASE BOUNDARY (PHASE 1B - 2.5 Acres, PHASE 2 - 9.9 Acres, PHASE 3 - 4.8 Acres)
- EXISTING PROPERTY LINE
- PROPOSED PROPERTY LINE
- PROPOSED GREENWAY / PATHWAY
- FUTURE WATER / WASTEWATER UTILITY ALIGNMENT
- LIGHT INDUSTRIAL AND COMMERCIAL
- MEDIUM INDUSTRIAL
- OPEN SPACE
- UTILITY RW
- WETLAND
- WETLAND BUFFER
- MAIN ROADWAYS
- FUTURE ARTERIAL ROADWAY EXPANSION
- ✳ POTENTIAL STORMWATER MANAGEMENT FACILITY LOCATION

THIS IS A CONCEPT PLAN ONLY. SUBJECT TO CHANGE.

DATE: AUGUST 18, 2025

PROJECT MANAGER: JACKSON KOSTIUK

CLIENT: Advance Crossfield Developments

PROJECT: Pallet Manufacturing - Advanced Lumber Remanufacturing
Part of Lot 1, Plan 911 1798

DRAWING TITLE: CONCEPT PLAN

PROJECT NO.: 3024002

SCALE: 1:750

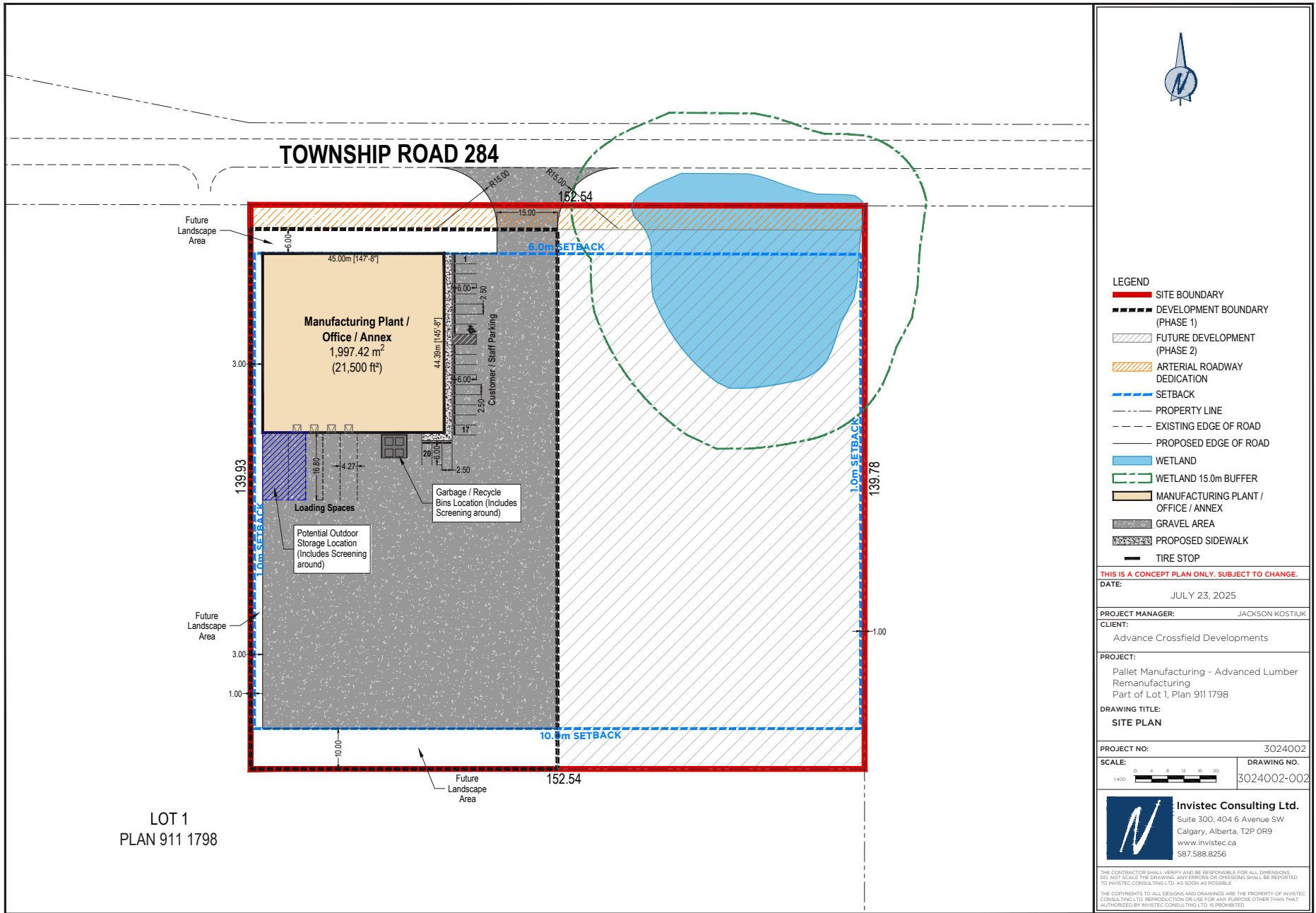
DRAWING NO.: 3024002-003

Invstec Consulting Ltd.
Suite 300, 404 6 Avenue SW
Calgary, Alberta, T2P 0R9
www.invstec.ca
587.588.8256

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CG_3024002 Pallet Manufacturing - Advance Lumber Remanufacturing/Planning/04 Zoning/04 Figures/Concept Plan/2025-08-18_Pallet_Manufacturing_Concept Plan_004.dwg - Aug 18 2025 - 3:33pm - Kyrstal He

APPENDIX II: SITE PLAN



O:\3024002 Pallet Manufacturing - Advance Lumber Remanufacturing\Planning\04 Zoning\04 Figures\Site Plan\2025-07-23_Pallet_Manufacturing_Site_Plan_09.dwg - Jul 23 2025 - 3:07pm - Kyrstal He

**TOWN OF CROSSFIELD
BEING AN AMENDING BYLAW TO THE
TOWN OF CROSSFIELD LAND USE BYLAW NO. 2018-14
BYLAW NO. 2025-10**

Being a bylaw of the Town of Crossfield to amend Bylaw No. 2018-14, being the Town of Crossfield Land Use Bylaw.

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

AND WHEREAS pursuant to the *Municipal Government Act*, the Council of the Town of Crossfield deems it appropriate to amend Land Use Bylaw No. 2018-14 and redesignate from UR (Urban Reserve) to I-1 (Light Industrial and Commercial District) and I-2 (Medium Industrial District) in the manner as indicated on the map attached and marked as Schedule "A", and

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

1. That Part 6 – Land Use District Map of Land Use Bylaw 2018-14 be amended by redistricting ±8.18 ha (±20.21 ac) of land legally described as the NW ¼ Section 24, TWP 28, Range 1, W5M from UR (Urban Reserve District) to I-1 (Light Industrial and Commercial District) and I-2 (Medium Industrial District) as shown in Schedule "A".
2. That this Bylaw shall come into effect upon the third and final reading.

Read a first time this 15 day of July, 2025

Mayor Kim Harris

Chief Administrative Officer
Kinza Barney

Public hearing held this _____ day of _____, 2025

Read a second time this _____ day of _____, 2025

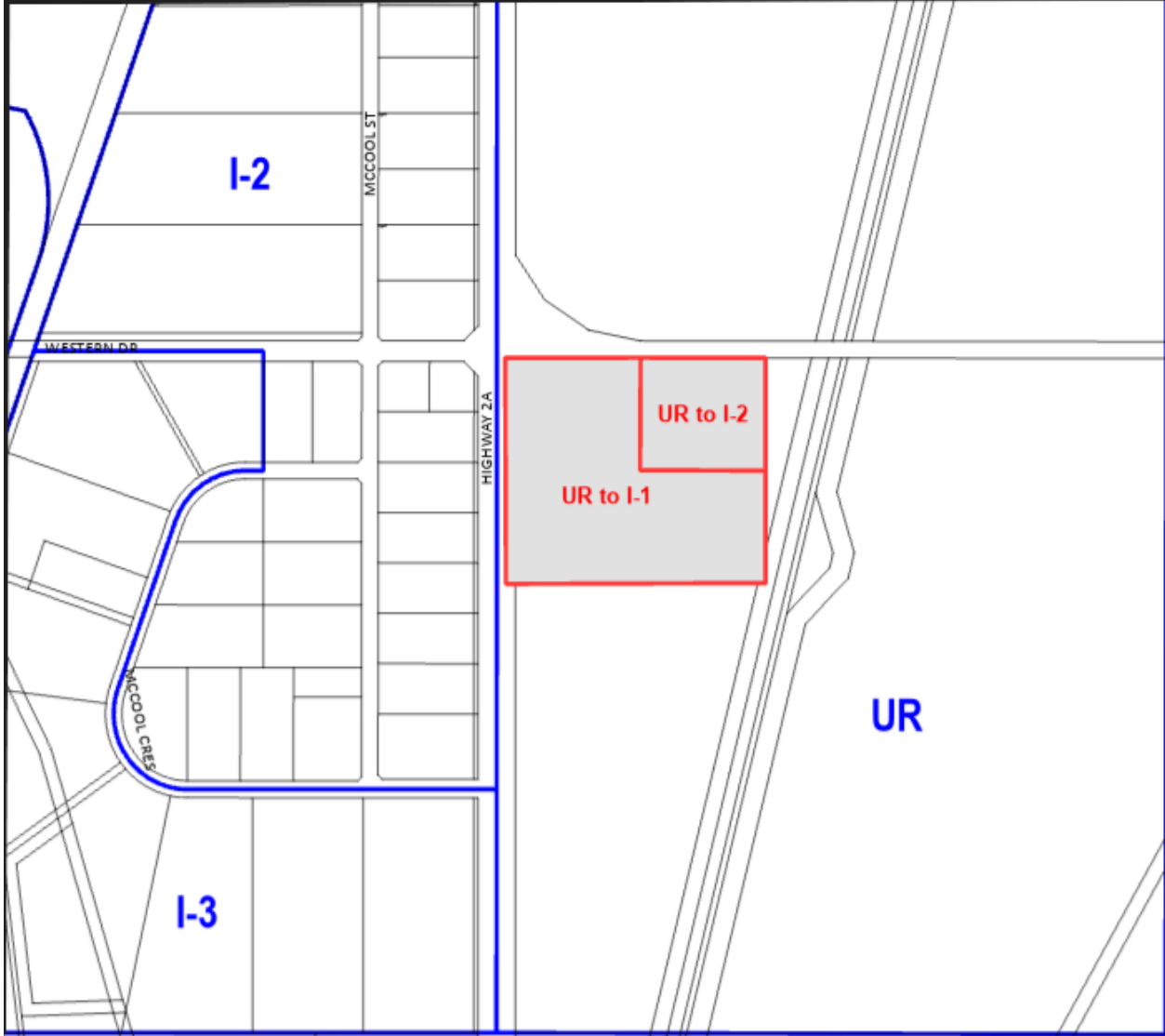
Read a third and final time this _____ day of _____, 2025

Mayor Kim Harris

Chief Administrative Officer
Kinza Barney

**BYLAW 2025-10
SCHEDULE 'A'**

701 Western Drive



From Land Use District	To Land Use District	Area (± hectares)
Urban Reserve (UR)	Light Industrial and Commercial District (I-1)	6.05
Urban Reserve (UR)	Medium Industrial District (I-2)	2.13
TOTAL		8.18

2024-210000-R – 701 Western Drive Redesignation - Policy Review

Definitions		
Compliant	Generally Compliant	Not Compliant
Clearly meets the relevant requirements and intent of the policy.	Meets the overall intent of the policy but there may be minor areas of misalignment with policy that are not critical to the implementation of an appropriate development.	Clear misalignment with the relevant policy that may create planning, technical or other challenges.

Compliance	Policy Number	Policy	Comments
Municipal Development Plan (MDP)			
N/A	Figure 4	Policy Area Map	The proposed redesignation falls under the Urban Corridor and Employment Centre Policy Areas.
Compliant	4.8.1 (Urban Corridor Policy Area)	The primary uses developed should be comprised of commercial-retail, commercial-office, with secondary uses including industrial, and parks and open space.	The proposed use on the subject lands is industrial, with Light Industrial and Commercial District (I-1) proposed adjacent to Highway 2A within the Urban Corridor Policy Area. These uses are supported by the relevant policy area.
Compliant	4.8.13 (Employment Centre Policy Area)	The primary uses developed should be comprised of light-industrial to heavy industrial, with secondary uses including commercial-retail, commercial-office, and parks and open spaces.	Industrial uses are proposed for the portion of subject land within the Employment Centre Policy Area.
Compliant	4.9.15	An applicant may be required to prepare a Concept Plan in support of a land use redesignation application for a comprehensive development and or subdivision for a parcel less than 20 acres in size. The requirements for the preparation of a Concept Plan are described in the Appendix.	The Applicant was required to prepare a Concept Plan to support the development of the approximately 20 acre parcel.
Compliant	8.3.4	Notwithstanding Policy 8.3.2, the Town will consider a phased servicing approach for industrial and commercial development within the Crossfield East ASP allowing for interim on-site water, wastewater and stormwater servicing for development that will ultimately connect to piped infrastructure when municipal services are extended to support intensification, and will be required to prepare the following <ul style="list-style-type: none"> a. A servicing strategy shall be prepared to support and implement a phased servicing approach and the Town shall update its off-site levy bylaw to ensure that development 	The initial development proposes interim on-site servicing, future phases will be assessed for full municipal servicing. A deferred services agreement will be registered to title to ensure a future connection once municipal services are extended.

		utilizing interim servicing contributes to the ultimate servicing infrastructure.	
Crossfield East Area Structure Plan (ASP)			
Compliant	8.1.1	All industrial development shall be located in the areas identified on Map 6: Crossfield East Land Use Strategy as Industrial.	The proposed use of the subject lands is light industrial and medium industrial aligning with the policy areas of Map 6.
Compliant	8.1.2	Development of industrial-business uses shall proceed in an orderly and phased approach and be supported by full municipal servicing.	The initial development will use interim on-site servicing in alignment with Policy 8.3.4 of the MDP. Future phases will be assessed for full municipal servicing.
Compliant	8.1.12	<p>A Local Plan shall be required to support applications for industrial development within the Crossfield East ASP area. The Local Plan shall:</p> <ul style="list-style-type: none"> a) Ensure the type of land uses for the industrial areas are consistent with those identified in this ASP; b) Where necessary, provide a strategy to mitigate offsite impacts; including noise reduction due to operations; c) Address applicable design considerations including, but not limited to: Interface and Gateway areas, adjacent land use compatibility, building height, landscaping, parking location and configuration, density, overall scale of the development, setbacks, and building design and architecture. d) Provide landscaping, lot, and building design requirements that provide for high-quality development. e) Where appropriate and feasible, a Local Plan should incorporate policies that provide for green building techniques, energy efficient and pedestrian – friendly design. 	Policy 21.1.1 allows for the Local Plan requirement to be waived by the Town. Administration has recommended that a Concept Plan is sufficient to plan for the 20 acres.
Compliant	12.1.1	An interconnected system of open space shall be provided in the Plan area that is in general accordance with Map 6: Crossfield East Land Use Strategy and Map 9: Pedestrian Connections.	The Concept Plan proposes a 10 m wide MR pathway along the west edge of the subject lands in alignment with Map 9.
Compliant	13.1.2	An environmental impact assessment shall be prepared at the Local Plan stage to identify areas of environmental significance and any requirements for the protection of wetlands.	A bio-physical impact assessment (BIA), Phase 1 Environmental Site Assessment (ESA) and a Limited Phase 2 ESA was prepared to support the Concept Plan. The BIA notes that the initial phase of development

			avoids environmentally sensitive areas and includes recommendations for construction and future development of the site. The Phase 2 ESA recommends that no further environmental assessments are required.
Compliant	16.1.2	A Transportation Impact Assessment shall be required as part of the local plan preparation and / or subdivision application process to determine if potential off-site road improvements are required to support the proposed development.	A transportation impact assessment was prepared that identified required network improvements throughout the proposed development's time horizons. The initial phase of development does not trigger network improvements, however, Western Drive will be assessed further to determine if surfacing improvements are needed at the subdivision stage.
Compliant	17.1.12	The location and size of utility rights-of-way and easements, and related line assignments, should be determined at the local plan stage to the mutual satisfaction of the Town, the developer, and the utility companies.	To support the future provision of a water distribution system and sanitary collection system in alignment with Policies 17.1.10 and 17.1.11, a servicing was prepared for the Concept Plan which identifies the future utility alignments. Dedication of these alignments will be considered at subdivision.
Land Use Bylaw (LUB)			
Compliant	13.1	Light Industrial and Commercial District (I-1)	The proposed I-1 area meets the general requirements for the district.
Compliant	13.2	Medium Industrial District (I-2)	The proposed I-2 area meets the general requirements for the district.

Report to Council



Meeting Date: 2025-09-02
Meeting Type: Council Meeting
Prepared By: Lindsey Nash, Legislative and Administrative Services Manger
Presented By: Lindsey Nash, Legislative and Administrative Services Manger
Subject: Designated Officers Bylaw 2025-11
Department: Legislative & Administrative Services

REPORT PURPOSE:

To present an updated Designated Officers Bylaw for Council’s review and approval. The bylaw has been revised to incorporate the Chief Administrative Officer (CAO) bylaw, the positions identified as Designated Officers, and provisions for signing authority.

RECOMMENDATION:

That the Designated Officer Bylaw 2025-11 be given first reading.

That the Designated Officer Bylaw 2025-11 be given second reading

That the Designated Officer Bylaw 2025-11 be given unanimous consent to go to third and final reading

That the Designated Officer Bylaw 2025-11 be given third and final reading.

That Bylaw 2021-09 Chief Administrative Officer Bylaw be repealed.

BACKGROUND:

The current Designated Officers Bylaw 2022-02 outlines positions within the organization that are designated as officers under the Municipal Government Act (MGA). Additionally, the Chief Administrative Officer (CAO) Bylaw is a separate bylaw that establishes the duties and responsibilities of the CAO.

In a recent review of administrative bylaws, Administration identified an opportunity to consolidate these bylaws by incorporating the CAO’s duties into the Designated Officers Bylaw. This approach would remove the need for a standalone CAO Bylaw while ensuring compliance with legislative requirements under the MGA.

The update also provides an opportunity to review and update:

- The positions designated as officers, ensuring they reflect current organizational structure.
- Provisions related to signing authority for financial and legal documents to align with best practices and internal controls.

Key changes proposed in the updated bylaw include:

1. Incorporate CAO Duties

The bylaw now includes all duties and authorities as required under Section 207 of the MGA, ensuring the CAO's role is clearly defined within this bylaw.

2. Update Designated Officer Positions

The list of designated officer positions has been revised to reflect current organizational titles and remove obsolete positions.

3. Clarify Signing Authority

The bylaw includes updated provisions for signing authority requirements to streamline financial processes, maintain accountability while ensuring appropriate controls and delegation are maintained for cheques, agreements, and other legal documents.

This consolidation improves clarity, reduces redundancy, and supports consistent governance practices.

ANALYSIS:

Strategic Alignment

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

FINANCIAL IMPLICATIONS:

Administration does not foresee significant financial implications with the adoption of the proposed *Designated Officers Bylaw*.

ATTACHMENTS:

- Draft Designated Officers Bylaw 2025-11

**TOWN OF CROSSFIELD
DESIGNATED OFFICERS BYLAW
BYLAW NO. 2025-11**

BEING A BYLAW OF THE TOWN OF CROSSFIELD IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITIONS OF CHIEF ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.

WHEREAS the Municipal Government Act, provides that Council must establish by bylaw a position of Chief Administrative Officer;

AND WHEREAS the Municipal Government Act, provides that Council may pass a bylaw to establish one or more positions to carry out the powers, duties or functions of a designated officer;

NOW THEREFORE the Council of the Town of Crossfield in the Province of Alberta wishes to exercise its authority pursuant to the Municipal Government Act by establishing the position of Chief Administrative Officer and designated officer positions;

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

SECTION 1: TITLE

1.1 This Bylaw may be cited as the “Designated Officers Bylaw”.

SECTION 2: DEFINITIONS

2.1 In this Bylaw:

- a. **“Assessor (municipal)”** means a person who has the qualifications set out in the regulations and is designated by the Minister to carry out the duties and responsibilities of an assessor under the Municipal Government Act.
- b. **“Bylaw”** means a bylaw of the Town;
- c. **“Chief Administrator Officer (CAO)”** means the Chief Administrator Officer for the Town of Crossfield as defined in the Municipal Government Act.
- d. **“Council”** means the Mayor and Council of the Town of Crossfield;
- e. **“Municipal Government Act (MGA)”** means the *Municipal Government Act*, RSA 2000, M-26 and the regulations thereunder;

- f. **“Town”** means the Municipal Corporation of the Town of Crossfield.

SECTION 3: CHIEF ADMINISTRATIVE OFFICER

- 3.1 The position of the CAO is hereby established.
- 3.2 The CAO shall be given the title “Chief Administrative Officer”.
- 3.5 Council shall be resolution appoint an individual to the position of CAO. In the event a vacancy occurs in the positions, Council must by resolution, appoint an individual to serve as Interim CAO, and in such case, the provisions of the bylaw apply equally to the Interim CAO.
- 3.6 Council will, by resolution, approve the terms and conditions of the CAO' s appointment where the terms and conditions are not already established by the MGA and, upon such approval, the Mayor will execute a written employment agreement with the CAO.
- 3.7 The CAO shall have all of the powers, duties and functions of a Chief Administrative Officer as set out in the MGA.
- 3.8 Unless a designated officer is expressly appointed in this Bylaw or another bylaw of the Town, the CAO has all the powers, duties and functions given to a designated officer under the MGA or any other statute or enactment.
- 3.9 The CAO is authorized to revise any or all the bylaws of the Town by:
- 3.9.1 consolidating a bylaw by incorporating all amendments to it into one bylaw;
 - 3.9.2 omitting and providing for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;
 - 3.9.3 omitting, without providing for its repeal, a bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person or thing or that has no general application throughout the municipality;
 - 3.9.4 combining 2 or more bylaws into one, dividing a bylaw into 2 or more bylaws, moving provisions from one bylaw to another and creating a bylaw from provisions of another or 2 or more others;
 - 3.9.5 altering the citation and title of a bylaw and the numbering and arrangement of its provisions, and adding, changing or omitting a note, heading, title, marginal note, diagram or example to a bylaw;

- 3.9.6 omitting the preamble and long title of a bylaw;
 - 3.9.7 omitting forms or other material contained in a bylaw that can more conveniently be contained in a resolution, and adding authority for the forms or other material to be prescribed by resolution;
 - 3.9.8 correcting clerical, grammatical and typographical errors; and
 - 3.9.9 making changes, without changing the substance of the bylaw, to bring out more clearly what is considered to be the meaning of a bylaw or to improve the expression of the law.
- 3.10 The CAO is authorized to temporarily close the whole or a part of a road at any time with discretion to include a construction or maintenance project on or adjacent to the road may create a hazard, public or community event.
- 3.11 The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Town employee.

SECTION 4: DESIGNATION

- 4.1 The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the Municipal Government Act and under this or any other bylaw to a designated officer or an employee of the Town.
- 4.2 Without limiting the generality of section 4.1 of this Bylaw, the CAO may appoint an Acting Chief Administrative Officer where such absences are for a period of less than one month.
- 4.3 The following positions are designated officers of the Town:
- 4.3.1 Chief Financial Officer
 - 4.3.2 Manager of Legislative and Administrative Services
 - 4.3.3 Director of Infrastructure and Community Growth
 - 4.3.4 Director of Community and Protective Services
 - 4.3.5 Municipal Assessor – current successful contractor
 - 4.3.6 Community Peace Officer
- ~~a. Chief Administrative Officer~~
 - ~~b. Director of Finance and Administrative Services~~
 - ~~c. Executive Assistant~~
 - ~~d. Municipal Assessor – current successful contractor~~
 - ~~e. Director of Operations~~

SECTION 5: CHIEF FINANCIAL OFFICER

5.1 The Chief Financial Officer is the designated officer for the purposes of the following sections of the MGA:

Section	Description
213 (4) (b)	Signing agreements, cheques and other negotiable instruments relating to finance
270 (1)(2)	Municipal accounts
309 (1) (d)	Contents of Assessment Notices
334 (1) (e)	Contents of Tax Notices
336	Certification of date of sending tax notice
343(2)	Application of tax payment
350	Tax Certificates
420 (2)	Right to possession
439 (2)	Right to issue distress warrant
456	Clerk
461(1)	Address to which a complaint is sent
462 (1)	Notice of assessment review board hearing
469	Notice of decision
483	Decision admissible on judicial review
612	Certified Copies

SECTION 6: MANAGER OF LEGISLATIVE AND ADMINISTRATIVE SERVICES

6.1 The Manager of Legislative and Administrative Services is the designated officer for the purposes of the following sections of the MGA:

Section	Description
63	Revising Bylaws
65	Requirements relating to revised bylaws
69	Consolidation of bylaws
213 (1) (b),(3) (b), (4) (b)	Signing or authorization of municipal documents
606	Requirements for proof of advertising
612	Certified Copies

SECTION 7: DIRECTOR OF INFRASTRUCTURE AND COMMUNITY GROWTH

7.1 The Director of Infrastructure and Community Growth is the designated officer for the purposes of the following sections of the MGA:

Section	Description
22 (5)	Road closure
69	Consolidating bylaws relating to land use and planning
213 (4) (b)	Signing or authorization of municipal documents related to land use and development planning
542	Municipal inspection and enforcement
544	Inspecting meters
545	Order to remedy contraventions
606(7)	Requirements for advertising
612	Certified Copies
630 (1)(2)	Signature evidence
642	Permitted and Discretionary Uses
643	Non-Conforming use and non-conforming building
645	Stop Order

SECTION 8: DIRECTOR OF COMMUNITY AND PROTECTIVE SERVICES

8.1 The Director of Community and Protective Services is the designated officer for the purposes of the following sections of the MGA:

Section	Description
22 (5)	Road closure
69	Consolidating bylaws
213 (4) (b)	Signing agreements and other negotiable instruments
612	Certified Copies

SECTION 9: COMMUNITY PEACE OFFICER

- 9.1 The Community Peace Officer is the designated officer for the purposes of the following sections of the MGA:

Section	Description
542	Municipal inspection and enforcement
545	Order to remedy contraventions
546 (0.1)	Order to remedy dangers and unsightly property

SECTION 10: MUNICIPAL ASSESSOR

- 10.1 The Municipal Assessor (as contracted by the Town from time to time) is the designated officer for the purposes of carrying out the duties and responsibilities of an “assessor” under the MGA, and any other relevant statute, regulation, or bylaw.
- 10.2 The assessor shall be given the title “Municipal Assessor”.
- 10.3 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Municipal Government Act.
- 10.4 The Municipal Assessor is the designated officer for the purpose of the following sections of the MGA:

Section	Description
Part 9	Assessment of Property Division 1 – Preparation of Assessments Division 4 – Preparation of Supplementary Assessments Division 5 – Equalized Assessments
305	Correction of roll
482	Admissible evidence at hearing
525	Admissible evidence at hearing

- 10.5 The power, duties and functions assigned to the Municipal Assessor by this bylaw are in addition to any other powers, duties or functions assigned or delegated by Council or the CAO to the Municipal Assessor.
- 10.6 The Municipal Assessor is authorized to delegate and to authorize further delegations of any of the Municipal Assessor’s powers, duties or functions under an enactment or bylaw to an employee of the Town.

SECTION 11: SIGNING OR AUTHORIZING MUNICIPAL DOCUMENTS

11.1 Council hereby delegates authority to sign cheques for all expenses approved within the limits of the Town of Crossfield Purchasing Policy as follows:

11.1.1 The first signature shall be provided by the Mayor or by another member of Council and the second signature shall be provided by the CAO or Chief Financial Officer.

11.2 Council hereby delegates authority to the CAO, together with one of the following designated officers, to sign or approve municipal documents, agreements, contracts or other negotiable instruments:

11.2.1 Chief Financial Officer

11.2.2 Manager of Legislative and Administrative Services

11.2.3 Director of Infrastructure and Community Growth

11.2.4 Director of Community and Protective Services

11.5 Council authorizes the CAO to further delegate authority for signing agreements, contracts, and other negotiable instruments to other employees of the Town.

11.6 Signatures may be printed, stamped, or electronically reproduced.

~~11.7 Section 213 (4) of the Act requires that agreements and cheques and other negotiable instruments must be signed or authorized by the Chief Elected Official or by another person authorized by Council to sign them (CAO), and by a designated officer.~~

~~11.2 Council hereby authorizes that all agreements and negotiable instruments related to land use, development and planning, and engineering, shall be signed by the Chief Administrative Officer, and a designated officer as detailed by Section 213 (4) of the MGA.~~

SECTION 12: REPEAL

12.1 Bylaw No. 2022-02 - Appointment of Designated Officers is repealed.

12.2 Bylaw No. 2021-09 - Chief Administrative Officer Bylaw is repealed.

SECTION 13: GENERAL

10.1 If any provision of this Bylaw is declared invalid by a Court, all other provisions remain valid.

10.2 This Bylaw comes into full force and is in effect upon the date of third and final reading.

Given first reading this day of September, 2025

Given second reading this day of September, 2025

Brought forward for third and final reading this day of September, 2025

Given third and final reading this day of September, 2025

Mayor Kim Harris

Acting Chief Administrative Officer
Steve Altena

DRAFT

Report to Council



Meeting Date: 2025-09-02
Meeting Type: Council Meeting
Prepared By: Lindsey Nash, Legislative and Administrative Services Manger
Presented By: Lindsey Nash, Legislative and Administrative Services Manger
Subject: Council Procedural Bylaw 2025-12
Department: Legislative & Administrative Services

REPORT PURPOSE:

To seek Council approval for an amendment to the Council Procedural Bylaw to correct the current signing authority provisions and align them with legislative requirements and administrative best practices.

RECOMMENDATION:

That Bylaw 2025-06 Council Procedural Bylaw be repealed.

AND

That the Council Procedural Bylaw 2025-12 be given first reading.

That the Council Procedural Bylaw 2025-12 be given second reading

That the Council Procedural Bylaw 2025-12 be given unanimous consent to go to third and final reading

That the Council Procedural Bylaw 2025-12 be given third and final reading.

BACKGROUND:

During the review of the Designated Officers Bylaw, it was identified that the current wording in the Council Procedural Bylaw regarding signing authority is incorrect. The existing section states that *Council is the signing authority for all cheques, bylaws, applications, and agreements of the Town.*

This wording does not reflect the practical and legislative requirements for municipal operations and creates ambiguity regarding the delegation of signing authority. To ensure clarity and compliance, an amendment is required.

The proposed amendment will read as follows:

All of Council has been designated to have signing authority for all cheques and bylaws, countersigned by the Chief Administrative Officer (CAO) or a designated officer as outlined within the designated officer's bylaw. Any additional signing authority for agreements, municipal documents, contracts or other negotiable instruments will be delegated to the CAO or by resolution of Council.

This change is to provide clarity and accuracy regarding signing authority roles and is flexible for Council to delegate authority to the CAO, while still having approval by resolution of Council. This change aligns with the Municipal Government Act and municipal best practices for efficient operations.

By allowing Council to delegate signing authority for agreements and related documents, the amendment ensures operational efficiency while maintaining appropriate governance oversight.

ANALYSIS:

Strategic Alignment

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

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with the amendment.

ATTACHMENTS:

- Draft Council Procedural Bylaw 2025-12

**TOWN OF CROSSFIELD
COUNCIL PROCEDURAL BYLAW
BYLAW NO. 2025-~~06~~12**

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

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

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

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

SECTION 1: TITLE

1.1 This Bylaw shall be known as the “Council Procedural Bylaw”

SECTION 2: DEFINITIONS

2.1 In this bylaw:

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

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

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

SECTION 3: PURPOSE & APPLICATION

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

Interpretation

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

Suspension of the Rules

3.8 In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.

3.8.1 Rules in this bylaw originating from the Act or other governing legislation cannot be suspended.

3.9 A resolution waiving any provision of this Bylaw as provided for in this Section shall only be effective for the meeting during which it is passed.

3.10 If a suspendable rule in this bylaw is inadvertently not followed during a meeting, the rule is deemed to have been suspended for that specific case.

SECTION 4: CHAIR

Chair of Council and Closed Session Meetings

4.1 The Mayor is the Chair and presides over Council meetings when they are present and able to perform the duties of the position in accordance with section 154(1)(a) of the Act.

4.2 The Deputy Mayor is the Vice-Chair and presides over Council meetings when the Mayor is absent or unable to perform the duties of the position in accordance with section 152(2)(a) of the Act.

4.2.1 The Deputy Mayor has the same powers and responsibilities as the Mayor under this bylaw when presiding over Council meetings.

Responsibilities of Chairs and Vice-Chairs

4.2. The Chair of a meeting is responsible for:

4.2.1 presiding over the Meeting when in attendance unless otherwise specified by this bylaw or other Town of Crossfield bylaws, policies, and procedures;

4.2.2 presiding over conduct at meetings, including providing for the orderly consideration of business, preserving good order and decorum, deciding on and responding to procedural questions, ruling on points of order and points of privilege, and responding to challenges of the Chair;

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

SECTION 5: QUORUM

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

Lost Quorum

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

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

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

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

SECTION 6: SCHEDULING MEETINGS

Scheduling Regular Council Meetings

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

Scheduling Special Council

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

Notice of Council

6.7 Notice of regular Council meetings, as well as organizational and Inaugural Meetings of Council, is provided in accordance with the Act and the *Public Notification bylaw*.

6.7.1 If time permits, notice is provided for at least two consecutive weeks prior to a Meeting. If time does not permit, notice is provided for as much time as possible prior to the meeting.

6.8 Notice of special Council Meetings is provided in accordance with the Act and the *Public Notification bylaw*.

6.8.1 If time permits, notice is provided for two consecutive weeks prior to a special Meeting. If time does not permit, notice is provided for as much time as possible prior to the special meeting

Rescheduling and Cancelling Council

6.9 Council may change the date, time, or place of a Meeting by resolution or with the written consent of a majority of Councillors. Notice of the change is provided in accordance with section 193(3) of the Act.

6.10 Council meetings may be cancelled:

6.10.1 By resolution passed at a meeting prior to the meeting to be cancelled with not less than 24 hours' notice of the cancellation.

6.10.2 Notice of the cancellation is provided in accordance with the Public Notification Bylaw; or

6.10.3 With the written consent of a majority of members with not less than 24 hours' notice of the cancellation. Notice of the cancellation is provided in accordance with the *Public Notification Bylaw*.

SECTION 7: COUNCIL MEETINGS

Inaugural Meetings of Council

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

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

Organizational Meetings

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

SECTION 8: RECORDING AND LIVESTREAMING MEETINGS

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

SECTION 9: ELECTRONIC PARTICIPATION IN MEETINGS

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

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

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

SECTION 10: HOLDING MEETINGS AND HEARING ELECTRONICALLY

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

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

SECTION 11: CLOSED SESSIONS

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

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

SECTION 12: MEETING AGENDAS

Preparation of Agenda

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

Agenda Delivery

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

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

Order of Business

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

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

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

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

Addendums to the Agenda

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

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

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

Updates and Adoption of an Agenda

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

Emergent Business

- 12.15 Only emergent business items may be added to a Council or committee meeting agenda after the agenda has been published to Council or the committee. Emergent business items are matters that were not included on a meeting agenda but due to urgency, time constraints, or unusual circumstances must be considered at the meeting.
- 12.16 The Chief Administrative Officer or a member may propose that an emergent business item be added to a meeting agenda. Emergent business items must be added to an agenda by resolution.
- 12.16.1 When Administration proposes an emergent business item, the Chief Administrative Officer provides reasons why the item should be considered as emergent business at the meeting.
- 12.16.2 When a member proposes an emergent business item, the member provides reasons why the item should be considered as emergent business at the meeting.

- 12.17 When considering whether to add an emergent business item to the agenda, Council or the committee should consider, but is not bound or limited to considering, the following:
- 12.17.1 The reasons provided by the Chief Administrative Officer or member.
 - 12.17.2 Whether the matter could be considered at a future meeting.
 - 12.17.3 Whether enough information is available to properly consider the matter.
 - 12.17.4 Whether the matter requires prior advertisement or notification in accordance with this bylaw, the Act, or other governing legislation.

SECTION 13: CONDUCT AT MEETINGS

Member Conduct at Meetings

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

- 13.4 If the Chair or a member has been directed to leave the meeting in accordance with this bylaw, the Chair or member may provide an explanation and apology for their behaviour. If the remaining members find the statement satisfactory, the members may by resolution allow the offending member to remain or return to the meeting.

Public Conduct at Meetings

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

SECTION 14: DELEGATIONS AND PUBLIC REQUESTS TO ADDRESS COUNCIL

- 14.1 Members of the public wishing to address Council or a committee, either with a verbal presentation or with a written submission, for an agenda item that is not a public hearing must complete the delegation presentation to Council request form as outlined within Schedule A and submit the completed form to Clerk.
- 14.2 The Chief Administrative Officer will review the request in consultation with any impacted department(s) and may:
- 14.2.1 Undertake an administrative review and provide a written response to the individual or group to satisfy the request for an appointment with Council.
 - 14.2.2 Advise Council, or the committee of the request and the reasons provided by the requestor and add the appointment to the next regular Council meeting agenda, subject to the Mayors approval.

- 14.2.3 Add the appointment to a future Council meeting agenda if:
- a. Requested by the individual or group making the request; or
 - b. If Administration requires more time to properly investigate and report on the matter.
- 14.3 Delegation members will have a maximum of 10 minutes to present unless an extension is granted by the Chair. Council may ask clarifying questions.
- 14.4 In questioning Delegates at the Council meeting, Councillors will only ask those questions which are relevant to the subject to the appointment and will avoid repetition of questions.
- 14.5 Delegates will speak only on their presentation topic and may only address Council once on a particular topic in a 12-month period.

SECTION 15: MINUTES

- 15.1 Minutes of all Council meetings shall contain:
- 15.1.1 The full corporate name
 - 15.1.2 The type Council meeting – Regular, Special or Organizational
 - 15.1.3 The date, hour and place of Council meeting
 - 15.1.4 The name of all Council members in attendance and absent.
 - 15.1.5 The name of the chairperson
 - 15.1.6 The names of the attending Chief Administrative Officer, Clerk, Administration, including each person's title.
 - 15.1.7 An item that corresponds with every item on the agenda for that meeting
 - 15.1.8 Resolutions/motions
 - 15.1.9 The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left of joined the meeting
 - 15.1.10 Signature of the Chairperson and Chief Administrative Officer
- 15.2 Minutes be recorded in the English language, without note or comment, as specified in the Act.
- 15.3 The Clerk shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each member for the next meeting.
- 15.4 The Chair shall present the minutes to Council with a request for a motion to adopt the minutes at the next regular Council meeting.

- 15.5 Any member may make a motion requesting that the minutes be amended to correct any inaccuracy or omission; however, the Clerk should be advised of the change to the minutes before they are officially adopted by Council.
- 15.6 Only minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- 15.7 Adopted minutes of Council meeting must be signed by the Chair presiding at the meeting, and a Chief Administrative Officer or their designated officer.
- 15.8 Un-adopted minutes will be posted on the Town's official website as soon as available. Adopted minutes will be posted to the municipal website upon signature of signing authorities.

SECTION 16: MEETING PROCEEDINGS

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

- 16.4.2 the member is responding to a question or comment made by another member, by Administration, or by a presenter.
- 16.4.3 the matter under consideration warrants, in the determination of the Chair, further questioning or debate.
- 16.4.4 to allow the mover of a motion to close debate.
- 16.4.5 for any other reason that the Chair, in their determination, considers reasonable.

SECTION 17: ABSTENTIONS – PECUNIARY INTERESTS AND CONFLICT OF INTEREST

Pecuniary Interests and Abstentions

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

Conflicts of Interest and Abstentions

- 17.5 When a member is aware or reasonably believes that they have a conflict of interest or a perceived conflict of interest in a matter before Council or a committee, the member may disclose the general nature of their conflict of interest and abstain from participating in the matter in accordance with section 172.1 of the Act.
- 17.6 If the Member is attending by electronic means, the Chair will end the Members participation in the Meeting, while the matter is being discussed and voted upon. The

Member will be invited to rejoin the Meeting once the matter has been discussed and voted upon.

- 17.7 Members should make their disclosures of conflict of interest or perceived conflict of interest, including the general nature of the conflict of interest, at the onset of the meeting at which they have a conflict of interest, as well as at the onset of the agenda item for which they have a conflict of interest.
- 17.8 The member's disclosure of conflict of interest or perceived conflict of interest and abstention are recorded in the meeting minutes in accordance with section 172.1(3) of the Act.

SECTION 18: VOTING IN COUNCIL

- 18.1 Every member present at a meeting must vote on every motion put to a vote unless that member is permitted or required to abstain from voting on the matter in accordance with section 183(1) of the Act.
- 18.2 No Councillor shall vote on a matter if they are absent from the Council chambers when the vote is called.
- 18.3 A motion is carried when a majority of members present vote in favour of the motion. A motion is defeated when it does not receive the required number of votes in favour or if the vote results in a tie.
- 18.3.1 Despite this section, if a motion requires more than a majority of members present to vote in favour of the motion under the Act or other governing legislation, the motion is carried when the required number of members vote in favour of the motion.
- 18.4 Votes on motions are taken as follows:
- 18.4.1 The Chair calls the question on the motion.
- 18.4.2 The Chair calls for those in favour of the motion and asks for a show of hand by the members. Member participating electronically shall be asked to verbally state their vote.
- 18.4.3 The Chair calls for those opposed to the motion and asks for a show of hands by the members. Member participating electronically shall be asked to verbally state their vote.

- 18.5 After the Chair calls for a vote on a motion, no member may speak to the motion or move another motion until the results of the vote are declared. Members must cease any distractions and remain in their seats after the voting process begins and until the results of the vote have been declared.

SECTION 19: MOTIONS

Moving Motions

- 19.1 The Chair should, whenever possible, ensure a motion is on the floor before allowing debate on a matter. The Chair must not call for a vote on a motion until the members and the Chief Administrative Officer are clear on how the motion reads.
- 19.2 Motions may be displayed prior to the vote on the motion at the request of the Chair or a member, and the Chair may request that a motion be submitted by a member in writing or electronically prior to moving the motion.
- 19.3 A member may move a motion regardless of whether the member intends to vote in support of the motion and members may vote in opposition to motions that they have moved.
- 19.4 Motions are not required to be seconded by another member.
- 19.5 Minor corrections may be made to a motion after it has been moved but before the vote on the motion without requiring an amending motion provided that the corrections are limited and clerical in nature, such as correcting spelling and grammar.
- 19.6 Minor corrections to a motion require the unanimous consent of the members present. If a minor correction does not receive unanimous consent, it may be made in the form of an amending motion.
- 19.7 Minor corrections to a motion are not recorded in the meeting minutes, and the mover of the original motion is still considered the mover after any minor corrections have been made to the motion.

Amending Motions

- 19.8 A member may propose an amendment to a motion by moving an amending motion. The amending motion must be made after the original motion has been made and prior to the vote on the original motion.

- 19.9 Amending motions should be used to change the wording, but not the meaning, of motions. Amending motions are used for the purpose of adding words, removing words, or replacing words in the original motion. Amending motions must relate to the subject matter of the original motion and must not be contrary to the original motion.
- 19.10 Only one amending motion and only one amendment to an amending motion are permitted at the same time. When there are multiple amending motions at the same time, the amending motions are considered in reverse order of when they were moved, resulting in the original motion being considered last.

Recorded Votes

- 19.11 Before the voting process on a motion begins, a member may request that the results of the vote be recorded pursuant to section 185 of the Act.
- 19.12 When a vote is a recorded vote, the meeting minutes show the names of the member who moved the motion, who voted in favour and in opposition to the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

Motions to Receive for Information

- 19.13 A member may move to receive a report, either written or verbal, for information for the purpose of acknowledging the report and ensuring its inclusion in the corporate record. Receiving a report for information does not endorse the conclusions of the report nor does a motion to receive for information adopt any of the recommendations or actions included in the report.
- 19.14 Motions to receive for information should be used in circumstances where Council or a committee wishes to acknowledge a report under consideration when no further action or direction is required or desired.
- 19.15 Motions to receive for information are debatable and may be amended.

Motions to Recess and to Reconvene

- 19.16 A member may move to recess a meeting for a specific period or until a specific time. If a meeting is recessed by resolution, it must be reconvened by resolution.
- 19.17 The Chair may recess a meeting for a specific period or until a specific time. If a meeting is recessed by the Chair, it may be reconvened by the Chair or by resolution.
- 19.18 Motions to recess or to reconvene are not debatable and cannot be amended.

Motions to Adjourn

- 19.19 A member may move to adjourn a meeting at any time during the meeting unless the meeting is in Closed Session, or another motion is being considered.
- 19.20 If a meeting is adjourned before all the business included on the meeting agenda has concluded, the remaining business will be included on the agenda for the next available meeting or on the agenda of a special meeting.
- 19.21 Motions to adjourn are not debatable and cannot be amended.

Motion to Table (Postpone)

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

Motion to lift from the table

- 19.23 A Councillor may move to lift a matter or motion from the table to bring back a motion or matter that was tabled so Council can then consider the matter or motion.
- 19.24 A matter or motion that has been tabled is brought back exactly as it was when it was laid on the table, including any pending amendments to a motion.
- 19.25 If the matter or motion was tabled to a different point in the same meeting or tabled with no set return date or conditions identified, the motion or matter must be lifted from the table by resolution before Council considers it.
- 19.25.1 If a motion to lift from the table is defeated, the matter or motion remains on the table until a motion to lift it from the table is passed.
- 19.26 If the matter or motion was tabled to a specific meeting or with a set return date or conditions identified, it is added to the meeting agenda without requiring a motion to lift from the table.
- 19.27 A matter or motion may be lifted from the table earlier than the time identified in the tabling motion if that the matter or motion is included on a meeting agenda.
- 19.28 Motions to lift from the table are debatable but cannot be amended.

SECTION 20: RECONSIDERING AND RESCINDING A MOTION

- 20.1 A member may propose to rescind a motion passed at a previous meeting by moving a motion to rescind the original motion at a different meeting than the meeting at which the vote on the original motion took place.
- 20.1.1 The member moving a motion to rescind must have voted on the prevailing side of the original motion, except in the case of a motion defeated on a tie, in which case any member who voted for the original motion may move the motion to rescind.
- 20.2 A motion to rescind should be used when a motion is passed at a meeting and a member wishes to rescind the motion at a different meeting. If a motion is rescinded, the original motion is deemed null and void, but it does not undo any actions that have been taken since the original motion was passed.
- 20.3 When a member wishes to amend the wording of a motion passed at a previous meeting, the member should first move to rescind the original motion before proceeding to move an amended version of the original motion.
- 20.4 Motions to rescind are debatable, cannot be amended, and cannot be reconsidered or rescinded.
- 20.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 20.6 All votes on motions to reconsider or rescind shall be recorded.

SECTION 21: PUBLIC QUESTION PERIOD

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

Registration Process:

- 21.2.1 submit an email to the Town Clerk (Legislative Services) at admin@crossfieldalberta.com by noon at least 5 business days prior to the Council meeting agenda they wish the question to appear on. The email requires the provision of their name, contact information, topic and the outline and purpose of any questions to be asked.
- 21.2.2 Administration will review the question and either:
- a. List the question as an item of Correspondence on the agenda to read into the record at the following Council meeting if the question is within municipal jurisdiction; or
 - b. Not list the question as an item of Correspondence on the agenda and respond directly to the individual or group if the question is outside municipal jurisdiction.
- 21.2.3 Once a question has been read into the record as an item of Correspondence at a Council meeting, the individual or group will be invited to attend the next Council meeting where the question will be addressed by Administration.
- 21.3 The process of individuals and groups who have been invited to a Council meeting to have their question addressed is as follows:
- 21.3.1 The mayor will invite the presented to state their name and municipal address and to ask their question on the topic they have submitted:
- a. Council may ask questions of the presenter
 - b. Council may ask questions Administration
 - c. Council may ask Administration to further research the topic and bring back nay new recommendation to Council as an agenda item at a future meeting.
- 21.4 Statements or questions must be about member that pertain to the responsibilities of the Town and must be directed to Council as a whole and not individual Councillors or members of Administration.
- 21.5 Statements of questions must not include attacks of Councillors members of Administration or members of the public.

Prohibited topics for the Public Question period

21.6 Speakers will not be permitted to make statements or ask questions on the following:

- 21.6.1 Promotion of private business(es), group(s), or individual(s)
- 21.6.2 Any request related to one or more of the following:
- 21.6.3 Matters before or previously heard by the Subdivision and Development Appeal Board
- 21.6.4 Matters before or previously heard by the Assessment Review Board
- 21.6.5 Matters requiring the holding of a Statutory public hearing or for which a public hearing has already been held.
- 21.6.6 Any matter pertaining to an enforcement complaint, investigation, or action or which is subject of legal challenge through the Court system.
- 21.6.7 Any topic deemed not public at the time the request is submitted, or which contravenes the Freedom of Information and Protection Act.
- 21.6.8 Any subject matter that is not related to Governance and within the jurisdiction of Council as determined by the Act.
- 21.6.9 Any subject matter that falls within the operational purview of the Chief Administrative Officer.

SECTION 22: PUBLIC HEARINGS

Scheduling Public Hearings

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

22.4 When a member is absent from all of a Public Hearing, the member must abstain from voting on the matter in accordance with section 184(1) of the Act.

22.5 When a member is absent from a portion of a Public Hearing, the member may abstain from voting on the matter in accordance with section 184(2) of the Act.

Notice and Circulation of Public Hearings

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

Withdrawing Public Hearings

22.7 After the public has been notified of a Public Hearing, but before the agenda has been published for the meeting at which the Public Hearing is scheduled to be held, the Public Hearing may only be withdrawn in the following circumstances:

22.7.1 by Administration if, in its determination, the public hearing cannot or should not proceed as scheduled. If time permits, notice of the withdrawal is provided prior to the meeting at which the Public Hearing would have been held in accordance with section 22.6 of this bylaw; or

22.7.2 by Administration at the request of the applicant. If time permits, notice of the withdrawal is provided prior to the meeting at which the Public Hearing would have been held in accordance with section 22.6 of this bylaw.

22.8 After the public has been notified of a public hearing, and after the agenda has been published for the meeting at which the Public Hearing is scheduled to be held, the Public Hearing may only be withdrawn in the following circumstances:

22.8.1 by resolution of Council at the request of Administration if, in its determination, the public hearing cannot or should not proceed as scheduled; or

22.8.1 by resolution of Council at the request of the applicant.

Public Hearing Submissions and Presentations

22.9 Public Hearing presentations may be made in-person in Council Chambers or electronically through Microsoft Teams. Instructions for how to attend and

participate in a Public Hearing, either in-person or electronically, will be provided in the notice of Public Hearing.

- 22.10 Members of the public who wish to present in-person at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the public hearing prior to the advertised submission deadline by emailing Legislative Services at town@crossfieldalberta.com or deposited at the Town Office.
- 22.11 Members of the public who wish to present electronically at a public hearing, whether on their own behalf or on behalf of a group, must register to speak at the public hearing prior to the advertised submission deadline by emailing Legislative Services at town@crossfieldalberta.com or deposited at the Town Office.
- 22.12 For a submission to be included as part of a public hearing, either in an agenda or an agenda addendum, the submission must be received prior to the advertised submission deadline and must include the following:
 - 22.12.1 the name of the person providing the submission and how they are affected by the subject of the public hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the public hearing.
 - 22.12.2 an indication of where the person lives in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description.
 - 22.12.3 the names, if any, of any additional people that the submission is on behalf of.
- 22.13 Public hearing submissions received after the advertised submission deadline for both the agenda may still be received by a resolution of Council passed at the public hearing.
- 22.14 The Clerk distributes the submissions for public hearing received to all Council members.
- 22.15 When presenting at a public hearing, each presenter must provide:
 - 22.15.1 their name and how they are affected by the subject of the public hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the public hearing.
 - 22.15.2 an indication of where they live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description.

- 22.15.3 the names, if any, of any additional people that they are presenting on behalf of.
- 22.16 In addition to the requirements of section 22.14 of this bylaw, when electronically presenting at a public hearing, presenters must:
- 22.16.1 identify themselves by name through their usernames on Microsoft Teams and may further identify themselves by position or organization if they wish.
 - 22.16.2 keep their cameras and microphones deactivated before and after their presentation.
 - 22.16.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
- 22.17 The Chief Administrative Officer is authorized to deactivate cameras and microphones during public hearings to avoid disruptions to the proceedings.
- 22.18 The Chair has the authority to end a presenter's electronic participation in a public hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.
- 22.19 The time allowed to speak may be extended at the Chair's discretion.
- 22.20 Presentations may include supplemental materials such as photos, videos, maps, and powerpoint presentations without requiring a resolution of Council. Presenters should provide a copy of their supplemental presentation materials to the Clerk by 9 a.m. on the day of the public hearing for distribute to Council at the public hearing.
- 22.21 All presentation materials provided at a public hearing will be collected by the Town of Crossfield to retain with the meeting minutes and will be provided to the public upon request without requiring an access to information request under the *Protection of Privacy Act*.

Group Public Hearing Presentations and Submissions

- 22.22 A group may present in-person, present electronically, or provide a submission for a public hearing if the group is comprised of three or more persons who claim to be affected by the subject matter of the public hearing, and they have agreed to put forward common interests or concerns.
- 22.22.1 If a group wishes to provide an in-person or electronic presentation at a public hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group.

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

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

Public Hearing Procedures

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

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

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

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

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

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

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

b. The applicant with an applicant before Council at a public hearing is permitted to a maximum of 10 minutes to speak.

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

a. presentations in support begin with in-person presenters followed by electronic presenters.

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

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

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

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

- a. The rebuttal by the applicant is limited to a maximum of 10 minutes unless Council passes a Resolution to extend the presentation time limit.
- b. The Chair allows questions of clarification from Members to the applicant and to Administration during this portion of the public hearing only regarding information provided by the applicant during the rebuttal.

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

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

22.25 A Public Hearing must be closed:

22.25.1 Before second reading of the bylaw, or

22.25.2 Before Council votes on the resolution.

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

22.26.1 Pass the bylaw or resolution, or

22.26.2 Make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing or,

22.26.3 Defeat the bylaw or resolution.

SECTION 23: BYLAWS

23.1 Every proposed bylaw must have three distinct and separate readings to be passed in accordance with 187(1) of the Act.

23.2 Proposed bylaws must not have more than two readings at the same meeting unless the Councillors present, provide unanimous permission to consider third reading of the bylaw at the same meeting in accordance with section 187(4) of Act.

23.3 Any bylaw that fails to receive unanimous permission to consider third reading when required by section 187(4) of the Act will be included on the agenda for the next available regular Council meeting, or on the agenda of a special Council meeting, for consideration of third reading.

23.4 Council must be provided or have had the opportunity to review a copy of a proposed bylaw before considering a motion to provide the proposed bylaw with first reading in accordance with section 187(2) of the Act.

23.5 If a proposed bylaw fails to receive first reading, it is considered defeated. If a bylaw fails to receive second or third reading, it is also considered defeated and all previous readings of the bylaw are rescinded in accordance with section 188 of the Act.

23.6 All amendments to a proposed bylaw must be made by resolution and must be made prior to consideration of third reading of the proposed bylaw. Council must be

provided the opportunity to review the full text of the amendment before a vote is called on the amendment to the proposed bylaw.

- 23.7 Council must be provided or have had the opportunity to review a copy of a proposed bylaw before considering a motion to provide the proposed bylaw with third reading, including any amendments that have been made to the proposed bylaw, in accordance with section 187(3) of the Act.
- 23.8 Once a bylaw receives third reading and the final version of the bylaw is available for signing, the Reeve and Chief Administrative Officer must sign the bylaw in accordance with section 213(3) of the Act.
- 23.9 Once a bylaw has received third reading and has been signed by the Reeve and Chief Administrative Officer, it may only be amended or repealed by bylaw and through the same process that was used to pass the original bylaw in accordance with section 191 of the Act.

SECTION 24: SIGNING AUTHORITY

- 24.1 All of Council has been designated to have signing authority with all cheques and bylaws countersigned by the and the Chief Administrative Officer or the designated officer as outlined within the designated officer's bylaw. Any additional signing authority for agreements, municipal documents, contracts or other negotiable instrument will be delegated to the Chief Administrative Officer or by resolution of Council.

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

SECTION 25: SEVERABILITY

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

Repeal and Effective Date

Town of Crossfield Bylaw No. 2020-06 is rescinded in its entirety.

Given first reading this day of September 2025

Given second reading this day of September 2025

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

Given third and final reading this day of September 2025.

Mayor Kim Harris

Acting Chief Administrative Officer
Steve Altena

Schedule A

Application Form - Delegation/Public Presentation to Council

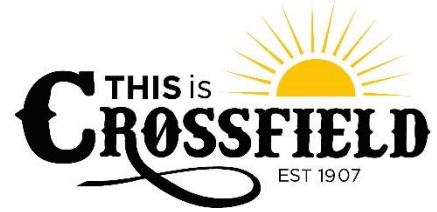
Please complete the entire request form and submit your request to the Town of Crossfield at admin@crossfieldalberta.com. You will be contacted upon receipt of your request to schedule your presentation, as well as to address any outstanding matters. Contact admin@crossfieldalberta.com or (403) 946-5565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

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

Signature: _____ Date: _____

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

Report to Council



Meeting Date: 2025-09-02
Meeting Type: Council Meeting
Prepared By: Nicole Vandenberghe, FCSS & Community Development Coordinator
Presented By: Nicole Vandenberghe, FCSS & Community Development Coordinator
Subject: Crossfield Community Wellness Day
Department: Community Services

REPORT PURPOSE:

The Town of Crossfield FCSS department is asking Council to declare September 7th, 2025, as Crossfield Community Wellness Day.

RECOMMENDATION:

THAT Council declare September 7th, 2025, as Crossfield Community Wellness Day.

BACKGROUND:

On Sunday, September 7th, Crossfield Wellness Network, in partnership with Crossfield FCSS, is planning to host the 3rd Annual Crossfield Community Wellness Day in Crockett Park to foster a sense of community connection, raise mental health awareness, reduce stigma associated with mental health issues, and bring attention to the resources and services available within our community. It is our hope that by promoting overall wellness, we can significantly enhance the quality of life for all residents of Crossfield.

The overall goal of FCSS is to enhance social well being and the mission of the Crossfield Wellness Network is to work collaboratively to create healthy places and social spaces for all residents. Crossfield Community Wellness Day will bring forward the vision for Crossfield residents to live in a healthy, resilient community that supports them to achieve their optimal wellness and enhance their social well being.

The plans for the celebration will include games, activities, wellness stations, BBQ lunch, and service organizations and resources. This day will be fully free and welcoming to all ages.

Funding for this celebration has been budgeted for through the Crossfield Wellness Network's grant funding they received through the Rural Mental Health Project and through the Internal FCSS operational budget as this project directly aligns with FCSS.

ANALYSIS:

Strategic Alignment

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

FINANCIAL IMPLICATIONS:

Funding is provided through the Crossfield Wellness Network's Grant Funds and FCSS Internal Programming Budget.

Report to Council



Meeting Date: September 2, 2025
Meeting Type: Regular Council Meeting
Prepared By: Russ Nash
Presented By: Russ Nash
Subject: **Rescind Health and Safety Committee Policy 2020-03**
Department: Community Services

REPORT PURPOSE:

The purpose of this report is to provide information to Council for rescinding the Health and Safety Committee Policy 2020-03.

In its place, a Terms of Reference has been created and approved by the Town of Crossfield's Senior Leadership Team to provide operational guidance for the Town's Health and Safety Committee.

RECOMMENDATION:

That Council rescind Health and Safety Committee Policy 2020-03.

BACKGROUND:

Part 2 of the Alberta Occupational Health and Safety Act requires that employers establish a Health and Safety Committee if they regularly employ 20 or more workers.

Further to that, Part 13 of the Alberta Occupational Health and Safety Code stipulates the required guidelines and components that a Health and Safety Committee must have or follow, including composition of the committee, Terms of Reference, meeting quorum, member training, etc.

The Town of Crossfield has had a Health and Safety Committee in place for a number of years, operating under guidelines contained within Health and Safety Committee Policy 2020-03.

Following the 2024 safety program audit, it was noted that the existing policy was missing some recently updated legislated components. As such, the Health and Safety Committee conducted a review of the policy and re-wrote it into a Terms of Reference (attached for Council's reference), including the updated requirements.

Information contained within the Terms of Reference includes:

- Guidelines for establishing the committee
- Guidelines for holding committee meetings, including quorum, co-chairs, recording minutes, etc.
- Training requirements for committee members

- Duties of the Health and Safety Committee, including responding to health and safety concerns or complaints, participating in inspections, completing and reviewing incident investigations, making recommendations to Senior Leadership, etc.
- Processes for addressing health and safety concerns and complaints
- Term of Office for members

Being that the Health and Safety Committee performs administrative functions, it was decided to change this document to a Terms of Reference. This will also provide administration with greater flexibility to make changes required by legislation, as well as changes to improve efficiencies of the committee.

Any changes to the Terms of Reference must be approved by the Senior Leadership Team.

It is important to note that this policy (Health and Safety Committee Policy 2020-03) differs from the Health and Safety Policy (HR #02) we are also required to have, which remains in place.

ANALYSIS:

Relevant Statutes / Master Plans / Town Documents

Alberta Occupational Health and Safety Act (current as of June 11, 2025)

Alberta Occupational Health and Safety Code (current as of March 31, 2025)

ATTACHMENTS:

Health and Safety Committee Policy 2020-03

Health and Safety Committee Terms of Reference

POLICY 2020-03

TOWN OF CROSSFIELD

HEALTH AND SAFETY COMMITTEE POLICY

Purpose

The purpose of this policy is to establish duties, responsibilities and requirements for Health and Safety Committees that are established for the Town of Crossfield.

Town council and management are committed to ensuring that all employees have a healthy, safe and inclusive environment in which to work.

Policy

As attached and titled Policy 2020-03 Health and Safety Committee Policy.

This Policy supersedes all previous Health and Safety Committee Policies.

Adopted this 3 day of March, 2020



Mayor Jo Tennant



Chief Administrative Officer Kenneth Bosman

Section 1: Establishing a Health and Safety Committee

- 1.1 Per Part 3 of the Occupational Health and Safety Act, employers must establish a Health and Safety Committee if they employ 20 or more workers and when work is expected to last 90 days or more.
- 1.2 A Health and Safety Committee shall also be established for new/temporary operations (e.g. construction sites) that employ 20 or more workers where contractors, other employers and/or self-employed persons are performing work on behalf of the town, and where that work is expected to last 90 days or more.
- 1.3 Names and contact information for Health and Safety Committee members shall be posted at each work site to ensure that all employees are aware of who to contact for health and safety concerns, complaints and work refusals.
- 1.4 The Health and Safety Committee shall consist of a minimum of 4 members, of whom at least half represent workers who are not associated with management of the town and/or the work site.
 - a) Worker members of a Health and Safety Committee shall be selected by the workers they represent.
 - b) Worker members of a Health and Safety Committee must be directly employed by the town, or in the case of a temporary operation or work site, be directly employed by the employer(s) performing the work on behalf of the town.
 - c) Employer/management members of a Health and Safety Committee shall be appointed to the committee by the town and/or prime contractor, as applicable.
 - d) Employer/management members of a Health and Safety Committee must be directly employed by the town, or in the case of a temporary operation or work site, be directly employed by the employer(s) performing the work on behalf of the town.
- 1.5 The Health and Safety Committee shall have 2 co-chairs, selected by members of the committee: 1 employer/management member of the committee and 1 worker member of the committee.
- 1.6 The Health and Safety Committee shall co-ordinate with other Health and Safety Committees or Representatives that are established for temporary operations or worksites.

Section 2: Health and Safety Committee Meetings

- 2.1 The co-chairs shall alternate serving as chair of Health and Safety Committee meetings.
- 2.2 At minimum, the Health and Safety Committee shall meet on a quarterly basis.

- 2.3 Quorum for Health and Safety Committee meetings is 50% of the members if:
 - a) Both worker and employer members are present, and
 - b) At least 50% of those present are worker members
- 2.4 Either co-chair of a Health and Safety Committee may call a special meeting of the committee to deal with urgent concerns at a work site.
- 2.5 The co-chairs of a Health and Safety Committee shall ensure that minutes of each meeting are recorded and that copies of the minutes are kept for a minimum of 2 years.
- 2.6 Minutes from each Health and Safety Committee meeting shall be provided to all town staff within 7 days of the meeting being held.

Section 3: Training Requirements

- 3.1 Health and Safety Committee members shall receive training respecting the duties and functions of a committee through a designated organization.
- 3.2 Health and Safety Committee members shall also receive training in incident investigation and formal workplace inspections either through a designated organization or with an experienced and trained employee.
- 3.3 Health and Safety Committee members are encouraged to take additional training that will assist and further their knowledge in their role.
- 3.4 The Town of Crossfield shall allow time for Health and Safety Committee members to take training related to their duties and functions as a member of the committee.

Section 4: Health and Safety Committee Duties

- 4.1 Health and Safety Committee duties will include:
 - a) Responding to health and safety concerns and complaints brought forward by workers;
 - b) Participating in the identification of hazards and appropriate hazard controls;
 - c) Developing and promoting health and safety education and training;
 - d) Conducting regular inspections of the facilities and/or work sites represented;
 - e) Participating in investigations of incidents and work refusals;
 - f) If requested, accompanying an Occupational Health and Safety Officer during an inspection of the work site;
 - g) Developing and promoting health and safety measures, and checking their effectiveness;

- h) Making recommendations to management to improve the health and safety management system;
- i) Maintaining records relating to the health and safety management system and to the duties listed above.

Section 5: Reporting and Addressing Health and Safety Concerns and Complaints

- 5.1 Health and safety concerns and complaints are to be reported by employees directly to the Health and Safety Committee via telephone call, email, in writing or in person.
- 5.2 When a health and safety concern or complaint is received, the Health and Safety Committee will investigate to determine if corrective actions can be implemented and when required, will make recommendations to management on how to resolve the concern or complaint.
- 5.3 To ensure that a reasonable solution to the concern or complaint is achieved, the Health and Safety Committee may consult with coworkers, supervisors, managers, legal counsel and/or experts as required.
- 5.4 Should the Health and Safety Committee be unable to reach a consensus on a matter relating to the health and safety of workers at the workplace, a co-chair of the Health and Safety Committee may report this to the Chief Administrative Officer who may investigate and provide recommendations to assist in resolving the matter.
- 5.5 The Health and Safety Committee shall maintain records of safety concerns and complaints that have been brought forward, along with the recommendations and corrective actions that have been implemented.
- 5.6 The Health and Safety Committee must not disclose a worker's personal health information or the personal information of an identifiable individual, unless the disclosure is required by law.

Section 6: Reporting to Management

- 6.1 The Health and Safety Committee will report to management, all recommendations made to resolve health and safety concerns and complaints, and recommendations made to improve the health and safety of employees.
- 6.2 Should management disagree with the recommendations, an explanation must be provided in writing stating the reasons for not accepting the recommendations. In this case, the Health and Safety Committee and management will work together to come up with a mutually beneficial solution.
- 6.3 If a solution cannot be agreed upon or if a problem or concern cannot be resolved, the matter may be referred to an Occupational Health and Safety Officer.

Section 7: Term of Office

- 7.1 Members of the Health and Safety Committee will hold office for a term of 1 year and may continue to hold office until a successor is selected.
- 7.2 New members of the Health and Safety Committee shall be appointed or elected as described in ***Section 1: Establishing a Health and Safety Committee***.
- 7.3 In the case of a Health and Safety Committee for a temporary operation or work site that is in place for less than 1 year, members of the committee will hold office until the project is complete.



Administered By:	Administration	Policy No:	N/A
Approval Date:	July 24, 2025	Effective Date:	July 24, 2025
Approved By:	Senior Leadership Team	Resolution No.:	N/A
Review Date:	July 24, 2025		
References:	Alberta Occupational Health & Safety Act, Regulation & Code		

Purpose:

These Terms of Reference will serve as a guideline to define the duties, responsibilities and requirements of the Town of Crossfield’s Health and Safety Committee (“the Committee”).

Town Council and senior leadership are committed to ensuring that all employees have a healthy, safe and inclusive environment in which to work.

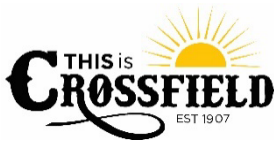
Scope:

The Health and Safety Committee is a group of Town of Crossfield employees, representing management and workers, who work together to resolve health and safety questions, issues and concerns, as well as promote workplace health and safety in the areas they work and represent.

The Committee is not a decision-making body. However, they will formulate and escalate recommendations to the Senior Leadership Team (SLT) for consideration and resolution.

These Terms of Reference will provide Town of Crossfield employees and Health and Safety Committee Members with rules and procedures needed for:

- Implementing a Health and Safety Committee
- Fulfilling expectations of the Health and Safety Committee
- Replacing Health and Safety Committee members
- Documentation review (e.g. hazard assessments, formal inspections, incident investigations, etc.)
- Resolving a Committee dispute
- Communication between the Health and Safety Committee and Senior Leadership
- Ensuring legislative duties are being met
- Addressing health and safety-related concerns or complaints



1.0 Establishing a Health and Safety Committee

- 1.1 The Health and Safety Committee will be comprised of both employer (manager/supervisor or anyone with supervisor responsibilities) and worker delegates with equal voting rights.
- 1.2 The Committee will be comprised of at least four (4) members, with a minimum of half representing workers who are not part of management. Representation will include individuals from Administration, Operations, Parks and Facilities, and Protective Services (Fire and Municipal Enforcement). Additional members may be appointed beyond the minimum as needed.
- 1.3 All members of the Committee must be directly employed by the Town and may be permanent or temporary employees.
- 1.4 Worker members of the Health and Safety Committee will be selected through a nomination process. Workers can nominate themselves and/or another peer.
 - a. Nominees will have an opportunity to research the role and decide whether they will let their name stand for the position.
 - b. If there are no worker nominees for a given area, the area manager/supervisor will appoint a worker to fulfill the role.
- 1.5 Employer members of the Health and Safety Committee will be selected through the same nomination process as workers and/or be appointed to the Committee by their direct supervisor.
- 1.6 Names and contact information for Health and Safety Committee members will be posted at each work site to ensure all employees know who to contact regarding health and safety concerns, complaints or work refusals.
- 1.7 The Health and Safety Committee will have two (2) Co-chairs, selected by members of the committee: one (1) being an employer member and one (1) being a worker member.

2.0 Health and Safety Committee Meetings

- 2.1 The Co-chairs will alternate serving as Chair of Health and Safety Committee meetings.



- 2.2 At minimum, the Health and Safety Committee will meet on a quarterly basis.
- 2.3 The quorum for Health and Safety Committee meetings is 50% of the members if:
 - a. Worker and employer members are present, and
 - b. At least 50% of those present are worker members.
- 2.4 Either Co-chair of the Health and Safety Committee may call a special meeting of the Committee to deal with urgent concerns.
- 2.5 The Co-chairs of the Health and Safety Committee will ensure that an agenda is prepared and that minutes of each meeting are recorded and that copies of the minutes are kept for a minimum of 2 years.
- 2.6 Minutes from each Health and Safety Committee meeting will be provided to all Town staff within 7 days of the meeting being held.

3.0 Training Requirements

- 3.1 Health and Safety Committee members will receive training respective of the duties and functions of a committee through a designated organization (e.g. AMHSA – Joint Health and Safety Committees and Health and Safety Representatives: Foundations).
- 3.2 Health and Safety Committee members will also receive training in hazard assessment and control, incident investigation and formal workplace inspections through a designated organization (e.g. AMHSA – Leadership for Safety Excellence).
- 3.3 Health and Safety Committee members are encouraged to take additional training that will assist and further their knowledge in their role as a member of the Committee.
- 3.4 The Town of Crossfield will allow time for Health and Safety Committee members to take training related to their duties and functions as a member of the Committee.



4.0 Health and Safety Committee Duties

4.1 Health and Safety Committee duties include:

- a. In accordance with section 5.0 of this Terms of Reference, respond to health and safety concerns and complaints brought forward by employees.
- b. Participate in the identification and assessment of hazards, and the identification of appropriate hazard controls.
- c. Develop and promote health and safety education and training.
- d. Participate in regular inspections of facilities.
- e. Review completed work site inspection documentation, looking for trends in identified deficiencies and outstanding corrective actions.
- f. Participate in investigations of incidents and work refusals.
- g. If requested, accompany an Occupational Health and Safety Officer on inspections of work sites.
- h. Develop and promote health and safety measures and monitor their effectiveness.
- i. Make recommendations to the Senior Leadership Team respecting the health and safety of workers.
- j. Maintain records relating to the health and safety management system and to the duties listed herein.
- k. Attend and actively participate in Committee meetings.
- l. Review previous meeting reports and materials prior to meetings, as well as complete assigned tasks outside of regular Committee meetings.
- m. Assist with new Committee member orientation.
- n. Coordinate with other Health and Safety Committees or Representatives that are established for temporary operations or worksites (e.g. contractors engaged to perform work for the municipality).



5.0 Reporting and Addressing Health and Safety Concerns and Complaints

- 5.1 Health and safety concerns and complaints can be reported by employees to Health and Safety Committee members via telephone call, email, in writing or in person.
- 5.2 A Committee member who receives an employee's concern or complaint will immediately notify the Co-chairs and request time on the next meeting's agenda. If an item is deemed to be urgent, the Co-chairs may call a special meeting of the Committee.
- 5.3 The Health and Safety Committee will investigate health and safety concerns and complaints which are brought forward to determine corrective actions and will make recommendations to the Senior Leadership Team on how to resolve the concern or complaint.
- 5.4 The Committee will ensure to follow-up with the affected employee(s) to notify them of the decision or recommendation, as approved by SLT.
- 5.5 The Health and Safety Committee may consult with co-workers, supervisors, managers and/or experts as required, to ensure reasonable and practical solutions are recommended to the Senior Leadership Team to resolve concerns or complaints. Any such engagements that have budgetary impacts must receive prior SLT approval.
- 5.6 Should the Health and Safety Committee be unable to reach a consensus on a matter relating to the health and safety of workers at the workplace, a Co-chair of the Committee may report this to the Chief Administrative Officer who may investigate and provide recommendations to assist in resolving the matter.
- 5.7 The Health and Safety Committee must not disclose a worker's personal health information or the personal information of an identifiable individual, unless the disclosure is required by law.

6.0 Communication with Management

- 6.1 All recommendations made by the Health and Safety Committee to resolve health and safety concerns and complaints, or to improve the health and safety of employees, will be reported to the Senior Leadership Team in writing.



- 6.2 Recommendations presented to the Senior Leadership Team should be practical and achievable and include sufficient detail to ensure a clear understanding of the situation, issue, or concern being addressed.
- 6.3 Recommendations brought to the attention of the Senior Leadership Team by the Health and Safety Committee will be responded to within 30 days of the matter being brought forward.
- 6.4 If a matter cannot be resolved within 30 days, the Senior Leadership Team will respond in writing stating how the concern will be addressed in the short term, including any interim control measures that may be required.
- 6.5 Should the Senior Leadership Team disagree with the recommendations made by the Health and Safety Committee, an explanation will be provided in writing stating the reasons for not accepting the recommendations. In this case, the Health and Safety Committee and SLT will work together to come up with an alternative solution.
- 6.6 If a solution cannot be agreed upon, or if a problem or concern cannot be resolved, the matter may be referred to Alberta Occupational Health and Safety.

7.0 Term of Office

- 7.1 Health and Safety Committee members will serve a minimum term of one (1) year. Terms may be extended to maintain continuity, allow time for selecting successors, or accommodate members who wish to continue contributing to the organization's health and safety efforts.
- 7.2 New members of the Health and Safety Committee will be nominated or appointed as described in section 1.0 ***Establishing a Health and Safety Committee.***
- 7.3 If a situation should arise where a Committee member is not fulfilling their duties, the following will occur:
 - a. A Co-chair will send notification to the member reminding them of their duties and their obligation to fulfill those duties.
 - b. Should a member continue to not fulfill their duties, the Committee will make a recommendation to address the issue, up to and including a recommendation to the Senior Leadership Team that the member be replaced.



- 7.4 If a Committee member is unable to fulfill their term of office, the Committee will use the member selection process identified in section 1.0 ***Establishing a Health and Safety Committee*** within one (1) month of receiving the member's resignation.

8.0 Committee Participation in Key Health and Safety Processes

- 8.1 ***Hazard Assessment Process*** – The process to identify, assess and control hazards is a foundational aspect of the health and safety management system. This includes formal job hazard assessments and field level/site-specific hazard assessments. The Health and Safety Committee will support this process by:

- a. Promoting the process within their work areas.
- b. Reviewing newly developed formal job hazard assessments for completeness.
- c. On an annual basis, facilitate a working session for a team to develop or review their formal job hazard assessments.

- 8.2 ***Inspection and Incident Report Review*** – The Health and Safety Committee meetings will have standing agenda items to review workplace inspection reports and incident reports. The objectives of this review are to:

- a. Identify trends in deficiencies identified through facility inspections and ensure that corrective actions are completed by the assigned due date.
- b. Identify trends in incidents (including near misses and hazardous conditions) and ensure that appropriate corrective actions are being recommended and implemented.

9.0 Amendments

- 9.1 These Terms of Reference will be reviewed on an annual basis by the Health and Safety Committee and may be amended either by the Senior Leadership Team, or by vote of the Committee members. Any proposed changes will require final approval by the Senior Leadership Team.



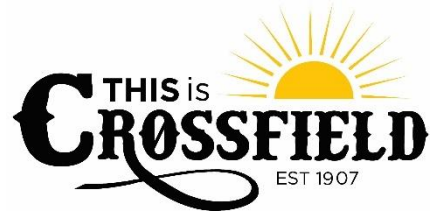
10.0 Approval

CAO Signature

Date

Monthly Administrative Update

August 2025



Public Works & Infrastructure

Monthly Update:

- Many capital projects have been substantially advanced during the summer months including:
 - New backhoe loader procured and delivered at the end of August.
 - Wastewater Disposal Masterplan draft was completed and is now undergoing refinement prior to presentation to Council.
 - Sidewalk repairs are completed except for some panel replacements.
 - A RFQ has been issued for the pavement overlay program.
 - The tender for the sewer main replacement on Athabasca Crescent closed on August 29.
 - New recycling and waste carts were ordered and received.
 - Lagoon survey was underway in the final week of August.
 - The overhead fill at the bulk water station has been converted to a 3-inch barrel fill station.

Upcoming:

- Presentation of the final Wastewater Disposal Masterplan for Council's consideration and direction.
- In September and October, a portion of the Athabasca Crescent sewer main in poor condition will be replaced.

Planning & Development

Monthly Update:

- The Town has received the following planning and development applications in 2025:
 - 3 redesignation application and 1 subdivision application
 - 99 development permit applications, including 57 applications for new homes.
 - 15 home occupation permits and 8 sign permits

Upcoming:

- Administration intends to bring minor Land Use Bylaw amendments to Council in Q2/Q3 2025 with more significant amendments to follow in 2026 to align with the updated MDP.
- Several planning and development applications will be presented to Council in the coming weeks.

Public Safety

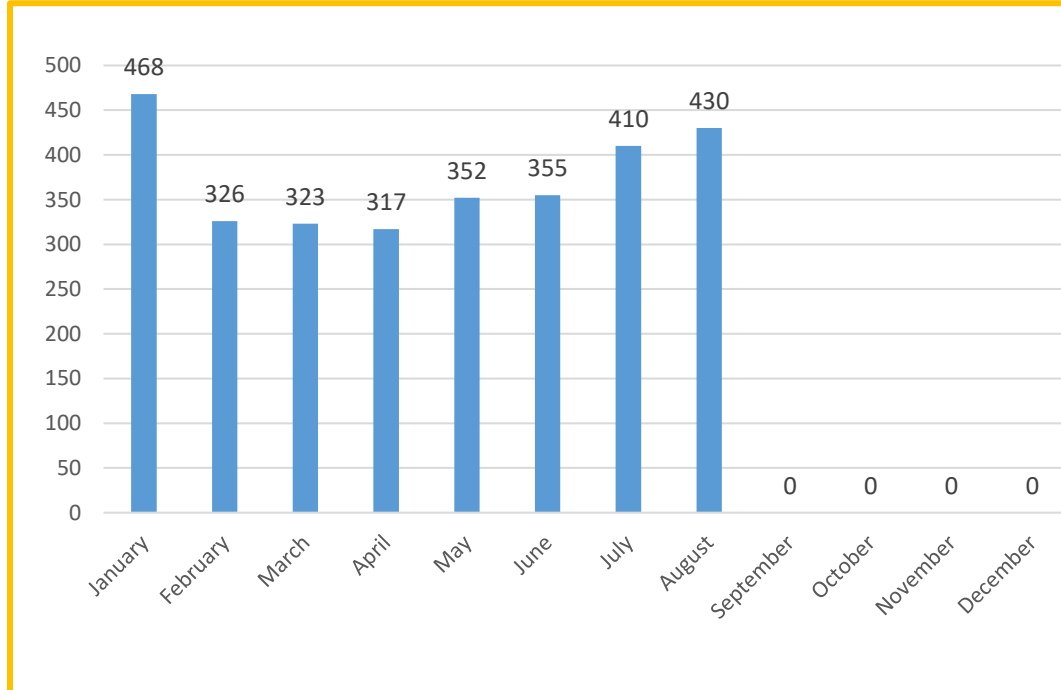
Monthly Update:

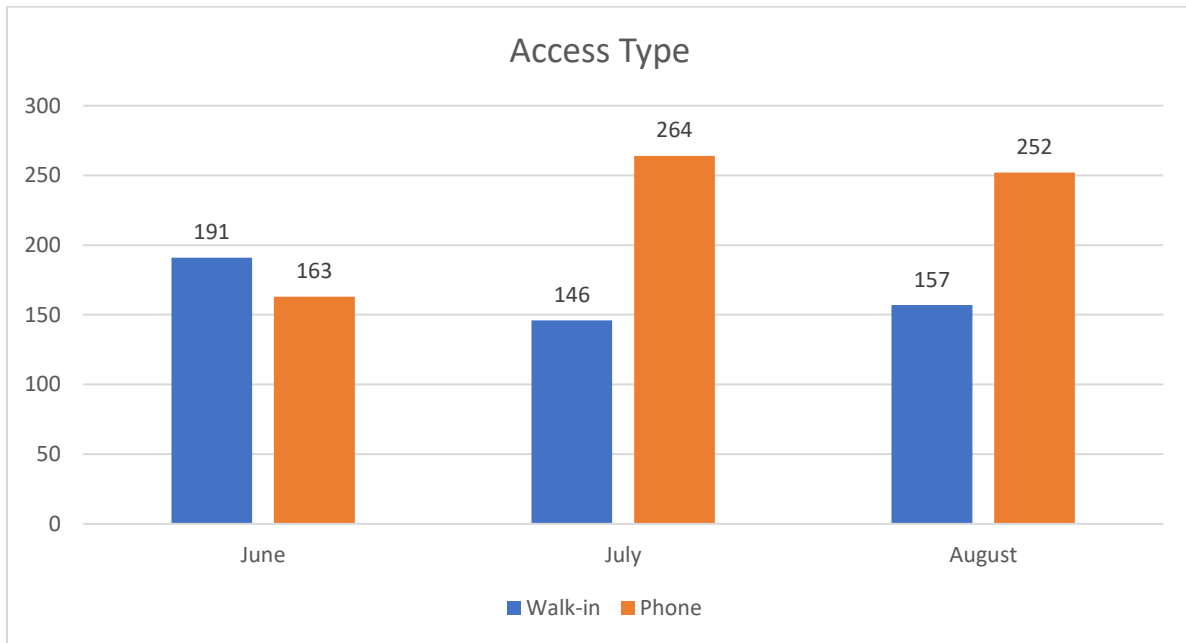
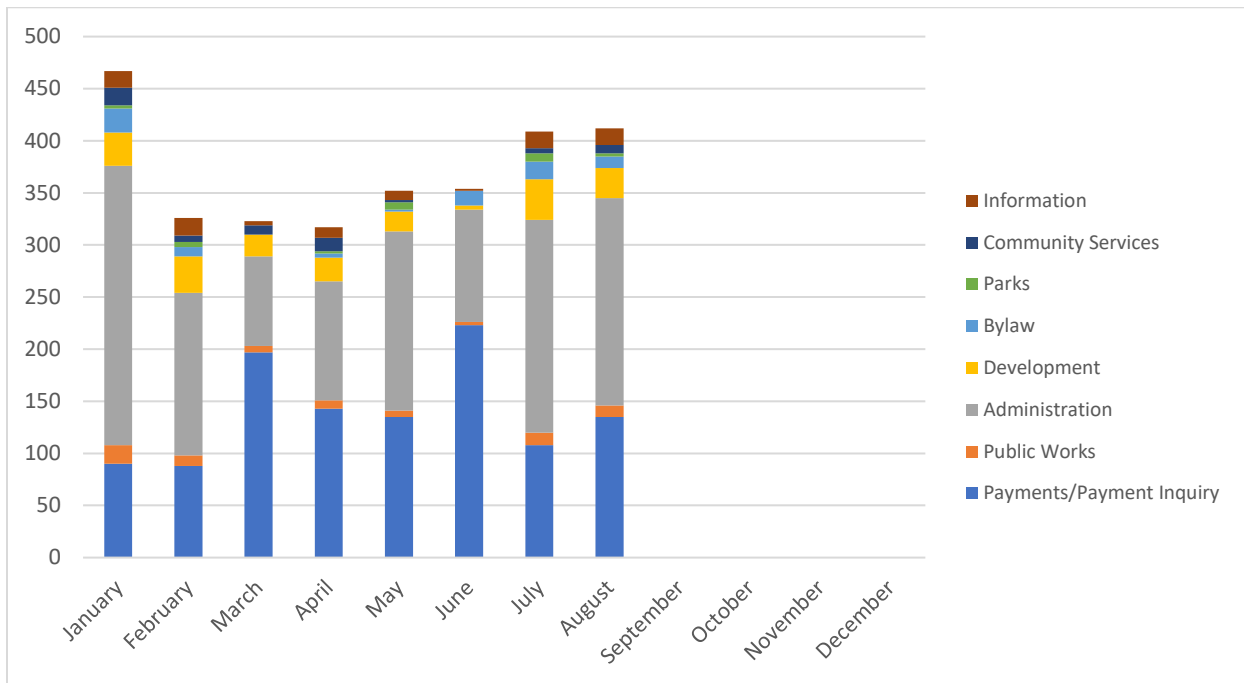
- Fire Chief, Dax Huba started with us on June 23.
- The new fire truck (soon to be Engine 154) arrived in mid-July. Members of the Fire Department have been working to transition equipment to the new truck and take the old Engine 155 out of service. It is anticipated that the new truck will be in service within the first 2 weeks of September. At that time, Engine 155 will be pulled out of service and Administration will work to sell it through appropriate avenues (e.g. GovDeals).
- Community Peace Officer, Keith Arndt started with us on July 28.
- Community Peace Officer, Bradley Thibeault has remained with us, assisting with enforcement as well as training.

Customer Service/ Community Engagement

Monthly Update:

- Administration recorded 355 customer interactions in June, 410 in July, and 430 as of August 28. The majority of these interactions involved payment processing or inquiries, as well as establishing utility and tax accounts for new property owners. Most customer service requests were handled via telephone.





- After some initial technical delays, the Crossfield Connect (E-Gov) platform is now officially live. While the online payment feature is still being finalized, account holders can create an online profile using their existing Town tax or utility account details and view their utility, tax, and dog license information. The E-Gov module is accessible through the Town’s website. Once the payment feature is activated, residents will be able to make online payments and conveniently renew business and animal licenses. This platform is designed to improve efficiency and provide users with flexible, 24/7 access to their account information.

- A new website platform is being developed. This new platform will transition the Town of Crossfield's website to a modern, user-centered platform that improves accessibility, usability and communication for residents and businesses.

Upcoming:

Administration will be participating in the Crossfield Community Fest on September 9. We will have two tables and showcasing Town services and programs.

Election:

- Sept 22 - Nomination Day until 12 p.m.
- Oct 1 – Candidates Forum @ Community Center 7 p.m.
- Oct 9 – Advance Poll @ Community Center 4- 8 p.m.

Community Services & Events

Monthly Update:

- Several changes and updates have been made by the province to the FCSS program. Training has been provided to help organizations who are interested in applying for 2026 funding understand the new processes and requirements.
- Grants we have applied for, or are in the process of applying for include:
 - UFA Rural Communities Grant (lobby washroom upgrades at the Arena)
 - New Horizons for Seniors Grant (seniors' programming)
 - AB Blue Cross Built Together Grant (new pump track)
 - Fire Service Training Program (training for Fire Dept members)
- The Summer Recreation Program had another successful year.
- The ice plant was turned on at the Arena on August 22 with ice install taking place from August 25 to September 2. The first ice time of the season is anticipated on Wednesday September 3.
- Upgrades to the Outdoor Rink in Amery Park have been ongoing. Unfortunately, this project has been delayed with the cool and wet weather we experienced in July and early August; however, the contractor has been making some progress recently.
- The grease trap replacement in the kitchen at the Community Hall was completed in July.
- The RFP for the new pump track in Murdoch Park closed on August 19. Administration is currently reviewing submitted proposals and hope to have a contractor in place by mid-September to start working on a design.

Upcoming:

- 2026 FCSS funding applications are due September 19.
- Several FCSS programs are coming up in the fall. Information on these programs is available on the Town's website.
- Administration will be issuing an RFP for a Banta Park upgrade design.

Administrative Services

Monthly Update:

- Administration continues to work on land lease agreements, including the Town's 5 Acres, Crossfield Library Board and Crossfield and Madden Food Bank agreements.
- Election update: At time of printing the Returning Officer has received the following number of nomination packages:
Mayor - 2
Councillor – 6
- On August 15, a processing error resulted in tax withdrawals being taken instead of utility payments. The issue was identified early that morning, and Administration staff worked diligently to resolve it. Funds were returned to affected accounts the same day for approximately 94% of customers, with the remainder corrected by the following day. We sincerely apologize for this error and appreciate everyone's patience and understanding as we worked through the resolution.
- A request for invitational procurement for financial investment services was released on August 28th with a closing date of September 29th.
- The Mid-Sized Town Mayor's Caucus administrative team met on August 13th to discuss the funding presentation that the Executive Committee will present to the Minister in September.
- The Town of Crossfield has joined Kinetic GPO, giving us access to group purchasing discounts that help secure better pricing on goods and services.

Upcoming:

Election:

- Sept. 22 - Nomination Day until 12 p.m. Returning Officers will have a table set up in at the Town Office to collect nominations on Nomination Day.
- Oct. 1 – Candidates Forum @ Community Center 6:30 p.m.
- Oct. 9 – Advance Poll @ Community Center 4- 8 p.m.
- Oct. 20 – Election Day

Report to Council



Meeting Date: September 2, 2025
Meeting Type: Regular Council Meeting
Prepared By: Name and Title of Preparer
Presented By: Name and Title of Presenter
Subject: Click or tap here to enter text.
Department: Choose a Department

REPORT PURPOSE:

Click or tap here to enter text - Explain the purpose of the report concisely. For Example: “The purpose of this report is to provide Council with [information/analysis/recommendation] regarding [specific issue or topic]”.

RECOMMENDATION:

Click or tap here to enter text - Clearly state the recommendation for Council’s consideration. Use plain language. Example: “That Council approve [specific action, policy, or decision], as outlined in the report.”

PREVIOUS COUNCIL DIRECTIONS:

Click or tap here to enter text – Identify any prior direction of Council, through motion or policy.

BACKGROUND:

Click or tap here to enter text - Provide relevant historical context or background information to help Council understand the issue.

ANALYSIS:

Strategic Alignment

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

Environmental Impact

Click or tap here to enter text. Identify any associated environmental impacts.

Economic Impact

Click or tap here to enter text. Identify any impacts to the local economy, noting how business, residents and other stakeholders might be economically affected.

Social Impact

Click or tap here to enter text. Identify any social impacts to the community, looking at how the decision may impact quality of life for residents, including health, safety, education, housing and recreation.

Relevant Statutes / Master Plans / Town Documents

Click or tap here to enter text.

Risks

Click or tap here to enter text. Identify potential risks and mitigation strategies

COMMUNICATIONS AND ENGAGEMENT:

Click or tap here to enter text. Describe any communications or engagements with stakeholders, including: internal departments, external organizations or the public, summary of feedback received.

FINANCIAL IMPLICATIONS:

Click or tap here to enter text. Detail the financial impact of the proposed recommendation, including estimated costs of savings, source of funding (ie. budget allocation, grants)

ALTERNATIVES/IMPLICATIONS:

Click or tap here to enter text. List possible alternatives to the recommendation, including no action, and their potential outcomes.

ATTACHMENTS:

Click or tap here to enter text. List and attach any relevant supporting documents or appendices, such as: Maps, Tables/Charts, Legal opinions, Draft bylaws.



Quarterly Corporate Report

For the Quarter Ended
June 30, 2025

CROSSFIELD
EST 1907

Recommendation

THAT Council accepts the 2025
Second Quarterly Corporate
Report as information

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

Land management strategy
& vacant land inventory
NRED Grant (Investment
Readiness)
Municipal Development
Plan Update



Town Infrastructure

Wastewater capacity
strategy
Advancements in Asset
Management



Communications and Public Relations

Monthly Newsletters
Multiple public
engagements
2025 Budget Book
Q1 2025 Quarterly
Corporate Report

Strategic Plan Reporting



Social Development & Emergency Services

Fire Service Master Plan
and Community Risk
Assessment underway

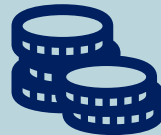
Concluded Regional
Policing Review with
regional partners



Parks, Recreation & Beautification

Permanent dog park
location and improvement

Park Signage Updated



Grant Funding

\$1,076,327 in competitive
grant funding secured
since the beginning of
Council's 2021 – 2025 term

Capital Plan Highlights



PARKS AND OPEN SPACES:

- Amery Park Rink Upgrades
- Dog Park Improvements

EMERGENCY & PROTECTIVE SERVICES:

- Fire Services Master Plan and Community Risk Assessment

FLEET & EQUIPMENT:

- Engine 155 Replacement
- Backhoe Loader Replacement

Capital Plan Highlights



FACILITIES:

- Arena Score Clock

INFRASTRUCTURE:

- Sidewalk Improvement Project
- Water & Wastewater Infrastructure Improvements
- 3" Barrel fill Line at the Bulk Water Station

Procurement Activities

Description	Awarded Vendor	# of Bids/ Quotes	Local Vendor	Awarded Value
Amery Park Outdoor Rink Upgrades	Peregrine Arena Solutions	1	Y	\$144,000
Community Risk Assessment & Fire Services Master Plan	BEHR Integrated Solutions*	5	N	\$63,469
Backhoe Loader	Rocky Mountain Equipment*	3	N	\$230,380

* Awarded on highest evaluated proposal

Financial Reporting Highlights - Revenue

REVENUE	VARIANCE %	EXPLANATION
Investment Income	36%	Favorable - investment income is trending higher than expected, impacted by prime rate and timing of cash outflows required for capital expenditures.
Penalties	65%	Unfavorable - due to lower than anticipated penalties charged on balances owing on property tax accounts after the payment due date.
Licences & Permits	24%	Favorable – building and safety code permit applications in Q2 continue to exceed expectations as well as business licence issuance is trending up.
Other Income	25%	Favorable – Unbudgeted Fortis streetlight rebates along with cost recovery revenue from the fiber optics program are contributing to the favorable variance, which is slightly offset by decreased fines revenue resulting from the Community Peace Officer position vacancy.

Financial Reporting Highlights - Expenditures

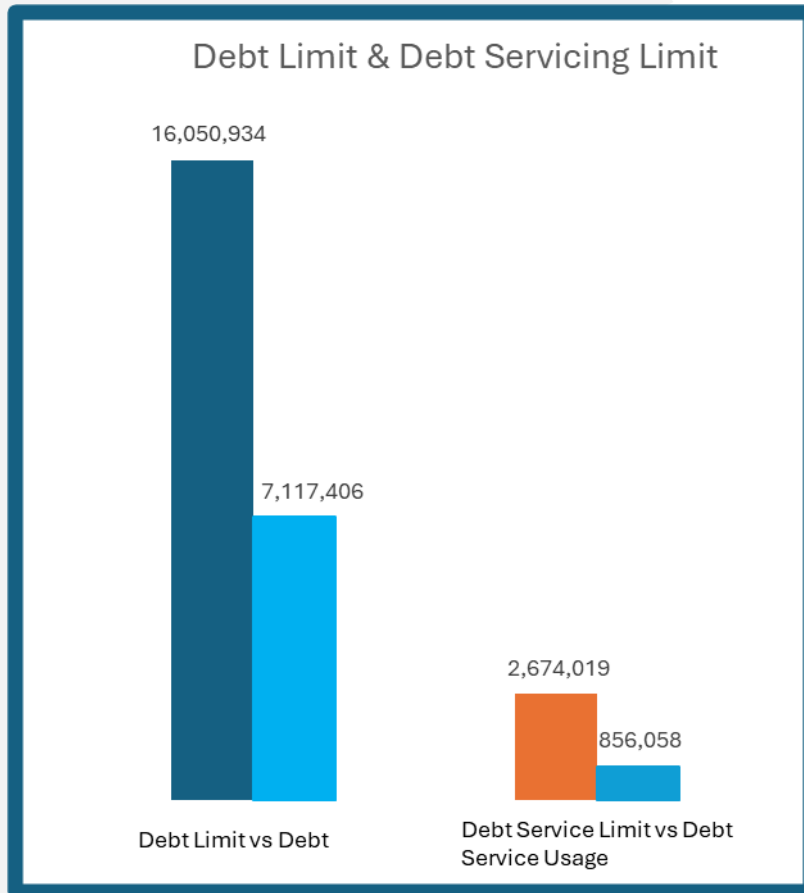
EXPENDITURES	VARIANCE %	EXPLANATION
Salaries, Wages & Benefits	56%	Favorable – consistent with vacancies reported in Q1 in addition to the recruitment of the Fire Chief and CPO positions.
Materials, Goods, Supplies & Utilities	56%	Favorable – due to timing and seasonality of expenditures. For example, timing of annual maintenance for various equipment and assets occurs in the summer/fall months as well as reduced utility costs related to mild weather.
Transfer to Local Boards	45%	Unfavorable – due to timing of transfers, however, expect to be on budget at year end.
Bank Charges	-7%	Unfavorable – credit card processing fees are higher with the new service provider. A fee for service will be implemented in 2026 to offset the cost to the Town.

Projected annual surplus:

\$246,000

Q2 Corporate Report

Financial Reporting Highlights - Debt



The Town has \$7.117M debt outstanding which relates to:

- **Water Reservoir:** \$2.430M expiring in 2032
- **Railway Street Revitalization:** \$3.792M expiring in 2039
- **Fire Engine 155:** \$678K expiring in 2030
- **Equipment leases:** \$216K expiring in 2025, 2026, 2027

Annual debt servicing of \$856K is considerably lower than the provincial limit

Financial Reporting Highlights – Reserve Balances

Reserve Type	Actual balance as at Jan. 1, 2025	Additions 2025 proposed	Applied 2025 proposed	Proposed balance as at Dec. 31, 2025
Municipal Stabilization & Contingency	750,690	2,500	-	753,190
Operating Carry Forward	88,700	-	(88,700)	-
Health & Safety	-	10,685	-	10,685
Capital Project	1,510,556	-	-	1,510,556
Capital Carry Forward	253,049	-	(253,049)	-
Cemetery Perpetual Care	75,000	-	-	75,000
Infrastructure Lifecycle Management	1,320,421	1,333,662	(973,900)	1,680,183
Externally Restricted	154,768	-	(75,000)	79,768
<i>Subdivision (Offsite Levies)**</i>	2,617,676	-	-	2,617,676
	6,770,860	1,346,847	(1,390,649)	6,727,058

Proposed Net Change in Reserves - **43,802**

Financial Reporting Highlights – Financial Investments Activities

Average rate of
return Jan –
June 2025:
3.33%

Completed:

Developed and presented Investment Policy C303-25, approved by Council July 2, 2025
Policy aligns with current legislation and reflects the Town's goals for **capital preservation, liquidity, and responsible stewardship**

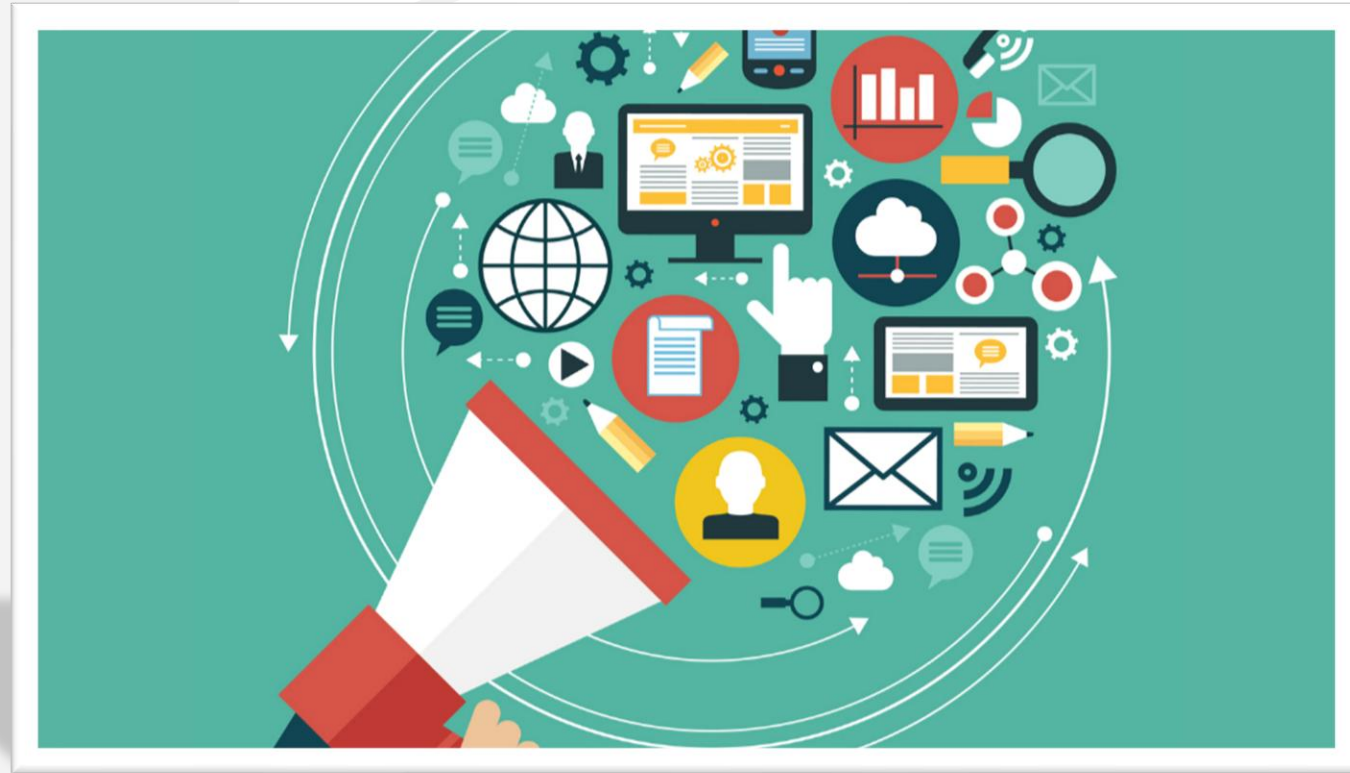
Next steps:

August/September: Invitation to submit proposals for Investment Services Management
September/October: Review submissions and negotiate contract
Fall 2025: Establish a new investment portfolio in accordance with the updated policy and approved asset allocation strategy.

Financial Reporting Highlights – Mayor & Council Expenditures

Operating Budget Summary - Mayor & Council From January to June				
	2025 Actual YTD	2025 Budget	2025 \$ Variance	Budget % Variance
Remuneration	60,789	128,196	67,407	53%
Travel, Training & Meetings	1,902	23,000	21,098	92%
Total Expenditures	62,691	151,196	88,505	59%

Communication & Public Engagement



Questions?



2025



QUARTERLY CORPORATE REPORT

FOR THE QUARTER ENDED JUNE 30, 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, 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.

In Q2 2025, the Town of Crossfield made meaningful progress on several strategic priorities spanning infrastructure development, community engagement, and municipal service delivery. Highlights from the quarter include the launch of the Pure Fibre Optic Installation (F3) initiative, which will enhance internet connectivity and digital infrastructure throughout the community. The Town continued preparations for the launch of Crossfield Connect (e-Gov), an online portal designed for current account holders to



access their property and utility information. The platform, scheduled to go live in late summer, will provide residents with a more convenient and environmentally friendly service option.

Community engagement remained a strong focus. The Town hosted 430 community members at its annual Pancake Breakfast in support of Pete Knight Days, strengthening



local traditions and civic pride. Additionally, the Town supported the community-led Hockeyville campaign, underscoring its commitment to local sports and recreation. Building on this momentum, a committee has since been formed, comprised of arena user groups and Town representatives, with the goal of raising funds for future investments in the arena.

Public engagement remained a key priority in Q2, supporting the Town's commitment to transparent and inclusive decision

making. Several community-focused activities were undertaken to gather input, and guide planning including an open house to gather community input in the development of the Municipal Development Plan (MDP), a public survey to gather feedback for future use and improvement of the Amery Park Community Garden, community engagement activities were conducted on the proposed Bike Skills/ Pump Track project, and a budget survey collected resident input to inform the development of the 2026 Municipal Budget.

These initiatives highlight the Town's focus on inclusive planning and ensuring that local enhancements are guided by the voices of Crossfield residents.

Finally, the Town conducted a comprehensive Emergency Planning and Training Exercise, reinforcing municipal readiness and inter-agency coordination in the face of potential emergencies.



Development & Building Permit Activities

Development Permits	2022 (full year)	2023 (full year)	2024 (Q2)	2025 (Q2)
Received	--	116	19	51
Issued	--	115	19	50
New Home Start Permits	--	--	14	30
Fees (100% to Town)	--	--	\$2,900	\$ 9,975

Building Permits	2022 (Q2)	2023 (Q2)	2024 (Q2)	2025 (Q2)
Issued	53	37	70	65
Est. Construction Value	\$6,587,024	\$5,784,085	\$10,365,251	\$ 14,428,619
Fees (30% to Town)	\$43,904	\$38,810	\$55,379	\$84,269

Safety Codes Permits	2022 (Q2)	2023 (Q2)	2024 (Q2)	2025 (Q2)
Electrical	61	60	67	95
Gas	36	24	39	37
Plumbing	53	29	39	52
Total Fees (30% to Town)	\$26,089	\$21,254	\$27,007	\$ 40,218

Development activity in Q2 2025 experienced a sharp year-over-year increase, highlighting renewed growth and investment in Crossfield. The Town received 51 development permit applications, which is a notable increase from Q2 2024. New home construction also surged, with 30 new home start permits issued, which is more than double the previous year's total. Development permit fees increased by 244%, directly supporting municipal planning and development services.

Building permit activity remained strong with 65 permits issued, which was slightly below the Q2 2024 total, but still above prior year numbers. The estimated construction value jumped to \$14.43 million, up 39% from last year, suggesting larger-scale projects. Building permit fees totaled \$84,269, a 52% increase, with 30% retained by the Town to support ongoing operations.

Safety Codes activity also climbed, particularly in electrical and plumbing permits. Electrical permits rose 42% to 95, the highest in four years, and plumbing permits increased 33% to 52. Gas permits held steady at 37. Total Safety Codes fees reached \$40,218, up 49% from Q2 2024. These gains reflect a robust construction environment and continued demand for regulated inspections and services.

Social Needs

Food security represents the number of Town of Crossfield clients accessing the food bank during Q2 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 represents 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.

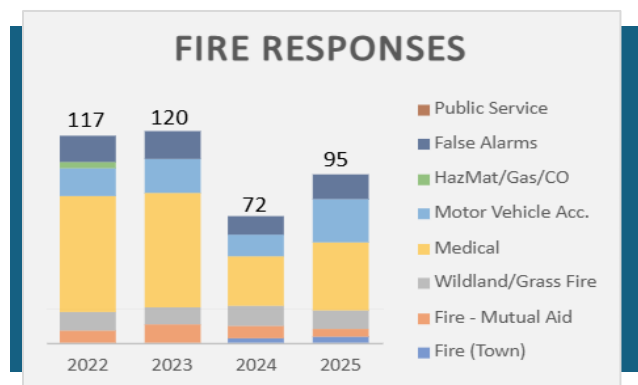
It is important to note that youth-based programs vary each quarter based on seasonal options and initiatives. For example, the Youth Week Ice Cream Sundae event significantly increased youth participation in Q2, while some other regularly scheduled programs, such as Parent and Tot Playground, were on a break for a portion of the quarter.



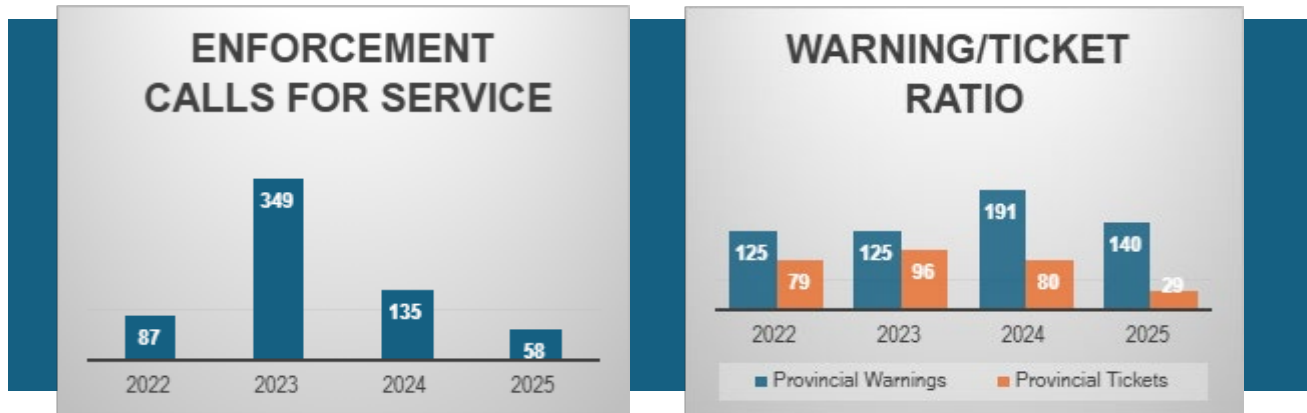
Protective Services

The information below represents details related to the Q2 activities of fire and municipal enforcement.

The **Fire Department** provides fire protection services to safeguard life, property, and the environment through timely and effective emergency response. In Q2 2025, total call volumes increased by 32% compared to the same period in 2024. Medical calls remained the most frequent response type, rising by 39%. Motor Vehicle Accidents saw a significant surge, doubling from last year's Q2 figures, indicating a notable shift in road-related incidents. In-Town fire responses continued a gradual upward trend with a slight increase. Wildland/grass fire and HazMat incident volumes remained stable, while false alarm activity fluctuated slightly without impacting overall 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.



During the second quarter of 2025, Crossfield Municipal Enforcement responded to 58 calls for service—a 58% decrease compared to Q2 2024. This decline is largely attributed to staffing constraints as the Peace Officer position was staffed on a part-time basis in Q2 2025. For context, the Peace Officer position remained vacant throughout Q3 and most of Q4, 2024. The part-time officer, who commenced duties in Q4 2024, provided steady and valuable support despite limited availability, ensuring continuity in enforcement services during this transitional phase.

In addition to call responses, 140 warnings were issued under the provincial statutes (*i.e. Traffic Safety Act*), while 29 tickets were formally issued. This means that tickets were issued in approximately 17% of all encounters related to provincial statutes. The ratio is roughly one ticket issued for every five warnings given—a notable shift from prior years, when the ratio was one ticket issued for every 1.5 warnings given. This trend reflects a continued shift, first established in 2024, toward prioritizing education and encouraging voluntary compliance before moving to formal enforcement measures.

Recruitment for a full-time Peace Officer began in mid-Q1 2025 and remained ongoing for the duration of Q2 2025. The Town is committed to securing a highly qualified candidate who meets both professional experience and physical competency requirements for the role.

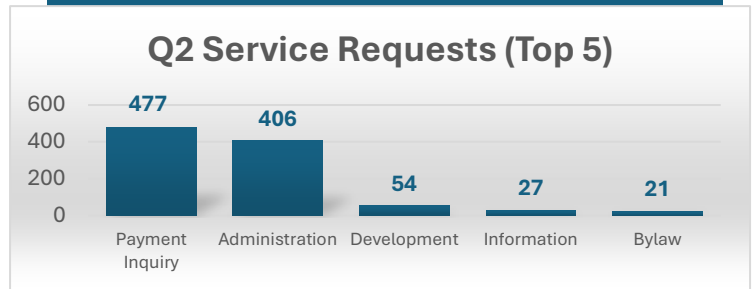
It is important to note that Peace Officers and Bylaw Enforcement Officers do not investigate or respond to criminal code matters. Officer time is spent patrolling, enforcing, and educating, and is responsible for preserving and maintaining the public peace while enhancing the quality of life for all in the Town of Crossfield. Officers also frequently interact with the community members to build positive relationships.

Customer Engagement

In Q2 of 2025, the Town received 1,023 calls for service. The top 5 categories included 477 requests related to Payment Inquiries, 406 related to Administration

(items such as business licences, dog licenses, solid waste inquiries, finance inquiries, utilities set-up and the TIPPS program), 54 related to Development, 27 related to Information Requests (inquiries including local elections, utility and

emergency services, community programs, property, and general Town operations), and 21 interactions associated to bylaw questions and concerns. The remainder of the calls for service pertain to community services, parks and public works.



Call volumes in Q2 2025 were 62% lower compared to the same period in 2024. The most significant decreases were seen in the categories of Administration (down 69%), Payment Inquiries (down 27%), and Development (down 84%). It is important to note that these figures only capture interactions at the front reception desk and do not reflect the full scope of staff engagement with the public. Administration continues to explore opportunities to improve processes and enhance customer service delivery.

Facility/ Amenity Statistics and Trends

The Town of Crossfield operates 2 main facilities and 8 athletic fields that are available for public rental. Available for rental are the Pete Knight Memorial Arena, the Crossfield & District Community Centre, 6 baseball diamonds and 2 green spaces designated for soccer use.

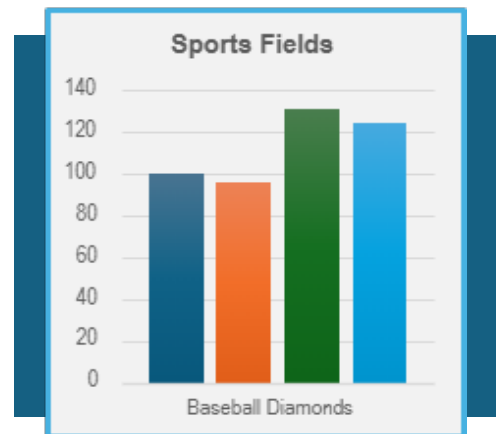


Utilization stats for both the Pete Knight Memorial Arena and the Crossfield & District Community Centre for Q2 over the past 4 years is provided in the charts above. While overall usage patterns remain strong, there's a notable shift from long-duration bookings to short-duration bookings. This could reflect evolving community preferences, cost sensitivities, or changing types of events. Monitoring this trend will help guide future scheduling and pricing.

Usage statistics show a 344% increase in main floor utilization at Pete Knight Arena and an 8.7% increase in loft/meeting room usage compared to the same period in 2024. While loft usage has remained relatively consistent over the past three years, main floor activity has more than quadrupled in just one year. This significant growth is attributed to the temporary closure of Airdrie's Ron Ebbesen Twin Arena, which led to the Town entering into a rental agreement with the Rocky View Lacrosse Association and three independent Senior Lacrosse teams. The contract included a minimum commitment of 200 rental hours; a threshold that was significantly exceeded. The Town is optimistic about continuing this successful partnership into 2026.

The Crossfield & District Community Centre has seen an overall decrease in bookings in Q2 compared to the same timeframe in 2024. Rental bookings greater than 4 hours decreased by 26%, and rental bookings less than 4 hours increased by 12%.










Baseball Diamond rentals remained strong in Q2 with 124 hours booked. While this is a slight decrease from the 131 hours at the same time last year, usage remains significantly higher than in 2022 and 2023, indicating sustained community interest and consistent demand for this amenity.



The Town maintains two green spaces dedicated to soccer, accessible to all residents on a first-come, first-served basis, with no booking requirements or fees. Usage of these fields has historically been limited, primarily by a single local volunteer community group that restarted organized play in spring 2024. In late April 2025, this group resumed regular community play for its second consecutive season, providing their own nets, field markings, and equipment. According to the group, soccer registration increased by 58% in Q2 of 2025 compared to the same period in 2024. At the start of play in late April 2025, there were 140 registered participants in the U3 to U9 age groups, and 86 participants in the U11 to U13 groups. During the second quarter of 2025, the Murdoch field and the McCaskill

field were used a total of 72 times. The Town will continue to monitor registration and field usage.

Communication Statistics

	31,523 Q2 website visits	FOLLOW US AND STAY INFORMED  crossfieldalberta.com  @townofcrossfield  @townofcrossfield3912  @town_crossfield
	3,283 followers, 213,864 views	
	149 subscribers	
	1,120 followers, 26,624 views	
	394 newsletter subscribers	

Coming soon...

Crossfield
Connect
ONLINE SERVICE PORTAL

You asked, we answered.





An online platform, accessible through the Town's website, to connect residents with their municipal accounts anytime, anywhere!



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>Sustainable Community Growth</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	
		Updates to the Land Use Bylaw	
		Doctor Attraction and Retention Strategy	
		Continue work with Nose Creek Watershed Partnership to protect riparian areas, improve stormwater management and improve water quality.	
		Encourage diversity of housing, including attainable and independent transition housing	
		Commercial / Industrial Development Incentives	


Town Infrastructure

 <p>Town Infrastructure</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 (99% complete)	●
		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"> - Investment Policy - Procurement Policy - Corporate Sponsorship/ Community Partnership Policy - Reserve Policy 	✓
Explore new Administration Building for Town	●		


Town Communications and Public Relations

<p>Communications & Public Relations</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	✓
		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	✓

Parks, Recreation and Beautification

 <p>Parks, Recreation & Beautification</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	✓
		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	✓		

Social Development and Emergency Services

<p>Social Development & Emergency Services</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	✓

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 **\$1,076,327** in competitive grant funding has been secured to the end of Q2 2025. 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

- All park signage has been replaced, and new flower beds have been installed as part of the beautification initiative. The project is nearly complete and has significantly enhanced the visual appeal of community green spaces.



Amery Park Outdoor Rink Upgrades

- The Amery Park Rink Upgrade project was awarded to Peregrine Arena Solutions in April 2025 through a competitive Request for Proposal (RFP) process. Construction began in early June, with removal of the old boards, site preparation, and installation of new chain link backstops completed to date. At the end of Q2 the project was approximately 40% complete. Progress was delayed due to unseasonably poor weather, with completion now anticipated for late August 2025.



Dog Park Improvements

- Site preparation for the new dog park has been completed, and the area is ready for spraying and hydroseeding. The project is currently 70% complete. Amenities such as benches, waste receptacles, and dog-friendly features (e.g., hydrants) will be installed in the coming months, as capacity allows. To ensure the turf establishes properly and can withstand high usage, the park will remain closed until the grass is well rooted. While an opening in fall 2025 is anticipated, it may be postponed to spring 2026 depending on growing conditions.



Emergency and Protective Services

Fire Service Master Plan

- The Fire Service Master Plan (FSMP) is a comprehensive, long-term planning document that guides the delivery of fire protection and emergency services. It provides strategic direction to maintain and enhance service levels while adapting to community growth, evolving risks, and available resources. The Town's FSMP project is currently underway. In April 2025, the project was awarded to BEHR Integrated Solutions through a competitive Request for Proposal (RFP) process. The work is divided into two phases. Phase 1, the Community Risk Assessment, is approximately 75% complete. Findings from this assessment will directly inform Phase 2, the development of the full Master Plan, which is scheduled to begin in Q1 2026.

Fleet and Equipment

Engine 155 Replacement

- A used replacement fire apparatus was sourced and purchased in December 2024. Over the past six months, the vendor has been completing required inspections and installing the requested upgrades. The apparatus was delivered in mid July 2025 and will undergo standard pre-service preparation to ensure safety, regulatory compliance, and operational functionality, before being placed into service.

Backhoe Loader Replacement

- The Town issued a Request for Quotation (RFQ) on June 3, 2025, for the supply and delivery of a new backhoe loader. This equipment will strengthen the Operations department's capacity for general construction and maintenance tasks. The Town received three submissions in response to the RFQ, and the contract was awarded to Rocky Mountain Equipment. Prior to the equipment being placed into service, the Operations staff will be provided training on its proper use and maintenance.

Facilities

Arena Score Clock Replacement

- The Arena score clock replacement project was complete as of June 30, 2025. The new clock was installed on June 12, 2025, and is fully operational and ready for use in the upcoming hockey season.

Road Infrastructure

Sidewalk Improvement Project

- The Sidewalk Improvement Project is an ongoing annual program contracted through Safe Sidewalks Canada, aimed at assessing and repairing sidewalk hazards to enhance accessibility and mobility throughout the Town. The most recent sidewalk condition assessment, completed in Q2 2025, identified 23 locations requiring repair or replacement. Most of the work identified falls within a 10-block area between Munson and Railway, and between Osler and Ross Street. Remediation work is currently underway and will continue throughout fall 2025. This project is currently 15% complete.



Asphalt Overlay Program

- Assessment and planning for road rehabilitation are currently underway to address the Town's road conditions. In June 2025, the Town engaged engineering consultant MPE to evaluate existing road surfaces and prioritize repair areas. To optimize cost efficiency and project management, repairs will be priced by surface area, with larger sections grouped into bundled projects where feasible. A total budget of \$180,000 has been allocated for this initiative in 2025. A competitive Request for Quotation (RFQ) is anticipated to be issued in Q3 2025. The project is currently 15% complete.

Westgate Estates Fence Replacement

- Following a competitive Request for Quotation process, the Town retained Fortress Fence Builders to replace 436 feet of deteriorated fencing along the north boundary of Westgate Estates, south of Limit Avenue and east of Stevens Street. The project includes the installation of new pressure-treated “good neighbour” fencing, which provides a uniform, finished appearance on both sides. As of the end of Q2, the project was approximately 10% complete, with full completion anticipated by the end of August 2025.

Water and Sanitary Sewer Infrastructure

Water and Wastewater Infrastructure Improvements

- To address aging infrastructure and accommodate future growth, the Town issued a Request for Proposal on April 17, 2025, for the design and engineering of key upgrades to the water and wastewater systems. Improvements include enhancements to the effluent storage outlet and replacement of water and wastewater mains on Athabasca Crescent, Whitfield Avenue, and Laut Avenue. The contract was awarded to Allnorth Consultants Ltd., with design work commencing on June 5, 2025. The project is currently 5% complete and is scheduled to continue through summer 2026.

Water Meter Replacement

- In 2025, the Town of Crossfield will complete a multi-year Water Meter Replacement Project to upgrade aging infrastructure and improve water usage tracking. The project replaced outdated residential and commercial meters with automated technology, enabling remote readings, better leak detection, and more accurate billing. This initiative supports long-term goals for efficient operations, water conservation, and improved service delivery. As of June 2025, replacement activities are 99% complete, with a small number of installations pending.

Hydrant and Valve Replacement

- In late June 2025, the Town initiated the bidding process for the replacement of five aging fire hydrants and eleven valves, through a Request for Quotation (RFQ). The project aims to upgrade critical infrastructure and ensure continued reliability of the municipal fire protection system. As of Q2 2025, the project is 5% complete and is expected to be completed by late Q3 2025.

3' Barrel Fill Line at the Bulk Water Station

- In response to user safety concerns, a survey was conducted in May 2025 to gather feedback on the Town's Bulk Water Station fill options. The survey proposed replacing the existing 3-inch overhead pipe with a safer 3-inch barrel fill alternative. The survey was open for 20 days and distributed via email to registered Bulk Water Station customers, with an additional QR code link posted onsite at the Bulk Water Station. A total of 60 responses were received. Results indicated strong support, with 88% of respondents favoring the replacement to reduce safety risks such as head injuries and slips. Following these results, the work was contracted to a local plumbing company. At the end of Q2, the project was on track for completion by the end of July 2025.

Effluent Storage Cell Invasive Species Response

- In September 2024, an invasive fish species, (Prussian Carp), was detected in the Town's effluent pond, requiring the annual release of treated effluent to be pumped, to protect the receiving stream ecosystem. To prevent releasing the invasive species to Nose Creek and to restore normal operations at the effluent pond, Allnorth Consultants Ltd. were contracted to design a screen system for the Town. Administration also continues to explore eradication requirements and costs to fully remove the invasive species from the pond.

Waste and Recycling

Waste and Recycling carts

- In May 2025, the Town purchased 100 black curbside waste carts, 100 blue curbside recycling carts, and various replacement parts, including wheels and lids. This acquisition supports a new annual inventory management program designed to ensure carts are readily available for new residential builds and timely replacements.

Procurement Activity

Represents procurement awarded between April 1, 2025 – June 30, 2025, over a value of \$25,000.

Description	Awarded Vendor	# of Bids/ Quotes	Local Vendor	Awarded Value
Amery Park Outdoor Rink Upgrades	Peregrine Arena Solutions	1	Y	\$144,000
Community Risk Assessment & Fire Services Master Plan	BEHR Integrated Solutions*	5	N	\$63,469
Backhoe Loader	Rocky Mountain Equipment*	3	N	\$230,380

* 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 June 2025

	2025 Budget	2025 Actuals	Variance \$	Variance %	2025 YE Forecast
REVENUE					
Net municipal taxes	5,126,134	2,784,473	(2,341,660)	46%	5,129,843
Government transfers for operating	444,135	127,639	(316,496)	71%	495,577
Sales and user fees	3,514,783	1,502,608	(2,012,175)	57%	3,552,883
Franchises and concessions	848,038	461,419	(386,619)	46%	848,038
Investment income	280,000	180,266	(99,734)	36%	300,000
Penalties income	173,647	61,355	(112,292)	65%	147,500
Other income	171,544	129,183	(42,361)	25%	246,102
Licences and permits	142,990	108,951	(34,039)	24%	183,250
	<u>10,701,270</u>	<u>5,355,893</u>	<u>(5,345,377)</u>		<u>10,903,194</u>
EXPENSES					
Salaries, wages & benefits	3,415,566	1,514,813	(1,900,753)	56%	3,393,566
Contracted & general services	2,305,228	1,140,457	(1,164,771)	51%	2,288,588
Materials, goods, supplies & utilities	2,555,048	1,131,757	(1,423,291)	56%	2,544,403
Transfer to local boards and agencies	233,552	129,487	(104,065)	45%	229,469
Bank charges and short-term interest	11,010	11,761	751	-7%	20,000
Interest on capital long-term debt	199,457	94,926	(104,531)	52%	199,457
Provision for allowances	4,500	-	(4,500)	100%	4,500
	<u>8,724,361</u>	<u>4,023,201</u>	<u>(4,701,161)</u>		<u>8,679,983</u>
EXCESS (SHORTFALL) BEFORE OTHER	1,976,909	1,332,693	(644,216)		2,223,210
OTHER					
Add:					
Transfer from Reserves	38,000	38,000	-	0%	38,000
Less:					
Debt Repayment	594,615	-	(594,615)	100%	594,615
Transfer to Reserves	1,420,294	42,230	(1,378,064)	97%	1,420,294
	<u>(1,976,909)</u>	<u>(4,230)</u>	<u>1,972,679</u>		<u>(1,976,909)</u>
NET SURPLUS (DEFICIT)	0	1,328,463	1,328,463		246,301

Operating Variances

At the end of Quarter 2, it is generally expected that approximately 50% of annual revenues will have been collected and about 50% 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
REVENUE		
Government Transfers	71%	Unfavorable - due to timing of grant payments
Investment Income	36%	Favorable - investment income is trending higher than expected, impacted by prime rate and timing of cash outflows required for capital expenditures.
Penalties	65%	Unfavorable - due to lower than anticipated penalties charged on balances owing on property tax accounts after the payment due date. However, this means there are fewer outstanding accounts.
Licences & Permits	24%	Favorable – development permit applications in Q2 continue to exceed expectations as well as business licence issuance is trending up.
Other Income	25%	Favorable – Unbudgeted Fortis streetlight rebates along with cost recovery revenue from the fiber optics program and the \$25,000 donations from Kraft Hockeyville are contributing to the favorable variance, which is slightly offset by decreased fines revenue resulting from the Community Peace Officer position vacancy.
EXPENDITURES		
Salaries, Wages & Benefits	56%	Favorable – consistent with vacancies reported in Q1 in addition to the recruitment of the Fire Chief and CPO positions.
Materials, Goods, Supplies & Utilities	56%	Favorable – due to timing and seasonality of expenditures. For example, timing of annual maintenance for various equipment and assets occurs in the summer/fall months as well as reduced material and utility costs related to mild weather.
Transfer to Local Boards	45%	Unfavorable – due to timing of transfers, however, expect to be on budget at year end.
Bank Charges	-7%	Unfavorable – credit card processing fees are higher with the new service provider. Administration will review credit processing practices to identify cost savings.

2025 Year End Forecast

In addition to the operating variance analysis, Administration has prepared a year-end forecast using informed judgment, experience, and current assumptions to project financial results as of December 31, 2025.

Through a review of financial performance and operational trends, Administration has assessed the likelihood of any material variances from the approved annual operating budget. As of the end of the second quarter, financial results remain closely aligned with budget expectations, with a projected year-end surplus of approximately \$246,000.

Of this anticipated surplus, approximately \$202,000 is attributed to higher-than-expected revenues. This includes grant funding not originally budgeted, such as \$25,000 from the Rural Mental Health initiative, \$25,000 from the New Horizons for Seniors Program, and additional Canada Summer Jobs funding that supported two additional summer positions. Revenue growth is also being driven by residential development activity, with increased permitting fees, water meter sales, and utility account connection charges.

The remaining \$44,000 of the forecasted surplus is the result of reduced expenditures, primarily in salaries, wages, and benefits. Savings have also been realized in contracted services, particularly related to safety code inspections, as well as in repair and maintenance budgets. Additionally, lower material and utility costs have been observed, due in part to the mild weather experienced in the first half of 2025.

Administration will continue to monitor financial performance and revise the forecast as needed should emerging trends provide a clearer outlook for year-end results

Capital Budget Variance

As of the end of the second quarter, it is typical to observe lower-than-expected capital expenditures when compared to the full year budget. This is a normal trend and reflects the seasonality and timing associated with capital project lifecycles. Many capital projects enter the execution and construction phase during Q2, following the planning, procurement, and permitting activities of Q1. As a result, we typically see an increase in commitments during this period, even if the actual expenditures have not yet been recognized in the financial system.

This year, wetter-than-average summer weather has affected the execution pace of some construction projects. Delays in site access, material handling, or safety compliance due to rain can contribute to slower progress than originally scheduled and variances in budget spending.

Second quarter capital variances are anticipated, and lower spending at this stage does not indicate project inactivity. It is anticipated that expenditures will accelerate in the second half of the year as weather stabilizes and more progress invoices are submitted.



2025 CARRY FORWARD PROJECT BUDGET SUMMARY From January to June, 2025

Project Description	2025 Budget	2025 Actual	Budget Remaining \$	Budget Remaining %	% Complete
Carry Forward Projects					
Active Transportation Plan	7,600	-	7,600	100%	0%
Wastewater Treatment & Disposal Feasibility	48,873	46,520	2,353	5%	85%
Amery Park Rink Upgrades	79,500	61,200	18,300	23%	40%
Dog Park Improvements	45,668	-	45,668	100%	70%
Park Sign Replacement	50,407	50,407	-	0%	100%
Banta Park Revitalization Design	50,000	-	50,000	100%	0%
Westgate Estates Fence Replacement	19,865	-	19,865	100%	10%
Water Meter Replacement	7,609	7,609	-	0%	100%
Water & Wastewater Main Replacement	307,750	-	307,750	100%	100%
Recycle & Waste Carts	25,000	-	25,000	100%	0%
Carry Forward Subtotal:	642,272	165,736	476,536	74%	



2025 CAPITAL PROJECT BUDGET SUMMARY
From January to June, 2025

Project Description	2025 Budget	2025 Actual	Budget Remaining \$	Budget Remaining %	% Complete
2025 Capital Projects					
Asset Assessment					
Fire Services Master Plan	33,000	11,809	21,191	64%	75%
Wastewater Facility Survey	50,000	-	50,000	100%	10%
Asset Improvement					
Bulk Water Station 3" Line	15,000	-	15,000	100%	10%
Effluent Disposal Strategy	175,000	91,516	83,484	48%	50%
Amery Park Rink Upgrades	93,000	-	93,000	100%	40%
Ball Diamond Fencing	31,900	17,952	13,948	44%	100%
Asset Maintenance					
Sidewalk Replacement Program	50,000	4,000	46,000	92%	10%
Pathway Replacement Program	50,000	-	50,000	100%	10%
Asphalt Overlay Program	180,000	-	180,000	100%	15%
Effluent Storage Cell Invasive	150,000	2,158	147,842	99%	15%
Park Sign Replacement	44,000	29,836	14,164	32%	95%
Hall Building Improvements	50,400	-	50,400	100%	10%
Operations Building Maintenance	25,000	-	25,000	100%	20%
Asset Replacement					
Fire Vehicle Purchases-Engine 155	754,900	87,663	667,237	88%	80%
Westgate Estates Fence Replacement	20,000	-	20,000	100%	10%
Backhoe Loader Replacement	232,000	-	232,000	100%	90%
Hydrant Replacement	60,000	-	60,000	100%	10%
Valve Replacement	100,000	-	100,000	100%	10%
Water Meter Replacement	40,000	28,584	11,416	29%	10%
Water & Wastewater Main Replacement	350,000	-	350,000	100%	15%
Wastewater Main Capacity Upgrade	1,100,000	2,551	1,097,449	100%	5%
Arena Score Clock	15,000	10,379	4,621	31%	100%
New Asset					
Fire Equipment Purchases	17,600	12,550	5,050	29%	70%
Operations Equipment Purchases	24,000	23,265	735	3%	100%
Water Meters Growth	35,000	27,552	7,448	21%	50%
Motor Pool Vehicle	55,000	50,255	4,745	9%	100%
Bike Skills Park/Pump Track	115,000	-	115,000	100%	30%
New Project/Initiative					
Safe Roads Improvement Program	30,000	-	30,000	100%	20%
2025 Project Subtotal:	3,895,800	400,069	3,495,731	90%	

Long-Term Debt & Debt Servicing

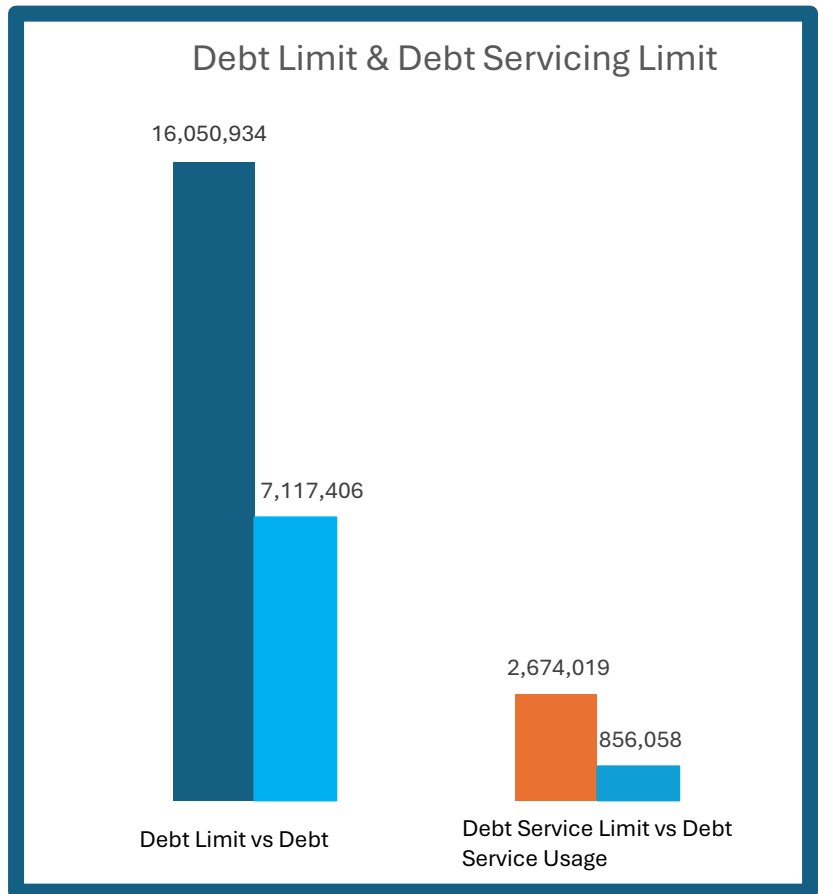
The Town of Crossfield recognizes that high debt levels reduce flexibility and can impair financial sustainability and thus works to maintain a balance between financial needs and minimizing undue pressure on future revenue requirements. Some of the ways the Town does this is by only using debt financing 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 \$7.117M debt outstanding which relates to:

- **Water Reservoir:** \$2.430M (expiring in 2032)
- **Railway Street Revitalization:** \$3.792M (expiring in 2039)
- **Fire Engine 155:** \$678K (expiring in 2030)
- **Equipment leases:** \$216K (expiring in 2025, 2026, 2027)

The Town has \$856K in debt servicing payments, which is considerably lower than the provincial limit.



Reserves

As part of the Town’s commitment to strong fiscal stewardship and long-term planning, Council has strengthened its approach to managing financial reserves. On July 15, 2025, Council took an important step toward strengthening the Town’s long-term financial health by adopting Reserve Policy C 304-25. This new policy sets out clear guidelines for how municipal reserves are created, managed, and used—ensuring they remain a reliable tool for stability and strategic investment. Well-managed reserves help the Town weather economic shifts, manage cash flow, limit debt, and respond quickly to unexpected needs, all while safeguarding resources for the community’s future.

Reserve Type	Actual balance as at Jan. 1, 2025	Additions 2025 proposed	Applied 2025 proposed	Proposed balance as at Dec. 31, 2025
Municipal Stabilization & Contingency	750,690	2,500	-	753,190
Operating Carry Forward	88,700	-	(88,700)	-
Health & Safety	-	10,685	-	10,685
Capital Project	1,510,556	-	-	1,510,556
Capital Carry Forward	253,049	-	(253,049)	-
Cemetery Perpetual Care	75,000	-	-	75,000
Infrastructure Lifecycle Management	1,320,421	1,333,662	(973,900)	1,680,183
Externally Restricted	154,768	-	(75,000)	79,768
Subdivision (Offsite Levies)**	2,617,676	-	-	2,617,676
	6,770,860	1,346,847	(1,390,649)	6,727,058

Proposed Net Change in Reserves - **43,802**

Under the new Reserve Policy, the Town’s reserves are organized into specific categories, each with a defined purpose to ensure funds are used strategically and in alignment with community needs.

Municipal Stabilization and Contingency - Provides funding for non-recurring, one-time expenditures and helps offset the annual impact of infrequent events such as elections or major weather incidents.

Operating and Capital Carry-Forward - Preserves unspent budget allocations for specific projects or expenditures, allowing them to be carried over from one fiscal year to the next.

Health and Safety - Supports enhancements to the Town’s employee health and safety program, including initiatives and, when necessary, capital expenditures.

Capital Project – Allocates funding for specific capital purposes as outlined in the policy, with the flexibility to establish new reserves to meet emerging needs.

Infrastructure Lifecycle, Maintenance and Replacement – Provides dedicated funding for the upkeep, renewal, and replacement of the Town’s existing infrastructure and assets, ensuring these needs are met without creating sudden tax impacts.

Cemetery Perpetual Care – Sets aside funding for future one-time operating or capital projects within the Crossfield cemetery.

Externally Restricted – Contains funds designated for specific purposes as required by third parties, such as the Recreation Board or developers.

Together, these reserve categories provide a structured and transparent framework for managing municipal funds, ensuring resources are available when needed while supporting the Town’s long-term financial sustainability.

Investments

On July 2, 2025, Council approved the updated Investment Policy C303-25, establishing a comprehensive framework for managing the Town’s financial assets. The policy ensures the prudent investment of public funds by prioritizing capital preservation, maintaining compliance with legislative requirements, and promoting diversification. By aligning investment practices with the Town’s long-term financial goals, the policy supports stability, maximizes returns within acceptable risk levels, and reinforces responsible stewardship of municipal resources.

Next steps for implementing the updated Investment Policy include issuing an invitation for proposals for Investment Services Management in August and September, followed by the review of submissions and contract negotiations in September and October. In fall 2025, the Town will establish a new investment portfolio aligned with the updated policy and the approved asset allocation strategy.

Investment Performance - funds held in high interest savings accounts		
	Q1	Q2
Average Rate of Return	3.48%	3.18%
Average Interest Earned	\$24,245	\$23,544
Average Holdings	\$8,285,742	\$8,718,377

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 half 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 June				
	2025	2025	2025	Budget
	Actual YTD	Budget	\$ Variance	% Variance
Remuneration	60,789	128,196	67,407	53%
Travel, Training & Meetings	1,902	23,000	21,098	92%
Total Expenditures	62,691	151,196	88,505	59%

Operating Summary - Mayor & Council From January to June

Mayor Harris	
	2025 Actual YTD
Remuneration	12,379
Travel, Training & Meetings	955
Total Expenditures	13,334

Councillor Brennan	
	2025 Actual YTD
Remuneration	8,057
Travel, Training & Meetings	158
Total Expenditures	8,214

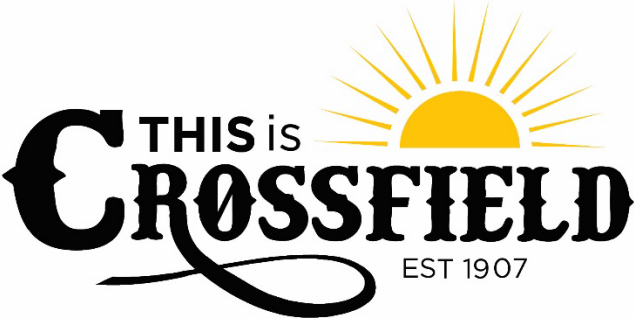
Councillor Fox	
	2025 Actual YTD
Remuneration	8,533
Travel, Training & Meetings	158
Total Expenditures	8,691

Councillor Gustafson	
	2025 Actual YTD
Remuneration	8,057
Travel, Training & Meetings	158
Total Expenditures	8,214

Councillor Knight	
	2025 Actual YTD
Remuneration	8,057
Travel, Training & Meetings	158
Total Expenditures	8,214

Councillor Lambert	
	2025 Actual YTD
Remuneration	7,650
Travel, Training & Meetings	158
Total Expenditures	7,808

Councillor Vang	
	2025 Actual YTD
Remuneration	8,057
Travel, Training & Meetings	158
Total Expenditures	8,214



Outstanding Action List

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
070							
069							
068	July 15, 2025	189-2025	Collicutt Siding Golf Club Agreement	Lindsey Nash	Q3-2025	COMPLETED	Administration has signed the agreement with the Club.
067	July 15, 2025	183-2025	Regional RCMP Policing Model Study	Russ Nash Kinza Barney	Q3-2025	COMPLETED	Administration has notified the regional partners of Council's decision to not continue with further exploration of a regionalized policing model.
066	July 15, 2025	182-2025	Town Owned Land Sale Inquiry	Steve Altena	Q3-2025	COMPLETED	Administration has followed up with interested parties advising of Council's decision relating to Town owned land sale inquiries.
065	July 15, 2025	178-180-2025	Reserve Policy	Amber Ouellette	Q3-2026	COMPLETED	Administration has updated the Reserve Policy and completed the allocation of reserves as motioned by Council.
061	May 6, 2025	111-2025	Bike Skills Park and Pump Track	Kimber Olsen Russ Nash	Q2-2026	IN PROGRESS	RFP has closed and proposals are currently being reviewed.
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	Administration has followed up with Alberta Transportation and are looking to meet with the minister at AB Munis convention or a separate meeting – just waiting for confirmation from the Ministers office.
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 Q4 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	COMPLETED	Phase 2 environmental assessment has been completed on the property.
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.

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

June 25, 2025

Her Worship Kim Harris
Town of Crossfield
PO Box 500,
Crossfield, AB T0M 0S0

Dear Mayor Kim Harris:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

Town of Crossfield

JUL 15 2025

RECEIVED

Canada

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



Trevor Daroux, O.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

ROCKY VIEW FOUNDATION COMMUNITY IMPACT REPORT 2025



LETTER FROM THE CAO

Dear Friends and Supporters,

It is my honour to present this message on behalf of Rocky View Foundation as we reflect on another year of growth, impact, and meaningful connection within our community.

Over the past year, we have continued to grow and adapt, guided by our mission to enhance the quality of life for individuals and families through safe, affordable housing and inclusive programs. While seniors remain a vital part of our focus, our reach continues to expand, supporting a diverse range of community members with compassion, dignity, and respect.

Through the Rental Assistance Benefit (RAB) program, we continued to extend support to individuals and families in need of affordable housing. This year, over 150 recipients received monthly rent subsidies, a testament to our commitment to meeting the growing needs of our community with compassion and integrity.

Our lodges and manors remain welcoming and vibrant spaces where residents can enjoy comfort, connection, and care. Whether through social events, wellness programming, or outings that foster community engagement, we continue to create environments where our residents can feel at home.

We are proud of the work we've done — and even more inspired by what lies ahead. With a continued focus on sustainability, innovation, and inclusive service delivery, we are well-positioned to meet the evolving needs of our growing and diverse community.

Thank you to our dedicated staff, volunteers, board members, donors and community partners. Your belief in our mission and your continued support are the driving force behind everything we do.

With gratitude,

CHRIS ROWE

90%

Resident Satisfaction Rate

91%

Employee Satisfaction Rate

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HIGHLIGHTS

This year marked several significant achievements in infrastructure, program expansion, economic development, and community recognition.

Opening and Completion of Abrio Place – Airdrie

2024 marked the official grand opening and completion of Abrio Place, a modern, 93-unit supportive living lodge located in the heart of Airdrie. This innovative facility offers a safe, vibrant, and inclusive environment for seniors, combining accessible housing with mental, physical, and social wellness programming.

Expansion of the Rental Assistance Benefit (RAB) Program

The Rental Assistance Benefit (RAB) program saw a significant increase in participants in 2024. This growth reflects the rising demand for rental support across Rocky View County and the effectiveness of RVF's outreach efforts.

Economic Impact – Job Creation and Local Investment

With more residents moving into our Lodges, the need for support staff, services, and local partnerships grew. The expansion of housing operations in 2024 directly contributed to job creation throughout the county, including roles in food services, maintenance, programming, and administration. Our developments have had a ripple effect on the local economy, strengthening communities and supporting families across the region.

Recognition – Airdrie Regional Business Awards

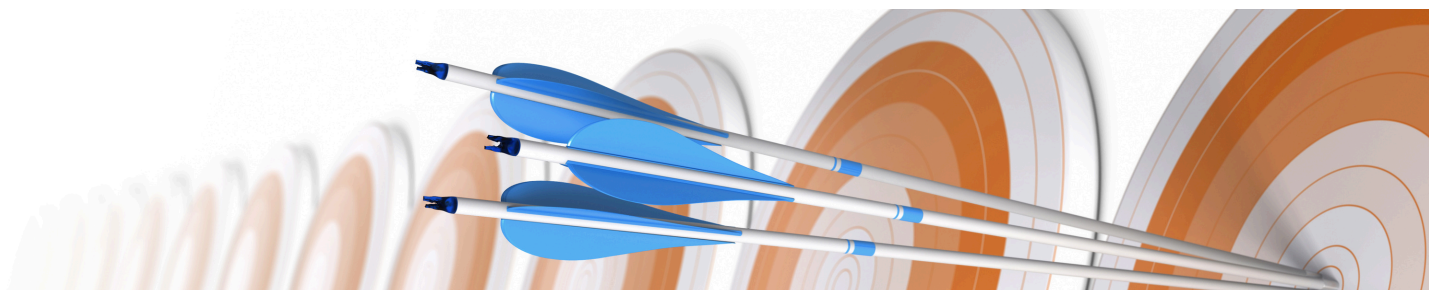
Rocky View Foundation was nominated for the Airdrie Regional Business Awards, a testament to our commitment to innovation, community service, and sustainable growth. This recognition highlights the Foundation's role not only as a housing provider but also as a community leader driving positive social impact.

Strategic Funding – AHPP and CMHC Support

To support our expansion and ensure long-term sustainability:

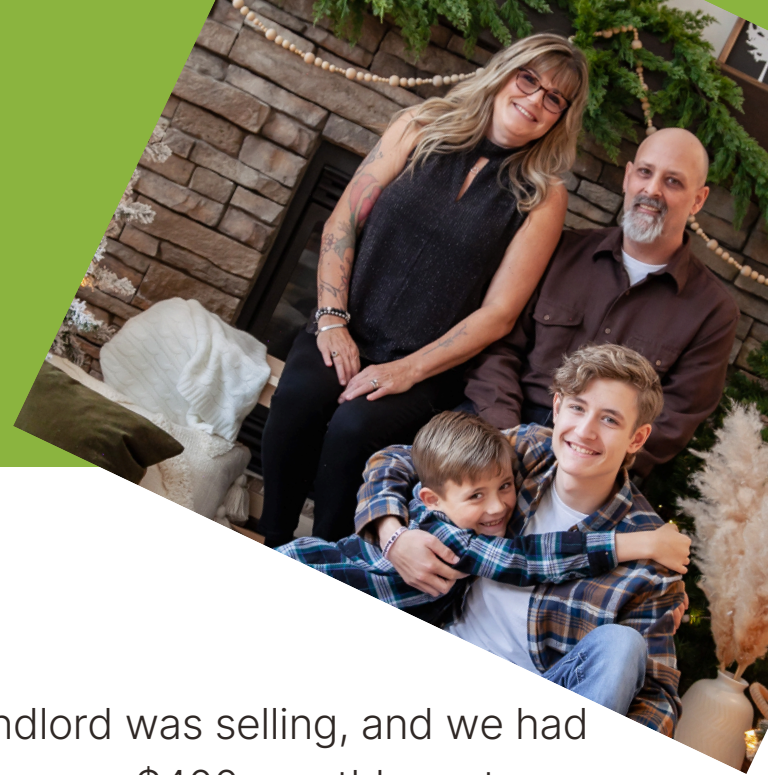
- We secured funding through the Affordable Housing Partnership Program (AHPP), enabling capital investments into new housing projects and critical infrastructure upgrades.
- We also received CMHC Seed Funding and Mortgage Financing, which have been instrumental in advancing our strategic plan for affordable housing development across the region.

These financial supports allow us to plan confidently for future projects, further reinforcing our commitment to addressing the growing demand for affordable housing throughout Rocky View County.



ROOTED IN COMMUNITY

Stories that Connect Us



Meet Cindy

Three years ago, we were told our landlord was selling, and we had to find a new home. With that move came a \$400 monthly rent increase, but we managed at the time. Then, my husband Pat was diagnosed with colon cancer. After six months of chemotherapy, he was deemed palliative and could no longer work, causing our income to drop by thousands each month.

When our finances became critical, we applied for the Rental Assistance Benefit (RAB) program. We were approved, and that support was the only reason we could stay in our home that first year. On August 7, 2024, Pat passed away, and I lost his small CPP-D income, leaving me terrified about how I would cover rent, with 79% of my income going toward it. Rocky View Foundation (RVF) guided me through the renewal process and let me know I was approved for increased assistance, allowing my kids and me to stay in our home.

I am beyond grateful to RVF. After all we've been through, knowing we had a roof over our heads lifted a massive weight off my shoulders. This program didn't just help us—it saved us. Thanks to RVF and the RAB program, I can put food on the table, get clothes for my kids, pay our electricity bill, and find a little peace during an incredibly difficult time.

CHALLENGES



Population



Raising Housing Costs



New Project Funding Challenges

Population:

- Alberta's population growth, driven by both natural increases and migration, is outpacing the growth of affordable housing units.
- Alberta's senior population, particularly those aged 80 and over, is growing rapidly. Most housing is inadequately equipped for older adults to age in place.

Rising Housing Costs

- Income levels have not kept pace with the rising cost of housing. Many Albertans, including those working full-time, are finding it increasingly difficult to afford suitable housing, leading to increased financial strain and potential homelessness.

New Project Funding Challenges

- Federal and provincial housing funds are oversubscribed—more qualified projects apply than can be funded, and often run out of funds quickly.
- Shovel-ready requirement: Many funds require projects to be construction-ready, which demands significant upfront investment before any funding is secured.
- Urban vs. rural imbalance: Larger cities often have more resources to develop competitive applications, while rural communities may struggle to even apply, widening the gap in funding success rates.



STRATEGIC OBJECTIVE

By fulfilling our mission and advancing our four strategic objectives, RVF remains dedicated to providing affordable housing solutions that meet the diverse needs of our community. Through compassionate, respectful, and efficient service, we strive to ensure that everyone has a place to call home.

Excellence in Housing Operations

We are committed to maintaining high standards in housing operations by ensuring safe, well-managed, and high-quality living environments for our residents.

Financial Stability and Growth

We focus on responsible financial management and sustainable growth to enhance our ability to serve the community now and in the future.

Strategic Growth and Expansion

We pursue opportunities to expand our housing solutions through innovative development, collaboration, and long-term planning.

Community Partnership and Advocacy

We actively engage with stakeholders, advocate for affordable housing initiatives, and foster partnerships that strengthen our community.

ROOTED IN COMMUNITY

Stories that Connect Us



Meet Grace

In the fall of 2022, Grace made a decision that would quietly yet profoundly change her life. On October 22nd, she moved into Big Hill Lodge—and from that moment on, she never looked back.

Grace left the home where she had built a lifetime of memories, hoping apartment living would bring freedom and ease. Instead, she found silence. The days were long and lonely, and when the pandemic hit, that isolation only deepened. As her memory began to slip, Grace and her family realized she needed more and more support, more connection, and a place filled with life. Then came the visit that changed everything.

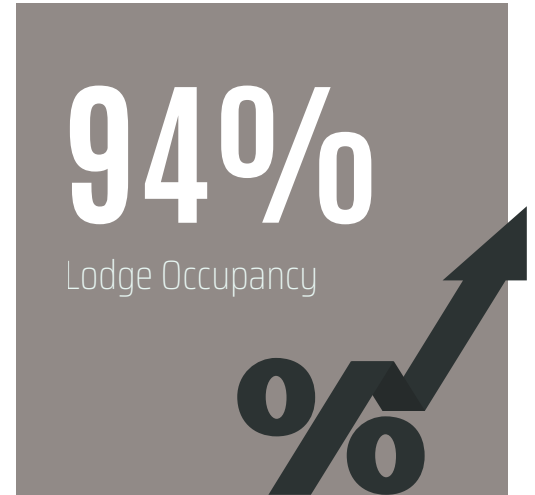
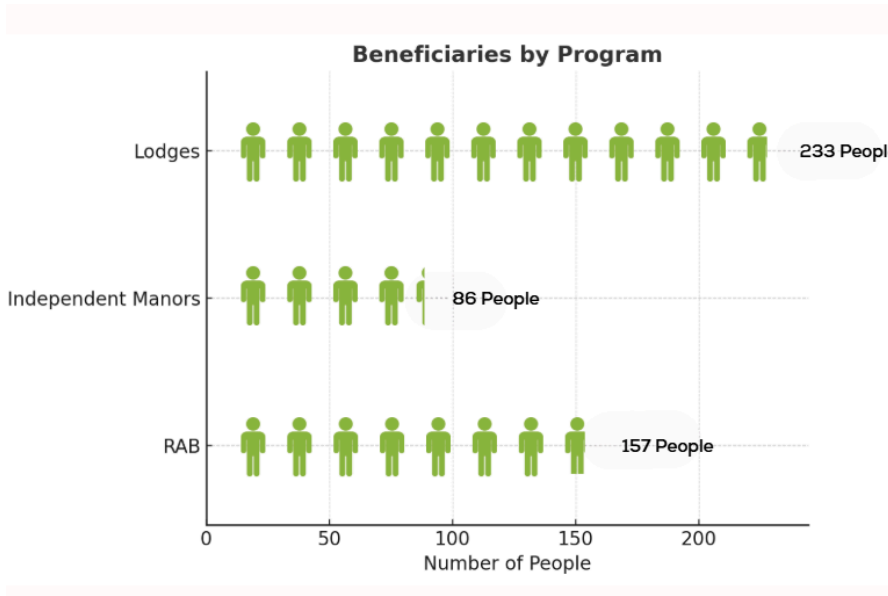
“My daughter brought me up to Big Hill Lodge,” Grace remembers. “And the moment I stepped inside, I just knew. This was where I needed to be.” There was laughter in the halls. People gathered over coffee. Friendly faces everywhere. It wasn’t just a building, it was a home, filled with warmth, companionship, and a comforting rhythm of daily life.

“The rooms aren’t huge,” Grace says with a smile, “but they’re cozy, and that’s what I love most. It feels like home.”

Now, her days are full of crafts and coffee chats, of bus trips and new friendships. Grace throws herself into every activity, always the first to sign up, always surrounded by others who feel like family.

“Living here has brought so much peace and happiness to my life—and to my family’s. I feel safe. I feel cared for. I haven’t regretted moving in for one minute. Honestly, my only regret is not doing it sooner.” At Big Hill Lodge, she isn’t just living—she’s thriving.

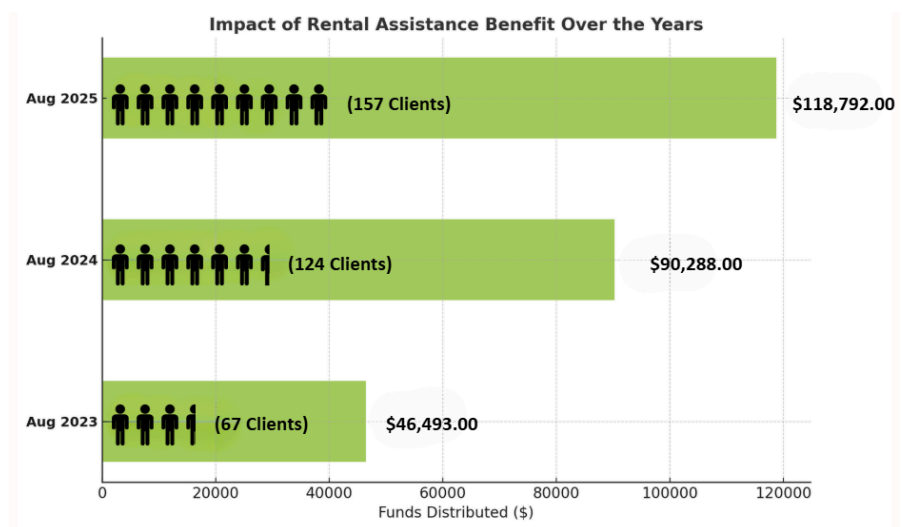
BY THE NUMBERS



PROGRAM DEMAND

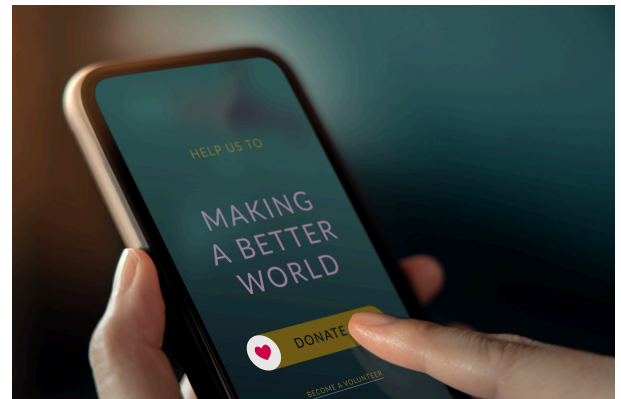
OUT OF STOCK

Over 500 people are currently on a waitlist for an RVF program



Generous Community Support

Thank you to our partners, sponsors & donors for your support in 2024! With your help, we received over \$100,000.00 to support our initiatives. Your generosity helps improve housing, expand programs, and accelerate the creation of new projects across the Rocky View region. Every donation—big or small—contributes to building a stronger, more supportive community.



ROOTED IN COMMUNITY

Stories that Connect Us



Meet Phil

There was a time not long ago when I didn't know how I was going to make it. My rent had gone up again, and no matter how carefully I counted every dollar, it wasn't enough. After covering the bills, there was barely anything left for food. I skipped meals more than I care to admit. The thought that I might lose my home was no longer just a fear—it was becoming my reality. At my age, I never thought I'd be facing homelessness. I had always been independent. I worked hard my entire life, paid my way, and managed just fine on my own. But suddenly, that independence felt like it was slipping away, and I didn't know where to turn.

That's when I discovered Rocky View Foundation's Independent Manors. At first, I was hesitant. I didn't want to lose the freedom I had fought so hard to maintain. But from the moment I stepped inside the manor, it was warm, welcoming, and full of life. It felt like somewhere I could belong. Now, I live in a bright, comfortable one-bedroom apartment where everything I need is right at my fingertips.

But what's made the biggest difference is what happens beyond my front door.

Every morning, I can head down to the common area for coffee and conversation. It's never long before someone invites me to join a card game or a walk around the block. We laugh a lot here, about the little things, about life, and we look out for each other. On holidays, when I used to sit alone in a quiet room, I'm now surrounded by friendly faces, shared meals, and memories in the making.

The manor didn't just give me a roof over my head. It gave me back my dignity. My security. My joy. It reminded me that I still matter and that it's never too late to find where you belong.

I came here broken and scared. I found more than a place to live, I found home.

FUTURE OUTLOOK



MOVING FORWARD

We remain committed to addressing the growing demand for affordable housing by planning for the future through the construction, expansion, and rehabilitation of housing units that directly respond to the needs of our county including current projects in Bragg Creek and Cochrane, as well as potential developments in areas like Irricana.

We aim to strengthen our position by leveraging matching contributions to attract additional provincial, federal, and private funding opportunities. At the same time, we will prioritize financial stability by proactively mitigating risks associated with unexpected capital costs and market fluctuations, ensuring we remain resilient and responsive in the years to come.

IN THE WORKS

Alongside maintaining our current housing portfolio, we are actively pursuing new opportunities to expand housing options across the region. In Bragg Creek, we are exploring the development of an independent living project that will provide more choice and flexibility for seniors wishing to remain connected to their community. In Cochrane, planning is underway for a new seniors lodge, designed to meet both the current and future needs of an aging population while enhancing quality of life through modern, supportive housing.

In addition, we are reviewing other potential projects in Airdrie and Rocky View County, ensuring that growth and investment continue to be spread across the communities we serve. These projects reflect our commitment to advancing innovative solutions and ensuring that every corner of our region has access to sustainable, affordable, and appropriate housing.



Rocky View Foundation



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