



Town of Crossfield
AGENDA
Council Organizational Meeting
Tuesday, October 28, 2025 06:00 PM

1. CALL TO ORDER

2. SWEARING IN OF NEW COUNCIL

CAO Barney to swear in the Mayor

The Mayor the takes over chair of the meeting and proceeds to swear in Council members.

3. LAND ACKNOWLEDGMENT

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.

4. MAYOR'S OPENING REMARKS

5. AGENDA

6. APPOINTMENT OF DEPUTY MAYOR AND ROTATION SCHEDULE REVIEW

Council reviews the information collected from the Deputy Mayor Selection Tool and discusses it to determine the Deputy Mayor appointments.

7. ESTABLISHMENT OF COUNCIL MEETING DATES AND TIMES

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8. COUNCIL SEATING ARRANGEMENTS

9. BOARD APPOINTMENTS

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Council reviews the information collected from the Council Board and Committee Selection Tool and discusses it to determine appointments to boards and committees.

10. CAO ORGANIZATIONAL OVERVIEW

11. COUNCIL ORIENTATION – PART II (ACTION/DECISIONS)

As outlined under the MGA, a municipality, in accordance with the regulations, must offer, and each Councillor must attend orientation training. A council may resolution extend the time for orientation training under subsection (1)(b) by up to 90 days.

Administration is seeking a 90-day extension on Part II of Council Orientation, which includes Planning & Development, Cyber Security, Media Relations Training, an Administrative Update (situational review) and a review of Town Master plans.

12. UPCOMING TRAINING/IMPORTANT DATES

Administrative & Legislative Services Manager, Lindsey Nash will provide a quick review of upcoming training & important dates.

12.1 Council Orientation Oct. 29

12.2 Local Authority Elected Official (LAEO) course (required training - must be completed by December 31, 2025)

12.3 Alberta Municipalities Fall Convention (Nov 12-14) in Calgary

12.4 Q1-2026 Council Retreat

13. ADJOURN



2026 Council Meeting Calendar - **DRAFT**

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- Regular Council Meetings
- Council Organizational Meeting

- Council Summer Recess
- ABMunis Fall Convention

- Statutory Holidays



2025-2026 Mayor and Council Board and Committee

Board & Committees	Meeting Frequency	Board/Committee Description	Membership Allocation	Council Rep & Alternate
Crossfield & District Recreation Board	Last Monday in March & Oct. 7 p.m. <i>*Due to the election next meeting is Nov. 4</i>	The Crossfield & District Recreation Board promotes quality of life by supporting recreation and cultural programs, services and facilities for the community. The Board reviews funding requests from local non-profit groups, considers public input, and provides recommendations to Town Council on related projects and facility use. Members advise on policy and development but cannot make financial commitments on behalf of the Town.	2 + 1 Alternate	
Marigold Library Board	Quarterly Jan, April, Aug & Nov. 9:30 a.m. Next meeting Nov 22	The Marigold Library Board is a volunteer board that governs the Marigold Library System under the Alberta Libraries Act, Regulation and System Agreement. It sets policies for governance, advocacy and system operations. The Board includes one trustee from each of its 42 member municipalities.	1 + 1 Alternate	
Mountain View Regional Water Services Commission (MVRWSC)	Monthly 2 nd Wed. 9 – 11:30 a.m. Next meeting Nov 12	The Mountain View Regional Water Services Commission (MVRWSC) owns and operates the Anthony Henday Water Treatment Plant, which provides water treatment and supply for the six member communities of Innisfail, Bowden, Olds, Didsbury, Carstairs, and Crossfield. The MVRWSC is directed by a Board, which consists of one member of council from each town and an independent administrator. The Board sets policies, oversees high-level operations, and ensures regulatory compliance.	1 + 1 Alternate	
Municipal Planning Commission (MPC)	As needed weekdays 9 a.m.	The Municipal Planning Commission (MPC) reviews development permit applications that request variances, relaxations, or other discretionary considerations, and carries out related duties under the Land Use Bylaw and applicable legislation.	1 + 1 Alternate	
Rocky View Foundation Board	Monthly 4 th Wed. 3 p.m. Next meeting Nov 27	The Rocky View Foundation is a non-profit providing affordable housing for seniors and low-income residents in the Rocky View County region. The Board of Directors includes representatives from Airdrie, Beiseker, Cochrane, Crossfield, Irricana, and Rocky View County. Within Crossfield, both the Rocky View Lodge and Dr. Whillans Manor fall under the Rocky View Foundation.	1 + 1 Alternate	
Subdivision & Development Appeal Board (SDAB) <i>*Legislated required training for all board members*</i> <i>Online Training available Nov 28 or Dec 12 9 am – 4 pm</i>	As needed Weekdays 9 a.m.	The Subdivision and Development Appeal Board handles subdivision and development appeals and carries out related duties assigned by legislation or Council bylaws.	1 + 1 Alternate	
Town of Crossfield/Rocky View County Intermunicipal Committee (IMC)	Quarterly 11 a.m. – 1 p.m. Next meeting Nov 21	The IMC reviews regional issues and advises each municipality's Council on coordinated decisions, including planning, shared services, and joint projects.	1 + 1 Alternate	