



**Town of Crossfield**  
**AGENDA**  
**Regular Council Meeting**  
**Tuesday, November 18, 2025 06:00 PM**

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**1. CALL TO ORDER**

**2. AGENDA**

**3. MINUTES**

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**4. SUBDIVISION**

4.1 File # 2024-621000.S – 810 McCool Street

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**5. POLICIES**

5.1 C 305-25 Accounts Receivable Collection and Write-Off Policy

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**6. ACTIONS AND DECISIONS**

6.1 Crossfield & District Recreation Board Fall Funding Request

Page 32

6.2 Correction to Council Board and Committee Appointments

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**7. COUNCILLOR'S BUSINESS**

Mayor Harris

Deputy Mayor Gustafson

Councillor Benson

Councillor Brennan

Councillor Cosh

Councillor Knight

Councillor Nielsen

**8. ADMINISTRATIVE UPDATE**

**9. CLOSED SESSION**

- 9.1 Personnel Matter – Disclosure harmful to personal privacy section 20 and advice from officials 29 under Access to Information Act.

**10. ADJORN**



## Regular Council Meeting Minutes

Tuesday, November 04, 2025

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

**PRESENT:** Mayor Harris  
Deputy Mayor Gustafson  
Councillor Benson  
Councillor Brennan  
Councillor Cosh  
Councillor Knight  
Councillor Nielsen

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

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### 1. CALL TO ORDER

Mayor Harris called the council meeting to order at 6:01 p.m.

### 2. LAND ACKNOWLEDGEMENT

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.

### 3. AGENDA

3.1 November 4, 2025, Agenda

#### 253-2025

**MOVED by Councillor Knight that November 4, 2025, agenda be amended with the addition of items 5.4 - Alberta Municipalities Convention under Actions & Decisions & 5.5 Crossfield & District Recreation Board funding increase request and item 8.1 - Alberta Municipalities Resolution under Correspondence.**

**CARRIED**

#### 4. MINUTES

- 4.1 October 7 2025 regular council meeting
- 4.2 October 28 2025 organizational meeting minutes

##### 254-2025

**MOVED by Councillor Knight that the minutes of the October 7, 2025, regular council meeting and October 28, 2025 council organizational meeting be accepted as presented.**

**CARRIED**

#### 5. ACTIONS AND DECISIONS

- 5.1 Crossfield & District Recreation Board Appointment

##### 255-2025

**MOVED by Councillor Brennan that council appoint Joanne Fox to the Crossfield & District Recreation Board for a 3-year term, expiring November 2028.**

**CARRIED**

- 5.2 Municipal Planning Commission Board Appointment

##### 256-2025

**MOVED by Councillor Cosh that council appoint Joanne Fox to the Municipal Planning Commission for a standard 4-year term, expiring November 2029.**

**CARRIED**

- 5.3 Deputy Mayor Rotation Schedule

##### 257-2025

**MOVED by Councillor Brennan that Council approve the Deputy Mayor rotational schedule as presented, ensuring all Council members have the opportunity to serve in this capacity over the course of the four-year council term.**

**CARRIED**

- 5.4 Alberta Municipalities 2025 Convention & Trade Show

As per section 2.4 of the Town of Crossfield Council Remuneration Policy 2024-05, Council approval by way of motion must be received prior to attendance and travel to any seminar, courses or conferences.

##### 258-2025

**MOVED by Deputy Mayor Gustafson that Council approve the attendance and travel for all Council members to attend the Alberta Municipalities 2025 Convention and Trade Show in Calgary from November 12 to November 14, with Councillor Nielsen attending the post Convention Elected Official Education Program on November 14 & November 15 as budgeted.**

**CARRIED**

- 5.5 Crossfield & Recreation Board Funding

##### 259-2025

**MOVED by Councillor Knight that council defer consideration of the Crossfield and District Recreation Board Board's request for a \$10,000 increase through the 2026 Operating budget to the budget deliberations scheduled for November 19 and 20,2025.**

**CARRIED**

**6. COUNCILLOR'S BUSINESS**

Mayor Harris

- Oct 28 & 29 - Attended required Council orientation.
- Attended a Mid-Sized town Mayors Caucus.

Deputy Mayor Gustafson

- Oct 28 & 29 - Attended required Council orientation.
- Meet with business owners regarding some road issues.

Councillor Benson

- Oct 28 & 29 - Attended required Council orientation.
- Met with the new vet in town.

Councillor Brennon

- Oct 28 & 29 - Attended required Council orientation.

Councillor Cosh

- Oct 28 & 29 - Attended required Council orientation.
- Signed up for Subdivision and Development Appeal Board training in November.

Councillor Knight

- Oct 28 & 29 - Attended required Council orientation.
- Attended the Mountain View Regional Water Services Commission meeting.
- Nov. 3 – Attended the Crossfield & District Recreation Board meeting.

Councillor Nielsen

- Oct 28 & 29 - Attended required Council orientation
- Completed the Elected Officials Education program.

**260-2025**

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

**CARRIED**

## **7. ADMINISTRATIVE UPDATE**

### 7.1 Q3 Operational Report

**261-2025**

**MOVED by Councillor Brennan that Council accept the 2025 Third Quarterly Corporate Report as information.** **CARRIED**

### 7.2 Budget Book Introduction

**262-2025**

**MOVED by Councillor Knight that Council receive the 2026 Draft Budget Book for review and deliberation, as prepared in accordance with the approved 2026 Budget Guidelines and Annual Budget Policy 2023-06.** **CARRIED**

### 7.3 Outstanding Items List

**263-2025**

**MOVED by Councillor Nielsen that items # 070, 071 & 073 be removed from the Outstanding Items list.** **CARRIED**

## **8. CORRESPONDENCE**

### 8.1 Alberta Municipalities Resolution - Increasing funding for Alberta Libraries

The attached resolution, advocating for increased funding for Alberta's libraries, was moved by the Town of Stettler and seconded by the City of Calgary. It proposes that Alberta Municipalities urge the Government of Alberta to update the per capita grant rate to \$6.94 per person—an increase of \$1.34 per person to account for inflation—and to commit to indexing the population-based grant using both the rate of inflation and the most recent population statistics from the Alberta Municipal Affairs Population Estimate List.

This resolution will be presented at the ABmunis Convention in November for review by all attending municipalities during the Friday resolution session. The information is provided for Council's review and consideration.

**264-2025**

**MOVED by Councillor Knight that the items under correspondence be accepted for information.** **CARRIED**

**9. ADJORN**

**265-2025**

**MOVED by Councillor Cosh that the Council meeting adjourn at 7:05 p.m.**

**CARRIED**

\_\_\_\_\_  
Mayor Harris

\_\_\_\_\_  
Kinza Barney, Chief Administrative Officer

DRAFT

# Report to Council



**Meeting Date:** 2025-11-18  
**Meeting Type:** Council Meeting  
**Prepared By:** Steve Altena, Director of Infrastructure and Community Growth  
**Presented By:** Steve Altena  
**Subject:** **Subdivision Item – 810 McCool Street**  
**Department:** Planning & Development  
**File No:** 2024-621000.S

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## REPORT PURPOSE:

The purpose of this report is for the Subdivision Authority to assess the proposed subdivision of an existing industrial parcel (I-2) to create a  $\pm 1.553$  ha ( $\pm 3.838$  ac) parcel and a  $\pm 0.527$  ha ( $\pm 1.302$  ac) parcel from Plan 8010002 Block A Lot 17.

The application was reviewed in accordance with the Municipal Government Act, the Subdivision and Development Regulations, the Town's Municipal Development Plan (MDP), and the *Land Use Bylaw*. The proposed development aligns the intent and policies of these documents.

With these considerations, Administration recommends that the Subdivision Authority approve the 810 McCool Street Subdivision Application.

## RECOMMENDATION:

Administration recommends:

THAT the 810 McCool Street Subdivision Application be approved with the conditions noted in Attachment 'A'.



**Landowner Circulation**

The application was circulated to adjacent landowners from August 14, 2024 to September 13, 2024. No responses were received during this circulation period.

**Development Proposal**

The subdivision application intends to separate the existing building from the remainder of the parcel to create two separate lots.

**ANALYSIS:****Relevant Statutes / Master Plans / Town Documents**

The proposed subdivision must conform with the following Town plans:

- Town of Crossfield Municipal Development Plan (MDP)
- Town of Crossfield Land Use Bylaw (LUB)

**Policy Analysis**

The proposed subdivision is compliant with the policies of the Town MDP and Town LUB as detailed in Attachment 'D'.

Administration notes that with the small addition to the building's north side, the building does not conform with the required side yard setback in accordance with Land Use Bylaw Section 13.2.6 e (ii). The building is considered non-conforming and will require changes to comply with the setback to receive a stamp of compliance in the future.

**COMMUNICATIONS AND ENGAGEMENT:**

The application was circulated to adjacent landowners and to relevant agencies from August 14, 2024 to September 13, 2024.

**FINANCIAL IMPLICATIONS:**

No financial implications have been identified at this time.

**ALTERNATIVES/IMPLICATIONS:**

Administration does not propose an alternative action for Council.

**ATTACHMENTS:**

Attachment 'A' – Approval Conditions

Attachment 'B' – Tentative Plan

Attachment 'C' – Circulation comments

Attachment 'D' – Policy Analysis

## **ATTACHMENT 'A': APPROVAL CONDITIONS**

### Part A:

The application to create a ± 1.553 hectare industrial parcel and a ± 0.527 hectare industrial parcel from Plan 8010002 Block A Lot 17 having been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 and 14 of the Subdivision and Development Regulations, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:

1. The application is consistent with the Statutory Policy;
2. The subject lands hold the appropriate land use designation;
3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.

### Part B:

The Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to the Town of Crossfield (the Town) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate that each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all Town Policies, Standards, and Procedures, to the satisfaction of the Town, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.

### Part C:

Further, in accordance with Sections 654 and 655 of the Municipal Government Act, the application is approved subject to the following conditions:

#### *Plan of Subdivision*

1. The subdivision shall be affected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act, or by such other means as is satisfactory with the Registrar of Land Titles, Alberta Registries.
2. Prior to plan endorsement, it is the responsibility of the applicant that the submission of a Plan of Survey including CAD file, the Owner's Consent to Register, and the Surveyor's Affidavit are received by the Town of Crossfield.

### *Site Servicing*

3. The Owner shall install water and wastewater servicing to both lots:
  - a. Service tie-in procedures and drawings must be reviewed and approved by the Town prior to construction.
  - b. New service tie-in shall be inspected by the Town prior to backfill.
  - c. The Owner shall enter into an indemnification agreement with the Town and provide the required security prior to construction.
  - d. The Owner shall obtain a Road Occupancy Approval permit from the Town for the construction period.

### *Levies and Payments*

4. The Owner shall pay the subdivision endorsement fee in accordance with the Fees and Rates Bylaw 2025-08 for the creation of 1 new lot.

### *Taxes*

5. Prior to plan endorsement, all outstanding property taxes current from the date of the application to be paid to the Town of Crossfield, pursuant to Section 654 (1) of the Municipal Government Act.

Prior to the submission of any final documents to the Municipality, we advise that it is the applicant's responsibility to ensure that all the conditions of approval are met within one year of the approval date and that the municipality has received documented evidence to this effect.

Pursuant to the Municipal Government Act, an appeal or dispute from this decision, or the conditions, may be commenced within fourteen (14) days from the date of this letter by:

- a) The applicant;
- b) A Government Department where a referral is required pursuant to the Subdivision and Development Regulation; and/or
- c) A school authority with respect to reserve.

An appeal to this decision rests with the Subdivision and Development Appeal Board.

Due to the possibility of appeals, any development or steps necessary to meet the conditions of subdivision approval should not occur within fourteen (14) days from approval.

PLAN No. \_\_\_\_\_

ENTERED AND REGISTERED

ON \_\_\_\_\_

INSTRUMENT No. \_\_\_\_\_

A.D. REGISTRAR

# THE TOWN OF CROSSFIELD

## TENTATIVE PLAN OF SURVEY

SHOWING

## SUBDIVISION

AFFECTING

LOT 17 BLOCK A PLAN 801 0002

WITHIN

SE 1/4 SEC 26 TWP 28 RGE 1 W5M

BY: Duong Q. Le, A.L.S. 2024



### NOTES:

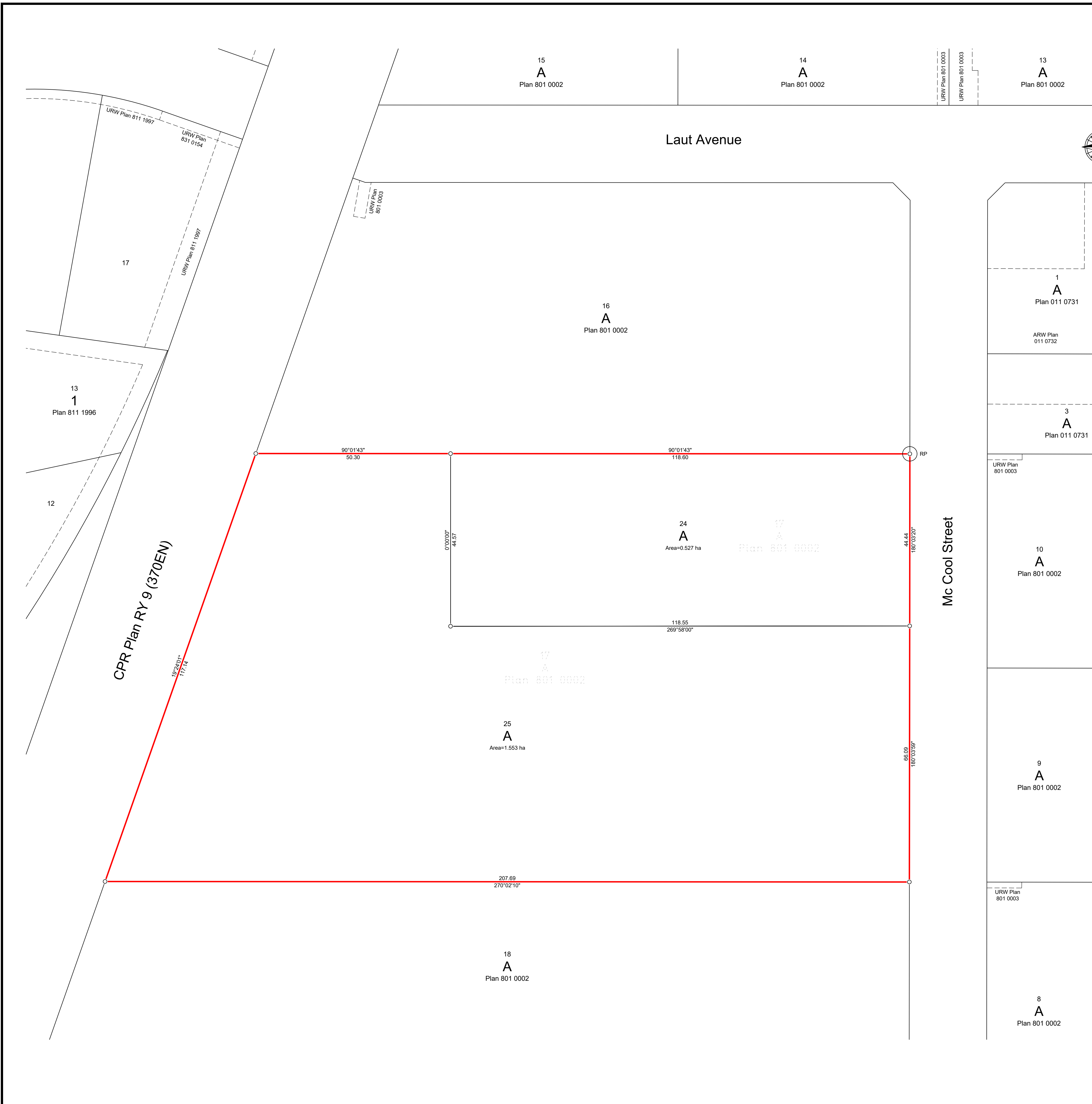
- Distances shown are in metres and decimals thereof.
- All Statutory Iron Posts placed by this survey are stamped with Permit number P284.
- All dimensions shown on curved boundaries are arc distances.
- All curves are tangential unless shown otherwise.
- Coordinates and bearings are grid, based on NAD83 (original), 3°TM projection, reference Meridian 114° West Longitude and are derived from GNSS observations.
- Combined scale factor: 0.999729.
- Area required for subdivision contains 2 Lots.
- Area affected by the registration of this plan shown outlined thus --- and contains 2.081 ha.
- Geo-reference point is a found Statutory Iron Post with Grid Coordinates: N: 5698509.584 E: -1913.107

### SYMBOL LEGEND:

- Geo-reference point is shown thus:
- Alberta Survey Control Markers (ASCM) found are shown thus:
- Statutory Iron Posts found are shown thus:
- Statutory Iron Posts placed are shown thus:
- Drill Holes found are shown thus:
- Drill Holes placed are shown thus:
- Established point and left no mark stations are shown thus:

### ABBREVIATIONS:

- |   |   |
|---|---|
| A.L.S. .... Alberta Land Surveyor             | NAD ..... North American Datum                |
| A ..... Arc                                   | ODRW ..... Overland Drainage Right of Way     |
| a.g. .... Above Ground                        | PAS ..... Pole Anchor Site                    |
| ARW ..... Access Right of Way                 | Pl ..... Placed                               |
| ASCM ..... Alberta Survey Control Marker      | Pos ..... Position                            |
| C. of T. .... Certificate of Title            | P/L ..... Property Line                       |
| calc. .... calculated                         | PUL ..... Public Utility Lot                  |
| Ch.B. .... Chord Bearing                      | (r) ..... Radial                              |
| c.s. .... counter sunk                        | RW ..... Right of Way                         |
| E ..... East                                  | R ..... Radius                                |
| ER ..... Environmental Reserve                | Re-est. .... Re-established                   |
| Est. .... Established                         | Ref ..... Reference                           |
| Fd. .... Found                                | Res ..... Restored                            |
| GNSS ..... Global Navigation Satellite System | Rge ..... Range                               |
| ha ..... Hectare                              | S ..... South                                 |
| I ..... Statutory Iron Post                   | Sec ..... Section                             |
| Mag ..... Magnetic Nail                       | TCO ..... Top Cut Off                         |
| MARW ..... Maintenance Access Right of Way    | Twp ..... Township                            |
| M ..... Meridian                              | URW ..... Utility Right of Way                |
| Mk ..... Mark                                 | W ..... West                                  |
| Mkd ..... Marked                              | 3TM ..... 3° Transverse Mercator              |
| Mp ..... Marker Post                          | Δ ..... Central Delta Angle of Adjacent Curve |
| MR ..... Municipal Reserve                    | N ..... North                                 |



**SUBDIVISION AUTHORITY:**  
Municipality: The Town of Crossfield

**REGISTERED OWNER(S):**  
D&D Steele Holdings Ltd.

**SURVEYOR:**  
Duong Q. Le, A.L.S.  
Surveyed between the dates of  
May 28, 2024  
and  
.....  
in accordance with the provisions  
of the Surveys Act.

**ALBERTA LAND SURVEYORS' ASSOCIATION**  
PERMIT NUMBER  
**P 284**  
PASQUINI & ASSOCIATES  
GEOMATICS LTD.

Dwg File: 605190-T2	November 4, 2025
Job No.: 605190	Drafted by: JC/VH Ckd: DL

**PASQUINI & ASSOCIATES GEOMATICS LTD.**  
300, 929 - 11th Street SE, Calgary, Alberta, T2G 0R4  
T: (403) 452-7677 www.pasquini.ca

## **CIRCULATION COMMENTS 810 MCCOOL STREET SUBDIVISION:**

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.*

<b>ATCO Gas:</b>	<ul style="list-style-type: none"> <li>No comments received</li> </ul>
<b>Rogers:</b>	<ul style="list-style-type: none"> <li>No concerns with the plan. If it involves civil work please contact OneCall for a locate.</li> </ul>
<b>TELUS:</b>	<ul style="list-style-type: none"> <li>No concerns with the plan</li> </ul>
<b>Fortis:</b>	<ul style="list-style-type: none"> <li>No easement is required.</li> </ul>
<b>Alberta Transportation:</b>	<ul style="list-style-type: none"> <li>The requirements of Section 18 of the Regulation are not met. The department anticipated minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the regulation.</li> <li>The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the regulation.</li> </ul>
<b>Alberta Health Services:</b>	<ul style="list-style-type: none"> <li>No comments received</li> </ul>
<b>Planning: (Urban Systems &amp; Town)</b>	<ul style="list-style-type: none"> <li>The side yard setback between the addition to the north on the existing building and the adjacent non-industrial (C-2) lot does not meet the side yard setback requirements in the Land Use Bylaw. This will be considered a non-conforming building. Any future changes or additions would be subject to the current Land Use Bylaw.</li> <li>It is important to note that the subdivision will be creating a non-compliant property due to the setbacks, therefore, if the applicant seeks to obtain a compliance stamp, the stamp could not be issued, as well as possible future constraints regarding any changes to the building.</li> <li>For future development permit, the applicant must ensure that a minimum of 10% of the lot area is landscaped in accordance with the plans approved by the Development officer or the Municipal Planning Commission.</li> <li>As per the Town's Land Use Bylaw, the applicant must ensure that no parking stalls are installed between the existing building and the northern property line since this property line is shared with the non-industrial (C-2) District.</li> </ul>
<b>CP Rail:</b>	<ul style="list-style-type: none"> <li>No comments received</li> </ul>
<b>Town of Crossfield Operations/Water/Wastewater Department:</b>	<ul style="list-style-type: none"> <li>Prior to construction, all service drawings and service tie-in procedures must be reviewed and approved by the Town's engineers.</li> <li>Ensure there are two separate independent service tie-ins for each newly subdivided lot.</li> </ul>

	<ul style="list-style-type: none"> <li>• Town staff need to be notified and on site for the water tie in to ensure water main valve control.</li> <li>• Prior to backfill, all service tie-ins must be inspected by the Town of Crossfield.</li> <li>• That an Indemnification Agreement be completed and required security deposit paid prior to utility services tie-in. The security deposit required is the full cost of the service tie-in construction, including all water and sewer work, backfilling, road restoration, sidewalk restoration and any other work required to complete the service tie-ins and return the site to the original or better condition. The amount of the security deposit is established based on a quote from your contractor that includes all of the above listed items.</li> <li>• Construction and/or abandonment of services connections shall adhere to the City of Calgary standard specification water construction.</li> </ul>
<b>Adjacent Landowners:</b>	<ul style="list-style-type: none"> <li>• No comments received</li> </ul>
<b>Alberta Environment</b>	<ul style="list-style-type: none"> <li>• No comments received</li> </ul>

**2024-621000.S – 810 McCool Street Subdivision - Policy Review**

<b>Definitions</b>		
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
<b>Municipal Development Plan (MDP)</b>			
Compliant	Figure 4 – Policy Area Map	Employment Centre	The proposed industrial subdivision is within the Employment Centre land use policy area.
Compliant	4.8.13	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.	The proposed I-2 subdivision aligns with the uses supported by the MDP.
Compliant	4.9.18	Promote the efficient use of vacant lands that maximize the effectiveness of existing infrastructure networks by encouraging infill and redevelopment.	While the land is not considered vacant, the intent within the MDP is to support infill development such as the proposed subdivision.
Compliant	6.3.9	The Town of Crossfield shall ensure that policy plans, land use re-designations, and municipal services are in place to provide for a readily available supply of serviced industrial and commercial land in a variety of parcel sizes and locations within Crossfield	This subdivision will create a new, serviced industrial parcel, supporting this policy within the MDP.
Compliant	8.3.2	All new development within the Town of Crossfield shall be required to connect to full municipal services, including piped water, piped sewage, stormwater management systems, natural gas, and franchise utilities (electric power, cable, and telephone).	Water and wastewater servicing is adjacent to the parcels within McCool Street. As a condition of subdivision, the Owner is required to connect both parcels to servicing.
<b>Land Use Bylaw (LUB)</b>			
<b>Parking and Load Regulations</b>			
Compliant	10.1.3	Parking and loading spaces shall be provided on site in accordance with Table 10.1 - Parking and Loading Requirements.	The required number of parking spaces is based on the use of the building or parcel which may change over time. For the existing building the required parking is likely in the range of 13 – 22 spaces, which the size of the parcel should accommodate.
<b>Medium Industrial District (I-2)</b>			
Compliant	13.1.1	Purpose The purpose of the Medium Industrial District (I-2) is to provide for a wide range of industrial	The proposed two parcels are created from an existing I-2 parcel within a previously comprehensively developed

		uses where impacts on nearby Districts can be mitigated.	industrial area. It is expected that the future uses of these two parcels will continue to align with the I-2 zoning.
Generally Compliant	13.2.6.	<p>Minimum Requirements</p> <p>a) lot area: 255.48 m<sup>2</sup> (2,750.00 ft<sup>2</sup> );</p> <p>b) lot width: 7.62 m (25.00 ft);</p> <p>c) front yard (except as required in Section 7.2):</p> <ul style="list-style-type: none"> <li>i. except as hereinafter provided: 6.00 m (19.69 ft);</li> <li>ii. adjacent to a highway without a service road: 28.00 m (91.86 ft) from the nearest limit of the right-of-way of the nearest highway;</li> <li>iii. front yard requirement shall not apply to gas pumps, free-standing or projecting signs or billboards;</li> <li>iv. adjacent to a non-industrial district: 28.00 m (91.86 ft) from the nearest property line shared with a non-industrial district.</li> </ul> <p>d) rear yard;</p> <ul style="list-style-type: none"> <li>i. except as hereinafter provided: 10.00 m (32.81 ft);</li> <li>ii. adjacent to a non-industrial district: 28.00 m (91.86 ft) from the nearest property line of a parcel of land within a non-industrial district.</li> </ul> <p>e) side yards (except as required in Section 7.2):</p> <ul style="list-style-type: none"> <li>i. except as hereinafter provided: 1.00 m (3.28 ft); and</li> <li>ii. adjacent to a non-industrial district: 6.00 m from the nearest property line of a parcel of land within a non-industrial district (19.69 ft).</li> </ul>	The existing building within the proposed subdivision meets all minimum requirements, except for side yard setback. The small addition on the north side of the building reduces the setback to 3.66 m when 6.0 m is required as the property to the north is zoned C-2. The existing building is considered non-conforming.

# Report to Council



**Meeting Date:** November 18, 2025  
**Meeting Type:** Regular Council Meeting  
**Prepared By:** Amber Ouellette, CFO  
**Presented By:** Amber Ouellette, CFO  
**Subject:** **C 305-25 Accounts Receivable Collection & Write-Off Policy**  
**Department:** Finance

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## REPORT PURPOSE:

The Town of Crossfield manages a variety of receivables arising from utility billings, facility rentals, developer fees, and other services. While internal procedures have guided the collection and management of outstanding receivables, the Town does not currently have a formal Council-approved policy outlining the governance, approval authority, and thresholds for write-offs.

## RECOMMENDATION:

**THAT Council adopt Policy C 305-25 – Accounts Receivable Collections and Write-Off Policy, as presented**

## BACKGROUND:

The proposed Accounts Receivable Collections and Write-Off Policy (C 305 -25) establishes a consistent framework to:

- Strengthen financial controls and accountability around accounts receivable management;
- Define approval authority and thresholds for write-offs;
- Ensure all customers are treated fairly and equitably; and
- Support effective cash flow and liquidity management.

The policy formalizes existing practices and aligns them with recognized municipal financial management standards. Key elements include:

## Roles and Responsibilities:

- Council approves the policy and any write-offs exceeding \$2,500.

- The Chief Administrative Officer (CAO), in coordination with the Chief Financial Officer (CFO), may approve write-offs of \$2,500 or less.
- The Finance Department oversees invoicing, collections, and reporting.

**Collection and Write-Off Process:**

- Accounts are subject to established payment terms and penalties under the Fees & Rates Bylaw.
- Delinquent accounts may be referred to a collection agency after 120 days.
- Accounts may be transferred to taxes where permitted under Section 553 of the Municipal Government Act.
- Write-offs occur only after all reasonable collection efforts have been exhausted.

**Transparency and Oversight:**

Annual reporting to Council on write-off activity will provide continued transparency and financial accountability.

This policy is supported by the Accounts Receivable Collections and Write-Off Procedure, which provides operational detail to staff on collection timelines, documentation, and escalation processes.

**ANALYSIS:**

**Strategic Alignment**

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

**Relevant Statutes / Master Plans / Town Documents**

- Municipal Government Act, RSA 2000, c. M-26, s. 553
- Town of Crossfield Fees & Rates Bylaw
- Accounts Receivable Collections and Write-Off Procedure

**COMMUNICATIONS AND ENGAGEMENT:**

Upon Council approval, the policy and corresponding administrative procedure will be shared internally with all departments that initiate or manage accounts receivable.

- The Finance Department will circulate the documents and provide guidance on implementation.
- Department managers will be briefed on their roles and responsibilities under the policy, including invoicing standards, timelines, and documentation requirements.

This communication approach will ensure consistent application across departments and promote awareness of the Town’s collection and write-off standards.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications arising from the adoption of this policy. The policy will, however, strengthen financial controls and support accurate financial reporting by ensuring that uncollectible receivables are addressed in a timely and transparent manner.

**ALTERNATIVES/IMPLICATIONS:**

1. Adopt the Policy as Presented (recommended).
2. Request Revisions and direct Administration to bring back a revised policy.

**ATTACHMENTS:**

- C 305-25 Accounts Receivable Collection and Write-Off Policy
- Accounts Receivable Collection and Write-Off Procedure



# ACCOUNTS RECEIVABLE COLLECTIONS AND WRITE-OFF POLICY

Council Policy  
C 305-25

<b>Administered By:</b>	Finance	<b>Policy No:</b>	C 305-25
<b>Approval Date:</b>	November 18, 2025	<b>Effective Date:</b>	November 2025
<b>Approved By:</b>	Council	<b>Resolution No.:</b>	
<b>Review Date:</b>	October 2029		
<b>References:</b>	Accounts Receivable Collections and Write-off Procedure Fees & Rates Bylaw Municipal Government Act (MGA), Revised Statutes of Alberta 2000, Chapter M-26.1, Section 553		

## Policy Statement:

The Town of Crossfield recognizes the need to establish a framework and guidelines for managing the administration, collection and Write-Off of Accounts Receivable.

## Purpose:

This Policy establishes controls and procedures for the collection of Accounts Receivable and the Write-Off of uncollectible amounts. It ensures that all customers are treated fairly and equitably with respect to invoicing and collection practices. The Policy also provides guidelines to support timely collections, maintain effective cash flow and liquidity, and define approval thresholds for Write-Offs.

## Scope:

This Policy applies to all Town departments responsible for processing Accounts Receivable and should be read in conjunction with the Accounts Receivable Collections and Write-Off Procedure.

This Policy does not apply to the administration or collection of Property Taxes, which are governed by separate policies and legislation.



# ACCOUNTS RECEIVABLE COLLECTIONS AND WRITE-OFF POLICY

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## 1.0 DEFINITIONS

- 1.1 **Accounts Receivable** means money owed to the Town for goods, services, taxes or other charges that have been billed but not yet paid.
- 1.2 **Administrative Staff** means the person or persons who perform clerical and organizational duties that keep Town operations running effectively.
- 1.3 **Chief Administrative Officer (CAO)** means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or their designate.
- 1.4 **Chief Financial Officer (CFO)** means the person responsible for providing financial leadership and direction of the Town.
- 1.5 **Collection Agency** means a third-party organization authorized by the Town to recover unpaid debts, such as taxes, utilities or other accounts receivable.
- 1.6 **Council** means the municipal Council of the Town of Crossfield.
- 1.7 **Fees & Rates Bylaw** means the bylaw of the Town of Crossfield responsible for defining fees and rates for goods and services.
- 1.8 **Municipal Government Act** means the *Municipal Government Act*, RSA 2000, and the regulations thereunder as amended or replaced from time to time.
- 1.9 **Municipal Software** means the software system used to manage the Town's financial and administrative processes.
- 1.10 **Town** means the Town of Crossfield, a Municipal Corporation of the Province of Alberta.
- 1.11 **Write-off** means the formal recognition that a debt or account receivable is deemed uncollectible and is removed from the municipality's financial records.



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## 2.0 RESPONSIBILITIES

### 2.1 Council:

- 2.1.1 Approves the Accounts Receivable Collection and Write-off Policy.
- 2.1.2 Reviews and approves all Write-Offs with a balance greater than \$2,500.

### 2.2 Administration:

- 2.2.1 Chief Administrative Officer may approve Write-Offs with a balance of \$2,500 or less, to be coordinated with the Chief Financial Officer.
- 2.2.2 The Finance Department oversees the Accounts Receivable process, including invoicing, collections, reconciliations, and reporting.

- 2.3 The Collection Agency manages delinquent accounts and may initiate legal proceedings where required.

## 3.0 GUIDELINES

- 3.1 All invoices must specify payment terms and due dates in accordance with the Fees & Rates Bylaw and the Accounts Receivable Collections and Write-Off Procedure.
- 3.2 Payment installment plans may be considered for certain accounts, subject to approval by the Chief Finance Officer.
- 3.3 Where permitted, overdue accounts may be transferred to property taxes under Section 553 of the Municipal Government Act.
- 3.4 Accounts outstanding for more than 120 days may be referred to an external Collection Agency.



# ACCOUNTS RECEIVABLE COLLECTIONS AND WRITE-OFF POLICY

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## 4.0 PAYMENTS

4.1 All payments for Town goods and services must be processed through authorized Administration Staff using the Town's municipal financial software. Staff must ensure payments are accurately applied to the correct customer account

4.2 Accepted forms of payment include:

- Cash
- Cheque
  - NSF cheques are subject to a fee per the current Fees & Rates Bylaw
- Debit
- Online Banking
- Electronic Funds Transfer (EFT)
  - Customer must be pre-approved in writing by the Town
- Credit
  - Visa and Mastercard except for the following:
    - Property Taxes
    - Cash in lieu payments
    - Refundable deposits
    - Offsite levies
    - Accounts Receivable over \$2,000
- E-transfer
  - available for General Accounts Receivable only, with prior written approval.

## 5.0 WRITING OFF A DEBT

5.1 Accounts may be written off after all reasonable collection efforts have been exhausted and the debt is deemed uncollectible.

5.2 Write-offs must be approved in accordance with the authority levels set out in Section 2.2 of this Policy.

5.3 Write-offs must be documented and retained in accordance with the Town's financial record retention requirements.



# ACCOUNTS RECEIVABLE COLLECTIONS AND WRITE OFF PROCEDURE

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<b>Administered By:</b>	Finance		
<b>Approval Date:</b>		<b>Effective Date:</b>	
<b>Approved By:</b>	Chief Administrative Officer		
<b>Review Date:</b>			
<b>References:</b>	Accounts Receivable Collections and Write-off Policy Fees and Rates Bylaw Water and Wastewater Bylaw		

## Purpose:

The purpose of this procedure is to establish standardized steps for the invoicing, collection, monitoring, and write-off of Accounts Receivable (AR) to ensure fiscal responsibility, transparency, and compliance with Town policy and the Municipal Government Act.

This procedure supports fair and consistent treatment of all customers and promotes efficient collection practices to safeguard municipal revenues and cash flow.

## Scope:

This procedure applies to all Town departments generating or managing accounts receivable, except where separate processes are established under specific bylaws (e.g., Property Tax, Development Levies).

## 1.0 Definitions

- 1.1 **Accounts Receivable** means money owed to the Town for goods, services, taxes or other charges that have been billed but not yet paid.
- 1.2 **Chief Administrative Officer (CAO)** means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed by the Chief Administrative Officer to act as his/her designate.
- 1.3 **Chief Financial Officer (CFO)** means the person responsible for providing financial leadership and direction of the Town.
- 1.4 **Collection Agency** means a third party organization authorized by the Town to recover unpaid debts, such as taxes, utilities or other accounts receivable.
- 1.5 **Council** means the municipal Council of the Town of Crossfield.
- 1.6 **Customer** means any individual, business, or organization that owes payment to the Town for goods, services, or fees rendered.
- 1.7 **Fees & Rates Bylaw** means the bylaw of the Town of Crossfield responsible for defining fees and rates for goods and services.
- 1.8 **Municipal Government Act** means the *Municipal Government Act*, RSA 2000, and the regulations thereunder as amended or replaced from time to time.
- 1.9 **Originator** means the employee, department, or program area initiating a charge for goods or services provided by the Town
- 1.10 **Town** means the Town of Crossfield, a Municipal Corporation of the Province of Alberta.
- 1.11 **Write-off** means the formal recognition that a debt or account receivable is deemed uncollectible and is removed from the municipality's financial records.

## 2.0 Responsibilities

### 2.1 General Accounts Receivable (AR)

**Originators** are responsible for ensuring that the proper invoicing steps are followed to invoice for Town goods and services:

- 2.1.1 Ensure that goods or services have been delivered and that there is an expectation that payment in full will be received within 30 days of the invoice date.
- 2.1.2 Submit a fully completed Request for Invoice (RFI) (Schedule "A") to the Finance Department within 10 business days of service delivery as follows:
  - a. Properly identifying the party to be invoiced, including proper name, address including postal code, telephone number and email address;
  - b. Description of service or good provided;
  - c. General Ledger Account Number (G/L) to be credited;
  - d. The amount to invoice for, with G.S.T. to be captured on a secondary line (if applicable);
  - e. Supporting documentation or the file path where supporting documents have been saved;
  - f. Originators name, and their department.
- 2.1.3 If the Customer has a question regarding the invoice, that can not be answered by the Finance Department from the information provided with the RFI, the Customer will be referred to the Originator.
- 2.1.4 Follow up on overdue accounts:
  - 2.1.4.1 Upon referral by the Finance Department, the Originator has 14 days to follow-up on the account in arrears. The Originator must attempt to contact the Customer via phone, or email on a regular basis until contact is achieved.
  - 2.1.4.2 The Originator will communicate the results of their follow-up to the Finance Department.

2.2 **The Finance Department** is responsible for accurate and timely invoicing, while ensuring all Customers credit status is effectively monitored:

- 2.2.2 Verify the proper completion of all RFI's prior to processing.
- 2.2.3 Verify/create the Customer in both the Municipal Software and the AR system to record, track and report on future invoicing and payment collection progress.
- 2.2.4 Generate and email or mail the invoice to the Customer within 2 weeks of receipt of the completed RFI.
- 2.2.5 Reconcile records to reflect all invoices and payments are accurate. All accounting and billing adjustments including returned cheques and refunds will have supporting documentation.
- 2.2.6 Provide a Statement of Account to each Customer with an outstanding balance prior to the 30<sup>th</sup> day of each month.
- 2.2.7 Notify the Originator if an invoice remains unpaid for more than 60 days.
- 2.2.8 Prepare supporting documentation for any accounts to be sent to the external Collection Agency.
- 2.2.9 Maintain an aged AR report and provide quarterly summaries to the CFO and CAO for monitoring and reporting to Council, where required.

## 2.3 Utility Accounts Receivable

The Utility Coordinator is responsible for ensuring that accurate and timely invoicing steps are followed to invoice and monitor the credit status for Town Utility Customers:

- 2.3.2 Utility bills will be provided to Customers with an active utility account no later than the 25<sup>th</sup> of each of the following months; January, March, May, July, September & November.
- 2.3.3 The due date will be reflected on each Utility Bill and will reflect the 15<sup>th</sup> of the following month, or the first business day after the 15<sup>th</sup>.
- 2.3.4 The penalty amount for late payment will be reflected on the bill and will be applied at 9:00a.m. on the first business day after the due date.
- 2.3.5 If a utility account remains outstanding past 42 days, the Customer will have either their water service disconnected, or the outstanding amount transferred to their Tax Roll in accordance with the current Water and Wastewater Bylaw and applicable provincial legislation.

- 2.3.6 In the case of closed utility accounts where the service cannot be disconnected, and the balance cannot be transferred to the Tax Roll a letter for payment will be sent to the last known email or mailing address on file, detailing the due date.
- 2.3.7 Prepare supporting documentation for any accounts to be sent to the external Collection Agency.
- 2.3.8 Maintain an aged AR report and provide quarterly summaries to the CFO and CAO for monitoring and reporting to Council, where required..

## 3.0 Guidelines

### 3.1 Collection Agency

Outstanding Accounts Receivable will be sent to the Collection Agency when the following criteria are met;

- 3.1.1 The invoice remains outstanding 120 days after the date of creation;
- 3.1.2 A minimum of 3 statements have been sent to the Customer;
- 3.1.3 The Originator has made at least two attempts to request payment from the Customer;
- 3.1.4 All reasonable attempts to contact the Customer have been made, and collection of the account remains unsuccessful.
- 3.1.5 Prior to referral to a Collection Agency, Finance must obtain written approval from the CFO (or designate), confirming all internal collection steps have been completed.

### 3.2 Write-off

Outstanding Accounts Receivable will be written off when the following criteria are met;

- 3.2.1 The account has been deemed uncollectable. This includes but is not limited to;
  - 3.2.1.1 Bankruptcy of the Customer.
  - 3.2.1.2 Death of the Customer with no estate or heirs
  - 3.2.1.3 Accounts Receivable under a certain threshold (e.g. \$20 or less) that are not cost-effective to pursue.

- 3.2.1.4 If the account has remained uncollected by the external Collection Agency for more than 365 days.
- 3.2.1.5 Any other reasonable circumstance the CAO finds an account to be uncollectable.
- 3.2.2 Documented with supporting evidence (correspondence, collection efforts, legal notices).
- 3.2.3 Authorized in accordance with the thresholds set in Section 2.2 of the Accounts Receivable Collections and Write-Off Policy.
- 3.2.4 Reported annually to Council as part of the financial reporting process.
- 3.2.5 Write-Offs do not extinguish the debt and may be reinstated if recovery becomes possible.



# ACCOUNTS RECEIVABLE COLLECTIONS AND WRITE OFF PROCEDURE

## Schedule A – Request for Invoice



### Town of Crossfield Request for Invoice (RFI)

**Request Date:** \_\_\_\_\_

**Invoice To:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*An email address must be provided to send an invoice.  
Please note that we are only able to send the invoice to ONE email address.*

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

\_\_\_\_\_

**Service Provided:** \_\_\_\_\_

\_\_\_\_\_

**GL #:** \_\_\_\_\_

**Price:** \_\_\_\_\_

**GST:** \_\_\_\_\_

**Total Invoice Amount:** \_\_\_\_\_

Supporting documents scanned as .pdf and saved in Public Files.

**File Path for attachments:**

X:/ Public Files → \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Department:** \_\_\_\_\_

# Report to Council



**Meeting Date:** 2025-11-18  
**Meeting Type:** Council Meeting  
**Prepared By:** Eris Latham, Recreation & Community Events Coordinator  
**Presented By:** Russ Nash, Director of Community & Protective Services  
**Subject:** Crossfield Recreation Board Fall Funding Recommendations  
**Department:** Recreation

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## REPORT PURPOSE:

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

## RECOMMENDATION:

THAT Council approve the Crossfield and District Recreation Board's Fall 2025 funding recommendations as presented.

## BACKGROUND:

Crossfield and District Recreation Board Policy 2024-02 is in place to establish the Recreation Board, whose purpose is to promote quality of life by encouraging and sustaining growth in recreation and cultural facilities, activities, projects and programs that meet the needs of all members of the community.

On Monday November 4, 2025, the Crossfield Recreation Board held their fall funding meeting where 4 funding requests were presented for the Board's consideration:

- 3 greater than \$3,000 requiring in-person presentations
- 1 less than \$3,000 not requiring an in-person presentation

Section 7.1 of the Policy states that funding recommendations "shall be provided to the Town of Crossfield Council for final approval". As such, Administration is providing the attached recommendations made by the Recreation Board, totalling \$37,444.98 in funding to local organizations.

**ANALYSIS:**

**Strategic Alignment**

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

**Social Impact**

Funds granted from the Crossfield Recreation Board to local non-profit organizations assist these clubs in offering recreational and cultural programming to our community.

**COMMUNICATIONS AND ENGAGEMENT:**

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

**ATTACHMENTS:**

Please see the recommendation spreadsheet attached.

<b>Community Group</b>	<b>Ask</b>	<b>Recommendation</b>	<b>Motion Made</b>
<b>With Delegation (&gt;\$3,000)</b>			
Whoo's Crew Parent Society	\$15,000.00	\$15,000.00	<b>MOVED</b> by Councillor Knight to fund the Whoo's Crew Parent Society \$15,000 for the new playground project slated for construction in August 2027. Seconded by Dory Rodehuts Kors. <b>CARRIED</b>
Crossfield Skating Club	\$7,000.00	\$7,000.00	<b>MOVED</b> by Dory Rodehuts Kors to allow the Crossfield Skating Club to reallocate remaining funds from their spring funding (approximately \$1260.00) to coaching supplies, as well as fund the current ask of \$7000 in full. Seconded by Jayden Backs. <b>CARRIED</b>
Crossfield Minor Hockey Association	\$12,600.00	\$12,600.00	<b>MOVED</b> by Alan Meunier to fund Crossfield Minor Hockey Association \$12,600 for expenses related to equipment (\$8500), referee development (\$1100), and repair and maintenance (\$3000). Seconded by Chad Hale. <b>CARRIED</b>
<b>No Delegation (&lt;\$3,000)</b>			
Crossfield Play School Association	\$2,844.98	\$2,844.98	<b>MOVED</b> by Jayden Backs to fund the Crossfield Playschool Association \$2844.98 for expenses related to supplies including a handwashing sink, vacuum, sand table, bulletin board and instructional books. Seconded by Breanne Dunlop. <b>CARRIED</b>

# Report to Council



**Meeting Date:** November 18, 2025  
**Meeting Type:** Regular Council Meeting  
**Prepared By:** Lindsey Nash  
**Presented By:** Lindsey Nash, Legislative & Administrative Services Manager  
**Subject:** **2025-2026 Mayor & Council Board and Committee Listing**  
**Department:** Legislative & Administrative Services

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## REPORT PURPOSE:

The purpose of this report is to advise Council of discrepancies identified in the 2025 Council Board and Committee appointments and to request approval for corrections to ensure compliance with applicable bylaws and legislative requirements.

## RECOMMENDATION:

**That Council approve the recommended changes to 2025-2026 Mayor and Council Board and Committee appointments as reviewed to ensure compliance with applicable bylaws and legislative requirements.**

## BACKGROUND:

At the October 28, 2025, Council Organizational Meeting, Council reviewed, discussed, and appointed members to the various Town boards and committees.

Upon Administration's review of the finalized listing, a few discrepancies were identified regarding Council alternates in alignment with the applicable board bylaws and legislative requirements. The details are outlined below:

### **1. Municipal Planning Commission (MPC)**

Councillor Cosh was appointed as an alternate member; however, as per MPC Bylaw 2018-02, Section 4.1, *"No member of the Municipal Planning Commission shall be a member of the Subdivision and Development Appeal Board (SDAB)."*

Councillor Cosh has been appointed to the SDAB and has registered for the required training; therefore, he is ineligible to serve as an alternate on the MPC.

### **2. Subdivision and Development Appeal Board (SDAB)**

Councillor Brennan was appointed as an alternate member; however, the SDAB Bylaw does not provide

for alternates, and only one Council member is to be appointed. As this is a quasi-judicial board that requires specialized training, the inclusion of an alternate is not recommended.

Administration recommends that, should Councillor Brennan wish to serve as an alternate, he be appointed instead as an alternate on the Municipal Planning Commission.

### **3. Rocky View Foundation Board**

Administration was recently advised that, under the *Alberta Housing Act*, the Minister grants member municipalities the authority to appoint board members. However, the Act does not authorize the appointment of alternate members when an appointed member is unable to attend.

Board members are expected to attend meetings regularly and remain informed on-board business. Similar to municipal councils, alternates are not permitted. As directors, board members also carry specific legal duties, and failure to fulfill these responsibilities may result in personal liability.

Accordingly, Mayor Harris cannot act as an alternate on the Rocky View Foundation Board.

Administration recommends that Council approve the necessary corrections to the 2025 Board and Committee appointments to ensure alignment with the respective bylaws and legislative requirements. These adjustments will help maintain compliance, uphold the integrity of Council's appointments, and support effective representation on each board and committee.

#### **ATTACHMENTS:**

Schedule A - Approved 2025-2026 Mayor and Council Board and Committee Appointments

Schedule B – Amended 2025-2026 Mayor and Council Board and Committee Appointments

## SCHEDULE A



## 2025-2026 Mayor and Council Board and Committee

Board & Committees	Meeting Frequency	Board/Committee Description	Council Rep & Alternate
<b>Alberta Mid-size Town's Mayor Caucus</b>	Monthly	The Alberta Mid-Size Towns Mayor Caucus represents towns with populations between 1,000 and 14,999. The Caucus advocates to the government on common issues and funding opportunities, promoting the interests of mid-sized communities.	Mayor Harris
<b>Crossfield &amp; District Recreation Board</b>	Last Monday in March & Oct. 7 p.m. Meetings held at: Town Office	The Crossfield & District Recreation Board supports local recreation and cultural programs by reviewing funding requests, considering public input, and advising Town Council on related projects and policies. The Board provides recommendations but cannot make financial commitments on behalf of the Town.	Councillor Gustafson Councillor Knight A* - Councillor Neilsen
<b>Marigold Library Board</b>	Quarterly Jan, April, Aug & Nov. 9:30 a.m. Meetings held at: Via zoom (Jan & Nov) & in person (Apr. & Aug.) at Marigold Library System B 1000 Pine Street Strathmore AB T1P 1C1	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.	Councillor Brennan A* - Councillor Benson
<b>Mountain View Regional Water Services Commission (MVRWSC)</b>	Monthly 2 <sup>nd</sup> Wed. 9 – 11:30 a.m. Meeting held at: Anthony Hendy Water Plant 35566 Rge Rd 10 Red Deer County T4G 0H5	The Mountain View Regional Water Services Commission (MVRWSC) operates the Anthony Henday Water Treatment Plant, supplying water to Innisfail, Bowden, Olds, Didsbury, Carstairs, and Crossfield. Governed by a board of one council member from each community and an independent administrator, the Commission sets policy, oversees operations, and ensures regulatory compliance.	Councillor Knight A* - Councillor Cosh
<b>Municipal Planning Commission (MPC)</b>	As needed weekdays 9 a.m. Meetings held at: Council Chambers	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.	Councillor Nielsen A* - Councillor Cosh
<b>Rocky View Foundation Board (RVF)</b>	Monthly 4 <sup>th</sup> Wed. 3 p.m. Meetings held at: Foundation Head Office # 103, 58 Gateway Drive NE, Airdrie, AB T4B 0J6	The Rocky View Foundation provides affordable housing for seniors and low-income residents in the region. Its Board includes representatives from Airdrie, Beiseker, Cochrane, Crossfield, Irricana, and Rocky View County. In Crossfield, the Foundation operates Rocky View Lodge and Dr. Whillans Manor.	Councillor Benson A* - Mayor Harris
<b>Subdivision &amp; Development Appeal Board (SDAB)</b>	As needed Weekdays 9 a.m. Meetings held at: Council Chambers	The Subdivision and Development Appeal Board handles subdivision and development appeals and carries out related duties assigned by legislation or Council bylaws.	Councillor Cosh A* - Councillor Brennan
<b>Town of Crossfield/Rocky View County Intermunicipal Committee (IMC)</b>	Quarterly 11 a.m. – 1 p.m. Meetings held at: Alternates between the Town Office and Rocky View County Office	The IMC reviews regional issues and advises each municipality's Council on coordinated decisions, including planning, shared services, and joint projects.	Councillor Benson Mayor Harris



## SCHEDULE B

# 2025-2026 Mayor and Council Board and Committee

Board & Committees	Meeting Frequency	Board/Committee Description	Council Rep & Alternate
<b>Alberta Mid-size Town's Mayor Caucus</b>	Monthly	The Alberta Mid-Size Towns Mayor Caucus represents towns with populations between 1,000 and 14,999. The Caucus advocates to the government on common issues and funding opportunities, promoting the interests of mid-sized communities.	Mayor Harris
<b>Crossfield &amp; District Recreation Board</b>	Last Monday in March & Oct. 7 p.m. Meetings held at: Town Office	The Crossfield & District Recreation Board supports local recreation and cultural programs by reviewing funding requests, considering public input, and advising Town Council on related projects and policies. The Board provides recommendations but cannot make financial commitments on behalf of the Town.	Councillor Gustafson Councillor Knight A* - Councillor Neilsen
<b>Marigold Library Board</b>	Quarterly Jan, April, Aug & Nov. 9:30 a.m. Meetings held at: Via zoom (Jan & Nov) & in person (Apr. & Aug.) at Marigold Library System B 1000 Pine Street Strathmore AB T1P 1C1	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.	Councillor Brennan A* - Councillor Benson
<b>Mountain View Regional Water Services Commission (MVRWSC)</b>	Monthly 2 <sup>nd</sup> Wed. 9 – 11:30 a.m. Meeting held at: Anthony Hendy Water Plant 35566 Rge Rd 10 Red Deer County T4G 0H5	The Mountain View Regional Water Services Commission (MVRWSC) operates the Anthony Henday Water Treatment Plant, supplying water to Innisfail, Bowden, Olds, Didsbury, Carstairs, and Crossfield. Governed by a board of one council member from each community and an independent administrator, the Commission sets policy, oversees operations, and ensures regulatory compliance.	Councillor Knight A* - Councillor Cosh
<b>Municipal Planning Commission (MPC)</b>	As needed weekdays 9 a.m. Meetings held at: Council Chambers	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.	Councillor Nielsen A* Councillor Brennan <del>A* - Councillor Cosh</del>
<b>Rocky View Foundation Board (RVF)</b>	Monthly 4 <sup>th</sup> Wed. 3 p.m. Meetings held at: Foundation Head Office # 103, 58 Gateway Drive NE, Airdrie, AB T4B 0J6	The Rocky View Foundation provides affordable housing for seniors and low-income residents in the region. Its Board includes representatives from Airdrie, Beiseker, Cochrane, Crossfield, Irricana, and Rocky View County. In Crossfield, the Foundation operates Rocky View Lodge and Dr. Whillans Manor.	Councillor Benson <del>A* - Mayor Harris</del>
<b>Subdivision &amp; Development Appeal Board (SDAB)</b>	As needed Weekdays 9 a.m. Meetings held at: Council Chambers	The Subdivision and Development Appeal Board handles subdivision and development appeals and carries out related duties assigned by legislation or Council bylaws.	Councillor Cosh <del>A* - Councillor Brennan</del>
<b>Town of Crossfield/Rocky View County Intermunicipal Committee (IMC)</b>	Quarterly 11 a.m. – 1 p.m. Meetings held at: Alternates between the Town Office and Rocky View County Office	The IMC reviews regional issues and advises each municipality's Council on coordinated decisions, including planning, shared services, and joint projects.	Councillor Benson Mayor Harris

## Outstanding Action List

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
077							
076							
075							
074	Nov 4	259-2025	<b>Crossfield &amp; District Recreation Board Funding</b> Increasing funding for an additional \$10,000	Amber Ouellette	Q4-2025	IN PROGRESS	To be brought forward to the Nov 19 & 20 budget deliberations.
072	Oct 7.	240-2025	<b>Municipal Enforcement Unit Policy, Bylaw &amp; Plans Summary</b> – Admin to report back on the resource requirements to complete a community policing plan	Russ Nash	Q2 2026	IN PROGRESS	Administration to research a Community Policing Plan and provide Council a report with estimate on time and resource requirements
069	Sept. 16	220-2025	<b>Wastewater Treatment Master Plan</b> – Treated Effluent Disposal Options Next steps for implementing a polishing treatment wetland system, including: <ul style="list-style-type: none"> <li>• Conduct geotechnical assessment and groundwater monitoring in Fall 2025 using the remaining 2025 funds from the Interim Effluent Disposal Study;</li> <li>• Submission of grant applications to secure funding;</li> <li>• Engagement with neighbouring municipalities and the Nose Creek Watershed Partnership;</li> <li>• Submission of a pilot discharge application to Alberta Environment and Protect Areas; and,</li> <li>• Inclusion of the environment assessments, design and construction of a polishing treatment wetland system in the 2026 budget to be considered by Council</li> </ul>	Steve Altena	Q4 2026	IN PROGRESS	Administration is working to develop a workplan and costing for the next steps for implementing a polishing treatment wetland system.
061	May 6, 2025	111-2025	<b>Bike Skills Park and Pump Track</b>	Kimber Olsen Russ Nash	Q2 2026	IN PROGRESS	Administration is working with a proponent to finalize a contract. Design work will begin in fall 2025.
041	Dec 3, 2024	No Motion	<b>Limit Ave Speed Change</b> – change speed limit from 50 km/h to 30 km/h.	Lindsey Nash	Q4 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	<b>Offer to Purchase</b> – Additional information required with respect to the Offer to Purchase	Steven Altena Lindsey Nash	Q4 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 in December.
004	April 4, 2023	No Motion	<b>Town-Owned Lands – Discussion on future use</b> - Administration to prepare a list of town lands and provide options for what those lands could be used for. The intent being to review town owned lands that are not currently active properties and come up with a plan.	Lindsey Nash	Q4 2025	IN PROGRESS	A detailed list of town owned land/properties has been completed and presented to Council. Administration will bring forward an updated Land Inventory outlining appraised costs on Town lands for Council's consideration on future plans for the properties. .
002	April 19, 2022	129-2022	<b>Town Office Development</b> – Exploration of potential options for a Town Administrative Building	Kinza Barney/ Sub-committee	Q3 2026	IN PROGRESS	A sub-committee has been formed appointing the CAO, Russ Nash. Exploration of further options and required funding strategies to be identified in 2024.