



**Town of Crossfield**  
**AGENDA**  
**Regular Council Meeting**  
**Tuesday, December 02, 2025 06:00 PM**

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**1. CALL TO ORDER**

**2. AGENDA**

2.1 December 2, 2025

**3. MINUTES**

3.1 November 18, 2025 council meeting minutes Page 3

3.2 November 19 and November 20, 2025 council budget deliberation meeting minutes Page 7

**4. DELEGATIONS**

4.1 RCMP Quarterly Update Page 11

**5. BYLAWS**

5.1 Bylaw 2025-14 - Line of Credit Borrowing Bylaw Page 20

5.2 Bylaw 2025-15 - Fees & Rates Bylaw Page 26

**6. 2026 PROVISIONAL BUDGET**

6.1 2026 Provisional Operating & Capital Budget Page 52

**7. ACTIONS AND DECISIONS**

7.1 Recycling End Producer Responsibility (EPR) Program Update Page 62

## **8. NOTICE OF MOTIONS**

- 8.1 Advancement of development in the Downtown and Entrance areas (Mayor Harris and Deputy Mayor Gustafson)

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## **9. COUNCILLOR'S BUSINESS**

*Mayor Harris*  
*Deputy Mayor Gustafson*  
*Councillor Benson*  
*Councillor Brennon*  
*Councillor Cosh*  
*Councillor Knight*  
*Councillor Nielsen*

## **10. ADMINISTRATIVE UPDATE**

- 10.1 Administration Verbal Update

- 10.2 Outstanding Actions Items List

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## **11. ADJORN**



## Regular Council Meeting Minutes

Tuesday, November 18, 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  
Lindsey Nash, Legislative and Administrative Services Manager (Recording Secretary)  
Russ Nash, Director of Community & Protective Services  
Amber Ouellette, Chief Finance Officer  
Steve Altena, Director of Infrastructure and Community Growth

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### 1. CALL TO ORDER

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

### 2. AGENDA

2.1 November 18, 2025, Agenda

**266-2025**

**MOVED by Councillor Knight that the November 18, 2025, agenda be accepted as prepared.**

**CARRIED**

### 3. MINUTES

3.1 November 4, 2025, minutes

**267-2025**

**MOVED by Councillor Brennan that the minutes of the November 4, 2025, regular Council meeting be accepted as presented.**

**CARRIED**

#### 4. SUBDIVISION

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

**268-2025**

**MOVED by Councillor Knight that the Subdivision Application # 2024-621000.S for 810 McCool Street be approved with the conditions noted in Attachment 'A'.**

**CARRIED**

#### 5. POLICIES

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

**269-2025**

**MOVED by Councillor Nielsen that Council adopt Policy C 305-25 – Accounts Receivable Collections and Write-Off Policy, as presented.**

**CARRIED**

#### 6. ACTIONS AND DECISIONS

6.1 Crossfield & District Recreation Board Fall Funding Request

**270-2025**

**MOVED by Councillor Cosh that Council approve the Crossfield and District Recreation Board's Fall 2025 funding recommendations as presented.**

**CARRIED**

6.2 Correction to Council Board and Committee Appointments

**271-2025**

**MOVED by Councillor Nielsen 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.**

**CARRIED**

#### 7. COUNCILLOR'S BUSINESS

##### Mayor Harris

- Nov 12-14 – Attended the Abmunis Convention & showcase in Calgary
- Nov 13 – Meeting with Alberta Mid-Sized Towns Mayors Caucus
- Continue to hold CAO meetings with CAO Barney
- Crossfield Farmers Market update is attached to form a part of these minutes.

##### Deputy Mayor Gustafson

- Nov 12-14 – Attended the Abmunis Convention & showcase in Calgary

Councillor Benson

- Nov 8 – Attended the Crossfield Christmas Market.

Councillor Brennan

- Nov 12-14 – Attended the Abmunis Convention & showcase in Calgary
- Upcoming Marigold Library board meeting on November 22, 2025

Councillor Cosh

- Nov 12-14 – Attended the Abmunis Convention & showcase in Calgary

Councillor Knight

- Nov 12-14 – Attended the Abmunis Convention & showcase in Calgary
- Nov 18 – Attended a Mountain View Water Services Commission meeting with the newly appointed board members

Councillor Nielsen

- Nov 7-8 - Attended the Crossfield Christmas Farmers Market
- Nov 12-15 - Attended the Abmunis Convention & showcase and Elected Officials Muni 101 training.

**272-2025**

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

**CARRIED**

**8. ADMINISTRATIVE UPDATE**

**8.1 Outstanding Items List**

**273-2025**

**MOVED by Councillor Knight that items 004 & 034 be moved to Q1 2026 on the Outstanding Items list.**

**CARRIED**

**9. CLOSED SESSION**

**274-2025**

**MOVED by Councillor Knight that council enter In Camera at 6:25 p.m. to discuss a Personnel Matter under Section 20 - Disclosure harmful to personal privacy and Section 29 - Advice from officials under the Access to Information Act.**

**CARRIED**

**275-2025**

**MOVED by Councillor Brennan that Council leave In Camera at 6:54 p.m.**

**CARRIED**

**276-2025**

**MOVED by Councillor Benson that Council direct Administration to proceed with the personnel-related actions as discussed in Closed Session.**

**CARRIED**

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

**10. ADJORN**

**277-2025**

**MOVED by Councillor Cosh that the Council meeting adjourn at 6:55 p.m.**

**CARRIED**

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

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



**Council Budget Deliberations**

**Tuesday, November 19, 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. ADMINISTRATION OPENING REMARKS**

CAO Barney provided administrative opening remarks.

**3. BUDGET PRESENTATION AND DELIBERATION**

Chief Financial Officer Amber Ouellette presented the draft 2026 operating budget, which Council then deliberated.

3.1 Operating Budget Summary

3.1.1 Strategic Planning

**278-2025**

**MOVED Council table the strategic planning item until Administration provides additional information outlining the comparative value of using internal versus external resources.**

**CARRIED**

3.1.2 Recreation Board Contribution

**279-2025**

**MOVED by Councillor Knight that Council approves the increase of Recreation Board Contribution from \$30,000 to \$40,000.**

**CARRIED**

**4. ADJORN**

**280-2025**

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

**CARRIED**

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Mayor Harris

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Kinza Barney, Chief Administrative Officer



**Council Budget Deliberations**  
**Wednesday, November 20, 2025**  
**Council Chambers**  
**900 Mountain Avenue**  
**Crossfield, Alberta, T0M 0S0**

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

**REGRETS:** Councillor Knight

**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. BUDGET PRESENTATION AND DELIBERATION**

Chief Financial Officer Amber Ouellette provided Council with a recap of Day 1 deliberations, which included a motion to add \$10,000 to the Recreation Board contribution, increasing the annual contribution to \$40,000. As directed by Councillor Knight during the November 19 budget deliberations, Administration also presented comparative findings on the value of using internal versus external resources to facilitate the Strategic Planning Session.

**281-2025**

**MOVED by Councillor Nielsen that Council retains the funds in the budget for a consultant to facilitate the 2026-2029 Strategic Planning Session.**

**CARRIED**

Chief Financial Officer Amber Ouellette then presented the draft 2026 capital budget, which Council then deliberated.

The draft 2026 budget will be brought forward to December 2, 2025, council meeting for Councils review and approval.

**3. ADJORN**

**282-2025**

**MOVED by Councillor Nielsen that the Council meeting adjourns at 7:55 p.m.**

**CARRIED**

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

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

DRAFT

## Report to Council



**Meeting Date:** 2025-12-02  
**Meeting Type:** Council Meeting  
**Prepared By:** Russ Nash, Director of Community & Protective Services  
**Presented By:** Russ Nash, Director of Community & Protective Services  
**Subject:** RCMP Quarterly Update  
**Department:** Community Services

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### REPORT PURPOSE:

To provide Council with the relevant reports and updates relating to the RCMP's second quarter (Q2).

### RECOMMENDATION:

THAT Council accept the RCMP Q2 update for information.

### BACKGROUND:

The RCMP are attending Council to present their Quarter 2 (Q2) update, representing stats and information from July 1 to September 30, 2025 (note: the RCMP fiscal year is April 1 to March 31 as opposed to the calendar year).

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

### ANALYSIS:

#### Strategic Alignment

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

### ATTACHMENTS:

- Q2 2025 Crossfield Community Letter
- Q2 2025 Airdrie Provincial Community Report - Crossfield
- Q2 2025 Town of Crossfield Crime Statistics



November 12, 2025

Mayor and Council  
Town of Crossfield  
Crossfield, AB

Dear Mayor and Council,

Please find attached the quarterly Community Policing Report covering the period from July 1<sup>st</sup> to September 30<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Town of Crossfield.

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

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

Best regards,

*Lauren Weare*

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





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

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

October 8, 2025

CATEGORY	Trend	2022	2023	2024	2025	% Change 2022 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		1	0	1	1	0%	0%	0.1
Sexual Assaults		19	1	10	5	-74%	-50%	-3.3
Other Sexual Offences		10	1	6	1	-90%	-83%	-2.2
Assault		13	17	15	23	77%	53%	2.8
Kidnapping/Hostage/Abduction		0	1	0	0	N/A	N/A	-0.1
Extortion		0	0	0	2	N/A	N/A	0.6
Criminal Harassment		7	8	15	7	0%	-53%	0.7
Uttering Threats		10	8	8	10	0%	25%	0.0
<b>TOTAL PERSONS</b>		<b>60</b>	<b>36</b>	<b>55</b>	<b>49</b>	<b>-18%</b>	<b>-11%</b>	<b>-1.4</b>
Break & Enter		17	9	4	11	-35%	175%	-2.3
Theft of Motor Vehicle		8	7	11	11	38%	0%	1.3
Theft Over \$5,000		3	2	0	6	100%	N/A	0.7
Theft Under \$5,000		43	33	26	20	-53%	-23%	-7.6
Possn Stn Goods		6	4	3	1	-83%	-67%	-1.6
Fraud		20	13	21	17	-15%	-19%	-0.1
Arson		2	0	1	0	-100%	-100%	-0.5
Mischief - Damage To Property		36	16	12	14	-61%	17%	-7.0
Mischief - Other		5	9	3	7	40%	133%	0.0
<b>TOTAL PROPERTY</b>		<b>140</b>	<b>93</b>	<b>81</b>	<b>87</b>	<b>-38%</b>	<b>7%</b>	<b>-17.1</b>
Offensive Weapons		1	1	1	2	100%	100%	0.3
Disturbing the peace		9	7	3	4	-56%	33%	-1.9
Fail to Comply & Breaches		12	1	3	7	-42%	133%	-1.3
<b>OTHER CRIMINAL CODE</b>		<b>4</b>	<b>2</b>	<b>8</b>	<b>5</b>	<b>25%</b>	<b>-38%</b>	<b>0.9</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>26</b>	<b>11</b>	<b>15</b>	<b>18</b>	<b>-31%</b>	<b>20%</b>	<b>-2.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>226</b>	<b>140</b>	<b>151</b>	<b>154</b>	<b>-32%</b>	<b>2%</b>	<b>-20.5</b>



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

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

October 8, 2025

CATEGORY	Trend	2022	2023	2024	2025	% Change 2022 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Possession		0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Trafficking		2	1	0	3	50%	N/A	0.2
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0%</b>	<b>200%</b>	<b>0.0</b>
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	1	3	200%	200%	0.7
<b>TOTAL FEDERAL</b>		<b>4</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>50%</b>	<b>200%</b>	<b>0.7</b>
Liquor Act		N/A	N/A	3	1	N/A	-67%	-0.1
Cannabis Act		N/A	N/A	0	0	N/A	N/A	-0.3
Mental Health Act		N/A	N/A	23	24	N/A	4%	1.1
Other Provincial Stats		N/A	N/A	21	17	N/A	-19%	1.0
<b>Total Provincial Stats</b>		<b>N/A</b>	<b>N/A</b>	<b>47</b>	<b>42</b>	<b>N/A</b>	<b>-11%</b>	<b>1.7</b>
Municipal By-laws Traffic		N/A	N/A	0	1	N/A	N/A	0.0
Municipal By-laws		N/A	N/A	6	8	N/A	33%	0.7
<b>Total Municipal</b>		<b>N/A</b>	<b>N/A</b>	<b>6</b>	<b>9</b>	<b>N/A</b>	<b>50%</b>	<b>0.7</b>
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		4	4	1	5	25%	400%	0.0
Property Damage MVC (Reportable)		N/A	N/A	6	24	N/A	300%	-0.4
Property Damage MVC (Non Reportable)		N/A	N/A	3	9	N/A	200%	0.5
<b>TOTAL MVC</b>		<b>N/A</b>	<b>N/A</b>	<b>10</b>	<b>38</b>	<b>N/A</b>	<b>280%</b>	<b>0.1</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	1	5	N/A	400%	1.5
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>N/A</b>	<b>N/A</b>	<b>69</b>	<b>71</b>	<b>N/A</b>	<b>3%</b>	<b>13.2</b>
<b>Other Traffic</b>		<b>N/A</b>	<b>N/A</b>	<b>1</b>	<b>1</b>	<b>N/A</b>	<b>0%</b>	<b>0.3</b>
<b>Criminal Code Traffic</b>		<b>1</b>	<b>5</b>	<b>6</b>	<b>13</b>	<b>1200%</b>	<b>117%</b>	<b>3.7</b>
<b>Common Police Activities</b>								
False Alarms		N/A	N/A	7	10	N/A	43%	-2.8
False/Abandoned 911 Call and 911 Act		N/A	N/A	5	3	N/A	-40%	-2.6
Suspicious Person/Vehicle/Property		N/A	N/A	35	50	N/A	43%	8.7
Persons Reported Missing		N/A	N/A	2	0	N/A	-100%	-1.1
Search Warrants		N/A	N/A	1	0	N/A	-100%	-1.1
Spousal Abuse - Survey Code (Reported)		N/A	N/A	41	26	N/A	-37%	4.7
Form 10 (MHA) (Reported)		N/A	N/A	4	5	N/A	25%	-0.2



## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Beiseker Provincial - Crossfield

**Detachment Commander**

Inspector Lauren Weare

Report Date	Fiscal Year	Quarter
November 12, 2025	2025-26	Q2 (July - September)

### Community Priorities

**Priority #1: Rural Crime - Crime Reduction****Updates and Comments:**

Airdrie / Beiseker Integrated Rural, using Project AIROW, have been monitoring 5 subjects in the rural area. Checks on the subjects monitored by Project AIROW have shown them to be mostly compliant. During this period, some subjects have been removed and new ones added.

There were 15 checks conducted during this reporting period and all were compliant.

The Airdrie Crime Reduction Unit (CRU) were re-deployed over the summer months to address frontline policing shortages due to training and summer leave. On-going investigations are being monitored and source recruitment/target identification remains a priority for these members.

In September 2025, the Crime Reduction Unit and Airdrie Rural members participated in a planned op - a Retail Organized Crime Blitz at the Cross Irons Mills Mall in Rocky View County. This three-day project resulted in 18 subjects arrested, numerous theft and breach of conditions charges, and approximately \$5000 in stolen merchandise recovered. This project included the cooperation of members from the RCMP Community Response Unit from Edmonton and the Loss Prevention Officers from the numerous businesses located in the mall.





## Priority #2: Rural Crime – Community Engagement

### Updates and Comments:

The Airdrie/Beiseker Integrated Rural Unit is very engaged in each of the 5 communities and two counties they police, with a Detachment member meeting with various schools and doing presentations since school re-opened for a new school year. Sgt. Ian PATEY has assigned specific rural members to each community school to conduct regular visits, patrols and presentations.

The following are the community engagement activities conducted by Cst. Corey HALL, the Crossfield Enhanced RCMP member:

- The Crossfield Enhanced Position in Q2 (July-September) saw changes to the partnerships that are heavily involved in the success of its operations. The Town of Crossfield hired a new Bylaw Officer in August. Cst. Hall has been involved in this new Bylaw Officers duties, has assisted him in hitting the ground running by aiding him in catching up in the back log of files and running concurrent investigations as the Bylaw calls often lead to those involving Criminal Code operations. Cst. Hall noted the following issues that were dealt with: loose dogs became an issue near the W.G. Murdoch and homeless squatters were found renting storage units from a local business.
- During the Q2 period, Cst. Hall has attended the following community events and represented the RCMP as well as take the time to address concerns from local residences: Crossfield town meet and greet outdoor market, Bike Bump Track reference letter, Meetings with Crossfield intra-agency meeting, Various council meetings, Back to School BBQ, Community Fest, CFPA Rural Crime Watch meetings, Internet Safety Workshop (RCMP lead presentation to minors and/or parents), Terry Fox Run and weekly visits at the over 55 club and seniors home.
- Cst. Hall in partnership with W.G. Murdoch School set up a program to have a non-verbal special needs child attend the Fire Hall and in conjunction with the local Crossfield Fire Chief. This allowed for the child to walk amongst the equipment and be able to experience his favourite things up close with his aide. This was in addition to daily School visits and walk throughs.
- At the last Crossfield Council meeting an issue of E-Bikes and E-Scooters was brought forward. Cst. Hall explained the situation and its TSA and Criminal Code authorities regarding the situation, but spoke to education being the first option in tackling the rising concern. Cst. Hall in partnership with the Town of Crossfield and Crossfield Bylaw have formulated an educational sting project for the local youth at the local schools. Following this educational period and/or parental involvement, enforcement will be actioned.
- Cst. Hall also took approximately 40 calls for service in this period.





## Priority #3: Rural Crime – Road Safety

### **Updates and Comments:**

Members of the Airdrie / Beiseker Integrated Rural detachment area conduct regular patrols and enforce traffic laws as applicable. In this quarter there have been at least 87 traffic enforcement activities which include tickets and warnings.

Members of the Airdrie / Beiseker Integrated Rural detachment area conducted 34 impaired driving related investigations, with 15 of those investigations resulting in impaired sanctions and/or suspensions.

The Integrated Traffic Unit which operates in the Airdrie / Beiseker Integrated Rural detachment area conducted 7 impaired driving related investigations in this area, with 6 of those investigations resulting in impaired sanctions and/or suspensions.





## Community Consultations

### Consultation #1

Date	Meeting Type
August 23, 2025	Community Connection
<b>Topics Discussed</b>	
Crossfield Demolition Derby	
<b>Notes/Comments:</b>	
Member attended the Crossfield Demolition Derby to be present and interact with the public in a positive way - Cst. WILLIAMS.	

### Consultation #2

Date	Meeting Type
September 10, 2024	Meeting with Stakeholders
<b>Topics Discussed</b>	
Emergency Response Exercise	
<b>Notes/Comments:</b>	
Member attended the TAQA in Crossfield for a Full-scale Emergency Response Exercise- Cpl. BODO.	

### Consultation #3

Date	Meeting Type
September 16, 2024	Meeting with Elected Officials
<b>Topics Discussed</b>	
Crossfield Council Meeting	
<b>Notes/Comments:</b>	
Members attended the Crossfield Council Meeting to deliver Q1 Crime Stats Report - Sgt. PATEY and Cst. HALL.	



## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	16	13	0	3
Detachment Support	4	2	1	1

### Notes:

1. Data extracted on September 29, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the 16 established positions, 13 officers are currently working with none on special leave. There are 3 hard vacancies with staffing actions ongoing. Internal backfills for 2 vacancies is in place to mitigate falling below minimum staffing levels.

Detachment Support: Of the 4 FTE Public Servant positions, 1 position is vacant with staffing action being finalized and 1 soft vacancy due to short term disability. This Unit is supported by the Beiseker detachment's support staff

# Report to Council



**Meeting Date:** December 2, 2025  
**Meeting Type:** Regular Council Meeting  
**Prepared By:** Amber Ouellette, CFO  
**Presented By:** Amber Ouellette, CFO  
**Subject:** **Line of Credit Borrowing Bylaw 2025-14**  
**Department:** Finance

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## REPORT PURPOSE:

The purpose of this report is to present the annual Line of Credit Borrowing Bylaw for Council consideration. The bylaw authorizes the Town to maintain a short-term operating line of credit to support cash flow needs throughout the year. While this tool provides financial flexibility, the Town has not required the use of the line of credit in previous years.

## RECOMMENDATION:

THAT Bylaw 2025-14 Line of Credit Borrowing Bylaw be given first reading.

THAT Bylaw 2025-14 Line of Credit Borrowing Bylaw be given second reading.

THAT Bylaw 2025-14 Line of Credit Borrowing Bylaw be brought forward for third and final reading with unanimous consent.

THAT Bylaw 2025-14 Line of Credit Borrowing Bylaw be given third and final reading.

## PREVIOUS COUNCIL DIRECTIONS:

Council last approved a Line of Credit Borrowing Bylaw in December 2024 (Bylaw 2024-07). This bylaw authorized the Town to maintain access to a short-term operating line of credit, which remained available but unused throughout the year. The borrowing authority granted under Bylaw 2024-07 is set to expire on December 31, 2025.

## BACKGROUND:

As the Line of Credit Borrowing Bylaw requires annual renewal, Administration is presenting Bylaw 2025-14 for Council's consideration. This bylaw authorizes the Town to borrow, as a line of credit, up to one million, five hundred thousand dollars (\$1,500,000) from ATB Financial. The borrowing is repayable on demand at an interest rate of prime plus 1%, as established by ATB Financial, with interest calculated daily and payable monthly. The borrowing authority would be effective from January 1, 2026, to December 31, 2026.

The purpose of this line of credit is to ensure that sufficient funds are available to support Town operations. As noted, the Town has not needed to draw upon the line of credit in the past.

In accordance with Section 256(3) of the Municipal Government Act, a borrowing bylaw does not require advertising if the term of the borrowing does not exceed three years. As such, Administration is requesting that Council consider all three readings of Bylaw 2025-14 at this meeting.

#### **ANALYSIS:**

##### **Strategic Alignment**

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

#### **COMMUNICATIONS AND ENGAGEMENT:**

A copy of Bylaw 2025-14, once it receives third reading, will be provided to ATB Financial to ensure uninterrupted access to the Town's operating line of credit.

#### **FINANCIAL IMPLICATIONS:**

There is no immediate financial impact associated with the approval of Bylaw 2025-14, as the Town has not needed to draw upon the line of credit in previous years. Interest costs would only be incurred if funds are actually borrowed.

It is important to note that this line of credit does not affect the Town's debt limit so long as the funds are not accessed.

#### **ALTERNATIVES/IMPLICATIONS:**

Council may choose to not approve the bylaw. If that were the case, the Town would not have access to the line of credit, which could limit short-term financial flexibility in the event of unexpected cash flow needs.

**ATTACHMENTS:**

Bylaw 2025-14 Line of Credit Borrowing Bylaw

**TOWN OF CROSSFIELD  
LINE OF CREDIT BORROWING BYLAW  
BYLAW NO. 2025-14**

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**Bylaw of the Town of Crossfield in the Province of Alberta, to authorize the Council of the municipality to establish an operating line of credit for the purpose of financing operating expenditures.**

**WHEREAS**, Section 251(1) of the *Municipal Government Act* (Act) provides that a municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

**AND WHEREAS**, Section 256(2) of the Act provides that a municipality may make a borrowing for the purpose of financing operating expenditures of the municipality, provided that the amount to be borrowed, together with the unpaid principal of other borrowings made for the purposes of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made;

**AND WHEREAS**, Section 256(3) of the Act further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed 3 years;

**AND WHEREAS**, the Council of the Town of Crossfield, in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting financial operating expenditures and obligations of the Corporation.

**NOW THEREFORE**, under the authority of the *Municipal Government Act* RSA 2000, Ch. M-26, the Council of the Town of Crossfield, in the Province of Alberta, duly assembled, enacts as follows:

**SECTION 1: LINE OF CREDIT BORROWING BY-LAW**

1.0 This Bylaw shall be known as the “Line of Credit Borrowing Bylaw”.

**SECTION 2: PURPOSE**

2.0 The Corporation borrows as a line of credit, up to the principal sum of one million, five hundred thousand (\$1,500,000) dollars from ATB Financial Alberta, repayable upon demand at an interest rate of prime plus 1%, as established by ATB, and such interest shall be calculated daily and due and payable monthly. Effective January 1, 2026, to December 31, 2026.

- 2.1 The Mayor and Chief Administrative Officer be hereby authorized for and on behalf of the Town of Crossfield,
- ii. To apply to ATB Financial for the aforesaid line of credit loan to the Town of Crossfield and;
  - iii. Execute on behalf of the Town of Crossfield such bills, debentures, and promissory notes for similar forms or obligations that ATB Financial may require as evidence of and security for, all sums borrowed hereunder.

**AND** each such bill, debenture promissory note or obligation shall be valid and binding upon the Town of Crossfield according to its tenor, and ATB Financial shall never be bound to inquire whether such Officers are observing limitations of their authority as set forth in this Bylaw.

- 2.2 **NOTWITHSTANDING THE FOREGOING**, the Mayor and Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Town of Crossfield such that all amounts borrowed and outstanding by the Town of Crossfield at any time to ATB Financial and to all other persons, firms and corporations shall not exceed the amount of taxes levied or estimated to be levied by the Town of Crossfield for the current year.
- 2.3 All sums borrowed pursuant to paragraph 2.0 hereof, shall bear interest at prime plus 1%, as set by agreement with ATB Financial.
- 2.4 All sums authorized to be borrowed hereunder, including interest, shall be due and payable monthly unless hereafter extended by the authority of the Council of the Town of Crossfield.
- 2.5 The source or sources of money to be used to repay the principal, and interest owing under the borrowing from ATB are from the operational budget.
- 2.6 The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
- 2.7 The line of credit monies will be used for emergency/disaster events and if necessary, as a bridge of operational monies during the second quarter until the receipt of tax revenue.
- 2.8 In the event that the Municipal Government Act permits extensions of the term of the loan, and in the event that the Council of the Town of Crossfield decides to extend the line of credit loan, and ATB is prepared to extend the line of credit loan, any renewal or extension, bill, debenture, promissory note or other obligation executed by the Officers designated in Paragraph 2.1 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of

the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to enquire into the authority of such Officers to execute and deliver any such renewal, extension document or security.

**SECTION 3: ENACTMENT**

- 3.0 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 3.1 Bylaw 2024-07 is hereby repealed.
- 3.2 Bylaw 2025-14 is passed when it receives third reading and is signed by the Mayor and the Chief Administrative Officer or designate, as per the *Municipal Government Act*.

Given first reading this \_\_\_ day of December 2025.

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

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

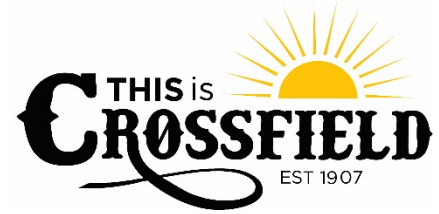
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Mayor Kim Harris

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Kinza Barney  
Chief Administrative Officer

## Report to Council



**Meeting Date:** December 2, 2025  
**Meeting Type:** Regular Council Meeting  
**Prepared By:** Amber Ouellette, CFO  
**Presented By:** Amber Ouellette, CFO  
**Subject:** **Fees and Rates Bylaw 2025-15**  
**Department:** Finance

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### REPORT PURPOSE:

The purpose of this report is to introduce proposed **Fees and Rates Bylaw 2025-15** which accompanies the Town's 2026 Operating Budget. The bylaw outlines the fees and rates for municipal programs, services, and facilities for the upcoming year. Proposed changes primarily reflect increases in operating costs and are designed to ensure the continued delivery of quality services to the community.

The recommended adjustments are aligned with public engagement, which indicated that respondents generally support moderate rate increases to maintain financial sustainability while continuing to provide valued municipal services. This report provides Council with the information needed to review and consider adoption of the bylaw in alignment with the Town's fiscal and service delivery objectives.

### RECOMMENDATION:

THAT Bylaw 2025-15 Fees and Rates Bylaw be given first reading.

THAT Bylaw 2025-15 Fees and Rates Bylaw be given second reading.

THAT Bylaw 2025-15 Fees and Rates Bylaw be brought forward for third and final reading with unanimous consent.

THAT Bylaw 2025-15 Fees and Rates Bylaw be given third and final reading.

### PREVIOUS COUNCIL DIRECTIONS:

The Fees and Rates Bylaw is presented to Council annually to ensure that fees and rates remain aligned with the operating budget. Council last approved Fees and Rates Bylaw 2025-08 on May 20, 2025. That bylaw will be repealed in its entirety and replaced with Bylaw 2025-15.

## **BACKGROUND:**

**Miscellaneous Applications & Fees:** There is an increase to the fee for zoning confirmation letters and for the placement of containers, bins or receptacles on Town Roadways and for a hard copy of the Town's Land Use Bylaw. Administratively, several of the fees in this section have been moved under Planning Fees to better align with the function that provides the good or service as well as the budget.

**Freedom of Information and Protection of Privacy (FOIP) requests:** Section has been renamed to align with new Alberta Government legislation that took effect in June 2025.

**Water & Wastewater Utility:** The proposed changes to the water and wastewater utility fee and rates include:

- **A change from bi-monthly billing to monthly billing effective March 25, 2026.** Monthly billing will adjust the minimum monthly consumption from 22.70m<sup>3</sup> to 11.35m<sup>3</sup>.
- **An increase of the water and wastewater service charges and the bulk water rate** by \$.0.22/m<sup>3</sup> (10%) to account for the Mountain View Regional Water Services Commission rate increase from \$2.20/m<sup>3</sup> to \$2.42/m<sup>3</sup>. Rate increases will be reflected in the March 2026 billing cycle.
- **An increase of the water and wastewater service charges and the bulk water rate** by 3.75% to account for increased costs to maintain critical water infrastructure. Rate increases will be reflected in the March 2026 billing cycle.

**Recycling and Garbage Utility:** The proposed changes to the recycling and garbage utility fees and rates include:

- **Rate adjusted to reflect monthly billing frequency:** residential recycling rate adjusted from \$7.00 bi-monthly to \$3.50 monthly and garbage free adjustment from \$31.75 to \$15.88.  
**Rate adjusted to reflect monthly billing frequency:** commercial/industrial recycling rate adjusted from \$10.65 bi-monthly to \$5.33 monthly.

**Operational Services:** The proposed changes to equipment rental rates are in line with available rates from the Alberta Heavy Construction and Roadbuilder's rate guide.

**Parks Equipment:** The proposed changes to equipment rental rates are in line with changes reflected in Operational Services.

**Family and Community Support Services (FCSS):** A new service was added to account for the registered and drop-in programs offered by the Town.

**Sports Field User Fees:** The proposed fees and rates include:

- **Ball Diamond local and non-local fees** have increased marginally over 2025 to remain competitive within the region. The non-local slo-pitch league fee was removed. A non-local slo-pitch fee remains.
- **Soccer Field fees have increased** by 2.5-3%, to remain competitive within the region.
- **Pickleball court fees have increased** from \$10.00 to \$10.50 per organized use.

**Pete Knight Arena Rental Rates:** The proposed fees and rates include:

- **A new rate established to take effect on January 1, 2026** for rentals booked on statutory holidays. This rate is to account for the increased staffing costs on statutory holidays.
- **Increased rental rates** for the dry pad and lions loft rentals daily rentals and the per meeting rate for the Ag Room. These rate changes take effect August 1, 2026.
- **Ice surface rental rates have increased** for local minor hockey and figure skating from \$131.50 to \$135.00 per hour, non-prime ice time has increased from \$105.00 to \$110.00 per hour and non-local rates have increased from \$217.50 to \$220.00 per hour. These rate changes take effect August 1, 2026.

**Community Center Rates:** The proposed fees and rates include:

- **Main Hall full day rental rates have increased** by approximately 2% per use.
- **Multi Purpose and Kitchen use only rental rates have increased** by \$5.00 per use.
- **Arts & Craft room fees and associated services have been removed** from the bylaw to reflect that the room is no longer available for public use.
- **Funeral rental rates have increase by** \$50.00 per non-local daily rental. The funeral rental hours have been extended to 9:00 a.m. – 6:00 p.m. from 10:30 a.m. to 5:30 p.m.
- **Main Hall half day rental rates have increased** by \$5.00 for local and \$50.00 for non-local rentals. Half day rental damage deposits have increased for both local and non-local rentals.
- **Hourly rates have increased** for local renters from \$26.00/hour to \$27.00/hour. The rate for non-local renters has increased from \$32.00/hour to \$34.00/hour. The maximum hours allowed for hourly rentals is 2 hours, this is reduced from 3 hours. Hourly rentals that exceed 2 hours will be charged the daily rate.
- **New Rates have been developed for Parking Lot use.** Damage deposits for local and non-local renters have been developed as well as rates for parking lot rental and parking lot with access to community hall washroom rentals.

**Business Licence Fees:** The proposed fees and rates include:

- **Increase to the pro-rated in-town business licence** from \$35.00 to \$40.00.
- **Introduction of a pro-rates (after July 1<sup>st</sup>) out-of-town business licence fee** for \$55.00.

**Development Permit Fees:** There are two new fees proposed:

- **Deck, Deck expansion or Deck cover permit fee** \$100.00
- **Amendment (minor) to Development Permit fee** \$50.00

**Miscellaneous Planning Applications & Fees** – moved from Miscellaneous Applications & Fees section.

**ANALYSIS:**

**Strategic Alignment**

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

**COMMUNICATIONS AND ENGAGEMENT:**

All updated fees and rates will be communicated to affected user groups in a timely manner to ensure transparency and allow for planning.

**FINANCIAL IMPLICATIONS:**

All proposed amendments to fees and rates have been incorporated into the 2026 Operating Budget. The adjustments have a favorable financial impact by reducing the revenue requirement from property taxes while supporting the delivery of municipal programs and services.

**ALTERNATIVES/IMPLICATIONS:**

Council may choose to propose alternative rates or adjustments to the fees outlined in the bylaw; however, any changes would have a corresponding impact on the 2026 Operating Budget.

**ATTACHMENTS:**

Fees and Rates Bylaw 2025-15

**TOWN OF CROSSFIELD  
FEES AND RATES BYLAW  
BYLAW NO. 2025-15**

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Being a bylaw of the Town of Crossfield, in the Province of Alberta, for the purpose of setting fees for services provided by the Town in accordance with the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto:

**WHEREAS**, in accordance with the Municipal Government Act, and amendments thereto, a municipality may pass a bylaw establishing fees to charge for providing goods and services.

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

**SECTION 1: TITLE**

- 1.0 That bylaw shall be known as the “**Fees and Rates Bylaw 2025-15**”

**SECTION 2: DEFINITIONS**

- a) “**Chief Administrative Officer**”: shall mean a person appointed as Chief Administrative Officer under the Municipal Government Act, 2000, Chapter M-26 and amendments thereto.
- b) “**Council**”: shall mean the Council of the Town of Crossfield.
- c) “**Town**”: the Municipality Corporation of the Town of Crossfield.
- d) “**Local rate**”: shall mean the applicable fee or rate when the address is in Crossfield or within the Crossfield Recreation catchment area.
- e) “**Non-local rate**”: does not meet the definition of local rate.

f) “**Overtime**”: Town business/work that occurs outside of regular hours, or is on a weekend or statutory holiday.

f)g) “**Statutory Holiday**”: A public holiday recognized under Alberta Law.

**SECTION 3: APPLICATION**

Unless prior written approval is obtained from the Chief Administrative Officer or designate, when information is released or services performed, or goods sold by the Town, the Town shall charge fees as established in Schedule A, attached hereto.

The fees and rates are effective January 1, 2026, unless otherwise indicated in Schedule A.

**SECTION 4: ENACTMENT**

4.1 Bylaw No. 2025-08 is hereby repealed in its entirety.

4.2 Bylaw 2025-15 is passed when it receives third reading and is signed by the Mayor and the Chief Administrative Officer or designate, as per the *Municipal Government Act*.

Given first reading this \_\_\_ day of December 2025.

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

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

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

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Mayor Harris

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Kinza Barney  
Chief Administrative Officer

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## Schedule A Fees & Rates

### Administrative

GST	Service Description	Fee
T	A copy of any bylaw or resolution or a part thereof written or printed or otherwise reproduced and used the seal of the Municipality certified to be a true copy by the Chief Administrative Officer.	\$2.00/ Page
T	Administrative Personnel	\$30.00/hour
T	Computer printed sheets	\$1.00/page
T	Public Request of Photocopies	\$1.00/copy
T	Tax records (photocopy/emailed)	\$1.00/page
	Inspection of the Assessment Roll	No Charge
E	NSF Charges	\$38.00
E	Property Tax Assessment Complaint (Local Assessment Review Board)	\$100.00/property
E	Composite Assessment Complaint	\$250.00/property
	Tax Certificates	\$43.00/property
	RUSH Tax Certificates (within 3 business days)	\$65.00 /property

### Miscellaneous Applications & Fees

GST	Service Description	Fee
E	Zoning Confirmations Letter	<del>\$150.00</del> 100.00
E	Environmental & Tax Roll File Search	\$100.00
<del>E</del>	<del>Condominium Certificate</del>	<del>\$55.00/unit</del>
<del>E</del>	<del>Encroachment Agreement</del>	<del>\$500.00</del>
<del>E</del>	<del>Road Closure (permanent)</del>	<del>\$1,075.00</del>
<del>E</del>	<del>Discharge of Caveat</del>	<del>\$50.00</del>
<del>E</del>	<del>Public Hearing Advertising Fee</del>	<del>\$200.00</del>
<del>E</del>	<del>Placement of containers, bins or receptacles on Town roadways</del>	<del>\$25.00/day/bin</del>
E	Certificate of Compliance – non-residential property (within 14 business days)	\$165.00 /property
E	RUSH Certificate of Compliance - non-residential property (within 3 business days)	\$250.00/property
E	Certificate of Compliance – Residential property (within 14 business days)	\$108.00/property
E	RUSH Certificate of Compliance - Residential property (within 3 business days)	\$160.00/property
<del>E</del>	<del>Request for removal of registered instruments from Title</del>	<del>\$26.00/title</del>

**Freedom of Information and Protection of Privacy Access to Information Act (FOIPATIA) requests**

**NOTE:** Alberta’s **FOIP-ATIA** legislation and regulations set out the services that a public body may charge when processing a request for access and the maximum fees that may be charged for each service. The Town of Crossfield’s schedule is in accordance with sections **11,12,13 and 1413 to 16** - Fees of the **FOIP-ATIA** Regulation.

GST	Service Description	Fee
	<b><i>Non-Personal Information</i></b>	
E	Request for access to a record other than the applicant’s own personal information	\$25.00 – non-continuing request
E	Continuing request for access to a record other than the applicant’s own personal information	\$50.00 for a continuing request
E	In addition to the initial fee, fees in accordance with Schedule 2 of the FOIP Regulations may be charged if the amount of the fees, as estimated by the Town to which the request has been made, exceeds \$150.00.	
E	Where the amount estimated exceeds \$150.00 for general request. The total amount is charged	
E	<b><i>Personal Information</i></b>	
E	Request for access to a record for an applicant’s information	Free
E	Where estimated fees exceed \$10, for personal information request.	The total amount is charged.
E	Only fees for producing a copy of a record in accordance with items 3 to 6 of Schedule 2 of the FOIP Regulations may be charged if the amount of the fees as estimated by the Town to which the request has been made exceeds \$10.	

## Water & Wastewater Utility

Water and Sewer Utility and Residential Garbage and Recycling rates will be effective for March 25, ~~2025-2026~~ billing. Bi-monthly water and sewer and curbside garbage and recycling billing will be replaced by monthly billing effective March 25, 2026.

GST	Service Description	Fee
<b>Residential &amp; Commercial</b>		
E	<del>Bi</del> -Monthly minimum Service Charges – Residential & Commercial	<del>\$57.16</del> <del>32.51</del> for <del>22.7</del> <del>m</del> <del>11.35</del> m <sup>3</sup>
	Over the minimum <del>22.7</del> <del>11.35</del> m <sup>3</sup>	<del>\$3.95</del> <del>4.49</del> per cubic meter (m <sup>3</sup> )
	Minimum Utility Charge* – Single Detached/Semi-Detached/Townhouse dwelling units	<del>31.81</del> <del>5.9</del> m <sup>3</sup> (7,000 gallons)
	Minimum Utility Charge* – Multi-dwelling units/commercial	Based on historical consumption
E	Wastewater Services	75% of water charges levied
<b>Industrial</b>		
E	<del>Bi</del> -Monthly minimum Service Charges – Industrial	<del>\$70.60</del> <del>40.16</del> for <del>22.7</del> <del>11.35</del> m <sup>3</sup>
	Over the minimum <del>22.7</del> <del>11.35</del> m <sup>3</sup>	<del>\$4.40</del> <del>5.00</del> per cubic meter (m <sup>3</sup> )
	Minimum Utility Charge* – Industrial	Based on historical consumption
E	Wastewater Services	95% of water charges levied
<b>Administrative Rates</b>		
E	Paper Utility Bill - residents 60 years of age & over are exempt	\$2.00/bill
E	Meter Accuracy Test	\$500.00
E	Water Service Callout (water turn on or shut off, data log request)	\$50.00
E	Administration Fee (new utility account utility services, off-cycle meter read, transferring of outstanding utility accounts to tax roll accounts)	\$55.00
	Penalties on all amounts in arrears	7% per Bi-monthly bill
<b>Utility Service Connection Fees**</b>		
E	Water Service	\$1,500.00 per new connection
E	Wastewater Service	\$1,500.00 per new connection

**Water Meters:** Purchasing of a Remote Water Read System must be completed at the Town Office. Fees for Remote Water read systems are subject to change due to fluctuations in market prices. Information regarding meter prices is available at the Town Administration Office.

**\*Minimum Utility Charge:** This charge is for properties receiving municipal water service where remote meter reading is not possible due to an obsolete meter or a missing meter. The minimum charge for single detached, semi-detached and townhouse dwelling units is based on the upper quartile consumption for these unit types. The minimum charge for multi-dwelling units, commercial and industrial properties is based on the most recent consumption data for that property when meter reads were possible. In accordance with the Town's Water and Wastewater Bylaw, each water service connection shall be measured by a meter. Properties without a water meter may be in contravention of the Water and Wastewater Bylaw and incur penalties in accordance with the bylaw.

**\*\*Utility Service Connection Fees:** Applied to all new connections to the Town water and wastewater system where the owner or any prior owner has not already paid a corresponding fee for connection, nor paid any corresponding developer charges, levies or costs.

## Bulk Water

GST	Service Description	Fee
E	Bulk Water Rate	\$ <del>4.655.29</del> /m <sup>3</sup>
	Administration Set up Fee	\$55.00
	Re-connection fee	\$50.00

## Recycling

GST	Service Description	Fee
<del>E</del>	<del>Curbside Recycling – Residential (January 1 – March 25, 2025)</del>	<del>\$20.00 bi-monthly</del>
<del>E</del>	<del>Curbside Recycling – Residential (March 26 – December 31, 2025)</del>	<del>\$7.003.50 bi-monthly</del>
E	Recycling Fee Commercial/Industrial	\$ <del>10.655.33</del> bi-monthly
	Blue Bin Contamination Charge	As outlined within the monthly service contract invoice
	Lost or Stolen Recycling Cart – 1 <sup>st</sup> Incident	No Charge
	Lost or Stolen Recycling Cart – 2 <sup>nd</sup> Incident	\$40.00
	Lost or Stolen Recycling Cart Replacement thereafter	\$76.00
	Damaged Recycling Cart Replacement caused by the services provider	At cart replacement cost
	Damaged Recycling Cart Replacement caused by property owner - 1 <sup>st</sup> incident	No Charge
	Damaged Recycling Cart Replacement caused by property owner 2 <sup>nd</sup> incident	\$40.00
	Damaged Recycling Cart Replacement caused by Property owner thereafter	\$76.00

## Garbage

GST	Service Description	Fee
E	Residential & Commercial weekly garbage pick-up** ** Weekly garbage pick-up may be waived for commercial and if the businesses provide to the Town Administration Office a copy of their written contract with an alternate service provider confirming that garbage pick-up services will be provided by a private firm.	\$31.75 bi-monthly
	Lost or Stolen Recycling Cart – 1 <sup>st</sup> Incident	No Charge
	Lost or Stolen Recycling Cart – 2 <sup>nd</sup> Incident	\$40.00
	Lost or Stolen Recycling Cart Replacement thereafter	\$76.00
	Damaged Recycling Cart Replacement caused by the services provider	At cart replacement cost
	Damaged Recycling Cart Replacement caused by the property owner - 1 <sup>st</sup> incident	No Charge
	Damaged Recycling Cart Replacement caused by the property owner 2 <sup>nd</sup> incident	\$40.00
	Damaged Recycling Cart Replacement caused by the Property owner thereafter	\$76.00
E	Transfer Site users	\$3.00/bag to a max of five (5) bags, thereafter \$25.00 for a ½ ton truck \$40.00 for over a ½ ton truck load. \$40.00 for large furniture, appliances.

## Cemetery

GST	Service Description	Fee
<b>Cemetery Plots</b>		
T	<b>Plot Purchase</b>	
	Local Plot Purchases	\$1,000.00
	Local Military Veterans Plot Purchases	\$750.00
	Non-Local Plot Purchase	\$1,595.00
	Non-local Military Veterans Plot Purchases	\$1,200.00
	Province of Alberta Funeral Benefits	\$1,755.00
T	<b>Internment</b>	
	<b>Summer (April 1 to October 31)</b>	
	Local Open and Close Plot (Full Casket)	\$600.00
	Non-local Open and Close Plot (Full Casket)	\$750.00
	Local Open and Close Plot (Cremations)	\$380.00
	Non-local Open and Close Plot (Cremations)	\$525.00
	<b>Winter (Nov 1 to March 31)</b>	
	Local Open and Close Plot (Full Casket)	\$900.00
	Non-local Open and Close Plot (Full Casket)	\$1,088.00
	Local Open and Close Plot (Cremations)	\$580.00
	Non-Local Open and Close Plot (Cremations)	\$720.00
	<b>Heritage Section</b>	
	(Open and Close Plot (Full Casket*))	\$1,088.00
	Open and Close Plot (Cremations)	\$720.00
	<i>*Full casket internment within the Heritage Section will be considered on a case-by-case basis to ensure compatibility with requirements due to the age of this area.</i>	
T	<b>Disinterment</b>	
	Casket	\$1,595.00
	Cremation (Urn)	\$600.00
T	<b>Monument Placement Permit</b>	\$120.00
	<b>Additional Charge</b>	\$250.00
	<i>For services held on a weekend, afterhours or on a statutory holiday</i>	
<b>Columbarium Niches</b>		
	Columbarium Niches (h) 11 ¼" x (w) 11 ¼" x (d) 15 ¼" <i>(Includes Niche for 2 people, 1<sup>st</sup> Opening and Closing of Niche, Niche Plate Wreath purchase and perpetual care)</i>	\$2,320.00
	<i>Niche Plate Wreath must be ordered at time of Niche purchase</i>	
T	2 <sup>nd</sup> Open & Close of Niche	\$150.00
	Niche Plate Wreath updates/changes (including date tabs)	Market value at time of update
T	<b>Disinterment</b>	
	Cremations (Columbarium niche)	\$250.00

## Operational Services

GST	Service Description	Fee
T	#6 Kenworth Tandem Gravel Truck	\$ <del>338.00</del> <u>260.00</u> /hour
T	#7 Street Sweeper	\$ <del>250.00</del> <u>325.00</u> /hour
T	#8 Truck and Operator	\$ <del>135.00</del> <u>175.00</u> / hour
T	#9 Ford ½ Ton	\$ <del>145.00</del> <u>188.00</u> / hour
T	#12 Truck and Foreman	\$ <del>165.00</del> <u>214.00</u> /hour
T	#13 1 Ton truck w/dump box	\$ <del>200.00</del> <u>260.00</u> / hour
T	# 18 <del>JCB-2145</del> <u>Case</u> Backhoe	\$ <del>270.00</del> <u>351.00</u> /hour
T	#23 18 Flat Deck trailer	\$ <del>76.00</del> <u>98.80</u> /hour
T	#40 Portable Steamer	\$ <del>130.00</del> <u>169.00</u> /hour
T	#101 140H Cat Grader	\$ <del>360.00</del> <u>468.00</u> /hour
T	#102 International 5 Ton chips (full load 4 tons)	\$ <del>260.00</del> <u>338.00</u> /hour \$ <del>61.00</del> <u>79.30</u> /ton
T	#103 Sewer Flushing	\$ <del>262.00</del> <u>340.60</u> /hour
T	#104 Skid Steer	\$ <del>260</del> <u>290.00</u> /hour
T	#109 Line Painter	\$ <del>150.00</del> <u>195.00</u> /hour
T	#110/111 22" Weed Trimmer	\$ <del>96.00</del> <u>124.80</u> each/ <u>day</u> <del>yr</del>
T	Barricades (max 10)	\$ <del>54.00</del> <u>70.20</u> /day
T	2" 110 Volt Pump	\$ <del>66.00</del> <u>85.80</u> /hour
T	Sewer Camera	\$ <del>240.00</del> <u>312.00</u> /usage Evening/Weekends \$ <del>360.00</del> <u>468.00</u> /usage
T	Skid Steer with powered attachments	\$ <del>230.00</del> <u>299.00</u> /hour
T	Cat Wheel Loader	\$ <del>250.00</del> <u>325.00</u> /hour
T	Cat Snow Blower	\$ <del>230.00</del> <u>299.00</u> /hour
T	Walk behind gas power broom	\$ <del>110.50</del> <u>85.00</u> /hour
T	Backpack blower	\$ <del>65.00</del> <u>84.50</u> /hour
T	Personnel Rates	\$ <del>40.00</del> <u>65.36</u> /hour

All equipment will be charged per hour and at a 1-hour minimum.

## Transportation Routing and Vehicle Information System – Multi Jurisdiction (TRAVIS-MJ)

GST	Service Description	Fee
T	Fixed Municipal Fee	\$25.00/permit
T	Cancellation Fee	\$25.00/permit

## Fire Services and Personnel

GST	Service Description	Fee	<b>Alberta Transportation Fees</b> Fees are charged for first full hour then by ¼ hours
E	154 Aerial	\$955.00/hour	As outlined from Alberta Transportation and subject to change from time to time.
E	154 Bush Buggy	\$415.00/hour	
E	154 Engine	\$955.00/hour	
E	154 ERU	\$415.00/hour	
E	154 Fire Engine	\$955.00/hour	
E	154 Rescue	\$955.00/hour	
E	154 Tender	\$955.00/hour	
E	155 Engine	\$955.00/hour	
E	155 Bush Buggy	\$415.00/hour	
E	Fire Personnel – (Paid on Call)	\$85.00/hour	
T	Fire Hall Rental for Training Room	\$85.00/day \$58.00/half day	
E	Fire Permit	\$80.00	
E	Fire Investigation (Town of Crossfield Boundaries only)	\$100.00/hour + expenses and third-party costs	

## Parks Equipment

GST	Service Description	Fee
T	#200 John Deere 110 Tractor	<del>\$170.00</del> <u>221.00</u> /hour
T	Kubota ZD 331 Zero Turn Mower	<del>\$160.00</del> <u>208.00</u> /hour
T	John Deere Rough Cut Mower	<del>\$210</del> <u>273.00</u> /hour
T	Kubota RTV x 1100c	<del>\$120.00</del> <u>156.00</u> /hour
T	Toro Self-Propelled Push Mower	<del>\$96.00</del> <u>124.80</u> /mower/hour
T	Weed Whipper, Gas Powered	<del>\$96.00</del> <u>124.80</u> / <del>weed</del> <del>whipper</del> /hour
T	Walk behind snow blower	<del>\$85.00</del> <u>110.50</u> /hour
T	Echo Rototiller	<del>\$121.00</del> <u>157.00</u> /hour
T	Parks Truck <u>and Operator</u>	<del>\$145.00</del> <u>175.00</u> /hour
T	Personnel Rates	<del>\$40.00</del> <u>65.36</u> /hour

All equipment will be charged per hour at a 1-hour minimum.

## Family and Community Support Services (FCSS)

GST	Service Description	Fee
<u>E</u>	<u>Registered and Drop-In (Instructor Led) FCSS Programs</u>	<u>\$Variable/each</u>

## Amery Park Community Garden

GST	Service Description	Fee
T	Rental of 9' x 2' garden plot	\$25.00/plot

## Sports Field User Fees

GST	Service Description	Fee
	<b>Ball Diamonds</b> <i>"Use" is defined as a maximum 3-hour time slot</i>	
	<b>Minor Baseball</b>	
T	Local	<del>\$12.50</del> <u>12.75</u> /use
T	Non-local	<del>\$25.00</del> <u>26.00</u> /use
	<b>Slo-Pitch</b>	
T	Local - league	<del>\$29.00</del> <u>29.60</u> /use
T	<del>Non-local - league</del>	<del>\$40.00</del> /use-
	Non-local	<del>\$68.00</del> <u>70.00</u> /use
	<b>Adult/Private</b>	
T	Local	<del>\$40.00</del> <u>42.00</u> /use
	Non-local	<del>\$68.00</del> <u>70.00</u> /use
	<b>Tournaments:</b>	
T	<b>Local - Youth</b>	
	Full Day (greater than 4 hrs)	<del>\$93.50</del> <u>95.00</u> /full day/diamond
	Half Day (4 hrs or less)	<del>\$50.00</del> <u>52.00</u> /half day/diamond
T	<b>Non-local - Youth</b>	
	Full Day (greater than 4 hrs)	<del>\$110.00</del> <u>115.00</u> /full day/diamond
	Half Day (4 hrs or less)	<del>\$60.00</del> <u>65.00</u> /half day/diamond
T	<b>Local - Adult</b>	
	Full Day (greater than 4 hrs)	<del>\$132.00</del> <u>135.00</u> /full day/diamond
	Half Day (4 hrs or less)	<del>\$70.00</del> <u>72.00</u> /half day/diamond
T	<b>Non-local - Adult</b>	
	Full Day (greater than 4 hrs)	<del>\$200.00</del> <u>205.00</u> /full day/diamond
	Half Day (4 hrs or less)	<del>\$115.00</del> <u>118.00</u> /half day/diamond
	<b>Ball Diamond One Time Rentals</b>	
T	Local	<del>\$40.00</del> <u>42.00</u> /use
T	Non-local	<del>\$68.00</del> <u>70.00</u> /use
	<b>Soccer Field</b>	
	Local - Youth	<del>\$10.00</del> <u>10.25</u> /use
	Non-local - Youth	<del>\$20.00</del> <u>20.50</u> /use
	Local - Adult	<del>\$20.00</del> <u>20.50</u> /use
	Non-local - Adult	<del>\$30.00</del> <u>31.00</u> /use

## Pickleball

Adult/Youth ~~\$10.00~~10.50/use

### Arena Rates

GST	Service Description	Fee
		<b>Rental Rate</b>
	<b>Ice Surface</b>	
T	Local Minor Hockey and Figure Skating	<del>\$131.50</del> <u>135.00</u> /hour
T	Men's and Ladies Hockey	\$171.00 /hour
T	Non-Prime Time Ice	<del>\$105.00</del> <u>110.00</u> /hour
T	Non-Local	<del>\$217.50</del> <u>220.00</u> /hour
		<b>Other Rates</b>
	<b><u>Statutory Holiday Ice Rental (effective January 1, 2026)</u></b>	<u>175.00/hour</u>
T	Dry pad floor rate (e.g., Lacrosse, floor hockey)	\$90.00/hour
T	Dry pad floor rate – Daily Rate (e.g., non – recreational activities, fundraisers, tradeshow, etc.) Max 8 hours (over 8 hours will be charged the hourly rate)	<del>\$756.00</del> <u>800.00</u>
T	Lions Loft	<del>\$100</del> <u>200.00</u> /day
T	Lions Loft Hourly Rate	\$32.00/hour
T	Lions Loft Damage Deposit – Full Day	\$300.00
T	Ag Room (non-user group)	<del>\$32.00</del> <u>40.00</u> /meeting
		<b>Arena Advertising</b>
	<b>Arena Boards</b>	
	<del>One-year</del> <u>Single year</u>	\$300.00/year/sign
	<del>Two-years</del> <u>Multi-year</u>	\$250.00/year/sign
	Installation Cost (one-time fee)	\$50.00
	<b>Behind Benches Wall Boards</b>	
	<del>One-year</del> <u>Single year</u>	\$350.00/year/sign
	<del>Two-years</del> <u>Multi-year</u>	\$300.00/year/sign
	Installation Cost (one-time fee)	\$50.00/application

Arena Rates will be effective for the ~~2025-2026~~2026-2027 season, starting August 1, 2025~~2026~~, unless otherwise noted.

## Crossfield Community Centre

GST	Service Description	Fee
<b>Main Hall (includes Kitchen)</b>		
T	Local Users	<del>\$795.00</del> <u>\$800.00</u>
T	Local Weekend Rate (Friday 3 p.m. to Sunday 12:00p.m.)	<del>\$1,117.00</del> <u>\$1140.00</u>
T	Non- Local	<del>\$1,500.00</del> <u>\$1530.00</u>
T	Out-of-Town Weekend Rate (Friday p.m. to Sunday 12:00 p.m.)	<del>\$1,850.00</del> <u>\$1885.00</u>
T	Early Set-Up (Day before event at 3 p.m. includes kitchen)	<del>\$215.00</del> <u>\$220.00</u>
T	Late Clean-Up (Day after event until 12:00 p.m. includes kitchen)	<del>\$215.00</del> <u>\$220.00</u>
<b>Damage Deposits</b>		
E	Local Damage Deposit	\$1,000.00
E	Non-Local Damage Deposit	\$5,000.00
<b>Multi-Purpose Room</b>		
T	Local Users	<del>\$200.00</del> <u>\$205.00</u>
T	Non-Local Users	<del>\$375.00</del> <u>\$380.00</u>
T	Add Kitchen with Room Rental	<del>\$110.00</del> <u>\$115.00</u>
T	Early Set-Up (Day before the event at 3 p.m.)	<del>\$80.00</del> <u>\$85.00</u>
T	Late Clean-Up (Day after the event until 12:00 p.m.)	<del>\$80.00</del> <u>\$85.00</u>
<b>Damage Deposits</b>		
	Local Damage Deposit:	\$500.00
	Non-Local Damage Deposit:	\$2,000.00
<b>Arts &amp; Crafts Room</b>		
T	Local Users	<del>\$75.00</del>
T	Non-Local Users	<del>\$225.00</del>
T	Early Set-Up (Day before the event at 3 p.m.)	<del>\$38.00</del>
T	Late Clean-Up (Day after the event until 12:00 p.m.)	<del>\$38.00</del>
<b>Damage Deposits</b>		
	Local Damage Deposit	<del>\$250.00</del>
	Non-Local Damage Deposit	<del>\$1,000.00</del>
<b>Funeral &amp; Event Rate (Main Hall &amp; Kitchen) (Mon. – Thurs. <del>10:30:00</del> a.m. – <del>5:30:00</del> p.m.)</b>		
T	Local User	\$500.00
	Local Damage Deposit	\$500.00
T	Non-Local Users	<del>\$750.00</del> <u>\$800.00</u>
	Non-Local Damage Deposit	\$2,000.00
Half Day Rentals (Main Hall & Kitchen) (Max 4 hours)		
	Local Users	<del>\$395.00</del> <u>\$400.00</u>
	Local Damage Deposit	<del>\$400.00</del> <u>\$500.00</u>
	Non-Local Users	<del>\$500.00</del> <u>\$550.00</u>
	Non-Local Damage Deposit	<del>\$600.00</del> <u>\$1,000.00</u>
<b>Other Rates</b>		
T	Kitchen Use Only	<del>\$215.00</del> <u>\$220.00</u>
	Kitchen Use Damage Deposit	\$500.00
	Hourly Rate Max = <del>23</del> hours(weekly programming) <u>over 2+3</u> hours = charged daily rate for that room)	<del>\$26.00</del> <u>\$27.00</u> /hour
T	Local	<del>\$32.00</del> <u>\$34.00</u> /hour
	Non-Local	
T	Security for Out-of-Town Rentals (2 guards)	\$75.00/hour
T	Security for Out-of-Town Rentals (2 guards) – STAT Holiday	\$105.00/hour

T	Cleaning Surcharge (withdrawn from Damage Deposits)	\$250.00/hour
	Lost Hall Keys (per set – front door key & room key)	\$60.00

**Parking Lot Damage Deposit**

<u>T</u>	<u>Local Damage Deposit</u>	<u>\$1,000.00</u>
T	<u>Non-Local Damage Deposit</u>	<u>\$2,000.00</u>

Parking Lot Use (per day)

T	<u>Local Parking Lot Use Only</u>	<u>\$500.00</u>
T	<u>Non-Local Parking Lot User Only</u>	<u>\$800.00</u>
T	<u>Local Parking Lot Use with Hall Restrooms</u>	<u>\$650.00</u>
T	<u>Non-Local Parking Lot Use with Hall Restrooms</u>	<u>\$950.00</u>

**Animal Control**

GST	Service Description	Fee
E	Spayed or Neutered Dogs	\$25.00 /dog –Annually Jan- Dec
E	Other	\$40.00 /dog –Annually Jan – Dec
E	Replacement Tag	\$2.00/tag
E	Restricted Dog License	\$105.00/dog

**Business Licenses**

GST	Service Description	Fee
E	In Town Business	\$75.00
	Out of Town Business	\$105.00
E	After July 1 of the calendar year -(Pro-rated licensing fee for new In <del>town-Town</del> businesses <del>only</del> )	<del>\$35.00</del> <u>40.00</u>
<u>E</u>	<u>After July 1 of the calendar year</u> <u>(Pro-rated licencing fee for new Out of Town businesses)</u>	<u>55.00</u>
E	Temporary Business License (72 hrs)	\$45.00

## Development Permits

GST	Service Description	Fee
	<b>Residential</b>	
	New Single Detached/Duplexes/Semi- Detached	\$250.00
	Construction Single Detached (with Secondary Suites)	\$400.00
	Modular Home/Manufactured homes/Pre-Fabricated homes	\$200.00
	Triplex/Fourplex	\$300.00 + \$50.00/dwelling unit
	Apartments/Attached Housing/Dwelling Groups	\$300.00 + \$50.00/dwelling unit
	Discretionary Uses/Variances (except on existing development where a variance is granted to a non-conforming building in which case there is no charge)	\$300.00
	Addition Includes: Addition to home, mobile home, deck expansion, run room, deck enclosure	\$300.00
	Accessory Building	\$100.00
	Secondary Suite to an existing residential building	\$500.00
	Residential Move On – In-Fill	\$350.00
	Fence Construction/Misc. (i.e. new driveway)	\$75.00
	<u>Deck, Deck Expansion, Deck Cover (not enclosure, see addition)</u>	<u>\$100.00</u>
	Home Occupations/Home Offices	\$120.00
	<b>Non-Residential</b>	
	New Construction Industrial/Commercial/Mixed Use	\$1,500.00
	Addition and Renovations	\$320.00
	Accessory Building	\$250.00
	Variances (except on existing development where a variance is granted to a non-conforming building in which case there is no charge)	\$300.00/variance
	Mobile and temporary food vendors/trucks & mobile and temporary sales and services	\$120.00
	<b>Change of Use or Name</b>	
	Change of Use – Commercial	\$250.00
	Change of Use – Industrial	\$250.00
	Change of Name	No Charge
	<b>Miscellaneous,</b>	
	Development Permit (Pre-submission Review with Planners/Engineers)	\$225.00
	Development Appeal Fee	\$250.00
	Demolition	\$100.00
	<u>Amendments to Development Permits</u>	<u>\$50.00</u>

## Sign Permits

GST	Service Description	Fee
E	Sign Permits	\$110.00/sign

## Statutory Plans

GST	Service Description	Fee
E	Area Structure Plan Review	\$7,500.00
E	Amendments (MDP, ASP, LUB)	
	Minor (no changes in use or density)	\$3,000.00
	Major (new districts, change in use, change in density,)	\$5,000.00

## Amendment (Land Use Bylaw Redesignation)

GST	Service Description	Fee
E	Flat fee for the first 5 lots	\$2,000.00
E	<b>Plus, per lot</b> fee for each additional up to 50 lots	\$250.00
E	<b>Plus, per lot</b> fee for each additional lot thereafter	\$100.00
E	Municipal and Institutional District/Urban Reserve	\$1,085.00/district
E	Direct Control District	\$2,000.00 /district

## Subdivision

GST	Service Description	Fee
E	Subdivision Application	\$2,500.00 + \$190.00/new lot
E	Subdivision – Instrument (subdivision of existing lots)	\$2,500.00
E	Subdivision Approval Time Extension	\$200.00
E	Subdivision Appeal Fee	\$1,000.00
E	Subdivision Endorsements	
E		Per lot fee, first 10 lots \$500.00
E		Per lot fee for each additional lot \$75.00
E		Per unit fee for Building Condominium Plan \$100.00

## Redesignation or Subdivision Application Withdrawal

GST	Service Description	Fee
	Application is withdrawn prior to file circulation	85% fee refund
	Application is withdrawn during or after circulation and before staff report is complete	50% fee refund

## Grade Slip

GST	Service Description	Fee
E	Grade Slip Deposit <i>(for new residential development per current grade slip bylaw)</i>	\$1,000.00
E	Grade Slip - Administration Fee (non-Refundable) <i>(for review of As Constructed Grade Certificate)</i>	\$250.00
E	Grade Slip – Filing Extension Application Fee (non-refundable)	\$100.00
E	Grade Slip - Filing Extension Application Fee <i>(after Notice of non-compliance has been completed)</i>	\$250.00
T	Residential Grade Re-Inspection Fee	\$500.00

## Stripping and Grading Permits

GST	Service Description	Fee
E	Stripping and Grading Permits- if separate from Development Agreement (less than 20 acres)	\$1,000.00
E	Stripping and Grading Permit- if separate from Development Agreement (more than 20 acres)	\$2,500.00

## Miscellaneous Planning Applications & Fees

GST	Service Description	Fee
<u>E</u>	<u>Condominium Certificate</u>	<u>\$55.00/unit</u>
<u>E</u>	<u>Encroachment Agreement</u>	<u>\$500.00</u>
<u>E</u>	<u>Road Closure (permanent)</u>	<u>\$1,075.00</u>
<u>E</u>	<u>Discharge of Caveat</u>	<u>\$50.00</u>
<u>E</u>	<u>Public Hearing Advertising Fee</u>	<u>\$200.00</u>
<u>E</u>	<u>Placement of containers, bins or receptacles on Town roadways</u>	<u>\$<del>100</del>25.00/day/bin</u>
<u>E</u>	<u>Request for removal of registered instruments from Title</u>	<u>\$26.00/title</u>
<u>T</u>	<u>Town of Crossfield Land Use Bylaw – Hard Copy</u>	<u>\$<del>105</del>55.00</u>

## Building/Demolition Permits

GST	Service Description	Fee
	<b>Building Permit Fee – Residential – New Construction</b>	\$ per sq ft
E	Main Floor	\$0.95
E	Finished Basement	\$0.55
E	Unfinished Basement	\$0.35
E	Additional Floors	\$0.65
E	Secondary Suite	\$0.60
E	Garage/Shed/Accessory	\$0.65
E	Deck - uncovered	\$0.40
E	Deck - covered	\$0.50
E	Fireplace/Woodstove	\$165
E	Minimum Fee	\$165
	<b>Renovations</b>	
E	Basement Development	\$0.40
E	General/ Interior Renovations	\$0.50
	<b>Other</b>	
E	Mobile Home/ Ready to Move	\$0.35
E	Residential Solar Panels	\$165.00
E	Demolition	\$125.00
	<b>Building Permit Fee Schedule - Commercial</b>	
	New work and renovations	\$8.00/\$1,000.00 of project value*
	Minimum Fee	\$200.00

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

*\*Project value to be verified by industry calculator as included in this bylaw as a minimum project cost.*

## Minimum Project Value Calculator (Commercial – Building)

GST	Service Description	Value per Sq. Ft.
E	Alterations, Additions, renovations - All	\$80.00
E	Commercial Buildings (Offices, restaurants, strip malls warehouses)	\$135.00
E	Institutional Buildings (Churches, hotels, schools, high rise apartments)	\$185.00
E	Hospitals	\$220.00
E	Parkades - above or below ground	\$125.00
E	Shops (Insulated/engineered) / industrial storage units	\$55.00
E	Pole sheds, Shops (Insulated, not engineered)	\$28.00
E	Shops (Not insulated)	\$18.00

## Electrical Permits

GST	Service Description	Fee
<b>Electrical Permit Fee – Residential</b>		
E	New work/Renovations	\$.18/sq ft of wired space
E	Service Connection	\$125.00
E	Panel Change	\$150.00
E	Temporary Service	\$125.00
E	Hot Tub	\$140
E	Air Conditioner	\$140
E	Solar Panels	\$140
E	Minimum Fee	\$125.00
<b>Electrical Permit Fee – Commercial/Public / Industrial</b>		
Value of Material & Labor		
E	Minimum Fee	\$175.00
E	0-1,000	\$175.00
E	1,001-2,500	\$215.00
E	2,501-5,000	\$285.00
E	5,001-10,000	\$390.00
E	10,001-15,000	\$485.00
E	15,001-20,000	\$570.00
E	20,001-30,000	\$725.00
E	30,001-40,000	\$895.00
E	40,001-50,000	\$1,060.00
E	50,001-75,000	\$1,250.00
E	75,001-100,000	\$1,445.00
E	100,001-125,000	\$1,615.00
E	125,001-150,000	\$1,785.00
E	150,001-200,000	\$2,125.00
E	200,001-250,000	\$2,295.00
E	250,001-300,000	\$2,495.00
E	300,001-400,000	\$2,895.00
E	400,001-500,000	\$3,265.00
E	Over 500,000	\$3,265.00 + \$6.25/\$1,000

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

## Gas Permits

GST	Service Description	Fee
E	Gas Permit - Residential	\$90 + \$10/ outlet
	Gas Permit – Commercial/Public/Industrial	
	Total BTU's	
E	0-100,000	\$110.00
E	100,001-200,000	\$135.00
E	200,001-400,000	\$165.00
E	400,001-600,000	\$200.00
E	600,001-800,000	\$230.00
E	800,001-1,000,000	\$265.00
E	1,000,001 and over	\$265.00+ \$15.00/100,000 BTU's over 1 million
	Misc.	
E	Propane Tank Set	\$110.00
E	Temporary Heat	\$130.00
E	Air Test	\$110.00
E	Furnace Replacement	\$150.00
E	Service Re-connection	\$180.00

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

## Plumbing Permits

GST	Service Description	Fee
E	Plumbing Permit	\$100 + \$10 / fixture
E	Service Connection	\$150.00

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

## Private Sewage Permits

GST	Service Description	Fee
E	Holding Tank	\$235.00
E	Septic Field, Mound, Packaged Treatment Plant	<del>\$450.00</del> 450.00

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

## Misc. Inspection Permits

GST	Service Description	Fee
		Prior to Plans review: 80% refunded, Minimum of \$100.00
E	Cancellation Fee: Building Permits/Applications	Review Complete or Permit Issued: 50% Refunded, minimum of \$100.00
		Any inspections conducted: 20% refund, minimum of \$100.00
		Prior to Plans review: 80% refunded, Minimum of \$100.00
E	Cancellation Fee: Utility Permits/Applications	Review Complete or Permit Issued: 50% Refunded, minimum of \$100.00
		Any inspections conducted: 20% refund, minimum of \$100.00
E	Expiry	\$0 refund
E	Extension – 1 year (as per the timeframe noted within Muni QMP and Permit Conditions)	\$150.00
E	Re-opening File to add VOC (after 90 days from closure or after permit expiry date noted on permit)	\$100.00
E	Work started before permit	Double permit fee
E	Additional Inspections	\$250.00/inspection

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

# Report to Council



**Meeting Date:** December 2, 2025  
**Meeting Type:** Regular Council Meeting  
**Prepared By:** Amber Ouellette, CFO  
**Presented By:** Amber Ouellette, CFO  
**Subject:** **Approval of the 2026 Provisional Operating and Capital Budgets**  
**Department:** Finance

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## REPORT PURPOSE:

The purpose of this report is to present the 2026 Operating and Capital Budgets for Council adoption, incorporating all directions and motions arising from the budget deliberations held on November 19 and 20, 2025. During those deliberations, Administration provided detailed presentations outlining the current economic climate, budget pressures, municipal tax comparisons, financial data, and key drivers and initiatives reflected in the 2026 budget.

This report recommends that Council adopt the 2026 provisional operating and 2026 capital budgets and accept the 2027–2029 forecasted operating budget and the 2027–2035 forecasted capital plan.

## RECOMMENDATION:

THAT Council approves the 2025 Provisional Operating Budget of \$12,138,594, inclusive of transfers to reserves totaling \$1,836,538.

THAT Council approves the 2026 Capital Budget of \$6,209,850.

THAT Council approves in principle the 2027-2029 forecasted Operating Budget and the 2027-2035 forecasted Capital Plan.

## PREVIOUS COUNCIL DIRECTIONS:

During budget deliberations, Council made one amendment to the proposed 2026 Operating Budget: an additional \$10,000 contribution to Recreation Board funding. This change has been incorporated into the final budget presented for adoption.

## BACKGROUND:

As required under the Municipal Government Act (MGA), Administration prepares a multi-year operating budget and capital plan driven by the priorities outlined in Council's Strategic Plan, operational requirements, and both formal and informal feedback from residents.

Through the Operating and Capital Budgets, Council determines municipal priorities for the upcoming year by allocating funding to programs, services, and infrastructure. These budgets guide how resources are managed, set service levels, and determine the total amount of municipal tax revenue required.

The budget process allows municipalities to establish priorities based on anticipated revenues and expenditures. The municipal budget is comprised of two components:

- **Operating Budget** – funds the day-to-day delivery of services and municipal operations (e.g., staffing, utilities, maintenance, service delivery).
- **Capital Budget** – funds the purchase, upgrade, or replacement of long-term assets and infrastructure (e.g., roads, utilities, facilities, equipment, major projects).

The budget is prepared to ensure fiscal sustainability and is designed, monitored, and managed to remain balanced, with revenues sufficient to fund all approved expenditures.

## **2026 PROVISIONAL OPERATING BUDGET**

The 2026 provisional Operating Budget is reflective of:

- Factoring growth in both revenue and cost impacts, this includes the addition of three (3.2) new positions to the full-time employee complement
- Inflationary and tariff-related impacts resulting in cost increases
- Investment in critical infrastructure, with a continued focus on asset management
- Service level changes impacting both revenue generation and expense levels
- Historical trends analysis to adjust revenue and expense estimates to reflect historical levels
- Anticipated provincial funding levels, including key operating grants

## **2026 CAPITAL BUDGET**

The 2026 Capital Budget, as presented to Council on November 20<sup>th</sup>, includes capital expenditures of \$6,209,850. The Capital Budget represents investments in the following areas:

- Asset Maintenance - \$347,000 (6%)
- Asset Improvement - \$275,000 (4%)
- Asset Replacement - \$4,788,850 (77%)
- Asset Assessment - \$36,000 (1%)
- New Asset - \$433,000 (7%)
- New Project/Initiative - \$330,000 (5%)

## **RATE PAYER IMPACT**

The 2026 budget deliberations focused on addressing the projected shortfall in a way that supports the long-term operational and financial sustainability of the organization. Council's discussions centered on

striking the right balance between maintaining or enhancing current service levels, managing the lifecycle of Town assets, and setting tax adjustments that are competitive, responsible, and appropriate for ratepayers.

Because final assessment values will not be received until late February, the 2026 budget incorporates tax adjustments based on anticipated changes in total taxation revenue. Revenue targets were set to maintain alignment with Annual Budget Policy 2023-06, which directs that in years after 2025, the non-residential to residential property tax ratio should be 1.4 or the average of comparator municipalities, whichever is greater. In 2025, the average ratio of our comparator municipalities was 1.66, and the 2026 budget reflects this benchmark. This continues the Town's property tax distribution strategy and supports a more equitable allocation of the tax burden across assessment classes. The MGA caps the tax ratio at 5:1, and the 2026 ratio remains well within that limit.

While actual impacts will vary based on individual assessment changes, an average residential property, assessed at \$450,000, is expected to see an increase of approximately \$11.00 per month, and a typical non-residential property will see an increase of approximately \$15.11 per month for every \$100,000 in assessed value. These adjustments reflect Council and Administration's efforts to responsibly manage expenditures in response to municipal growth, infrastructure renewal needs, provincial funding uncertainty, and ongoing inflationary pressures.

## **ANALYSIS:**

### **Strategic Alignment**

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

## **RISK**

### **Administrative Risk**

Approval of the 2026 Operating Budget and 2026 Capital Budget will authorize the financial transactions necessary to support planned municipal operations, programs, and projects for the year. Timely adoption ensures continuity of services and enables the Town to meet its operational and infrastructure commitments.

### **Legal Risk**

The Municipal Government Act (MGA) requires that Council adopt an operating budget for each calendar year (s. 242(1)) and a capital budget for each calendar year (s. 245). Compliance with these provisions ensures the municipality meets its statutory financial planning obligations.

**COMMUNICATIONS AND ENGAGEMENT:**

The approved 2026 budget book will be available on the Town's website once it is finalized in early 2026.

**ALTERNATIVES/IMPLICATIONS:**

Council could choose to adopt a different budget. However, an interim budget must be approved by December 31, 2025 to ensure continuity of municipal operations and projects until the 2026 Operating and Capital Budgets are formally adopted.

**ATTACHMENTS:**

- Schedule A – 2026 - 2029 Provisional Operating Budget Summary
- Schedule B – 2026 Capital Budget with Funding Sources
- Schedule C – 2026-2035 Capital and Fleet Plans



**Schedule A**  
**2026 - 2029 Provisional Operating Budget Summary**

<b>REVENUES</b>	<b>2026 Provisional</b>	<b>2027 Plan</b>	<b>2028 Plan</b>	<b>2029 Plan</b>
Taxation Revenue	(5,851,519)	(5,959,019)	(6,066,519)	(6,239,523)
Penalties & Cost of Taxes	(149,000)	(150,500)	(152,000)	(147,000)
Operating Grants	(177,035)	(177,035)	(177,035)	(177,035)
Local Government Transfers	(247,676)	(251,630)	(255,662)	(259,775)
User Fees and Sales of Goods	(4,036,078)	(4,108,221)	(4,242,918)	(4,436,371)
Franchise & Concession Contracts	(960,000)	(979,200)	(998,784)	(1,018,760)
Rental Income	(112,538)	(113,260)	(113,996)	(114,745)
Fine Revenue	(30,000)	(45,000)	(45,000)	(45,000)
Licencing & Permits	(182,250)	(187,320)	(192,535)	(197,897)
Developer's Agreements & Levies	-	-	-	-
Return on Investments	(312,500)	(312,500)	(312,500)	(312,500)
Transfer from Reserves	(50,700)	-	(22,000)	-
Other Revenue	(29,299)	(29,329)	(29,360)	(29,391)
<b>TOTAL REVENUES</b>	<b>(12,138,594)</b>	<b>(12,313,014)</b>	<b>(12,608,309)</b>	<b>(12,977,996)</b>

<b>EXPENSES</b>	<b>2026 Provisional</b>	<b>2027 Plan</b>	<b>2028 Plan</b>	<b>2029 Plan</b>
Salaries, Wages, and Benefits	3,908,812	3,996,342	4,082,591	4,168,793
Contract, Goods, and Services	2,310,002	2,368,291	2,420,264	2,756,062
Materials, Goods, Supplies, and Utilities	2,878,876	2,895,495	2,987,474	3,064,645
Transfer to Local Boards and Agencies	306,304	316,697	321,356	326,269
Bank Charges & Short Term Interest	24,000	24,500	25,000	25,000
Provision for Allowances	4,500	4,500	4,500	4,500
Contributions to Reserves	1,836,538	1,904,760	1,980,496	1,756,245
Transfer to Offsite Levy Reserves	-	-	-	-
Long-Term Debt (Principal)	676,047	697,326	719,286	741,949
Long-Term Debt (Interest)	193,516	172,237	150,277	127,613
<b>TOTAL EXPENSES</b>	<b>12,138,594</b>	<b>12,380,148</b>	<b>12,691,245</b>	<b>12,971,076</b>

<b>NET (SURPLUS)/ SHORTFALL</b>	<b>-</b>	<b>67,134</b>	<b>82,936</b>	<b>(6,920)</b>
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**Schedule B**  
**2026 Capital and Fleet Replacement Budget with Funding Sources**

Project	2026 Budget	Reserves	CCBF	LGFF	Other Grant	Debt	Offsite Levies	Other	Total
<b>COMMUNITY &amp; PROTECTIVE SERVICES</b>									
<b>Asset Assessment</b>									
Fire Service Master Plan	36,000	36,000	-	-	-	-	-	-	36,000
<b>Asset Improvement</b>									
Arena Front Door and Bleacher Accessibility Improvement Project	25,000	-	-	-	-	-	-	25,000	25,000
<b>Asset Maintenance</b>									
Arena Dressing Room Shower & Vanity Updates	72,000	72,000	-	-	-	-	-	-	72,000
Pathway Repair & Replacement	50,000	50,000	-	-	-	-	-	-	50,000
<b>Asset Replacement</b>									
Peace Officer Patrol Vehicle Dash Camera	21,850	21,850	-	-	-	-	-	-	21,850
Computer Purchase & Replacement Program	17,000	17,000	-	-	-	-	-	-	17,000
<b>New Asset</b>									
AFRRCS Radio System Upgrade	11,000	11,000	-	-	-	-	-	-	11,000
<b>TOTAL COMMUNITY &amp; PROTECTIVE SERVICES</b>	<b>232,850</b>	<b>207,850</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>232,850</b>
<b>INFRASTRUCTURE &amp; COMMUNITY GROWTH</b>									
<b>Asset Improvement</b>									
West Lift Station New Pump + Digester	100,000	100,000	-	-	-	-	-	-	100,000
Cemetery Expansion Design, Build	100,000	100,000	-	-	-	-	-	-	100,000
Twp Rd 284A Resurfacing - Hwy 2A to Industrial Park (730 m)	50,000	50,000	-	-	-	-	-	-	50,000
<b>Asset Maintenance</b>									
Sidewalk Repair & Replacement Program	50,000	50,000	-	-	-	-	-	-	50,000
Wastewater Facility - Desludging	175,000	175,000	-	-	-	-	-	-	175,000
<b>Asset Replacement</b>									
Street Sweeper	200,000	200,000	-	-	-	-	-	-	200,000
McCaskill Drive Reconstruction - Maple Avenue to Iron Landing (185 m)	500,000		150,000	-	-	350,000	-	-	500,000
Bridge File 75095	450,000	112,500	-	-	337,500	-	-	-	450,000
Portable Industrial Steam Cleaner	20,000	20,000	-	-	-	-	-	-	20,000
Laut Avenue Reconstruction & Deep Utilities - Railway Street to Town Shop (415 m) + Bulk Water Station Improvements	3,580,000	-	800,000	900,000	-	1,715,291	164,709	-	3,580,000
<b>New Asset</b>									
Recycling & Waste Cart Procurement	26,000	26,000	-	-	-	-	-	-	26,000
Water Meter Procurement	36,000	36,000	-	-	-	-	-	-	36,000
Lagoon Polishing System + Aeration Cell Transfer Pump	330,000	-	-	-	-	-	330,000	-	330,000
Vista Crossing Phase 5 - Sanitary Sewer Oversizing Cost Recovery to Developer	30,000	30,000	-	-	-	-	-	-	30,000
<b>New Project/Initiative</b>									
Safe Roads Improvement Program	30,000	30,000	-	-	-	-	-	-	30,000
New Land Use Bylaw	150,000	150,000	-	-	-	-	-	-	150,000
Infrastructure Master Planning Update & Off-Site Levy Review	150,000	150,000	-	-	-	-	-	-	150,000
<b>TOTAL INFRASTRUCTURE &amp; COMMUNITY GROWTH</b>	<b>5,977,000</b>	<b>1,229,500</b>	<b>950,000</b>	<b>900,000</b>	<b>337,500</b>	<b>2,065,291</b>	<b>494,709</b>	<b>-</b>	<b>5,977,000</b>
<b>2025 CAPITAL PLAN</b>	<b>6,209,850</b>	<b>\$1,437,350</b>	<b>\$950,000</b>	<b>\$900,000</b>	<b>\$337,500</b>	<b>\$2,065,291</b>	<b>\$494,709</b>	<b>\$25,000</b>	<b>\$6,209,850</b>



## Schedule C 2026 – 2025 Capital and Fleet Plans

### Debt-Supported Projects

Project	2026 Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast	2034 Forecast	2035 Forecast	Total
<b>COMMUNITY SERVICES</b>											
<b>Asset Assessment</b>											
Fire Service Master Plan	36,000	-	-	-	-	-	-	-	-	-	36,000
<b>Asset Improvement</b>											
Arena Front Door and Bleacher Accessibility Improvement Project	25,000	20,000	-	-	-	-	-	-	-	-	45,000
Upgrade Fire Training Grounds	-	100,000	-	-	-	-	-	-	-	-	100,000
Upgrade/Replace Bleachers	-	-	-	-	-	110,000	-	-	-	-	110,000
Renovate/Upgrade Concession	-	-	-	-	260,000	-	-	-	-	-	260,000
<b>Asset Maintenance</b>											
Re-Paint Hall Interior (throughout)	-	-	40,000	-	-	-	-	-	-	-	40,000
Arena Dressing Room Shower & Vanity Updates	72,000	-	-	-	-	-	-	-	-	-	72,000
Upgrade Walk-in Cooler	-	-	-	-	50,000	-	-	-	-	-	50,000
McCaskill Park Concession Building	-	75,000	-	-	-	-	-	-	-	-	75,000
Renovate Lobby Bathrooms	-	-	80,000	-	-	-	-	-	-	-	80,000
Renovate all Bathrooms in Hall (lobby, kitchen, dressing rooms)	-	-	-	-	-	-	-	-	110,000	-	110,000
Pathway Repair & Replacement	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
<b>Asset Replacement</b>											
Peace Officer Patrol Vehicle Dash Camera	21,850	-	-	-	-	-	-	-	-	-	21,850
Commercial Bunker Gear extractor (washing Machine)	-	22,000	-	-	-	-	-	-	-	-	22,000
Hydraulic Vehicle Extrication Tools	-	-	-	-	-	80,000	-	-	-	-	80,000
Community Hall Stove (double-decker stand convection)	-	-	-	-	-	-	15,000	-	-	-	15,000
Community Hall Tables (throughout)	-	-	-	-	-	-	15,000	-	-	-	15,000
Community Hall Chairs (throughout)	-	-	-	-	-	50,000	-	-	-	-	50,000
Community Hall Emergency Exit Doors	-	-	-	-	-	-	-	20,000	-	-	20,000
Community Hall Dishwasher	-	-	-	-	-	25,000	-	-	-	-	25,000
Community Hall Carpet	-	30,000	-	-	-	-	-	-	-	-	30,000
Community Hall Furnace	-	75,000	-	-	-	-	-	-	-	-	75,000
Skate Park Replacement	-	-	900,000	-	-	-	-	-	-	-	900,000
Playground Replacement Program	-	150,000	150,000	150,000	150,000	150,000	150,000	-	-	-	900,000
Self-Contained Breathing Apparatus	-	-	-	-	-	-	-	-	400,000	-	400,000
Computer Purchase & Replacement Program	17,000	-	-	-	-	-	-	-	-	-	17,000
<b>New Asset</b>											
AFRRCS Radio System Upgrade	11,000	11,000	11,000	-	-	-	-	-	-	-	33,000
Tennis &/or Pickleball Courts at Old Skate Park	-	-	-	60,000	-	-	-	-	-	-	60,000
Propane Fire Training Props	-	-	75,000	-	-	-	-	-	-	-	75,000
Install Bathrooms in Amery Park	-	-	-	-	-	200,000	-	-	-	-	200,000
Install Pathway Through McCaskill Park	-	-	-	-	250,000	-	-	-	-	-	250,000
Live Fire Training Building	-	-	-	300,000	-	-	-	-	-	-	300,000
Install Second Playground in McCaskill Park	-	-	-	-	-	-	150,000	-	-	-	150,000
Parks Shop Expansion	-	-	-	-	350,000	-	-	-	-	-	350,000
<b>TOTAL COMMUNITY SERVICES</b>	<b>232,850</b>	<b>533,000</b>	<b>1,306,000</b>	<b>560,000</b>	<b>1,110,000</b>	<b>665,000</b>	<b>380,000</b>	<b>70,000</b>	<b>560,000</b>	<b>50,000</b>	<b>5,466,850</b>

Debt-Supported Projects

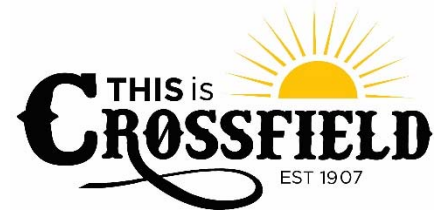
Project	2026 Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast	2034 Forecast	2035 Forecast	Total
<b>INFRASTRUCTURE &amp; COMMUNITY GROWTH</b>											
<b>Asset Improvement</b>											
West Lift Station New Pump + Digester	100,000	50,000	-	-	-	-	-	-	-	-	150,000
Cemetery Expansion Design, Build	100,000	1,200,000	-	-	-	-	-	-	-	-	1,300,000
Twp Rd 284A Resurfacing - Hwy 2A to Industrial Park (730 m)	50,000	1,250,000	-	-	-	-	-	-	-	-	1,300,000
Pave Railway Street Alleys - Smith to Nanton (80 m)	-	75,000	-	-	-	-	-	-	-	-	75,000
Pave Railway Street Alleys - Nanton to Hammond (80 m)	-	-	75,000	-	-	-	-	-	-	-	75,000
Pave Railway Street Alleys - Hammond to Olser (80 m)	-	-	-	75,000	-	-	-	-	-	-	75,000
Pave Railway Street Alleys - Osler to Chisholm (80 m)	-	-	-	-	75,000	-	-	-	-	-	75,000
Lagoon Aeration Anaerobic Cell Expansion	-	-	-	-	1,100,000	-	-	-	-	-	1,100,000
Range Road 12 Subgrade and Drainage Improvements - Western Drive to Laut Avenue (650 m)	-	-	-	-	-	800,000	-	-	-	-	800,000
Iron Landing LS Upgrades	-	-	-	-	-	-	200,000	-	-	-	200,000
Water Reservoir Expansion	-	-	-	-	-	-	-	6,000,000	-	-	6,000,000
Limit Avenue - Highway 2A to Railway Street (100 m 4-lane + signalize intersections)	-	-	-	-	-	-	-	100,000	1,700,000	-	1,800,000
Lagoon Aeration Cell Expansion	-	-	-	-	-	-	-	-	-	1,500,000	1,500,000
<b>Asset Maintenance</b>											
Sidewalk Repair & Replacement Program	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Annual Stormwater Improvement Program	-	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	1,125,000
Annual Asphalt Rehabilitation Program	-	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,800,000
Town Shop Roof	-	300,000	-	-	-	-	-	-	-	-	300,000
Wastewater Facility - Desludging	175,000	-	-	-	-	-	-	-	-	-	175,000
Western Drive Pavement Rehabilitation - Hwy 2A to MaXfield Entrance (800 m)	-	-	25,000	600,000	-	-	-	-	-	-	625,000
Laut Avenue Pavement Rehabilitation - Hwy 2A to McCool Street (150 m)	-	-	-	-	25,000	500,000	-	-	-	-	525,000
McCool Crescent Pavement Rehabilitation & Access Management - South Leg (Phase 1 - 500 m)	-	-	-	-	-	-	100,000	1,100,000	-	-	1,200,000
McCool Crescent Pavement Rehabilitation & Access Management - North Leg (Phase 2 - 500 m)	-	-	-	-	-	-	-	-	1,400,000	-	1,400,000
<b>Asset Replacement</b>											
Hydrant & Valve	-	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	720,000
McCaskill Drive Reconstruction - Maple Avenue to Iron Landing (185 m)	500,000	-	-	-	-	-	-	-	-	-	500,000
Bridge File 75095	450,000	-	-	-	-	-	-	-	-	-	450,000
Portable Industrial Steam Cleaner	20,000	-	-	-	-	-	-	-	-	-	20,000
Laut Avenue Reconstruction & Deep Utilities - Railway Street to Town Shop (415 m) + Bulk Water Station Improvements	3,580,000	-	-	-	-	-	-	-	-	-	3,580,000
Water and Wastewater Main Replacements (Residential Areas)	-	750,000	-	750,000	-	750,000	-	750,000	-	750,000	3,750,000
Laut Avenue / McCool Street Reconstruction & Deep Utilities - Railway Street to Western Drive (930 m) (3 Phases)	-	250,000	2,400,000	3,350,000	3,350,000	-	-	-	-	-	9,350,000
Bridge File 01080-1	-	-	-	-	2,000,000	-	-	-	-	-	2,000,000
Shop Expansion or Replacement	-	-	-	-	-	-	-	-	150,000	2,500,000	2,650,000
Laut Crescent Conversion to Paved Road & Deep Utilities (380 m)	-	-	-	-	-	100,000	3,400,000	-	-	-	3,500,000

Debt-Supported Projects

Project	2026 Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast	2034 Forecast	2035 Forecast	Total
<b>INFRASTRUCTURE &amp; COMMUNITY GROWTH</b>											
<b>New Asset</b>											
Recycling & Waste Cart Procurement	26,000	27,000	28,000	30,000	32,000	34,000	36,000	38,000	40,000	42,000	333,000
Water Meter Procurement	36,000	38,000	40,000	42,000	44,000	46,000	49,000	52,000	55,000	57,000	459,000
Lagoon Polishing System + Aeration Cell Transfer Pump	330,000	6,600,000	-	-	-	-	-	-	-	-	6,930,000
Range Road 12 Deep Utilities - Laut Avenue to Limit Avenue (970 m)	-	100,000	4,200,000	-	-	-	-	-	-	-	4,300,000
Town Office	-	-	-	500,000	5,600,000	-	-	-	-	-	6,100,000
Range Road 12 Conversion to Paved Road - Laut Avenue to Limit Avenue (970 m)	-	-	-	-	-	-	-	100,000	2,300,000	-	2,400,000
TR 284 Water and Sewer Servicing East of Hwy 2A - McCool Street to 701 Western Drive (380 m)	-	-	-	-	-	-	-	-	100,000	2,600,000	2,700,000
Vista Crossing Phase 5 - Sanitary Sewer Oversizing Cost Recovery to Developer	30,000	-	-	-	-	-	-	-	-	-	30,000
<b>New Project/Initiative</b>											
Safe Roads Improvement Program	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
New Land Use Bylaw	150,000	-	-	-	-	-	-	-	-	-	150,000
Infrastructure Master Planning Update & Off-Site Levy Review	150,000	150,000	-	-	-	-	-	-	-	-	300,000
New Downtown Area Redevelopment Plan	-	200,000	-	-	-	-	-	-	-	-	200,000
Utility Rate Review	-	100,000	-	-	-	-	-	-	-	-	100,000
<b>TOTAL INFRASTRUCTURE &amp; COMMUNITY GROWTH</b>	<b>5,777,000</b>	<b>11,660,000</b>	<b>7,253,000</b>	<b>5,832,000</b>	<b>12,711,000</b>	<b>2,715,000</b>	<b>4,270,000</b>	<b>8,625,000</b>	<b>6,230,000</b>	<b>7,934,000</b>	<b>73,007,000</b>
<b>10-YEAR CAPITAL PLAN – PROJECT ESTIMATES</b>	<b>\$6,009,850</b>	<b>\$12,193,000</b>	<b>\$8,559,000</b>	<b>\$6,392,000</b>	<b>\$13,821,000</b>	<b>\$3,380,000</b>	<b>\$4,650,000</b>	<b>\$8,695,000</b>	<b>\$6,790,000</b>	<b>\$7,984,000</b>	<b>\$78,473,850</b>

10-YEAR FLEET REPLACEMENT PLAN	2026 Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast	2034 Forecast	2035 Forecast	Total
<b>COMMUNITY SERVICES</b>											
<b>Asset Replacement</b>											
Bush Buggy 155		210,000	-	-	-	-	-	-	-	-	210,000
Engine 154 & Aerial 154 with Quint	-	-	-	-	-	-	2,100,000	-	-	-	2,100,000
CPO Patrol Unit	-	100,000	-	-	-	-	-	-	-	-	100,000
ToolCat	-	150,000	-	-	-	-	-	-	-	-	150,000
Rough Cut Mower	-	-	-	3,500	-	-	-	-	-	-	3,500
John Deere 110 Tractor	-	75,000	-	-	-	-	-	-	-	-	75,000
Replace Kubota Zero-Turn Mower	-	-	28,000	-	-	-	-	-	-	-	28,000
Replace Parks & Arena Truck	-	-	88,000	-	-	-	-	-	-	-	88,000
Replace Parks Truck	-	90,000	-	-	-	-	-	-	-	-	90,000
Parks Truck Replacement Program	-	-	-	-	-	-	-	100,000	-	-	100,000
Water Truck Replacement Program	-	-	-	-	-	-	-	175,000	-	-	175,000
ToolCat Replacement Program	-	-	-	-	-	-	-	-	175,000	-	175,000
Parks & Arena Truck Replacement Program	-	-	-	-	-	-	-	-	100,000	-	100,000
1-Ton Truck Replacement Program	-	-	-	-	-	-	-	-	150,000	-	150,000
Replace Olympia (Ice Resurfacer)	-	-	-	140,000	-	-	-	-	-	-	140,000
<b>New Asset</b>											
1-Ton Truck	-	150,000	-	-	-	-	-	-	-	-	150,000
<b>TOTAL COMMUNITY SERVICES</b>	<b>0</b>	<b>775,000</b>	<b>116,000</b>	<b>143,500</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	<b>275,000</b>	<b>425,000</b>	<b>0</b>	<b>3,834,500</b>
<b>INFRASTRUCTURE &amp; COMMUNITY GROWTH</b>											
<b>Asset Replacement</b>											
Street Sweeper	200,000	-	-	-	-	-	-	-	-	-	200,000
Commercial Loader-Mounted Snow Blower	-	150,000	-	-	-	-	-	-	-	-	150,000
Pick-up Truck - Operations	-	75,000	75,000	-	-	75,000	-	-	-	-	225,000
Bobcat	-	-	200,000	-	-	-	-	-	-	-	200,000
1-Ton Truck - Operations	-	-	-	150,000	-	-	-	-	-	-	150,000
Pick-up - Water/Wastewater	-	-	-	-	75,000	-	-	-	-	-	75,000
Commercial Truck - Operations	-	-	-	-	500,000	-	-	-	-	-	500,000
Grader	-	-	-	-	-	-	850,000	-	-	-	850,000
Commercial Truck	-	-	-	-	-	-	-	500,000	-	-	500,000
<b>New Asset</b>											
Pick-up Truck - Water/Wastewater	-	75,000	-	-	-	-	-	-	-	-	75,000
Pick-up Truck- Operations	-	75,000	-	-	-	-	-	-	-	-	75,000
Asphalt Infrared Heater and Hotbox	-	-	150,000	-	-	-	-	-	-	-	150,000
Skid Mounted Hydrovac	-	-	-	-	-	200,000	-	-	-	-	200,000
<b>TOTAL INFRASTRUCTURE &amp; COMMUNITY GROWTH</b>	<b>200,000</b>	<b>375,000</b>	<b>425,000</b>	<b>150,000</b>	<b>575,000</b>	<b>275,000</b>	<b>850,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>3,350,000</b>
<b>10-YEAR FLEET REPLACEMENT – PROJECT ESTIMATES</b>	<b>\$ 200,000</b>	<b>\$ 1,150,000</b>	<b>\$ 541,000</b>	<b>\$ 293,500</b>	<b>\$ 575,000</b>	<b>\$ 275,000</b>	<b>\$ 2,950,000</b>	<b>\$ 775,000</b>	<b>\$ 425,000</b>	<b>\$ -</b>	<b>\$ 7,184,500</b>

## Report to Council



**Meeting Date:** 2025-12-02  
**Meeting Type:** Council Meeting  
**Prepared By:** Steve Altena, Director of Infrastructure and Community Growth  
**Presented By:** Steve Altena  
**Subject:** Recycling – End Producer Responsibility Program Update  
**Department:** Operations

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### REPORT PURPOSE:

The purpose of this report is to provide Council an update on the Recycling End Producer Responsibility (EPR) program. The Town has signed agreements with the EPR management company, Circular Materials (CM), for both residential curbside and transfer site recycling collection. These contracts came into effect on April 1, 2025 and July 1, 2025 respectively and CM is currently reimbursing the Town for recycling collection costs.

For curbside recycling collection, the Town is currently operating under the “Opt-In” model, which allows the Town to manage its own curbside collection program with its contracted service provider BluPlanet. CM has recently notified the Town that it will be transitioned to the “Opt-Out” model after April 30, 2027. Under this model, CM assumes all responsibility and costs for curbside recycling collection and the Town will no longer operate its own program.

Administration is seeking Council’s direction on the future of curbside recycling in Crossfield. In discussion with CM, Administration has identified three (3) paths that the Town may take:

- Opt-Out: CM assumes all responsibility and costs for curbside recycling collection.
- Contractor Agreement: The Town manages curbside recycling as a contractor of CM.
- Unregister: The Town unregisters from the EPR program and is responsible for all costs related to curbside recycling collection and disposal.

Administration recommends that the Town pursue the “Opt-Out” model so that residents can most benefit from the EPR program. To be compliant with the Town’s current agreement with CM and the future “Opt-Out” model, which only address residential recycling, the Town will need to cease curbside recycling collection for businesses that currently receive this service.

**RECOMMENDATION:**

THAT Council supports the transition of the Town's curbside recycling collection to the "Opt-Out" model under the End Producer Responsibility program after April 30, 2027.

THAT Council directs Administration to cease curbside recycling collection for businesses and other organizations within the Town in accordance with Section 4 of the Waste Management and Recycling Bylaw No. 2025-02.

**PREVIOUS COUNCIL DIRECTION:**

As directed by Council in July 2024, the Town has entered into an agreement with Circular Materials (CM) under the EPR framework.

**BACKGROUND:**

EPR is a policy approach where producers are given significant responsibility for the treatment or disposal of post-consumer products. Currently, products sold in Alberta become waste managed by municipalities once they reach their end of life. EPR shifts this responsibility back to producers, thereby reducing the financial burden on municipalities and encouraging producers to design more sustainable products.

The Town has chosen the "Opt-In" option for residential curbside collection which allows the Town to manage our current curbside collection program under a service agreement with CM, through which they will reimburse the Town for recycling costs. The service agreement was executed on January 16, 2025 and went into effect April 1, 2025. The agreement is extended to April 30, 2027 to coincide with the end of the Town's contract with BluPlanet, who currently provides curbside recycling services. At the end of the agreement, CM proposes to transition the Town to an "Opt-Out" model and take on all responsibilities and costs related to residential curbside recycling.

In discussion with CM, Administration has identified three (3) paths that the Town may take:

- Opt-Out: CM assumes all responsibility and costs for curbside recycling collection.
- Contractor Agreement: CM has offered that if the Town wishes to manage its own program under the EPR framework, that it could request to provide the service under a contractor agreement with CM. CM would compensate the Town as a contractor for the services, but cautioned that the terms and conditions of this type of agreement are normally rigorous.
- Unregister: The Town registered for the EPR program with Alberta Recycling and Management Authority (ARMA), however, it may be possible to unregister after April 30, 2027 and leave the EPR program. The Town would then be responsible for all costs related to curbside recycling collection and disposal.

The Town is currently providing curbside recycling to several businesses and other organizations, which is not compliant with the Town's own Waste Management and Recycling Bylaw No. 2025-02, nor the Town's current agreement with CM and the future "Opt-Out" model, which only address residential recycling. As such, Administration proposes to end curbside recycling collection after April 30, 2026 for these businesses and organizations.

The Town has also entered an agreement with CM for residential recycling at the Town's transfer site. The agreement was executed on June 13, 2025 and went into effect on July 1, 2025. CM reimburses the Town at a fixed rate for residential recycling collected at the transfer site.

**ANALYSIS:**

**Strategic Alignment**

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

**COMMUNICATIONS AND ENGAGEMENT:**

Administration will update and inform residents of changes to curbside recycling prior to the transition in 2027.

Administration will issue a notice in early 2026 of service termination after April 30, 2026 to businesses and other organizations receiving curbside recycling collection along with regular reminders during the notice period.

**FINANCIAL IMPLICATIONS:**

Under the EPR program the Town has been able to reduce the bi-monthly recycling cost for residents from \$20 to \$7. In moving to the "Opt-Out" model, CM will become responsible for all operational costs related to curbside recycling and costs to residents for this service will be further reduced.

However, the Town will likely still be a first point of contact for many residents with questions or concerns regarding curbside recycling, which will incur minor administrative costs.

**ALTERNATIVES/IMPLICATIONS:**

Council may wish to consider another option for curbside recycling as presented in the report.

Administration has not fully explored the option to unregister and would need to engage further with ARMA and CM to provide further details on this option.

**ATTACHMENTS:**

- Circular Materials October 2, 2025 Letter



# Advancing the circular economy

www.circularmaterials.ca  
aboperations@circularmaterials.ca

October 2, 2025

Lindsey Nash  
Town of Crossfield.  
1005 Ross Street Crossfield AB

Dear Lindsey Nash,

Thank you for the conversation on **September 04, 2025**. We appreciate your community's engagement and the collaboration you have shown as we move forward with the residential Single-use Products, Packaging and Paper Products (PPP) extended producer responsibility (EPR) program in Alberta. The information shared has been helpful in guiding the path forward. We are writing to confirm the next steps regarding **Town of Crossfield** PPP curbside opt-in contract with Circular Materials.

To ensure continuity of service and alignment moving forward, the following steps are proposed:

- **Current rates remain valid until September 30, 2026.**  
The current rate of **\$5.98 plus** any applicable escalations for 2026.
- **Proposal to secure one extension.**  
We propose extending the contract for 7 additional months, continuing service through to **April 30, 2027. This extension will be subject to CPI adjustments annually as described in the contract.**
- **Promotion and Education (P&E).**  
Promotion and Education (P&E) will no longer be applied after September 30, 2026.

For clarity, once this extension period concludes on **April 30, 2027, Town of Crossfield** will be transitioned to the opt-out model. Circular Materials will work with you to facilitate this transition.

We will follow-up with contract amendments to officially secure the contract extensions in due course.

Please note that moving forward, your community's Common Collection System Manager is myself, Dario Rementeria. Please feel free to reach out to me with any questions or concerns at [DRementeria@circularmaterials.ca](mailto:DRementeria@circularmaterials.ca) and 647-490-5125.

**Please acknowledge receipt and acceptance of this letter by October 16, 2025.**

Thank you again for your continued partnership and commitment to recycling. We look forward to building on this collaboration in the years ahead.

Sincerely,



**Dario Rementeria**  
**Manager, Common Collection System**

[DRementeria@circularmaterials.ca](mailto:DRementeria@circularmaterials.ca)

647-490-5125



## NOTICE OF MOTION

**Presented by:** Mayor Harris and Deputy Mayor Gustafson

**Date of Notice:** November 18, 2025

**For Consideration on:** December 2, 2025

**Title:** Advancement of development in the Downtown and Entrance areas

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**WHEREAS** Council has identified the Downtown and Entrance areas as priority locations for revitalization, economic development, and long-term community enhancement; and

**WHEREAS** Council has engaged with property owners within these areas who have expressed concerns regarding existing policies and the challenges these create for advancing development; and

**WHEREAS** supporting development in these key areas is essential to encouraging private-sector investment, strengthening the local economy, and enhancing the character and function of important community corridors; and

**WHEREAS** Administration plays a critical role in identifying actionable strategies, tools, and approaches that can support and accelerate redevelopment efforts in alignment with Council's vision;

**THEREFORE BE IT RESOLVED THAT** Council direct Administration to bring back potential strategies to support the advancement of development in the Downtown and Entrance areas, including but not limited to policy options, planning approaches, and implementation considerations.

## Outstanding Action List

#	Meeting Date	Motion #	Topic / Direction	Assigned To	Due Date	Status	Status Details
077							
076							
075	Nov. 18	269-2025	<b>C 305-25 Accounts Receivable Collection and Write-Off Policy</b>	Amber Ouellette	Q4 2025	COMPLETED	
074	Nov 4	259-2025	<b>Crossfield &amp; District Recreation Board Funding</b> Increasing funding for an additional \$10,000	Amber Ouellette	Q4 2025	COMPLETED	Brought forward to the Nov 19 budget deliberations and motion to add to the budget.
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. An update will be brought forward to Council at the Dec 16 meeting.
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	Q1 2026	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 Q1 2026 during the Land inventory discussion.
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	Q1 2026	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.