



**Regular Council Meeting  
Minutes**

**Tuesday, June 17, 2025**

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

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

**REGRETS:** Councillor Knight

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

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**1. CALL TO ORDER**

Mayor Harris called the council meeting to order at 7:04 p.m.

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

**2. AGENDA**

2.1 June 17, 2025 council meeting agenda

**148-2025**

**MOVED by Councillor Vang that the June 17, 2025 agenda be accepted as prepared.**

**CARRIED**

### 3. MINUTES

3.1 June 3, 2025 regular council meeting

**149-2025**

**MOVED by Deputy Mayor Brennan that the June 3, 2025 regular council meeting minutes be accepted as amended.**

**CARRIED**

### 4. PUBLIC HEARING

4.1 Bylaw 2025-01 - Municipal Development Plan

A public hearing is being held on Bylaw No. 2025-01, being a bylaw to adopt the Municipal Development Plan (MDP) for the Town of Crossfield, in the Province of Alberta pursuant to Section 632 of the Municipal Government Act.

Mayor Harris declared the public hearing for Bylaw 2025-01 open at 7:08 p.m.

Director of Infrastructure and Community Growth Steve Altena presented opening Administrative remarks on Bylaw 2025-01. Becky Soby and Nathan Galan from Urban Systems presented an overview of the proposed actions regarding the MDP bylaw

The Crossfield's current MDP was adopted in 2018 and as directed by Council, Administration has been working with Urban Systems Limited (USL) to update the MDP. Considering Council's direction and public engagement, significant changes are proposed for the MDP.

Concerns were raised regarding the difference between the Area Structure Plan (ASP) and Neighbouring Structure Plan (NSP) and what's the value to the Town.

Beck Soby advised that the difference between an ASP & NSP is that they wanted to make sure we had the suitable level to support an appropriate size of land and ensure there are different levels to help guide development on different sized lands. Director Altena noted that ASP and NSP are both statutory documents that carry the same weight but offer options and flexibility.

Concerns were raised regarding traffic calming and the removal of the word narrow.

Becky Soby noted that with the MDP being a high-level document, its providing the flexibility to provide different ways to entrain and provide traffic calming measures and these are some of the ways, removing the narrow, modified cross sections allows an opportunity for the developer and the Town to have discussion on what each one wants so it is not as descriptive as saying we must have a minimum or maximum width, these would be in engineering specifications or a separate document. Modified cross sections reopen the door and allow flexibility on traffic calming measures.

Clarity question was raised regarding section 4.6.3.12

Becky Soby noted that the intent behind this section is to say that any of the ready developable ready lands, we want to make sure we don't approve any uses, that are going to harm the ability to support a more comprehensive development.

A clarity questions was raised regarding the notice from AlbertaMunis indicating that the province wants to own all school and school sites, including parking lots and sports fields – where that would fall for the Town and which document would this have to be in.

Director Altena noted as this is new information to the Town, and after reading the documentation provided to him, he does not believe that the legislation has passed by the Provincial Government, it may need to be eventually added to the MDP when we start talking about municipal reserve - school designation, ultimately it is a direction not to a developer but the municipality – I assume the process to take MR/MSR would remain the same with a dedication of a new developer of 10%. It would what happens afterwards and the municipal transfer of that to the school board specifically. This will need to be reviewed more and does not need to be included within this MDP.

A clarify questions was raised regarding calculating density and what was the real change in the amendment.

Becky Soby advised that this is an additional piece of information as there was nothing within the document on how to calculate density previously.

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

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

Mayor Harris closed the public hearing for Bylaw 2025-01 at 8:08 p.m.

**150-2025**

**MOVED by Councillor Gustafson that Council approve the amendments to the Municipal Development Plan as set out in Attachment B.**

**CARRIED**

**151-2025**

**MOVED by Councillor Lambert that Council approve the additional amendments to the Municipal Development Plan as presented on June 17, 2025.**

**CARRIED**

**152-2025**

**MOVED by Deputy Mayor Brennan that Bylaw 2025-01 be given second reading.**

**CARRIED**

**153-2025**

**MOVED by Councillor Fox that Bylaw 2025-01 be given third and final reading.**

**CARRIED**

## 5. BYLAWS

5.1 Bylaw 2025-07 – Public Notification Bylaw

**154-2025**

**MOVED by Councillor Lambert that Council give Public Notification Bylaw 2025-07 first reading and that a public hearing be held on July 15, 2025.**

**CARRIED**

## 6. POLICIES

6.1 Urban Tree Policy C 601-25

**155-2025**

**MOVED by Deputy Mayor Brennan that Council approve Urban Tree Policy C 601-25 as presented.**

**CARRIED**

## 7. COUNCILLOR'S BUSINESS

### Mayor Harris

- June 12 – Attended the ABMunis Summer Caucus in Drumheller with Director Nash
- June 13 - Attended the Town Rodeo Breakfast and helped serve pancakes to residents.
- June 14 - Participated in judging the Pete Knight Parade floats and rode on the Council float. Then attended the rodeo and provided opening remarks.
- Continue CAO meetings
- Continue with Mayor Cacus meetings

### Deputy Mayor Brennan

- June 14 - Participated in judging the Pete Knight Parade floats and rode on the Council float and attended the rodeo in the afternoon.

### Councillor Fox

- June 12-14 – As the President of the Rodeo Society, attended the Pete Knight Days.

### Councillor Gustafson

- The upcoming Rocky View Foundation meeting is on June 18.

### Councillor Lambert

- June 14 - Participated in judging the Pete Knight Parade floats.

### Councillor Vang

- June 14 - Participated in the Pete Knight parade on the Council float.

**156-2025**

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

**CARRIED**

8. **ADMINISTRATIVE UPDATE**

8.1 Outstanding Items List

157-2025

**MOVED by Deputy Mayor Brennan that items 007 Rodeo Grounds Lease Agreement be removed from the Outstanding Items list.**

**CARRIED**

9. **ADJOURN**

158-2025

**MOVED by Councillor Vang that the Council meeting adjourn at 8:31 p.m.**

**CARRIED**

  
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Mayor Harris  
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Acting Chief Administrative Officer  
Russ Nash