



**Regular Council Meeting  
Minutes**

**Tuesday, October 07, 2025**

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

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

**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 7:00 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 October 7, 2025 Agenda

**227-2025**

**MOVED by Councillor Vang that the October 7, 2025, agenda be accepted as prepared.**

**CARRIED**

### **3. MINUTES**

3.1 September 16, 2025 meeting minutes

**228-2025**

**MOVED by Deputy Mayor Brennan that the September 16, 2025 meeting minutes be accepted as prepared.**

**CARRIED**

### **4. PUBLIC HEARING**

4.1 Bylaw 2025-13 - Direct Control District (DC-2) Amendments

**229-2025**

**MOVED by Councillor Lambert that Bylaw 2025-13 being an amending Bylaw to Direct Control District (DC-2) Bylaw 2018-05 be given first reading.**

**CARRIED**

*Mayor Harris called a council recess at 7:50 p.m. Council returned to the meeting at 7:55 p.m.*

**230-2025**

**MOVED by Councillor Knight that the following be added as a regulation to Section 8.0 Special Considerations:**

- **Any use, or activity that has the potential to generate odours beyond the property boundary shall prepare and implement an Odour Management Plan to the satisfaction of the Development Authority.**

**The Odour Management Plan shall:**

- **Identify potential sources of odour associated with the proposed development or operation.**
- **Outline mitigation measures and best management practices to minimize odour impacts on surrounding properties and public spaces.**
- **Include monitoring and response procedures for odour complaints.**
- **Demonstrate compliance with all applicable provincial and federal environmental regulations.**

**CARRIED**

**231-2025**

**MOVED by Councillor Knight that Bylaw 2025-13 being an amending Bylaw to Direct Control District (DC-2) Bylaw 2018-05 be brought forward for second reading as amended.**

**CARRIED**

**232-2025**

**MOVED by Deputy Mayor Brennan that Bylaw 2025-13 being an amending Bylaw to Direct Control District (DC-2) Bylaw 2018-05 be brought forward for third reading as amended with unanimous consent.**

**CARRIED**

233-2025

MOVED by Councillor Gustafson that Bylaw 2025-13 being an amending Bylaw to Direct Control District (DC-2) Bylaw 2018-05 be brought forward for third and final reading as amended.

CARRIED

5. DELEGATION

- 5.1 Fire Services - Community Risk Assessment Presentation Isaac Comandante - BEHR Integrated Solutions

234-2025

MOVED by Deputy Mayor Brennan that Council accept the Community Risk Assessment for information, as presented.

CARRIED

6. ACTIONS AND DECISIONS

- 6.1 Franchise Fees

235-2025

MOVED by Deputy Mayor Brennan that the Town of Crossfield increase the natural gas franchise fee from 20% to 25% effective January 1, 2026.

IN FAVOUR  
Mayor Harris  
Deputy Mayor Brennan  
Councillor Fox  
Councillor Lambert

OPPOSED  
Councillor Gustafson  
Councillor Knight  
Councillor Vang

CARRIED (4 to 3)

236-2025

MOVED by Councillor Lambert that notice be given to ATCO Gas and Pipeline Ltd. no later than November 1, 2025.

IN FAVOUR  
Mayor Harris  
Deputy Mayor Brennan  
Councillor Fox  
Councillor Lambert

OPPOSED  
Councillor Gustafson  
Councillor Knight  
Councillor Vang

CARRIED (4 to 3)

**237-2025**

**MOVED by Deputy Mayor Brennan that Administration execute and complete all required documentation and advertising requirements to enable consideration of approval by the Alberta Utilities Commission (AUC).**

**IN FAVOUR**  
**Mayor Harris**  
**Deputy Mayor Brennan**  
**Councillor Fox**  
**Councillor Lambert**

**OPPOSED**  
**Councillor Gustafson**  
**Councillor Knight**  
**Councillor Vang**

**CARRIED (4 to 3)**

**6.2 Offsite Levy Reallocation**

**238-2025**

**MOVED by Councillor Fox that Council approve the reallocation of \$1,626,899.21 Offsite Levy balance to deferred revenue to align the Town's reserve reporting with the PS3400 Revenue accounting standard; and, that Council approve the reallocation of \$990,776.33 Offsite Levy balance to the Capital Project – New Capital Reserve.**

**CARRIED**

**6.3 Crossfield Recreation Board Re-appointment**

**239-2025**

**MOVED by Councillor Fox that council reappoint Breanna Dunlop to the Crossfield & District Recreation Board for a 3-year term, expiring October 2028.**

**CARRIED**

**6.4 Municipal Enforcement Unit Policy, Bylaw & Plans Summary**

**240-2025**

**MOVED by Councillor Vang that Council accept the summary of municipal enforcement bylaws, policies and plans as information and direct administration to report back on the resource requirements to complete a community policing plan.**

**CARRIED**

6.5 Snow and Ice Control - Comparator Survey Results and Program Changes

**241-2025**

**MOVED by Councillor Knight that Council accept the Snow and Ice Control Comparator Survey for information and that Council direct Administration to include the following in the 2026 budget for further deliberation to improve snow and ice control operations:**

- a. **Staff Operations for 10 hours per day and 5 days a week following a snow event and hire an additional driver and truck to expedite snow removal.**
- b. **Increase usage of sand/salt mixture to improve ice control.**

**CARRIED**

**7. COUNCILLOR'S BUSINESS**

**Mayor Harris**

- Oct. 4 – Attended the Crossfield Fall Farmers Market
- Sept. 30 & Oct. 1 – Attended the Mayor & Councillor Election Candidates Forums
- Continue to attend regular Mid-Sized Town's Mayor Caucus meetings
- Continuing my regular CAO meetings
- Continue to meet with residents and answer questions from residents
- Mayor Harris noted that this was the final Council meeting of the current term. The Mayor expressed appreciation to Council members for their dedication and hard work over the past four years. Best wishes were extended to those seeking re-election, and sincere thanks were offered to Councillors Lambert and Fox for their service and contributions. The Mayor remarked that it has been a pleasure working with all members of Council.

**Deputy Mayor Brennan**

- Sept. 30 & Oct. 1 – Attended the Mayor & Councillor Election Candidates Forums

**Councillor Fox**

- Sept. 30 & Oct. 1 – Attended the Mayor & Councillor Election Candidates Forums

**Councillor Gustafson**

- Oct. 1 – Attended the Councillor Election Candidates Forums

**Councillor Knight**

- Oct. 1 – Attended the Councillor Election Candidates Forums
- Oct. 4 - Attended the Crossfield Fall Farmers Market
- Last two weeks, have been attending The Mountain View Regional Water Services Commission meetings
- Councillor Knight thanked all members of Council for their time and teamwork, stating it had been a great experience working together.

**Councillor Lambert**

- Sept. 30 & Oct. 1 – Attended the Mayor & Councillor Election Candidates Forums
- Oct 3 - Attended a Municipal Planning Commission meeting with another upcoming meeting on Oct. 9.

**Councillor Vang**

- Sept. 30 & Oct. 1 – Attended the Mayor & Councillor Election Candidates Forums
- Oct. 4 – Attended the Crossfield Fall Farmers Market

**242-2025**

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

**CARRIED**

**8. ADMINISTRATIVE UPDATE**

8.1 Monthly Administrative Update

**243-2025**

**MOVED by Councillor Lambert that the Administrative Update be accepted as presented.**

**CARRIED**

8.2 Outstanding Items List

**244-2025**

**MOVED by Deputy Mayor Brennan that the Outstanding Items list be accepted as presented.**

**CARRIED**

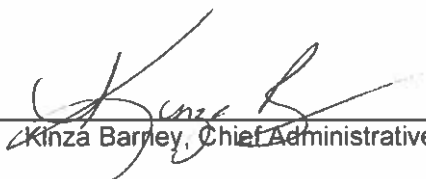
**9. ADJOURN**

**245-2025**

**MOVED by Councillor Fox that the Council meeting adjourn at 9:29 p.m.**

**CARRIED**

  
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Mayor Harris

  
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Kinza Barney, Chief Administrative Officer