



Council Organizational Meeting Minutes

Tuesday, October 28, 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

1. CALL TO ORDER

Chief Administrative Officer Barney called the meeting to order at 6:02 p.m.

2. SWEARING IN OF NEW COUNCIL

CAO Barney proceeded with swearing in Kim Harris as Mayor

Mayor Harris then took over chair of the meeting and proceeded to swear in Council members and Deputy Mayor.

3. MAYOR'S OPENING REMARKS

Mayor Harris delivered welcoming and opening remarks to the new council members as follows:

Welcome Craig, Justin Luke, Dawn, Logan and Mike.

I am honoured to begin this journey with each of you as we serve the community of Crossfield together. I'm genuinely looking forward to working alongside all of you to do great things for our town.

As we settle into our roles, there's important work ahead of us that needs to be completed. While we each have one vote, we are first and foremost a team. No matter the outcome of any decision, our collective

commitment for what is best for Crossfield and its residents remains our guiding principle.

I want to acknowledge that we have an amazing staff supporting us in this work. They are dedicated professionals who care deeply about our community, and their support will be invaluable as we move forward. I especially want to highlight Kinza, our exceptional CAO. Her leadership and expertise are tremendous assets to Council, and I cannot stress enough how important open communication with the CAO will be to our success.

As we begin our work together, let's commit to moving forward with good debate, mutual respect for one another, and respect for the process of Council. Healthy discussion and diverse perspectives make us stronger, and I believe that by embracing both, we can honor the responsibility our residents have placed in us.

My hope is that we will be the best Council Crossfield has ever had. Together, I know we can achieve great things for our community.

Now Let's roll up our sleeves and get to work!

4. LAND ACKNOWLEDGMENT

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

5. AGENDA

246-2025

MOVED by Councillor Brennan that the agenda of the October 28, 2025 Organizational Council meeting be accepted as presented.

CARRIED

6. APPOINTMENT OF DEPUTY MAYOR AND ROTATION SCHEDULE REVIEW

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

247-2025

MOVED by Councillor Knight that Council implement an eight-month rotational schedule for the appointment of the Deputy Mayor, with each Councillor serving one term, and that Councillor Gustafson be appointed as Deputy Mayor for the term of October 2025 to June 2026.

CARRIED

7. ESTABLISHMENT OF COUNCIL MEETING DATES AND TIMES

248-2025

MOVED by Councillor Knight that Town of Crossfield Council meetings continue to be held in Council Chambers located at 900 Mountain Avenue, and that Council approve changing the Council meeting start time from 7:00 p.m. to 6:00 p.m., effective November 4, 2025, with all future meeting schedules updated accordingly; and further, that the 2026 Council Meeting Calendar, with meetings scheduled on the first and third Tuesday of each month, be accepted as presented.

CARRIED

8. COUNCIL SEATING ARRANGEMENTS

Council agreed with the Council seating arrangements with the Deputy Mayor to the Mayors right and CAO Barney to her left.

9. BOARD APPOINTMENTS

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

Board & Committees	Meeting Frequency	Board/Committee Description	Council Rep & Alternate
Alberta Mid-size Town's Mayor Caucus	Monthly	The Alberta Mid-Size Towns Mayor Caucus represents towns with populations between 1,000 and 14,999. The Caucus advocates to the government on common issues and funding opportunities, promoting the interests of mid-sized communities.	Mayor Harris
Crossfield & District Recreation Board	Last Monday in March & Oct. 7 p.m. Meetings held at: Town Office	The Crossfield & District Recreation Board supports local recreation and cultural programs by reviewing funding requests, considering public input, and advising Town Council on related projects and policies. The Board provides recommendations but cannot make financial commitments on behalf of the Town.	Councillor Gustafson Councillor Knight A* - Councillor Neilsen
Marigold Library Board	Quarterly Jan, April, Aug & Nov. 9:30 a.m. Meetings held at: Via zoom (Jan & Nov) & in person (Apr. & Aug.) at Marigold Library System B 1000 Pine Street Strathmore AB T1P 1C1	The Marigold Library Board is a volunteer board that governs the Marigold Library System under the Alberta Libraries Act, Regulation and System Agreement. It sets policies for governance, advocacy and system operations. The Board includes one trustee from each of its 42 member municipalities.	Councillor Brennan A* - Councillor Benson
Mountain View Regional Water Services Commission (MVRWSC)	Monthly 2 nd Wed. 9 – 11:30 a.m. Meeting held at: Anthony Hendy Water Plant 35566 Rge Rd 10 Red Deer County T4G 0H5	The Mountain View Regional Water Services Commission (MVRWSC) operates the Anthony Hendy Water Treatment Plant, supplying water to Innisfail, Bowden, Olds, Didsbury, Carstairs, and Crossfield. Governed by a board of one council member from each community and an independent administrator, the Commission sets policy, oversees operations, and ensures regulatory compliance.	Councillor Knight A* - Councillor Cosh
Municipal Planning Commission (MPC)	As needed weekdays 9 a.m. Meetings held at: Council Chambers	The Municipal Planning Commission (MPC) reviews development permit applications that request variances, relaxations, or other discretionary considerations, and carries out related duties under the Land Use Bylaw and applicable legislation.	Councillor Nielsen A* - Councillor Cosh
Rocky View Foundation Board (RVF)	Monthly 4 th Wed. 3 p.m. Meetings held at: Foundation Head Office # 103, 58 Gateway Drive NE, Airdrie, AB T4B 0J6	The Rocky View Foundation provides affordable housing for seniors and low-income residents in the region. Its Board includes representatives from Airdrie, Beiseker, Cochrane, Crossfield, Irricana, and Rocky View County. In Crossfield, the Foundation operates Rocky View Lodge and Dr. Whillans Manor.	Councillor Benson A* - Mayor Harris
Subdivision & Development Appeal Board (SDAB)	As needed Weekdays 9 a.m. Meetings held at: Council Chambers	The Subdivision and Development Appeal Board handles subdivision and development appeals and carries out related duties assigned by legislation or Council bylaws.	Councillor Cosh A* - Councillor Brennan
Town of Crossfield/Rocky View County Intermunicipal Committee (IMC)	Quarterly 11 a.m. – 1 p.m. Meetings held at: Alternates between the Town Office and Rocky View County Office	The IMC reviews regional issues and advises each municipality's Council on coordinated decisions, including planning, shared services, and joint projects.	Councillor Benson Mayor Harris

249-2025

MOVED by Deputy Mayor Gustafson that the 2025- 2026 Council board and committee appointments be accepted as discussed.

CARRIED

10. CAO ORGANIZATIONAL OVERVIEW

CAO Barney provides Council with a verbal organizational overview.

250-2025

MOVED by Councillor Knight that the organizational overview be accepted as presented.

CARRIED

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

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

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

251-2025

MOVED by Councillor Nielsen that that Council authorize an extension of the Council orientation period under section 201.1 subsection (1)(b) of the Municipal Government Act for up to 90 days.

CARRIED

12. UPCOMING TRAINING/IMPORTANT DATES

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

12.1 Council Orientation Oct. 29

The next session of Council Orientation will take place tomorrow from 1:00 to 5:00 p.m. in Council Chambers. CAO Barney will provide a presentation on Council roles and an overview of Town services, followed by a presentation from the Finance Team on municipal finance, administration, and budgeting. A brief training session on eScribe, the Council agenda and meeting platform, will also be included.

12.2 Local Authority Elected Official (LAEO) course (required training - must be completed by January 31, 2026)

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

The Alberta Municipalities (ABmunis) Fall Convention provides an opportunity for municipal leaders to collaborate, exchange ideas, and discuss solutions to common municipal challenges. ABmunis represents Alberta's municipalities, including summer villages, villages, towns, cities, and specialized municipalities.

Convention registration and hotel accommodations have been arranged for all members of Council arriving November 11 and departing November 14. Administration is asking members of Council to please confirm their availability by October 31.

12.4 Q1-2026 Council Retreat

Administration is preparing for an upcoming Council Retreat scheduled for the first quarter of 2026. An external facilitator will be engaged to lead the strategic planning session, and Council's availability during weekdays and weekends from January to March will need to be confirmed. In the coming weeks administration will circulate an email to all members of Council requesting their availability.

13. ADJOURN

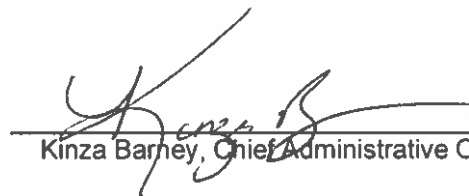
252-2025

MOVED by Councillor Knight that the Council organizational meeting adjourn at 7:00 p.m.

CARRIED



Mayor Harris



Kinza Barney, Chief Administrative Officer