

February 8, 2023

AGENDA OF A SPECIAL MEETING OF THE COUNCIL OF THE MUNICIPAL DISTRICT OF FAIRVIEW NO. 136, TO BE HELD IN THE COUNCIL CHAMBERS, THE MUNICIPAL DISTRICT OF FAIRVIEW NO. 136 MUNICIPAL OFFICE, FAIRVIEW, ALBERTA, AT 9:00 A.M ON FEBRUARY 8, 2023

9:00 a.m.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. POLICY REVIEW
 - * A. Transportation Services Policies
 - Policy TRN27: Road Classification
 - Policy TRN21: Winter Road Maintenance
 - Policy TRN28: Road Maintenance
 - Policy TRN29: Graveling Program
 - Policy TRN04: Approaches
4. BUDGET
 - A. 2023 Draft Operating Budget
 - B. 2023 Draft Capital Budget

NEXT MEETING

ADJOURNMENT

Attend Electronically: <https://us06web.zoom.us/j/9132361715?pwd=ajU4aHY5QzN0N3JTZnAyL2tBVDVmQT09>
Attend by Phone (long distance charges may apply): 1-587-328-1099

Meeting ID: 913 236 1715

PIN: 123456

February 8, 2023

MINUTES OF A SPECIAL COUNCIL MEETING OF THE COUNCIL OF THE MUNICIPAL DISTRICT OF FAIRVIEW NO. 136, HELD IN COUNCIL CHAMBERS, THE MUNICIPAL DISTRICT OF FAIRVIEW NO. 136 MUNICIPAL OFFICE, FAIRVIEW, ALBERTA, ON FEBRUARY 8, 2023 COMMENCING AT 9:00 A.M.

PRESENT AT THE MEETING:

COUNCIL MEMBERS PRESENT:

John Przybylski	Councillor
Joshua Hostetler	Councillor
Nolan Robertson	Councillor
Phil Kolodychuk	Reeve
Dalen Richardson	Councillor

REGRETS:

OTHERS IN ATTENDANCE:

Robert Jorgensen	Chief Administrative Officer
Lyndsey Lawrence	Director, Legislative Services/Development Officer
Darren Gnam	Public Works Foreman
Kevin Morrison	Director, Public Works

CALL TO ORDER

Reeve Kolodychuk called the meeting to order at 9:03 a.m.

AGENDA

AGENDA

MOTION #23-053 **Moved that Council adopt the agenda for the February 8, 2023 Special Council Meeting as presented.**

CARRIED.

POLICY TRN27 – ROAD CLASSIFICATION

POLICY REVIEW – TRANSPORTATION SERVICES

Council reviewed the proposed template for Policy TRN 27 – Road Classification.

Policy TRN 27 will separate road classification from assignment of service level; service level will be determined in related policies, respective to the service provided (grading, gravelling, winter road maintenance etc.).

The road classes, and general priority, shall be as follows:

- Collector Roads,
- Residential Roads,
- Field Access Roads,
- Recreational Roads, and
- Provincial Highways.

The Department of Public Works will develop a map classifying each road, which will be provided to Council for consideration.

Once a class has been designated to a particular road, an application for amendment will be required to change the classification, which will take into

account a number of factors. The Application, if not brought by Council or Administration, will need to be accompanied by an Application Fee and all costs associated with the Application will be assumed by the Applicant.

Further, there must be policies addressing development with access from Field Access Roads or Recreational Roads that may change the classification of the road (and associated maintenance costs); the Land Use Bylaw No. 876 will need to be amended to ensure consistency (development on a Field Access Road or Recreational Road may need to be classified as a discretionary use, requiring Council consideration).

Council recessed at 10:12 a.m.

Council resumed at 10:25 a.m.

**POLICY TRN21 –
WINTER ROAD
MAINTENANCE**

Council reviewed the proposed template for Policy TRN21 – Winter Road Maintenance.

The general priority established in Policy TRN27 will provide the foundation for a more specified priority, listed as follows:

- School bus routes,
- Collector Roads, roads with particularly hazardous physical features,
- Airport, and
- Residential Roads.

Recreational Roads and Field Access Roads shall be maintained on request at the discretion of the Department of Public Works (with as much advanced notice as possible). Further, there shall be a requirement that the road subject to the request is being utilized to such an extent that winter road maintenance is required. If approved, the Municipality shall make reasonable efforts to provide maintenance as requested.

The Municipality will not adopt a threshold of accumulation for commencement of snow removal operations. Policy TRN21 will set a timeframe (4 days), with qualifying statements, for the removal of snow following a snow event.

Policy TRN21 will provide authorization to the Department of Public Works in consultation with the CAO, to change operational hours at their discretion following a snow event. Further, Policy TRN21 will provide authorization to suspend winter road maintenance authorizations, excepting an emergency, if the health and safety of employees is at risk. Lastly, Policy TRN21 will provide authorization to contract external resources to assist following a snow event.

Policy TRN21 will maintain status quo regarding winter maintenance of private driveways – the Municipality will not provide winter maintenance of private driveways.

The Municipality will make reasonable efforts to minimize windrows/berms left by winter road maintenance operations.

The Municipality will place snow on vacant lots, road allowances, and municipality owned property in the hamlets (not residential lots). Further, the Municipality will consider sweeping deposits of gravel in the Spring/Summer on an as-needed basis.

**POLICY TRN28 –
ROAD
MAINTENANCE**

Council reviewed the proposed template for Policy TRN28 – Road Maintenance.



With regards to road maintenance during the Spring, Summer and Fall, Policy TRN28 will assign each road class its own level of service, as follows (listed in the order of priority):

- Collector Roads: Once every two to four weeks (if required), with additional maintenance as needed;
- Residential Roads: Once every four to six weeks (if required), with additional maintenance as needed;
- Field Access Roads: On an as-needed basis, at the discretion of the Department of Public Works.
- Recreational Roads: On an as-needed basis, at the discretion of the Department of Public Works.

Council recessed at 11:40 a.m.

Council resumed at 12:42 p.m.

In terms of requests for additional gravel road maintenance, Policy TRN28 must provide adequate discretion to the Department of Public Works to respond flexibly and in a cost-effective manner.

Policy TRN28 will require road inspections to be completed on a continuous and planned basis, with additional inspections completed upon receipt of complaint or request. Administration shall ensure that inspections are completed in a cost-effective and efficient manner, taking into consideration operator availability, vehicle or equipment use, and operational convenience.

**POLICY TRN29 –
GRAVELLING
PROGRAMS**

Council reviewed the proposed template for Policy TRN29 – Road Maintenance.

Policy TRN29 shall include general provisions guiding the application of gravel to municipal roads. Further, should external resources be contracted, they shall comply with said guidelines and the Department of Public Works shall monitor the application of gravel to ensure compliance and control the quality of services provided.

Policy TRN29 will establish a 5-year rotational gravelling program. Collector Roads and Residential Roads receiving gravel (if required) at least once every five years, with additional gravel applications on an as-needed basis (as determined by the Department of Public Works). Better quality gravel, dependent on availability, shall be used for Collector roads. Field Access Roads and Recreational Roads shall be gravelled on an as-needed basis.

All classes of municipal roads, including Field Access and Recreational Roads, shall be inspected annually, to determine whether or not a particular road (or section thereof) has been gravelled. Department of Public Works shall develop a general standard (with deference to discretion) that must be met regarding the road condition that the Municipality should endeavour to meet for Field Access Roads and Recreational Roads.

The Department of Public Works will develop an annual gravel program for Council approval and inclusion in the budget. Requests for gravel not in the approved gravel program, shall be addressed at the discretion of the Department of Public Works, having taken into consideration the general standard for the class of road and the result of an inspection.

The TRN29 shall provide authorization to the Department of Public Works, in consultation with the CAO, to contract external resources, to supplement the municipal capacity to complete the annual gravel program (as well as additional requests for gravel not included in the approved gravel program), within the constraints of the budget.



Administration shall direct MMSA to prepare a map of the annual gravel program—this is to be used internally by employees and provided to Council for their reference. It will be made available to the public on request.

Council recessed at 1:48 p.m.

Council resumed at 2:01 p.m.

**POLICY TRN04 -
APPROACHES**

Council reviewed the proposed template for Policy TRN04 – Approaches.

The Municipality will continue to provide one approach from a developed municipal road (and adequate culvert, if necessary) per quarter section, or part thereof (if naturally severed or severed by a road/railway). Placement of approach and culvert size shall be at the discretion of the Director of Public Works. The Municipality assumes all costs associated with the same.

Additional approaches shall be subject to the approval of Council. If additional approaches are approved, it must be constructed to municipal standard. All costs associated with construction of additional approaches are assumed by the Applicant and will include, but not be limited to: culvert (if necessary), material, equipment and manpower (determined by the current edition of the Alberta Road Builder Guide). If the Applicant undertakes the construction, confirmation of adequate WCB coverage, Comprehensive General Liability Insurance and Alberta One-Call completion must be provided to the Municipality.

The Department of Public Works shall develop standards that must be met for approaches of each type of use (residential, field access, etc.).

All requests for relocation of approaches shall be at the discretion of the Department of Public Works. If approved, the approach must be constructed to municipal standard and the Applicant will assume all costs associated with the same including, but not limited to: culvert (if necessary), material, equipment and manpower (determined by the current edition of the Alberta Road Builder Guide). If the Applicant undertakes the construction, confirmation of adequate WCB coverage, Comprehensive General Liability Insurance and Alberta One-Call completion must be provided to the Municipality.


Landowner requests for upgrading of an existing approach to municipal standards will be accepted by the Municipality as a service request. Requests for upgrading of an existing approach will be prioritized at the discretion of the Department of Public Works, based on assessment of service life of the existing approach (largely determined based on the life expectancy of the culvert, surface water management considerations) and risk posed to health, safety or property. If the Applicant wishes to undertake the upgrading of the approach they must obtain approval from the Department of Public Works, and confirmation of adequate WCB coverage, Comprehensive General Liability Insurance and Alberta One-Call completion must be provided to the Municipality. The Applicant must construct the approach to municipal standard and assume all costs associated with the same including, but not limited to: culvert (if necessary), material, equipment and manpower.

Unauthorized approaches shall be referred to Council for decision.

Policy TRN04 will mandate that approaches to subdivisions be constructed in accordance with Land Use Bylaw No. 876.

Darren Gnam and Kevin Morrison left the meeting at 3:46 p.m.

BUDGET



**2023 DRAFT
CAPITAL BUDGET**

Council reviewed the 2023 Draft Capital Budget.

Council removed the purchase of a used plow truck and directed \$50,000.00 to Public Works Capital Reserve for the future purchase of a new plow truck.

MOTION #23-054 **Moved that Council approve the 2023 draft
Councillor Robertson** **Capital Budget of \$6,524,432.00 (subject to
receipt of grant funds), with the above-noted
revision.**

CARRIED.

**2023 DRAFT
OPERATING
BUDGET**

Council reviewed the 2023 Draft Operating Budget.

Council removed the purchase of \$25,000.00 for aerial photographs of the Municipality.

Next Council Meeting is scheduled for February 14, 2023 at 9:00 a.m.

**COUNCIL
MEETING**

ADJOURNMENT

Reeve Kolodychuk adjourned the meeting at 4:30 p.m.



Reeve Kolodychuk



Chief Administrative Officer