

November 28, 2023

AGENDA OF A 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 9:30 A.M. ON NOVEMBER 28, 2023.

- 9:00 a.m.
1. CALL TO ORDER
 2. ADOPTION OF AGENDA
 3. ADOPTION OF MINUTES
 - * A. Council Meeting Minutes – November 14, 2023
 4. FINANCE
 - * A. Statement of Operations to November 15, 2023
 5. STAFF REPORTS
 - * A. Chief Administrative Officer Report
 - * B. Director of Public Works Report
 6. COUNCILLOR CONCERNS
 7. DELEGATIONS
 8. DEVELOPMENT & SUBDIVISIONS
 9. COMMITTEE/BOARD REPORTS
 10. OLD BUSINESS
 - * A. Pending Report – November 14, 2023
 - * B. Bylaw No. 1007/COUNCIL/2023 – Fairview Day Care and Playschool Society Loan
 - * C. Transportation Services Policy Review
 - Policy TRN27: Road Classification
 - Policy TRN21: Winter Road Maintenance
 - Policy TRN28: Road Maintenance
 - Policy TRN29: Graveling Program
 - Policy TRN04: Approaches
 - * D. Organizational and Compensation Review – Results and Award
 11. NEW BUSINESS
 - * A. Appointment of Fairview Library Board Member at Large
 - * B. Economic Development for Elected Officials Course
 - * C. CN Railway Surplus Lands
 - * D. Northern Women in Agriculture Conference – Request for Funding
 - * E. Joint meeting with Peace River School Division Board of Trustees
 - * F. Brownlee LLP Emerging Trends in Municipal Law Seminar
 - * G. Fairview Pioneer Museum – Request for Funding
 12. INFORMATION ITEMS
 - * A. VSI Services (1980) Ltd. – Contract Extension
 13. NEXT MEETING
 - A. Council Meeting – December 12, 2023 at 9:00 a.m.
 14. CLOSED SESSION
 - A. Closed per Section 21(1) of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, C. F-25.
 15. 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

November 28, 2023

MINUTES OF A 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 NOVEMBER 28, 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

CALL TO ORDER

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

AGENDA

AGENDA

Revision:

Item 11E be revised to read as follows: "Joint Meeting with Peace River School Division Board of Trustees"

Addition:

Item 14A: Closed Session - Closed per Section 21(1) of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, C. F-25.

MOTION #23-538

Councillor Przybylski

Moved that Council adopt the agenda for the November 28, 2023 Council Meeting, as amended.

CARRIED.

ADOPTION OF MINUTES

MINUTES

On page 1, under the Finance heading, the sentence should read as follows:

"The Director of Corporate Services and Finance, Dennesha Ferguson, joined the meeting at 9:20" a.m.

Motion #23-527 to be revised such that it reads:

"Moved that Council approve a 3.55% grid adjustment for a Cost of Living Adjustment (COLA)"

Motion #23-528 to be revised such that it reads:

"Moved that Council defer the decision on the Cost of Living Adjustment (COLA) until the organizational and compensation review has been completed."

Under the Councillor Concerns heading, the reference to "Range 11 Bridge" must be revised such that it reads "Range Road 11 Bridge."

MOTION #23-539 **Moved that Council approve the November 14,**
Councillor Hostetler **2023 Council Meeting Minutes, as amended.**
CARRIED.

FINANCE

STATEMENT OF OPERATIONS

Director of Corporate Services and Finance, Dennesha Ferguson, joined the meeting at 9:10 a.m.

The Statement of Operations to November 15, 2023 was provided for Council's review. Attached as Schedule "A."

Director of Public Works, Kevin Morrison, and Public Works Foreman, Darren Gnam, joined the meeting at 9:15 a.m.

MOTION #23-540 **Moved that the Statement of Operations to**
Councillor Przybylski **November 15, 2023 be accepted as presented.**
CARRIED.

STAFF REPORTS

DIRECTOR, PUBLIC WORKS REPORT

Director of Public Works, Kevin Morrison, presented his report to Council.

MOTION #23-541 **Moved that Council receive the Director of**
Councillor Robertson **Public Works' report as presented.**
CARRIED.

Kevin Morrison, Darren Gnam and Dennesha Ferguson left the meeting at 9:52 a.m.

CAO REPORT

The Chief Administrative Officer, Robert Jorgensen, presented his report to Council.

MOTION #23-542 **Moved that Council receive the Chief**
Councillor Robertson **Administrative Officer's report as presented.**
CARRIED.

COUNCILLOR CONCERNS

Councillor Richardson expressed concerned regarding the lack of communication with affected ratepayers regarding the Disaster Recovery Program. Further, he advised that it would be beneficial for an in-person meeting between the municipally contracted DRP consultant, key municipal representatives and the affected ratepayer. Lastly, Councillor Richardson queried whether the Municipality is aware of any planned proactive monitoring by the Fairview Volunteer Fire Department of potential hotpots remaining from the 2023 wildfires.

Councillor Kolodychuk inquired about the status of the Range Road 11 bridge that has failed and is temporarily closed. CAO Jorgensen confirmed that it will remain closed pending funding. Further, Councillor Przybylski expressed concerned about potential additional damage which may be sustained by the structure due to Spring runoff.

Reeve Kolodychuk was notified by a concerned ratepayer that they are organizing a meeting among different organizations to discuss potential solutions to persistent societal issues including, but not limited to: mental health, addiction, homelessness etc.

DELEGATIONS

DELEGATION

There were no delegations.

DEVELOPMENT & SUBDIVISIONS

**DEVELOPMENT/
SUBDIVISION**

There were no developments or subdivisions.

COMMITTEE/BOARD REPORTS

Councillors reported on the following Board/Committee meetings they attended from November 14, 2023 to November 27, 2023:

- Councillor Przybylski: November 22, 2023: Joint Council Meeting with Clear Hills County and M.D. of Peace No. 135
- Reeve Kolodychuk: November 15, 2023: Agricultural Service Board
November 17, 2023: Northern Alberta Elected Leaders
November 20, 2023: Health Professional Enhancement Committee
November 20, 2023: Fairview Medical Clinic Operating Society
November 22, 2023: Joint Council Meeting with Clear Hills County and M.D. of Peace No. 135
- Councillor Richardson: November 16, 2023: Fairview Library Board
November 22, 2023: Joint Council Meeting with Clear Hills County and M.D. of Peace No. 135
November 24, 2023: Peace Library Systems
- Councillor Hostetler: November 22, 2023: Joint Council Meeting with Clear Hills County and M.D. of Peace No. 135
November 27, 2023: E.E. Oliver Joint Operating Committee
- Councillor Robertson: November 15, 2023: Agricultural Service Board
November 22, 2023: Joint Council Meeting with Clear Hills County and M.D. of Peace No. 135
November 23, 2023: Fairview Co-Op Seed Cleaning Plant
November 27, 2023: E.E. Oliver Joint Operating Committee

MOTION #23-543 **Moved that Council accept the Committee/Board
Councillor Robertson Reports as presented.**

CARRIED.

Council recessed at 10:54 a.m.

Council resumed at 11:00 a.m.

OLD BUSINESS

PENDING REPORT

MOTION #23-544 **Moved that Council accept the November 14,
Councillor Richardson 2023 Pending Report as presented.**

CARRIED.

**BYLAW NO.
1007/COUNCIL/
2023 – FAIRVIEW
DAY CARE AND
PLAYSCHOOL
SOCIETY LOAN**



four (4) days following a snowfall event. Multiple snowfall events may alter the snow clearing cycle and require extended hours or days to complete. Ice accumulation, extreme cold and/or other extreme, adverse weather conditions will delay operations and extend the amount of time it takes to clear Municipal roads.”

Renumber section 2.0 as required.

MOTION #23-547 **Moved that Council adopt Policy TRN21 – Winter
Councillor Przybylski Road Maintenance, as amended.**
CARRIED.

Council reviewed Policy TRN 28 – Road Maintenance.

Revise section 2.5 such that it reads as follows:

The following guidelines shall inform municipal gravel road maintenance, to the greatest extent that is reasonably possible:

- (a) Roads are to be cut and shaped to maintain a uniform crown of 3-5%. Crown is to be maintained through intersections and feathered back, as required.
- (b) A sufficient number of passes will be made to ensure grading of the entire width of the road.
- (c) Roads will be graded in a planned, orderly manner. Each section of road graded will not exceed 3.2 kilometers (2 miles) in length unless it is a through road with no yield or stop signs, which can be graded in sections not to exceed 9.6 kilometers (6 miles) in length.
- (d) A windrow shall not be left on a roadway overnight, without the installation of barricades and/or posting of signage to ensure clear visibility of the hazard created. Further, extra care shall be taken to ensure that a windrow is not left in an intersection in such a manner that it poses a hazard to approaching motorists.
- (e) Roads are to be cut and shaped to remove larger rocks, potholes, washboards and ruts. Blading will be conducted to keep shoulders free of grass and ridges and to maintain super elevations on curves.
- (f) Grading of roads will be conducted when moisture conditions are deemed favourable by the Department of Public Works.
- (g) Roads may be packed, as required, to maintain a firm surface.

Remove section 3.1(h).

MOTION #23-548 **Moved that Council adopt Policy TRN 28 – Road
Councillor Richardson Maintenance, as amended.**
CARRIED.

Council reviewed Policy TRN 29 – Graveling Program.

In section 1.2, revise the Graveling Frequency for Recreational Road and Field Access Road to read as follows:

“As-needed, subject to budgetary constraints”

Remove section 6.1(f).

MOTION #23-549 **Moved that Council adopt Policy TRN29 –
Councillor Robertson Graveling Program, as amended.**
CARRIED.



Council reviewed Policy TRN04 – Approaches.

MOTION #23-550 **Moved that Council defer discussion of Policy
Councillor Robertson** **TRN04 – Approaches to the next meeting of
Council.**

CARRIED.

MOTION #23-551 **Moved that Council schedule a Special Council
Councillor Robertson** **Meeting (Policy Review) for January 15, 2023 at
9:00 a.m.**

CARRIED.

Darren Gnam and Kevin Morrison left the meeting at 12:55 p.m.

**ORGANIZATIONAL
AND
COMPENSATION
REVIEW –
RESULTS AND
AWARD**

MOTION #23-552 **Moved that Council defer the awarding of the
Councillor Richardson** **Request for Proposal No. ADM-01-23 for the
Organizational and Compensation Review,
pending completion of reference checks.**

CARRIED.

NEW BUSINESS

**APPOINTMENT OF
FAIRVIEW
LIBRARY BOARD
MEMBER AT
LARGE**

MOTION #23-553 **Moved that Council appoint Andrea Kolodychuk
Councillor Robertson** **as a Municipal District of Fairview No. 136
Member at Large on the Fairview Library Board
for a three year term ending October, 2026.**

CARRIED.

**ECONOMIC
DEVELOPMENT
FOR ELECTED
OFFICIALS
COURSE**

MOTION #23-554 **Moved that Council direct Administration to
Councillor Hostetler** **investigate the Economic Development for
Elected Officials course, and to provide further
information to Council at a future meeting.**

CARRIED.

**CN RAILWAY
SURPLUS LANDS**

MOTION #23-555 **Moved that Council accept the email
Councillor Robertson** **correspondence from CN Railway regarding sale
of surplus lands as information.**

CARRIED.

**NORTHERN
WOMEN IN
AGRICULTURE
CONFERENCE –
REQUEST FOR
FUNDING**

MOTION #23-556 **Moved that Council provide a \$500.00 grant to
Councillor Richardson** **Peace Country Beef and Forage Association to**

assist with the costs associated with the Northern Women in Agriculture Conference that will be hosted in Fairview on January 19, 2024.
CARRIED.

**JOINT MEETING
WITH PEACE
RIVER SCHOOL
DIVISION BOARD
OF TRUSTEES**

MOTION #23-557
Councillor Hostetler

Moved that Council permit any Councillor and the CAO to attend the Peace River School Division Board of Trustees Joint Municipalities Meeting.

CARRIED.

**BROWNLEE LLP
EMERGING
TRENDS IN
MUNICIPAL LAW
SEMINAR**

MOTION #23-558
Councillor Przybylski

Moved that Council permit any Councillor, the CAO and the Director of Legislative Services to attend the Brownlee LLP Emerging Trends in Municipal Law Seminar on February 15, 2024 by virtual means.

CARRIED.

**FAIRVIEW
PIONEER
MUSEUM –
REQUEST FOR
FUNDING**

MOTION #23-559
Councillor Richardson

Moved that Council defer the discussion regarding the Fairview Pioneer Museum Committee's request for financial assistance to the next Council as a Whole Committee Meeting (budget) meeting.

CARRIED.

INFORMATION ITEMS

Council was presented with the following information for review:

- a. VSI Services (1980) Ltd. – Contract Extension

MOTION #23-560
Councillor Robertson

Moved that Council accept the information items as presented.

CARRIED.

**NEXT COUNCIL
MEETING**

Next Council Meeting is scheduled for December 12, 2023 at 9:00 a.m.

CLOSED SESSION

Council invited CAO Jorgensen and Lyndsey Lawrence to remain in the closed session for consideration of Agenda Item 14A.

MOTION #23-561
Councillor Przybylski

Moved that Council close the meeting at 1:09 p.m. to the public for:

- Agenda Item 14A – Closed per Section (1) of the FOIP Act, R.S.A. 2000, c. F-25.

CARRIED.

MOTION #23-562
Councillor Robertson

Moved that Council open the meeting to the public at 1:11 p.m.

Council recessed at 1:11 p.m. to allow for the return of the public.

Council resumed at 1:16 p.m.

ADJOURNMENT

Reeve Kolodychuk adjourned the meeting at 1:16 p.m.



Reeve Kolodychuk



Chief Administrative Officer

Municipal District of Fairview No. 136
Statement of Operations
Period Ending November 15, 2023

	2023 Budget	2023 YTD	2022 Actual	Budget Variance
REVENUES				
Municipal taxes	6,467,260	6,600,543	6,577,874	133,283
Tax requisition	(1,118,048)	(798,365)	(1,107,120)	319,683
User fees and sale of goods	465,729	432,685	458,302	(33,044)
Other Recoveries	1,500	268,799	1,500	267,299
Government transfers - operational	265,683	308,023	194,795	42,340
Government transfers - other recoveries	116,326	25,164	67,013	(91,162)
Investment income	77,927	268,653	157,727	190,726
Total Revenues	6,276,377	7,105,502	6,350,092	829,125
EXPENSES				
Administration	1,059,905	937,852	1,021,906	(122,053)
Agriculture service board	608,251	414,120	334,646	(194,131)
Airport	143,843	112,351	139,893	(31,492)
Cemeteries	42,608	33,372	34,003	(9,236)
Culture and library	100,500	80,150	88,698	(20,350)
Family community support services	40,250	29,523	35,182	(10,727)
Fire Protection	101,200	377,488	70,258	276,288
Gravel	564,418	418,356	600,312	(146,062)
Grading	853,061	603,244	777,866	(249,817)
Land use planning and development	121,791	134,855	115,496	13,064
Legislative	297,380	153,956	255,238	(143,424)
Parks and recreation	385,103	348,080	366,287	(37,023)
Protective services	117,163	111,042	97,677	(6,121)
Public works	1,766,102	1,440,348	1,438,807	(325,754)
Utilities and Environmental Services				-
Waste management	153,000	154,598	160,393	1,598
Wastewater treatment and disposal	164,086	140,006	134,910	(24,080)
Water supply and distribution	292,667	271,771	277,304	(20,896)
Estimated expenses to December 31, 2023		500,000		500,000
Expenses, before other transactions	6,811,328	6,261,110	5,948,875	(550,218)
Revenue (deficit) over expenses	(534,951)	844,391	401,217	1,379,342
Amortization		1,400,000	1,341,898	1,400,000
Gravel inventory adjustment	500,000	349,534	296,569	(150,466)
Bad debt and disposal loss (gain)	(67,500)		65,328	67,500
Surplus (deficit) before transfers	(987,451)	(905,143)	(1,302,577)	62,308
Revenue transfers				
Government transfers - capital	2,392,958	2,100,413	769,985	(292,545)
Transfer from Reserves	1,389,145			(1,389,145)
Expense transfers				
Transfer to reserves	2,234,768	63,544		(2,171,224)
Transfer to capital	579,884			(579,884)
End of year surplus (deficit)		1,131,726	(532,592)	1,131,726
Accumulated surplus (deficit), start of year			30,801,440	
Accumulated surplus (deficit), end of year		1,131,726	30,268,848	
Capital Acquired in 2023		58,427		58,427
Capital Applied in 2023		1,481,337		1,481,337

Amounts highlighted in green are approximates to December 31, 2023

Municipal District of Fairview No. 136
Statement of Operations - Expense Summary by Category
Period Ending November 15, 2023

Category	2023_Budget	2023_Actual YTD	2022_Actual YTD
Accounting and legal services	72,500	57,761	88,585
Advertising and publication	39,125	17,691	32,989
Amortization	-	-	1,341,898
Bad debt and disposal loss (gain)	- 66,500	- 3	69,059
Chemicals	56,500	9,704	95,994
Compensation and benefits	2,548,737	2,231,610	2,298,931
Contracted services	1,786,066	1,025,675	864,365
Employee gift and recognition	10,000	8,056	10,929
Fees, bank charges and interest	5,100	3,299	4,968
Fire management	1,200	320,511	-
Freight and postage	22,450	23,007	19,981
Fuel	738,000	514,655	739,006
Grants and contributions	623,812	520,178	546,022
Gravel inventory adjustment	-	349,534	296,569
Insurance	95,960	74,196	92,260
Lease and rental	23,750	17,419	17,591
Licenses and permits	3,500	2,882	3,317
Minor equipment	6,000	-	3,057
Miscellaneous expenses	7,300	1,334	28,521
Property and assessment services	68,000	57,890	66,230
Protective services	75,013	73,513	57,697
Reclamation	-	-	78,721
Repairs and parts	266,200	210,159	211,642
Road, bridges, and culverts	175,800	132,802	129,858
Supplies and tools	79,900	79,589	59,233
Tax requisition	1,118,048	798,365	1,107,120
Telephone and communication devices	53,200	39,775	47,665
Training and development	65,265	40,724	16,771
Travel, meetings, conference and memberships	297,750	150,716	251,651
Utilities	189,200	147,967	179,160
Grand Total	8,361,876	6,909,009	8,759,789

Will have year end adjustments

One Qtr pending

These values do not include any estimated projections.

Municipal District of Fairview No. 136
Statement of Financial Position
As at October 31, 2023

	2023	2022
	\$	\$
FINANCIAL ASSETS		
Cash and temporary investment	5,508,500	7,055,284
Receivables		
Taxes and grants in lieu receivables	1,327,512	1,037,047
Trade and other receivables	1,613,173	1,401,480
Other local governments	-	991,415
Investments	4,587	4,587
	8,453,772	10,489,813
LIABILITIES		
Accounts payable and accrued liabilities	362,308	1,702,439
Deferred contributions	992,058	992,058
Deposit liabilities	200	400
Gravel reclamation liability	321,883	321,883
	1,676,449	3,016,781
NET FINANCIAL ASSETS	6,777,323	7,473,032
NON-FINANCIAL ASSETS		
Tangible capital assets	21,976,137	21,960,387
Inventory for consumption	911,942	736,476
Prepaid expenses	13,459	98,950
	22,901,538	22,795,813
ACCUMULATED SURPLUS (DEFICIT)	29,678,861	30,268,845

2023 #s not fully adjusted

Capital assets and revenues to be recognized

Liabilities and non-fin assets to be adjusted

Cash is relatively low at the present. However, I anticipate that it will increase when funds come in for the fire and the capital projects

Deferred revenue will be recognized in the statement of operations, based on what you have shared, and funding received for this year will be assessed to determine unearned amounts.

Based on what I am aware of, I do not anticipate accounts liabilities more than \$1 million.