



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
VIA GOTOMEETING
Access Code #TBA
February 10th, 2021
3:00 p.m.**

- 1.0 **CALL TO ORDER**
- 2.0 **PUBLIC HEARING - NONE**
- 3.0 **ADDITIONS AND ADOPTION OF AGENDA**
- 4.0 **ADOPTION OF MINUTES**
 - 4.1 January 27th, 2021 – Regular Meeting
- 5.0 **DELEGATIONS - NONE**
- 6.0 **REPORTS**
 - 6.1 Councillor Report – January 31st, 2021
 - 6.2 Millet Fire Department Report – January 1st – January 31st, 2021
 - 6.3 Tax Aging Analysis Report – January 2021 - Director of Finance
 - 6.4 Utility Aging Analysis Report – January 2021 – Director of Finance
- 7.0 **BYLAWS - NONE**
- 8.0 **AGREEMENTS**
 - 8.1 The County of Wetaskiwin No. 10 and the Town of Millet – Usage of East Millet Solid Waste Transfer Station
- 9.0 **CORRESPONDENCE - NONE**

10.0 NEW BUSINESS

- 10.1 Business License 2021 Waiver/Reduction
- 10.2 Millet Library – Line of Credit
- 10.3 Returning Officer and Deputy Returning Officer Appointments
- 10.4 Election Remuneration
- 10.5 Millet in Bloom – Community Garden

11.0 CLARIFICATION OF AGENDA

12.0 CLOSED SESSION

Council will also be discussing privileged information regarding Land therefore, the meeting should go In-Camera, pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26.1 and amendments thereto, and Sections 23, 24, 25 and 27 of the Freedom of Information and Protection of Privacy Act, 1994, Chapter F-18.5 and amendments thereto.

- 12.1 Land
- 12.2 Land

13.0 ADJOURNMENT



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: February 10th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 4.0 – Adoption of Minutes

BACKGROUND/PROPOSAL

Adoption of Minutes

4.1 Minutes of Regular Meeting – January 27th, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the minutes are hereby approved, as presented.



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
VIA GOTOMEETING
ACCESS CODE # 352-747-933
January 27th, 2021
3:00 p.m.

PRESENT:

Present at the online meeting with visual and audio connections were:

- | | |
|----------------------------|--|
| MAYOR | Tony Wadsworth |
| COUNCILLORS | Robin Brooks
Carol Sadoroszney
Mike Storey
Vicki Pyle
Doug Peel
Pat Garrett |
| C.A.O. | Lisa Schoening |
| LEGISLATIVE ASSISTANT | Heather Hughes |
| DIRECTOR OF INFRASTRUCTURE | Lisa Novotny |
| DIRECTOR OF FINANCE | Annette Gordon |
| PRESS | Christina Max (audio only) |
| GALLERY | NONE |

1.0 CALL TO ORDER:

The meeting was called to order by Mayor Wadsworth at 3:00 p.m.

2.0 PUBLIC HEARINGS: NONE

Councillor Sadoroszney arrived at the meeting at 3:01 p.m.

3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res #26/21 Agenda	Moved by Councillor Peel that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended.
	6.2 Director of Development and Infrastructure – Department Report 9.5 Millet PIPS – The Millet Mental Health and Wellness Project

CARRIED

COUNCIL MEETING

FEB 10 2021

ITEM #

4.1

4.0 ADOPTION OF MINUTES:

Res #27/21 Minutes Regular Meeting	Moved by Councillor Brooks that the January 13 th , 2021 Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***5.0 DELEGATIONS: NONE****6.0 REPORTS:**6.1 *Director of Emergency Management Report*6.2 *Director of Development and Infrastructure – Department Report*

Res #28/21 Reports	Moved by Councillor Pyle that the Reports are hereby accepted as presented.
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*CARRIED***7.0 BYLAWS: - NONE****8.0 AGREEMENTS:**8.1 *East West Millet Rural Fire Department Society*

Res #29/21 E/W Millet Rural Fire Department Society	Moved by Councillor Storey that Council approve the agreement between the Town of Millet and East West Millet Rural Fire Department Society effective February 1 st , 2021 as amended.
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*CARRIED***9.0 CORRESPONDENCE:**9.1 *Town of Millet Library Board Minutes – November 24th, 2020*9.2 *Town of Millet Library Board Minutes – December 15th, 2020*9.3 *Town of Millet – Emergency Management Advisory Committee Minutes – January 19th, 2021*9.4 *Leaders of Tomorrow – 2021 Sponsorship Letter*9.5 *Millet PIPS – The Millet Mental Health and Wellness Project*

Res #30/21 Correspondence	Moved by Councillor Garrett that the Correspondence is hereby accepted as information.
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*CARRIED***10.0 NEW BUSINESS: NONE**

11.0 CLARIFICATION OF AGENDA:

Christina Max asked the Director of Development and Infrastructure to clarify the reference in her Report to the installation of solar panels in the new Town Administration office. The Director of Development and Infrastructure advised that these panels were sponsored by John Maude and Susan Quinn Charitable Foundation and Christina Max will be advised when there is an opportunity to obtain some pictures once the solar panel installation is underway.

Christina Max left the meeting at 3:25 p.m.

Res #31/21 Closed Session	Moved by Councillor Storey that Council sit in Closed Session to discuss Items 12.1, 12.2, 12.3, 12.4 and 12.5, pursuant to Sections 23 (1)(a), Section 27 (1)(a) and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 3:26 p.m.
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CARRIED

12.0 CLOSED SESSION:

12.1 Land

12.2 Land

12.3 Land

12.4 Land

Councillor Storey was disconnected from meeting at 4:32 p.m.

Councillor Storey re-connected to meeting at 4:36 p.m.

12.5 Land

Res #32/21 Reconvene	Moved by Councillor Brooks that the Regular Council Meeting reconvene from Closed Session at 4:49 p.m.
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CARRIED

Res #33/21 Millet Agriplex	Moved by Councillor Peel that Council authorize administration to tender the exterior drainage upgrades to the Millet Agriplex.
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CARRIED

13.0 ADJOURNMENT:

The meeting was adjourned at 4:50 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 10th DAY OF FEBRUARY 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: February 10th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 6.0 - Reports

BACKGROUND/PROPOSAL

The following Report has been submitted for Council's information.

- 6.1 Councillor Report – January 31st, 2021
- 6.2 Millet Fire Department Report – January 1st – January 31st, 2021
- 6.3 Tax Aging Analysis Report – January 2021 - Director of Finance
- 6.4 Utility Aging Analysis Report – January 2021 – Director of Finance

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the reports are hereby accepted as information.

COUNCILLOR STOREY REPORT

January 31, 2021

- Jan. 6th -Attended the Special Council Meeting.
- Jan. 13th -Attended the Regular Council Meeting.
- Jan. 20th -Attended the Council Closed Session Committee meeting.
- Jan. 21st -Attended the Water Commission Meeting.
- Jan. 27th -Attended the Regular Council Meeting.

COUNCIL MEETING

FEB 10 2021

ITEM # 6.1



**Millet Fire Department
Call History Report by Date
1/1/2021 - 1/31/2021**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Tue 01/12/2021 17:51	County - Wetaskiwin	2100001	67 Outside Fire	55 Establish safe area	241059 TWP RD 480	15	00:22
Sun 01/17/2021 16:17	County - Wetaskiwin (Extra Hours)	2100002	77 Motor Vehicle Collision	55 Establish safe area	QE II hwy 616	15	01:12
Sun 01/17/2021 17:00	City - Millet	2100003	52 Alarms <i>false</i>	55 Establish safe area	130 pipestone manor	15	00:29
Thu 01/21/2021 07:42	County - Leduc (Extra Hours)	2100004	77 Motor Vehicle Collision	55 Establish safe area	Hwy 2A Twp 482	15	01:25
Thu 01/28/2021 15:20	County - Leduc	2100005	69 Structure Fire	11 Extinguishment by fire service personnel	24365 hwy 616	16	01:07
Thu 01/28/2021 23:14	City - Millet	2100006	67 Outside Fire	55 Establish safe area	139 hillside dr	7	00:19

Total calls for City - Millet:	2
Total calls for County - Leduc:	1
Total calls for County - Leduc (Extra Hours):	1
Total calls for County - Wetaskiwin:	1
Total calls for County - Wetaskiwin (Extra Hours):	1
Total calls:	6
Total Time:	04:54
Avg. Call Attendance:	13.83

COUNCIL MEETING

FEB 10 2021

ITEM # 6.2

tax aging analysis
Excluding auto pay

	Current outstanding	One Year outstanding	Total outstanding
June 2019	218,299.06	112,329.78	415,548.05
June 2020	452,259.97	127,112.45	695,456.27
July 2019	251,171.32	88,034.53	408,449.96
July 2020	326,588.11	113,052.44	553,679.99
Aug 2019	238,626.78	87,199.94	395,070.83
Aug 2020	276,113.41	104,686.37	493,908.20
Sept 2019	228,255.89	85,555.94	382,555.94
Sept 2020	178,037.37	90,683.97	381,102.17
Oct 2019	210,750.50	76,775.38	352,658.28
Oct 2020	230,958.84	88,386.64	431,570.01
Nov 2019	198,961.57	76,294.08	340,388.05
Nov 2020	204,531.41	86,632.13	403,388.07
Dec 2019	173,057.74	66,430.93	304,621.07
Dec 2020	191,777.72	81,663.31	384,187.92
Jan 2020	30,182.00	188,499.62	350,244.95
Jan 2021	-	179,781.35	331,552.94

Analysis:

There was significant progress of payment in January of taxes, 2 significantly large accounts that were to go to tax sale were paid. The reason why there is no amount owing in 2021, is that the penalty was not applied until Feb. 1st. Beginning of February taxes owing is \$393,933.37 due to the penalties on outstanding taxes.

COUNCIL MEETING

FEB 10 2021

ITEM # 6.3

Utility aging analysis

	91+ days outstanding	Total outstanding less current
Feb 2019	12,776.94	30,709.00
Feb 2020	10,017.40	23,046.49
March 2019	6,673.42	58,313.24
March 2020	18,705.52	58,676.78
April 2019	13,026.46	26,989.18
April 2020	14,601.10	32,268.76
May 2019	11,363.92	51,707.84
May 2020	22,550.93	74,704.89
June 2019	8,142.05	32,366.11
June 2020	20,728.30	68,543.65
July 2019	20,983.91	35,713.79
July 2020	28,526.87	61,482.01
Aug 2019	9,421.88	32,180.39
Aug 2020	28,768.11	51,488.48
Oct 2019	2915.13	10,063.65
Oct 2020	489.75	13,846.69
Nov 2019	12,732.36	8,424.39
Nov 2020	13,778.64	11,239.36
Dec 2019	6379.08	27628.61
Dec 2020	9359.57	29699.37
Jan 2020	21469.41	55357.45
Jan 2021	6708.28	53204.56

Analysis:

Utilities are comparable to last year. We will also be transfer UT to tax in Febuary over 90 days.

Note: non-current outstanding is always higher in the off months.

COUNCIL MEETING

FEB 10 2021

ITEM # 64



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: February 10th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 8.1 The County of Wetaskiwin No. 10 and the Town of Millet – Usage of East Millet Solid Waste Transfer Station

BACKGROUND/PROPOSAL

The County Transfer Station agreement is up for renewal. The only changes from the previous agreement are the rate, which reflects the CPI increases to date. And the term, which was 5 years and they are requesting a 10 year agreement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

n/a

RECOMMENDED ACTION:

That Council approve the County of Wetaskiwin No. 10 and the Town of Millet – Usage of East Millet Solid Waste Transfer Station Agreement as presented.

MEMORANDUM OF AGREEMENT

Entered into this _____ day of _____, 2021

COUNCIL MEETING

BETWEEN:

FEB 10 2021

ITEM # 81

THE COUNTY OF WETASKIWIN NO. 10
of Box 6960, Wetaskiwin, AB T9A 0A0
A Municipal Corporation in the Province of Alberta
(hereinafter referred to as "the County")

OF THE FIRST PART

AND

THE TOWN OF MILLET
of Box 270, Millet, AB T0C 1Z0
A Municipal Corporation in the Province of Alberta
(hereinafter referred to as "the Town")

OF THE SECOND PART

USAGE OF EAST MILLET SOLID WASTE TRANSFER STATION

WHEREAS the County owns and operates the solid waste management facility at Block B, Plan 982 4390 in Pt. NW 28-47-24-W4M (Transfer Station);

AND WHEREAS the Town wishes to provide residents of Millet the opportunity to use the transfer station;

NOW THEREFORE this Agreement witnesses that, in consideration of the following terms and conditions contained in this Agreement, the County is willing to allow Town residents to use the transfer station:

1. The term of this Agreement shall commence on the first (1st) day of January 2021; and shall terminate on the thirty first (31st) day of December, 2030, unless further extended by agreement of the Town and the County.
2. The Town will pay to the County as follows:
 - January 2021 \$5,788.63 (upon receipt of invoice)
 - Each year after, fees shall be based on previous year plus CPI*

***CPI – Cost of Living Increase as per the Consumer Price Index (CPI) for the Province of Alberta based on October 31 of the previous year to be effective January 1 of the following year.**
3. All procedures outlined in the Solid Waste Management Policy 40.3.1 shall be followed by the Town and the County.
4. The users of the site will be subject to a user fee per visit to the Transfer Station at a rate as established by County Council resolution from time to time. The allowable volume per load will be at discretion of the Site Attendant (County), however, in general terms, anything over a ½ ton pick up truck load equivalent will be rejected.

5. Prior to visiting the Transfer Station, the users will be required to purchase a voucher from the Town of Millet and provide this voucher to the Site Attendant. No cash will be accepted at the Transfer Station. The County will collect the vouchers purchased by Millet Residents and invoice the Town of Millet monthly as per Section 3.0 of Solid Waste Management Policy #40.3.1 and the County of Wetaskiwin Fees & Charges Bylaw.
6. The Town agrees to participate in the annual E-Waste & Toxic Household Round Up with the County, held usually in June of each year. The Town agrees to pay for one-half (½) of all costs incurred to host the event. Participation will also include a minimum of one (1) Town representative to assist in running the event.
7. The Town agrees to, at all time hereinafter, indemnify and keep the County indemnified against all actions, claims and damages that may be lawfully brought or made against the County by reason of anything done by the Town, its ratepayers, agents or contractors, in the exercise or purported exercise of the rights, privileges and licenses herein granted to the Town.
8. Either party may terminate this Agreement with six (6) months written notice.

IN WITNESS WHEREOF the parties hereto have hereunto caused their corporate seals to be affixed, attested under the hands of their proper officer in that behalf, on the date first above written.

County of Wetaskiwin No. 10

Reeve

County Administrator

Town of Millet

Mayor

CAO



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: February 10th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.1 Business License Waiver

BACKGROUND/PROPOSAL – Email received on January 21, 2021

Dear Mayor Wadsworth & town council,

My name is Scott Allison and my wife and I are the owners of The Triple B Barbershop. Recently I received a letter from the town of Millet to renew my business license. I noticed that the fees have been increased from \$60 last year to \$75 this year. I know that the difference is only \$15 but I would like to explain to you what I feel that \$15 represents. In this very difficult time due to the pandemic small businesses across Canada are struggling, and many are having to close their doors permanently. Having grown up in a small town myself, I know that small businesses are the backbone of the community. It is very important in this difficult time that we as small business owners feel that the town and it's administration support us. We opened our doors in October 2019. In March we were forced to close for over two months. Then we were forced to close again in December for another five weeks. Forced to close during our busiest time of the year. The federal and provincial governments have created programs for small business relief, but have made them incredibly difficult to apply for and even harder to qualify for. So we must shoulder the majority of the costs of these shut downs on our own. \$15 is not much, but it doesn't send us a message of support. This is a time when we need to feel that town council is fighting for all its small businesses. Most retail shops had to shut down in March as well. And now open, deal with decreased sales because of rising unemployment, and future uncertainty. Restaurants lost revenue from dine-in customers. And services like myself, Millet's other salons, yoga studio, masseuses, etc, have lost three months of income.

Other towns in Alberta, such as Didsbury, for example, have waived business license fees for 2021. Many towns have reduced the cost. Millet increased theirs 25%.

I guess my question is...what message is this sending to us?

Sincerely,

Scott Allison

Millet Public Library

Connect. Learn. Discover...

January 29, 2021

Millet Town Council
Box 270
Millet, AB TOC 1Z0

RE: Line of Credit

Dear Town of Millet Council

The Community Initiatives Program project-based grant we applied for has a requirement that states that to be eligible to receive this grant the applicant must have confirmation of all funding for the total project costs and access to additional funding if required to complete the project.

The Town of Millet Library Board is requesting that the Town of Millet grant them an interest free Line of Credit to assist with the purchase of equipment and furnishings for the new library if required to fulfill the conditions of the grant. If the funds are required to complete the project, we will clarify the terms of the line of with the Town of Millet Council prior to use.

Kourtland Fox



Treasurer,
The Town of Millet Library Board

COUNCIL MEETING

FEB 10 2021

ITEM # 10.2.

Connect...with each other Learn....continuously Discover...the possibilities
Box 30, 5031-49 Ave. Millet, AB TOC 1Z0, 780-387-5222
milletlibrary.ca, millet@yrl.ab.ca,



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: February 10, 2021
Originated By: Lisa Schoening
Agenda Item: 10.3 Returning Officer and Deputy Returning Officer Appointments

BACKGROUND/PROPOSAL

Each election year, Council must appoint a Returning Officer and Deputy Returning Officer.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In the past Lisa Schoening has been the Returning Officer for the Town. Now that she has taken on the C.A.O. role she has other duties during the election process. Therefore, Heather Hughes and Lisa Novotny are both taking the training for this upcoming election.

COSTS/SOURCE OF FUNDING

None

RECOMMENDATION

That Council appoint Heather Hughes as the Returning Officer and Lisa Novotny as the Deputy Returning Officer for the 2021 elections.



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: February 10, 2021
Originated By: Lisa Schoening
Agenda Item: 10.4 Election Remuneration

BACKGROUND/PROPOSAL

Each election year, Council must set the remuneration for the Returning Officer and Deputy Returning Officer. This has been budgeted for in the 2021 operating budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following amounts have been the remuneration for the past 5 elections in the Town of Millet.

Advanced Poll

Returning Officer - \$300

Deputy R.O. - \$187.50

Election Day:

Returning Officer - \$600

Deputy R.O - \$375

COSTS/SOURCE OF FUNDING

Stated above

RECOMMENDATION

That Council approve the remuneration set above for the 2021 Municipal election.



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: February 10, 2021
Originated By: Lisa Schoening
Agenda Item: 10.5 Millet in Bloom – Community Garden

BACKGROUND/PROPOSAL

Please see attached letter from Marlene D. Alberts

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

RECOMMENDATION

Does Council wish to approve using the lands located at Leonard Gray Park and the tennis court area on the old Millet School for Millet in Bloom use of a community garden?

February 4,2021

Town of Millet

Dear Mayor and Council,

For many years, Millet in Bloom (MiB) has discussed the concept of establishing a Community Garden. With the onset of COVID-19, a renewed interest in gardening has emerged. This recent trend has prompted MiB to use social media and the Town Newsletter in order to determine the level of interest on the part of the residents of Millet. To date, fifteen residents have contacted us, expressing a genuine interest in obtaining a plot. Further, many have offered their experience and expertise in assisting in the establishment of this project. We expect more residents to come forward if this project is implemented.

In discussion with Town Administration, it was indicated that a few town-owned properties might be made available for use as a Community Garden. Lisa Schoening suggested that we conduct a survey of these interested residents to establish area preferences. Results of this survey have indicated that the vast majority of interested residents prefer two of the areas suggested – Leonard Gray Park and the tennis court area on the old Millet School property.

At this time, MiB seeks Council approval for the use of one or both of these properties, as a first step in initiating this process.

Thank you for your consideration of this matter,

Yours Sincerely,

Marlene D. Alberts, B.Ed., M.Ed.,

Chair, Millet in Bloom