



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
VIA ZOOM MEETING
Access Code #TBA
March 24th, 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 March 10th, 2021 – Regular Meeting
- 5.0 **DELEGATIONS - NONE**
- 6.0 **REPORTS**
 - 6.1 2020 Municipal Accountability Program (MAP) Report
 - 6.2 Tax Aging Analysis – Director of Finance
 - 6.3 Utility Aging Analysis – Director of Finance
- 7.0 **BYLAWS**
 - 7.1 Bylaw #2021-02 - Notification Bylaw – (first reading)
- 8.0 **AGREEMENTS - NONE**
- 9.0 **CORRESPONDENCE**
 - 9.1 Millet Library Board Minutes – January 19th, 2021
 - 9.2 Millet in Bloom (MiB) Meeting Minutes – February 9th, 2021

10.0 NEW BUSINESS

- 10.1 2021 Annual Toxic Round-up
- 10.2 Appoint Financial Institution
- 10.3 Invitation – Spring 2021 Municipal Leaders’ Caucus
- 10.4 Funding Request – Millet Mental Health and Wellness Project
- 10.5 Invitation – AGM for Genesis Reciprocal Insurance Exchange
- 10.6 Policy #76 - Disposal of Surplus Property
- 10.7 Request for Decision - Distancing Diamonds
- 10.8 Capital Charter – Reallocation of funds

11.0 CLARIFICATION OF AGENDA

12.0 CLOSED SESSION - CONFIDENTIAL

Council will also be discussing privileged and other information regarding Land matters therefore the meeting should be closed pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26, Part 5, Division 9, and amendments thereto, and the applicable Sections noted from S.16 - S.29 of the Freedom of Information and Protection of Privacy Act, 2000, Chapter F-25, Division 2, Part 1 and amendments thereto.

- 12.1 Land - Change in Residential to Non-Residential Split
- 12.2 Land - Agriplex
- 12.3 Land – Old Millet School Re-development

13.0 ADJOURNMENT



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

Meeting: Regular Council Meeting
Meeting Date: March 24th, 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 – March 10th, 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 #794-015-365
March 10th, 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 Pat Garrett Doug Peel
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

COUNCIL MEETING

MAR 24 2021

ITEM # 4.1

3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res #64/21 Agenda	<p>Moved by Councillor Brooks that the following items are hereby deleted, amended and added to the agenda and further that the agenda is hereby adopted, as amended;</p> <p>Deleted from Agenda</p> <p>5.1 Delegation – Andy Health – McElhanney</p> <p>Amended to read;</p> <p>12.0 CLOSED SESSION - CONFIDENTIAL Council will also be discussing privileged and other information regarding Legal, Land and Personnel matters therefore the meeting should be closed pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26, Part 5, Division 9, and amendments thereto, and the applicable Sections noted from S.16 - S.29 of the Freedom of Information and Protection of Privacy Act, 2000, Chapter F-25, Division 2, Part 1 and amendments thereto.</p> <p>Added to the Agenda;</p> <p>12.5 Legal – Millet in Bloom (s.23) 12.1 Legal – Auction Items (s. 23) 12.2 Legal – Invoice for Services (s. 16 and 23) 12.3 Land – Development Update (s. 16 and 23) 12.4a) Legal – Request for Proposals Policy (s. 23) 12.4b) Personnel – Council Meeting Schedule (s. 17) 12.4c) Personnel – Council Meeting Attendees (s. 17) 12.4d) Personnel – Closed Session Attendees (s. 17 and 23) 12.4e) Personnel – Councillor Computers (s. 17 and 23) 12.4f) Personnel – Virtual Meeting Honoraria (s. 23) 12.4g) Personnel - Staff Schedules during COVID (s. 17 and 23) 12.4h) Personnel – CAO 2020 Evaluation (s. 19) 12.4i) Personnel – Dealing with Public (s.17)</p>
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*CARRIED***4.0 ADOPTION OF MINUTES:**

Res #65/21 Minutes Regular Meeting	<p>Moved by Councillor Storey that the February 24th, 2021 Regular Meeting of Council Minutes are hereby approved, as presented.</p>
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*CARRIED***5.0 DELEGATIONS: NONE****6.0 REPORTS:**

- 6.1 Councillor Report – February 28th, 2021
- 6.2 Monthly Bank Reconciliation Report – December 31st, 2020
- 6.3 Millet Fire Department Report – February 1st – February 28th, 2021

Res #66/21 Reports	Moved by Councillor Peel that the Reports are hereby accepted as information.
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*CARRIED*7.0 **BYLAWS:** - NONE8.0 **AGREEMENTS:** - NONE9.0 **CORRESPONDENCE:**

9.1 *Camrose County – West Dried Meat Lake Regional Landfill Dispute Resolution*

Res #67/21 Correspondence	Moved by Councillor Sadoroszney that the correspondence is hereby accepted as information.
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*CARRIED*10.0 **NEW BUSINESS:**

10.1 *Raised Vegetable Beds – Millet Museum*

Res #68/21 Raised Beds – Millet Museum	Moved by Councillor Garrett that Council grant permission for the Millet Museum to place the raised beds at the north side of the administration building, provided that they ensure there is no additional maintenance for grass/weed removal and further that administration provide a letter of support to the Millet Museum for their grant application.
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CARRIED

10.2 *1st Millet Scout Association – Insurance*

Res #69/21 1st Millet Scout Association - Insurance	Moved by Councillor Brooks that this item be tabled for administration to obtain additional information.
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CARRIED

10.3 *Deadfall Removal Permit*

Res #70/21 Deadfall Removal Permit	Moved by Councillor Brooks that Council authorize Administration to investigate the Deadfall Removal Permit process further and report back to Council at the Regular Council Meeting of April 14 th , 2021.
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CARRIED

10.4 *Town of Millet – Policy #13 – Photocopying Policy - Rescind*

Res #71/21 Policy #13	Moved by Councillor Garrett that Council rescind Policy #13, being the Photocopying Policy.
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CARRIED

10.5 *Town of Millet – New Policy #35 – Asset Management Policy*

Res #72/21 Policy #35 - Asset Management Policy	Moved by Councillor Storey that Council approve Policy #35 -- The Asset Management Policy, and further that this policy is hereby adopted as presented.
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*CARRIED*10.6 *Hall Rental Waiver – Millet Lions*

Res #73/21 Hall Rental Waiver	Moved by Councillor Sadoroszney that Council grant permission for the rental fees, in the amount of \$56.00 and applicable damage deposit be waived for the Millet Banquet Hall for the Millet Lions Club on March 15 th , 2021 at 7:00 p.m.
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*CARRIED*11.0 **CLARIFICATION OF AGENDA:** NONE*Christina Max left the meeting at 3:48 p.m.**Director of Finance left the meeting at 3:49 p.m.*

Res #74/21 Closed Session	Moved by Councillor Sadoroszney that Council sit in Closed Session to discuss Items 12.1, 12.2, 12.3, 12.4(a – i) and 12.5 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 3:49 p.m.
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*CARRIED*12.0 **CLOSED SESSION:**12.5 *Legal – Millet in Bloom**Legislative Assistant left the meeting at 4:20 p.m.*

Res #75/21 Temporary Adjournment	Moved by Councillor Pyle that the Closed Session temporarily adjourn at 4:20 p.m.
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CARRIED

Res #76/21 Reconvene	Moved by Councillor Pyle that the Closed Session reconvene at 4:27p.m.
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*CARRIED*12.1 *Legal – Auction Items*12.2 *Legal – Invoice for Services*12.3 *Land – Development Update*12.4a) *Legal – Request for Proposals Policy**Director of Infrastructure left the meeting at 5:00 p.m.*

12.4b) *Personnel – Council Meeting Schedule*

12.4c) *Personnel – Council Meeting Attendees*

12.4d) *Personnel – Closed Session Attendees*

12.4e) *Personnel – Councillor Computers*

12.4f) *Personnel – Virtual Meeting Honoraria*

12.4g) *Personnel - Staff Schedules during COVID*

The CAO left the meeting at 6:01 p.m.

12.4h) *Personnel – CAO 2020 Evaluation*

12.4i) *Personnel – Dealing with Public*

Res #77/21 Reconvene	Moved by Councillor Brooks that the Regular Council Meeting reconvene from Closed Session at 6:28 p.m.
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CARRIED

13.0 ADJOURNMENT:

The meeting was adjourned at 6:32 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 24th DAY OF MARCH 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 6.0 - Reports

BACKGROUND/PROPOSAL

The following Reports have been submitted for Council's information.

- 6.1 2020 Municipal Accountability Program (MAP) Report
- 6.2 Tax Aging Analysis – Director of Finance
- 6.3 Utility Aging Analysis – Director of Finance

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

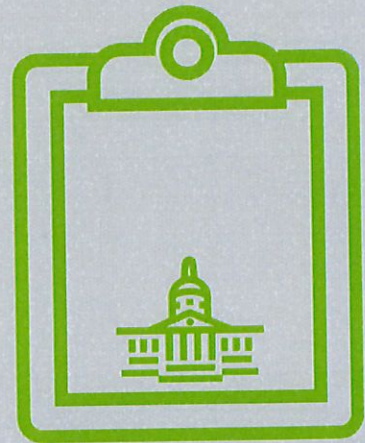
Not applicable.

RECOMMENDATION

1. That the reports are hereby accepted as information.

2020

Municipal Accountability Program Report



Town of Millet

COUNCIL MEETING

MAR 24 2021

ITEM # 6.1

Alberta

Municipal Affairs, Government of Alberta

December 9, 2020

Town of Millet 2020 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities and communities with fiscally responsible, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- support municipalities in achieving legislative compliance;
- support municipalities in being accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Town of Millet was randomly selected for a municipal accountability review in 2020.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Town of Millet review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

Section 2: Executive Summary

2.1 Site Visit

Adhereing to the current COVID-19 social distancing recommendations, Municipal Affairs staff met with village administration on December 9, 2020 by electronic means to complete the on-site portion of the Municipal Accountability Program review and examine compliance with mandatory requirements of the MGA and other legislation under the purview of Municipal Affairs.

The Town of Millet is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Legislative Compliance

Overall the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- designation of a municipal office;
- orientation training;
- chief administrator officer evaluation;
- provision of information;
- signing of municipal documents;
- repair of roads, public places, and public works;
- public presence at meetings;
- organizational meeting;
- special meetings;
- regular meeting change notice;
- authority to act;
- quorum;
- voting;
- pecuniary interest;
- council meeting minutes;
- code of conduct bylaw;
- establishment of the chief administrative officer position;
- assessment review board bylaw;

- passing bylaws;
- bylaw revisions and amendments;
- operating and capital budgets;
- financial records and receipts;
- fidelity bond;
- auditor, audited financial statements, auditor report;
- management letter;
- three-year operating plan and five-year capital plan;
- tax roll;
- prepare tax notices;
- content of assessment notices;
- content of tax notices;
- certify date of mailing;
- tax arrears list;
- tax sale;
- municipal development plan;
- subdivision and development authorities;
- election officials oath/statement;
- substitute returning officer;
- nomination forms;
- ballot account;
- campaign disclosure statements; and
- systems library board.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to close meetings in accordance with the *MGA* and *FOIPP* ([page 18](#));
- requirement for the property tax bylaw to be in accordance with the *MGA* ([page 30](#));
- requirement to establish a bylaw enforcement officer bylaw ([page 33](#));
- requirement for the procedural bylaw to be in accordance with the *MGA* ([page 34](#));
- requirement for the borrowing bylaw to be in accordance with the *MGA* ([page 35](#));

- requirement for a notification bylaw to be in accordance with the *MGA* ([page 36](#));
- requirement to establish a public participation policy ([page 39](#));
- requirement to designate a financial institution ([page 44](#));
- requirement for the salary and benefits to include those of all designated officers ([page 47](#));
- requirement for the assessor to be established as a designated officer ([page 50](#));
- requirement to establish a land use bylaw in accordance with the *MGA* ([page 59](#));
- requirement to establish a subdivision and development appeal board ([page 63](#));
- requirement to list and publish policies related to planning decisions ([page 65](#));
- requirement to dispose of election material in accordance with the *LAEA* ([page 70](#));
- requirement for municipal emergency structure, appointments, and training to be in place ([page 72](#)); and
- requirement to ensure the municipal library board does not have alternate appointments ([page 74](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

Legislative requirements: MGA 204

1. Has council named a place as its municipal office?

Comments/Observations: Resolution 05/19 was passed on January 23, 2019 and establishes the municipal office as 5120 50 Street, Millet, Alberta.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Orientation Training

Legislative requirements: *MGA 201.1*

1. How was orientation training offered to elected officials following the 2017 general election and any subsequent by-elections?

Comments/Observations: Members of council were offered a “Munis 101” workshop following the 2017 general election as documented by training invoices.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Chief Administrative Officer Evaluation

Legislative requirements: *MGA 205.1*

1. Has council provided the CAO with an annual written performance evaluation?

Comments/Observations: Formal written CAO evaluations are being completed annually by council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Provision of Information

Legislative requirements: MGA 153.1

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

Comments/Observations: The CAO is aware of the *MGA* requirements, and typically provides information to all members of council outside of council meetings by email.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Signing of Municipal Documents

Legislative requirements: MGA 213

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?

Comments/Observations: As the visit was conducted electronically due to the COVID-19 pandemic, the town's minutes and bylaw binders were not reviewed; however, minutes and bylaws provided and accessed online were signed by both the Mayor and CAO in accordance with the requirements of section 213 of the *MGA*, or contained a statement that original copies are signed. All agreements, cheques, and negotiable instruments are also signed by both an authorized signing authority from council and a designated officer.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Repair of Roads, Public Places, and Public Works (for discussion only)

Legislative requirements: MGA 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

Comments/Observations: The CAO is aware of the responsibilities under section 532 of the MGA and shared that the town has policies and plans in place which are reflected in the annual budget. Any municipal policies and practices discussed were not reviewed. In the event the policies and practices establish specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.2 Meetings

1. Public Presence at Meetings

Legislative requirements: MGA 197(1); Meeting Procedures (COVID-19 Suppression) Regulation 50/2020

1. Are council and council committee meetings held in public?

Comments/Observations: Meetings of council, including regular council meetings and special meetings are advertised to the public and open for members of the public to attend. During the public health emergency, the town utilized provisions of the Meeting Procedures (COVID-19 Suppression) Regulation, and conducted meetings entirely through electronic means, including public attendance.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Closed Meetings

Legislative requirements: MGA 197

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: Minutes reviewed record that prior to moving into a closed session, exceptions to disclosure under the *FOIPP Act* are cited appropriately (e.g., resolution 372/20 from the October 28, 2020 regular meeting). Members of the public are notified when the closed session has concluded and invited back to the council meeting.

The resolution to enter into a closed session consistently states “that the Regular council meeting temporarily adjourn”. The adjournment of a council meeting ends the council meeting, which would no longer allow council to enter into a closed session.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the language used in resolutions to enter into a closed session should not adjourn the regular meeting, but rather close the regular meeting to the public and move into a closed session.

Resources: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3. Organizational Meeting

Legislative requirements: *MGA 152, 159(1), 192*

1. Is an Organizational Meeting held annually?
2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

Comments/Observations: The last organizational meeting of council was held on October 28, 2020, which was within two weeks of the third Monday in October and is in accordance with section 192 of the *MGA*. A deputy mayor rotation was established at the October 25, 2017 regular council meeting for the entire 2017-2021 term of office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Special Meetings

Legislative requirements: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: The last special meeting of council was held on November 18, 2020. The meeting was held with more than 24 hours' notice, and notification of the meeting was provided to the public. There have been no changes to an agenda for a special meeting.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Regular Meeting Change Notice

Legislative requirements: MGA 193

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: When required, council has changed meeting dates and times by a resolution passed at the council meeting preceding the regularly scheduled meeting to be changed (e.g., resolutions 324/20 and 325/20 that were passed on September 23, 2020).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.3 Meeting Procedures

1. Authority to Act

Legislative requirements: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

Comments/Observations: All actions requested by council are authorized by resolutions of council or bylaws, which are passed at a regular or special council meeting open to the public and with a quorum present.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Quorum

Legislative requirements: MGA 167

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

Comments/Observations: The Town of Millet council consists of seven elected officials. The minutes that were reviewed met the quorum requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Voting

Legislative requirements: MGA 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: The CAO indicated that each member of council votes on all matters put to a vote of council. There were no abstentions and no requests for recorded votes noted in the meeting minutes reviewed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Pecuniary Interest

Legislative requirements: MGA 172

1. When a pecuniary interest is declared:
 - is the general nature of the pecuniary interest disclosed?
 - has the councillor abstained from voting on any question relating to the matter?
 - has the councillor abstained from any discussion on the matter if applicable? and
 - has the councillor left the room if applicable?

Comments/Observations: The minutes reviewed did not contain a disclosure of pecuniary interest. Reference to a resource is provided below in the event a pecuniary interest situation arises in the future.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).

5. Council Meeting Minutes

Legislative requirements: *MGA 172, 184, 185, 197, 208, 230*

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
7. Are the minutes kept safe?

Comments/Observations: Minutes of council were recorded in English. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Minutes of public hearings are in accordance with section 230. Minutes are kept in a safe location at the town office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.4 Mandatory Bylaws

1. Code of Conduct

Legislative requirements: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

Comments/Observations: The town passed a code of conduct bylaw (bylaw 2018/05) on April 25, 2018. The bylaw applies to all members of council equally and there are sanctions in place for violations of the code of conduct bylaw. The bylaw includes the topics listed above. A complaint system has been established within the bylaw, which addresses who may make a complaint, how a complaint is made, the process to determine the validity of the complaint and the process to determine how sanctions are imposed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Establishment of the Chief Administrative Officer Position

Legislative requirements: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

Comments/Observations: Council passed bylaw 2017/04 on February 8, 2017 establishing the position of CAO for the town. The current CAO was appointed to the position by resolution 318/19 that was passed on December 11, 2019.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Property Tax Bylaw

Legislative requirements: MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for (Alberta School Foundation Fund, Seniors, Designated Industrial Property)?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

Comments/Observations: The town passes a tax bylaw annually. The 2020 tax bylaw (bylaw 2020/07) was passed on May 13, 2020. None of the assessment classes have been sub-classed by the municipality. The tax ratio between residential and non-residential properties is under the legislated 5:1 ratio. The requisitions are accounted within the tax rate bylaw; however, the enactment of the bylaw does not show calculations of the taxes levied, but only the tax rates imposed for each assessment class and requisition. This does not allow for the tax rate and levy calculations to be fully verified. An analysis suggests a possibility of an under-levy for both general municipal taxation and the Alberta School Foundation Fund (ASFF). The town does not impose a minimum tax.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, property tax rate calculations should be verified to ensure that the assessed values and resulting tax rates are correct. The town should verify the 2020 ASFF taxation to determine if taxes were under-levied in 2020 and if required, make any necessary adjustments in the 2021 tax rate bylaw.

Resources: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has created an example tax bylaw to assist municipalities when developing their annual property tax bylaw: [Example Property Tax Bylaw.](#)

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

4. Assessment Review Boards

Legislative requirements: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
 - Are at least three members appointed to this board?
 - Is the term of the office of each member appointed established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are at least two members appointed to this board?
 - Is the term of the appointment established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
 - Have the member councils jointly designated one of the board members as chair?
 - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: Council passed bylaw 2019/08 on May 22, 2019 establishing a local assessment review board and composite assessment review board for the town. The bylaw establishes that the remuneration and expenses payable to board members is established within the agreement between the town and the Capital Region Assessment Services Commission. Council appointed members to the boards, as well as designating one member as chairman of the boards, and appointed the clerk of the boards at the March 11, 2020 regular council meeting. The CAO indicated that all members, as well as the clerk, have received the required training.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Bylaw Enforcement Officers

Legislative requirements: MGA 555-556

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: Bylaw 2009/02 was passed on February 25, 2009 establishing the powers and duties of bylaw enforcement officers. However, the bylaw does not include disciplinary procedures, including penalties and an appeal process for allegations of abuse of authority as required by section 556(b) of the MGA. Individuals who perform bylaw enforcement activities have taken the official oath.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 2009/02 must be amended or repealed and replaced to establish disciplinary procedures, penalties, and an appeal process for allegations of abuse of authority.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.5 Discretionary Bylaws

1. Procedural Bylaw

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw?

Comments/Observations: Bylaw 2020/06 was passed on March 25, 2020 establishing procedures for council meetings for the Town of Millet. Section 4.07 of the bylaw allows a member to abstain from voting for a "conflict of interest". Sections 172 and 184 of the MGA only permits a member of council to abstain from voting in the event of a pecuniary interest, or if the member missed all or a part of a public hearing.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 2020/06 must be amended or repealed and replaced to remove provisions allowing a member of council to abstain from voting due to a conflict of interest.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Borrowing Bylaw(s)

Legislative requirements: *MGA 251-259, Debt Limit Regulation 255/2000*

1. Does the municipality have any debt?
2. Has the borrowing been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: Bylaw 2020/25 was passed on October 28, 2020 authorizing short term operational borrowing. The bylaw sets out the maximum amount to be borrowed, the purpose of the borrowing, the term and terms of repayment of the borrowing, and the source of money to be used to repay the principal and interest; however, the bylaw does not contain a provision regarding the maximum rate of interest to be paid which is required by section 251(2) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 2020/25 must be amended or repealed and replaced to include the maximum rate of interest to be paid in accordance with section 251(2)(b) of the *MGA*.

Resources: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3. Notification Bylaw

Legislative requirements: *MGA 7*

1. Does the municipality have a notification bylaw?

Comments/Observations: Bylaw 2020/13 was passed on June 24, 2020 establishing alternate methods of advertising for the town. The bylaw received all three readings at the June 24, 2020 meeting, and did not receive a public hearing as required by section 606.1(3) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 2020/13 must be replaced to ensure the proper process for enacting the bylaw, including advertising and a public hearing, are met.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.6 Bylaw Procedures

1. Passing Bylaws

Legislative requirements: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?

Comments/Observations: A review of a selection of past council minutes indicates the proper process of three readings of bylaws, including that a resolution was passed unanimously giving consent before proceeding to third reading (e.g., resolutions 359/20 through 362/20 that were passed on October 28, 2020).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Bylaw Revisions and Amendments

Legislative requirements: MGA 63-69, 191, and 692

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: The town does not use revision bylaws, but instead changes non-statutory bylaws by amendments or by repealing and replacing the bylaw. The town's land use bylaw has been amended numerous times; in each case the amendment is advertised and receives a public hearing prior to being passed. All legislative requirements reviewed were met.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.7 Mandatory Policies

1. Public Participation Policy

Legislative requirements: MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

Comments/Observations: The town passed their public participation policy (policy 18) on June 13, 2018. The policy establishes the circumstances when the municipality will engage the public; however, the policy does not identify the types or categories of approaches the town will use to engage the public. The policy is available for inspection on the municipal website.

Meets Legislative Requirements: No

Recommendations/Action Items: Policy 18 must be amended or replaced to include the types and categories of approaches the town will use to engage the public as required by section 2(a) of the Public Participation Policy Regulation 193/2017.

Resources: The Alberta Urban Municipalities Association and the Rural Municipalities of Alberta, in partnership with Brownlee LLP, have produced a guidance document containing general information intended to assist municipalities in developing a public participation policy and public notification bylaw: [Public Participation Policies and Public Notification: A Guide for Municipalities](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.8 Finance

1. Operating Budget

Legislative requirements: MGA 242, 243, 244, 248, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council's policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: Council passed an interim operating budget for 2020 at the December 11, 2019 council meeting by resolution 304/19. The final 2020 operating budget was approved by council resolution 95/20 that was passed on March 11, 2020. The operating budget contains the estimated amounts for revenues, expenses, and transfers in accordance with the above identified legislative requirements. The estimated revenues are sufficient to pay the estimated expenses, and the budget aligns with the property tax bylaw. Policy 8, the Town of Millet Purchasing Policy, requires council approval for any expenses not included in a budget.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Capital Budget

Legislative requirements: MGA 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

Comments/Observations: The final 2020 capital budget was approved by council resolution 96/20 that was passed on March 11, 2020. The capital budget includes the estimated amounts to be spent on capital purchases, the amount and sources of funds needed for capital spending, and the amounts required from the operating budget in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Financial Records and Receipts

Legislative requirements: MGA 268.1

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

Comments/Observations: The town uses Bellamy software to maintain their financial records. Financial records reviewed met the requirements set out in section 268.1 of the *MGA*. Council is provided with monthly bank reconciliations and accounts receivable listings, as well as quarterly investment summaries and budget variance reports.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Municipal Accounts

Legislative requirements: *MGA 270*

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

Comments/Observations: The Town of Millet uses ATB Financial to hold the money belonging to the municipality as evidenced by banking records. A resolution designating the financial institution could not be located.

Meets Legislative Requirements: No

Recommendations/Action Items: The town must designate by resolution of council, the financial institution(s) holding money belonging to the municipality.

Resources: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

5. Fidelity Bond

Legislative requirements: MGA 212.1

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

Comments/Observations: The town has insurance through RMA Insurance. Based on information provided, insurance was in place.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Auditor, Audited Financial Statements, Auditor Report

Legislative requirements: MGA 276, 280, 281, MO No. MSD:036/20

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

Comments/Observations: The auditor was appointed by resolution 382/20 which was passed at the October 28, 2020 organizational meeting. The auditor presented the audited financial statements at the September 9, 2020 council meeting. The 2019 financial statements were approved by resolution 308/20, which was passed in advance of the deadline that was extended to October 1 due to the COVID-19 public health emergency. The 2019 audited financial statements include information regarding the town's debt and debt limit. The financial statements are available to the public at the municipal office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Salary and Benefits

Legislative requirements: MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality, including the assessor?

Comments/Observations: The 2019 audited financial statements include a disclosure of the salaries and benefits of members of council and the chief administrative officer. Information regarding the salaries and benefits of designated officers (community peace officers – bylaw 2015-08, SDAB Clerk – bylaw 2018-13) are not included as required by section 1 of the Supplementary Accounting Principles and Standards Regulation 313/2000.

Meets Legislative Requirements: No

Recommendations/Action Items: Annual financial statements must disclose the total salary and benefits for all designated officers as a total amount, and indicate the number of designated officers as required by section 1(2)(c) of the Supplementary Accounting Principles and Standards Regulation 313/2000.

Resources: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

8. Management Letter

Legislative requirements: MGA 281(3)

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

Comments/Observations: The town received confidential recommendations from the auditor.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

9. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: MGA 283.1, Municipal Corporate Planning Regulation 192/2017

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit;
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The municipality has prepared both a three-year operating and five-year capital plan.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.9 Assessment and Taxation

1. Assessment Roll

Legislative requirements: *MGA 210, 284.2(1), 307*

1. Has the assessor been established as a designated officer by bylaw?
2. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
3. Is the assessment roll available for inspection?
4. Is there a fee for this?
5. Does the municipality have a bylaw to establish this fee?

Comments/Observations: Council appointed a qualified assessor by resolution 383/20 that was passed at the October 28, 2020 organizational meeting. The assessment roll is made available on the municipal website and there is no fee established. A bylaw establishing the assessor as a designated officer was not located.

Meets Legislative Requirements: No

Recommendations/Action Items: The town must, by bylaw, establish the municipal assessor as a designated officer of the municipality in accordance with section 284.2(1) of the *MGA*.

Resources: Municipal Affairs Assessment Advisors are available to provide assessment support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Tax Roll

Legislative requirements: MGA 327, 329

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

Comments/Observations: An annual tax roll has been completed and contains the required legislated content.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Assessment and Tax Notice

Legislative requirements: MGA 308, 333

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

Comments/Observations: Combined assessment and tax notices are prepared annually and sent to taxpayers in accordance with *MGA* requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Content of Assessment Notices

Legislative requirements: MGA 303, 308.1, 309

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
 - the same information that is required to be shown on the assessment roll;
 - the notice of assessment date;
 - a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - information respecting filing a complaint in accordance with the regulations?

Comments/Observations: The assessor set a notice of assessment date of May 27, 2020 and the combined assessment and tax notice contains the required assessment information, the notice of assessment date, a statement that an assessed person may file a complaint, and information on how to file an assessment complaint in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Content of Tax Notices

Legislative requirements: MGA 334

1. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

Comments/Observations: The combined assessment and tax notice includes the required information from the tax roll, the date the notice is sent to the taxpayer, the amount of the requisitions, the date on which penalties may be imposed and information on how to request a receipt for taxes paid in accordance with legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Notice and Certification

Legislative requirements: *MGA 311, 335, 336*

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

Comments/Observations: Certification and notification was provided to taxpayers that the combined assessment and tax notices for 2020 were mailed on May 19, 2020.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Tax Arrears List

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

Comments/Observations: The town prepared the tax arrears list and submitted the list to the Registrar on March 28, 2020, which was before the required deadline. The list has been publicly posted in the front foyer of the municipal office, and the proper notifications to persons liable to pay were made.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

8. Tax Sale

Legislative requirements: *MGA 418, 436.08*

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

Comments/Observations: Tax arrears balances have been brought up to date; therefore, the town has not been required to conduct a tax sale recently. In the event that the town encounters a tax sale, a resource is provided below.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

3.10 Planning

1. Municipal Development Plan (MDP)

Legislative requirements: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?
 - If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems within the municipality and in relation to adjacent municipalities; and
 - provision of municipal services and facilities?

Comments/Observations: Council passed bylaw 2014/10 on March 11, 2015 establishing a municipal development plan for the Town of Millet. The content of the MDP includes all topics listed above. There have been no amendments to the MDP.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Land Use Bylaw (LUB)

Legislative requirements: MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002

1. Is there a land use bylaw?
2. Does the land use bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions (contained in the land use bylaw) that development permits may be subject to;
 - how long development permits remain in effect (if applicable);
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land;
 - the purpose of the bylaw amendment or change and public hearing;
 - the address where the proposed bylaw, and any documents can be inspected; and
 - the date, time and place of the public hearing?

Comments/Observations: Bylaw 2018/11 was passed on April 24, 2019 to establish a new land use bylaw for the town. The bylaw divides the municipality into zones, and establishes a method for making development permit application decisions, including the topics listed above. The bylaw identifies permitted and discretionary uses, establishes the number of dwelling units allowed on a parcel, and provides for the issuance of development permit notices. The land use bylaw has been amended numerous times, most recently by bylaw 2020-20. The notice of amendment and public hearing includes the information referenced above.

Section 3.11 of the bylaw allows council to set fees for development related activities by resolution. This is inconsistent with section 8(c)(i) of the *MGA*, which requires fees for licenses, permits and approvals by bylaw.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 2018/11 must be amended or repealed and replaced to remove provisions allowing council to set development fees by resolution. Fees may be established as an amendment within the land use bylaw itself, or through a standalone rates and fees bylaw.

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3. Subdivision Authority

Legislative requirements: *MGA 623, 625-626*

1. Has the municipality by bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) of the *MGA* which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: The Town of Millet's land use bylaw (bylaw 2018/11) establishes the subdivision approval authority as all of council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Development Authority

Legislative requirements: MGA 624, 625 - 626

1. Has the municipality by bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) of the *MGA* which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: The development authority for the Town of Millet is established within the town's land use bylaw (bylaw 2018/11) as the chief administrative officer, another person or persons appointed in writing, the Municipal Planning Commission, and the municipal council in direct control districts. Council appointed an individual as development officer at the meeting held January 8, 2020.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Subdivision and Development Appeal Board (SDAB)

Legislative requirements: MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
6. Is there a clerk appointed to the SDAB?
7. Has the clerk successfully completed the required SDAB training?
8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

Comments/Observations: Bylaw 2018/13 was passed on November 14, 2018 and established an intermunicipal subdivision and development appeal board for the town. The bylaw describes the functions and duties of the SDAB, and excludes municipal employees, members of municipal planning commissions, and those who carry out subdivision and development powers from serving on the board. The bylaw only authorizes one elected member to sit on a panel of the board; however, all of council is established as the subdivision approving authority, which would make all members of council ineligible to sit on the SDAB per section 627(4)(b) of the MGA. A clerk has been appointed to the board, and has completed the required training. Members of the SDAB have also completed the required training.

The Town of Millet's 2019 submitted Statistical Information Return does not report on the number of SDAB members, nor their training status as required by section 3 of the Subdivision and Development Appeal Board Regulation 195/2017.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 2018-13 must be amended or repealed and replaced to ensure that members of council are excluded from serving on the SDAB, or bylaw 2018-11 must be amended or replaced so that all of council is not the subdivision authority. Going forward, the town must report on the Statistical Information Return information regarding the appointment and training of members and clerk(s) to the SDAB.

Resources: Municipal Affairs has developed the SDAB training guidebook that reflects the curriculum approved by the Ministerial Order MSL019/18 and is available online at [SDAB training guidebook](#). In addition, Municipal Affairs Planning Advisors are available to discuss these topics further by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: MGA 638.2

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: The municipal website for the Town of Millet contains a list of council approved policies and bylaws relating to planning decisions; however, the website does not have a summary of the policies and their relationship to each other as required by section 638.2 of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: The website for the town must be updated to include a summary of the bylaws and policies relating to planning decisions and their relationship to each other in accordance with legislative requirements.

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.11 Elections

1. Oath/Statement

Legislative requirements: LAEA 16, Local Authorities Election Forms Regulation 106/2007

1. Did the returning officer, substitute returning officer, and all deputy returning officers take the oath/statement per the Local Authorities Election Forms Regulation for the most recent election?

Comments/Observations: The CAO indicated that the returning officer and all deputy returning officers took the prescribed oath/statement for the 2017 general election in accordance with section 16 of the LAEA.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Substitute Returning Officer

Legislative requirements: LAEA 13(2.1)

1. If a by-election was held after January 1, 2019, was a substitute returning officer appointed in the resolution or bylaw that fixed the date for the by-election?

Comments/Observations: The CAO is aware of the new legislative requirements. The town has not yet needed to conduct a by-election under the new legislation. A resource is provided below to help assist the municipality for the upcoming 2021 general election.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

3. Nomination Forms

Legislative requirements: LAEA 27, 28.1, 34, 97

1. Were the nomination papers signed by at least five electors of the municipality?
2. Were the nomination papers accompanied by the candidate information form (form 5)?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

Comments/Observations: Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the LAEA. The nomination papers have been retained by the municipality.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Ballot Account

Legislative requirements: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

Comments/Observations: The ballot account or the 2017 general election has been retained by the town.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Disposition of Election Material

Legislative requirements: LAEA 101

1. Were the election materials disposed of in accordance with section 101 of the *LAEA*?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

Comments/Observations: Documentation demonstrates that the election materials from the 2017 general election have been destroyed; however, the documentation provided is not an affidavit sworn or affirmed by two witnesses as required by section 101(3) of the *LAEA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, witnesses to the destruction of election materials must make a sworn or affirmed statement confirming the election materials were destroyed.

Resources: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

6. Campaign Disclosure Statements

Legislative requirements: LAEA 147.4

1. Did all campaign disclosure statements include:
 - the total amount of all campaign contributions received during the campaign period that did not exceed \$100 (prior to 2019) or \$50 (after) in the aggregate from any single contributor;
 - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 (prior to 2019) or \$50 (after) in the aggregate;
 - the total amount of money paid by the candidate out of the candidate's own funds;
 - the total amount of any campaign surplus, including any surplus from previous campaigns;
 - a financial statement setting out the total amount of revenue and expenses; and
 - an itemized expense report setting out the campaign expenses incurred by the candidate?
2. Are all documents filed under this section available to the public during regular business hours?
3. Have the campaign disclosure documents been retained for a period of four years after the election?

Comments/Observations: No campaign contributions were collected by the candidates for town council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

Legislative requirements: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training?
6. Have municipal elected officials received the required training?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training?
8. Are there prepared and approved emergency plans and programs?

Comments/Observations: Bylaw 2020-08 was passed on May 13, 2020 establishing the emergency management committee and emergency management agency for the town. A director of emergency management has been appointed and has completed most of the required courses; however, the director has not yet completed ICS to the 300 level. Training is due by January 1, 2021 or within 18 months of being appointed as the director of emergency management, whichever is later. Members of council have completed the municipal elected official course, and staff members have completed ICS 100 training; however, some staff members must still complete the basic emergency management course. There is an approved municipal emergency plan for the town.

Meets Legislative Requirements: No

Recommendations/Action Items: Municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the basic emergency management course.

Resources: The Alberta Emergency Management Agency has developed a number of online tools at [Emergency and Disaster Preparedness](#) to assist municipalities which include resources to develop emergency plans, and training workshops. For questions and additional support pertaining to emergency management, contact the Alberta Emergency Management Agency at 310-0000 then 780-422-9000.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.13 Libraries

1. Municipal Library Board

Legislative requirements: Libraries Act 3-5

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed all of the members of the library board?
4. Have two or fewer councillors been appointed to the board?
5. Are there alternate members of council appointed to the board?
6. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
7. Does the appointment term exceed three years?
8. Does any member's number of terms exceed three consecutive terms? If so, did two-thirds of council pass a resolution stating that they may be reappointed (for each additional term)?

Comments/Observations: Bylaw 1981/14 was passed on August 17, 1981 establishing a municipal library board for the Town of Millet. Council appointed all the members to the library board, including one member of council and one alternate member. The appointment term does not exceed three years and no member has served more than three consecutive terms.

Meets Legislative Requirements: No

Recommendations/Action Items: The municipality must ensure the library board appointments align with section 4 of the *Libraries Act*, which does not provide for the appointment of an alternate member.

Resources: Municipal Affairs Library Consultants are available to provide library support by calling the Public Library Services Branch (PLSB) toll-free 310-0000 and then 780-427-4871 or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at [Public Library Services](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. System Library Board

Legislative requirements: *Libraries Act 16, Libraries Regulation 141/1998*

1. Is the municipality a member of a library system?
2. If so, has council appointed one member to the board?
3. If so, does the appointment term exceed three years?
4. Does any member's years of service exceed nine consecutive years? If so, did two-thirds of council approve each additional term?

Comments/Observations: The town is a member of the Yellowhead Regional Library System. One member and one alternate member have been appointed to the board by council. The term does not exceed three years, and no member has served more than nine consecutive years.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

Section 4: Conclusion

Your participation and cooperation during the 2020 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Millet reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

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
Feb 2020	36,195.01	175,622.56	336,679.97
Feb 2021	37,125.29	148,215.93	307,186.58

Analysis:

There was significant progress of payment in January and February of 2021. Compared to last year, the arrears for one year outstanding is down. This is fantastic news considering 2020 year. However, the decrease is also a result of difference in timing, from moving utilities onto taxes.

COUNCIL MEETING

MAR 24 2021

ITEM # 62

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
Feb 2020	6,897.18	18,861.89
Feb 2021	16,769.41	32,796.56

Analysis:

Utilities are higher than in 2020, due to the timing of moving Utilities over to tax.

COUNCIL MEETING

MAR 24 2021

ITEM # 6.3



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

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 7.1 Bylaw #2021-02 – Notification Bylaw

BACKGROUND/PROPOSAL

In November, 2020 the Town of Millet passed a Notification Bylaw to allow electronic methods of advertising. We did put this out to the public for comment, but as per the Municipal Accountability Program recommendation, this should have gone to public hearing.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

None

RECOMMENDED ACTION:

That Council give first reading to Bylaw 2021-02.

That Council schedule a public hearing for Bylaw 2021-02 for Wednesday April 14th, 2021 at 3:00pm to be held via Go to Meeting.

BYLAW NO. 2021-02
A BYLAW OF THE TOWN OF MILLET
IN THE PROVINCE OF ALBERTA
TO ESTABLISH THE PUBLIC NOTIFICATION BYLAW

WHEREAS, pursuant to Section 606 of The Municipal Government Act, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under Section 606.1;

AND WHEREAS, pursuant to Section 606.1 (1) of the Municipal Government Act, a council may, by bylaw, provide one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606;

AND WHEREAS, Council is satisfied that the advertising methods set out in this Bylaw are likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW, THEREFORE, the Council of the Town of Millet, duly assembled, enacts as follows:

BYLAW TITLE

- 1) This Bylaw may be referred to as the "Public Notification Bylaw"

ADVERTISING METHOD

- 2) Any notice required under Section 606 of the Municipal Government Act of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in Section 606.
 - a) Electronically by posting the notice prominently on the Town of Millet website and/or
 - b) By posting the notice prominently on the front door of the administration office

ENACTMENT

This Bylaw shall come into force and effect when it has received third reading and has been duly signed by the Mayor and Chief Administrative Officer.

Read a first time this ____ day of _____, A.D., 2021.

Read a second time this ____ day of _____, A.D., 2021.

COUNCIL MEETING

MAR 24 2021

ITEM # 7.1

Read a third time and finally passed this _____ day of _____, A.D., 2021.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 9.0 - Correspondence

BACKGROUND/PROPOSAL

The following correspondence has been received for Council's review.

- 9.1 Millet Library Board Minutes – January 19th, 2021
- 9.2 Millet in Bloom (MiB) Meeting Minutes – February 9th, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Correspondence is hereby accepted as information.

Town of Millet Library Board Minutes
January 19, 2021

Connect...with each other

Learn....continuously

Discover...the possibilities

Present were: Charlene Van de Kraats, Chris Richards, Doug Peel, Sandra Ames, Susan Williamson, Tony Wadsworth, Kourtland Fox, Jill Simms

1. The Meeting called to order 6:32pm
2. Adoption of Agenda moved by K. Fox, carried
3. Adoption of December 15, 2020 minutes moved by C. Van de Kraats, carried
4. Manager Report:
 - a. Year end ready for auditor, WCB Done, T4's Done
 - b. Monthly Comparison accepted as presented
 - c. Friends have committed to purchase \$7,000 in furnishings for a fireplace area in the new library

Res #1/2021 Motion to create a new bank account for the Town of Millet Library Board for the use of grants moved by C. Richards, carried

- d. STATS
- e. Applied for CIP Program based matching grant for equipment and furnishings \$37,000
- f. Applied for ATB grant \$70,000
- g. Applied FCSS volunteer and program grant-waiting on confirmation
- h. Invited to present at the County of Wetaskiwin Council meeting. J. Simms and T. Wadsworth will attend the meeting January 26th at 10:30

Res #2/2021 Elections:

- I. S. Williamson opened the floor for nominations for Chair, T. Wadsworth nominated Charlene Van de Kraats for Chair, Nomination called three times, S. Williamson called nominations to cease, Charlene Van de Kraats declared Chair by proclamation
- II. C. Van de Kraats opened the floor for nominations for Vice Chair, C. Van de Kraats nominated Susan Williamson for Vice Chair, Nomination called three times, C. Van de Kraats called nominations to cease, Susan Williamson declared Vice-Chair by proclamation
- III. C. Van de Kraats opened the floor for nominations for Treasurer, C. Richards nominated Kourtland Fox for Treasurer, Nomination called three times, C. Van de Kraats called nominations to cease, Kourtland Fox declared Treasurer by proclamation
- IV. C. Van de Kraats opened the floor for nominations for Secretary, C. Richards nominated Sandra Ames for Secretary, Nomination called three times, C. Van de Kraats called nominations to cease, Sandra Ames declared Secretary by proclamation

Chair: Charlene Van de Kraats Vice Chair: Susan Williamson
Secretary: Sandra Ames Treasurer: Kourtland Fox

5. Library Move

Res #3/2021 Motion for J. Simms to purchase approximately \$30,000 of equipment and furnishings for the new facility from Jonathan Morgan and Company made by D. Peel, carried

Res #4/2021 Motion to request a Line of Credit from the Town of Millet to assist with the purchase of equipment and furnishing for the new Library for up to \$37,000 if required made by T. Wadsworth, carried

- a. Shelving to be ordered before February- waiting for Town to provide access to the building to confirm measurements
- b. Security system, Town utilities -cancelled for April 24, may want to look at new security system once moved
- c. Phone-We will move our current line until Town moves in, hook up fees are waived
- d. AMSC utilities- waiting on Town to confirm date to cancel

Res#5/2021 Motion to pay for the SuperNet transfer fees of approximately \$1,500 plus tax made by C. Richards, carried

- e. Movers- waiting on new quote for just the move day, Friends will help pack and unpack
6. Friends Report:
 - a. Pancake Supper-Cancelled, Agriplex closed
 - b. Fundraisers: 50/50 raffle draw date March 31, Cupcake fundraiser March, Arber Greenhouse Gift Card fundraiser April, Bottle Drive May, 50/50 June, Silent Auction
 - c. Requested funding from Ag. Society- waiting to hear back
 - d. Have tabled the donor wall funding request until they raise more funds
7. Mayor Report T. Wadsworth was unwell prior to Christmas, however has resumed mayoral duties
8. Meeting Dates for 2021 February 23rd, March 23rd, April 13th, May 25th, September, November

Next meeting February 23rd @ 6:30pm -Annual Report

Meeting Adjourned 7:43pm



COUNCIL MEETING

MAR 24 2021

ITEM # 9.1



MINUTES

Millet in Bloom (MIB) Meeting via Zoom

Tuesday, February 9, 2021

Present via Zoom: Marlene Alberts, Mary Kroening, Candy Dixon, Carol Sadoroszney, Mae Deans, Darlene Kenyon, Stan Kroening, Marilyn Kroening, Joanne Maynard, Melanie Cheek, Mike Storey (council rep); Tracey Leavitt

1.0 Call to Order:

Meeting called to order by Chair Marlene Alberts at 7:06 pm

2.0 Adoption of Agenda:

Res.# 21/01 Representative Melanie Cheek moved adoption of the amended agenda.

Carried.

3.0 Adoption of Minutes:

Res.# 21/02 Representative Mary Kroening moved the adoption of the minutes of November 10, 2020 meeting that were circulated via email.

Carried

4.0 Correspondence:

a) Hope is Growing -Hope Gardens 2021

COUNCIL MEETING

MAR 24 2021

ITEM # 9.2

b) Scotts Canada 2021 - Gro for good Grant

c) Virtual Soiree with Mart Cullen Jan 27

5.0 Old Business

5.1 Christmas Wreaths:

Sold 120 @\$30 and made a profit of \$1200.

5.2 Winter Lights Contest:

Chair Alberts advised that the winners were: 1st place - Mike and Myrna Lalande 4827-53rd Ave; 2nd place – Ryan Plesman 5208-52nd St.; 3rd place – Wayne and Jan Pohl 104 Hillside Court; 4th place – Jason & Jocelyn Fercho – 122 Pipestone Drive

Res.# 21/03 Representative Mae Deans moved that CIB reimburse Marlene Alberts for \$257.00 for gifts bought to add to the ones that the Town had provided.

Carried

Chair will request from the Town \$400 towards gifts for the winners of the winter competition 2021.

6.0 New Business

6.1 Election of Vice Chair:

Candice Dixon submitted her name for the position of Vice-Chair.

Chair Alberts called for any more nominations and hearing none.

Chair Alberts called a second time for any more nominations and hearing none.

Council Liaison, Mike Storey, moved that further nominations cease.

Candice Dixon declared Vice-Chair for a two-year term.

6.2 Millet in Bloom Website and 6.3 Millet in Bloom Facebook page

Chair to ask Town for clarification if we can have our own web site and Facebook page. If we can, someone will have to design page and be the administrator of it.

6.4 Millet in Bloom Bylaw No 2019/06

Meeting dates need to be posted on Town website or via a link ~~besides~~ in addition to being posted on Town Office door. Meetings open to the public.

6.5 Town proposal re: water truck and staff

Town has proposed providing MiB with a watering truck, in good working condition, for their exclusive use.

Town has proposed funds being provided to MIB which would allow MiB to contract an employee to replace the 320 hours previously provided by the Town of Millet. The duties of the contracted employee would be determined by a designated member(s) of MiB. More information from the Town is forthcoming.

6.6 Community Gardens

16 people have contacted the Chair re: having a community garden. Town has proposed 4- 5 different locations. More information is needed. Chair sent a letter to the Town requesting for permission to use Town land for the project. Friends of MIB to apply for Grants.

6.7 Miracle Grow Garden Selection

Chair will submit application form.

6.8 Virtual Symposium

Res.# 21/04 Representative Carol Sadoroszney moved we register for the National Symposium at \$445. Carried

6.9 Catholic Church Memorial trees

It is unclear at this time as to how the Catholic Church Diocese funds of \$700, held in trust by the Museum, will be used.

7.0 Other

Tammy Newton from Parks and Recreation will be joining MiB meetings in the future as the Town of Millet Parks and Recreation Liaison.

8.0 Town Councillor Liaison

Mike Storey reported that our budget was passed and can be amended in the future.

9.0 Adjournment

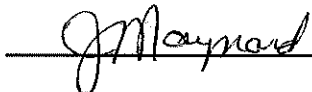
Meeting adjourned at 9:16 pm

Minutes adopted by Millet in Bloom Committee on March 9, 2021



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

Chair, Millet in Bloom



Joanne Maynard

Secretary, Millet in Bloom



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.1 2021 Annual Toxic Round-up

BACKGROUND/PROPOSAL

Earlier this year, the County received a notice from DBS Environmental informing them that as of April 30, 2021, the Provincial government is no longer subsidizing the cost for disposal of waste collected under the Hazardous Household Waste (HHW) program. Essentially, the costs DBS incurs to dispose of the waste at an approved waste handling facility is no longer funded, therefore they would need to pass this cost on to the municipalities participating in the annual Toxic Round-up.

Our County evaluated what the costs would be to undertake the program in 2021 and arrived at estimated total net costs to each of our municipalities. As you can see in the table below, the net costs for the County triple to \$31,000 and the anticipated net costs to the Town of Millet would quintuple, to a total of \$17,100.

TOXIC ROUND-UP PROGRAM			
Municipality	2020 Net Costs	2021 Net Costs	Net Variance
County of Wetaskiwin	\$9,169.46	\$30,944.12	-\$21,774.66
Town of Millet	\$3,462.10	\$17,099.03	-\$13,637.03

This information was presented to County Council on February 23, 2021 and they resolved to opt out of the current Toxic Round-up program for 2021. The County will still however, explore other opportunities to collect hazardous waste at our 9 Solid Waste Transfer Stations. We will also provide information to residents as to where they can take household hazardous waste at nearby and regional toxic waste handling facilities.

RECOMMENDATION

Does Council also wish to opt out of the current Toxic Round-up program for 2021?



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

Meeting: Council Meeting
Meeting Date: March 24, 2021
Originated By: Lisa Schoening
Agenda Item: 10.2 Appoint Financial Institution

BACKGROUND/PROPOSAL

A municipality must have a resolution to appoint their financial institution.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

N/A.

COSTS/SOURCE OF FUNDING

RECOMMENDATION

That Council appoint ATB Financial as the Town of Millet's financial institution.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.3 Invitation – Spring 2021 Municipal Leaders’ Caucus

BACKGROUND/PROPOSAL

Mayors, Councillors, and CAOs are invited to [register for AUMA's spring Municipal Leaders' Caucus](#) being held virtually through Zoom on April 14, 15, and 16, 2021.

This year’s Caucus is a great opportunity to discuss key issues affecting your community, including COVID recovery, red tape reduction, municipal finances, and the upcoming municipal election. Delegates will also have the opportunity to ask provincial Ministers questions about top-of-mind concerns on Government Day (April 16). A copy of the draft agenda for Caucus is attached.

The cost for attending the Municipal Leaders’ Caucus is \$50 for regular members and \$75 for associate and non-members. [Visit the Municipal Leaders’ Caucus event page](#) for more details on registration, agenda updates, and instructions on how to submit a Request for Decision (RFD) for consideration at Municipal Leaders’ Caucus.

Agenda for Spring 2021 Municipal Leaders' Caucus
April 14, 15, and 16, 2021
Via Zoom

Subject to Change

Wednesday, April 14	
3:00 p.m.	President's Opening Remarks
3:05 p.m.	Mental Health Session
3:15 p.m.	Education/Engagement Session I – Municipalities' Role in Red Tape Reduction
4:00 p.m.	Break
4:15 p.m.	Education/Engagement Session II – COVID Recovery
5:00 p.m.	Break
5:15 p.m.	Education/Engagement Session III – Municipal Finances and Reserves
6:00 p.m.	Closing Remarks

Thursday, April 15	
9:00 a.m.	Opening Remarks
9:05 a.m.	Mental Health Session
9:15 a.m.	Opposition Leader's Remarks
9:30 a.m.	Education/Engagement Session IV – 2021 Municipal Election
10:30 a.m.	Break
10:45 a.m.	AUMA President's Report
11:15 a.m.	AUMA Board Dialogue Session
11:30 a.m.	Requests for Decision
11:55 a.m.	Closing Remarks

Friday, April 16	
9:00 a.m.	Opening Remarks
9:05 a.m.	Mental Health Session
9:15 a.m.	Minister of Municipal Affairs' Remarks and/or Premier's Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:30 a.m.	Break
10:50 a.m.	Ministers' Dialogue Session II
11:50 a.m.	Closing Remarks



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.4 Millet Mental Health and Wellness Project

BACKGROUND/PROPOSAL The following email was received from Councillor Vicki Pyle;

Hello Council and Administration!

The Millet Mental Health and Wellness project, in cooperation with Millet Little PIPS and Alberta Mental Health and Addictions Covid 19 Recovery grant are in the process of building the framework to provide funded counselling services to residents of Millet.

We are currently building our team and in the meantime are preparing to bring awareness to the community in anticipation of our launch. We feel that cooperation with our community leaders would build a strong foundation for the success of the project.

We have recently acquired a free trial for a website and email hosting service that expires in one month from today (Mar 10/21) and after that the cost will be \$170.10 for the duration of the project funding timeline

We also require some posters and printing that will likely be around \$50 to be distributed in public areas within town.

We are asking for sponsorship on these items and invite you to consider the opportunity to be a part of this highly anticipated project.

If you have any further questions, please contact us at info@milletwellnessproject.ca

Thanks for your time!

Millet Mental Health and Wellness Project

RECOMMENDATION

Does Council wish to sponsor the above-mentioned items?

\$170.10 for website hosting fees

\$50.00 – posters and printing costs



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

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.5 Invitation – AGM for Genesis Reciprocal Insurance Exchange

BACKGROUND/PROPOSAL

Please note that this is the official notice of the AGM for Genesis Reciprocal Insurance Exchange. The meeting will take place on **April 8, 2021, from 9:00 a.m. – 11:00 a.m. virtually**. It will be administered by Zoom, further details to follow.

Please find the proxy document attached. The proxy allows for a member to choose an individual other than an elected or administrative official to vote on their behalf. An option exists to defer the proxy vote to Genesis' Principal Attorney. The Agenda, 2020 Audited Financials and 2020 Actuarial Report will be sent out 7 days prior to the AGM.



March 5, 2021

RE: Genesis Annual General Meeting

ATTN: Genesis Subscriber

Please note that this is the official notice of the AGM for Genesis Reciprocal Insurance Exchange. The meeting will take place on **April 8, 2021, from 9:00 a.m. – 11:00 a.m. virtually**. It will be administered by Zoom, further details to follow.

Please find the proxy document attached. The proxy allows for a member to choose an individual other than an elected or administrative official to vote on their behalf. An option exists to defer the proxy vote to Genesis' Principal Attorney. The Agenda, 2020 Audited Financials and 2020 Actuarial Report will be sent out 7 days prior to the AGM.

For any questions regarding this meeting please contact Miranda Andersen at miranda@rmalberta.com or at 780-955-4093 or Amy Cornelius at amy@rmainsurance.com or at 780-955-8409

Sincerely,

A handwritten signature in black ink, appearing to read "Duane Gladden".

Duane Gladden
Genesis Principal Attorney



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

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.6 NEW Policy - #76 – Disposal of Surplus Property

BACKGROUND/PROPOSAL

As discussed in the recent Policy Review Committee meeting of March 17th, 2021, this is a NEW policy that addresses the Town of Millet Disposal of Surplus Property.

RECOMMENDATION

That Council adopt Policy #76 – Disposal of Surplus Property

Millet

Proud to be

TOWN OF MILLET Disposal of Surplus Property

Policy Number: 76

Date of Issue:

Motion Number:

Number of Pages:

Supersedes: NEW

Signature of Approval: _____
Tony Wadsworth, Mayor

POLICY STATEMENT

Equipment, supplies and property when no longer useful to the Town of Millet may be designated as surplus property and disposed in accordance with the guidelines established in this policy.

Policy #76 - Disposal of Surplus Property

DEFINITION:

Surplus property is defined as equipment, supplies or property that are no longer necessary to efficiently provide services to the residents of the Town of Millet as approved or defined by the CAO.

STANDARDS:

1. Methods of disposal may include donation to non-profit organizations, sealed bids, public tender, purchase/trade-in, or public auction.
2. Disposal of surplus property under an estimated value of \$3,000 may be approved by the Chief Administrative Officer (CAO).
3. The CAO may approve of the sale of surplus property to a Town employee, non-profit organization, business or member of the public pursuant to methods of disposal mentioned in Item 1.
4. Any disposal authorized by the CAO must be reported to Council within 30 days of the disposal.
5. Disposal of surplus property over an estimated value of \$1,000 shall have the method of disposal and reserve bid established by Council on a case-by-case basis.
6. Disposal of land must meet the criteria established in the Municipal Government Act.
7. This policy is not applicable to properties acquired through tax recovery.



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

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.7 Distancing Diamonds

BACKGROUND/PROPOSAL

This email was received from Rita-anne Fuss;

We have had a wonderful response and feedback from the community in regards to the first DD in Leonard William Grey Park. Since forming the Millet Healthy Community Initiative I have become an animator for Millet and area along with my husband Curtis as a plus 1. We went through a course with the Rural Mental Health Project and just recently submitted a grant only for animators for five more Distancing Diamonds we hope will be approved. We will know by the end of March and the first question would be if they are approved where would the town council like to have them placed. I'm not sure of the process of whatever the town council decides what's best for Millet is fine with us. Having completed the first one we now have a template and the rest should be easier to build.

Another suggestion is having a yearly art contest to change out the pictures around the planter on an annual basis so it makes it easier to promote and over time would become well known in the community. We would not only get the school involved but also seniors and people within the community to have the opportunity to have their art displayed.

There was also a suggestion of beginning a project with the used posters to put along a road or placing them on a fence that over the years would become a reminder of all the effort put in by the community and joy the artwork would continue to bring.

Some other feedback was to have some shade where the Distancing Diamonds are built and also have signage with services and numbers to call for mental health. When in a crisis if there are signs available around the DD's to make everyone aware they can get help when needed and not feel alone. Before I became involved with this whole process I honestly didn't know there were so many resources for help in our mental health.

Thank you for taking the time to read this and if we need to make an appointment to meet with town council or what the next steps are please let me know.

Sincerely,

Rita-anne Fuss

Animator for the town of Millet

RECOMMENDED ACTION:

Where does Council wish to place the additional Distancing Diamonds if approved.



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

Meeting: Regular Council Meeting
Meeting Date: March 24th, 2021
Originated By: Facilities – Agriplex
Agenda Item: 10.8 Capital Charter Project – John Deere Grass Bagger Attachment

BACKGROUND/PROPOSAL

Facilities department feel that the Town would get more use out of a bagger than an ice sprayer and bannerman due to the fact that we had so much grass clipping and they were affecting our parks and sports fields. We would like to purchase the bagger system instead of the white ice machine and bannerman to fix the ongoing problem this year. We will look at purchasing these machines further in the future as we feel this is more helpful to staff and the Town in the present moment.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDED ACTION:

That Council reallocate money from proposed white ice system \$3800 and bannerman drag \$3500 to the bagger for \$5000.



CAPITAL PROJECT CHARTER

Charter Name	John Deere Grass Bagger Attachment
Charter Number	
Purpose	To pick up grass from our sports fields.
Project Justification	Our sports fields grow at such a rapid pace that we aren't able to mulch it fast enough. The bagger would eliminate that issue so that we do not have grass buildup like we had last year.
Timeline and Schedule	Spring-ish
Risks, Constraints, Assumptions and Impacts	<p>Risks\Constraints</p> <ul style="list-style-type: none"> • Financial <p>Assumptions</p> <p>Impact</p> <ul style="list-style-type: none"> • Our sports fields will look lovely.
Stakeholders	<ul style="list-style-type: none"> • Public • Recreation Staff
Cost Estimate	\$5,000
Ongoing Operational Impact	Our sports fields will look significantly better as well it will save our operators from wasting time trying to mulch/spread the grass evenly.