



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
VIA GOTOMEETING
Access Code #TBA
January 27th, 2021
3:00 p.m.**

- 1.0 CALL TO ORDER**
- 2.0 PUBLIC HEARING - NONE**
- 3.0 ADDITIONS AND ADOPTION OF AGENDA**
- 4.0 ADOPTION OF MINUTES**
 - 4.1 January 13th, 2021 – Regular Meeting
- 5.0 DELEGATIONS - NONE**
- 6.0 REPORTS**
 - 6.1 Director of Emergency Management Report
- 7.0 BYLAWS - NONE**
- 8.0 AGREEMENTS**
 - 8.1 East West Millet Rural Fire Department Society
- 9.0 CORRESPONDENCE**
 - 9.1 Town of Millet Library Board Minutes – November 24th, 2020
 - 9.2 Town of Millet Library Board Minutes – December 15th, 2020
 - 9.3 Town of Millet Emergency Management Advisory Committee Minutes – January 19th, 2021
 - 9.4 Leaders of Tomorrow – 2021 Sponsorship Letter

10.0 **NEW BUSINESS - NONE**

11.0 **CLARIFICATION OF AGENDA**

12.0 **CLOSED SESSION**

12.1 Land

12.2 Land

12.3 Land

12.4 Land

12.5 Land

13.0 **ADJOURNMENT**



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
VIA GOTOMEETING
ACCESS CODE #540-815-357
January 13th, 2021
3:00 p.m.

PRESENT:

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

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

1.0 CALL TO ORDER:

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

2.0 PUBLIC HEARINGS:

2.1 Bylaw 2020-30 being an amendment to the Land Use Bylaw 2018-11

Mayor Wadsworth opened the Public Hearing at 3:01 p.m.

Mayor Wadsworth stated the purpose of the hearing is to provide the public with the opportunity to offer their comments on Bylaw 2020-30 being an amendment to the Land Use Bylaw 2018-11 to reclassify NW-28-47-24-W4, 4401 – 45 Avenue being the Shipway Farms Development from IN – Industrial District to M – Industrial District.

The Director of Infrastructure provided Confirmation of Notice that the Public Hearing was placed on the www.millet.ca website to allow ample time for residents to view the proposed Bylaw.

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ITEM # 4.1

Notice of the Public Hearing was also placed in the December 30th, 2020 and the January 6th, 2021 editions of the Wetaskiwin Times.

The Development Officer provided her Report to Council.

Mayor Wadsworth asked the Development Officer whether any written submissions had been received. The Development Officer replied that no written submissions had been received.

Mayor Wadsworth asked a first time for any persons wishing to be heard on this matter.

Hearing none, Mayor Wadsworth asked again for any persons wishing to be heard (second time).

Hearing none, Mayor Wadsworth asked again for any persons wishing to be heard (third time).

Hearing none, Mayor Wadsworth closed the Public Hearing at 3:04 p.m.

3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Councillor Sadoroszney joined the meeting at 3:05 p.m.

Res #05/21 Agenda	Moved by Councillor Peel that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended. 12.1 Legal 12.2 Land 10.6 Millet Agriplex Repairs - Revised
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CARRIED

4.0 ADOPTION OF MINUTES:

Res #06/21 Minutes Special Meeting	Moved by Councillor Sadoroszney that the December 11 th , 2020 Special Meeting of Council Minutes are hereby approved, as presented.
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CARRIED

Res #07/21 Minutes Regular Meeting	Moved by Councillor Garrett that the December 16 th , 2020 Regular Meeting of Council Minutes are hereby approved, as presented.
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CARRIED

Res #08/21 Minutes Special Meeting	Moved by Councillor Peel that the December 22 nd , 2020 Special Meeting of Council Minutes are hereby approved, as presented.
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CARRIED

Recorded Vote

In favor: Councillors' Brooks, Sadoroszney, Garrett, Peel, Storey, Pyle

Against: Mayor Wadsworth

Res #09/21 Minutes Special Meeting	Moved by Councillor Storey that the January 6 th , 2021 Special Meeting of Council Minutes are hereby approved, as presented.
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CARRIED

Councillor Brooks was disconnected from the meeting at 3:10 p.m.

Recorded Vote

In favor: Councillors' Sadoroszney, Garrett, Peel, Storey, Pyle

Against: Mayor Wadsworth

Councillor Brooks was re-connected to the meeting at 3:13 p.m.

5.0 DELEGATIONS: NONE**6.0 REPORTS:**

- 6.1 *CAO Report – November and December 2020*
- 6.2 *Councillor Report – December 31, 2020*
- 6.3 *Millet Fire Department Report – December 1st, 2020 – January 1st, 2021*
- 6.4 *Utility Aging Analysis Report – December 2020 – Director of Finance*
- 6.5 *Tax Aging Analysis Report – December 2020*

Res #10/21 Reports	Moved by Councillor Sadoroszney that the Reports are hereby accepted as presented.
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CARRIED

7.0 BYLAWS:

- 7.1 *Bylaw #2020-30 – Land Use Bylaw Amendment*

Res #11/21 Bylaw #2020-30	Moved by Councillor Sadoroszney that Bylaw #2020-30 is hereby given second reading.
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CARRIED

Res #12/21 Bylaw #2020-30	Moved by Councillor Garrett that Bylaw #2020-30 is hereby given third and final reading.
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CARRIED

8.0 AGREEMENTS:

- 8.1 *Intermunicipal Collaboration Framework (ICF) Cost Sharing Agreement*

Res #13/21 ICF	Moved by Councillor Storey that Council approve the Intermunicipal Collaboration Framework (ICF) Cost Sharing Agreement as presented.
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CARRIED

9.0 **CORRESPONDENCE:***9.1 Town of Millet Library Board Minutes – November 24th, 2020*

Res #14/21 Correspondence	Moved by Councillor Peel that the correspondence is hereby accepted as information.
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*CARRIED***10.0** **NEW BUSINESS:***10.1 Virtual Invitation – Emerging Trends in Municipal Law – Brownlee LLP*

Res #15/21 Invitation	Moved by Councillor Pyle that Councillor Garrett attend the virtual Emerging Trends in Municipal Law Seminar on February 11th, 2021 and Mayor Wadsworth attend the virtual Emerging Trends in Municipal Law Seminar on February 18 th , 2021 offered by Brownlee LLP.
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*CARRIED**10.2 Development Permit – 20DP23*

Res #16/21 Development Permit 20DP23	Moved by Councillor Storey that the application for Development Permit 20DP23 is hereby approved on the conditions recommended by Administration.
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*CARRIED**10.3 Pre-qualified Contractors*

Res #17/21 Pre-qualified Contractors	Moved by Councillor Garrett that Council authorize Administration to develop a pre-qualified list of contractors for the following noted services; <ul style="list-style-type: none"> • Underground infrastructure • Surface improvements • Electrical services • Mechanical/HVAC Service • Landscape Maintenance
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*CARRIED**10.4 Waiver of Development Permit Fee*

Res #18/21 Waiver of Permit Fee	Moved by Councillor Sadoroszney that Council approve the waiver of the \$100 development permit fee for Lotus Massage and Wellness.
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*CARRIED**10.5 Dispute Resolution – West Dried Meat Lake Regional Landfill Authority*

Res #19/21 Dispute Resolution	Moved by Councillor Garrett that Council approve the proposed resolution to be passed at the next West Dried Meat Lake Regional Landfill Authority meeting to resolve the 'Notice of Dispute' as filed by the Village of Edberg on August 6, 2020.
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CARRIED

10.6 Millet Agriplex Repairs - Revised

Res #20/21 Agriplex Repairs - Revised	Moved by Councillor Peel that Council approve \$33,000 for repairs to the Zamboni area of the Millet Agriplex to be funded through the Agriplex Reserve Fund.
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*CARRIED*11.0 CLARIFICATION OF AGENDA: NONE*Christina Max disconnected from the meeting at 4:20 p.m.**Director of Finance disconnected from the meeting at 4:20 p.m.*

Res #21/21 Adjournment	Moved by Councillor Storey that the Regular Council Meeting temporarily adjourn at 4:23 p.m.
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CARRIED

Res #22/21 Reconvene	Moved by Councillor Sadoroszney that the Regular Council Meeting reconvene at 4:28 p.m.
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CARRIED

Res #23/21 Adjournment	Moved by Councillor Pyle that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session to discuss Items 12.1 and 12.2, pursuant to Sections 23 (1)(a), Section 27 (1)(a) and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 4:29 p.m.
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*CARRIED*12.0 CLOSED SESSION:*12.1 Legal**12.2 Land*

Res #24/21 Reconvene	Moved by Councillor Sadoroszney that the Regular Council Meeting reconvene from Closed Session at 6:05 p.m.
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CARRIED

Res #25/21 Waiver	Moved by Mayor Wadsworth that Section 3.1 of the Development Agreement with Lakeside Meadows Development Ltd. Phase 2 for installation of utilities along the constructed portion of Diamond Drive be waived.
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DEFEATED

13.0 ADJOURNMENT:

The meeting was adjourned at 6:09 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 27th DAY OF JANUARY 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: January 27th, 2020
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 6.0 - Reports

BACKGROUND/PROPOSAL

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

6.1 Director of Emergency Management Report

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the report is hereby accepted as information.



QUARTERLY REPORT

DIRECTOR OF EMERGENCY MANAGEMENT

Heather Hughes

JANUARY 2021

SUMMARY

The following provides a very brief overview of tasks that have been completed as well as those that are currently ongoing.

COVID-19 PANDEMIC

In response to the widespread nature and cascading impacts of COVID-19, on November 24th, Cabinet approved an Order in Council to declare a State of Public Health Emergency under the Public Health Act.

The Town of Millet has not declared a SOLE and continues to enforce and abide by all Provincial Health Orders.

The following represents tasks I have completed and/or are currently ongoing in response to the COVID-19 Pandemic;

- Attend COVID-19 Updates for Alberta Municipalities with the Chief Medical Officer of Health. These meetings currently take place weekly and provide updates based on new legislation and recent Chief Medical Officer orders.
- Obtained additional proper PPE via Resource Request from the Provincial Operations Centre (POC) for the Millet Fire Department during the Pandemic.
- Keep Council, staff and the residents up-to-date with current COVID-19 related information when new information is received.
- Work with community groups, organizations and the general public on requests for events, assisting with plans and overseeing regulated requirements.
- Worked alongside Alberta Emergency Management Agency (AEMA) in November 2020 to complete the Town of Millet's Emergency Management Annual Audit Review.
- Attended the Emergency Management Advisory Committee meeting on January 19th, 2021.

COUNCIL MEETING

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ITEM # 6.1

TRAINING

- Completed ICS 200 training in November 2020 (two-day course hosted by the Town of Millet provided by Alberta Emergency Management Agency - AEMA)
- Scheduled to take ICS 300 in April 2021 (Pandemic pending)
- The Town of Millet has not conducted a mandatory recent tabletop exercise which will be completed in 2021. I have just received confirmation from AEMA that we can delay this exercise until Administration has moved into the new office which will consist of activating our new Emergency Coordination Centre (ECC).

EMERGENCY MANAGEMENT AUDIT

Our date of review was November 17th, 2020. In attendance were myself, and our AEMA Field Officers Mark Pickford and John Swist.

Overall, I am pleased to inform Council that AEMA is very happy with the Town of Millet's progress in getting our Emergency Program up-to-date and compliant with current legislation. I have provided a few highlights and comments from AEMA for Council's information.

- Bylaw meets LEMR requirements.
- Town of Millet has made good improvement to their EM Program over the last two review periods.
- We have conducted all mandatory training (with exception of tabletop exercise), held EAC and EMA meetings and have made several revisions to our CEP.

A few areas that currently need updating and will be the focus of this year in my DEM role are;

- Updating our Risk Assessments
- Work on our recovery and re-entry plan
- Work on a 'pets plan' that needs to be included in our CEP.
- Completing our ICS 207 organization chart and confirming Section #45 (training status of all employees involved in emergency management).

Respectfully Submitted by: Heather Hughes
Director of Emergency Management



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council

Meeting Date: January 27th, 2021

Originated By: East West Millet Rural Fire Department Society

Agenda Item: 8.1 East West Millet Rural Fire Department Society Agreement

BACKGROUND/PROPOSAL

The current agreement expires on January 31, 2021 and therefore the Board for the East West Rural Fire Department Society has drafted a proposal for the Town of Millet Council to consider adopting into the agreement.

The following changes are being proposed:

- The rescue vehicle is now a truck (changed from van which was sold and replaced by current truck) First line change to read ‘...fire trucks, water trucks and a *rescue truck*’.
- As per the amending agreement on 29th day of March 2019 – incorporate revised Section 2 to read ‘The Society shall pay to the Town of Millet an amount equal to **ONE FIFTH (1/5)** of the cost of the telephone and communication response system based on the actual operating costs’.
- Section 3 – Cost share of the insurance for the Kubota and transporting trailer should be included. This was discussed at their board meeting in 2019 and a motion was made and passed for E/W to pay for ½ of the annual cost of both units. Add to the end of the sentence ‘...natural gas, power, *and the annual insurance costs for the UTV (Kubota), and the supporting transport trailer to haul such unit.*’
- Add Section 17 – housekeeping only to ensure during a Pandemic and when the Society cannot meet, changes that are necessary can easily be amended.
- Change date of expiry *to January 31, 2026.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

n/a

RECOMMENDED ACTION:

That Council approve the East West Millet Rural Fire Department Society Agreement as presented.

JOINT FIRE AGREEMENT

BETWEEN:

THE TOWN OF MILLET
BOX 270
MILLET, ALBERTA
T0C 1Z0

– and –

EAST WEST MILLET RURAL FIRE DEPARTMENT SOCIETY
BOX 772
MILLET, ALBERTA
T0C 1Z0

COUNCIL MEETING

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ITEM # 8.1

THIS AGREEMENT made this _____ day of January 2021.

BETWEEN:

The Corporation of the Town of Millet
in the Town of Millet, in the
Province of Alberta
(hereinafter called "the Town")

OF THE FIRST PART

- and -

East West Millet Rural Fire Department Society
of
Millet, in the
Province of Alberta
(hereinafter called "The Society")

OF THE SECOND PART

WHEREAS the Society owns fire trucks, water trucks and a rescue truck (hereinafter called "the Society trucks") for the purpose of protecting its members against fire;

AND WHEREAS the Town has agreed with the Society to store the Society trucks and render certain other services with respect thereto;

AND WHEREAS the Society has agreed to assume certain responsibilities with the Society trucks and their attendance at Rural and Town fires.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises and the covenants hereinafter contained, it is mutually agreed by the parties hereto as follows:

1. The Town shall house, store and cause to be insured under the Town's Insurance Policy or any renewal thereof against Third party Liability and Accident Benefits required by the Alberta Government as well as Collision and Perils therein covered, the Society Trucks, and attached equipment. The cost of servicing, maintaining, repairing and insuring the trucks shall be the sole responsibility of the Society.
2. The Society shall pay to the Town of Millet annually an amount equal to ONE FIFTH (1/5) of the cost of the telephone and communications response system based on the actual operating costs.
3. The Society shall pay to the Town of Millet annually an amount equal to ONE HALF (1/2) of the cost of the firefighter's annual wages, employer contributions, training and development, Federal radio licenses, stationery and office supplies, natural gas, power, and the annual insurance costs for the UTV (Kubota), and the supporting transport trailer used to haul such unit.
4. Once the Town has gained access to the Regional Waterline, The Society shall pay to the Town for all water used for fire calls outside of the Town Boundaries.
 - a) The rate at which the Town will invoice the Society shall be equal to the rate per cubic meter that the Town is charged by the Capital Regional South West Services Commission.
 - b) The amount of water used for calls outside of the Town boundaries will be determined by the Millet Fire Department and submitted to the CAO in the monthly fire report. At any time, this amount can be verified by Strathcona Dispatch, a third party to this agreement. Strathcona Dispatch time stamps all fire ground activity, all equipment used and all tank support.

5. The Town shall dispatch as necessary firefighter from its Volunteer Fire Brigade with the Society trucks to any rural fire, including any accidents and fires in vehicles of any description on highways or roads within a radius of thirty-seven (37) kilometers.
6. All Society vehicles shall be at the disposal of the Town Volunteer Fire Department under the direction of the Town Fire Chief or his/her designated alternate at all times.
7. All calls shall be answered by the Millet Volunteer Fire Department and the Town shall not be responsible for determining whether the person placing the alarm and/or the person owning the property on which the fire is located, is a member of the Society.
8. In the event of a simultaneous Rural and Town fire, the Town Fire Chief or Firefighter in charge shall dispatch at his discretion the Town or Society trucks.
9. The Society shall supply breathing apparatus for at least two (2) firefighter which shall be carried on the Society trucks at all times. Such breathing apparatus shall be of a type and make approved by the Provincial Fire Commission.
10. The Town and Society shall share in the training of all Firefighters that are members of the Town of Millet Volunteer Fire Department with duties for both Town and Rural emergency calls.
11. The Town, through the Fire Chief of its Volunteer Fire Fighting Brigade, shall notify the Society in advance of equipment replacement required, as such become necessary, which equipment shall be carried on the Society trucks at all times and without limiting the generality of the foregoing, shall include hoses, nozzles, boots, coats and hats.
12. The Society shall consider during the preparation of the annual budget, capital purchases required to upgrade the equipment to keep pace with new and improved firefighting techniques utilized by the Millet Volunteer Fire Brigade.
13. The Society trucks or any of its equipment shall not be used or dispatched for any purpose other than an emergency without the full consent of the Town Fire Chief, Deputy Fire Chief or Firefighter in Charge.
14. The Society shall save, defend, hold harmless and indemnify the Town against any and all suits, claims, actions or damages which may be made against the Town by the members of the Society or Rural residents or others arising out of the use and operation of the Society trucks and their equipment.
15. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.
16. There shall be no charge to the Town for the use of the Society trucks.
17. Subject to the consent of the parties and with the approval of Council or the Board of Directors of each of the parties, the parties shall be at liberty to amend this agreement from time to time in such a manner that is mutually agreed.
18. This Agreement shall be in full force and effect until January 31, 2026.

EAST WEST MILLET RURAL FIRE DEPARTMENT SOCIETY

President

Secretary

TOWN OF MILLET

Mayor

Chief Administrative Officer



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

Meeting: Regular Council Meeting
Meeting Date: January 27th, 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 Town of Millet Library Board Minutes – November 24th, 2020
- 9.2 Town of Millet Library Board Minutes – December 15th, 2020
- 9.3 Town of Millet – Emergency Management Advisory Committee Minutes – January 19th, 2021
- 9.4 Leaders of Tomorrow – 2021 Sponsorship Letter

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

November 24th, 2020

Connect...with each other

Learn....continuously

Discover...the possibilities

Present were: Charlene Van de Kraats, Chris Richards (with apologies), Doug Peel, Sandra Ames, Susan Williamson, Tony Wadsworth (with apologies), Kourtland Fox

1. The Meeting called to order at 6:49 pm
2. Adoption of Agenda moved by D. Peel, carried
3. Adoption of October 6, 2020 minutes moved by S. Ames, carried
4. Financial Report:
 - a. Monthly Comparison accepted as presented
5. Manager's Report:
 - a. STATS
 - b. Approved for Mental Health and Addiction COVID-19 Community Funding grant for programming \$33,690, currently going through legal process
 - c. Applied for three Town of Millet FCSS grants for \$1,000 for volunteer appreciation event, \$5,000 for programming, and \$12,000 for shelving. Shelving grant has been approved.
 - d. Requested a one time grant of \$30,000 from the Town of Millet for shelving, waiting on confirmation but potentially could get \$18,000.
 - e. Requested an increase in our Municipal grant from \$47,000 to \$73,424 to offset the costs of wages of two employees working together for the 40 hours the library is open each week, plus cover 30% additional hours each week for administration and programming and including a 2% cost of living increase for staff to meet standards.
 - f. County Grant was short \$438 of proposed amount.

Res #35/2020 Approval of the 2021 Budget moved by C. Van de Kraats, carried unanimous

Res #36/2020 Approval to request additional grant funding for fixtures and furnishing from the County of Wetaskiwin to help with shelving costs moved by C. Van de Kraats, carried

Res #37/2020 Approval for Jill Simms to apply for CFEP grant to cover fixtures and furnishings for the library, moved by D. Peel, carried

- g. Margaret Blackstock Resignation letter accepted as presented
6. Library Move
 - a. Lease agreement with the Town, this is scheduled to be completed in time to be approved at December 15th meeting

Res #38/2020 Approval to move forward with a donor recognition wall featuring a donor plaque approximate cost of \$2,000. Recognition will be available for donations of \$100 as a Bronze level donor, \$500 as a Silver level donor, \$1,000 as a Gold level donor, \$5,000 as a Platinum level donor, Sponsorship level starts at \$25,000 with agreement to be put in place, moved by C. Van de Kraats, carried

Res #39/2020 Ask the Friends if they would be willing to contribute do the donor wall moved by D. Peel, carried

7. Friends Report:
 - a. January 8, 2021 next meeting
 - b. Silent Auction November 24-27 at the Lions hall
 - c. Applied for 50/50 gaming license for up to \$5000 for January to March
 - d. Requested funding from the Ag Society
8. Mayor Report-none
9. 2021 Meeting dates February, April, September, November

Next meeting December 15th at 6:30 - Lease agreement for new building
February 9th, 2021 at 6:30pm -Year end, annual report, elections.
Meeting Adjourned 8:16 pm

COUNCIL MEETING

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ITEM # 9.1



Town of Millet Library Board Minutes

December 15th, 2020

Connect...with each other

Learn....continuously

Discover...the possibilities

Present were: Charlene Van de Kraats, Chris Richards, Doug Peel, Sandra Ames (with apologies), Susan Williamson, Tony Wadsworth (with apologies), Kourtland Fox

1. The Meeting called to order: 6:38 pm
2. Adoption of Agenda moved by C. Richards, carried
3. Adoption of November 24th, 2020 minutes moved by D. Peel, carried
4. Manager Report

Res# 40/2020 Approval for Jill Simms to apply for grants to help fund the relocation to the new building with consultation of the Chair or Vice-Chair moved by K. Fox, carried

- a. Closure of the Libraries- as mandated by the provincial government begins December 13th will continue until restrictions are lifted. Curbside pickup of books will begin December 15th and will look to start curbside pickup of programs in January.
- b. Amend bylaw 3.6 to read:

Res #41/2020 Approval of the below amended bylaw 3.6 moved by C. Van de Kraats, carried

No member of the public is to be left in the library building for any purpose without a library staff person or member of the Board present at all times. The Town of Millet staff or representatives must provide 24 hours notice to access the building for maintenance and inspections. The Town of Millet staff or representatives shall have access without notification or supervision to the building for weekly caretaking services and in the case of an emergency as specified in the lease agreement. Law enforcement officers or fire fighters may have access to the building unsupervised in the case of an emergency.

5. Library Move
 - a. Library takes possession of the new building April 16 and must be out of the current location April 24th

Res #42/2020 Approval of the lease agreement between the Town of Millet Library Board and the Town of Millet as presented by L. Novotny from the Town of Millet moved by D. Peel, carried

6. Town Report
7. 2021 Meeting dates February 23rd, March 23rd, April 13th, May 25th, September, November

Next meeting January 19, 2021 at 6:30pm -Year end, Annual report, Elections.

Meeting Adjourned 7:12 pm



COUNCIL MEETING

JAN 27 2021

ITEM # 9.2



EMERGENCY ADVISORY COMMITTEE
January 19th, 2021

PRESENT

Council Representative	Mayor Tony Wadsworth
Council Representative	Robin Brooks
Council Representative	Vicki Pyle
Director of Emergency Management	Heather Hughes

ABSENT

Council Representative	Carol Sadoroszney
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ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA

Res #01/2021	<p>Moved by Representative Brooks that the following item is added to the Agenda and further that the agenda is hereby adopted, as amended.</p> <p>Add Item 5 – Emergency Management Disaster Trailer</p>
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CARRIED

1. AEMA – Annual Audit Update

DEM provided the Committee with an update of the recent audit that had been conducted by AEMA on November 18th, 2020. Overall, The Town of Millet has made great headway in their Emergency Response Plan and the Committee was updated with the few items that needed to be addressed.

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ITEM # 9.3

2. The Response Team

DEM updated the Committee on the Regional Response Plan provided by Michael Curtis of the Response Team. The City and County of Wetaskiwin and the Town of Millet had met via GoToMeeting back on October 30th, 2020 at which time the Regional Plan was discussed and to be brought back to all parties after a general consensus had been reached that there seemed to be a lot of duplication between the respective Plans. The Regional agreement is currently still in the works and a copy should be available sometime next week for all parties to review.

3. Update Bylaw

As per the Annual Audit, some minor changes are required on the Bylaw and the DEM will bring these changes to Council.

4. Training and Exercise Planning

The DEM confirmed necessary training that the Town of Millet will need to undertake including a tabletop exercise that has been prescribed by AEMA during the Audit. The Committee discussed the possibility of moving the date to a later date when the ECC could be held in the new administration building, thus avoiding time being wasted on an exercise in an ECC that will no longer be used once the Admin office is moved. The DEM will contact AEMA and see if this exercise can be delayed.

The DEM is required to take ICS 300 and the Committee discussed the possibility of the Town of Millet hosting the ICS 300 training. We hosted ICS 200 back in November 2020 and it was very successful. The DEM will contact AEMA and see if an ICS 300 training can be added to their Training Calendar.

5. Emergency Management Disaster Trailer

Representative Brooks approached the Committee with the idea of selling the Disaster Services trailer. This type of trailer is not used by any other municipality of our size and due to our close proximity to both the City of Wetaskiwin and City of Leduc, we are not a 'first response' or remote site and therefore there is no need to be equipped as one. Currently, this trailer consists of antiquated material such as very old first aid kits, gurneys, lead lined canteens, a generator that has not been maintained and a host of other miscellaneous items that are not necessary. Representative Brooks asked that the Committee recommend auctioning off this trailer and either donating or properly disposing of the contents that are no longer needed.

Res #02/2021	Moved by Representative Brooks that the Disaster Trailer be added to the auction list and further directs Administration to dispose of all contents of trailer not pertaining to the Town of Millet's current Emergency Management Plan.
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CARRIED

6. ADJOURNMENT

Res #03/2021	Moved by Representative Wadsworth that the Emergency Advisory Committee meeting of January 19 th , 2021 is adjourned at 10:58 a.m..
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CARRIED



January 18, 2021

Mayor Tony Wadsworth
Town of Millet
Box 270
Millet, AB T0C 1Z0

Dear Mayor Tony,

I hope this finds you and your family in good health during these Covid-19 times.

I'd like to give you an update on the status of the 2020 Leaders of Tomorrow Awards Event.

As you know, the Leaders of Tomorrow committee chose to delay things in the hopes of having an Event that would recognize the 39 very deserving nominees. Due to the uncertainty of things opening up for large groups the committee has decided that an event is not feasible for 2021 either.

With no certainty as yet in sight, we feel that the time has come to make decisions and move ahead with necessary changes, moving forward with what can be done.

The nominees will be recognized in the newspapers in the near future. Over four consecutive weeks one age group will be featured each week. This will include the nominee's and nominator's name, with a brief write-up on their unique qualities. The sponsors logos will be included in each week's paper as well.

The award package and T-shirt will be sent to the nominator or school who will in turn give it to the nominee.

Additionally, the Representative of each age group will be invited to a City and/or County Council meeting where the Mayor and/or Reeve will read aloud the biographies and award the trophies and award packages to these four who shine the brightest.

Note: one Representative is from the City and three are from the County.

COUNCIL MEETING

JAN 27 2021

ITEM # 9.4

Under normal circumstances, now is the time we would be in the planning stages for the 2021 Leaders of Tomorrow Awards. But due to these uncertain times, the committee has decided to not have nominations for 2021. As such, we will forego the request of sponsorship dollars for this year.

On behalf of the Wetaskiwin and Area Leaders of Tomorrow Awards Committee, I would like to thank you for your generous sponsorship last year and we will contact you for the 2022 Leaders program.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Croft".

Lynn Croft
Executive Director
Wetaskiwin & Area Leaders of Tomorrow Awards Committee