



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

- 1.0 **CALL TO ORDER**
- 2.0 **PUBLIC HEARING - NONE**
- 3.0 **ADDITIONS AND ADOPTION OF AGENDA**
- 4.0 **ADOPTION OF MINUTES**
 - 4.1 February 24th, 2021 – Regular Meeting
- 5.0 **DELEGATIONS**
 - 5.1 Andy Heath, McElhanney
- 6.0 **REPORTS**
 - 6.1 Councillor Report – February 28th, 2021
 - 6.2 Monthly Bank Reconciliation Report – January 31, 2021
 - 6.3 Millet Fire Department Report – February 1st – February 28th, 2021
- 7.0 **BYLAWS - NONE**
- 8.0 **AGREEMENTS - NONE**
- 9.0 **CORRESPONDENCE**
 - 9.1 Camrose County – West Dried Meat Lake Regional Landfill Dispute Resolution

10.0 NEW BUSINESS

- 10.1 Raised Vegetable Beds – Millet Museum
- 10.2 1st Millet Scout Association – Building and Contents Insurance and Liability Insurance
- 10.3 Deadfall Removal Permit
- 10.4 Town of Millet – Policy #13 – Photocopying Policy - Rescind
- 10.5 Town of Millet – New Policy #35 - Asset Management Policy
- 10.6 Hall Rental Waiver – Millet Lions

11.0 CLARIFICATION OF AGENDA

12.0 CLOSED SESSION

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

- 12.1 Legal
- 12.2 Legal
- 12.3 Land
- 12.4 Personnel
- 12.5 Legal

13.0 ADJOURNMENT



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

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

BACKGROUND/PROPOSAL

Adoption of Minutes

4.1 Minutes of Regular Meeting – 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 #327-636-093
February 24th, 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

3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res #46/21 Agenda	<p>Moved by Councillor Peel that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended.</p> <p>6.1 Monthly Bank Reconciliation – December 31, 2020 12.4 Legal 12.5 Land</p>
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CARRIED

COUNCIL MEETING

MAR 10 2021

ITEM # 4.1

4.0 ADOPTION OF MINUTES:

Res #47/21 Minutes Regular Meeting	Moved by Councillor Brooks that the February 10 th , 2021 Regular Meeting of Council Minutes are hereby approved, as presented.
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CARRIED

5.0 DELEGATIONS: NONE**6.0 REPORTS:****6.1 *Monthly Bank Reconciliation Report – December 31st, 2020****Councillor Storey arrived at 3:03 p.m.*

Res #48/21 Reports	Moved by Councillor Sadoroszney that the Report is hereby accepted as information.
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CARRIED

7.0 BYLAWS: - NONE**8.0 AGREEMENTS: - NONE****9.0 CORRESPONDENCE:****9.1 *West Dried Meat Lake Regional Landfill Authority – Minutes of Meeting
February 10th, 2021*****9.2 *Village of Edberg – Dispute Resolution Procedure of the West Dried Meat
Lake Regional Solid Waste Authority***

Res #49/21 Correspondence	Moved by Councillor Pyle that the correspondence is hereby accepted as information.
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CARRIED

10.0 NEW BUSINESS:**10.1 *Invitation – Chamber of Commerce – State of the Region Event***

Res #50/21 Invitation	Moved by Councillor Garrett that Mayor Wadsworth and Councillors Brooks, Garrett and Sadoroszney attend the virtual State of the Region Event via ZOOM on March 11 th , 2021.
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CARRIED

10.2 *Solar Panels for Old Millet School*

Res #51/21 Solar Panels	Moved by Councillor Brooks that Council accept the Old Millet School Solar Panel update as information.
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CARRIED

10.3 Millet in Bloom – Website and Facebook Page

Res #52/21 MiB Facebook and Website	Moved by Councillor Storey that Council permit MiB to move forward with Administration in establishing a link to the Town of Millet website and MiB's creation of a Facebook page.
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*CARRIED**10.4 Millet in Bloom – Winter Lights Contest Budget*

Res #53/21 Winter Lights	Moved by Councillor Peel that Council receive this item as information.
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*CARRIED**10.5 Millet in Bloom – Community Garden*

Res #54/21 Community Garden	Moved by Councillor Sadoroszney that Council approve the use of the tennis court site once construction is completed, for specific use as a Community Garden in the Spring of 2022, and further that Administration continue to work with MiB towards satisfactory implementation of this project.
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*CARRIED**10.6 Communities Initiatives Program Project – Millet Library Line of Credit*

Res #55/21 Line of Credit	Moved by Councillor Brooks that this item be tabled again and brought back with further information to the next Regular Council Meeting of March 10 th , 2021.
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*CARRIED**10.7 Old Millet School Re-development Update*

Res #56/21 Old School Re-development	Moved by Councillor Pyle that Council accept the Old Millet School Redevelopment update as information.
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*CARRIED**10.8 MiB Executive and Committee Members*

Res #57/21 MiB Committee	Moved by Councillor Garrett that the Executive and Committee Members presented by Millet in Bloom be appointed as follows: Executive Members Chair – Marlene Alberts – One-year Term Vice Chair – Candice Dixon – Two-year Term Secretary – Joanne Maynard – Two-year Term Committee Members Marilyn Kroening, Carol Sadoroszney, Mary Kroening and Mae Deans (One-year Term) Stan Kroening, Darlene Kenyon and Melanie Cheek (Two-year Term)
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CARRIED

11.0 CLARIFICATION OF AGENDA:

Christina Max requested the status of the budget on the Old School Re-development and it was confirmed by the Director of Infrastructure that this project is currently on budget.

Christina Max requested to accompany Council on the tour of the Old School once a date and time has been scheduled.

Christina Max left the meeting at 4:08 p.m.

Res #58/21 Temporary Adjournment	Moved by Councillor Storey that the Regular Council Meeting temporarily adjourn at 4:09 p.m.
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CARRIED

Res #59/21 Reconvene	Moved by Councillor Garrett that the Regular Council Meeting reconvene at 4:19 p.m.
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CARRIED

Res #60/21 Closed Session	Moved by Councillor Pyle that Council sit in Closed Session to discuss Items 12.1, 12.2, 12.3, 12.4 and 12.5 pursuant to Sections 23 (1)(a), Section 27 (1)(a) and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 4:19 p.m.
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CARRIED

12.0 CLOSED SESSION:

12.1 Land

Director of Finance left the meeting at 5:01 p.m.

12.2 Land

12.3 Land

12.4 Legal

12.5 Land

Res #61/21 Reconvene	Moved by Councillor Garrett that the Regular Council Meeting reconvene from Closed Session at 5:44 p.m.
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CARRIED

Res #62/21 Arena Floor Project	Moved by Councillor Pyle that Council accept the tender from Delnor Construction in the amount of \$1,479,670.00 for the Arena Floor Replacement project and further that the additional funding come from the General Reserve.
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CARRIED

Res #63/21 Lakeside Meadows Development Committee	Moved by Councillor Peel that Councillors Garrett and Brooks sit on the newly established Lakeside Meadows Development Committee.
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*CARRIED***13.0 ADJOURNMENT:**

The meeting was adjourned at 5:46 p.m.

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

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

BACKGROUND/PROPOSAL

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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the reports are hereby accepted as information.

COUNCILLOR STOREY REPORT

February 28, 2021

- Feb. 9th -attended the Millet In Bloom meeting.
- Feb. 10th -attended the Regular Council Meeting.
- Feb. 24th -attended the Regular Council Meeting.
- Feb. 25th -attended the regular JEDI Board meeting.

(2)

COUNCIL MEETING

MAR 10 2021

ITEM # 6.1

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending **31, January 2021**

	General Account	General Term Deposit	Cemetary Term Deposit	Total
Net Balance at End of Previous Month	\$422,419.08	\$2,933,649.27	\$11,366.18	\$3,367,434.53
Receipts for the Month (Less Loans)	\$313,012.72	\$1,873.25	\$1.89	\$314,887.86
Terms Cashd in	\$500,000.00	-\$500,000.00	\$0.00	\$0.00
Sub-Total	\$1,235,431.80	\$2,435,522.52	\$11,368.07	\$3,682,322.39
LESS:				
Terms Taken out	\$647,635.52	\$0.00	\$0.00	\$647,635.52
Disbursements for the Month			\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Net Balance at End of Month	\$587,796.28	\$2,435,522.52	\$11,368.07	\$3,034,686.87
Balance at End of Month -- Treasury Branch	\$681,705.54	\$2,435,522.52	\$11,368.07	\$3,128,596.13
*Cash on Hand at End of Month		\$0.00	\$0.00	\$0.00
Sub-Total	\$681,705.54	\$2,435,522.52	\$11,368.07	\$3,128,596.13
LESS:				
Feb deposits recorded in March	-\$15,313.64	\$0.00	\$0.00	-\$15,313.64
Outstanding Cheques See List	\$109,222.90	\$0.00	\$0.00	\$109,222.90
BALANCE	\$587,796.28	\$2,435,522.52	\$11,368.07	\$3,034,686.87

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
20677	\$70.00	22588	\$2,634.98	22607	\$558.26	0	\$-00
21268	\$129.40	22589	\$5,839.80	22608	\$1,945.00	0	\$-00
21430	\$235.76	22590	\$50.00	0	\$-00	0	\$-00
21610	\$13.00	22591	\$682.50	0	\$-00	0	\$-00
21961	\$34.37	22592	\$1,000.00	0	\$-00	0	\$-00
22013	\$196.42	22593	\$1,370.74	0	\$-00	0	\$-00
22223	\$700.00	22594	\$367.50	0	\$-00	0	\$-00
22386	\$325.00	22595	\$288.75	0	\$-00	0	\$-00
22488	\$548.02	22596	\$125.00	0	\$-00	0	\$-00
22493	\$3,449.36	22597	\$13,693.87	0	\$-00	0	\$-00
22500	\$156.58	22598	\$21.57	0	\$-00	0	\$-00
22519	\$279.21	22599	\$280.09	0	\$-00	0	\$-00
22550	\$38,654.76	22600	\$652.00	0	\$-00	0	\$-00
22553	\$21,971.08	22601	\$367.50	0	\$-00	0	\$-00
22557	\$63.00	22602	\$1,800.00	0	\$-00	0	\$-00
22565	\$112.2	22603	\$416.86	0	\$-00	0	\$-00
22577	\$12.00	22604	\$1,183.06	0	\$-00	0	\$-00
22586	\$4,464.17	22605	\$98.66	0	\$-00	0	\$-00
22587	\$2,809.13	22606	\$1,623.30	0	\$-00	0	\$-00
							\$109,222.90

This statement submitted to Council this _____ 10th day of Mar 2020

Remarks:

Mayor: _____

Chief Administrative Officer: _____

COUNCIL MEETING

MAR 10 2021

ITEM # 6.2.



**Millet Fire Department
Call History Report by Date
2/1/2021 - 2/28/2021**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Mon 02/01/2021 08:58	County - Wetaskiwin (Extra Hours)	2100007	69 Structure Fire	55 Establish safe area		12	01:08
Mon 02/01/2021 11:39	County - Leduc	2100008	52 Alarms	55 Establish safe area	25433 twp 484	5	00:53
Thu 02/04/2021 11:51	County - Wetaskiwin	2100009	29 Traffic/ Transportation Incidents			7	00:15
Sun 02/07/2021 18:31	County - Wetaskiwin (Extra Hours)	2100010	27 Stab/ Gunshot/ Penetrating Trauma	55 Establish safe area		12	01:42
Tue 02/09/2021 17:32	City - Millet	2100011	52 Alarms	55 Establish safe area		9	00:19
Wed 02/10/2021 14:20	City - Millet	2100012	52 Alarms	55 Establish safe area		7	00:16
Mon 02/15/2021 09:34	County - Wetaskiwin	2100013	19 Heart Problems/A.I.C.D	55 Establish safe area		11	00:38
Wed 02/17/2021 03:53	County - Leduc (Extra Hours)	2100014	60 Gas Leak/ Gas Odour (Natural and LPG)	55 Establish safe area		11	02:23
Wed 02/17/2021 11:20	City - Millet	2100015	32 Unknown Problem (Man Down)	55 Establish safe area		9	00:35
Thu 02/25/2021 02:25	County - Leduc (Extra Hours)	2100016	32 Unknown Problem (Man Down)	55 Establish safe area		10	01:10

Total calls for City - Millet:	3
Total calls for County - Leduc:	1
Total calls for County - Leduc (Extra Hours):	2
Total calls for County - Wetaskiwin:	2
Total calls for County - Wetaskiwin (Extra Hours):	2
Total calls:	10
Total Time:	09:19

COUNCIL MEETING

MAR 10 2021

ITEM # 63



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

Meeting: Regular Council Meeting
Meeting Date: March 10th, 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 Camrose County – West Dried Meat Lake Regional Landfill Dispute Resolution

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Correspondence is hereby accepted as information.



West Dried Meat Lake Regional Landfill Authority
3755 – 43 Avenue
Camrose, Alberta T4V 3S8

Sent by: e-mail

February 23, 2021

RE: West Dried Meat Lake Regional Landfill Dispute Resolution

To Whom it May Concern,

Please be advised that during the regularly scheduled Camrose County Council meeting, held February 23, 2021, Camrose County Council had a discussion around the dispute resolution process regarding the West Dried Meat Lake Landfill Authority and passed the following resolution:

T. MILLER - That Camrose County Council provide written notice to the members of the WDMLRL Management Committee, of its agreement to relinquish the rights, duties, functions, and obligations of Ferintosh vested in the County with regards to the WDMLRL by, O.C. 190/2019, which included the additional seat on the Management Committee.

Best Regards,

Cindy Trautman, Reeve
Camrose County

cc. Village of Edberg
Town of Millet
County of Wetaskiwin
Barbara McNeil

COUNCIL MEETING

MAR 10 2021

ITEM # 9.1



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

Meeting: Regular Council Meeting
Meeting Date: March 10, 2021
Originated By: Lisa Schoening
Agenda Item: 10.1 Raised Vegetable Beds – Millet Museum

BACKGROUND/PROPOSAL

The Millet Museum has requested permission to place raised beds along the north side of the administration office for their children’s programs.

They have also requested a letter of support for their grant applications.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

None.

COSTS/SOURCE OF FUNDING

None

RECOMMENDATION

That Council grant permission for the 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 museum for their grant application.



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

Meeting: Regular Council Meeting
Meeting Date: March 10th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.2 1st Millet Scout Association – Insurance

BACKGROUND/PROPOSAL

We received the following email from Darlene Keynon, from the Millet Scouts.

Could you please let me know the process we would need to take to ask for help with our Insurance bill this year. We, of course due to Covid and other factors, have not been able to have any enrollment, thus fundraising nor be able to rent out our hall for special events. Our bank account is depleting just to keep the utilities on.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There are 2 insurance bills they are requesting help with. The Property insurance, in the amount of \$770.44 and the liability insurance in the amount of \$550.00, for a total of \$1320.44.

COSTS/SOURCE OF FUNDING

This could come out of the administrative contingency funds, or the Council waiver account.

RECOMMENDATION

Does Council wish to help the Scouts with the insurance bills, and if so, how much?



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 10th, 2021
Originated By: Lisa Novotny, Director of Infrastructure
Agenda Item: 10.3 Deadfall Removal Permit

BACKGROUND/PROPOSAL

The Town of Millet sustained quite a bit of damage during a storm in 2020. Some of the damage from this storm is still seen today, leaving several fallen trees which will pose quite a fire risk in the upcoming season.

In an effort to reduce the fire risk and clean up the areas most heavily hit, Councillor Pyle has requested that Administration look into and possibly propose a Deadfall Removal Permit application process which would allow residents of Millet access to free firewood, assist in cleaning up unsightly deadfall and aid in mitigating potential fire risks.

Administration recommends the following criteria to be established for this proposed permit;

- Permits only given for Town owned property
- Permits only given for 'deadfall' ONLY
- Permits valid for one week with only one permit/person/month given.
- Permits are for personal use ONLY – no commercial use
- Must be a resident of Millet to obtain a Permit
- Anyone taking out a permit, must sign a liability waiver prior to any cutting
- Permit holders MUST maintain a safe work area

RECOMMENDATION

That Council authorize Administration to proceed with the Deadfall Removal Permit process.



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

Meeting: Regular Council Meeting
Meeting Date: March 10th, 2021
Originated By: Policy Review Committee
Agenda Item: 10.4 Policy #13 – Photocopying Policy

BACKGROUND/PROPOSAL

The Policy Review Committee met on March 3, 2021 and discussed this policy in detail. This policy was adopted in 1993 and Administration receives very little requests for photocopying from the residents of Millet.

It was brought to the Committee’s attention that the Millet Library offers this service as well, and this service provides an additional revenue stream for the Millet Library. In an effort to not compete with the Library, the Committee requests that this Policy be rescinded.

RECOMMENDATION

That Council rescind Policy #13.

COUNCIL POLICY #13

Purpose

The purpose of this policy is to set guidelines for the amounts to be charged to any or all organizations, clubs, committees and persons for photocopying.

Responsibility

It is the responsibility of the Chief Administrative Officer and/or Staff Members to ensure the content of this policy is administered pursuant to the guidelines. This policy may only be amended or revoked by a resolution in Council.

Procedure

The Council hereby deems it necessary to implement photocopying charges as follows:

One-Sided	We Copy	Our Paper	.25/page
One-Sided	We Copy	Your Paper	.15/page
One-Sided	You Copy	Our Paper	.20/page
One-Sided	You Copy	Your Paper	.10/page
Double-Sided	We Copy	Our Paper	.35/page
Double-Sided	We Copy	Your Paper	.20/page
Double-Sided	You Copy	Our Paper	.30/page
Double-Sided	You Copy	Your Paper	.15/page

NOTE: GST WILL BE CHARGED EXTRA ON PHOTOCOPYING

There will be no exceptions on photocopying charges. Any organization, club, committee or persons wishing to have the photocopying charges waived must, in writing, present to Council why they wish to have the photocopying charges waived.

If Council so chooses to waive the photocopying charges, a memorandum must be signed by the Chief Administrative Officer, the Mayor and the concerned party stating their intent to waive the photocopy charges after a decision from Council.

These memorandums must be kept in a secure place for future reference.

THIS POLICY ADOPTED BY COUNCIL THIS 10th DAY OF FEBRUARY, 1993.

COUNCIL MEETING

MAR 10 2021

ITEM # 10.4

D. W. King
MAYOR

D. Ride
CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting

Meeting Date: March 10, 2021

Originated By: Lisa Novotny, Director of Development and Infrastructure

Agenda Item: 10.5 New Policy #35 - Asset Management Policy

BACKGROUND/PROPOSAL

As part of the FCM Asset Management grant the Town received, the Town must implement an asset management policy. The attached policy follows best practice and is an industry standard.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The purpose of the Asset Management Policy is to provide guidance to the Town with asset management practices suited to meet the needs of the community, and the strategic goals of the Council. These practices will encourage dependable service delivery, long-term economic prosperity, environmental sustainability, and consolidation of information to be utilized by the municipality.

This policy will:

- a) Provide high-level principles used to guide asset management initiatives throughout the organization while considering current and future service needs.
- b) Allow for a coordinated, cost-effective, and organizationally sustainable approach to asset management processes and decision making.
- c) Provide principles and criteria to demonstrate Environmental and Fiscal stewardship for the municipality.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDED ACTION:

That Council approve Policy #35 – Asset Management Policy.



**TOWN OF MILLET
Asset Management Policy**

Policy Number: 35

Date of Issue: March 10, 2021

Motion Number:

Number of Pages: 6

Supersedes: NEW

Signature of Approval: _____
Tony Wadsworth, Mayor

POLICY STATEMENT

Asset management is an interdisciplinary approach that administers sustainable and efficient actions to utilize infrastructure assets proactively. Involving Council and all other relevant departments of the municipality allows for coordinated decision-making and accountability. This policy is meant to ensure that the Town of Millet has a proficient understanding of the long-term consequences and sufficient knowledge about managing infrastructure assets. The Asset Management Policy outlines the key asset management principles to be implemented across the Town.

SCOPE

The Town of Millet manages several infrastructure assets to provide various services to meet the needs of the community. These assets include roads, water networks, sewer networks, buildings, bridges, culverts, fleet, and recreation facilities. Infrastructure assets require continual financial investment for installation, maintenance, renewal, and disposal costs over their life cycle. The asset registry, which documents relevant asset information, is subject to change periodically as the municipality invests in new assets and disposes of old assets. This Asset Management Policy applies to all infrastructure assets owned by the Town.

INTENT

The purpose of the Asset Management Policy is to provide guidance to the Town with asset management practices suited to meet the needs of the community, and the strategic goals of the Council. These practices will encourage dependable service delivery, long-term economic prosperity, environmental sustainability, and consolidation of information to be utilized by the municipality.

This policy will:

- a) Provide high-level principles used to guide asset management initiatives throughout the organization while considering current and future service needs.
- b) Allow for a coordinated, cost-effective, and organizationally sustainable approach to asset management processes and decision making.
- c) Provide principles and criteria to demonstrate Environmental and Fiscal stewardship for the municipality.

ROLE OF ASSET MANAGEMENT POLICY

The Role of the Asset management policy is to define the fundamental principles that the municipality is trying to achieve with the adoption of asset management. Along with the Asset Management Policy, other key asset management components are the Asset Management Strategy and the Asset Management Plan. The distinction and relationship between these documents are listed below:

- Asset Management Policy – defines the principles of Asset Management.
- Asset Management Strategy – defines how the municipality plans to achieve the Asset Management Policy.
- Asset Management Plans – defines the specific operational actions required to achieve the overall Asset Management Strategy.

PRINCIPLES

The principles of the Asset Management Policy as described below. In the implementation of this policy, the Town of Millet shall:

HOLISTIC AND INTEGRATED DECISION MAKING

- a) Coordinate and promote collaboration between appropriate departments, business units, and functions to build strong working relationships throughout the asset management decision-making process. These departments and functions include planning, engineering, operations and maintenance, finance, and other strategic and long-term community planning and budgetary functions.

SERVICE DELIVERY TO CUSTOMERS AND INFORMATION MANAGEMENT

- a) Define levels of service to meet the needs of the community while considering the quality of life, minimizes long-term costs concerning infrastructure asset management.
- b) Deliver the defined levels of service to the municipality by managing infrastructure assets efficiently and effectively.
- c) Be accountable and transparent to the community with defined levels of service and service performances.
- d) Ensure levels of service are compliant with the Council's strategic objectives and the community's needs.
- e) Comply with all relevant legislative, statutory, and regulatory requirements.
- f) Develop and maintain asset inventories for all infrastructure assets.
- g) Monitor and periodically review defined levels of service and the impact on the community.

FISCAL RESPONSIBILITY

- a) Develop and maintain a long-term financial plan which considers relevant investment needs, funding requirements, and revenue projections to promote the long-term financial sustainability of the municipality.
- b) Consider the financial impacts on current and future generations and promote social and inter-generational equity.
- c) Develop and implement processes to ensure investment needs are addressed efficiently and effectively.
- d) Aim to minimize the long-term cost and balance risks when deciding to build, renew, and/or replace an asset.
- e) Implement efficient maintenance strategies that consider sustaining the defined levels of service and mitigate asset risk and maximize asset value.
- f) Comply with all the regulatory and statutory financial tracking and reporting requirements.

SUSTAINABILITY AND ENVIRONMENTAL ADAPTABILITY

- a) Develop business cases that consider risk and long-term costs associated with delivering the defined levels of service.
- b) Consider the current generations and future generations' needs when incorporating strategic risk into asset management decision making.
- c) Incorporate a triple bottom line approach, considering the socio-cultural, environmental, and economic outcomes.
- d) Consider the potential impacts of climate change and other significant environmental considerations. In doing so, consider how increased frequency and severity of climatic events may directly affect the level of service delivery. Where appropriate, the Town of Millet shall adopt a proactive approach to mitigating the potential impacts of changes in the environment.

CONTINUOUS IMPROVEMENT

- a) Monitor and consider improvements to the asset management's processes, including this policy, to improve the effectiveness in achieving the municipality's strategic objectives. Changes to the asset management processes shall be made where applicable.
- b) Focus on incorporating novel or innovative tools, techniques, and solutions to promote the long-term efficiency and effectiveness of service delivery through the asset management process.
- c) Periodically review and assess the organization's asset management competencies and provide the necessary support, education, and training to relevant staff.

RESPONSIBILITIES

COUNCIL

- a) Approving Asset Management Policy.
- b) Support strategies and plans that are developed to implement the Asset Management Policy.
- c) Articulates community values and define priorities.
- d) Approve the funding and resources to implement the AM Policy and associated requirements.
- e) Supports Asset Management system to approving funding through multi-year and long-range financial plans.
- f) Authorizes the CAO to form a corporate asset management steering committee to implement an asset management system across the organization.

CHIEF ADMINISTRATION OFFICER

- a) Ensures and oversees corporate adoption of asset management policy, processes, and strategies.
- b) Establishes an asset management steering committee.
- c) Appoints the cross-functional representatives from relevant departments to serve on the steering committee as well as chair of the steering committee.
- d) Reviews all asset management information before presentation to Council.
- e) Asset Management Steering Committee.
- f) Provides a forum for discussion and development of asset management policy, strategy, plans, and processes.
- g) Encourages the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery.
- h) Provides a forum for learning, information sharing, and co-education opportunities.

DEPARTMENT MANAGERS

- a) Lead the adoption of the Asset Management policy within their departments.
- b) Allocate appropriate resources for the implementation of the policy and associated processes.
- c) Liaise with asset management steering committee.

CORPORATE FINANCE

- a) Provides financial direction and support to the departments and asset management steering committee.
- b) Develops and maintains the required financial plans and records following the asset management policy and regulatory and statutory requirements.

DEFINITIONS

Asset Management: the process of making decisions about the use and care of the infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities and makes the best use of resources.

Asset: A physical object that is a significant economic resource and provides the delivery of a program or service.

Level of Service: a measure of the quality, quantity, and/or reliability of service from the perspective of residents, businesses, and customers in the community.

Asset Register: A list of all the municipality's assets including details such as condition, location, and level of service.

DEFINITIONS (continued)

Risk: events or occurrences that will have undesired impacts on services.

Asset Risk: events where an asset fails to perform as it was designed/needed to.

Strategic Risk: events or occurrences that impact the ability to achieve strategic and service objectives.

Lifecycle: the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.

Long-term cost (Life-cycle cost): the financial and human resources required throughout the life cycle of the asset.

Long-term financial plan: a plan that documents the process of aligning financial capacity with long-term service objectives.



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

Meeting: Regular Council Meeting
Meeting Date: March 10, 2021
Originated By: Lisa Schoening
Agenda Item: 10.6 Hall Rental Waiver – Millet Lions

BACKGROUND/PROPOSAL

Health Inspector, Gord Watt, has granted permission for non-profit organizations to have in house meetings providing they follow the following regulation:

- 15% capacity – MUST NOT EXCEED
- Must maintain 6ft distance
- All participants MUST wear a mask.
- Must hand sanitize prior to entering (must provide hand sanitizer)
- No sharing of pens etc.
- No eating/drinking
- No members of public allowed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Millet Lions Club would like to have a meeting on March 15th, but due to capacity rules, they are unable to have this in their hall. They are requesting the rental fee for the banquet hall, in the amount of \$56.00 be waived for them to hold their meeting.

COSTS/SOURCE OF FUNDING

\$56.00

RECOMMENDATION

That Council grant permission for the rental fees, in the amount of \$56.00, be waived for the Millet Banquet hall for the Millet Lions Club on March 15, 2021 at 7pm.