



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET  
VIA GOTOMEETING  
Access Code #TBD  
January 13<sup>th</sup>, 2021  
3:00 p.m.**

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**1.0 CALL TO ORDER**

**2.0 PUBLIC HEARING**

2.1 Bylaw 2020-30 – Land Use Bylaw Amendment

**3.0 ADDITIONS AND ADOPTION OF AGENDA**

**4.0 ADOPTION OF MINUTES**

- 4.1 December 11<sup>th</sup>, 2020 – Special Meeting
- 4.2 December 16<sup>th</sup>, 2020 – Regular Meeting
- 4.3 December 22<sup>nd</sup>, 2020 – Special Meeting
- 4.4 January 6<sup>th</sup>, 2021 – Special Meeting

**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 1, 2020 – December 31, 2020
- 6.4 Utility Aging Analysis Report – December 2020 - Director of Finance
- 6.5 Tax Aging Analysis Report – December 2020 – Director of Finance

**7.0 BYLAWS**

7.1 Bylaw #2020-30 – Land Use Bylaw Amendment

**8.0 AGREEMENTS**

- 8.1 Intermunicipal Collaboration Framework (ICF) Agreement – Town of Millet and County of Wetaskiwin

**9.0 CORRESPONDENCE**

- 9.1 Town of Millet Library Board Minutes – November 24<sup>th</sup>, 2020

**10.0 NEW BUSINESS**

- 10.1 Virtual Invitation – Emerging Trends in Municipal Law – Brownlee LLP
- 10.2 Development Permit – 20DP23
- 10.3 Prequalified Contractors
- 10.4 Waiver of Development Permit Fee
- 10.5 Dispute Resolution
- 10.6 Millet Agriplex Repairs

**11.0 CLARIFICATION OF AGENDA**

**12.0 CLOSED SESSION - NONE**

**13.0 ADJOURNMENT**

**PUBLIC HEARING AGENDA**  
**BYLAW 2020-30**  
**January 13, 2021 @ 3:00 PM**  
**VIA Go-To-Meeting**  
**ID: 540-815-357**

1. **Opening of Public Hearing** (Mayor to open public hearing)
2. **Purpose of Hearing** (to be read by Mayor)

To provide the public with the opportunity to provide 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.

3. **Confirmation of Notice** (asked for by Mayor) (reply from Development Officer)

Notice of the Public Hearing was placed on the [www.millet.ca](http://www.millet.ca) website to allow ample time for residents to view the Bylaw; and

Notice of the public hearing was placed in the December 30, 2020 and the January 6<sup>th</sup>, 2021 editions of the Wetaskiwin Times.

4. **Development Officers Report** (asked for by the Mayor) (Reply from Development Officer)

The property owner has requested the amendment of the zoning for the Shipway Farms Property the NW-28-47-24-4 being 4401 – 45 Avenue. When annexed into the Town, the zoning from the County of Wetaskiwin was carried forward into the Land Use Bylaw. As the property owner is working towards completing the Area Structure Plan and plans to make a subdivision application, the zoning is recommended to be reclassified to M – Industrial is consistent with other similar properties in the Town.

5. **Written Submissions** (asked for by Mayor) (reply by Development Officer) (Legislative Assistant to read written submissions if any submitted by deadline.)

6. **Persons Wishing to be Heard** (Mayor to ask if there are any persons wishing to be heard) (Development Officer to reply)

(Mayor to ask if there are any other persons wishing to be heard) (Public opportunity to speak) (second time)

(Mayor to ask if there are any other persons wishing to be heard) (Public opportunity to speak) (third time)

7. **Closure of Public Hearing**



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13<sup>th</sup>, 2021  
**Originated By:** Heather Hughes, Legislative Assistant  
**Agenda Item:** 4.0 – Adoption of Minutes

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**BACKGROUND/PROPOSAL**

Adoption of Minutes

- 4.1 Minutes of Special Meeting – December 11<sup>th</sup>, 2020
- 4.2 Minutes of Regular Meeting – December 15<sup>th</sup>, 2020
- 4.3 Minutes of Special Meeting – December 22<sup>nd</sup>, 2020
- 4.4 Minutes of Special Meeting – January 6<sup>th</sup>, 2021

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Not applicable.

**COSTS/SOURCE OF FUNDING**

Not applicable.

**RECOMMENDATION**

1. That each of the above-mentioned minutes are hereby approved, as presented.



**SPECIAL MEETING OF COUNCIL  
TOWN OF MILLET  
VIA GOTOMEETING  
December 11<sup>th</sup>, 2020  
2:00 p.m.**

**PRESENT: ATTENDED VIA GOTOMEETING**

DEPUTY MAYOR	Doug Peel
COUNCILLORS	Vicki Pyle Robin Brooks Carol Sadoroszney Mike Storey Pat Garrett
C.A.O.	Lisa Schoening
LEGISLATIVE ASSISTANT	Heather Hughes
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
PRESS	NONE
GALLERY	NONE

**ABSENT (with regret):**

MAYOR	Tony Wadsworth
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**1.0 CALL TO ORDER:**

The Special Meeting of Council was called to order by Deputy Mayor Doug Peel at 2:00 p.m.

<b>Res #416/20 Temporary Adjournment</b>	Moved by Councillor Pyle that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session to discuss Item 2.1 pursuant to Section 23 (1)(a), Section 27 (1)(a) and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 2:01 p.m.
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*CARRIED*

*Councillor Storey arrived at 2:02 p.m.*

COUNCIL MEETING

JAN 13 2021

ITEM # 4.1

**2.0 CLOSED SESSION****2.1 Land**

Councillor Brooks was disconnected from meeting at 2:10 p.m.

Councillor Brooks reconnected to meeting at 2:12 p.m.

<b>Res #417/20 Reconvene</b>	Moved by Councillor Garrett that the Regular Council Meeting reconvene from Closed Session at 2:45 p.m.
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*CARRIED*

<b>Res #418/20 Lakeside Meadows</b>	Moved by Councillor Brooks that Council direct administration to proceed with the letter from Brownlee LLP to Gerald C. Bolton Professional Corporation, being the legal counsel of Saminco International Inc. and Lakeside Meadows Development Corp.
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*CARRIED*

<b>Res #419/20 Lakeside Meadows</b>	<p>Moved by Councillor Storey that with respect to the Lakeside Meadows Development on the lands legally described as NE-30-47-24W4M, (the 'Development'):</p> <ol style="list-style-type: none"> <li>a) The directors and agents of Lakeside Meadows Development Corporation and Saminco International Inc. (the 'Developers') shall direct all communication about the Development to the CAO and any employee or agent designated by the CAO;</li> <li>b) Any communication received by Council about the Development or from the Developers shall be forwarded to the CAO to address;</li> <li>c) Any legal communication about the Development or from the Developer's legal counsel shall be sent to the Town's legal counsel to address, if necessary; and</li> <li>d) Council shall receive regular updates on the Development from the CAO in Council meetings.</li> </ol>
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*CARRIED*

**3.0 ADJOURNMENT:**

The Special Meeting of Council was adjourned at 2:48 p.m.

***THESE MINUTES ADOPTED BY COUNCIL THIS 13<sup>th</sup> DAY OF JANUARY 2021.***

\_\_\_\_\_  
**DEPUTY MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



**REGULAR MEETING OF COUNCIL**  
**TOWN OF MILLET**  
**VIA GOTOMEETING**  
**ACCESS CODE #323-622-069**  
**December 16<sup>th</sup>, 2020**  
**3:00 p.m.**

**PRESENT:**

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

DEPUTY MAYOR	Doug Peel
COUNCILLORS	Robin Brooks Carol Sadorosznay Mike Storey Vicki Pyle
C.A.O.	Lisa Schoening
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
DIRECTOR OF FINANCE	Annette Gordon
PRESS	NONE
GALLERY	David Eckersley Crystal Silgard Randy Glenn Adam Jevne Noel Winters Mitch Newton

**ABSENT (with regret):**

MAYOR	Tony Wadsworth
COUNCILLOR	Pat Garrett
LEGISLATIVE ASSISTANT	Heather Hughes

**1.0 CALL TO ORDER:**

The meeting was called to order by Deputy Mayor Peel at 3:02 p.m.

**2.0 PUBLIC HEARINGS:**

**2.1 *Bylaw 2020-24 being an amendment to the Land Use Bylaw 2018-11***

*Deputy Mayor Peel opened the Public Hearing at 3:02 p.m.*

**COUNCIL MEETING**

**JAN 13 2021**

ITEM # 4.2

*Deputy Mayor Peel stated the purpose of the hearing was to provide the public with the opportunity to provide their comments on Bylaw 2020-24 being an amendment to the Land Use Bylaw 2018-11 to amend the definition of a principal building and not allowing recreational vehicles on any property where there is not a principal building.*

*The Director of Infrastructure provided Confirmation of Notice that the Public Hearing was placed on the [www.millet.ca](http://www.millet.ca) website to allow ample time for residents to view the proposed Bylaw.*

*Notice of the Public Hearing was also placed in the December 2<sup>nd</sup> and December 9<sup>th</sup> editions of the Wetaskiwin Times.*

*The Development Officer provided to Council her Report.*

*Deputy Mayor Peel asked a first time for any persons wishing to be heard.*

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

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

*Hearing none, Deputy Mayor Peel closed this portion of the Public Hearing at 3:05 p.m.*

## **2.2 Bylaw 2020-27 being an amendment to the Land Use Bylaw 2018-11**

*Deputy Mayor Peel opened this portion of the Public Hearing at 3:05 p.m.*

*Deputy Mayor Peel stated the purpose of the hearing was to provide the public with the opportunity to provide their comments on Bylaw 2020-27 being an amendment to the Land Use Bylaw 2018-11 to reclassify Plan RN15A, Block 3, Lots 16 and 17 which are civically addressed as 5031/5035-49 Street to DC – Direct Control.*

*The Director of Infrastructure provided Confirmation of Notice that the Public Hearing was placed on the [www.millet.ca](http://www.millet.ca) website to allow ample time for residents to view the proposed Bylaw.*

*Notice of the Public Hearing was also placed in the December 2<sup>nd</sup> and December 9<sup>th</sup> editions of the Wetaskiwin Times.*

*The Development Officer provided to Council her Report.*

*Deputy Mayor Peel asked a first time for any persons wishing to be heard.*

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

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

*Hearing none, Deputy Mayor Peel closed this portion of the Public Hearing at 3:10 p.m.*

## **2.3 Bylaw 2020-29 being the Shipway Farms Area Structure Plan**

*Deputy Mayor Peel opened this portion of the Public Hearing at 3:10 p.m.*

*Deputy Mayor Peel stated the purpose of the hearing was to provide an opportunity for public input regarding Bylaw 2020-29 the Shipway Farms Area Structure Plan for the property being the NW1/4-28-47-W4.*



*The Director of Infrastructure provided Confirmation of Notice that the Public Hearing was placed on the [www.millet.ca](http://www.millet.ca) website to allow ample time for residents to view the proposed Bylaw.*

*Notice of the Public Hearing was also placed in the December 2<sup>nd</sup> and December 9<sup>th</sup> editions of the Wetaskiwin Times.*

*Notice of the public hearing were also mailed to adjacent property owners.*

*The Development Officer provided to Council her Report.*

*Deputy Mayor Peel asked a first time for any persons wishing to be heard.*

*David Eckersley Adam Jevne, Crystal Crystal Silgard and Noel Winters all made inquiries that were answered by Director of Infrastructure, Lisa Novotny.*

*Deputy Mayor Peel asked again for any persons wishing to be heard (second time).*

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

*Hearing none, Deputy Mayor Peel closed this portion of the Public Hearing at 3:36 p.m.*

### 3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

<b>Res #420/20 Agenda</b>	<p>Moved by Councillor Brooks that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended.</p> <p>6.6 Monthly Bank Reconciliation - Month Ending October          7.7 Bylaw 2020-32 – Amend Tax Penalty Bylaw          10.5 Alberta Community Partnership Grant Application          10.6 Letter of Support – Millet Public Library</p>
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*CARRIED*

### 4.0 ADOPTION OF MINUTES:

<b>Res #421/20 Minutes Regular Meeting</b>	<p>Moved by Councillor Sadoroszney that the November 25<sup>th</sup>, 2020 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 – November 2020
- 6.2 Utility Aging Analysis Report – Director of Finance
- 6.3 Tax Aging Analysis Report – Director of Finance
- 6.4 Monthly Bank Reconciliation – Month Ending November 30, 2020
- 6.5 Millet Fire Department Report – November 1<sup>st</sup> – December 1<sup>st</sup>, 2020
- 6.6 Monthly Bank Reconciliation – Month Ending October 31, 2020

<b>Res #422/20 Reports</b>	Moved by Councillor Pyle that the Reports are hereby accepted as presented.
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*CARRIED***7.0 BYLAWS:****7.1 *Bylaw #2020-24 Land Use Bylaw Amendment Recreational Vehicles***

<b>Res #423/20 Bylaw#2020-24</b>	Moved by Councillor Storey that Bylaw #2020-24 is hereby given second reading.
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*CARRIED*

<b>Res #424/20 Bylaw#2020-24</b>	Moved by Councillor Sadoroszney that Bylaw #2020-24 is hereby given third and final reading.
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*CARRIED***7.2 *Bylaw #2020-27 Land Use Bylaw Amendment***

<b>Res #425/20 Bylaw#2020-27</b>	Moved by Councillor Brooks that Bylaw #2020-27 is hereby given second reading.
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*CARRIED*

<b>Res #426/20 Bylaw#2020-27</b>	Moved by Councillor Storey that Bylaw #2020-27 is hereby given third and final reading.
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*CARRIED***7.3 *Bylaw #2020-29 – Shipway Farms Area Structure Plan***

<b>Res #427/20 Bylaw#2020-29</b>	Moved by Councillor Storey that Bylaw #2020-29 is hereby given second reading.
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*CARRIED*

<b>Res #428/20 Bylaw#2020-29</b>	Moved by Councillor Pyle that Bylaw #2020-29 is hereby given third and final reading.
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*CARRIED***7.4 *Bylaw #2020-23 Debenture Borrowing Bylaw***

<b>Res #429/20 Bylaw#2020-23</b>	Moved by Councillor Storey that Bylaw 2020-23 is amended as follows: <ul style="list-style-type: none"> <li>• Change the borrowing amount to \$1,300,000.00</li> <li>• Include proposed grant amount of \$1,225,000.00</li> </ul>
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*CARRIED*

<b>Res #430/20 Bylaw#2020-23</b>	Moved by Councillor Brooks that Bylaw #2020-23 is hereby given second reading as amended.
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*CARRIED*

<b>Res #431/20 Bylaw#2020-23</b>	Moved by Councillor Sadoroszney that Bylaw #2020-23 is hereby given third and final reading.
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*CARRIED*

7.5 *Bylaw #2020-31 Water and Sewer Rates Bylaw*

<b>Res #432/20 Bylaw#2020-31</b>	Moved by Councillor Storey that Bylaw #2020-31 is hereby given first reading.
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*CARRIED*

<b>Res #433/20 Bylaw#2020-31</b>	Moved by Council Sadoroszney that Schedule A in Bylaw 2020-31 be amended to change all references to a \$5.00 monthly capital charge to read a \$5.00 bi-monthly for capital flat fee.
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*CARRIED*

<b>Res #434/20 Bylaw#2020-31</b>	Moved by Councillor Brooks that Bylaw #2020-31 is hereby given second reading as amended.
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*CARRIED*

<b>Res #435/20 Bylaw#2020-31</b>	Moved by Councillor Sadoroszney that permission is hereby granted for the presentation of Bylaw #2020-31 for all three readings at this meeting.
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*CARRIED UNANIMOUSLY*

<b>Res #436/20 Bylaw#2020-31</b>	Moved by Councillor Storey that Bylaw #2020-31 is hereby given third and final reading.
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*CARRIED*

7.6 *Bylaw #2020-30 Land Use Bylaw Amendment*

<b>Res #437/20 Bylaw#2020-30</b>	Moved by Councillor Storey that Bylaw #2020-30 is hereby given first reading.
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*CARRIED*

<b>Res #438/20 Bylaw#2020-30</b>	Moved by Councillor Pyle that a Public Hearing be scheduled via GoToMeeting for Bylaw #2020-30 to be held on January 13 <sup>th</sup> , 2021 at 3:00 p.m.
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*CARRIED*

7.7 *Bylaw #2020-32 – Amendment to 2003-08 being the Property Tax Penalty Bylaw*

<b>Res #439/20 Bylaw#2020-32</b>	Moved by Councillor Storey that Bylaw #2020-32 is hereby given first reading.
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*CARRIED*

<b>Res #440/20 Bylaw#2020-32</b>	Moved by Councillor Brooks that Bylaw #2020-32 is hereby given second reading.
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*CARRIED*

<b>Res #441/20 Bylaw#2020-32</b>	Moved by Councillor Pyle that permission is hereby granted for the presentation of Bylaw #2020-32 for all three readings at this meeting.
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*CARRIED UNANIMOUSLY*

<b>Res #442/20 Bylaw#2020-32</b>	Moved by Councillor Storey that Bylaw #2020-32 is hereby given third and final reading.
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*CARRIED*

8.0 **AGREEMENTS:**

8.1 *Millet Library Lease*

<b>Res #443/20 Millet Library Lease</b>	Moved by Councillor Brooks that Council approve the amended lease agreement with Millet Library Board for 5,430 sq. ft. +/- contained within 4528 – 51 Street for a 5-year term commencing April 16, 2021.
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*CARRIED*

9.0 **CORRESPONDENCE:**

9.1 *Town of Millet Library Board Minutes – October 6, 2020*

9.2 *Wetaskiwin and Area Lodge Authority – Minutes – October 7, 2020*

<b>Res #444/20 Correspondence</b>	Moved by Councillor Brooks that the correspondence is hereby accepted as information.
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*CARRIED*

**10.0 NEW BUSINESS:****10.1 2021 Capital Budget**

<b>Res #445/20 Capital Budget</b>	Moved by Councillor Sadoroszney that Council approve the 2021 capital budget as presented.
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*CARRIED***10.2 2021 Operating Budget**

<b>Res #446/20 Operating Budget</b>	Moved by Councillor Sadoroszney that Council approve the 2021 municipal portion of the operating budget as presented.
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*CARRIED***10.3 Development Permit 20DP22 – SATO Oilfield Training**

<b>Res #447/20 Development Permit 20DP22</b>	Moved by Councillor Storey to amend draft development permit 20DP22 by removing Section 3.
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*CARRIED*

<b>Res #448/20 Development Permit 20DP22</b>	Moved by Councillor Pyle that Council approve the development permit 20DP22 as amended.
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*CARRIED***10.4 ICF Committee**

<b>Res #449/20 ICF Committee</b>	Moved by Councillor Pyle that Robin Brooks is hereby appointed as an alternate on the ICF Committee.
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*CARRIED**Councillor Storey was disconnected from the meeting at 4:58 p.m.***10.5 Alberta Community Partnership Grant Application**

<b>Res #450/20 Alberta Community Partnership Grant Application</b>	Moved by Councillor Pyle that Council approve the application for the Alberta Community Partnership grant for a Tri-Municipal Recreation Study with the City of Wetaskiwin and the County of Wetaskiwin.
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*CARRIED*

10.6 Letter of Support – Millet Public Library

<b>Res #451/20 Letter of Support</b>	Moved by Councillor Brooks that Council direct Administration to write a Letter of Support for the Millet Public Library noting the Town of Millet's financial contribution to the Town of Millet Library Board to be used in future grant applications.
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*CARRIED*

11.0 CLARIFICATION OF AGENDA: NONE

<b>Res #452/20 Temporary Adjournment</b>	Moved by Councillor Sadoroszney that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session to discuss Item 12.1 Land pursuant to Section 23 (1)(a), Section 27 (1)(a) and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 5:03p.m.
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*CARRIED*

12.0 CLOSED SESSION:

12.1 *Land*

*Councillor Storey re-connected to the meeting at 5:10 p.m.*

<b>Res #453/20 Reconvene</b>	Moved by Councillor Brooks that the Regular Council Meeting reconvene from Closed Session at 5:24p.m.
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*CARRIED*

13.0 ADJOURNMENT:

The meeting was adjourned at 5:24 p.m.

***THESE MINUTES ADOPTED BY COUNCIL THIS 13<sup>th</sup> DAY OF JANUARY 2021.***

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



**SPECIAL MEETING OF COUNCIL  
 TOWN OF MILLET  
 VIA GOTOMEETING  
 December 22<sup>nd</sup>, 2020  
 3:00 p.m.**

**PRESENT: ATTENDED VIA GOTOMEETING**

DEPUTY MAYOR	Doug Peel
COUNCILLORS	Vicki Pyle Robin Brooks Carol Sadoroszney Mike Storey Pat Garrett
C.A.O.	Lisa Schoening
LEGISLATIVE ASSISTANT	Heather Hughes
PRESS	NONE
GALLERY	NONE

**ABSENT (with regret):**

MAYOR	Tony Wadsworth
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**1.0 CALL TO ORDER:**

The Special Meeting of Council was called to order by Deputy Mayor Peel at 3:02 p.m.

**2.0 ADOPTION OF AGENDA:**

<b>Res #454/20 Agenda</b>	Moved by Councillor Brooks that the agenda is hereby adopted, as presented.
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*CARRIED*

<b>Res #455/20 Temporary Adjournment</b>	Moved by Councillor Storey that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session to discuss Item 3.1 pursuant to Section 23 (1)(a), Section 27 (1)(a) and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 3:03 p.m.
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*CARRIED*

**COUNCIL MEETING**

**JAN 13 2021**

ITEM # 4.3

**3.0 CLOSED SESSION****3.1 *Legal***

*Councillor Sadoroszney connected to meeting at 3:06 p.m.*

<b>Res #456/20 Reconvene</b>	Moved by Councillor Sadoroszney that the Regular Council Meeting reconvene from Closed Session at 3:20 p.m.
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*CARRIED*

<b>Res #457/20 ICF Agreement</b>	Moved by Councillor Brooks that Council accept the proposal from the County of Wetaskiwin for the Intermunicipal Collaboration Framework (ICF) agreement effective January 1, 2021 for a two-year term.
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*CARRIED*

**4.0 ADJOURNMENT:**

The Special Meeting of Council was adjourned at 3:21 p.m.

***THESE MINUTES ADOPTED BY COUNCIL THIS 13<sup>th</sup> DAY OF JANUARY 2021.***

\_\_\_\_\_  
**DEPUTY MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**





**SPECIAL MEETING OF COUNCIL  
TOWN OF MILLET  
VIA GOTOMEETING  
ACCESS CODE: 940-485-677  
January 6, 2021  
2:00 p.m.**

**PRESENT:**

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

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

**ABSENT:**

COUNCILLOR	Doug Peel
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**1.0 CALL TO ORDER:**

The Special Meeting of Council was called to order by Mayor Wadsworth at 2:07 p.m.

**2.0 ADOPTION OF AGENDA:**

<b>Res #01/21 Agenda</b>	Moved by Councillor Brooks that the agenda is hereby adopted, as presented.
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*CARRIED*

<b>Res #02/21 Temporary Adjournment</b>	Moved by Councillor Brooks that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session to discuss Item 3.1 pursuant to Section 23 (1)(a), Section 27 (1)(a) and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 2:13 p.m.
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*CARRIED*

**COUNCIL MEETING**

**JAN 13 2021**

ITEM # 4.4

**3.0 CLOSED SESSION****3.1 *Legal***

*Councillor Storey joined the meeting at 2:15 p.m.*

*Mayor Wadsworth was disconnected at 2:19 p.m.*

*Councillor Sadoroszney joined the meeting at 2:20 p.m.*

*Councillor Sadoroszney was disconnected at 2:23 p.m.*

*Mayor Wadsworth re-connected at 2:25 p.m.*

*Councillor Sadoroszney re-connected at 2:26 p.m.*

<b>Res #03/21 Reconvene</b>	Moved by Councillor Pyle that the Regular Council Meeting reconvene from Closed Session at 2:57 p.m.
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*CARRIED*

<b>Res #04/21 West Dried Meat Lake</b>	Moved by Councillor Garrett that Council support representative Garrett's representing our position at this stage of Mediation discussions as one that would see Camrose withdraw the extra seat on the board and that the four Waste Authority members, which includes the County of Wetaskiwin, The Town of Millet, The Village of Edberg and Camrose County, would then amend the existing agreement to create an agreement based on a proportional share of use. The Village of Edberg would withdraw the disputed matters that are detailed in its Notice to Mediate.
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*CARRIED*

**4.0 ADJOURNMENT:**

The Special Meeting of Council was adjourned at 2:58 p.m.

***THESE MINUTES ADOPTED BY COUNCIL THIS 13<sup>th</sup> DAY OF JANUARY 2021.***

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13<sup>th</sup>, 2020  
**Originated By:** Heather Hughes, Legislative Assistant  
**Agenda Item:** 6.0 - Reports

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**BACKGROUND/PROPOSAL**

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

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

**Chief Administrative Officer Report – November/December**

**November**

- 1 Meeting with Enforcement  
Water bylaw meeting  
Meeting with AUMA
- 2 Meeting with County of Wetaskiwin  
Personnel
- 3 Meeting with Alberta Labour Relations
- 4 Distance Diamond Grand Opening  
Meeting with RCMP
- 5 Meeting with Epcor
- 6 Tour of Old School building
- 9 JEDI Strat Plan  
Mike Lake Meeting  
Meeting with Brownlee LLP
- 10 Meeting with Millet Minor Hockey
- 12/13 Budget  
Personnel
- 16 JEDI Management
- 17 Budget  
Personnel
- 18 Special Meeting of Council
- 19 BUDGET
- 24 Meeting with Epcor  
JEDI Board Meeting
- 25 Council Meeting
- 26 Meeting with Brownlee LLP
- 27 Meeting with City of Wetaskiwin  
Meeting with Brownlee

COUNCIL MEETING

**JAN 13 2021**

ITEM # 6.1

**December**

- 2 Meeting with City of Wetaskiwin  
Meeting with Brownlee/Council
- 3 Staff Meeting  
Personnel
- 4 West Dried Meat Lake Mediation Meeting
- 7 Prepare for MAP Review
- 9 MAP (Municipal Accountability Program) Review
- 10 Old School Tour
- 11 Meeting with City and County of Wetaskiwin C.A.O's  
Special Meeting of Council
- 14 Arena Walk Through and Update
- 15 Chamber Meeting  
JEDI AGM/Strat
- 16 City of Wetaskiwin Meeting  
Council  
Meeting with Town of Thorsby CAO
- 17 ICF Negotiations  
Personnel
- 22 Brownlee Meeting  
Special Meeting of Council

**Respectfully submitted**

**Lisa Schoening, CLGM  
C.A.O.**

## **COUNCILLOR STOREY REPORT**

December 31, 2020

- December 11<sup>th</sup> -Attended the Special Council Meeting.
- December 15<sup>th</sup> -Attended the JEDI AGM and Organizational Meeting.
- December 16<sup>th</sup> -Attended the Regular Council Meeting.
- December 17<sup>th</sup> -Attended the ICF meeting with Wetaskiwin County.
- December 22<sup>nd</sup> -Attended the Special Council Meeting.

COUNCIL MEETING

**JAN 13 2021**

ITEM # 6.2



Millet Fire Department  
 Call History Report by Date  
 12/1/2020 - 12/31/2020

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Wed 12/02/2020 14:34	County - Wetaskiwin	2000132	77 Motor Vehicle Collision	55 Establish safe area	Hiway 616 RING RD 251	11	00:52
Fri 12/18/2020 06:58	County - Wetaskiwin (Extra Hours)	2000133	77 Motor Vehicle Collision	55 Establish safe area	HWY 795 hwy 616	12	01:11
Sun 12/20/2020 16:03	County - Leduc	2000134	77 Motor Vehicle Collision	55 Establish safe area	48214 hwy 814	17	00:49
Mon 12/28/2020 06:16	County - Wetaskiwin (Extra Hours)	2000135	10 Chest Pain (Non-Traumatic)	55 Establish safe area	#17 255041 twp 472	12	01:27

Total calls for City - Millet:	0
Total calls for County - Leduc:	1
Total calls for County - Leduc (Extra Hours):	0
Total calls for County - Wetaskiwin:	1
Total calls for County - Wetaskiwin (Extra Hours):	2
<b>Total calls:</b>	<b>4</b>
<b>Total Time:</b>	<b>04:19</b>

COUNCIL MEETING

JAN 13 2021

ITEM # 6.3

Utility aging analysis

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

Analysis:

Utilities were transferred to tax in September 2019 and October 2020. Although, utilities in 2020 were transferred later than in 2019, already it is showing signs of higher collections than in 2019.

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

COUNCIL MEETING

JAN 13 2021

ITEM # 6.4



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

Analysis:

We are approx. \$80K behind where we were last year. Last month the difference was \$60K, therefore, more people paid last year with the upcoming penalty. Tax sales this spring will help some with the tax collection.

COUNCIL MEETING

JAN 13 2021

ITEM # 6.5



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13, 2021  
**Originated By:** Lisa Novotny, Director of Development  
**Agenda Item:** 7.1 Bylaw #2020-30 – Land Use Bylaw Amendment

---

**BACKGROUND/PROPOSAL**

To amend the Town of Millet Land Use Bylaw 2018-11 to reclassify NW-28-47-24-4 being LINC 0027612175 from IN – Industrial District to M – Industrial District.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The property owner has requested the amendment of the zoning for the Shipway Farms Property the NW-28-47-24-4 being 4401 – 45 Avenue. When annexed into the Town, the zoning from the County of Wetaskiwin was carried forward into the Land Use Bylaw. As the property owner is working towards completing the Area Structure Plan and plans to make a subdivision application, the zoning is recommended to be reclassified to M – Industrial is consistent with other similar properties in the Town.

**COSTS/SOURCE OF FUNDING**

None

**RECOMMENDED ACTION:**

That Council give second reading to Bylaw 2020-30.  
That Council give third and final reading to Bylaw 2020-30.

**BYLAW NO. 2020-30**  
**A BYLAW OF THE TOWN OF MILLET**  
**IN THE PROVINCE OF ALBERTA**  
**TO AMEND BYLAW 2018-11 BEING THE LAND USE BYLAW**

**WHEREAS** Section 639 of the Municipal Government Act, Chapter M-26, RSA requires municipalities to pass a land use bylaw;

**AND WHEREAS**, Section 640(1) gives the authority for a land use bylaw to prohibit or regulate and control the use and development of land and buildings in a municipality;

**AND WHEREAS**, Council for the Town of Millet has approved Land Use Bylaw 2018-11;

**AND WHEREAS**, a request has been made to Council to consider the reclassification of the following property from IN – Industrial District to M – Industrial District;

THE NORTH WEST QUARTER OF SECTION TWENTY-EIGHT (28)  
TOWNSHIP FORTY-SEVEN (47)  
RANGE TWENTY-FOUR (24)  
WEST OF THE FOURTH MERIDIAN  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS.

EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS

A) PLAN 3446NY ROAD 0.421 1.04

B) PLAN 8121104 SUBDIVISION 2.50 6.18

C) PLAN 9422421 ROAD 0.805 1.99

D) PLAN 9824390 SUBDIVISION 1.22 3.01

**AND WHEREAS**, the current land use IN – Industrial District was the land use district in place by the County of Wetaskiwin No 10 at the time of annexation of the subject property into the Town of Millet boundary and was adopted by the Town of Millet into the Land Use Bylaw 2018-11; and

**AND WHEREAS**, the proposed land use M – Industrial District is the classification allows for a wider variety of industrial permitted and discretionary uses;

**AND WHEREAS**, the primary purpose of the M – Industrial district is to provide for high quality industrial developments that operate in such a manner that no nuisance is created or apparent outside of an enclosed building. Limited outdoor activities (loading, service, storage, etc.) that are accessory to a principal use may occur provided the scale of such activities does not unduly conflict with the primary purpose of this zoning classification or dominates the use of the site. This zoning classification also allows for some commercial uses as discretionary uses that provide commercial services to the industrial areas;

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

1. That the following property be reclassified from IN – Industrial to M – Industrial:  
THE NORTH WEST QUARTER OF SECTION TWENTY-EIGHT (28)  
TOWNSHIP FORTY-SEVEN (47)  
RANGE TWENTY-FOUR (24)  
WEST OF THE FOURTH MERIDIAN  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS.  
EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS  
A) PLAN 3446NY ROAD 0.421 1.04  
B) PLAN 8121104 SUBDIVISION 2.50 6.18  
C) PLAN 9422421 ROAD 0.805 1.99  
D) PLAN 9824390 SUBDIVISION 1.22 3.01

2. That Bylaw 2020-30 shall come into full force upon signing.

Read a first time this 16<sup>th</sup> day of December, A.D., 2020.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

**TOWN OF MILLET**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council

**Meeting Date:** January 13<sup>th</sup>, 2021

**Originated By:** Lisa Schoening, CAO

**Agenda Item:** 8.1 Intermunicipal Collaboration Framework (ICF) Agreement

---

### **BACKGROUND/PROPOSAL**

The Town of Millet and the County agreed to pass the ICF, in principle, and agree on a cost sharing agreement prior to December 31, 2020.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

### **COSTS/SOURCE OF FUNDING**

### **RECOMMENDED ACTION:**

That Council approve the Town of Millet and County of Wetaskiwin Intermunicipal Collaboration Framework (ICF) Agreement as presented.

**MEMORANDUM OF AGREEMENT** dated this \_\_\_\_ day of \_\_\_\_, 2021

**BETWEEN**

**TOWN OF MILLET**  
**(the Town)**

**-- AND --**

**COUNTY OF WETASKIWIN**  
**(the County)**

**WHEREAS**, The Town and the County have entered into an Intermunicipal Collaboration Framework (ICF) Agreement;

**WHEREAS**, The Town and the County agreed to pass the ICF, in principle, and agree on a cost sharing agreement prior to December 31, 2020

**NOW THEREFORE**, the Municipalities agree on a cost sharing agreement as follows:

- Two (2) year agreement, commencing January 1, 2021
- The County will contribute forty-five (45%) percent of the operational and basic capital repair/replacement (value under \$10,000) of the Millet Agriplex and Sports Fields, including the ball diamonds and soccer fields
- The County will contribute an annual amount of \$37,500 for net cost of capital for the Millet Agriplex and Sports Fields.
- The Town will provide the operating budget for the upcoming year by November of the preceding year.
- The Intermunicipal Collaboration (IC) Committee is to meet to review the proposed operating budget.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first written above.

**TOWN OF MILLET**

\_\_\_\_\_  
  
\_\_\_\_\_

**COUNTY OF WETASKIWIN**

\_\_\_\_\_  
  
\_\_\_\_\_



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13<sup>th</sup>, 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 24<sup>th</sup>, 2020

**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 24<sup>th</sup>, 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 15<sup>th</sup> 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 15<sup>th</sup> at 6:30 - Lease agreement for new building  
February 9<sup>th</sup>, 2021 at 6:30pm -Year end, annual report, elections.  
Meeting Adjourned 8:16 pm



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COUNCIL MEETING

JAN 13 2021

ITEM # 9.1





## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13, 2021  
**Originated By:** Lisa Schoening, CAO  
**Agenda Item:** 10.1 Virtual Invitation – Emerging Trends in Municipal Law  
Brownlee LLP

---

### BACKGROUND/PROPOSAL

**You are invited to an Exclusive Legal Education Seminar for Municipal Elected Officials & Employees of Municipalities Only.**

Webinar to be held via Zoom

No cost to attend; topics will be the same on both days.

**Topics include:**

- Drafting and implementing Development Agreements in challenging times
- Municipal Management of Water Courses and Drainage
- Whose Line is it Anyway? New Law and the Best Practices to Manage the Line Between Municipal and Private Utilities
- COVID Liability for Occupiers: What you need to know
- Tax Incentives: Giving a little (or a lot) to grow the tax base
- Case Law and Legislative Update
- Bear Pit Question Session

**Free Registration**

**Two dates to choose from – both are online;**

**EMERGING TRENDS IN MUNICIPAL LAW**

**Date:** Thursday, February 11, 2021

**Time:** 8:30am – Noon and 1:00pm – 3:30pm

**OR**

**Date:** Thursday, February 18, 2021

**Time:** 8:30am – Noon and 1:00pm – 3:30pm



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13, 2021  
**Originated By:** Lisa Novotny, Director of Development  
**Agenda Item:** 10.2 Development Permit 20DP23

---

### **BACKGROUND/PROPOSAL**

A development permit application has been received from the purchasers of 5031/35 – 49 Avenue for a change in use to a childcare service. Development permit 20DP23 has been drafted for consideration.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Attached is a draft permit 20DP23 for a childcare center with conditions. The conditions placed on the permit are proposed only, Council has full authority to amend and revise the permit at their discretion. Supporting documents including drawings and relevant sections of the Land Use Bylaw are attached as information.

As the property is zoned DC – Direct Control property owners within 60m of the proposed development were provided the opportunity to provide written comments to Council as outlined in Section 4.6.3 of the Land Use Bylaw 2018-11. Copies of any comments received will be provided at the meeting.

### **COSTS/SOURCE OF FUNDING**

Not applicable.

### **RECOMMENDED ACTION:**

That Council approve development permit 20DP23 as presented.



**Box 270  
Millet, AB T0C 1Z0  
Phone 780-387-4554**

**TOWN OF MILLET  
DEVELOPMENT PERMIT  
LAND USE BYLAW 2018-11**

Development Permit Application No. 20DP23

Application Date: December 18, 2020

Decision Date: \_\_\_\_\_

Permit Applicant	Owner
SS Rising Group Inc. Attn: Harpreet S Sandhu 5604 – 48 Avenue Wetaskiwin, AB T9A 0P2 Phone: 780-200-9289 email: mycanadian.people@gmail.com	Town of Millet Box 270 Millet, AB T0C 1Z0 Phone: 780-387-4454 Email: town@millet.ca

Property Information	
Roll	5100/5200
Legal Description	RN15A, Block 3, Lots 16 and 17
Civic Address	4031\35 – 49 Avenue
Zoning	DC – Direct Control

Development Information	
Proposed Use	Child Care Services
Permitted or Discretionary	N/A Direct Control
Estimated Project Value	\$30,000
Development Area	12,000 sq. ft. 2 – 50' * 120' lots
Development Coverage (%)	23.7%
Development Height	Change in use only
Development Length	Change in use only
Development Width	Change in use only
Setbacks	Change in use only
Development Start Date	April 25, 2021
Estimated Completion Date	September 1, 2021

I/we, SS Rising Group Inc have submitted the proposed site plan for the development of an. I/we understand that this application and supporting planning documents will be reviewed by the Town for compliance with the Town of Millet Land Use Bylaws.

Signature: \_\_\_\_\_

**NOTICE OF DECISION:** The Town of Millet has reviewed the development application and submitted supporting documents. The application has been \_\_\_\_\_ subject to the following:

1. That this approval will only be valid upon completion of the purchase of the above noted property by the applicant or related company no later than May 1, 2021.
2. That Lots 16 and 17, Block 3, Plan RN15A be legally consolidated no later than May 1, 2022.
3. The applicant must comply with the specific use regulations related to Child Care Services 8.1.2 with the exception of Section 8.1.2.2(a). As the property is within close proximity to existing playgrounds, the applicant is required to provide and maintain a minimum of 100m2 of outdoor play space.
4. That the 6' high wood fence around the playground area be considered as part of this application and that the applicant ensure the proposed fence is located solely within their property.
5. That all necessary safety code permits are obtained from Inspections Group Ltd - <https://www.theinspectionsgroup.com> prior to commencing construction.
6. An approved development permit means that the proposed development has been reviewed against the provisions of the Town of Millet Land Use Bylaw 2018-11. It does not remove obligations to

conform with all other legislation or regulations including but not limited to Child Care Licensing Act and Regulations.

Development Officer \_\_\_\_\_

Date: \_\_\_\_\_

- \*\* Note: Subject to the Act, any person affected by a decision of the Development Authority may appeal the decision to the Subdivision and Development Appeal Board by serving written notice along with a fee of \$300.00 to the Board within 21 days of the mailing date of notice.

Mail to: C/O: Parkland Community Planning Services  
Clerk of the Regional Subdivision and Development Appeal Board  
Unit B, 4730 Ross Street, Red Deer, AB T4N 1X2 403-343-3394

DRAFT

## **PART 8: SPECIFIC USE REGULATIONS**

### **8.1.1 Day Home Operation**

1. A Day Home Operation is deemed a home-based business and a development permit application must be completed and approved prior to operation.
2. The maximum number of children for which care may be provided in a day home shall be established by the Development Authority who shall have regard for the nature of the day home, the density of the District in which it is located, potential increases in traffic, and the location of the use in relation to other uses in the area of the development.
3. Notwithstanding Subsection (2) above, the number of children within a day home established within a dwelling unit in any Residential District shall not exceed six (6).
4. A Day Home Operation shall have parking spaces readily available for parent drop off and pick up of children either on-site or on the street directly in front of the Day Home Operation.
5. A development permit application for a registered Day Home Operation shall be accompanied by documentation that will show compliance with the following clauses within this Subsection.
6. The number of children cared for in a Day Home Operation shall not exceed six children under the age of 13 at any given time, and shall conform to the Province of Alberta Family Day Home Operations Standards Manual:
  - [http://www.child.alberta.ca/home/documents/childcare/Final\\_Client\\_Copy-FDH\\_Standards\\_Manual.pdf](http://www.child.alberta.ca/home/documents/childcare/Final_Client_Copy-FDH_Standards_Manual.pdf)
7. Outdoor play space shall be provided that meet or exceed the requirements of the Province of Alberta Family Day Home Operations Standards Manual.
8. Children in care shall be supervised in accordance with the Province of Alberta Family Day Home Operations Standards Manual.

### **8.1.2 Child Care Service**

1. A Child Care Service shall provide outdoor play space in accordance with the following regulations:
  - a) drop-in centres, or those facilities that provide part-time and casual care for children for three or more consecutive hours each day, up to 40 hours a month per child, and
  - b) nursery schools, or those facilities that provide play-based activities for children for three or less consecutive hours each day, do not require outdoor play space;

- c) out-of-school care centres, or those facilities that provide care for school-aged children before and after school, at lunch, and those days schools are closed, shall provide at least 7m<sup>2</sup> of outdoor play space per child. This space does not have to be fenced or adjacent to the facility. Alternative play space, such as a public park, is acceptable as long as the alternative play space is within 500m distance of the facility;
2. In addition to 8.1.2 (1), daycare centres, or those facilities that provide regular and extended periods of care for pre-school-aged children for more than three but less than 24 consecutive hours each day, shall provide outdoor play space and include the following elements:
- a) each facility shall provide at least 7m<sup>2</sup> of outdoor play space per child and this space shall be abutting the daycare facility;
  - b) outdoor play space shall be located at ground level in a safe location. Noisy, noxious or hazardous adjacent uses such as loading/unloading areas, garbage bins, large parking lots, arterial roads, passenger drop-off areas, rail lines, or storm-water lakes should either be avoided or their effects mitigated through landscaping, buffering, fencing, or other means;
  - c) if no reasonable or safe opportunity exists for at grade outdoor play space, the Development Authority may approve an above grade outdoor play space provided that the following conditions are met:
    - i. secure perimeter fencing is provided that is at least 1.83m in height and is set back a reasonable distance from the edge of the building and designed so that children cannot climb over it;
    - ii. roof top mechanical equipment is located a reasonable distance away from the play space to avoid sources of noise and fumes unless, the mechanical equipment is designed so that it does not create adverse effects related to noise and fumes and can be integrated into the play area;
    - iii. all landscaping and playground equipment is securely anchored against the effects of wind and normal use; and
    - iv. the play space and location of playground equipment is designed to provide a safe location for the play space;
  - d) outdoor play space shall be securely enclosed on all sides with the exception for developments proposed on zoned sites US where existing play fields are proposed as outdoor play space;
  - e) in a residential zone, outdoor play space may be allowed in any required yard, providing it is designed to limit any interference with other uses, or the peaceful enjoyment of the properties of nearby residents, through landscaping, buffering and the placement of fixed play equipment;

- f) in any non-residential zone, the outdoor play space shall not be located in any required yard that abuts a public roadway unless the design, size and other characteristics of the proposed play space shall mitigate the potential impact of the traffic on the public roadway on children using the play space;
  - g) the length of the outdoor play space shall be no more than 1.5 times the width to maximize the usability of the space and allow opportunities for a variety of outdoor activities;
  - h) the outdoor play space shall have a shaded area, wind protection, and adequate sunlight.
  - i) in the case of a Child Care Service use that includes both a daycare centre and an out-of-school care centre, the facility must meet the outdoor play space requirements of each facility.
3. A Child Care Service shall provide exterior lighting of the facility for a well-lit environment.
4. Parking shall be provided according to the regulations outlined in this Bylaw. In addition, drop-off parking shall be provided as follows:
- a) a separate on-site drop-off area shall be provided at the rate of one on-site drop-off space for every ten children;
  - b) the drop-off area shall be located within 60m from the main entrance of the Child Care Service facility.
5. All major indoor play spaces used by children shall have direct source of natural light from windows.
6. In residential zones, the following conditions shall apply:
- a) in all low density residential zones the Development Authority shall, in making a decision on the suitability of the Child Care Service for the location proposed, give preference to those facilities that would be located on a collector or an arterial road, on a corner site, adjacent to or in community facilities such as a school, park, church or community centre, or adjacent to commercial areas or multi-family development;
  - b) a Child Care Service in any residential zone shall not change the principal character or external appearance of the dwelling in which it is located. If a new building is constructed, it must retain the character of a residential dwelling. Any associated signage on the dwelling must not detract from the residential character of the neighbourhood;
  - c) no portion of a Child Care Service use, including the building or bay of building and outdoor play space, shall be located within 50m of a service station. This distance shall be measured from the pump island, fill pipes, vent pipes, or service station or vehicle-oriented use building, depending on whichever is closest to the child care facility;

- d) the Development Authority, in deciding whether to approve or refuse a Child Care Service in a commercial zone, shall consider the suitability of surrounding development, taking into account, among other matters, traffic, noise and proximity to hazardous uses, to ensure the proposed Child Care Service is in a safe location; and
- e) all development permit applications for Child Care Services shall include plans that show all elevations, floor plans that show indoor play and rest areas including the location of windows, and a site plan that shows the required on-site parking, drop-off facilities and, where appropriate, the outdoor play area, its access from the building, location and type of fixed play equipment, shaded and sheltered areas, the hard surfaced area, as well as fencing, landscaping and any buffering to be provided.

### 8.1.3 Foster Home

1. A child coming into foster care can be an infant, child or youth under the age of 18, of any gender, sexual orientation, or ethnic background.
2. Alberta's foster care program is based on the belief that family and community are the most beneficial and desirable environments for raising a child.
3. An application under Section 105.3 of the Act (Child, Youth and Family Enhancement Act) for a foster home license or a renewal of a foster home license may be made only by an adult individual.
4. Must comply with any other relevant Provincial legislation and regulations.
5. A foster home means a 'residential facility' as defined in Section 105.1 of the Act;
  - i. That is the home of the holder of a foster home license, and
  - ii. (ii) in which care is provided to foster children in a family setting;
6. A foster home license means, 'a license authorizing the holder to operate a foster home'.
7. Where a care residence is located in a residential district, the architectural style of the residence should reflect and compliment the residential development of the surrounding neighborhood.
8. The building style in the district where a foster care home is situated shall be a use within the district (e.g. residential care facility in the R1 – (Residential Detached) District shall be contained within a single detached dwelling unit.
9. A foster care home is a permitted use in all residential districts and does not require a development permit.



Commission:  
PROPOSED DAYCARE@  
MILLET

Client:  
HARPREET SINGH  
CELL: 780 200 9289

Business Name:  
MILLET DAYCARE & OSC

Municipal address:  
5031 49AV  
MILLET ALBERTA

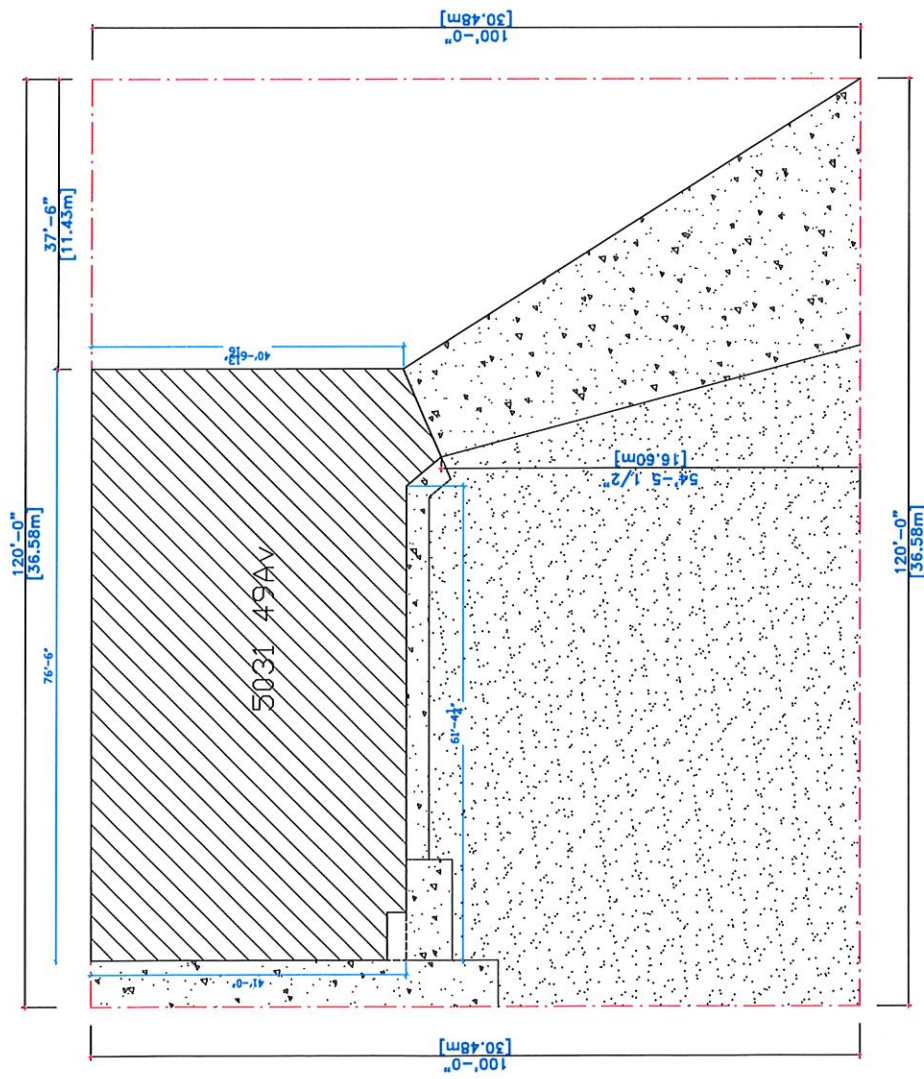
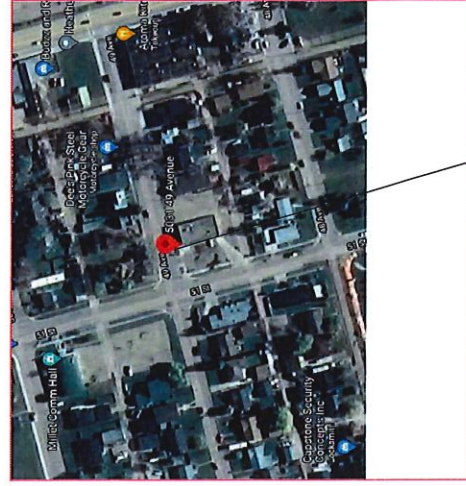
AREA: 3096.00 Sq Ft  
287.75 Sq Mt

No	Date	Revisions
2	DEC 17, 2020	ISSUED FOR PERMIT
1	DEC 07, 2020	ISSUED FOR REVIEW

DHUNNA  
ASSOCIATES INC.  
197 KILLAWAY DRIVE NW  
EDMONTON, ALBERTA, T6L 7E4  
singh.69@gmail.com  
TEL. (780) 920 2004

DRAWING TITLE: **SITE PLAN**

DESIGNED	SCALE
HS	1/16"=1'-0"
DRAWN	REF.
HS	
CHECKED	DATE
HS	A-01



49 AV

Commission:

PROPOSED DAYCARE @  
MILLET

Client:

HARPREET SINGH  
CELL: 780 200 9289

Business Name:

MILLET DAYCARE & OSC

Municipal address:

5051 49Av  
MILLET ALBERTA

AREA: 3096.00 Sq Ft  
287.75 Sq Mt

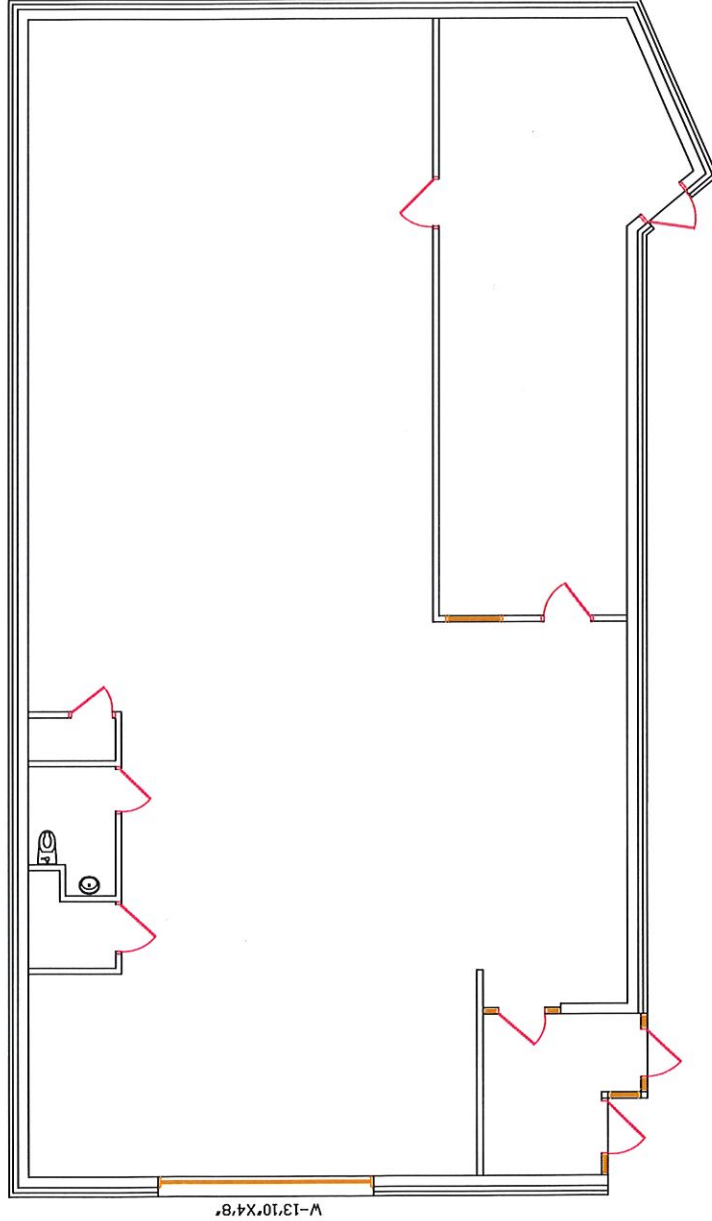
2	DEC 17, 2020	ISSUED for PERMIT
1	DEC 07, 2020	ISSUED for REVIEW

No	Date	Revisions
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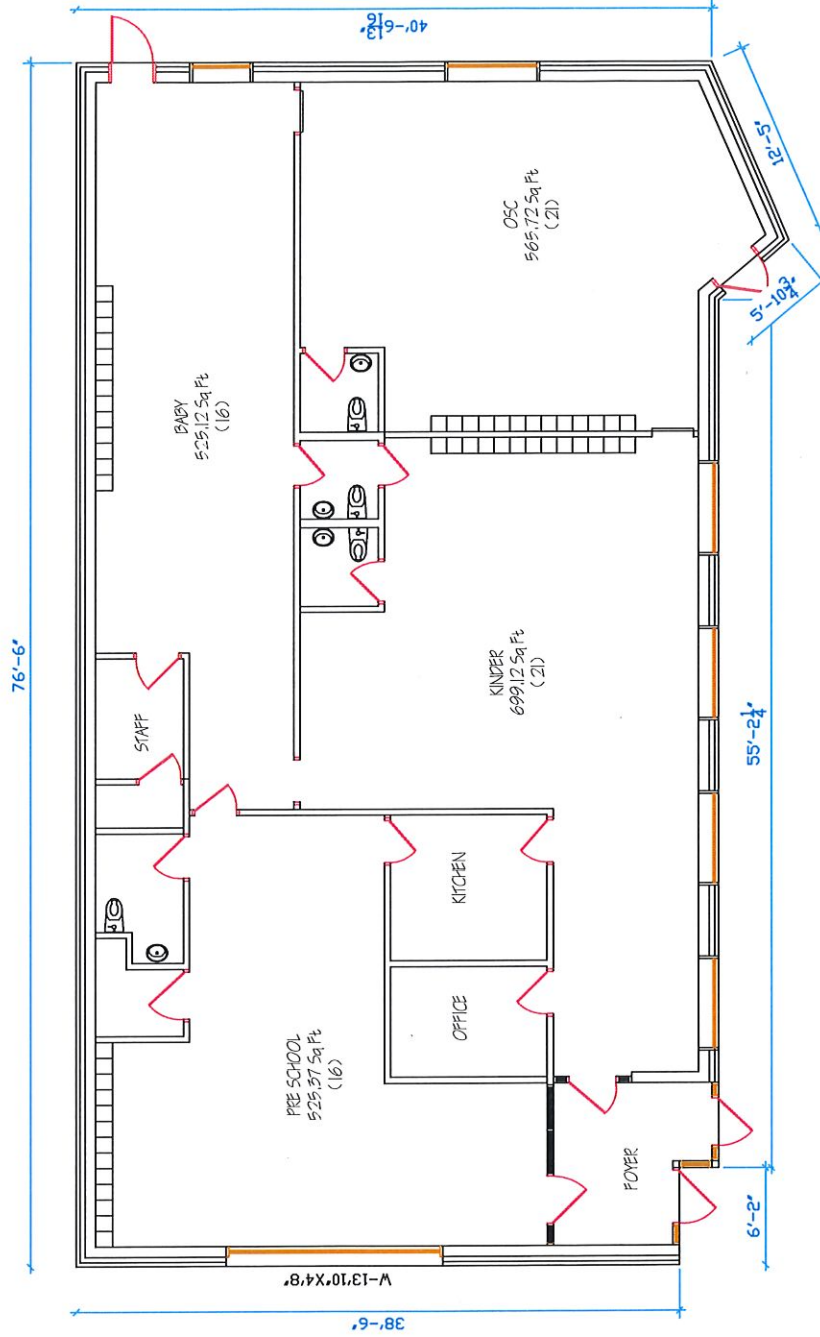
**DHUNNA ASSOCIATES INC.**  
197 KILLAWY DRIVE NW  
EDMONTON, ALBERTA, T6L 7E4  
singh.69@gmail.com  
TEL. (780) 920 2004

DRAWING TITLE:  
EXISTING FLOOR PLAN

DESIGNED	HS	SCALE	1/8"=1'-0"
DRAWN	HS	REF.	
CHECKED	HS		
DATE			A-02

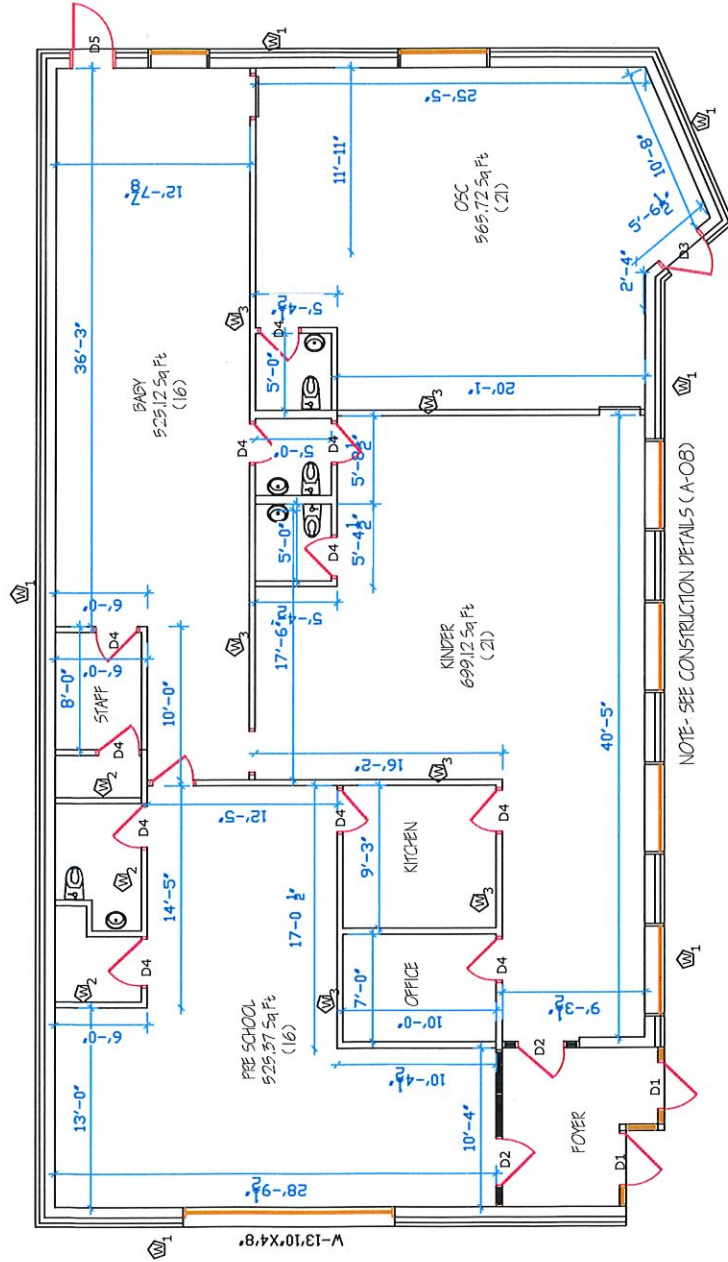


<b>Commission:</b> PROPOSED DAYCARE@ MILLET	
<b>Client:</b> HARPREET SINGH CELL: 780 200 9289	
<b>Business Name:</b> MILLET DAYCARE & OSC	
<b>Municipal address:</b> 5091 49AV MILLET ALBERTA	
<b>AREA:</b> 3096.00 Sq Ft 287.75 Sq Mt	
2	DEC 17, 2020 ISSUED FOR PERMIT
1	DEC 07, 2020 ISSUED FOR REVIEW
No	Date Revisions
<b>DHUNNA ASSOCIATES INC.</b> 197 KILLAWY DRIVE NW EDMONTON, ALBERTA, T6L 7E4 sinfoth.69@gmail.com TEL. (780) 920 2004	
<b>DRAWING TITLE:</b> PROPOSED FLOOR PLAN	
DESIGNED	HS SCALE 1/8"=1'-0"
DRAWN	HS REF.
CHECKED	HS
DATE	A-03



**NOTE:**  
ALL THE CUBBIES SHALL BE INSTALLED 3" ABOVE FLOOR

<b>Commission:</b> PROPOSED DAYCARE@ MILLET	
<b>Client:</b> HARPREET SINGH CELL: 780 200 9289	
<b>Business Name:</b> MILLET DAYCARE & OSC	
<b>Municipal address:</b> 5051 49AV MILLET ALBERTA	
<b>AREA:</b> 3096.00 Sq Ft 287.73 Sq Mt	
2	DEC 17, 2020 ISSUED FOR PERMIT
1	DEC 07, 2020 ISSUED FOR REVIEW
No	Date
Revisions	
DHUNNA ASSOCIATES INC. 197 KULAWY DRIVE NW EDMONTON, ALBERTA, T6L 7E4 sluph.69@gmail.com TEL. (780) 920 2004	
<b>DRAWING TITLE:</b> CONSTRUCTION PLAN	
DESIGNED	HS
DRAWN	HS
CHECKED	HS
DATE	A-04



NOTE- SEE CONSTRUCTION DETAILS (A-08)

**DAYCARE PARKING CALCULATION**

3096.00 SQ. FEET (TOTAL AREA OF DAYCARE)  
 287.73sq. meter / 100sq.mtr = 2.87 space required  
 REQUIRED  
 PROPOSED

Pick-up/ Drop off spaces (111 children) Section 54.2, Schedule (1.95) (a)  
 2 stalls for the first 10 children  
 1 stall for every 10 kids remaining (74-10 = 64 children)  
 TOTAL DROP OFF PARKING REQUIRED  
 PROPOSED

PREPARED 10 stalls

**CHILD AND TEACHER CALCULATION**

CHILD	AGE	No. of Kids	Area Req'd Sq Ft	Area Prop Sq Ft	Teacher Ratio	No. of Teacher	No. of Totr Req'd	No. of Totr Prop
BABY	12-18 Months	16	916.48	525.12	1:4	4	4	4
PRE SCHOOL	3-4.5 Years	16	916.48	525.37	1:8	2	2	2
KINDER	4.5-6 Years	21	677.88	699.12	1:10	2.1	2.1	3
AFTER SCHOOL	6-12 Years	21	564.90	565.72	1:15	1.4	1.4	2
TOTAL		74	2275.74	2315.35		9.5	9.5	11

Commission: PROPOSED DAYCARE @ MILLET

Client: HARPREET SINGH  
CELL: 780 200 9289

Business Name: MILLET DAYCARE & OSC

Municipal address: 5051 49AV  
MILLET ALBERTA

AREA: 3096.00 Sq Ft  
287.75 Sq Mt

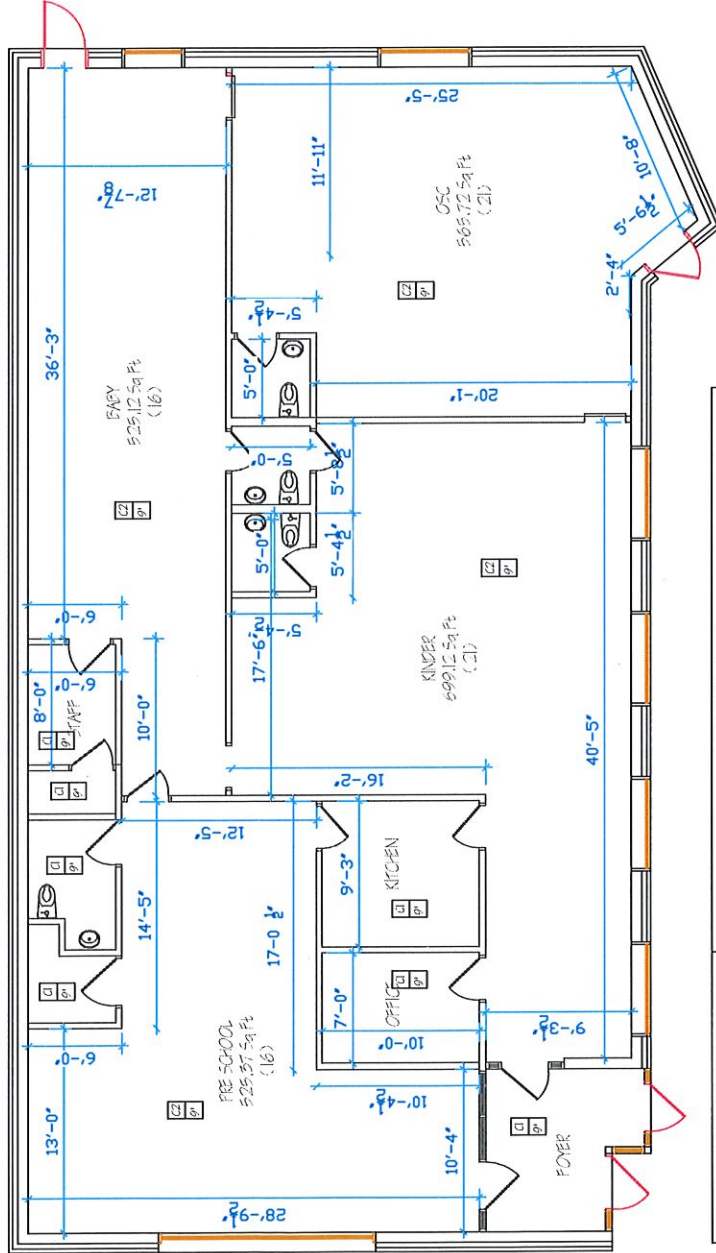
2 DEC 17, 2020 ISSUED FOR PERMIT  
1 DEC 07, 2020 ISSUED FOR REVIEW

No Date Revisions

DHUNNA ASSOCIATES INC.  
197 KILLAWAY DRIVE NW  
EDMONTON, ALBERTA, T6L 7E4  
singhth.69@gmail.com  
TEL. (780) 920 2004

DRAWING TITLE: CEILING PLAN

DESIGNED	H5	SCALE	1/8"=1'-0"
DRAWN	H5	REF.	
CHECKED	H5		
DATE			A-05



CEILING TYPES		LIGHTING SCHEDULE	
<p>CEILING TYPE 1: PERIMETER 1/2" GYP BOARD @ 1 METAL SUSPENSION SYSTEM SUPERSEDED/FINAL STRUCTURE PHASE 2 NOTE: USE ACETABE RESISTANT IN WET/DROP</p>	<p>CEILING TYPE 2: CORE 24" X 48" X 2 4" ACoustic TYPIC TILE ADJUSTABLE - CITIES SECOND LOCK II CORE: 910 SUSPENSION SYSTEM: SUPRIORITE 27/10"</p>	<p>LIGHTING TYPE 1: 4" LED FOOT LIGHT MANUFACTURER: LOR ELECTRIC SERIES: RAZOR SERIES TYPE: R33-400-9H-AK-FL COLOR: BLACK WATTAGE: 9W</p>	<p>LIGHTING TYPE 2: REC-58P-3A MANUF./CREE: EKO SERIES: SLM-24-40/10/840-HP SIZE: 24" X 48" WATTAGE: 40 W</p>
<p>1</p>	<p>2</p>	<p>L2</p>	<p>L2</p>

**Commission:**

PROPOSED DAYCARE @ MILLET

**Client:**

HARPREET SINGH  
CELL: 780 200 9289

**Business Name:**

MILLET DAYCARE & OSC

**Municipal address:**

5091 49AV  
MILLET ALBERTA

**AREA:** 3096.00 Sq Ft  
287.75 Sq Mt

2	DEC 17, 2020	ISSUED FOR PERMIT
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No	Date	Revisions
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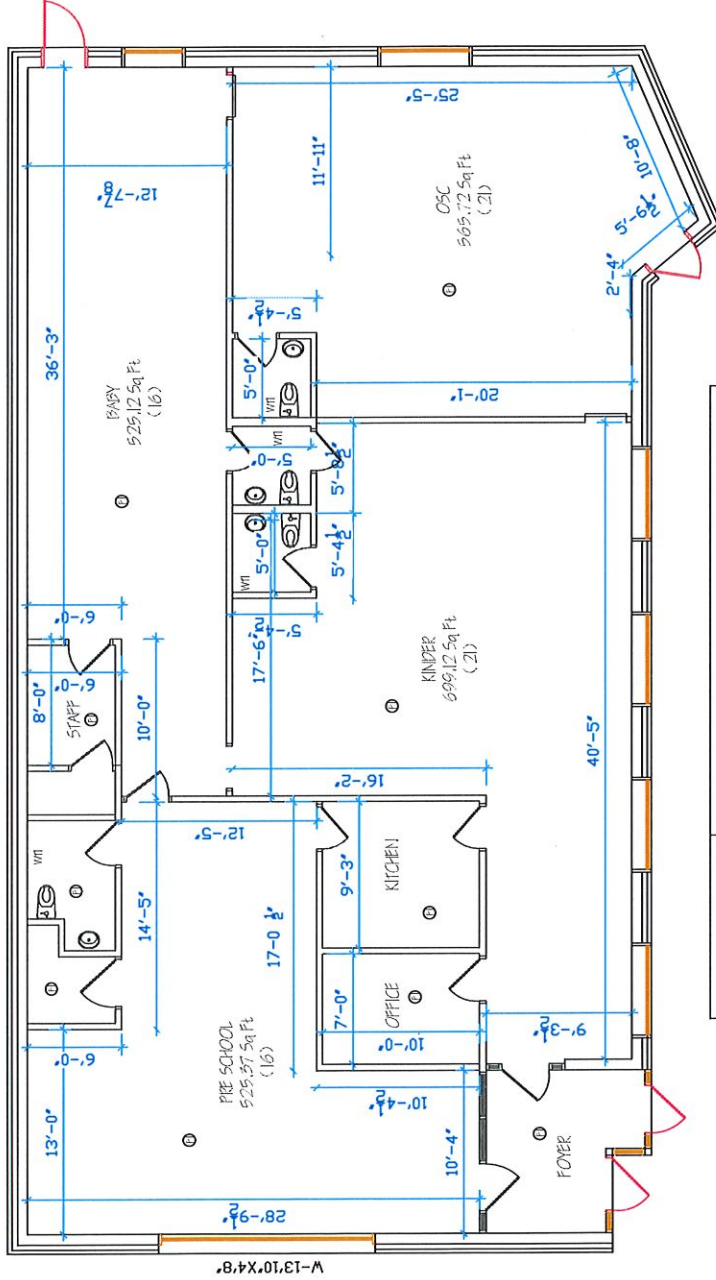
**DHUNNA ASSOCIATES INC.**

197 KULAWY DRIVE NW  
EDMONTON, ALBERTA, T6L 7E4  
singh.h.69@gmail.com  
TEL. (780) 920 2004

**DRAWING TITLE:**

FLOOR FINISH

DESIGNED	HS	SCALE	1/8"=1'-0"
DRAWN	HS	REF.	
CHECKED	HS		A-06
DATE			



FLOOR FINISHES		PAINT & WALL FINISHES	
①	FLOORING TYPE: H.L.V.C. MANUFACTURER: SCOTTS DESIGNATOR: PRINCO COLOR: 27% PEWEEB CHERRY SIZE: 6" x 48" THICKNESS: 3.0mm 4" RUBBER BASE MANUFACTURER: LORSCORITE COLLECTION: RECEPTIONS SALE FLEX CODE: RMC-201-F COLOR: BLACK	P1	PAINT TYPE: OFF-WHITE MANUFACTURER: BENJAMIN MOORE COLOR: AERIAL WHITE CODE: OC-149
		P2	PAINT TYPE: 2. BLACK MANUFACTURER: BENJAMIN MOORE COLOR: TULLOFT ZONE CODE: 207-10
		F1	WALL FINISH: LAMINATE MANUFACTURER: NEWARK CODE: SCORCH FINISH: SUPER MATE
		W1	WALL TILE: GLAZED CERAMIC MANUFACTURER: CAMPER TILE SERIES: COLOR & DIVISION COLOR: ARCTIC WHITE CODE: C02ARDWCHNGR SIZE: 12" x 12" x 1/4" FINISH: POLISHED ALUMINUM SQUIRREL TO ALL EDGES.
		<b>NOTE:</b> 1. ALL WALLS TO BE PAINTED P1 UNLESS OTHERWISE NOTED ON DRAWINGS. 2. ALL DOORS & FRAMES TO BE PAINTED P2 UNLESS OTHERWISE NOTED 3. ALL CEILING CEILING TO BE PAINTED P1 UNLESS OTHERWISE NOTED 4. ALL TRAY WALL CHANGING TO BE PAINTED P2 UNLESS OTHERWISE NOTED ON DRAWINGS.	

**Commission:**

PROPOSED DAYCARE @ MILLET

**Client:**

HARPREET SINGH  
CELL: 780 200 9289

**Business Name:**

MILLET DAYCARE & OSC

**Municipal address:**

5051 49AV  
MILLET ALBERTA

**AREA:** 3096.00 Sq Ft  
287.75 Sq Mt

2 DEC 17, 2020 ISSUED for PERMIT

1 DEC 07, 2020 ISSUED for REVIEW

No Date Revisions

**DHUNNA ASSOCIATES INC.**

197 KULLAWY DRIVE NW  
EDMONTON, ALBERTA, T6L 7E4  
singh.69@gmail.com

TEL. (780) 920 2004

**DRAWING TITLE:**

PLAY AREA PLAN

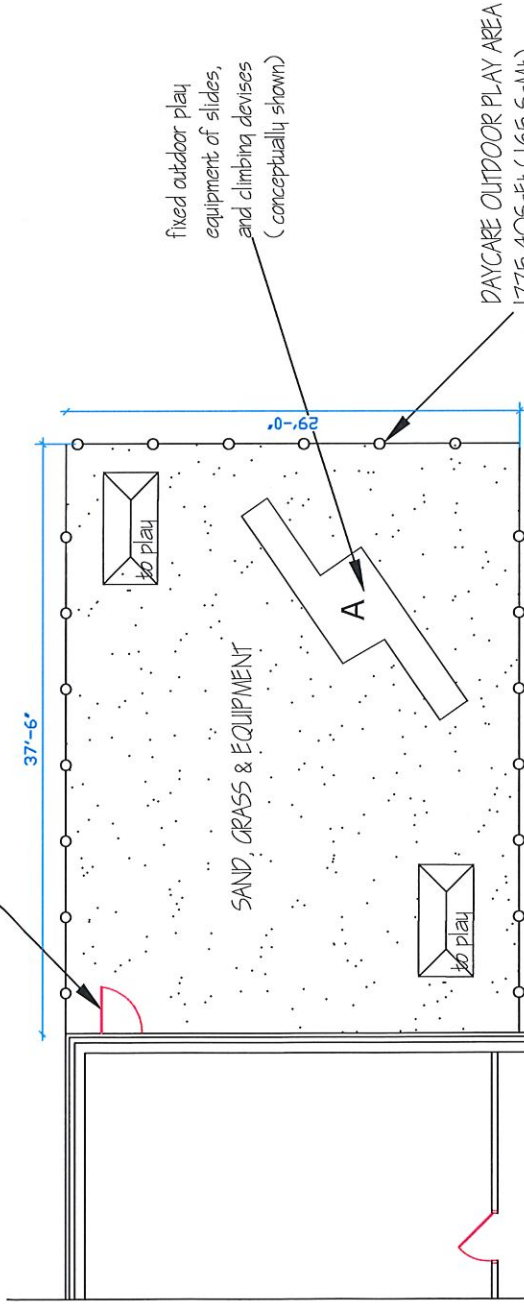
DESIGNED HS SCALE 1/8"=1'-0"

DRAWN HS REF.

CHECKED HS

DATE A-07

LOCKABLE GATE WITH PANIC HARDWARE 6'0" WOODEN FENCE WITH PRIVACY SLATS ALL AROUND THE OUTDOOR PLAY AREA



**PLAY GROUND CALCULATION**

# OF CHILDREN 74

Kids < 19 Months @ 16X2 = 32 SqMt (344.32 Sqft)

Kids > 19 Months @ 37X4.5 = 166.5 SqMt (1791.54 Sqft)

Total = 198.5 SqMt (2135.86 Sqft)

Required = 198.5 SqMt (2135.86 Sqft) / 2

= 99.25 SqMt (1067.93 Sqft)

Provided = 101.06 SqMt (1087.50 Sqft)

Social care facilities Licensing act 2000

Childcare Regulation 180 / 2000

2 sq. meter (21.53sqfeet) for each child

under 19 months of age.

4.5 sq. meters (48.44sq.feet) for each child

above 19 months of age.

Commission:

PROPOSED DAYCARE @  
MILLET

Client:

HARPREET SINGH  
CELL: 780 200 9289

Business Name:

MILLET DAYCARE & OSC

Municipal address:

5021 49th Av  
MILLET ALBERTA

AREA: 3096.00 Sq Ft  
287.75 Sq Mt




No	Date	Revisions
2	DEC 17, 2020	ISSUED for PERMIT
1	DEC 07, 2020	ISSUED for REVIEW

**DHUNNA  
ASSOCIATES INC.**  
197 KILLAWY DRIVE NW  
EDMONTON, ALBERTA, T6L 7E4  
singh.h69@gmail.com  
TEL. (780) 920 2004

DRAWING TITLE:  
**CONSTRUCTION DETAILS**

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DRAWN	REF.
HS	
CHECKED	DATE
HS	A-09

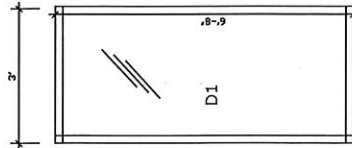
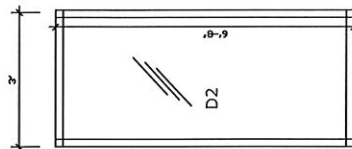

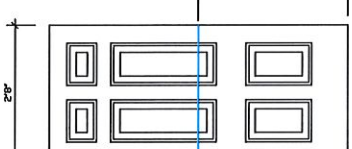

**WALL LEGEND**

	EXISTING EXTERIOR WALL
	EXISTING INTERIOR WALLS 2X4 STUD WITH 1/2" DRYWALL ON BOTH SIDES
	PROPOSED INTERIOR WALLS 2X4 STUD WITH 1/2" DRYWALL ON BOTH SIDES

FLOOR - V.A Tiles 12"x12" Grey Evolution Series

CEILING - T Bar Gypsum Board

**DOOR SCHEDULE**

	D1	EXISTING EXTERIOR FRONT GLASS DOOR
	D2	EXISTING INTERIOR FRONT GLASS DOOR
	D3	EXISTING EXTERIOR 45Min FR SOLID DOOR
	D4	PROPOSED INTERIOR DOOR
	D5	PROPOSED EXTERIOR GLASS DOOR





## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13, 2021  
**Originated By:** Lisa Novotny, Director of Development  
**Agenda Item:** 10.3 Pre-qualified Contractors

---

### **BACKGROUND/PROPOSAL**

To have a list of pre-qualified list of contractors for various disciplines.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The process of prequalifying contractors has many benefits. It allows the Town to review the qualifications of contractor's team members, previous experience, safety program, verification of WCB etc. It also allows the Town to obtain prices that the contractors will be held to over the term of the pre-qualification.

### **COSTS/SOURCE OF FUNDING**

Cost of preparing the pre-qualified packages.

### **RECOMMENDED ACTION:**

That Council authorize Administration to develop a pre-qualified list of contractors for the following:

- Underground infrastructure
- Surface Improvements
- Electrical Services
- Mechanical/HVAC Services
- Landscape Maintenance



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13<sup>th</sup>, 2021  
**Originated By:** Email generated from Lotus Massage and Wellness  
**Agenda Item:** 10.4 Waiver of Development Permit Fee

---

### **BACKGROUND/PROPOSAL**

The owner of Lotus Massage and Wellness has sent a request via email and is as follows;

Lotus Massage and Wellness is moving into a new location, and supposed to be opening on Monday, January 11<sup>th</sup>, 2021. She made the decision to move to save money, but with repetitive shutdowns for her business she is struggling a lot financially. She realizes that everyone is in the same boat but was requesting Council to waive her application fee of \$100. This extra, not expected expense, is putting more strain on her as she is trying to re-open. This pandemic has been very hard on her small business, and she is trying her best to keep it going as she feels mental health will be so important as we continue to tread through this.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

N/A

### **COSTS/SOURCE OF FUNDING**

N/A

### **RECOMMENDATION**



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13, 2021  
**Originated By:** Lisa Schoening  
**Agenda Item:** 10.5 Dispute Resolution

---

**BACKGROUND/PROPOSAL**

The West Dried Meat Lake Authority committee has met regarding the dispute regarding the agreement.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The committee have resolved to have each municipality consider the attached resolution to move forward with the dispute.

**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDATION**

That Council pass the attached resolution, as presented.

WHEREAS: the Amended and Restated Authority Agreement for the West Dried meat Lake Regional Solid Waste Authority was entered into and signed September 8, 2017 by Camrose County, County of Wetaskiwin No. 10, the Town of Millet and the Villages of Edberg and; and Ferintosh; and

WHEREAS: Effective January 1, 2020 by Order in Council 190/2019 the Village of Ferintosh was dissolved into Camrose County; and

WHEREAS: the Order in Council states in Section 2(d) "all liabilities of the Village, whether arising under debenture or otherwise, and all assets, rights, duties, functions and obligations of the Village are vested in the receiving municipality and may be dealt with in the name of the receiving municipality,"; and

WHEREAS: Camrose County as the "Operator" for the Authority sought a legal opinion, March 19, 2020, on behalf of the Authority as to the ramifications of O.C. 190/2019 that opinion being: The term "receiving municipality" in the Order in Council is defined to be Camrose County in Section 1(d) of the Order. Accordingly, this asset, being Ferintosh's proportionate interest in the Authority, shall transfer to the County. The parties should also now understand that in addition to the County receiving the benefit of the 40% (such as the Interest Income as referenced in Section 7.6 of the Authority Agreement), that Camrose County has the additional and new burden of having additional obligations to pay Requisitions as set forth in Section 7.5 of the Agreement too. So therefore, the County now has extra obligations to pay, but will receive a bit more Interest Income; and

WHEREAS: The dissolution of the Village of Ferintosh was discussed during Authority meetings April 6 and June 1, 2020 with no resolution to the opinion expressed as a result of O.C. 190/2019; and

WHEREAS: August 6, 2020, the Village of Edberg, filed written notice as per Schedule "A" of the Agreement to initiate the Dispute Resolution Procedure, specific to the dispute that:  
(1) The County of Camrose has laid claim to the 'share/asset' of another party to our Agreement and we contend that this action is contrary to our Agreement.  
(2) The County of Camrose has laid claim to two seats and two votes on the Authority's Management Committee and we contend that this action is contrary to our Agreement:  
and

WHEREAS: The Authority Management Committee, held three meetings, August 20, October 5, and October 23, 2020 to attempt to negotiate a settlement on a "without prejudice" process but were unsuccessful; and

WHEREAS: November 11, 2020 the Village of Edberg notified the Authority Members: As the 'Negotiation' process has failed and as the time period agreed to has expired, I herein refer our 'Dispute' to 'Mediation' pursuant to Section 4 of Schedule "A" of the West Dried Meat Lake Regional Solid Waste Authority Agreement. The details of the matters in Dispute to be mediated are:

COUNCIL MEETING

JAN 13 2021

ITEM # 10.5

(1) The County of Camrose has laid claim to the 'share/asset' of another party to our Agreement and we contend that this action is contrary to our Agreement.

(2) The County of Camrose has laid claim to two seats and two votes on the Authority's Management Committee and we contend that this action is contrary to our Agreement.;  
and

WHEREAS: The Authority has selected a mediator, and completed two mediation sessions, and on a "without prejudice" basis an option to settle the dispute has been suggested;

THEREFORE BE IT RESOLVED:

That the Parties to the Agreement agree to rewrite the Amended and Restated Authority Agreement, dated September 8, 2017, to reflect the dissolution of the Village of Ferintosh, and further;

THEREFORE BE IT RESOLVED:

Camrose County agrees 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, and further:

THEREFORE BE IT RESOLVED:

That the Village of Edberg agrees to withdraw the Notice of Dispute.



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** January 13, 2021  
**Originated By:** Lisa Novotny, Director of Development  
**Agenda Item:** 10.6 Millet Agriplex Repairs

---

### **BACKGROUND/PROPOSAL**

Additional items have been identified through the project scoping for the arena floor replacement that require repair however they are outside of the scope of the original project.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Two serious concerns have been identified that need to be repaired prior to replacing the floor; the Zamboni room walls and grading around the Agriplex.

Attached as Appendix A are pictures showing the cracks in the block wall. After review by a structural engineer, the walls cannot be repaired they must be replaced. In order to save costs, the engineer has recommended using steel stud construction and fire-rate the walls and ceiling. The cost of using steel construction is about 50% of the cost of rather than replacing the block. (\$33,000)

The engineers have also identified the reason the floor has failed prematurely is water infiltration under the slab due to poor grading. The estimates include installation of two catch basin manholes, and improved drainage away from the east side of the building.

### **COSTS/SOURCE OF FUNDING**

To be provided at the meeting.

### **RECOMMENDED ACTION:**

That Council approve \$33,000 for repairs to the Zamboni area of the Millet Agriplex.

That Council approve \$67,250 for the drainage improvements to the Millet Agriplex.

Appendix A

