



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
VIA ZOOM MEETING
Access Code #TBA
April 14th, 2021
3:00 p.m.**

- 1.0 **CALL TO ORDER**
- 2.0 **PUBLIC HEARING**
 - 2.1 Bylaw 2021 -02 being the Notification Bylaw
- 3.0 **ADDITIONS AND ADOPTION OF AGENDA**
- 4.0 **ADOPTION OF MINUTES**
 - 4.1 March 24th, 2021 – Regular Meeting
- 5.0 **DELEGATIONS - NONE**
- 6.0 **REPORTS**
 - 6.1 Councillor Report – January and February 2021
 - 6.2 Councillor Report – March 2021
 - 6.3 Monthly Bank Reconciliation – February 28th, 2021 – Director of Finance
 - 6.4 Millet Fire Department – March 1 – March 31st, 2021
- 7.0 **BYLAWS**
 - 7.1 Bylaw #2021-02 - Notification Bylaw – (second and third readings)
- 8.0 **AGREEMENTS – NONE**

9.0 CORRESPONDENCE

- 9.1 Alberta Municipal Affairs – Public Auction Extension
- 9.2 Millet Library Board Minutes – February 23, 2021

10.0 NEW BUSINESS

- 10.1 Policy #76 - Disposal of Surplus Property
- 10.2 Request for Decision - Distancing Diamonds
- 10.3 Millet Library Board – Request for Appointment
- 10.4 Municipal Planning Commission – Member Vacancy
- 10.5 Asset Management Strategy
- 10.6 Communities in Bloom Week – Proclamation
- 10.7 Old Millet School Waterline Replacement
- 10.8 Old Millet School – Solar panel
- 10.9 Old Millet School – Update

11.0 CLARIFICATION OF AGENDA

12.0 CLOSED SESSION - CONFIDENTIAL

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

- 12.1 Land – Old Millet School Re-Development
- 12.2 Legal – Pre-qualified Contractors

13.0 ADJOURNMENT

AGENDA
PUBLIC HEARING OF COUNCIL
Zoom – Public Access Code - TBD

April 14th, 2021

(Mayor to)

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

To provide the public with the opportunity to provide their comments on Bylaw 2021-02, being the Notification Bylaw. This Bylaw provides Administration the ability to use different forms of communication, including electronic methods of advertising.

3. **Confirmation of Notice** (asked for by Mayor) (reply from Legislative Assistant)

Notice of the Public Hearing was placed on the www.millet.ca website on March 25th, 2021 to allow ample time for residents to view the Bylaw. In addition, Notice of the Public Hearing was placed in the April 7th and April 14th, 2021 editions of the Wetaskiwin Times.

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

4. **Written Submissions** (asked for by Mayor) (reply by Legislative Assistant.) (Legislative Assistant to read written submissions if any submitted by deadline.)
6. **Persons Wishing to be Heard** (asked for by Mayor)

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

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

Floor remains open for 5 minutes.

7. **Closure of Public Hearing**

COUNCIL MEETING

APR 14 2021

ITEM # 2.1



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

Meeting: Regular Council Meeting
Meeting Date: April 14th, 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 24th, 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 ZOOM
ACCESS CODE #929 2235 5770
March 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 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 #78/21 Agenda	Moved by Councillor Sadoroszney that the following items are hereby added and deleted to the agenda and further that the agenda is hereby adopted, as amended; Add: 12.4 Land - MiB 12.5 Legal – Olympia 12.6 Land – Lakeside Meadows 12.7 Land – School Liaison Delete: 12.3 Land – Old Millet School Re-development
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CARRIED

COUNCIL MEETING

APR 14 2021

ITEM # 4.1

4.0 ADOPTION OF MINUTES:

Res #79/21 Minutes Regular Meeting	Moved by Councillor Storey that the March 10 th , 2021 Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED**Councillor Garrett joined the meeting at 3:02 p.m.***5.0 DELEGATIONS: NONE****6.0 REPORTS:**

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

Res #80/21 Reports	Moved by Councillor Peel that the Reports are hereby accepted as information.
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*CARRIED***7.0 BYLAWS:**

- 7.1 Bylaw 2021-02 - Notification Bylaw (first reading)

Res #81/21 Bylaw 2021-02	Moved by Councillor Garrett that Notification Bylaw 2021-02 is hereby given first reading.
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CARRIED

Res #82/21 Public Hearing Bylaw 2021-02	Moved by Councillor Pyle that Council schedule a Public Hearing to be held at 3:00 p.m. on April 14 th , 2021 related to Notification Bylaw 2021-02.
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*CARRIED***8.0 AGREEMENTS: - NONE****9.0 CORRESPONDENCE:**

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

Res #83/21 Correspondence	Moved by Councillor Sadoroszney that the correspondence is hereby accepted as information.
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CARRIED

10.0 NEW BUSINESS:*10.1 2021 Annual Toxic Round-up*

Res #84/21 2021 Annual Toxic Round-up	Moved by Councillor Brooks that Council opt out of the Toxic Round-up program arrangements for 2021 and further that Administration work with the County of Wetaskiwin to explore other opportunities for residents to dispose of hazardous waste items.
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*CARRIED**10.2 Appoint Financial Institution*

Res #85/21 Appoint Financial Institution	Moved by Councillor Storey that Council appoint Alberta Treasury Branch (ATB) Financial as the Town of Millet's financial institution.
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*CARRIED**10.3 Invitation – AUMA Spring 2021 Municipal Leaders' Caucus*

Res #86/21 Spring 2021 Municipal Leaders' Caucus	Moved by Councillor Storey that Mayor Wadsworth and Councillors Sadoroszney and Garrett attend the AUMA Spring 2021 Municipal Leaders Caucus on April 14, 15 and 16, 2021 to be held virtually via Zoom.
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*CARRIED**10.4 Millet PIPS Mental Health and Wellness Project*

Res #87/21 Millet Mental Health and Wellness	Moved by Councillor Pyle that Council accept this item as information.
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*CARRIED**10.5 Invitation – AGM for Genesis Reciprocal Insurance Exchange*

Res #88/21 Invitation – AGM for Genesis	Moved by Councillor Garrett that Mayor Wadsworth attend the AGM for Genesis Reciprocal Insurance Exchange on April 8 th , 2021 from 9:00 a.m. – 11:00 a.m. held virtually via Zoom.
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*CARRIED**10.6 Policy #76 – Disposal of Surplus Property*

Res #89/21 Policy #76 Disposal of Surplus Property	Moved by Councillor Brooks that Council table this item for Administration to clarify some items and bring back to the next Regular Council Meeting on April 14 th , 2021.
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CARRIED

10.7 Request for Decision – Distancing Diamonds

Res #90/21 Distancing Diamonds	Moved by Councillor Brooks that this item be accepted as information.
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*CARRIED**10.8 Capital Charter - Reallocation of funds*

Res #91/21 Reallocation of funds	Moved by Councillor Brooks that Council reallocate capital funds previously proposed for the purchase of a white ice system \$3,800 and bannerman drag \$3,500 to the John Deere Grass Bagger attachment instead for \$5,000.
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*CARRIED***11.0 CLARIFICATION OF AGENDA:**

Christina Max requested that Councillor Pyle send her the website address for the Millet PIPS Mental Health Wellness Project so that she can report this project appropriately in the next edition of the Wetaskiwin Times.

Christina Max left the meeting at 3:42 p.m.

Res #92/21 Closed Session	Moved by Councillor Brooks that Council move into Closed Session to discuss Items 12.1 – 12.7 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 3:43 p.m.
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*CARRIED***12.0 CLOSED SESSION:**

12.1 Land – Residential to Non-Residential Split

12.2 Land – Agriplex

12.3 Deleted from Agenda

Director of Finance left the meeting at 4:20 p.m.

12.4 Land – MiB

12.5 Legal – Olympia

12.6 Land – Lakeside Meadows Update

12.7 Land – School Liaison

Res #93/21 Reconvene	Moved by Councillor Peel that the Regular Council Meeting reconvene from Closed Session at 4:58 p.m.
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CARRIED

Res #94/21 Olympia Ice Resurfacer	Moved by Councillor Garrett that Council accept the offer from Big Hill Services and Arena Supplies to purchase the 2009 Olympia Ice Resurfacer in the amount of \$10,000, and further that Administration will draw up a Sales Agreement which will state this item is sold on an 'as is - where is' basis.
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CARRIED

Res #95/21 School Liaison	Moved by Councillor Garrett that Council appoint Councillor Brooks as the School Liaison to report back to Council on any matters pertaining to the old school refurbishment.
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CARRIED

13.0 ADJOURNMENT:

The meeting was adjourned at 5:01 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 14th DAY OF APRIL 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: April 14th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 6.0 - Reports

BACKGROUND/PROPOSAL

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

- 6.1 Councillor Brooks Report – January and February 2021
- 6.2 Councillor Brooks Report – March 2021
- 6.3 Monthly Bank Reconciliation – February 28th, 2021 – Director of Finance
- 6.4 Millet Fire Department – March 1 – March 31st, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the reports are hereby accepted as information.

January 2021 attendance

- Jan.13 Public hearing and regular council meeting
- Jan. 19 Emergency Advisory Committee
- Jan. 27 Regular council meeting
- Jan. 28 Meeting with Brownlee regarding Lakeside Meadows.

February 2021 attendance

- Feb.1 Meeting with Brownlee regarding Lakeside Meadows
- Feb. 10 Regular council meeting
- Feb.19 Meeting with Lakeside Meadows
- Feb. 23 Meeting with Historical Society regarding future use of town hall building.
- Feb. 24 Regular council meeting
- Feb. 25 Jedi meeting

Robin Brooks

COUNCIL MEETING

APR 14 2021

ITEM # 6.1

Councillor Report March 2021

March 3 Policy Review Committee meeting
March 4 Lakeside Meadows committee meeting
March 10 Regular Council meeting
March 11 State of the Region meeting
March 11 RCMP quarterly report and public hearing.
March 15 Tour of the old Millet School
March 17 Policy Review Committee
March 18 Lakeside Meadows Committee Meeting
March 23 Councillors computer Q&A meeting
March 24 Regular Council Meeting
March 26 Meeting with Rick Wilson for grant funding acknowledgement for new Millet Center renovations (town offices, library and community hall) . Also toured the agriplex and the diamond distancing project.

Robin Brooks

COUNCIL MEETING

APR 14 2021

ITEM # 6.2

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 28, February 2021

	General Account	General Term Deposit	Cemetery Term Deposit	Total
Net Balance at End of Previous Month	\$587,796.28	\$2,435,522.52	\$11,368.07	\$3,034,686.87
Receipts for the Month (Less Loans)	\$614,894.51	\$1,361.80	\$1.57	\$616,257.88
Terms Cashed in	\$500,000.00		\$0.00	\$500,000.00
Sub-Total	\$1,702,690.79	\$2,436,884.32	\$11,369.64	\$4,150,944.75
LESS:				
Terms Taken out		\$500,000.00	\$0.00	\$500,000.00
Disbursements for the Month	\$1,057,724.22		\$0.00	\$1,057,724.22
			\$0.00	\$0.00
Net Balance at End of Month	\$644,966.57	\$1,936,884.32	\$11,369.64	\$2,593,220.53
Balance at End of Month -- Treasury Branch	\$1,366,260.02	\$1,936,884.32	\$11,369.64	\$3,314,513.98
*Cash on Hand at End of Month		\$0.00	\$0.00	\$0.00
Sub-Total	\$1,366,260.02	\$1,936,884.32	\$11,369.64	\$3,314,513.98
LESS:				
Feb deposits recorded in March	-\$1,649.34	\$0.00	\$0.00	-\$1,649.34
Outstanding Cheques See List	\$722,942.79	\$0.00	\$0.00	\$722,942.79
BALANCE	\$644,966.57	\$1,936,884.32	\$11,369.64	\$2,593,220.53

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
20677	\$70.00	22651	\$51,696.33	0	\$-00	0	\$-00
21268	\$129.40	22652	\$246.57	0	\$-00	0	\$-00
21430	\$235.76	22653	\$623.23	0	\$-00	0	\$-00
21610	\$13.00	22654	\$153,466.49	0	\$-00	0	\$-00
21861	34.37	22655	\$552.00	0	\$-00	0	\$-00
22013	\$196.42	22656	\$45.37	0	\$-00	0	\$-00
22386	\$325.00	22657	\$39.75	0	\$-00	0	\$-00
22557	\$63.00	22658	\$105,155.25	0	\$-00	0	\$-00
22596	\$125.00	22659	\$196.51	0	\$-00	0	\$-00
22610	\$1,121.35	22660	\$300.00	0	\$-00	0	\$-00
22620	\$41.90	22661	\$371,700.00	0	\$-00	0	\$-00
22641	\$181.00	22662	\$36.59	0	\$-00	0	\$-00
22642	\$3,233.17	22663	\$1,800.00	0	\$-00	0	\$-00
22644	\$318.71	22665	\$1,447.54	0	\$-00	0	\$-00
22645	\$21,621.70	22666	\$350.00	0	\$-00	0	\$-00
22646	1843.08	22668	\$1,625.79	0	\$-00	0	\$-00
22648	\$1,490.16	22669	\$472.50	0	\$-00	0	\$-00
22649	\$881.31	22670	\$448.94	0	\$-00	0	\$-00
22650	\$733.95	22671	\$81.67	0	\$-00	0	\$-00
							\$722,942.79

This statement submitted to Council this _____ 24th day of Mar 2021

Remarks:

Mayor: _____

Chief Administrative Officer: _____

COUNCIL MEETING

APR 14 2021

ITEM # 6.3



**Millet Fire Department
Call History Report by Date
3/1/2021 - 3/31/2021**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sat 03/06/2021 12:06	County - Leduc (Extra Hours)	2100017	77 Motor Vehicle Collision	55 Establish safe area		9	01:30
Sat 03/06/2021 15:51	City - Millet	2100018	52 Alarms		201 West Liberty Crescent	6	00:05
Sun 03/07/2021 07:20	County - Wetaskiwin	2100019	66 Odor (Strange/ Unknown)	55 Establish safe area	472063 RNG RD 254	13	00:46
Tue 03/09/2021 17:12	County - Wetaskiwin	2100020	52 Alarms	55 Establish safe area	38, 473051 RR 242	15	00:27
Wed 03/10/2021 15:18	County - Leduc	2100021	08 Carbon Monoxide / Inhalation / Hazmat / CBRN	55 Establish safe area	23143 hwy 616	9	01:00
Mon 03/15/2021 13:06	City - Millet	2100022	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area	127 2A	6	00:59
Tue 03/16/2021 04:47	City - Millet	2100023	17 Falls	55 Establish safe area	127 JUBILEE ROAD	8	01:22
Wed 03/17/2021 08:54	City - Millet	2100024	77 Motor Vehicle Collision	55 Establish safe area	Hwy 2A HWY 616 West	6	02:05
Sun 03/21/2021 04:16	City - Millet	2100025	52 Alarms	55 Establish safe area	191 Porter Ave	6	00:14
Mon 03/22/2021 10:06	City - Millet	2100026	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area	127 JUBILEE ROAD	8	01:52
Thu 03/25/2021 17:02	County - Wetaskiwin (Extra Hours)	2100027	67 Outside Fire	55 Establish safe area	250046 Hwy 616	16	02:00
Mon 03/29/2021 15:19	County - Wetaskiwin (Extra Hours)	2100028	77 Motor Vehicle Collision	55 Establish safe area	on QEII Hwy 616	11	01:52
Mon 03/29/2021 16:34	City - Millet	2100029	52 Alarms		5290 45 AVE	13	00:13
Mon 03/29/2021 19:37	County - Leduc (Extra Hours)	2100030	77 Motor Vehicle Collision	55 Establish safe area	TWN 484 HWY 2A	13	01:24

Total calls for City - Millet:	7	<i>false</i>
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:	14	Avg. Call Attendance: 9.93
Total Time:	15:49	

COUNCIL MEETING

APR 14 2021

I.V.# 6.4



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: April 14th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 7.1 Bylaw #2021-02 – Notification Bylaw

BACKGROUND/PROPOSAL

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

We have now held a Public Hearing and are seeking to pass this Bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

None

RECOMMENDED ACTION:

That Council give second reading to Bylaw 2021-02.

That Council give third and final reading to Bylaw 2021-02.

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

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

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

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

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

BYLAW TITLE

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

ADVERTISING METHOD

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

ENACTMENT

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

Read a first time this 24th day of March, A.D., 2021.

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

COUNCIL MEETING

APR 14 2021

ITEM # 7.1

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

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: April 14th, 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 Alberta Municipal Affairs – Tax Recovery Public Auction Extension
- 9.2 Millet Library Board Minutes – February 23, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Correspondence is hereby accepted as information.

RECEIVED

MAR 19 2021

Office of the Assistant Deputy Minister
Municipal Services Division
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225

AR104553

March 1, 2021

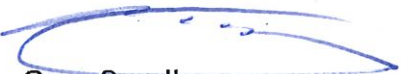
Ms. Lisa Schoening,
Chief Administrative Officer
Town of Millet
Box 270
Millet, AB T0C 1Z0

Dear Ms. Schoening:

Thank you for your letter of February 8, 2021, requesting approval to extend the time to hold a public auction of properties in the Town of Millet.

I am pleased to attach Ministerial Order No. MSD:032/21 granting an extension to hold a public auction for the properties listed on the ministerial order, to no later than August 31, 2021.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Attachment: Ministerial Order No. MSD:032/21

COUNCIL MEETING
APR 14 2021
ITEM # 9.1



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

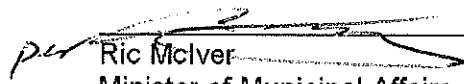
MINISTERIAL ORDER NO. MSD:032/21

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605 of the *Municipal Government Act (MGA)*, make the following order:

That the date for the Town of Millet to conduct a public auction for tax recovery purposes, pursuant to Sections 418(1) and 418(2) of the *MGA*, is extended to no later than August 31, 2021, for the following properties:

LINC Number	Legal Description	Title Number
0017303561	4;24;47;32;SE	142123312
0016508195	5948CL;;5	002275487
0011986486	8120629;6;28	132135744
0030828891	4;24;47;32;NE	072608112
0030828909	0426769;1;1	202283625

Dated at Edmonton, Alberta, this 2 day of MARCH, 2021.


Ric McIver
Minister of Municipal Affairs

Town of Millet Library Board Minutes

February 23, 2021

Connect...with each other

Learn....continuously

Discover...the possibilities

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

1. The Meeting called to order at 6:35
2. Adoption of Agenda moved by C. Richards, carried
3. Adoption of January 19, 2021 minutes moved by K. Fox, carried
4. Manager Report:
 - a. Monthly Financial Comparison accepted as presented
 - b. STATS accepted as presented
 - c. Applied for County of Wetaskiwin Recreation grant for up to \$47,775
 - d. AHS COVID Grant received \$33,690, term Dec. 21, 2020-Dec. 20, 2021
 - e. Line of Credit council needs more information
 - f. Allotment book balance for 2021 is \$4,430.19

Res #6/2021 Motion to allow library staff to work with patrons to recover some fees as well as waive some of the fines that have accumulated during COVID restrictions. moved by T. Wadsworth, carried

Res #7/2021 Approval of 2020 Annual Report to be submitted to Public Library Service Branch, moved by C. Richards, carried

5. Library Move

Res #8/2021 Motion to close the library for the move within the date range of April 2nd-May 10th as needed depending on moving company and restrictions. Moved by T. Wadsworth, carried

- a. Library mandated closure due to restrictions is in effect until phase 3 late March early April, it is decided that we will not plan to reopen at this location. This will allow staff to prepare and pack prior to the move in order to save some moving expenses.

Res #9/2021 Approval for J. Simms to hire movers for approximately \$8,200 moved by D. Peel, carried

6. Friends Report:
 - a. 50/50 raffle draw date March 31, almost sold out
 - b. Beef'D- March donating a portion of sandwich sales
 - c. Bottle Drive-May 29
 - d. Ag Society donation
7. Mayor Report-The library renovations are on schedule. Millet PIPS Mental Health Initiative will be offering a counselling services free to residents without coverage, anticipating 70 residents will be serviced.
8. Meeting Dates for 2021: March 23rd, (April 13th only if needed), May 25th, September, November

Next meeting March 23rd @ 6:30pm

Meeting Adjourned 8:04

Wadsworth
COUNCIL MEETING

N:\0001 NEW 2019\BOARD\2021\Board Minutes\February 23, 2021 Minutes.docx

APR 14 2021

ITEM # 9.2



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

Meeting: Regular Council Meeting
Meeting Date: April 14th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.1 NEW Policy - #76 – Disposal of Surplus Property

BACKGROUND/PROPOSAL

This item is being brought back to Council. At last Regular Council Meeting held on March 24th, Council requested some changes to the existing wording.

The Policy has been re-worded to include some of the changes requested and are highlighted in yellow.

RECOMMENDATION

That Council adopt Policy #76 – Disposal of Surplus Property as presented.

Millet

Proud to be

TOWN OF MILLET Disposal of Surplus Property

Policy Number: 76

Date of Issue:

Motion Number:

Number of Pages:

Supersedes: NEW

Signature of Approval: _____
Tony Wadsworth, Mayor

POLICY STATEMENT

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

COUNCIL MEETING

APR 14 2021

ITEM # 10.1

Policy #76 - Disposal of Surplus Property

DEFINITION:

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

STANDARDS:

1. Methods of disposal may include donation to non-profit organizations, sealed bids, public tender, purchase/trade-in, or public auction.
2. The CAO may approve of the sale of surplus property to a Town employee, non-profit organization, business or member of the public pursuant to methods of disposal mentioned in Item 1.
3. Any disposal authorized by the CAO must be reported to Council within 30 days of the disposal.
4. Disposal of surplus property over an estimated value of \$1,000 shall have the method of disposal and reserve bid established by Council on a case-by-case basis.
5. Disposal of land must meet the criteria established in the Municipal Government Act.
6. All property disposed of by trade-in on the purchase of new capital equipment shall be identified in the quote for purchase of the new capital fixed asset and approved by Council in regard to the quotation accepted by Council resolution.
7. Any disposal of tangible capital assets either by tender or quotation shall be approved by Council resolution.
8. That Council be notified of any leases on capital equipment that have a value over \$5,000, including the terms of the lease and interest rates. Any trade-in on a new lease will be approved by Council either by resolution or during the budget process.
9. This policy is not applicable to properties acquired through tax recovery.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: April 14th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.2 Distancing Diamonds

BACKGROUND/PROPOSAL

The following email received from Rita-anne Fuss and presented to Council on March 24th. At that time, Council tabled this item until there was clarification of the grant being successful. The email reads as follows;

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

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

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

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

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

Sincerely,

Rita-anne Fuss

Animator for the town of Millet

Since that time, Rita-Anne has confirmed that they were successful in obtaining funding for another distancing diamond and seeks Council's recommendation for placement.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDED ACTION:

Where does Council wish to place the additional Distancing Diamond?



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

Meeting: Regular Council Meeting
Meeting Date: April 14th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.3 Millet Library Board – Request for Appointment

BACKGROUND/PROPOSAL

The Library Board has been in search of a new member and the letter attached is requesting the appointment of the new member.

RECOMMENDATION

That Council appoint Jillian Meyers as a trustee for a three-year term to the Town of Millet Library Board.

Millet Public Library

Connect. Learn. Discover...

March 23, 2021

Millet Town Council
Box 270
Millet, AB T0C 1Z0

RE: Library Board Appointments

Dear Town of Millet Council,

The Town of Millet Library Board would like to request that Jillian Meyers be appointed as a trustee for a three-year term. Jill has been a part of our community for over 10 years and is an avid Library user. She is an occupational therapist working with children in Wetaskiwin and has volunteered with many groups in town, including the Millet Library Summer Reading program. Her knowledge of early education needs that she gained through her experiences working with Alberta Health Services will be a great asset.

Charlene Van de Kraats



Chair,
The Town of Millet Library Board

COUNCIL MEETING

APR 14 2021

ITEM # 103

Connect...with each other Learn....continuously Discover...the possibilities

Box 30, 5031-49 Ave. Millet, AB T0C 1Z0, 780-387-5222

milletlibrary.ca, millet@yrl.ab.ca,



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

Meeting: Regular Council Meeting
Meeting Date: April 14th, 2021
Originated By: Michelle Skidmore, Municipal Planning Commission Clerk
Agenda Item: 10.4 Municipal Planning Commission – Member Vacancy

BACKGROUND/PROPOSAL

The Municipal Planning Commission is required to have 5 members with 3 members of Town Council and 2 members from the public at large.

The term of one of the public members on the Municipal Planning Commission has expired which needs to be filled.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Fulfilling the vacancy, establishes a complete Commission of members to exercise the powers and duties pertaining to Subdivision and Development matters.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

That Council direct Administration to advertise to advertise for a public member of the Municipal Planning Commission for a two-year term.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: April 14, 2021
Originated By: Lisa Novotny, Director of Infrastructure
Agenda Item: 10.5 Asset Management Strategy

BACKGROUND/PROPOSAL

In 2020, the Town was successful in receiving a grant from the Federation of Canadian Municipalities (FCM) to develop an asset management plan. Through that process the Town partnered with Munisight to complete the grant requirements. Earlier this year the asset management policy was approved by Council and now the strategy drafted by Munisight is presented to Council for consideration. The strategy identifies key initiatives that support delivery of the asset management policy.

RECOMMENDATION

That Council approve the Town of Millet Asset Management Strategy.

ALTERNATIVE RECOMMENDATIONS

That Council table the Town of Millet Asset Management Strategy.

That Council approve the amended Town of Millet Asset Management Strategy.



Town of Millet - Asset Management Strategy Draft



Version 1.1
Date March 23, 2021

COUNCIL MEETING

APR 14 2021

ITEM # 10.5

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INTENT AND SCOPE

INTENT

The intent of the Asset Management (AM) Strategy is to institute best practices to reach the key objectives for the Town of Millet. This strategy follows the principles stated in the Asset Management Policy which aim to develop reliable service delivery, consolidated data, economic and environmental sustainability, and interdepartmental efficiency throughout the organization. These objectives will then be broken down into relevant initiatives that the municipality will pursue to ensure progress with asset management. Figure 1 represents the relationship, i.e. “line of sight”, between a community vision, mission, and values to the operational activities outlined in the Asset Management Plan(s). The “line of sight” refers to the idea that through the implementation of the Asset Management Policy, Strategy, and Plan an approver or stakeholder can see how each action item relates to the mission and values of the community. Understanding the relationship between the needs of the residents and the purpose/deliverables of asset management documents is critical for organizational integration and community and council buy-in.

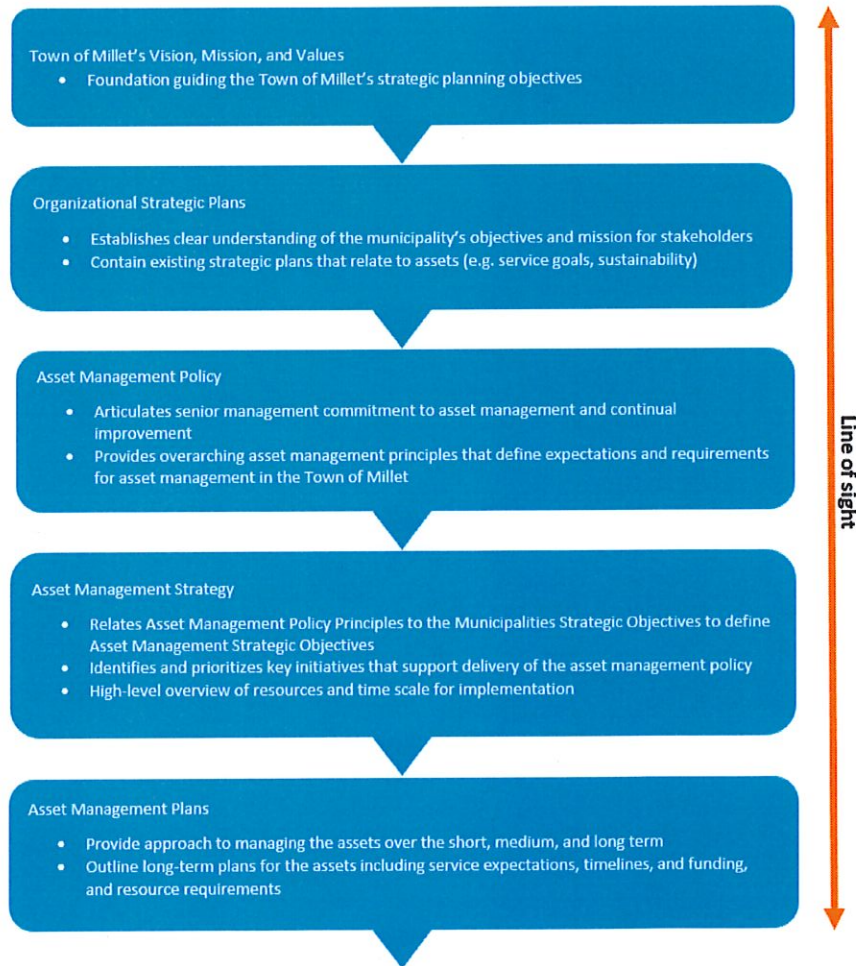


Figure 1 Asset Management Line of Sight, based on FCM recommendations (Federation of Canadian Municipalities, 2018)

The **Asset Management Policy** provides overarching principles that will be used to guide decision-making processes to deliver services to the community. It signifies Council and senior management's commitment to the development and continuous improvement of asset management practices. Through the principles laid out in the policy, the framework for funding and financing asset acquisitions, operations, maintenance, renewal, and disposal can be implemented through the Asset Management Strategy and Asset Management Plan(s).

The **Asset Management Strategy** builds off the Asset Management Policy and the communities' strategic goals and objectives to identify strategies to improve asset management practices and achieve overarching asset management objectives. It provides an overview of the current decision-making processes, assets, and funding sources for a municipality.

This document will provide strategic objectives and relevant initiatives to achieve the overarching objectives of the municipality and is guided by the Asset Management Policy principles.

SCOPE

The Town of Millet manages a variety of assets to deliver services to its ratepayers such as roads, water networks, sewer networks, buildings, bridges, culverts, fleet, and recreational services. These infrastructure assets require ongoing acquisition, operation, maintenance, renewal, and disposal throughout the asset lifecycle. This Asset Management Strategy applies to all assets owned by the municipality.

DEFINITIONS

Asset: a physical component of a system that has value, enables services to be provided, and has an economic life of greater than 12 months.

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

Asset Replacement Forecast: an overview of all assets with their attributes, replacement costs, and timing of the replacement based on their theoretical useful life.

GIS: Geographic Information System designed to capture, store, manipulate, analyze, manage, and present all types of spatial data.

Level of Service: the defined standard for the provision of a particular service. The levels are defined with consideration of quality, quantity, reliability, responsiveness, environmental acceptability, regulatory requirements, and life-cycle costs.

Life-cycle cost: the cost of designing, building, operating, maintaining, and disposing of an asset to deliver the defined level of service.

Long-term Capital Plan: a multi-year plan that identifies the capital infrastructure projects and their cost to address the current and future service objectives.

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

Long-term Operation Plan: a multi-year plan that identifies the cost of operating and maintaining assets to address the current and future service objectives.

Maintenance Management: an administrative, financial, and technical framework for assessing and planning maintenance operations on a scheduled basis.

Risk: events or occurrences that negatively impact the ability to deliver the defined levels of service.

DECISION-MAKING APPROACH

CURRENT APPROACH

A robust vision of asset management has not previously been defined in the Town of Millet, they are in the early stages of incorporating asset management into their municipality by taking steps toward becoming more proactive. Assets are tracked on MuniSight's Webmap and records of maintenance or inspections have been completed and collected as paper copies. Relative condition inspections are done reactively as required on most infrastructure. The Town has not yet developed or communicated a clear understanding of the state that their infrastructure is in. The major asset group that is in poor condition are culverts, and the rest of the critical infrastructure and risks they impose have not been identified. There is currently no known level of service gaps in the municipality. The Town has been taking action in improving the community with ongoing projects, such as replacing the arena floor. Going forward, there is a focus on developing a consolidated collection of records that is easily accessible, accountability for inspections, and accurate information to lead decisions regarding capital planning.

TARGET APPROACH

The Town of Millet's targeted approach to asset management decision making will incorporate the following principles:

- Consider long-term financial sustainability through understanding full life-cycle costs
- Integrate appropriate business units, functions, and departments for multi-disciplinary input and buy-in
- Consider changing demographics and economic climates by incorporating strategic risks assessments
- Triple bottom line approach of socio-cultural, environmental, and economic - outcomes
- Transparency and accountability with defined levels of service and asset service performance

The Town of Millet will use the AM Strategy and AM Plan(s) to prioritize asset maintenance/renewal strategies, understand full life-cycle costs, and more accurately forecast asset renewals over the long term. Incorporating the asset management decision-making process into financial planning will enable the Town of Millet to more accurately predict financial requirements over the long-term. Capital plans and budgeting processes will utilize the AM Plan(s) to ensure long-term financial stability and service delivery to stakeholders.

TOWN OF MILLET – STRATEGIC ALIGNMENT

This AM Strategy incorporates information from the Town of Millet Asset Management Policy, Town of Millet 2016-2018 Strategic plan (Town of Millet, 2016), interviews from select municipal staff, and recommendations from the Federation of Canadian Municipalities (Federation of Canadian Municipalities, 2018).

TOWN OF MILLET STRATEGIC VIEW

The Town of Millet takes pride in their close-knit community, offering a pleasant and quiet home to all its residents. In 2016 the Town published a strategic plan for 2016-2018 (Town of Millet, 2016), the administration still believes in these goals and will continue to build on them going forward. A vision and mission statement has been used to describe the future position of the organization and defines its overall purpose. The vision and mission statements of the Town of Millet are defined below:

Vision Statement

"The Town of Millet is "Proud to Be..." working together to sustain and providing enhance quality of life for our Community."

Mission Statement

"The Town of Millet strives to serve its residents through leadership of a united, sustainable, vibrant Community in an efficient, professional and fiscally responsible manner."

Interpreting the vision and mission statements, they directly relate to the asset management initiatives put forward in this AM Strategy. The Town established key values with the concepts of honesty, accountability, service, collaboration, and a safe and healthy community. Through these values, they are "Proud to Be..." a people-first community striving to meet the needs of their residents. The focus of the Town's goals is to improve planning and maintenance of infrastructure, establish the level of service, and implement strategies for economic and business development. Asset management accomplishes these tasks through developing infrastructure asset registries, understanding asset conditions, full life cycle costs, strategic risks, and defined levels of service.

ASSET MANAGEMENT POLICY PRINCIPLES

The Town of Millet approved an Asset Management Policy which outlines the high-level principles of asset management that the municipality is looking to achieve. This policy also defines the roles and responsibilities for asset management across the municipality. These principles are broken down into five categories, which are listed below.

SERVICE DELIVERY TO CUSTOMERS AND INFORMATION MANAGEMENT

- a) The Town of Millet shall define levels of service to meet the needs of the community considering the quality of life, minimizing long-term costs, and strategic risks.
- b) The Town of Millet shall deliver defined levels of service by effectively and efficiently managing all infrastructure assets.
- c) The Town of Millet shall be transparent with defined levels of service and service performances and be accountable to the community.
- d) The Town of Millet shall ensure levels of service are compliant with Councils' strategic objectives and all relevant legislative, statutory, and regulatory requirements.
- e) The municipality shall monitor and periodically review the defined levels of service and update accordingly.
- f) The Town of Millet shall develop and maintain asset inventories for all infrastructure assets

SUSTAINABILITY AND ENVIRONMENTAL ADAPTABILITY

- a) The Town of Millet shall develop business cases considering risk and the long-term costs of delivering defined levels of service when investing in infrastructure assets.
- b) Asset management decision making shall incorporate a triple bottom line approach, considering the socio-cultural, environmental, and economic outcomes.
- c) Infrastructure investments shall consider current generations and future generations needs by incorporating strategic risk into decision making
- d) The Town of Millet shall consider how increased frequency and severity of climatic events may directly affect the delivery of levels of service. Where appropriate, the municipality shall adopt a proactive approach to mitigating the potential impacts of climate change.

HOLISTIC AND INTEGRATED DECISION MAKING

- a) The Town of Millet shall connect and integrate appropriate business units, departments, and functions in the asset management decision-making process to build strong working relationships and get maximum value from infrastructure investments.
 - i) These departments and functions include planning, engineering, operations and maintenance, finance, and other strategic and long-term community planning and budgetary functions.

FISCAL RESPONSIBILITY

- a) The Town of Millet's infrastructure investment shall consider the financial impacts on current and future generations and promote social and inter-generational equity throughout the asset management decision making process.
- b) The Town of Millet shall develop processes to ensure investment needs are addressed efficiently and effectively.
- c) The Town of Millet shall consider investment needs, funding requirements, and revenue projections to develop and maintain a long-term financial plan.
- d) The decision to build, renew, and/or replace an infrastructure asset shall aim to minimize the long-term cost of asset ownership while considering the strategic risks of the community.
- e) The Town of Millet shall implement maintenance strategies which consider sustaining the defined levels of service and maximize asset value
- f) The Town of Millet shall comply with all the regulatory and statutory financial tracking and reporting requirements.

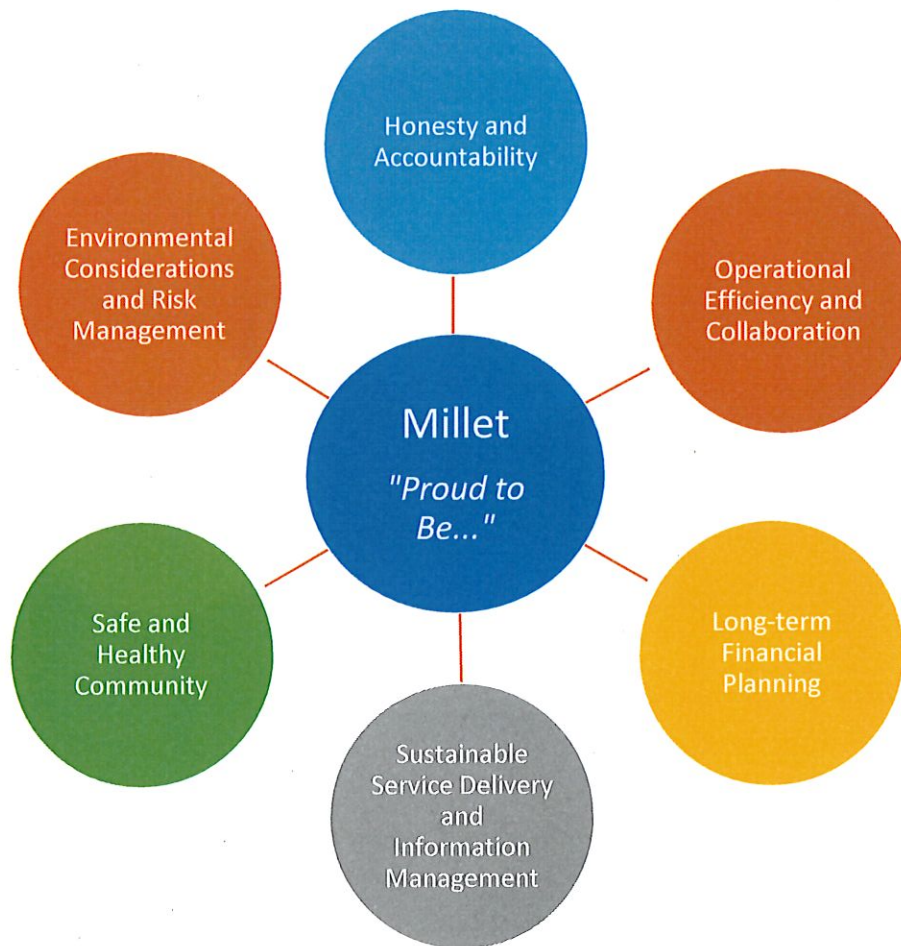
CONTINUOUS IMPROVEMENT

- a) The Town of Millet shall seek continuous improvement of the asset management processes with a focus on incorporating innovative tools, techniques, and solutions.
- b) The Town of Millet shall promote the long-term efficiency and effectiveness in service delivery and asset management decision making throughout all relevant departments and functions of the municipality.
- c) The Town of Millet shall monitor and periodically review asset management processes to measure their applicability and effectiveness in achieving the strategic objectives. Changes shall be made to these processes where applicable.

- d) The Town of Millet shall assess progress with the municipality's asset management program and provide the necessary support, education, and training to relevant staff to further develop asset management processes.

ASSET MANAGEMENT OBJECTIVES AND PERFORMANCE TARGETS

Asset Management Strategic Objectives were developed using The Town of Millet's AM Policy, 2016-2018 strategic plan (Town of Millet, 2016), interviews with select staff, and recommendations from the Federation of Canadian Municipalities (Federation of Canadian Municipalities, 2018). These objectives are used to guide the asset management initiatives laid out in the following section of this document.



Asset management initiatives shall be measured periodically using performance targets. These performance targets may include:

- Ability to predict realistic projections of costs for future planning
- The degree to which information from the asset management plan is incorporated into The Town of Millet's long-term financial planning process
- The number of levels of service infractions per annum, broken down by service type (road network, water network, etc.)

- Effectiveness and applicability of strategic objectives in meeting community values/needs
- Achieving an asset renewal funding ratio of 1.0

Performance targets will be added and/or adjusted in subsequent iterations of this AM Strategy.

KEY ASSET MANAGEMENT IMPROVEMENT INITIATIVES

Asset management improvement initiatives are separated into relevant asset management strategic objectives below. These initiatives are undertaken by the Town of Millet to continually develop and improve asset management systems and processes.

OPERATIONAL EFFICIENCY:

- Develop Operation and Maintenance (O&M) Management Procedures for all services based on the determined levels of service
 - Option: Refer to “Getting Started – Toolkit User Guide” (Municipal Affairs Alberta, 2015)
- Track, monitor, and document O&M activities
 - Develop a system to track, monitor, and document activities

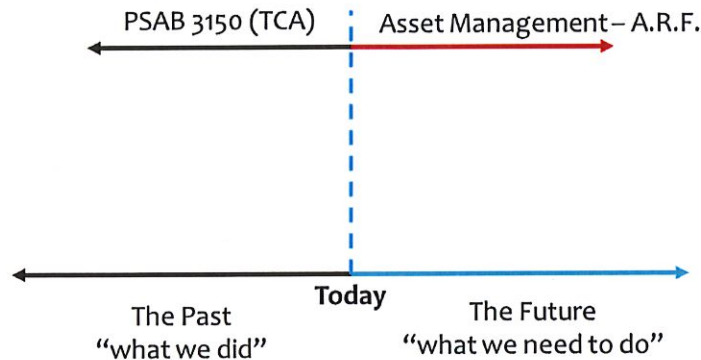
SUSTAINABLE SERVICE DELIVERY AND INFORMATION MANAGEMENT:

- Determine Levels of Service for all services
 - Define and document Levels of Service
 - Consider current needs and trends in service delivery to prepare for future
 - Option: Refer to “Getting Started – Toolkit User Guide” (Municipal Affairs Alberta, 2015) and the Federal Municipalities of Canada (FCM) “Asset Management Readiness Scale”
 - Review and update annually
 - Engage the community periodically to understand service needs

LONG-TERM FINANCIAL PLANNING:

- Prepare Asset Replacement Forecast (A.R.F.)
 - Based on age, condition, current replacement value and year installed or renewed
 - Option: Refer to “Getting Started – Toolkit User Guide” (Municipal Affairs Alberta, 2015)
- Meet PSAB 3150 requirements for depreciating assets. Tangible Capital Assets will be depreciated over its estimated useful life according to Town of Millet policy
- Prepare a Long-term Financial Plan based on Levels of Service, Risk, and A.R.F.
 - 5-year, 10-year, or 20-year capital plan which is updated annually
 - 3-year operation plan
 - Update annually
- Prepare the annual budget based on the Long-term Financial Plan
 - Assess service needs based on determined levels of service
 - Determine required operational and capital needs based on the service needs
 - Document trade-offs between risks, service, and long-term costs for each decision
- **Notes:**

PSAB 3150 uses the historical costs plus any asset retirement costs to determine the value of the asset and depreciates it over its useful life. The Asset Replacement Forecast uses the current replacement value of the asset and projects the year for replacing it based on the installed year and its useful life. It gives an overall picture of the current value of the municipality's infrastructure. Or in other words, how much would it cost the Town of Millet in today's dollars to replace the municipality's entire infrastructure asset network. The following graphic is a visual depiction of the difference between PSAB 3150 and the A.R.F:



- The A.R.F can help with understanding where the highest value assets are and the associated age of the asset. This combined with an understanding of the RM's service needs and risks can guide decisions in infrastructure investment.

TRANSPARENT DECISION-MAKING:

- Develop a Communication Plan
 - Consider all stakeholders and multiple tools to share the information with.
 - Include the cost of implementing the Communication Plan in your annual budget
 - Consider an ongoing campaign of Educating, Engaging, and Communicating with the public. An educated public could provide better input and feedback for operations and decisions.
- Include operational, financial, and risk updates as part of the regular reporting to Council and Community (as opposed to only reporting when there is an issue):
 - Communicate the trade-offs between levels of service, risk, and costs with your community

KNOWLEDGE SHARING AND CAPACITY BUILDING:

- Form an Interdisciplinary Asset Management team
 - Strive for representation from all departments
- Prepare and maintain an Asset Inventory
 - Incorporate GIS into asset planning
 - Maintain and update GIS according to your Data and Information Management Plan
- Prepare Data and Information Management Plan
 - Refer to "Getting Started – Toolkit User Guide" (Municipal Affairs Alberta, 2015) and FCM – Asset Management Readiness Scale (Federation of Canadian Municipalities, 2018)
 - Comply with financial reporting and documentation requirements of PSAB
- Cohort learning and regional collaboration

- Stay connected with asset management organizations such as Infrastructure Asset Management Alberta (IAMA), Rural Municipalities of Alberta (RMA), Canadian Network of Asset Managers (CNAM), and Federation of Canadian Municipalities (FCM)
- Share knowledge with other local governments
- Succession Planning
 - Consider this in your strategic risk mitigation
 - Provide asset management training for staff

CLIMATE CHANGE CONSIDERATIONS AND RISK MANAGEMENT:

- Prepare Risk Management and Mitigation Plan for all services
 - Consider climate change adaptation and mitigation in your risk management plan
 - Consider Asset Risks and Strategic Risks
 - Engage the Council and the community to determine the acceptable level of risk tolerance
 - Review and update annually

ASSET MANAGEMENT ROLES AND RESPONSIBILITIES

Relevant roles and responsibilities for the Chief Administration Office (CAO), Council, Asset Management Steering Committee, Department Managers, and Finance Lead are outlined in the AM Policy. The CAO is tasked with setting a high-level vision (with Council's objectives in perspective) and ensure that all relevant deadlines are met, and that accountability is clear. Due to The Town of Millet's small and dispersed population, some municipal staff may play multiple roles within the governance structure. Knowing this, it is important to set realistic deadlines and expectations for staff. For more information on the roles and responsibilities for the key asset management personnel refers to The Town of Millet's approved Asset Management Policy.

HOW TO MONITOR AND IMPROVE ASSET MANAGEMENT

Asset management is a modern and evolving approach; therefore, the strategic objectives, initiatives, and performance targets will have to be re-visited as priorities within the municipality change. To continuously improve it is necessary for the municipality to review the Asset Management Strategy and adjust where appropriate. The Asset Management Strategy and its outcomes will be evaluated by the council every 3 years. Evaluations will review performance indicators to assess the effectiveness of the Asset Management Strategy. If required, a roadmap will be developed to prioritize and resource short-term, mid-term, and long-term asset management initiatives. Revisions to this document will be made and tracked by the council and approved by the CAO.

REFERENCES

- Federation of Canadian Municipalities. (2018). *How to develop an asset management policy, strategy and governance framework*. Retrieved from Federation of Canadian Municipalities (FCM): www.fcm.ca
- Federation of Canadian Municipalities. (2018). *Tool: Asset management readiness scale*. Retrieved from Federation of Canadian Municipalities (FCM): www.fcm.ca
- Municipal Affairs Alberta. (2015, 01 01). *Getting started : toolkit user guide. Quick start tools and templates for building an asset management program*. Retrieved from Alberta Government Publications: <https://open.alberta.ca/publications/getting-started-toolkit-user-guide-for-building-an-asset-management-program#detailed>
- Town of Millet. (2016). *Strategic Plan 2016-2018*. Retrieved from Town of Millet: <https://www.millet.ca/public/download/files/119185>

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

Meeting: Regular Council Meeting
Meeting Date: April 14th, 2021
Originated By: Millet in Bloom – Chairperson, Marlene Alberts
Agenda Item: 10.6 Communities in Bloom - Proclamation

BACKGROUND/PROPOSAL

See attached Proclamation from Communities in Bloom.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDED ACTION:

That Council hereby designates the week of May 2nd, 2021 as *Communities in Bloom* Week.

PROCLAMATION

Communities in Bloom Week



Whereas, in Canada, we are fortunate to have a multitude of communities committed to fostering civic pride, environmental responsibility and beautification; and

Whereas, communities are committed to ensuring sustainable development for future generations; and

Whereas, participation in *Communities in Bloom* builds communities, strengthens volunteer and community development, enhances social interaction, and creates community pride; and

Whereas, the benefits provided by *Communities in Bloom* may boost the economy, create sustainability, enhance property values, attract new business, and increase tourism; and

Whereas, our parks, open spaces, green spaces and trails ensure sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

Whereas, all community levels: municipal, residential, commercial and institutional work together to ensure the voluntary sector and private enterprise throughout the Country participate in the planning, development and operation of recreation and parks programs, services and facilities.

Now, therefore be it Resolved, that *Communities in Bloom* does hereby proclaim that the week of May 2nd, has been designated as *Communities in Bloom* Week which will annually recognize and celebrate the benefits derived from *Communities in Bloom* and the countless volunteers and individuals that make our communities great places to live.

Therefore, _____ (name of municipality/ organization), in recognition of the benefits and values that *Communities in Bloom* does provide, do hereby designate the week of May 2nd, 2021 as *Communities in Bloom* Week.

Signed this _____ day of _____, 2021 by:

_____ (printed name and title)

_____ (signature)

Bringing Communities to Life!

COUNCIL MEETING

APR 14 2021

ITEM # 10.6



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

Meeting: Regular Council Meeting
Meeting Date: April 14, 2021
Originated By: Lisa Novotny, Director of Infrastructure
Agenda Item: 10.7 Old School Waterline Replacement

BACKGROUND/PROPOSAL

As part of the Old School redevelopment exterior, items such as the parking lot and services have been examined. Through this review it has been recommended by the Public Works Foreman that the waterline servicing the old school be replaced as it is very old and has historically froze. Administration would like to proceed with the water line replacement in 2021 and postpone the completion of the main parking lot paving until 2022 due to budget constraints. If the water line is to be replaced, the underground pre-qualified contractors could be used to get costs for this project.

RECOMMENDATION

That Council authorize Administration to replace the water line for the old school which is 4528 – 51 Street for the project funded through the water reserve.



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

Meeting: Regular Council Meeting

Meeting Date: April 14th, 2021

Originated By: Mitch Newton, Manager of Enforcement
Lisa Novotny, Director of Infrastructure

Agenda Item: 10.8 Old Millet School – Solar Panel Project

BACKGROUND/PROPOSAL

The Town has completed the submission process for potential application of solar panel installation on the “Old Millet School” as part of the construction projects move forward to our new center. Two submissions out of four were received which are attached. The submissions were reviewed by both Administration and John Maude and it is recommended to proceed with the submission by NuSolar due to price.

COSTS/SOURCE OF FUNDING

A donation from the John Maude and Susan Quinn Charitable Foundation has been committed in the amount of \$30,000 for the solar panel installation as well they have offered to cover the quoted cost of the EV charging station.

RECOMMENDED ACTION:

That Council award the Old Millet School solar panel installation project to NuSolar in the amount of \$50,709 as per the approved capital budget.

That Council approve the purchase of the EV charging station from Nu Solar at a cost of \$8,197.00 with the cost to be recovered from the John Maude and Susan Quinn Charitable Foundation.


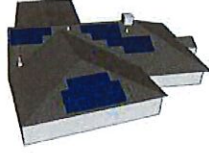
ATTACHMENTS:

- Project Nusolar
- Project Newo Global Energy

Date: March 26th, 2021
Submitted To: Town Of Millet
Attention: Mr. Jarod Mckenzie
E-mail/Fax: jarod.mckenzie@magnummechanical.ca

Project Name: Millet Town Hall – Solar PV
Project Number: EPV01164
Project Location: 4528 51 Street, Millet Alberta T0C 1Z0
Version Number: V01

Solar PV System Installation Quotation

All Options Include:		
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete Code Compliance & Design/Install According To Manufactures Specifications. <input checked="" type="checkbox"/> Rapid Shutdown (When & If Required) <input checked="" type="checkbox"/> Zilla Double Stud, Double Sealed Flashing Attachments <input checked="" type="checkbox"/> Kinetic Racking & Critter Guard <input checked="" type="checkbox"/> Online Solar Energy Production Monitoring <input checked="" type="checkbox"/> Equipment Supply and Install On-Site <input checked="" type="checkbox"/> Engineered Structural Verification, Approval & Seal. <input checked="" type="checkbox"/> Project Team to Include JM Red Seal & Master Electricians; & Renewable Energy Technologists. <input checked="" type="checkbox"/> Applicable Permits, Licenses, and Micro-Generation Inter-connection Application Submission Assistance <input checked="" type="checkbox"/> Rebate Application Assistance. <input checked="" type="checkbox"/> 2 Year NuSolar Materials and Labor Warranty <input checked="" type="checkbox"/> Project Management, System Start-up & Educational Operator Training with O&M Manuals (Hard & Electronic) 		
Option 1 – Longi All Black & SolarEdge (31.24 kW DC, 23.4 kW AC) Includes:		
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 31.24 kW solar PV system based on the site layout and SLD provided <input checked="" type="checkbox"/> 88 x Longi 355W All-Black Modules (LR4-60HPB-355M) <input checked="" type="checkbox"/> 44 x SolarEdge P850 DC Optimizers <input checked="" type="checkbox"/> 1 x SolarEdge 14.4kUS Inverter – 120/208V, True 3 Phase <input checked="" type="checkbox"/> 1 x SolarEdge 9.0kUS Inverter – 120/208V, True 3 Phase 		
Option 2 – Longi Silver Framed & SolarEdge (31.5 kW DC, 23.4 kW AC) Includes:		
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 31.5 kW solar PV system based on the site layout and SLD provided <input checked="" type="checkbox"/> 70 x Longi 450W Silver Framed Modules (LR4-72HPH-450M) <input checked="" type="checkbox"/> 70 x SolarEdge P505 DC Optimizers <input checked="" type="checkbox"/> 1 x SolarEdge 14.4kUS Inverter – 120/208V, True 3 Phase <input checked="" type="checkbox"/> 1 x SolarEdge 9.0kUS Inverter – 120/208V, True 3 Phase 		
Excludes		
<input checked="" type="checkbox"/> GST or other applicable taxes	<input checked="" type="checkbox"/> Structural Building Modifications (if Required)	<input checked="" type="checkbox"/> Any other work not explicitly listed in this proposal or the project plans and specifications to date
Details		
<ul style="list-style-type: none"> • Solar PV system to connect to 3 breaker spaces in electrical panel H. • All options require 6' by 6' wall space in loft room within 3 meters of electrical panel H • Construction occurs between April and October (no winter installation allowance). • Acceptance of this proposal is subject to NuSolar Standard Terms & Conditions. • This proposal is valid for 30 days from the date of this letter. 		
Option 1 – Longi All Black & SolarEdge (31.24 kW DC, 23.4 kW AC):		\$50,709.00
MCCAC – Municipal Solar Program (\$0.90/Watt, up to 30% of Project Costs)		\$15,212.00
OPTION 1 – TOTAL PRICE, NET OF REBATE:		\$35,497.00
Option 2 – Longi Silver Framed & SolarEdge (31.5 kW DC, 23.4 kW AC):		\$51,639.00
MCCAC – Municipal Solar Program (\$0.90/Watt, up to 30% of Project Costs)		\$15,491.00
OPTION 2 – TOTAL PRICE, NET OF REBATE:		\$36,148.00

SYSTEM DETAILS OPTION #1



System Capacity: **31.24 kW** DC @ STC
Application: Power Generation (On-Site) with Export Capability
System Type: SolarEdge-Inverter Based; Grid Inter-Connected
System Mounting: Sloped Roof Mounting

Annual Electricity Production in Year 1: **41,022 kWh** Under Ideal Conditions
 42,761 kWh with snow removed!

System Summary: The racking system would be installed flush to the sloped roof. The solar PV modules will produce DC electricity, optimized at the module level, then converted to AC from a central inverter and tie in to a new sub-panel with 40A & 50A breakers & with an 80A breaker to existing panel H. The system is capable of directly supplying required electricity for your home's plug loads. Any potential excess electricity will be exported directly to the Alberta grid system for sale. The proposed system would be classified as a micro-generator under current Alberta regulation.

Annual Carbon Emission Offset:
29 metric tons - equivalent of removing
4.1 vehicles from the road!

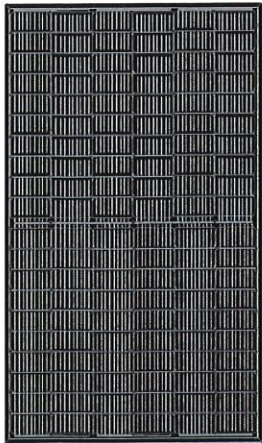
Annual Average Rate of Return:
16.69%

Net Present Value (NPV):
\$129,241

Lifecycle Energy Production Cost:
\$0.0310/kWh

Economic Estimate Assumptions:
 Delivered Electricity Rate Assumed @\$0.108/kWh
 Export Electricity Rate Assumed @\$0.068/kWh
 Fuel Cost Escalation Rate Assumed @ 5%/Year
 Discount Rate Assumed @ 2%/Year
 Project Life Assumed @ 30 Years
 Solar Electricity Exported - 35%

Equipment:
 88 x LONGI 60 Cell All-Black 355 Watt Modules
 44 x SolarEdge P850 Optimizers
 1 x SolarEdge 208V, 14.4 kW Inverter
 1 x SolarEdge 208V, 9.0 kW Inverter
 Zilla Double Stud Flashing Attachments
 Kinetic Sloped Roof Mounting / Racking System
 Required Cabling, Connections and Accessories
 Critter Guard for Array
 Online System Monitoring



Three Phase Inverters for the 120/208V Grid for North America
 SE14.4KUS / SE17.3KUS

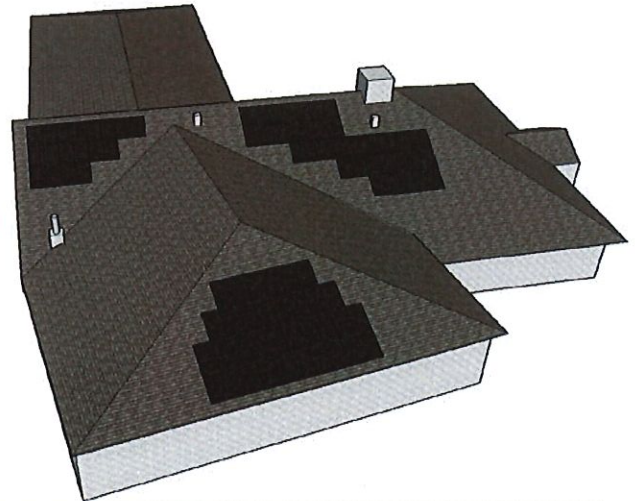


12-20 YEAR WARRANTY

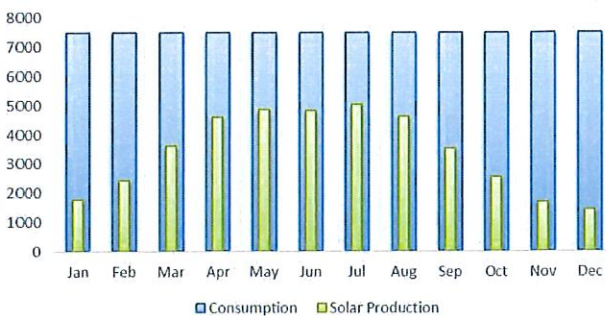
Power Optimizer For North America
 P730 / P801 / P850 / P950 / P800p



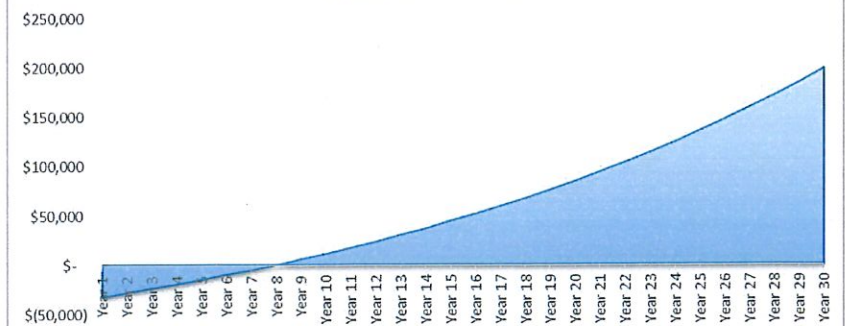
25 YEAR WARRANTY



Consumption vs Solar Production



Break Even Analysis



SYSTEM DETAILS OPTION #2



System Capacity: 31.5 kW DC @ STC
Application: Power Generation (On-Site) with Export Capability
System Type: SolarEdge-Inverter Based; Grid Inter-Connected
System Mounting: Sloped Roof Mounting

Annual Electricity Production in Year 1: 41,591 kWh Under Ideal Conditions
 43,358 kWh with snow removed!

System Summary: The racking system would be installed flush to the sloped roof. The solar PV modules will produce DC electricity, optimized at the module level, then converted to AC from a central inverter and tie in to a new sub-panel with 40A & 50A breakers & with an 80A breaker to existing panel H. The system is capable of directly supplying required electricity for your home's plug loads. Any potential excess electricity will be exported directly to the Alberta grid system for sale. The proposed system would be classified as a micro-generator under current Alberta regulation.

Annual Carbon Emission Offset:
 29 metric tons - equivalent of removing
 4.1 vehicles from the road!

Annual Average Rate of Return:
 16.62%

Net Present Value (NPV):
 \$131,356

Lifecycle Energy Production Cost:
 \$0.0311/kWh

Economic Estimate Assumptions:
 Delivered Electricity Rate Assumed @\$0.108/kWh
 Export Electricity Rate Assumed @\$0.068/kWh
 Fuel Cost Escalation Rate Assumed @ 5%/Year
 Discount Rate Assumed @ 2%/Year
 Project Life Assumed @ 30 Years
 Solar Electricity Exported - 35%

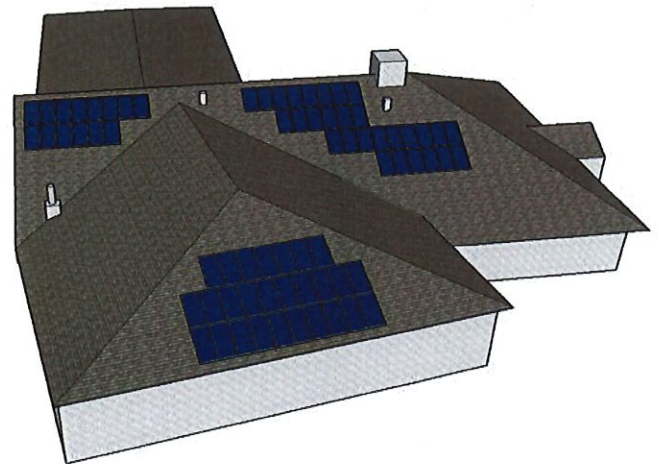
Equipment:
 70 x LONGI 72 Cell Silver Frame 450 Watt Modules
 70 x SolarEdge P505 Optimizers
 1 x SolarEdge 208V, 14.4 kW Inverter
 1 x SolarEdge 208V, 9.0 kW Inverter
 Zilla Double Stud Flashing Attachments
 Kinetic Sloped Roof Mounting / Racking System
 Required Cabling, Connections and Accessories
 Critter Guard for Array
 Online System Monitoring



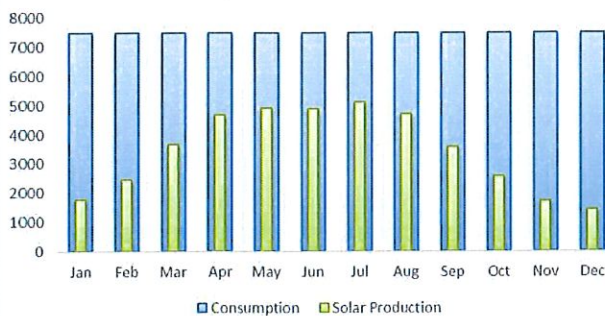
Three Phase Inverters for the 120/208V Grid for North America
 SE14.4KUS / SE17.3KUS



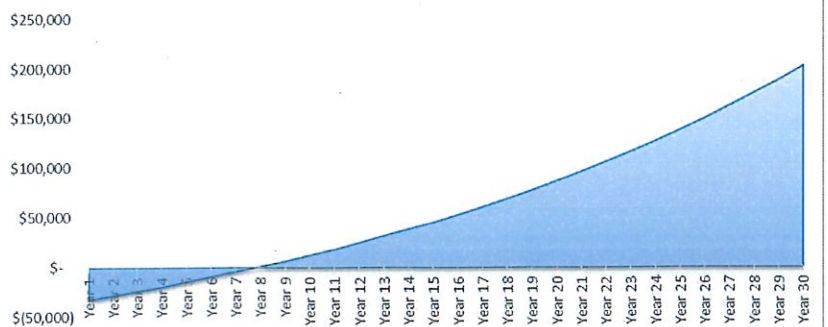
12-20 YEAR WARRANTY



Consumption vs Solar Production



Break Even Analysis





NuSolar LTD
6480 178 St NW | Edmonton, Alberta T5T 2J4

Date: March 26th, 2021
Submitted To: Town Of Millet
Attention: Mr. Jarod Mckenzie
E-mail/Fax: jarod.mckenzie@magnummechanical.ca

Project Name: Millet Town Hall – EV Charger
Project Number: EPV01164
Project Location: 4528 51 Street, Millet Alberta T0C 1Z0
Version Number: V01

Solar PV System Installation Quotation

All Options Include:		
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete Code Compliance & Design/Install According To Manufactures Specifications. <input checked="" type="checkbox"/> Project Team to Include JM Red Seal & Master Electricians; & Renewable Energy Technologists. <input checked="" type="checkbox"/> Applicable Permits, Licenses & Rebate Application Assistance. <input checked="" type="checkbox"/> 2 Year NuSolar Materials and Labor Warranty <input checked="" type="checkbox"/> Project Management, System Start-up & Educational Operator Training with O&M Manuals (Hard & Electronic) 		
Option 1 –Installation Of Single Core+ Max:		
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All AC Electrical Connections <input checked="" type="checkbox"/> Directional Drilling For 165' <input checked="" type="checkbox"/> 100A Rated Teck Cable (#3/3C) For Power <input checked="" type="checkbox"/> Underground Cat5 For EV Charger Communication <input checked="" type="checkbox"/> 100A 2 Pole Commander Breaker <input checked="" type="checkbox"/> Supply & Installation On Site (Excluding the Single Core+ Max) 		
Excludes		
<input checked="" type="checkbox"/> GST or other applicable taxes <input checked="" type="checkbox"/> Supply or Delivery of Single Core+ Max & All Required Factory Accessories	<input checked="" type="checkbox"/> Concrete Foundation/Footing for EV Charger Anchor Bracket Attachment. (To be Completed In Coordination In Packing Lot Paving Company.	<input checked="" type="checkbox"/> Any other work not explicitly listed in this proposal or the project plans and specifications to date
Details		
<ul style="list-style-type: none"> • EV Charger to connect to 2 breaker spaces in electrical panel F. • EV charger location assumed to be in middle of parking lot. • NuSolar to coordinate with concrete company to complete footing according to Flo specification. • NuSolar underground wiring to be completed before new packing lot is completed (or at the same time). • Construction occurs between April and October (no winter installation allowance). • Acceptance of this proposal is subject to NuSolar Standard Terms & Conditions. • This proposal is valid for 30 days from the date of this letter. 		
OPTION 1 – EV Changer Installation		\$8,197.00

NEWO Global Energy

Local energy for a global community

Office: #18, 5110 –
48a Ave. Camrose, AB
Mail: 28 Grand Park Crescent
Camrose, AB T4V 2K4
1-855-672-6396
www.newo.energy

Solar PV project proposal:
Millet City Hall Project
4528 51 Street, Millet

March 22, 2021

COUNCIL MEETING

APR 14 2021

ITEM # 10.8

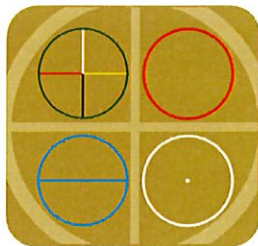


Newo solar array in Ferintosh, Alberta

A. BACKGROUND & ETHOS

Newo Global Energy is a non-profit social enterprise that believes green-energy technologies can be used to build vibrant communities and healthy ecosystems. Newo is committed to fostering relationships that transform present-day challenges into opportunities that ensure the well-being of future generations.

Newo is the Cree word for “four” – representing working in harmony with the four elements of earth, water, fire and wind to foster all human and non-human communities. In this spirit, we hope the proposed project at your home can fulfill these goals:



- **Reduce your environmental impact**
- **Create energy independence**
- **Add value to your property**
- **Reduce your monthly energy bill**

B. SUMMARY

This proposal outlines the installation of a 38.7 kW solar photovoltaic (PV) system for the Millet City Hall, which is estimated to cover 48.2% of your annual energy consumption. It also includes the installation of an electric vehicle charging system on site. In sticking with our social enterprise mission, this project will also include the training and hiring of local Indigenous youth, at no extra cost. We are also happy to discuss the inclusion of an education seminar delivered to the municipality or the community, as part of this proposal, also for no extra cost. Please contact us if you would like to discuss this further.

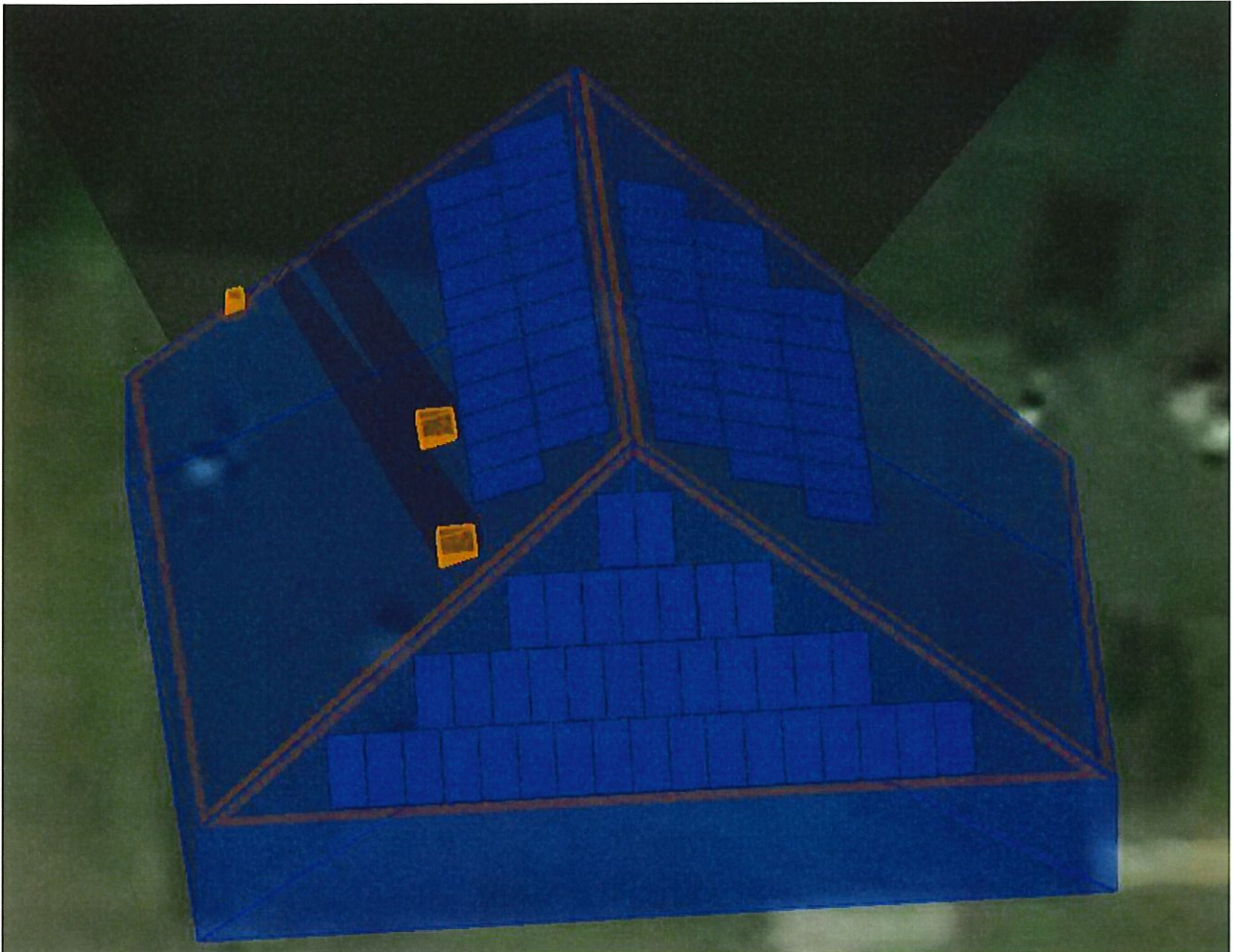


U of A class visits Newo solar array in Wetaskiwin

C. PROPOSED PV SYSTEM

38.7 kW roof-mount solar array

The roof-mount system suggested below reflects a design based on dimensions taken during a site assessment. The energy produced by this system is calculated based on solar irradiation data for your location and analyses of shading, soiling, and other aspects that may decrease the energy production of the solar modules. This system is calculated to produce approximately 40.8 MWh of energy annually. This would cover 48.2% of your estimated annual energy consumption.



Proposed 38.7 kW roof-mount system



5.58 kW array, Edmonton



8.0 kW array, Camrose

D. SYSTEM COMPONENTS & COST

The system design includes 86 Canadian Solar, CS3W-450MS 144-cell modules, each with a peak 450 Watt output. Canadian Solar modules come with a production warranty to generate at a minimum of 85% efficiency after 25 years. Given current supply-chain volatility, components may be subject to change.

Components	Notes/details	Cost
Solar PV cost	Includes system design, permits, installation, GST, and monitoring ¹	\$83,301.75
EV charger cost	Includes poured concrete base, screw pile, and GST. Does not include running cable underground (assumed that charger is within 25 ft and that there is space in the panel for a 2p40 breaker)	\$1,780.00
Total		\$85,081.75

E. PAYBACK

The energy savings produced by this solar PV system are estimated to match the cost of the system by the 13th year of energy production, without incentives. Over 25 years, this system is projected to provide approximately \$211,168 worth of energy savings.

F. EXPECTED PROJECT TIMELINES

Dependent on the availability of materials and equipment, and weather variability throughout the project, the following is an approximate timeline for the project:

Racking (2-3 days)

Solar Installation (2-3 days)

EV charger installation (1-2 days)

Commissioning (2 days)

¹ The system's web-based energy-production monitoring platform will require a reliable internet (WiFi) signal with a range that can reach the array.

G. TABLE SUMMARY

Expected annual energy output:	40.8 MWh	
Annual electricity consumption covered:	48.2%	
Photovoltaic modules:	86 Canadian Solar, CS3W-450MS (450W)	
Electrical inverters:	2 Fronius SYMO 15.0-3-M	
Greenhouse gas emissions cut ¹ :	8.7 tonnes	
<i>which is equivalent to</i>		
6.2	passenger vehicles driven for one year	
116,620	kilometres driven by an average passenger vehicle	
<i>or CO² absorbed by</i>		
480	tree seedlings grown for 10 years	
37.9	acres of North American forest in a year	
		<p>This estimate accounts for factors including annual sunlight hours and local weather conditions.</p> <p><i>"And still, after all this time, the sun never says to the earth, 'You owe Me.' Look what happens with a love like that. It lights the whole sky." ~ Hafiz</i></p>

1 Environmental Protection Agency Greenhouse Gas Calculator: www.epa.gov/energy/greenhouse-gas-equivalencies-calculator.

H. PREVIOUS EXPERIENCE

Newo Global Energy has completed residential, commercial and off-grid PV installations in Alberta, Nunavut and Manitoba since 2016.

Newo has also developed training programs in partnership with Yellowhead Tribal Development Foundation, Yellowhead Tribal College, Energy Efficiency Alberta, Windsor Park Community League and the Bissell Centre in Edmonton.



5.5 kW solar system



8.0 kW solar system



6.4 kW solar system



15.6 kW solar system



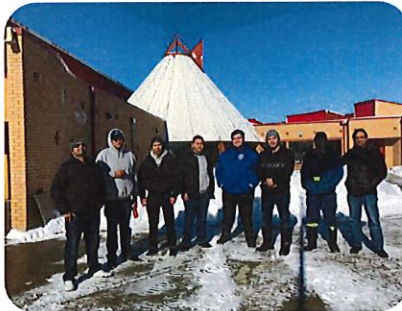
26 kW solar system



Off-grid solar system, Nunavut



25 kW training program, Bissell Centre



10-day solar PV course, Yellowhead Tribal Council Development



Four-day solar PV design and installation course

I. REFERENCES

Newo is proud to consider our customers part of our family.



Veronica Hayward, Green Employment Project Co-ordinator
Yellowhead Tribal Development Foundation (YTDF)

Newo partnered with YTDF to offer a 10-day solar PV training for indigenous youth and will offer another for professionals this fall. Newo continues to work with YTDF to develop programming and green economy employment opportunities.

Contact: veronica.hayward@ytcadmin.ca



Harry Gaede, retired judge

Newo completed a solar PV roof mount system in 2017 and provided landscaping services in 2018. *"The guys who have come and worked here have been very, very good. They've worked hard, and as far as I can see are doing the best they can for me as well as themselves."*

Contact: gaedeh@gmail.com



Ted Wigglesworth, retired teacher and minister

Newo completed a 15.6 kW ground-mount system at Ted's farm in 2017 and further electrical work in 2018. *This solar system is very similar in construction to the one proposed here.*

Contact: 780-608-5668



Odell Olson, retired doctor

Newo completed an 8.0 kW system in 2018.

"Newo installed in the cold of winter and used more efficient panels when they became available. The crew was friendly, careful about our home, cleaned up after themselves and kept us informed of progress. When they were done they explained the monitoring system and have upgraded the programming so we can monitor our system from anywhere. We were very pleased with the installation, their workmanship and professionalism."

Contact: droo@cable-lynx.ne

J. WARRANTY & WORKMANSHIP

Newo Global Energy is a certified and recommended solar installer with the Solar Energy Society of Alberta, carries \$3,000,000 in general liability insurance and retains good standing with WCB of Alberta.

Component	Length of warranty	Notes
Solar Modules (40W) – Canadian Solar, CS3W-450MS	25-year performance (85%) warranty 12-year product warranty	Solar PV modules may well last 40-100 years, with slight annual performance losses
Electrical Inverters - Fronius SYMO 15.0-3-M	10-year limited warranty	Typical inverter lifespan is 15-20 years
Newo Guarantee of Workmanship	Three-year warranty	Includes installation and electrical equipment

P. COMPANY & CONTACT INFORMATION

Office:

#18, 5110 – 48a Ave.
Camrose, AB

Mailing Address:

28 Grand Park Crescent
Camrose, AB T4V 2K4

Contact:

780-672-6396
www.newo.energy

Frank Farrell, project manager

email: frank@newo.energy
cell: 780-991-2217

Rajan Rathnavalu, founder and CEO

email: raj@newo.energy
cell: 780-781-5620

Sebastien Rioux, office manager

email: sebastien@newo.energy
cell: 780-691-9897

Gage Tweedy, sustainable energy specialist

email: gage@newo.energy
cell: 780-678-1270

K. SYSTEM COMPONENTS

Solar modules

Canadian Solar, CS3W-450MS are among the highest quality solar modules on the market today. Built and tested to withstand the harshest conditions our Alberta weather can throw at them, they carry a 12-year physical product warranty and 25-year linear performance warranty, which covers any degradation in product performance below 85% at any point over the 25-year span.



HiKu

SUPER HIGH POWER MONO PERC MODULE

430 W ~ 455 W

CS3W-430 | 435 | 440 | 445 | 450 | 455MS

MORE POWER



26 % more power than conventional modules



Up to 4.5 % lower LCOE
Up to 2.7 % lower system cost



Low NMOT: 42 ± 3 °C
Low temperature coefficient (Pmax):
-0.35 % / °C



Better shading tolerance

MORE RELIABLE



Lower internal current,
lower hot spot temperature



Minimizes micro-crack impacts



Heavy snow load up to 5400 Pa,
wind load up to 3600 Pa*



Inverter

An **inverter** converts the DC current created by solar modules into AC current that can be used in your building and fed into the grid.



L. COMMUNITY GIVING

In keeping with our non-profit, social-enterprise mandate to share the gifts we receive, Newo partners with a number of organizations for greater community benefit:

Lieutenant Governor of Alberta Arts Awards (2019)

Alongside the Battle River Group and the Four Nations of Maskwacis, Newo was a founding partner to co-host the 2019 Arts Awards.



THE LIEUTENANT GOVERNOR
OF ALBERTA ARTS AWARDS

Aki Energy, Manitoba:

Newo partners with award winning Aki Energy (www.akienergy.com) to develop social enterprise in Canada to “connect those who most need work with the work that most needs doing.”



Battle River Watershed Alliance (BRWA):

Newo Global Energy and BRWA partner to provide climate change and water conservation education for the Battle River watershed region.

The City of Camrose & the Camrose Refugee Coordinating Committee:

Newo and partners are developing a ground-breaking water conservation initiative to retrofit every Camrose home with low flow toilets, shower heads and faucets, while providing training and employment for recent refugees.



Karuna Girls College, Nepal:

Discussions are underway with Karuna College in Nepal to provide solar PV training for young women.





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

Meeting: Regular Council Meeting
Meeting Date: April 14th, 2021
Originated By: Lisa Novotny, Director of Infrastructure
Agenda Item: 10.9 Old Millet School – Update

BACKGROUND/PROPOSAL

A PowerPoint presentation will be presented to Council showing the progress to date on the Old Millet School.