



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
VIA ZOOM MEETING
Access Code #TBD
June 9th, 2021
3:00 p.m.**

1.0 CALL TO ORDER

2.0 PUBLIC HEARING - NONE

3.0 ADDITIONS AND ADOPTION OF AGENDA

4.0 ADOPTION OF MINUTES

4.1 May 26th, 2021 – Regular Meeting

5.0 DELEGATIONS - NONE

6.0 REPORTS

6.1 Enforcement Services - Deadfall Permit Update

6.2 Councillor Storey Report – May 2021

7.0 BYLAWS - NONE

8.0 AGREEMENTS

8.1 The Millet Curling Club

9.0 CORRESPONDENCE

9.1 Town of Millet Library Board Minutes – March 23, 2021

10.0 NEW BUSINESS

- 10.1 Returning Officer and Substitute Returning Officer
- 10.2 Request for Decision - MiB Week
- 10.3 FCSS Grant Funding
- 10.4 Invitation – The Chamber - State of the Leduc County
- 10.5 Amend Policy #3 – Town of Millet Enforcement Policy
- 10.6 Policy #48 – Vandalism Reward Policy – Rescind
- 10.7 Policy #72 – Lead Hand Responsibility Policy – Rescind
- 10.8 Request for Decision – MiB Parking
- 10.9 Request for Decision – Bid Reserve Correction
- 10.10 Request for Decision – School Tree Project
- 10.11 Request for Decision – Millet & District Museum Archives

11.0 CLARIFICATION OF AGENDA

12.0 CLOSED SESSION - CONFIDENTIAL

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

- 12.1 Personnel – Update
- 12.2 Land – Office Move
- 12.3 Land – West Meat Dried Lake Authority Agreement
- 12.4 Land – Millet & District Lions Club
- 12.5 Land – Expression of Interest

13.0 ADJOURNMENT



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

Meeting: Regular Council Meeting
Meeting Date: June 9th, 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 – May 26th, 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 #985 1733 6275
May 26th, 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
Pat Garrett
Doug Peel
Vicki Pyle |
| C.A.O. | Lisa Schoening |
| LEGISLATIVE ASSISTANT | Heather Hughes |
| DIRECTOR OF INFRASTRUCURE | Lisa Novotny |
| DIRECTOR OF FINANCE | Annette Gordon |
| PRESS | Christina Max (audio only) |
| GALLERY | NONE |

ABSENT (with regret):

1.0 CALL TO ORDER:

The meeting was called to order by Deputy Mayor Pyle at 3:01 p.m.

2.0 PUBLIC HEARINGS: - NONE

3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res #174/21 Agenda	Moved by Councillor Brooks that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended; Add 10.6 Bench Memorial 10.7 Dugout at Ball Diamond
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CARRIED

COUNCIL MEETING

JUN 08 2021

ITEM # 4.1

4.0 ADOPTION OF MINUTES:

Res #175/21 Minutes Regular Meeting	Moved by Councillor Garrett that the May 12 th , 2021 Regular Meeting of Council Minutes are hereby approved, as presented.
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CARRIED

Res #176/21 Minutes Special Meeting	Moved by Councillor Peel that the May 20 th , 2021 Special Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***5.0 DELEGATIONS: NONE****6.0 REPORTS:**6.1 *Councillor Brooks Report – April 2021*6.2 *Department Report – Director of Development and Infrastructure*

Res #177/21 Reports	Moved by Councillor Storey that the Reports are hereby accepted as information.
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*CARRIED**Mayor Wadsworth arrived at the meeting at 3:04 p.m. and assumed the duties of Chair.***7.0 BYLAWS: NONE****8.0 AGREEMENTS: - NONE****9.0 CORRESPONDENCE:**9.1 *Municipal Sustainability Initiative (MSI) Funding Letter – Alberta
Municipal Affairs*9.2 *Wetaskiwin and Area Lodge Authority – Financial Statements for the year
ended December 31, 2020*

Res #178/21 Correspondence	Moved by Councillor Pyle that the Correspondence is hereby accepted as information.
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*CARRIED***10.0 NEW BUSINESS:**10.1 *Recreation and Parks Master Plan – Table of Contents*

Res #179/21 Recreation and Parks Master Plan	Moved by Councillor Storey that Council establishes a Master Plan Committee to outline specific Terms of Reference to be used by a consultant when establishing a Recreation, Parks and Culture Master Plan.
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CARRIED

10.2 Appointment for West Dried Meat Lake Representative

Res #180/21 Appointment	Moved by Councillor Sadoroszney that Council appoint Mayor Wadsworth as the Town representative to attend the West Dried Meat Lake Board Meeting on June 2 nd , 2021.
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*CARRIED**10.3 Proclamation – Recreation and Parks Month*

Res #181/21 Proclamation Recreation and Parks Month	Moved by Councillor Garrett that Council hereby designates the month of June as Recreation & Parks Month.
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*CARRIED**10.4 Summer - Regular Meeting Council Dates*

Res #182/21 Summer Regular Meeting Council Dates	Moved by Councillor Storey that the July 14 th and 28 th and August 11 th and 25 th regularly scheduled meetings be cancelled, and further that Council hold their summer meetings on July 21 st and August 18 th , 2021, respectively.
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*CARRIED**10.5 Debris Clean-up*

Res #183/21 Debris Clean-up	Moved by Councillor Brooks that Council direct Administration to rent one bin in spring and one in fall from GFL to be placed at a central location to be determined for residential spring and fall cleanup.
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*CARRIED**10.6 Bench Memorial*

Res #184/21 Bench Memorial	Moved by Councillor Garrett that Council approves a memorial bench to be placed at the Community Garden of Hope in Jenny Winkler's memory.
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*CARRIED**10.7 Dugout at Ball Diamond*

Res #185/21 Dugout at Ball Diamond	Moved by Councillor Brooks that Council approves the purchase of a new dugout, not to exceed \$7,000.00 with funds to be taken out of the General Operating Reserve account.
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*CARRIED***11.0 CLARIFICATION OF AGENDA:**

Christina Max requested to be notified when the Memorial Bench will be installed and requested Tax Rate information from Special Meeting of May 20th, 2021, be forwarded to her.

Christina Max left the meeting at 4:25 p.m.

Director of Finance and Director of Infrastructure left the meeting at 4:25 p.m.

Res #186/21 Closed Session	Moved by Councillor Garrett that Council moves into Closed Session to discuss Items 12.1 and 12.2 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 4:25 p.m.
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CARRIED

12.0 CLOSED SESSION:

12.1 Land – Millet Historical Society (Millet Museum)

12.2 Land – West Dried Meat Lake

Res #187/21 Reconvene	Moved by Councillor Storey that the Regular Council Meeting reconvene from Closed Session at 5:06 p.m.
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CARRIED

Res #188/21 Millet Historical Society	Moved by Councillor Garrett that the Town of Millet Council and Administration continue with a 5-year contract with the Historical Society and the Millet Museum, with terms of the agreement to be brought to the next Council meeting of June 9 th , 2021.
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CARRIED

Res #189/21 West Dried Meat Lake	Moved by Councillor Garrett that the proposed wording for Article 4.8 (d) of the West Dried Meat Lake Regional Authority Agreement be amended to read; <i>(d) determine the amount of Interest Income to be distributed and direct the Operator to distribute to the Parties in accordance with the calculation as follows: 1/3 of the distributed funds in accordance with each Parties Proportionate Interest, 2/3 of the distributed funds in accordance with each of the Parties Proportionate Share, with the minimum distribution of Interest Income being \$100,000.00 annually.</i>
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CARRIED

13.0 ADJOURNMENT:

The meeting was adjourned at 5:07 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 9th DAY OF JUNE 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: June 9th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 6.0 - Reports

BACKGROUND/PROPOSAL

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

- 6.1 Enforcement Services – Deadfall Permit Update
- 6.2 Councillor Storey Report – May 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Reports are hereby accepted as information.

Millet MEMO

Proud to be

Date: June 9, 2021

To: Town Council

From: Mitch Newton, Manager of Enforcement / Safety Services

RE: Deadfall Permit

Background

On April 28th, 2021 Council Passed Deadfall Permit Policy #84 for the Town Of Millet and Directed the Manager of Enforcement Services to oversee the Permit Process.

Once passed advertisement on all outlets available were made informing residents of the new Policy and informing them of the permit process.

Update:

As of June 3, 2021 one resident applied for a permit and provided the Manager of Enforcement with all the required documents and a permit was granted.

Regards,



Mitch Newton

COUNCIL MEETING

JUN 08 2021

ITEM # 6.2

COUNCILLOR MIKE STOREY

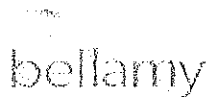
COUNCILLOR REPORT FOR MAY, 2021

- May 6 -Attended a Special Council Meeting.
- May 10 -Attended a MPC Meeting. Two Development Permits were approved with a variance granted.
- May 11 -Attended a monthly MIB Meeting.
- May 12 -Attended the Regular Council Meeting.
- May 20 -Attended the CRSWSC Board Meeting.
- May 24 -Attended a MIB selection committee meeting in regard to the contract watering position.
- May 26 -Attended the Regular Council Meeting.
- May 31 -Hanging Baskets will arrive June 1st. Plant order will be picked up on June 3rd. Work bees continue to be held on Thursday evenings. A local competition will be held the week of July 12th to 18th. A new MIB logo has been prepared and adopted by the Committee. The Committee has expended \$841.55 of \$38,600 budget as of May 25th.

COUNCIL MEETING

JUN 08 2021

ITEM # 6.3



YTD Budget Detail 2021 Period 4

Account		Budget	Actual	Commit	Variance
1-64-02-410-00	COMMUNITIES IN BLOOM SALES	-6,000.00	0.00	0.00	-6,000.00
2-64-01-110-00	SALARIES CIB	9,250.00	0.00	0.00	9,250.00
2-64-01-130-00	EMPLOYER CONTRIBUTIONS	750.00	0.00	0.00	750.00
2-64-02-148-00	TRAINING AND DEVELOPMENT	5,000.00	487.23	0.00	4,512.77
2-64-02-211-00	TRAVEL AND SUBSISTENCE	1,500.00	0.00	0.00	1,500.00
2-64-02-221-00	ADVERTISING	700.00	0.00	0.00	700.00
2-64-02-224-00	MEMBERSHIPS	500.00	0.00	0.00	500.00
2-64-02-270-00	VOLUNTEER APPRECIATION	1,000.00	254.32	0.00	745.68
2-64-02-511-00	OFFICE SUPPLIES	500.00	0.00	0.00	500.00
2-64-02-512-00	LOCAL COMPETITION	400.00	0.00	0.00	400.00
2-64-02-520-00	MATERIALS	19,000.00	100.00	0.00	18,900.00
	Report Totals:	32,600.00	841.55	0.00	31,758.45



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

Meeting: Regular Council Meeting
Meeting Date: June 9th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 8.1 The Millet Curling Club

BACKGROUND/PROPOSAL

The Millet Curling Club agreement is up for renewal. There are no changes to the current agreement other than new dates from October 2021 to September 30, 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

n/a

RECOMMENDED ACTION:

That Council approve The Millet Curling Club Agreement as presented.

LEASE AGREEMENT

BETWEEN:

THE TOWN OF MILLET
A Municipal Corporation
in the Province of Alberta
(hereinafter referred to as "the Town")

- and -

THE MILLET CURLING CLUB
in the Town of Millet
in the Province of Alberta,
(hereinafter referred to as "the Curling Club")

WHEREAS the parties have deemed it expedient and advisable to enter into this lease agreement for the purpose of establishing their respective rights and obligations,

NOW THEREFORE, this lease witnesseth that it is mutually declared and agreed between the parties as follows:

1. The parties hereto covenant and agree that the Curling Club lease from the Town of Millet, the:
 - a) curling rink area;
 - b) spectator area and lounge;
 - c) concession/kitchen area; and
 - d) washrooms.

for a period of six (6) months, commencing October 15 of each year and ending April 15 of the subsequent year. The term of this agreement shall be from October 1, 2021 to September 30, 2026, A.D.

2. The Curling Club shall be responsible for the daily operation, cleaning, maintenance and repair of,
 - a) the curling rink area, including two heaters;
 - b) the spectator area, including both the public waiting area, lounge area and furnace;
 - c) the concession/kitchen area, including all appliances;
 - d) washroom facilities; and
 - e) the ice plant and all pipes, lines, etc., involved in ice making, including the removal of ice and curling surface clean-up.

COUNCIL MEETING

JUN 08 2021

ITEM # 8.1

3. Insurance

- a) the Curling Club will be responsible for obtaining liability insurance (two million dollars (\$2,000,000.00));
- b) the Town shall insure the leased portion from risk of loss or destruction by any means to the extent required to ensure replacement of that portion of the building;
- c) the Curling Club shall insure its property contained within the premises; and
- d) it is further understood that the Town may insure the property of the Curling Club, contained within the premises, at the Curling Club's request, the costs of which will be borne by the Curling Club.

4. Signage and Advertising

The Curling Club shall have the right to erect advertising signs in the leased portion of the building and any funds received from advertising may be used at the discretion of the Curling Club.

5. Renovations and Decorations

The Curling Club shall, upon approval by the Town, have the right to renovate and decorate the portions of the facility it rents. Any costs incurred for such work shall be the responsibility of the Curling Club and must remain the property of the facility.

6. Use of Facilities by other Community Groups

The Curling Club shall rent, at a reasonable cost, any portion of the curling facilities and kitchen area to organizations or individuals who want to utilize the facilities when not in use by the Curling Club.

7. Operation of Concession

The Curling Club has the authority to find someone to operate the kitchen as a concession during the curling season.

8. Use of Facilities by Students

Under the guidelines set forth in the Joint Use Agreement, students of both Millet Schools, under teachers' supervision, shall have the use of the curling area, free of charge, at any time, during regular school hours, subject to availability of ice time, as long as sufficient notice is given to the club and a club member is available during this time.

9. Inspection of Premises

The Town of Millet shall have the right to inspect the premises at its discretion to ensure proper maintenance level. The Club agrees to inspect the premises monthly during the 6 months off season.

10. Utility Costs

The Curling Club agrees to pay 80% of electrical power and 100% of natural gas costs for the leased portion over the six month terms of the lease.

11. Washrooms will be shared with users of the west part of the recreation complex. The repairs of which will be the responsibility of the Town of Millet.

12. Payment of Lease

The Curling Club agrees to pay the Town the sum of one dollar (\$1.00) plus GST (if applicable) for the term of the lease.

13. Termination of Lease

This agreement may be cancelled by either party if written notice is given to the other party six (6) months in advance of the proposed cancellation date.

Dated this _____ day of _____, _____

MILLET CURLING CLUB

TOWN OF MILLET

PRESIDENT

MAYOR

SECRETARY

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: June 9th, 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 – March 23, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Correspondence is hereby accepted as information.

Town of Millet Library Board Minutes

March 23, 2021

Connect...with each other

Learn....continuously

Discover...the possibilities

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

1. The Meeting called to order at 6:42
2. Adoption of Agenda moved by T. Wadsworth, carried
3. Adoption of February 23, 2021 minutes moved by K. Fox, carried
4. Manager Report:
 - a. Monthly Comparison accepted as presented
 - b. STATS
 - c. Line of Credit-will not be required for the CIP grant
 - d. Auditor visited, pickup materials
 - e. Alberta Public Libraries operating grant will remain at \$16,650 for 2021
 - f. Alberta Health EOC has made the minimum quarantine time of library materials 24 hours
 - g. Received Town of Millet grant for 69,424 an increase in \$22,424 from last year to help cover the increased staffing costs required to operate in the new library facility
 - h. Proposed 2% increase in staff wages for a cost of living expense-Tabled
 - i. Received the Town of Millet shelving grant of \$18,000
 - j. Interviewed for library posting

5. New Trustee application

Res #11/2021 Jillian Meyers Trustee application approved, request to be submitted to Council moved by D. Peel, carried

6. Library Move
 - a. Tour feedback and questions
 - b. Delivery/parking area-TBD, both areas should be developed
 - c. Closure for move-tentative date April 10
 - d. Deliveries resume-tentative date April 28th
 - e. Reopen Date- tentative curbside pickup available beginning of May, transition to in person services when ready
 - f. Extra expenses

Res #12/2021 The Town of Millet Library Board approves the use of the Friends of Millet Library Society members, Board members, and our few regular volunteers to work in their assigned roles to complete the move of the library. Moved by email, carried

7. Friends Report:
 - a. 50/50 raffle draw date March 31
 - b. Bottle Drive-May 29
 - c. Arbour greenhouse GC fundraiser March 29-April 19
8. Mayor Report
9. Meeting Dates for 2021 April 13th (If needed), May 25th, September, November

Tentative Next meeting April 13th @ 6:30pm

Meeting Adjourned 8:14pm

Wadsworth

COUNCIL MEETING

JUN 08 2021

ITEM # 9.1



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: June 9th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.1 Returning Officer and Substitute Returning Officer

BACKGROUND/PROPOSAL

On February 10th, Council appointed Heather Hughes as Returning Officer and Lisa Novotny as the Deputy Returning Officer for the 2021 municipal election.

Due to the time required to train and the additions made to the Election Act, these roles are proving to require more time than is available for the currently appointed Returning Officer and Deputy.

We have been able to source out this role to an individual who has previously acted as a Deputy Returning Officer in both a municipal and federal election and who has completed all the necessary Municipal Affairs training that is required in this role.

In addition, the Local Authority Election Act provides that Council does not appoint a Deputy Returning Officer, but that appointment is left to the responsibility of the Returning Officer.

Section 13(2.1) of the Local Authority Election Act (LAEA) states;

An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.

RECOMMENDATION

That Council appoint Karen Churchill as the Town of Millet's Returning Officer for the 2021 municipal election.

That Council appoint Grant Churchill as the Town of Millet's Substitute Returning Officer for the 2021 municipal election.

That these motions shall negate any previous motions related to the appointments of the Returning Officer and Deputy Returning Officer made by Council on February 10th, 2021.



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

Meeting: Regular Council Meeting
Meeting Date: June 9th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.2 MiB Week

BACKGROUND/PROPOSAL

At their Regular Council Meeting of April 14th, Council requested Administration to bring back this item at the first Regular Meeting to be held in June.

Council proclaimed the week of May 2nd for Communities in Bloom, however Council wanted to proclaim a week in June or July specific to Millet in Bloom - ideally when the judges would be present in the Town.

RECOMMENDATION

What week would Council like to proclaim Millet in Bloom week?



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

Meeting: Regular Council Meeting
Meeting Date: June 9, 2021
Originated By: Annette Gordon, Director of Finance
Agenda Item: 10.3 FCSS Grant Funding

BACKGROUND/PROPOSAL

FCSS grant applications are due by March 31 of each year, and the grants are then brought before council for approval to help with programs within the community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

N/A

COSTS/SOURCE OF FUNDING

FCSS grant, and 50% municipal contributions.

RECOMMENDATION

Council to decide which grants to approve, however, based on request, would recommend that all grants be approved as presented.

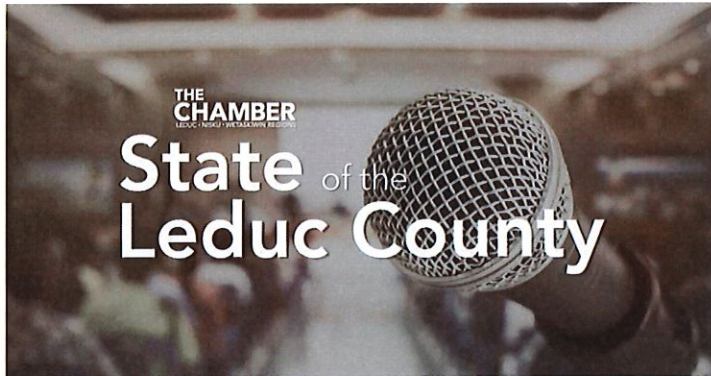
FCSS Requests to council

Organization	Funded	Amount	Description
Millet Public Library		\$1,000.00	Volunteer Appreciation Activities
Millet Public Library		\$5,000.00	After school STEAM Porgramming
Millet and District Historical Society	paid	\$2,000.00	Canada Day/Earth Day/ Remembrance Day/ Christmas
Millet and District Historical Society		\$5,000.00	Drop in Summer Programs
Millet and District Historical Society		\$1,300.00	Volunteer Appreciation
Senior Citizens & Millet & District		\$700.00	decrease bus expense & meal expense
Wetaskiwin & District Victim Services		\$2,000.00	Volunteer training
Millet & District Recreational & Agricultural Society		\$12,000.00	Harvest Fair
Horizons		\$600.00	folding
Millet Little peoples indoor play Society		\$212.10	
Millet in Bloom		\$400.00	Winter Lights Contest
Millet a& District Arts N crafts Guild		\$1,000.00	Community & Friendship Quilts
Total:		<u><u>\$31,212.10</u></u>	
Amount in budget		41,483.57	



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: June 9th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.4 Invitation – The Chamber – State of the Leduc County



THURSDAY, JUNE 24
12:00 - 1:00 PM | ZOOM

[REGISTER HERE](#)

JOIN US for an Update from Leduc County Mayor, Tanni Doblanko.

DATE: June 24, 2021

VIRTUAL Event | TIME: 12:00 - 1:00 pm

ZOOM link will be provided to all confirmed registrants 24 hrs in advance.

Unable to attend? Register to get the recording link.

REGISTRATION

Chamber Members + Non Members: FREE

RECOMMENDATION

That Council decide who will attend the State of the Leduc County on June 24th, 2021.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting,
Meeting Date: June 9, 2021
Originated By: Mitch Newton, Manager of Enforcement Services
Agenda Item: 10.5 Amend Policy #3 – Town of Millet Enforcement Policy

BACKGROUND/PROPOSAL

As an ongoing review for Council, Enforcement Services did a complete review of the Policies and Procedures for Enforcement Services as a whole. In recommendation from other communities, changing to one working document that would be reviewed every 3 years by the Policy Review Committee, Council and Administration, and allow the Chief Administrative Officer to pass policy and procedures if required by the province.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Compliant with the Municipal, Provincial, and Federal Legislation.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That Policy #3 is amended and adopted as presented.
2. That the following policies are hereby rescinded;
 - Policy #5 - Use of Extendible Defensive Baton
 - Policy #7 – Community Peace Officer Conduct and Complaint Disciplinary Policy
 - Policy #12 – Impoundment Policy
 - Policy #14 – Cat Trap Policy
 - Policy #15 – Enforcement Officer Call out Policy
 - Policy #33 – Enforcement Complaint Process Policy
 - Policy #64 – CPO Code of Conduct Policy
 - Policy #81 – CPO General Exhibit Policy
 - Policy #82 – Notebook Policy

Millet

Proud to be

TOWN OF MILLET **Enforcement Services Policy**

Policy Number: 3

Date of Issue: June 9th, 2021

Motion Number:

Number of Pages: 2

Supersedes: NEW (replaces Policy #3 – Use of Oleoresin Capsicum Spray)

Signature of Approval: _____
Tony Wadsworth, Mayor

POLICY STATEMENT:

The Town of Millet recognizes the need to provide a safe public environment for its residents, and to protect Town of Millet's infrastructure, including but not limited to roadways, parks, and other municipal controlled property or structures from undue liability.

SCOPE:

The Town of Millet Enforcement Officer(s) will provide professional and effective service by ensuring proper flow of information to the public, educating the public, and when necessary, enforce Town Bylaws, and Provincial Laws and Regulations.

The Town of Millet shall follow the directives as stated within the Peace Officer Act, the Peace Officer Regulation, Alberta Solicitor General's Public Security Peace Officer Program Policy and Procedures Manual as amended from time to time, the Municipal Government Act and the Town of Millet Bylaw Enforcement Officer Bylaw.

The Enforcement Officer(s) shall follow the 'Town of Millet's Enforcement Services Policy and Procedures Manual' as amended by the Chief Administrative Officer of the Town of Millet or his/her designates.

Enforcement Officer(s) shall work with all other Town departments to ensure the Bylaws and Policies as sanctioned by the Town of Millet are abided by.

The Town of Millet is committed to using innovative and equitable approaches to accomplish the goals of this Policy and will consider the incorporation of new information and practices as they become available through research and monitoring efforts undertaken locally, regionally, provincially, and/or nationally.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

A full review of the 'Town of Millet's Enforcement Policy and Procedures Manual' shall be conducted every three years by Administration and the Town of Millet Policy Review Committee and shall be approved by Council.

The Town of Millet Council recognizes that the Alberta Solicitor General's requirements are amended from time to time and shall establish the Chief Administrative Officer as responsible to amend the 'Town of Millet's Enforcement Policy and Procedures Manual' when applicable prior to review.

Town of Millet

Policy # 5

Use of Extendible Defensive Baton

POLICY:

Community Peace Officers, upon successful certification, may be issued an extendible defensive baton (baton) and will be responsible for its care, use and storage.

STANDARDS:

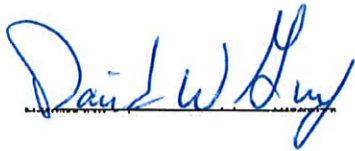
1. All Community Peace Officers certified in the use of the baton will be required to wear a baton while on duty.
2. All Community Peace Officers certified in the use of the baton (including the department sanctioned Incident Management Intervention Model) will be re-certified within 36 months (or sooner if desired by Authorized employer) by a qualified instructor.
3. The baton will be worn in the issue scabbard.
4. The baton will be deployed only in the prescribed manner, according to an Incident Management Intervention Model or approved Use of Force Model.
5. All Community Peace Officers will immediately report any incident in which the baton was used as a means of force to their Supervisor on an Incident Report Form and ensure the Public Security Division is notified.
6. Community Peace Officers who are carrying authorized batons:
 - A. Must check their baton on a weekly basis for the following:
 - i) Wear and tear on the foam grip,
 - ii) Bent shaft and stress fractures,
 - iii) Abrasions on the tip or a loose tip,
 - iv) Secure butt cap;

- B. May make minor adjustments to the retaining clip and O-ring to ensure the proper opening and closing capabilities;
- C. Report any defective baton requiring repair or replacement immediately to a Supervisor, and

NOTE: This includes a bent shaft, wear and tear on the handle, and sharp abrasions on the tip.

- D. Immediately report any incident in which the baton was used as a means of force to their Supervisor on an Incident Report Form and to the Public Security Division.
- E. Ensure that when off-duty, the baton is secured in a locked cabinet within the office. If a Community Peace Officer goes off shift at their residence, the baton must be secured within a locked cabinet.

This Policy adopted by Council resolution this 19th day of August, 2008.



Mayor



Chief Administrative Officer

Town of Millet

Policy # 7

Policy Name/Title/Subject: Community Peace Officer (CPO) Conduct and Complaint/
Disciplinary Procedure
Department/Section: Enforcement Services
Relevant Legislation: Municipal Government Act, Peace Officer Act 312/2006, Part 2.
Relevant Bylaw/Resolution: Town of Millet Policy # 41 a & 42 a, and Town of Millet
Resolution # 267/08.

Policy Objective:

To establish procedures for the carrying out of the authority, responsibility and duty of Community Peace Officer (CPO), the standard of conduct to be met, the administration of discipline to be applied and the handling of any complaints that may be made in respect to a CPO of the Town of Millet.

Policy:

A. Definitions:

1. **Peace Officer** - means a member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer, or a Community Peace Officer.
2. **Supervisor** - means the Chief Administrative Officer for the Town of Millet.
3. **Director** - means Director of Law Enforcement, Province of Alberta, 10th Floor, 10365 - 97 Street, Edmonton, Alberta. T5J 3W7

B. Responsibilities:

1. Authority, Responsibilities and Duties:

- a) Patrol the Town of Millet for the purpose of preventing and detecting violators and issue warning or prosecution ticket where applicable.
- b) Respond to and investigate inquiries and complaints from the public regarding Provincial Statutes enforced.
- c) Maintain liaison with RCMP, Provincial Agencies, neighbouring municipalities and Town departments.
- d) Prepare all necessary documentation required for attendance at court proceedings.
- e) Maintain records as necessary for all work.
- f) Perform such duties as authorized under the Town of Millet Policy # 41 a & 42 a.
- g) Be accountable to the Supervisor.
- h) The attitudes towards to the Town of Millet Bylaw Enforcement Officers and Community Peace Officers are modeled and built by the actions of the Officers; therefore, the Officers must be fair, honest, courteous and impartial.

- i) Create and maintain a good liaison with other enforcement agencies, City Departments and the community.

C Standard of Conduct:

1. A Community Peace Officer shall do the following:

- a. Comply with the terms and conditions of the Employer's Authorization.
- b. Comply with the terms of the Peace Officer's Appointment.
- c. Comply with the Employer's Code of Conduct for Peace Officers.
- d. Peace Officers will not:
 1. engage in disorderly or inappropriate conduct, or
 2. act in a way that would be harmful to the discipline of Peace Officers or that is likely to discredit the office of a Peace Officer.
- e. Will not withhold or suppress information, complaints or reports about any other Peace Officer.
- f. Promptly and diligently perform the Peace Officers duties and responsibilities.
- g. Will not make or sign false, misleading or inaccurate statements.
- h. Not without lawful excuse:
 1. Destroy, mutilate, or conceal records or property, or alter or erase an entry in a record.
 2. Alter or erase an entry in a record
- i. Respect when confidentiality to be maintained.
- j. Properly account for or return money or property that the Peace Officer receives in the Peace Officer's capacity as a Peace Officer.
- k. Prohibit activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of Peace Officer.
- l. Not use the Peace Officer's position for the Peace Officers own advantage or another person's advantage.
- m. Not exercising the Peace Officer's authority as a Peace Officer when it is unnecessary to do so.
- n. Not consuming alcohol while on duty, except in the performance of the Peace Officer's duties.
- o. Not consuming controlled drugs and controlled substances under the Controlled Drugs and Substances Act (Canada).
- p. Except in the performance of the Peace Officer's duties, prohibiting Peace Officer's from possessing controlled drugs and controlled substances, the possession of which is prohibited by law.

2. Complaints and Disciplinary Procedure:

- a. Complaints Process
 1. A written complaint signed by the person making the complaint is received by the authorized employer.
 2. The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
 3. Notify the CPO involved of the complaint.

4. On a monthly basis the authorized employer must submit details of the complaints made to the Public Security Division.
5. Investigate the allegations of the complainant by interviewing the complainant, any witnesses, the CPO (s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence.
6. Review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - a. Occurrence reports, electronic or paper format
 - b. Dispatch logs
 - c. CPO notebooks
 - d. Court reports
 - e. Legal documents
 - f. In car video recordings
7. Notify the complainant, CPO involved if appropriate, and Director as the status of the investigation at least once every 45 days.
8. Upon conclusion of the investigation the authorized employer must notify the complainant, CPO involved and the Director, of the Disposition of the complaint using wording found in Section 22 of the Peace Officer Ministerial Regulation which reads as follows:
9. "the complaint is unfounded". This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
10. "the complaint is unsubstantiated." This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
11. "the complaint is found to have merit in whole or in part." This means that on the basis of a thorough investigation that:
 - a. "in whole" a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to the entirety of the complaint, or
 - b. "in part", a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not its entirety.
12. "the complaint is frivolous, vexatious or made in bad faith. This disposition will be used when an authorized employer chooses not to investigate a complaint as per section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious or made in bad faith.
13. In the event a complaint is found to have merit in whole or in part, the authorized employer must state what disciplinary action has been taken, and it must be in accordance with agency's disciplinary policy that has been filed with the Director.

14. The conclusion letter issued to the complainant must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the Act.

“ PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICERS ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.”

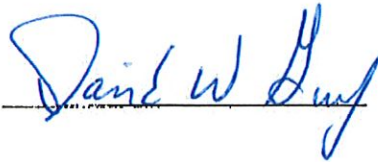
Correspondence to the Director must be sent to:

Director of Law Enforcement
10th Floor, 10365 - 97 Street,
Edmonton, Alberta - T5J 3W7

D. Investigation, Disciplinary Action and CPO Procedure:

1. All public complaints will be accepted and dealt with according to the Town of Millet Policy # 42 a.
2. If determined necessary, any disciplinary action will be dealt with in accordance to with Town of Millet Policy # 42 a.
3. A CPO may appeal a disciplinary action decision in accordance with Town of Millet Policy #42 a.

This Policy adopted by Council resolution this 19th day of August, 2008.

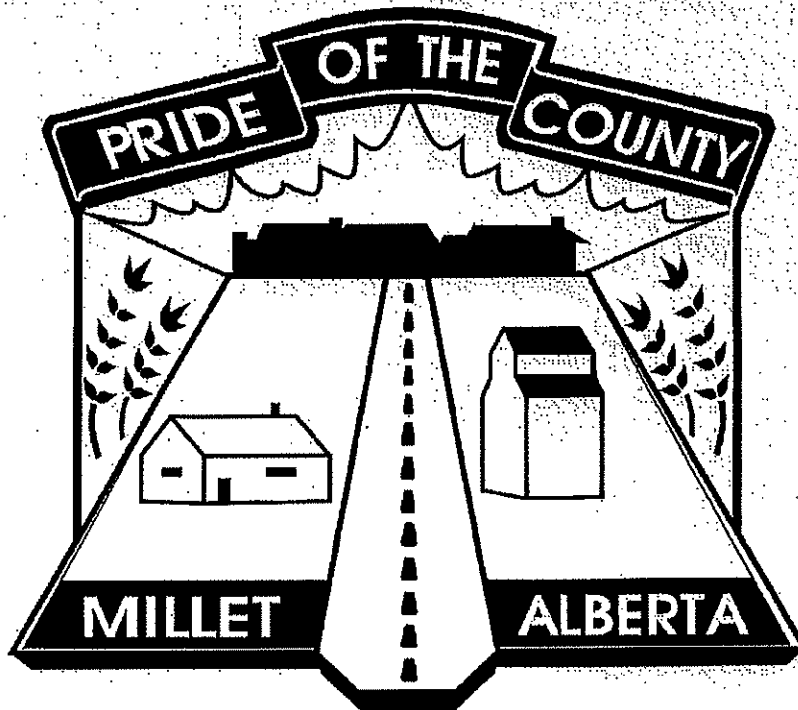


Mayor, 2008



Chief Administrative officer

Town of Millet Impoundment Policy
Policy # 12



**TOWN OF MILLET
IMPOUNDMENT POLICY**

Policy Number: 12

Date of Issue: August 4, 2015

Motion Number: 182/15

Supersedes: OLD

Signature of Approval:


Tony Wadsworth, Deputy Mayor

POLICY STATEMENT:

To establish the regulations and fee schedule for the impoundment of animals in accordance with the animal bylaw.

Town of Millet Impoundment Policy
Policy # 12

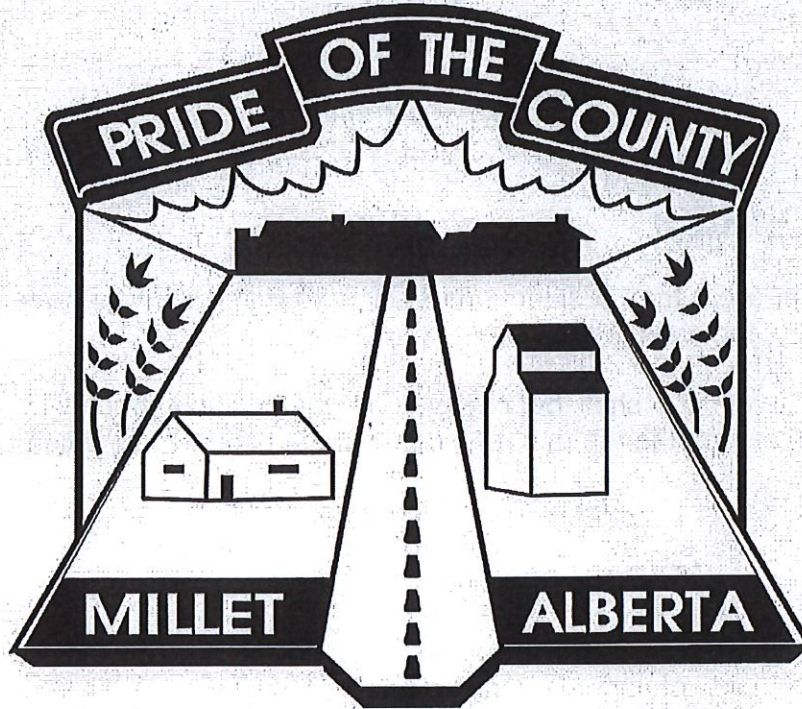
PROCEDURES:

1. Animals may be impounded by the Enforcement Officer under the provisions of Bylaw 2012/08, commonly known as the Animal Bylaw.
2. Cats may be picked up and impounded by the Enforcement Officer in accordance with the Cat Trap Policy.
3. The Enforcement Officer shall have the right to refuse impound of any animal if they believe the animal to be from outside the Town of Millet town limits or the owner is attempting to abandon the animal at the Town's expense.
4. Upon an animal entering the shelter, attempts to contact the owner, if ascertainable, shall be made to inform them of the location of their animal.
5. As per Section 18 of the Animal Bylaw, impounded animals may be claimed by paying all applicable fines and fees at the Town of Millet Town Office during regular operating hours prior to release of the impounded animal.
6. The Town of Millet is not obligated to release any impounded animal outside of regular operating hours.

FEES:

1. Impound Fee - \$35
2. Boarding Fees - \$25 per day
3. Veterinary Fees – as incurred
4. Any previously unregistered dog that is impounded must also be registered prior to release.

Town of Millet Cat Trap Policy
Policy # 14



**TOWN OF MILLET
CAT TRAP POLICY**

Policy Number: 14

Date of Issue: August 21, 2012

Motion Number: 87/09

Supersedes: Old

Signature of Approval: _____


Rob Lorenson, Mayor

POLICY STATEMENT:

To establish the procedures for the acquisition and use of cat traps within the Town of Millet.

CAT TRAP AGREEMENT
Between
The Town of Millet
And

Name	File Number #
Street Address	Telephone #

I agree to accept full responsibility for the Town of Millet Cat Trap, Number _____ and other equipment, which may be supplied. I am also responsible for the safety and well being of any animal caught in this trap.

I further agree:

1. To pay a deposit of \$25.00 for the above cat trap. If I return the cat trap by the allotted date undamaged, \$20.00 will be refunded. If I fail to return the cat trap on the date stated, the deposit of \$25.00 will be forfeited to the Town of Millet. If the trap becomes damaged, I will be assessed cost of repairs.
2. To place the cat trap only on the property described above.
3. To set the trap in a shaded and/or sheltered area.
4. To check the cat trap hourly and to not leave the trap unattended if absent from the property.
5. To feed, water and care for the trapped animal in a humane manner.
6. An Enforcement Officer may enter my property to ensure that this agreement is being complied with and to retrieve the trap and/or cat.
7. The cat trap will only be set to trap cats during the working week, Sunday (after 11:00 pm.) up to 3:00 p.m. daily, including Friday. THEREFORE, NO CAT TRAPS ARE TO SET BETWEEN FRIDAY 3:00 P.M. TO SUNDAY 11:00 P.M.
8. No cat traps are to be set when the temperature is expected to be lower than 0°C or higher than 30°C.
9. To notify the Enforcement Officer at the first opportunity during regular operating hours (8:00 a.m. to 3:00 p.m. Monday to Friday) of any cat that is trapped. 780-216-1073
10. To return the cat trap to the Town of Millet Public Works Shop on or before the date specified in this agreement, or as arranged by the Enforcement Officer and resident.

THE CAT TRAP IS TO BE RETURNED NO LATER THAN _____, 20____.
In signing this agreement, I promise to abide by all the above terms and conditions.

Signature here:

Date: M D Y

Witness here:

Date: M D Y

Deposit Made By: Cash Cheque Debit

TRAP RETURNED

Date:

M _____ D _____ Y _____

Condition:

Comments

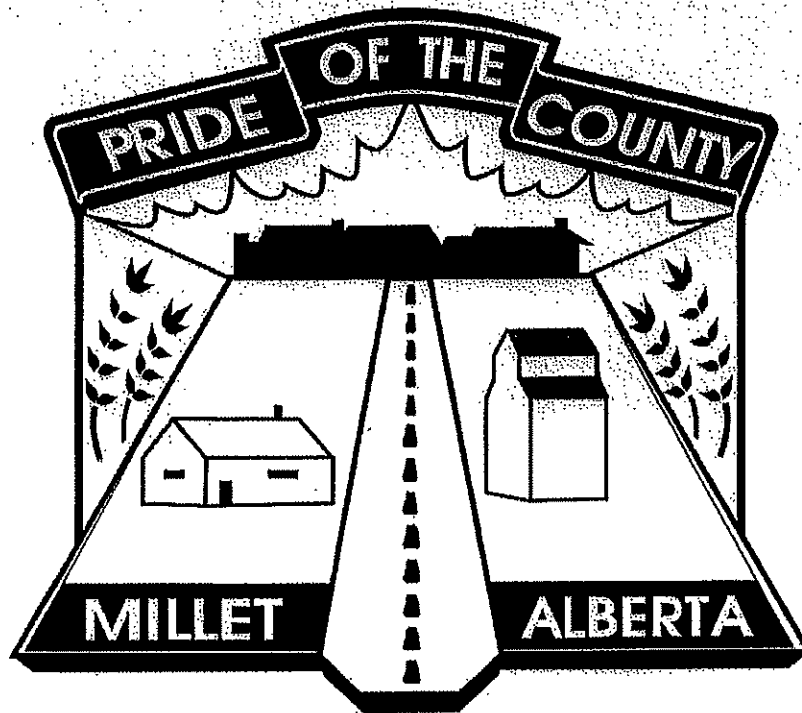
Deposit Returned

Amount: _____

Date: _____

Check #: _____

Town of Millet Enforcement Officer Call-out Policy
Policy # 15



**TOWN OF MILLET
ENFORCEMENT OFFICER CALL-OUT POLICY**

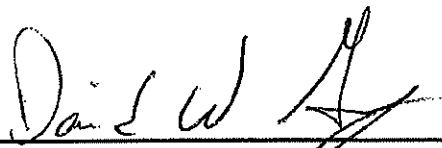
Policy Number: 15

Date of Issue: March 25, 2009

Motion Number: 88/09

Supersedes: New

Signature of Approval:


David Gursky, Mayor

POLICY STATEMENT:

To establish the regulations by which an Enforcement Officer is to be called out after regular working hours.

Town of Millet Enforcement Officer Call-out Policy
Policy #

PROCEDURES:

1. It is recognized that call out is an agreed part of the Enforcement Officer's duties. Call out is defined as being called into work outside of regular hours of work. Call out would not include short notice change of work hours or shift.
2. Call out will take place only in urgent circumstances and will not be considered for minor occurrences that can be dealt with when the Officer is back at work on a regular shift. Urgent circumstances would include a situation where imminent danger, injuries and/or substantial property damage is likely to occur. It also includes any time the Chief Administrative Officer deems necessary.
3. If the Enforcement Officer receives a request from a member of the public, the details of the call will be recorded. The Officer will evaluate the need to respond to the call and its urgency based on Article 2 of this policy. If the Officer believes the situation could result in injuries and/or property damage, he/she will notify the RCMP. If the RCMP are able to respond without the assistance of the Officer, the Officer will not respond. If the RCMP are unable to respond, the Officer will be expected to respond to the call.
4. It is recognized that the Enforcement Officer may not be available 24 hours a day, 7 days a week. Callers may leave a voice message outlining the complaint, with a reasonable expectation that the call will be returned no later than the next regularly scheduled shift of the Enforcement Officer. The message will also advise the caller to notify the RCMP if the call requires immediate response.
5. Every effort will be made with the RCMP to cooperate and form an open lane of communication in the execution of this policy.
6. Remuneration will be paid to the Officer as outlined in the employment letter of agreement.
7. The Chief Administrative Officer will have final authority in regards to any call out issue. The Enforcement Officer will ensure that the Chief Administrative Officer has a current list of all phone numbers for the Enforcement Officer.
8. The Enforcement Officer may use the Town vehicle outside the corporate limits of the Town of Millet outside regular business hours at the discretion of the Chief Administrative Officer. This clause supersedes Article 3 of Town of Millet Policy #1.

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**Town of Millet
Enforcement Complaint Process Policy**

Policy Number: 33

Date of Issue: February 13, 2019

Motion Number: 20/19

Number of Pages: 5

Supersedes: New

Signature of Approval:



Tony Wadsworth, Mayor

Town of Millet ENFORCEMENT COMPLAINT PROCESS POLICY

3.5. The Enforcement Officer may not investigate an issue if, through the preliminary review it is determined by the Officer that:

3.5.1. no violation exists;

3.5.2. the matter is a civil matter;

3.5.3. the matter falls outside the jurisdiction and authority of the Enforcement Officer or their designate;

3.5.4. the municipality cannot take enforcement action; and/or

3.5.5. the complaint is a frivolous or vexatious complaint.

3.6. Upon receipt of a valid complaint, the Enforcement Officer or their designate will investigate. An investigation may require the Officer to attend private lands or outside the Town of Millet's Limits.

3.7. If the Officer finds evidence of a Bylaw contravention, the Officer will determine the best method to use to gain compliance, the following steps may be taken:

3.7.1. If in contravention, a fine may be served.

3.7.2. Verbal warning to adhere to the Bylaw. This may be accompanied by a grace period to allow for the person(s) make arrangements to comply with the Bylaw.

3.7.3. A written Warning Letter may be sent by hand delivery, posting on the property and or registered mail to the Owner or Occupier providing an explanation of the relevant bylaw and how the person is alleged to have contravened it, time limits for voluntary compliance, and notification of fines and other potential enforcement measures associated with the offence.

3.8. If compliance is not achieved, the following steps may be taken:

3.8.1. The Enforcement Officer may carry out additional inspections to verify when compliance is achieved.

3.8.2. If non-compliance remains a fine may be served, and the Designated Officer will send a Stop Order.

3.8.3. Another inspection will be performed after the date specified in the Stop Order which will be followed up by any other enforcement action required to remedy the non-compliance.

3.9. When exercising discretion or determining a course of action, the Enforcement Officer or their designate can consider factors including, but not limited to, the following:

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TOWN OF MILLET COMMUNITY PEACE OFFICER CODE OF CONDUCT POLICY

Policy Number: ~~41~~ 64

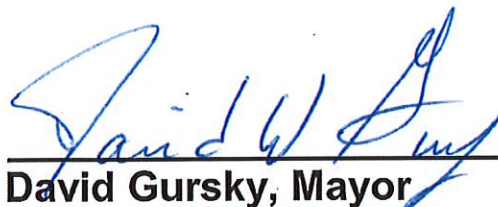
Date of Issue: February 24, 2010

Motion Number: 68/10

Number of Pages: 4

Supersedes: 41 & 41A

Signature of Approval:


David Gursky, Mayor

POLICY STATEMENT:

It is the duty and the responsibilities of all Community Peace Officers employed by the Town of Millet to ensure that there is at all times observance of the law, compliance with the rules of discipline and the proper discharge of duties by all Community Peace Officers.

Town of Millet Community Peace Officer Code of Conduct
Policy # 41

A Community Peace Officer is an employee of the Town of Millet who has been designated as a Peace Officer by the Alberta Solicitor General and Public Security Division.

A Community Peace Officer is bound by the policy and procedures set out by the Alberta Solicitor General.

A Community Peace Officer will swear or affirm to an Official Oath prior to executing any duties as a Peace Officer.

A community Peace Officer's designation and all authority will end when his / her employment with the Town of Millet is terminated or when notified of suspension of the designation by the Solicitor General and Public Security Division.

A Community Peace Officer's authority and powers are in force while he/she is working in that capacity for the Town of Millet and does not extend to off duty time.

Jurisdiction does not extend outside the Town of Millet unless otherwise specified by the Alberta Solicitor General and Public Security Division.

The Peace Officer's immediate supervisor is the Chief Administrative Officer of the Town of Millet. In his/her absence, the Assistant Chief Administrative Officer or their designate will act as the Peace Officer's supervisor.

GUIDELINES

Community Peace Officers shall:

1. Comply with the terms and conditions of the employer's authorization.
2. Comply with the terms of their appointment.
3. Comply with the employer's code of conduct.
4. Promptly and diligently perform their duties and responsibilities.
5. Respect confidentiality when in possession of personal data or sensitive information.
6. Properly account for or return money or property that they receive in their capacity as a Community Peace Officer.
7. Wear the appropriate uniform and follow generally expected grooming habits while acting as a Community Peace Officer.

Town of Millet Community Peace Officer Code of Conduct
Policy # 41

8. Keep vehicles and equipment clean and in good working order.
9. Follow all reasonable direction of the Senior Community Peace Officer or Supervisor or Manager responsible for the Community Peace Officer Agency.

Community Peace Officers shall not:

1. Engage in disorderly or inappropriate conduct.
2. Act in a way that would be harmful to the discipline of Peace Officers or that is likely to discredit the office of Community Peace Officer.
3. Withhold or suppress information, complaints, or reports about any other Community Peace Officer.
4. Make or sign false, misleading, or inaccurate statements.
5. Destroy, mutilate, or conceal records or property, or alter or erase an entry in a record.
6. Engage in activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of Community Peace Officer.
7. Use their position for their own advantage or another person's advantage.
8. Directly or indirectly solicit receive a gratuity, present, pass, subscription or testimonial without consent of the employer.
9. Exercise their authority as a Community Peace Officer when it is unnecessary to do so.
10. Consume alcohol while on duty, except in the performance of the Community Peace Officer duties.
11. Consume controlled drugs and controlled substances under the Controlled Drugs and Substance Act (Canada).
12. Possess controlled drugs and controlled substances which are prohibited by law, except in performance of the Community Peace Officer's duties.
13. Wear any part of their uniform while off duty.
14. Use rude, abusive, belittling, sexist or racist behavior when dealing with the public or co-workers.

Town of Millet Community Peace Officer Code of Conduct
Policy # 41

15. Associate with any person when that association could bring the office of Community Peace Officer in disrepute.
16. Use force unnecessarily.
17. Not neglect any duty imposed upon them.

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Millet C.P.O. General Exhibit Policy

Policy Number: 81

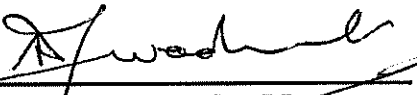
Date of Issue: May 23, 2018

Motion Number: 160/18

Number of Pages: 3

Supersedes: New

Signature of Approval:


Tony Wadsworth, Mayor

POLICY STATEMENT:

The Millet Enforcement Services Exhibit Policy is to keep up to date polices and procedures to keep evidence and or exhibits untampered or altered in anyway while in the care and control of Millet Enforcement Services.

Town of Millet CPO General Exhibit Policy
POLICY # 81

General Exhibits

When any type of exhibit comes into the possession of an Officer, care must be taken to preserve the exhibit in its original form. Further, it is the Officer's responsibility to ensure the exhibit is safeguarded.

The Officer shall properly label the exhibit by:

- a. the seizure date,
- b. the file number,
- c. what the exhibit is, and
- d. officer's name.

Officers will complete an occurrence report for all events leading to seized property. All items, whether seized by an officer or handed in to the office will be recorded in an occurrence report.

Exhibits will be secured in the CPO's office in the exhibit cabinet.

A copy of the Report to Justice form and the Officer's occurrence report will be kept with the exhibit in the exhibit locker.

All exhibits placed into the exhibit locker or removed from the exhibit cabinet will have the movement recorded in the exhibit locker spreadsheet which is kept in the exhibit cabinet with all exhibits located in the CPO office.

Exhibits shall be released by the Enforcement Officer.

Once the trial is concluded for the seized item, the item must be returned or destroyed pending the decision of the trial.

Liquor Exhibits

For any liquor offence the liquor exhibits may be disposed of onsite and pictures/video with audio shall be obtained by the officer.

Town of Millet CPO General Exhibit Policy
POLICY # 81

Record the following in your notebook and on your occurrence report:

- a. type(s) and amount of liquor,
- b. containers, and
- c. action taken.

Should the liquor be seized, bring containers back to the office and destroy locally with a witness. Photographs/video with audio of the liquor seized from the vehicle shall be recorded.

Bicycle Exhibits

Millet Enforcement Services will accept found bicycles if they are not reported as stolen. If the bicycle in question is reported stolen the Millet Enforcement Officer will contact the RCMP and relinquish the bicycle to the RCMP.

An occurrence report shall be created when a bicycle is turned in to the Town.

The bicycle's description and serial number will be entered into the file and the bicycle will be stored in the back compound at the Protective Services Building. A Bike Tag will also be placed on the bike with all the information.

After 30 days bicycles will be turned over to Public Services for storage, disposal or auction.

Found Property and other Exhibits

Millet Enforcement Services will not accept found property. All found property should be directed to the RCMP.

Exhibits related to criminal offences must be turned over to the RCMP.

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Millet CPO Notebook Policy

Policy Number: 82

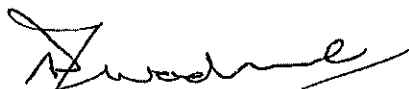
Date of Issue: May 23, 2018

Motion Number: 161/18

Number of Pages: 2

Supersedes: NEW

Signature of Approval:



Tony Wadsworth, Mayor

POLICY STATEMENT:

The Millet Enforcement Services Notebook Policy is to keep up to date policies and procedures for the handling and storage of Officer Notebooks. During the period of employment of that officer and after the officer no longer works with the Town of Millet.

Town of Millet Notebook Policy
POLICY # 82

Procedures:

- a) CPO Notebooks will be started at the beginning of each shift by writing the time and date, operational equipment checks such as radar units, Vehicle and Weather.
- b) CPO Notebooks shall, as necessary, indicate all times, dates, interactions with the public, observations, and shall be compatible with any reports generated;
- c) CPO Notebooks shall be included in court briefs as required;
- d) CPO Notebooks shall be provided with a number, include page numbers and be filed in numerical order by date and month when the notebook is filled. No spaces shall be left at the bottom of any pages which would allow additional information to be added at a later date;
- e) CPO Notebooks shall not be kept in vehicles, or unprotected and shall be locked up and secured after every shift.
- f) Notebooks will be retained by Millet Enforcement Services.
- g) Notebooks remain the property of the Town of Millet not the Peace Officer and will be retained as per the Town of Millet Record Retention Schedule.



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

Meeting: Regular Council Meeting
Meeting Date: June 9th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.6 Policy #48 – Vandalism Reward Policy

BACKGROUND/PROPOSAL

This policy is very outdated, and to date there is no recollection of the Town of Millet giving any rewards for Vandalism.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

RECOMMENDATION

That Council rescind Policy #48 – Vandalism Reward Policy.

**TOWN OF MILLET
POLICY #48
VANDALISM REWARD**

POLICY STATEMENT

Whereas the Council of the Town of Millet has concern for vandalism which occurs from time to time in the Town of Millet;

And whereas the Council of the Town of Millet wishes to establish a reward program to act as a deterrent for vandalism within the Town of Millet;

And whereas the Council of the Town of Millet has established a reserve fund for the anonymous payments of rewards for the reporting of vandalism which leads to charges being laid and convictions of offenders;

Now therefore, the Council of the Town of Millet hereby establishes the following as policy for the Town of Millet:

1. A \$300.00 reward shall be paid anonymously, through the RCMP, to a person who reports acts of vandalism to a law enforcement agency which results in charges being laid against an offender(s) and the subsequent conviction of the said offender(s).
2. The RCMP Shall advise the Town of Millet, in writing, of the conviction of vandalism offender(s) and that a reward is due to a person who reported the offender(s).
3. Only one reward shall be offered per act of vandalism.

This Policy adopted by Council Resolution this 9th day of OCTOBER, 2002.



Mayor



Chief Administrative Officer



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

Meeting: Regular Council Meeting
Meeting Date: June 9th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.7 Policy #72 – Lead Hand Responsibility Policy

BACKGROUND/PROPOSAL

This policy was required under the Collective Agreement with the Union, however since the dissolution of the union, this Policy is no longer required.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

RECOMMENDATION

That Council rescind Policy #72 – Lead Hand Responsibility Policy

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TOWN OF MILLET LEAD HAND RESPONSIBILITIES POLICY

Policy Number: 72

Date of Issue: August 17, 2011

Motion Number: 208/11

Number of Pages: 2

Supersedes: New

Signature of Approval: _____



Rob Lorenson, Mayor

POLICY STATEMENT:

The purpose of this policy is to outline the required duties and responsibilities of the Recreation Department Lead hand during the absence of the Recreation Director.

Town of Millet Lead Hand Responsibilities Policy

PROCEDURES:

1. The Recreation Lead Hand will be provided a Town cell phone to accommodate this policy.
2. The Recreation Department Lead Hand will be responsible for the following duties during the time the Recreation Director is absent:
 - a. Inquiries of an operational or maintenance nature of the following; Agriplex Facility, Community Hall, Outdoor Rink, Parks and Playgrounds.
3. The Lead hand will not be responsible for the booking of facilities, informing of rates, fees and or contracts.
4. Town administration will be responsible for answering questions about facility rates, programs and any other administrative questions that may arise.
5. Town administration will be responsible for spot rentals for all facilities. Spot rentals are defined as rentals during the time that the Recreation Director is absent. Administrative staff will be given a schedule from the Recreation Director that will allow them to book requests.
6. Any booking for outside of the timeframe of the Recreation Director's absence, will be noted on the schedule, however the booking will be completed by the Recreation Director upon his return.
7. Lead Hand will not be given acting pay during this time.



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

Meeting: Regular Council Meeting
Meeting Date: June 9, 2021
Originated By: Lisa Schoening
Agenda Item: 10.8 Request for Decision – MiB Parking

BACKGROUND/PROPOSAL

As per the Parks Bylaw, no one is permitted to park on any park lands within the Town of Millet.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There are times when the Millet in Bloom require a lot of supplies and equipment to perform their duties.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

That Millet in Bloom is hereby granted permission to park on park lands, if necessary to carry out duties for Millet in Bloom projects.



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

Meeting: Regular Council Meeting
Meeting Date: June 9, 2021
Originated By: Annette Gordon
Agenda Item: 10.9 Reserve Bid Correction

BACKGROUND/PROPOSAL

Administration set the reserve bid for properties going to auction on May 14th, as the assessed value. However, there was a typo in the resolution (not Heather's fault) for property and the correct amount should be.

\$318,400 4:24;047;32;NE

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

N/A

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

Pursuant to the Municipal Government, Act, Par 10, Section 8, Council set the reserve bid for Aug 26th Auction on the following property:

4:24;047;32;NE



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

Meeting: Regular Council Meeting
Meeting Date: June 9, 2021
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: 10.10 School Tree Project

BACKGROUND/PROPOSAL

Griffith Scott School has been working with Administration for a few years to purchase and plant trees in Millet. The Parks, Recreation and Facilities Forman has been working with the school and has purchased 20 – 2’ spruce trees to be placed along Highway 616. The location and placement of the trees is being coordinated with the Millet in Bloom Liaison and will replace many of the trees that were lost during the July 2020 storm.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDED ACTION:

That Council receive this update as information.



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

Meeting: Regular Council Meeting
Meeting Date: June 9th, 2021
Originated By: Lisa Schoening
Agenda Item: 10.11 Millet & District Museum Archives

BACKGROUND/PROPOSAL

The following letter was received from the Millet & District Museum Archives.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

RECOMMENDATION

That Council provide direction to Administration on the requests of the Millet Museum.



**Millet & District Museum
Archives
Visitor Services**

An Ever Changing Award Winning Experience

Millet Town Council
5120 50St, Millet

June 4, 2021

To whom it may concern,
The Millet & District Museum is requesting several changes in order to effectively run our outdoor programming and reopen when public health restrictions ease in stage two.

1. We request the portable toilet used by millet in bloom volunteers be moved from across the highway to beside the Museum, so it can also be used for our outdoor summer programs. These programs will begin after June 14.
2. We request a quote on the cost of purchasing a green bin for the Museum. We have been told by Millet in Bloom that we are to place the weeding and clippings we gather while cleaning the town land beside our building, into the bins at the Fire Hall. However, we have no way of getting it there. We request a further plan be developed.
3. We request a copy of the Town's lawn mowing schedule for the space surrounding the Museum, so that we can arrange our outdoor programs around the mowing schedule.
4. We request to have public access through the front door following entry into phase two after June 14. Museums have been told they are allowed to open in this phase, and the work from home mandate will be lifted. In order to reopen, we request access to the Museum through the front door and lobby, as well as access to the public washroom, as outlined in our lease agreement.
5. At present, we are only allowed to have public access through our back door. We request permission to place a permanent sign on the back of the building, to identify which door is the Museum door.

Thank you for your ongoing partnership with the Millet & District Museum.

Garth Rudolph
Millet & District Historical Society President

COUNCIL MEETING

JUN 08 2021

ITEM # 10.11