



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
COUNCIL CHAMBERS
4528 51st Street
July 21st, 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 June 23rd, 2021 – Regular Meeting
- 4.2 July 6th, 2021 – Special Meeting

5.0 DELEGATIONS - NONE

6.0 REPORTS

- 6.1 Millet Fire Department Report – June 1st – June 30th, 2021
- 6.2 Councillor Storey Report – June 2021

7.0 BYLAWS

- 7.1 Bylaw #2021-08 Council Procedural Bylaw (all three readings)

8.0 AGREEMENTS - NONE

9.0 CORRESPONDENCE

- 9.1 West Dried Meat Lake Regional Landfill Committee - Minutes June 17th, 2021

10.0 NEW BUSINESS

- 10.1 Request for Decision - Policy #10 Compliance Certificate Policy – Rescind
- 10.2 Request for Decision – Renaming of Millet Old School
- 10.3 Request for Decision - Subdivision Application TM/21/02
- 10.4 Disposal of Surplus Equipment Sale Results
- 10.5 Request for Decision – Signs for Distancing Diamonds
- 10.6 Request for Decision – Current RV Dump Site
- 10.7 Request for Decision – Residential Block Party

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 Land – Tessier Expropriation
- 12.2 Legal - Policy #8 – Procurement Policy
- 12.3 Land – Agriplex

13.0 ADJOURNMENT



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

Meeting: Regular Council Meeting
Meeting Date: July 21, 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 – June 23rd, 2021
- 4.2 Minutes of Special Meeting – July 6th, 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 #917 6778 9422
 June 23rd, 2021
 3:00 p.m.

PRESENT:

MAYOR	Tony Wadsworth
COUNCILLORS	Robin Brooks Carol Sadoroszney Mike Storey Pat Garrett Doug Peel
C.A.O.	Lisa Schoening
LEGISLATIVE ASSISTANT	Heather Hughes
DIRECTOR OF INFRASTRUCURE	Lisa Novotny
MANAGER OF ENFORCEMENT SERVICES	Mitch Newton
PRESS	Christina Max
GALLERY	NONE
ABSENT (with regret):	Vicki Pyle

1.0 CALL TO ORDER:

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

2.0 PUBLIC HEARINGS: - NONE

COUNCIL MEETING

JUL 21 2021

ITEM # 4.1

3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res #215/21 Agenda	<p>Moved by Councillor Garrett that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended;</p> <p>Add</p> <p>9.1 Correspondence – Community Update 10.10 Lakeside Meadows Taxes</p> <p>Reformat Closed Session to read;</p> <p>12.1 Land – Museum 12.2 Land – Lakeside Development 12.3 Personnel – Code of Conduct</p>
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*CARRIED**Councillor Storey arrived at 3:02 p.m.***4.0 ADOPTION OF MINUTES:**

Res #216/21 Minutes Regular Meeting	<p>Moved by Councillor Brooks that the June 9th, 2021, Regular Meeting of Council Minutes are hereby approved, as presented.</p>
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*CARRIED***5.0 DELEGATIONS: NONE****6.0 REPORTS:***6.1 Monthly Bank Reconciliation – Month Ending April 30th, 2021*

Res #217/21 Reports	<p>Moved by Councillor Peel that the Report is hereby accepted as information.</p>
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*CARRIED***7.0 BYLAWS: NONE****8.0 AGREEMENTS: NONE****9.0 CORRESPONDENCE:***9.1 Community Update – June 2021 - CAO*

Res #218/21 Correspondence	<p>Moved by Councillor Sadorosznay that the Correspondence is hereby accepted as information.</p>
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CARRIED

10.0 NEW BUSINESS:*10.1 Request for Decision – Deputy Director of Emergency Management*

Res #219/21 Deputy Director of Emergency Management	Moved by Councillor Storey that Council accepts this item as information and further that the Director of Emergency Management conduct further research regarding how the Deputy Director of Emergency Management role can best be filled and report back to Council at the July 21 st , 2021 Regular Council Meeting.
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*CARRIED**10.2 Letter of Support – Wetaskiwin and District Victim Services*

Res #220/21 Letter of Support Wetaskiwin and District Victim Services	Moved by Councillor Garret that Council provides a Letter of Support directly to the Minister on behalf of the Wetaskiwin and District Victim Services advising how the Town of Millet strongly relies on the services provided by this organization.
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*CARRIED**10.3 Millet Minor Hockey Association Ball Tournament*

Res #221/21 MMH Ball Tournament	Moved by Councillor Garrett that Millet Minor Hockey Association be offered the option of using either the Town of Millet Outdoor Rink or the existing tennis courts for their ball hockey tournament on August 27 th , 2021, on the condition that Millet Minor Hockey do all necessary preparation work and further that Millet Minor Hockey provide a letter of release of liability to the Town of Millet.
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*CARRIED**10.4 Grand Opening of Millet Pharmacy*

Res #222/21 Grand Opening of Millet Pharmacy	Moved by Councillor Peel that Councillor Brooks attend the Grand Opening of Millet Pharmacy on Friday, June 25 th , 2021, at 12:00 p.m. to perform the ribbon cutting on behalf of the Town of Millet Council.
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*CARRIED**10.5 Policy #3 – Town of Millet Enforcement Services Policy*

Res #223/21 Policy #3 – Town of Millet Enforcement Policy	Moved by Councillor Sadoroszney that Policy #3 – Town of Millet Enforcement Services Policy is hereby amended by referencing the Enforcement Policies and Procedures Manual as Schedule 'A' in the policy.
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CARRIED

<p>Res #224/21 Policy #3</p>	<p>Moved by Councillor Storey that Council adopt Policy #3 as amended in paragraph 3 under Scope to read;</p> <p><i>The Enforcement Officers shall follow 'Town of Millet's Enforcement Services Policy and Procedures Manual' (Schedule 'A') as amended from time to time by the Chief Administrative Officer of the Town of Millet or his/her designates.</i></p>
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CARRIED

<p>Res #225/21 Rescind of Policies</p>	<p>Moved by Councillor Garrett that the following policies are hereby rescinded;</p> <ul style="list-style-type: none"> • Policy #5 – Use of Extendable Baton • Policy #7 – Community Peace Officer Conduct Policy • Policy #12 – Impound Policy • Policy #14 – Cat Trap Policy • Policy #15 – Enforcement Officer Callout Policy • Policy #33 – Bylaw Complaint Process Policy • Policy #64 – Community Peace Officer Conduct (duplicate) • Policy #81 – CPO General Exhibit • Policy #82 – CPO Notebook Policy
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CARRIED

10.6 Invitation – AUMA's Summer 2021 Municipal Leaders' Caucus

<p>Res #226/21 Invitation – AUMA Municipal Leaders Caucus</p>	<p>Moved by Councillor Brooks that Mayor Wadsworth, and Councillors Garrett and Sadoroszney attend the virtual presentation of the AUMA 2021 Municipal Leaders' Caucus on July 29th, 2021.</p>
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CARRIED

10.7 Subdivision Application TM/21/01

<p>Res #227/21 Subdivision Application TM/21/01</p>	<p>Moved by Councillor Peel that Council accepts the approval of subdivision file TM/21/01 to separate three (3) lots from the property civically addressed as 4401 – 45 Avenue, LINC 0027612175 which is legally described below as per the draft approval letter to be dated June 23, 2021;</p> <p>THE NORTHWEST QUARTER OF SECTION TWENTY-EIGHT (28) TOWNSHIP FOURTY-SEVEN (47) RANGÉ TWENTY-FOUR (24) WEST OF THE FOURTH MERIDIAN CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS EXCEPTING THEREOUT:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">HECTARES</th> <th style="text-align: center;">(ACRES) +/-</th> </tr> </thead> <tbody> <tr> <td>A) PLAN 3446NY ROAD</td> <td style="text-align: center;">0.421</td> <td style="text-align: center;">1.04</td> </tr> <tr> <td>B) PLAN 8121104 SUBDIVISION</td> <td style="text-align: center;">2.50</td> <td style="text-align: center;">6.18</td> </tr> <tr> <td>C) PLAN 9422421 ROAD</td> <td style="text-align: center;">0.805</td> <td style="text-align: center;">1.99</td> </tr> <tr> <td>D) PLAN 9824390 SUBDIVISION</td> <td style="text-align: center;">1.22</td> <td style="text-align: center;">3.01</td> </tr> </tbody> </table>		HECTARES	(ACRES) +/-	A) PLAN 3446NY ROAD	0.421	1.04	B) PLAN 8121104 SUBDIVISION	2.50	6.18	C) PLAN 9422421 ROAD	0.805	1.99	D) PLAN 9824390 SUBDIVISION	1.22	3.01
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C) PLAN 9422421 ROAD	0.805	1.99														
D) PLAN 9824390 SUBDIVISION	1.22	3.01														

CARRIED

10.8 Stump Grinder

Res #228/21 Stump Grinder	Moved by Councillor Garrett that Council approve the purchase of a stump grinder in the amount of \$7,827.30 CAD to be paid out of the Capital Equipment Reserve Fund.
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CARRIED

10.9 Old School Waterline Replacement Tender Results

Res #229/21 Old School Waterline Replacement Tender Results	Moved by Councillor Brooks that Council award the Old School waterline replacement project to Alfresco Contractors Inc. in the amount of \$39,684.00 and further that the Mayor and CAO enter into a contract with Alfresco Contractors Inc.
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CARRIED

10.10 Lakeside Development Taxes

Res #230/21 Old School Waterline Replacement Tender Results	Moved by Councillor Storey that Council waive the following taxes per MGA section 347 for the Lakeside Meadows Development;				
	Roll	Amount	Plan	Block	Lot
	100500	1,509.50	1820097	-1	-26
	101201	1,314.98	1820097	-1	-27
	101202	1,865.53	0821908	-1	-1
	101300	1,842.78	2021501	-2	-1
	101590	100.1	2021501	-2	-2
	101610	97.82	2021501	-2	-3
	101620	97.82	2021501	-2	-4
	101630	97.82	2021501	-2	-5
	101640	97.82	2021501	-2	-6
	101650	97.82	2021501	-2	-7
	101660	97.82	2021501	-2	-8
	101670	97.82	2021501	-2	-9
	101680	97.82	2021501	-2	-10
	101690	97.82	2021501	-2	-11
	101700	97.82	2021501	-2	-12
	101710	97.82	2021501	-2	-13
	101720	97.82	2021501	-2	-15
	101740	128.54	2021501	-2	-16
	101750	126.27	2021501	-2	-17
101760	141.06	2021501	-2	-18	
101770	121.72	2021501	-2	-19	
101780	116.03	2021501	-2	-20	
101790	137.64	202105	-2	-21	
101800	119.44	2021501	-2	-22	
101810	146.74	2021501	-2	-24	
101830	87.58	2021501	-2	-25	
101840	85.32	2021501	-2	-26	
101850	105.79	2021501	-2	-27	
101860	85.32	2021501	-2	-28	
101870	106.92	2021501	-2	-29	
101880	133.09	2021501	-2	-30	

	101890	128.54	2021501	-2	-31
	101900	103.52	2021501	-2	-32
	101910	86.45	2021501	-2	-33
	101920	87.58	2021501	-2	-34
	101930	<u>1,506.08</u>			
		<u>11,360.36</u>			

CARRIED

11.0 CLARIFICATION OF AGENDA:*Christina Max left the meeting at 4:23 p.m.**Manager of Enforcement Services left the meeting at 4:23 p.m.**Council took a 10-minute recess.*

Res #231/21 Closed Session	Moved by Councillor Sadoroszney that Council moves into Closed Session to discuss Items 12.1 – 12.3 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 4:36 p.m.
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CARRIED

12.0 CLOSED SESSION:*12.1 Land – Museum**Council took a 5-minutes recess**12.2 Land – Lakeside Development**Director of Infrastructure and Legislative Assistant left the meeting at 5:35 p.m.**12.2 Personnel – Council Code of Conduct*

Res #232/21 Reconvene	Moved by Councillor Garret that the Regular Council Meeting reconvene from Closed Session at 6:13 p.m.
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CARRIED

Res #233/21 Personnel Code of Conduct	<p>Moved by Councillor Brooks that pursuant to Section 16 of the Council Code of Conduct;</p> <p>That certain remarks made by Mayor Wadsworth at the June 9th, 2021 Regular Council Meeting, regarding a Town of Millet employee were inappropriate, disrespectful and discriminatory with the use of indecent, abusive, or insulting words and fell short of the standards expected of members of Council for the Town of Millet, in violation of Sections 8.1, 8.2, 8.3, 8.5 and 8.6 of the Council Code of Conduct Bylaw; and further;</p> <p>That Mayor Wadsworth is hereby censured for his inappropriate behaviour and misconduct and Council expects him to honour the oath of office he took and abide by the Council Code of Conduct Bylaw throughout the remainder of his term of office and any future terms of office, and further;</p>
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	That Mayor Wadsworth send an official letter of apology to the employee and as per Section 16(c) a publication of the aforementioned resolutions.
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CARRIED

Recorded Vote

In favor: Councillors' - Brooks, Garrett, Peel and Sadoroszney

Opposed: Mayor Wadsworth, Councillor Storey

Res #234/21 Investigation	Moved by Councillor Storey that pursuant to Section 14.1 e)f)g)h)i) of the Council Code of Conduct Bylaw 2018/05, that Council conduct an investigation regarding the complaint received by CAO Schoening on June 15 th , 2021 in regard to a Code of Conduct complaint and further that Mayor Wadsworth provide a written comment, no later than June 30 th , 2021.
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CARRIED

13.0 ADJOURNMENT:

The meeting was adjourned at 6:24 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 21st DAY OF JULY 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



SPECIAL MEETING OF COUNCIL
TOWN OF MILLET
VIA GOTOMEETING
ACCESS CODE: 917 3488 7303
July 6, 2021
2:00 p.m.

PRESENT:

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

- | | |
|----------------------------|--|
| MAYOR | Tony Wadsworth |
| COUNCILLORS | Robin Brooks
Mike Storey
Doug Peel |
| C.A.O. | Lisa Schoening |
| LEGISLATIVE ASSISTANT | Heather Hughes |
| DIRECTOR OF INFRASTRUCTURE | Lisa Novotny |
| PRESS | NONE |
| GALLERY | NONE |

ABSENT (with regret):

- Pat Garrett
Vicki Pyle
Carol Sadoroszney

1.0 CALL TO ORDER:

The Special Meeting of Council was called to order by Mayor Wadsworth at 2:02 p.m.

2.0 ADOPTION OF AGENDA:

Res #235/01 Agenda	Moved by Councillor Brooks that the agenda is hereby adopted, as presented.
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CARRIED

Res #236/01 Closed Session	Moved by Councillor Peel that Council moves into Closed Session to discuss Item 3.1 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 2:03 p.m.
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CARRIED

COUNCIL MEETING

JUL 21 2021

ITEM # 4.2

3.0 CLOSED SESSION**3.1 *Legal – RR#244 Tender Award***

Res #237/01 Reconvene	Moved by Councillor Storey that the Regular Council Meeting reconvene from Closed Session at 2:10 p.m.
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CARRIED

Res #238/01 RR #244 Tender Award	Moved by Councillor Storey that Council award the Range Road 244 Reconstruction Tender to Deford Contracting Inc. in the amount of \$1,025,870.00, with the additional funds to be allocated from the Federal Fuel Gas Tax Grant and further authorizes the CAO and elected officials to enter into a contract.
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CARRIED

Res #239/01 Engineering for Range Road 244	Moved by Councillor Peel that Council approves \$101,000.00 for engineering, related to the Range Road 244 reconstruction to be funded through the Federal Fuel Gas Tax Grant.
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CARRIED

Res #240/01 Future funds received from Shipway Farms Area Structure Plan	Moved by Councillor Brooks that any future funds received from the Shipway Farms Area Structure Plan be placed in the General Administrative Reserve.
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*CARRIED***4.0 ADJOURNMENT:**

The Special Meeting of Council was adjourned at 2:12 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 21ST DAY OF JULY 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: July 21, 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 Millet Fire Department – June 1st – June 30th, 2021
- 6.2 Councillor Storey Report – June 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Reports are hereby accepted as information.



**Millet Fire Department
Call History Report by Date
6/1/2021 - 6/30/2021**

Trailer Flooded do to leaking dishwasher connection

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Wed 06/02/2021 12:31	County - Wetaskiwin (Extra Hours)	2100065	55 Electrical Hazard	55 Establish safe area		8	01:16
Sun 06/06/2021 13:39	County - Leduc	2100066	67 Outside Fire	55 Establish safe area		13	00:49
Sun 06/13/2021 10:33	County - Leduc	2100067	52 Alarms	55 Establish safe area		8	00:31
Sun 06/13/2021 12:56	City - Millet	2100068	23 Overdose/ Poisoning (Ingestions)	31 Provide first aid & check for injuries		11	00:24
Mon 06/14/2021 23:37	City - Millet	2100069	53 Citizen Assist/ Service Call	55 Establish safe area		8	00:53
Thu 06/17/2021 10:36	County - Leduc (Extra Hours)	2100070	77 Motor Vehicle Collision	55 Establish safe area		14	02:59
Fri 06/18/2021 08:53	County - Wetaskiwin (Extra Hours)	2100071	77 Motor Vehicle Collision	23 Extricate, disentangle		14	02:44
Tue 06/22/2021 12:28	County - Wetaskiwin	2100072	77 Motor Vehicle Collision	55 Establish safe area		9	00:55
Fri 06/25/2021 00:08	County - Wetaskiwin	2100073	77 Motor Vehicle Collision	55 Establish safe area		10	00:49
Fri 06/25/2021 07:07	County - Leduc (Extra Hours)	2100074	71 Vehicle Fire	55 Establish safe area		12	01:07
Wed 06/30/2021 17:05	County - Wetaskiwin	2100075	77 Motor Vehicle Collision	55 Establish safe area		16	00:59
Wed 06/30/2021 20:50	County - Wetaskiwin (Extra Hours)	2100076	77 Motor Vehicle Collision	55 Establish safe area		16	02:11

Total calls for City - Millet:	2
Total calls for County - Leduc:	2
Total calls for County - Leduc (Extra Hours):	2
Total calls for County - Wetaskiwin:	3
Total calls for County - Wetaskiwin (Extra Hours):	3
Total calls:	12
Total Time:	15:37
	Avg. Call Attendance: 11.58

COUNCIL MEETING

JUL 21 2021

ITEM # 6.1

Councillor Mike Storey – Report for June 2021

- June 4th Attended the MPC meeting. There were 2 Subdivision Applications which received recommended conditional approval for Town Council.
- June 8th Attended the monthly MIB meeting.
- June 9th Attended the Regular Council Meeting.
- June 18th Attended a MPC meeting to address 1 development application. The application was approved with a waiver of the 2 sideyard setbacks.
- June 23rd Attended the Regular Council Meeting.
- June 29th Attended the regular JEDI meeting. The Audited December 30, 2020 JEDI Financial Statements were approved.
- June 30th The MIB Garden of the Week commenced the week of June 13th. The budget to June 25th reflects an amount of \$4,550.59 spent.

COUNCIL MEETING

JUL 21 2021

ITEM # 6.2



YTD Budget Detail
2021 Period 6

Account		Budget	Actual	Commit	Variance	Pct Exp
1-64-02-410-00	COMMUNITIES IN BLOOM SALES	-6,000.00	-85.71	0.00	-5,914.29	1.42
2-64-01-110-00	SALARIES CIB	9,250.00	3,140.00	0.00	6,110.00	33.94
2-64-01-130-00	EMPLOYER CONTRIBUTIONS	750.00	0.00	0.00	750.00	0.00
2-64-02-148-00	TRAINING AND DEVELOPMENT	5,000.00	537.25	0.00	4,462.75	10.74
2-64-02-211-00	TRAVEL AND SUBSISTENCE	1,500.00	0.00	0.00	1,500.00	0.00
2-64-02-221-00	ADVERTISING	700.00	114.83	0.00	585.17	16.40
2-64-02-224-00	MEMBERSHIPS	500.00	0.00	0.00	500.00	0.00
2-64-02-270-00	VOLUNTEER APPRECIATION	1,000.00	254.32	0.00	745.68	25.43
2-64-02-511-00	OFFICE SUPPLIES	500.00	0.00	0.00	500.00	0.00
2-64-02-512-00	LOCAL COMPETITION	400.00	0.00	0.00	400.00	0.00
2-64-02-520-00	MATERIALS	19,000.00	589.90	0.00	18,410.10	3.10
	Report Totals:	32,600.00	4,550.59	0.00	28,049.41	13.96



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

Meeting: Regular Council Meeting
Meeting Date: July 21, 2021
Originated By: Lisa Schoening
Agenda Item: 7.1 Bylaw 2021-08 Council Procedural Bylaw

BACKGROUND/PROPOSAL

When we received the MAP review it was noted that Section 4.07 of the bylaw allows a member to abstain from voting for a “conflict of interest”. Sections 172 and 184 of the MGA only permits a member of council to abstain from voting in the event of a pecuniary interest.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has also changed 5.01 to reflect an earlier deadline for submissions of the agenda. This is due to the fact that most parties are waiting until literally 10am on the Friday to submit and this makes it difficult for administration to have the agenda out on time.

RECOMMENDATION

That Council pass all three reading of the amended Council Procedural Bylaw.

**TOWN OF MILLET
BYLAW # 2021-08**

**A BYLAW OF THE TOWN OF MILLET, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE COUNCIL PROCEDURAL BYLAW**

WHEREAS, Section 145(b) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, authorizes a Council to pass a bylaw in relation to the procedure and conduct of Council; and

WHEREAS, the Council of the Town of Millet desires to establish a procedural and conduct bylaw;

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

1. This Bylaw shall be referred to as the "Council Procedural Bylaw".
2. DEFINITIONS
 - 2.01 "*Council*" shall mean the Municipal Council of the Town of Millet.
 - 2.02 "*C.A.O.*" shall mean the duly appointed Chief Administrative Officer or his/her duly appointed designate.
 - 2.03 "*Chair*" shall mean the Mayor, Deputy Mayor or any other duly appointed presiding Officer at a constituted meeting.
 - 2.04 "*Town*" shall mean the corporation of the Town of Millet.
3. MEETINGS OF COUNCIL
 - 3.01 Any matter of meeting conduct which is not herein provided for, shall be determined in accordance with the Municipal Government Act, and then Robert's Rule of Order, in that order.
 - 3.02 The Regular Meetings of Council shall be held in the Council Chambers on days established, by resolution of Council, at the annual Organizational Meeting of Council. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.
 - 3.03 Regular Meetings of Council shall commence at such times as determined by resolution of Council at the annual Organizational Meeting of Council. Commencement times of Regular Meetings of Council may be amended by resolution of Council at any duly constituted meeting.
 - 3.04 Special Meetings of Council may be called by giving at least 24 hours' notice in writing to all members of Council and the public stating the purpose of the meeting and the date, time and place where it will be held, pursuant to Section 194 of the Municipal Government Act.
 - 3.05 The Council of the Town must hold an Organizational meeting Annually, no later than 2 weeks after the 3rd Monday in October, pursuant to Section 192 of the Municipal Government Act.
 - 3.06 Notice of Regular Meetings, Special Meetings and Council Committee Meetings, to the public, shall be deemed to be given by the C.A.O. posting notice of all meeting dates and times on the Town website and advertising the meeting dates and times in the Town's bi-monthly newsletter.

COUNCIL MEETING

JUL 21 2021

ITEM # 7.1

- 3.07 The C.A.O. shall record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
- 3.08 If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the C.A.O. shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Meeting or another Special Meeting is called.
- 3.09 In the event that the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the C.A.O. shall call the meeting to order and a Chairperson shall be chosen, by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- 3.10 Pursuant to Section 154(1)(a) of the Municipal Government Act, the Mayor shall preside at meetings of Council and the Mayor, at his discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.
- 3.11 The Organizational meeting immediately following a general municipal election shall be called the inaugural meeting. The Mayor and each member of Council shall take the prescribed oath of office as the first order of business at the inaugural meeting. Until the Mayor has taken the oath of office, the Chief Administrative Officer shall chair the inaugural meeting.
- 3.12 Except during a public hearing, if a Councillor is unable to attend a Council or Standing Committee meeting due to unforeseen circumstances they may participate by electronic or audio means such as electronic meetings apps or telephone speaker. In the event a meeting must carry forward and no members of Council are able to physically attend, the meeting may be conducted via gotomeeting or any other similar application that allows all members to hear discussions. This is only in the event that unforeseen circumstances, such as, but not limited to, health issues, pandemic or other means that make it impossible to attend. Council members are expected to attend in person whenever possible.

4. CONDUCT OF MEETINGS

- 4.01 Each member of Council shall address the Chair but shall not speak until recognized by the Chair.
- 4.02 A delegate, scheduled to address Council on a topic, shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by the permission of the Chair.
- 4.03 The Mayor or other presiding officer may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Mayor or other presiding officer shall specify the time limit provided to the person wishing to address the matter.
- 4.04 A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded by the recording secretary and the motion shall be deemed to be "on the floor".

The presenter of a motion shall be provided two (2) minutes to address the motion on the floor. Each member of Council, who wishes to address the topic under consideration, shall be limited to two (2) minutes for debate once only. The presenter of a motion shall be provided a final two (2) minutes for closure of the debate once all other members of Council have

had an opportunity to speak to the topic. The Mayor or other Presiding Officer may waive the aforementioned time limits if so requested.

Following debate on the motion under consideration, the motion may be:

- (i) Amended;
- (ii) Carried;
- (iii) Defeated;
- (iv) Withdrawn by the presenter subject to there being no objection by a member of Council;
- (v) Tabled to another meeting.
- (vi) Laid on the table, ie: laying a pending question aside temporarily
- (vii) Referred, ie: turning the question over to a committee or administration for study; or
- (viii) postponed, ie: postpone indefinitely or to a certain time, a means of avoiding a direct vote until a later time.

- 4.05 No motion shall be presented for consideration which is substantially the same as one on which judgement has already been determined within sixty (60) days.
- 4.06 Where a motion under consideration contains two or more distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests.
- 4.07 All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reason of pecuniary interest.

Voting on all motions shall be done by raising of the hand in such a clear manner that the votes may be easily counted by the Chair. The Chair shall declare a motion carried, carried unanimously or defeated. A member of Council wishing a recorded vote on a motion shall make such a request of the Chair prior to the calling of the vote.

A motion on first reading of a bylaw shall be decided without amendment or debate.

- 4.08 Every member wishing to speak to a question or motion shall address the Mayor or Presiding Officer. The Address to the Presiding Officer shall be "Your Worship".

5. AGENDA AND ORDER OF BUSINESS

- 5.01 Prior to each Regular Meeting of Council, the C.A.O. or designate shall prepare a statement of the order of all business, to be known as the "Agenda", in consultation with the Mayor, to be brought before Council at the said meeting and to enable the C.A.O. or designate to do so, all documents, and notice of delegation, intended to be submitted to Council, shall be placed in the hands of the C.A.O. or designate no later than 10:00 a.m., the Wednesday before the Regular Meeting of Council. No further additions to the Agenda will be presented by the C.A.O. unless he/she determines that the addition is of an emergent nature and the Mayor is in agreement with the C.A.O.

The C.A.O. or designate shall also prepare additional copies of the agenda to be available to the public at the meeting.

- 5.02 When a communication intended for Council is received by the Chief Administrative Officer, he/she shall place it on the agenda of Council unless the Chief Administrative Officer or designate considers the matter libellous, or administrative in nature, in which case the Chief Administrative Officer

or designate shall advise the originator that the communication is not being sent to Council. All responses will include "Further be advised that this correspondence was not shared with Council, as it was resolved through administration. If you would like this information to be forwarded to Council, please advise and we will ensure it is sent out to all members of Council."

- 5.03 The C.A.O. shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. on the Friday before the Regular Meeting of Council.
- 5.04 Where the deadlines, as identified in Sections 5.01 and 5.02, are unable to be achieved due to the absence of the C.A.O., the aforementioned deadlines are moved to the Monday before the Regular Meeting of Council.
- 5.05 The order of business on the agenda shall be as follows:
- 1.0 Call to Order
 - 2.0 Open Microphone
 - 3.0 Public Hearings
 - 4.0 (a) Additions to /Deletions From the Agenda
(b) Adoption of the Agenda
 - 5.0 Adoption of Minutes
 - 6.0 Delegations
 - 7.0 Reports
 - 8.0 Bylaws
 - 9.0 Agreements
 - 10.0 Correspondence
 - 11.0 New Business
 - 12.0 Clarification of Agenda Business
 - 13.0 Closed Session
 - 14.0 Adjournment

After the closed session discussions are complete, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members to return before adjournment.

- 5.06 The order of business established in Section 5.05 shall apply unless Council otherwise determines by a majority vote of the members in attendance and the vote on a matter of priority of business shall be decided without debate.
- 5.07 A person or a representative of a delegation of persons who wishes to bring any matter to the attention of Council shall address correspondence to Council outlining the matter to be discussed. The correspondence shall contain all pertinent documentation on the matter. One person shall be identified as the spokesperson on behalf of the delegation in the correspondence. The correspondence shall contain the name and address, along with contact telephone numbers, of the person delegated to address Council.
- 5.08 The following are the procedures for the Open Microphone item on the agenda;
- a) A maximum of 15 minutes is set aside at the beginning of each Regular Meeting of Council for an open microphone session. During this time, members of the public may address Council without giving previous notice.
 - b) The Chair (usually the Mayor) will ask for members of the public, who wish to take part in the session, to identify themselves. In the event that more than one member of the public is present, the Chair will determine the order of the speakers.

- c) The Chair will call participants to the Chamber's presentation table, on an individual basis. When you are called, please take a seat, and speak your name and address into the microphone before proceeding with your presentation.
- d) You must limit your presentation time to five minutes during the open microphone session, as a result of the 15-minute open microphone time allotment.
- e) The 15-minute time allotment applies regardless of the number of participants in the session. Any extension of time is subject to approval of Council.
- f) Council will direct Administration on how and when to address matters arising in an open microphone session that require a response.

6. REPEAL

6.01 That Bylaw 2020-06 (1) is hereby repealed.

7. EFFECT

7.01 This bylaw shall have effect on the passing of final reading and execution by the delegated signing officers for the Town.

Read a first time this 21st day of July, A.D., 2021.

Read a second time this 21st day of July, A.D., 2021.

Read a third time and finally passed this 21st day of July, A.D., 2021.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: July 21, 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 West Dried Meat Lake Regional Landfill Committee – Minutes June 17th, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Correspondence is hereby accepted as information.

**MINUTES OF A MEETING OF THE WEST DRIED MEAT LAKE REGIONAL
LANDFILL COMMITTEE HELD ON THURSDAY, JUNE 17, 2021, COMMENCING AT
9:00 AM VIA ZOOM.**

PRESENT

Ian Daykin, Village of Edberg
Pat Garret, Town of Millet
Terry Van De Kraats, County of Wetaskiwin
Cindy Trautman, Camrose County
Tony Wadsworth, Town of Millet (alternate)

Darren King, Manager
Jody Yuha, Executive Assistant, Camrose County

CALL TO ORDER

T. Van De Kraats called the meeting to Order at 9:16 am.

ADOPTION OF AGENDA

#35/21 C. TRAUTMAN - That the Agenda be approved as presented.
CARRIED.

ADOPTION OF MINUTES OF PREVIOUS MEETINGS(S)
West Dried Meat Lake Regional Landfill Meeting - June 2, 2021

#36/21 I. DAYKIN - That the Minutes from the West Dried Meat Lake Regional
Landfill meeting held on June 2, 2021 be approved as presented.
CARRIED.

OPERATION MANAGER'S REPORT

There was no Operation Manager's Report.

BUSINESS ARISING FROM THE MINUTES

Authority Agreement Amendment

#37/21 P. GARRET - That the West Dried Meat Lake Regional Landfill
AGD - Management Committee approve the new Authority Agreement in its
4545 entirety with the following clarifications:

Article 1.1 (t) "Proportionate Share" means, unless otherwise specifically agreed within the Agreement, each parties share of a cost, expense, liability, or other responsibility calculated as follows: the average number of tonnes of waste delivered over the previous three years by the relevant Party divided by the average number of tonnes of waste delivered over the previous three years by all of the Parties

Article 4.8 (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.

Article 6.6 (a)(ii) should the Authority Account be insufficient to discharge the respective liability, the Parties shall each be severally liable for that liability, only to the extent of their Proportionate Share.

Article 6.7 Except and to the extent where a Party or the Operator is to be held liable under Section 6.6, all liabilities and indemnities arising

COUNCIL MEETING

JUL 21 2021

ITEM # 9.1

Council, June 17, 2021

from Operations shall be for the Authority Account and shall be borne by proportions of their respective Proportionate Shares.

Article 6.8 In the event that the assignment by a Party of all or a portion of its Proportionate Interest is permitted in accordance with Section 9.2, such Party shall, as regards the other Parties (other than the assignee or the first-mentioned Party) and notwithstanding the terms of such assignment, remain liable for its Proportionate Share of all liabilities and indemnities in respect of the Authority Property for matters arising prior to the date that such Party's assignee becomes a Party with respect to the assigned interest.

Article 6.9 Without limitation, the provisions of this Article shall apply to environmental liabilities arising in relation to Operations. Any Person who becomes a Party shall be responsible for its Proportionate Share.

Article 7.5 In the event that the annual Operating Costs and that year's Current Estimated Closure and Post Closure Costs of the Authority are in excess of the Revenues of the year, the Operator shall requisition each Party to pay its share of the requisition for that year based on each Party's Proportionate Share

CARRIED.

Interest Income Distribution

#38/21 P. GARRET - That Motion #19/21 "That the Management Committee
AGD - authorize and direct the Operator to distribute Interest Income in the
4546 amount of \$200,000.00 to the Parties as entitled under the Authority
Agreement" be brought back on the floor.

CARRIED.

NEW BUSINESS

There was no New Business.

NEXT MEETING

September 13 @ 10:00 am

ADJOURNMENT

#39/21 P. GARRET - That the meeting adjourn at 9:29 am.

CARRIED.

Chairman

Manager



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

Meeting: Regular Council Meeting
Meeting Date: July 21, 2021
Originated By: Lisa Novotny, Director of Development
Agenda Item: 10.1 Policy #10 - Compliance Certificate Policy

BACKGROUND/PROPOSAL

The attached represents what is in the Land Use Bylaw with respect to the Compliance Certificate Policy which makes this policy redundant in nature.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDED ACTION:

That Council rescind Policy #10 – Compliance Certificate Procedures Policy.

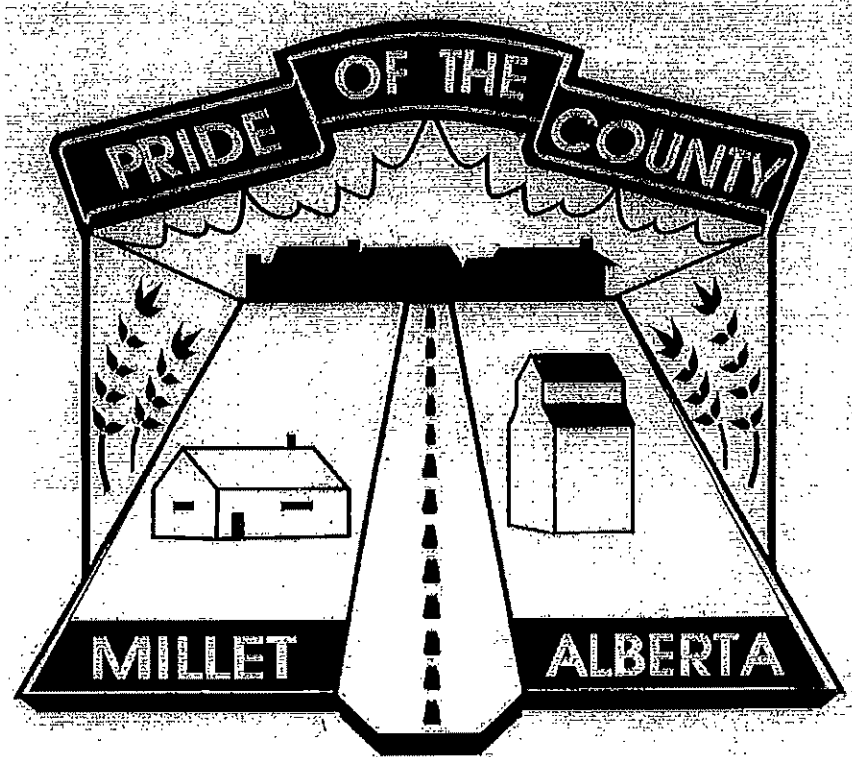
3.15 Compliance Certificate and Certificate Fees

1. The applicant for a Compliance Certificate shall provide to the Development Authority a Real Property Report for the site prepared by a registered Alberta Land Surveyor and pay the associated fee (Town of Millet Policy #50).
2. The applicant shall pay all costs associated with the preparation of the real property report, which must meet the requirements of the Development Authority. All real property reports older than two (2) years must include a statutory declaration that indicates that no changes have been made to the property since the real property report was prepared. If there have been any changes, however slight, a new and updated real property report is required.
3. In determining whether a compliance certificate can be issued for a site, the Development Authority shall rely on the real property report provided by the applicant. The Development Authority shall not undertake independent site inspections.
4. The Development Authority may issue a compliance certificate when, in his opinion, the building(s) located on a site, and shown on the real property report, are located in accordance with the setback regulations of this Bylaw and the setbacks specified in any development permit, which may have been issued for the site. The compliance certificate shall only cover those buildings and structures, or parts thereof, shown on the real property report submitted by the applicant.
5. The Development Authority may refuse to issue a compliance certificate when, in his opinion, he does not have sufficient information from the applicant to determine if a building(s) located on a site is (are) located in accordance with the yard regulations of this Bylaw and/or the yards specified in any development permit which may have been issued for the site.
6. The Development Authority and the Town shall not be liable for any damages arising from the use of a compliance certificate containing errors where the errors are the result of incorrect or incomplete information on the real property report.

COUNCIL MEETING

JUL 21 2021

ITEM # 10.1



**TOWN OF MILLET
COMPLIANCE CERTIFICATE PROCEDURES
POLICY**

Policy Number: 10

Date of Issue:

Motion Number:

Supersedes: Old

Signature of Approval: _____

POLICY STATEMENT:

To establish the requirements for and the processing of Compliance Certificates. A Compliance Certificate is a confirmation from the Town of Millet that the location of a building(s) on a site complies with the Land Use Bylaw.

GENERAL:

The Town of Millet does not require Compliance Certificates. Lawyers or lending institutions often require Compliance Certificates to ensure that the location of all visible improvements and usage of land is in accordance with the current Land Use Bylaw.

RESPONSIBILITIES:

1. The Town of Millet Development Services department is responsible for the preparation of Compliance Certificates.
2. The C.A.O. or designate is responsible for the administration and implementation of the Compliance Certificate Fees.
3. The Town of Millet relies entirely on the information submitted by the applicant for a Compliance Certificate as being accurate.
4. Compliance Certificates may only be relied upon by the applicant requesting the Compliance Certificate. Any other person or entity relying upon such information does so entirely at their sole risk and peril.

DEFINITIONS:

Compliance Certificate	Written confirmation from the Town of Millet indicating that a building(s), as shown on a Real Property Report prepared by an Alberta Land Surveyor and provided to the Town, is located in accordance with the building setback requirements in the Land Use Bylaw at the time the Compliance Certificate is issued.
Real Property Report (RPR)	A legal document prepared by an Alberta Land Surveyor clearly illustrating the location of all visible improvements relative to the property boundaries.
Statutory Declaration	A written statement of facts signed and solemnly declared to be true by the person making it before a person with authority to take such statements (i.e. Commission for Oaths).

PROCEDURES:

1. All requests for Compliance Certificates shall be in writing and must include an original or otherwise acceptable Real Property Report that has been signed, dated and stamped by an Alberta Land Surveyor (fax copies will not be accepted).
2. All Real Property Reports older than two (2) years must include a Statutory Declaration that indicates that no changes have been made to the property since the Real Property Report was prepared. If there have been any changes, however slight, a new and updated Real Property Report is required.
3. Copies of the Alberta Surveyor's Real Property Report may be made by the Town as a record. Due to copyright laws, copies of surveys will not be provided to any person or agency requesting a copy.
4. Copies of Compliance Certificates will not be provided for any person or agency due to copyright laws protecting the information provided on the Real Property Report.
5. The Town of Millet will only accept Real Property Reports that are clear and legible.
6. If there are structures such as decks, additions or garages for which there are no permits on file, the current property owner may be required to apply for building and development permits. There is an additional fee for these applications.
7. If any buildings, building eaves, accessory buildings or fences are encroaching onto land owned by the Town of Millet, it is at the discretion of the C.A.O. or designate as to whether an encroachment agreement between the two parties is required. The owner can make arrangements to have the encroaching structure relocated onto the applicant's property to avoid the necessity of the encroachment agreement.
8. The Town will provide surveyor or lawyer names and file numbers where available.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: July 21, 2021
Originated By: Lisa Schoening
Agenda Item: 10.2 Request for Decision – Renaming of Millet Old School

BACKGROUND/PROPOSAL

The Town of Millet had a resident contest to name the old school.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

We received several entries in the contest and these names were then sent out to Council and they were asked to pick their top 3 each. Out of these picks the name “Millet Civic Center” was the top choice by all members of Council.

In second place was the Millet Town Center.

RECOMMENDATION

Does Council wish to officially name the Old School located at 4528-51 Street the “Millet Civic Centre?”



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

Meeting: Regular Council Meeting
Meeting Date: July 21, 2021
Originated By: Lisa Novotny, Director of Development
Agenda Item: 10.3 Subdivision Application TM/21/02

BACKGROUND/PROPOSAL

A subdivision application was received from Mr. Rick Bevington for the creation of one new lot consisting of a total of 0.5 acres +/- from the property civically addressed as 5117 – 45 Avenue, LINC 0017422569 which is legally described as Plan 4715MC, Block A. In 2010, Mr. Bevington submitted a subdivision application also for a single lot subdivision which was refused by the Town. This decision was then appealed to the Municipal Government Board which upheld the decision to refuse the subdivision supporting Alberta Transportation’s concerns as the proposed lot was to use a shared access on to 45 Avenue (Highway 616).

Prior to submitting his subdivision application, Administration discussed alternative options with Alberta Transportation, and it was determined for the subdivision to meet all provincial requirements access to the property must be obtained off of Wilks Drive. Mr. Bevington then submitted his subdivision application using this amended access.

No concerns were received from any referral agencies or adjacent property owners.

This application was presented to the Municipal Planning Commission on June 4, 2021, which made the following motion:

Res# 08/21 Subdivision application TM 21-02	Moved by Member Storey that the Municipal Planning Commission recommends to Council approval of subdivision file TM/21/02 related to Plan 4715MC, Block A, subject to the conditions in the draft approval dated June 4, 2021.
--	--

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDED ACTION:

That Council approve the subdivision to create one lot containing approximately 0.5 acres from the property civically addressed as 5117 – 45 Avenue, LINC 0017422569 which is legally described as Plan 4715MC, Block A as presented.



Delivery Services, Transportation
Central Region, Red Deer District

AT Reference No.: RSDP035736
AT File Number: NE29-47-24-W4 (SUB)
Municipality File Number: File # TM21 02

May 21, 2021

Town of Millet
Email: infrastructure@millet.ca

Attention Town of Millet

Subject: Subdivision Referral – Town of Millet

Reference / File Number	Description	Location
RSDP035736-1	Proposed Subdivision - File # TM21 02	Highway 616:08 NE-29-47-24-4 Lot Block A Plan 4715MC

This will acknowledge receipt of your circulation regarding the above noted proposal, which must meet the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 616. The department is currently protecting Highway 616 to a Multi-lane standard at this location.

The above noted subdivision proposal does not meet Section 14 or 15 of the Regulation. The department anticipates minimal impact on the highway from this proposal. Future access management may require that the existing direct highway access is removed and a service road from the east will be the north lots access to Local Road Intersection. The department is willing to grant a variance to Section 14 of the Regulation in this instance.

Lot Two will have access via the local road, no further highway access will be permitted.

Pursuant to Section 678(2) of the Municipal Government Act, Alberta Transportation requires that any appeal of this subdivision be referred to the Municipal Government Board.

If you have any questions please contact the undersigned Development and Planning Technologist.

Signed:

Digitally signed by Cindy Skjaveland
DN: cn=Cindy Skjaveland, o=Alberta
Transportation, ou=Central Region,
email=Cindy.Skjaveland@gov.ab.ca, c=CA
Date: 2021.05.21 17:09:20 -0600

Cindy Skjaveland, Dev and Planning Technologist
Cindy.Skjaveland@gov.ab.ca
(780) 679 1770

COUNCIL MEETING

JUL 21 2021

ITEM # 10.3



Subdivision Coversheet

Town of Millet
Box 270
Millet, Alberta T0C 1Z0
Telephone: 780-387-4554 / Fax 780-387-4459
Email: infrastructure@millet.ca

May 4, 2021

Name: Rick Bevington
Legal: Plan: 4715MC, Block: A, Lot: -

File: #TM/21/02

Attached is a plan showing the proposed subdivision of land in your municipality or service area. If you have recommendations or questions regarding this file, please contact our office within 10 days. The 10-day period is extended to 30 days if the Crown claims ownership on a water body on or adjacent to the property.

Municipality:	Town of Millet
County:	County of Wetaskiwin
Public School Board:	Wetaskiwin Public School Board
Alberta Transportation:	Alberta Transportation Red Deer
Alberta Environment and Parks:	Alberta Environment Alberta Sustainable Resource
Alberta Energy Board:	Alberta Energy Board
Alberta Health Service:	Wetaskiwin/Central zone
Fortis:	Fortis
Atco Gas: Atco Pipelines	Atco Gas Atco Pipelines
C.P Rail	C.P. Rail

Millet

Provinciale

APPLICATION FOR SUBDIVISION

File # Tm21 02 Date: March 24 2021
Current Land Use: Single Family
Registered Owner
Name(s): Rick Bevington
Contact: 780 289 7801
Address: ~~5117~~ 45 Ave 3911 - 43 Ave
City Millet Leduc Province AB Postal Code T9E 4V6
e-mail: BevingtonR@yahoo.ca

Legal Description of Land to be Subdivided

Quarter _____ Section _____ Township _____ Range _____ Meridian _____
Lot A Block A Plan 4715 MC
Rural or Municipal Address 5117 45 Ave
Area of current title 1.3 acres Area of lot(s) to be created App. 5 acres

If the land is immediately adjacent to the County of Wetaskiwin boundary Yes No

Is the land within 1.6km of a Highway or Secondary Highway, if yes provide the highway number

Yes No Highway Number 616

If the proposed parcel contains or is bounded by a river, stream, or other body of water, lake or by a drainage canal, if yes please provide details Yes No

Proposed Subdivision

Describe the proposed subdivision To split the property in half

Number of lots to be created: From 1 to 2 lots.

Description of existing buildings: house with attached garage

#24300

List Available Utilities including water, sewer, gas, power telephone _____

All of the above

Describe the soil, slope and vegetation black dirt with grass

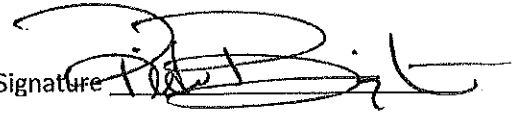
Slight slope to the south

Describe the present sewage disposal system _____

town water & sewer

Owner's Application and Consent

1. I am the registered owner of the property as noted.
2. I am applying for approval to subdivide the property as noted.
3. The information on this form is full and complete and is to the best of my knowledge a true statement of the facts relating to this application for subdivision.
4. I consent to the subdivision authority to enter the above noted land to conduct a site inspection.
5. I acknowledge the Decision Time Limit of 60 days as established by the Subdivision and Development Regulation 43/2002.
6. The information on this form may be released under Section 653 of the Municipal Government Act or successor legislation.
7. If an agent is required, I consent to the person noted below to act as my agent for the purposes of processing the application.
8. The personal information provided by you is being collected under the authority of the Municipal Government Act RSA 2000, Chapter M26 and will be used for the purposes of the Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.
9. I accept that all fees are Non-Refundable

Name of Owner (printed) Rick Berington Signature 

Owner's Agent (if applicable):

Name _____

Address: _____

City _____ Province _____ Postal Code _____

Email: _____

Signature of Owner's Agent _____ Date _____

Entrance to existing Lot

THIS REPORT
KEN &
5117-45

LOT A,
5117-45

SURVEY CO:
TITLE SEAR:

CERTIFICATE
PLAN AND RE
SUPERVISOR:
ALBERTA LA:
WITHIN THOSE
LAW OF I

1. THE PLAN, AS DEFINED BY THE STANDARD OF THE EXTENSION
2. THE IMPROVEMENTS EXCEPT FOR
3. NO VISIBLE SITUATED
4. NO VISIBLE AFFECTING

PURPOSE:
OF THE PRO
THE PURPOSE
COPYING IS
APPLICABLE,
OF THE PRO
CORNER MA:
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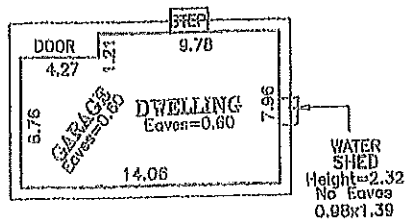
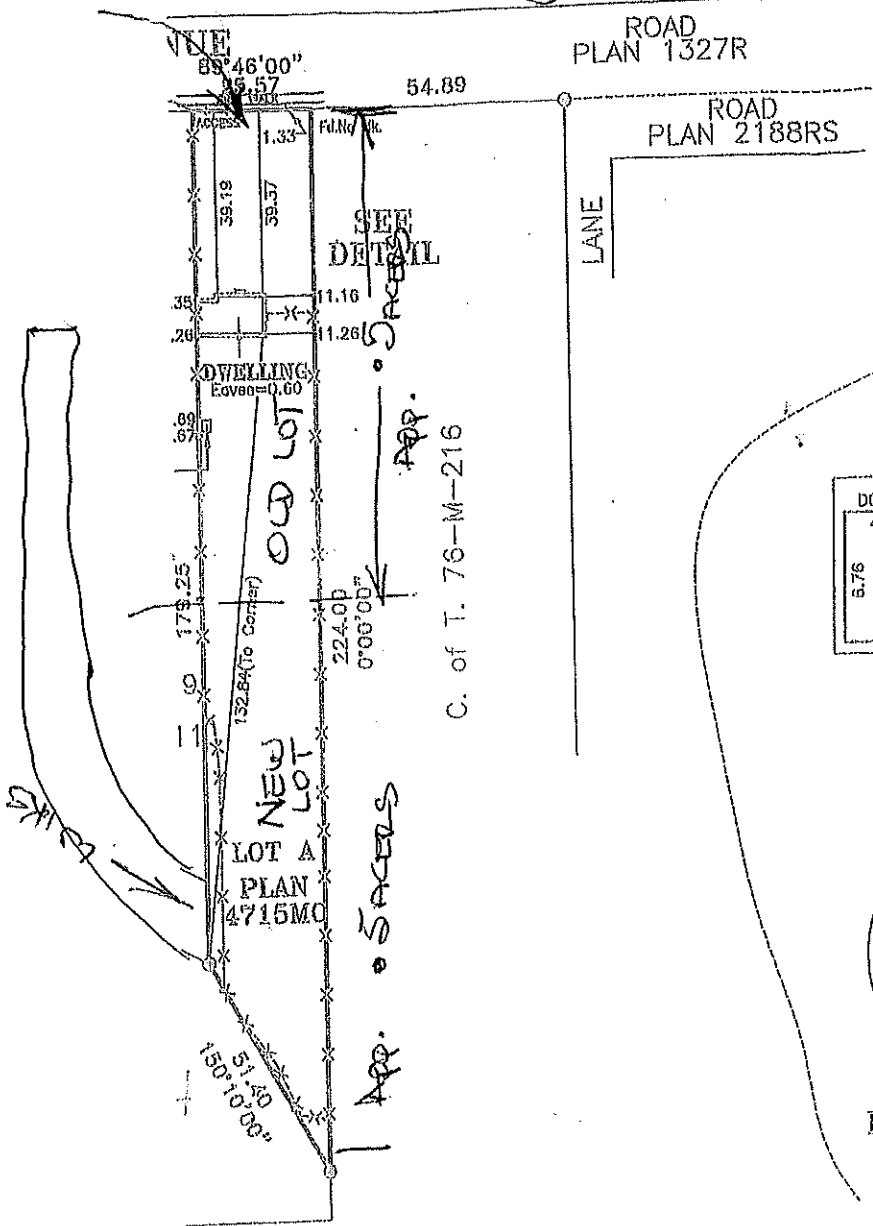
- NOTE:
1. ALL DISTANCES
 2. STATUTORY OR
 3. IRON PINS TO
 4. WALL DENOTES
 5. PLUMBING 22"
 6. MEASUREMENT
 7. ALL YARD FENCE
 8. FENCES ARE
 9. EAVES DENOTE
 10. THIS PLAN E

GE

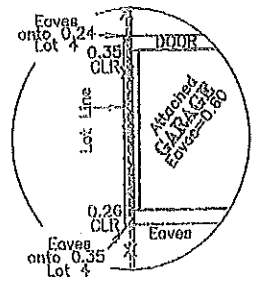
Plan:

ACAD:4E

ENTRANCE TO BACK LOT



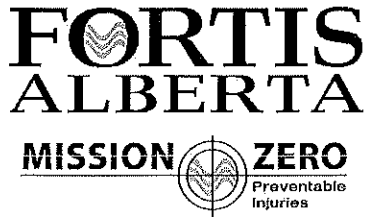
DETAIL
(NOT TO SCALE)



ENCROACHMENT
DETAIL
(NOT TO SCALE)

Rick Berington
5117-45 AVE
Millet AB.





Tracy Davidson
Land Department

FortisAlberta Inc.
320 – 17 Ave SW
Calgary, AB
T2S 2V1
Phone# 780-464-8815
Cell#
www.fortisalberta.com
Email:
tracy.davidson@fortisalberta.com

May 12, 2021

Town of Millet
5120 50 Street
P.O. Box 270
Millet, Alberta
T0C 1Z0

Attention: Michelle Skidmore

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320097034

MD File No.: TM/21/02

Location/Legal Description: NE 29-47-24-W4M

Customer Name: Rick Bevington

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Tracy Davidson'.

Tracy Davidson

RE: 320097034

Heather Hughes

From: infrastructure
Sent: Wednesday, May 19, 2021 2:51 PM
To: Millet Development Services
Subject: FW: 21-1656 Response - Subdivision application for review
Attachments: Agencies Coversheet May 4,2021 Bevington.docx; TM21 02 Bevington subdivision application.pdf

From: Solis-Jarek, Isabel <Isabel.Solis@atco.com>
Sent: May 19, 2021 2:50 PM
To: infrastructure <infrastructure@millet.ca>
Subject: 21-1656 Response - Subdivision application for review

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Isabel Solis-Jarek

Sr. Administrative Coordinator | Operations Engineering | Gas Transmission
ATCO Pipelines & Liquids Global Business Unit

A: 7210 42 Street, Edmonton, AB T6B 3H1

E: Isabel.Solis@atco.com

[ATCO.com](#) [Facebook](#) [Twitter](#) [LinkedIn](#)



From: Millet Development Services <development@millet.ca>
Sent: Tuesday, May 4, 2021 1:19 PM
To: infrastructure <infrastructure@millet.ca>; wpermits <wpermits@county10.ca>; Trans Development Red Deer <TransDevelopmentRedDeer@gov.ab.ca>; aep.epeaaapprovrd@gov.ab.ca; setbackreferrals@aer.ca; centralzone.environmentalhealth@albertahealthservices.ca; Land Service <landserv@fortisalberta.com>; Kavanagh, David <David.Kavanagh@atco.com>; Solis-Jarek, Isabel <Isabel.Solis@atco.com>; community_connect@cpr.ca
Subject: Subdivision application for review

****Caution – This email is from an external source. If you are concerned about this message, please forward it to spam@atco.com for analysis.****

Good afternoon

Please see attached a Subdivision application TM/21/02 within the Town of Millet for your review, if you could please have your comments back to us no later than May 14th, 2021.

Please reply to infrastructure@millet.ca.

Thank you,

Michelle Skidmore
Development Services
Town of Millet
development@millet.ca
Phone 780-387-4554 Fax 780-387-4459

The Prettiest Little Town in Alberta.....
Come Play In Our Backyard!

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

Meeting: Regular Council Meeting
Meeting Date: July 21, 2021
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: 10.4 Disposal of Surplus Equipment Sale Results

BACKGROUND/PROPOSAL

Earlier in 2021 Council approved the disposal of several large pieces of equipment through Ritchie Bros Ltd and the loader to be sold by trade in or alternate methods with the minimum cost received to be \$63,000. The items that were disposed of at the June 23, 2021 Ritchie Bros Ltd sale contributed \$114,000 net back to the capital equipment reserve. The loader has also been sold (privately) for \$70,000. The overall value going back to the equipment pool is \$184,000 which is \$34,000 higher than estimated as part of the budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

Estimated value as part of the 2021 budget - \$150,000

RECOMMENDED ACTION:

That Council accept the disposal of surplus sale results as information.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: July 21, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.5 Signs for Distancing Diamonds

BACKGROUND/PROPOSAL

The following email was received from Rita-Anne Fuss and is being presented to Council for their consideration.

Hi Lisa,

We had a great meeting with our SMILES of Joy RMH group today. I wanted to ask to get the okay for a permanent sign to be placed at each Distancing Diamond that will have a positive message and contact info for anyone in distress or need.

There would be a total of three. The other idea we are in the process of creating are having 20-30 signs made similar to what a candidate running for council would use. These signs would be placed throughout the town of Millet in different locations each month to create a positive and uplifting message for people.

They could be arranged to be moved before the lawns are cut to not interfere with Parks and Rec. These could be used for outdoor events and we hope to have them completed before the Millet Harvest Days on August 28, 2021. They would be stored during the winter months. We are hoping to have the grand openings of the two Distancing Diamonds the morning of August 28th and would love for some of council to be in attendance.

Let me know if this is possible so I can get the signs made the beginning of August if this is approved.

Thank you and hope you enjoy your summer!

Rita-anne Fuss

Executive Director/Founder of SMILES Nonprofit Society

RECOMMENDED ACTION:

Administration feels the picket style signs would be difficult to work around with regards to coordinating schedules for removal when mowing needs to occur, therefore we would propose that the picket style signs would not be a viable option at this time. The Town, however, is working with the Tourism Committee towards permanent signage and should the Committee wish to go this route, we could incorporate the Distancing Diamond directional signage on the permanent signage that the Town is proposing to have completed.



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

Meeting: Regular Council Meeting
Meeting Date: July 21, 2021
Originated By: Eric Weremey, Utilities Foreman.
Agenda Item: 10.6 Request for Decision – Current RV Dump Site

BACKGROUND/PROPOSAL

Currently the Lions Club is building a sanitary trailer dump site that will be located at the Lion's Campground. When that is complete and functioning, I would like to propose shutting down the site at the Public Works Shop.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Currently Millet has only the one trailer dump site, with a small hose for water that is attached to the public works shop. Trailer pulls up very close to the PW shop and depending on the size, has trouble getting out from time to time because of the limited space. Another issue that arises, is when a line of trailers form, they block access to and from the public works shop, impeding work. This has only happened once that I was present for, but one of the longer trailers couldn't make the turn out and there was a line up all the way onto 616 no spaces in between. The shop will also develop the sewer smell from people dumping.

With that removed from the public works shop area it will also increase parking outside of the gated area for staff and other visitors/salespersons, so it will be less likely they will just pull into the shop yard. This will reduce the amount of garbage left when trailers clean the inside at the dump site. I also believe that it will be confusing for people to have two different locations. Signage will be easier to have only one location.

This also could help the campground, so out of town people that dump in Millet can see that there is a place to champ.

If there is any other information or questions, please feel free to reach out to me. Thank you all for your time in considering this matter. Look forward to hearing what you decide.

Eric Weremey, Utilities Foreman



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

Meeting: Regular Council Meeting
Meeting Date: July 21, 2021
Originated By: Lisa Schoening
Agenda Item: 10.7 Residential Block Party

BACKGROUND/PROPOSAL

Administration received the following request:

Town Of Millet Council,

My name is Katherine Holowachuk. I live on Diamond Drive and a few of my neighbours and I have been talking about having a block party to get to know all residents on our street. We feel it is a great, localized social event after being locked down for the past year. We would like to have it on August 21, 2021 from 4pm - 8pm. We are asking permission to block off Diamond Drive from the top of West Liberty Drive (the end closest to Government Road) to Pipestone Way. The reason for this is that Diamond Drive has become a fairly active road the last couple of years and we would love to keep our residents as safe as possible. By blocking off this small area of road we could enjoy ourselves without needing to keep eyes open for vehicles. I look forward to your response. Feel free to contact me with any questions that may not have been answered in my written request.

Thank you,
Katherine Holowachuk
191 Diamond Drive

RECOMMENDATION

Does Council wish to grant this temporary road closure?