



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
COUNCIL CHAMBERS
4528 51st Street
September 7th, 2021
3:00 p.m.**

- 1.0 **CALL TO ORDER**
- 2.0 **OPEN MICROPHONE** (Maximum 15 minutes)
- 3.0 **PUBLIC HEARING - NONE**
- 4.0 **ADDITIONS AND ADOPTION OF AGENDA**
- 5.0 **ADOPTION OF MINUTES**
 - 5.1 August 18th, 2021 - Regular Council Meeting
- 6.0 **DELEGATIONS - NONE**
- 7.0 **REPORTS**
 - 7.1 Monthly Bank Reconciliation – July 31, 2021
 - 7.2 Councillor Brooks Report – May – July 2021
 - 7.3 2nd Quarter Financial Operating Report – Director of Finance
 - 7.4 Councillor Storey – August Monthly Report
 - 7.5 Millet Fire Department – August 1 – September 1, 2021
- 8.0 **BYLAWS**
 - 8.1 Bylaw 2021-09 Land Use Bylaw Amendment
- 9.0 **AGREEMENTS - NONE**

10.0 CORRESPONDENCE

- 10.1 Central Alberta Economic Partnership

11.0 NEW BUSINESS

- 11.1 Request for Decision – West Dried Meat Lake Dividend
- 11.2 Invitation – Town of Calmar Public Works Shop Grand Opening
- 11.3 Request for Decision – Millet Healthy Community Initiative – Request for Trees
- 11.4 Request for Decision – Advance Poll Date – Municipal Election
- 11.5 Request for Decision – Resignation of Councillor Storey and Re-appointment of Committee Members of Council
- 11.6 Request for Decision – National Day of Truth and Reconciliation
- 11.7 Request for Decision – Seniors Floor Curling Waiver for Deposit and Fees
- 11.8 Request for Decision – Appointment of Director of Emergency Management and Deputy Director of Emergency
- 11.9 Millet in Bloom – Waiver for Deposit and Rental Fees – Hugo Witt Room
- 11.10 Request for Decision – Policy #20 - Town of Millet Weed Spraying Policy – Rescind
- 11.11 Request for Decision – Policy #18 – Public Participation Policy
- 11.12 Request for Decision – NEW Policy #5 – Policy Development
- 11.13 Request for Decision – NEW Policy #7 – Respectful Workplace Policy

12.0 CLARIFICATION OF AGENDA

13.0 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.

- 13.1 Land – Lakeside Development
- 13.2 Land – Tessier Expropriation

14.0 ADJOURNMENT



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

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 5.0 – Adoption of Minutes

BACKGROUND/PROPOSAL

Adoption of Minutes

5.1 Minutes of Regular Meeting – August 18th, 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
COUNCIL CHAMBERS
4528 51 STREET
August 18th, 2021
3:00 p.m.

PRESENT:

- COUNCILLORS: Robin Brooks, Carol Sadoroszney, Mike Storey, Pat Garrett, Doug Peel, Vickie Pyle
C.A.O.: Lisa Schoening
LEGISLATIVE ASSISTANT: Heather Hughes
DIRECTOR OF INFRASTRUCURE: Lisa Novotny
MANAGER OF ENFORCEMENT SERVICES: Mitch Newton
PRESS: NONE

ABSENT (with regret):

1.0 CALL TO ORDER:

The meeting was called to order by Deputy Mayor Brooks at 3:00 p.m.

2.0 OPEN MICROPHONE: NONE

3.0 PUBLIC HEARINGS: NONE

4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Table with 2 columns: Res #264/21 Agenda, Moved by Councillor Storey that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended; Add 11.8 Municipal Environmental Awards, 11.9 Temporary Road Closure - Block Party

COUNCIL MEETING
SEP 07 2021
ITEM # 5.1

CARRIED

5.0 ADOPTION OF MINUTES:

Res #265/21 Minutes Regular Meeting	Moved by Councillor Garrett that the July 21 st , 2021, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS: NONE****7.0 REPORTS:**

- 7.1 *Monthly Bank Reconciliation – May 31st, 2021*
- 7.2 *Monthly Bank Reconciliation – June 30th, 2021*
- 7.3 *Councillor Storey Report – July 2021*
- 7.4 *Millet Fire Department Report – July 1st – July 31st, 2021*

Res #266/21 Reports	Moved by Councillor Peel that the Reports are hereby accepted as information.
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*CARRIED***8.0 BYLAWS: NONE****9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE:**

- 10.1 *Town of Millet Library Board Minutes – May 25th, 2021*

Res #267/21 Correspondence	Moved by Councillor Sadoroszney that the Correspondence is hereby accepted as information.
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*CARRIED***11.0 NEW BUSINESS:**

- 11.1 *Request for Decision – Re-appointment of Mayor*

Res #268/21 Re-appointment of Mayor	Moved by Councillor Pyle that Council appoints Councillor Peel as Mayor for the duration of this term.
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*CARRIED**Mayor Peel assumed Mayor role and continued to Chair the meeting.*

11.2 Request for Decision – Re-appointment for Committees

Res #269/21 Re-appointment for Committees	<p>Moved by Councillor Garrett that the following represents the re-appointment of the following positions.</p> <p>Millet Library Board – Peel (Trustee) <i>Pyle</i> (Trustee)</p> <p>JEDI – Storey Garrett (Alternate) Brooks <i>Peel*</i></p> <p>West Dried Meat - Garrett <i>Sadoroszney</i> (Alternate)</p> <p>CRSWSC – Garrett Storey (Alternate)</p> <p>Emergency Advisory Committee - Brooks (Garrett) Alternate <i>Sadoroszney</i> Pyle <i>Peel*</i></p> <p>Policy Review Committee - <i>Garrett</i> Brooks Pyle</p> <p>Intermunicipal Committee - <i>Pyle</i> Storey</p> <p>*denotes position to be filled by Mayor</p>
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CARRIED

11.3 Request for Decision – Providing Sanding Services to Millet Village Mobile Home Park

Res #270/21 Sanding Services to Millet Village Mobile Home Park	<p>Moved by Councillor Sadoroszney that Council direct the Town to continue to sand the streets at the Millet Village Mobile Home Park at a rate of \$500.00/trip for the 2021/22 season, and further advice the Millet Village Mobile Home Park to continue to look for alternatives as our Custom Work Policy has been rescinded.</p>
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CARRIED

11.4 Waiver of Rental/Deposit Fees – Millet Fire Department

Res #271/21 Waiver of Rental/Deposit Fees	<p>Moved by Councillor Pyle that Council waives the deposit and rental fees for the Millet Fire Department for their annual Christmas Party in the Community Hall to be held on November 26, 2021.</p>
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CARRIED

11.5 *Request for Decision – Online Cemetery Data*

Res #272/21 Online Cemetery Data	Moved by Councillor Storey that Council approves \$8,000.00 to be used from the General Reserve to fund this project.
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*CARRIED*11.6 *Engine Retarder Brake Signs*

Res #273/21 Engine Retarder Brake Signs	Moved by Councillor Sadoroszney that Council accepts this item as information.
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*CARRIED*11.7 *Millet Fire Department Truck Placement*

Res #274/21 Millet Fire Department Truck Placement	Moved by Councillor Storey that Council grant the Millet Fire Department permission to place the old fire truck on the east side of the fire hall pending verification of all utility access to the fire hall.
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*CARRIED*11.8 *Municipal Environmental Awards*

Res #275/21 Municipal Environmental Awards	Moved by Councillor Garrett that Council direct Administration to submit an entry for the 2021 Municipal Environmental Award at the 2021 AUMA Convention.
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*CARRIED*11.9 *Temporary Road Closure – Block Party*

Res #276/21 Temporary Road Closure – Block Party	Moved by Councillor Brooks that Council approves the request to allow for temporary blockades to be placed on 48 th Avenue between 51 st and 52 nd Street from 1:00 p.m – 5:00 p.m. on September 26 th , 2021 to allow for a residential block party, and further that Council hereby directs Administration to ensure adjoining properties are appropriately notified.
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*CARRIED*12.0 **CLARIFICATION OF AGENDA:** NONE

Manager of Enforcement Services and Gallery participants left the Council Chambers at 3:40 p.m.

Council took a 10-minute recess.

Res #277/21 Closed Session	Moved by Councillor Garrett that Council moves into Closed Session to discuss Items 13.1 – 13.5 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 3:52 p.m.
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CARRIED

13.0 CLOSED SESSION:

- 13.1 Land – Museum
- 13.2 Land – Agriplex Update (verbal)
- 13.3 Land – Recreation, Parks and Culture Master Plan (verbal)
- 13.4 Legal – JEDI
- 13.5 Personnel (verbal)

Res #278/21 Reconvene	Moved by Councillor Sadoroszney that the Regular Council Meeting reconvene from Closed Session at 4:43 p.m.
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CARRIED

Res #279/21 Museum	Moved by Councillor Storey that the Town enter into a 5-year agreement with the Millet & District Historical Society for future funding of the museum and Visitor Information Center and include use of the old Council Chambers to the lease agreement, and further that a clause be added that the funding must be approved annually by Council for the following year, however the Society will be notified by August 31 st of each year. And further, that the Town will contribute an additional \$10,000 for the archivist, if the Society’s grant application is approved.
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CARRIED

14.0 ADJOURNMENT:

The meeting was adjourned at 4:45 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 7th DAY OF SEPTEMBER 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 7.0 - Reports

BACKGROUND/PROPOSAL

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

- 7.1 Monthly Bank Reconciliation – July 31, 2021
- 7.2 Councillor Brooks Report – May – July 2021
- 7.3 2nd Quarter Financial Operating Report – Director of Finance
- 7.4 Councillor Storey – August Monthly Report
- 7.5 Millet Fire Department Report – August 1 – September 1, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Reports are hereby accepted as information.

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 31, Jul 2021

	General Account	General Term Deposit	Cemetery Term Deposit	Total
Net Balance at End of Previous Month	\$1,420,105.67	\$3,096,622.30	\$11,376.48	\$4,528,104.45
Receipts for the Month (Less Loans)	\$782,284.56	\$2,448.13		\$784,732.69
Terms Cashed in		\$500,000.00	\$1,001.74	\$501,001.74
Sub-Total	\$2,202,390.23	\$3,599,070.43	\$12,378.22	\$5,813,838.88
LESS:				
Terms Taken out	\$500,000.00		\$0.00	\$500,000.00
Disbursements for the Month	\$752,003.91		\$0.00	\$752,003.91
		\$0.00	\$0.00	\$0.00
Net Balance at End of Month	\$950,386.32	\$3,599,070.43	\$12,378.22	\$4,561,834.97
Balance at End of Month -- Treasury Branch	\$1,031,963.69	\$3,599,070.43	\$12,378.22	\$4,643,412.34
*Cash on Hand at End of Month			\$0.00	\$0.00
Sub-Total	\$1,031,963.69	\$3,599,070.43	\$12,378.22	\$4,643,412.34
LESS:				
Jul deposits recorded in Aug	-\$20,227.26	\$0.00	\$0.00	-\$20,227.26
Outstanding Cheques See List	\$101,804.63	\$0.00	\$0.00	\$101,804.63
BALANCE	\$950,386.32	\$3,599,070.43	\$12,378.22	\$4,561,834.97

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
20677	\$70.00	22950	\$129.40	23021	\$9,000.00	0	\$-00
21268	\$129.40	22969	\$100.00	23022	\$216.78	0	\$-00
21430	\$235.76	22973	\$35,998.00	23024	\$831.60	0	\$-00
21610	\$13.00	22980	\$21.00	23025	\$1,800.00	0	\$-00
21961	\$34.37	22982	\$110.50	23028	\$552.50	0	\$-00
22013	\$196.42	22988	\$196.00	23031	\$40.90	0	\$-00
22557	\$63.00	22992	\$718.96	23032	\$2,902.50	0	\$-00
22720	\$504.00	23001	\$55.13	0	\$-00	0	\$-00
22778	\$1,305.30	23007	\$1,575.00	0	\$-00	0	\$-00
22804	\$160.00	23009	\$262.50	0	\$-00	0	\$-00
22844	\$41.96	23010	\$7,407.41	0	\$-00	0	\$-00
22888	\$419.96	23013	\$53.55	0	\$-00	0	\$-00
22894	\$532.00	23014	\$123.34	0	\$-00	0	\$-00
22902	\$587.96	23015	\$88.87	0	\$-00	0	\$-00
22906	\$189.71	23016	\$5,433.75	0	\$-00	0	\$-00
22940	\$151.73	23017	\$31.00	0	\$-00	0	\$-00
22942	\$6,129.51	23018	\$1,900.00	0	\$-00	0	\$-00
22944	\$80.00	23019	\$140.94	0	\$-00	0	\$-00
22946	\$137.00	23020	\$21,133.92	0	\$-00	0	\$-00
BALANCE							\$101,804.63

This statement submitted to Council this 7th day of September, 2021.

Remarks:

Mayor: _____

Chief Administrative Officer: _____

*Cash on Hand Deposited

\$0.00

COUNCIL MEETING

SEP 07 2021

ITEM # 7.1

Councillor Report for May, 2021 Robin Brooks

- May 3 Meeting at old school
- May 4 Met at agriplex for the new Zamboni reveal
- May 6 Special Council meeting
- May 6 Meeting at old school
- May 11 Meeting with Lakeside Meadows developer
- May 12 Regular council meeting
- May 13 Meeting at old school
- May 17 Meeting at old school
- May 20 Policy Review Committee
- May 20 Special Council meeting
- May 20 Meeting at old school
- May 26 Regular Council Meeting
- May 27 Meeting at old school

Councillor Report for June , 2021 Robin Brooks

- June 1 Meeting with Lakeside Meadows Developer
- June 2 Policy Review Committee Meeting
- June 4 Meeting at old school
- June 7 Emergency Management Committee Meeting
- June 9 Regular Council Meeting
- June 10 Meeting at old school
- June17 Meeting at old school
- June23 Regular Council Meeting
- June 24 Meeting at Millet Civic Center
- June 29 JEDI Meeting
- June30 Policy Review Committee Meeting

Councillor Report for July 2021 Robin Brooks

- July 8 Meeting at Millet Civic Center
- July 14 Policy Review Committee Meeting
- July 14 Meeting with Millet and District Historical Society
- July 15 Meeting with Lakeside Developer
- July 21 Regular Council Meeting
- July 22 Ground Breaking Ceremony with Lakeside Developer
- July 29 Municipal Leaders Caucus in Wetaskiwin

COUNCIL MEETING

SEP 07 2021

ITEM # 7.2

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
TOTAL REVENUES	(4,611,406)	(3,903,028)	(3,107,063)	(3,973,455)	(866,392)	78%
TOTAL EXPENDITURES	4,083,578	3,903,028	1,909,040	3,973,455	2,064,414	48%
DEFICIT (SURPLUS)	(527,828)	(0)	(1,198,023)	(0)	1,198,022	1,198,023
REVENUES						
Taxes	(2,495,722)	(1,867,092)	(1,864,983)	(1,867,092)	(2,109)	100%
Grants in Lieu	(1,994)	(2,600)	(1,945)	(2,600)	(655)	75%
Revenues from Municipal Sources	(392,465)	(385,400)	(211,475)	(378,400)	(166,925)	56%
Gain / Loss on Disposal						
Sale of Land						
LEGISLATIVE SERVICES						
REVENUE						
Conditional Grants	-	-	-	(2,000)	2,000	0%
EXPENSES						
Salaries, Wages, Benefits	95,608	101,220	46,414	104,441	(58,027)	44%
General and Contracted Services	1,207	7,800	245	11,308	(11,062)	2%
Materials, Goods, and Supplies	1,576	8,000	104	4,500	(4,396)	2%
Other						
TOTAL EXPENSE	98,391	117,020	46,763	120,249	73,485	39%
TOTAL LEGISLATIVE SERVICES	98,391	117,020	46,763	118,249	71,485	40%

COUNCIL MEETING

SEP 07 2021

ITEM # 7.3

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
GENERAL ADMINISTRATION						
REVENUE						
Sales of Goods & Services	(1,986)	(2,750)	(1,433)	(1,500)	(67)	96%
Other Revenue from Own Sources	(27,732)	(32,500)	(25,622)	(27,000)	(1,378)	95%
Conditional Grants	(71,867)	(67,974)	(72,879)	(72,200)	679	101%
Other Transactions						
Total Revenue	(101,585)	(103,224)	(99,934)	(100,700)	(766)	99%
EXPENDITURES						
Salaries, Wages, Benefits	351,724	356,050	191,073	387,347	196,274	49%
General and Contracted Services	364,098	213,200	122,663	243,200	120,537	50%
Materials, Goods, and Supplies	24,702	15,400	2,027	14,400	12,373	14%
Utilities	9,002	12,200	5,473	12,200	6,727	45%
Financial Service Charges	3,941	5,000	53,724	62,683	8,959	86%
Other Transactions	14,010	70,250	11,174	114,500	103,326	10%
Transfer to Reserves	19,033	19,033	-	-	-	
Total Expenses	786,510	691,133	386,134	834,330	448,196	46%
TOTAL GENERAL ADMINISTRATION						
	684,925	587,909	286,201	733,630	448,962	39%

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL	BUDGET		
FIRE DEPARTMENT						
REVENUE						
Contribution from Rural Society	(128,982)	(120,400)	(23,997)	(120,700)	(96,703)	20%
Total Revenue	(128,982)	(120,400)	(23,997)	(120,700)	(96,703)	20%
EXPENDITURES						
Salaries, Wages, Benefits	130,148	137,500	14,239	138,870	124,631	10%
General and Contracted Services	35,151	64,302	17,447	58,722	41,275	30%
Materials, Goods, and Supplies	9,020	13,250	5,367	9,600	4,233	56%
Utilities	9,523	11,500	6,344	11,500	5,156	55%
Transfers	-	2,000	-	1,000	1,000	0%
Financial Service Charges	717	6,066	-	-	-	-
Other Transactions	13,070	12,000	6,849	12,600	5,751	54%
Total Expenses	197,629	246,618	50,246	232,292	182,046	22%
TOTAL FIRE DEPARTMENT	68,646	126,218	26,249	111,592	85,343	24%

EMERGENCY MANAGEMENT						
REVENUE						
Other Revenue	-	-	-	-	-	-
Other Government Grants	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-
EXPENDITURES						
Salaries, Wages, Benefits	39,826	40,925	18,413	37,255	18,842	49%
General and Contracted Services	132	4,000	-	500	500	0%
Materials, Goods, and Supplies	300	300	300	300	-	100%
Transfers	-	-	-	-	-	-
Total Expenses	40,258	45,225	18,713	38,055	19,342	49%
TOTAL EMERGENCY MANAGEMENT	40,258	45,225	18,713	38,055	19,342	49%

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
BYLAW ENFORCEMENT						
REVENUE						
Other Revenue from Own Sources	(7,883)	(12,300)	(3,067)	(8,000)	(4,933)	38%
Total Revenue	(7,883)	(12,300)	(3,067)	(8,000)	(4,933)	38%
EXPENDITURES						
Salaries, Wages, Benefits	96,772	96,950	46,759	95,945	49,186	49%
General and Contracted Services	25,179	62,063	42,620	46,213	3,593	92%
Materials, Goods, and Supplies	3,823	8,500	1,284	5,000	3,716	26%
Total Expenses	125,774	167,513	90,663	147,158	56,495	62%
TOTAL BYLAW ENFORCEMENT	117,890	155,213	87,596	139,158	51,562	63%
SAFETY DEPARTMENT						
EXPENDITURES						
Salaries, Wages, Benefits	-	-	-	4,670	4,670	0%
General and Contracted Services	-	-	-	-	-	-
Materials, Goods, and Supplies	14,737	10,000	663	5,000	4,337	13%
Total Expenses	14,737	10,000	663	9,670	9,007	7%
TOTAL SAFETY	14,737	10,000	663	9,670	9,007	7%

	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
Department						
PUBLIC WORKS SERVICES						
REVENUE						
Transfer from Reserves	-	-	(17,456)	(17,803)	(347)	98%
			(17,456)	(17,803)	(347)	98%
EXPENDITURES						
Salaries, Wages, Benefits	93,272	93,500	29,643	86,624	56,981	34%
General and Contracted Services	14,989	22,070	9,322	15,970	6,648	58%
Materials, Goods, and Supplies	16,173	14,800	6,907	14,050	7,143	49%
Utilities	14,007	18,000	8,376	17,500	9,124	48%
Vehicle / Equipment Maintenance	27,948	64,500	14,232	50,303	36,071	28%
Transfer to Capital	100,000	100,000	125,000	125,000	-	100%
Total Expenses	266,389	312,870	193,479	309,447	115,968	63%
TOTAL PUBLIC WORKS SERVICES	266,389	312,870	176,023	291,644	115,621	60%

TRANSPORTATION						
	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
REVENUE						
Sales of Goods & Services	(5,323)	(5,500)	(5,040)	(4,000)	1,040	126%
Other Revenue from Own Sources	(24,600)	(31,500)	(24,000)	(25,000)	(1,000)	96%
Transfer from Reserves	-	-	-	-	-	-
Total Revenue	(29,923)	(37,000)	(29,040)	(29,000)	40	100%
EXPENDITURES						
Materials, Goods, and Supplies	25,859	62,000	13,579	43,150	29,571	31%
Utilities	84,553	88,400	46,552	88,400	41,848	53%
Financial Service Charges	327	5,676	-	-	-	-
Total Expenses	110,740	156,076	60,132	131,550	71,418	46%
TOTAL TRANSPORTATION	80,817	119,076	31,092	102,550	71,458	30%

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
STORM SEWER						
EXPENDITURES						
General and Contracted Services	17,233	4,000	-	5,000	5,000	0%
Total Expenses	17,233	4,000	-	5,000	5,000	0%
TOTAL STORM SEWER	17,233	4,000	-	5,000	5,000	0%
WATER SERVICES						
REVENUE						
Sales of Goods & Services	(484,234)	(463,000)	(242,981)	(484,000)	(241,019)	50%
Other Revenue from Own Sources	(3,585)	(6,000)	(3,446)	(4,000)	(554)	86%
Other Transactions	-	-	-	-	-	-
Total Revenue	(487,819)	(469,000)	(246,427)	(488,000)	(241,573)	50%
EXPENDITURES						
Salaries, Wages, Benefits	114,411	155,000	45,931	142,107	96,176	32%
General and Contracted Services	315,750	316,230	136,367	305,170	168,803	45%
Materials, Goods, and Supplies	14,117	22,000	8,776	14,500	5,724	61%
Utilities	6,251	8,000	3,433	8,000	4,567	43%
Financial Service Charges	6,141	19,654	15,465	19,653	4,188	79%
Transfer to Reserves	-	-	36,455	21,000	(15,455)	174%
Other Transactions	-	-	-	-	-	-
Total Expenses	456,670	520,884	246,427	510,430	264,003	48%
TOTAL WATER SERVICES	(31,149)	51,884	0	22,430	22,430	0%

	2021				% BUDGET USED
	2020 ACTUAL	2020 BUDGET	2021 ACTUAL YTD JUN	2021 BUDGET	
Department					
SEWER SERVICES					
REVENUE					
Taxes					
Sales of Goods & Services	(248,667)	(252,000)	(137,548)	(273,000)	(135,452)
Other Revenue					
Total Revenue	(248,667)	(252,000)	(137,548)	(273,000)	(135,452)
					50%
EXPENDITURES					
Salaries, Wages, Benefits	109,137	134,400	51,581	126,497	74,917
General and Contracted Services	29,157	42,316	7,797	19,150	11,353
Materials, Goods, and Supplies	1,538	7,000	1,305	7,000	5,695
Utilities	10,695	12,400	4,913	12,400	7,488
Transfer to reserve			71,953	75,073	3,120
Total Expenses	150,527	196,116	137,548	240,120	102,572
					57%
TOTAL SEWER SERVICES	(98,141)	(55,884)	0	(32,880)	(32,880)
					0%

GARBAGE COLLECTION SERVICES					
	2021				% BUDGET USED
	2020 ACTUAL	2020 BUDGET	2021 ACTUAL YTD JUN	2021 BUDGET	
REVENUE					
Sales of Goods & Services	(275,864)	(270,702)	(140,358)	(277,400)	(137,042)
Other Revenue from Own Sources	(1,810)	(3,000)	(940)	(3,000)	(2,060)
Total Revenue	(277,674)	(273,702)	(141,298)	(280,400)	(139,102)
					50%
EXPENDITURES					
Salaries, Wages, Benefits	22,835	22,050	11,853	24,233	12,380
General and Contracted Services	209,390	211,903	86,949	218,011	131,063
Sale to other Governments	2,650	3,000	910	3,000	2,090
Transfers	5,754	6,000	5,789	6,000	211
Transfer to Reserves	-	30,749	35,798	29,156	(6,642)
Total Expenses	217,794	273,702	141,298	280,400	139,102
					50%
TOTAL GARBAGE COLLECTION SERVICES	(59,880)	-	(0)	0	0

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
FCSS SERVICES						
REVENUE						
Sales of Goods & Services	(3,508)	(4,500)	(3,110)	(6,500)	(3,390)	48%
Conditional Grants	(57,360)	(57,360)	(23,900)	(57,360)	(33,460)	42%
Total Revenue	(60,868)	(61,860)	(27,010)	(63,860)	(36,850)	42%
EXPENDITURES						
Salaries, Wages, Benefits	27,669	33,200	14,701	34,400	19,699	43%
General and Contracted Services	6,884	10,446	7,200	7,646	446	94%
Materials, Goods, and Supplies	41,484	35,254	2,248	36,154	33,906	6%
Total Expenses	76,037	78,900	24,149	78,200	54,051	31%
TOTAL FCSS SERVICES	15,169	17,040	(2,861)	14,340	17,201	-20%
CEMETERY SERVICES						
REVENUE						
Sales of Goods & Services	(4,019)	(6,400)	(2,800)	(6,400)	(3,600)	44%
Other Revenue from own Sources	(41)	-	(10)	-	10	
Conditional Grants	(1,600)	(1,000)	(1,600)	(1,000)	600	160%
Transfer from Reserves	-	-	-	-	-	
Total Revenue	(5,660)	(7,400)	(4,410)	(7,400)	(2,990)	60%
EXPENDITURES						
Salaries, Wages, Benefits	7,500	-	-	-	-	
General and Contracted Services	1,460	7,900	2,500	10,400	7,900	24%
Transfers	41	1,000	1,010	1,000	(10)	101%
Total Expenses	9,001	8,900	3,510	11,400	7,890	31%
TOTAL CEMETERY SERVICES	3,341	1,500	(900)	4,000	4,900	-23%

	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	YTD JUN	BUDGET		
Department DEVELOPMENT & PLANNING						
REVENUE						
Other Revenue from own Sources	(217,634)	(13,500)	(9,927)	(11,250)	(1,323)	88%
Total Revenue	(217,634)	(13,500)	(9,927)	(11,250)	(1,323)	88%
EXPENDITURES						
Salaries, Wages, Benefits	127,381	128,150	78,031	132,836	54,805	59%
General and Contracted Services	10,887	17,402	960	8,050	7,090	12%
Total Expenses	138,268	145,552	78,991	140,886	61,895	56%
TOTAL DEVELOPMENT & PLANNING	(79,366)	132,052	69,064	129,636	60,572	53%

TOURISM						
REVENUE						
Sales of Goods and Services	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-	-
Conditional Grants	-	-	-	-	-	-
Total Revenue	-	-	-	-	-	-

EXPENDITURES						
Salaries, Wages, Benefits	-	-	-	-	-	-
General and Contracted Services	9,574	25,000	492	33,000	32,508	1%
Materials, Goods, and Supplies	-	-	-	-	-	-
Transfers	54,000	54,000	54,000	54,000	-	100%
Transfer to Reserve	-	-	-	-	-	-
Total Expenses	63,574	79,000	54,492	87,000	32,508	63%
TOTAL TOURISM	63,574	79,000	54,492	87,000	32,508	63%

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
ECONOMIC DEVELOPMENT						
REVENUE						
JEDI Revenue Sharing	-	(50,000)	-	(50,000)	(50,000)	0%
Total Revenue	-	(50,000)	-	(50,000)	(50,000)	0%
EXPENDITURES						
JEDI Requisition	42,210	44,000	42,210	44,000	1,790	96%
JEDI Revenue Sharing	-	50,000	-	50,000	50,000	0%
Total Expenses	42,210	94,000	42,210	94,000	51,790	45%
TOTAL ECONOMIC DEVELOPMENT	42,210	44,000	42,210	44,000	1,790	96%

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET		
COMMUNITIES IN BLOOM						
REVENUE						
Sales of Goods and Services	(6,625)	(8,500)	(503)	(6,000)	(5,497)	8%
Donations						
Transfer from Reserves						
Conditional Grants						
Total Revenue	(6,625)	(8,500)	(503)	(6,000)	(5,497)	8%
EXPENDITURES						
Salaries, Wages, Benefits	13,286	13,764	3,677	15,000	11,323	25%
General and Contracted Services	1,528	7,000	369	3,700	3,331	10%
Materials, Goods, and Supplies	28,436	18,900	590	19,900	19,310	3%
Transfers						
Total Expenses	43,251	39,664	4,636	38,600	33,964	12%
TOTAL COMMUNITIES IN BLOOM	36,626	31,164	4,133	32,600	28,467	13%

Department	2020 ACTUAL	2020 BUDGET	2021		DIFF \$	% BUDGET USED
			ACTUAL	BUDGET		
RECREATION ADMINISTRATION						
EXPENDITURES						
Salaries, Wages, Benefits	30	250	-	445	445	0%
General and Contracted Services	3,486	5,000	4,989	5,000	11	100%
Total Expenses	3,517	5,250	4,989	5,445	456	92%
TOTAL RECREATION ADMINISTRATION						
	3,517	5,250	4,989	5,445	456	92%
FACILITIES						
REVENUE						
Other Revenue from Own Sources	(18,981)	(23,950)	(4,196)	(10,000)	(5,804)	42%
Conditional Grants						
Transfer from Reserve						
Total Revenue	(18,981)	(23,950)	(4,196)	(10,000)	(5,804)	42%
EXPENDITURES						
General and Contracted Services	15,695	16,550	7,110	14,600	7,490	49%
Materials, Goods, and Supplies	9,798	9,750	-	9,750	9,750	0%
Utilities	15,531	22,500	7,625	22,500	14,875	34%
Transfer to Reserve						
Total Expenses	41,025	48,800	14,735	46,850	32,115	31%
TOTAL FACILITIES						
	22,044	24,850	10,539	36,850	26,311	29%

2021

Department	2020	2020	2021	2021	% BUDGET
MILLET SCHOOL BUILDING	ACTUAL	BUDGET	YTD JUN	BUDGET	USED
REVENUE	-	-	-	-	-
Rental Revenue	-	-	-	-	-
EXPENDITURES					
General and Contracted Services	8,846	5,000	3,405	5,750	59%
Utilities	17,736	20,000	7,834	20,000	39%
Total Expenses	26,582	25,000	11,238	25,750	44%
TOTAL MILLET SCHOOL BUILDING	26,582	25,000	11,238	25,750	44%

AGRIPLEX

REVENUE					
Sales to Other Governments	(86,801)	(86,000)	-	(120,000)	0%
Sales of Goods & Services	(52,575)	(119,100)	-	(119,100)	0%
Other Revenue from Own Sources	(6,349)	(10,000)	510	(7,500)	-7%
Other Transactions					
Transfer from Reserves	-	-	-	-	
Total Revenue	(145,725)	(215,100)	510	(246,600)	0%
EXPENDITURES					
Salaries, Wages, and Benefits	181,400	185,051	89,232	169,545	53%
General and Contracted Services	51,133	86,200	28,705	49,350	58%
Materials, Goods, and Supplies	8,975	8,250	1,270	7,250	18%
Utilities	56,079	96,000	22,696	96,000	24%
Other Transactions					
Total Expenses	297,587	375,501	141,903	322,145	44%
TOTAL AGRIPLEX	151,863	160,401	142,413	75,545	189%

Department	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	YTD JUN	BUDGET		
PARKS OFFICE						
EXPENDITURES						
General and Contracted Services	2,300	1,100	449	1,265	816	35%
Utilities	3,237	5,000	2,412	3,000	588	80%
Total Expenses	5,536	6,100	2,860	4,265	1,405	67%
TOTAL PARKS OFFICE	5,536	6,100	2,860	4,265	1,405	67%

PARKS						
REVENUE						
Sales of Goods & Services				(2,250)	(2,250)	0%
Transfer from Reserve	-	-	-	-	-	
Conditional Grant	-	-	-	(8,400)	(8,400)	0%
Total Revenue	-	-	-	(10,650)	(10,650)	0%

EXPENDITURES						
Salaries, Wages, and Benefits	110,815	139,210	52,238	153,644	101,406	34%
General and Contracted Services	3,680	25,250	10,299	7,900	(2,399)	130%
Materials, Goods, and Supplies	4,561	13,900	10,731	2,400	(8,331)	447%
Financial Service Charges	9,474	18,305	9,152	18,306	9,154	50%
Total Expenses	128,529	196,665	82,420	182,250	99,830	45%
TOTAL PARKS	128,529	196,665	82,420	171,600	89,180	48%

Department LIBRARY	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	YTD JUN	BUDGET		
EXPENDITURES						
General and Contracted Services	634	3,000	79	-	(79)	
Library Contribution	47,000	47,000	69,424	69,424	-	100%
Other Transactions	8,539	8,539	4,337	8,539	4,202	51%
Total Expenses	56,172	58,539	73,840	77,963	4,123	95%
TOTAL LIBRARY	56,172	58,539	73,840	77,963	4,123	95%

FISCAL SERVICES - REQUISITIONS

	2020		2021		DIFF \$	% BUDGET USED
	ACTUAL	BUDGET	YTD JUN	BUDGET		
REVENUE						
School - Residential				(102,600)	(102,600)	0%
School - Non-residential				(499,996)	(499,996)	0%
Seniors				(43,487)	(43,487)	0%
Designated Industrial				(281)	(281)	0%
				(646,364)	(646,364)	0%
EXPENDITURES						
School - Residential	93,847	-	(877)	102,600	103,477	-1%
School - Non-residential	510,588	-	(283,510)	499,996	783,506	-57%
Seniors	43,487	-	30	43,487	43,457	0%
Designated Industrial	-	-	-	281	281	0%
Total Expenses	647,922	-	(284,357)	646,364	930,721	-44%
TOTAL FISCAL SERVICES - REQUISITIONS	647,922	-	(284,357)	-	284,357	

Department	2020 ACTUAL	2020 BUDGET	2021 ACTUAL	2021 YTD JUN	2021 BUDGET	DIFF \$	% BUDGET USED
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Councillor Storey August Monthly Report

- August 18 Attending regular Council meeting
- August 24 Attended joint meeting with County Council RE: JEDI
- August 27 Attended Millet Civic Centre grand opening
- August 28 Attended Harvest Festival and parade
- August 31 To date Millet in Bloom shows expenditures of \$28,107.73 of the \$38,600 budget
- August 31 Official resignation from Council as of September 1, 2021 as I will no longer be eligible.
- It has been an extreme pleasure working with Council and Staff.

COUNCIL MEETING

SEP 07 2021

ITEM # 7.4



YTD Budget Detail
2021 Period 8

Account		Budget	Actual	Commit	Variance	Pct Exp
1-64-02-410-00	COMMUNITIES IN BLOOM SALES	-6,000.00	165.71	0.00	-6,165.71	-2.76
2-64-01-110-00	SALARIES CIB	9,250.00	8,620.00	0.00	630.00	93.18
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	10,642.62	0.00	8,357.38	56.01
	Report Totals:	32,600.00	20,334.73	0.00	12,265.27	62.38



Millet Fire Department
 Call History Report by Date
 8/1/2021 - 9/1/2021

Date	Type	Incident #	Incident Type	Primary Action	# Of Attendees	Total Time
Tue 08/03/2021 00:19	City - Millet	2100090	06 Breathing Problems	31 Provide first aid & check for injuries	7	00:27
Fri 08/06/2021 22:05	County - Leduc	2100091	52 Alarms	80 Information, investigation & enforcement, other	10	00:37
Sat 08/07/2021 12:57	County - Leduc	2100092	77 Motor Vehicle Collision		8	03:16
Mon 08/09/2021 14:14	City - Millet	2100093	61 HAZMAT	55 Establish safe area	10	02:37
Fri 08/13/2021 05:11	County - Leduc (Extra Hours)	2100094	77 Motor Vehicle Collision	55 Establish safe area	11	01:19
Wed 08/18/2021 17:40	County - Wetaskiwin (Extra Hours)	2100095	67 Outside Fire	55 Establish safe area	11	01:13
Wed 08/18/2021 19:14	City - Millet	2100096	69 Structure Fire	55 Establish safe area	17	00:51
Fri 08/20/2021 08:18	County - Wetaskiwin (Extra Hours)	2100097	55 Electrical Hazard	55 Establish safe area	9	01:46
Sun 08/22/2021 15:34	County - Leduc	2100098	77 Motor Vehicle Collision	55 Establish safe area	12	00:58
Thu 08/26/2021 15:56	County - Leduc (Extra Hours)	2100099	71 Vehicle Fire	55 Establish safe area	7	01:21

total calls for City - Millet:	3
total calls for County - Leduc:	3
total calls for County - Leduc (Extra Hours):	2
total calls for County - Wetaskiwin:	0
total calls for County - Wetaskiwin (Extra Hours):	2
total calls:	10
total Time:	14:25
	Avg. Call Attendance: 10.2

COUNCIL MEETING

SEP 07 2021

ITEM # 7.5



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: September 7, 2021

Originated By: Lisa Novotny, Director of Development and Infrastructure

Agenda Item: 8.1 Bylaw 2021-09 Land Use Bylaw Amendment

BACKGROUND/PROPOSAL

The Municipal Accountability Program report identified a need for an amendment to Bylaw 2018-11 being the Land Use Bylaw. The proposed change would remove the reference in section 3.11 that fees are established by policy as they are required by the Municipal Government Act to be approved by bylaw. In 2020, the development and subdivision fees were moved to a bylaw, however this section of Bylaw 2018-11 was not amended.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed change is consistent with the recommendation of the Municipal Accountability Program review.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

That Council give first reading to Bylaw 2021-09.

That Council schedule a public hearing regarding Bylaw 2021-09 on September 21, 2021, at 3:00 pm to be held in Council Chambers located in the Millet Civic Centre located at 4528 – 51 Street, Millet.

BYLAW NO. 2021-09
A BYLAW OF THE TOWN OF MILLET
IN THE PROVINCE OF ALBERTA
TO AMEND BYLAW 2018-11 BEING THE LAND USE BYLAW

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

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

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

AND WHEREAS, the following amendments to the Land Use Bylaw have been suggested through the Municipal Accountability Review;

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

1. That Bylaw 2018-11 being the Town of Millet Land Use Bylaw be amended as follows:
 - 1.1. That Section 3.11 be deleted
2. That Bylaw 2021-09 shall come into full force upon signing.

Read a first time this _____ day of _____, A.D., 2020.

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

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

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER

COUNCIL MEETING

SEP 07 2021

ITEM # 8.1



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

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 10.0 - Correspondence

BACKGROUND/PROPOSAL

The following correspondence has been received for Council's review.

10.1 Central Alberta Economic Partnership

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Correspondence is hereby accepted as information.



5013 - 49 Avenue
Red Deer, AB T4N 3X1
403-357-2237
info@caepalberta.com
www.caepalberta.com

August 30, 2021

To our valued members,

We want to thank you for your continued support of the Central Alberta Economic Partnership. With your help, we have been able to foster better partnerships amongst the many communities in central Alberta while growing the economic prosperity of this section of the province that we call home. CAEP truly appreciates all of your efforts over the years; we look forward to continuing our work together.

As discussed at our AGM in June, we will be putting forward a price increase for CAEP membership in 2022. Funding cuts from the Government of Alberta, impacts from COVID-19, and increased costs have required the rate increase. We aim to communicate this as soon as possible to ensure full awareness for budgeting purposes. Starting in April of 2022, the per capita rate will increase by 10 cents to 70 cents, with a 10 cent increase for the following two years, up to 90 cents per capita by 2024. Most of our counterparts across the province have per capita rates well above \$1.00 and CAEP has purposefully kept our rates as low as possible and we continue to look for innovative ways to keep our cost to you low.

CAEP is stronger and beneficial to our members with your continued engagement. We have built strong and healthy partnerships throughout the province and continue to build capacity locally and regionally. None of this is possible without you. Thank you for continuing to be part of what we have built together.

Please connect with me directly if you have any questions.

Warm regards,

Kimberley Worthington, CAEP Executive Director

Cc: John Vandermeer, CAEP Chair

COUNCIL MEETING

SEP 07 2021

ITEM # 10.1



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: September 7, 2021
Originated By: Annette Gordon, Director of Finance
Agenda Item: 11.1 WDML Dividend

BACKGROUND/PROPOSAL

The Town of Millet has in the past placed 100% of the money West Dried Meat Lake, (WDML) annual income sharing into our capital WDML closure reserve. As of 2020 there was \$87,595.20 sitting in this reserve. This is to off-set any liability that the town may be subject to in the future, that may not be covered by WDML authority.

Currently WDML is required by PSAB to record a liability for closure and post closure costs, based on an engineering study that estimates these costs. Per the new agreement with WDML, this study is to be done every 5 years. The costs that WDML must record will therefore be adjusted every 5 years, which would include environmental regulations or other factors that may increase these costs.

WDML has set aside per audited requirement, \$2,943,143. In addition, WDML has further put aside an additional \$6,298,692. Making its contingency more than 2x the required amount or having 3x more the amount estimated at this point in time.

We received \$24,831.10 in 2021, that is currently in WDML closure reserve based on previous preference of council. We are requesting this amount instead be moved to general income and future income sharing be placed into general operating revenue.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Benefits

- Additional income will help with reducing future tax increases
- Risk of needing the required reserve funds is extremely low, as the County has more than sufficient contingency funds put aside

Disadvantages

- Less money put aside into our reserves

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

Council approves the recommendation to place WDML income sharing into general reserve for the 2021 year.



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

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.2 Invitation – Town of Calmar Public Works Shop Grand Opening

BACKGROUND/PROPOSAL

Town of Calmar has extended an invitation to attend their Grand Opening and tour their new Public Works Shop on Saturday, September 11th, 2021, located at 5301 44 Avenue in Calmar from 11:00 – 2:00 p.m.

RECOMMENDATION

Council will need to determine who wishes to attend the Grand Opening on September 11th, 2021.



**TOWN OF CALMAR
PUBLIC WORKS SHOP
GRAND OPENING**



SATURDAY, SEPTEMBER 11TH, 2021

Where: Public Works Facility, 5301 – 44 Avenue, Calmar, AB

Time: 11:00am – 2:00pm

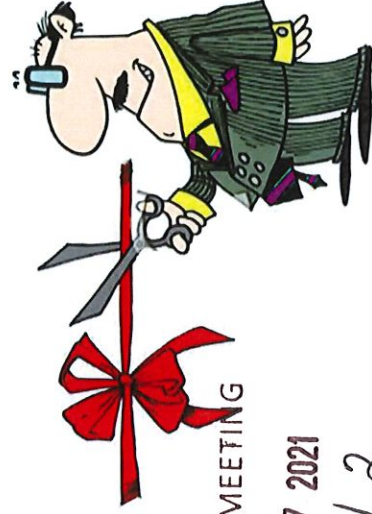
Hotdogs Served: 11:30am – 1:00pm

Ribbon Cutting: 12:00pm

**Please join us on September 11, 2021 for the Grand Opening, Ribbon Cutting Ceremony
and Hotdogs.**



Come Tour the New Public Works Shop



COUNCIL MEETING

SEP 07 2021

ITEM # 11.2



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

Meeting: Regular Council Meeting
Meeting Date: September 7, 2021
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: 11.3 Millet Healthy Community Initiative - Request for Trees

BACKGROUND/PROPOSAL

A request was received from the Millet Healthy Communities Initiative group to plant trees near the distant diamonds in William Leonard Gray Park and Phillips Park.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town is currently working on a Parks, Recreation and Culture Master Plan which will identify opportunities for enhancement to existing park spaces. Until the completion of the plan, Administration recommends that the park spaces not be altered as we don't want plantings to impact the potential future use of these areas.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

That Council does not authorize the planting of trees until the Parks, Recreation and Culture Master Plan is complete.

August 23, 2021

To the Town Council:

On Thursday, August 19, 2021, we celebrated the grand opening of two additional Distancing Diamonds in the town of Millet. The weather was perfect when the group walked from Centennial Park to Phillips Park. Tony was there in spirit and gave us a wonderful day! Now that the three Distancing Diamonds have been completed, we want to begin the process of giving them to the Town.

Tony had so much knowledge and was our liaison between the Millet Healthy Community Initiative and the Town. The intentions were to give the Distancing Diamonds to the Town once all were installed and prior to our group disbanding in early 2022.

The Millet Healthy Community Initiative group has found a solution regarding the signage, which entails modifying some of the existing signage on the Distancing Diamond center piece. All required information about the Distancing Diamond and sponsors will be placed on the Diamond where the current SMILES Nonprofit logo is located.

There has been overwhelming positive feedback from the community for the Distancing Diamonds. However, there has been one consistent request for trees to be planted nearby to provide shade in William Leonard Gray Park as well as Phillips Park. Would this be something the Town of Millet would be able to provide? We could explore adding the trees ourselves to the locations if you would feel that would be a better solution. If you would like us to do this, we would need to act quickly before the committee is dissolved and would require the town to look after the maintenance of the trees. We appreciate your support to help bring this project to life.

We are currently in the process of completing our evaluation for this project. Our next meeting is scheduled to be held on September 14, 2021. We have thoroughly enjoyed creating these Distancing Diamonds for the Town of Millet and hope they bring comfort and joy to our community.

Sincerely,

Rita-anne Fuss

Millet Healthy Community Initiative Group member

COUNCIL MEETING

SEP 07 2021

ITEM # 113



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

Meeting: Regular Council Meeting
Meeting Date: August 18, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.4 Advance Poll Dates – Municipal Election

BACKGROUND/PROPOSAL

The next Municipal Election is October 18th, 2021, and as per Section 73(2) of the Local Authorities Election Act (LAEA).

Subject to subsection (3), an election authority may by resolution provide for holding an advance vote for an election.

(6) The returning officer must determine the days and hours when the advance vote under subsection (2) or (3) is to be held.

Our Returning Officer has requested we hold our advance poll date on October 6, 2021, from 12:00 p.m. – 6:00 p.m. in the Millet Community Hall.

RECOMMENDATION

That Council accept this as information.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: September 7, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.5 Resignation of Councillor – Re-appointment for Committees

BACKGROUND/PROPOSAL

As per the resignation of Councillor Storey effective August 31st, 2021, the following positions will need to be filled for the following Committees/Boards.

RECOMMENDATION

The CAO has accepted Councillor Storey's resignation and therefore Council accepts Councillor Storey's resignation as information.

That Council appoint the following to fill the vacancies.

<u>Committee/Board/Commission</u>	<u>Member</u>	<u>Alternate</u>
a) Committee of Whole	All Council	
b) Millet Library	Peel (Trustee) Pyle (Trustee)	
c) Agriplex Operating Committee	_____	Pyle
d) Millet Seniors	Sadoroszney	Brooks
e) Seniors and Comm. Housing	Sadoroszney	Garrett

f) Emergency Advisory Committee	Brooks Sadoroszney Pyle Peel (M*)	Garrett
g) Yellowhead Library	Peel	
h) Risk Management Committee	All Council	
i) West Dried Meat	Garrett	Sadoroszney
j) JEDI	Peel (M*)	Garrett

	Brooks	
k) Historical Society	Garrett	Pyle
l) JEDI AGM	Peel	
m) Municipal Planning Commission	_____	
	Garrett	
	Pyle	
n) CRSWSC	Garrett	_____
o) Communities in Bloom	_____	Garrett
p) CAEP	Sadoroszney	Garrett
q) Policy Review	Garrett Brooks Pyle	
r) Personnel	Garrett Peel	
s) Intermunicipal Committee	_____	
	Pyle	

(M*) denotes position to be filled by Mayor



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.6 National Day of Truth and Reconciliation

BACKGROUND/PROPOSAL

The government recently passed legislation to make **September 30th** a federal statutory holiday called the National Day for Truth and Reconciliation. Like all Canadians, this day provides an opportunity for each public servant to recognize and commemorate the legacy of residential schools. This may present itself as a day of quiet reflection or participation in a community event.

As a result, the National Day for Truth and Reconciliation will become a designated paid holiday and will allow employees in the federal public service to observe and participate in this important day starting September 2021.

Research has indicated that several municipalities and private companies are also adopting this day as a statutory holiday including:

- County and City of Wetaskiwin
- Town of Canmore
- Town of St. Paul
- Stoney Plain
- Strathcona County
- Rockyview
- Vulcan County
- Innisfail

RECOMMENDATION

That the Town of Millet recognize September 30th as a Statutory Holiday in recognition of National Day of Truth and Reconciliation Day.



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

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.7 Waiver of Rental/Deposit Fees – Seniors Floor Curling

BACKGROUND/PROPOSAL

In the past, the Millet Seniors have had all fees waived for their weekly floor curling. Since the Community Hall is now re-opening, the Seniors have requested a full waiver of fees for their weekly floor curling sessions.

COSTS

At a rate of \$25.00/hour for 3 hours/week, if the program runs from mid-September to end of May, the total amount of waiver will be \$3,135.00 (which includes a \$300.00 damage fee).

RECOMMENDATION

Does council wish to waive the deposit and rental fees for the Millet Seniors Floor curling?



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: September 7th, 2021

Originated By: Lisa Schoening, CAO

Agenda Item: 11.8 Appointment of Director of Emergency Management (DEM) and Deputy Director of Emergency Management (DDEM)

BACKGROUND/PROPOSAL

As a result of COVID-19, the Province and Alberta Emergency Management Agency (AEMA) have increased the demands of municipalities, specifically the training requirements of the DEM and time commitments, making it increasingly difficult for the current DEM to maintain an active role in this capacity.

In conversation with other municipalities and our Fire Chief, it was suggested that perhaps members of the Fire Department could take over the DEM position as seen in other municipalities, as well as fill the current vacant Deputy DEM position.

Two members of the Millet Fire Department have offered to fill these positions.

COSTS

N/A

RECOMMENDATION

That Council appoint Trevor Palmer as the new Town of Millet Director of Emergency Management (DEM).

That Council appoint Todd Vogelesang as the new Town of Millet Deputy Director of Emergency Management (DDEM).



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

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.9 Waiver of Rental/Deposit Fees – Millet in Bloom

BACKGROUND/PROPOSAL

Millet in Bloom has requested a waiver of rental and deposit fees for their meeting to be held on September 14th, 2021 at the Hugo Witt Room from 6:30 – 9:00 p.m.

COSTS

\$45.00 + GST Rental Fee	\$ 47.25	(\$18.00/hour – Non-profit rate per hour)
\$100 Damage Deposit	100.00	
\$75.00 Key Deposit	<u>75.00</u>	
	\$222.25	Total amount to be waived

RECOMMENDATION

Does Council wish to waive deposit and rental fees for meeting room for Millet in Bloom?



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: 11.10 Policy #20- Weed Spraying Policy

BACKGROUND/PROPOSAL

This is an older policy that no longer applies to the Parks and Recreation department.

RECOMMENDATION

Council rescind Policy #20 – Town of Millet Weed Spraying Policy

**Town of Millet Weed Spraying Policy
Policy # 20**



**COUNCIL POLICY #20
TOWN OF MILLET WEED SPRAYING POLICY**

Policy Number: 20

Date of Issue: February 23, 2011

Motion Number: 46/11

Supersedes: Old 20

Signature of Approval: _____

Robert E. Lorenson, Mayor

COUNCIL MEETING

SEP 07 2021

ITEM # 1110

**Town of Millet Weed Spraying Policy
Policy # 20**

Purpose

The purpose of this policy is to establish guidelines for weed spraying in the Town of Millet.

Responsibility

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

Procedure

A certified chemical pesticide/herbicide applicator shall complete the standard weed spraying process in all parks and boulevards, including the boulevard on the farthest western side of Moonen Heights traveling south and connected to Highway 616.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.11 Policy #18 – Public Participation Policy

BACKGROUND/PROPOSAL

This policy was addressed in our Municipal Accountability Program Review. Our current policy did not address a minimum of three types of approaches used to advise residents of changes etc. The Policy Review Committee met to discuss these approaches and changing this policy to reflect this change will make us compliant and satisfy this MAP criteria.

RECOMMENDATION

Council approve the changes made to Policy #18 – Public Participation Policy as presented.



**TOWN OF MILLET
PUBLIC PARTICIPATION POLICY**

Policy Number: 18

Date of Issue:

Motion Number: 177/18

Number of Pages: 5

Supersedes: June 13, 2018

Signature of Approval: _____
Mayor

COUNCIL MEETING

SEP 07 2021

ITEM # 11.11

POLICY STATEMENT:

The Town of Millet values public engagement processes and activities that contribute to policy, program, service and project decisions by providing Town Council and Administration with the best possible information to support decision making.

Town of Millet Public Participation Policy
Policy # 18

PURPOSE:

The purpose of this policy is to ensure that the Town of Millet:

- Achieve a consistent, coordinated and outcomes-driven approach to public engagement;
- Facilitates public input to decision making through effective and efficient consultation, involvement, collaboration and empowerment processes, and
- Adheres to public engagement requirements within the Municipal Government Act and other applicable legislation.

This policy does this by describing:

- When the policy applies,
- The role of decision makers in public engagement,
- The importance of respect and safe discussion and debate,
- A clear definition of public engagement,
- A vision and guiding principles for public engagement,
- A public engagement spectrum,
- Key supporting elements for public engagement.

APPLICATION:

This policy applies to all of the Town's policies, programs, projects and services that have an impact on the public. There are many reasons why public engagement may be undertaken, but they should all ultimately support a decision-making process for the purpose of:

- Designing or implementing a new policy, program, project or service,
- Evaluating, changing or ending an existing policy, program, project or service,
- Fulfilling a legislated or regulated requirement, or
- Responding to a community-initiated request.

This policy applies to public engagement regarding all of the Town's policies, programs, projects and services whether it is planned and delivered by Town staff, contractors or community volunteers.

ROLE OF DECISION MAKERS:

The role of decision makers – Town Council and Administration – in public engagement is to strive for the best understanding of the public's views and perspectives on topics and issues, consider public input in decision making, and communicate to the public how their input was used and why decisions were made.

Public engagement is one factor in the decision-making process and will have more or less influence relative to other factors for every specific decision.

Town of Millet Public Participation Policy
Policy # 18

Public engagement offers the opportunity for Town Council to:

- Deepen its role as community representatives through enhanced understanding of the interests, values and perspectives of the public.
- Work with Administration to identify areas where public engagement can and will make a meaningful difference to Council decisions,
- Promote and direct the public to public engagement activities;
- Carefully and thoughtfully consider public input as part of the decision-making process,
- Ensure public expectations for public engagement opportunities and influence are balanced with awareness of resource capacity, fiscal realities and other important context and considerations, and
- Clearly explain the rationale for decisions and how public input was used in decision making.

RESPECTFUL AND SAFE DISCUSSION AND DEBATE

The policy also recognizes that the discussion and debate that underlies public engagement activities will be conducted in a respectful and safe manner by all participants – Town staff, contractors, stakeholders and the general public.

DEFINITION OF PUBLIC ENGAGEMENT

Public Engagement creates opportunity for people to contribute in decision making by Town Council and Administration about the Town's policies, programs, projects and services and communicates how public input is collected and used.

PUBLIC ENGAGEMENT SPECTRUM

The Public Engagement Spectrum is a tool that explains the four roles the public can play when they participate in Town of Millet public engagement activities. As you move within the spectrum, there is an increased level of public influence and commitment from the Town and the public.

Advise – The public is consulted by the Town to share feedback and perspectives that are considered for policies, programs, projects and services.

Refine – The public is involved by the Town to adapt and adjust approaches to policies, programs, projects and services.

Create – The public collaborates with the Town to develop and build solutions regarding policies, programs, projects and services. This can include community initiated engagement.

Town of Millet Public Participation Policy
Policy # 18

Decide – The public is empowered to make decisions directly or on behalf of the Town about policies, programs, projects and services.

VISION FOR PUBLIC ENGAGEMENT

A Town where we are connected, invested, and proud to participate in shaping our community.

GUIDING PRINCIPLES FOR PUBLIC ENGAGEMENT

A shared responsibility – Engagement of people in an authentic way contributes to robust solutions to challenging issues and encourages participation that supports democratic decision making.

Relationship-building and perspective seeking – Meaning engagement values varies and local perspectives and community experiences; it recognizes that respect and equitable processes foster trust and stronger relationships.

Proactive, timely and transparent – People have enough time and notice to engage early in the process which enables considered input and impact on decision making, and clearly communicates how input will be assessed and used during engagement and reported on afterwards.

Inclusive and accessible – Engagement planning and delivery is inclusive and accessible to best serve our Town by encouraging two-way conversations and strategies that reach diverse communities and ensure people feel heard and know their input is valued. **This can be achieved through a variety of methods subject to available funding.**

Innovative and continuously improving – as Millet grows and evolves, we aspire to co-create and embrace new and better engagement processes, tools and tactics based on a sound approach to evaluating success.

SUPPORTING ACTIVITIES FOR PUBLIC ENGAGEMENT

The following are activities that support effective public engagement, but only doing these activities is not considered public engagement. Public engagement and its activities are described above in the definition of public engagement and the public engagement spectrum.

Communications – The Town and the public are informed about, listen and learn about Town policies, programs, projects and services through clear and transparent communications focused on plain language, active listening and responsiveness. This is a key activity underlying all four levels of public engagement spectrum.

Town of Millet Public Participation Policy
Policy # 18

Project Management – Carrying out engagement within an effective and aligned project management process.

Decision making – Clearly identifying decisions, decision makers and decision-making processes for every public engagement process.

Relationships – Developing and enhancing through meaningful dialogue that is based on respect and trust.

Capacity Building – Providing the knowledge and tools to engage by building capacity internally and within communities.

Leadership Development – Building community and staff leadership by facilitating leadership development opportunities.

APPROACHES TO ENGAGE

The Town of Millet shall use the following approaches to engage with then public:

- 1) All announcements, public hearings, deadlines and other information will be placed on our Town of Millet website.
- 2) All announcements, public hearings, deadlines and other information will be placed on our Town of Millet Facebook page.
- 3) The Town will do occasional surveys to ensure they are receiving input from residents on future projects and activities.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.12 Policy #5 – Policy Development

BACKGROUND/PROPOSAL

This is a new policy that is often used in municipalities to differentiate Council policies and Administrative Policies. Council policies are commitments to residents and the community and provide for level of service, standards and strategic direction.

Administration policies provide direction to the Town of Millet employees on strategic and organizational matters that are under the authority of the CAO.

This policy was brought to the attention of the Policy Review Committee on September 1st, 2021, and is further recommended by this Committee.

RECOMMENDATION

Council approves and adopts New Policy #5 – Policy Development as presented.

Council rescind Policy #62 – Town of Millet Policy Standards Policy

Millet

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TOWN OF MILLET Policy Development

Policy Number: 5

Date of Issue:

Motion Number:

Number of Pages:

Supersedes: NEW

Signature of Approval: _____
Mayor

POLICY STATEMENT:

The Town of Millet shall establish a consistent approach and philosophy for the development and approval of Town of Millet polices.

COUNCIL MEETING

SEP 07 2021

ITEM # 11.12

Policy #5 - Town of Millet Policy Development

1.0 POLICY:

To establish a consistent approach for the development, approval and formatting of Town of Millet policies, procedures and guidelines.

2.0 SCOPE:

This policy applies to all Town of Millet employees.

3.0 DEFINITIONS:

3.1 'Administrative Policy' means written direction of the CAO to staff regarding operational matters and internal administration. Administration Policies that are created, amended, or made obsolete require the approval of the CAO.

3.2 'Administrative Procedures' means specific written processes that support a policy. Procedures that are created, amended, or made obsolete require the approval of the CAO.

3.3 'Council Policy' means commitment and direction of council regarding matters of governance, public service, programs, and standards of performance for the Town, based on council's values, priorities and strategic direction. A Council resolution is required to approve Council Policies that are created, amended, or rescinded.

3.4 'Guidelines' means written standards, actions and processes that guide staff of a particular department or service area, and may include standard operating guidelines, standard operating procedures or standard work practices. Staff are expected to follow guidelines. Guidelines are approved by a Director or designate.

3.5 'Management' means the CAO and Directors.

3.6 'CAO' means the Chief Administrative Officer of the Town of Millet or his/her designated representative.

4.0 RESPONSIBILITIES

4.1 Where Council determines it appropriate, Council will approve policies that address issues within the realm of governance:

- a) Where authority is being delegated in accordance with legislation;
- b) Where access to and/or provision of service is being determined;
- c) Where matters have inherent liability risks such as road and infrastructure construction, design standards, maintenance and repair, provision of fire services and the operation of public facilities;
- d) For management of the budget process;
- e) For direction on council roles, responsibilities and conduct;

Policy #5 - Town of Millet Policy Development

- f) Where Council is providing an official position on plans to govern the residents of the Town of Millet;
 - g) To provide directions for carrying out council's strategic plan, priorities, and the goals of the Town of Millet Strategic Plan.
- 4.2 The CAO, after consultation with the Mayor if necessary, and in accordance with the direction and intent of this policy, is responsible for determining which policy issues should be brought to council for approval as Council Policy. The CAO is responsible for ensuring appropriate Administrative Policies, Administrative Procedures and Guidelines are developed, approved, implemented, and monitored.
- 4.3 Management is responsible for ensuring employees are aware of, carry out, and comply with Council Policies and Administrative Policies, Administrative Procedures and Guidelines.
- 4.4 The CAO is responsible for implementing, monitoring, and evaluating this policy.
- 4.5 The Legislative Assistant is responsible for maintaining the record copies of, and a review schedule for, Council Policies, Administrative Policies and Administrative Procedures.

5.0 STANDARDS

- 5.1 All policies and procedures shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town bylaws and policies.
- 5.2 Council Policies:
- a) Are developed at the direction of Council or the CAO;
 - b) Are circulated to the Management team for input prior to submission to Council;
 - c) May be made available for public input at the discretion of Council;
 - d) Are approved by majority vote of Council unless legislation requires a bylaw for approval (ie., addressing Council conduct);
 - e) Are reviewed regularly (every 3 – 5 years) by Council and amended as necessary;
 - f) May be repealed by a majority vote of Council.
 - g) Have been reviewed by the Policy Review Committee.
- 5.3 Administrative Policies and Administrative Procedures:
- a) Are developed at the direction of the CAO;
 - b) Are reviewed by management;
 - c) Are approved by the CAO and Director who drafted the policy or procedure;
 - d) Are reviewed regularly by the CAO and Director of the applicable

Policy #5 - Town of Millet Policy Development

department and amended as necessary.

- 5.4 Development of policies and procedures may include consultation and participation of other departments, staff, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy or procedure.

In the event of an emergent or other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.

5.5 Access to Information

- a) Council policies will be posted on the Town of Millet website and otherwise be routinely available to the public on request.
- b) Administrative Policies, Administrative Procedures and Guidelines will be made available to the public in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

This policy shall be in effect on the date it is approved by resolution of Council.

Millet

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TOWN OF MILLET POLICY STANDARDS POLICY

Policy Number: 62

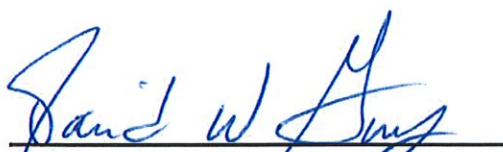
Date of Issue: February 24, 2010

Motion Number: 63/10

Number of Pages: 2

Supersedes: NEW

Signature of Approval:



David Gursky, Mayor

POLICY STATEMENT:

According to the Municipal Government Act, Council is responsible for developing and evaluating the policies and programs of the municipality; making sure that the powers, duties, and functions of the municipality are appropriately carried out; and carrying out the powers, duties, and functions expressly given to it.

Town of Millet Policy Standards
Policy # 62

GUIDELINES

1. Town Council will adopt policies and guidelines in order to communicate a framework of basic beliefs which give guidance to the Chief Administrative Officer and staff so that they can discharge their duties with positive direction.
2. The format for policy, guidelines, and procedures shall follow the format and definitions set out below.
3. Policies and guidelines shall be the prerogative of the Town Council and may be adopted, revised, or rescinded only by Town Council action.
 - a) Policy: A policy statement outlines the basic intention of a program. It is a brief general description of why the program exists. A policy is a philosophically based statement, which is goal-oriented, establishing the direction for future discretionary action
 - b) Guideline: Guidelines describe the key characteristics of the program. For example, the basic funding mechanism, program priorities and other essential features are outlined. A Guideline further defines the framework within which the organization can discharge the policy with positive direction. It tells what is wanted. It may also indicate why and how. Guidelines are either mandatory or discretionary. The verbs "must" or "shall" are mandatory, while the verbs "should" or "may" indicate discretionary action.
 - c) Definitions: Policies should be written using clear and simple language wherever possible. Any terms not used in normal day-to-day conversation, or abbreviations, shall be defined for the benefit of the reader.
4. Procedures shall be the prerogative of the Chief Administrative Officer and may be adopted, revised, or rescinded by the Chief Administrative Officer. A copy shall be provided to Town Council.
 - a) Procedures: Procedures outline the steps required to implement the policy. The sequence of activities needed to access and fulfill the program design requirements and the organizational responsibilities are detailed. A procedure is a statement of who does what, how, and in what sequence. Procedures may be either mandatory or discretionary



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

Meeting: Regular Council Meeting
Meeting Date: September 7th, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 11.13 Policy #7 – Town of Millet Respectful Workplace Policy

BACKGROUND/PROPOSAL

This is a new policy that was reviewed by the Policy Review Committee and approved to be presented to Council. Unlike the Workplace Harassment and Violence Policies, this policy does not specifically address just employees to one another, but outlines expectations from everyone, including the general public and contractors when interacting with Town of Millet employees.

RECOMMENDATION

Council adopts New Policy #7 – Respectful Workplace Policy as presented.

Millet

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Town of Millet Respectful Workplace Policy

Policy Number: 7

Date of Issue:

Motion Number:

Number of Pages:

Supersedes:

Signature of Approval: _____

Mayor

COUNCIL MEETING

SEP 07 2021

ITEM # 11.13

POLICY STATEMENT:

The Town of Millet is committed to sustaining a vibrant, healthy, safe and caring work environment for its employees. To do so, all employees will be treated with respect, honesty and dignity. Behaviour and/or situations that run contrary to such treatment will not be tolerated. The Town recognizes that conflicts, disagreements or inappropriate behaviours will occur, however the Town expects employees to resolve these issues in a manner that contributes to a healthy and productive workplace.

The Town of Millet will respond quickly to complaints about inappropriate behaviour in the workplace, and to resolve issues speedily, openly, honestly and with appropriate privacy.

OBJECTIVES:

The Town of Millet is committed to working in collaboration with its employees, and committees to create a respectful workplace by:

- a) Promoting and maintaining a common understanding of the expectations of behaviours considered appropriate and inappropriate in the municipal workplace and in the delivery of or access to municipal services, and;
- b) Taking action to prevent and/or deal with inappropriate behaviour wherever municipal business is being conducted.

SCOPE:

This policy applies to:

a) People:

- i. Town of Millet employees
- ii. Contractors providing service for the Town of Millet
- iii. Suppliers delivering material to the Town of Millet
- iv. Volunteers and/or Committee members
- v. Members of Town of Millet Council
- vi. Members of the public who are accessing Town of Millet services or facilities

b) Places:

- i. Town of Millet buildings, sites, offices, or work environment
- ii. Locations visited by employees while traveling on municipality related business including conferences, meetings, vendor/supplier or customer sites
- iii. Locations of work-based social gatherings.

Appropriate Workplace Behaviours

It is not possible to itemize every instance of appropriate or inappropriate behaviour. Nevertheless, the kinds of behaviours that support and create a respectful workplace and its related business objectives include:

- a) Being polite, courteous and respectful of others.
- b) Treating others equitably and fairly.
- c) Listening to what others have to say.
- d) Being open-minded to others' ideas, comments and suggestions.
- e) Seeking input and the active involvement of appropriate people in planning, decision-making and implementing initiatives.
- f) Ensuring that decision-making takes into account relevant factors, is fair and is seen to be fair.
- g) Recognizing and valuing the diversity among committee members, the customers and the citizens.

Inappropriate Workplace Behaviour

Inappropriate behaviour is that which is objectionable and/or unwelcome to an individual. Such behaviour serves no valid work-related purpose. When inappropriate behaviour in the workplace is allowed to persist, a "poisoned work environment" may be created over time.

There are three categories of inappropriate behaviour addressed in this policy.

- Disrespectful Behaviour
- Discrimination/Harassment
- Damage to People or Property

Disrespectful Behaviour

Examples of disrespectful behaviour include, but are not limited to:

- i. written or verbal comments, behaviours or "jokes" which are rude, degrading, offensive, demeaning, embarrassing or insulting
- ii. bullying or intimidation
- iii. abuse of authority
- iv. yelling or shouting (except where intended to alert another to danger)
- v. deliberate exclusion of an employee from relevant work activities or decision making
- vi. decision-making which is influenced by factors which have no work-related purpose
- vii. attempting to discredit an employee by spreading false information about him/her

Discrimination/harassment behaviours are practices, policies or systems which have an adverse impact based on age, ancestry, colour, family status, marital or family status, mental or physical disability, race, religious beliefs, sexual orientation, source of income, political belief, or gender –

Policy #7 - Respectful Workplace Policy

including pregnancy and sexual harassment) or any other ground covered by the Alberta Human Rights Code.

Examples of discrimination/harassment behaviours include;

- a) comments or actions which are known, or ought to be known, to be unwelcome, that are based on a prohibited ground of discrimination and negatively affect the work environment. Examples include;
 - i. any previously described inappropriate behaviour that is based on a prohibited ground
 - ii. sexual harassment involves comments or conduct or comments of a sexual nature such as: unwelcome advances, requests, comments, physical contact (unnecessary touching, pinching or jostling) or gestures (suggestive and persistent) that are sexual in nature. Implied or expressed threats of reprisal for refusal to comply with a request of a sexual nature or implied or expressed promises of reward for agreeing to comply with a request of a sexual nature
 - iii. Unwelcome remarks, jokes, taunts, suggestions or speculations about a person's body, attire, sex life, etc.
 - iv. Discriminatory practices, policies, or systems which include denial of equitable treatment in hiring or in the terms, conditions, or benefits of employment
 - v. Access to or the process by which people use Municipality related services, programs and/or facilities.
 - vi. Failing to accommodate an individual(s) protected under the Alberta Human Rights Code.
 - vii. Vandalism or destruction of property
 - viii. Any statement, either verbal or written, that is reasonably interpreted by a person to be menacing or taunting in nature. This could include, but not limited to such things as coercion, intimidation, persecution, humiliation, bullying, ridiculing or belittling.
 - ix. Violent acts are defined as any act that causes, or may cause, physical harm or significant emotional distress to a Municipal employee or a member of the public. Behaviors that are threatening to personal safety or violent require immediate action to prevent escalation and ensure the safety of employees.

Incidents of threats or violence should be reported immediately to the Chief Administrative Officer or Mayor.

RESPONSIBILITIES

Every employee has the right to be treated in a fair, reasonable and respectful manner. For this to be a normal part of our environment, we must find ways that prevent our differences from escalating and resolve them quickly when they do occur.

Policy #7 - Respectful Workplace Policy

As an employee of the Town of Millet, you are responsible for creating a respectful workplace environment by:

- i. Ensuring your behaviour is respectful and appropriate at all times
- ii. Accepting responsibility for your own reactions and behaviours and your impact on others
- iii. Making your concerns known promptly if something is troubling you
- iv. Being a part of the solution
- v. Immediately informing the Chief Administrative Officer or Mayor if there is an imminent threat or risk of violence that could compromise an individual's safety.

As a Member of Council and/or Committee of Council at the Town of Millet, you have additional responsibilities to create and sustain a respectful workplace environment. They include:

- i. Being a role model for behavioral standards such as the Respectful Workplace Policy and Code of Conduct
- ii. Ensuring awareness of and compliance with Respectful Workplace Policy
- iii. Taking appropriate action in a prompt, impartial and confidential manner when Respectful Workplace Policy issues come to your attention
- iv. Supporting all parties involved in resolving issues under the Respectful Workplace Policy
- v. Making sure no person suffers reprisal as a result of making a complaint, or for providing information.

VIOLATION OF THIS POLICY

The Town of Millet expects everyone to adhere to this policy and will take appropriate action to ensure a respectful workplace.

Any employee, who violates this policy, will be subject to appropriate disciplinary action.

Members of the public, visitors to the Town of Millet, and individuals conducting business in the Town of Millet must refrain from inappropriate behaviour towards employees, elected officials, and persons acting on behalf of the Town of Millet. If inappropriate behaviour occurs, the Town may take action including barring the person from facilities or discontinuing business with contractors or suppliers.

PROCESS FOR COMPLAINTS

- Step 1: Complainant to file a written complaint to the Mayor or Chief Administrative Officer to be taken to Council.
- Step 2: Council to review complaint.
- Step 3: Accused to respond to complaint.

Policy #7 - Respectful Workplace Policy

Step 4: Council to make a decision regarding complaint and take appropriate action.

CRIMINAL OFFENCES

Where behaviour may constitute a criminal offence, the Town of Millet will refer these matters to the Royal Canadian Mounted Police.

FALSE OR FRIVOLOUS COMPLAINTS

Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action.

RETALIATION

Every employee has the right to report, in good faith, incidents of discrimination/harassment or inappropriate behaviour without fear of retaliation. Retaliation by any person against anyone involved in informal or internal or external formal complaint processes, will not be tolerated and will be subject to discipline.