



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET  
VIA ZOOM  
MEETING CODE - TBA  
September 22<sup>nd</sup>, 2021  
3:00 p.m.**

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- 1.0 **CALL TO ORDER**
  
- 2.0 **OPEN MICROPHONE** (Maximum 15 minutes)
  
- 3.0 **PUBLIC HEARING**
  - 3.1 Bylaw 2021-09 Land Use Bylaw Amendment
  
- 4.0 **ADDITIONS AND ADOPTION OF AGENDA**
  
- 5.0 **ADOPTION OF MINUTES**
  - 5.1 September 7<sup>th</sup>, 2021 - Regular Council Meeting
  
- 6.0 **DELEGATIONS – NONE**
  
- 7.0 **REPORTS - NONE**
  
- 8.0 **BYLAWS**
  - 8.1 Bylaw 2021-09 Land Use Bylaw Amendment (second and third readings)
  - 8.2 Bylaw 2021-10 Subdivision Authority Amendment
  
- 9.0 **AGREEMENTS - NONE**

**10.0 CORRESPONDENCE**

10.1 Millet in Bloom – Minutes of Meeting June 8<sup>th</sup>, 2021

10.2 Millet in Bloom – Minutes of Meeting July 13<sup>th</sup>, 2021

**11.0 NEW BUSINESS**

11.1 Request for Decision – MiB Space

11.2 Rescind Policy #70 – Working Alone Policy

11.3 Request for Decision – Community Hall Furnaces

**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 – West Dried Meat Lake

**14.0 ADJOURNMENT**

**PUBLIC HEARING AGENDA**  
**BYLAW 2021-09**  
**September 22, 2021 @ 3:00 PM**  
**VIA Zoom**

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

To provide the public an opportunity to provide comments on Bylaw 2021-09 an amendment to the Land Use Bylaw 2018-11.

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

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

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

The Municipal Accountability Program report identified a need for an amendment to Bylaw 2018-11 being the Land Use Bylaw. Currently section 3.11 Development Permit Fees and Related Development and Subdivision Fees and references Policy 50 which has been rescinded and replaced with the Development and Safety Codes Fee Bylaw 2020-03 and amendments thereto. Bylaw 2021-09 removes section 3.11 of the Land Use Bylaw as it is no longer relevant.

5. **Written Submissions** (asked for by Mayor) (reply by Development Officer) (Legislative Assistant to read written submissions if any submitted by deadline.)
6. **Persons Wishing to be Heard** (Mayor to ask if there are any persons wishing to be heard) (Development Officer to reply)

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

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

7. **Closure of Public Hearing**

COUNCIL MEETING

SEP 22 2021

ITEM # 3.1



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

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

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**BACKGROUND/PROPOSAL**

Adoption of Minutes

5.1 Minutes of Regular Meeting – September 7<sup>th</sup>, 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 #859-7075-0303**  
**September 7<sup>th</sup>, 2021**  
**3:00 p.m.**

**PRESENT:**

MAYOR	Doug Peel
COUNCILLORS	Robin Brooks Carol Sadoroszney Pat Garrett Vickie Pyle
C.A.O.	Lisa Schoening
LEGISLATIVE ASSISTANT	Heather Hughes
DIRECTOR OF FINANCE	Annette Gordan
DIRECTOR OF INFRASTRUCURE	Lisa Novotny
PRESS	Christina Max

**1.0 CALL TO ORDER:**

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

**2.0 OPEN MICROPHONE: NONE**

**3.0 PUBLIC HEARINGS: NONE**

**4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:**

<b>Res #280/21 Agenda</b>	Moved by Councillor Brooks that the agenda is hereby adopted, as presented;
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*CARRIED*

**5.0 ADOPTION OF MINUTES:**

<b>Res #281/21 Minutes Regular Meeting</b>	Moved by Councillor Brooks that the August 18 <sup>th</sup> , 2021, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED*

**COUNCIL MEETING**

**SEP 22 2021**

ITEM # 5.1

6.0 DELEGATIONS: NONE7.0 REPORTS:

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

Res #282/21 Reports	Moved by Councillor Pyle that the Reports are hereby accepted as information.
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CARRIED

8.0 BYLAWS:

- 8.1 Bylaw 2021-09 – Land Use Bylaw Amendment

Res #283/21 Bylaw 2021-09	Moved by Councillor Sadoroszney that Bylaw 2021-09 – Land Use Bylaw Amendment is hereby given first reading.
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CARRIED

Res #284/21 Public Hearing Bylaw 2021-09	Moved by Councillor Garrett that Council schedule a Public Hearing to be held at the Millet Civic Centre at 3:00 p.m. on September 21, 2021 related to Bylaw 2021-09.
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CARRIED

9.0 AGREEMENTS: NONE10.0 CORRESPONDENCE:

- 10.1 Central Alberta Economic Partnership

Res #285/21 Correspondence	Moved by Councillor Brooks that the Correspondence is hereby accepted as information.
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CARRIED

11.0 NEW BUSINESS:

- 11.1 Request for Decision – West Dried Meat Lake (WDML) Dividend

Res #286/21 WDML Dividend	Moved by Councillor Garrett that Council approves the recommendation to place West Dried Meat Lake income sharing into the General Reserve for the 2021 year.
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CARRIED

*11.2 Invitation – Town of Calmar Public Works Shop Grand Opening*

<b>Res #287/21 Town of Calmar PW Shop Grand Opening</b>	Moved by Councillor Brooks that Council accepts this item as information.
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*CARRIED*

*11.3 Request for Decision – Millet Healthy Community Initiative – Request for Trees*

<b>Res #288/21 Millet Healthy Community Initiative</b>	Moved by Councillor Brooks that Council direct Administration to provide a letter to the Millet Healthy Community Initiative Group that the Town of Millet will wait on any planting of trees until the Parks, Recreation and Culture Master Plan is complete.
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*CARRIED*

*11.4 Request for Decision – Advance Poll Date – Municipal Election*

<b>Res #289/21 Advance Poll Date Municipal Election</b>	Moved by Councillor Sadoroszney that the Town of Millet hold the advance poll for the Municipal Election on October 6, 2021, from 12:00 p.m. – 6:30 p.m. in the Millet Community Hall.
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*CARRIED*

*11.5 Request for Decision – Resignation of Councillor and Re-appointment of Committee/Board Members of Council*

<b>Res #290/21 Resignation of Councillor Storey</b>	Moved by Councillor Brooks that the CAO has accepted Councillor Storey's resignation and further that Council accepts this as information.
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*CARRIED*

<b>Res #291/21 Re-appointment for Committee and Board Members</b>	<p>Moved by Councillor Garrett that the following represents the re-appointment of the following positions.</p> <p>Agriplex Operating Committee - Brooks Pyle (Alternate)</p> <p>JEDI – Garrett Sadoroszney (Alternate) Brooks Peel (M)</p> <p>Municipal Planning Commission - Brooks Garrett Pyle</p> <p>CRSWSC – Garrett Peel (Alternate)</p> <p>Communities in Bloom Garrett Sadoroszney (Alternate)</p> <p>Intermunicipal Committee - Pyle Brooks</p>
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*CARRIED*

11.6 *Request for Decision – National Day for Truth and Reconciliation*

<b>Res #292/21 National Day for Truth and Reconciliation</b>	Moved by Councillor Pyle that the Town of Millet recognize September 30 <sup>th</sup> as a Statutory Holiday in recognition of National Day for Truth and Reconciliation.
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*CARRIED*

11.7 *Waiver of Rental/Deposit Fees – Millet Seniors – Floor Curling*

<b>Res #293/21 Waiver of Rental/Deposit Fees Seniors Floor Curling</b>	Moved by Councillor Brooks that Council waive the rental fees for the Community Hall for the Millet Seniors Floor Curling and further that the Town of Millet receive the required damage deposit to be kept on file.
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*CARRIED*

11.8 *Request for Decision – Appointment of Director of Emergency Management (DEM) and Deputy Director of Emergency Management (DDEM)*

<b>Res #294/21 Appointment of DEM Position</b>	Moved by Councillor Garrett that Council appoints Trevor Palmer as the new Town of Millet Director of Emergency Management (DEM).
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*CARRIED*

<b>Res #295/21 Appointment of DDEM Position</b>	Moved by Councillor Pyle that Council appoints Todd Voegesang as the new Town of Millet Deputy Director of Emergency Management (DDEM).
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*CARRIED*

<b>Res #296/21 DEM/DDEM Future Budget Consideration</b>	Moved by Councillor Sadoroszney that Council direct Administration to investigate a per diem or honorarium for the DEM and DDEM positions for the future Council's consideration in the next budget.
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*CARRIED*

11.9 *Request for Decision - Waiver of Rental/Deposit Fees – Millet in Bloom*

<b>Res #297/21 Waiver of Rental Fees Millet in Bloom</b>	Moved by Councillor Sadoroszney that Council waives the rental fees and deposits for Millet in Bloom.
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*CARRIED*

11.10 *Request for Decision – Policy #20 – Weed Spraying Policy*

<b>Res #298/21 Policy #20 Weed Spraying Policy</b>	Moved by Councillor Garrett that Council rescind Policy #20 – Town of Millet Weed Spraying Policy.
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*CARRIED*



*11.11 Policy #18 – Public Participation Policy*

<b>Res #299/21 Policy #18 – Public Participation Policy</b>	Moved by Councillor Garrett that Council approves the changes made to Policy #18 – Public Participation Policy as amended.
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*CARRIED**11.12 Policy #5 – NEW Policy – Policy Development*

<b>Res #300/21 Policy #5 – Policy Development</b>	Moved by Councillor Brooks that Council adopts New Policy #5 – Policy Development as presented.
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*CARRIED*

<b>Res #301/21 Policy #62 – Town of Millet Policy Standards Policy - Rescind</b>	Moved by Councillor Sadoroszney that Council rescind Policy #62 – Town of Millet Policy Standards Policy.
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*CARRIED**11.13 Policy #7 – Town of Millet Respectful Workplace Policy*

<b>Res #302/21 Policy #7 – Respectful Workplace Policy</b>	Moved by Councillor Brooks that Council adopts New Policy #7 – Respectful Workplace Policy as presented.
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*CARRIED***12.0 CLARIFICATION OF AGENDA:**

*Christina Max inquired about Councillor Storey's resignation and was advised that he moved. Christina Max also required confirmation regarding facility opening during the new statutory holiday. Council confirmed Town facilities would be closed on September 30<sup>th</sup>, in recognition of Truth and Reconciliation Day.*

*Director of Finance and gallery left the ZOOM meeting at 3:37 p.m.*

<b>Res #303/21 Closed Session</b>	Moved by Councillor Brooks that Council moves into Closed Session to discuss Items 13.1 and 13.2 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 3:39 p.m.
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*CARRIED***13.0 CLOSED SESSION:***13.1 Land – Lakeside Development**13.2 Land – Tessier Expropriation*

<b>Res #304/21 Reconvene</b>	Moved by Councillor Garrett that the Regular Council Meeting reconvene from Closed Session at 3:57 p.m.
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*CARRIED*

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<b>Res #305/21 Court Reporter</b>	Moved by Councillor Brooks that Council directs Administration to advise Brownlee LLP to proceed with the hiring of a court reporter.
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*CARRIED*

**14.0 ADJOURNMENT:**

The meeting was adjourned at 3:58 p.m.

***THESE MINUTES ADOPTED BY COUNCIL THIS 22<sup>nd</sup> DAY OF SEPTEMBER 2021.***

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***MAYOR***

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***CHIEF ADMINISTRATIVE OFFICER***



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 22, 2021  
**Originated By:** Lisa Novotny, Director of Development and Infrastructure  
**Agenda Item:** 8.1 Bylaw 2021-09 Land Use Bylaw Amendment

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**BACKGROUND/PROPOSAL**

The Municipal Accountability Program report identified a need for an amendment to Bylaw 2018-11 being the Land Use Bylaw. Currently section 3.11 Development Permit Fees and Related Development and Subdivision Fees and references Policy 50 which has been rescinded and replaced with the Development and Safety Codes Fee Bylaw 2020-03 and amendments thereto. Bylaw 2021-09 removes section 3.11 of the Land Use Bylaw as it is no longer relevant.

**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 second reading to Bylaw 2021-09.

That Council give third and final reading to Bylaw 2021-09.

**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 7<sup>th</sup> day of September, A.D., 2021.

Read a second time this 22<sup>nd</sup> day of September, A.D., 2021.

Read a third and final time this 22<sup>nd</sup> day of September, A.D., 2021.

**TOWN OF MILLET**

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

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

**COUNCIL MEETING**

**SEP 22 2021**

**ITEM #** 8.1



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 22, 2021  
**Originated By:** Lisa Novotny, Director of Development and Infrastructure  
**Agenda Item:** 8.2 Bylaw 2021-10 Subdivision Authority Amendment

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### **BACKGROUND/PROPOSAL**

The Municipal Accountability Program report identified a need for an amendment to Bylaw 2018-11 being the Land Use Bylaw which reads as follows:

“Bylaw 2018-13 must be amended or repealed and replaced to ensure that members of council are excluded from serving on the SDAB, or bylaw 2018-11 must be amended or replaced so that all of council is not the subdivision authority.”

It is recommended that the Land Use bylaw be amended to allow the Chief Administrative Officer to act as the subdivision authority. This would then allow Council to continue to have representation on the Intermunicipal Subdivision and Development Appeal Board.

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

Subdivision applications will continue to be reviewed by the Municipal Planning Commission (MPC) with a recommendation provided to the Chief Administrative Officer.

A member of Council will be able to continue to be a member of the Intermunicipal Subdivision and Development Appeal Board.

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

N/A

### **RECOMMENDED ACTION:**

That Council give first reading to Bylaw 2021-10.

That Council schedule a public hearing for Bylaw 2021-10 to be held on October 13, 2021 as part of the regular council meeting.

**BYLAW NO. 2021-10**  
**A BYLAW OF THE TOWN OF MILLET**  
**IN THE PROVINCE OF ALBERTA**  
**TO AMEND BYLAW 2018-13 BEING THE LAND USE BYLAW**

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

**WHEREAS** the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto allows a municipality to enter into an agreement with one or more municipalities to establish an Intermunicipal Subdivision and Development Appeal Board;

**AND WHEREAS**, Council for the Town of Millet approved bylaw 2018-13 to establish a regional Intermunicipal Subdivision and Development Appeal Board for services to be provided by Parkland Community Planning Services;

**AND WHEREAS**, the Municipal Accountability Program Report has recommended that members of Council cannot be both the subdivision authority and a member of the Intermunicipal Subdivision and Development Appeal Board;

**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 3.1.5 be amended to read "The Subdivision Authority is hereby established, and such office shall be filled by the Chief Administrative Officer or such other person or persons as may be appointed in writing. All subdivision requests shall be referred to the Municipal Planning Commission for comment, with recommendations forwarded to the Chief Administrative Officer.

2. That Bylaw 2021-10 come in force upon signing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

**TOWN OF MILLET**

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

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

**COUNCIL MEETING**

**SEP 22 2021**

**ITEM #** 8.2



Minutes  
MIB Committee Meeting  
June 8, 2021  
via zoom

In Attendance: Marlene Alberts-Wadsworth, Mae Deans, Stan Kroening, Marilyn Kroening, Melanie Cheek, Carol Sadoroszney, Mike Storey

Absent with regrets: Darlene Kenyon, Candy Dixon, Mary Kroening

1. Call to Order

Chair Marlene Alberts-Wadsworth called the meeting to order at 7:06 pm

2. Adoption of the Agenda

Res #21/19	Moved by Representative Melanie Cheek that the June 8, 2021 Agenda be adopted as presented.
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Carried

3. Adoption of the Minutes of May 11, 2021

Res #21/20	Moved by Representative Marilyn Kroening that the Minutes of the May 11, 2021 be adopted as presented.
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Carried

4. Correspondence

Communities in Bloom (CIB) webinars information with dates, webinar topics and request to register emailed to the volunteers.

5. Old Business

5.1 Website

Pop-up ads on the website just ignore or say no to  
Representative Melanie Cheek sent invites to 12-15 groups  
Received good reaction from Millet Moms

COUNCIL MEETING

SEP 22 2021

ITEM # 10.1

6. New Business

6.1 Meeting with Town Administration

Chair Marlene Alberts-Wadsworth met with CAO Lisa Schoening to discuss the following:

- Removal of barriers at Community Garden and this was agreed to
- Request for a handicap parking space was agreed to
- Park Liaison Tammy will not be attending committee meetings but will communicate directly with Representative Stan Kroening
- Work Orders - more flexible than 3 day turn around for minor requests

6.2 Windmill

The committee discussed a suitable location and decided the Community Garden would be a good fit. It would need to be anchored and possibly in cement.

Res # 21/21	Moved by Representative Stan Kroening that we send a letter to council requesting permission to install the windmill at the Community Garden.
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Carried

6.3 Trees

Parks Dept purchased 20 trees (10 spruce & 10 deciduous) in partnership with Griffiths Scott School. Planting location along Sec Hwy 616 back from the downed poplar trees. One Call will need to be notified for line locations. This request is going to council for June 9th meeting.

6.4 Community Garden

All plots are taken and planted  
Bench installation waiting on Winkler  
Birdhouse being built - to be installed at garden  
Water tank fills - Monday - Trevor Wood, Wednesday - Fire Dept, Friday - Town staff)

6.5 New Volunteers

List of volunteers. There are 10 new volunteers and 8 have adopted beds or planters.

6.6 Work Bees

June 10th work bee at the Burn's Creamery Garden and if enough people out go next to the Memorial Rose Garden.

Discussed the Cemetery Garden and reducing the size - the committee will look at a plan for next year.

No one to go this garden alone as a bear has been spotted in the area. The committee discussed purchasing bear spray




Res # 20/22	Moved by Representative Stan Kroening to purchase 4 cans of Bear Spray
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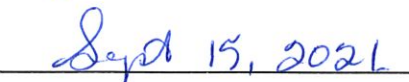
Carried

- 6.7 Local Competition  
Miracle Gro Garden Signs have arrived
  - 6.8 Garden of the Week  
Will start Sunday, June 13 and go Sunday to Sunday
  - 6.9 Contract with Trevor Wood (Watering truck)  
WCB not covered in contract - does he need it or not and who is paying  
Chair Marlene Alberts-Wadsworth will send letter to council
  - 6.10 Native Plant Project  
Representative Stan Kroening will pick up sealant for the benches and arrange for belt sander, belts and generator. Trevor Wood will take on this task. He will also apply a coat of sealant to the totems at the Town Office.
  - 6.11 Millet in Bloom Awareness Week  
Proclaimed as July 12 - 18
7. Councillor Update  
Councillor Mike Storey reported a MIB budget balance at \$31,758.45 with expenditures of \$841.55. No invoices yet from Arbor or Equinox.
8. Adjournment  
Chair Marlene Alberts-Wadsworth adjourned the meeting at 8:47 pm.

  
Marlene D. Alberts, Chair

  
Date

  
Joanne Maynard, Secretary

  
Date



Millet in Bloom Committee Meeting

July 13, 2021

Native Plant Education Centre

Present :Melanie Cheek, Mae Deans, Marlene Alberts, Stan Kroening, Marilyn Kroening, Mary Kroening, Carol Sadoroszney, Joanne Maynard, Tracy Leavitt

Absent: Darlene Kenyon, Candy Dixon, Mike Storey

### **1.0 Call to Order**

Meeting called to order by Chair Marlene Alberts at 7:18

### **2.0 Agenda Adoption**

Res. #21/23 Representative Melanie Cheek moved to adopt the agenda as amended	Carried.
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### **3.0 Minutes from June 8, 2021**

COUNCIL MEETING

SEP 22 2021

ITEM # 10.2

**1.0** Res#21/24 Representative Stan Kroening moved adoption of the June 8,2021 minutes. Carried

#### **4.0 Correspondence**

4.1 CIB Webinars

4.2 National Judges Consultation

#### **5.0 Old Business**

5.1 Millet in Bloom Media Update

MIB is still in need of 6 untouched photos for banner. Melanie Cheek will contact Manny to work on website.

5.2 Local Competition

Only 4 nominations have been received at this time. Judging to take place between July 18-25,2021. Forms available at Scissors Hair Salon and Millet Museum. Information to be put out on social media.

Res. #21/25 Representative Mary Kroening moved that the local competition be extended to July 17,2021. Carried

5.3 Community Garden Update

Windmill has been delivered and to be put in.

Cherries trees to be donated.

Landscaper has donated materials and time for the garden.

5.4 MIB Awareness Week

July 11-17,2021

5.5 Garden of the Week

Continues

#### **6.0 New Business**

6.1 CIB Consultations

Takes place on Aug.12,2021. Mae Deans, Tracy Levitt. Carol Sadoroszney, Marlene Alberts will participate. Any questions for the judges to be sent to Marlene Alberts by Aug 6,2021.

#### 6.2 New Volunteers-Mentorship

Some of the new volunteers may need help with their beds and we may need to do a work bee with them.

#### 6.3 Work Bee

July 15 work bee will North Entrance sign

#### 6.4 Contracted summer Position

Extra projects to include painting benches.

#### 6.5 Town of Millet Parks Department

##### a) maintenance of Parks area

suggestion to take a picture of area of concern and submit it to Parks Department. MIB would like to know of the Town's master plan. To consider not having hanging baskets in 2022 if hoses not fixed.

##### B) Millet in Bloom responsibilities

To be discussed at the August 2021 meeting

##### C) Cemetery Garden and Bed Evaluation

Discussion about cutting the garden in half.

#### 6.6 Hope is Growing Contest Pictures

Res. #21/26 Representative Stan Kroening moved that one ballot be given for every picture submitted for the Hope is Growing campaign. Prize will be one of three \$100 prizes.. Draw to be 1<sup>st</sup> Thursday of August. Carried

#### 6.7 To Do List

Melanie Cheek to put information about contests on social media

#### **7.0 Financial report** Not available

**8.0 Other**

8.1 MIB storage has been offered space at the Lion's Campground whenever a structure is built .

8.2 Office space

Res. #22/26 Representative Melanie Cheek moved that a letter be sent to Town Council to ask for space in the old administrative building. Carried.

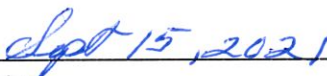
- Looking for the wires
- receive \$25 gift card from Scott's Miracle Grow
- only 6 signs received and so there will be no signs for adopted garden and business
- garden names and list of volunteers handed out
- photo release forms handed out and must be filled in very year
- discussion as to whether keeping all 37 beds going is even possible.


**9.0 Report from Councillor Liaison** unavailable

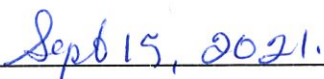
**Adjournment**

Chair Marlene Alberts adjourned meeting at 10.12

  
\_\_\_\_\_  
Marlene D. Alberts, Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Joanne Maynard, Secretary

  
\_\_\_\_\_  
Date



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 22<sup>nd</sup>, 2021  
**Originated By:** Lisa Schoening, CAO  
**Agenda Item:** 11.1 Millet in Bloom – Request for Space

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**BACKGROUND/PROPOSAL**

Administration has received the attached email from the Chair of Millet in Bloom requesting space for Millet in Bloom to display and store their information.

**RECOMMENDATION**

Council to provide Administration with direction of where a dedicated space could be for Millet in Bloom.

## Heather Hughes

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**From:** Town Of Millet  
**Sent:** Tuesday, September 14, 2021 2:08 PM  
**To:** infrastructure; Heather Hughes  
**Subject:** FW: Request for MiB office space

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**From:** Marlene Alberts <malberts@telus.net>  
**Sent:** September 14, 2021 2:00 PM  
**To:** Town Of Millet <town@millet.ca>  
**Subject:** Request for MiB office space

Attention: Lisa Schoening

At our last Millet in Bloom meeting, the MiB Committee decided that we need a space to display and store information and that the old Administration Building (Museum) would be ideal for a location. We respectfully and formally request Administration and Town Councillors' consideration of this matter.

Yours truly,  
Marlene D. Alberts  
Chair, Millet in Bloom



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 22, 2021  
**Originated By:** Mitch Newton, Manager of Enforcement and Safety Services  
**Agenda Item:** 11.2 Rescind Policy #70 – Working Alone Policy

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**BACKGROUND/PROPOSAL**

As part of the ongoing review of policies for the Town of Millet, it was determined that the town’s working alone policy is out to date and geared toward one department. A Communications contract has been established with Yellowhead Regional Communications Center (YRECC) to provide working alone safety for all employees of the Town.

With the creation of Policy #5 – Policy Development the new policy falls upon the Chief Administrative to change.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

To meet Provincial Occupational Health and Safety standards.

To continue to provide a safe working environment.

**COSTS**

No additional Cost – Operating Budgeted Item

**RECOMMENDATION**

That Council rescind Policy #70 – Working Alone Policy.



# Millet

*Proud to be*

## TOWN OF MILLET ARENA WORKING ALONE POLICY

**Policy Number: 70**

**Date of Issue: August 17, 2011**

**Motion Number: 206/11**

**Number of Pages: 2**

**Supersedes: New**

**Signature of Approval:**

  
\_\_\_\_\_  
**Rob Lorenson, Mayor**

### **POLICY STATEMENT:**

The purpose of this policy is to ensure the safety of our staff, our customers, and our facilities while Arena staff is alone at the Agriplex during the winter season.

COUNCIL MEETING

**SEP 22 2021**

ITEM # 11.2

## Town of Millet Arena Working Alone Policy

### PROCEDURES:

1. Working alone is defined as:
  - a. When assistance is not readily available
  - b. When out of sight or out of communication with other staff or the public.
  - c. In an isolated room area i.e. a refrigeration plant
2. Staff must carry cell phone or radio at all times. A cell phone will be provided to employees for use during working hours.
3. Adhering to prior hazard assessments and Occupational Health & Safety Standards, staff is required to follow effective communication protocols:
  - a. Staff is required to advise call-in centre (TCI) of their working alone status immediately upon starting their shift, every two hours thereafter & upon completion of their shift.
  - b. Failure to do so will result in call-centre contacting management to assess the situation.
  - c. Continual abuse of these procedures may result in disciplinary action to the staff member in question.



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 22, 2021  
**Originated By:** Lisa Novotny, Director of Development and Infrastructure  
**Agenda Item:** 11.3 Millet Civic Centre Gymnasium Furnaces

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**BACKGROUND/PROPOSAL**

There are currently three furnaces heating the Community Hall portion of the Millet Civic Centre which are functional however, they exchange air constantly and are inefficient. Administration has received an estimate to replace the furnaces with occupancy sensors to reduce energy cost.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The new proposed system will be much more efficient and will save money on heating the Community Hall.

**COSTS/SOURCE OF FUNDING**

\$35,000 to be funded through the sale proceeds from the former community hall.

**RECOMMENDED ACTION:**

That Council authorize administration to replace the furnaces in the community hall at a cost of \$35,000.