



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET  
MILLET COMMUNITY HALL  
November 24th, 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**

**4.0 ADDITIONS AND ADOPTION OF AGENDA**

**5.0 ADOPTION OF MINUTES**

5.1 November 10<sup>th</sup>, 2021 - Regular Meeting of Council

**6.0 DELEGATIONS**

NONE

**7.0 REPORTS**

7.1 Council Report – Gerdie Hogstead

**8.0 BYLAWS**

8.1 2021-11 Business License Bylaw (first reading only)

**9.0 AGREEMENTS - NONE**

**10.0 CORRESPONDENCE**

10.1 County of Wetaskiwin Organizational Appointments

**11.0 NEW BUSINESS**

11.1 Request for Decision – Change in Funding Sources on Capital Projects

11.2 Request for Decision – Councillor Training Course - Economic  
Development Alberta (EDA)

11.3 Request for Decision – Community Hall Fee Waiver for Pickle Ball

**12.0 CLARIFICATION OF AGENDA**

**13.0 CLOSED SESSION – NONE**

**14.0 ADJOURNMENT**



REGULAR MEETING OF COUNCIL  
TOWN OF MILLET  
MILLET COMMUNITY HALL  
November 10<sup>th</sup>, 2021  
3:00 p.m.

PRESENT:

MAYOR	Doug Peel
COUNCILLORS	Marlene Alberts-Wadsworth Michael Bennett Rebecca Frost Gertie Hogstead Mathew Starky Charlene Van de Kraats
C.A.O.	Lisa Schoening
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
DIRECTOR OF FINANCE	Annette Gordan
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: NONE

5.0 ADOPTION OF MINUTES:

5.1 - October 27<sup>th</sup>, 2021 - Regular Meeting of Council

Res #355/21 Minutes Regular Meeting	Moved by Councillor Bennett that the October 27 <sup>th</sup> , 2021, Regular Meeting of Council Minutes are hereby approved, as presented.
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CARRIED

COUNCIL MEETING

NOV 24 2021

ITEM # 5.1

## 5.2 - October 27, 2021 Organizational Meeting Minutes

<b>Res #356/21 Minutes Special Meeting</b>	Moved by Councillor Alberts-Wasdworth that the October 27th, 2021, Special Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED*6.0 **DELEGATIONS:** RCMP Quarterly Update - Keith Durance7.0 **REPORTS:**

7.1 - Tax Aging Analysis – Director of Finance

7.2 - Fire Department October Report

<b>Res #357/21 Reports</b>	Moved by Councillor Starky that the reports as presented be accepted as information.
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*CARRIED*8.0 **BYLAWS:** NONE9.0 **AGREEMENTS:** NONE10.0 **CORRESPONDENCE:** NONE

## 10.1 MIB Minutes

<b>Res #358/21 Millet in Bloom (MIB) Minutes</b>	Moved by Councillor Hogstead that the September 14, 2021 Millet in Bloom (MIB) minutes be accepted as presented.
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*CARRIED*11.0 **NEW BUSINESS:**

## 11.1 Request for Decision – Community Tree

<b>Res #359/21 Community Tree</b>	Moved by Councillor Bennett that Council designate the tree at the Millet Civic Centre as the Community tree.
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*CARRIED*

## 11.2 Request for Decision – Appointment to Capital Region Assessment Services Committee (CRASC)

<b>Res #360/21 Appointment To the Capital Region Assessment Services Board</b>	Moved by Councillor Van de Kraats that Mayor Peel be appointed to represent Millet on the Capital Region Assessment Services Commission (CRASC).
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*CARRIED*

## 11.3 Request for Decision to remove one councillor from Millet Library Board

<b>Res #361/21 Millet Library Board</b>	Moved by Councillor Hogstead that Council remove the appointment of Councillor Hogstead to the Millet Library Board.
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*CARRIED*

## 11.4 Deputy Mayor Schedule

<b>Res #362/21 Deputy Mayor Schedule</b>	<p>Moved by Councillor Van de Kraats that the Deputy Mayor be appointed as follows:</p> <table border="1"> <thead> <tr> <th data-bbox="397 535 820 567">Dates</th> <th data-bbox="820 535 1040 567">Councillor</th> </tr> </thead> <tbody> <tr> <td data-bbox="397 567 820 598">November 1, 2021 to February 28, 2022</td> <td data-bbox="820 567 1040 598">Frost</td> </tr> <tr> <td data-bbox="397 598 820 630">March 1, 2022 to June 30, 2022</td> <td data-bbox="820 598 1040 630">Starky</td> </tr> <tr> <td data-bbox="397 630 820 661">July 1, 2022 to October 31, 2022</td> <td data-bbox="820 630 1040 661">Van de Kraats</td> </tr> <tr> <td data-bbox="397 661 820 693">November 1, 2022 to February 28, 2023</td> <td data-bbox="820 661 1040 693">Alberts-Wadsworth</td> </tr> <tr> <td data-bbox="397 693 820 724">March 1, 2023 to June 30, 2023</td> <td data-bbox="820 693 1040 724">Bennett</td> </tr> <tr> <td data-bbox="397 724 820 756">July 1, 2023 to October 31, 2023</td> <td data-bbox="820 724 1040 756">Hogstead</td> </tr> <tr> <td data-bbox="397 756 820 787">November 1, 2023 to February 29, 2024</td> <td data-bbox="820 756 1040 787">Frost</td> </tr> <tr> <td data-bbox="397 787 820 819">March 1, 2024 to June 30, 2024</td> <td data-bbox="820 787 1040 819">Starky</td> </tr> <tr> <td data-bbox="397 819 820 850">July 1, 2024 to October 31, 2024</td> <td data-bbox="820 819 1040 850">Van de Kraats</td> </tr> <tr> <td data-bbox="397 850 820 882">November 1, 2024 to February 28, 2025</td> <td data-bbox="820 850 1040 882">Alberts-Wadsworth</td> </tr> <tr> <td data-bbox="397 882 820 905">March 1, 2025 to June 30, 2025</td> <td data-bbox="820 882 1040 905">Bennett</td> </tr> <tr> <td data-bbox="397 905 820 905">July 1, 2025 to October 31, 2025</td> <td data-bbox="820 905 1040 905">Hogstead</td> </tr> </tbody> </table>	Dates	Councillor	November 1, 2021 to February 28, 2022	Frost	March 1, 2022 to June 30, 2022	Starky	July 1, 2022 to October 31, 2022	Van de Kraats	November 1, 2022 to February 28, 2023	Alberts-Wadsworth	March 1, 2023 to June 30, 2023	Bennett	July 1, 2023 to October 31, 2023	Hogstead	November 1, 2023 to February 29, 2024	Frost	March 1, 2024 to June 30, 2024	Starky	July 1, 2024 to October 31, 2024	Van de Kraats	November 1, 2024 to February 28, 2025	Alberts-Wadsworth	March 1, 2025 to June 30, 2025	Bennett	July 1, 2025 to October 31, 2025	Hogstead
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*CARRIED*

## 11.5 December Council Meeting Dates

<b>Res #363/21 December Council Meeting Dates</b>	Moved by Councillor Frost that Council cancel the December 8 <sup>th</sup> and 22 <sup>nd</sup> regularly scheduled meetings and that the meeting of Council for December be held on December 15, 2021.
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*CARRIED*12.0 **CLARIFICATION OF AGENDA:**

12.1 Asked by Christina Max if Christmas lights will be on the Millet Civic Centre building. Administration will be examining the cost and provide information back to Council.

13.0 **CLOSED SESSION:** NONE14.0 **ADJOURNMENT:**

The meeting was adjourned at 3:59 p.m.

**THESE MINUTES ADOPTED BY COUNCIL THIS \_\_\_<sup>th</sup> DAY OF NOVEMBER 2021.**

\_\_\_\_\_  
MAYOR

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

Council report for Gerdie Hogstead

October 27 swearing in and organizational meeting and council meeting

November 4 Brownlee

November 9 Millet in Bloom zoom meeting

November 10 council meeting start of budget

November 11 Remembrance Day ceremony

November 17, 18 and 19 AUMA convention

November 24 council meeting budget

COUNCIL MEETING

NOV 24 2021

ITEM # 7.1



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

**Meeting:** Regular Council Meeting  
**Meeting Date:** November 21, 2001  
**Originated By:** Mitch Newton – Manager of Enforcement and Safety Services  
**Agenda Item:** Bylaw 2021-11

**BACKGROUND/PROPOSAL**

In an ongoing effort to review Town of Millet Bylaws the current Business License Bylaw was reviewed for 2021 and noted that revenue was low compared to other municipalities of the similar size or in the area.

A complete review of the entire bylaw was completed to clean up some area including definitions, types of businesses and general layout.

For 2022 administration would like to propose the following increase to the bylaw.

Type	Current	Proposed
Commercial Resident Bus	\$75	\$100
Commercial Non-Resident	\$150	\$200
Monthly	\$100	\$125
Rental properties 3-5 units	\$130	\$160
Rental properties 6 – 10 units	\$250	\$300
Rental properties 11 – over units	\$450	\$550

**COSTS**

Not Applicable

**RECOMMENDATION**

- That Council give first reading to Bylaw 2021-11.
- That Council give second reading to Bylaw 2021-11.
- That Council give unanimous consent to third and final reading of Bylaw 2021-11.
- That Council give third and final reading to Bylaw 2021-11.

COUNCIL MEETING  
NOV 24 2021  
ITEM # 8.1

**BYLAW NO. 2021-11**  
**A BYLAW OF THE TOWN OF MILLET**  
**IN THE PROVINCE OF ALBERTA**  
**TO ESTABLISH FEES RELATED TO BUSINESS LICENSING**

**WHEREAS** Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting businesses and provide for a system of licensing.

**AND WHEREAS** it is deemed expedient to provide for the licensing of certain businesses operating in Millet.

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

**1. TITLE**

1.1. This Bylaw may be cited as the "Business License Bylaw".

**2. DEFINITIONS**

2.1. In this Bylaw unless the context otherwise requires:

- 2.1.1. **Advertising** means the promotion of a business by means not limited to flyers, business cards, signage.
- 2.1.2. **Applicant** means a person who applies for a license or renewal of a license.
- 2.1.3. **Business** means a commercial, merchandising, or industrial activity or undertaking; a profession, trade, occupation, calling or employment; or an activity providing goods or services, including rental properties, a cooperative or association of persons.
- 2.1.4. **Business License or License** means a license granted by the Town of Millet, authorizing the person to whom it is granted to carry on the business activity therein specified in the Town of Millet.
- 2.1.5. **Chief Administrative Officer (CAO)** means a person appointed to a position under Section 205 of the Municipal Government Act, RSA 2000, c M26, as amended.
- 2.1.6. **Charitable Organization** organization that is formed for a charitable purpose.
- 2.1.7. **Charitable purpose** includes a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose.
- 2.1.8. **Child Care Service** means development intended to provide care, educational activities and supervision for groups of seven or more children under 16 (sixteen) years of age during the day or evening, but does not include overnight accommodation, and is intended to be operated for at least 12 (twelve) consecutive weeks each year. This use class includes daycare centres, out-of-school care centres, drop-in centres and nursery schools and does not include day home operations.
- 2.1.9. **Council** means the Council of the Municipal Corporation of the Town of Millet.
- 2.1.10. **Day Home Operation (licensed)** means an accessory use in a private residence of the operator that is licenced by the Province to provide personal care, maintenance, supervision or education to children, and shall conform with the Province of Alberta Family Day Home Operations Standards.
- 2.1.11. **Day Home Operation (private)** means a home-based business that provides a child care program in the private residence of the operator for up to (6) six children which may include infants, preschool children, kindergarten children and school-aged children.



- 2.1.12. **Development Permit** is a document that is issued under the Land Use Bylaw that authorizes a development and may include a plan or drawing or a set of plans or drawings, specifications, or other documents. A development permit is separate and distinct from a building permit.
- 2.1.13. **Enforcement Officer** means any Peace Officer appointed by the Peace Officer Act, a member of the Royal Canadian Mounted Police, or a Bylaw Enforcement Officer appointed by the Town under the Municipal Government Act.
- 2.1.14. **Major Home Based Business** means a development consisting of the use within an approved residential or accessory building by a resident of that dwelling for one or more businesses. Such businesses may generate more than one business associated visit per day. The business use must be secondary to the residential use of the building and shall not change the residential character of the dwelling or accessory building other than exception of an approved sign. The dwelling may be used as a workplace by a non-resident. This use class does not include indoor merchandise sales.
- 2.1.15. **Minor Home Based Business** means a development consisting of the use within an approved residential building by a resident of that dwelling for one or more businesses. Such businesses shall not require more than one visitor/appointment at the same time throughout the day within the dwelling. The business use must be secondary to the residential use of the building and no aspects of the business operations shall be detectable from outside the property other than an approved sign. The dwelling shall not be used as a workplace for non-resident employees of the business. This use class does not include indoor merchandise sales.
- 2.1.16. **License Inspector** means and includes an Enforcement Officer, Licensing Officer or any person so designated the Chief Administrative Officer, to carry out provisions of this bylaw.
- 2.1.17. **Licensee** means a person to whom a license has been issued, pursuant to the provisions of this Bylaw.
- 2.1.18. **Non-Resident Business** means a business that does not have a permanent office or place of business within the corporate limits of the Town of Millet.
- 2.1.19. **Person** means an individual human being or corporation and includes a partnership, an association or a group of persons acting in concert.
- 2.1.20. **Premises** means a store, office, dwelling unit, warehouse factory, building, enclosure, or the place occupied or capable of being occupied, by any person for the purpose of carrying on any business.
- 2.1.21. **Rental properties** shall mean 3 or more residential dwelling units, detached, or attached. Samples are tri-plex, four-plex, row housing, apartments, multi-unit buildings, boarding homes consisting of 3 or more living units including residential leased lots and multi-tenant commercial building of 3 or more rental/lease spaces.
- 2.1.22. **Resident business** means a business where a permanent office or place of business is situated within the corporate limits of the Town of Millet.
- 2.1.23. **Town** the Municipal Corporation of the Town of Millet.
- 2.1.24. **Violation Ticket** means a violation ticket as defined in the Provincial Offences Procedure Act, RSA 2000, c P-34.

### **3. GENERAL PROVISIONS**

- 3.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.2. Nothing in this Bylaw relieves a person from complying with any Federal and Provincial regulations, other bylaws or any requirements of any lawful permits, orders, or licenses.
- 3.3. All schedules attached to this Bylaw shall form part of this Bylaw.
- 3.4. Prior to issuing a business license, administration may circulate the application for review to other civic departments such as Fire Services, Enforcement Services, RCMP, and Building & Safety Codes, etc.
- 3.5. The Town shall issue an invoice in December of each year, for the following year's license fees, to all existing holders of valid business licenses.

### **4. LICENSE INSPECTOR**

- 4.1. The CAO shall appoint a License Inspector or License Inspectors to carry out the terms of this Bylaw.
- 4.2. Every person applying for a business license shall complete an application form approved by the License Inspector and signed by the applicant or agent of the corporation.
- 4.3. Subject to the provisions of this Bylaw, upon receipt of an application for business license, the License Inspector may grant a business license or may refuse a business license, if, in their opinion, there are just and reasonable grounds for the refusal of the application, and or permit any restriction on a license.
- 4.4. Subject to the provisions of this Bylaw, where a business license has been granted pursuant to this Bylaw, the License Inspector may revoke or suspend the business license, if, in his opinion, there are just and reasonable grounds for the revocation of the license.
- 4.5. Upon a license being revoked or suspended as hereinbefore provided, the License Inspector shall notify the licensee thereof:
  - 4.5.1. By delivery of notice to him personally, or
  - 4.5.2. By mailing a registered letter to his place of residence or business, and, after the delivery of such notice, his business shall not be carried on until such time as a new license is issued or the suspended license is reinstated.
- 4.6. The License Inspector may determine that it is inappropriate to issue a license to a person where the safety, health or welfare of the public may be at risk due to the issuance of a license.
- 4.7. The power and duties of a License Inspector are:
  - 4.7.1. To administer this Bylaw and as far as possible see that all persons concerned conform to its provisions and to prosecute or assist to prosecute persons who fail to comply within.
  - 4.7.2. To make an inspection of all premises and locations for which a license is required or has been applied for, pursuant to this Bylaw.
  - 4.7.3. To investigate complaints lodged against a license and, if necessary, inspect the premises or location described in the complaints and to revoke any license issued and to levy fees or penalties pursuant to this Bylaw.

### **5. LICENSE REQUIREMENTS**

- 5.1. License Application.
  - 5.1.1. Before a license is issued or renewed, a person must submit to the License Inspector:
  - 5.1.2. A business license application.
    - 5.1.2.1. The applicable license fee; and
    - 5.1.2.2. Any additional information required by this Bylaw or by the License Inspector.
- 5.2. No person shall give false information in an application pursuant to the provisions of this Bylaw.
- 5.3. Every person carrying on or engaged in any business in respect of which a license is required under this Bylaw shall give to the License Inspector all information necessary to enable him to carry out his duties.
- 5.4. If the applicant is not the registered owner of the said property, a letter of authorization from the registered owner will be required for operation of business.
- 5.5. No person shall carry on a business within the Town of Millet unless the person holds a license authorizing the person to carry on that business.
- 5.6. Any contractor applying for a Building, Development, Plumbing, Electrical and/or a Gas Permit, shall as a prerequisite to such issuance of such permit, have a Town of Millet Business License as prescribed herein.
- 5.7. Prior to a business license being issued, the applicant business will comply with all appropriate regulations in Town's Land Use Bylaw and other bylaws that the Town may enact from time to time.
- 5.8. No business license shall be granted until such time that the applicant holds a valid development permit for the location where the business is located.
- 5.9. No person shall contravene a condition of a license.
- 5.10. No business license shall be granted until such time that the applicant holds a valid provincial or federal license required by law.
- 5.11. Renewal for a business license of an existing business, fees shall be submitted and paid in full to the Town of Millet on or before 31st day of January of each current year.
- 5.12. Each new business license shall be valid only for the calendar year (January 1st – December 31st), except where indicated otherwise.
- 5.13. Unless otherwise specified in this Bylaw, license fees are not refundable
- 5.14. The license inspector or designate may refund a license fee if the license is not issued or renewed.
- 5.15. No business license shall be valid unless the said license has been signed by the License Inspector or anyone designated to act on his behalf.
- 5.16. Any advertising of the businesses referred to in this Bylaw shall be deemed to be proof of the fact that the person advertising is carrying on or operating any such business.
- 5.17. Any person issued a business licenses under this bylaw will either:
  - 5.17.1. Display such license in a conspicuous location in the place of business,
  - or,

- 5.17.2. Carry the license, or copy thereof, with them if there is no permanent place of business within the Town.
- 5.18. All signage and advertising must comply with the current Land Use Bylaw.
- 5.19. Notification of Changes:
- 5.19.1. A Licensee shall forthwith notify the Town of,
- 5.19.1.1. A change in address of the Licensee's business premises.
- 5.19.1.2. A change in partnership/corporation of the business if the license is issued to a partnership.
- 5.19.1.3. A change in the officers or director of the corporation if the license is issued to a corporation.
- 5.19.1.4. A change in contact numbers, mailing address etc.
- 5.20. An issued business license cannot be transferred between owners or locations. If there is a change in ownership or business location, a new Business License will be required.
- 5.21. A Business License is not required for:
- 5.21.1. A business only working for the Town of Millet
- 5.21.2. A business carried on by the Government of the Province of Alberta or the Government of Canada or a Crown Corporation created by either Government.
- 5.21.3. A business expressly exempted from the requirement of a license by a statute of the Legislature of Alberta or Parliament of Canada.
- 5.21.4. A person who contracts with any of the Governments or corporations designated in Section 20 a, b & c will be subject to all requirements of this Bylaw.
- 5.21.5. Any person who is conducting business as a participant of a Trade Show, Craft Fair, Farmer's Market or Garage Sale.
- 5.21.6. Any person who is conducting business as a wholesaler or distributor of goods to one or more licensed businesses within the Town.
- 5.21.7. Any person who operates a business that, upon the satisfaction of the Licensing Officer, is carried out for religious, charitable, or approved Town events.
- 5.21.8. The Crown in right of Alberta
- 5.21.9. The Crown in right of Canada
- 5.21.10. A person whose business is expressly exempted from the requirement of a business license by a statute of the Legislature of Alberta or Parliament of Canada.
- 5.22. The onus of proving that a person is exempt from the provisions of this Bylaw requiring a license is on the person alleging the exemption.
- 5.23. No person shall obstruct an Enforcement Officer or a License Inspector.

## 6. APPEAL PROCESS

- 6.1. In every case where:
- 6.1.1. An application for a business license has been refused.
- 6.1.2. A business license has been revoked the person seeking the license may appeal to the Town Council.
- 6.2. An appeal from subsection a) shall be made within thirty (30) days after such refusal or revocation.
- 6.3. All appeals shall be made in writing addressed to the Chief Administrative Officer of the Town of Millet and shall be dated as of the date received.
- 6.4. The Town Council, after hearing the applicant may:

- 6.4.1. Direct a business license be issued.
- 6.4.2. Direct a business license be issued with conditions.
- 6.4.3. Refuse to grant a business license
- 6.4.4. Uphold the revocation of a business license on the grounds which appear just and reasonable.

## 7. ENFORCEMENT

- 7.1. The CAO or designate of the Town, or an Enforcement Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.
- 7.2. Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "B".
- 7.3. An Enforcement Officer is hereby authorized and empowered to issue a violation ticket to any person who the Enforcement Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 7.4. Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.
- 7.5. Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 7.6. A person issued a violation ticket for an offence shall be deemed sufficiently and properly served if served personally on the accused.
- 7.7. Corporation and Partnerships;
  - 7.7.1. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
  - 7.7.2. If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

**8. SEVERABILITY**

8.1. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

**9. REPEAL**

9.1. Bylaw No. 2020-28 is hereby repealed.

**10. EFFECTIVE DATE**

10.1. This bylaw shall take effect on the date of third and final reading.

Read a first time this \_\_\_\_\_ day of November, A.D., 2021.

Read a second time this \_\_\_\_\_ day of November, A.D., 2021.

Read a third and final time this \_\_\_\_\_ day of November A.D., 2021.

**TOWN OF MILLET**

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

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

**SCHEDULE "A" – BUSINESS LICENSE FEES**

Commercial Resident Business      \$100.00

Commercial Non-Resident      \$200.00

Monthly License (any category)      \$125.00

Rental Properties	\$160.00	3 – 5	units/dwelling/lease space
	\$300.00	6 – 10	units/dwelling/lease space
	\$550.00	11 – over	units/dwelling/lease space

Annual business license fees shall be reduced by half (50%) when purchased after September 30 in any license year.

## SCHEDULE "B" - VIOLATIONS AND PENALTIES

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of \$400.00 (Four Hundred).

A person who commits a second or subsequent offence within a period of one (1) year may be subject to a fine that is double the amounts above.

<b>Offence</b>	<b>Penalty First Offence</b>	<b>Penalty Second Offence</b>
5.2 Provide False information on an application	\$400.00	\$800.00
5.3 Fail to provide information to a license inspector	\$400.00	\$800.00
5.5 Carry on a business without a license	\$400.00	\$800.00
5.7 Fail to comply with other bylaws	\$400.00	\$800.00
5.9 Contravene condition on a license	\$400.00	\$800.00
5.17.1 Fail to display license	\$400.00	\$800.00
5.17.2 Fail to carry license	\$400.00	\$800.00
5.18 Fail to comply with signage and advertising requirements	\$400.00	\$800.00
5.19.11 Fail to notify of address change	\$400.00	\$800.00
5.19.12 Fail to notify of change of partnership or corporation	\$400.00	\$800.00
5.19.13 Fail to notify a change in officers or director of a corporation	\$400.00	\$800.00
5.19.14 Fail to notify a change in contact number or address	\$400.00	\$800.00
5.23 No person shall obstruct an Enforcement Officer or a License Inspector	\$600.00	\$1200.00





# County of Wetaskiwin No. 10

P.O. Box 6960, Wetaskiwin, AB T9A 2G5

Phone: 780-352-3321

Fax: 780-352-3486

www.county.wetaskiwin.ab.ca

**Strong Proactive Leadership • Safe Progressive Communities**

November 4, 2021

Town of Millet  
PO Box 270  
Millet, AB T0C 1Z0

ATTENTION: LISA SCHOENING, CAO

**RE: COUNTY OF WETASKIWIN ORGANIZATIONAL MEETING**

Please be advised that at the Organizational Meeting of the County of Wetaskiwin No. 10, held October 25, 2021, appointments were made for the 2021/2022 term as follows:

Reeve	Councillor Josh Bishop
Deputy Reeve	Councillor Kathy Rooyakkers
Town of Millet Leisure Services Advisory Committee ▪ Alternate	Councillor Josh Bishop Councillor Lynn Carwell
Joint Economic Development Initiative Committee  ▪ Management Committee	Reeve Josh Bishop Councillor Ken Adair Councillor Lyle Seely Rod Hawken, CAO
Intermunicipal Committee	Reeve Josh Bishop Councillor Lynn Carwell Councillor Dale Woitt (Alt) Rod Hawken, CAO

Contact information can be found on our website [www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca). Our best wishes to your organization and staff members during the coming year.

Yours truly,

Rod Hawken  
CAO

:bew

COUNCIL MEETING

NOV 24 2021

ITEM # 10.1

RECEIVED

NOV 08 2021



**REQUEST FOR DECISION**

**DATE November 24, 2021**

**TOPIC: Change in funding sources on capital projects**

**FROM: Director of Finance**

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**BACKGROUND/PROPOSAL**

All capital items that are approved by council must be accompanied by a funding source. All capital items and their funding must be either approved during an annual budget or in a separate council resolution.

During the year there has been several items that were approved by council, but the funding sources were not mentioned. Council needs to associate a funding source to these items.

It has come to administration attention that changes in some of the funding sources may be beneficial to the town. There are also some reserves that have access funds in them that would be beneficial to move funding into more needed reserves. Administration would therefore, like to change some of the previous funding sources approved by council.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**BENEFITS**

- Be in compliance with rules and regulations
- Save the town money
- Increase reserves that are getting low

**DESADVANTAGE**

- More work for administration to change grants to update or apply for funding
- May lose some information regarding cost recovery between operating and capital in Utilities.

COUNCIL MEETING

NOV 24 2021

ITEM # 11.1

## RECOMMENDATION

That council approve the following changes to funding:

Move \$50,000 from operating water reserve to Capital water Reserve (this will cover the waterline for the old school)

Res318/20 Old school project, Move \$240,000 form MSI funding to Capital General Admin Reserve. (This is as sale of proceeds from the community hall was to go toward the school, which in-directly would be placed into Capital General Admin Reserve.

Res 285/20 – (Range RR244) Move \$529,000 from MSI funding to General Admin Capital Reserve

Res#62/21 – (additional Agri-plex repairs) Move \$444,920 from General Admin Capital Reserve to MSI funding and \$37,500 from the Agriplex reserve.

Funding not specified in council resolution

Res#62/21 – exterior drainage in Agri-plex come out of General admin capital Reserve for \$67,250

Res#116/21 Change order to the school to come out of General Admin Capital Reserve for \$45,000

Res#138/20 Diamond Drive services to the school to come out of General Admin Capital Reserve for \$152,668.56

Res#147/21 Lions Club Bay to come out of Major Facilities Reserve for \$65,000

Res#229/21 – Have waterline project funds come out of capital water reserve for \$58,452.75

*Estimated capital reserve and grants for beginning of 2022*

*Reserves:*

*General Administration: \$545,000*

*Water: \$30,000*

*Sewer Reserve: \$10,000*

*Capital equipment: \$606,000*

*Major Facilities: 59,900*

*Agri-plex: \$66,300*

*Grants*

*MSI - \$5,800*

*Fed Fuel - \$121,500*

# **Economic Developers Alberta (EDA) Elected Officials Training Course – Request for Decision**

## **Background**

Elected Officials have a critical roll to play in the economic development of their communities. Economic Developers Alberta (EDA) offers an Elected Officials course, designed to give community leaders an opportunity to understand the complex and competitive field of economic development; as well as the tools to help the economic developers in their communities to be successful.

The Elected Officials course provides specialized information on the strategies, tools and resources needed to help their communities thrive. It delivers information on:

- The role and function of community economic development;
- The principles and theories of economic development;
- Roles - How elected officials and economic development committees fit into these functions: governance vs. operations;
- Foundational elements of a community strategic plan and how it links to an economic development strategic plan;
- The various types of economic development strategies such as business investment, tourism development, business retention and expansion, leveraging public and private partnerships, etc.; and,
- Best practices relevant to rural and urban municipalities.

The Joint Economic Development Initiative (JEDI) has booked an online training session on January 6th, 2022. The training session is one full day in duration (9 a.m. to 3 p.m.) The JEDI Board has confirmed their attendance and JEDI is extending an invitation to the rest of the County & Town of Millet Councillors.

The cost of the training is dependent on participation and will be covered by JEDI. If all the Town & County Councillors can attend the cost would be \$2,475 plus GST. If under 10 participants are confirmed the cost is \$1,750. As soon as we can confirm numbers the course materials will be shipped to JEDI's office for distribution to the participants.

## **Recommended Resolution**

that Council confirm or deny their attendance at the online EDA Elected Officials Training Course hosted by JEDI on January 6<sup>th</sup>, 2022, from 9 a.m. to 3 p.m.

Councillors attending:

Councillors not attending:

COUNCIL MEETING



**WE HELP YOU  
UNDERSTAND CURRENT  
ECONOMIC DEVELOPMENT  
PROCESSES, POLICIES  
& PROJECTS.**

**Other Courses Offered:**

- Economic Development:  
Establishing the Foundation
- Business Retention & Expansion
- Business & Investment Attraction

**For more information or to  
book your course contact:**

Economic Developers Alberta  
Phone: 1.866.671.8182  
[www.edaalberta.ca](http://www.edaalberta.ca)



**Economic  
Development  
for Elected Officials**



Suite 127, #406, 917 85 St SW Calgary, Alberta T3H 5Z9  
Email: [admin@edaalberta.ca](mailto:admin@edaalberta.ca) Phone toll free: 1.866.671.8182  
[www.edaalberta.ca](http://www.edaalberta.ca)





Our goal is to create awareness and understanding of the wide spectrum of **community economic development issues**.

**Economic development is an essential, complex, competitive field.**

It encompasses **processes, policies and projects** that community leaders need to know about to **improve the economic, political and social well-being** of their residents.

It also requires strong leadership and community engagement.

Elected officials have an important role to play.



## EDA's Economic Development for Elected Officials Course

We provide you with **strategies, tools, resources and experiences** to help your community **survive, thrive and grow**.



### 1 The Role and Function of Community Economic Development

- What is Community Economic Development (CED)? How does it work?
- Who practices CED and how does it affect elected officials?
- How should you budget and monitor the economic development function?
- What is the relationship between municipal planning and economic development?

### 2 Issues and Best Practices

- Business investment, retention, expansion and attraction
- Tourism development and planning
- Industrial development and planning
- Understanding the role of public/private partnerships
- Opportunities for technology-led development

### 3 How to Manage the Process

- Working with your economic development staff
- Bringing the whole community to the table
- Developing and running effective community boards/committees
- Getting the right information at the right time, and getting a second opinion
- Obtaining funding for projects, plans and infrastructure
- Liability concerns and issues

### 4 How to create effective outcomes for your community

- Ethical considerations in economic development decision-making. When economic interests compete with social good.
- Measuring community value of the work done by your economic development staff

Town of Millet

I would like to request the use of the community hall gymnasium for pickle ball on Monday evenings from 6pm til 9 pm.

I also request the waiver of fees from the town for the use of the gymnasium please.

Sincerely,  
Morey Allers

COUNCIL MEETING  
NOV 24 2021  
ITEM # 11.3