



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
MILLET COMMUNITY HALL
December 15th, 2021
5:30 p.m.**

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 24th, 2021 - Regular Meeting of Council

6.0 DELEGATIONS

6.1 Millet Mental Health and Wellness Project

7.0 REPORTS

7.1 Council Reports

7.2 Finance Report – Annette Gordan

7.3 Fire Department

8.0 BYLAWS

8.1 2021-11 Business License Bylaw (second & third reading)

9.0 **AGREEMENTS - NONE**

10.0 **CORRESPONDENCE**

11.0 **NEW BUSINESS**

- 11.1 Request for Decision – Tera Ainsworth - Waiver
- 11.2 Request for Decision – Smiles - Request
- 11.3 Request for Decision – JEDI AGM Appointment
- 11.4 Request for Decision – JEDI - Waiver
- 11.5 Request for Decision – Policy Health Spending Account
- 11.6 Request for Decision Policy No. 52A

12.0 **CLARIFICATION OF AGENDA**

13.0 **CLOSED SESSION**

- 13.1 Personnel
- 13.2 Land – MIB
- 13.3 Land - Potential Development

14.0 **ADJOURNMENT**



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
MILLET COMMUNITY HALL
November 24th, 2021
3:00 p.m.

PRESENT:

MAYOR	Doug Peel
COUNCILLORS	Marlene Alberts-Wadsworth Michael Bennett Rebecca Frost Gerdie Hogstead Mathew Starky Charlene Van de Kraats
C.A.O.	Lisa Schoening
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
DIRECTOR OF FINANCE	Annette Gordan
OFFICE MANAGER	Joyce Vanderlee
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:**

Res #364/21 Additions	Moved by Councillor Van de Kraats that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended: 11.4 - Operating Budget 11.5 - Capital Budget
--------------------------	--

CARRIED

COUNCIL MEETING

DEC 15 2021

ITEM # 5.1

5.0 ADOPTION OF MINUTES:

5.1 – November 10th, 2021 - Regular Meeting of Council

Res #365/21 Agenda	Moved by Councillor Bennett that the November 10th, 2021, Regular Meeting of Council Minutes are hereby approved, as presented.
-------------------------------	---

CARRIED

6.0 **DELEGATIONS:** None

7.0 REPORTS:

7.1 Council Report – Gerdie Hogstead – Councillor

Res #366/21 Reports	Moved by Councillor Frost that the reports presented be accepted as information.
--------------------------------	--

8.0 BYLAWS:

8.1 2021-11 Business Bylaw (first reading only)

Res #367/21 Bylaw 2021/11	Moved by Councillor Starky that the Business Bylaw 2021-11 receives first reading.
--------------------------------------	--

CARRIED

9.0 **AGREEMENTS:** NONE

10.0 CORRESPONDENCE:

10.1 County of Wetaskiwin Organizational Appointments

Res #368/21 Correspondence	Moved by Councillor Alberts-Wadsworth that item be accepted as information.
---------------------------------------	---

CARRIED

11.0 NEW BUSINESS:

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

<p>Res #369/21 Funding</p>	<p>Moved by Councillor Bennett that the following changes be made to funding as presented:</p> <p><u>RECOMMENDATION</u></p> <p>That council approve the following changes to funding:</p> <p>Move \$50,000 from Operating Water Reserve to Capital Water Reserve (this will cover the waterline for the old school).</p> <p>Res#318/20 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.</p> <p>Res#285/20 – (Range RR244) Move \$529,000 from MSI funding to General Admin Capital Reserve.</p> <p>Res#62/21 – (additional Agriplex repairs) Move \$444,920 from General Admin Capital Reserve to MSI funding and \$37,500 from the Agriplex reserve.</p> <p>Funding not specified in council resolution.</p> <p>Res#62/21 – exterior drainage in Agriplex come out of General Admin Capital Reserve for \$67,250.</p> <p>Res#116/21 Change order to the school to come out of General Admin Capital Reserve for \$45,000.</p> <p>Res#138/20 Diamond Drive services to the school to come out of General Admin Capital Reserve for \$152,668.56.</p> <p>Res#147/21 Lions Club Bay to come out of Major Facilities Reserve for \$65,000.</p> <p>Res#229/21 – Have waterline project funds come out of Capital Water Reserve for \$58,452.75.</p> <p><i>Estimated capital reserve and grants for beginning of 2022</i></p> <p><i>Reserves:</i></p> <p><i>General Administration: \$545,000</i></p> <p><i>Water: \$30,000</i></p> <p><i>Sewer Reserve: \$10,000</i></p> <p><i>Capital Equipment: \$606,000</i></p> <p><i>Major Facilities: \$59,900</i></p> <p><i>Agriplex: \$66,300</i></p> <p><i>Grants</i></p> <p><i>MSI - \$5,800</i></p> <p><i>Fed Fuel - \$121,500</i></p>
---------------------------------------	---

CARRIED

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

Res #370/21 Training	Moved by Councillor Frost that Councillors Alberts-Wadsworth and Councillor Hogstead attend the Councillor Training Course through Economic Development Alberta (EDA) on January 6 2022.
---------------------------------	--

CARRIED

11.3 Request for Decision Community Hall Fee Waiver for Pickle Ball

Res #371/21 Waiver	Moved by Councillor Frost that the Community Hall fees for Monday evenings 6 pm – 9pm Pickleball be waived for 4 weeks and that no permanent tape be used at this time.
-------------------------------	---

CARRIED

11.4 Budget - Operating

Res #372/21 Operating	Moved by Councillor Frost that the Operating Budget be adopted as presented.
----------------------------------	--

CARRIED

11.5 Budget - Capital

Res #373/21	Moved by Councillor Starky that the Capital Budget be adopted.
--------------------	--

CARRIED

12.0 **CLARIFICATION OF AGENDA:** NONE

13.0 **CLOSED SESSION:** NONE

14.0 **ADJOURNMENT:**

The meeting was adjourned at 3:31 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS ___th DAY OF NOVEMBER 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Council Meeting
Meeting Date: December 15, 2021
Originated By: Lisa Schoening
Agenda Item: Delegation

BACKGROUND/PROPOSAL

Vicki Pyle will be in attendance to address Council on the grant received for mental health and the possibilities for the Town.

COUNCIL MEETING

DEC 15 2021

ITEM # 6.1

MILLET MENTAL HEALTH AND WELLNESS PROJECT

For Town of Millet to Acquire Project as Overseer

OVERVIEW

Millet Mental Health and Wellness Project is pleased to submit this proposal to the Town of Millet. In late 2020, an application was submitted for funding through the Mental Health and Addiction COVID-19 Community Funding Application. This grant enables 30-50 individuals who do not have third-party insurance coverage to access fully funded clinical counselling hours. Additionally, there has been opportunity to offer mental-health related programming within the community. To date, the project has initiated a Gay-Straight Alliance (GSA) and has hosted several conceptual meetings regarding a sports psychotherapy program. The project has secured service providers as well as organizations willing to collaborate on aspects of programming.

The current fiscal agent has run into some roadblocks with accessing the funding. The nonprofit organization that the project teamed with has lapsed their nonprofit status and the Revival of Society application has not yet been approved. Originally, the grant was to run April 2021 to April 2022, and this is a significant roadblock. While the project has assisted with the Revival of Society application, an alternate route is to secure a separate nonprofit agency as fiscal agent.

The Objective

i As grant holders, the objective of this proposal is to offer this project to the Town of Millet to operate for collaborative support. The following is a list of immediate needs. (See funding breakdown on page 3)

- Need #1: Office Space
- Need #2: One office administration staff *note – funding secured
- Need #3: Insurance for operating programming
- Need #4: Required formation of a Board of Directors (to possibly include: members of council/county, public, nonprofit representative, Alberta Health Services)

The Opportunity

i With the Town of Millet overseeing the operations of this project, there is room for expansion and enhanced programming fully utilizing the grant funding. This also provides the opportunity to provide longer term services.

- Goal #1: Opportunity to enhance FCSS funding and programming
- Goal #2: Recreational and wellness opportunities for residents through town facilities
- Goal #3: Expand short-term funding to offer ongoing services

PRICING

The following table provides the details of the grant allocated funding and what the Millet Mental Health and Wellness Project can contribute to startup.

Total Grant	\$98,980
Salaries and benefits (for each position) – Program Coordinator (12 hr./wk. for 52 wk. at \$25/hr.)	\$15,600
Materials and Supplies	
Laptop	\$800
Office setup (desk, filing cabinet)	\$300
Ongoing monthly expenses (office overhead \$100/mo.)	\$1,200
Cellphone for office use	\$600
Phone/Internet (\$85/mo.)	\$1,020
Zoom (\$17/mo.)	\$204
Office software (\$20/mo.)	\$240
Postage	\$36
Other	
Office rent (\$600/mo.)	\$7,200
Programming (seminar facilitators etc. \$500/mo.) This includes: supplies, refreshments, speaker fees, advertising, hall rentals, printing costs.	\$6,000
12 funded clinical therapy hours for 30-50 residents	\$64,800
Administration at 1%	
Hiring and advertising expenses, contract creation, etc.	\$980
Total	\$98,980

*Within this budget, in collaboration with the town, funds allocated for office setup, supplies etc. may be reallocated to clinical therapy hours, where the town would have the needed infrastructure and operations. As an example, the project could reallocate, at minimum, \$7,740 to clinical therapy hours by partnering with the town in the way of office setup (\$300), office software (\$240), and office rent (\$7,200)

Councillor Gerdie Hogstead.

Millet in Bloom held a meeting November 9, 2021 via zoom.

Guest speaker Edie Spagrud talked about and presented slides about creating photographic opportunities in public spaces in the Town of Millet.

MIB chair has set up a committee to look into these opportunities.

MIB will look into potting and selling Canna lilies.

The 2022 plant orders are completed.

Lights will be put up in the community garden.

Christmas decorating bee was held November 13

Next meeting date is set for February 9, 2022.

MIB is waiting to be contacted to present to Council.

COUNCIL MEETING

DEC 15 2021

ITEM # 7.1

Councillor Gerdie Hogstead

Wetaskiwin and Area Lodges Authority (WALA)

Board meeting December 1, 2021 9:00 a.m. Reynolds Museum

WALA is in charge of two lodges, Peace Hills Lodge and West Pine Lodge, these two lodges are operated by The Bethany Group (<https://www.thebethanygroup.ca/>) which also operates the John A. Smith Manor and one community house in the Town of Millet.

We had an election of Board Chair - Cathy Rooyackers

Board Vice Chair – Dean Billingsly

The John A. Smith Manor has 12 senior contained suites with 100% occupancy with 7 females and 5 males average age is 75.

The community house has 100% occupancy with 3 females and 2 males.

After reviewing the budget, it was decided to increase the overall operating budget.

Millet's requisition will increase \$4,850.00 to \$47,287.50.

Next meeting date is set for February 2, 2022 at 9:00 a.m.

Millet & District Historical Society Report to Council – M. Alberts

Meeting – November 8, 2021

MDHS Board Orientation Training

A virtual presentation was given to the Board which outlined the governance, operations and museum functions.

The regular MDHS Meeting followed.

Highlights of the MDHS Meeting

The Board passed Resolutions to accept the Town of Millet Operation Contract (October 25, 2021) and the Lease Amendment Agreement.

On November 5th, the museum received a grant from the Reopening Fund for Heritage Organizations of \$18,117.00 for the 2021 - 2022 fiscal year.

Volunteer Appreciation Dinner

The Millet Arts n Craft Guild received \$1000 and is partnering with the MDHS as majority of the members are in both.

Approximately 50 members that have supported the many aspects of the Museum in 2021 will be in attendance.

Remembrance Day

Through Alberta Health Services, the Museum provided **Remembrance Day activities** for kids. They gave out 50 kits on Nov 10 on a first come for kids which will include activities and poppy plaster casting that could be painted.

Light Up Millet

Millet Quilt Walk will start after Remembrance Day to be setup at various businesses in Millet to see beautiful Quilts created by the Millet Arts and Craft Guild.

Millet Museum and Millet Arts and Craft Guild Open House and Christmas Sale

Friday November 26 from 10am – 5pm. Event and activities included Raffle Prizes, Vendors, a Scavenger Hunt, guest lecturer Lucie Heins, Wetaskiwin Regional Public School Wellness Support Team and SMILES literature.

Saturday November 27 10 am – 5 pm with Santa arriving noon until 2 pm for photographs and provide a bag of goodies.

Vendor tables to be announced.

Kids crafts and activities.

Light Up Millet Contest

All residents are asked to put their lights on as well as Christmas displays Dec 11 from dusk ~6 pm – 9 pm to be judged for prizes

Partnership with the Millet Lions Christmas Hampers and the Millet Community Food Bank are collection food items, unwrapped new toys and funds through sale of paper lights that will be strung on the tree for the light up at the Millet Fire Hall Open House.

Millet Museum Awarded Outstanding Stewardship Award

The Millet Museum is proud to accept the 2020 Outstanding In Stewardship (OTIS) Award from the Battle River Watershed Alliance (BRWA). The OTIS Award recognizes the actions taken by businesses, organizations, individuals, and youth to care for our watershed, including the land, air, water, and biodiversity.

The Museum was nominated for several stewardship initiatives. After participating in the Battle River Watershed Alliance (BRWA) Finding Common Ground 2.0 energy tour in fall 2019, the Museum presented knowledge gained on the tour to other museums and community groups. This research was intended to be used in the creation of environment themed exhibits in summer 2020. While this exhibit was postponed, the Museum instead created 3 virtual exhibits. These virtual exhibits used less materials and resources. Following the tour, the Museum took steps to use environmentally friendly gardening techniques, reuse materials, installed motion sensor faucets, and slowly adjusted the overall temperature of the collections storage spaces, allowing artefacts to be safely kept at a warmer temperature, using less air conditioning.

In the spring of 2020, the Museum completed a two-year project to research Millet's native plants. In partnership with the Millet in Bloom committee, an outdoor classroom was placed in the Pipestone Park, along the Eyot Creek. The classroom contains seating and signage presenting the Museum's native plant research. The Museum's summer programs were also designed to contain environmentally themes, like planting seeds, and to generate less paper waste than previous years.

MDHS Meeting – November 29th, 2021

A Light-Up Event was planned for volunteer Debbie Herman from the Food Bank. Tracey Leavitt arranged for Video Shadow Light Productions to be on site. The Committee decided to keep it small as they lacked sufficient time to put protocols in place. Lights were donated by the Seniors and the Town arranged to have the hired bucket lift (Dandy's Trucking) to put them on a tree just north of the Museum. Millet in Bloom Volunteers put lights on the Kiosk. Members of the Lions, Millet in Bloom and the MDHS Society attended. Mayor Peel gave a thank you speech on behalf of the Town of Millet.

Pioneer Women Recipients were announced. To date the recipients are Amelia Mown, Audrey Smith and Phoebe Nelson.

Volunteer Appreciation Dinner

A combined Arts & Crafts Guild and MDHS Volunteer Appreciation Dinner was held at the Castle in Wetaskiwin on December 7th. This was made possible partially through funds from FCSS. Forty-five volunteers were in attendance.

Next Meeting – December 13th 1:00 – 4:00 p.m.

Marlene D. Alberts, B.Ed., M.Ed
MDHS Councillor Representative
Town of Millet

tax aging analysis
Excluding auto pay

	Current outstanding	One Year outstanding	Total outstanding
Nov 2019	198,961.57	76,294.08	340,388.05
Nov 2020	204,531.41	86,632.13	403,388.07
Nov 2021	119,428.80	39,454.24	226,160.02

Analysis:

We have fully recovered in our tax collection from COVID-19 and have a better collection than pre-pandemic. Our methods to increase tax collection have had some measurement of success.

COUNCIL MEETING

DEC 15 2021

ITEM # 7.2



Millet Fire Department
Call History Report by Date
 11/11/2021 - 11/30/2021

Date	Type	Incident #	Incident Type	Primary Action	# Of Attendees	Total Time
Mon 11/01/2021 17:53	County - Wetaskiwin (Extra Hours)	2100129	77 Motor Vehicle Collision	55 Establish safe area	12	01:30
Wed 11/03/2021 03:20	County - Wetaskiwin (Extra Hours)	2100130	31 Unconscious/ Fainting (Near)	55 Establish safe area	12	01:18
Wed 11/03/2021 21:38	County - Leduc	2100131	52 Alarms	55 Establish safe area	15	00:32
Fri 11/05/2021 13:47	County - Wetaskiwin (Extra Hours)	2100132	67 Outside Fire	55 Establish safe area	13	01:27
Sat 11/06/2021 20:02	City - Millet	2100133	52 Alarms	55 Establish safe area	9	00:13
Tue 11/09/2021 10:12	County - Wetaskiwin (Extra Hours)	2100134	69 Structure Fire	55 Establish safe area	20	02:43
Fri 11/12/2021 13:54	County - Wetaskiwin	2100135	67 Outside Fire	55 Establish safe area	12	00:50
Sat 11/13/2021 12:50	County - Leduc (Extra Hours)	2100136	67 Outside Fire	55 Establish safe area	17	02:11
Sat 11/13/2021 12:59	County - Wetaskiwin	2100137	67 Outside Fire	55 Establish safe area	17	00:46
Sat 11/20/2021 15:48	County - Leduc	2100138	67 Outside Fire	55 Establish safe area	9	00:26
Mon 11/22/2021 19:17	County - Leduc	2100139	67 Outside Fire	55 Establish safe area	10	00:21
Thu 11/25/2021 06:07	County - Leduc	2100140	77 Motor Vehicle Collision	86 Investigate	18	00:45
Thu 11/25/2021 06:52	County - Wetaskiwin (Extra Hours)	2100141	77 Motor Vehicle Collision	55 Establish safe area	20	03:14
Fri 11/26/2021 05:44	County - Leduc	2100142	77 Motor Vehicle Collision	55 Establish safe area	14	00:43
Tue 11/30/2021 19:33	County - Wetaskiwin	2100143	77 Motor Vehicle Collision	55 Establish safe area	17	00:59

False

total calls for City - Millet:	1
total calls for County - Leduc:	5
total calls for County - Leduc (Extra Hours):	1
total calls for County - Wetaskiwin:	3
total calls for County - Wetaskiwin (Extra Hours):	5
total calls:	15
total Time:	17:58
	Avg. Call Attendance: 14.33

COUNCIL MEETING

DEC 15 2021

11/30/2021

ITEM # 7.3



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

Meeting: Regular Council Meeting
Meeting Date: December 15, 2021
Originated By: Mitch Newton,
Agenda Item: Bylaw 2021-11 Business License Bylaw

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. While the Town was lower in most categories, the proposed bylaw does remove the specified fee for Home Based Businesses and includes them in the Commercial Resident Business which lowers the fee by \$20 per year.

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 Business	\$75	\$100
Home Based Business	\$120	\$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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

That Council give second reading to Bylaw 2021-11.
That Council give third and final reading to Bylaw 2021-11.

COUNCIL MEETING
DEC 15 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.

Offence	Penalty First Offence	Penalty Second Offence
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



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

Meeting: Council Meeting
Meeting Date: December 15, 2021
Originated By: Lisa Schoening
Agenda Item: Show & Shine

BACKGROUND/PROPOSAL

Council has waived the rental for the Agriplex Parking lot in the past for the annual Show & Shine

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The cost for the full day rental is \$300

RECOMMENDATION

Does Council wish to waive the \$300 rental fee for the 2022 Millet Show & Shine?

COUNCIL MEETING
DEC 15 2021
ITEM # 11.1

Tera Ainsworth
Millet Show & Shine
Box 738
Millet, AB
T0C 1Z0

December 8, 2021

Town of Millet
Box 270
5120-50 Street
Millet, AB
T0C 1Z0

To Whom It May Concern:

Next year the Millet Show & Shine Car show will be held July 9 2022 on the grass of Paul Clarks land, we are in need of a larger space to allow our event to accommodate for more vehicles (in the past we had 140 vehicles last year and are hoping to have at least another 100 this year) and even more visitors. This coming up show and Shine will be advertized in the Alberta Car Calendar, Town of Millet web page and social media! Think of all the visitors coming from near are far.

The proceeds (after expenses are paid) will be donated to The One Accord Youth Center here in Millet.

This Letter is being sent to ask to have the Agriplex parking lot rental fee waived and for Paul Clark, all the Millet Show & Shine volunteers to be added to the town insurance policy on July 9 2022 so that more of the proceeds can be donated to The One Accord Youth Center here in Millet.

Please feel free to contact me at 780-216-0344 if you have any questions.

Tera Ainsworth
Millet Show & Shine



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

Meeting: Council Meeting
Meeting Date: December 15, 2021
Originated By: Lisa Schoening
Agenda Item: SMILES – Letter of Support

BACKGROUND/PROPOSAL

The SMILES non-profit received grant funding to place 3 Distance Diamonds in the Town. Now that they have all been installed the society is seeking a letter of support for a grant to place a gazebo over the diamonds.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The cost of the gazebo's will be 100% funded by the grant, at no cost to the Town. The only ongoing expense would be ongoing maintenance of the said gazebo.

RECOMMENDATION

Does Council wish for administration to send a letter of support for the SMILES grant application?

COUNCIL MEETING

DEC 15 2021

ITEM # 11.2

December 6, 2021

To the Town Council:

On August 19th 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. If this could be discussed and approved at the next town council meeting it would be appreciated.

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 found a solution regarding the signage, which entailed modifying some of the existing signage on the Distancing Diamond center piece. All required information about the Distancing Diamond and sponsors have been placed on the Diamonds where the current SMILES Nonprofit logo was located.

There has been overwhelmingly positive feedback from the community for the Distancing Diamonds. However, there has been one consistent request for shade in William Leonard Gray Park as well as Phillips Park. We have a solution if the council can give approval for an animator grant written by SMILES of Joy group for gazebos to be built over the two Distancing Diamonds. As this is time sensitive, we hope to hear from you after your next town council meeting.

Our next meeting is scheduled to be held on December 17, 2021. We have thoroughly enjoyed creating these Distancing Diamonds for the Town of Millet and hope they bring comfort and joy to our community. We look forward to hearing from you.

Sincerely,

Rita-anne Fuss

Executive Director of SMILES Nonprofit Society

Millet Healthy Community Initiative Group member

SMILES of Joy Group member



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

Meeting: Council Meeting
Meeting Date: December 15, 2021
Originated By: Lisa Schoening
Agenda Item: JEDI AGM

BACKGROUND/PROPOSAL

At the annual Organizational meeting of Council, Councillors Frost and Alberta were appointed to the JEDI Board and Councillor Alberts to the AGM.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The member that attend the AGM must be a member that is not on the board, therefore Council will need to choose another representative to attend the AGM on February 15, 2021.

RECOMMENDATION

That Council appoints a member for the JEDI AMG.

COUNCIL MEETING

DEC 15 2021

ITEM # 11.3



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

Meeting: Council Meeting
Meeting Date: December 15, 2021
Originated By: Lisa Schoening
Agenda Item: JEDI – Hall Waiver

BACKGROUND/PROPOSAL

JEDI will be hosting the annual Strat planning on January 14th at the Millet Agriplex Banquet hall.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

JEDI has asked for a waiver for rental fees for the event. The total waiver will be \$1,310.20.

RECOMMENDATION

Does Council wish to waive the fees for JEDI for the use of the banquet hall?

COUNCIL MEETING

DEC 15 2021

ITEM # 11.4



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

Meeting: Regular Council Meeting

Meeting Date: December 15, 2021

Originated By: Annette Gordon

Agenda Item:

BACKGROUND/PROPOSAL

Last year council passed a new health spending policy for staff administration. In 2021 Council passed a health spending account during the operating budget. The amendment is to include council and clarify eligibly. See changes in yellow highlight.

COSTS

Amounts already approved in operating budget. No additional costs.

RECOMMENDATION

Council makes a resolution to pass the policy with the clarification of eligibility.

COUNCIL MEETING

DEC 15 2021

ITEM # 11.5



**TOWN OF MILLET
Health Spending Account Policy**

Policy Number: 86

Date of Issue: April 28th, 2021

Motion Number:

Number of Pages: 2

Supercedes: 151/21

**Signature of Approval: _____
Doug Peel, Mayor**

POLICY STATEMENT:

The Town of Millet recognizes that the health and wellness of its employees contributes to the overall productivity and effectiveness of the municipality's functions. The Town of Millet shall encourage and promote the physical, mental, and emotional health of its employees by reimbursing the cost of wellness-related activities up to \$500.00 per year for each full time, permanent employee that is employed as of January 1st of the current year.

GUIDELINES:



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

Meeting: Regular Council Meeting
Meeting Date: December 15, 2021
Originated By: Annette Gordon
Agenda Item:

BACKGROUND/PROPOSAL

Every year council updates policy 52A for next years remuneration. This year there is 3 different proposed changes, highlighted in yellow.

1. Change millage from a set amount to CRA prescribed rate.
 - a. CRA sets an allowable amount each year for millage. Any deviation up or down per CRA can be considered a taxable benefit.
2. Change the control of signing authority of Council's per diem and expenses
 - a. Currently per diems and reimbursed expenses are to be approved by the CAO. A better internal control would have the mayor or deputy mayor approve expenses.
3. Allow for per diem of virtual meetings
 - a. Currently the per diem virtual meetings are not allowed under the policy. This was brought forward as a change on November 18, 2020 but was resolved to not change Policy 52A per Res#396/20. A request has been made to bring this request forward again.

COSTS

1. There could be an additional cost to councilors if CRA prescribe rate is not used.
2. Allowing virtual meetings will increase the cost of remuneration, however, the budget will allow for either option.

RECOMMENDATION

Administration recommend changes 1 & 2, while change 3 is entirely up to councils' preference.

COUNCIL MEETING
DEC 15 2021
ITEM # 11.6

Millet

Proud to be

TOWN OF MILLET COUNCIL ALLOWANCE, PER DIEM, TRAVEL & SUBSISTENCE

Policy Number: 52A

Date of Issue: December 15, 2021

Motion Number:

Number of Pages: 6

Supersedes: October 24, 2019

**Signature of Approval: _____
Mayor Doug Peel**

POLICY STATEMENT:

To provide guidance to members of Council in regard to eligible and ineligible claims for conducting business on behalf of the Town of Millet.

Town of Millet Council Allowance, Per Diem, Travel & Subsistence
Policy # 52A

GUIDELINES

1. Members of Council are eligible to claim per diems pursuant to Schedule "A" attached hereto and forming part of this policy.
2. Members of Council are eligible to claim travel & subsistence pursuant to Schedule "B" attached hereto and forming part of this policy.
3. Members of Council should present a written report of any meetings attended where a per diem is claimed.
4. This policy shall be reviewed and amended, if necessary, at each Council Organizational meeting held in October of each year.

SCHEDULE "A" – Councillor's Allowance & Per Diem

1. Out of Town/**Out of Town Virtual Meeting** Per Diem:
up to 4 hours* = \$50.00
up to 8 hours* = \$100.00
over 8 hours (overnight)* = \$150.00

*Including travel time

2. Per Diem Claim Sheet

- a) In order to claim for any per diem, the "Mayor & Councillor's Per Diem Claim Sheet" must be completed, and turned in to Administration by the 20th of each month in order to meet the deadline for payroll for the applicable month.
- b) All claim sheets are to be **reviewed and signed by the Mayor or Deputy Mayor**, before going to payroll, to ensure the claim is submitted for payment according to policy.
- c) If there is some question regarding a claim, based on the policy, or if some information is missing or filled in incorrectly, the claim sheet is brought to the attention of the applicable Councillor for clarification and or adjustment.
- d) The claim is returned to the CAO or Designate after the required adjustments or explanations are made by the Councillor.
- e) If there is a dispute concerning the interpretation of the policy, the claim in question shall be submitted to Council for review and decision. Claims in question shall be reviewed by Council as a whole, and adjusted or approved, following the second Council meeting each month, as required. For July and August, following the one meeting per month, as required. Council's decision is final.

3. Current Monthly Allowance for Council

Mayor	\$1220.40
Deputy Mayor	\$1067.85
Councillor	\$1017.00

- a) In October of each year, Administration will provide the CPI adjustment based on the previous 12-month period (September 1 – August 31) for the Province of Alberta, as obtained by statistics Canada, for ratification by Council.
- b) Upon review and ratification by Council, the CPI adjustment percentage will be applied to the monthly allowance for Council for the following calendar year, effective January 1.

Town of Millet Council Allowance, Per Diem, Travel & Subsistence
Policy # 52A

The following meetings fall under the "Monthly Allowance", and are not claimed under the per diem:

Council Obligations
Regular Town of Millet Council Meetings
Special meetings of Council that are held within the Town of Millet
Town of Millet Committee Meetings
Annual Joint meeting of the Town of Millet & County of Wetaskiwin

Councils (If out of town, mileage only may be claimed)

Millet Communities in Bloom functions
Millet Seniors functions
Millet Volunteer Appreciation functions
Millet & District Library functions
Millet & District Historical Society functions
Millet A.O.C. functions
Millet Ag functions

Eligible Meetings to Claim Per Diem – Out of Town, Committee Obligations:

Council Representatives to Committees as identified in the Organizational Meeting of Council each October.

Eligible to Claim Per Diem:

Any written initiation that has been accepted and ratified by a resolution Council.

Any workshop, seminar, or conference that has been accepted and ratified by a resolution of Council.

Council reserves the right to make the final decision on any claim in dispute.

SCHEDULE "B" – Councillor's Travel & Subsistence Claims

1. Travel – Kilometers

- a. The rate paid per km is based on CRA prescribed automobile allowance rate, as approved by Council at the Organization meeting each year.

Kilometers driven is based on the kilometers from the Councillor's home, direct to the point of destination(s), and return trip home.

If traveling to a second destination direct from a first destination, kilometers are based on the distance from home to the first destination, and from the first destination to the second destination, and the return trip home from the second destinations, and so on if more than 2 destinations are relevant. It is mandatory that the number of kilometers driven for each individual trip, or destination be identified for reimbursement.

2. Hotel / Accommodation

"Actual cost" is reimbursed, with the submission of a statement of account or receipt, showing the actual cost of accommodation. This expense is associated with attending overnight conferences or workshops, as approved by resolution of council. Proof of actual cost and identification of function attended must be submitted for reimbursement. This is for reimbursement if hotel costs are incurred by the Councillor out of pocket.

3. Meals / Subsistence

Meals will be reimbursed, to a maximum of \$65 per day, upon receipt.

Meals will not be reimbursed if meals are included, with the exception for accommodating dietary restrictions.

Exceeding the applicable meal allowance will be at the Councillor's own expense. An exception may occur when the Mayor or Councillor is hosting a person or group on behalf of the Town. In this instance, it would be advisable to use the Town credit card if possible. To claim for meals, the Councillor must be in attendance at a function that has been ratified by resolution of Council. The function attended must be identified on the claim.

Town of Millet Council Allowance, Per Diem, Travel & Subsistence
Policy # 52A

4. Other Expenses

Such as taxi, train, airfare, etc. are reimbursed on a "Actual Cost" basis, with proof of cost submitted with claim. Proof of cost is mandatory to be reimbursed. To claim for other expenses the Councillor must be in attendance at a function that has been ratified by resolution of Council. The function attended must be identified on the claim.

5. Claiming for Kilometers driven or other out of pocket expenses:

- a) In order to claim for kilometers driven, or other out of pocket expenses, the "Town of Millet Expense Claim Form" must be completed, and turned in to Administration by the 20th of each month in order to meet the deadline for accounts payable for the applicable month.
- b) All claim sheets are reviewed by the Mayor or Deputy Mayor, before going to accounts payable, to ensure the claim submitted for payment is according to policy.
- c) If there is some question regarding a claim, based on the policy, or if some information is missing or filled in incorrectly, the claim sheet is brought to the attention of the applicable Councillor for clarification and /or adjustment.
- d) The claim is returned to the CAO or designate after the required adjustments or explanations are made by the Councillor.
- e) If there is a dispute concerning the interpretation of the policy, the claim in question shall be submitted to Council for review and decision. Claims in questions, including statements from the use of the "Town of Millet Credit Cards" shall be reviewed by Council as a whole, and adjusted or approved, following the first council meeting each month, as required. For July & August, following the one meeting per month, as required. Council's decision is final.