



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
VIA ZOOM**

**Access Code # Meeting ID: 846 1512 5558
Passcode: 119483**

**Wednesday, January 12th, 2022
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 December 15th, 2021 - Regular Meeting of Council

- 6.0 **DELEGATIONS**
 - 6.1 MIB

- 7.0 **REPORTS**
 - 7.1 None

8.0 **BYLAWS**

- 8.1 2022-01 Cemetery Bylaw
- 8.2 2022-02 Water and Sewer Bylaw

9.0 **AGREEMENTS - None**

10.0 **CORRESPONDENCE - None**

11.0 **NEW BUSINESS**

- 11.1 Request for Decision – Public sand/salt access
- 11.2 Request for Decision – Show and Shine Insurance
- 11.3 Request for Decision – Community Hall Waiver – Pickleball AG Society

12.0 **CLARIFICATION OF AGENDA**

13.0 **CLOSED SESSION**

Council will also be discussing privileged and other information regarding Land matters therefore the meeting should be closed pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26, Part 5, Division 9, and amendments thereto, and the applicable Sections noted from S.16 - S.29 of the Freedom of Information and Protection of Privacy Act, 2000, Chapter F-25, Division 2, Part 1, and amendments thereto.

- 13.1 Land - MIB

14.0 **ADJOURNMENT**



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

PRESENT:

- MAYOR: Doug Peel
COUNCILLORS: Marlene Alberts-Wadsworth, Rebecca Frost, Gerdie Hogstead, Mathew Starky, Charlene Van de Kraats
C.A.O.: Lisa Schoening
DIRECTOR OF INFRASTRUCTURE: Lisa Novotny
DIRECTOR OF FINANCE: Annette Gordon
OFFICE MANAGER: Joyce Vanderlee
PRESS: Christina Max
ABSENT WITH REGRET: Michael Bennett

1.0 CALL TO ORDER:

The meeting was called to order by Mayor Peel at 5:30 p.m.

2.0 OPEN MICROPHONE: NONE

3.0 PUBLIC HEARINGS: NONE

4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

DELETE 13.2

Table with 2 columns: Res #374/21, Moved by Councillor Hogstead that the agenda is hereby adopted, as amended:

CARRIED

COUNCIL MEETING

JAN 12 2022

ITEM # 5.1

5.0 ADOPTION OF MINUTES:5.1 – November 24th, 2021 - Regular Meeting of Council

Res #375/21	Moved by Councillor Starky that the November 24th, 2021, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS: Millet Mental Health and Wellness Project – Vicki Pyle**

Res #376/21	Moved by: Councillor Alberts-Wadsworth that council directed Administration to prepare a bylaw for the formation of a council committee to be known as Millet Wellness Committee, and a letter of support be provided for a Grant from New Horizon for Seniors Project.
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*CARRIED***7.0 REPORTS:**

- 7.1 Councillor Report – November 8th, 2021 - November 9th, 2021 - December 1st 2021
- 7.2 Tax Aging Analysis Report – December 2020
- 7.3 Millet Fire Department Report – November 1st, – November 30th 2021

Res #377/21	Moved by Councillor Van de Kraats that the reports presented be accepted as information.
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*CARRIED***8.0 BYLAWS:**

- 8.1 2021-11 Business Bylaw (second reading)

Res #378/21	Moved by Councillor Hogstead that the second reading be given to Business Bylaw 2021-11.
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CARRIED

- 8.2 2021-11 Business Bylaw (third and final reading)

Res #379/21	Moved by Councillor Starky that the third and final reading be given to Business Bylaw 2021-11.
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*CARRIED***9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE: NONE**

11.0 NEW BUSINESS:

11.1 Request for Decision – Tera Ainsworth - Waiver

Res #380/21	Moved by Councillor Van de Kraats that council waives the fee to use parking lot at Agriplex for the 2022 Millet Car Show & Shine and further that council directed Administration to advise Millet Show and Shine that they must supply their own porta potties.
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CARRIED

11.2 Request for Decision – Smiles - Request

Res #381/21	Moved by Councillor Frost that the Town will take possession of the Distance Diamonds.
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CARRIED

Res #382/21	Moved by Councillor Starky that a Letter of Support be provided to SMILES for a grant application and further that Administration advise SMILES that the Town must have input into any Gazebos prior to purchasing.
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CARRIED

11.3 Request for Decision - JEDI AGM Appointment

Res #383/21	Moved by Councillor Frost that Councillor Starky be appointed to the JEDI Annual General Meeting.
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CARRIED

11.4 Request for Decision – JEDI - Waiver

Res #384/21	Moved by Councillor Alberts-Wadsworth that the waiver be granted to JEDI for the use of the Millet Agriplex for the 2022 Strategic Planning.
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DEFEATED

11.5 Request for Decision – Policy Health Spending Account

Res #385/21	Moved by Councillor Van de Kraats that Policy 86 be amended as presented.
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CARRIED

11.6 Request for Decision – Policy No 52A

Res #386/21	Moved by Councillor Van de Kraats that Policy 52A be amended as presented.
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*CARRIED***12.0 CLARIFICATION OF AGENDA:**

NONE

Res #387/21 Adjournment	Moved by Councillor Hogstead that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session to discuss Items 12.1 and 12.2, pursuant to Sections 23 (1)(a), Section 27 (1)(a) and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 6:13 p.m.
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*CARRIED***13.0 CLOSED SESSION:**

- 13.1 Personnel
- 13.3 Land – Potential Development

Res #388/21 Reconvene	Moved by Councillor Frost that the Regular Council Meeting reconvene from Closed Session at 6:55 p.m.
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*CARRIED***14.0 ADJOURNMENT:**

The meeting was adjourned at 6:55 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS _____th DAY OF JANUARY 2022.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



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

Meeting: Council Meeting
Meeting Date: January 12, 2022
Originated By: Lisa Schoening
Agenda Item: Delegation

Millet in Bloom will be in attendance to address Council regarding future storage for the committee.

The final decisions on the overall lands will be discussed in camera at the end of the meeting.

COUNCIL MEETING
JAN 12 2022
ITEM # 6.1



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

Meeting: Regular Council Meeting
Meeting Date: January 12, 2022
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: Bylaw 2022-01 Cemetery Bylaw

BACKGROUND/PROPOSAL

The Town of Millet is responsible for the Millet Community Cemetery's plot sales, plot preparation and maintenance. The standards and fees for this bylaw were previously established by Bylaw 2012-03 but they are no longer covering the cost of providing this service. Bylaw 2022-01 has been prepared to address these concerns.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A comparison of cemetery costs has been provided as Schedule A as attached. As highlighted by the report, the current fees are significantly lower than those of other communities. The proposed fees are highlighted at the bottom of the summary.

Year	Full Plot Sales	Full Plot Open\Close	Cremaains Plot Sales	Cremaains Open\Close
2021	10	3	4	8
2020	1	3	3	9
2019	8	5	3	12
2018	5	4	3	8
2017	0	2	2	4
2016	5	1	3	5
2015	13	2	7	6
Mean	6.0	2.9	3.6	7.4

COSTS/SOURCE OF FUNDING

Historically the cost of operating and maintaining the cemetery has been subsidized by the tax base. The proposed rate increases along when applied to the median plot sales and open\close fees as shown above would achieve cost recovery provided those quantities are obtained.

RECOMMENDED ACTION:

That Council give first reading to Bylaw 2022-01.

COUNCIL MEETING

JAN 12 2022

ITEM # 8.1

Schedule A
Cemetery Fee Comparison
November 2021

Municipality	Plot Cost		Full Plot Opening and Closing			Cremains Opening and Closing			Other		Additional Information
	Full plot	Cremains Plot	Open\Close Full Plot	Open\Close Full Plot Winter	Open\Close Full Plot After Hours	Overtime\Winter Premium	Open\Close Cremains	Open\Close Cremains Winter	Perpetual care	Monument Fee	
Millet	\$300.00	\$150.00	\$125.00				\$125.00		\$100.00		
Leduc	\$850.00	\$450.00	\$500.00	\$40.00	\$40.00	\$250.00	\$250.00	\$75.00		\$50.00	
Ponoka	\$500.00	\$200.00	\$400.00								Also have NonResident Rates
Wetaskiwin	\$1,125.00	\$650.00	\$810.00			\$1,400.00	\$675.00		\$200.00	\$75.00	Also have NonResident Rates
Nanton	\$500.00	\$250.00	\$400.00	\$450.00	\$200.00		\$120.00	\$220.00			
Beaumont	\$800.00	\$450.00	\$795.00	\$1,295.00	\$1,195.00	\$870.00	\$370.00	\$555.00		\$80.00	
Rimbey	\$500.00	\$175.00	\$400.00	\$600.00		\$250.00	\$125.00		\$110.00		
Tofield	\$700.00	\$700.00	\$600.00			\$400.00	\$400.00		\$700.00		
Edmonton	\$2,488.00	\$1,283.00	\$1,125.00			\$514.00	\$525.00			\$529.00	
Mean	\$862.56	\$478.67	\$572.78	\$596.25	\$478.33	\$614.00	\$323.75	\$283.33	\$277.50	\$183.50	
Millet Proposed	\$700.00	\$450.00	\$500.00			\$450.00	\$300.00	\$200.00	\$150.00	\$50.00	

**TOWN OF MILLET
IN THE PROVINCE OF ALBERTA
BYLAW NO. 2021-12**

A bylaw of the Town of Millet to establish the provisions of the maintenance, management and operation of the Millet Community East Cemetery and Millet Community West Cemetery.

WHEREAS, the Cemeteries Act, R.S.A. 2000, Chapter C-3, as amended grants municipalities the authority to establish a cemetery bylaw;

AND WHEREAS, Council for the Town of Millet desires to establish a Bylaw governing the operation of the Cemeteries.

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, Council of the Town of Millet, duly assembled, enacts as follows:

PART 1: DEFINITIONS:

In this bylaw as defined;

“Act” refers to the Cemeteries Act, RSA 2000 as amended from time to time.

“Burial Containers” means a burial vault or grave liner commonly used in “traditional,” full-service funerals.

“Burial Permit” means a burial permit issued under the *Vital Statistics Act*.

“C.A.O.” means Chief Administrative Officer for the Town of Millet.

“Cemetery” means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

“Cremation Plot” Means a single burial plot for the placement of human remains that have been cremated.

“Grave Plot” sometimes referred to as a burial or funeral plot, is the spot where a body is laid to rest in the ground.

“Interment” refers to the burial or placement of human remains or cremated human remains in a grave site.

“Indigent Person” refers to an unclaimed body, or body of a destitute person as set out in the Cemeteries Act.

“Monument” means any permanent structure or headstone that is positioned level with or above ground level for memorial purposes.

“Owner” means the Town, who owns, controls or manages a cemetery, crematory, columbarium or mausoleum.

“Perpetual Care” means the preservation, improvement, embellishment and maintenance in perpetuity and in a proper manner of the cemetery and grounds.

“Purchaser” means a person who receives burial rights of the assigned grave plot transferred by the Town.

“Town” means the Corporation of the Town of Millet, its Officers, Officials or agents which are the owners of the cemetery lands.

PART 2 - LAND DESCRIPTION

The following lands are hereby known and shall be retained for the sole purpose of a public cemetery to be known as:

The Millet Community East Cemetery which is legally described as:
East Half of SE-29-47-24-W4 containing two (2) acres, more or less
Title #187V72

The Millet Community West Cemetery which is legally described as:
West Half of SE-29-47-24-W4 containing two (2) acres, more or less
Title #187V72

PART 3 - GENERAL

- 3.1 The Town shall be responsible for the operation and maintenance including, but not limited to, the selling of plots, collection of fees, maintenance of records, and maintenance of the Cemetery grounds.
- 3.2 The Town assumes no liability or responsibility for loss of or damage to any Monument, marker or part thereof or any article of any type that may be placed on the plot.

PART 4 - SALES, REFUNDS AND TRANSFER OF BURIAL PLOTS

4.1 Grave Plot Sizes;

The Millet Community East Cemetery

Description	Width	Length
Standard Grave Plot	1.2m (4')	2.7m (9')
Baby Grave	0.6m (2')	0.9m (3')
Medium Grave	1.5m (5')	1.37m (4')
Cremation Plot	0.6m (2')	0.6m (2')

The Millet Community West Cemetery described as follows:

Description	Width	Length
Standard Grave Plot	1.5m (5')	2.7m (9')
Cremation Plot	0.76m (2.5')	0.6m (2')

- 4.2 All burials are to be made within the confinement of one single grave plot.
In a Standard Grave Plot there shall be no more than;
 - One (1) full body casket, or
 - One (1) full body casket and two (2) cremain urns/containers therein after, or
 - Four (4) cremation urns/ containers, no casket
 -
 In a Cremation Plot there shall be no more than:
 - One (1) cremation urn/container
- 4.3 The Town shall manage all sales of plots within the Cemeteries and shall account for all money received. Fees will apply as established in Schedule "A" for the purchase of each grave plot in addition to a perpetual care fee.
- 4.4 The Town shall issue a deed for the purchase of a grave plot and keep records of the name or names that the lot is reserved for. Records shall be kept of such persons buried in any plot together with the date of said burial(s).
- 4.5 No purchaser of the burial rights of any plot in the said Cemeteries shall sell, assign or dispose of, without the consent in writing by the Town, of such sale, assignment or disposition. Upon the filing with the Town of a transfer, a fee will apply as established in Schedule "A"; the Town shall issue a new certificate / deed indicating the change of the purchaser. Immediate family members (father, mother, grandparents and siblings) may transfer the grave plot to each other at no additional fee upon written request to the Town.

- 4.6 When a destitute or indigent person dies, the Community and Social Services is responsible for the cost of burial or other disposition of that person's body.

PART 5: RECOVERY OF BURIAL PLOTS / INTERMENT SPACE

- 5.1 The Purchaser of the plot may redeem the burial rights and cancel the certificate/deed of ownership back to the Town. The calculation for the resale price will be in accordance with Part 1, Section 25(b) of the Cemetery Act and Section 2 of the Cemetery Act Regulations which shall be an amount representing at least 85% of the market value of the lot at the date of resale less any other expenses that may have occurred.
- 5.2 If no burial has taken place within the time frame of 75 years from date of purchase the monies paid by the purchaser shall be forfeited to the Town, the deed will expire, and the plot reverts back to the Town for resale.
- 5.3 Wherever a grave plot shall become vacant by disinterment of a body or bodies therein, that portion of land shall revert back to the Town without refund to the Purchaser.
- 5.4 The following provision of the Province of Alberta, Cemeteries Act, RSA, Alberta 2000, C-3 shall apply to the conditions set out herein:
Section 18(3) an order under subsection (2) is subject to the condition that if the purchaser from whom the interment space is revested, or that purchaser's personal representative, subsequently claims the interment space, the owner will
(a) pay to that purchaser an amount equal to the current market value of the revested interment space, or
(b) provide to that purchaser another interment space that is equal in value to the current market value of the revested interment space.

PART 6 - INTERMENTS

- 6.1 The Town shall be responsible for the opening and closing of each grave plot.
- 6.2 The Town shall not authorize the opening and closure of any grave plot by any method in the cemeteries until;
- All necessary forms attached to this Bylaw have been fully completed and signed by the person or persons authorized to do so
 - Burial Permit issued by an official of the Province of Alberta.
 - Cremation certificate if available
 - Record of certificate/deed by purchaser or authorized person or persons
 - Fees and charges related to the opening and closure are paid in full.
- 6.3 No more than one person shall be buried in the same casket except in a case of a mother or a father and their infant child or siblings under the age of six; and except when two sets of ashes are placed a single urn or container.
- 6.4 The Town accepts no responsibility for error or misunderstanding that may arise when interment request is ordered by telephone.
- 6.5 Location of interment shall be designated at the time of plot purchase or request for an open and close of grave lot.
- 6.6 Interment of any body other than a human being is prohibited. No person shall bury a human body or human cremains within the limits of the Millet Cemeteries except as designated by and in accordance with the provisions of this bylaw.
- 6.7 Application for interments shall be a minimum of forty-eight (48) hours notice from May 1st to October 31st, and at least seventy-two (72) hours notice from November 1st to April 30th, excluding weekends and statutory holidays, except in extenuating circumstances and at the discretion of the Town.
- 6.8 Concrete grave liners or burial vaults must be used for all burial except for cremation burials.
- 6.9 Concrete grave liner must be totally buried, and the highest point of the liner cannot be less than two feet (0.6 meters) below the soil surface.

- 6.10 The funeral home or their representative, in acting in their capacity as agent for the deceased's family, shall be responsible for lowering the grave liner, burial vault, or casket and shall remain in attendance until the grave liner or burial vault is sealed.

PART 7 - DISINTERMENTS

- 7.1 The Town will take no responsibility for any disinterment or removal of a body.
- 7.2 Time and date of a disinterment shall be at the discretion of the Town.
- 7.3 No disinterment will be allowed without the consent in writing of a surviving relative or legal representative of the person whose body is to be disinterred or removed. Also required is a document in the form of an official permit signed by the Department of Vital Statistics.
- 7.4 Before disinterment is allowed for remains of a person who died from a contagious disease, a permit shall be obtained from the Provincial Board of Health and presented to the Town.
- 7.5 A disinterment must be arranged and completed by a Funeral Home under the supervision of the Town. All cost incurred shall be the responsibility of the family or agent, including the cost of a new grave liner if required.

PART 8 - MONUMENTS / GRAVESTONES / MEMORIALS

- 8.1 Monuments installed shall be subject to approval by the Town. When any Monument, gravestone or memorial of any kind is to be removed, for any purpose, including any inscription to be made or cleaning done, prior permission shall be obtained from the Town.
- 8.2 Memorials in the Cemeteries are to be inscribed with such lettering as may be desired, provided such inscription is in keeping with the dignity of the Cemeteries.
- 8.3 The Town shall not be responsible for any errors resulting in Monument design or the inscription on the face being inaccurate.
- 8.4 Inscriptions shall be of sufficient depth and quality so as to be legible for great lengths of time. Metal plaques which oxidize and deteriorate will not be permitted.
- 8.5 Monuments shall be constructed of stone, and of such a type that has a high resistance to weathering and erosion.
- 8.6 All memorials must be kept in proper repair; the Town may notify the owner of the memorial if damaged or in a state of repair. It will be the responsibility of the owner to make arrangements to repair the memorial in a suitable condition.
- 8.7 The Town shall not be responsible to anyone claiming loss, damage, defacement or destruction of any private property or any article placed or left on or in the said Cemeteries.
- 8.8 The Town may request the plot purchaser or persons responsible to remove articles, things or materials which may cause harm to others or be deemed to be dangerous, unsightly or unacceptable within 30 days of notice. Subject to failure to comply, or the neglect or refusal to remove same, the Town may cause the same to be removed without incurring any liability to the cemeteries or their servants.
- 8.9 All grave lots shall have an identification marker within 6 months after interment.

PART 9 - INSTALLATION / PLACEMENT OF MONUMENTS

- 9.1 Prior to erecting or restoring a Monument, all contractors or individuals must first obtain an appropriate permit from the Town.
- 9.2 The Town may refuse the placement of any proposed Monument should it be determined that the proposed Monument is not appropriate for placement in the Cemetery or otherwise does not conform to these regulations.

- 9.3 Monuments must be placed on that portion of the plot undisturbed by excavation and must be in line with the other monuments in that section of the Cemetery.
- 9.4 No one shall, in the Cemeteries themselves, solicit orders for monuments, monumental work, curbing, or for the undertaking of any services in connection with the upkeep of burial plots.
- 9.5 Any Monument installed that does not comply with this bylaw shall be removed by the Town and shall only be returned to the owner thereof after payments of incurred costs are received.
- 9.6 All costs of construction, erection and installation of any Monument or vases shall be borne by the person requiring the work in the cemeteries. All work shall be done in a workmanlike manner as approved by the Town.
- 9.7 Heavy loads will not be allowed to enter the Cemetery when the roadways are unfit to do so. If damages occur through the hauling or conveying of heavy materials that may be used for the construction of any Monument or other structure, and repairs must be, or ordered to be, undertaken by the Town, all costs of such repairs shall be charged to the lot Purchaser or firm having caused the damage.
- 9.8 Persons erecting Monuments shall ensure that such Monuments are firmly secured to the foundation and that the foundation is adequate to carry that Monument.
- 9.9 In erecting or placing memorial work upon a grave plot, the person(s) in charge of the work shall conform to the following:
 - a) Convey, transport, place and keep all materials, implements and equipment while in the Cemetery as directed by the Town.
 - b) Carry out such work under the general supervision of the Town, and in such a manner as not to interfere in any way with abutting or adjoining plots.
 - c) Remove all masonry litter, rubbish or refuse leaving the lot in a clean, tidy and proper condition. In the event of failure, neglect or refusal to do so, the Town may cause same to be done and charge the cost incurred to the plot owner or other persons responsible.
 - d) All work of any kind shall be discontinued from the time of a burial service or hearse enters the Cemetery gates to the time the hearse and mourners are out of the Cemetery.

PART 10 - MONUMENT SIZE RESTRICTIONS

- 10.1 Millet Community East Cemetery:
 Monument size restrictions are as follows:
 Size restrictions include a 6" base
 Flat Markers
 maximum length 36" per grave
 maximum width 24" per grave
 Granite Markers minimum thickness is 2" and maximum of 4"
 Cremation Plot
 maximum length 24" per grave
 maximum width 24" per grave
- 10.2 The Millet Community West Cemetery:
 - Grave covers will not be permitted.
 - All monuments must be placed on concrete runner (headstone footing) as provided.

See Schedule "B" monument diagram that is attached and forms part of this bylaw.

PART 11 - PERPETUAL CARE

- 11.1 Perpetual Care Fee(s) must be included at time of grave plot purchase, see schedule "A".
- 11.2 Perpetual Care Fee(s) will be charged for each cremation urn/container being placed in an already occupied plot, and shall be paid at the time of opening and closing.

- 11.3 When a grave plot is sold or given back to the Town, the Perpetual Care Fee shall not be refunded and may be charged to future purchasers.

PART 12 - TREES / FOLIAGE / DECOR

- 12.1 No trees, shrubs, plants, flowers or any other living thing intended for growth shall be planted, seeded, grown or maintained on any plot or near any plot.
- 12.2 No person shall erect a fence or enclosure of any kind around any grave plot or part thereof.
- 12.3 Permanent planting of trees, shrubbery or any type of foliage within the Cemetery shall be the sole right and duty of the Town of Millet.
- 12.4 Any and all existing trees, foliage and other plants in the Cemetery shall be the property of the Owner of the Millet Cemeteries and not the plot Purchaser.
- 12.5 No person shall tamper with or remove any flowers, plants, trees, shrubs, monuments or other structures located within the Cemetery.
- 12.6 No person shall mishandle any monument, fence or other structures belonging to the Cemetery.
- 12.7 If any trees, shrubs, plants that are growing or situated on any plot shall, in the opinion of the Town, become in any way detrimental to adjacent plots, walks, and/or driveways or otherwise prejudicial to the general appearance of the Cemetery, or otherwise considered to be dangerous or inconvenient to the public, the Town shall have the right to enter upon the said plot and remove the said trees, shrubs, plants or such parts thereof. The Town may remove or prevent the placing of any stand, holder, vase or other receptacle for flowers or plants.
- 12.8 With the exception of the day of interment, all artificial or cut flowers must be placed in a permanent container that is affixed to the Monument or base of the Monument. No container shall be attached to the concrete sidewalk. Maximum height shall be twenty (20) inches from the top of the sidewalk to the top of the container.
- 12.9 Cut flowers shall be removed from plots by the Town as soon as they become wilted or unsightly. Persons wishing to retain same must remove them within forty-eight (48) hours after interment.
- 12.10 Artificial flowers shall be allowed providing they do not become unsightly or a significant maintenance problem.

PART 13 - TRAFFIC

- 13.1 All vehicles and funeral processions must use the main gate to gain access to the Cemetery and must travel at a speed no greater than ten (10) kilometer per hour, and only upon the roadways provided for vehicular traffic.
- 13.2 Within the Cemetery, all persons shall drive a vehicle at a moderate rate of speed no greater than ten (10) kilometers per hour. No turning around or backing up is permitted on any roadway that directs traffic in a one way direction.
- 13.3 No person shall be permitted to drive, ride, park or operate any all-terrain vehicles, mini-bikes, snow mobiles or any off-highway vehicle within the cemeteries.

PART 14 - REGULATIONS

- 14.1 Funerals, while within the Cemetery grounds, shall be under the control of the Town and the undertaker shall be responsible for conduct of the actual proceedings and ceremony.

- 14.2 All persons walking in the Cemetery shall take reasonable precautions to keep to paths and walkways, and shall take reasonable precautions not to walk upon or across any plot except for maintenance operations.
- 14.3 No person shall disturb the quiet and good order of the Cemetery by noise or other improper conduct.
- 14.4 No person shall discard rubbish within the Cemetery except in receptacles provided.
- 14.5 No sporting activities shall be permitted within the Cemetery.
- 14.6 Persons carrying firearms are prohibited from entering the Cemetery except in the case of a military funeral.
- 14.7 The Town shall have the right to prohibit the entry of any person or persons who do not have related business at the Cemetery. A person may be requested to identify themselves and state their reason for attendance: if in breach of this bylaw, he or she may be denied access or asked to depart the Cemetery grounds. No person shall remain within the cemeteries during hours of darkness unless authorized by the Town.
- 14.8 No animals shall be brought into, or permitted within the said Cemetery unless used for a medical order.
- 14.9 No person shall solicit business within the Cemetery nor place upon any Monument that is erected depicting the name of the monument dealer or manufacturer or any type of insignia or trademark.
- 14.10 Any complaints must be made in writing to the Town and signed by the party making the complaint in order to be addressed.
- 14.11 Any notice required to be given under the provisions of this bylaw may be given by the Town serving the notice personally or by registered mail at the post office within the Town. The envelope will be addressed to the recipient's last known place of residence. For the purpose of this requirement, a Purchaser shall be responsible for providing a personal delivery or mailing address to the Town that is applicable to them and current at all times and to which any communication or notice hereunder can be given.

PART 15 - ENFORCEMENT

- 15.1 A person who contravenes a provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine not exceeding two hundred (\$200.00) dollars exclusive of cost or in the case of non-payment of the fine and cost imposed, imprisonment for not more than sixty (60) days.

PART 16 -- LIABILITY

- 16.1 In the event of any error in the description or sale of any grave plot during a transfer to the Purchaser, neither the Purchaser nor anyone claiming under him/her shall have any claim for compensation, loss or damage, therefrom or by reason of anything arising out of; or in connection therewith, against the Town, except for refund of any money paid to the Town for another grave plot or plots as the case may be, of equal cost, if available.

PART 17 - REPEAL

- 17.1 Bylaw 2012-03 is hereby repealed

PART 18 - EFFECTIVE DATE

18.1 AND FURTHER THAT this bylaw shall take effect on the date of third and final reading

READ a first time this _____ day of _____, 2021

READ a second time this _____ day of _____, 2021

READ a third and final time this _____ day of _____, 2021

MAYOR

CHIEF ADMINISTRATIVE OFFICER

PART 18 - FEE SCHEDULE "A"

Plot Fees:

Grave Plot	\$700.00 plus GST
Cremation Plot	\$450.00 plus GST

Perpetual Care Fees:

Perpetual Care Fee	\$150.00 plus GST
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Fees for Open & Close of Grave Plots & Each Cremation Interments:

Grave Plot	\$500.00 plus GST
Cremation Plot	\$300.00 plus GST

Additional Fees

Additional fees are charged over and above the standard fees identified above.

Opening and closing of a grave plot outside of business hours or during winter (November 1 thru April 30)

(Monday to Friday 8:30 am to 4:00 pm)	\$450.00 plus GST
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Opening and closing of a cremains plot outside of business hours or during winter (November 1 thru April 30)

(Monday to Friday 8:30 am to 4:00 pm)	\$200.00 plus GST
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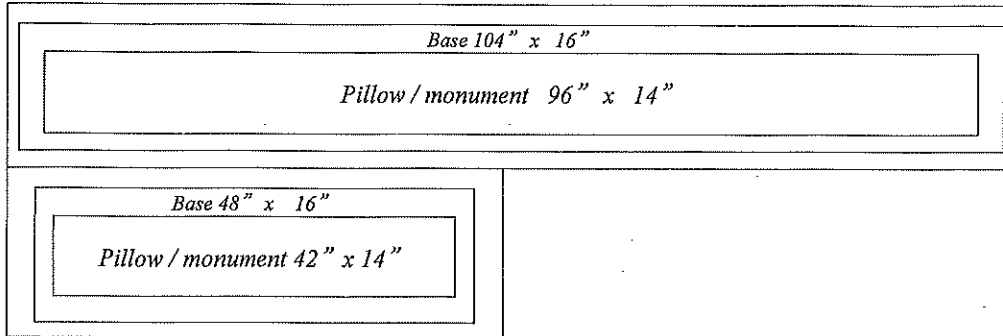
Transfer of Burial Rights:	\$50.00
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Permit fee to erect monument	\$ 50.00
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PART 19 - SCHEDULE "B"

Millet Community West Cemetery
 Showing the Concrete Runner for Monument Placement of 4 Burial Plots

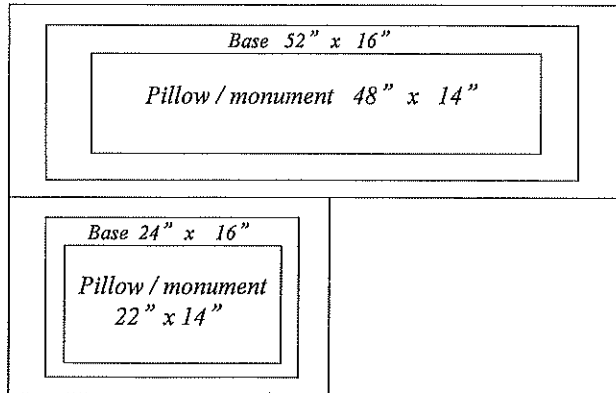
*Double Monument Cement Runner
 (Side by Side 2 Full Burial Plots)
 120" x 18"*



Single Cement Runner 60" x 18" Single Cement Runner 60" x 18"

Double monument – Maximum Size	Base 104" L x 16" W Pillow / Monument 96" L x 14" W
Single monument – Maximum Size	Base 48" L x 16" W Pillow / Monument 42" L x 14" W
Maximum Base thickness	Up to 6"
Maximum Height Including Base	Upright Monuments 36" Pillow Monument 16"

*Cremation Monuments
 Double Monument Cement Runner
 (Side by Side 2 Cremation Burial Plots)
 60" x 18"*



30" x 18" 30" x 18"

Single Monument Cement Runner

Double monument – Maximum Size	Base 52" L x 16" W Pillow / Monument 48" L x 14" W
Single monument – Maximum Size	Base 24" L x 16" W Pillow / Monument 22" L x 14" W
Maximum Base thickness	Up to 6"
Maximum Height Including Base	Upright Monuments 30" Pillow Monument 16"



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

Meeting: Regular Council Meeting
Meeting Date: January 12, 2022
Originated By: Annette Gordon
Agenda Item: Bylaw 2022-02 Water and Sewer

BACKGROUND/PROPOSAL

Each year administration brings forward the water and sewer bylaw to be approved. We are bringing forward the 2022 bylaw and have included 2023 rates in it.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Financial Benefits – We have left all fees of the bylaw the same from 2021, with the exception of adding an additional fee for capital and slightly higher flat fee in 2023.

Our water rates from the commission have not increased and we had sufficient funds to cover operating costs in the 2022 budget and projected 2023 budget. The town has little to no reserve funds for capital planning, such as failing infrastructure and increased environmental standards. The town needs to plan for the future, therefore, we are proposing an incremental increase to help start building our water and sewer funds.

We are still well below other communities.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

Council give all 3 readings to the water and sewer bylaw.

COUNCIL MEETING

JAN 12 2022

ITEM # 8.2

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

WHEREAS, under the authority and subject to the provisions of Sections 33 & 34 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto.

AND WHEREAS, all water works, sanitary sewer, storm sewer and drains belonging to the Town now laid down or future public works constructed or built shall be under the direct control and management of the Town Chief Administrative Officer subject to the authority of the Town Council.

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

PART I BYLAW TITLE

This Bylaw may be cited as "The Water and Sewer Regulations Bylaw".

PART II PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

- 1) The purpose of this Bylaw is to regulate the use of waterworks, sewer systems and to establish rates for water, sewer and solid waste in the Town of Millet.

DEFINITIONS

- 2) In this Bylaw:
 - a) "Application" means the application made by a Person to the Town for the supply of Water and Sewer Services. The said Application, when accepted by the Town, shall form a binding contract between the Consumer and the Town, by which the parties agree to be bound by the provisions of this bylaw;
 - b) "Consumer" means the owner or occupier of lands and premises therein or on to which any water and sewer service pipes are installed to service any land or premises therein or on;
 - c) "Council" means the duly elected officials of the Town of Millet;
 - d) "Department" means the department or departments authorized to have control of waterworks and sewer systems.
 - e) "Director" means the person with authority to supervise and have charge of the water and sewer department subject to the powers delegated to him by the Chief Administrative officer;
 - f) "Improvement" means an Improvement as defined in Part 9 of the MGA, including a structure or a building.

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

- g) "Meter" means a mechanical and/or electrical device used in either imperial or metric measurements;
- h) "Owner" means the registered owner of a parcel of land and the improvements there on, as per the Alberta Land Titles Act.
- i) "Person" shall mean firm, corporation, owner, occupier, lessee or tenant.
- j) "Sewer Service Line" means the sewer line from the collecting street mains to the property line of the lands or building being serviced.
- k) "Street Mains" means the portion of water and/or sewer system laid down in the Town owned land for the purpose of servicing more than one person;
- l) "Tenant" means a person who is not an Owner but who has legal possession of a Property to which a Utility Service is provided.
- m) "Town" means the Town of Millet, Alberta.
- n) "Utility Services" means water and sewage services supplied by the Town.
- o) "Water Service Line" means the water line from the distributing street mains to the property line of the lands or building being serviced.

WATER WORKS

- 3) 1) Tapping water works;
 - a) No person, without having first obtained permission to do so, shall make connection or communication whatsoever with any of the public pipes or mains. The person granted permission shall be totally liable for any damage caused while making such connections and also shall provide adequate safety provisions during said construction.
 - b) All connection or communication whatsoever with any of the public pipes or mains must be pursuant to Town of Millet Policy #51, being the "minimum design policy" and Policy #75, being the "utility connection policy."
 - c) No permit shall be issued to any person except a licensed plumber or authorized employee of the Town.
 - d) All water service pipe laid in private property between the property line and the water meter shall be of the same material as the service piped in the street between the water main and the property line. No connection may be made to the water service pipe between the property line and the meter.

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

2) Meters;

- a) Every meter installed on any service by the Town shall remain the property of the Town and is installed on the understanding that all persons shall give every facility for the introduction, placing, inspection and reading of such meter; and shall protect it from interference or injury by frost and shall be liable for all costs incurred to replace the said meter.
- b) The Town may install a meter on any service where the consumer is to be supplied with water under the meter rates or not; and to refuse to supply or continue to supply water to the premises whatsoever, unless the person or persons requiring the water shall sign an agreement to take, use and pay for water according to the rates provided for the purpose and in accordance with Schedule "A" of this bylaw together with any service charges that may be required.
- c) All meters shall be read and billing rendered on a bi-monthly basis in accordance with Schedule "A".
- d) In the case that the meter has failed to read in a given billing period, a system generated estimate may be used.
- e) For all mobile/manufactured home parks in the Town of Millet, each unit will be charged the flat rate as set out in Schedule "A".
- f) Ownership of all water meters shall be vested in the Town of Millet.
- g) The consumer shall be responsible for damage to the meter which may result from other than normal wear and tear.
- h) Any person interfering with the seals or tampering with any meter shall be liable to penalties as set out in Schedule "A".

WASTE OF WATER

4)

- a) To maintain an adequate supply of water and adequate water pressure within the Town of Millet, the Town Council or the Chief Administrative Officer or designate may prohibit, restrict or ration the use of water as the Town deems appropriate, including circumstances of heavy demand, low reserves, maintenance, repairs, fire-fighting or emergency.
- b) During MAY TO SEPTEMBER EACH YEAR, all persons are required to practice water conservation for outdoor watering and activities, whereby properties with a municipal civic address ending in

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

an odd number may water on odd numbered days only, and properties with a municipal address ending in an even number may water on even numbered days only.

- c) No person shall waste, as determined by the Community Peace Officer or designated Town official, any water supplied by the department in any way whether by improper service pipes, fixtures or taps or by permitting water to run to prevent taps or pipes from freezing or otherwise; or by improper or excess use of water.

TURNING ON WATER

5)

- a) When construction water is required for any building under construction, the Town shall require 24 hours notice prior to turning on of water.
- b) Before any construction, water shall be metered. After any construction, reconstruction, alteration or change, or the completion of any work requiring a permit, water shall not be turned on to any building or premises until after the whole of the work has been done to the satisfaction of the water department. Water shall be turned on or off only by an authorized employee of the Town.

RIGHT TO DISCONNECT AND CONNECT WATER SUPPLY

6)

- a) Every person shall, at least two (2) working days prior to using a water service, make application in person or by telephone to the Town, and provide all the information requested and in the manner required by the Department.
- b) The Owner of a Property, and not the tenant, shall be responsible for making an Application for Utility Services with the Town. However, to allow for transition, a Tenant whose account is in good standing at the time this Bylaw comes into effect may continue to receive Utility Services until such a time as the tenant closes the account, or alternatively, the Utility Services are discontinued for any reason.
- c) All contracts formed by the filing of an application for water and the acceptance thereof by the said department on behalf of the Town are hereby declared to be subject to all the terms and conditions of this Bylaw which shall be understood and construed by the said department as forming part of all contracts for the supply and distribution of the water by the said department on behalf of the Town.
- d) In all cases where boilers are supplied with water the Town shall not be liable for any damage which may result to any person or premises from shutting off the water main or service or from

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

failure of the water supply for any purpose or cause whatsoever, even where no notice is given and no deduction from water bills made in consequence thereof. All users of steam or hot water boilers must protect themselves by installing a storage tank sufficient to provide at least a twelve (12) hour supply for each steam or hot water boiler.

- e) The Department may shut off the water supply to the land or premises of any person who may be guilty of a breach of or non-compliance with any of the provisions of this bylaw or Board of Health regulations and may refuse to turn on the water until satisfied and assured that the person intends to comply with this bylaw or health regulations.
- f) Those persons about to vacate any premises that are being supplied with water and sewer services and who are desirous of discontinuing the use of such services, must apply in writing to council and provide a forwarding address to the Town of Millet to disconnection of services at said premises; Council must approve the disconnection, otherwise they will be held liable for the accruing rates therefore and for all damages suffered or sustained by the Town of Millet.
- g) The Town hereby reserves the right to shut off the water without notice for any purpose that, in the opinion of the Town, be expedient to do so.
- h) It is hereby declared that no person shall have any claims or compensation or damages as the result of the Town shutting off the water without notice or from the failure of the water supply from any cause whatsoever.
- i) For all property owners, in the event the utility account remains unpaid for 60 days or more, the unpaid charges for utility services will be added to the tax roll, as needed and a service charge will apply, as per Schedule "A".
- j) For all property owners that have an agreement in place, in the event the occupant utility account remains unpaid for 60 days or more, the unpaid charges for utility services will be added to the tax roll, as needed and a service charge will apply, as per Schedule "A".
- k) In the event that a current utility account remains in arrears, the Town of Millet will notify the occupant with a written notice at the last known address provided, also advising the property owner. Disconnection of services may apply and actions may be taken with a collection agency, if payment is not rendered within an allocated time

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

and a re-connection fee will apply, as per Schedule "A".

- l) In the event that a historical account remains in arrears, the Town of Millet will notify the consumer with a written notice at the last known address provided, advising actions will be taken either with a Collection Agency or by action in any court of competent jurisdiction, if payment is not rendered within an allocated time.
- m) In addition to the method outlined above for recovery of outstanding rates and charges, the Town reserves the right to discontinue services to any property for charges for services or work remaining outstanding for a period of more than sixty (60) days.
- n) No person shall interfere with, damage or make inaccessible any curb stop due to the construction of walks, driveways, etc.
- o) If it is required to make repairs due to inaccessibility, or damage to curb stops, the owners of the property serviced by said curb stops shall, in addition to the penalties of this bylaw, be required to assume all costs involved.

WELLS AND OTHER SOURCES OF WATER

7)

- a) No well or other source of water, except the Town mains, shall be on use for domestic consumption in the Town excepting those premises which were utilizing a well or other source of water supply prior to third and final reading of this bylaw.
- b) Any such permission assumed as aforesaid may be withdrawn by order of the Town at any time without notice and no person shall use a well or other source of water supply after a permit for use of same has been withdrawn.
- c) Any person who makes application to be serviced by the water distribution system and such application is approved, shall not revert to any other supply source at a later date, but shall remain connected to the Town supply.

INTERFERENCE WITH HYDRANTS AND VALVES

8)

- a) No person other than an authorized employee of the Town or person authorized by the Town shall open, close, operate or interfere with any valve, hydrant or fire plug or interfere with any authorized person who is operating any valve, hydrant or fireplug. Any person or persons found to be in violation of this section are guilty of an offence and liable to a fine as per Schedule "B".

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

- b) The Chief of the Town Fire Department, his assistants and officers, and members of that department are authorized to use the hydrants or plugs for the purpose of extinguishing fires or for making trail of hose, pipe or for fire protection; and supervision of the said Chief or his duly authorized assistants; and in no event shall an inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug.
- c) No person shall in any manner obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, rubbish or any other matter which would cause such obstruction shall be placed nearer to the hydrant than the property line of the street in which the hydrant is located; nor within fifteen (15) feet of the hydrant in a direction parallel with the said property line.
- d) d.1 The cost of thawing a frozen water service will be paid as follows:
 - d.1.1 By the Consumer, if the water service between the property line and the building is frozen, as determined by the C.A.O. or designate;
 - d.1.2 By the Consumer if the water service is frozen between the street main and the property line as a result of the negligence of the Consumer, as determined by the C.A.O. or designate;
 - d.1.3 By the Town if the water service between the street main and the property line is frozen for any other reason, as determined by the C.A.O. or designate.
- d.2 If the C.A.O. or designate is of the opinion that the water service between the property line and the building has frozen without any negligence on the part of the Consumer, or any other person for whose negligence the consumer is responsible, the C.A.O. or designate may waive the cost of one thawing during any one season which will be deemed to run from November 15 to May 15.
- d.3 The Town will not thaw a water service, , unless the consumer signs an acknowledgement recognizing that thawing may be inherently dangerous or harmful to property including the water service or plumbing system and may cause damage to the electrical system or may cause the outbreak of fire and waives any claim against the Town for any such damage whatsoever except damage caused by the negligence of the Town.

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

APPLICATION FOR SEWER CONNECTION

9)

- a) The Town is responsible for the construction, maintenance and repair of the sewer mains. The owner is responsible for the construction, maintenance and repair of all connections to the main.
- b) No drain or private sewer shall be connected to the Town sewer until the owner thereof shall have obtained a permit for sewer connection pursuant to Part IV of the Town of Millet Bylaw No. 2014/08. The application must be filed in the Town office and must be signed by the owner of the property to be drained or by his authorized agent.
- c) It shall be the consideration of the granting of any application for a sewer connection that the Town or any of its employees shall not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection and the applicant shall be responsible for backfill, surface replacement, safety, etc.
- d) The Town may revoke or annul any permit that may have been granted to connect the Town sewers if it shall find that any of the work is not being done in accordance to the provisions of this Bylaw and Bylaw No. 2014/8; and the person or persons making such connections or their successors in interest shall have no right to consequence or demand or claim any damage in consequence of such permits being revoked or annulled.
- e) All plumbing work within the Town shall be done in strict accordance with the regulations under the Public Health Act of the Province of Alberta and amendments thereto which regulations shall be considered as forming part of this bylaw as if incorporated therein.

WATER DEMAND MANAGEMENT MEASURES

- 10)
 - a) The Town may, at such times and for such lengths of time as is considered necessary or advisable, implement Water Demand Measures which restricts water usage to any or all parts of the Town.
 - b) All water restrictions shall be duly advertised in all ways possible including use of local media, social media and the Town website.
 - c) No person shall contravene the terms or conditions of any Water Demand Management Measures, without obtaining the Town's authorization.

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

FINES

Any person who violates a provision of this By-Law is guilty of an offence and liable to a fine of not less than the specified penalty if one is provided or an offence punishable by way of summary conviction to a fine of not more than \$2000.00 or to imprisonment for not more than 6 months or both.

PART VI REPEAL

Bylaw #2021/?? is hereby repealed on January 1, 2022.

PART VII EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on January 1, 2022 and after third and final reading.

READ a first time this 12th day of January 2022

READ a second time this 12th day of January, 2022

READ a third and final time this 12th day of January 2022.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

SCHEDULE "A"

WATER SERVICE RATES

The following water service charges shall be levied and collected bi-monthly from all persons, businesses, churches, clubs and charitable organizations, government units, etc. connected to the Town of Millet water system;

SINGLE FAMILY DWELLING UNITS & PER UNIT ON MUTIFAMILY:

January 2022

-\$56.75 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

-\$6.25 for capital flat fee

July 2022

-\$56.75 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

-\$7.50 for capital flat fee

January 2023

-\$57.00 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

-\$10.00 for capital flat fee

July 2023

-\$57.00 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

-\$12.50 for capital flat fee

COMMERCIAL AND INDUSTRIAL UNITS;

January 2022

-\$66.75 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

-\$7.50 for capital flat fee

July 2022

-\$66.75 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

-\$10.00 for capital flat fee

January 2023

-\$67.50 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

-\$12.50 for capital flat fee

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

July 2023

-\$67.50 for the first 15 cubic meters and 3.50 for each additional cubic meter of water thereafter.

-\$15.00 for capital flat fee

PUBLIC AND INSTITUTIONAL SCHOOLS;

January 2022

-\$69.00 for the first 15 cubic meters and 3.50 for each additional cubic meter of water thereafter.

-\$20.00 for capital flat fee

July 2022

-\$69.00 for the first 15 cubic meters and 3.50 for each additional cubic meter of water thereafter.

-\$25.00 for capital flat fee

January 2023

-\$69.00 for the first 15 cubic meters and 3.50 for each additional cubic meter of water thereafter.

-\$30.00 for capital flat fee

July 2023

-\$69.00 for the first 15 cubic meters and 3.50 for each additional cubic meter of water thereafter.

-\$35.00 for capital flat fee

CHURCHES, CLUBS, ASSOCIATIONS, CHARITABLE ORGANIZATIONS;

January 2022

-\$34.00 for the first 15 cubic meters and 3.50 for each additional cubic meter of water thereafter.

-\$6.25 for capital flat fee

January 2023

-\$34.00 for the first 15 cubic meters and 3.50 for each additional cubic meter of water thereafter.

-\$7.50 for capital flat fee

ALL OTHER SERVICES BY AGREEMENT OF COUNCIL.

ADDITIONAL FEES

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

Disconnection Fee: \$100
Reconnection Fee: \$100
Transfer arrears from Utility to tax roll administration fee \$35
Flat Rate for all mobile home units and damaged meters –
2020 – \$101.00/billing period

PENALTIES:

A (3.9%) percent penalty shall be added to the outstanding current balance if payment is not received at the Town office on the date indicated on each bill.

SEWER SERVICE CHARGES

The following sewer service charges shall be levied bi-monthly from all persons, business, churches, clubs, charitable organizations, government units, etc., connected to the Town of Millet sanitary sewer system. These charges shall be collected by the Town on a bi-monthly basis. The monthly charge shall be as follows:

RESIDENTIAL

Single family dwelling and per unit on Apartments, Condominiums, Duplexes, etc.

January 2022

- \$46.00 per bi-monthly
- \$6.25 for capital flat fee bi-monthly

July 2022

- \$46.00 per bi-monthly
- \$7.50 for capital flat fee bi-monthly

January 2023

- \$46.25 per bi-monthly
- \$10.00 for capital flat fee bi-monthly

July 2023

- \$46.25 per bi-monthly
- \$12.50 for capital flat fee bi-monthly

COMMERCIAL & INDUSTRIAL

Car Wash

January 2022

- \$118.00 per bi-month per stall
- \$10.00 per month capital flat fee

July 2022

- \$118.00 per bi-month per stall
- \$12.50 per month capital flat fee

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

January 2023

- \$120.00 per bi-month per stall
- \$15.00 per month capital flat fee

July 2022

- \$120.00 per bi-month per stall
- \$17.50 per month capital flat fee

All other commercial and industrial businesses

January 2022

- \$64.00 per bi-monthly
- \$7.50 per bi-monthly for capital flat fee

July 2022

- \$64.00 per bi-monthly
- \$10.00 per bi-monthly for capital flat fee

January 2023

- \$64.50 per bi-monthly
- \$12.50 per bi-monthly for capital flat fee

July 2023

- \$64.50 per bi-monthly
- \$15.00 per bi-monthly for capital flat fee

****PLUS 50% of the amount charged over and above the flat rate for water consumption pursuant to Schedule "A" of third bylaw, for COMMERCIAL users only.

PUBLIC AND INSTITUTIONAL

School

January 2022

- \$241.00 per bi-monthly
- \$20.00 per bi-monthly for capital flat fee

July 2022

- \$241.00 per bi-monthly
- \$25.00 per bi-monthly for capital flat fee

January 2023

- \$241.00 per bi-monthly
- \$30.00 per bi-monthly for capital flat fee

July 2023

- \$241.00 per bi-monthly
- \$35.00 per bi-monthly for capital flat fee

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

Churches, Clubs, Associations, Charitable Organizations

January 2022

- **\$46.00** per bi-monthly
- **\$6.25** per bi-monthly for capital flat fee

January 2023

- **\$46.00** per bi-monthly
- **\$7.50** per bi-monthly for capital flat fee

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

SCHEDULE "B"

FINES

Section	Description	Penalty
2) a)	Interfere or tampering with a water meter(residential)	\$500.00
	Interfere or tampering with a water meter(commercial)	\$2,000.00
4) a)	Waste or excess use of water	\$150.00
4) c)	Improper outside watering	\$100.00
8) c)	Interfere, damage and/or inaccessible curb stop	\$300.00
7) a)	Use unauthorized source of water	\$150.00
7) c)	Use source of water after permit was withdrawn	\$150.00
8) a)	Tamper or interfere with hydrant, valve, fire plug	\$300.00
8) c)	Obstruct access to hydrant, fire stop, curb stop	\$150.00

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 listed above or; punishable by way of Summary Conviction to a fine of not more than \$2000.00 or to imprisonment for a term not more than six (6) months or both.

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

SCHEDULE "C"

SOLID WASTE MANGEMENT RATES

Collection of residential solid waste and recycling

Effective January 1, 2022, the basic monthly residential service charge for solid waste, full organics and blue bag recycling collection shall be \$28.50, billed on a bi-monthly basis on the Town of Millet utility bills.

Effective January 1, 2023, the basic monthly residential service charge for solid waste, full organics and blue bag recycling collection shall be \$29.00, billed on a bi-monthly basis on the Town of Millet utility bills.

Effective January 1, 2024, the basic monthly residential service charge for solid waste and blue bag recycling collection shall be \$29.50, billed on a bi-monthly basis on the Town of Millet utility bills.

ALL OTHER SERVICES BY AGREEMENT OF COUNCIL



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

Meeting: Regular Council Meeting

Meeting Date: January 12

Originated By:

Agenda Item: Public Sand\Salt Access

BACKGROUND/PROPOSAL

Councilor Alberts-Wadsworth has requested Administration examine the concept of making sand\salt mix available to residents.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Advantages

- Material would be available for residents to address safety issues
- At times sand\salt is sold out in Millet

Disadvantages

- There should be no public access at the Public Works yard due to safety and security issues. Therefore, the Town would need to purchase and place sand\salt boxes to place around Millet. The estimated cost per box is \$217 for a small bin or \$432 for a large bin. It is estimated that the Town would require at least 3 bins.
- The Town has a sand\salt mixture that is used on roads and does not contain warning labels for use by residents. There is also a potential for damage to private property if used improperly which could cause a liability issue.
- Loss of salt sales for local businesses

COSTS/SOURCE OF FUNDING

This is not included in the 2022 operating budget. The Town currently spends approximately \$4,000 on sand\salt mixture.

RECOMMENDED ACTION:

That Council provide Administration with a direction on how to proceed on Councilor Alberts-Wadsworth's request.

JAN 12 2022
ITEM # 11.1



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

Meeting: Regular Council Meeting
Meeting Date: January 12, 2021
Originated By: Annette Gordon
Agenda Item: Show and Shine Insurance

BACKGROUND/PROPOSAL

Show and Shine has asked for coverage for their volunteers and to cover any liability during the show, on town property and on adjacent property to the town. Per RMA they can cover the volunteers and any liability if this is a Town of Millet event. They cannot cover any damage that is not on town property. They recommend that a peace officer or police officer be on duty during the event, to minimize the risk of a claim and possible lawsuit. If any claim is made it will affect the town of Millets premiums.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Benefits

- Bring tourism to town
- An event planned with little resources from the town
- The town has been working with show and shine for years with no adverse effects

Disadvantages

- If a claim was made it would be an increase in insurance, and if we were considered negligence could also result in a monetary loss not covered by insurance.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

If council wishes for the town to cover the insurance they need to make the resolution to approve the town event of Show and Shine partnered with its volunteers.

COUNCIL MEETING

JAN 12 2022

ITEM #

11.2

Millet and District Recreational and Agricultural Society

Box 714, Millet, AB T0C 1Z0

(780) 387-1968

December 30, 2021

To: Town of Millet

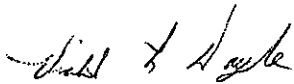
To Whom It May Concern,

Morey Allers, a member of the Millet and District Recreational and Agricultural Society, had made arrangements to use the community hall for drop in pickleball Monday evenings 6:30-8:00 pm. These arrangements were in place up to Christmas 2021.

We are requesting an extension to the arrangements that were in place with Morey Allers as we require a Society meeting to pass financial and other arrangements concerning the organizing of community pickleball. Our next meeting is January 11, 2022 and your next council meeting is January 12, 2022. The Town requires 1 week notice of items being placed on the agenda and timing of the meetings does not allow for such actions.

We are hoping to use the community hall again January 3, 2022 and Monday's there after.

Sincerely,



Violet Doyle Treasurer for Tim Knull President

Millet and District Recreational and Agricultural Society