



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET  
VIA ZOOM  
Access Code # TBA**

**Wednesday, February 9<sup>th</sup>, 2022  
5:30 p.m.**

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**1.0 CALL TO ORDER**

**2.0 OPEN MICROPHONE (Maximum 15 minutes)**

**3.0 PUBLIC HEARING**

**4.0 ADDITIONS AND ADOPTION OF AGENDA**

**5.0 ADOPTION OF MINUTES**

5.1 January 26<sup>th</sup>, 2022 - Regular Meeting of Council

**6.0 DELEGATIONS**

6.1 JEDI

6.2 Historical Society

**7.0 REPORTS**

7.1 Millet Public Library Managers Report & Board Minutes

**8.0 BYLAWS - None**

9.0 **AGREEMENTS** - None

10.0 **CORRESPONDENCE** - None

11.0 **NEW BUSINESS**

11.1 Request for Decision – JEDI Budget

11.2 Request for Decision – Millet Historical Society Hall Waiver

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 - Historical Society

13.2 Legal – Tessier

13.3 Legal – Millet Wellness Committee

13.4 Personnel

14.0 **ADJOURNMENT**



REGULAR MEETING OF COUNCIL  
TOWN OF MILLET  
MCC  
January 26, 2022  
5:30 p.m.

PRESENT:

MAYOR	Doug Peel
COUNCILLORS	Marlene Alberts-Wadsworth Rebecca Frost Gerdie Hogstead Mathew Starky Charlene Van de Kraats Mike Bennett
C.A.O.	Lisa Schoening
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
DIRECTOR OF FINANCE	Annette Gordon
OFFICE MANAGER	Joyce Vanderlee
PRESS	Christina Max
GALLERY	
Manager of Enforcement Services	Mitch Newton
CRSWSC Chair	Mayor Bill Daneluik
CRSWSC Commission Manager	Shawn Olson
CRSWSC Operations Manager	Rick Sereda

1.0 CALL TO ORDER:

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

2.0 OPEN MICROPHONE: NONE

3.0 PUBLIC HEARINGS: NONE

4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA: NONE

**5.0 ADOPTION OF MINUTES:**

<b>Res #018/22</b>	Moved by Councillor Bennett that the January 12, 2022, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS:** CRSWSC – Plaque Presentation Late Tony Wadsworth

In attendance CRSWSC Chair Mayor Bill Daneluik  
Commission Manager Shawn Olson  
Operations Manager Rick Sereda

*CRSWSC Delegates left the meeting at 5:35 p.m.***7.0 REPORTS:**

7.1 Tax Analysis

<b>Res #019/22 Reports</b>	Moved by Councillor Frost that the Reports are hereby accepted as information.
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*CARRIED***8.0 BYLAWS:**

8.1 2022-01 Cemetery Bylaw (second reading)

<b>Res # 020/22</b>	Moved by Councillor Frost that Bylaw 2022-01 be given the reading.
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*CARRIED*

<b>Res # 021/22</b>	Moved by Councillor Van de kraats that Bylaw 2022-01 be given the third & final reading.
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*CARRIED***9.0 AGREEMENTS:** NONE**10.0 CORRESPONDENCE:** NONE**11.0 NEW BUSINESS:**

11.1 Request for Decision – Fee Utility Waiver Sam Abilmona

<b>Res #022/22</b>	Moved by Councillor Starke that Utility Fees be waived for a period of one year
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*DEFEATED*

## 11.2 Request for Decision – JEDI Strat Planning

<b>Res #023/22</b>	Moved by Councillor Van de kraats that Council approve JEDI's 2020-2023 Strategic Plan be approved as presented with a complete full review to be completed in the fall of 2022
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*CARRIED*

## 11.3 Request for Decision – Public Sand/Salt Access

<b>Res #024/22</b>	Moved by Councillor Frost that Council accept the report as information
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12.0 CLARIFICATION OF AGENDA: NONE*Manager of Enforcement Services left the meeting at :548 p.m.**Christina Max left the meeting at 5:48 pm*

<b>Res #025/22 Adjournment</b>	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 5:48 p.m.
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*CARRIED*13.0 CLOSED SESSION:

<b>Res #026/22 Reconvene</b>	Moved by Councillor Bennett that the Regular Council Meeting reconvene from Closed Session at 7:17 pm
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*CARRIED*

<b>Res #027/22</b>	Moved by Councillor Bennett that administration place an ad to rent out the old Town administration space located at 5120 50 <sup>th</sup> Street
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*CARRIED*14.0 ADJOURNMENT:

The meeting was adjourned at 7:34p.m.

**THESE MINUTES ADOPTED BY COUNCIL THIS \_\_\_<sup>th</sup> DAY OF JANUARY 2022.**\_\_\_\_\_  
MAYOR\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



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

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**Meeting:** Council Meeting  
**Meeting Date:** February 9, 2022  
**Originated By:** Lisa Schoening  
**Agenda Item:** JEDI - DELEGATION

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**BACKGROUND/PROPOSAL**

Joan Miller will be in attendance to present the 2022 budget.

COUNCIL MEETING

**FEB 09 2022**

ITEM # 6.1

**Millet & District Museum Archives**

Millet & District Historical Society

Box 178/5120 – 50 Street, Millet AB T0C 1Z0

Ph 780-387-5558 Fax 780-3787-5548

[info@milletmuseum.ca](mailto:info@milletmuseum.ca) [milletmuseum.ca](http://milletmuseum.ca)

January 26, 2022

**MEMORANDUM TO:** Mayor Peel, Millet Town Council and CAO

**FROM:** Millet & District Historical Society

**SUBJECT:** History, Grant Funding & Support and Facility

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I do apologize for the misunderstanding that we had regarding a delegation before the Millet Council on January 12, 2022. The committee had the understanding after our letter was sent to Council on December 16, 2021, and receiving your letter of December 22, 2021; this information would be, in part, what was required for our meeting. As we did not hear from you during that time, we again were under the impression we would have the delegation with Council on January 26, 2022.

So at this time we would like to formally request a delegation with Millet Town Council on February 09, 2022. Our committee will also send a copy of the material we would like to inform you of our dialogue we will be presenting.

Also at or before our delegation to Council, we would request a tour of the Museum, as the majority of the Councillors are new and have not had the chance to see the set ups, displays or the interior workings of this facility.

Thank you in advance for your earliest convenience and cooperation in this matter.



Garth Rudolph, Chairperson  
Millet & District Historical Society

COUNCIL MEETING

**FEB 09 2022**

ITEM # 6.2

# Millet Public Library Manager's Report

*Connect...with each other*

*Learn....continuously*

*Discover...the possibilities*

<b>September</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
New Memberships	22	11	14	14	9	14	14
Questions answered	901	397	416	405	194	189	257
Program Attendees	473	409	448	544	254	116	103
Website Sessions	382	193	218	272	256	272	286
Wireless Sessions	NA	448	511	698	609	688	83
Computer Sessions	43	25	240	240	181	292	380
<b>E-resources</b>							
Borrowed	509	515	395	469	322	162	92
Items Checked Out	2295	2119	2023	1917	1608	1834	2030
Holds Satisfied	685	670	628	620	413	501	663
Visitors to Library	742	574	1134	1220	991	968	1135

Please check the Millet Library Website for programs and upcoming events.



# **Millet Public Library Manager's Report**

**Connect...**with each other

**Learn....**continuously

**Discover...**the possibilities

<b>October</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
New Memberships	9	7	7	15	9	10	10
Questions answered	1011	334	557	327	181	274	140
Program Attendees	733	647	608	611	505	197	136
Website Sessions	229	181	216	298	270	296	192
Wireless Sessions	NA	462	832	731	766	743	137
Computer Sessions	26	16	224	253	105	299	366
E-resources Borrowed	445	467	396	397	265	150	74
Items Checked Out	2637	1962	2117	1995	1803	1668	1832
Holds Satisfied	673	616	778	562	435	482	530
Visitors to Library	949	713	1403	1337	1380	1218	1253

Please check the Millet Library Website for programs and upcoming events.

# **Millet Public Library Manager's Report**

**Connect...**with each other

**Learn....**continuously

**Discover...**the possibilities

<b>November</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
New Memberships	4	5	5	12	21	11	13
Questions answered	846	341	409	307	238	283	205
Program Attendees	542	536	532	408	545	216	92
Website Sessions	342	181	201	348	218	233	168
Wireless Sessions	NA	289	701	531	870	585	115
Computer Sessions	25	16	203	244	141	314	319
E-resources Borrowed	573	433	314	296	241	255	96
Items Checked Out	2325	1826	2062	1779	1739	1880	1976
Holdings Satisfied	673	701	663	656	515	589	641
Visitors to Library	674	469	1116	1001	1233	1194	927

Pease check the Millet Library Website for programs and upcoming events.

# Millet Public Library Manager's Report

*Connect...with each other*

*Learn....continuously*

*Discover...the possibilities*

<b>December</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
New Memberships	4	4	6	3	13	7	4
Questions answered	600	629	290	287	142	202	157
Program Attendees	713	400	401	382	338	117	101
Website Sessions	252	234	239	272	220	163	153
Wireless Sessions	NA	232	507	866	493	458	93
Computer Sessions	37	6	145	217	100	168	302
E-resources							
Borrowed	535	426	311	313	430	219	94
Items Checked Out	2039	2202	1518	1534	1080	1612	N/A
Holds Satisfied	620	743	507	410	334	360	N/A
Visitors to Library	559	400	791	758	781	760	810

Please check the Millet Library Website for programs and upcoming events.



Millet Library 2021 Quarter 3 STATS

IN HOUSE	2021	2020	2019	2018	2017	2016	2015	Growth Ra
Patron Count	2199	1615	3761	3675	3481	3158	3301	36%
Questions	2814	1133	1642	989	677	626	770	148%
Programs	2021	2020	2019	2018	2017	2016	2015	Growth Ra
Afterschool Programming (ki	766	1059	283	313	211	134	111	-28%
Storytime	101	67	241	131	102	130	140	51%
Homebound	15	17	16	18	19	17	15	-12%
Family Movie Club	0	0	39	18	10	0	89	
PD Movie	0	0	9	6	0	0	0	
Foodbank Kit	0	464	0	0	0	0	0	-100%
Computer Class	0	0	0	0	0	11	0	
Ticketed Events	0	0	0	0	0	0	0	
Milleteens	0	0	0	0	0	0	0	
Themed Adult	0	0	15	19	0	0	0	
Games night	0	0	0	0	3	0	0	
Craft & Chat	0	0	36	4	0	0	0	
Healthy Snacks	327	0	0	0	0	0	0	100%
SRC	122	0	448	137	0	0	0	100%
Themed Family	76	0	125	217	0	0	0	100%
Tutor	0	10	0	0	0	0	0	-100%
Knitting club	0	0	7	10	0	0	0	
Summer Drop in	0	0	0	0	0	0	0	
<b>Program Summary</b>	<b>1407</b>	<b>1617</b>	<b>1219</b>	<b>873</b>	<b>345</b>	<b>292</b>	<b>355</b>	
<b>Program Growth Rate</b>	<b>-13%</b>	<b>33%</b>	<b>40%</b>	<b>153%</b>	<b>18%</b>	<b>-18%</b>		
# Program Sessions	2021	2020	2019	2018	2017	2016	2015	Growth Ra
Family	78	49	9	14	1	7	0	59%
Children	24	0	53	44	42	30	0	100%
Young adult	0	0	0	0	0	0	0	
Adult	0	0	6	4	1	4	0	
Outreach	56	12	5	4	25	6	0	367%
SRC	24	0	6	6	48	28	0	100%
<b>Program Summary</b>	<b>182</b>	<b>61</b>	<b>79</b>	<b>72</b>	<b>117</b>	<b>75</b>	<b>0</b>	
<b>Program Growth Rate</b>	<b>198%</b>	<b>-23%</b>	<b>10%</b>	<b>-38%</b>	<b>56%</b>			
Friends	2021	2020	2019	2018	2017	2016	2015	Growth Ra
Friends Events	0	0	0	0	0	0	0	
CIRCULATION	2021	2020	2019	2018	2017	2016	2015	Growth Ra
Check out	6069	5001	6250	5184	4847	5184	5370	21%
Check ins	4677	3871	6105	4843	4909	5504	5517	21%
Holds placed	1674	1689	2207	1821	1331	1570	1800	-1%
Holds satisfied	673	1339	2034	1679	1198	1492	1798	-50%
Holds cancelled	68	259	219	163	189	198	293	-74%
New Charges	\$99.24	\$438.81	\$789	\$742	835	\$837	\$882	-77%
Money Collected	\$26.76	\$114.75	\$513	\$543	410	\$378	\$445	-77%
Money Waived	\$80.75	\$61.50	\$244	\$301	381	\$472	\$194	31%
NEW PATRONS ADDED	41	17	38	52	38	28	43	141%





Millet Library 2021 Quarter 4 STATS

<b>IN HOUSE</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>Growth Rate</b>
Patron Count	2182	1582	3310	3096	3394	3172	2990	38%
Questions	2457	1304	1256	921	561	759	502	88%
<b>Programs Attendance</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>Growth Rate</b>
Afterschool Programming (ki	1281	1178	919	727	904	227	144	9%
Storytime	202	126	143	180	233	196	133	60%
Homebound	15	15	17	18	19	14	15	0%
Family Movie Club	0	0	26	32	45	11	37	0%
PD Movie	0	0	37	48	0	0	0	0%
Foodbank Program Kits	0	38	0	0	0	0	0	0%
Computer Class	0	0	45	0	0	42	0	0%
Ticketed Events	0	0	0	16	134	64	0	0%
Milleteens	0	0	0	25	8	36	0	0%
Themed Adult	0	30	21	40	0	0	0	0%
Games night	0	0	0	0	1	0	0	0%
Craft & Chat	0	0	17	17	0	0	0	0%
Healthy Snack	182	116	0	0	0	0	0	57%
SRC	0	0	0	0	0	0	0	0%
Themed Family	243	164	303	249	0	0	0	48%
Tutor	32	18	0	0	0	0	0	78%
Knitting club	0	0	13	23	0	0	0	0%
Summer Drop in	0	0	0	0	0	0	0	0%
<b>Program Summary</b>	<b>1955</b>	<b>1685</b>	<b>1541</b>	<b>1375</b>	<b>1344</b>	<b>590</b>	<b>329</b>	
<b>Program Growth Rate</b>	<b>16%</b>	<b>9%</b>	<b>12%</b>	<b>2%</b>	<b>128%</b>	<b>79%</b>		
<b># Program Sessions</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>Growth Rate</b>
Family	57	71	12	18	8	1	0	-20%
Children	41	28	65	62	51	47	0	46%
Young adult	0	0	0	5	1	3	0	0%
Adult	0	1	7	17	6	14	0	0%
Outreach	13	7	10	9	10	9	0	86%
SRC	0	0	0	0	0	0	0	0%
<b>Program Summary</b>	<b>111</b>	<b>107</b>	<b>94</b>	<b>111</b>	<b>76</b>	<b>74</b>	<b>0</b>	
<b>Program Growth Rate</b>	<b>4%</b>	<b>14%</b>	<b>-15%</b>	<b>46%</b>	<b>3%</b>			
<b>Friends</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>Growth Rate</b>
Friends Events	1	59	0	0	0	0	0	NA

Millet Library 2021 Quarter 4 STATS

CIRCULATION	2021	2020	2019	2018	2017	2016	2015	Growth Rate
Check out	7001	5990	5697	5308	4622	5160	3808	17%
Check ins	5060	4944	5406	5154	4835	5711	3518	2%
Holds placed	2115	2136	1951	1832	1500	1553	1289	-1%
Holds satisfied	1859	2060	1948	1628	1284	1431	1171	-10%
Holds cancelled	205	250	227	149	166	240	160	-18%
New Charges	\$ 268	\$ 859	\$841	\$914	\$1,276	\$686	\$619	-69%
Money Collected	\$ 244	\$ 305	\$383	\$349	\$518	\$380	\$351	-20%
Money Waived	\$ 128	\$ 400	\$239	\$499	\$767	\$247	\$55	-68%
NEW PATRONS ADDED	15	16	18	30	43	28	27	-6%
USE COUNT	2021	2020	2019	2018	2017	2016	2015	Growth Rate
Adult Fiction	1509	636	1018	1024	1034	1305	NA	137%
Adult Non-fiction	422	185	522	571	479	685		128%
Young Adult	285	156	279	161	152	246		83%
Juvenile Fiction	952	156	427	231	257	298		510%
Juvenile Non-Fiction	443	90	227	9	193	171		392%
Picture Books	1200	350	1157	1202	759	1052		243%
AV (DVD, CD)	1223	387	1329	1538	1374	1584		216%
ACD (Audio CD)	104	29						259%
Magazines	36	198	42	57	30	48		-82%
Other	379	0	215	179	73	96		100%
Use Count Summary	6553	2187	5216	4972	4351	5485	0	
Use Count Growth Rate	200%	-58%	5%	14%	-21%	#DIV/0!		
E-Resources	2021	2020	2019	2018	2017	2016	2015	Growth Rate
E-BOOKS	326	274	320	268	427	207	74	19%
E-Audio books	122	94	27	65	19	0	0	30%
Hoopla	120	235	73	108	132	124	0	-49%
Over drive	964	723	596	557	353	293	0	33%
Magazines	0	0	0	0	0	1	0	0%
Me Libraries	10	0	5	5	5	54	14	100%
Restricted Talking	15	0	0	3	0	0	0	100%
E-Resource Summary	1557	1326	1021	1006	936	679	88	
E-Resource Growth Rate	17%	30%	1%	7%	38%			
WEBSTATS	2021	2020	2019	2018	2017	2016	2015	Growth Rate
Website Sessions	893	596	656	903	708	692	513	50%
Website Pageviews	1793	1349	1691	2361	1909	1485	993	33%
Website Users	628	395	451	593	0	0	0	59%
Computer hours	41	9.5	485	724				332%
Computer Sessions	88	38	572	714	241	781	987	132%
Wireless Sessions	NA	732	2040	2128	2129	1786	345	NA
Staff wireless sessions	NA	380	1472	790	437	0	0	NA
Social Media	2021	2020	2019	2018	2017	2016	2015	Growth Rate
Facebook	9	69	46	44	34	0	0	-87%
Instagram	26	9	40	37	75	0	0	189%



# **Town of Millet Library Board Minutes**

## **October 12<sup>th</sup>, 2021**

**Connect...**with each other

**Learn....**continuously

**Discover...**the possibilities

Present were: Charlene Van de Kraats, Chris Richards, Doug Peel, Susan Williamson, Vicki Pyle (absent), Kourtland Fox, Jillian Meyers (with apologies)


1. The Meeting called to order 6:29
2. Adoption of Agenda moved by D. Peel, carried
3. Adoption of September 20<sup>th</sup> minutes moved by S. Williamson, carried
4. Manager Report:
  - a. Monthly Financial Comparison accepted as presented
5. Actionable Items:

**Res # 22/2021** Approval of the 2022 budget moved by K. Fox, carried

6. Friends Report:
  - a. Quilt Raffle
  - b. Silent Auction-November 16-26, 2021
  - c. Pancake supper-March 1, 2022
7. Mayor Report-Elections are Monday October 18<sup>th</sup>, 2021 and the Communities in Bloom are moving into the basement of the library.
8. Meeting Dates for 2021 -November 16<sup>th</sup> at 6:30pm
9. Meeting Dates for 2022-February 1, April 5, June 7, August 2, October 4

Meeting Adjourned 7:27pm

**Next meeting:** November 16<sup>th</sup> @ 6:30pm





## 2022 JEDI Budget – Request for Decision

Meeting Date: February 9, 2022

### Background

JEDI's 2022 Operating Budget reflects the resources needed to implement the organization's current Strategic Plan. The proposed 2022 JEDI Operating Budget is attached for Council's consideration.

At the February 1, 2022 JEDI Regular Board Meeting the JEDI Board of Directors accepted the 2022 JEDI Budget as presented, with the total budget amount of **\$313,409.52** to be transferred from the JEDI Operating Reserve Account to the JEDI Operating Account to cover the entire 2022 JEDI Budget, and further the Board recommended that the County of Wetaskiwin and Town of Millet allocate the following in their 2022 operating budgets to be set aside in their municipal reserves for future JEDI operations and activities based on the following:

County of Wetaskiwin (85.2%)	=	\$242,990.40
Town of Millet (14.8%)	=	\$ 42,209.60
TOTAL		\$285,200.00

Ref. Resolution No. JE20220201.05

The 2022 JEDI Budget will be presented to the County of Wetaskiwin Council for their consideration on February 8, 2022 and if approved by both member municipal councils, it will be presented at the JEDI 2021 AGM on Tuesday, February 15th, 2022, for final approval.

### Recommended Resolution

that Council approve JEDI's 2022 JEDI Budget as presented, with the total budget amount of \$313,409.52 to be transferred from the JEDI Operating Reserve Account to the JEDI Operating Account to cover the entire 2022 JEDI Budget, and further that the Town of Millet allocate \$42,209.60 in its 2022 operating budget to be set aside in their municipal reserve for future JEDI operations.

COUNCIL MEETING

FEB 09 2022

ITEM # 11.1



## 2022 JEDI OPERATING BUDGET

		2021 Budget	2022 Budget	Additional Information	Activity Code	Account Description
<b>REVENUE</b>						
(871) County of Wetaskiwin (2020 - 85.2%) (2016 Population 11,181)	242,990.40	0.00			CRW 871	The annual contribution from the County of Wetaskiwin pursuant to JEDI's foundational documents at 85.2% based on 2016 Pop. 11,181, without taking the entire 2022 budgetted amount from the JEDI Operating Reserves, would have been \$242,990.40
(873) Town of Millet (2020 - 14.8%) (2016 Population 1945)	42,209.60	0.00			CRM 873	The annual contribution from the Town of Millet pursuant to JEDI's foundational documents at 14.8% based on 2016 Pop. 1945, without taking the entire 2022 budgetted amount from the JEDI Operating Reserves, would have been \$ 42,209.60
(878) Other Contributions	0.00	0.00			COTH 878	Additional contributions from sources not identified in other accounts or amounts credited back to the organization
(841) Conditional Grants	0.00	0.00			GRNT 841	JEDI will continue to look for grant opportunities that become available for suitable special projects and will request the Board's approval for any required matching funding to come from JEDI Reserves
(921) Transfers from Reserves	20,172.00	313,409.52	Increase		FRSV 921	County of Wetaskiwin (85.2% based on 2016 Pop. 11,181) = \$242,990.40 Town of Millet (14.8% based on 2016 Pop. 1945) = \$ 42,209.60 Difference in total budgetted expenses * = \$ 28,209.52 <b>TOTAL BUDGETTED AMOUNT TO COME FROM RESERVES \$313,409.52</b>  * additional transfer of \$28,209.52 from the JEDI Operating Reserve Account be included in the budget in order to provide the same level of service
<b>Total Revenue</b>	<b>20,172.00</b>	<b>313,409.52</b>				

2021 Budget	2022 Budget	Additional Information	Activity Code	Account Description
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<b>EXPENSES</b>				
<b>BOARD EXPENSES</b>				
(141) Mileage Board	1,000.00	1,000.00	MILE 141 (60002)	Costs of mileage for board members to attend board meetings or to attend events on behalf of the organization farther than 15km from their residence.
(142) Meals	300.00	300.00	MEAL 142 (60002)	Costs of meals or food for board members provided in meetings or for business events attended by board members on behalf of the organization, such as Chamber Awards
(151) Board Member per Diems	4,800.00	4,800.00	FEE 151 (60002)	Costs of per diem paid to board members and JEDI management team to attend JEDI board meetings. 8 elected officials/CAOs x 6 mtgs x \$100.00/mtg = 4,800. Strat Planning is paid by municipalities
<b>Total: Board Expenses</b>	<b>6,100.00</b>	<b>6,100.00</b>		

**2021 Budget**      **2022 Budget**      **Additional Information**      **Activity Code**      **Account Description**

ADMINISTRATION - STAFF EXPENSES				
(111) Salaries & Wages	148,372.00	159,859.52	Approx. based on 4.3% COLA increase and Full Time Director & .75 FTE Executive Ass't with \$1432 for a .5 grid increase, as well as the COLA increase. Actual in 2021 was \$151,896 total salaries and wages X 4.3% additional COLA of \$6,531.53	SAL 111 Cost of combined wages/salaries for JEDI staff.
(131) Employer Contributions	31,000.00	33,000.00	Approx. based on estimated Full Time Director & .75 FTE Executive Ass't costs	BEN 131 Cost of RRSPPs and group benefits for JEDI staff.
(141) Mileage Staff	1500.00	1500.00		MILE 141 Costs of mileage for staff travelling to meetings and business events farther than .15km from the office. Excludes trade shows and missions.
(142) Meals	300.00	300.00		MEAL 142 Costs of business meeting meals.
(148) Training & Development	4,000.00	2,000.00	More training and webinars have become available free of charge over the past couple years which JEDI staff like to take advantage of.	TRNG 148 All costs associated with staff training and further professional development including seminar fees, workshop fees, training costs, per diem, travel, mileage, accommodations, etc.
<b>Total: Staff Expenses</b>	<b>185,172.00</b>	<b>196,659.52</b>		

**2021 Budget      2022 Budget      Additional Information      Activity Code      Account Description**

<b>ADMINISTRATION - CONTRACTED SERVICES</b>				
(221) Advertising & Promotion	29,000.00	28,500.00		ADV 221 All advertising, promotion and communication projects including but not limited to print advertising, web-based advertising, promotional tools, promotional products and website expenses.
(223) Subscriptions/Recurring Accts	11,000.00	11,000.00		SUBS 223 All subscriptions to publications, recurring accounts that are used as tools and any other accounts that are recurring and not related to membership fees. Examples include, but are not limited to, industry publications, CRM software, software tools with recurring fees, etc.
(224) Membership Fees	3,500.00	3,500.00		MEMB 224 All trade and industry related membership or association fees that are recurring, such as Chambers of Commerce, Economic Development Associations, government associations and industry or real estate associations.
(225) Trade Show/Mission/Conference Costs	12,700.00	12,700.00		JTSH 225 All costs associated to Trade Shows, Missions, Conventions and Conferences for the organization including registration fees, booth costs, travel, mileage, accommodations, per diem, incoming and outgoing mission costs, consultant fees and promotional costs. Examples include, but are not limited to, registration fees, hotels, flights, booth expense, misc. travel costs, visas, printed materials, etc.
(231) Accounting & Audit Fees	10,500.00	10,500.00		AUD 231 All costs associated with annual audit fees and any additional accounting costs not provided by The County in Management Services.
(232) Legal Fees	2,000.00	2,000.00		LEG 232 All costs associated with legal services including legal representation, advice, consultation and documentation fees.
(235) Administration Fees (Management Services)	12,500.00	11,000.00	<i>Adjusted to be more in line with actual costs of communication and cell services. Small increase in Management Services contract of \$500, however that amount is now set for a 5 year term contract with the County.</i>	ADM 235 Cost of contractual agreement that JEDI pays the County of Wetaskiwin for management, administrative and communication services. They include, but are not limited to, telephone, internet and network services, office services, office supplies, accounting, banking and any additional relevant administration services needed for operational requirements. Cell phone cost paid semi-annually <u>Reference:</u> "Management/Administration Billing Services Contract" Effective Jan. 1, 2022, County contract \$9,500 yearly on a five year agreement.

2021 Budget		2022 Budget		Additional Information		Account Description	
(239) Other Contracted Services	20,000.00	20,000.00			CONT 239	All costs associated to contracted or consulting services for projects not identified in other accounts. Examples include, but are not limited to, research, studies, regional projects, etc.	
(262) Building Rental Lease	5,700.00	6,000.00		<i>Small increase of \$300 but that amount is set with an annual contract with the County for a 5 year term</i>	BLDL 262	Cost of contractual agreement that JEDI pays the County of Wetaskiwin for 2 office spaces in the County office building. Paid semi-annually. Reference: "Office Space Rental/Lease Billing Services Contract" Effective Jan. 1, 2022, County contract \$6,000 yearly on a five year agreement.	
(274) Insurance	1,200.00	1,200.00			INS 274	Cost of organizational business insurance which includes Director's liability, general liability and insurance on JEDI assets.	
<b>Total: Contracted Services Expenses</b>	<b>108,100.00</b>	<b>106,400.00</b>					
<b>ADMINISTRATION - SUPPLIES</b>							
(511) Office Supplies	1,500.00	750.00		<i>Less need for office supplies, more virtual tool usage for meetings, etc.</i>	SUPO 511	All costs for required office supplies and equipment that are not provided by The County in the Communication Costs. Includes annual cost of post office box	
(515) General Supplies	500.00	500.00			SUPG 515	Any miscellaneous or incidental expenses that cannot be classified or identified in the existing accounts.	
(516) Meeting Expenses	4,000.00	3,000.00		<i>With the current restrictions, there has been a reduced number of in-person events that cost more than virtual. As well, JEDI often does not provide meals at meetings reducing the meeting expenses.</i>	MTG 516	All costs associated with all meetings held by the organization and meetings attended for business or administrative purposes including registration fees, rental space, food, parking, consultant fees and equipment rentals. Examples include, but are not limited to, AGMs, strategic planning sessions, industry association events, business events, etc.	
<b>Total: Supplies Expenses</b>	<b>6,000.00</b>	<b>4,250.00</b>					
<b>Total Expenses</b>	<b>305,372.00</b>	<b>313,409.52</b>					



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

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**Meeting:** Council Meeting  
**Meeting Date:** February 9, 2022  
**Originated By:** Lisa Schoening  
**Agenda Item:** Millet Historical Society Waiver Request

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**BACKGROUND/PROPOSAL**

The Millet & District Historical Society is requesting a hall waiver for the Millet Banquet room on June 11, 2022 for the annual Pioneer Woman's event.

This year the inductees will be the late Amelia Moen, Audrey Smith, late Phoebe Nelson, Phyllis A. Arnold and Pioneer Stan Kroening.

The Society has also requested that Mayor Peel bring greetings at the event.

**RECOMMENDATION**

That the rental fee and damage deposit for the Millet Banquet Hall on June 11, 2022 is hereby waived for the Pioneer Woman's event.

COUNCIL MEETING

**FEB 09 2022**

ITEM # 11.2