



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, May 25th, 2022
5:30 p.m.
MCC Council Chambers**

1.0 CALL TO ORDER

2.0 TREATY 6 RECOGNITION

3.0 PUBLIC HEARING

4.0 ADDITIONS AND ADOPTION OF AGENDA

5.0 ADOPTION OF MINUTES

5.1 April 27th, 2022 - Regular Meeting of Council

5.2 May 19th, 2022 – Special Meeting of Council

6.0 DELEGATIONS

7.0 REPORTS

7.1 Millet Fire Department – Call History April 2022

7.2 Finance – Bank Reconciliation March 2022

7.3 Finance – Tax Aging Analysis

7.4 Councillor Van de Kraats – March April Reports

8.0 **BYLAWS** – None

9.0 **AGREEMENTS** - None

10.0 **CORRESPONDENCE** - None

11.0 **NEW BUSINESS**

11.1 Request for Decision – Invitation Pioneer Induction & Museum Opening

11.2 Request for Decision – Lions Club Harvest Fair Parade

11.3 Request for Decision – Lions Club Annual Community Awards night

11.4 Request for Decision – Inter-Muni Texas Golf Tournament

11.5 Request for Decision – FCSS Grant Applications

11.6 Request for Decision – Policy # 30 FCSS

11.7 Request for Decision – MIB Appointments

11.8 Request for Decision - Discover Leduc Region

11.9 Request for Decision – Ponoka Parade

11.10 Request for Decision – Pride Month Recognition

12.0 **CLARIFICATION OF AGENDA**

13.0 **CLOSED SESSION**

14.0 **ADJOURNMENT**



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
MMC - Council Chambers
April 27th, 2022
5:30 p.m.

PRESENT:

DEPUTY MAYOR	Charlene Van de Kraats
COUNCILLORS	Mike Bennett Rebecca Frost Gerdie Hogstead
C.A.O.	Lisa Schoening
OFFICE MANAGER	Joyce Vanderlee
DIRECTOR OF INFRASTRUCURE	Lisa Novotny
DIRECTOR OF FINANCE	Annette Gordon
PRESS	Christina Max
Absent with regret	Doug Peel Mathew Starky

1.0 CALL TO ORDER:

The meeting was called to order by CAO Lisa Schoening at 5:30 p.m.

COUNCIL MEETING

MAY 25 2022

ITEM # 5.1

Res #106/22 Deputy Mayor	Moved by CAO Schoening that Councillor Van de Kraats be appointed as Deputy Mayor.
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*CARRIED***2.0 TREATY 6 RECOGNITION:****3.0 PUBLIC HEARINGS: NONE****4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:**

Res #107/22 Agenda	Moved by Councillor Frost that the Agenda is adopted, as presented
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*CARRIED***5.0 ADOPTION OF MINUTES:**

Res #108/22 Minutes Regular Meeting	Moved by Councillor Hogstead that the April 13th, 2022, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS:**

*The Chamber of Commerce – Tourism
Millet Fire Department Chief Steve Moen*

7.0 REPORTS:

Res #109/22 Reports	Moved by Councillor Frost that the Reports are hereby accepted as information.
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CARRIED

8.0 BYLAWS: NONE

9.0 AGREEMENTS: NONE

10.0 CORRESPONDENCE: NONE

11.0 NEW BUSINESS:

11.1 *Request for Decision – Smiles*

Res #110/22 <i>Smiles</i>	Moved by Councillor Frost that Council grant permission for Smiles Non-Profit Society to host this event on May 30th and send representatives to the ceremony to accept the ownership of the Distancing Diamonds and further that any council members who wish to attend will.
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CARRIED

11.2 *Request for Decision – Financial Statements 2021*

Res #111/22 <i>Financial Statements 2021</i>	Moved by Councillor Hogstead that Council accept the financial statements as amended.
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CARRIED

Res #112/22 <i>Financial Statements 2021</i>	Moved by Councillor Hogstead that Council accept the transfer of funds as described in financial statements.
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CARRIED

11.3 *Request for Decision – Municipal Design Standards*

Res #113/22 <i>Municipal Design Standards</i>	Moved by Councillor Bennett that council rescind Policy # 51
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CARRIED

Res #114/22 <i>Municipal Design Standards</i>	Moved by Councillor Frost that council approve the 2022 Municipal Design Standards as presented.
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*CARRIED**11.3 Request for Decision – MCC Parking Lot Rehabilitation & Sewer Repairs*

Res #115/22 <i>MCC Parking Lot Rehabilitation & Sewer Repairs</i>	Moved by Councillor Bennett that council accept the CAO Contract Award Report for the Millet Civic Centre parking lot rehabilitation and sanitary sewer repairs.
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*CARRIED**11.4 Request for Decision – Ag Society Pickleball*

Res #116/22 <i>Ag Society Pickleball</i>	Moved by Councillor Frost that council approves the Ag Society to put in temporary pickleball courts the ice surface at the Agriplex at the discretion of the Parks Recreation and Facilities Foreman, contingent on the following conditions being met; that the Ag Society will be responsible for all costs associated with the installation and removal of the lines that shall be installed by a professional insured company. Further that the term of this approval would be from May 9 th 2022 to August 23 rd 2022 on Tuesdays within the hours of 6:30 pm and 8:30 pm
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*CARRIED***12.0 CLARIFICATION OF AGENDA: NONE***Christina Max left the meeting at 6:43 p.m.**Council temporarily adjourned the meeting at 6:43p.m.**Council reconvened at 6:49 p.m.*

Res #117/22 Closed Session	Moved by Councillor Frost that Council moves into Closed Session to discuss Items 13.1 pursuant Sections 16 thru Section 29 of the Freedom of Information and Protection of Privacy Act at 6:49 p.m.
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CARRIED

13.0 CLOSED SESSION:

Res #118/22 Reconvene	Moved by Councillor Bennett that the Regular Council Meeting reconvene from Closed Session at 7:00 p.m.
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*CARRIED**13.1 Land*

Res #119/22	Moved by Councillor Bennett that Policy 29A, being the Millet Agriplex Operating Committee is hereby rescinded.
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CARRIED

Res #120/22	Moved by Councillor Frost that Bylaw 2012-09, being the Agriplex Operating Committee bylaw is hereby rescinded.
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CARRIED

Res #121/22	Moved by Councillor Bennett that council serve notice, pursuant to Section 6.1 of the Society for Joint Economic Development Initiatives (JEDI) bylaw and Section 4.1 of the Municipal Development Cost and Revenue Sharing Master Agreement, to terminate the Town's membership of the JEDI Society effective December 31 2022.
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CARRIED

Res #122/22	Moved by Councillor Bennett that council enter into an agreement of termination with the County of Wetaskiwin under Section 2.4c of the JEDI Membership Agreement.
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*CARRIED***14.0 ADJOURNMENT:**

The meeting was adjourned at 7:04 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS _____ DAY OF MAY 2022.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



SPECIAL MEETING OF COUNCIL
TOWN OF MILLET
MMC - Council Chambers
May 19th, 2022
1:40 p.m.

PRESENT:

MAYOR	Doug Peel
COUNCILLORS	Mike Bennett Rebecca Frost Gerdie Hogstead Mathew Starky
C.A.O.	Lisa Schoening
OFFICE MANAGER	Joyce Vanderlee
DIRECTOR OF INFRASTRUCURE	Lisa Novotny

1.0 CALL TO ORDER:

The meeting was called to order by Mayor Peel at 1:41 p.m.

2.0 TREATY 6 RECOGNITION:

3.0 BYLAWS:

3.1 *2022-07 Tax Rate Bylaw*

COUNCIL MEETING

MAY 25 2022

ITEM # 5.2

Res #123/22	Moved by Councillor Hogstead that Bylaw 2022-07 be given the first reading.
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CARRIED

Res #124/22	Moved by Councillor Bennett that Bylaw 2022-07 be given the second reading.
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CARRIED

Res #125/22	Moved by Councillor Starky that permission is hereby granted for the presentation of Bylaw 2022-07 for all three readings at this meeting.
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CARRIED UNANIMOUSLY

Res #126/22	Moved by Councillor Hogstead Bylaw 2022-07 be given the final reading
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CARRIED

14.0 ADJOURNMENT:

The meeting was adjourned at 1:45 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS ____ DAY OF MAY 2022.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: May 26, 2022
Originated By: Joyce Vanderlee
Agenda Item: 7.0 Reports

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Reports be considered by Council
Millet Fire Department Call history for April 2022
Finance Bank Reconciliation March 2022
Finance Tax Aging Analysis
Councillor Van de Kraats March April 2022

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

COUNCIL MEETING

MAY 25 2022

ITEM # 70



Millet Fire Department
 Call History Report by Date
 4/1/2022 - 5/1/2022

Date	Type	Incident #	Incident Type	Primary Action	# Of Attendees	Total Time
Mon 04/04/2022 16:52	County - Wetaskiwin (Extra Hours)	2200025	67 Outside Fire	11 Extinguishment by fire service personnel	14	01:08
Thu 04/07/2022 12:27	County - Wetaskiwin	2200026	52 Alarms	55 Establish safe area	8	00:06
Fri 04/08/2022 13:39	County - Wetaskiwin (Extra Hours)	2200027	67 Outside Fire	10 Fire control or extinguishment, oth	11	03:36
Fri 04/08/2022 17:50	County - Wetaskiwin	2200028	67 Outside Fire	55 Establish safe area	17	00:39
Fri 04/08/2022 18:12	County - Wetaskiwin	2200029	67 Outside Fire	55 Establish safe area	17	00:54
Sat 04/09/2022 22:03	County - Leduc (Extra Hours)	2200030	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area	11	02:58
Sun 04/17/2022 15:44	County - Leduc (Extra Hours)	2200031	67 Outside Fire	55 Establish safe area	14	06:27
Tue 04/19/2022 16:47	County - Wetaskiwin	2200032	77 Motor Vehicle Collision	55 Establish safe area	12	00:44
Tue 04/19/2022 18:18	County - Wetaskiwin	2200033	77 Motor Vehicle Collision	55 Establish safe area	12	00:21
Tue 04/19/2022 22:53	County - Wetaskiwin (Extra Hours)	2200034	77 Motor Vehicle Collision	55 Establish safe area	8	01:17
Wed 04/20/2022 08:33	City - Wetaskiwin (Mutual Aid)	2200035	69 Structure Fire	55 Establish safe area	12	03:25
Sat 04/23/2022 14:27	County - Leduc (Extra Hours)	2200036	71 Vehicle Fire	55 Establish safe area	15	01:30
Sun 04/24/2022 17:41	City - Millet	2200037	67 Outside Fire	55 Establish safe area	12	00:15
Mon 04/25/2022 12:08	City - Millet	2200038	52 Alarms	55 Establish safe area	8	00:12
Wed 04/27/2022 01:25	County - Wetaskiwin (Extra Hours)	2200039	67 Outside Fire	55 Establish safe area	14	01:47
Sat 04/30/2022 12:16	City - Millet	2200040	52 Alarms		9	00:13
Total calls for City - Millet: 3						
Total calls for County - Wetaskiwin (Mutual Aid): 1						
Total calls for County - Leduc: 0						
Total calls for County - Leduc (Extra Hours): 3						
Total calls for County - Wetaskiwin: 5						
Total calls for County - Wetaskiwin (Extra Hours): 4						
Total calls: 16						
Avg. Call Attendance: 12.13						
Total Time: 25:32						

False alarms.

SM.

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 31, March 2022

	General Account	General Term Deposit	Cemetery Term Deposit	Total
Net Balance at End of Previous Month	\$632,711.48	\$1,611,358.62	\$12,391.10	\$2,256,461.20
Receipts for the Month (Less Loans)	\$635,445.46	\$2,152,347.81	\$1.74	\$2,787,795.01
Terms Cashd in		\$0.00	\$0.00	\$0.00
Sub-Total	\$1,268,156.94	\$3,763,706.43	\$12,392.84	\$5,044,256.21
LESS:				
Terms Taken out	\$726,279.21	\$0.00	\$0.00	\$726,279.21
Disbursements for the Month			\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Net Balance at End of Month	\$541,877.73	\$3,763,706.43	\$12,392.84	\$4,317,977.00
Balance at End of Month -- Treasury Branch	\$598,557.25	\$4,089,232.13	\$11,371.38	\$4,699,160.76
*Cash on Hand at End of Month			\$0.00	\$0.00
Sub-Total	\$598,557.25	\$4,089,232.13	\$11,371.38	\$4,699,160.76
LESS:				
Feb deposits recorded in March	-\$2,552.88	\$0.00	\$0.00	-\$2,552.88
Outstanding Cheques See List	\$59,232.40	\$0.00	\$0.00	\$59,232.40
BALANCE	\$541,877.73	\$4,089,232.13	\$11,371.38	\$4,642,481.24

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
22720	\$504.00	23605	\$73.50	0	\$-00	0	\$-00
22902	\$587.96	23606	\$2,584.24	0	\$-00	0	\$-00
23028	\$552.50	23608	\$122.00	0	\$-00	0	\$-00
23146	\$70.00	23611	\$1,173.54	0	\$-00	0	\$-00
23147	13.00	23614	\$42.00	0	\$-00	0	\$-00
23500	\$467.25	23615	\$142.18	0	\$-00	0	\$-00
23523	\$653.00	0	\$-00	0	\$-00	0	\$-00
23525	\$22,894.40	0	\$-00	0	\$-00	0	\$-00
23559	\$223.50	0	\$-00	0	\$-00	0	\$-00
23560	\$298.25	0	\$-00	0	\$-00	0	\$-00
23563	\$347.43	0	\$-00	0	\$-00	0	\$-00
23566	\$1,277.53	0	\$-00	0	\$-00	0	\$-00
23568	\$5,446.63	0	\$-00	0	\$-00	0	\$-00
23569	\$20,936.24	0	\$-00	0	\$-00	0	\$-00
23571	\$78.75	0	\$-00	0	\$-00	0	\$-00
23573	\$60.00	0	\$-00	0	\$-00	0	\$-00
23600	\$300.00	0	\$-00	0	\$-00	0	\$-00
23603	\$300.00	0	\$-00	0	\$-00	0	\$-00
23604	\$84.50	0	\$-00	0	\$-00	0	\$-00
BALANCE							\$59,232.40

This statement submitted to Council this _____ 25th day of May 2022

Remarks:

Mayor: _____

Chief Administrative Officer: _____

*Cash on Hand Deposited

tax aging analysis
Excluding auto pay

	Current outstanding	One Year outstanding	Total outstanding
May 2020	(65,283.16)	56,580.26	283,086.74
May 2021	(46,689.58)	82,536.62	281,822.91
May 2022	(21,383.43)	93,019.71	154,914.10

Analysis:

As tax time approaches we are seeing a lot of individuals that are pre paying their taxes. Although, not to the same level as in the past. However, overall are total outstanding is still lower.

~March & April 2022 Report~

Councillor Charlene Van de Kraats

Tuesday, March 1	RCMP Town Hall
Thursday, March 3	Meeting with Ag. Society
Wednesday, March 9	Council Meeting
Tuesday, March 15	Millet Public Library Board Meeting
Wednesday, March 23	Council Meeting
Monday, March 28	Millet & District Historical Society Board Meeting
Tuesday, March 29	Canada's History & the Municipal Role in Reconciliation Workshop
Monday, April 4	Meeting with County of Wetaskiwin Council
Tuesday, April 12	Wetaskiwin & District Victim Services 25 th Anniversary
Wednesday, April 13	Council Meeting
Saturday, April 23	Millet Fire Department Awards Evening
Wednesday, April 27	Council Meeting



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

Meeting: Regular Council Meeting
Meeting Date: May 26, 2022
Originated By: Joyce Vanderlee
Agenda Item: 11.1 Invitation Pioneer Induction and Museum Opening

BACKGROUND/PROPOSAL

Millet and District Museum Archives has requested Mayor Peel or a council member to bring Greetings to the Pioneer Induction and Museum Opening at 1:00 pm on June 11th, 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

That Council provide Administration with their availability.

COUNCIL MEETING

MAY 25 2022

ITEM # 11.1



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

Meeting: Regular Council Meeting
Meeting Date: May 25, 2022
Originated By: Joyce Vanderlee
Agenda Item: 11.2 Harvest Fair Parade

BACKGROUND/PROPOSAL

Millet & District Lions Club are inviting all of Council to support them by participating, in their parade.

The Lions are asking Council if they will be providing luncheon again this year and if so before the parade or after. They are also asking which venue will be used for this event as to set up times and/or transportation to the parade

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In the past the Lions Club have provided the vehicles for our dignitaries and will continue to do so, if any council requires one and Council has provided a luncheon for dignitaries, and their significant others.

COSTS/SOURCE OF FUNDING

Approximately \$500.00 for lunch

RECOMMENDED ACTION:

That Council provide administration with their availability, and will Council be providing their own transportation.

Does Council wish to host a luncheon and invite dignitaries.

COUNCIL MEETING

MAY 25 2022

ITEM # 11.2



Millet & District Lions Club

Box 236 Millet, Alberta T0C 1Z0

May 11, 2022

Mayor Peel, Town Councillors

Town of Millet CAO

Dear Mayor Doug:

This is a letter for information, requests and an invitation. The Millet & District Lions Club has supported a parade for the Harvest Fair for a number of years. We are inviting all of Council to support us by participating, in our parade. We need to know who will be attending, and if they will be providing their own transportation. We have provided the vehicles for our dignitaries in the past and will continue to do so, if you require one.

The Annual Millet Harvest Fair will be held Thursday to Sunday August 25, 26, 27 & 28, 2022; with the focus of the parade this year geared toward the Queen's Platinum Jubilee. This years' parade will be held on Saturday August 27, 2022 at 11:00 am.

As in the past Council has provided a luncheon for yourselves, other dignitaries and their significant others. We will need to know if you will be providing this again this year and if so; before the parade or after. We will also need to know which venue we will be using for this event; as to set up times and/or transportation to the parade.

As soon as we have finalized the events information, we will make sure you receive a copy of the poster or an itinerary list of the activities for the Fair. If you have any questions or require further information, please contact me at any of the numbers below.

We look forward to having you attend our parade and thank you in advance for your support and time.

Pat Garrett

Millet Lions Parade Coordinator

Home Phone 780-387-4619

Cell 780-984-1842

e-mail garrettpat2@gmail.com



TOWN OF MILLET
REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: May 25, 2022
Originated By: Joyce Vanderlee
Agenda Item: 11.3 Annual Community Awards Night

BACKGROUND/PROPOSAL

The Millet and District Lions Club have requested that the corkage and hall rental fees be waived for the Agriplex Banquet Hall, for our Annual Community Awards Night.

Are the Mayor and Council still willing to support “the Mayor’s Merit Award”; which includes the person you are nominating and the cost of the plaque. Currently, we are not sure of the cost of the plaque and engraving, however, we do not anticipate the cost to increase from our previous cost of \$95.00.

That Mayor Peel bring greeting from the Town and as well, present the plaque to your chosen recipient, for the Mayor’s Merit Award.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Because of covid, the awards were unable to be held for 2020 and 2021. The hall has now been booked for Saturday November 05, 2022.

COSTS/SOURCE OF FUNDING

Banquet Hall Rental and Corkage \$550.00
Plaque \$95.00

RECOMMENDED ACTION:

Does Council wish Administration to waive the fees for the Banquet Hall and Corkage Fees.
That Council Provide Administration with their availability to attend and present the plaque

COUNCIL MEETING

MAY 25 2022

ITEM # 11.3



Millet & District Lions Club

Box 236 Millet, Alberta TOC 1Z0

May 15, 2022

Mayor Peel, Town Councillors,
Town of Millet CAO

Dear Mayor Doug, Councillors and Lisa,

As in previous years, we have requested the corkage and hall rental fees be waived for the Agriplex Banquet Hall, for our Annual Community Awards Night. Because of covid, we were unable to hold these awards for 2020 and 2021. The hall has now been booked for Saturday November 05, 2022.

We would also like to know if the Mayor and Council are still willing to support "the Mayor's Merit Award"; which includes the person you are nominating and the cost of the plaque. At this time we are not sure of the cost of the plaque and engraving, however, we do not anticipate the cost to increase from our previous cost of \$95.00.

We are also requesting Mayor Doug bring greeting from the Town and as well, present the plaque to your chosen recipient, for the Mayor's Merit Award.

Further information for the awards night will be sent to you closer to the event. We look forward to seeing Town Council, Administration and Staff at our awards event.

Thank you in advance for your involvement and support in the betterment of our community and area. If you have any questions and/or require further information please contact me at any of the numbers below.

Pat Garrett, coordinator

Millet Community Awards

Home Phone 780-387-4619

Cell 780-984-1842

e-mail garrettpat2@gmail.com



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

Meeting: Council Meeting
Meeting Date: May 25, 2022
Originated By: Lisa Schoening
Agenda Item: Inter-Muni Texas Golf Tournament

BACKGROUND/PROPOSAL

The Town of Millet, the County of Wetaskiwin, the City of Wetaskiwin and Pigeon Lake Summer Villages are hosting another annual Inter-Muni Golf Tournament on August 10, 2022 at Triple Creek Golf Course.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Registration starts at 5pm, last year cost for golf and supper is \$72/person and for supper only is \$25/person.

Once I have confirmation on this years costs, I will advise.

RECOMMENDATION

That any member of Council or staff wishing to attend the Inter-Muni Golf Tournament on August 10, 2022, may attend.

COUNCIL MEETING
MAY 25 2022
ITEM # 11.4



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

Meeting: Regular Council Meeting
Meeting Date: May 25, 2022
Originated By: Annette Gordon, Director of Finance
Agenda Item: 11.5 FCSS Grant Applications 2022

BACKGROUND/PROPOSAL

FCSS grant applications are due by March 31 of each year, and the grants are then brought before Council for approval to help with programs within the community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Grant Requests:

- Wetaskiwin Victim Service - \$2,000 (training and volunteer appreciation)
 - District Recreational Agricultural Society - \$12,000 – Harvest Fair (extended event)
 - Millet Public Library – \$8,000 Children’s Programing
 - Millet Public Library - \$1,000 Volunteer Appreciation
 - Millet and District Historical Society - \$2,000 – Children’s Programing
 - Millet & District Arts N crafts Guild - \$1,300 - Volunteer Appreciation
 - Millet & District Seniors - \$700 - Transportation
 - Internal transfer to Millet Wellness - \$5,000 – Transportation
 - Millet & District Lions Club - \$1,800.00 – Community Awards night
 - Horizons - \$600 – Utility folding
- Total amount of requests: 34,400**

COUNCIL MEETING
MAY 25 2022
ITEM # 11.5

COSTS/SOURCE OF FUNDING

FCSS grant 80%, and 20% municipal contributions.

RECOMMENDATION

Council to decide which grants to approve, Council will have to decide which grants to cut, as there are not enough funds to fulfill all grant requests. Budget amount in the 2022 was \$31,545.00. Year to date, FCSS has spent \$2,250. Leaving \$29,295. However, administration recommends that we keep \$5,000 for future internal programs and unanticipated needs of the community. This would leave \$24,295 to be allocated for grant requests or \$10,105 to cut from current requests.



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

Meeting: Regular Council Meeting
Meeting Date: May 25, 2022
Originated By: Annette Gordon & Hailey Glover
Agenda Item: 11.6 Policy # 30 FCSS Update

BACKGROUND/PROPOSAL

The provincial government is moving toward stronger reporting and accountability for their FCSS grants to municipalities. However, these changes have made the previous June 11, 2020 policy out dated, and a revision to our current application and grant reporting needed amending. This will require more time for administrations and applicants to meet the provinces requirements, however, failure to comply could result in a loss of eligibility funding.

COSTS

No additional costs.

RECOMMENDATION

Council to make a resolution to pass the policy.

COUNCIL MEETING

MAY 25 2022

ITEM # 11.6

Millet

Proud to be

**TOWN OF MILLET
FAMILY & COMMUNITY SUPPORT SERVICES GRANT POLICY**

Policy Number: 30

Date of Issue: May 25 2022

Motion Number:

Number of Pages: 20

Supersedes: Policy #30 Revision

Signature of Approval: _____
Doug Peel, Mayor

POLICY STATEMENT:

The purpose of this policy is to establish terms of reference for the Family and Community Support Services (FCSS) Grant Program.

Town of Millet Family & Community Support Services Grant Policy
Policy #30

GUIDELINES:

1. The Family and Community Support Services (FCSS) Grant Program provides funds to enhance and enrich preventative programs and services throughout the Town of Millet. FCSS is a partnership between the Town of Millet and the Province of Alberta. Funding decisions will be in accordance with provincial FCSS guidelines.
2. Eligible applicants must meet the criteria as set out in the Provincial Conditional Agreement Regulations which provides direction for program funding.
3. To be eligible for funding, the program must:
 - a. Promote, encourage, and facilitate the involvement of volunteers
 - b. Promote efficient and effective use of resources,
 - c. Encourage and facilitate cooperation and coordination with allied service agencies operating within the Town of Millet,
 - d. Promote, encourage, and facilitate the development of a stronger community, and
 - e. Promote citizen participation in planning, delivery, and the governance of the program and of services provided under the program.
4. In addition, services under the program must:
 - a. Be of preventative nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and
 - b. Do one or more of the following:
 - i. Help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - ii. Help people to develop an awareness of social needs;
 - iii. Help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - iv. Help people and our community to assume responsibility for decisions and actions which affect them;
 - v. Provide supports that help sustain people as active participants in the community.
5. FCSS Funding may not be used for services under a program that:
 - a. Provide primarily for the recreation needs or leisure time pursuits of individuals.
 - b. Offer direct financial assistance to sustain an individual or family.
 - c. Be primarily rehabilitative in nature, or
 - d. Duplicate services that are ordinarily provided by a government or government agency.
6. FCSS funding may cost-share volunteer training, public education, and advertising expenses.
7. The amount of funding available will be determined on an annual basis during the budget process.

Town of Millet Family & Community Support Services Grant Policy
Policy #30

8. FCSS Grant funding cannot be used to support “for profit” commercial ventures or private organizations.
9. Applications to the FCSS Grant Program will be considered on a case-by-case basis.
10. The FCSS Director will review all applications to the FCSS Grant Program and recommend allocations to Council for approval.
11. All submissions must be completed in writing and include all required supplementary documentation. The FCSS Director may request additional information in support of the project.
12. All grants are at the discretion of Town Council and may be refused for any reason. The FCSS Director and Council may also impose conditions it thinks appropriate with the granting of funds.
13. FCSS grant recipients must expend all funding on the approved projects by the end of the year in which the grant was approved.
14. FCSS can provide two types of grants:
 - a. Special Project – one time only project not requiring ongoing funding (See Appendix A)
 - b. Operating – funding for operational costs of a program on an ongoing basis, to be reviewed on an annual basis. (See Appendix B)
15. Grant recipients must complete a Final Grant Report (Appendix C) that must be filed with FCSS by the end of the year in which the grant was approved. This report must reflect the application information previously submitted.
16. If grant recipients fail to file outcome report with FCSS by the end of the year, they may be subject to:
 - a. Ineligibility for future grant.
 - b. Returning all grant money acquired.
 - c. Other consequences based off severity and/or repetition of failure to report.

Town of Millet Family & Community Support Services Grant Policy
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**Appendix A – Town of Millet Family & Community Support Services
Special Project Grant Application**

Application Deadline: None

Organization Name:		
Mailing Address:		
Contact Name and Title:		
Telephone:	Fax:	email:
Project Title:		
Amount Requested: \$	Duration of Project:	

Please indicate the category which applies to your prevention initiative:

Youth

- Addictions
- Conflict resolution and alternatives to violence programs
- Peer relations and community participation
- Personal development

Family Support

- Learning opportunities for parents and families
- Conflict resolution, family violence prevention
- Addictions
- Early childhood development

Seniors

- In-home support services
- Social support and community participation
- Abuse prevention and awareness

Volunteer Development

- Recruitment
- Training and support
- Volunteer appreciation activities

Please indicate category(s) your program applies too:

- Individuals experience personal wellbeing.
- Improved social wellbeing of Families
- Improved social wellbeing of Community

Town of Millet Family & Community Support Services Grant Policy
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Project Description

Project Rationale – Explain the needs, problems, or desired areas of improvement in the community that the project will address?

Please indicate specific expected outcomes.

- Change/ Benefit of **Knowledge**: to understand more about a topic
- Change/Benefit **Attitude**: a feeling or emotion toward a fact or state
- Change/Benefit **Skills**: developed aptitudes or abilities EX: Youth have better communication skills.

Please list any partnering organizations involved in this project and their role:

Town of Millet Family & Community Support Services Grant Policy
Policy #30

Which outcome survey question will your organization use? Please See Appendix D for a list of questions. If none of the questions provided fit your program, please reach out to FCSS (780)-387-4554 for a question that fits. You are only required to ask participants one question. Please try and get as many surveys filled out as possible within reason. You are required to report the outcome of your surveys. These questions are provided by the province of Alberta and cannot be changed.

BUDGET

REVENUE:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL REVENUE \$ _____

EXPENDITURES:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

NET PROFIT (LOSS): \$ _____

Town of Millet Family & Community Support Services Grant Policy
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DECLARATION:

I declare that.

- All of the information in this application is accurate and complete.
- The application is made on behalf of the organization name on page one with its full knowledge and consents.

Signature _____ **Name (print)** _____

Telephone _____ **Email** _____

Date _____

Town of Millet Family & Community Support Services Grant Policy
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**Appendix B – Town of Millet Family & Community Support Services
Operational Grant Application**

Application Deadline: None

Organization Name:		
Mailing Address:		
Contact Name and Title:		
Telephone:	Fax:	email:
Project Title:		
Amount Requested: \$		

Provide a short description of your overall organization EX. history, philosophy, programs, and services.

Program Description

Please indicate category(s) your program applies too:

- Individuals experience personal wellbeing.
- Improved social wellbeing of Families
- Improved social wellbeing of Community

Town of Millet Family & Community Support Services Grant Policy
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Project Rationale – Explain the needs, problems, or desired areas of improvement in the community that the project will address?

Please indicate specific expected outcomes.

- Change/ Increase of **Knowledge**: to understand more about a topic
 - Change/Benefit **Attitude**: a feeling or emotion toward a fact or state
 - Change/Benefit **Skills**: developed aptitudes or abilities EX: Youth have better communication skills.
-

Which outcome survey question will your organization use? Please See Appendix D for a list of questions. If none of the questions provided fit your program, please reach out to FCSS (780)-387-4554 for a question that fits. You are only required to ask participants one question. Please try and get as many surveys filled out as possible within reason. You are required to report the outcome of your surveys. These questions are provided by the province of Alberta and cannot be changed.

Describe how the FCSS Grant funds requested will be used in your programs?

Town of Millet Family & Community Support Services Grant Policy
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Please list any partnering organizations involved in this project and their role:

Complete the following and ensure you identify all sources of income.

REVENUES	Organization Budget
Government Grants:	
Federal	
Provincial	
Education	
Health	
Municipal Grants:	
County of Wetaskiwin	
City of Wetaskiwin	
Fundraising	
Local Business Donations	
Service Club Donations	
Membership Income	
Other Sources:	
In Kind donations	
(Specify from where and approximate value)	
TOTAL REVENUE	

Town of Millet Family & Community Support Services Grant Policy
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EXPENSES	Organization Budget	FCSS Grant Breakdown Request
Salaries: List all positions & indicate full or part time And include total wages & benefits		Shaded blocks do not qualify for FCSS Grant Funds
Total Salary Expense:		
Staff Training (includes tuition fees & travel)		
Rent		
Utilities (Phone, gas, power & water)		
Maintenance (minor repairs & janitorial)		
Insurance Costs		
Volunteer Training		
Volunteer Appreciation (events and / or gifts)		
Reimbursement of volunteer expenses		
Office supplies		
Bank Charges		
Audit Fees		
Advertising / Promotion		
All other program Expenses (please specify)		
TOTAL EXPENSES		

DECLARATION:

I declare that.

- All the information in this application is accurate and complete.
- The application is made on behalf of the organization name on page one with its full knowledge and consents.

Signature _____ Name (print) _____
 Telephone _____ Email _____
 Date _____

APPENDIX C: FCSS GRANT REPORTING FORM

Outcome Reporting

A requirement from the Town of Millet FCSS program is that all funded programs report on the outcomes. If outcomes are not reported Awardee could be subject to ineligibility in the future, having to return all awarded money and/or other consequences

How many people attended your program?

How many volunteers did your program use? How many volunteer hours?

Please provide the results to your provincial survey question provided in Appendix D required to be filled out by participants.

Enter in the number of answers you received under each heading.

Strongly Agree	Agree	Somewhat Disagree	Somewhat Agree	Strongly Disagree	Disagree

Based off your survey results are there any changes you would, make in the future to better your program and the outcome?

Town of Millet Family & Community Support Services Grant Policy
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Briefly describe the program FCSS awarded funding too.

Financial Reporting

To be accountable to the FCSS program, the Town of Millet must ensure that all grant funds are expended as approved. Please fill in the financial accounting below or submit your annual financial statement showing FCSS funds in Revenues and the project for which you have received grants in expenditures.

7. FINANCIAL ACCOUNTING (to be filled in after project is complete)

REVENUE:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL REVENUE \$ _____

EXPENDITURES:

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

NET PROFIT (LOSS): \$ _____

Dated at _____, Alberta, this _____ day of _____, 20_____.

Signature of Chairperson

Signature of Chief Administrative Officer, Town of Millet

Town of Millet Family & Community Support Services Grant Policy
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APPENDIX D: FCSS OUTCOME SURVEY QUESTIONS

Integrity						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I am better at standing up for what I believe.						

Integrity						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I am better at doing what I believe is right even when it is hard.						

Social Event Survey						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
..... I feel more connected to a group of people who share my beliefs and values.						

Social Event Survey						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... My relationship with (my family/my partner/my ex-partner/my friends/my co-workers/my neighbors) is more enjoyable.						

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Social Event Survey						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
. I am more connected with others in my neighborhood/community.						

Social Event Survey						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
I have (met/reconnected with/formed new relationships with) people from my community.						

Social Issues						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
. I am more aware that [insert community issue] is an issue in my community.						

Social Issues						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
. I am more aware of the impact of [insert community social issue] in my neighborhood/community.						

Town of Millet Family & Community Support Services Grant Policy
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Safety Survey						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... there are safe parks, playgrounds and play spaces in this neighborhood/community.						

Safety Survey						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I feel safe in my neighborhood.						

School belonging						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I feel more like I belong at school.						

School belonging						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I like going to school						

Quality Connection						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I am more aware of adults in my neighborhood/community that children can look up to.						

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Quality Connection						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I realize my neighborhood/community is a good place to bring up children.						

Parent involvement						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I participate more in activities at my child's (daycare/playschool/ kindergarten/school).						

Parent involvement						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
... I talk with my child more often about (daycare/ playschool/ kindergarten/school).						

FAMILY CONNECTION						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
..... my family has gotten better at turning to each other for support.						

Town of Millet Family & Community Support Services Grant Policy
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FAMILY CONNECTION						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
..... my family takes the time to listen to each other more often.						

Community Awareness						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
..... I know more about how to access the community resources I need.						

Community Awareness						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
..... I am more aware of what is happening in my community.						

Town of Millet Family & Community Support Services Grant Policy
Policy #30

Volunteer event						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
[Insert name] has helped me to feel that I can make a difference.						

Volunteer event						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
..... being involved in [insert name], I make my community a better place.						

Volunteer event						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
[Insert name] has helped me to feel what I do in my life is valuable and worthwhile.						

Volunteer event						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
[Insert name] has helped me to feel a sense of belonging to my neighborhood/community.						

Town of Millet Family & Community Support Services Grant Policy
Policy #30

Volunteer Appreciation Event						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
[Insert name] has helped me to feel recognized for what I do. .						

Volunteer Appreciation Event						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
[Insert name] has helped me to feel important to my community.						

Volunteer Appreciation– for non-volunteers						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
. I have a greater appreciation for the volunteers in my neighborhood/community.						

Volunteer Appreciation– for non-volunteers						
	Strongly Disagree	Disagree	Somewhat disagree	Somewhat Agree	Agree	Strongly Agree
. I have a better understanding of the value of volunteerism in the community.						



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

Meeting: Regular Council Meeting
Meeting Date: May 25th 2022
Originated By: Joyce Vanderlee
Agenda Item: 11.7 Appointment of Executive Millet in Bloom Committee

BACKGROUND/PROPOSAL

BYLAW NO. 2019/06

APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON

4. Five (5) members of the Town of Millet Communities in Bloom Committee shall be appointed, by Council, to serve an initial term of one (1) years. Six (6) members of the Town of Millet Communities in Bloom Committee shall be appointed, by Council, to serve an initial term of two (2) years. All terms of office shall expire on December 31st in any given year.

Millet in Bloom held their Annual Meeting on April 5th, 2022, and have filled the following elected Executive Positions

Chair Marlene Alberts

Vice Chair (pending nomination from the committee)

Financial Liaison - Marilyn Kroening

Communications Coordinator - Jeannette Johnson

Parks Liaison - Stan Kroening

COSTS

N/A

COUNCIL MEETING

MAY 25 2022

ITEM # 11.7

RECOMMENDATION:

Does Council wish to accept the appointments to the Millet in Bloom Committee as follows:

Chair: Marlene Alberts

Financial Liaison - Marilyn Kroening

Communications Coordinator - Jeannette Johnson

Vice Chair - Pending

Parks Liaison - Stan Kroening



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

Meeting: Regular Council Meeting
Meeting Date: May 25, 2022
Originated By: Lisa Novotny, Director of Development, and Infrastructure
Agenda Item: 11.8 Discover Leduc Region Proposal

BACKGROUND/PROPOSAL

At the April 27, 2022 regular council meeting a presentation was made by the Leduc, Nisku & Wetaskiwin Regional Chamber of Commerce regarding their Discover Leduc regional tourism initiative.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Discover Leduc Region initiative highlights things to do, places to stay and events happening in the region. The site also highlights different business within the member of communities and provides analytics on the number of hits on the website as well as social media. The website is www.discoverleduc.ca

COSTS/SOURCE OF FUNDING

The cost is \$5,000 per year which could be funded through the Marketing and Tourism budget.

RECOMMENDED ACTION:

That Council approve the cost of \$5,000 for 2022 to be a part of the Discover Leduc Region initiative.

COUNCIL MEETING

MAY 25 2022

ITEM #

COUNCIL MEETING

MAY 25 2022

ITEM # 11.8



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

Meeting: Regular Council Meeting
Meeting Date: May 25, 2022
Originated By: Joyce Vanderlee
Agenda Item: 11.9 Ponoka Stampede Parade 2022

BACKGROUND/PROPOSAL

The Town of Ponoka is inviting the mayor or council designate to join them on their float in the stampede parade.

They are also inviting the Town of Millet to participate in the parade by entering a float.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This is the 86th Annual Ponoka Stampede and will be Saluting Canadas 155th Birthday

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

That council provides administration with their availability to attend the parade as a guest on the Ponoka Mayors and Reeves Float.

Does Council wish to enter a float on behalf of the Town of Millet.

COUNCIL MEETING

MAY 25 2022

ITEM # 11.9



May 17, 2022

Mayor Doug Peel
P.O. Box 270
Millet Alberta T0C 1Z0

Dear Mayor Peel:

Following two years of pandemic restrictions, the Town of Ponoka is extremely happy that the Ponoka Stampede is returning this year! We have truly missed the opportunity to host our neighbouring communities, dignitaries and special guests at the parade, at the Mayor's Lunch and for some rodeo entertainment.

The 86TH ANNUAL PONOKA STAMPEDE will be held June 27th through July 3rd, 2022 and the theme for this year's event is "Saluting Canada's 155th Birthday."

The parade will be held on Thursday, June 30th. On behalf of Town Council and myself, we extend a warm welcome for you to join us for the day to participate in the parade, join the gang for the Mayor's Lunch and enjoy an afternoon of rodeo entertainment-----or any combination of the above. Town Council has arranged for a truck and decorated trailer/float for the Mayors and Reeves to participate in the parade, and of course Ponoka Town Council will act as your hosts on the float.

For your information, parade rules stipulate that candy may not be thrown from a vehicle, however, may be passed out by persons walking the parade route. In the event that your community would also like to participate in the parade, we have attached the parade guidelines and registration form. We anticipate a great turnout for this year's three-mile long parade!

The day will start off with a continental breakfast hosted by Ponoka Town Council and served in the Curling Lounge (upstairs) at the Ponoka Culture and Recreation (Arena) Complex located at 4410 – 54th Street, from 8:30 – 9:30 a.m. The parade starts at 10 a.m. and following the parade, you will be escorted to the stampede grounds for the Mayor's Lunch.

The Mayor's Lunch starts at noon and will be held at the **Stagecoach Saloon** located east of the main Stampede Grandstand. Parking passes will be available for the Stampede grounds or additional parking is available at the Arena. Complimentary tickets for the afternoon performance of the rodeo are also available. If you do not wish to join us for the parade, please feel free to attend the luncheon and afternoon performance.

.../2

Follow Town of Ponoka online at:
www.ponoka.ca or @TownofPonoka



Town of Ponoka
200, 5604 – 50 Street
Ponoka, AB T4J 1G5
Main: 403-783-4431
Fax: 403-783-6745

May 17, 2022
Page 2

Please complete the attached form on or before **June 17th** and return by fax to (403)783-4086 or e-mail val.somerville@ponoka.ca, If you have any questions, please call (403)783-0130.

We look forward to entertaining you at THE WORLD FAMOUS PONOKA STAMPEDE on Thursday, June 30th.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Ferguson", with a horizontal line extending to the right.

Kevin Ferguson
Mayor

Enclosures: Parade Guidelines and Registration
Ponoka Stampede Events
RSVP Form



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

Meeting: Regular Council Meeting
Meeting Date: May 25, 2022
Originated By: Mitch Newton – Manager of Enforcement and Safety Services
Agenda Item: 11.10 Pride Month Recognition

BACKGROUND/PROPOSAL

Pride month is typically celebrated in the month of June in Alberta. Traditionally no pride events have been recognized and or celebrated within the Town of Millet. For the Town to show their support a request that a crosswalk be painted in Rainbow Colors at 47 Avenue and 51 Street that leads from the stop sign to the Griffiths Scott School sidewalk. And furthermore, the Town recognizes Pride Month and changing the flag to a pride flag during the month of June every year at the Museum Grounds.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

While interacting with youth in Millet on a regular basis it has been found that numerous youths have come out or continue to question their sexuality. As a supporter of everyone in this community it will show that we support them.

COSTS/SOURCE OF FUNDING

The cost is \$1,400.00 from Council's operating budget

Time from staff to assist in the preparation of the crosswalk and painting.

RECOMMENDED ACTION:

Allow the purchase of paint, flag, allow staff to assist, and to invite other Community Leaders and organizations to assist in the painting.

COUNCIL MEETING

MAY 25 2022

ITEM # 11.10

