



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, July 20th, 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 June 8th, 2022 – Regular Meeting of Council

**6.0 DELEGATIONS**

**7.0 REPORTS**

7.1 Fire Department – Call History June 2022

7.2 Councillor Hogstead

7.3 MIB Minutes June 2022

**8.0 BYLAWS**

8.1 Bylaw 2019/06 - Rescind

**9.0 AGREEMENTS**

9.1 Millet Food Bank

**10.0 CORRESPONDENCE - None**

**11.0 NEW BUSINESS**

- 11.1 RFD - Member at Large Millet Wellness Committee
- 11.2 RFD - Millet Civic Centre Parking Lot Rehabilitation Contingency
- 11.3 RFD - Request for Utility Waiver 5011 – 47 Avenue
- 11.4 RFD - Invitation 3<sup>rd</sup> Annual Pipe Ceremony and Feast
- 11.5 RFD - Sponsorship 24<sup>th</sup> Year Concert in the Country
- 11.6 RFD – Liability Insurance Town Owned Facilities
- 11.7 RFD – Policy 74 Town of Millet Communities in Bloom Update

**12.0 CLARIFICATION OF AGENDA**

**13.0 CLOSED SESSION**

13.1 Land

**14.0 ADJOURNMENT**



**REGULAR MEETING OF COUNCIL**  
**TOWN OF MILLET**  
**MMC - Council Chambers**  
**June 22nd, 2022**  
**5:30 p.m.**

**PRESENT:**

MAYOR

Doug Peel

COUNCILLORS

Charlene Van de Kraats  
 Mike Bennett  
 Gerdie Hogstead  
 Mathew Starky  
 Rebecca Frost  
 Susie Petrisor

C.A.O.

Lisa Schoening

DIRECTOR OF INFRASTRUCTURE

Lisa Novotny

OFFICE MANAGER

Joyce Vanderlee

DIRECTOR OF FINANCE

Annette Gordon

**1.0 CALL TO ORDER:**

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

**2.0 TREATY 6 RECOGNITION:**

COUNCIL MEETING

**JUL 20 2022**

ITEM # 5.1

3.0 PUBLIC HEARINGS: NONE4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

|                              |  |
|------------------------------|--|
| Res #163/22<br><i>Agenda</i> | Moved by Councillor Starky that the agenda is adopted, as presented. |
|------------------------------|--|

CARRIED

5.0 ADOPTION OF MINUTES:

|   |  |
|---|--|
| Res #164/22<br><i>Minutes Regular Meeting</i> | Moved by Councillor Van de Kraats that the June 8th, 2022, Regular Meeting of Council Minutes are hereby approved, as presented. |
|---|--|

CARRIED

6.0 DELEGATIONS: None7.0 REPORTS:

|                               |  |
|-------------------------------|--|
| Res #165/22<br><i>Reports</i> | Moved by Councillor Frost that the Reports are hereby accepted as information. |
|-------------------------------|--|

CARRIED

8.0 BYLAWS:

8.1 2022-08 –Recreation and Facilities Fees and Charges Bylaw (second reading)

|                                      |  |
|--------------------------------------|--|
| Res #166/22<br><i>Bylaw #2022-08</i> | Moved by Councillor Bennett that Bylaw # 2022-08 is hereby given second reading, as amended. |
|--------------------------------------|--|

CARRIED

|                                      |  |
|--------------------------------------|--|
| Res #167/22<br><i>Bylaw #2022-08</i> | Moved by Councillor Petrisor that Bylaw # 2022-08 is hereby given third and final reading. |
|--------------------------------------|--|

*CARRIED***9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:***11.1 Request for Decision – Member at Large Municipal Planning Commission*

|  |   |
|--|---|
| <b>Res #168/22</b><br><i>Member at Large<br/>Municipal Planning<br/>Commission</i> | Moved by Councillor Starkey that Council appoint Vicki Pyle as the Member at Large Municipal Planning Commission. |
|--|---|

*CARRIED***12.0 CLARIFICATION OF AGENDA: NONE***Council temporarily adjourned the meeting at 5:35 p.m.**Council reconvened at 5:37 p.m.*

|   |  |
|---|--|
| <b>Res #169/22</b><br><b>Closed Session</b> | Moved by Councillor Van de Kraats that Council moves into Closed Session to discuss Items 13.1 thru 13.4 pursuant Sections 16 thru Section 29 of the Freedom of Information and Protection of Privacy Act at 5:37 p.m. |
|---|--|

*CARRIED***13.0 CLOSED SESSION:**

|  |   |
|--|---|
| <b>Res #170/22</b><br><b>Reconvene</b> | Moved by Councillor Van de Kraats that the Regular Council Meeting reconvene from Closed Session at 7:10 p.m. |
|--|---|

*CARRIED**13.1 Land*

|                    |  |
|--------------------|--|
| <b>Res #171/22</b> | <p>Moved by Councillor Bennett that Pursuant to Section 2.4 of the 2003 JEDI Membership agreement, the Town of Millet hereby resolves to end the membership and wind up the Society pursuant to the Society Act, effective December 31, 2022;</p> <p>and further that pursuant to Section 2.4 c) of the 2018 Membership agreement, that the Town and the County enter into an agreement to terminate the Membership Agreement effective December 31, 2022;</p> <p>and further that pursuant to Section 3.3 of the 2018 Cost and Revenue Sharing Master Agreement, that the Town and the County enter into an agreement to terminate the Cost and Revenue Sharing Master Agreement effective December 31, 2022.</p> |
|--------------------|--|

*CARRIED*

|                    |  |
|--------------------|--|
| <b>Res #172/22</b> | <p>Moved by Councillor Van de Kraats that Council direct Administration to negotiate an agreement with the Millet Food Bank for the use of the 2 rooms in the east lower level of the Millet Civic Center.</p> |
|--------------------|--|

*CARRIED*

|                    |  |
|--------------------|--|
| <b>Res #173/22</b> | <p>Moved by Councillor Bennett that Council approves the development agreement between the Town of Millet and Shipway Farms Ltd for the land subdivision approved by TM2101 and subsequent stages.</p> |
|--------------------|--|

*CARRIED***14.0 ADJOURNMENT:**

The meeting was adjourned at 7:38 p.m.

***THESE MINUTES ADOPTED BY COUNCIL THIS \_\_\_\_\_ DAY OF JUNE 2022.***

---

**MAYOR**


---

**CHIEF ADMINISTRATIVE OFFICER**



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** July 20th, 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 June 2022

Councillor Hogstead – Meeting Report

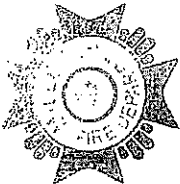
**COSTS/SOURCE OF FUNDING**

**RECOMMENDED ACTION:**

COUNCIL MEETING

**JUL 20 2022**

ITEM # 7.0



Millet Fire Department  
 Call History Report by Date  
 6/1/2022 - 7/1/2022

| Date                 | Type                              | Incident # | Incident Type                              | Primary Action                                     | # Of Attendees | Total Time |
|----------------------|-----------------------------------|------------|--|--|----------------|------------|
| Wed 06/01/2022 23:25 | City - Millet                     | 2200057    | 53 Citizen Assist/ Service Call            | 55 Establish safe area                             | 8              | 00:07      |
| Thu 06/02/2022 11:50 | City - Millet                     | 2200058    | 17 Falls                                   | 55 Establish safe area                             | 6              | 00:55      |
| Sun 06/05/2022 11:48 | County - Leduc (Extra Hours)      | 2200059    | 65 Mutual Aid/ Assist Outside Agency       | 55 Establish safe area                             | 10             | 01:35      |
| Thu 06/09/2022 13:25 | County - Wetaskiwin (Extra Hours) | 2200060    | 69 Structure Fire                          | 55 Establish safe area                             | 12             | 01:25      |
| Sat 06/18/2022 15:48 | County - Wetaskiwin               | 2200061    | 82 Vegetation/ Wildland/ Brush/ Grass Fire | 55 Establish safe area                             | 13             | 00:59      |
| Sat 06/18/2022 22:14 | County - Wetaskiwin               | 2200062    | 52 Alarms                                  | 80 Information, investigation & enforcement, other | 12             | 00:33      |
| Sun 06/19/2022 13:59 | City - Millet                     | 2200063    | 53 Citizen Assist/ Service Call            | 11 Extinguishment by fire service personnel        | 11             | 00:23      |
| Tue 06/21/2022 04:36 | County - Leduc                    | 2200064    | 77 Motor Vehicle Collision                 | 55 Establish safe area                             | 16             | 00:55      |
| Tue 06/21/2022 09:08 | City - Millet                     | 2200065    | 60 Gas Leak/ Gas Odour (Natural and LPG)   | 55 Establish safe area                             | 6              | 00:54      |
| Sat 06/25/2022 21:22 | County - Wetaskiwin               | 2200066    | 52 Alarms                                  | 86 Investigate                                     | 9              | 00:08      |
| Sun 06/26/2022 11:35 | County - Leduc                    | 2200067    | 21 Hemorrhage / Lacerations                | 55 Establish safe area                             | 12             | 00:35      |
| Wed 06/29/2022 18:21 | City - Millet                     | 2200068    | 02 Allergies (Reactions)/Stings/Bites      | 55 Establish safe area                             | 11             | 00:50      |
| Thu 06/30/2022 17:04 | County - Leduc                    | 2200069    | 52 Alarms                                  | 55 Establish safe area                             | 8              | 00:27      |

|  |       |
|--|-------|
| Total calls for City - Millet:                     | 5     |
| Total calls for County - Leduc:                    | 3     |
| Total calls for County - Leduc (Extra Hours):      | 1     |
| Total calls for County - Wetaskiwin:               | 3     |
| Total calls for County - Wetaskiwin (Extra Hours): | 1     |
| Total calls:                                       | 13    |
| Total Time:  | 09:46 |
| Avg. Call Attendance:                              | 10.31 |

COUNCIL MEETING  
 JUL 20 2022  
 ITEM # 7.1



**Council Report – Councillor Hogstead**

- March 1 – RCMP meeting at community hall
- March 3 – Ag society meet & greet at banquet hall ( blizzard)
- March 8 – MIB via zoom
- March 9 - meeting with Sadru
- March 9 – council
- March 16 – synergy
- March 18 – chamber at Wayside
- March 23 – council
- March 24 – Wellness committee
- March 28 – Historical Society
- March 30 – WALA
- April 5 – Jedi at chambers
- April 7 – Wellness committee
- April 13 – council
- April 22 – Wellness committee
- April 23 – Fire Dept function
- April 25 – Historical Society
- April 25 – council
- May 5 – served hotdogs for Wellness & Library
- May 11 – WALA
- May 17 – Wellness committee
- May 19 – Waste water at chambers
- May 25 – council
- May 30 – Leonard Gray Park
- June 2 – Historical Society
- June 8 – council
- June 10 – Wellness committee
- June 17 – skateboard demonstration at Accord Center

**COUNCIL MEETING**

**JUL 20 2022**

ITEM # 7.2

June 22 – council

June 27 – Historical Society

June 28 – crosswalk painting

Gerdie Hogstead



## Minutes June 7, 2022

In Attendance: Marlene Alberts, Stan Kroening, Marilyn Kroening, Judy Harper, Mary Kroening, Carol Sadoroszney, Darlene Kenyon, Natasha, Jeanette Johnson (via phone)

1.0 Call to Order: Marlene Alberts called the meeting to order at 7:01 p.m.

2.0 Agenda Adoption:

Res. 22/16 Moved by Representative Marilyn Kroening that the agenda be adopted with the addition of 6.8 Wagon Wheel Carried.

3.0 Minutes of May 10, 2022 Adoption

Res. 22/17 Moved by Representative Mary Kroening that the minutes of May 10, 2022 be adopted as amended with the addition of Stan Kroening to the attendees. Carried.

4.0 Correspondence:

4.1 Received confirmation from Miracle Gro for the local competition lawn signs along with notification of product to be sent, as well as, a congratulations letter.

4.2 National Webinar - Next one is Thursday on Environment & Climate Change.

5.0 Old Business:

5.1 Media Update

Natasha shared website progress and garage sale advertisement.

Notices were placed with on radio stations 98.1 and 93.1 plus newspapers Wetaskiwin Times, Pipestone Flyer, County Market, Market Place and on Face book

Res. 22/18 Moved by Representative Darlene Kenyon that we allow up to \$350.00 for garage sale advertising. Carried.

COUNCIL MEETING

JUL 20 2022

ITEM # 7.3

6.0 New Business:

6.1 Town of Millet Request for MiB Chair and Vice-Chair appointments

Following a very lengthy discussion the committee determined that Carol Sadoroszney would act as interim chair for the remaining of this year. Vice-Chair is yet to be determined.

The committee further decided to ask for an in camera meeting with council for June 22.

Res. 22/19 Moved by Representative Darlene Kenyon that a letter be sent to council requesting an in camera meeting for June 22.

Carol Sadoroszney will send a letter to Mayor, Council & CAO with our request.

**\* Please Note**

Time was getting late so the committee decided to go to 6.6 and finish meeting the following Tuesday, June 14.

6.6 Local Competition:

Nominations to be in by 4:30 p.m. , July 8th.

Judging to take place July 11 - 16

Marlene will confirm for judges Andrea Cleland and one other.

8.0 Adjournment: Marlene adjourned the meeting at 9:21 p.m.

Meeting reconvened at 7:10 on June 14 with following present. Darlene Kenyon, Joanne Maynard, Stan Kroening, Jeannette Johnson, Natasha Thompson, Mary Kroening, Marilyn Kroening, Carol Sadoroszney

New Business

6.2 All plots are taken in the Community Garden

6.3 Several beds are open. Stan will continue to tell us where the work needs to be done.

6.4 Work bee this week (June 16) will be the truck parking lot

6.5 Garden of the week is cancelled for this year

6.6 Local Competition was revisited

Nominations to be in by 4:30 on July 15

Judging to take place between July 17-22 by Andrea Cleland. Natasha Thompson will help her.

6.7 Garage Sale

This Saturday June 18. Marilyn Kroening and Carol Sadoroszney will tour the Town to see if there are extra sales going on with no registration with the Community in Bloom committee

6.8 Wagon Wheel

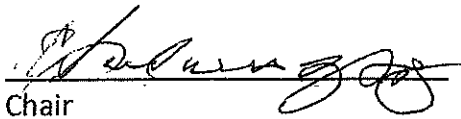
Plants have been removed. Area will have round up applied to it and then wood chips added to it

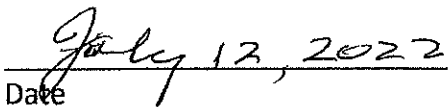
7.0 Other

-Web page to have phone number changed

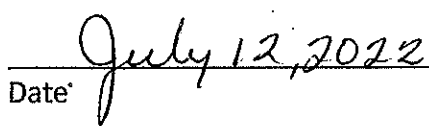
-Meeting with Town Council on June 22 at 5:30. To be an in-camera session. Committee would like to be a committee under Parks and Rec instead of a Committee of the Town. Council members will be encouraged to go to the website for more information prior to the meeting.

8.0 Meeting adjourned by Carol Sadoroszney at 9:00 pm

  
Chair

  
Date

  
Secretary

  
Date

**BYLAW NO. 2019/06**

**BEING A BYLAW OF THE TOWN OF MILLET TO PROVIDE FOR THE ESTABLISHMENT OF THE TOWN OF MILLET COMMUNITIES IN BLOOM COMMITTEE TO ESTABLISH, ORGANIZE, IMPLEMENT, AND EVALUATE THE TOWN OF MILLET COMMUNITIES IN BLOOM PROGRAM.**

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, c.M-26, as amended, provides that a Council may pass Bylaws in relation to the establishment and functions of Council Committees;

WHEREAS Council of the Town of Millet wishes to establish the Town of Millet Communities in Bloom Committee for the purpose of establishing, organizing, implementing and evaluating the Communities in Bloom program.

NOW THEREFORE, the Council of the Town of Millet, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. The Town of Millet Communities in Bloom Committee is hereby established.
2. This Bylaw shall be cited as the "Town of Millet Communities in Bloom Committee Bylaw".

**MEMBERSHIP OF THE COMMITTEE**

3. The Membership of the Town of Millet Communities in Bloom Committee shall consist of:
  - One (1) member of Council; and
  - Ten (10) members from the public-at-large.

**TERM OF OFFICE**

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 31<sup>st</sup> in any given year.
5. After the initial term is completed for committee members, reappointments for Town of Millet Communities in Bloom Committee shall be for two (2) years.
6. A member shall be disqualified from the Town of Millet Communities in Bloom Committee if three (3) regular consecutive meetings are missed, unless the absence has been approved by the Committee.

COUNCIL MEETING

JUL 28 2022

ITEM: 8.1

## **REPLACEMENT OF MEMBERS**

6. In the event any member of the Town of Millet Communities in Bloom Committee is unable or unwilling to continue to serve as a member, for whatever reason, then, Council shall, by resolution, appoint a replacement member for the remainder of the existing term.
7. Members of the Town of Millet Communities in Bloom Committee, including the Chair, shall serve at the pleasure of the Council without remuneration expecting only reimbursement of reasonable out-of-pocket expenses incurred in conducting the affairs of carrying out the authorized business of the Committee.

## **QUORUM**

8. A quorum of the Town of Millet Communities in Bloom Committee is a majority of its appointed members, from time to time, including the Chair.
9. Decisions and directions cannot be given by the Committee unless there is quorum of members present.

## **PUBLIC MEETINGS**

10. Deliberations of the Town of Millet Communities in Bloom Committee shall be held in the Town of Millet and shall be open to the public in accordance with the *Municipal Government Act*, except where the matter under discussion falls within one of the categories of information referred to in the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c.F-25, as amended.

## **APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON**

11. At the first meeting of each calendar year, the Town of Millet Communities in Bloom Committee shall elect one (1) member to serve as a Chairperson. The same member may serve as Chairperson for a maximum of four (4) consecutive terms.
12. At the first meeting of each calendar year, the Town of Millet Communities in Bloom Committee shall elect one (1) member to serve as Vice-Chairperson. The Vice Chairperson shall assume the role of chair in the event that the Chairperson is unavailable.
13. In the event that both the Chairperson and Vice-Chairperson are absent, the remaining members shall select a Chairperson from among themselves for that meeting.

## **DUTIES OF THE CHAIR**

14. The duties of the Chairperson of the Town of Millet Communities in Bloom Committee are as follows:
- (a) the preservation of order and quorum;
  - (b) the deciding of all questions of procedure and the provision of reasons therefore; and
  - (c) the scheduling of meetings of the Town of Millet Communities in Bloom Committee.
  - (d) Submitting annual budget to Town of Millet Council for consideration.

#### **MAINTENANCE OF ORDER**

15. The Chair may order any member of the public who disturbs the proceedings of the Town of Millet Communities in Bloom Committee by words or actions to be expelled. A person who refuses to leave is guilty of an offence and the Chair may order the police to remove such a person.

#### **SECRETARY**

14. At the first meeting of each calendar year, the Town of Millet Communities in Bloom Committee shall elect one (1) member to serve as Secretary.
16. The Secretary of the Town of Millet Communities in Bloom Committee shall prepare, record and preserve minutes.

#### **PROCEDURE**

18. The following rules shall apply to the Town of Millet Communities in Bloom Committee:
- (a) Motions need not be seconded;
  - (b) There is no limit to the number of times a member may speak to a question;
  - (c) Informal discussion of a subject is permitted when no motion has been made;
  - (d) The Chair (or Acting Chair) may make motions, participate and debate and vote on all motions without leaving the chair.

#### **REPORT OF COMMITTEE**

19. The Town of Millet in Bloom Committee shall submit yearly reports, confirming its implementation and dedication, to Council following the release of the judging results.

#### **TERMINATION OF COMMITTEE**

20. The Town of Millet Communities in Bloom Committee shall continue until such time as Council or the Town of Millet Communities in Bloom Committee decide to no longer participate in Communities in Bloom.



**EFFECTIVE DATE**

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

READ a first time this 8<sup>th</sup> day of May, 2019.

READ a second time this 8<sup>th</sup> day of May, 2019.

READ a third and final time this 8<sup>th</sup> day of May, 2019.

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER



LEASE AGREEMENT

BETWEEN:

THE TOWN OF MILLET  
Millet, Alberta TOC 1Z0  
(hereinafter referred to as "the Town")

- and -

MILLET FOOD BANK  
Millet, Alberta TOC 1Z0

WHEREAS the parties have deemed it necessary to provide a space for the Millet Food Bank.

NOW THEREFORE, this lease hereby witnesses that which is mutually declared and agreed between the parties as follows:

1. Terms of Agreement

The Town agrees to lease to the Food Bank, the 2 rooms, as well as washroom located in the basement of the east corner of the Millet Civic Centre, 4528-51 Street, Town of Millet.

This agreement shall be for a five-year term ending August 1, 2028.

2. Use of Lease Space

a) The Food Bank will use the leased space for the storage and operations of the Food Bank.

b) The Food Bank will receive access codes for the main entrance of the Town Office portion of the Millet Civic Centre. The Food Bank will be responsible

COUNCIL MEETING

JUL 20 2022

to notify the Town when any an individual with access to the Food Bank space is no longer to access the area.

- b) The Food Bank agrees to pay the cost of any damage which occurs as a result of their activities.
- c) It is further understood that the following activities are not permitted in the leased space:
  - i) the use of flammable chemicals
  - ii) any activity that results in excessive levels of noise.
  - iii) cooking of food
- d) Any renovations and/or additions, alterations, deletions to any part of the leased space must first obtain written approval from the Town and will be at the Food Banks sole expense.
- e) This lease is not assignable, and the Food Bank agrees to not sublease the space.
- f) The Food Bank shall have sole use of the washroom facilities, located in the basement on the east side of the building.

In the event of an emergency requiring sheltering in place, Town staff and visitors may be required to use the washroom area within the leased space as a muster point.

### 3. Lease Payment

The Food Bank agrees to pay the Town the sum of two hundred and fifty dollars (\$250) per month to cover the utility costs. This amount will be reviewed and changed, according to monthly utility rates, on a quarterly basis.

3. Insurance

- a) The Town shall insure the building from All Risks of direct physical loss, destruction or damage to the extent required to ensure replacement of the building and hereby consents to waiving their rights of subrogation against the Food Bank should a claim thereunder for loss, destruction or damage be occasioned by any actions or neglect on the part of the Food Bank.
- b) The Food Bank shall, at their discretion, insure their owned property contained within the Lease Space or elsewhere on the premises and hereby consents to waiving their rights of subrogation against the Town should a claim for any loss, destruction or damage thereunder be occasioned to such property by any actions or neglect on the part of the Town.
- c) The Food Bank shall save, defend, hold harmless and indemnify the Town against any and all suits, claims, actions or damages which may be made against the Town by members of the Food Bank or others utilizing the Lease Space and/or its equipment.

4. General

- a) The Town covenants and agrees that the Food Bank shall have the right to terminate the lease by giving sixty (60) days' notice, in writing, to the Town of their intent to vacate the premises.
- b) The Food Bank covenants and agrees that the Town shall have the right to terminate the lease by giving sixty (60) days' notice, in writing, to the Committee of their intent to take over the space.

- c) The Food Bank is responsible at their sole cost any leasehold improvements and repairs thereto.
  
- d) The Food Bank is responsible to ensure that any necessary building, plumbing, electrical or gas permits are issued prior to any renovation or repairs at their sole cost.
  
- e) The Food Bank agrees to maintain the general tidiness of the leased space at their sole cost.
  
- f) The Food Bank is solely responsible for the cost of any signage to be placed on the Millet Civic Centre property and must obtain permission from the Town prior to placement of any signage on the site or building.
  
- d) This lease shall have a term of \_\_\_\_\_ to \_\_\_\_\_, A.D.

This Agreement dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

TOWN OF MILLET

MILLET FOOD BANK

\_\_\_\_\_

\_\_\_\_\_



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** July 20th 2022  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.1 Appointment of Member at Large Millet Wellness Committee

---

**BACKGROUND/PROPOSAL**

Millet Wellness Committee requires a member at large to complete the committee

**COSTS**

N/A

**RECOMMENDATION:**

That Council considers Hailey Glover as the member at large for the Millet Wellness Committee

To whom it may concern,

My name is Hailey Glover. I have been working for the town of Millet under FCSS and the Wellness committee since April 2022. I completed my Social Work Practicum for my Diploma in Social Work with the town of Millet. I have been assisting the wellness committee for the last few months and have found a passion for the work we have been doing. I start back to school in the fall and was looking for fulfilling work to do in my spare time. I feel the Millet wellness committee would help achieve that need. I would like to put my name into being a person at large on the Millet wellness committee. I have assisted with the startup of this program and would like to watch it continue to grow.

Thank you for your time!

Hailey Glover

A handwritten signature in black ink that reads "Hailey Glover". The signature is written in a cursive, flowing style.





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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** July 20, 2022  
**Originated By:** Lisa Novotny, Director of Development, and Infrastructure  
**Agenda Item:** 11.2 Millet Civic Centre Parking Lot Rehabilitation Contingency

---

**BACKGROUND/PROPOSAL**

The original budget for the Millet Civic Centre Parking Lot Rehabilitation was prepared based on costs of similar work in 2021. This budget did include a contingency amount, however with the increased costs the contingency used to cover the cost of the project.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Through the construction process there have been some unanticipated items that have been identified including issues with the sewer repairs, additional engineering costs because of the gas line being hit, and an unexpected catch basin lead requiring repairs.

To cover the cost of these repairs a contingency of 12% (\$34,200) is requested to cover these unanticipated costs. Only the amount necessary to complete the work will be used and a report will be provided to Council at the end of the project on any additional costs.

**COSTS/SOURCE OF FUNDING**

That the additional expense be funded through the general administrative reserve.

**RECOMMENDED ACTION:**

That Council approve a contingency of \$34,200 for the Millet Civic Centre Parking Lot Rehabilitation to be funded through the general reserve.

COUNCIL MEETING

JUL 20 2022

ITEM # 11.2



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** July 20, 2022  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.3 Request for Utility Waiver 5011 – 47 Avenue

---

**BACKGROUND/PROPOSAL**

A request has been received from Mr. Abilomina regarding having the utility fees for 5011 – 47<sup>th</sup> Avenue. This property has been under construction since 2016, and the first waiver of utility fees was granted in April 2019, the waiver was extended beyond the end date. Mr. Abilomina came back to council asking for another extension in January 2022 which was at that time defeated.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The waiver of Fees that Mr. Abilomina requested at the January 26<sup>th</sup>, 2022, Council meeting was declined as regardless of if a property is being used there is still a cost to have services to the property line and maintain that service.

**COSTS/SOURCE OF FUNDING**

The total amount already waived from 2019 – 2021 amounts to \$2,798.75

**RECOMMENDED ACTION:**

Does Council wish to revisit and waive the Utility Fees and if so for what period.

COUNCIL MEETING

JUL 20 2022

ITEM # 11.3



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** July 20, 2022  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.4 Request for Invitation 3<sup>rd</sup> Annual Pipe Ceremony and Feast

---

**BACKGROUND/PROPOSAL**

City of Wetaskiwin is hosting the third of four annual celebratory feasts as part of the Peace Cairn's re-dedication process. They are extending an invitation to the Mayor, Council and Administration.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**COSTS/SOURCE OF FUNDING**

**RECOMMENDED ACTION:**

That council provides administration with their availability to attend the Feast on Sunday July 24<sup>th</sup>, 2022.

COUNCIL MEETING

**JUL 20 2022**

ITEM # 11.4



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** July 20, 2022  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.5 Request Sponsorship for 24<sup>th</sup> Year Concert in the Country

---

**BACKGROUND/PROPOSAL**

Concert in the Country is hosting their 24<sup>th</sup> Year event and is seeking sponsorship

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**COSTS/SOURCE OF FUNDING**

Platinum - \$1200.00 or more  
Diamond - \$800.00  
Gold - \$500.00  
Silver - \$250.00  
Bronze - \$100.00

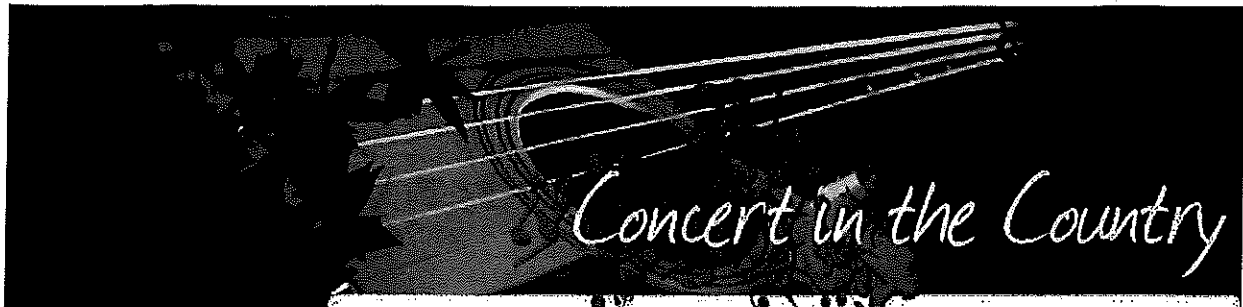
**RECOMMENDED ACTION:**

Does Council wish to sponsor the 24<sup>th</sup> Year of Concert in the Country

COUNCIL MEETING

JUL 20 2022

ITEM # 11.5



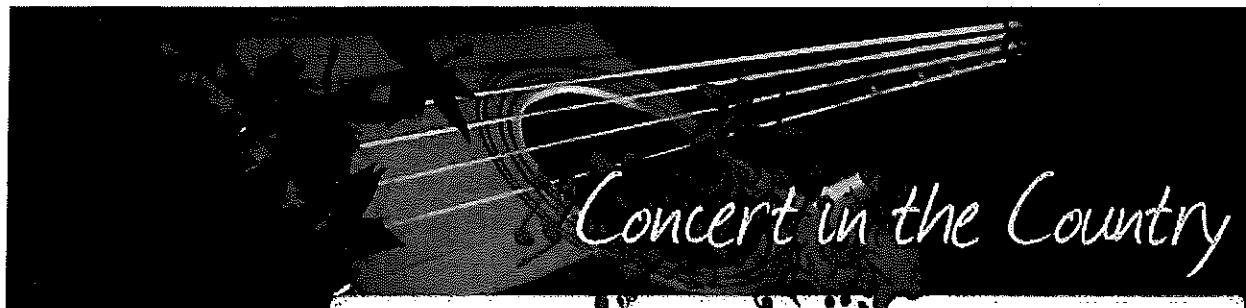
**Sponsorships for 24<sup>th</sup> Year "Concert in the Country" – August 5, 6 & 7, 2022**

- 1) Company Name mentioned as sponsor on Radio Advertising
- 2) Hang your Banner on the wall in the Arena ( max. 2' x 6' )
- 3) Power Point slides (Rotating) with logo or business card.
- 4) Your Logo or name on our programs
- 5) Thank you from our M.C. & Live Stream coverage
- 6) Link to sponsors web site on our Web site, Facebook

**Platinum-** Title Sponsor all for \$1200 or more  
**Diamond** Sponsors get all [1-6] for \$800.00  
**Gold** Sponsors get #2-#6 for \$500.00  
**Silver** Sponsors get #3-#6 for \$250.00  
**Bronze** Sponsors get #4 - #6 for \$100.00

Contact:  
 Ron Fengstad 780-940-9290  
 Trevor Toews 780-299-3727  
 Ryan Fengstad 780-387-0633

Please Note: Make cheque payable to Concert in the Country



**Sponsorships for 24<sup>th</sup> Year "Concert in the Country" – August 5, 6 & 7, 2022**

- 1) Company Name mentioned as sponsor on Radio Advertising
- 2) Hang your Banner on the wall in the Arena ( max. 2' x 6' )
- 3) Power Point slides (Rotating) with logo or business card.
- 4) Your Logo or Name on our programs
- 5) Thank you from our M.C. & Live Stream coverage
- 6) Link to sponsors web site on our Web site, Facebook

**Platinum-** Title Sponsor all for \$1200 or more  
**Diamond** Sponsors get all [1-6] for \$800.00  
**Gold** Sponsors get #2-#6 for \$500.00  
**Silver** Sponsors get #3-#6 for \$250.00  
**Bronze** Sponsors get #4-#6 for \$100.00

Contact:  
 Ron Fengstad 780-940-9290  
 Trevor Toews 780-299-3727  
 Ryan Fengstad 780-387-0633

Please Note: Make cheque payable to Concert in the Country



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** July 20, 2022  
**Originated By:** Joyce Vanderlee  
**Agenda Item:** 11.6 RFD Liability Insurance Town Owned Facilities

---

**BACKGROUND/PROPOSAL**

Currently the only liability that is required by facility rentals is that if an event includes alcohol that the customer is required to obtain and provide proof to the Town administration

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

RMA Insurance has advised administration that all groups renting any space from a Town owned facility should carry and provide proof to the Town of Liability insurance in the amount of 2 to 5 million dollars and that the Town of Millet should be named as an additional insured. Administration reached out to the numerous surrounding municipalities and gave them different scenarios to see at which point they all follow this. In all the communities that we reached out to bookings that are repetitive ( e.g. hockey, soccer, baseball etc.) the clubs are required to provide proof of insurance naming the Town (City) as an additional insured. For one-of-bookings they do not require proof of insurance unless there is alcohol being served, which then they would require proof of both general liability and host party liability (PAL). They also require proof of liquor license. Alternately if the booking is a large-scale event, then they may look at requesting proof of insurance

**COSTS/SOURCE OF FUNDING**

The cost of insurance (to be obtained and paid by) for individual or group was quoted to us at starting at \$40.00 + depending on the event and the amount of people.

**RECOMMENDED ACTION:**

Does Council wish administration to keep our insurance demands status quo or would council like to have Administration change our agreements to include that all groups must obtain insurance naming the Town of Millet. Or alternately change the agreement to state certain groups may be required to obtain additional insurance naming the Town of Millet.

COUNCIL MEETING

JUL 20 2022

ITEM # 11.6

Town of Millet Communities in Bloom Policy  
Policy # 74



COUNCIL POLICY #  
TOWN OF MILLET COMMUNITIES IN BLOOM POLICY

Policy Number: 74

Date of Issue:

Motion Number:

Supersedes:

Signature of Approval: \_\_\_\_\_  
Doug Peel, Mayor

COUNCIL MEETING

JUL 20 2022

ITEM # 11.7

**Town of Millet Communities in Bloom Policy  
Policy # 74**

**Purpose**

The purpose of this policy is to establish guidelines for the Communities in Bloom Program and further to establish the scope of work expected by the municipal employees of the Town of Millet.

**Responsibility**

It is the responsibility of the Chief Administrative Officer and/or designates to assure the scope of work is performed to policy standard.

**Guidelines**

The amount of monetary contributions by the Town will be determined annually during budget deliberations.

**Scope of Work**

The Town of Millet will provide a total of 320 hours towards the Communities in Bloom Program (not including special projects); the duties will include the following:

Watering of all hanging baskets and flower beds within the Town of Millet; twice a week for a total not exceeding two (2) full work days (8 hours).

Administrative support as approved by the C.A.O. or Designate.

Delivery of wood chips as needed in flower beds.

Hanging and take down of the hanging baskets.

Special Projects; as approved by the Chief Administrative Officer and/or designate.