



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, August 17th, 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 July 20th, 2022 – Regular Meeting of Council

- 6.0 DELEGATIONS**

- 7.0 REPORTS**
 - 7.1 Finance - Bank Reconciliation April 2022
 - 7.2 Finance - Bank Reconciliation May 2022
 - 7.3 Finance - Bank Reconciliation June 2022
 - 7.4 Finance - Aging Report July 2022
 - 7.5 Fire Department - Call History July 2022

8.0 BYLAWS

- 8.1 Bylaw 2022-11 – Business License Amendment
- 8.2 Bylaw 2022-10 Fees for Ball Diamond Rental

9.0 AGREEMENTS

10.0 CORRESPONDENCE

- 10.1 Town of Millet Library Board Minutes June 7, 2022

11.0 NEW BUSINESS

- 11.1 RFD - Fire Department – SOG 2022
- 11.2 RFD - Pickleball
- 11.3 RFD - Policy # 70 Employee Working Alone Policy Rescind
- 11.4 RFD - September Meeting
- 11.5 RFD - Federal Electoral Boundaries Commission
- 11.6 RFD - Temporary Road Closure request – 50 Avenue
- 11.7 RFD - East Storm Water Analysis

12.0 CLARIFICATION OF AGENDA

13.0 CLOSED SESSION

- 13.1 Personnel

14.0 ADJOURNMENT



**REGULAR MEETING OF COUNCIL
TOWN OF MILLET
MMC - Council Chambers
July 20th, 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
PRESS	Christina Max

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:**3.0 PUBLIC HEARINGS: NONE****4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:**

Res #174/22 Agenda	Moved by Councillor Frost that the following items are hereby added to the agenda and further that the agenda is adopted. 13.2 Land, 13.3 Land, 13.4 Land, 13.5 Legal
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*CARRIED***5.0 ADOPTION OF MINUTES:**

Res #175/22 Minutes Regular Meeting	Moved by Councillor Hogstead that the June 22nd, 2022, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS:****7.0 REPORTS:**

Res #176/22 Reports	Moved by Councillor Van de Kraats that the Reports are hereby accepted as information.
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*CARRIED***8.0 BYLAWS:**

Res #177/22 Bylaw 2019/06	Moved by Councillor Petrisor that Bylaw No. 2019/06 be rescinded.
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*CARRIED***9.0 AGREEMENTS:**

Res #178/22 <i>Town of Millet & Millet Food Bank</i>	Moved by Councillor Van de Kraats that Lease Agreement between Town of Millet and Millet Food Bank be approved as presented.
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*CARRIED***10.0 CORRESPONDENCE:****11.0 NEW BUSINESS:****11.1 *Request for Decision – Appointment Member at Large Millet Wellness Committee***

Res #179/22 <i>Appointment Member at Large Millet Wellness Committee</i>	Moved by Councillor Starky the Hailey Glover is made the second member at large for Millet Wellness Committee.
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*CARRIED***11.2 *Request for Decision – MCC Parking lot Rehabilitation Contingency***

Res #180/22 <i>MCC Parking lot Rehabilitation Contingency</i>	Moved by Councillor Bennett that council approve a contingency of \$34,200 for the Millet Civic Centre Parking Lot Rehabilitation to be funded through the general reserve.
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*CARRIED***11.3 *Request for Decision – Request for Utility Waiver 5011-47 Avenue***

Res #181/22 <i>Request for Utility Waiver 5011-47 Avenue</i>	Moved by Councillor Petrisor that council waives utilities for 5011 – 47 Avenue for a one-year period.
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*DEFEATED***11.4 *Request for Decision – Invitation for 3rd Annual Pipe Ceremony & Feast***

Res #182/22 <i>Invitation for 3rd Annual Pipe Ceremony & Feast</i>	Moved by Councillor Van de Kraats that council approves Councillor Petrisor to attend on behalf of the Town of Millet.
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*CARRIED**11.5 Request for Decision – Request for Sponsorship 24th year Concert in the Country*

Res #183/22 <i>Request for Sponsorship 24th year Concert in the Country</i>	Moved by Councillor Van de Kraats the council waives the fees of Hugo Witt Room rental in the amount of \$432.00.
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*CARRIED**11.6 Request for Decision – Liability Insurance Town Owned Facilities*

Res #184/22 <i>Liability Insurance Town Owned Facilities</i>	Moved by Councillor that Petrisor that administration change the facility agreement to state certain groups may be required to obtain additional insurance naming the Town of Millet.
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*CARRIED**11.7 Request for Decision – Communities in Bloom Policy #74 Change*

Res #185/22 <i>Communities in Bloom Policy #74 Change</i>	Moved by Councillor that Starky that council accepts Policy #74 – Communities in Bloom as presented.
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*CARRIED***12.0 CLARIFICATION OF AGENDA:**

Christina max requested further information regarding MCC Gas line more information regarding Parking lot Rehabilitation.

Council temporarily adjourned the meeting at 6:02 p.m.

Council reconvened at 6:11 pm

Res #186/22 <i>Closed Session</i>	<i>Moved by Councillor Frost 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.</i>
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CARRIED

13.0 CLOSED SESSION:

<i>Res #187/22 Reconvene</i>	<i>Moved by Councillor Van de Kraats that the Regular Council Meeting reconvene from Closed Session at 6:58 p.m.</i>
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CARRIED

14.0 ADJOURNMENT:

The meeting was adjourned at 7:26 p.m.

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: August 17th, 2022
Originated By: Joyce Vanderlee
Agenda Item: 7.0 Reports

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Reports be considered by Council

Finance – Bank Reconciliation April 2022
Finance – Bank Reconciliation May 2022
Finance – Bank Reconciliation June 2022
Finance – Aging Report
Millet Fire Department – Call History July 2022

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 30, April 2022

	General Account	General Term Deposit	Cemetery Term Deposit	Total
Net Balance at End of Previous Month	\$537,560.91	\$1,362,686.69	\$12,392.99	\$1,912,640.59
Receipts for the Month (Less Loans)	\$432,600.10	\$1,459.29	\$2.04	\$434,061.43
Terms Cashed in		\$0.00	\$0.00	\$0.00
Sub-Total	\$970,161.01	\$1,364,145.98	\$12,395.03	\$2,346,702.02
LESS:				
Terms Taken out	\$311,367.65		\$0.00	\$311,367.65
Disbursements for the Month			\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Net Balance at End of Month	\$658,793.36	\$1,364,145.98	\$12,395.03	\$2,035,334.37
Balance at End of Month -- Treasury Branch	\$688,679.95	\$1,364,145.98	\$12,395.03	\$2,065,220.96
*Cash on Hand at End of Month		\$0.00	\$0.00	\$0.00
Sub-Total	\$688,679.95	\$1,364,145.98	\$12,395.03	\$2,065,220.96
LESS:				
Feb deposits recorded in March	-\$17,666.34	\$0.00	\$0.00	-\$17,666.34
Outstanding Cheques See List	\$47,552.93	\$0.00	\$0.00	\$47,552.93
BALANCE	\$658,793.36	\$1,364,145.98	\$12,395.03	\$2,035,334.37

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
22720	\$504.00	23688	\$203.70	0	\$-00	0	\$-00
22902	\$587.96	23689	\$147.00	0	\$-00	0	\$-00
23028	\$552.50	23690	\$75.00	0	\$-00	0	\$-00
23146	\$70.00	23691	\$653.00	0	\$-00	0	\$-00
23147	13.00	23692	\$149.92	0	\$-00	0	\$-00
23500	\$467.25	23693	\$10.00	0	\$-00	0	\$-00
23620	\$525.00	23694	\$840.00	0	\$-00	0	\$-00
23625	\$3,282.69	23695	\$3,675.00	0	\$-00	0	\$-00
23637	\$118.13	23696	\$2,400.00	0	\$-00	0	\$-00
23660	\$2,558.40	23697	\$241.50	0	\$-00	0	\$-00
23672	\$559.60	23698	\$1,153.12	0	\$-00	0	\$-00
23673	\$24,913.24	23699	\$529.79	0	\$-00	0	\$-00
23674	\$78.75	23700	\$98.66	0	\$-00	0	\$-00
23675	\$100.67	23701	\$354.38	0	\$-00	0	\$-00
23676	\$200.00	23702	\$83.90	0	\$-00	0	\$-00
23679	\$357.71	23703	\$162.95	0	\$-00	0	\$-00
23683	\$565.41	23704	\$240.93	0	\$-00	0	\$-00
23684	\$1,050.00			0	\$-00	0	\$-00
23687	\$29.77			0	\$-00	0	\$-00
\$47,552.93							

This statement submitted to Council this _____ 22nd day of Jun 2022

Remarks:

Mayor: _____

Chief Administrative Officer: _____

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 31, May 2022

	General Account	General Term Deposit	Cemetery Term Deposit	Total
Net Balance at End of Previous Month	\$658,793.36	\$1,364,145.98	\$12,395.03	\$2,035,334.37
Receipts for the Month (Less Loans)	\$370,106.98	\$1,801.64	\$3.16	\$371,911.78
Terms Cashed in				\$0.00
Sub-Total	\$1,028,900.34	\$1,365,947.62	\$12,398.19	\$2,407,246.15
LESS:				
Terms Taken out	\$345,135.30	\$0.00	\$0.00	\$345,135.30
Disbursements for the Month			\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Net Balance at End of Month	\$683,765.04	\$1,365,947.62	\$12,398.19	\$2,062,110.85
Balance at End of Month -- Treasury Branch	\$757,563.31	\$1,365,947.62	\$12,398.19	\$2,135,909.12
*Cash on Hand at End of Month		\$0.00	\$0.00	\$0.00
Sub-Total	\$757,563.31	\$1,365,947.62	\$12,398.19	\$2,135,909.12
LESS:				
May deposits recorded in Jun	-\$1,693.22	\$0.00	\$0.00	-\$1,693.22
Outstanding Cheques See List	\$75,491.49	\$0.00	\$0.00	\$75,491.49
BALANCE	\$683,765.04	\$1,365,947.62	\$12,398.19	\$2,062,110.85

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
22902	\$587.96	23765	\$2,100.00	0	\$-00	0	\$-00
23500	\$467.25	0	\$-00	0	\$-00	0	\$-00
23660	\$2,558.40	0	\$-00	0	\$-00	0	\$-00
23673	\$24,913.24	0	\$-00	0	\$-00	0	\$-00
23728	303.19	0	\$-00	0	\$-00	0	\$-00
23731	\$20.13	0	\$-00	0	\$-00	0	\$-00
23736	\$210.00	0	\$-00	0	\$-00	0	\$-00
23737	\$125.00	0	\$-00	0	\$-00	0	\$-00
23740	\$304.34	0	\$-00	0	\$-00	0	\$-00
23742	\$21,413.48	0	\$-00	0	\$-00	0	\$-00
23744	\$1,389.15	0	\$-00	0	\$-00	0	\$-00
23747	\$11,313.75	0	\$-00	0	\$-00	0	\$-00
23751	\$105.60	0	\$-00	0	\$-00	0	\$-00
23754	\$62.98	0	\$-00	0	\$-00	0	\$-00
23755	\$134.76	0	\$-00	0	\$-00	0	\$-00
23756	\$4,070.00	0	\$-00	0	\$-00	0	\$-00
23757	\$76.26	0	\$-00	0	\$-00	0	\$-00
23760	\$5,000.00	0	\$-00	0	\$-00	0	\$-00
23761	\$336.00	0	\$-00	0	\$-00	0	\$-00
BALANCE							\$75,491.49

\$75,491.49

This statement submitted to Council this _____ day of _____ 17th day of Aug 2022

Remarks:

Mayor: _____

Chief Administrative Officer: _____

*Cash on Hand Deposited

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 30, June 2022

	General Account	General Term Deposit	Cemetery Term Deposit	Total
Net Balance at End of Previous Month	\$683,765.04	\$1,365,947.62	\$12,398.19	\$2,062,110.85
Receipts for the Month (Less Loans)	\$1,572,189.28	\$2,455.59	\$1,006.53	\$1,575,651.40
Terms Cashed in		\$600,000.00		\$600,000.00
Sub-Total	\$2,255,954.32	\$1,968,403.21	\$13,404.72	\$4,237,762.25
LESS:				
Terms Taken out	\$600,000.00		\$0.00	\$600,000.00
Disbursements for the Month	\$451,411.43		\$0.00	\$451,411.43
		\$0.00	\$0.00	\$0.00
Net Balance at End of Month	\$1,204,542.89	\$1,968,403.21	\$13,404.72	\$3,186,350.82
Balance at End of Month -- Treasury Branch	\$1,225,366.02	\$1,968,403.21	\$13,404.72	\$3,207,173.95
*Cash on Hand at End of Month		\$0.00	\$0.00	\$0.00
Sub-Total	\$1,225,366.02	\$1,968,403.21	\$13,404.72	\$3,207,173.95
LESS:				
Outstanding Deposits	-\$51,472.51	\$0.00	\$0.00	-\$51,472.51
Outstanding Cheques See List	\$72,295.64	\$0.00	\$0.00	\$72,295.64
BALANCE	\$1,204,542.89	\$1,968,403.21	\$13,404.72	\$3,186,350.82

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
22902	\$587.96	23836	\$1,656.17			0	\$-00
23500	\$467.25	23837	\$105.00			0	\$-00
23660	\$2,558.40	23838	\$76.65			0	\$-00
23737	\$125.00	23839	\$204.75			0	\$-00
23778	5,446.63	23840	\$340.87			0	\$-00
23779	\$25,034.60	23841	\$164.49			0	\$-00
23791	\$37.82	23842	\$300.00			0	\$-00
23795	\$23.09	23843	\$4,560.00			0	\$-00
23801	\$241.03	23844	\$27.80			0	\$-00
23804	\$67.98	23845	\$200.00			0	\$-00
23827	\$352.91	23846	\$288.75			0	\$-00
23828	\$2,076.19	23847	\$195.00			0	\$-00
23829	\$127.47	23848	\$1,760.31			0	\$-00
23830	\$403.96	23849	\$483.76			0	\$-00
23831	\$8,872.41	23850	\$4.66			0	\$-00
23832	\$9,337.18	23851	\$939.14			0	\$-00
23833	\$884.17	23852	\$330.75			0	\$-00
23834	\$753.85	23853	\$2,996.44			0	\$-00
23835	\$190.00	23854	\$73.20			0	\$-00
							\$72,295.64

This statement submitted to Council this _____ 17th day of Aug 2022

Remarks:

Mayor: _____

Chief Administrative Officer: _____

*Cash on Hand Deposited

tax aging analysis
Excluding auto pay

	Current outstanding	One Year outstanding	Total outstanding
July 2019	251,171.32	88,034.53	408,449.96
July 2020	326,588.11	113,052.44	553,679.99
July 2021	217,143.82	71,978.87	388,265.66
July 2022	122,411.92	69,558.70	272,961.93

Analysis:

We are seeing a trend of outstanding taxes decreasing each year, both for current and arrears. Note: July of 2020 is higher due to COVID and also council moved the due date to October 31st that year.



Millet Fire Department
Call History Report by Date
 7/1/2022 - 8/1/2022

Date	Type	Incident #	Incident Type	Primary Action
Tue 07/05/2022 11:56	County - Wetaskiwin	2200070	55 Electrical Hazard	55 Establish safe area
Mon 07/11/2022 12:57	County - Wetaskiwin	2200071	31 Unconscious/ Fainting (Near)	55 Establish safe area
Sun 07/17/2022 19:13	City - Millet	2200072	67 Outside Fire	55 Establish safe area
Mon 07/18/2022 00:44	County - Wetaskiwin (Extra Hours)	2200073	77 Motor Vehicle Collision	55 Establish safe area
Tue 07/19/2022 05:30	City - Wetaskiwin (Mutual Aid)	2200074	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area
Sat 07/23/2022 12:14	County - Wetaskiwin (Extra Hours)	2200075	77 Motor Vehicle Collision	55 Establish safe area
Sat 07/23/2022 22:18	County - Wetaskiwin	2200076	02 Allergies (Reactions)/Stings/Bites	
Thu 07/28/2022 13:06	County - Leduc	2200077	77 Motor Vehicle Collision	55 Establish safe area
Thu 07/28/2022 13:55	County - Leduc	2200078	82 Vegetation/ Wildland/ Brush/ Grass Fire	14 Contain fire (wildland)

# Of Attendees	Total Time
7	00:31
9	00:44
9	00:24
0	01:55
11	02:09
10	01:29
11	00:46
8	00:50
9	00:52

Total calls for City - Millet:	1
Total calls for City - Wetaskiwin (Mutual Aid):	1
Total calls for County - Leduc:	2
Total calls for County - Leduc (Extra Hours):	0
Total calls for County - Wetaskiwin:	3
Total calls for County - Wetaskiwin (Extra Hours):	2
Total calls:	9
Total Time:	09:40

SPM



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

Meeting: Council Meeting
Meeting Date: August 17, 2022
Originated By: Lisa Schoening
Agenda Item: Business License Bylaw

BACKGROUND/PROPOSAL

Further to discussions at the July 20th meeting, the Business bylaw has been updated to include the following:

- 5.24 Door to door sales are hereby prohibited in the Town of Millet. Businesses will only be able to sell to a consumer at their home if the consumer has contacted the business ahead of time and invited them to their home for the purpose of making a sale.

DECISIONS:

That Council do all three reading of the Business License bylaw amendment.

**BYLAW NO. 2022-11
A BYLAW OF THE TOWN OF MILLET
IN THE PROVINCE OF ALBERTA
TO ESTABLISH FEES RELATED TO BUSINESS LICENSING**

WHEREAS Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting businesses and provide for a system of licensing.

AND WHEREAS it is deemed expedient to provide for the licensing of certain businesses operating in Millet.

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

1. TITLE

1.1. This Bylaw may be cited as the "Business License Bylaw".

2. DEFINITIONS

2.1. In this Bylaw unless the context otherwise requires:

- 2.1.1. **Advertising** means the promotion of a business by means not limited to flyers, business cards, signage.
- 2.1.2. **Applicant** means a person who applies for a license or renewal of a license.
- 2.1.3. **Business** means a commercial, merchandising, or industrial activity or undertaking; a profession, trade, occupation, calling or employment; or an activity providing goods or services, including rental properties, a cooperative or association of persons.
- 2.1.4. **Business License or License** means a license granted by the Town of Millet, authorizing the person to whom it is granted to carry on the business activity therein specified in the Town of Millet.
- 2.1.5. **Chief Administrative Officer (CAO)** means a person appointed to a position under Section 205 of the Municipal Government Act, RSA 2000, c M26, as amended.
- 2.1.6. **Charitable Organization** organization that is formed for a charitable purpose.
- 2.1.7. **Charitable purpose** includes a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose.
- 2.1.8. **Child Care Service** means development intended to provide care, educational activities and supervision for groups of seven or more children under 16 (sixteen) years of age during the day or evening, but does not include overnight accommodation, and is intended to be operated for at least 12 (twelve) consecutive weeks each year. This use class includes daycare centres, out-of-school care centres, drop-in centres and nursery schools and does not include day home operations.
- 2.1.9. **Council** means the Council of the Municipal Corporation of the Town of Millet.
- 2.1.10. **Day Home Operation (licensed)** means an accessory use in a private residence of the operator that is licenced by the Province to provide personal care, maintenance, supervision or education to children, and shall conform with the Province of Alberta Family Day Home Operations Standards.
- 2.1.11. **Day Home Operation (private)** means a home-based business that provides a child care program in the private residence of the operator for up to (6) six children

which may include infants, preschool children, kindergarten children and school-aged children.

- 2.1.12. **Development Permit** is a document that is issued under the Land Use Bylaw that authorizes a development and may include a plan or drawing or a set of plans or drawings, specifications, or other documents. A development permit is separate and distinct from a building permit.
- 2.1.13. **Enforcement Officer** means any Peace Officer appointed by the Peace Officer Act, a member of the Royal Canadian Mounted Police, or a Bylaw Enforcement Officer appointed by the Town under the Municipal Government Act.
- 2.1.14. **Major Home Based Business** means a development consisting of the use within an approved residential or accessory building by a resident of that dwelling for one or more businesses. Such businesses may generate more than one business associated visit per day. The business use must be secondary to the residential use of the building and shall not change the residential character of the dwelling or accessory building other than exception of an approved sign. The dwelling may be used as a workplace by a non-resident. This use class does not include indoor merchandise sales.
- 2.1.15. **Minor Home Based Business** means a development consisting of the use within an approved residential building by a resident of that dwelling for one or more businesses. Such businesses shall not require more than one visitor/appointment at the same time throughout the day within the dwelling. The business use must be secondary to the residential use of the building and no aspects of the business operations shall be detectable from outside the property other than an approved sign. The dwelling shall not be used as a workplace for non-resident employees of the business. This use class does not include indoor merchandise sales.
- 2.1.16. **License Inspector** means and includes an Enforcement Officer, Licensing Officer or any person so designated the Chief Administrative Officer, to carry out provisions of this bylaw.
- 2.1.17. **Licensee** means a person to whom a license has been issued, pursuant to the provisions of this Bylaw.
- 2.1.18. **Non-Resident Business** means a business that does not have a permanent office or place of business within the corporate limits of the Town of Millet.
- 2.1.19. **Person** means an individual human being or corporation and includes a partnership, an association or a group of persons acting in concert.
- 2.1.20. **Premises** means a store, office, dwelling unit, warehouse factory, building, enclosure, or the place occupied or capable of being occupied, by any person for the purpose of carrying on any business.
- 2.1.21. **Rental properties** shall mean 3 or more residential dwelling units, detached, or attached. Samples are tri-plex, four-plex, row housing, apartments, multi-unit buildings, boarding homes consisting of 3 or more living units including residential leased lots and multi-tenant commercial building of 3 or more rental/lease spaces.
- 2.1.22. **Resident business** means a business where a permanent office or place of business is situated within the corporate limits of the Town of Millet.
- 2.1.23. **Town** the Municipal Corporation of the Town of Millet.
- 2.1.24. **Violation Ticket** means a violation ticket as defined in the Provincial Offences Procedure Act, RSA 2000, c P-34.

3. GENERAL PROVISIONS

- 3.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.2. Nothing in this Bylaw relieves a person from complying with any Federal and Provincial regulations, other bylaws or any requirements of any lawful permits, orders, or licenses.
- 3.3. All schedules attached to this Bylaw shall form part of this Bylaw.
- 3.4. Prior to issuing a business license, administration may circulate the application for review to other civic departments such as Fire Services, Enforcement Services, RCMP, and Building & Safety Codes, etc.
- 3.5. The Town shall issue an invoice in December of each year, for the following year's license fees, to all existing holders of valid business licenses.

4. LICENSE INSPECTOR

- 4.1. The CAO shall appoint a License Inspector or License Inspectors to carry out the terms of this Bylaw.
- 4.2. Every person applying for a business license shall complete an application form approved by the License Inspector and signed by the applicant or agent of the corporation.
- 4.3. Subject to the provisions of this Bylaw, upon receipt of an application for business license, the License Inspector may grant a business license or may refuse a business license, if, in their opinion, there are just and reasonable grounds for the refusal of the application, and or permit any restriction on a license.
- 4.4. Subject to the provisions of this Bylaw, where a business license has been granted pursuant to this Bylaw, the License Inspector may revoke or suspend the business license, if, in his opinion, there are just and reasonable grounds for the revocation of the license.
- 4.5. Upon a license being revoked or suspended as hereinbefore provided, the License Inspector shall notify the licensee thereof:
 - 4.5.1. By delivery of notice to him personally, or
 - 4.5.2. By mailing a registered letter to his place of residence or business, and, after the delivery of such notice, his business shall not be carried on until such time as a new license is issued or the suspended license is reinstated.
- 4.6. The License Inspector may determine that it is inappropriate to issue a license to a person where the safety, health or welfare of the public may be at risk due to the issuance of a license.
- 4.7. The power and duties of a License Inspector are:
 - 4.7.1. To administer this Bylaw and as far as possible see that all persons concerned conform to its provisions and to prosecute or assist to prosecute persons who fail to comply within.
 - 4.7.2. To make an inspection of all premises and locations for which a license is required or has been applied for, pursuant to this Bylaw.
 - 4.7.3. To investigate complaints lodged against a license and, if necessary, inspect the premises or location described in the complaints and to revoke any license issued and to levy fees or penalties pursuant to this Bylaw.

5. LICENSE REQUIREMENTS

- 5.1. License Application.
 - 5.1.1. Before a license is issued or renewed, a person must submit to the License Inspector:
 - 5.1.2. A business license application.
 - 5.1.2.1. The applicable license fee: and
 - 5.1.2.2. Any additional information required by this Bylaw or by the License Inspector.
- 5.2. No person shall give false information in an application pursuant to the provisions of this Bylaw.
- 5.3. Every person carrying on or engaged in any business in respect of which a license is required under this Bylaw shall give to the License Inspector all information necessary to enable him to carry out his duties.
- 5.4. If the applicant is not the registered owner of the said property, a letter of authorization from the registered owner will be required for operation of business.
- 5.5. No person shall carry on a business within the Town of Millet unless the person holds a license authorizing the person to carry on that business.
- 5.6. Any contractor applying for a Building, Development, Plumbing, Electrical and/or a Gas Permit, shall as a prerequisite to such issuance of such permit, have a Town of Millet Business License as prescribed herein.
- 5.7. Prior to a business license being issued, the applicant business will comply with all appropriate regulations in Town's Land Use Bylaw and other bylaws that the Town may enact from time to time.
- 5.8. No business license shall be granted until such time that the applicant holds a valid development permit for the location where the business is located.
- 5.9. No person shall contravene a condition of a license.
- 5.10. No business license shall be granted until such time that the applicant holds a valid provincial or federal license required by law.
- 5.11. Renewal for a business license of an existing business, fees shall be submitted and paid in full to the Town of Millet on or before 31st day of January of each current year.
- 5.12. Each new business license shall be valid only for the calendar year (January 1st – December 31st), except where indicated otherwise.
- 5.13. Unless otherwise specified in this Bylaw, license fees are not refundable
- 5.14. The license inspector or designate may refund a license fee if the license is not issued or renewed.
- 5.15. No business license shall be valid unless the said license has been signed by the License Inspector or anyone designated to act on his behalf.

- 5.16. Any advertising of the businesses referred to in this Bylaw shall be deemed to be proof of the fact that the person advertising is carrying on or operating any such business.
- 5.17. Any person issued a business licenses under this bylaw will either:
- 5.17.1. Display such license in a conspicuous location in the place of business, or,
 - 5.17.2. Carry the license, or copy therefore, with them if there is no permanent place of business within the Town.
- 5.18. All signage and advertising must comply with the current Land Use Bylaw.
- 5.19. Notification of Changes:
- 5.19.1. A Licensee shall forthwith notify the Town of,
 - 5.19.1.1. A change in address of the Licensee's business premises.
 - 5.19.1.2. A change in partnership/corporation of the business if the license is issued to a partnership.
 - 5.19.1.3. A change in the officers or director of the corporation if the license is issues to a corporation.
 - 5.19.1.4. A change in contact numbers, mailing address etc.
- 5.20. An issued business license cannot be transferred between owners or locations. If there is a change in ownership or business location, a new Business License will be required.
- 5.21. A Business License is not required for:
- 5.21.1. A business only working for the Town of Millet
 - 5.21.2. A business carried on by the Government of the Province of Alberta or the Government of Canada or a Crown Corporation created by either Government.
 - 5.21.3. A business expressly exempted from the requirement of a license by a statute of the Legislature of Alberta or Parliament of Canada.
 - 5.21.4. A person who contracts with any of the Governments or corporations designated in Section 20 a, b & c will be subject to all requirements of this Bylaw.
 - 5.21.5. Any person who is conducting business as a participant of a Trade Show, Craft Fair, Farmer's Market or Garage Sale.
 - 5.21.6. Any person who is conducting business as a wholesaler or distributor of goods to one or more licensed businesses within the Town.
 - 5.21.7. Any person who operates a business that, upon the satisfaction of the Licensing Officer, is carried out for religious, charitable, or approver Town events.
 - 5.21.8. The Crown in right of Alberta
 - 5.21.9. The Crown in right of Canada
 - 5.21.10. A person whose business is expressly exempted from the requirement of a business license by a statute of the Legislature of Alberta or Parliament of Canada.
- 5.22. The onus of proving that a person is exempt from the provisions of this Bylaw requiring a license is on the person alleging the exemption.
- 5.23. No person shall obstruct an Enforcement Officer or a License Inspector.
- 5.24. Door to door sales are hereby prohibited in the Town of Millet. Businesses will only be able to sell to a consumer at their home if the consumer has contacted the business ahead of time and invited them to their home for the purpose of making a sale.

6. APPEAL PROCESS

- 6.1. In every case where:
 - 6.1.1. An application for a business license has been refused.
 - 6.1.2. A business license has been revoked the person seeking the license may appeal to the Town Council.
- 6.2. An appeal from subsection a) shall be made within thirty (30) days after such refusal or revocation.
- 6.3. All appeals shall be made in writing addressed to the Chief Administrative Officer of the Town of Millet and shall be dated as of the date received.
- 6.4. The Town Council, after hearing the applicant may:
 - 6.4.1. Direct a business license be issued.
 - 6.4.2. Direct a business license be issued with conditions.
 - 6.4.3. Refuse to grant a business license
 - 6.4.4. Uphold the revocation of a business license on the grounds which appear just and reasonable.

7. ENFORCEMENT

- 7.1. The CAO or designate of the Town, or an Enforcement Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.
- 7.2. Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "B".
- 7.3. An Enforcement Officer is hereby authorized and empowered to issue a violation ticket to any person who the Enforcement Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 7.4. Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.
- 7.5. Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 7.6. A person issued a violation ticket for an offence shall be deemed sufficiently and properly served if served personally on the accused.
- 7.7. Corporation and Partnerships;
 - 7.7.1. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
 - 7.7.2. If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that

constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

8. SEVERABILITY

8.1. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

9. REPEAL

9.1. Bylaw No. 2021-11 is hereby repealed.

10. EFFECTIVE DATE

10.1. This bylaw shall take effect on the date of third and final reading.

Read a first time this ____ day of November, A.D., 2022.

Read a second time this _____ day of November, A.D., 2022.

Read a third and final time this _____ day of November A.D., 2022.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A" -- BUSINESS LICENSE FEES

Commercial Resident Business	\$100.00		
Commercial Non-Resident	\$200.00		
Monthly License (any category)	\$125.00		
Rental Properties	\$160.00	3 - 5	units/dwelling/lease space
	\$300.00	6 - 10	units/dwelling/lease space
	\$550.00	11 - over	units/dwelling/lease space

Annual business license fees shall be reduced by half (50%) when purchased after September 30 in any license year.

SCHEDULE "B" - VIOLATIONS AND PENALTIES

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of \$400.00 (Four Hundred).

A person who commits a second or subsequent offence within a period of one (1) year may be subject to a fine that is double the amounts above.

Offence	Penalty First Offence	Penalty Second Offence
5.2 Provide False information on an application	\$400.00	\$800.00
5.3 Fail to provide information to a license inspector	\$400.00	\$800.00
5.5 Carry on a business without a license	\$400.00	\$800.00
5.7 Fail to comply with other bylaws	\$400.00	\$800.00
5.9 Contravene condition on a license	\$400.00	\$800.00
5.17.1 Fail to display license	\$400.00	\$800.00
5.17.2 Fail to carry license	\$400.00	\$800.00
5.18 Fail to comply with signage and advertising requirements	\$400.00	\$800.00
5.19.11 Fail to notify of address change	\$400.00	\$800.00
5.19.12 Fail to notify of change of partnership or corporation	\$400.00	\$800.00
5.19.13 Fail to notify a change in officers or director of a corporation	\$400.00	\$800.00
5.19.14 Fail to notify a change in contact number or address	\$400.00	\$800.00
5.23 No person shall obstruct an Enforcement Officer or a License Inspector	\$600.00	\$1200.00



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

Meeting: Regular Council Meeting
Meeting Date: August 17, 2022
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: 8.2 Bylaw 2022-10 Recreation and Facility Fee Bylaw Amendment

BACKGROUND/PROPOSAL

Millet Minor Ball has requested an additional fee be added to the Recreation and Facility Fee Bylaw at a decreased rental rate for light practices and clinics.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Through discussion with Millet Minor Ball they have stated that the proposed rate of \$35 per diamond per day would work within their budgets. Bylaw 2022-10 has been prepared to amend the recreation and facility fee bylaw to include this request.

COSTS/SOURCE OF FUNDING

The proposed change will bring additional revenue; however the amount is unknown until the schedule is complete.

RECOMMENDED ACTION:

- That Council give Bylaw 2022-10 first reading.
- That Council give Bylaw 2022-10 second reading.
- That Council give unanimous consent to third and final reading of Bylaw 2022-10.
- That Council give third reading to Bylaw 2022-10.

BYLAW NO. 2022-10
A BYLAW OF THE TOWN OF MILLET
IN THE PROVINCE OF ALBERTA
TO ESTABLISH DAILY FEES FOR BALL DIAMOND RENTAL

WHEREAS Section 7 of the Municipal Government Act, Chapter M-26, RSA gives authority to municipal Council's to pass bylaws respecting several matters including services provided by or on behalf of the municipality;

AND WHEREAS, Section 8 of the Municipal Government Act, Chapter M-26, RSA provides the authority for Council to pass bylaws providing a system of licenses, permits or approvals and the associated fees;

AND WHEREAS, the Town owns and operates several facilities throughout Millet;

AND WHEREAS, this Bylaw 2022-10 will amend Bylaw 2022-08 to include daily rates for Millet Minor Ball;

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

1. That Schedule A in Bylaw 2022-08 be replaced with Schedule A contained within this bylaw.
2. That this Bylaw shall come into full force upon signing.

Read a first time this ____ day of _____, A.D., 2022.

Read a second time this ____ day of _____, A.D., 2022.

Read a third time and finally passed this ____ day of _____, A.D., 2022.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SCHEDULE A
FEES AND CHARGES**

Agriplex Banquet Hall	
Banquet Hall – Full Rental	\$500 per day
Banquet Hall – Full Rental Funeral	\$200 per day plus damage deposit
Banquet Hall Kitchen Only	\$25 per hour minimum 4 hours
Banquet Hall No Kitchen Day Rate	\$250
Banquet Hall No Kitchen Hourly Rate	\$40 per hour (4 hour minimum)
Damage Deposit – Full Rental and/or Banquet Hall only (no kitchen)	\$1,000
Damage Deposit Kitchen Only	\$500
Key Deposit	\$75
Corkage Fee	\$50

Hugo Witt Meeting Room	
Daily Rate	\$100
Hourly Rate	\$20
Damage Deposit	\$100
Key Deposit	\$75

Ice Rental Prime Time	
Local Minor	\$100 per hour
Local Adult or Business	\$185 per hour
Local Junior	\$120 per hour
Non-Local Minor	\$135 per hour
Non-Local Adult or Business	\$230 per hour
Non-Local Junior	\$150 per hour
Public Skating Sponsorship	\$60 per hour
Statutory Holiday Premium	Additional 25% to hourly rate

Ice Rental Non-Prime Time	
Local Minor	\$85 per hour
Local Adult	\$135 per hour
Local Junior	\$100 per hour
Non-Local Minor	\$100 per hour
Non-Local Adult	\$150 per hour
Non-Local Junior	\$135 per hour
Statutory Holiday Premium	Additional 25% to hourly rate

Arena Surface – Off Season No Ice	
Local	\$300 per day
Local	\$30 per hour (2 hour minimum)
Non-Local	\$350 per day
Non-Local	\$60 per hour (2 hour minimum)
Damage Deposit	Same as daily rate
Damage Deposit – Multiple Day Events	\$750
Key Deposit	\$75

Millet Civic Centre Room Rentals	
Community Hall	\$350.00 Weekday – all day 9am-3am Monday to Friday
	\$400.00 Weekend – all day 9am-3am Saturday or Sunday
	\$25 per hour Monday – Friday (2 hour minimum)
	\$30 per hour Saturday or Sunday (2 hour minimum)
Town Administration Lower Level Only available during regular office hours, no tables and chairs	\$15 per hour (minimum 2 hours)
Town Administration Lower Level Only available during regular office hours, no table and chairs	\$75 per day
Centre Boardroom	\$20 per hour
Centre Boardroom	\$100 per day
Damage Deposit – Community Hall	\$300
Damage Deposit – All other rooms in Millet Civic Centre	\$100
Key Deposit	\$75

Ball Diamonds	
Millet Minor Ball	\$150 per team per season with set game and practice times and adjustments to be made as necessary for inclement weather
Millet Minor Ball Tournaments	\$100 per day for all three diamonds
Millet Minor Ball Daily Rate	\$35 per day per diamond
Non-Local Minor Ball Tournament	\$150 per day for all three diamonds plus \$300 deposit
Adult Teams	\$40 per diamond per use (maximum 3 hours)
Adult Tournaments	\$250 per day for all three diamonds plus \$300 deposit
Statutory Holiday Premium	Additional 25% of the rental fee



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

Meeting: Regular Council Meeting
Meeting Date: August 17th, 2022
Originated By: Joyce Vanderlee
Agenda Item: 10.0 Correspondence

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Correspondence be considered by Council

10.1 Town of Millet Library Board Minutes June 7, 2022

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

Town of Millet Library Board Minutes

June 7, 2022

Connect...with each other

Learn...continuously

Discover...the possibilities

Present: Charlene Van de Kraats, Mike Bennett, Susan Williamson, Kourtland Fox, Jillian Meyers, Jackie Peel

Absent: Chris Richards

1. Call to Order: at 6:32pm
2. Adoption of Agenda: moved by J. Peel, carried
3. Adoption of April 5, 2022 Minutes moved by K. Fox, carried
4. Correspondence: accepted as present
5. Manager Report: accepted as presented
 - a. Monthly Comparison
 - b. STATS
 - c. Vacation
 - d. Grants awarded
6. Policy:

Res #8/2022 Approval of the revised Hours of Service policy moved by M. Bennett, carried

Res #9/2022 Approval of the revised Meeting Room policy moved by K. Fox, carried

7. New Business:

Res #10/2022 Approval of the audit from Doyle and Company for December 31, 2021, moved by J. Meyers, carried

Res #11/2022 Approval to defer \$13,000 from 2021 to 2022 moved by J. Peel, carried

Res #12/2022 Approval of revised budget for 2022 moved by M. Bennett, carried

Res #13/2022 Approval of the Millet library and its employees to work as required with the Millet Wellness Committee, Town of Millet Bylaw No. 2022-05, moved by K. Fox, carried

Res #14/2022 Approval for library manager, Jill Simms, to spend grant funds received in 2022, as required to meet the grant requirements. moved by M. Bennett, carried

Res #15/2022 Approval to close the library, with pay, on September 30, 2022 for the National Day of Truth and Reconciliation, moved by S. Williamson, carried

8. Old Business:
 - a. Plan of Service
9. Friends Report:
 - a. Concert fundraiser June 25th
 - b. Donations

Res #16/2022 The Board accepts the trustees present as in attendance, moved by J. Peel, carried

Councillor Report: Accepted as presented

10. Meeting Dates for 2022- August 1, October 4 @ 6:00pm

Next meeting August 1 at 10:00 am

Meeting Adjourned at 8:07





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

Meeting: Regular Council Meeting
Meeting Date: August 17th 2022
Originated By: Lisa Schoening
Agenda Item: 11.1 Millet Fire Department Standard Operating Guidelines

BACKGROUND/PROPOSAL

Millet Fire Department has submitted their Revised Standard Operating Guidelines for Councils Approval.

Fire Chief Moen and Deputy Fire Chief Palmer will be in attendance for any questions or concerns

COSTS

N/A

RECOMMENDATION:

That council approve the revised June 2022 Standard Operating Guide

TOWN OF MILLET



MILLET FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Revised: June 2022

COVERING STATEMENT

These guidelines cannot, nor are they expected to, provide a solution to every problem or situation which may arise in an organization maintained to render emergency support.

It is expected, however, that they will cover, in a specific way, the obligations and duties of the members of Millet Fire Department. The document is, and shall always remain, a living document.

Much, by necessity, must be left to the loyalty, integrity, and discretion of members in an organization established to help fellow citizens in distress.

Adopted by Millet Fire Department this ___ day of _____, 2022.

Fire Chief Stephen Moen

Deputy Fire Chief Trevor Palmer

Adopted by the Council of the Town of Millet this _____ day of _____, 2022.

His Worship, Mayor Doug Peel



A CODE OF ETHICS FOR MILLET FIRE DEPARTMENT MEMBERS

As a Volunteer Member of Millet Fire Department, I realize that I am subject to a Code of Ethics, similar to that which binds the professionals in this field in which I volunteer. Like them, I assume certain responsibilities, and expect to account for what I do in terms of what I am expected to do:

- I will keep confidential matter, confidential;
- I interpret "VOLUNTEER" to mean that I have agreed to work with minimal monetary compensation, but having been accepted as a volunteer, will do my work according to the guidelines outlined in this document;
- I promise to bring to my role an attitude of open-mindedness, a willingness to be appropriately trained and to bring to this role my full interest and attention;
- I realize that I may possess assets and attributes that other members may not, and I will use these to better the department and the team on which we work;
- I also realize that I may lack assets and attributes that other members may possess, and I will not let this make me feel inadequate – I will endeavor to continually grow in the role;
- I will work to find out how I can best serve the role for which I have volunteered, and to offer as much as I am sure I can give;
- I realize that I must live up to my promise and, therefore, will be careful that my agreement is so simple and clear that it cannot be misunderstood;
- I know that my attitude towards volunteer firefighting should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Being eager to contribute all that I can to human betterment, I accept this code for the Volunteer Firefighter, as my code, to be followed carefully and cheerfully.



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Appendix "A"	The Town of Millet Fire Bylaw, 2016/03



SECTION ONE (1)
ROLES & RESPONSIBILITIES
RANK & SPECIFIC DUTIES
and
REMUNERATION & COMPENSATION

1.1 ROLES & RESPONSIBILITIES

1.1.1 Senior Officers

- Shall be ultimately responsible for the Fire Department's organization, operations, and planning.
- Shall include the ranks Fire Chief & Deputy Fire Chief.
- May include specific assignment as further outlined in "Section 1.1.2 – Officers".
- Shall always lead the fire department by example.
- Shall complete administrative reporting and tasks, as required for operational requirements.
- Shall attend regularly scheduled planning meetings and training.
- Shall attend and chair a monthly planning meeting, normally scheduled on the first Tuesday.
- Shall serve Millet Fire Department as a firefighter for not less than 1 year before being eligible for promotion.
- Shall be comprised only of the ranks Fire Chief, Deputy Fire Chief, Fire Marshal, Captain, or Lieutenant, or any member acting in such ranks as designated by the Fire Chief.
- Shall be eligible for remuneration, provided minimum requirements for service are met.
- Shall be required to meet the requirements of the roles and responsibilities of all members, outlined in "Section 1.1.5 – All Members, Regardless of Role"

1.1.2 Officers

- Shall assist the Senior Officers with the Fire Department's organization, operations, and planning.
- Shall include the ranks Fire Marshal, Captain, and Lieutenant.
- Shall always lead the fire department by example.
- Shall complete administrative reporting and tasks, as required for operational requirements.
- Shall attend regularly scheduled planning meetings and training.
- Shall attend and participate in a monthly planning meeting, normally scheduled on the first Tuesday.
- Shall serve Millet Fire Department as a firefighter for not less than 1 year before being eligible for promotion.
- Shall be comprised only of the ranks Fire Chief, Deputy Fire Chief, Fire Marshal, Captain, or Lieutenant, or any member acting in such ranks as designated by the Fire Chief.
- Shall be eligible for remuneration, provided minimum requirements for service are met.
- Shall be required to meet the requirements of the roles and responsibilities of all members, outlined in "Section 1.1.5. - All Members, Regardless of Role"
- Acting Officers may be appointed from time to time by the senior officer in the department, in whose judgement the subject member shows capability for handling such position
 - An acting officer shall have all rank of privileges of the position at that time.
 - An acting officer shall assume all the roles and responsibilities of the position at that time.
- May include specific area of expertise under the following title(s):
 - Training Officer
 - Shall be responsible for all training, or the designation of such training, to ensure all members are trained in the handling of firefighting and lifesaving equipment.
 - Shall cause to be formulated drills and evolutions necessary for the operation of the department.
 - Fire Prevention Officer



- Shall have control of all fire prevention aspects of Fire Department activities.
- Shall be responsible for the Fire Department's annual Fire Prevention Week activities, including coordination and distribution of any promotional material.
- Shall oversee the compilation of the Fire Department's pre-plans, as necessary, with review each year for validity.
- Recruitment Officer
 - Shall be responsible for all recruitment efforts, as necessary, to vet the suitability of and recommend potential new members to the Fire Chief.
 - Shall oversee interviews of potential members and oversee the onboarding process for all new members.
 - Shall oversee the onboarding process
- S.C.B.A. Officer
 - Shall be responsible for all aspects of the Fire Department's S.C.B.A. equipment and records.
 - Shall work with the Training Officer to ensure competency and training for S.C.B.A. use.
 - Shall cause to be completed, at minimum, monthly checks, inspections, and records of deficiencies within the Fire Department's S.C.B.A. inventory.
- Safety Officer
 - Shall be responsible to ensure that every member is properly attired to prevent bodily injury to self and all members of the fire department.
 - Shall be responsible to maintain accurate records of all Personal Protective Equipment of all members
 - Shall liaise with the Training Officer to ensure safety protocols are discussed and incorporated into all training events.
- Public Information Officer
 - Shall be responsible for the department's public relations, community relations, and dissemination of information, as required and as directed by the Fire Chief or delegate.
 - Shall be ultimately responsible for overseeing Millet Fire Department's official public information channels (such as website, social media, and press releases)
- Equipment Officer
 - Shall be responsible to ensure that all power equipment (whether driven by electric motor or combustion engine) is in good repair and in a general state of readiness.
 - Shall ensure that, at minimum, monthly apparatus checks are completed, and deficiencies recorded for repair.

1.1.3 Firefighters

- Shall perform all assigned tasks to the best of their abilities.
- Shall be eligible for remuneration, provided minimum requirements for service are met.
- Shall meet the requirements of the roles and responsibilities of all members, outlined in "Section 1.1.5 – All Members, Regardless of Role"
- May include the rank Senior Firefighter, Firefighter, and Probationary Firefighter (see "Section 16 – Probationary Firefighters")

1.1.4 Retirees

- Shall serve as mentors to active members and shall be eligible for recognition as "Retired" following ten (10) or more years' service to Millet Fire Department. To enter retirement, a member must provide notice, in writing, to the Fire Chief, of the effective date of his or her retirement.
- Shall be afforded the same reverence as active members in publicly representing Millet Fire Department.
- Shall maintain their rank at time of retirement, in an ex-officio capacity.
- Shall not be eligible for any remuneration or other compensation.
- Shall not be required to meet any of the requirements of the roles and responsibilities outlined in



"Section 1.1.5 – All Members, regardless of Role"

1.1.5 All Members, regardless of Role

- Shall represent the department in a positive nature, so as not to bring discredit to the department.
- Shall attend every call when available (excepting retirees, and those on an official leave of absence).
- Shall, to maintain privileges of membership, attend and participate in not less than 60% of all regularly scheduled training sessions (excepting retirees, and those on a leave of absence as granted by the Fire Chief – see *"Section 8.4 – Leave of Absence / Abandonment"*):
 - Regularly scheduled training sessions will start at 19:00, each 1st and 3rd and 5th Wednesday evening (if applicable).
 - Extra, optional training sessions may be scheduled at the discretion of the Fire Chief.
 - The Fire Chief maintains authority to postpone, cancel, or otherwise amend the date of scheduled training sessions on a case-by-case basis.
- Shall be subject to periodic, but in any instance not less than annual reviews of conduct, performance, and attendance, carried out by not less than two (2) Officers, at least one of which shall be Fire Chief or Deputy Fire Chief.
- Shall respond to emergency incidents in assigned fire apparatus, with both emergency lights and sirens activated, unless instructed to the contrary by the Highest-Ranking responding member, and shall, if assigned as driver, be responsible for the safe operation of the apparatus until either being reassigned or returning the apparatus to a state of readiness.
- Shall not disclose information of any fire department business outside the department.
- Shall all be responsible for maintaining certification requirements for membership, when made available and able to do so.
- Shall always possess:
 - A valid Alberta Class I, II, III, IV, or V Driver's License (or equivalent):
 - A Drivers' Abstract is required to be provided at commencement & regular three-year intervals thereafter.
 - In the event of driver's license suspension, regardless of reason or duration, the Member shall notify the Fire Chief within 24 hours.
 - Members shall only operate apparatus for which clearance is provided, as outlined in *"Section 12.1 – Apparatus Use"*.
 - Valid First Aid Certification:
 - First Aid Certification must be sufficient to meet Millet Fire Department requirements, knowing that these requirements may change from time to time.
 - Valid Level 'C' CPR & AED Certification.
- Shall ensure responsibility for familiarity with firefighting equipment and procedures used by Millet Fire Department.
- Shall perform all duties to the best of their ability.
- Shall agree to and adhere to the Standard Operating Guidelines as outlined herein. All members shall present suggested revisions to the Department's Officers, for consideration in future versions.

1.2 RANK & SPECIFIC DUTIES

1.2.1 Fire Chief

- Shall lead by example as the highest-ranking member of Millet Fire Department.
- Shall arrange and ultimately oversee various committees as deemed necessary.
- Shall establish, maintain & revise (as required) the rules, regulations, standard operating guidelines, and fire bylaws for the adoption of the Fire Department and all applicable governing bodies.
- Shall be responsible for all response orders.



- Shall oversee all Committees but may use discretion in delegating a Chairman.
- Shall prepare and submit budgetary requirements for the Fire Department at each year end, as reasonably requested by the Chief Administrative Officer, with the assistance of an ad hoc Budget Committee.
- Shall be responsible, along with other appointed officers, for the operation of the Fire Department, unless an order to the contrary is issued by Council, through the Town Office.
- Shall have the ultimate authority to approve new members for duty after they have been duly processed.
- Shall have the authority to reject any application for membership for any justifiable reason.
- Shall have the authority to dismiss any member for just cause, after an inquiry.
- Shall be remunerated as agreed by Town Council and Fire Chief, by resolution of Council.
- Shall use discretion in choosing to assume command at any incident or leave a competent member in charge.
- Shall render all emergency or training situations “SAFE” before returning to the fire station for active response.
- Shall appoint the Deputy Fire Chief and all Officers.

1.2.2 Deputy Fire Chief

- Shall lead by example with rank immediately below the Fire Chief and will assume the Fire Chief’s responsibilities during any prolonged absence, at the discretion of the Fire Chief.
- In any absence of the Fire Chief, may assume command at emergency incidents or delegate such responsibility to a competent member.
- Shall chair committees as per the direction of the Fire Chief.
- Shall conduct inspections of station, apparatus and equipment and report any evidence of neglect to the Fire Chief.
- Shall oversee the Training Officer(s) in ensuring all members are trained in the handling of firefighting and lifesaving equipment.
- Shall render all emergency or training situations “SAFE” before returning to the fire station for active response.

1.2.3 Fire Marshal

- Shall lead by example with rank immediately below the Deputy Fire Chief and may assume the Deputy Fire Chief’s responsibilities during any prolonged absence, at the Discretion of the Fire Chief.
- Shall complete all necessary fire reports and submit as required to the appropriate authorities.
- Shall possess relevant Fire Investigation and Fire Safety Codes Designations and assist in fire scene investigation as requested and required by the governing body.
- Shall serve as the Fire Prevention Officer (unless such appointment is otherwise made by the Fire Chief)
- Shall render all emergency or training situations “SAFE” before returning to the fire station for active response.

1.2.4 Captain

- Shall lead by example with rank immediately below Fire Marshal and may assume the Deputy Fire Chief or Fire Marshal’s responsibilities during any prolonged absence, at the Discretion of the Fire Chief.
- Shall put into effect all practices, and procedures of the department.
- Shall assume control of an assigned crew when deemed necessary.
- Shall respond to emergency incidents and assume Incident Command if required.
- Shall always use sound judgement.
- Shall render all emergency or training situations “SAFE” before returning to the fire station for active response.
- Shall be responsible for member assignments on apparatus, if the Captain is the first officer in the station once dispatched.



- Shall act promptly and show leadership, by prescribing the actions to be taken in emergency incidents.
- Shall accurately complete and submit all required Fire Department Reporting.

1.2.5 Lieutenant

- Shall lead by example with rank immediately below Captain and may assume the duties of any Captain during a prolonged absence, at the Discretion of the Fire Chief.
- Shall put into effect all practices, and procedures of the department.
- Shall respond to emergency incidents and assume Incident Command if required.
- Shall always use sound judgement.
- Shall render all emergency or training situations “SAFE” before returning to the fire station for active response.
- Shall be responsible for member assignments on apparatus, if the Lieutenant is the first officer in the station once dispatched.
- Shall act promptly and show leadership, by prescribing the actions to be taken in emergency incidents.
- Shall accurately complete and submit all required Fire Department Reporting.

1.2.6 Firefighter

- Shall follow the example set by all other members.
- Shall participate in specific assignments, under the tutelage of more experienced Members, to assist in the requirements of the operation of the Fire Department.
- Shall seek to help the fire department grow and evolve into its future state.

1.3 REMUNERATION & COMPENSATION

1.3.1 Point System

- Remuneration in the form of an honorarium may be paid to members for their roles and responsibilities, as adopted by Resolution of Council. If so resolved by Council, any such remuneration will be based upon a point system, maintained on the following basis:
 - 2 points for each training session that a member attends.
 - 1 point for each emergency incident to which a member responds.
- An honorarium based upon a dollar value attached to each point (with such value determined by the amount budgeted and approved by the Town of Millet) may be paid to members.
- The Fire Chief (and/or Deputy Chief) are able to use discretion in rewarding or removing points.

1.3.2 Additional Compensation

- Members may be eligible for additional compensation, such as:
 - Monthly Honorarium (separate from the Point System outlined in “Section 1.3.1. – Point System”)
 - Insurance (Life and/or Critical Illness)
 - Health Benefits
 - Compensation for other Fire Department matters (ie. training, courses, symposiums, or meetings), at the discretion of the Fire Chief, within budgetary requirements.
- Any other additional compensation (on a case-by-case basis) shall be as adopted by Resolution of Council (Town of Millet) or as adopted by Resolution of the Board of the East West Millet Rural Fire Department Society.



SECTION TWO (2)
AUTHORITY

Bylaw #2016/3 "The Millet Fire Department Bylaw" (in entirety, in Appendix "A" herein) provides that:

"Subject to the direction and control of Town Council, the Fire Chief shall have complete responsibility and authority over the Fire Department."

The Fire Chief shall establish regulations, policies and committees necessary for the proper organization and administration of the Fire Department.

The policies and procedures in this manual are the administrative regulations and conditions of employment to cover, either in a specific or general way, the obligations and duties of the members of the Millet Fire Department.

The policies cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency service. The policies and procedures are not intended to restrict or limit any member in the exercise of his judgement or initiative in taking action a reasonable person would take in areas not specifically covered due to extraordinary situations or circumstances. Department members are expected to have the necessary qualities for preserving the lives and properties of Millet residents.

The Department's high standard is maintained by each member conscientiously discharging his duties.



SECTION THREE (3) PERSONNEL

3.1 FAMILIARITY WITH POLICIES AND PROCEDURES

- Members shall familiarize themselves with and adhere to the guidelines, procedures and orders affecting the operation of Millet Volunteer Fire Department.
- Alterations, revisions, deletions or additions to existing guidelines or procedures adopted by committees, divisions, sections or individuals must be presented to the Fire Chief for approval. Only after the issuance of an Administrative Order does the revision become policy. Alterations, revisions, deletions or additions to existing guidelines or procedures shall be brought forth at a business meeting or Wednesday night training session.
- These Standard Operating Guidelines are subject to regular review, with such review to take place not less than once every four years.

3.2 PERSONNEL FILES

- Millet Fire Department shall maintain a personnel file for each member. Such file shall be retained for a period of seven years from the member's official departure from Millet Fire Department.
- Personnel files shall contain information (electronic or physical documentation) relevant to the member's role with Millet Fire Department.

3.3 FIT FOR DUTY REQUIREMENT

- Members attending emergency incidents must perform their duties to the best of their ability, under any and all conditions, *when available to do so*, and when fit for duty (also see "Section 4 – Conduct").

3.4 ON-DUTY vs OFF-DUTY

- "On-Duty" shall refer to any instance whereby a member is directly or indirectly representing Millet Fire Department, including but not limited to:
 - The duration of emergency incidents
 - The duration of training events
 - The duration of any off-site event where members formally represent Millet Fire Department
 - All times when the member is in the Millet Fire Hall, or on a Millet Fire Department apparatus
 - The duration of duty-crews (see "Section 3.11 – Duty Crews")
- "Off-Duty" shall refer to any instance where a member is not on-duty, or not fit for duty.
 - Members are cautioned to use discretion when wearing Millet Fire Department apparel while off-duty.

3.5 HAIR STANDARDS

- At no time shall hair interfere with the proper seal of a Self-Contained Breathing Apparatus face piece.

3.6 INJURY

- To avoid injuring themselves or others, members shall be aware of and follow all safety rules.
- All accidents, sicknesses, or injuries, *no matter how seemingly trivial*, are to be reported immediately to the Fire Chief, or any Officer, as quickly as possible.

3.7 PERSONAL PROTECTIVE EQUIPMENT

- Members responding to emergencies shall wear PPE, including S.C.B.A.'s if required. PPE should be worn for the duration of the emergency.
- Request for new, replacement, or additional PPE shall be directed to the Safety Officer for consideration.
- Damaged PPE shall be brought to the immediate attention of the Safety Officer.



3.8 INFORMATION AFFECTING MILLET FIRE DEPARTMENT

- Members shall notify the Fire Chief, or in the Chief's absence, any Officer, of all matters coming to their attention that may affect the efficiency, effectiveness, interest, or welfare of the Department.

3.9 DEPARTMENT REPRESENTATION

- Except in the line of duty, no member or group of members will represent the Department for any cause without the official sanction of the Fire Chief.

3.10 MISUSE / MALICIOUS DAMAGE OF PROPERTY / VEHICLES

- Every member is held responsible for exercising all reasonable care to prevent abuse, damage, excessive wear or loss of Millet Fire Department property and equipment entrusted to said member's care.
 - It is understood and accepted that "property" may also include property and equipment operated by Millet Fire Department, but owned by the Town of Millet, County of Wetaskiwin, Leduc County, or the East West Millet Rural Fire Department Society.

3.11 DUTY CREWS

- Every member is assigned to regularly scheduled weekend Duty Crews, during which period he or she is required to be available to respond to all emergency incidents.
- Members may, at the discretion of the Fire Chief, arrange suitable coverage if he or she is unable to meet the requirements of his/her assigned Duty Crew.



SECTION FOUR (4) CONDUCT

4.1 THEFT OR DISPOSAL OF PROPERTY

- Members shall not loan, give away, sell, or convert to their own use, any material or property belonging to the Department, the Town, or any other Municipality.
 - Material or property, at the end of its useful (certified) life, may be gifted to members at the discretion of the Fire Chief.
- Theft is a serious offence that will generally be grounds for immediate dismissal. Members should conduct their responsibilities in an honest and responsible manner. Any theft will be reported to the authorities.

4.2 FALSIFICATION / MUTILATION OF RECORDS

- The falsification of records, the making of misleading entries with the intent to deceive, or the willful mutilation of any useful Department record, book, electronic file, or document, may be grounds for dismissal and possible pursuit of criminal charges.

4.3 ACCEPTABLE JOB PERFORMANCE

- Individual members of the Department are subject to periodic Performance Evaluations, which may include but are not limited to conduct, performance, and attendance reviews, at the discretion of the Fire Chief.
- Evaluations may be kept in each member's personnel file, in both hard copy and/or electronic format, as a record of their progress and development.
- All members have the right to provide feedback regarding any member, regardless of rank, at any time. Such feedback may be documented only when the member requests such formal documentation.

4.4 CRIMINAL CONDUCT

- All criminal offenses must be reported to the Fire Chief as soon as possible after said charges have been sworn, regardless of the nature of the charges.
- Any member who is convicted of a criminal offence, at any time (on- or off-duty) which prejudices the Department, the Town of Millet (or applicable Jurisdiction/Society) or other members' legitimate interests, is subject to disciplinary action and/or dismissal.
- Any member charged with an offence under the Criminal Code of Canada may be suspended from Millet Fire Department, dependent on the nature of the offence and its relationship to the duties of the volunteer member and/or Fire Department.
- Conviction of any offense may result in dismissal from Millet Fire Department without recourse.

4.5 PHYSICAL ASSAULT AND VIOLENCE

- A physical assault on any other person may be grounds for disciplinary action, suspension and/or dismissal.

4.6 ALCOHOL AND DRUG USE

- Any member who consumes alcohol or controlled narcotics (prescription or recreational) while on duty or reports for duty under the influence of these substances, may be subject to disciplinary action.
- Any member who has reasonable grounds to believe another member is incapable of performing duties safely or properly is obligated to immediately forward such concern to the highest-ranking member available.
 - The highest-ranking member available is then responsible to immediately notify the department's Senior Officers.



4.7 MALICIOUS GOSSIP

- Members shall not be party to any malicious gossip, report or activity which would tend to disrupt Department morale or bring discredit to the department or any member.
- Members found to be engaging in any scenario outlined above may be subject to disciplinary action, up to and including immediate dismissal from Millet Fire Department, at the sole discretion of the Fire Chief.

4.8 ON DUTY PRIVATE TRANSACTIONS

- The use of marked Fire Department vehicles for the primary purpose of conducting private business is prohibited.

4.9 DISCIPLINARY PROTOCOL

- The Fire Chief has singular authority to determine the severity of discipline to be enforced for all breaches of conduct outlined herein, including immediate dismissal from the Millet Fire Department.



SECTION FIVE (5)

CHARGES AND COMPLAINTS

5.1 CHARGES AND COMPLAINTS

- Charges or complaints may be preferred, by one member against another, who grossly violates, or who is alleged to have grossly violated the Standard Operating Guidelines as outlined herein.
- A member who prefers charges or complaints against another member shall be prepared to sustain them by producing complete and competent testimony at a hearing. To ensure this, they shall, at the time of the alleged violation, call it to the attention of any members present, specifying its character and notify the members present that they may be called as a witness. Any attempt at evasion of this witness duty by a member, will be cause for disciplinary action.
- Charges must be laid within a reasonable time after an alleged violation. The member laying a charge shall forward written documentation of the charge or complaint to the Fire Chief immediately.
 - Charges or complaints against the Fire Chief shall be forwarded, *in writing*, to the Council of the Town of Millet
- Charges or complaints may be heard by the Fire Chief, or a Board of Officers appointed by the Fire Chief. Notification of members to appear for a hearing will be in writing.

5.2 BOARD OF INQUIRY

- When complaints or written charges are preferred against a member and are of such a nature as so to warrant, the Fire Chief will appoint a Board of Inquiry which shall conduct an informal review of the facts involved. The Board will consist of the Fire Chief as Chairman and three (3) Officers (confirmed or acting) plus a member-at-large.
- When the charges or complaints are against the Fire Chief, the Council of the Town of Millet shall act as the Board of Inquiry.
- The inquiry should be held as soon as possible following the charge against the Member.

Procedure:

- The charged member will be informed via hand delivered letter by the Fire Chief (or appointed delegate) under the appropriate section of the Millet Fire Department Standard Operating Guidelines. The letter will contain the following specifications:
 - The section under which a violation is alleged to have occurred,
 - Date and time of the alleged offense,
 - Date and time of the Board of Inquiry.



- The following letter format, on official Millet Fire Department letterhead, must be used:

TO: Member's Name and Rank: _____

FROM: Fire Chief: _____

RE: BOARD OF INQUIRY

You are hereby informed that you have been charged under Section ____, of Millet Fire Department's Standard Operating Guidelines: That on _____, 20 ____, at ____:____ hours, you:

(details of the alleged offense, for instance "failed to appear at place of assignment", etc.)

You are to appear at Millet Fire Hall on _____, 20____, at ____:____ hrs where a Board of Inquiry will conduct an *informal* hearing of the charge(s) against you. The informal hearing may be electronically recorded.

Yours truly,

Fire Chief

c.c. The Charged Member(s)

Board of Inquiry's Conduct:

- The Chairman will open the inquiry by explaining that it is an informal hearing on behalf of the Department to determine if the charges that have been preferred are justified, after any extenuating circumstances or facts not mentioned in the charge are considered. The Board members may ask questions of either the member charged, or the charging member, to bring out information that will assist them in their decision. Should the Board request that all those present, except for the Board, leave the room, they are to stay close at hand, so they may be informed of the result of the inquiry.
- After the Board has considered the circumstances of the charges as they were related during the inquiry, they will decide on the validity of the charges.
- When the decision has been made, the charged member as well as the charging member, will be asked to return to hear the decision of the Board.
- If the charges are determined by the Board to be unfounded, based on information brought out during the enquiry, the Chairman will so inform those present and describe the circumstances that were considered in reaching this decision. The Chairman will then declare the charges dismissed and the enquiry adjourned.
- However, if the charges are determined to be justified, the charged member will be informed by the Chairman that the Board will recommend a formal hearing be established.
- The Chairman will then inform the charged member of two possible options:
 - Option number one: The charged member may be instructed to appear at a formal hearing, with date to be established as soon as possible. He or she will be permitted to introduce supporting witnesses and may question the charging member or any other witnesses that may be present at the hearing.
 - Option number two: The charged member may elect to proceed immediately with the formal hearing. The present Board will remain. After hearing any additional testimony, the Board will render a verdict and if found guilty, make a recommendation regarding a suitable penalty.
- The same Officers that sat as the Board of Inquiry will reconvene to conduct the Hearing. The member



charged will be informed in the same manner that was used to arrange the "Board of Inquiry" and the same general rules will apply. The Hearing may be electronically recorded.

Structure of the Formal Hearing

- The Hearing will commence with the Chairman reading the charges and asking the charged member concerned for a plea of 'guilty' or 'not guilty' to the charges as specified. If a guilty plea is entered, the Board will encourage any additional testimony that may bring out extenuating circumstances that may have a bearing on the final verdict or penalty recommendation. After the completion of all testimony and questioning the member, the Board will consider the circumstances and the penalty.
- The recommendation penalty may range from formal reprimand to loss of privileges, to suspension for a specified time, or termination.
- A complete record of all proceedings, including the recommended penalty, will remain on file with the Fire Chief. This file will remain confidential.
- If the charged member pleads "not guilty", the Board will hear any additional testimony, including that of witnesses who may appear on behalf of the member charged or the member who has preferred the charges. The hearing will proceed as previously outlined, with the "Board" questioning all parties involved, to bring out additional information relative to the situation. When all testimony and questioning has been completed, the member and any witnesses will leave the room and the Board will consider their verdict.
- If the Board determines that the member is not guilty of the charges specified, the charged member will be so informed and will be free to return to place of assignment without prejudice.
- If the Board determines that the member is guilty of the charges as specified (via a majority vote), the charged member will be so informed. The Board will make their report and recommended penalty.

5.3 INTERFERENCE WITH BOARD OF INQUIRY

- No member shall directly or indirectly intercede with a member of a Board of Inquiry (as outlined in this manual) for or against any member whose hearing is pending or being heard, except as provided by law.

5.4 APPEALS AND GRIEVANCES

- Members having cause to believe that they have been unjustly or unfairly treated may appeal to the Fire Chief.



SECTION SIX (6)

FIRE DEPARTMENT ISSUED CLOTHING

6.1 DEPARTMENT AND PERSONAL PROPERTY

- Members must remove, and return to the Fire Chief, all Fire Department decals and markings before disposing of private vehicles to persons outside Millet Fire Department.

6.2 EXCHANGE / REPLACEMENT / DISPOSAL OF FIRE DEPT ISSUE CLOTHING

- Standard Millet Fire Department issued clothing may include (but in no ways is limited to) duty wear, dress uniform (ie. Class "A" Formals), epaulettes, buttons, name tags, shoulder patches, buttoned shirts, collared shirts, t-shirts, toques, hats, license plates, or any other 'branded' items bearing Millet Fire Department's official symbol or logos ("insignia"). At all times, these items remain the property of the Fire Department and must be returned at the request of the Fire Chief.
- All members shall wear duty clothing, or dress uniform, as prescribed. The Fire Chief holds ultimate discretion as to if or when members may be offered standard issue items.
- If issued by the Fire Department, name tags will be of a standard design and will be always worn on duty wear or uniform items.
- At all times, shoulder epaulettes shall be worn on duty wear or uniform items.
- Millet Fire Department patches shall be displayed on duty wear and uniform items.
- In the event any standard issue Fire Department Clothing requires exchange, replacement, or disposal, such requests shall be directed to the Fire Chief (or any appointed delegate), who will evaluate if approval is warranted, and provide authorization for replacement.
- If standard issue Fire Department clothing requires disposal, all buttons, badges, and shoulder patches must be removed. These removed items must be retained for re-use or returned to the Fire Department.

6.3 OFF DUTY USE OF UNIFORM / DUTY WEAR ITEMS

- Unless conducting an authorized fire department activity, no member will wear his uniform or duty wear.
- Members shall wear uniform / duty wear issue only as prescribed.

6.4 DRESS GUIDELINES AND PERSONAL HYGIENE

- Members are responsible for always maintaining a high standard of dress. If wearing any item bearing any type of Millet Fire Department insignia, the member is expected to represent Millet Fire Department in the highest regard.
- Members shall keep their persons, uniforms, and lockers in a neat and clean condition. Persistent unsanitary or offensive habits will be cause for disciplinary action.

6.6 DUTY CLOTHING

- Fire Department issued duty clothing shall be worn at fire practices and training events.
- In the event a member (probationary or other) has not been issued duty wear, task appropriate clothing must be worn.

6.7 FORMAL UNIFORM

- Members may be eligible, at the Fire Chief's discretion, for a department issued formal uniform (ie. Class "A" Formals) after 4 years of service, or sooner, on a case-by-case basis per Fire Chief discretion.



SECTION SEVEN (7) **MEDIA AND PUBLIC RELATIONS**

7.1 RELEASE OF DEPARTMENTAL INFORMATION

- Without the express permission of the Fire Chief, members shall not give verbal or written information about the business affairs or matters that arise from the guidelines, procedures or practices of the Fire Department to anyone not directly connected with and working on behalf of the Fire Department.
- Millet Fire Department has several verified media outlets, including but in no way limited to Millet Fire Department webpage, Twitter page, Facebook page, LinkedIn page, Instagram page.
- Members are at no time permitted to post to their own Social Media any details, photos, or information of emergency scenes, unless sharing content that has been publicly released via Millet Fire Department's verified Media outlets.
- Members are at no time permitted to use *personal* cameras, recording devices, or cellular devices on emergency scenes or training sessions without the consent of a Senior Officer or Incident Commander.
- To ensure information which may prejudice '*official investigations*' is contained, members are advised to refer all such inquiries to the Fire Chief, Deputy Fire Chief, or Public Information Officer.
- In the matter of fire investigations, members will not disclose any information directly or indirectly relating to fire investigations to members of the public or such persons as specified in the Fire Prevention Act. All requests for information regarding fire investigations shall be referred to the Provincial Fire Commissioners Officer.
- Specific information regarding emergency incidents, patients, or victims will not be disclosed at any time, and in the event such information is formally requested, such request shall be as per "*Section 7.2 - Media Enquiries*".

7.2 MEDIA ENQUIRIES

- All media or public enquiries directed to Millet Fire Department in person, or via an official Millet Fire Department medium (email, telephone, Social Media, etc), will be forwarded to the Fire Chief or Deputy Fire Chief for official response and follow-up.
- The Fire Chief or Deputy Fire Chief may request any member to respond on behalf of Millet Fire Department in an official capacity, on a case-by-case basis. Most often, such responsibility will be delegated to the Public Information Officer.
- If information is to be publicly released, only the facts of the present situation, with no attempt to add additional information, will be provided. Millet Fire Department's official response to questions formulated on hearsay or speculation shall be "*No Comment*".

Procedure:

- Care must be exercised when releasing information about any incident to which Millet Fire Department responds. Unless officially tasked with publicly disseminating information, members must withhold all comment.
- When media representatives, or the general public, request information *at the scene* of an emergency incident or training event, the Fire Chief (or an appointed delegate) is authorized to offer a verbal statement briefly summarizing only the facts of what has happened.

7.3 COMPLAINTS AGAINST THE MEDIA OR GENERAL PUBLIC

- Members are not to respond to any direct contact with the media or general public. In situations where a Department member feels information has been inaccurately reported (by the media, or the general public), they are to refer to "*Section 7.2 – Media Enquiries*".

7.4 CONFIDENTIALITY

- Criticism and/or remarks regarding emergency incidents or fire department events which may involve



other Municipal, Provincial, or Federal Departments or their people (internal or external) are to be kept confidential. In the event a member has cause for concern in these instances, the matter is to be reported to the Fire Chief immediately for any necessary action.

7.5 PRESS PHOTOGRAPHERS AT EMERGENCY INCIDENTS OR EVENTS

- In order to maintain a working relationship between Millet Fire Department and the media, the following PROCEDURES will be utilized at the scene of the emergency.

Procedure:

- The right to take photos or video at any emergency incident or event remains with the photographer / general public UNLESS their presence endangers their own safety or the safety of others, interferes with operations, or is likely to prejudice the success of investigations. Publications of any photo or videotape (abhorrent or not) is the responsibility and decision of the Editor or owner of any such media (this includes Social Media).
- Reasonable movement outside fire lines by photographers / general public must be accepted. Access within fire lines by properly authorized photographers is acceptable, providing they conform to the restrictions above.
- All authorized photographers will display a press card. This card identifies the carrier by name and identifying photo. Authorized photographers may be requested to provide government-issued photo identification as well.
- All members of Millet Fire Department are expected to use discretion and good judgement in interpreting the above regulations. Decision to refuse access to any photographer should not be taken because of bias. Physical restraints will not be employed by any member of the Department. The Incident Commander shall be responsible for the decisions regarding media access.

7.6 FIRE DEPARTMENT LOGO, INSIGNIA, AND BRANDING

- The Millet Fire Department logo (or any likeness / variation of it) may only be used at the discretion of the Fire Chief (examples include but are not limited to use on clothing, advertising, or promotional items).
- Effective with the 2020 Standard Operating Guidelines (as adopted June 24, 2020), the Official Millet Fire Department logo appears below. At all times, this logo remains the sole proprietary and intellectual property of Millet Fire Department:



7.7 SOCIAL MEDIA POLICY

7.7.1 Purpose:

- to set a level of expectation for members of Millet Fire Department (“MFD”) related to their participation in the taking, editing, or disseminating of any activities, emergency or otherwise, that MFD may be engaged in.
- to set expectations regarding use of personal equipment (including but not limited to cameras, video cameras, cell phones and cell phones photography/videography/sound recording).
- to ensure that members who use social media do so in a responsible manner that is not disruptive, disrespectful, offensive to others, or harmful to MFD, the Town of Millet, the County of Wetaskiwin, or



Leduc County (the "Jurisdictions"), as well as the East West Millet Rural Fire Department Society, MFD Community Relations Team, and MFD Veteran Firefighters Association (the "Societies").

- To define "Social Media" to include but not be limited to blogs, podcasts, online collaborative information and publishing systems (accessible to internal and external audiences), online forums, photo and internet social networks (including but not limited to YouTube, TikTok, SnapChat, Instagram, LinkedIn, MySpace, Facebook, Twitter).

7.7.2 Scope:

- MFD cannot prohibit members from taking videos or pictures of emergency incidents or department activities while he/she is off duty; however, such actions are not authorized by the department and members are personally responsible for any civil or criminal liability arising from such actions. This includes but is not limited to, claims of invasion of privacy, defamation, intentional infliction of emotional distress, etc.
- MFD may impose corrective or disciplinary action against members for their on- and off-duty activities in both mainstream and Social Media platforms.
- Members are not permitted to take photographs or videos while performing any fire department duty or activity, specifically including during an emergency response, unless:
 - asked to do so by a Senior Officer or Incident Commander,
 - the member obtained prior written authorization from the Fire Chief or his/her designee, or
 - the member could not obtain appropriate authorization but has reason to believe capturing such photographs or videos will assist in official MFD operations.
- Any photograph or video taken while performing any department duty or activity is the property of the department and is not the personal property of the person taking the photograph or video.
 - Any photograph or video taken on the scene of an emergency incident must be included as part of the incident report and file.
- A member may not make personal use of a photograph or video taken while performing a department duty or activity. "Personal use" includes, without limitation, showing or sending the photograph/video to any person; displaying the photograph/video in any area that may be viewed by the public; posting the photograph/video on any blog, wiki, social media website, online photo sharing website, or other area of online publishing or discussion; or otherwise exhibiting or displaying the photograph/video in a manner that is inconsistent with this policy.

7.7.3 Social Networking Provisions:

- Specifically, when discussing or posting information about MFD, its property, or its members, the jurisdictions, or Societies in any online platform (regardless of on- or off-duty), the following must be adhered to:
 1. Identify yourself. Do not share opinions about any matters anonymously. Use a personal email address as your primary means of identification. Under no circumstances are you authorized to use a fire department provided email address.
 2. Use a disclaimer and write in the first person. Make it clear you are speaking for yourself and not MFD, the jurisdictions, or the Societies. Members do not have authorization to speak on behalf of MFD unless permission is specifically granted by the Fire Chief. As a result, members are not permitted to identify or disclose that they are a member of Millet Fire Department when sharing their opinion about MFD, jurisdiction, or Societies related matters, unless the member has received prior authorization. Information shared via social media is the opinion of the writer only – not the fire department - and this should be communicated to recipients of the information.
 3. Be aware of your role in representing MFD in online social networks. If readers are aware of your identity as a fire department member, be careful how you present yourself. Be sensitive to the fact that any comments on a website or social network are public. They are immediately searchable and accessible by others and are subject to being republished on other social networks or to the media. Be aware that libel, defamation, PIPA and data protection laws apply to your activities.



4. If someone from the general public, the media or the press contacts any MFD member about posts made in online forums that relate to MFD, the jurisdictions, or the Societies in any way, the member is to immediately alert the Fire Chief, or any Officer in his/her absence.
5. All MFD information and records is extremely confidential and should not be disclosed to anyone at any time – even if the disclosure is to describe MFD or its members in a positive light. This applies whether the member is posting to their personal site or commenting on other sites.
6. Be respectful and professional at all times. Communicate online with respect for others. Remember that information shared via social media is public information that could easily be viewed by anyone. Use good judgment and strive for accuracy; if you make an error in a post, admit your mistake and correct it immediately.
7. When communicating or posting online about MFD, jurisdiction, or Societies' related matters, do not send or display any information that may be construed as offensive or harassing. This includes, but is not limited to pornographic images, sexual references, racial slurs, comments regarding an individual's gender, age, sexual orientation, religious beliefs, national origin, disability or any other characteristic protected by law, or comments that intimidated or threaten another person. Please refer to "**A CODE OF ETHICS FOR MILLET FIRE DEPARTMENT MEMBERS**" herein for more information.
8. It is unacceptable to communicate or post information that defames MFD or its members, or casts MFD in a negative light. While your activities outside of the fire department are generally your business, public comments that negatively affect MFD, its members, the jurisdictions, or Societies will not be tolerated.
9. MFD representation via online social medial platforms can only be initiated as designated by the Fire Chief. There can be no official fire department sites or pages (YouTube, TikTok, SnapChat, Instagram, LinkedIn, Facebook, Twitter, etc), unless authorized by the Fire Chief. Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed and persons responsible subject to disciplinary action.

7.7.4 Social Network Review and Monitoring:

- All electronic communications and postings regarding MFD via social media channels may be subject to monitoring and/or search at any time and for any reason. When online/social networking affects a member's job performance, the performance of other members, or MFD's interests, MFD will respond as necessary as outlined in the Millet Fire Department Standard Operating Guidelines.
- *Therefore, members may not maintain an expectation of privacy with respect to public, online communications involving MFD, jurisdiction, or Societies' related matters.*

7.7.5 Discipline for Violation:

- Violations of this policy may result in discipline up to an including termination in accordance with the Standard Operating Guidelines of Millet Fire Department.



SECTION EIGHT (8) **ORGANIZATION**

8.1 FUNERALS

- Any fallen member of Millet Fire Department (active or retired) may, at the request of his/her surviving next of kin, be granted a funeral with full regimental honors.
- Notwithstanding the above, participation at funerals shall follow the requests of the surviving next of kin, without exception.

8.2 RECRUITMENT OF NEW MEMBERS

- Application forms must be completed and forwarded to the Recruitment Committee for their recommendation to the Fire Chief.
- At the time of interview by the Recruiting Officer, an applicant must provide the following information:
 - Drivers' Abstract
 - Copy of Driver's License
 - Criminal Record / Vulnerable Sector Check
- Application forms may be held on file, indefinitely, for the Recruitment Officer to contact applicants at any time in the future, as the Department seldom actively recruits new members, instead opting to recruit on an "as needed" basis.

8.3 MEMBER ELIGIBILITY

- To be eligible to serve as a member of Millet Fire Department, the member or applicant:
 - must maintain primary residence within a 10-km radius of the Town of Millet, **OR** have primary daytime (e.g. 8:00 am to 5:00 pm) employment within a 10-km radius of the Town of Millet;
 - must not have a Criminal Record or outstanding warrants for arrest;
 - must not have a suspended Driver's License;
 - must be at least 18 years old (excepting anyone participating in a "Junior Firefighter Program")
 - must meet the attendance requirements as outlined in "Section 1.1.5 - All Members, regardless of Role" herein.
- Exceptions to eligibility requirements may be considered at the Fire Chief's sole discretion.

8.4 OFFICER'S MEETINGS

- Monthly meetings will be held with the Officers of the Millet Fire Department in attendance. Firefighters will be advised of any changes to guidelines or procedures at regular monthly training sessions, or via electronic notification.

8.5 LEAVE OF ABSENCE / ABANDONMENT

- Any member seeking a leave of absence must provide such request in writing, addressed, and delivered to the Fire Chief. Such request must outline the expected duration of the leave as well as provide details as to the *general nature* of the request.
- As a general rule, a leave of absence shall be any absence expected to last at least 4 weeks.
- The Fire Chief shall use careful discretion in choosing to support or deny any request for leave of absence.
- Should the Fire Chief request a leave of absence, such request shall be made in writing, addressed to Town Council, and shall outline the expected duration of the leave as well as provide details as to the general nature of the request.
- A member shall be deemed to have abandoned his/her role in the event where he/she goes greater than 4 weeks without contact to the Fire Chief regarding said vacancy. Should a member be deemed to have abandoned his/her role, a formal note shall be placed in his/her personnel file with copy provided to the member, and the member's end of service date shall be recorded as his/her last documented training or



emergency incident.

8.6 REINSTATEMENT POLICY

- Any member seeking reinstatement after taking a leave of absence must formally apply for reinstatement. Requests for reinstatement will be placed on the agenda of the next Officer Meeting for discussion, after which the Fire Chief will review recommendations and make a decision.
- Members who leave Millet Fire Department as a result of Abandonment, or who resign of their own accord, shall be required to reapply (as per "Section 8.2 – Recruitment of New Members") should he/she wish to rejoin Millet Fire Department at a future date.

8.7 SERVICE AWARDS

- Millet Fire Department Years of Service shall be recognized and awarded at intervals *after successful completion* of the following years of service: 1st year, 5th year and in 5 year intervals thereafter.
 - The duration of any leave of absence shall not be included in Years of Service.
- Alberta Emergency Services Medal and Service Bars shall be applied for under the recommendation of the Fire Chief as per the Government of Alberta's Criteria (ie. currently 12 years for the medal and 10-year intervals thereafter). It is known and understood that Millet Fire Department does not award this medal.
- Fire Services Exemplary Service Medal and Service Bars shall be applied for under the recommendation of the Fire Chief, as per the Government of Canada's Criteria (ie. currently 20 years for the medal and 10-year intervals thereafter). It is known and understood that Millet Fire Department does not award this medal.
- Eligibility for the "MFD Axe Award" requires a minimum 20 years of service to Millet Fire Department and must also be supported by recommendation of the Fire Chief.

8.8 REDUCTION IN RANK

- Any member who requests a reduction in rank does so at the discretion of the Fire Chief, who will determine where in the Chain of Command the member will rank.
- Notwithstanding the above, in the event where the acting Fire Chief requests a reduction in rank, his/her future rank will be determined by the incumbent Fire Chief once appointed to the role by the Town of Millet.
- Any member who requests a reduction in rank, for any reason, must comply with all requirements for the role being assumed, as defined in "Roles & Responsibilities".
- Furthermore, all members, regardless of rank, are expected to fulfil the *minimum requirements* as outlined in "Section 1.1.5 - All Members, regardless of Role". Failure to meet these requirements, regardless of rank, is sufficient justification for the member's immediate dismissal, at the discretion of the Fire Chief.



SECTION NINE (9) **HUMAN RESOURCES**

9.1 HONORARIUM

- Members will be paid an Honorarium annually for activities completed for Millet Fire Department, including training sessions and firefighting.
- Millet Fire Department shall use a 12-month period, generally acknowledged as January 1st through December 31st, as the basis for payment.
- Remuneration / compensation is on the bases outlined in "*Section 1.3 – Remuneration & Compensation*".

9.2 EXTRA COURSES & TRAINING

- Members are encouraged to actively engage in Firefighter Certification courses and to attend any other training deemed of benefit to them in their role with Millet Fire Department.
- Course fees may be paid, at the discretion of the Fire Chief, using funds allocated in the annual operating budget, as outlined in "*Section 1.3 – Remuneration & Compensation*".

9.3 TRAVEL

- Mileage must be approved by the Fire Chief *prior* to any such claim being submitted.
 - Mileage will be paid at a per-kilometre rate, based upon the Provincial Government's rate schedule as of the date of travel.
- Food and lodging expenses will be examined on a case-by-case basis by the Fire Chief.

9.4 DOCUMENTATION

- All members must provide documentation, as requested from time to time, including but not limited to:
 - Valid driver's license
 - Driver's Abstract
 - Criminal Record / Vulnerable Sector Check
 - Social Insurance Number
- Documentation held by Millet Fire Department shall be considered privileged information and treated as such at all times.

9.5 UNAUTHORIZED PERSONAL GAIN / MEMBER MISCONDUCT

- Any member who uses his/her membership for unauthorized personal gain shall be subject to disciplinary action, up to and including termination.
- Examples of such misconduct include, but are not limited to:
 - Use of MFD name / logo / membership status in attempt to avoid citation or prosecution.
 - Use of MFD name / logo / membership status in soliciting a discounted prices on goods or services.

NOTE: If any business offers an *unsolicited* discount to a member, the member is permitted to accept such goodwill. In these instances, the member is asked to show the vendor their Millet Fire Department Membership card, as proof of their good-standing.



SECTION TEN (10) **MILLET FIRE HALL**

10.1 CARE OF MILLET FIRE HALL

- Members will ensure that the fire hall is properly cleaned and maintains a high standard of tidiness. Officers will be assigned a crew of members who, on an Annual rotation, will be responsible for cleaning the Fire Hall twice monthly during each cleaning crew's assigned months.
- Members who respond to the Fire Hall, but are not sent to the emergency scene are encouraged to complete general tidy-up of the premises while awaiting on-scene crews to return.
- All brooms, mops and other cleaning implements are to be stored in a place so as not able to cause accidents. After use, cleaning implements and commodities should be left in a thoroughly clean condition.

10.2 PERSONAL LOCKERS

- Members shall always keep their assigned lockers neat and tidy.
- The Fire Chief (or delegate) has the right to search assigned lockers at any time, without notice.

10.3 ALTERATIONS AND INSTALLATIONS

- Individuals will not be permitted to make profits from machines or devices on Millet Fire Department property, unless otherwise approved in writing by the Fire Chief.
- Damages to buildings, furnishings or department property must be reported immediately to the Fire Chief. Members are to refer to "Section 5 – Charges and Complaints" if applicable.

10.4 TRANSPORTATION

- Fire Department apparatus will be the only vehicles used to transport members to and from emergency scenes, unless otherwise authorized as below:
 - Personal vehicles may be used for response directly to an emergency scene only if authorized by the Fire Chief or the highest-ranking member at the fire hall at the time of initial response (please refer to "Section 18 - Running Orders").
 - Members who respond directly to an emergency scene do so at their own risk and are required to follow all traffic laws.
 - It is the responsibility of members to have appropriate automobile insurance and registration, at his or her expense.

10.5 OBSTRUCTION

- Fire hall driveways, doorways, approaches, or exits are not to be blocked at any time by vehicles belonging to either members or visitors.
- Millet Fire Department property will not be used to store, display, or sell private vehicles or other property.
- Parking immediately in front of the Millet Fire Hall Office is reserved for the Fire Chief and Deputy Fire Chief at all times.

10.6 FIRE HALL TOURS

- Public tours may be arranged with the approval of the Fire Chief.



SECTION ELEVEN (11) SECURITY

11.1 BUILDING SECURITY

- When the Millet Fire Hall premises is to be left unattended, it will be secured to prevent entry by unauthorized persons.
- The 'last-out' member is responsible for ensuring the building is secure, with all doors and windows closed and locked.

11.2 ADMINISTRATION

- Door codes shall be made for hall entry.
- Door codes for entry to the fire hall shall not be advised to unauthorized persons. It will be at the Fire Chief's discretion to define who is granted authorized status.
- Passwords for electronic devices, computers, servers, hardware and software are the sole possession of Millet Fire Department and are to be changed only at the Fire Chief's discretion. Further, passwords are only to be disclosed to members who have a valid reason to obtain such information.
- Documentation with personal and/or other private information shall be held in locked cabinets, with keys to such cabinets assigned at the Fire Chief's discretion.

11.3 ELECTRONIC FILES AND INFORMATION

- Information, including sensitive personal information, may be stored in electronic files or within vetted and approved software. Additionally, these files may, under the tutelage of a third-party IT partner, be stored in Cloud-based software and/or servers.

11.4 DISCLOSURE

- No member shall disclose information derived from Millet Fire Department business to any person outside of Millet Fire Department, without the permission of the Fire Chief. Unauthorized disclosure will be cause for disciplinary action.

NOTE: This may apply to any Millet Fire Department member's family members also, if the nature of the information is disparaging to the Department, pertinent to an ongoing investigation, or otherwise causes to defame the Fire Department. For this reason, members should also caution immediate family members, regarding use of Social Media (refer to "*Section 7.1 - Release of Departmental Information*").



SECTION TWELVE (12) APPARATUS

12.1 APPARATUS USE

- Firefighting apparatus is to be used only for the official business of the Fire Department. The carrying of civilian passengers, not specifically authorized by the Fire Chief, is strictly forbidden.
- Members may not drive any apparatus without proven competency in operating said apparatus. Such competency shall be determined at the discretion of the Fire Chief and Officers (particularly Training Officer(s)).
- Firefighting apparatus are not to be used for personal means, without the consent of the Fire Chief, who shall provide or withhold permission based on the circumstances.

12.2 MILLET FIRE DEPARTMENT COMMAND UNIT

- The East West Millet Rural Fire Department Society authorizes the use of Millet Fire Department's Command Unit (also known as Charlie 1) to expedite initial response to the emergency scene, establish Incident Command, and instruct incoming apparatus and crews.
- The Command Unit will, in most instances, be stationed away from Millet Fire Hall when not at an active emergency scene, to enable expedited initial response.
- The Fire Chief may use discretion to authorize any Member to take charge of the Command Unit at any time.

12.3 OUT-OF-SERVICE

- Millet Fire Department Apparatus are not considered out-of-service in any condition where response could be made without delay (such as changing part of a hose load, etc.).
- Apparatus being used in training sessions away from the fire hall but still within the defined emergency response district are to remain in service. Radio contact with the dispatch center is to be always maintained.
- If a Millet Fire Department Apparatus is to be taken out of service, notification shall be given to the Dispatch Centre immediately, and the Apparatus will be marked out of service at Millet Fire Hall.

12.4 OPERATOR'S LICENSES

- Millet Fire Department Apparatus are not to be operated by any member without a valid, satisfactory operator's license.
- Members are not to drive any apparatus unless qualified to do so.
- If a paramedic requires assistance in treating a patient and there is also a need to transport immediately, then the best qualified firefighter at the incident should be detailed to assist the paramedic in charge.

12.5 REGISTRATION

- Members shall ensure that folders containing financial responsibility cards and licenses are secured in an appropriate location in each vehicle.
- In the event of a motor vehicle collision involving a Millet Fire Department apparatus, it is the *driver's* obligation to follow the procedure outlined in "Section 17.17 – Collisions Involving Fire Department Vehicles".

12.6 CLEANING APPARATUS

- As part of a normal maintenance routine, **ALL** apparatus will be thoroughly cleaned. All parts of the vehicle ordinarily visible (inside and out) shall remain clean when in a state of readiness. Apparatus returning to the station in a dirty condition shall have any heavy accumulations of mud etc., removed immediately with a more thorough cleaning to follow.



- In instances of extreme cold, Commanding Officer(s) may in their sole discretion authorize delay in cleaning of fire apparatus, to prevent freezing of compartment doors.

12.7 VEHICLE DOORS

- To prevent damage to cab and compartment door hinge assembly (which are not adjustable on some models of vehicles), **ALL** cab and compartment doors will be kept closed and latched when not in use.
- All vehicle cab and locker doors must be closed by hand in an appropriate manner to prevent damage.

12.8 APPARATUS FUEL AND OIL

- It is extremely important that all gasoline, diesel, and oil consumption be charged to the apparatus, vehicle or tool that uses it. Members are to ensure that apparatus are properly recorded on fuel reconciliation forms (receipts) as applicable.
- All department vehicles are to be kept adequately fueled in a state of readiness (generally accepted as reading $\frac{3}{4}$ full).

12.9 WARNING LIGHTS

- To conform to Alberta Government Transportation ruling (which prohibits "Blue Warning Lights" on Fire and Ambulance Apparatus and reserves "Alternately flashing red lights" for school buses), Millet Fire Department's apparatus shall follow acceptable NFPA Standards.

12.10 PUMPS CONTINUOUSLY CHARGED WITH WATER

- Department Fire Pumps will be continuously charged with water when the pump has been engaged. While engaged, pumps that are not actively pumping water shall circulate water through either partially open hoses, or back to the supply tank, especially important during winter weather conditions.

12.11 PUMP PORT LUBRICATION

- Silicone spray (not grease or oil) will not be used to lubricate the threads on pump ports.

12.12 MECHANICAL FAILURE WITH DEPARTMENT VEHICLES

- To prevent further damage, members encountering a mechanical failure will notify the Fire Chief and Equipment Officer immediately.
- If repairs are required, members shall be guided by "*Section 12.3 – Out-of-Service*".

12.13 EMERGENCY READINESS

- All members are to ensure that emergency vehicles are kept in a state of readiness. Removing more equipment for cleaning purposes than can readily be replaced in the event of an alarm is prohibited.

12.14 SAFE MOVEMENT OF VEHICLES

- Prior to being put in motion, whether on an emergency scene or elsewhere, the driver/operator of any apparatus will determine by first walking around the vehicle, that all doors are closed and latched, and equipment is properly attached or stowed.
- At all times, but especially in vicinity of children, driver/operators of any fire apparatus or vehicle shall exercise extreme caution.
- Before and while backing up department vehicles, especially fire apparatus, driver/operators shall be sure it is safe to do so. Driver/operators must recruit others, preferably department members, to stand in a conspicuous place at the rear of the vehicle to serve as a spotter. In cooperation with the driver/operator, this person will assist in directing the vehicle's safe movement.
- When any firefighting apparatus is parked, wheel chocks shall be utilized to prevent unexpected movement.



- Prior to any firefighting apparatus being put in motion, horn signals must be used as follows: 1 Beep to signify STOP; 2 Beeps to signify FORWARD MOTION; 3 Beeps to signify BACKWARD MOTION.



SECTION THIRTEEN (13) EQUIPMENT

13.1 ARRANGEMENT OF EQUIPMENT

- Alterations or rearrangement of apparatus equipment will not be made without the express permission of the Fire Chief.
- Members who have suggestions for arrangement of apparatus or equipment are encouraged to discuss with the Equipment Officer.

13.2 FUEL MIXTURE FOR SMALL EQUIPMENT

- Unless otherwise instructed, all two cycle engines are to be refueled from purchased, pre-mixed gasoline containers.
- If pre-mixed fuel is not available, the fuel will be mixed by an assigned firefighter only.

13.3 EXTRICATION POWER UNIT

- When transporting any hydraulic extrication tool, it shall not be carried by the hydraulic lines.
- When storing hydraulic extrication tools, sharp bends in the hydraulic lines must be avoided. Lines must be depressurized and stored with proper dust caps covering all hydraulic connections.

13.4 CHECK SHEETS

- Millet Fire Department shall use a check sheet system for controlling apparatus and equipment.
- Check sheets include:
 - **Equipment Check Sheets / Inventory List**
 - The Equipment Check Sheet / Inventory List records the identity and location of each piece of equipment assigned to each specific fire apparatus.
 - Equipment check sheets shall exist for each Millet Fire Department Vehicle under the responsibility of the Equipment Officer.
 - **Apparatus Check Sheet / Truck Check**
 - The apparatus check sheet / truck check assists in maintaining regular checks of each vehicle's road worthiness.
- **ANY SHORTFALLS OF EQUIPMENT OR APPARATUS MUST BE NOTED TO THE FIRE CHIEF AND / OR EQUIPMENT OFFICER(S) IMMEDIATELY.**
- Members will ensure that each vehicle and its equipment is checked, at minimum, semi-monthly. Additional checks may be made after emergency incidents to maintain direct control of all equipment.
- The responsibility for conducting apparatus and equipment checks shall be rotated among all members, under the tutelage of the Equipment Officer(s). Consecutive equipment checks by the same members is to be avoided whenever possible.
- Incorrectly placed, or damaged equipment will be immediately reported and returned to the appropriate apparatus.

13.5 WINTERIZATION

- All apparatus and equipment (as applicable) will be winterized according to applicable maintenance schedules throughout the winter months, or as determined by the Fire Chief in conjunction with the Equipment Officer(s).



SECTION FOURTEEN (14) SAFETY

14.1 APPARATUS SAFETY

- All members will wear/appropriately utilize the safety gear as supplied on all fire apparatus.
- Members who are not trained in the operation of any apparatus or piece of equipment must not operate or use said apparatus or equipment until competent in doing so.
- All members will fasten seat belts when riding in a moving fire apparatus vehicle. NO exceptions.
- All members riding in a fire apparatus must not don their fire helmet until the apparatus has come to a complete stop and the driver sounded the horn.

14.2 S.C.B.A. SAFETY

14.2.1 General S.C.B.A. Safety Considerations

- Members will be conversant with and adhere to Millet Fire Department's Standard Operating Guidelines (S.O.G.S.), regarding Self Contained Breathing Apparatus (S.C.B.A.).
- Each Member must demonstrate the ability to safely don and doff S.C.B.A. Members must complete all the necessary safety checks and procedures, as outlined in training procedures, within a 60 second time limit and be able to describe the various parts, care and maintenance of the S.C.B.A.
- Each Member must acknowledge his/her responsibility in bringing forward any malfunction of or disrepair found in any part of the S.C.B.A. system(s).

14.2.2 Regulator Damage

- Members shall maintain awareness of their S.C.B.A regulator while wearing S.C.B.A. to prevent damage.
- Members shall store all S.C.B.A.'s in assigned apparatus lockers to prevent damage during transport.

14.2.3 S.C.B.A. Readiness Checks

- All S.C.B.A.'s will be checked on a regular basis, and after each use, to ensure a state of readiness.
- When stored in the 'ready position', S.C.B.A. cylinders and exchange cylinders will read **above 4,000 psi**. When a cylinder reads 4,000 psi or less, it will be refilled and/or exchanged for a *full cylinder*.

14.2.4 S.C.B.A. Cylinders

- Cylinders not used in any one (1) month period, or after any use, shall be checked and recharged as required.
- For purposes of keeping S.C.B.A. up to date, a designated S.C.B.A. Officer(s) shall be in charge.

14.2.5 Unscheduled Maintenance

- If, for any reason, an S.C.B.A. becomes inoperative, it shall be removed and sent for repair immediately.

14.3 OFFICE & PREMISES SAFETY

- Applicable Fire Code regulations shall be followed and adhered to on Millet Fire Department premises.
- When the S.C.B.A. refill station is in operation, all combustion engines must remain OFF, whether inside or outside the fire hall, to ensure dangerous exhaust fumes are not drawn into S.C.B.A. cylinder(s).



SECTION FIFTEEN (15) RADIO AND THIRD-PARTY COMMUNICATIONS

15.1 RADIO & PAGER SERVICING - AUTHORIZING

- All portable radio and pager problems shall be reported to the Fire Chief.
- All repairs to radios or pagers must be authorized by the Fire Chief.

15.2 PORTABLE RADIO & PAGER CARE

- Portable radios shall remain ready for use at all times, placed on a charging station when not in use, powered **OFF** and left on 'Talk Around' channel.
- Each portable radio shall be tested each time its battery is exchanged.
- Each firefighter shall be granted a pager and charging dock; basic care and attention is required by the member to keep the pager in good working condition.
- Officers shall be provided a portable Radio and charging dock, rather than a pager; basic care and attention is required by the Officer to keep the radio in good working condition.

15.3 RADIO PROCEDURE

- When using portable radios, messages shall be communicated as follows:
 - The Person or Apparatus You are Calling (Pause) – Who You Are Calling
e.g. "Fire Dispatch – Pump 2"

Once acknowledged (e.g. "Pump 2 – Dispatch – Go Ahead"), relay your message
e.g. "Pump 2 Enroute"
- Wherever possible to minimize radio traffic, "Talk Around" channel shall be used on emergency scenes.

15.4 THIRD-PARTY SOFTWARE APPLICATION

- Millet Fire Department may use a third-party software application (e.g. "Who's Responding") to assist in deploying resources and personnel to emergency scenes.
- Members are required to utilize the third-party application, in particular the following features:
 - Response Status during an Emergency Incident (e.g. "Hall", "Scene", or "Standing Down")
 - "Availability" feature for tracking absences 12 hours or greater
- Members may use an in-application messaging system (e.g. "chat") to communicate with other members on Millet Fire Department matters only.



SECTION SIXTEEN (16)
PROBATIONARY FIREFIGHTERS

16.1 PROBATIONARY FIREFIGHTERS

- Firefighters are deemed to hold probationary status for a minimum period of 1 year from their time of hire, unless otherwise noted by the Fire Chief.
- Probationary Firefighters are not to be assigned Firefighting duties unless accompanied by an experienced firefighter, or under the orders of the Incident Commander.
- Probationary Firefighters will undertake training for his/her duties arranged by the Training Officer(s).
- Probationary Firefighters will be subject to performance reviews at 3 months, 6 months and not less than annually thereafter.
- At the end of the probationary period, all Firefighters will have completed First Aid Training with CPR & AED certification.
- A member in his/her probationary period is not eligible for promotion to Officer, unless otherwise decided by the Fire Chief.



SECTION SEVENTEEN (17) ESTABLISHED PROCEDURES

17.1 FIRE DUTY

- The term "fire duty" shall apply to the movement and operations of firefighters and equipment in connection with fires or other emergencies from the time of the alarm to the time the apparatus is re-housed (aka 'in-service') in the fire hall.
- The term "Active Firefighting" shall include:
 - Firefighting
 - fire investigations
 - fire inspection work (under review)
 - approved firefighting training
 - other assigned firefighter duties, including but not limited to search and rescue, Motor Vehicle Collisions, and Medical First Response.

17.2 STILL ALARM

- A "still alarm" is when a person or persons directly call the Fire Hall or a Member, to report an emergency situation rather than use the 9-1-1 emergency number.
- Persons attempting to report emergencies by direct telephone (e.g. private line or cell phone) to the Fire Hall or a Member are to be advised to call the emergency number 9-1-1.

17.3 PRE-ARRANGED ROUTES

- Caution shall be exercised when leaving the Millet Fire Hall in a fire apparatus.
- Using District Maps, Members should establish the most practical route for response. Pre-arranged routes should be used when possible.
 - Officers are encouraged to use digital mapping systems, as provided, wherever possible.
- When other vehicles are at intersections, driver/operators should proceed vigilantly, and shall never assume the public has heard or seen the apparatus.

17.4 WARNING DEVICES

- Emergency lights (e.g. red flashing lights) shall be used while responding to alarms and at emergency scenes.
- Sirens, horns, and air horns are to be used at all times when responding.

17.5 RETURNING TO STATION

- When responding to an alarm, any apparatus instructed to return to station, or released by Incident Command from an emergency scene, should exercise caution while following the rules of the road when changing from emergency to non-emergency operation.

17.6 ADDRESS CHANGE

- When the emergency scene differs in any way from the address given, the Incident Commander must notify the Dispatch Center and other responding apparatus of the change.

17.7 TIME OF ARRIVAL

- Upon arrival at an emergency scene, all arriving apparatus will notify the Dispatch Center that they have arrived. (Time of Arrival - T.O.A.)

17.8 REMAIN ON APPARATUS

- While awaiting orders at the scene of an emergency, members are to remain on their respective



- apparatus, or at the designated staging area, as instructed by their Apparatus Officer.
- At the emergency scene, crews should remain together and operate as a unit whenever possible.

17.9 NON FIRST RESPONDER PERSONNEL AT EMERGENCY SCENES

- Only with the express permission of the Incident Commander will non first responder personnel (e.g. non-MFD members) assist in emergency scene operations.
- Any non first responder personnel allowed to assist at emergency scene operations will wear all the PPE (including S.C.B.A.) deemed necessary by the emergency conditions.
- Names of non first responder personnel assisting at an emergency scene will be kept by the Incident Commander for administration records.

17.10 HYDRANTS

- The use of each fire hydrant by Millet Fire Department (whether for testing, training or for actual emergency incidents) is to be reported to the Town of Millet Public Works Department.
- A detailed follow-up report, will be forwarded immediately (specifying the hydrant's location) if there was:
 - visual observation
 - mechanical obstruction
 - bad accessibility
 - hydrant damage
 - problems created by freezing
 - gravel, etc. found on pump intake screens.

17.11 USE OF DEPARTMENT EQUIPMENT

- Members should endeavor to use the most reliable Millet Fire Department Equipment (e.g. hoselines, foam generators, etc.) in firefighting operations.
- In the *rare* event that civilian devices are used, members should try to leave them in as serviceable a condition as practical.
 - In the event such devices are used, any member using the device must ensure the Incident Commander is made aware of such use. See "*Section 17.12 – Follow-Up Reports*".

17.12 FOLLOW-UP REPORTS

- Unusual circumstances that occur on emergency scenes (i.e. outstanding performances, injuries to firefighters or civilians, or suggested improvements to guidelines or procedure) should be captured in a special follow-up report prepared by any affected / witnessing member, and submitted directly to the Incident Commander for inclusion in the Incident Report file.

17.13 PROPERTY DAMAGE AT EMERGENCY SCENE

- Damage to or loss of Department property at emergency scenes shall be investigated by the Fire Chief, or any appointed delegate. A written report shall be submitted and must indicate if the loss or damage was due to member negligence, failure of the tool / apparatus / equipment, or if other circumstances were the cause.

17.14 SUDDEN DEATHS

- The body or remains of a sudden death victim are not to be moved from the place of death until authorized by the Medical Examiner unless preservation of the body is in jeopardy.
- Members who locate a sudden death victim shall notify the Incident Commander, who will in turn notify the RCMP and/or Medical Examiner.
- Members are not to speak to the media (*refer to "Section 7.2 - Media Enquiries"*) or other questioners



regarding suspected cause of death. Such statement shall only come from the Chief Medical Examiner.

- Photographs, drawings, or other information relating to a probable cause of death are the property of the Government of Alberta, even if such items are held in Fire Prevention Bureau files. Department members are not to distribute such material to insurers or their agents.

17.15 THEFT PREVENTION, LOOTING

- To prevent the loss of valuables at emergency scenes, members shall prevent all unauthorized persons from approaching or entering the area. Incident Commanders will ensure the security of the area by requesting police assistance.
- Removal of personal items such as clothing, purses, wallets, etc., may be permitted by the Incident Commander if he/she is satisfied with the identification of the person(s) requesting the articles. A signed and dated receipt must be obtained by the Incident Commander prior to removal of such articles.
- At no time will anyone be allowed to enter the emergency area without the express permission of the Incident Commander and then only if the applicant is accompanied by a member.

17.16 VALUABLES LOCATED

- When members locate valuables (e.g. money, jewelry, etc.) at emergency scenes or elsewhere, they will, with the assistance of another witness, forward these valuables to the Incident Commander.
- The Incident Commander will ensure such valuables are returned to their rightful owner(s) with the assistance of the RCMP, Sheriff, or County Peace Officer.

17.17 COLLISIONS INVOLVING FIRE DEPARTMENT VEHICLES

Definition:

A collision shall mean: "the collision of a Fire Department vehicle which causes death, injury, or damage to private, public or department property."

Procedure:

At the scene:

1. Following a collision, the driver/operator shall endeavor to obtain as much information as possible.
2. Every effort will be made by the involved driver/operator to secure the names of **independent** witnesses, however insignificant the accident may appear.
 - a. The involved driver/operator is not to request statement from anyone at the scene; he/she is to merely gather a list of names of possible witnesses.
3. The Fire Chief or Incident Commander will be notified (immediately) by the involved driver/operator when there is damage to any private property, to any MFD apparatus, or when there is third-party involvement.

Statements:

1. Statements will not be given at the accident scene to anyone other than a police officer, sheriff, or peace officer.
2. Discussing the accident with the media is forbidden for everyone except the Fire Chief, Deputy Fire Chief, or Public Information Officer(s). See "*Section 7.1 – Release of Departmental Information*" and "*Section 7.2 – Media Enquiries*"
3. Millet Fire Department will not collect any statement(s) from other parties.
4. Driver/operators are to exchange the following information with the other party(ies):
 - a. Driver's Full Name
 - b. Driver's Address
 - i. MFD must also provide "Millet Fire Department, PO Box 831, Millet, Alberta, TOC 1Z0"
 - c. Driver's Email Address and Phone Number
 - i. MFD must also provide milletfire@millet.ca
 - d. MFD's Vehicle "Name" to be provided to other party (e.g. "Rescue 1")



e. Driver's License Number

Reporting:

If any of the following conditions exist, the driver/operator shall contact the Police Department immediately via the Fire Dispatch Centre:

1. Anyone is injured.
2. One of the drivers involved is considered to be under the possible influence of intoxicants.
3. A parked and driverless vehicle is damaged.
4. Total damage to all vehicles exceeds \$1,000. (Police should also be notified of all accident scenes involving third party vehicles where doubt exists as to the cost of the accident).
5. Damage is inflicted upon private property (fences, shrubs, buildings, walls, etc.) where the owner cannot be located at the scene.

Safe Vehicle:

Following the accident, if the vehicle is safe to operate and has sustained only minor damage, the vehicle will be kept in service. If the vehicle is safe to operate but has received substantial damage, the officer in charge will have the vehicle driven to the fire hall where a mechanic will be summoned to view and assess the damage.

Unsafe Vehicle:

If the vehicle appears unsafe for driving, the driver/operator will arrange for towing.

Follow-up:

As quickly as possible after the collision, a follow-up report (to the attention of the Fire Chief), written by the driver/operator is to be delivered, detailing all facets of the incident and post-collision proceedings.

NOTE: Failure to report any collision may result in the disciplinary action or dismissal from the Department.

17.18 INCIDENT REPORTS

- Incident reports must be completed following any emergency scene to which Millet Fire Department has officially been summoned (via the Fire Dispatch Centre).
- Following the incident, it will be the ultimate responsibility of the Incident Commander who was in charge at the scene to compile the report and all necessary information.
- Completed Incident Reports must reflect:
 1. the type or kind of incident (description)
 2. the action taken by whom, to whom
 3. the equipment and procedures used
 4. the name(s) of crew member(s) who responded on each apparatus
 5. the name(s) of anyone directly involved; including name(s), address(es) of patient(s), victim(s), etc. If this information is not readily available at the scene, it can be obtained by contacting either the Emergency Medical Services or **RCMP** service personnel who attend.
- **Motor Vehicle Collision:**
 1. the name and address of the occupants of the vehicle(s);
 2. the insurance company and policy number of the vehicle occupants;
 3. the make, model and license plate number of the vehicles involved in the collision;
 4. the name and detachment of an attending law enforcement Member at the scene, as well as a law enforcement file number (e.g. an RCMP File Number).

17.19 HOSE

- Damaged hose is to be immediately tagged and sent for repairs.
- To prevent damage and permanent set to the rubber lining, hose shall be removed from apparatus and replaced by spare hose. Hose load changed will be recorded in the Station Log Books.
- Hose loads will not be altered without obtaining permission from the Fire Chief and/or Equipment Officer(s).
- Hose from apparatus or station complements is not to be loaned out.
- Hose test will be scheduled as required.



SECTION EIGHTEEN (18) RUNNING ORDERS

AFTER THE ALARM HAS BEEN SOUNDED, IT IS THE RESPONSIBILITY OF EACH FIREFIGHTER TO RESPOND TO THE HALL AS QUICKLY AS POSSIBLE.

18.1 RESPONSE TO THE FIRE HALL OR INCIDENT SCENE

- While enroute to the fire hall or incident scene in personal vehicles, all members shall, under all circumstances:
 - Obey *all* traffic laws. Failure to do so will result in disciplinary action.
 - First Offense will be documented in the Member's Personnel file
 - Second Offense will be documented in the Member's Personnel file, and a minimum one-month suspension issued at the discretion of the Fire Chief.
 - Third Offense will be documented in the Member's personnel file, and the member will be dismissed from Millet Fire Department.
 - Any responding member who is cited by a law enforcement officer shall be fully responsible for his/her citation and may be subject to further internal disciplinary action, as above.
 - A responding member who receives such citation must notify the Fire Chief immediately.
 - It is the responsibility of members to have appropriate automobile insurance and registration, at his or her expense.
- All members, upon arrival at the fire hall, are responsible to:
 - Confirm the type of incident.
 - Confirm the reported location of the incident.
- After completing the above, all members shall:
 - Don appropriate PPE.
 - Await instruction from the highest-ranking member at the Fire Hall, and then report to the fire apparatus as assigned by the highest-ranking member.
 - No fire apparatus shall embark without an Officer aboard, unless instructed to do so by the highest-ranking responding member. Further, no fire apparatus shall embark with less than 2 members aboard, unless instructed to do so by the highest-ranking responding member.
 - Once mobilized, a member in each apparatus must inform the fire dispatch center that the unit is enroute, with the number of members aboard.

18.2 MUTUAL AID

- Sufficient fire apparatus and members as required to adequately protect Millet Fire Department's territory shall be available at all times.
- In the event that an emergency incident is deemed to require further resources, the commanding Officer(s) shall be authorized to call for additional response as per Agreements with surrounding emergency response agencies.
- All members must observe "*Section 18.1 - Response to the Fire Hall or Incident Scene*" at all times.



APPENDIX "A"

The Town of Millet Fire Bylaw, 2016/03

WHEREAS, Section 7a) of the Municipal Government Act, R.S.A. 2000, Chapter M-26, allows municipalities to pass a bylaw for the safety, health & welfare of people and the protection of people and property.

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

PART I BYLAW TITLE

This Bylaw may be cited as "The Town of Millet Fire Bylaw".

PART II DEFINITIONS AND INTERPRETATION

- 1) In this Bylaw:
 - a) "Apparatus" means any vehicle, provided with machinery, devices, equipment, or materials for firefighting as well as vehicles used to transport fire fighters or supplies;
 - b) "C.A.O." means the Chief Administrative Officer of the Town of Millet.
 - c) "Council" means the Council of the Town of Millet.
 - d) "Equipment" means any tools, contrivances, devices, or material used by the Fire Department to combat an incident or other emergency.
 - e) "Fire Chief" means the head of the Fire Department.
 - f) "Fire Protection" means all aspects of fire safety including fire prevention, suppression investigation, public education and information and training and advising.
 - g) "Incident" means a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger to life or property and to which the Fire Department has responded.
 - h) "Member" means any person that is a duly appointed member of the Fire Department.
- 2) The Fire Department of the Town of Millet shall consist of a Fire Chief and such other officers and members as from time to time are appropriate.
- 3) The Fire Chief shall be appointed by the Council, as per C.A.O. recommendation, and the C.A.O. shall review and bring forth recommendations to Council every 2 years thereafter for re-appointment.
- 4) Other officers as the Fire Chief deems necessary may be appointed for the command, control and administration of the Fire Department after consultation with the C.A.O.
- 5) The Fire Chief shall appoint officers of the Fire Department to act as Fire Chief on his behalf in his absence, in consultation with the C.A.O.
- 6) There shall be no limit to the geographical jurisdiction of the Fire Chief, his officers and members, and all parts of the fire apparatus and equipment.

The Fire Department will extend to all the area boundaries outside the Town of Millet, in accordance with East - West Millet Fire Association agreement and Mutual aid agreements with Leduc County - Country of Wetaskiwin - City of Leduc and City of Wetaskiwin. The Fire Chief, and or his officers will ensure under any circumstance that the Town of Millet is protected at all time.
- 7) The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction of the C.A.O. to which he/she shall be responsible, and in particular, he/she shall be required to carry out all necessary firefighting, duties, including activities such as;
 - a) Fire Prevention
 - b) Fire Fighting and Suppression
 - c) Fire Investigation
 - d) Rescue
 - e) Emergency Medical Services
 - f) Other emergency accidents
 - g) Public education and information
 - h) Pre-fire Planning
 - i) Disaster Planning
 - j) Training and other staff development



For the purposes of incidents of a medical nature, but not limited to them, the Chief or member in charge shall ensure that only personnel properly trained in Cardio-Pulmonary Resuscitation (C.P.R.) or the appropriate first aid training shall perform said service, only to the level and limitation of their training.

- 8) The Fire Chief, subject to the ratification of the C.A.O., shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including:
 - a) Use, care and protection of Fire Department property;
 - b) The conduct and discipline of officers and members of the Fire Department;
 - c) The filing of reports for "major" incidents shall be submitted within ten (10) days of the incident, to the C.A.O.
 - d) The filing of a monthly report of all actions under clause 7, with the C.A.O.
 - e) Efficient operations of the Fire Department;
 - f) Guidelines to response to any incident specifically including any medical response;
 - g) Quarterly presentations to Council at a regular council meeting by the Fire Chief. If the Fire Chief is unable to attend, he/she may request to the C.A.O., that a designate attend in his place, or the date will be rescheduled to the next regular meeting of Council.
- 9) The Fire Chief, or in his absence, the senior ranking member present, shall have control, direction and management of any Fire Department apparatus, equipment or manpower assigned to an incident and where a member is in charge, he/she shall continue to act until relieved by an officer of higher rank.
- 10) The Fire Chief shall take responsibility for all fire protection matters including the enforcement of the Fire Preventions Act and regulations thereunder.
- 11) Officers and members of the Fire Department shall carry out duties and responsibilities assigned to the Fire Department by this bylaw and, the Fire Chief shall report to the C.A.O. on the operations of the Fire Department or on any other matter in the manner designated by the C.A.O or the Council.
- 12) The Fire Chief or any member in charge at a fire, is hereby empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he/she deems it necessary to prevent the spread of fire to other buildings, structures or things; or, to make the area safe from abnormal types of remaining hazards.
- 13) The Fire Chief or any other member in charge at an incident is hereby empowered to enter premises or property where the incident occurred and to cause any members, apparatus or equipment of the Fire Department to enter premises or property as he/she deems necessary, in order to combat, control or deal with the incident.
- 14) The Fire Chief or other member in charge at an incident may, in his discretion, establish boundaries or limits to the incident area and to keep persons from entering into the prescribed boundaries or limits unless authorized to enter by the Fire Chief or the member in charge of the incident.
- 15) The Fire Chief or the member in charge of an incident may in his discretion, call upon police officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 14.
- 16) The Fire Chief or the member in charge at an incident is hereby empowered to enter, pass through or over building or properties adjacent to the incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building where he deems it necessary, to gain access to the incident or to protect any persons or property.
- 17) The Fire Chief may obtain assistance and/or support from other officials of the municipality as he/she deems necessary in order to discharge his duties and responsibilities under this bylaw.
- 18) No person shall in any way, impeded, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or member in charge of an incident.
- 19) No person shall damage or destroy Fire Department apparatus or equipment at an incident or drive a vehicle over any equipment at an incident without permission of the Fire Chief or the member in charge.
- 20) No person shall obstruct members from carrying out duties imposed in the bylaw.
- 21) No person shall falsely represent themselves as Fire Department members or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
- 22) No Person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for firefighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
- 23) The Fire Chief or the member in charge of an incident is hereby empowered to request persons who are not members to assist in extinguishing a fire, removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing same in demolishing a building or structure at, or near the fire or other incident.



- 24) Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, or who neglects to do or refrain from doing anything required to be done by any provisions of this bylaw, or who does any act or thing or omits to do any act or thing thus violating any of the provisions of this bylaw, shall be deemed to be guilty of an infraction of this bylaw, and upon summary of conviction, is liable to imprisonment for a term of not more than six (6) months or to a fine of not more than \$2,500.00, or both.
- 25) The Fire Chief or any officer, or member of the Fire Department charged with the enforcement of this bylaw, while acting in good faith and without malice for the municipality in the discharge of his duties, shall not hereby render himself liable personally and he/she is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his duties. Any Suit brought against the Fire Chief, an official, or member of the Fire Department because of such act or omission performed by him in the enforcement of any provision of this bylaw, shall be defended by the Town of Millet until final determination of the proceedings.
- 26) The Fire Chief or member in charge of an incident is empowered to commandeer privately owned equipment which he/she considers necessary to deal with an incident.
- 27) Bylaw 85/02 is hereby repealed.

READ this first time in Council this 27th day of January, 2016

READ this second time in Council this 27th day of January, 2016

READ this third and final time in Council this 10th day of February, 2016

Mayor

C.A.O.



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

Meeting: Council Meeting
Meeting Date: August 17, 2022
Originated By: Lisa Schoening
Agenda Item: 11.2 Pickleball

BACKGROUND/PROPOSAL

A request has come in from Mr. Brian Doyle.

I recently purchased my own pickleball net since the game has dramatically improved my back and general health.

On Tuesday night I was curious to see if the new asphalt on the east side of the arena would be suitable for outdoor pickleball. So I chalked up lines on the smooth asphalt and the surface was great.

The ball bounced very well; the slope is minor (about one percent) and does not hinder pickleball play.

So, I am asking if I can paint white pickleball lines on the asphalt at my own cost?

I realize that play would not be possible if the Agriplex or baseball diamonds were being used since the primary purpose of the new asphalt is for surface drainage and parking.

I was also thinking that long term this may be useful to others.

A maximum of 3 courts east/west and 1 court north/south would fit on this smooth asphalt.

I was thinking of laying out just one court for now to make sure all would work out ok.

DECISIONS:

Does Council wish to allow Mr. Doyle to paint pickleball lines on the asphalt east of the Agriplex?



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

Meeting: Regular Council Meeting
Meeting Date: September 22, 2021
Originated By: Mitch Newton, Manager of Enforcement and Safety Services
Agenda Item: 11.3 Policy # 70 Employee Working Alone Rescind

BACKGROUND/PROPOSAL

As part of the ongoing review of polices for the Town of Millet, it was determined that the town's working alone policy is out to date and geared toward one department. A Communications contract has been established with Yellowhead Regional Communications Center (YRECC) to provide working alone safety for all employees of the Town.

With the creation of Policy #5 – Policy Development the new policy falls upon the Chief Administrative to change.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

To meet Provincial Occupational Health and Safety standards.

To continue to provide a safe working environment.

COSTS

No additional Cost -Operating Budgeted Item

RECOMMENDATION

That Policy #70 is rescinded.

Millet

Proud to be

TOWN OF MILLET Employee Working Alone Policy

Policy Number: 70

Date of Issue:

Motion Number:

Number of Pages: 2

Supersedes: New (replaces – Arena Working Alone)

Signature of Approval: _____

Chief Administrative Officer

POLICY STATEMENT:

The Town recognizes that there may be incidences where employees may be alone in the public or town facilities in circumstances where assistance is not readily available. The Town will provide a Communications Centre (Yellowhead Regional Emergency Communications Center) for staff to contact during those times.

Town of Millet Arena Working Alone Policy

SCOPE:

This policy applies to any employee working alone employed full time, part time and/or casual hired by the Town of Millet.

PROCEDURES:

1. Working alone is defined as:
 - a. When assistance is not readily available
 - b. When out of sight or out of communication with other staff or no other staff is currently on shift.
 - c. In an isolated room area i.e. a refrigeration plant, pump house
 - d. No other staff member is on shift with the department.
2. Staff must carry cell phone or radio at all times.
3. Adhering to prior hazard assessments and Occupational Health & Safety Standards, staff is required to follow effective communication protocols:

3.1 Administration

- 3.1.1 Contact YRECC with provided call sign
- 3.1.2 Advise YRECC of location of working alone (ie. Town Office)
- 3.1.3 Advise when will be off shift
- 3.1.4 Request two-hour check ins.
- 3.1.5 If a check in is missed, YRECC will attempt to contact employee twice. Fail to answer calls from YRECC, operator will initiate the following.
 - a. Contact Supervisor and advise, supervisor will escalate if required to contact other staff or Police attendance.

3.2 FCSS

- 3.2.1 Contact YRECC with provided call sign
- 3.2.2 Advise YRECC of location of working alone (ie. Private Residents)
- 3.2.3 Advise for two-hour check ins.
- 3.2.4 Update YRECC of each new location
- 3.2.5 If a check in is missed, YRECC will attempt to contact employee twice. Fail to answer calls from YRECC, operator will initiate the following.
 - a. Contact RCMP and dispatch to last address
 - b. Contact supervisor to advise

Town of Millet Arena Working Alone Policy

3.3 Public Works

- 3.3.1 Contact YRECC with provided call sign
- 3.3.2 Advise YRECC of end of shift
- 3.3.3 Advise for two-hour check ins
- 3.3.4 Update YRECC of entering any residents, pump station, or other facility other than the public works shop.
- 3.3.5 If a call out is received advise YRECC and any information that is required, advise where starting point is for example home and when they expect to arrive.
- 3.3.6 If a check in is missed, YRECC will attempt to contact employee twice. Fail to answer calls from YRECC, operator will initiate the following.
 - a. During regular hours contact Supervisor and advise, supervisor will escalate if required to contact other staff or Police attendance.
 - b. Contact RCMP and dispatch to last address if after hours.
 - c. Contact supervisor to advise

3.4 Parks, Recreation and Facilities

- 3.4.1 Contact YRECC with provided call sign and advise of location.
- 3.4.2 Advise YRECC of end of shift
- 3.4.3 Advise for two-hour check ins
- 3.4.4 Update YRECC of entering any residents, pump station, or refrigeration area.
- 3.4.5 If a call out is received advise YRECC and any information that is required, advise where starting point is for example home and when they expect to arrive.
- 3.4.6 If a check in is missed, YRECC will attempt to contact employee twice. Fail to answer calls from YRECC, operator will initiate the following.
 - a. During regular hours contact Supervisor and advise, supervisor will escalate if required to contact other staff or Police attendance.
 - b. Contact RCMP and dispatch to last address if after hours.
 - c. Contact supervisor to advise



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

Meeting: Council Meeting
Meeting Date: August 17, 2022
Originated By: Lisa Schoening
Agenda Item: 11.4 September Meeting

BACKGROUND/PROPOSAL

Council will be attending the 2022 Alberta Municipalities Convention on September 20-23. We have a regular scheduled meeting for the 21st.

Recommended Resolution:

That the regular meeting of September 21, 2022, is hereby cancelled.

Council may choose an alternate date for a second meeting in September or leave it with the one meeting and call a special meeting if anything comes up in between.



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

Meeting: Council Meeting
Meeting Date: August 17, 2022
Originated By: Lisa Schoening
Agenda Item: 11.5 Federal Electoral Boundaries Commission

BACKGROUND/PROPOSAL

The Federal Government are proposing a change to the ridings for the next Federal election. Our new proposed riding will include the following:

Wetaskiwin—Lacombe—Proposal— Alberta
•(Population: 115,563)

Consists of:

- a. the cities of Lacombe and Wetaskiwin;
- b. the towns of Bentley, Blackfalds, Eckville, Millet, Ponoka, Rimbey and Sylvan Lake;
- c. the villages of Alix and Clive;
- d. the summer villages of Argentia Beach, Birchcliff, Crystal Springs, Golden Days, Grandview, Gull Lake, Half Moon Bay, Itaska Beach, Jarvis Bay, Ma-Me-O Beach, Norglenwold, Norris Beach, Parkland Beach, Poplar Bay, Silver Beach, Sunbreaker Cove and Sundance Beach;
- e. the Municipal District of Lacombe County;
- f. that part of the Municipal District of Leduc County lying southerly and easterly of a line described as follows: commencing at the intersection of the easterly limit of said county and Township Road 492; thence generally westerly along said road and its intermittent productions to Range Road 10; thence southerly along said road to Township Road 482; thence generally westerly along said road to Range Road 20; thence southerly along said road to Highway 616; thence westerly along said

highway to Highway 771; thence southerly along said highway to Township Road 474; thence westerly along said road to Range Road 22; thence southerly along said road to the northerly limit of Wetaskiwin County No. 10;

- g. that part of the Municipal District of Ponoka County lying easterly of a line described as follows: commencing at the intersection of the southerly limit of Wetaskiwin County No. 10 and Highway 20; thence southerly along said highway to Highway 611; thence westerly along said highway to Range Road 33; thence southerly along said road to Township Road 430; thence easterly along said road to Range Road 33; thence southerly along said road and along Highway 766 to the northerly limit of Lacombe County;
- h. that part of the Municipal District of Red Deer County lying northerly and westerly of a line described as follows: commencing at the intersection of the southerly limit of Lacombe County and Highway 11; thence generally westerly along said highway to the westerly limit of the City of Red Deer; thence along the easterly, northerly and westerly limits of said city to the Red Deer River; thence generally southwestly along said river to Highway 592; thence westerly along said highway and along Township Road 370 to the easterly limit of Clearwater County;
- i. that part of the Municipal District of Wetaskiwin County No. 10 lying northerly and easterly of a line described as follows: commencing at the southerly limit of Brazeau County and Range Road 50; thence generally southerly along said road to a point at approximate latitude 52°53'09"N and longitude 114°34'43"W; thence generally easterly along an unnamed watercourse to the easterly limit of Ponoka County; and
- j. the Indian reserves of Ermineskin No. 138, Louis Bull No. 138B, Montana No. 139, Pigeon Lake No. 138A, Samson No. 137 and Samson No. 137A.

There have been several public hearings set up for the Commission. The closest is in Wetaskiwin on September 15th at 7pm. In order to attend and present at these hearings, we had to submit a request no later than August 15th. Being that the next meeting is not until the 17th, I have submitted a request to present.

Council will need to decide if they wish to present, and if so, who will be presenting.

If Council wished to not present, I could cancel our request at that time.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: August 17, 2022

Originated By: Lisa Novotny, Director of Development and Infrastructure

Agenda Item: 11.6 Temporary Road Closure Request - 50 Avenue

BACKGROUND/PROPOSAL

The Millet Business Association (MBA) is planning on a downtown market on Saturday September 17, 2022 from 5:00pm to 8:00 pm.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The MBA is working on bringing more events and attention to the downtown area and local businesses and are proposing the downtown market. The area shown below is proposed and contains approximately 8,500sq.ft.



The proposed market will not only showcase local businesses but also vendors and booths. To support the event the Town could provide barricades and garbage cans for the event.

COSTS/SOURCE OF FUNDING

Staff time for drop off of barricades and garbage cans.

RECOMMENDED ACTION:

That Council approve the temporary road closure of 50 Avenue on September 17, 2022 from 3:00 pm to 9 pm for a downtown market to be held by the Millet Business Association; and further that Council direct Administration to provide barricades and garbage cans for the event, and advise emergency services of the proposed closure.

TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: August 17, 2022

Originated By: Lisa Novotny, Director of Development and Infrastructure

Agenda Item: 11.7 East Storm Water Analysis

BACKGROUND/PROPOSAL

The north-east residential area of Millet has a storm water management issue, that needs to be addressed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

McElhanney has liaised with Millet Village Mobile Home park owners and the new owners of 4844 – 53 Avenue to address drainage issues on the north east residential portion of the community. McElhanney has put together an estimate to have a high-level storm water analysis completed to see if working together the storm issues can be resolved. The proposal would include the areas draining north as shown below:



COSTS/SOURCE OF FUNDING

The cost estimate is \$19,550. Administration is recommending adding a 10% contingency to this amount for a project total of \$21,500. This project would be funded through the Utility Stabilization Reserve.

RECOMMENDED ACTION:

That Council approve \$21,500 for a high-level storm water analysis of the north-east residential areas including Millet Village Mobile Home Park, 4844-53 Avenue and the residential properties east of 49 Street between 53 Avenue and 51 Avenue to be funded through Utility Stabilization Reserve.