



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, September 14th, 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 August 17th, 2022 – Regular Meeting of Council

- 6.0 DELEGATIONS**

- 7.0 REPORTS**
 - 7.1 Finance – July Bank Reconciliation
 - 7.2 Finance – Tax Aging Analysis
 - 7.3 Finance – Budget Variance Report
 - 7.4 Millet Fire Department – Call History August 2022

- 8.0 BYLAWS**

9.0 AGREEMENTS

10.0 CORRESPONDENCE

10.1 Millet Wellness Member at Large

11.0 NEW BUSINESS

11.1 RFD Catch Basin Repairs

11.2 Request to Purchase Truck w/Dump Box, Toolbox, Sander

11.3 RFD September 28th Regular Council Meeting

11.4 RFD Asphalt Repairs

12.0 CLARIFICATION OF AGENDA

13.0 CLOSED SESSION

13.1 Legal

13.2 Legal

14.0 ADJOURNMENT



**REGULAR MEETING OF COUNCIL
TOWN OF MILLET
MMC - Council Chambers
August 17th, 2022
5:30 p.m.**

PRESENT:

MAYOR

Doug Peel

COUNCILLORS

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

C.A.O.

Lisa Schoening

DIRECTOR OF INFRASTRUCTURE

Lisa Novotny

OFFICE MANAGER

Joyce Vanderlee

DIRECTOR OF FINANCE

Annette Gordon

PRESS

Christina Max

ABSENT WITH REGRET

Councillor Mike Bennett

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 #188/22 <i>Agenda</i>	Moved by Councillor Frost that the following items are hereby added to the agenda and further that the agenda is adopted. 11.4 Deletion September Meeting 11.8 SATO Grand OPENING 11.9 Business License Waiver
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*CARRIED***5.0 ADOPTION OF MINUTES:**

Res #189/22 <i>Minutes Regular Meeting</i>	Moved by Councillor Van de Kraats that the July 20th, 2022, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS:****7.0 REPORTS:**

Res #190/22 <i>Reports</i>	Moved by Councillor Hogstead that the Reports are hereby accepted as information.
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*CARRIED***8.0 BYLAWS:****8.1 2022-10 – Fees for Ball Diamond Rental Bylaw**

Res #191/22 <i>Bylaw 2022/10</i>	Moved by Councillor Van de Kraats that Bylaw # 2022-10 is hereby given first reading.
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CARRIED

Res #192/22 <i>Bylaw #2022-10</i>	Moved by Councillor Petrisor that Bylaw # 2022-10 is hereby given second reading.
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CARRIED

Res #193/22 Bylaw #2022-10	Moved by Councillor Frost that permission is hereby granted for the presentation of Bylaw 2022-10 for all three readings at this meeting.
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CARRIED UNANIMOUSLY

Res #194/22 Bylaw #2022-10	Moved by Councillor Hogstead that Bylaw # 2022-10 is hereby given third and final reading.
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*CARRIED***8.2 2022-11 – Business License Bylaw (first reading)**

Res #195/22 Bylaw 2022/11	Moved by Councillor Van de Kraats that Bylaw # 2022-11 is hereby given first reading as amended.
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CARRIED

Res #196/22 Bylaw #2022-11	Moved by Councillor Starky that Bylaw # 2022-11 is hereby given second reading as amended. Petrisor to floor
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CARRIED

Res #197/22 Bylaw #2022-11	Moved by Councillor Petrisor that permission is hereby granted for the presentation of Bylaw 2022-07 for all three readings at this meeting.
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CARRIED UNANIMOUSLY

Res #198/22 Bylaw #2022-11	Moved by Councillor Frost that Bylaw # 2022-11 is hereby given third and final reading as amended.
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*CARRIED***9.0 AGREEMENTS:****10.0 CORRESPONDENCE:****101. Request for Decision – Correspondence**

Res #199/22 <i>Correspondence</i>	Moved by Councillor Starky that correspondence is accepted as information.
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*CARRIED***11.0 NEW BUSINESS:****11.1 *Request for Decision – Fire Department SOG***

Res #200/22 <i>Request for Decision Fire Department SOG</i>	Moved by Councillor Hogstead that the Millet Fire Department Standard Operating Guidelines are hereby approved as amended.
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*CARRIED***11.2 *Request for Decision – Pickleball***

Res #201/22 <i>Pickleball</i>	Moved by Councillor Starky that council accepts the letter from Mr. Doyle as information.
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*CARRIED***11.3 *Request for Decision – Policy # 70 Employee Working Alone Rescind***

Res #202/22 <i>Policy # 70 Employee Working Alone Rescind</i>	Moved by Councillor Van de Kraats that Policy # 70 Employee Working Alone be tabled.
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*CARRIED***11.4 *Request for Decision – Federal Electoral Boundaries Commission***

Res #203/22 <i>Federal Electoral Boundaries Commission</i>	Moved by Councillor Starky that council accepts as information.
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*CARRIED***11.5 *Request for Decision – Request for Temporary Road Closure 50th Ave.***

Res #204/22 <i>Request for Temporary Road</i>	Moved by Councillor Petrisor that 50 th Avenue from 50 th Street Switchback Mercantile be closed from 3 pm – 8 pm September 17 th to accommodate the Business Association event
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<i>Closure 50th Avenue</i>	
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*CARRIED***11.6 Request for Decision – East Storm *Water Analysis***

Res #205/22 <i>East Storm Water Analysis</i>	Moved by Councillor Van de Kraats that Council approves \$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.
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*CARRIED***11.7 Request for Decision – SATO Grand Opening**

Res #206/22 <i>SATO Grand opening</i>	Moved by Councillor Frost that any councillors that are available will be in attendance for the Grand opening.
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*CARRIED***11.8 Request for Decision – Business License Waiver or Reduction**

Res #207/22 <i>Business License Waiver or Reduction</i>	Moved by Councillor Frost that The Business License Fee for Mikes Fresh Fruit be reduced to the Commercial Resident Fee of \$100.00 for the 2022 Year.
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*CARRIED***12.0 CLARIFICATION OF AGENDA:**

Will the new Door to door Sales Bylaw affect Non-Profit and fundraising. No, it will not as they do not require a business license

Business Association Event will there be food trucks and entertainment? No food trucks and there may be entertainment.

Council temporarily adjourned the meeting at 6:15 p.m.

Council reconvened at 6:23 pm

Res #208/22 Closed Session	Moved by Councillor Van de Kraats that Council moves into Closed Session to discuss Items 13.1 thru 13.4 pursuant Sections 16 thru Section 29 of the Freedom of Information and Protection of Privacy Act at 5:37 p.m.
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*CARRIED***13.0 CLOSED SESSION:**

Res #209/22 Reconvene	Moved by Councillor Van de Kraats that the Regular Council Meeting reconvene from Closed Session at 6:46 p.m.
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*CARRIED***13.1 Personnel**

Res #210/22	Moved by Councillor Petrisor that council approve the following funding for the Millet Historical Society for the 2023 year. \$35,000 for the Museum operations. \$ 9,500.00 for the Visitor Information Center for 2023 and no further funding for 2024.
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CARRIED

Res #211/22 Reconvene	Moved by Councillor Van de Kraats that council approves the town to provide the Historical Society with Letters of Support for the 2023 AMA Operation Staffing Grant as well as the CIP Grant
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CARRIED

Res #212/22	Moved by Councillor Starky that council approve the following funding in the amount of \$5,000 for the construction and installation of a door between the vault and kitchen of the building. This is to include all permits, construction, and additions to ensure this is up to Alberta Safety Code standards. If the Society choses to not move forward with this renovation, the monies shall be returned to the Town. Any additional expenses over the \$5,000 will be the sole responsibility of the Society.
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CARRIED

14.0 ADJOURNMENT:

The meeting was adjourned at 6:50 p.m.

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



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

Meeting: Regular Council Meeting

Meeting Date: September 14th, 2022

Originated By: Joyce Vanderlee

Agenda Item: 7.0 Reports

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Reports be considered by Council

- 7.1 Finance – July Bank Reconciliation
- 7.2 Finance – Tax Aging Analysis
- 7.2 Finance – Operating 2nd Quarter Report
- 7.4 Millet Fire Department – Call History August 2022

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 31, Jul 2022

	General Account	General Term Deposit	Cemetery Term Deposit	Total
Net Balance at End of Previous Month	\$1,218,466.97	\$1,968,403.21	\$13,404.72	\$3,200,274.90
Receipts for the Month (Less Loans)	\$754,922.21	\$4,990.44		\$759,912.65
Terms Cashed in		\$300,000.00	\$8.96	\$300,008.96
Sub-Total	\$1,973,389.18	\$2,273,393.65	\$13,413.68	\$4,260,196.51
LESS:				
Terms Taken out	\$300,000.00		\$0.00	\$300,000.00
Disbursements for the Month	\$251,902.88		\$0.00	\$251,902.88
		\$0.00	\$0.00	\$0.00
Net Balance at End of Month	\$1,421,486.30	\$2,273,393.65	\$13,413.68	\$3,708,293.63
Balance at End of Month -- Treasury Branch	\$1,451,292.95	\$2,273,393.65	\$13,413.68	\$3,738,100.28
*Cash on Hand at End of Month		\$0.00	\$0.00	\$0.00
Sub-Total	\$1,451,292.95	\$2,273,393.65	\$13,413.68	\$3,738,100.28
LESS:				
Jul deposits recorded in Aug	-\$6,698.76	\$0.00	\$0.00	-\$6,698.76
Outstanding Cheques See List	\$36,505.41	\$0.00	\$0.00	\$36,505.41
BALANCE	\$1,421,486.30	\$2,273,393.65	\$13,413.68	\$3,708,293.63

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
22902	\$587.96	0	\$-00	0	\$-00	0	\$-00
23500	\$467.25	0	\$-00	0	\$-00	0	\$-00
23660	\$2,558.40	0	\$-00	0	\$-00	0	\$-00
23791	\$37.82	0	\$-00	0	\$-00	0	\$-00
23795	\$23.09	0	\$-00	0	\$-00	0	\$-00
23845	\$200.00	0	\$-00	0	\$-00	0	\$-00
23848	\$1,760.31	0	\$-00	0	\$-00	0	\$-00
23859	\$375.00	0	\$-00	0	\$-00	0	\$-00
23862	\$52.50	0	\$-00	0	\$-00	0	\$-00
23866	\$361.20	0	\$-00	0	\$-00	0	\$-00
23869	\$26,361.36	0	\$-00	0	\$-00	0	\$-00
23871	\$287.31	0	\$-00	0	\$-00	0	\$-00
23875	\$75.00	0	\$-00	0	\$-00	0	\$-00
23881	\$2,900.00	0	\$-00	0	\$-00	0	\$-00
23883	\$131.96	0	\$-00	0	\$-00	0	\$-00
23885	\$300.00	0	\$-00	0	\$-00	0	\$-00
23895	\$26.25	0	\$-00	0	\$-00	0	\$-00
0	\$-00	0	\$-00	0	\$-00	0	\$-00
0	\$-00	0	\$-00	0	\$-00	0	\$-00
							\$36,505.41

This statement submitted to Council this 7th day of September, 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
Aug 2019	238,626.78	87,199.94	395,070.83
Aug 2020	276,113.41	104,686.37	493,908.20
Aug 2022	101,569.28	67,621.14	250,181.73

Analysis:

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

Department	2021		2022		Diff\$	% BUDGET USED
	ACTUAL	BUDGET	ACTUAL YTD JUN	BUDGET 3.73%		
1 TOTAL REVENUES	(3,957,335)	(3,973,454)	(2,850,751)	(4,216,810)	(1,366,059)	68%
2 TOTAL EXPENDITURES	4,184,719	3,973,455	1,370,012	4,216,810	2,846,798	32%
3 DEFICIT (SURPLUS)	227,384	0	(1,480,735)	(0)	1,480,739	
REVENUES						
4 Taxes	(1,864,899)	(1,867,092)	(1,936,951)	(1,936,735)	217	100%
5 Grants in Lieu	(1,945)	(2,600)	(1,911)	(2,600)	(689)	74%
6 Revenues from Municipal Sources	(405,453)	(378,400)	(191,145)	(406,400)	(215,255)	47%
7 Gain / Loss on Disposal						
8 Sale of Land						
LEGISLATIVE SERVICES						
9 REVENUE	(3,890)	(2,000)	-	-		
10 Conditional Grants	(3,890)	(2,000)	-	-		
EXPENSES						
11 Salaries, Wages, Benefits	94,673	104,441	38,839	109,441	70,602	35%
12 General and Contracted Services	7,654	11,308	2,347	8,459	6,112	28%
13 Materials, Goods, and Supplies	6,076	4,500	1,483	6,000	4,517	25%
14 Other						
15 TOTAL EXPENSE	108,404	120,249	42,669	123,900	81,231	34%
16 TOTAL LEGISLATIVE SERVICES	104,514	118,249	42,669	123,900	81,231	34%

Department	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	3.73%	Diff\$	% BUDGET USED
GENERAL ADMINISTRATION							
REVENUE							
17 Sales of Goods & Services	(3,630)	(1,500)	(2,543)	(2,500)		43	102%
18 Other Revenue from Own Sources	(29,694)	(27,000)	(25,004)	(25,500)		(496)	98%
19 Conditional Grants	(74,479)	(72,200)	-	(72,879)		(72,879)	0%
20 Other Transactions							
21 Total Revenue	(107,803)	(100,700)	(27,547)	(100,879)		(73,332)	27%
EXPENDITURES							
22 Salaries, Wages, Benefits	406,114	387,347	173,115	362,150		189,035	48%
23 General and Contracted Services	397,755	243,200	142,901	261,340		118,439	55%
24 Materials, Goods, and Supplies	10,799	14,400	3,175	13,250		10,075	24%
25 Utilities	11,311	12,200	5,158	12,000		6,842	43%
26 Financial Service Charges	56,095	62,683	16,852	115,706		98,854	15%
27 Other Transactions	33,810	114,500	10,179	122,000		111,821	8%
28 Transfer to Reserves	-	-	-	9,041		9,041	0%
29 Total Expenses	915,885	834,330	351,380	895,487		544,107	39%
30 TOTAL GENERAL ADMINISTRATION	808,082	733,630	323,834	794,608		470,774	41%

2022
ACTUAL YTD JUN

2021
BUDGET

2022
BUDGET

2021
ACTUAL

Diff\$

% BUDGET
USED

Department

FIRE DEPARTMENT

REVENUE

31 Contribution from Rural Society (123,232) (120,700) (20,339) (124,500) (104,161) 16%

32 Total Revenue (123,232) (120,700) (20,339) (124,500) (124,500) 0%

EXPENDITURES

33 Salaries, Wages, Benefits 136,691 138,870 2,988 138,870 135,882 2%

34 General and Contracted Services 51,340 58,722 19,733 60,882 41,149 32%

35 Materials, Goods, and Supplies 13,596 9,600 4,877 11,600 6,723 42%

36 Utilities 11,382 11,500 6,150 11,500 5,350 53%

37 Transfers 500 1,000 - 1,000 1,000 0%

38 Financial Service Charges - - - - -

39 Other Transactions 13,082 12,600 5,202 18,500 13,298 28%

40 Total Expenses 226,590 232,292 38,951 242,352 203,401 16%

41 TOTAL FIRE DEPARTMENT 103,358 111,592 38,951 117,852 78,901 33%

EMERGENCY MANAGEMENT

REVENUE

42 Other Revenue - - - - -

43 Other Government Grants - - - - -

44 Total Revenue - - - - -

EXPENDITURES

45 Salaries, Wages, Benefits 29,967 37,255 3,914 8,046 4,132 49%

46 General and Contracted Services - 500 - 500 500 0%

47 Materials, Goods, and Supplies 300 300 - 400 400 0%

48 Transfers - - - - -

49 Total Expenses 30,267 38,055 3,914 8,946 5,032 44%

50 TOTAL EMERGENCY MANAGEMENT 30,267 38,055 3,914 8,946 5,032 44%

Department
PUBLIC WORKS SERVICES

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET 3.73%	Diff\$	% BUDGET USED
REVENUE						
63 Transfer from Reserves	-	(17,803)	-	(17,803)	(17,803)	0%
64	-	(17,803)	-	(17,803)	(17,803)	0%
EXPENDITURES						
65 Salaries, Wages, Benefits	64,199	86,624	42,357	75,307	32,950	56%
66 General and Contracted Services	17,009	15,970	5,697	20,450	14,753	28%
67 Materials, Goods, and Supplies	19,840	14,050	17,856	9,050	(8,806)	197%
68 Utilities	16,058	17,500	8,161	17,500	9,339	47%
69 Vehicle / Equipment Maintenance	22,739	50,303	27,288	45,303	18,014	60%
70 Transfer to Capital	-	125,000	-	100,000	100,000	0%
71 Total Expenses	139,845	309,447	101,359	267,610	166,251	38%
72 TOTAL PUBLIC WORKS SERVICES	139,845	291,644	101,359	249,807	148,448	41%

TRANSPORTATION

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET 3.73%	Diff\$	% BUDGET USED
REVENUE						
73 Sales of Goods & Services	(6,120)	(4,000)	(5,280)	(5,500)	(220)	96%
74 Other Revenue from Own Sources	(24,000)	(25,000)	(24,000)	(24,000)	-	100%
75 Transfer from Reserves	-	-	-	-	-	-
76 Total Revenue	(30,120)	(29,000)	(29,280)	(29,500)	(220)	99%
EXPENDITURES						
77 Materials, Goods, and Supplies	25,155	43,150	7,681	32,150	24,469	24%
78 Utilities	99,691	88,400	39,715	86,000	46,285	46%
79 Financial Service Charges	-	-	-	-	-	-
80 Total Expenses	124,846	131,550	47,396	118,150	70,754	40%
TOTAL TRANSPORTATION	94,726	102,550	18,116	88,650	70,534	20%

Department	2021 ACTUAL	2021 BUDGET	2022		2022 BUDGET	% BUDGET USED
			ACTUAL YTD JUN	Diff\$		
STORM SEWER						
EXPENDITURES						
81 General and Contracted Services	5,750	5,000	1,399		5,000	28%
82 Total Expenses	5,750	5,000	1,399		5,000	28%
83 TOTAL STORM SEWER	5,750	5,000	1,399		5,000	28%
WATER SERVICES						
REVENUE						
84 Sales of Goods & Services	(487,753)	(484,000)	(254,199)		(511,579)	50%
85 Other Revenue from Own Sources	(6,105)	(4,000)	(2,423)		(6,000)	40%
86 Other Transactions	-	-	-		-	
87 Total Revenue	(493,858)	(488,000)	(256,622)		(517,579)	50%
EXPENDITURES						
88 Salaries, Wages, Benefits	100,786	142,107	72,287		148,150	49%
89 General and Contracted Services	355,547	305,170	120,966		327,180	37%
90 Materials, Goods, and Supplies	19,905	14,500	10,756		27,500	39%
91 Utilities	6,954	8,000	3,473		8,000	43%
92 Financial Service Charges	18,286	19,653	2,474		19,654	13%
93 Transfer to Reserves	36,455	21,000	-		18,000	0%
94 Other Transactions						
95 Total Expenses	537,933	510,430	209,956		548,484	38%
96 TOTAL WATER SERVICES	44,075	22,430	(46,665)		30,905	-151%

Department
SEWER SERVICES

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET 3.73%	Diff\$	% BUDGET USED
REVENUE						
97 Sales of Goods & Services	(275,321)	(273,000)	(145,562)	(273,000)	(127,438)	53%
98 Other Revenue						
99 Total Revenue	<u>(275,321)</u>	<u>(273,000)</u>	<u>(145,562)</u>	<u>(273,000)</u>	<u>(127,438)</u>	53%
EXPENDITURES						
100 Salaries, Wages, Benefits	97,861	126,497	65,374	145,600	80,226	45%
101 General and Contracted Services	18,928	19,150	11,496	23,330	11,834	49%
102 Materials, Goods, and Supplies	1,305	7,000	-	5,000	5,000	0%
103 Utilities	10,784	12,400	4,918	11,300	6,582	44%
104 Financial Service Charges						
105 Transfer to reserve	71,953	75,073	-	51,865	51,865	0%
106 Total Expenses	<u>200,832</u>	<u>240,120</u>	<u>81,789</u>	<u>237,095</u>	<u>155,306</u>	34%
107 TOTAL SEWER SERVICES	<u>(74,489)</u>	<u>(32,880)</u>	<u>(63,773)</u>	<u>(35,905)</u>	<u>27,868</u>	178%

GARBAGE COLLECTION SERVICES

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET 3.73%	Diff\$	% BUDGET USED
REVENUE						
108 Sales of Goods & Services	(280,658)	(277,400)	(142,925)	(288,496)	(145,571)	50%
109 Other Revenue from Own Sources	(2,430)	(3,000)	(850)	(23,000)	(22,150)	4%
110 Total Revenue	<u>(283,088)</u>	<u>(280,400)</u>	<u>(143,775)</u>	<u>(311,496)</u>	<u>(167,721)</u>	46%
EXPENDITURES						
111 Salaries, Wages, Benefits	24,019	24,233	12,402	25,398	12,996	49%
112 General and Contracted Services	221,298	218,011	89,476	239,583	150,107	37%
113 Sale to other Governments	2,700	3,000	780	3,000	2,220	26%
114 Transfers	5,789	6,000	-	6,000	6,000	0%
115 Transfer to Reserves	35,798	29,156	-	17,515	17,515	0%
116 Total Expenses	<u>289,603</u>	<u>280,400</u>	<u>102,657</u>	<u>291,496</u>	<u>188,838</u>	35%
117 TOTAL GARBAGE COLLECTION SERVICES	<u>6,516</u>	<u>0</u>	<u>(41,118)</u>	<u>(20,000)</u>	<u>21,117</u>	206%

Department	2021	2021	2022		% BUDGET
			ACTUAL	BUDGET	
FCSS SERVICES	ACTUAL	BUDGET	3.73%	Diff\$	
REVENUE					
118 Sales of Goods & Services	(5,613)	(6,500)	(1,612)	(6,500)	(4,888) 25%
119 Conditional Grants	(57,360)	(57,360)	(14,340)	(57,360)	(43,020) 25%
120 Total Revenue	(62,973)	(63,860)	(15,952)	(63,860)	(47,908) 25%
EXPENDITURES					
121 Salaries, Wages, Benefits	25,925	34,400	13,763	39,010	25,247 35%
122 General and Contracted Services	7,263	7,646	-	7,646	7,646 0%
123 Materials, Goods, and Supplies	32,350	36,154	3,464	31,544	28,080 11%
124 Total Expenses	65,538	78,200	17,227	78,200	60,973 22%
125 TOTAL FCSS SERVICES	2,565	14,340	1,275	14,340	13,065 9%
CEMETERY SERVICES					
REVENUE					
126 Sales of Goods & Services	(8,361)	(6,400)	(3,763)	(6,400)	(2,638) 59%
127 Other Revenue from own Sources	(21)	-	(16)	-	16 #DIV/0!
128 Conditional Grants	(1,600)	(1,000)	(1,600)	(1,000)	600 160%
129 Transfer from Reserves	-	-	-	-	- #DIV/0!
130 Total Revenue	(9,982)	(7,400)	(5,378)	(7,400)	(2,022) 73%
EXPENDITURES					
131 Salaries, Wages, Benefits	-	-	-	-	-
132 General and Contracted Services	11,345	10,400	3,267	10,800	7,533 30%
133 Transfers	1,000	1,000	16	1,000	984 2%
134 Total Expenses	12,345	11,400	3,282	11,800	8,518 28%
135 TOTAL CEMETERY SERVICES	2,363	4,000	(2,096)	4,400	6,496 -48%

**Department
DEVELOPMENT & PLANNING**

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	3.73%	Diff\$	% BUDGET USED
REVENUE							
136 Other Revenue from own Sources	(12,677)	(11,250)	(12,247)	(17,000)		(4,753)	72%
137 Total Revenue	(12,677)	(11,250)	(12,247)	(17,000)		(4,753)	72%
EXPENDITURES							
138 Salaries, Wages, Benefits	145,496	132,836	48,706	95,223		46,517	51%
139 General and Contracted Services	1,920	8,050	-	1,230		1,230	0%
140 Total Expenses	147,416	140,886	48,706	96,453		47,747	50%
141 TOTAL DEVELOPMENT & PLANNING	134,740	129,636	36,458	79,453		42,995	46%

TOURISM

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	3.73%	Diff\$	% BUDGET USED
REVENUE							
142 Sales of Goods and Services	-	-	-	-		-	-
143 Donations	-	-	-	-		-	-
144 Transfer from Reserves	-	-	-	-		-	-
145 Conditional Grants	-	-	-	-		-	-
146 Total Revenue	-	-	-	-		-	-
EXPENDITURES							
147 Salaries, Wages, Benefits	-	-	-	-		-	-
148 General and Contracted Services	18,508	33,000	12,038	25,000		12,962	48%
149 Materials, Goods, and Supplies	-	-	-	-		-	-
150 Transfers	128,883	54,000	64,000	64,000		-	100%
151 Transfer to Reserve	-	-	-	-		-	-
152 Total Expenses	147,391	87,000	76,038	89,000		12,962	85%
153 TOTAL TOURISM	147,391	87,000	76,038	89,000		12,962	85%

Department
ECONOMIC DEVELOPMENT

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	3.73% Diff\$	% BUDGET USED
REVENUE						
154 JEDI Revenue Sharing	-	(50,000)	-	(65,239)	(65,239)	0%
155 Total Revenue	-	(50,000)	-	(65,239)	(65,239)	0%
EXPENDITURES						
156 JEDI Requisition	42,210	44,000	234	44,000	43,766	1%
157 JEDI Revenue Sharing	123,340	50,000	-	109,859	109,859	0%
158 Total Expenses	165,550	94,000	234	153,859	153,625	0%
159 TOTAL ECONOMIC DEVELOPMENT	165,550	44,000	234	88,620	88,386	0%

COMMUNITIES IN BLOOM

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	Diff\$	% BUDGET USED
REVENUE						
160 Sales of Goods and Services	(3,517)	(6,000)	(710)	(4,000)	(3,290)	18%
161 Donations	-	-	-	-	-	-
162 Transfer from Reserves	-	-	-	-	-	-
163 Conditional Grants	-	-	-	-	-	-
164 Total Revenue	(3,517)	(6,000)	(710)	(4,000)	(3,290)	18%
EXPENDITURES						
165 Salaries, Wages, Benefits	12,297	15,000	96	12,000	11,904	1%
166 General and Contracted Services	1,174	3,700	325	5,200	4,875	6%
167 Materials, Goods, and Supplies	19,891	19,900	11,934	19,000	7,066	63%
168 Transfers	-	-	-	-	-	-
169 Total Expenses	33,362	38,600	12,354	36,200	23,846	34%
170 TOTAL COMMUNITIES IN BLOOM	29,845	32,600	11,644	32,200	20,556	36%

Department	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	3.73%	Diff\$	% BUDGET USED
EXPENDITURES							
171 Salaries, Wages, Benefits	-	445	-	-	-	3,017	25%
172 General and Contracted Services	4,989	5,000	983	4,000		3,017	25%
173 Total Expenses	4,989	5,445	983	4,000		3,017	25%
174 TOTAL RECREATION ADMINISTRATION	4,989	5,445	983	4,000		3,017	25%
FACILITIES							
REVENUE							
175 Other Revenue from Own Sources	(15,107)	(10,000)	(11,667)	(24,200)		(12,533)	48%
176 Conditional Grants	-	-	-	-		-	-
177 Transfer from Reserve	-	-	-	-		-	-
178 Total Revenue	(15,107)	(10,000)	(11,667)	(24,200)		(12,533)	48%
EXPENDITURES							
179 General and Contracted Services	16,971	14,600	9,346	11,910		2,564	78%
180 Materials, Goods, and Supplies	-	9,750	747	10,500		9,753	7%
181 Utilities	15,869	22,500	11,108	11,000		(108)	101%
182 Transfer to Reserve	-	-	-	-		-	-
183 Total Expenses	32,840	46,850	21,201	33,410		12,209	63%
184 TOTAL FACILITIES	17,733	36,850	9,534	9,210		(324)	104%

Department
MILLET SCHOOL/CIVIC BUILDING

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	3.73% BUDGET	Diff\$	% BUDGET USED
REVENUE	-	-	-	-	-	-	
185 Rental Revenue	-	-	-	-	-	-	
EXPENDITURES							
186 General and Contracted Services	9,381	5,750	8,920	9,000		80	99%
187 Utilities	16,980	20,000	9,408	21,000		11,592	45%
188 Total Expenses	26,361	25,750	18,328	30,000		11,672	61%
189 TOTAL MILLET SCHOOL BUILDING	26,361	25,750	18,328	30,000		11,672	61%

AGRIPLEX

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	3.73% BUDGET	Diff\$	% BUDGET USED
REVENUE							
190 Sales to Other Governments	(182,243)	(120,000)	-	(181,557)		(181,557)	0%
191 Sales of Goods & Services	(63,842)	(119,100)	(47,531)	(109,913)		(62,382)	43%
192 Other Revenue from Own Sources	(1,753)	(7,500)	(2,010)	(7,000)		(4,990)	29%
193 Other Transactions	-	-	-	-		-	
194 Transfer from Reserves	-	-	-	-		-	
195 Total Revenue	(247,838)	(246,600)	(49,541)	(298,470)		(248,929)	17%
EXPENDITURES							
196 Salaries, Wages, and Benefits	231,668	169,545	115,579	244,690		129,111	47%
197 General and Contracted Services	86,286	49,350	42,664	68,970		26,306	62%
198 Materials, Goods, and Supplies	7,694	7,250	4,246	7,800		3,554	54%
199 Utilities	57,110	96,000	46,342	82,000		35,658	57%
200 Other Transactions	-	-	-	-		-	
201 Total Expenses	382,758	322,145	208,832	403,460		194,628	52%
202 TOTAL AGRIPLEX	134,919	75,545	159,291	104,990		(54,301)	152%

Department	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	3.73%	Diff\$	% BUDGET USED
PARKS OFFICE							
EXPENDITURES							
203 General and Contracted Services	902	1,265	462	-		(462)	
204 Utilities	3,549	3,000	1,290	5,300		4,010	24%
205 Total Expenses	4,450	4,265	1,752	5,300		3,548	33%
TOTAL PARKS OFFICE	4,450	4,265	1,752	5,300		3,548	33%
PARKS							
REVENUE							
206 Sales of Goods & Services		(2,250)	-	-		-	
207 Transfer from Reserve		(8,400)	-	(8,400)		(8,400)	0%
208 Conditional Grant	(11,025)						
209 Total Revenue	(11,025)	(10,650)	-	(8,400)		(8,400)	0%
EXPENDITURES							
210 Salaries, Wages, and Benefits	132,726	153,644	88,842	211,939		123,097	42%
211 General and Contracted Services	452,966	7,900	16,625	33,505		16,880	50%
212 Materials, Goods, and Supplies	16,881	2,400	3,476	10,700		7,224	32%
213 Financial Service Charges	13,709	18,306	4,483	18,305		13,822	24%
214 Total Expenses	616,282	182,250	113,425	274,449		161,023	41%
TOTAL PARKS	605,257	171,600	113,425	266,049		152,623	43%

Department LIBRARY

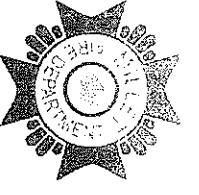
	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	Diff\$	% BUDGET USED
EXPENDITURES						
216 General and Contracted Services	661	-	30	-	(30)	
217 Library Contribution	69,424	69,424	69,424	69,424	-	100%
218 Other Transactions	8,675	8,539	4,743	8,675	3,932	55%
219 Total Expenses	78,759	77,963	74,197	78,099	3,902	95%
220 TOTAL LIBRARY	78,759	77,963	74,197	78,099	3,902	95%

FISCAL SERVICES - REQUISITIONS

	2021 ACTUAL	2021 BUDGET	2022 ACTUAL YTD JUN	2022 BUDGET	Diff\$	% BUDGET USED
REVENUE						
221 School - Residential	-	(102,600)	-	(102,600)	(102,600)	0%
222 School - Non-residential	-	(499,996)	-	(499,996)	(499,996)	0%
223 Seniors	-	(43,487)	-	(43,487)	(43,487)	0%
224 Designated Industrial	-	(281)	-	(281)	(281)	0%
225	-	(646,364)	-	(646,364)	(646,364)	0%

EXPENDITURES

226 School - Residential	-	102,600	666	102,600	101,934	1%
227 School - Non-residential	-	499,996	(287,394)	499,996	787,390	-57%
228 Seniors	-	43,487	(23,254)	43,487	66,741	-53%
229 Designated Industrial	-	281	(274)	281	555	-98%
230 Total Expenses	-	646,364	(310,256)	646,364	956,620	-48%
231 TOTAL FISCAL SERVICES - REQUISITIONS	-	-	(310,256)	(0)	310,256	



Millet Fire Department
 Call History Report by Date
 8/1/2022 - 9/1/2022

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Fri 08/05/2022 07:32	County - Wetaskiwin	2200079	19 Heart Problems/A.I.C.D	55 Establish safe area		9	00:55
Tue 08/16/2022 20:23	City - Wetaskiwin (Mutual Aid)	2200080	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area		13	01:47
Fri 08/19/2022 10:52	City - Millet	2200081	53 Citizen Assist/ Service Call	55 Establish safe area		7	00:19
Fri 08/19/2022 18:25	City - Wetaskiwin (Mutual Aid)	2200082	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area		12	02:22
Sat 08/20/2022 15:03	County - Wetaskiwin	2200083	06 Breathing Problems	55 Establish safe area		7	00:30
Sun 08/21/2022 13:38	County - Wetaskiwin	2200084	82 Vegetation/ Wildland/ Brush/ Grass Fire	55 Establish safe area		14	00:43
Tue 08/23/2022 05:06	County - Leduc (Extra Hours)	2200085	77 Motor Vehicle Collision	55 Establish safe area		15	01:10
Tue 08/23/2022 19:37	City - Millet	2200086	67 Outside Fire	55 Establish safe area		11	00:20
Wed 08/24/2022 17:43	County - Wetaskiwin	2200087	71 Vehicle Fire	55 Establish safe area		0	00:58
Wed 08/24/2022 18:42	County - Wetaskiwin	2200088	71 Vehicle Fire	55 Establish safe area		12	00:25
Thu 08/25/2022 19:03	County - Leduc (Extra Hours)	2200089	77 Motor Vehicle Collision	55 Establish safe area		8	01:08
Fri 08/26/2022 14:01	County - Leduc (Extra Hours)	2200090	82 Vegetation/ Wildland/ Brush/ Grass Fire	55 Establish safe area		15	04:45
Mon 08/29/2022 16:36	County - Wetaskiwin	2200091	77 Motor Vehicle Collision	55 Establish safe area		9	00:51

Total calls for City - Millet:	2
Total calls for City - Wetaskiwin (Mutual Aid):	2
Total calls for County - Leduc:	0
Total calls for County - Leduc (Extra Hours):	3
Total calls for County - Wetaskiwin:	6
Total calls for County - Wetaskiwin (Extra Hours):	0
Total calls:	13
Total Time:	16:13

SM



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

Meeting: Regular Council Meeting
Meeting Date: September 14th, 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 Millet Wellness Member at Large

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

September 6, 2022

Millet Council Members

To whom it may Concern,

My name is Hailey Glover. I am a current Member at Large for Millet Wellness Committee. I will be stepping down from the board to take on a different role in the Wellness Committee.

Thank you for your time

Hailey Glover



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

Meeting: Regular Council Meeting
Meeting Date: September 14, 2022
Originated By: Rob Pelletier
Agenda Item: 11.1 Catch Basin Repairs

BACKGROUND/PROPOSAL

There are many catch basin repairs that need to be done in Town but, there are 2 that need immediate attention.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

To avoid additional damage and cost, it is recommended to get both catch basin repaired prior to winter. If not done soon additional damage to the catch basin and the road surface may occur which would increase the cost of future repairs.

COSTS/SOURCE OF FUNDING

The cost is approximately \$32,000 which we only have \$10,000 in the budget at the moment, (looking for another \$22,000)

RECOMMENDED ACTION:

That Council approve an additional \$22,000 for catch basin repairs to be funded through the utility operating reserve.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: September 14, 2022

Originated By: Rob Pelletier

Agenda Item: 11.2 Request to Purchase Truck with Dump Box, Toolbox and Sander

BACKGROUND/PROPOSAL

The five-year capital equipment plan that was part of the 2022 budget presentation included a sanding truck to be purchased for \$100,000. Unfortunately, with inflation being so high, just a new chassis alone is over \$100k. To have this vehicle meet the needs of a sander a sander unit, light package, reflectors, and miscellaneous items would need to be added bringing the cost to more than \$125,000. While trying to balance all the needs of the Public Works department with the limitations of the budget, it is recommended by Administration to purchase a used vehicle already fitted with a dump box, sander, and light package as well as a large pass-through toolbox compartment.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has found a 2008 Ford 450 with a dump box, toolbox, and sander unit for an estimated \$57,500. This truck has the ability to transport materials, people and tools all in one load would be an asset rather than a single purpose vehicle. This truck would be useful to haul snow in the winter, woodchips, and materials in the summer as well as double as a sanding truck in the winter.

One disadvantage is that this is used equipment but, to address this in the short term is that we would purchase a 2-year warranty with unlimited kilometers and unlimited claims up to \$10,000. The kilometers read 146,246 which should not be an issue for a long time because we have very short travel distances. The truck comes with a CVI (certified vehicle inspection) done and is guaranteed to have everything working well.

COSTS/SOURCE OF FUNDING

The cost of the proposed used truck including a sander and warranty is an estimated \$57,500 which could be funded through the Capital Equipment Reserve which has a balance as of December 31, 2021, of

RECOMMENDED ACTION:

That Council authorize the purchase of a used truck with sander, toolbox, and lighting package for \$57,500 plus GST to be funded through the Capital Equipment Reserve.



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

Meeting: Council Meeting
Meeting Date: September 14, 2022
Originated By: Lisa Schoening
Agenda Item: 11.3 September 28th Regular Council Meeting

BACKGROUND/PROPOSAL

The month of September is a quiet month for Council correspondence. Council and senior administration will be attending the 2022 Alberta Municipalities Convention on September 20-23; therefore agendas would not be put together until Monday the 26th.

Council will need to decide if they wish to cancel the September 28th meeting and call a special meeting, if needed in between meetings, reschedule the meeting, or have agendas go out only 2 days prior to the meeting.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: September 14, 2022
Originated By: Rob Pelletier
Agenda Item: 11.4 Asphalt Repairs

BACKGROUND/PROPOSAL

There are 3 areas which need asphalt repairs to the road surface which are:

1. The entrance to the recreation/campground area just off 45 Avenue (Hwy 616)
2. Eastbound on 47 Avenue just east of 51 Street
3. 53rd Ave West of 50th Street

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The three areas proposed have been patched numerous times already. Manhole covers are standing higher than they should be and are a hazard to the public and to Town equipment operators. These areas are deteriorating quickly, and the weather will change soon which makes this an optimal time to get the work done.

COSTS/SOURCE OF FUNDING

The estimated cost for the repairs in the three locations is \$19,000. There is currently \$5,000 in the 2022 operating budget which would be allocated for this work.

RECOMMENDED ACTION:

That Council approve \$14,000 for the asphalt repairs to be funded through the general operating reserve.