



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, April 12th, 2023
4:00 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 March 15th, 2023 – Regular Meeting of Council**
- 6.0 DELEGATIONS**
- 7.0 REPORTS**
- 8.0 BYLAWS**
- 9.0 AGREEMENTS**
- 10.0 CORRESPONDENCE**

11.0 NEW BUSINESS

- 11.1 Fire Department SCBA Purchase
- 11.2 Sponsorship and Advertising Zamboni
- 11.3 May Meeting
- 11.4 Genesis Annual General Meeting
- 11.5 National Public Works Week May 21-27, 2023 “Connecting the World Through Public Works”

12.0 CLARIFICATION OF AGENDA

13.0 CLOSED SESSION

- 13.1 Legal Land – section 16 of the Freedom of Information and Privacy Act

14.0 ADJOURNMENT



**REGULAR MEETING OF COUNCIL
TOWN OF MILLET
March 15th, 2023
4:00 p.m.**

PRESENT:

DEPUTY MAYOR	Mike Bennett
COUNCILLORS	Gerdie Hogstead Susie Petrisor Mat Starky Charlene Van de Kraats Councillor Rebecca Frost
C.A.O.	Lisa Schoening
OFFICE MANAGER	Joyce Vanderlee
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
PRESS	Christina Max
Absent with regret	Mayor Doug Peel

1.0 CALL TO ORDER:

The meeting was called to order by Deputy Mayor Bennett at 4:00 p.m.

2.0 TREATY 6 RECOGNITION:

3.0 PUBLIC HEARINGS: *Bylaw 2023 – 02*

COUNCIL MEETING

APR 12 2023

ITEM # 5.1

**PUBLIC HEARING
BYLAW 2023-02
March 15, 2023 @ 4:00 PM**

1. Deputy Mayor Bennet opened the Public Hearing

2. Deputy Mayor Bennett read the Purpose of Hearing

To provide the public with the opportunity to provide their comments on Bylaw 2023-02 being an amendment to the Land Use Bylaw 2018-11 to reclassify Plan 3640RS, Block 3, Lots 3 and 4 from R3 – Medium Density Residential to R2 – Low Density Residential.

3. Deputy Mayor Bennett asked for the Confirmation of Notice

Director of Infrastructure Lisa Novotny replied.

That Notice of the Public Hearing was placed on the Town of Millet website www.millet.ca to allow ample time for residents to view the Bylaw; and

Notices were sent to adjacent property owners.

4. Deputy Mayor Bennett asked for the Development Officers Report

Director of Infrastructure Lisa Novotny replied.

The purchaser of Plan 3640RS, Block 3, Lots 3 and 4 has requested a zoning amendment to accommodate future development (still to be finalized) of the properties. As the R2 zoning district is less intensive than the R3 Medium Density district, the proposed amendment is supported by Administration as it is consistent with the Municipal Development plan as a residential use.

5. Deputy Mayor Bennett asked if there were any written submissions.

Director of Infrastructure replied there are no written submissions.

6. Deputy Mayor Bennett asked if there were any Persons Wishing to be Heard

There were no persons wishing to be heard.

7. Deputy Mayor Bennett asked if there were any persons wishing to be heard second time

There were no persons wishing to be heard.

8. Deputy Mayor Bennett asked if there were any Persons Wishing to be Heard third and final time.

There were no persons wishing to be heard.

8. Deputy Mayor Bennett closed the Public Hearing

Res # 045/23	Moved by Councillor Hogstead that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended: <i>Addition 13.4 Land – section 21 of the Freedom of Information and Privacy Act</i>
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*CARRIED***5.0 ADOPTION OF MINUTES:**

Res #046/23	Moved by Councillor Starky that the February 22nd, 2023, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS: NONE****7.0 REPORTS:**

Res #047/23	Moved by Councillor Van de Kraats that the Reports are hereby accepted as information.
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*CARRIED***8.0 BYLAWS:**

Res #048/23	Moved by Councillor Petrisor that Council give second reading to Bylaw 2023-02.
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CARRIED

Res #049/23	Moyed by Councillor Frost that Council gives third and final reading to Bylaw 2023-02.
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*CARRIED***9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE: NONE**

11.0 NEW BUSINESS:*11.1 Sponsorship and Advertising Policy*

Res #050/23	Moved by Councillor Frost that council approve the sponsorship and advertising policy.
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*CARRIED**11.2 Invitation – Millet Fire Awards Attendance*

Res # 051/23 Millet Fire Awards Attendance	Moved by Councillor Hogstead that council approve of any council or staff wishing to attend the Millet Fire Awards Ceremony on April 22, 2023.
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*CARRIED**11.3 Museum Requests*

Res #052/23	Moved by Councillor Petrisor that council waive the fees for the Banquet Hall and Damage Deposit for the Pioneer Women Induction Ceremony for June 9 th and 10 th 2023, and that Mayor Peel will attend. And further that all council attend the open house at the Museum on March 28 th 2023 at 5:00 pm
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*CARRIED**11.4 FCSS Funding Requests*

Res #053/23	Moved by Councillor Frost that the following FCSS Grants be awarded for 2023.																						
	<table border="1"> <thead> <tr> <th>2023 FCSS Applicant</th> <th>2023 Amount Awarded</th> </tr> </thead> <tbody> <tr> <td>Millet and District Seniors</td> <td>\$1,000.00</td> </tr> <tr> <td>Millet Library Town of Millet Library Board</td> <td>\$7,650.00</td> </tr> <tr> <td>Millet Library Town of Millet Library Board Volunteer Appreciation</td> <td>\$750</td> </tr> <tr> <td>Victim Services</td> <td>\$2,000.00</td> </tr> <tr> <td>Millet Fish and Game</td> <td>\$1,600.00</td> </tr> <tr> <td>Millet Wellness</td> <td>\$11,650</td> </tr> <tr> <td>Millet District Arts and Craft Guild</td> <td>\$750.00</td> </tr> <tr> <td>Millet & District Historical Society / Millet Museum</td> <td>\$2,000</td> </tr> <tr> <td>Millet Ag Society</td> <td>\$6,650.00</td> </tr> <tr> <td>Millet FCSS</td> <td>\$10,000.00</td> </tr> </tbody> </table>	2023 FCSS Applicant	2023 Amount Awarded	Millet and District Seniors	\$1,000.00	Millet Library Town of Millet Library Board	\$7,650.00	Millet Library Town of Millet Library Board Volunteer Appreciation	\$750	Victim Services	\$2,000.00	Millet Fish and Game	\$1,600.00	Millet Wellness	\$11,650	Millet District Arts and Craft Guild	\$750.00	Millet & District Historical Society / Millet Museum	\$2,000	Millet Ag Society	\$6,650.00	Millet FCSS	\$10,000.00
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	Total	\$44,050.00
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*CARRIED***12.0 CLARIFICATION OF AGENDA: NONE***Christina Max left meeting at 4:25 pm**Council took 10-minute break*

Res #054/23 Adjournment	Moved by Councillor Van de Kraats that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session to discuss Items 13.1 Sections 16 and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act, at 4:35 p.m.
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*CARRIED***13.0 CLOSED SESSION:**

Res #055/23 Reconvene	Moved by Councillor Hogstead that the Regular Council Meeting reconvene from Closed Session at 4:45 p.m.
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CARRIED

Res #056/23	Moved by Councillor Van de Kraats that Council authorize Administration to enter into an agreement with Alberta Transportation for installation of traffic lights on Highway 616 and 2A.
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UNANIMOUSLY CARRIED***Recorded Vote: In Favor****Deputy Mayor Bennett**Councillor Hogstead**Councillor Petrisor**Councillor Starky**Councillor Van de Kraats**Councillor Frost**Opposed -N/A*

Res #057/23	Moved by Councillor Frost that council accepts the Jedi offer dated March 9 th 2023 from the County of Wetaskiwin and further that any sharing of revenue of the annexed lands between the County of Wetaskiwin and the Town of Millet are hereby cancelled.
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CARRIED

14.0 ADJOURNMENT:

The meeting was adjourned at 4:48 pm

THESE MINUTES ADOPTED BY COUNCIL THIS ___th DAY OF MARCH 2023.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



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

Meeting: Regular Council Meeting
Meeting Date: April 12th 2023
Originated By: Lisa Schoening
Agenda Item: 11.1 RFD Fire Department SCBA Purchase

BACKGROUND/PROPOSAL

As you may recall at last year's budget, we stated the department would be coming forward soon for new SCBA (Self Contained Breathing Apparatus). We were anticipated this would be for 2024.

COSTS

The regular cost for an apparatus is \$13/14k per apparatus and the department will require 10 sets.

After meeting with East West Rural and explaining this was a huge hit to our municipality, they have offered to purchase these at their discount of \$8375 each this week and not bill the Town until January 2024. This will save the Town a total of \$39,165.00.

RECOMMENDATION

That council approve a pre-approval for the 2024 budget for the purchase of 10 SCBA, through East West Rural Society, to be invoiced in 2024.

COUNCIL MEETING

APR 12 2023

ITEM # 11.1



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: April 12 2023
Originated By: Lisa Schoening
Agenda Item: 11.2 Request for Decision Zamboni Sponsorship

BACKGROUND/PROPOSAL

McConnel Builders is requesting to purchase Sponsorship on Zamboni

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

I am interested in putting my McConnell Building Movers logo on the arena Zamboni. I've approached the Ag Society several times about it, but they were unsure if it was something they can do.

I've been told it is the town's property.

I propose a shared sponsorship between Town of Millet and the Ag Society.

I don't know the value of a yearly sponsorship for this, but I'm thinking \$1500/year.

\$1000 to the town and \$500 to the Ag Society per year. I would do two separate sponsorships to make it easier. Both organizations do an amazing job with the arena and I would love to support it.

The decal would be at my expense and professionally done and installed by Signs and Graphics by Foss.

If accepted I would provide a proof of the decal for your acceptance.

COSTS/SOURCE OF FUNDING

RECOMMENDATION

How does Council wish to proceed.

COUNCIL MEETING

APR 12 2023

ITEM # 11.2



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

Meeting: Council Meeting
Meeting Date: April 12, 2023
Originated By: Lisa Schoening
Agenda Item: 11.3 May Meeting

BACKGROUND/PROPOSAL

The annual Society of Local Government Managers convention is being held on May 9-13 this year. Both CAO Schoening and Joyce Vanderlee will be attending the event. The regular scheduled meeting for May is May 10, 2023.

Recommended Resolutions:

That the regular meeting of May 10, 2023 is hereby cancelled.

Council will need to decide if they wish to reschedule this meeting or just cancel and call a Special meeting, if needed.

COUNCIL MEETING

APR 12 2023

ITEM # 11.3



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

Meeting: Council Meeting
Meeting Date: April 12, 2023
Originated By: Lisa Schoening
Agenda Item: 11.4 Genesis AGM

BACKGROUND/PROPOSAL

The AGM for Genesis Reciprocal Insurance Exchange will take place on **May 9, 2023, from 2:00 p.m. – 3:00 p.m. at the Grey Eagle Resort & Casino in Calgary during RMA’s RiskPro symposium.** It will also be administered by Zoom for those who cannot attend in person, further details to follow.

Please find the proxy document attached. The proxy allows for a member to choose an individual other than an elected or administrative official to vote on their behalf. An option exists to defer the proxy vote to Genesis’ Principal Attorney. The agenda, 2022 Audited Financials and 2022 Actuarial Report will be sent out 7 days prior to the AGM.

Does Council wish to have someone attend, or do you wish to choose a proxy?

COUNCIL MEETING

APR 12 2023

ITEM # 11.4



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

Meeting: Council Meeting
Meeting Date: April 12, 2023
Originated By: Lisa Schoening
Agenda Item: 11.5 National Public Works Week

BACKGROUND/PROPOSAL

May 21-27 is National Public works week. Millet has always proclaimed this week as an official proclamation for the Town of Millet.

Recommended Resolution: That May 21-27, 2023 is hereby proclaimed as National Public Works Week in the Town of Millet.

COUNCIL MEETING

APR 12 2023

ITEM # 11.5



March 16, 2023

**Attention: Honourable Mayor/Reeve,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 21-27, 2023 – “Connecting the World Through Public Works”

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63rd year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to office@publicworks.ca or by mail to:
APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen', with a long horizontal line extending to the right.

Mike Haanen, APWA President

RECEIVED
MAR 21 2023



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

Meeting: Council Meeting
Meeting Date: April 12, 2023
Originated By: Lisa Novotny, Director of Infrastructure and Development
Agenda Item: 11.6 Request for Utility Connection Agreement

BACKGROUND/PROPOSAL

In late 2022 Ryan Paggett purchased 5155 – 53 Avenue which is a single family home that was using a well to access water. The well has failed and beyond repair, and in accordance with the Town of Millet Bylaw 2022-02 being the Water and Sewer Regulations Section 7, the property owner is now required to connect to the Town’s water distribution system.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mr. Paggett has received quotes from contractors on the Town’s Prequalified Contractor List and out of necessity has proceeded with the work which was done by Cobra for \$7,875 which was less than the estimated amount of \$9,850 plus GST. The cost for the connection was unplanned for Mr. Paggett and as the Town is requiring him to connect to the Town’s distribution system more affordable alternatives are not available to him.

Mr. Paggett will be in attendance to address any questions or concerns council may have.

COSTS/SOURCE OF FUNDING

After discussion with Annette she does not see any issue with placing the charges on his property taxes. Similar annual payments are done in other communities for replacement of lead lines with no interest charged to the home owner.

RECOMMENDED ACTION:

Is Council willing to enter into an agreement with Mr. Paggett to have the charges for the connection to the Town’s water distribution system to be paid by the Town and charged on his tax roll annually?

If so, would Council want to charge interest?

COUNCIL MEETING
APR 12 2023
ITEM # 11.6

Ryan Paggett
Millet, Alberta
March 29 2023

Mayor Doug Peel
Millet, Alberta

Dear Mayor Peel and Councillors Bennett, Starky, Hogstead, Van de Kraats, Frost, and Petrisor,

My name is Ryan Paggett and have lived in the Millet area for ten years, relocating to town approximately a year and a half ago. I have two children who are in Grade 1 and entering kindergarten at Griffiths Scott school.

I am writing you to formally request financial assistance from the town of Millet for an unexpected expense related to connecting my property to the town's water supply. As you may be aware, my property has been relying on a well for our water needs. Unfortunately, the well has recently failed and is no longer able to provide the necessary water supply to my property.

As a result of this unforeseen situation, I had to contact the town of Millet to connect my property to the town's water supply. The cost associated with this connection was much higher than I anticipated, and I am now facing financial hardship as a result.

I am respectfully requesting that the town consider providing me with assistance to cover the costs of connecting my property to the town's water supply. I would like to propose that the cost be attached to my taxes and repaid over three years.

I believe that this arrangement would be beneficial for both parties. It would provide me with the necessary financial assistance to cover the cost of the connection, while allowing the town to recoup the costs over time. This would alleviate the financial burden on me and enable me to pay the costs in a manageable and sustainable way.

I am grateful for your time and consideration and look forward to hearing your thoughts.

Sincerely,

Ryan Paggett



780-352-6742
Box 6205, Wetaskiwin, Alberta
5805-56 Avenue, Wetaskiwin, Alberta
cobrah@telus.net
www.cobraltd.ca

March 27, 2023

Mr. Ryan Padgett
5155-53 Avenue
Millet, Alberta
T0C 1Z0
Ph. 780-243-4064

Re: Water Service Connection

Attention: Mr. Ryan Padgett,

As per your request, the following work outline and total cost are presented for your approval, they are as follows:

- A. Water Service Connection – Supply all Required Equipment, Labour and Material to Excavate the Existing Water Service Connection at the Property Line and Install Water Service Piping to the Existing Water Service Connection in the Existing House. Water Service Piping will be Horizontally Directionally Drilled from the Excavation at the Property Line to Inside the Building. Connect Town Supplied Water Meter to Existing Domestic Water Piping. Backfill and Compact Excavation to Existing Elevations.**

Total ——— \$ 9,850.00 Plus 5% GST

We thank you for your consideration in this work, if you have any questions or concerns please call or email.

Regards,

A handwritten signature in black ink, appearing to read "Scott Sonnenberg", with a long, sweeping horizontal stroke extending to the right.

Scott Sonnenberg,
Project Manager/Estimator,
Cobra Plumbing & Gasfitting Ltd.

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2022/02

occupant with a written notice at the last known address provided, also advising the property owner. Disconnection of services may apply and actions may be taken with a collection agency, if payment is not rendered within an allocated time and a re-connection fee will apply, as per Schedule "A".

- l) In the event that a historical account remains in arrears, the Town of Millet will notify the consumer with a written notice at the last known address provided, advising actions will be taken either with a Collection Agency or by action in any court of competent jurisdiction, if payment is not rendered within an allocated time.
- m) In addition to the method outlined above for recovery of outstanding rates and charges, the Town reserves the right to discontinue services to any property for charges for services or work remaining outstanding for a period of more than sixty (60) days.
- n) No person shall interfere with, damage, or make inaccessible any curb stop due to the construction of walks, driveways, etc.
- o) If it is required to make repairs due to inaccessibility, or damage to curb stops, the owners of the property serviced by said curb stops shall, in addition to the penalties of this bylaw, be required to assume all costs involved.

WELLS AND OTHER SOURCES OF WATER

- 7)
 - a) No well or other source of water, except the Town mains, shall be on use for domestic consumption in the Town excepting those premises which were utilizing a well or other source of water supply prior to third and final reading of this bylaw.
 - b) Any such permission assumed as aforesaid may be withdrawn by order of the Town at any time without notice and no person shall use a well or other source of water supply after a permit for use of same has been withdrawn.
 - c) Any person who makes application to be serviced by the water distribution system and such application is approved, shall not revert to any other supply source at a later date, but shall remain connected to the Town supply.

INTERFERENCE WITH HYDRANTS AND VALVES

- 8)
 - a) No person other than an authorized employee of the Town or person authorized by the Town shall