



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, July 19th, 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

Addition 11.2 Concert in the Country Sponsorship Request

5.0 ADOPTION OF MINUTES

5.1 June 28, 2023 – Regular Meeting of Council

6.0 DELEGATIONS

7.0 REPORTS

7.1 Millet Fire Department Call History June 2023

8.0 BYLAWS

8.1 2023-05 Urban Fringe District Amendment

8.2 2023-07 New District C3 – Neighborhood Commercial

9.0 **AGREEMENTS**

10.0 **CORRESPONDENCE**

10.1 Proposed Jedi Sign

10.2 MSI Funding Allocation 2023

11.0 **NEW BUSINESS**

11.1 Harvest Fair Parade

12.0 **CLARIFICATION OF AGENDA**

13.0 **CLOSED SESSION**

Council will also be discussing privileged information regarding Legal therefore, the meeting should go In-Camera, pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26.1 and amendments thereto, and Sections 23, 24, 25 and 27 of the Freedom of Information and Protection of Privacy Act, 1994, Chapter F-18.5 and amendments thereto,

13.1 Land

13.2 Land

13.3 Land

14.0 **ADJOURNMENT**



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
June 28th, 2023
4:00 p.m.

PRESENT:

- MAYOR: Doug Peel
COUNCILLORS: Mike Bennett, Gerdie Hogstead, Susie Petrisor, Charlene Van de Kraats, Mat Starky, Rebecca Frost
C.A.O.: Lisa Schoening
OFFICE MANAGER: Joyce Vanderlee
DIRECTOR OF INFRASTRUCTURE: Lisa Novotny
DIRECTOR OF FINANCE: Annette Gordon
COMMUNITY PEACE OFFICER / MANAGER OF ENFORCEMENT SERVICES AND SAFETY SERVICES: Christine Hepburn

1.0 CALL TO ORDER:

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

2.0 TREATY 6 RECOGNITION:

3.0 PUBLIC HEARING: NONE

4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

COUNCIL MEETING
JUL 19 2023
ITEM # 5.1

Res # 114/23	Moved by Councillor Frost that the agenda is hereby adopted as presented.
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*CARRIED***5.0 ADOPTION OF MINUTES:**

Res #115/23	Moved by Councillor Van de Kraats that the June 14th, 2023, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS: NONE****7.0 REPORTS:**

Res #116/23 Reports	<p>Moved by Councillor Hogstead that council accepts the following reports as information:</p> <ul style="list-style-type: none"> 7.1 Millet Library Board Minutes April 2023 7.2 Millet Public Library Managers Report March 2023 7.3 Millet Public Library Managers Report April 2023 7.4 Millet Public Library Managers Report May 2023 7.5 Bank Reconciliation March 2023 7.6 Bank Reconciliation April 2023
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*CARRIED***8.0 BYLAWS:**

Res #0117/23	Moved by Councillor Bennett that Council gives first reading to Bylaw 2023-04.
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*CARRIED***9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE:**

Res #118/23 Correspondence	<p>Moved by Councillor Starky that council accepts the following correspondence as information.</p> <ul style="list-style-type: none"> 10.1 Recreation Survey Results
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CARRIED

11.0 NEW BUSINESS:*11.1 Request for Decision WRPS Ice Rental Fee*

Res #119/23 WRPS Ice Rental Fee	Moved by Councillor Starky that Council approves rental of the Millet Agriplex Ice to WRPS for the Hockey Academy at a rate of \$50 per hour.
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*CARRIED**11.2 Request for Decision September Meeting Dates*

Res #120/23 September Meeting Dates	Moved by Councillor Frost that the regular council meeting scheduled for September 27 th be cancelled.
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*CARRIED**11.3 Request for Decision Smiles Request*

Res #121/23 Smiles Request for letter	Moved by Councillor Van de Kraats to provide Smiles a letter of support to provide 2 picnic tables to be placed at the Splash Park and beside the Fire Truck Project and ownership transferred to the Town for upkeep.
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*CARRIED***11.0 CLARIFICATION OF AGENDA:***NONE*

Res #122/23 Adjournment	Moved by Councillor Bennett that the Regular Council Meeting temporarily adjourns, and Council sit in Closed Session to discuss Items 12.1 and 12.2 Sections 16 and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act.
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*CARRIED***13.0 CLOSED SESSION:**

Res #123/23 Reconvene	Moved by Councillor Bennett that the Regular Council Meeting reconvene from Closed Session at 5:10 p.m.
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CARRIED

Res #124/23 Land	Moved by Councillor Hogstead that the space under the Millet Library be designated to the WRPS with the terms of agreement to be negotiated upon additional information being provided.
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CARRIED

14.0 ADJOURNMENT:

The meeting was adjourned at 5:11 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 19TH DAY OF JULY 2023.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: July 19, 2023
Originated By: Lisa Schoening CAO
Agenda Item: 7.0 Reports

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Reports be considered by Council

7.1 Millet Fire Department – Call History June 2023

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

That Council accept the reports as presented.



Millet Fire Department
 Call History Report by Date
 6/1/2023 - 6/30/2023

Date	Type	Incident #	Incident Type	Primary Action	# Of Attendees	Total Time
Sat 06/03/2023 14:22	County - Wetaskiwin (Extra Hours)	2300058	77 Motor Vehicle Collision	55 Establish safe area	10	02:02
Tue 06/06/2023 12:44	County - Wetaskiwin	2300059	82 Vegetation/ Wildland/ Brush/ Grass Fire	55 Establish safe area	7	00:42
Fri 06/09/2023 06:10	County - Wetaskiwin	2300060	77 Motor Vehicle Collision	55 Establish safe area	11	00:45
Fri 06/09/2023 18:25	County - Wetaskiwin	2300061	52 Alarms	55 Establish safe area	5	00:09
Sat 06/10/2023 09:26	County - Leduc	2300062	26 Sick Person (Specific Diagnoses)	55 Establish safe area	11	00:29
Sat 06/10/2023 14:42	County - Wetaskiwin (Extra Hours)	2300063	77 Motor Vehicle Collision	55 Establish safe area	15	01:50
Sun 06/11/2023 12:55	City - Millet	2300064	69 Structure Fire	55 Establish safe area	20	01:26
Sun 06/11/2023 17:18	County - Wetaskiwin (Extra Hours)	2300065	77 Motor Vehicle Collision	55 Establish safe area	13	01:01
Tue 06/13/2023 23:39	County - Wetaskiwin (Extra Hours)	2300066	71 Vehicle Fire	55 Establish safe area	10	02:14
Thu 06/15/2023 18:11	County - Wetaskiwin	2300067	11 Choking	55 Establish safe area	12	00:45
Fri 06/16/2023 01:19	City - Millet	2300068	06 Breathing Problems	55 Establish safe area	6	00:38
Fri 06/16/2023 11:48	County - Wetaskiwin	2300069	82 Vegetation/ Wildland/ Brush/ Grass Fire	55 Establish safe area	10	01:07
Sat 06/17/2023 19:04	County - Wetaskiwin (Extra Hours)	2300070	10 Chest Pain (Non-Traumatic)	55 Establish safe area	9	01:11
Tue 06/20/2023 11:44	County - Leduc	2300071	52 Alarms	55 Establish safe area	11	00:46
Wed 06/21/2023 14:39	City - Millet	2300072	52 Alarms	55 Establish safe area	8	00:11
Wed 06/21/2023 17:02	City - Millet	2300073	53 Citizen Assist/ Service Call	55 Establish safe area	11	00:23
Thu 06/29/2023 14:39	County - Wetaskiwin	2300074	82 Vegetation/ Wildland/ Brush/ Grass Fire	55 Establish safe area	5	00:51

Total calls for City - Millet:	4
Total calls for County - Leduc:	2
Total calls for County - Leduc (Extra Hours):	0
Total calls for County - Wetaskiwin:	6
Total calls for County - Wetaskiwin (Extra Hours):	5
Total calls:	17
Total Time:	16:30

False -

SMK

COUNCIL MEETING
 JUL 19 2023
 ITEM # 7.1



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

Meeting: Regular Council Meeting
Meeting Date: July 19, 2023
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: **Bylaw 2023-05 – Land Use Bylaw Amendment
UF – Urban Fringe**

BACKGROUND/PROPOSAL

In 2018, in Town annexed several properties, on the east side of Millet from the County of Wetaskiwin. At that time, three of the County’s zoning districts were incorporated into the Town’s Land Use Bylaw 2018-11.

The owner of the NE-32-47-24-W4 is proposing future development on his site and through the discussions with adjacent residential property owners and the owner of the subject parcel, changes are being proposed to the UF – Urban Fringe district rather than continuing to proceed with Bylaw 2023-03 to reclassify his lands to DC – Direct Control.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The changes that are proposed to the UF – Urban Fringe district are to have the district better reflect the agricultural uses that fit with a urban area rather than a rural jurisdiction. The changes will also have the UF district act as a transition between the existing industrial and residential uses which are generally incompatible.

The Inter-Municipal Development Plan (IDP) with the County of Wetaskiwin identifies the proposed future uses for the UF – Urban Fringe properties as industrial. This is a concern of the adjacent property owners. The Town and the County will however be updating the IDP in the near future.

The UF has also been drafted to be consistent with the terminology in the Town’s Land Use Bylaw and include newer concept agricultural related uses such as Agri-Tourism.

COSTS/SOURCE OF FUNDING

N/A

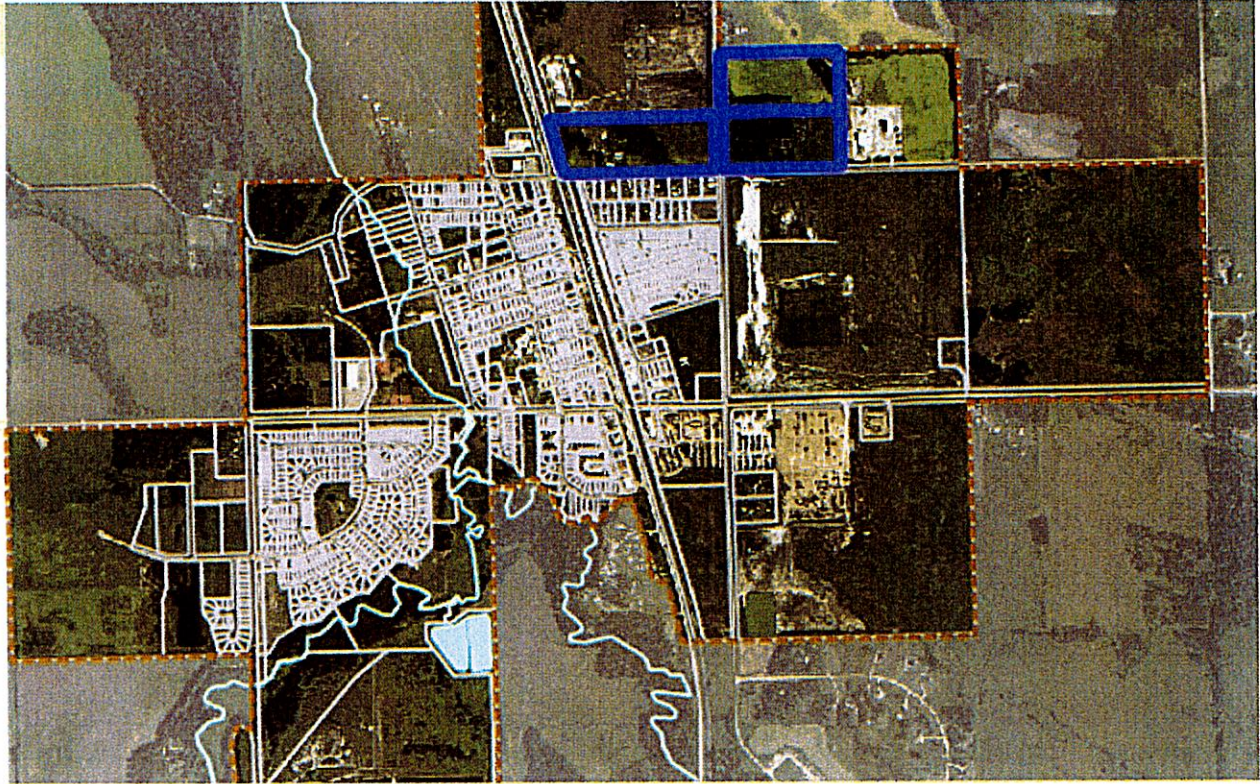
RECOMMENDED ACTION:

That Council give first reading to Bylaw 2023-05

That Council schedule a public hearing for Bylaw 2023-05 on Wednesday August 16, 2023, at 4:00pm to be held in Council Chambers in the Millet Civic Centre at 4528 – 51 Street.

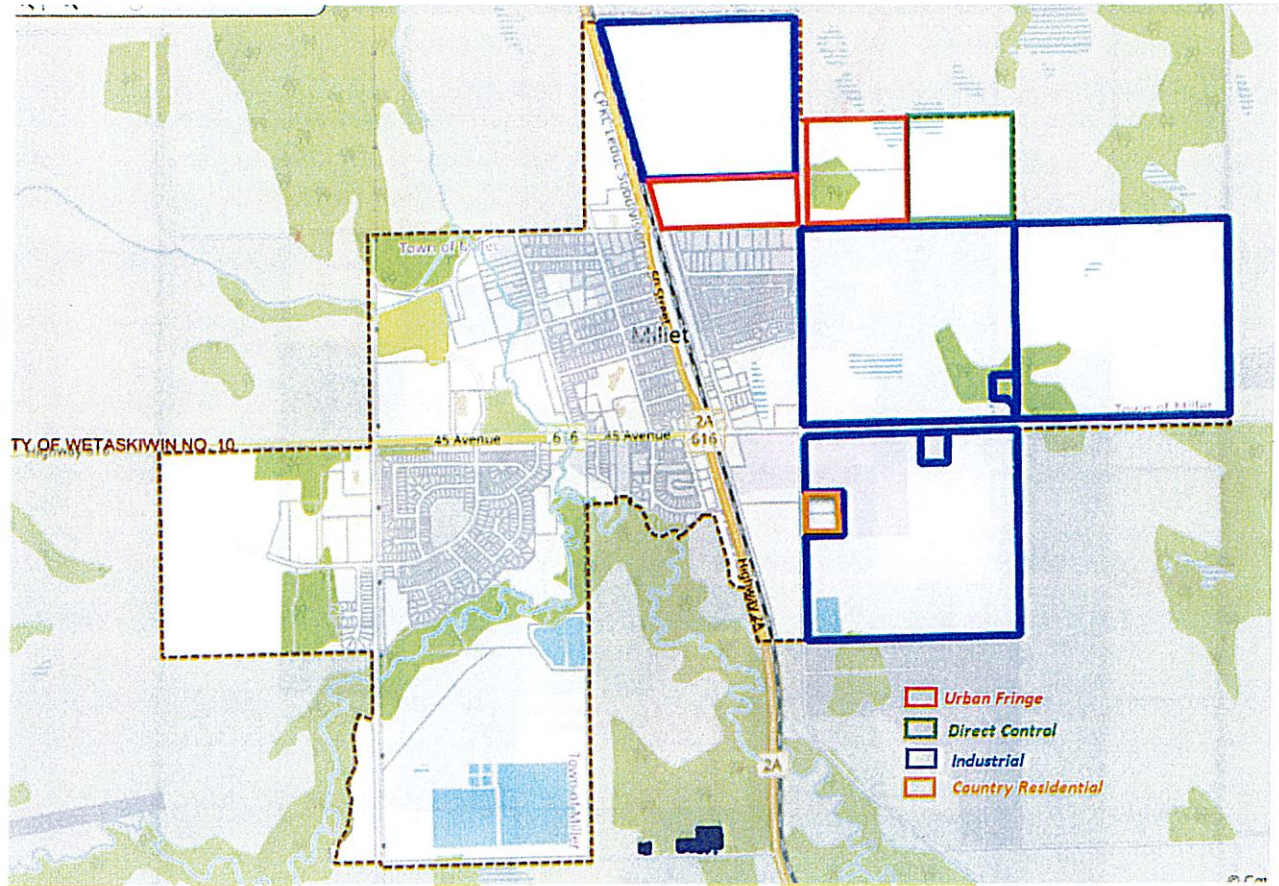
COUNCIL MEETING
JUL 19 2023
ITEM # 8.1

Map of properties classified as UF – Urban Fringe



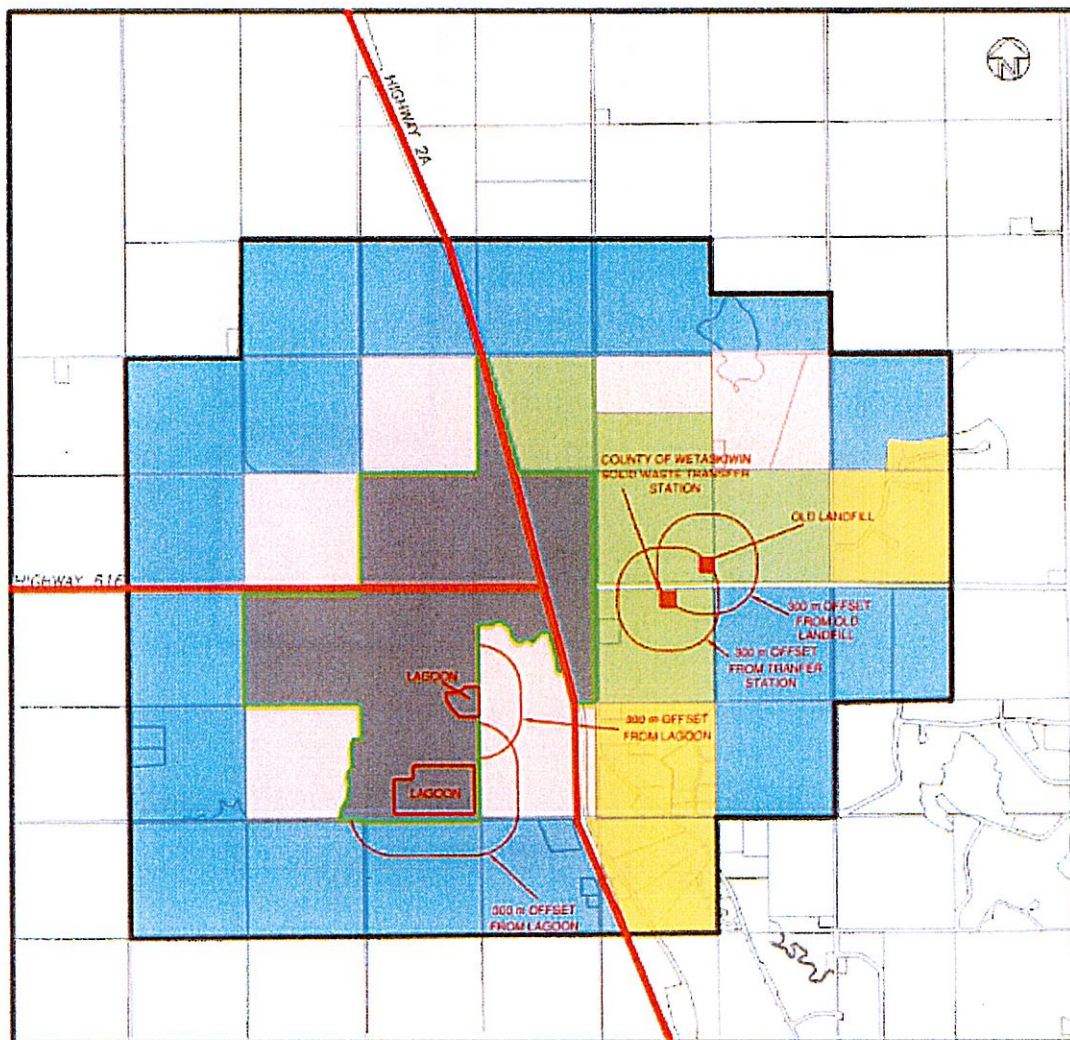
2011-12-15 10:00 AM
PAGE 01 OF 01
10/11/11

Map Showing the Zoning Districts of the Lands within the Annexed Area



Bylaw 2017-06 Inter-Municipal Development Plan

Map 2 – Land Use Concepts



**TOWN OF MILLET AND THE COUNTY OF WETASKIWIN NO. 10
INTER-MUNICIPAL DEVELOPMENT PLAN
MAP 2 - FUTURE LAND USE CONCEPT**

MAP LEGEND	
	HIGHWAY
	TITLED PARCELS
	PLAY AREA
	MUNICIPAL BOUNDARY
	COUNTRY RESIDENTIAL
	AGRICULTURAL
	AGRICULTURAL/INTERMUNICIPAL DEVELOPMENT AREA
	INDUSTRIAL

BYLAW NO. 2023-05
A BYLAW OF THE TOWN OF MILLET
IN THE PROVINCE OF ALBERTA
TO AMEND BYLAW 2018-11 BEING THE LAND USE BYLAW

WHEREAS Section 639 of the Municipal Government Act, Chapter M-26, RSA 2000 requires municipalities to pass a land use bylaw;

AND WHEREAS, Section 640(1) gives the authority for a land use bylaw to prohibit or regulate and control the use and development of land and buildings in a municipality;

AND WHEREAS, Council for the Town of Millet has approved Land Use Bylaw 2018-11;

AND WHEREAS, the UF – Urban Fringe District is a zoning that was carried forward from the County of Wetaskiwin No 10 as part of the 2018 annexation order;

AND WHEREAS, changes are proposed to the UF – Urban Fringe District reflect inclusion into the Town of Millet as an urban area;

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

1. That the following definitions be added in Part 2 of the Land Use Bylaw 2018-11 in alphabetical order:

ACCESSORY GREENHOUSE – development used primarily for the growing of fruits, vegetables, bedding, edible, household and ornamental plants for personal use. This use does not include cannabis growing.

AGRI-TOURISM means a commercial enterprise that links agricultural production and/or processing with tourism to attract visitors for the purposes of entertaining or educating the visitors. This use includes uses such as corn mazes, greenhouses and plant nurseries, u-pick gardens\fruit farms, tree farms, garden markets alike. These uses often contain a retail component and/or associated recreational activities. Uses such as liquor production facilities, cannabis production facilities, or any facility requiring an Alberta Gaming, Liquor and Cannabis license are not permitted.

2. That Section 6A.3 of Bylaw 2018-11 be replaced with Schedule A which is attached to this bylaw.

3. That Part 8 – Specific Use Regulations be amended to include the following:

Section 8.45 – Agri-tourism

1. The business shall not generate noise, smoke, steam, dust, odour, fumes exhaust, vibration, heat, glare or refuse matter considered offensive or excessive by the CAO or designate.
2. The Development Authority may require any or all of the following with a development permit application:
 - a. operations outline or plan, including number of attendees, peak site visits, hours and season of operation, signage, and servicing;
 - b. traffic impact assessment;
 - c. emergency response;
 - d. plan surveyed site plan;
 - e. and/or any other information required by the Development Authority.
4. That Section 10.14 be amended to include the UF – non-residential uses (UF*)as shown below:

10.14 Sign Classification Chart

Sign Type	Residential Zonings								Commercial & Industrial Zonings					Other Zonings	
	R1	R1A	R2A	R2	R3	R4	CR	UF	UF*	C1	C2	M	IN	US	UX
A-board sign						D			P	P	P	P	P		
Awning Sign					D	D			P	P	P	P	P		
Balloon Sign									D	D	D	D	D		
Banner Sign									P	P	P	P	P		
Billboard Sign															
Canopy Sign					D	D			P	P	P	P	P		
Construction Site Identification Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Developer Marketing Sign	P	P	P	P	P	P	P	P							
Development Directional Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Directional Sign					P	P			P	P	P	P	P		
Election Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Electronic Message Sign (Fascia or window)									P	P	P	P	P		
Electronic Message Sign (Freestanding)									D	D	D	D	D	D	D
Event Directional Sign									D	D	D	D	D	D	D
Fascia Sign					D	D			P	P	P	P	P		
Fence Sign									D		D	P	P		
Flashing Sign															
Freestanding Sign					D	D			P	P	P	P	P		
Garage Sale Sign	P	P	P	P	P	P	P	P							
Home Business Sign	P	P	P	P	P	P	P	P							
Multiple Tenant Sign									P	P	P	P	P		
Municipal Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Neighbourhood Identification Sign	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Open House Sign	P	P	P	P	P	P	P	P							
Peddler Sign												D	D		
Picket Sign									P		P	P	P		
Pole Sign									P	P	P	P	P		
Portable Sign									P	P	P	P	P	P	D
Projecting Sign									P	P	P	P	P	D	
Real Estate Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Roof Sign									D	D	P	P	P		
Wall Sign									P	P	P	P	P		
Window Sign									P	P	P	P	P		

* Denotes Non-Residential Uses within a district

That Bylaw 2023-05 shall come into full force upon signing.

Read a first time this ____ day of _____, A.D., 2023.

Read a second time this _____ day of _____, A.D., 2023.

Read a third and final time this ____ day of _____, A.D., 2023.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

6A.3 UF – Urban Fringe

6A.3.1 Purpose

The purpose of the Urban Fringe District (UF) is to encourage uses and development that act as a transition between residential and non-residential development. This use class is generally larger parcels of land that have previously been used for agriculture or housing.

6A.3.2 Permitted Uses

1. Accessory Building
2. Accessory Greenhouse
3. Agriculture, Extensive
4. Essential Utility Services

6A.3.3 Discretionary Uses

1. Agri-Tourism
2. Attached Garage
3. Bed and Breakfast
4. Detached Garage
5. Garage Suites
6. Garden Suites
7. Home Office
8. Major Home Based Business
9. Minor Home Based Business
10. Modular Homes
11. Secondary Suite
12. Single Dwelling Buildings
13. Tent Structures

6A.3.4 Minimum Front Yard Setback

- | | |
|---|-------|
| 1. Single Dwelling Residential building | 12.0m |
|---|-------|

6A.3.5 Minimum Rear Yard Setback

- | | |
|-----------------------|------|
| 1. Principal building | 6.0m |
| 2. Accessory building | 1.0m |

6A.3.6 Minimum Side Yard Setback

1. Determined by Alberta Building Code requirements.
2. At the discretion of the Development Authority.

6A.3.7 Maximum Site Coverage

- | | |
|------------------|-----|
| 1. All buildings | 30% |
|------------------|-----|

6A.3.8 Maximum Building Height

- | | |
|--------------------------------|-------|
| 1. Single Dwelling Residential | 12.0m |
| 2. All other buildings | 6.0m |

6A.3.9 Parcel Area

- | | |
|------------|-------------------|
| 1. Minimum | 4.05ha (10 acres) |
|------------|-------------------|

6A.3.10 General Regulations – See Part 7

6A.3.11 Specific Use Regulations – See Part 8

6A.3.12 Alberta Fire and Building Codes

1. Subdivision or development and construction of any development or structure cannot begin until evidence is provided to the satisfaction of the Development Authority, that all the requirements of the Alberta Building Code and Alberta Fire Code have been met.

Current UF Regulations

Town of Millet
Land Use Bylaw #2018/11

6A.3 Urban Fringe District (UF) - (annexed lands January 1, 2018)

All regulations pursuant to County of Wetaskiwin No. 10 Land Use Bylaw 2017/48 Section 10.20.

Purpose

The purpose of the Urban Fringe District (UF) is to manage lands surrounding hamlets and towns so that they can be converted to urban uses. Subdivision and development, which will act as a barrier to this urban growth, is not allowed.

Permitted Uses

1. Agriculture, Extensive
2. Buildings and uses accessory to the above

Discretionary Uses

1. Agriculture, Intensive
2. Bed and Breakfast
3. Buildings and uses accessory to the above
4. Dwelling Detached
5. Dwelling, Mobile – New
6. Dwelling, Modular – New
7. Dwelling, Modular – Used
8. Dwelling, Moved-in
9. Dwelling, Secondary Suite
10. Home Occupation
11. Intensive Livestock Operations - situated within 400.0 meters (1312 feet) from any land not classified as Agricultural or Severed Agricultural
12. Kennel
13. Minor Business
14. Public Park
15. Public Utility
16. RV/OHV Storage
17. Tree Farm

Setbacks

Front yard

All development shall be located at least:

- a) 50.0 meters (164 feet) from the property line abutting a highway (see Figure 2); and
- b) 40.0 meters (131 feet) from the property line abutting all other roads excepting internal subdivision roads (see Figure 2); and
- c) 8.0 meters (26 feet) from the property line abutting internal subdivision roads (see Figure 2).

Current UF Regulations

Town of Millet
Land Use Bylaw #2018/11

Side yard

1. 5.0 meters (16 feet)

Rear yard

1. meters (33 feet)

Subdivision and Development Standards

The Subdivision Authority or the Development Authority may apply standards found elsewhere in this Bylaw in making a decision on a subdivision or development permit application.

Recreational Vehicles

Recreational Vehicles may be authorized pursuant to County of Wetaskiwin No. 10 Land Use Bylaw Section 3.12

Recreational Vehicles 3.12

3.12.1 Where the use complies with the maximum number of Recreational Vehicles set out in the respective definition of the use, and the use otherwise complies with all other provisions of this Bylaw, (Recreational Vehicle is subject to a 5-meter (16.5 feet) setback distance from any road or street abutting the property exempting back alleys). Recreational Vehicles may be authorized as follows:

Short Term Camping means the use of land for the parking of a Recreational Vehicle that is used for no more than fourteen (14) consecutive days as temporary accommodation for users engaged in recreational or seasonal pursuits.

Short Term Camping is exempt from the requirement for a development permit in the following land use districts (Recreational Vehicles are subject to a 5-meter (16.5 feet) setback distance from any road or street abutting the property exempting back alleys):

- v. Country Residential (subject to an existing approved dwelling)
- xiv. Urban Fringe

Recreational Vehicle (RV) Storage is exempt from the requirement for a development permit in the following land use districts (Recreational Vehicles are subject to a 5-meter (16.5 feet) setback distance from any road or street abutting the property exempting back alleys):

- v. Country Residential
- xvi. Industrial
- xviii. Urban Fringe

In the Country Residential (CR) where there is no permanent dwelling on a parcel of land, the Development Authority may include a condition that approves Recreational Vehicle Use as a time limited Accessory Use provided the approval is given concurrently with the approval of a development permit for a Detached dwelling on the land. The conditional approval shall only be for the months of April thru October and will lapse after 12 months of the issuance of the development permit. In the event that construction of the Detached dwelling is not completed by

Current UF Regulations

Town of Millet
Land Use Bylaw #2018/11

the time the conditional approval for the Recreational Vehicle Use expires, the Recreational Vehicle must be removed from the land unless the Development Authority has approved a new development permit approving the ongoing use of the Recreational Vehicle as an Accessory Use to the Detached dwelling. The maximum number of Recreational Vehicle Use approvals shall be two (2).

A Recreational Vehicle may NOT be augmented by an attached canopy, deck, lean-to or any other attached accessory building. Non-attached accessory buildings require a development permit.

Sewage and wastewater systems, including holding tanks and onsite treatment are subject to approval from a Provincially Accredited Safety Codes Agency.

Utility hookups are subject to approval from a Provincially Accredited Safety Codes Agency.

Recreational Vehicle Use during special events shall be governed by the Town of Millet approval.

Enforcement

Offences and fines are outlined in Part 12 Town of Millet Land Use Bylaw.



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

Meeting: Regular Council Meeting
Meeting Date: July 19, 2023
Originated By: Lisa Novotny, Director of Development, and Infrastructure
Agenda Item: 8.2 Bylaw 2023-07 – Land Use Bylaw Amendment
C3 – Neighbourhood Commercial District

BACKGROUND/PROPOSAL

Administration has been working with prospective developers that are interested in incorporating commercial uses in neighbourhoods, however the current C1 – Downtown District and C2 – Highway Commercial district are very broad and include uses that are not complimentary to residential areas.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Bylaw 2023-07 has been drafted to add a C3 – Neighbourhood Commercial district into the Land Use Bylaw 2018-11. The purpose of the proposed district is to have land that is used for local retail and service outlet development, which provides for the sale of convenience goods and services, in close proximity, to residential areas. The permitted and discretionary uses are identified in Bylaw 2023-07 including Professional, Financial, and Office Support Services and Personal Services Businesses. The C3 – Neighbourhood Commercial uses are much less intense that commercial uses in the C1 and C2 districts. This use district also must be on a provincial highway.

COSTS/SOURCE OF FUNDING

N/A

COUNCIL MEETING

JUL 19 2023

RECOMMENDED ACTION:

That Council give first reading to Bylaw 2023-07

ITEM # _____

That Council schedule a public hearing for Bylaw 2023-07 on Wednesday August 16, 2023, at 4:00pm to be held in Council Chambers in the Millet Civic Centre at 4528 – 51 Street.

RELEVANT DEFINITIONS

Multi-tenant Commercial Building

A building designed and constructed in accordance with appropriate codes to accommodate multiple commercial tenants and/or uses within the same building. This type of development is sensitive to adjacent districts that allow residential uses and provides a building form that is street oriented at grade. This mix street level retail, one or more floors of office use in the middle floors, and may include spaces designed for mixed use residential suites provided all regulations are met and approved for mixed use residential (discretionary). An example of a horizontal mixed use is two buildings, one commercial and one office, located on the same site.

Single Tenant Commercial Building

A building design and constructed in accordance with appropriate codes to accommodate one commercial tenant and/or use within the building.

Convenience Retail Store

A development used for the retail sale of those goods required by area residents or employees on a day-to-day basis. Typical uses include small food stores, drug stores, and variety stores selling confectionery, tobacco, groceries, beverages, pharmaceutical and personal care items, hardware, or printed matter. This use does not include fuel sales or vehicle-oriented uses.

Essential Utility Services

A development which is part of the infrastructure of a principal utility, pumping station, electrical power transformers, underground water reservoir and wells. Typical uses include regulating stations.

Personal Service Business

development used for the provision of personal services to an individual that are related to the care and appearance of the body, or the cleaning and repair of personal effects. This use includes barbershops, hairdressers, beauty salons, tailors, dressmakers, shoe repair shops, dry-cleaning establishments, and laundromats, but does not include health services.

Professional, Financial and Office Support Service

A development used for the provision of professional, management, administrative, consulting, and/or financial services, but does not include health services or government services. Typical uses include the offices of lawyers, accountants, engineers' architects, real estate agents, insurance brokers, office support services, banks, and loan offices.

Restaurant

A development where the primary purpose of the facility is the sale of prepared foods and non-alcoholic beverages to the public, including minors, for consumption within the premises or off the site. This use class typically has a varied menu, with a fully equipped kitchen and preparation area, and includes fast food and family restaurants.

BYLAW NO. 2023-07
A BYLAW OF THE TOWN OF MILLET
IN THE PROVINCE OF ALBERTA
TO AMEND BYLAW 2018-11 BEING THE LAND USE BYLAW

WHEREAS Section 639 of the Municipal Government Act, Chapter M-26, RSA 2000 requires municipalities to pass a land use bylaw;

AND WHEREAS, Section 640(1) gives the authority for a land use bylaw to prohibit or regulate and control the use and development of land and buildings in a municipality;

AND WHEREAS, Council for the Town of Millet has approved Land Use Bylaw 2018-11;

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

1. That the following definitions be added in Part 2 of the Land Use Bylaw 2018-11 in alphabetical order:

CONVENIENCE RETAIL STORE means development used for the retail sale of those goods required by area residents or employees on a day-to-day basis. Typical uses include small food stores, drug stores, and variety stores selling confectionery, tobacco, groceries, beverages, pharmaceutical and personal care items, hardware or printed matter. This use does not include fuel sales or vehicle oriented uses.

SINGLE TENANT COMMERCIAL BUILDING means a building design and constructed in accordance with appropriate codes to accommodate one commercial tenant and/or use within the building.

2. That Schedule A be included in the Land Use Bylaw 2018-11 as 6A.11 – C3 Neighborhood Commercial.

3. That Section 10.14 be amended to include the C3 – Neighbourhood Commercial district as shown below:

10.14 Sign Classification Chart

Sign Type	Residential Zonings								Commercial & Industrial Zonings					Other Zonings	
	R1	R1A	R2A	R2	R3	R4	CR	UF	C1	C2	C3	M	IN	US	UX
A-board sign						D			P	P	P	P	P		
Awning Sign					D	D			P	P	P	P	P		
Balloon Sign									D	D	D	D	D		
Banner Sign									P	P	P	P	P		
Billboard Sign															
Canopy Sign					D	D			P	P	P	P	P		
Construction Site Identification Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Developer Marketing Sign	P	P	P	P	P	P	P	P							
Development Directional Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Directional Sign					P	P			P	P	P	P	P		
Election Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Electronic Message Sign (Fascia or window)									P	P	P	P	P		
Electronic Message Sign (Freestanding)									D	D		D	D	D	D
Event Directional Sign									D	D	D	D	D	D	D
Fascia Sign					D	D			P	P	P	P	P		
Fence Sign										D		P	P		
Flashing Sign															
Freestanding Sign					D	D			P	P	P	P	P		
Garage Sale Sign	P	P	P	P	P	P	P	P							
Home Business Sign	P	P	P	P	P	P	P	P							
Multiple Tenant Sign									P	P	P	P	P		
Municipal Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Neighbourhood Identification Sign	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Open House Sign	P	P	P	P	P	P	P	P							
Peddler Sign												D	D		
Picket Sign										P	P	P	P		
Pole Sign									P	P	P	P	P		
Portable Sign									P	P	D	P	P	P	D
Projecting Sign									P	P	P	P	P	D	
Real Estate Sign	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Roof Sign									D	P	D	P	P		
Wall Sign									P	P	P	P	P		
Window Sign									P	P	P	P	P		

4. That Bylaw 2023-07 shall come into full force upon signing.

Read a first time this _____ day of _____, A.D., 2023.

Read a second time this _____ day of _____, A.D., 2023.

Read a third and final time this _____ day of _____, A.D., 2023.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule A

6A.11 - C3 - Neighbourhood Commercial District Regulations

6A.11.1 Purpose

To establish a district in which land is used for local retail and service outlet development, which provide for the sale of convenience goods and services in close proximity to residential areas.

6A.11.2 Permitted Uses

1. Multi-tenant Commercial Building
2. Single Tenant Commercial Building
3. Convenience Retail Store
4. Essential Utility Services
5. Personal Service Business
6. Professional, Financial and Office Support Service

6A.11.3 Discretionary Uses

1. Restaurant

6A.11.4 Maximum Lot Coverage

- | | |
|----------------------------|-----|
| 1. One (1) storey building | 50% |
| 2. Two (2) storey building | 45% |

6A.11.5 Minimum Front Yard Setback

- | | |
|------------------|------|
| 1. All buildings | 10 m |
|------------------|------|

6A.11.6 Minimum Side Yard Setback

- | | |
|----------------------------|------|
| 1. One (1) storey building | 3.0m |
| 2. Two (2) storey building | 5.0m |

6A.11.7 Minimum Rear Yard Setback

- | | |
|----------------------------|------|
| 1. One (1) storey building | 6.0m |
| 2. Two (2) storey building | 6.0m |

6A.11.8 Maximum Building Height

- | | |
|-----------------------|-------|
| 1. Principal Building | 10.0m |
|-----------------------|-------|

6A.11.9 Appearance and Siting Requirements

1. Sites to be designated, as C3 - Neighbourhood Commercial, shall be located on a Provincial Highway.
2. The siting and appearance of all buildings or improvements and the landscaping of the lot shall be cohesive with residential properties in order that there shall be general conformity with adjacent buildings and that there may be adequate protection afforded to the amenities of the adjacent buildings.

6A.11.10 General Regulations – See Part 7

6A.11.11 Specific Use Regulations – See Part 8

6A.11.12 Alberta Fire and Building Codes

Subdivision and development and construction of any development or structure cannot begin until evidence is provided, to the satisfaction of the Development Authority, that all the requirements of the Alberta Building Code and Alberta Fire Code have been met.



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

Meeting: Regular Council Meeting
Meeting Date: July 19, 2023
Originated By: Lisa Schoening CAO
Agenda Item: 10.0 Correspondence

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Correspondence be considered by Council

- 10.1 Proposed JEDI Sign Project
- 10.2 MSI Funding Allocation 2023

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

That Council accept the correspondence as presented.



July 6, 2023

Town of Millet

(Sent via e-mail)

ATTENTION: Lisa Schoening, CAO

Dear Ms. Schoening:

RE: Proposed JEDI Digital Sign Project Adjacent the QEII

Please be advised that the JEDI Board of Directors once again held discussions pertaining to the proposed digital sign adjacent to the QEII at the July 5, 2023 Board meeting.

At that time, a motion was approved to move forward with the necessary steps to install a digital sign along the QEII. Based on their decision to partner solely with VueTronic, they will not be requesting a partnership with the Town of Millet on this project.

We understand the importance of working with our neighboring municipalities on projects or activities mutually agreed to by both parties and are open to the consideration of other collaborative opportunities in the future.

Sincerely,

A handwritten signature in cursive script that reads "Joan Miller".

Joan Miller
Director of Economic Development

/JLLM

Cc Rod Hawken, CAO, County of Wetaskiwin

COUNCIL MEETING
JUL 19 2023
ITEM # 10.1



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

AR111593

July 7, 2023

His Worship Doug Peel
Mayor
Town of Millet
PO Box 270
Millet AB T0C 1Z0

Dear Mayor Peel:

Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.

For the Town of Millet:

- The **2023 MSI Capital allocation is \$229,783.**
- The **2023 MSI Operating allocation is \$145,758**, double the 2022 allocation amount.
- The **2023 CCBF allocation is \$121,760.**

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at open.alberta.ca/publications.

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

Ric McIver
Minister

cc: Lisa Schoening, Chief Administrative Officer, Town of Millet

COUNCIL MEETING

JUL 19 2023

ITEM # 10.2



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

Meeting: Regular Council Meeting
Meeting Date: June 19, 2023
Originated By: Joyce Vanderlee
Agenda Item: 11.1 Harvest Fair Parade

BACKGROUND/PROPOSAL

Millet & District Lions Club are inviting all of Council to support them by participating, in their 120th Birthday parade.

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

COSTS/SOURCE OF FUNDING

Approximately \$500.00 for BREAKFAST

RECOMMENDED ACTION:

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

Does Council wish to host a breakfast and expand the invitation of dignitaries to other Towns and Cities to include:

- Maskwacis*
- Ponoka*
- Camrose*

COUNCIL MEETING

JUL 19 2023

ITEM # 11.1



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

Meeting: Regular Council Meeting
Meeting Date: July 19, 2023
Originated By: Lisa Schoening
Agenda Item: 11.2 Request Sponsorship for 25th Year Concert in the Country

BACKGROUND/PROPOSAL

Concert in the Country is hosting their 25th Year event and is seeking sponsorship

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

Platinum - \$1000.00 or more
Diamond - \$800.00
Gold - \$500.00
Silver - \$250.00
Bronze - \$100.00

RECOMMENDED ACTION:

Does Council wish to sponsor the 25th Year of Concert in the Country

