



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, September 13th, 2023  
4:00 p.m.  
MCC Council Chambers**

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- 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 16, 2023 – Regular Meeting of Council
  
- 6.0 DELEGATIONS**
  - 6.1 Cheque Presentation FCSS
  
- 7.0 REPORTS**
  - 7.1 Millet Fire Department Call History August 2023
  - 7.2 Finance – Tax Aging Analysis August 2023
  - 7.3 Finance – Bank Reconciliation July 2023
  
- 8.0 BYLAWS**
  - 8.1 2023-04 Traffic Bylaw

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**9.0 AGREEMENTS**

**10.0 CORRESPONDENCE**

**11.0 NEW BUSINESS**

11.1 Royal Canadian Legion Br # 229 Millet “Legion Week” Sept.17- 23/23

11.2 Quality Management Plan

11.3 Solid Waste Collection RFP Results

11.4 Letter of Support Millet Wellness Alberta Blue Cross “Built Together”  
Grant

**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

13.4 Land

**14.0 ADJOURNMENT**

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REGULAR MEETING OF COUNCIL
TOWN OF MILLET
August 16th, 2023
Millet Public Library
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
MANAGER OF ENFORCMENT: 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:

Table with 2 columns: Bylaw 2023-05 and meeting details. Includes text: Mayor Peel declared the Public Hearing for Bylaw 2023-05 to open at 4:01 p.m. Presentations: Administration: L. Novotny Director of Development and Infrastructure made a presentation on the Bylaw 2023-05. There were no questions from Council. Includes stamp: COUNCIL MEETING SEP 13 2023 ITEM # 5.1

	<p>There were no written submissions.</p> <p>Comments were made at the meeting by the following residents:</p> <p>D. Schell M. Lalande A. Grabatin T. O Mara</p> <p>Mayor Peel declared the Public Hearing for Bylaw 2023-05 closed at 4:20 p.m.</p>
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*CARRIED*

<b>Bylaw 2023-07</b>	<p>Mayor Peel declared the Public Hearing for Bylaw 2023-07 to open at 4:20 p.m.</p> <p><b>Presentations:</b> Administration:</p> <p>L. Novotny Director of Development and Infrastructure made a presentation on the Bylaw 2023-07. There were no questions from Council.</p> <p>There were no written submissions.</p> <p>Comments were made at the meeting by the following resident:</p> <p>T. O'Mara</p> <p>Mayor Peel declared the Public Hearing for Bylaw 2023-05 closed at 4:22 p.m.</p>
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*CARRIED**Councillor Starky left the meeting at 4:22 p.m.***4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:**



<b>Res # 138/23</b> Additions	Moved by Councillor Frost that the agenda is hereby adopted with the following additions: 13.2 Land 13.3 Land 13.4 Land
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*CARRIED***5.0 ADOPTION OF MINUTES:**

<b>Res #139/23</b> Adoption of Minutes	Moved by Councillor Van de Kraats that the July 19th, 2023, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS:***Canadian Fiber Optics***7.0 REPORTS:**

<b>Res #140/23</b> Reports	Moved by Councillor Bennett that council accepts the following reports as information:  7.1 Millet Fire Department Reports July 2023 7.2 Finance – Aging Report June 2023 and July 2023 7.3 Finance – Bank Reconciliation June 2023 7.4 Enforcement Services Report August 2023
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*CARRIED***8.0 BYLAWS:**8.1 *Bylaw 2023-05 UF- Urban Fringe District Regulations*

<b>Res # 141/23</b> Bylaw 2023-05	Moved by Councillor Bennett that Council gives second reading to Bylaw 2023-05.
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*CARRIED*

<b>Res # 142/23</b> Bylaw 2023-05	Moved by Councillor Hogstead that Council gives third and final reading to Bylaw 2023-05.
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*CARRIED*8.2 *Bylaw 2023-07 – C3 Neighbourhood Commercial District Regulations*

<b>Res # 143/23</b> Bylaw 2023-07	Moved by Councillor Van de Kraats that Council gives second reading to Bylaw 2023-07 being the Land Use Bylaw.
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*CARRIED*

<b>Res # 144/23</b> Bylaw 2023-07	Moved by Councillor Petrisor that Council gives third and final reading to Bylaw 2023-07 being the Land Use Bylaw.
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CARRIED

**9.0 AGREEMENTS:**

9.1 *JEDI Agreement for Termination of the JEDI Cost and Revenue Sharing Master Agreement*

<b>Res # 145/23</b> Jedi Termination	Moved by Councillor Bennett that council adopt the agreement as presented.
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CARRIED

**10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:**

11.1 *Request for Decision Central Alberta Economic Partnership Membership*

<b>Res #146/23</b>	Moved by Councillor Van de Kraats that council provide notice of the Town of Millet's withdrawal from the Central Alberta Economic Partnership.
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CARRIED

11.2 *Request for Decision Wetaskiwin District Heritage Museum*

<b>Res #147/23</b>	Moved by Councillor Van de Kraats that council grants permission to the Wetaskiwin District Heritage Museum to use Town Land on September 16 <sup>th</sup> to host their event.
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CARRIED

11.3 *Request for Decision Resignation of Library Board Member*

<b>Res #148/23</b>	Moved by Councillor Bennett that council accepts the resignation of Mr. Kourtland Fox, from the Millet Library Board, effective August 3 <sup>rd</sup> 2023.
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CARRIED

11.4 *Request for Decision Millet & District Historical Society Greeting Request*

<b>Res #149/23</b> Sponsorship Request	Moved by Councillor Van de Kraats that Mayor Peel attend and bring greetings on August 19 <sup>th</sup> 2023 the Cree: Peoples Language Exhibit.
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CARRIED

**12.0 CLARIFICATION OF AGENDA:***NONE*

<b>Res #150/23 Adjournment</b>	Moved by Councillor Petrisor 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:**

<b>Res #151/23 Reconvene</b>	Moved by Councillor Petrisor that the Regular Council Meeting reconvene from Closed Session at 5:15 p.m.
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*CARRIED*

<b>Res #152/23 Land</b>	Moved by Councillor Bennett that council approves funding in the amount of \$7,000.00 for the EV Charger to come from the Capital Reserve.
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*CARRIED*

<b>Res #153/23 Land</b>	<p>Moved by Councillor Van de Kraats that the following funding for 2024 for The Millet &amp; District Historical Society is as follows;</p> <p><b>Museum Operations \$35,000</b>  <b>Curator Assistant \$5,000</b>  <b>Total - \$40,000</b></p>
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*CARRIED*

<b>Res #154/23 Land</b>	Moved by Councillor Van de Kraats that Mayor Peel attend The Alberta Museum Association 2023 Awards on September 16 <sup>th</sup> 2023.
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*CARRIED***14.0 ADJOURNMENT:**

The meeting was adjourned at 5:45 p.m.

*THESE MINUTES ADOPTED BY COUNCIL THIS    TH DAY OF SEPTEMBER  
2023.*

\_\_\_\_\_  
*MAYOR*

\_\_\_\_\_  
*CHIEF ADMINISTRATIVE OFFICER*



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 13, 2023  
**Originated By:** Annette Gordon, Director of Finance  
**Agenda Item:** 6.1 FCSS Cheque Presentation

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**BACKGROUND/PROPOSAL**

Recipients of FCSS Funding will be awarded cheques by Mayor Peel

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDED ACTION:**

N/A

COUNCIL MEETING

SEP 13 2023

ITEM # 6.1



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 13, 2023  
**Originated By:** Lisa Schoening CAO  
**Agenda Item:** 7.0 Reports

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**BACKGROUND/PROPOSAL**

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

That the Following Reports be considered by Council

- 7.1 Millet Fire Department – Call History August 2023
- 7.2 Finance – Tax Aging Analysis July 2023
- 7.3 Finance – Bank Reconciliation July 2023

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**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDED ACTION:**

That Council accept the reports as presented.

COUNCIL MEETING

SEP 13 2023

ITEM # 7.0



**Millet Fire Department  
Call History Report by Date - Main Station  
8/1/2023 - 8/31/2023**

Date	Type	Incident #	Incident Type	Primary Action	# Of tendees	Total Time
Tue 08/01/2023 09:02	County - Wetaskiwin	2300083	55 Electrical Hazard	55 Establish safe area	6	00:34
Tue 08/08/2023 05:19	City - Millet	2300085	28 Stroke (CVA) Transient Ischemic Attack (TIA)	55 Establish safe area	7	00:26
Tue 08/08/2023 09:19	County - Wetaskiwin	2300084	77 Motor Vehicle Collision	55 Establish safe area	12	00:56
Sat 08/12/2023 23:44	County - Wetaskiwin (Extra Hours)	2300086	71 Vehicle Fire	55 Establish safe area	10	01:14
Sun 08/13/2023 18:33	County - Wetaskiwin (Extra Hours)	2300087	02 Allergies (Reactions)/Stings/Bites	55 Establish safe area	10	01:05
Tue 08/15/2023 19:18	City - Millet	2300088	52 Alarms	55 Establish safe area	8	01:16
Wed 08/16/2023 13:18	City - Millet	2300089	52 Alarms	86 Investigate	7	00:03
Thu 08/17/2023 20:17	County - Wetaskiwin (Extra Hours)	2300090	52 Alarms	55 Establish safe area	14	01:38
Mon 08/21/2023 10:12	City - Millet	2300091	52 Alarms	80 Information, Investigation & enforcement, other	7	00:03
Tue 08/22/2023 20:58	County - Wetaskiwin	2300092	52 Alarms	55 Establish safe area	8	00:35
Tue 08/22/2023 23:51	County - Leduc (Extra Hours)	2300093	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area	4	02:12
Fri 08/25/2023 14:47	County - Leduc (Extra Hours)	2300094	77 Motor Vehicle Collision	55 Establish safe area	8	01:29
Mon 08/28/2023 22:48	City - Millet	2300095	77 Motor Vehicle Collision	55 Establish safe area	10	00:39
Wed 08/30/2023 18:52	City - Millet	2300096	52 Alarms	55 Establish safe area	6	00:08

CO & Peak

False

False

False

Total calls for City - Millet:	6
Total calls for County - Leduc:	0
Total calls for County - Leduc (Extra Hours):	2
Total calls for County - Wetaskiwin:	3
Total calls for County - Wetaskiwin (Extra Hours):	3
<b>Total calls:</b>	<b>14</b>
<b>Total Time:</b>	<b>12:18</b>
<b>Avg. Call Attendance:</b>	<b>8.36</b>

SM

COUNCIL MEETING  
SEP 13 2023  
M # 7.1

tax aging analysis  
Excluding auto pay

	Current outstanding	One Year outstanding	Total outstanding
June 2019	218,299.06	112,329.78	415,548.05
June 2020	452,259.97	127,112.45	695,456.27
June 2021	405,125.72	109,633.05	630,079.57
June 2022	240,575.70	76,108.05	397,675.06
June 2023	1,063,989.61	46,652.12	1,225,483.98
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
July 2023	170,579.38	28,647.36	313,862.83
Aug 2019	238,626.78	87,199.94	395,070.83
Aug 2020	276,113.41	104,686.37	493,908.20
Aug 2021	202,646.12	63,497.64	356,022.46
Aug 2022	101,569.28	67,621.14	250,181.73
Aug 2023	134,136.84	24,309.51	268,582.44

Analysis:

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Increase in taxes owing end of June 2023 is a result of moving the deadline from June 30th to July 15th, as financial institutions paid in July instead of June, this year. Unfortunately, August showed an increase in outstanding current and total tax collections over prior year, although significant progress was made from the previous month.

COUNCIL MEETING

SEP 13 2023

ITEM # 7.2



# Monthly Bank Reconciliation

Municipality of  
**TOWN OF MILLET**

Month Ending 31, July 2023

	General Account	Chequing Account	General Term Deposit	Cemetery Term Deposit	Tax sale account	Total
Net Balance at End of Previous Month	\$1,103,199.38	\$187,072.73	\$1,865,612.66	\$13,711.84	\$41,425.67	\$3,211,022.28
Receipts for the Month (Less Loans)	\$1,429,615.16	\$401,063.15	\$11,169.32	\$35.00	\$183.07	\$1,842,065.70
Terms Cashed in			\$800,000.00	\$0.00		\$800,000.00
Sub-Total	\$2,532,814.54	\$588,135.88	\$2,676,781.98	\$13,746.84	\$41,608.74	\$5,853,087.98
<b>LESS:</b>						
Terms Taken out	\$800,000.00			\$0.00		\$800,000.00
Disbursements for the Month	\$581,545.86	\$156,360.13		\$3.06		\$737,909.05
			\$0.00	\$0.00		\$0.00
Net Balance at End of Month	\$1,151,268.68	\$431,775.75	\$2,676,781.98	\$13,743.78	\$41,608.74	\$4,315,178.93
Balance at End of Month -- Treasury Branch	\$1,134,042.29	\$515,764.22	\$2,676,781.98	\$19,346.28	\$41,608.74	\$4,387,543.51
*Cash on Hand at End of Month			\$0.00	\$0.00		\$0.00
Sub-Total	\$1,134,042.29	\$515,764.22	\$2,676,781.98	\$19,346.28	\$41,608.74	\$4,387,543.51
ADD: Outstanding deposits	\$17,226.39		\$0.00	\$5,602.50		-\$11,623.89
Less: Outstanding Cheques (See List)	\$0.00	\$83,988.47	\$0.00	\$0.00		\$83,988.47
<b>BALANCE</b>	<b>\$1,151,268.68</b>	<b>\$431,775.75</b>	<b>\$2,676,781.98</b>	<b>\$13,743.78</b>	<b>\$41,608.74</b>	<b>\$4,315,178.93</b>

OUTSTANDING CHEQUES									
No.	Amount	No.	Amount	No.	Amount	No.	Amount		
<b>General Account</b>		0	\$-00	<b>Chequing Account</b>		382	\$124.95	402	\$4,224.47
		0	\$-00	83	\$125.64	383	\$1,285.00	403	\$79.28
		0	\$-00	163	\$154.09	384	\$140.65		\$-00
		0	\$-00	220	\$1,008.27	385	\$95.00		\$-00
		0	\$-00	323	\$175.00	386	\$204.75		\$-00
		0	\$-00	335	\$32,650.76	387	\$992.25		\$-00
		0	\$-00	341	\$76.56	389	\$833.32		\$-00
		0	\$-00	342	\$1,187.46	390	\$1,570.00		\$-00
		0	\$-00	371	\$2,415.00	391	\$13.86		\$-00
		0	\$-00	372	\$1,239.78	392	\$787.45		\$-00
		0	\$-00	373	\$490.61	393	\$1,500.00		\$-00
		0	\$-00	374	\$378.00	394	\$2,520.00		\$-00
		0	\$-00	375	\$320.00	395	\$476.77		\$-00
		0	\$-00	376	\$463.05	396	\$23,205.00		\$-00
		0	\$-00	377	\$915.29	397	\$116.55		\$-00
		0	\$-00	378	\$478.40	398	\$828.33		\$-00
		0	\$-00	379	\$247.80	399	\$78.75		\$-00
		0	\$-00	380	\$350.00	400	\$804.38		\$-00
		0	\$-00	381	\$1,075.00	401	\$357.00		\$-00
			\$-00						\$83,988.47

Reviewed by: J. Schoening  
Chief Administrative Officer

Date: Aug 23/23

This statement submitted to Council this day of 13 September, 2023.  
Remarks:

Mayor: \_\_\_\_\_

COUNCIL MEETING  
SEP 13 2023  
ITEM # 7.3



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 13, 2023  
**Originated By:** Christine Hepburn – Manager of Enforcement and Safety Services  
**Agenda Item:** 8.1 Traffic Bylaw

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**BACKGROUND/PROPOSAL**

Looking for the second and third reading of the Traffic Bylaw.

**COSTS**

Not Applicable

**RECOMMENDATION**

Have council direct administration to bring the bylaw for the second and third reading.

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COUNCIL MEETING

SEP 13 2023

ITEM # 8.1

Bylaw No. 2023-04

TOWN OF MILLET

**WHEREAS** the *Traffic Safety Act* authorizes a municipality to regulate and control vehicle, animal and pedestrian traffic as well as parking on streets and property within the municipality;

**AND WHEREAS** the *Municipal Government Act*, allows a municipality to pass Bylaws as well as delegate authority with respect to streets under its direction, control and management.

**NOW THEREFORE**, the Municipal Council of the Town of Millet in the Province of Alberta hereby enacts a Bylaw to regulate Vehicle, Animal and Pedestrian Traffic in the Town of Millet as follows:

This Bylaw may be cited as the “Town of Millet Traffic Bylaw”.

**1 DEFINITIONS**

For purpose of this bylaw, all definitions and interpretations of the *Traffic Safety Act* and all subsequent regulations shall apply, unless otherwise defined in this Bylaw, as follows:

- a. **“ALLEY”** means a Roadway which primarily serves to provide access to the rear of buildings and parcels of land.
- b. **“BICYCLE”** means a cycle propelled by human power on which a person can ride, regardless of the number of wheels it has, and includes a vehicle that;
  - i. May be propelled by muscular or mechanical power;
  - ii. Is fitted with pedals that are continually operated to propel it;
  - iii. Weighs not more than 35 kilograms;
  - iv. Has a motor that produces not more than 750 watts and that is driven by electricity or has an engine displacement of not more than 50 cubic centimeters;
  - v. Has no hand or foot operated clutch or gearbox driven by the motor that transfers the power to the driven wheel; and
  - vi. Does not have sufficient power to enable it to obtain a speed greater than 35 kilometers per hour on level ground within a distance of 2 kilometers from standing start.
- c. **“BYLAW ENFORCEMENT OFFICER”** means employed by the Town of Millet in accordance with the Municipal Government Act.
- d. **“CENTER LINE”** means
  - i. The center of a roadway measured from the curbs or, in the absence of curbs, from the edges of the Roadway,
  - ii. In the case of a highway
    - a. That is offset Highway as designated by the Traffic Control Device, or

- b. That has a certain number of traffic lanes for traffic moving in a certain direction at all times or at specified times as designated by a Traffic Control Device,
  - c. The line dividing the lanes for traffic moving in opposite directions,
- iii. In the case of a divided Highway, that portion of the Highway separating the Roadways for traffic moving in opposite directions.
- e. **“C.A.O”** means the Chief Administrative Officer of the Town of Millet
- f. **“COMMERCIAL VEHICLE”** means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle.
- g. **“COUNCIL”** means the Council of the Town of Millet.
- h. **“CROSSWALK”** means
  - i. That part of a roadway at an intersection included within the connection of the lateral line of the sidewalk on opposite side of the highway measured from the curbs, or in the absence of curbs, from the edges of the roadway; or
  - ii. Any part of the roadway at an intersection of elsewhere distinctly indicated for pedestrian crossing by traffic control device, by line or by other markings on the surface.
- i. **“CURB”** means the concrete or asphalt edge of a Roadway, or the division point between a Roadway and a Boulevard or sidewalk.
- j. **“DANGEROUS GOODS”** means any product, substance or organism included by its nature or by the regulations to the Dangerous Goods Transportation and Handling Act in any of the classes listed in the Schedule to the Dangerous Goods Transportation and Handling Act.
- k. **“DISABLED PERSONS VEHICLE”** means a Vehicle that displays a disabled placard or license plate that issued or recognized by the Registrar of Motor Vehicle Services (or any Person who, on the directions of the Registrar, is acting on behalf of the Registrar of Motor Vehicle Services).
- l. **“DRIVER OR OPERATOR”** “driver” or “operator” means a person who drives or is in the actual physical control of the vehicle.
- m. **“EMERGENCY VEHICLE”** means
  - i. a vehicle operated by a police service as defined in the Police Act;
  - ii. a fire-fighting or other type of vehicle operated by the fire protection service of a municipality;
  - iii. an ambulance operated by a person or organization providing ambulance services;
  - iv. a vehicle operated as a gas disconnection unit of a public utility;
  - v. a vehicle designated by regulation as an emergency response unit.
- n. **“GROSS WEIGHT”** means

- i. In respect of a single axle of a vehicle, the total weight that a single axle transmits to a highway;
  - ii. In respect of an axle group of a vehicle, the sum of the weights transmitted to a highway by all the axles within the axle group;
  - iii. In respect of a tire of a vehicle, the total weight that the tire transmits to a highway;
  - iv. In respect of a vehicle, the total weight of a vehicle or combination of vehicles calculated as the sum of the weights transmitted to a highway through each of the axles.
- o. **“HEAVY VEHICLE”** means a Commercial Vehicle, or a Vehicle with trailer attached, having a maximum gross Vehicle weight of 4500 kg or more, or 12.5 meters in total length.
- p. **“HIGHWAY”** means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicle, and includes:
  - i. A sidewalk, including a boulevard adjacent to the sidewalk;
  - ii. If a ditch lies adjacent to and parallel to the roadway, the ditch, and
  - iii. If a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fence and the edge of the roadway as the case may be but does not include a place declared by regulation not to be a highway.
- q. **“INDUSTRIAL VEHICLE”** means any Vehicle used for the loading or unloading of merchandise or other object from a Vehicle. This does not include manpower.
- r. **“INOPERATIVE VEHICLE”** means any vehicle which cannot be legally operated on the street because of lack of registration, lack of engine, transmission, wheels, windshield or any other part or equipment necessary to operate on public streets and/or highways.
- s. **“INTERSECTION”** means the area embraced within the prolongation or connection of:
  - i. the lateral curb lines, or
  - ii. if there are not any lateral curb lines, the exterior edges of the roadways, of two or more highways which join one another at an angle whether or not one highway crosses the other;
- t. **“LAND USE BYLAWS”** means the Town of Millet Bylaw 2018-11 as amended, repealed, or replaced.
- u. **MUNICIPAL GOVERNMENT ACT”** means the Municipal Government Act of Alberta, RSA 2000, c. M-26, as amended, repealed or replaced.
- v. **“OFF-HIGHWAY VEHICLE”** is as defined in Section 117 of the Traffic Safety Act, R.S.A 2000, c. T-6, as amended, repealed, or replaced.

- w. **“OWNER”** means the person who owns a vehicle and included any person renting a vehicle or having exclusive use of a vehicle under a lease that has a term of more than 30 days or otherwise having the exclusive use of a vehicle for a period of more than 30 days.
- x. **“PARADE OR PROCESSION”** means any group of pedestrians or Vehicles on a Highway that is likely to block, obstruct, impede, hinder, or otherwise interfere with pedestrian or vehicular traffic on the Highway; with the exception of a military or funeral procession(s).
- y. **“PARK”** means to allow a vehicle (whether occupied or not) to remain standing in one place except
  - i. when standing temporarily for the purpose of and while actually engaged in loading and unloading of passengers; or
  - ii. when standing in obedience to a Peace Officer or traffic control device.
- z. **“PARKING LOT”** “parking lot” means a lot or portion of a lot whether publicly or privately owned, any part of which the public is ordinarily entitled to use for the purpose of parking vehicles.
- aa. **“PARKING STALL”** “parking lot” means a lot or portion of a lot whether publicly or privately owned, any part of which the public is ordinarily entitled to use for the purpose of parking vehicles.
- bb. **“PEACE OFFICER”** means a member of the Royal Canadian Mounted Police (R.C.M.P), a Community Peace Officer appointed by the Solicitor General of Alberta in accordance with the Peace Officers Act R.S.A. 2006 Chapter p-3.5.
- cc. **“PEDESTRIAN”** means a person on foot and a person in or on a mobility aid.
- dd. **“PLAYGROUND AREA”** means a section of a roadway that is denoted by Playground Area signage only.
- ee. **“PLAYGROUND/ SCHOOL ZONE”** means a section of a roadway that is denoted by School Zone or Playground Zone signage and a Thirty (30) kilometer per hour (km/h) speed limit sign. Each sign will be posted with start time and end time and are in effect 7 days a week, 365 days a year.
- ff. **“TIME”** means either Mountain Standard Time or Mountain Daylight Savings Time, whichever is proclaimed to be in effect by the Province of Alberta.
- gg. **“TRACK OR TRACKING”** means to allow, cause, or permit any substance or material of any nature or kind whatsoever to become loose, detached, blow, drop, spill, or fall from any Vehicle, accessories or tires onto any Highway.
- hh. **“TRAFFIC CONTROL DEVICE”** means any sign, signal, signal, marking or device placed, marked or erected under the authority of this bylaw or under the Traffic Safety Act of Alberta RSA 2000, c. T-6.



- ii. **“TRAFFIC SAFETY ACT”** means the Traffic Safety Act of Alberta RSA 2000, c. T-6, as amended, repealed, or replaced.
- jj. **“TRAVIS Permit”** means Transportation Routing and Vehicle Information System. TRAVIS issues a permit to travel through a municipality for oversize and overweight loads. Information is collected by the province for a fee and allocates a portion back to the municipality for road damage and administration costs.
- kk. **“TRAILER”** means a vehicle so designated that it.
  - i. May be attached to or drawn by a motor vehicle or tractor, and
  - ii. Is intended to transport property or persons, and includes a vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways.
- ll. **“TRUCK”** means any vehicle, other than a registered Disabled Persons Vehicle, Recreations Vehicle, School Bus or Transit bus, that is:
  - i. Greater that 12 meters in length, or
  - ii. registered (in any jurisdiction) to operate at a maximum gross weight of 4500 kg or more.
- mm. **“PRIVATE PASSENGER VEHICLE”** means a Vehicle used solely for personal transportation.
- nn. **“PUBLIC PLACE”** means an indoor or outdoor area, whether privately or publicly owned, to which the public have access by right or by invitation, expressed or implied, whether by payment of money or not, but not a place when used exclusively by one or more individuals for a private gathering or other personal purpose.
- oo. **“RECREATIONAL VEHICLE”** means a vehicle used or intended for primarily recreational use, and without restricting the generality of the foregoing, includes any motor home, holiday trailer, trailer, camper, tent trailer, any van or bus converted for use as a recreational vehicle, boat trailer, ATV trailer or non-commercial utility trailer.
- pp. **“RESIDENTIAL AREA”** shall refer to lands districted as Residential, with Residential districts including those districts identified in Sections 6.1 to 6.13 of the Land Use Bylaw and shall include any Highways or public property abutting such districts.
- qq. **“SCHOOL BUS”** means a bus that is used primarily to transport students to and from school.
- rr. **“VIOLATION TAG”** means a tag or similar document issued by the Town pursuant to the Municipal Government Act.
- ss. **“VIOLATION TICKET”** means a notice issued under Part two (2) or Part three (3) of the Provincial Offences Procedure Act as amended, replaced, or repealed.

## 2. PEDESTRIANS

### WHERE TO STAND

A pedestrian waiting for a traffic control signal to change shall not stand on the highway.

### GROUP STANDING

No person shall obstruct or prevent other persons using such highway or sidewalk and forthwith after a request has been made by a Peace Officer or another person duly authorized to do so shall disperse and move away.

### SITTING ON ROAD

No person shall stand, sit or lie on any highway in such manner as to obstruct vehicular or pedestrian traffic or as to annoy or incommode any other person lawfully upon the highway.

### WATCHING PARADE

Nothing in Section “group standing” or “sitting on road” shall be construed as prohibiting the assembling of persons for the purpose of watching a parade or procession duly authorized by Council

## 3. TRAFFIC CONTROL DEVICE

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No person may act contrary to any traffic control device, regardless of whether that traffic control device is on public or private property.

- (1) The Town may cause temporary traffic control devices to be placed along a portion of a highway or any other place, for the purpose of facilitating construction, maintenance, repair work or any other reason, including removal of snow and ice.
- (2) All temporary traffic control devices carry the same authority and penalty as a permanent traffic control device.
- (3) Duly placed temporary traffic control devices shall supersede any other traffic control device located in the vicinity.



(4) A traffic control device may provide an effective time period, for which the provisions of that temporary traffic control device shall go into effect. No person shall act or allow action in a manner contrary to that traffic control device when the time period is in effect.

(5) No person shall alter, move or in any way change any traffic control device, either permanent or temporary, at any time.

- i. Subsection 3(5) of this bylaw shall not apply to any person duly designated to alter a traffic control device for the purposes of maintenance, construction or relocation. This exemption includes Town workers and emergency services.

#### 4. **SIDEWALK AND BOULEVARD**

Unless a traffic control device permits or requires, a vehicle shall not be parked on a sidewalk or boulevard or any part of a sidewalk or boulevard.

#### 5. **CROSSWALKS**

Unless a traffic control device permits or requires, a vehicle shall not be parked:

- (1) on a crosswalk or any part of a crosswalk; or
- (2) within 5 meters of the near side of a marked crosswalk.

#### 6. **STOP OR YIELD SIGNS**

Unless a traffic control device permits or requires, a vehicle shall not be parked in the instance of an approach to a stop sign or yield sign within 5 meters of the stop sign or yield sign.

7. Unless a traffic control device permits or requires, a vehicle shall not be parked:

- (1) at an intersection within 5 meters of the projection of the curb or edge of the roadway;
- (2) within an intersection other than immediately next to the curb or edge of the roadway in a "T" intersection; or
- (3) within 1.5 meters of access to a garage, private road or driveway or a vehicle crossway over a sidewalk.

**8. FIRE HYDRANTS**

- (1) Except as permitted in this section a vehicle shall not be stopped on a highway within 5 meters of a fire hydrant or, when the hydrant is not located at the curb, within 5 meters from the point on the curb nearest the fire hydrant.
- (2) A taxi may stop within 5 meters of a hydrant identified as a taxi zone only if:
  - i. the operator remains in the vehicle at all times;
  - ii. the operator immediately removes the vehicle from the taxi zone upon the direction of a peace officer or the Fire Chief or designate.

**9. DOUBLE PARKING**

Unless a traffic control device permits or requires, a vehicle shall not be parked on the roadway side of a vehicle that is parked at the curb or edge of the roadway.

**10. DIVIDED HIGHWAY**

Unless a traffic control device permits or requires, a vehicle shall not be parked on that portion of the highway that is to the left of the yellow line if the highway is divided into two or more roadways by a boulevard, ditch or other physical barrier.

**11. ALLEY PARKING**

- 
- (1) A vehicle shall not be parked in an alley unless:
    - i. a traffic control device permits such parking; or
    - ii. the vehicle is a commercial vehicle with hazard warning lights alight and in the process of loading or unloading goods.
  - (2) Notwithstanding subsection (1) (ii) a commercial vehicle shall not be parked in an alley for more than 30 minutes.
  - (3) Nothing in this section permits a person to park a vehicle in an alley in a manner that blocks or obstructs the movement of traffic.

**12. MARKED SPACE**

A vehicle parked on a highway in a location marked by lines or otherwise shall be parked entirely within the markings.

13. **OBSTRUCTION**

- (1) A vehicle shall not be parked on a highway in a manner that blocks or obstructs:
  - i. the movement of traffic on the highway;
  - ii. a doorway to a building; or
  - iii. the approach to any fire station, police station, hospital, or other place where emergency vehicles require regular access.
- (2) Notwithstanding subsection 13(1)(i) of this Bylaw, where the obstruction is unavoidable due to mechanical failure, the operator will not be in breach of this bylaw provided they take measures as soon as practicable to remove such vehicle from the highway and must activate warning or hazard lights.
- (3) No person shall construct or place an obstruction of any kind, in, upon or above any highway unless granted pursuant to a Town issued permit.
- (4) Any Person who, after having been issued a permit under Subsection 13(3) of this Bylaw, fails to comply with the terms and conditions of that permit shall be guilty of an offence and shall, in addition to any other penalty, remove the Obstruction within twenty-four (24) hours after receiving notice to do so. If an obstruction is not removed within twenty-four (24) hours, the Town may cause the removal of the Obstruction and such removal shall be at the expense of the Person causing, placing or permitting the obstruction on the Highway or public place.
- (5) In the event of an emergency or where the Obstruction is deemed to pose a danger to users of a Highway, the Town may cause the immediate removal of the Obstruction without notice shall be at the expense of the Person causing, placing or permitting the obstruction on the Highway or public place.
- (6) The permit holder shall be required to produce the permit upon request of the CAO or authorized designate.
- (7) Where an Obstruction of any kind exists in, upon or above a Highway or public place and creates an unsafe condition, the Town shall be entitled to take such measures as are required for the protection of life or property.

**14. RECREATIONAL VEHICLE RISTRICIONS**

- (1) A recreational vehicle shall not be parked on a highway unless it is parked in a location completely adjoining the recreational vehicle owner’s residence as shown in the records of the Motor Vehicle Registry.
- (2) A recreational vehicle parked pursuant to this section:
  - i. shall not be parked for more than 72 consecutive hours; and
  - ii. shall be removed to an off-highway location for at least 48 consecutive hours before it may be parked again on a highway.
- (3) A recreational vehicle parked on a highway shall not be occupied.
- (4) As per Bylaw 2020-24 no person shall store a recreational vehicle on any property where there is no principal building.

**15. UNATTACHED TRAILER**

- (1) Notwithstanding any other provision of this bylaw, a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.
- (2) No person shall use a mobile unit or permit any other person to use a mobile unit for overnight residency, where that mobile unit is located upon a highway or upon public property unless that property has been designated by the town for use as a mobile unit park or trailer court.

**16. PARALLEL PARKING**

- (1) A vehicle parked on a highway shall be parked:
  - i. with:
    - 1. the sides of the vehicle parallel to the curb or edge of the roadway, and
    - 2. the right wheels of the vehicle not more than 500 millimeters from the right curb or edge of the roadway, or
  - ii. in the case of a one-way highway where parking on either side is permitted, with:

1. the sides of the vehicle parallel to the curb or edge of the roadway,
2. the wheels that are the closest to a curb or edge of the roadway not more than 500 millimeters from that curb or edge, and
3. the vehicle facing in the direction of travel authorized for the highway;

(2) Notwithstanding subsection (1) a motorcycle may be parked:

- i. at an angle, other than perpendicular, to the curb or edge of the roadway, and
- ii. with:
  1. a wheel of the motorcycle not more than 500 millimeters from the curb or edge of the roadway, and
  2. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked.

(3) Subsection (1) does not apply where angle parking is permitted or required.

## 17. ANGLE PARKING

(1) When:

- i. a sign indicates that angle parking is permitted or required, and
- ii. parking guidelines are visible on the roadway, a vehicle shall be parked with the vehicle's sides between and parallel to any two of the guidelines, and
- iii. in the case of a vehicle other than a motorcycle, with one front wheel not more than 500 millimeters from the curb or edge of the roadway, or
- iv. in the case of a motorcycle, with
  1. a wheel of the motorcycle not more than 500 millimeters from the curb or edge of the roadway, and
  2. the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked;

- (2) A vehicle with a total length exceeding 5.8 meters shall not be parked at an angle on a highway unless:
- i. a sign specifically permits such parking; or
  - ii. the vehicle displays a permit issued by the Town authorizing such parking.

**18. IDLING VEHICLE**

- (1) No person shall park any vehicle with a motor running for more than 10 minutes, in such a manner and such a location as to cause a disturbance.
- (2) A vehicle shall not be deemed to be idling in contravention of section 18(1) if
- i. a vehicle idling due to traffic, an emergency or mechanical difficulty;
  - ii. armored vehicles engaged in the secure delivery and pick up of goods;
  - iii. emergency vehicles;
  - iv. vehicles that must remain idling to power a heating or refrigeration system required for the preservation of perishable cargo;
  - v. vehicles that must remain idling to power any tools or equipment required for or incidental to the provision of services by a municipality or public utility.

**19. VEHICLE ON JACK**

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A vehicle shall not be parked and left unattended on a highway if:

- (1) the vehicle is on a jack or a similar device, and
- (2) one or more wheels have been removed from the vehicle or part of the vehicle is raised.

**20. ABANDONED VEHICLE**

- (1) A vehicle shall not be abandoned on a highway.
- (2) Without restricting the generality of subsection (1) a vehicle that is left standing in one location on a highway for more than 72 consecutive hours is deemed to have been abandoned at that location.

**21. NO PARKING**

- (1) A vehicle shall not stop or be parked on a highway in any location identified as a zone where parking is prohibited.
- (2) A vehicle shall not be stopped on a highway in any location identified as a zone where stopping is prohibited.
- (3) A vehicle shall not be stopped on a highway where the vehicle will obstruct the flow of traffic.
- (4) Notwithstanding any other provision of this bylaw, the following classes of vehicles are exempt from parking prohibitions:
  - i. Emergency vehicles
  - ii. Public utility vehicles
  - iii. Municipal or other government public works vehicles
  - iv. towing service vehicles

while any such vehicle is being used for work requiring that it be stopped or parked in contravention of any such prohibition.

**22. PARTICULAR CLASS OF VEHICLE**

- (1) A vehicle shall not be parked on a highway in any location identified as being for the use of a particular class of vehicle unless the vehicle is within the particular class.
- (2) For the purpose of subsection (1) particular classes of vehicles may include, but are not limited to:
  - i. small cars;
  - ii. police or other emergency vehicles;
  - iii. tour line buses;
  - iv. funeral cars;
  - v. school buses;
  - vi. taxis;
  - vii. motorcycles;
  - viii. vending units;
  - ix. media vehicles;

- x. Department of Justice vehicles; and
- xi. Solicitor General vehicles.

**23. EMERGENCY ACCESS**

A vehicle shall not be parked on a highway in any location identified as a fire lane, an emergency access zone or otherwise being for the use of emergency vehicles.

**24. DISABILITY PARKING**

A vehicle shall not be parked on a highway in any location identified as being for the use of persons with disabilities unless the vehicle:

- (1) displays a valid disabled placard or license plate issued or recognized by the Registrar;  
and
- (2) is being used for the transportation of a person with a disability.

**25. PARK OVERTIME**

- (1) A vehicle shall not be parked on a highway in any location identified as a time limited zone for a period of time in excess of the time limit.
- (2) When a vehicle, that has been subject of a Violation Tag or a Provincial Violation Ticket issued for a contravention of Subsection 25 (1) of this Bylaw, remains parked beyond the expiration of the time limit indicated on the traffic control device for more than sixty (60) minutes past the time of the issuance of the Violation Tag or Provincial Violation Ticket, this shall be deemed to constitute a second or subsequent contravention of Subsection 25(1) of this Bylaw, for which a new Violation Tag or Provincial Violation Ticket may be issued.

**26. PRIVATE PROPERTY WITH PUBLIC ACCESS**

- (1) A vehicle shall not be parked on privately owned property to which vehicles driven by members of the public generally have access unless the permission or authorization of the owner of the property or person having possession or control of the property has been given for such parking.



- (2) This section applies only where privately owned property has been clearly identified as having restrictions on parking.
- (3) A vehicle on privately owned property to which vehicles driven by members of the public generally have access parked in contravention of any specific restrictions on parking identified for the location is presumed to be:
  - i. parked without the permission or authorization in subsection (1); and
  - ii. notwithstanding the contravention of subsection (1), subject to any higher penalty for the particular contravention specified in this Part.

**27. SPEED**

- (1) No person shall drive a vehicle in any alley at a speed in excess of twenty-five (25) kilometers per hour.
- (2) No person shall operate a vehicle on any highway within the Town of Millet at a speed in excess of fifty (50) kilometers per hour;
- (3) No person shall drive any vehicle in excess of thirty (30) kilometers per hour within a posted school zone or playground zone between the hours of 7:30 am and 9:00 pm, 7 days a week, 365 days a year.
  - i. Zones begin at the point where the Traffic Control Device indicating the School Zone or Playground Zone or the commencement of the School Zone or Playground Zone, and
  - ii. Ends at the point where the Traffic Control Device indicates a greater rate of speed or the end of the zone.

**28. SKATEBOARDS, ROLLERBLADES, CYCLISTS, ANIMALS AND ANIMAL POWERED VEHICLES**

- (1) Animals or Animal Drawn Vehicle on a Highway

The operator or Person responsible for any animal or animal drawn Vehicle operating on a Highway shall remain responsible for, and in control of the animal and the Vehicle at all times including the disposal of any waste material.

- (2) Bicycles on Sidewalks

No Person shall operate a Bicycle having a wheel diameter in excess of fifty (50) centimeters on any Sidewalk

(3) Skateboards/Rollerblades/Scooters

No Person shall ride and or operate a skateboard, rollerblade, scooter or similar device on any Public Place, Sidewalk or Highway where prohibited, in any manner to interfere with the safety of other persons that otherwise interferes with another person's use of a sidewalk or highway for its intended purpose.

(4) Seizure of Items

Notwithstanding any other penalty imposed, where a person contravenes Subsection 28(2) or 28(3) of this Bylaw, a Peace Officer may elect to seize and confiscate that person's bicycle, skateboard, roller blades, scooter, or similar device for a period not exceeding thirty (30) days. Anything seized pursuant to this Bylaw that is not claimed by its owner within sixty (60) days of the last day of the period of the seizure may be disposed of or other otherwise dealt with in accordance with the Municipal Government Act.

29. **HEAVY VEHICLES**

- 1) No person shall operate a heavy vehicle on any highway that is not designated as a truck route.
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Exemptions

The following Persons shall not be deemed to be operating a Vehicle in contravention of Subsection 29(1) of this Bylaw if the Vehicle is being operated on the most direct and practicable route between the premises or location concerned and the nearest Truck Route for the purposes stated herein:

- i. Persons delivering or collecting goods or merchandise or providing services at the premises of a customer of the Person operating the Heavy Vehicle or the owner of that Heavy Vehicle.

- ii. Persons operating a Heavy Vehicle engaged in the moving of a structure or building for which a Permit has been granted by the Town.
- iv. Persons towing or pulling a disabled Vehicle from a Highway that prohibits Heavy Vehicles.
- v. Persons travelling to or from the location of properly authorized construction, maintenance, or repair work on a Highway, or while actually performing authorized construction, maintenance or repair work on a Highway.
- vi. Persons operating a bus, including a school bus, chartered bus or transit bus while picking up, transporting, or depositing passengers.
- vii. A person who has a valid TRAVIS permit.

## 2) Engine Retarder Brakes

No Person shall operate engine retarder brakes within the Town limits.

## 3) Length Restrictions

A vehicle or a vehicle with a trailer attached, with a total length exceeding 12.5 meters shall not be parked on a highway:

This section does not apply if the vehicle:

- i. is a recreational vehicle; or
- ii. is a commercial vehicle with hazard warning lamps alight and in the process of loading or unloading goods.

## 4) Weight Restrictions

- i. A vehicle, or a vehicle with a trailer attached, that is registered for a weight exceeding 4,500 kilograms, or that weighs more than 4,500 kilograms, shall not be parked on a highway:
  - a. in a location adjoining residential property at any time
- ii. This section does not apply if the vehicle:

- a. is a recreational vehicle; or
  - b. is a commercial vehicle with hazard warning lamps alight and in the process of loading or unloading goods.
- 5) In the absence of evidence to the contrary, a school bus is presumed to have a gross weight exceeding 4,500 kilograms.

6) Over Dimension Permits

- i. No Person shall operate or permit to be operated a Vehicle within the Town in excess of the size limits established under the Commercial Vehicle Dimension and Weight Regulation (AR 316/2002 of the Traffic Safety Act) as amended, repealed or replaced without first obtaining the required permit(s) from an authorized agency(s) to do so.
- ii. A Person operating or permitting the operation of an Over-Dimension Vehicle on a Highway without a lawful permit issued from an authorized agency(s), shall be responsible to reimburse the Town for all costs and expenses incurred in correcting any damages done to the Highway or any public works located in, over, under or adjacent to the Highway, resulting from the operation or movement of the over dimension Vehicle on that Highway.

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- iii. In addition to reimbursing the Town for any repair costs of an Over Dimension violation, a fine may be issued to the offending party pursuant to Schedule "A" of this Bylaw.

7) Road Bans

No Person shall operate a Vehicle on a Highway in contravention of the weight restrictions imposed pursuant to a Road Ban issued under this Bylaw or any other temporary Road Ban in place.

8) Tracking

- i. No Person shall drive, operate, or permit to be driven or operated, any Vehicle or Industrial Vehicle of any nature or kind in such a manner as to Track any material upon a Highway.
- ii. Any Person who Tracks materials upon a Highway shall, in addition to any other penalty imposed under this Bylaw, reimburse the Town for all costs and expenses incurred in the clean-up and removal of the Tracked substances or materials.

9) Vehicle not equipped with Rubber Tires

- i. No person shall operate a Vehicle or Industrial Vehicle having metal spikes, lugs, tracks, cleats, skids, or bands projecting from the surface of the wheel or tire of the vehicle, upon a Highway, unless a permit to do so has been issued by the Town Engineer or designate.
- ii. Subsection 9(i) of this Bylaw does not apply to the use of studded tires.

10) Parking Vehicle – Dangerous Goods

- i. No Person shall Park a Vehicle or a trailer used for the conveyance of dangerous goods upon a Highway.
- ii. Except as required in the normal course of making deliveries or receiving goods, no Person shall Park a Vehicle or Trailer used for the conveyance of dangerous goods closer than fifteen (15) meters to any building or structure.
- iii. Except as otherwise authorized by Provincial or Federal Statute or Regulation, all Vehicles and Trailers used in the conveyance of dangerous goods shall, at all times, bear a warning placard identifying the contents of their dangerous goods.

11) Securing of Loads

- i. No person shall drive or pull onto or upon a roadway a vehicle containing a load unless the load is completely covered by a tarpaulin or other device secured in such a manner that no portion

of the load can escape, blow, drop, spill, or fall from the vehicle onto a highway or land adjacent thereto.

- ii. In the event that any load or any portion thereof, or other material being carried by a vehicle, becomes loose, detached, blows, drops, spills or falls from any vehicle onto any highway so as to become an obstruction, the operator of that vehicle shall immediately take all reasonable precautions to draw the attention of other users of the highway to the presence of the obstruction and shall take any required action to remove the obstruction material(s) from the highway as soon as safely possible.

### **30. HIGHWAY CONSTRUCTION AND MAINTENANCE**

- 1) No Person shall perform any construction or maintenance work on a Highway without a valid permit approving the work to be done.
  - 2) In addition to any other penalty imposed for undertaking construction or maintenance on a Highway without a permit, the Person responsible for that construction or maintenance work shall be required to reimburse the Town for all reasonable costs and expenses incurred as a result of the Person's actions.
  - 3) Notwithstanding any other section of this Bylaw every Person(s) shall obey any temporary Traffic Control Device dutifully placed for any construction or maintenance required on Highways within the Town.
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### **31. SNOW AND ICE CONTROL**

- 1) No person shall park a vehicle or permit a vehicle to be parked on a highway marked as a snow route when a snow route ban has been declared by the CAO or designate and is in effect until either a permanent or temporary traffic control device have been removed. Snow removal bans start at 6:00 am of the day listed on the Traffic Control device and are in effect till the street has been cleared.
- 2) All vehicles parked on signed snow routes after the ban is in effect as indicated in 31(1) are subject to a violation ticket issued or immediate removal at the expense of the registered owner of said vehicle.

- 3) Snow removal signs will be placed in the area of the ban a minimum of 24 hours prior to removal. Signs will have the day of the week of snow removal.
- 4) A published notice in Town of Millet webpage, social media sites or a roadway signage shall constitute reasonable notice.

## 32. MISCELLANEOUS

### 1) Littering

No Person shall dump, discard, abandon or place any substance or thing on any Highway.

### 2) Loading Across Sidewalk

No Person shall load or unload goods or merchandise across a sidewalk or boulevard where loading and unloading facilities have been provided in the premises to which the goods or merchandise are being delivered or from which they are being taken.

### 3) Fire/Emergency

No Person shall pass beyond a control point as designated by a Peace Officer, a Member of the Fire Department, appointed flag Person or Traffic Control Device.

### 4) Activities upon Highways

- i. No Person shall ice skate upon a Roadway.
- ii. No Person shall coast on a sled, toboggan, ski or similar winter conveyance upon a Highway.

### 5) Onus of Proof

For the Purposes of this Bylaw, an Owner shall mean the Person named on the certificate of registration for the subject Vehicle.

- i. Where a Vehicle is driven, used, parked or left in contravention of any provision of this Bylaw, the Owner of the Vehicle shall be deemed responsible for the contravention and liable to the penalty

provided herein unless he or she proves to the satisfaction of the presiding Traffic Commissioner or Provincial Judge that, at the time of the contravention, the Vehicle was not driven, used, Parked or left by that owner, or any other Person acting under the owner's consent, express or implied.

6) Street Furniture

No Person shall climb upon, deface, damage or otherwise interfere with any street furniture, protection system, utility system or public work of the Town.

7) Graffiti and Defacement

No Person shall deface, or make any advertisement, legend, poster, or sign of any kind on any Highway, Traffic Control Device, street furniture or Temporary Construction Barricades.

8) Damage to Painted Lines

No Person shall drive or walk on or over a newly painted wet line on any roadway where the wet paint is indicated by signs, flags or other warning device.

### 33. AUTHORITY OF THE CAO

Without restricting any other power, duty or function granted by this Bylaw the CAO may:

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- 1) Prescribe and place the location of Traffic Control Devices, whether on a permanent or temporary basis, including Traffic Control Devices restricting the speed of Vehicles, and to maintain a record of all such locations, which shall be open to public inspection during normal business hours.
  - 2) Designate the location of Crosswalks upon a Highway and to mark the same by means of Traffic Control Devices.
  - 3) Designate Highway intersections or other places on a Highway as a place at which no left-hand turn or no right-hand turn or both shall be made.
  - 4) Designate any intersection or place on a Highway, including a place where a railway right-of-way crosses a Highway, as a place where U-turns are prohibited.



- 5) When approved by Council, restrict any Highway or a part of a Highway to one-way traffic.
- 6) council may, by resolution, temporarily close or authorize a designated officer to temporarily close the whole or a part of a road at any time if the council considers that a construction or maintenance project on or adjacent to the road may create a hazard. As Per Section 22(5) of the MGA.
- 7) Divide any roadway into the appropriate number of Traffic Lanes.
- 8) Mark School Zones, Playground Zones, as well as Playground Areas by the appropriate Traffic Control Devices.
- 9) Mark approved Speed Zones on Town Highways by the appropriate Traffic Control Devices.
- 10) Prescribe where temporary Traffic Control Device(s) are to be located on any Highway.
- 11) Prescribe designated Vehicle loading spaces and identify the type or classification of vehicle allowed.
- 12) Designate the distance from any intersection within which no Parking shall be permitted.
- 13) Designate Parking time limits on any portion of a Highway.
- 14) Issue all permits, stickers and special permissions permitted to be issued under this Bylaw.
- 15) Specify the types of Vehicles prohibited from Parking on any Town owned parking lot.
- 16) Designate angle parking on any Highway.
- 17) Establish load limits, through a Road Ban, upon Highways.
- 18) Prohibit or restrict the movement of Vehicles from a private driveway on to a Highway or from a Highway on to a private driveway when required.
- 19) Delegate any powers, duties, or functions under this Bylaw to an employee of the Town.

#### **34. ENFORCEMENT AND PENALTY**

##### **1) Offence**

Except as otherwise provided herein, any Person who contravenes any provision of this Bylaw is guilty of an offence, and shall be liable, upon summary conviction, to the fine as set out in Schedule "A" of this Bylaw.

- 2) Offence Except as otherwise provided herein, any Person who contravenes any provision of this Bylaw is guilty of an offence, and shall be liable, upon summary conviction, to the fine as set out in Schedule "A" of this Bylaw.
- 3) A Violation Tag may be issued to such person:
  - i. personally;
  - ii. by registered mail sent to the postal address of the person, as shown on the Tax Assessment Roll or on the Certificate of Title for the property; or
  - iii. by leaving it with a person apparently over eighteen (18) years of age at the place of residency of the person to whom the Violation Tag is addressed.
- 4) Any Violation Tag shall conform to a format approved by the CAO and shall include all required content.
- 5) Subject to the provisions of section "2" and "3", upon issuance and service of a Violation Tag under section (1) the amount the Town will accept for the alleged offences shall be the amount of the specified penalty, and upon payment to a person authorized by the CAO to receive such payment there shall be issued an official receipt therefor and such payment shall be accepted in lieu of prosecution for the alleged offence.
- 6) In the event that a Violation Tag has been issued and the penalty specified on the Violation Tag has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket to the Person to whom the Violation Tag was issued.
- 7) A Violation Ticket issued with respect to a violation of this Bylaw shall be served upon the Person responsible for the contravention in accordance with the Provincial Offences Procedure Act.
- 8) The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided within Schedule "A" of this Bylaw.
- 9) When Court records the receipt of a voluntary payment pursuant to Provincial Offences Procedure Act, the act of recording the receipt of that payment constitutes acceptance of

the guilty plea and constitutes the conviction and the imposition of a fine in the amount of the specified penalty.

10) Nothing in this Bylaw shall be read or construed as:

- i. preventing any person from exercising their right to defend an allegation that he has committed an offence listed in Schedule “A” or,
- ii. preventing a Bylaw Enforcement Officer from issuing a summons or offence notice under the Provincial Offences Procedure Act or otherwise initiating court process in any other manner permitted by law, in respect of an alleged offence which a violation tag may be issued.

12) Chalking Tires

In order to determine the time period over which a Vehicle has been parked in a location where Parking is restricted to a specific time limit, a Peace Officer may place an erasable chalk mark on the tread face of the tire of a Parked Vehicle.

13) Tow-Away Authority

Where a Peace Officer has reasonable grounds to believe that:

- i. A Vehicle has been left unattended on a Highway in a manner that may obstruct the normal movement of traffic;
- ii. A vehicle is parked on a Highway in contravention of this Bylaw, including the provisions of any Traffic Control Device;
- iii. A vehicle is Parked on a Highway in a manner that impedes or prevents access to a fire hydrant by fire suppression equipment;
- iv. A vehicle is parked in a manner that impedes advertised Town snow removal; or
- v. A vehicle is parked in a manner that impedes emergency or municipal operations.

That Peace Officer may cause that Vehicle to be removed, relocated or impounded by the Town.

**35. VICARIOUS LIABILITY**

For the purpose of this bylaw, an act or omission by an employee or agent for a person is deemed also to be an act or omission of the person if the act of omission occurred in the course of the employee’s employment with the person, or in the course of the agent exercising the powers of or performing duties on behalf of the person under their agency relationship.

**36. SEVERABILITY**

If a court of competent jurisdiction should declare any Section or Subsection of this Bylaw to be invalid, that Section or Subsection shall be severed from the remainder of the Bylaw, and the remaining provisions of this Bylaw shall continue to be valid and enforceable.

**37. TRANSITION AND EXECUTION**

- 1) This Bylaw shall repeal Bylaw No. 2009-03 and amendments thereto on the date of final passing.
- 2) This Bylaw shall come into full force and effect on the date of final passing.

Read a first time this      day of                      , 2023

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Read a second time this      day of                      , 2023

Read a third time this      day of                      , 2023

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Mayor

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Chief Administrative Officer

**SCHEDULE “A”**

The description used for each offense listed in this schedule exists solely for purposes of identifying and referencing and referencing the particular offense listed in the Bylaw and shall not be construed as limiting or altering any provision or offence identified in the test of the Bylaw itself.

Offences	Section	Specified penalty
3(1)	Fail to obey traffic control device	300.00
3(5)	Alter, move or change traffic control device	300.00
4	Park on sidewalk or boulevard	78.00
4(1)	Park on crosswalk	115.00
4(2)	Park within 5m of crosswalk	78.00
6	Park within 5m of stop sign/yield sign	115.00
7(1)	Park within 5m of intersection	78.00
7(2)	Park within 5m of "T" intersection	78.00
7(3)	Park within 1.5m of driveway	78.00
8(1)	Park within 5m of fire hydrant	115.00
8(2)	Taxi driver fail to remain in vehicle by hydrant	350.00
9	Double parking	350.00
10	Park left of yellow line on divided highway	115.00
11(1)	Park in alley	78.00
11(2)	Commercial vehicle parked more than 30 minutes	78.00
11(3)	Block alley	115.00
12	Parked outside markings	78.00
13(1)(i)	Park obstructing flow of traffic	78.00
13(1)(ii)	Park obstructing doorway	78.00
13(1)(iii)	Park obstructing emergency access	350.00
13(3)	Construct or place obstruction on Highway	115.00
13(6)	Fail to produce obstruction permit	115.00
14(1)	Fail to park RV at residents' location	115.00
14(2)(i)	Parked for more than 72 hours	115.00
14(2)(ii)	RV not removed for 48 consecutive hours	115.00
14(3)	Occupied RV	78.00
15(1)	Unattached trailer	78.00
15(2)	Mobile unit on highway	115.00
16(1)(i)(1)	Vehicle not paralleled parked to curb	78.00
16(1)(i)(2)	Vehicle more than 500mm from curb	78.00
17(1)(i)	Vehicle not angle parked were permitted	78.00
17(1)(ii)	Vehicle not parked in lines	78.00
17(1)(iii)	Vehicle right tire more than 500mm from curb	78.00
17(2)	Vehicle exceed 5.8m parked on angle	78.00
18(1)	Allow vehicle to idle more than 10 minutes	200.00
19(1)	Vehicle on jacks or similar device	115.00

19(2)	Vehicle on jack with wheel(s) removed	115.00
20(1)	Abandoned vehicle	115.00
21(1)	Park where prohibited	78.00
21(2)	Stopped on highway where prohibited	78.00
21(3)	Park where obstructing traffic	78.00
23	Park in fire lane	300.00
24	Park in handicap zone	250.00
25(1)	Park in excess of timed parking	78.00
26(1)	Park on private property	78.00
28(1)	Animal or animal drawn vehicle on highway	78.00
28(2)	Bicycle on sidewalk	78.00
28(3)	Skateboard/rollerblade/scooter on sidewalk	78.00
29(1)	Commercial vehicle off truck route	250.00
29(1)(viii)	Fail to produce permit for commercial vehicle of truck route	600.00
29(2)	Use engine retarder brakes	150.00
29(3)	Total length exceeding 12.5 m in residential property	250.00
29(4)	Commercial vehicle overweight	\$27.00/100kg for overloads to 5000kg and \$47.00 over 5000kg plus 15% victim fine surcharge
29(6)(i)	Over dimensional load without Permit	500.00
29(7)	Operate overweight during road ban	\$34.00/100kg for overloads to 5000kg and \$47.00 over 5000kg plus 15% victim fine surcharge
29(8)	Tracking on highway	115.00
29(9)	Vehicle with improper tire on highway	115.00
29(10)(i)	Park vehicle with dangerous goods	500.00
29(10)(ii)	Park vehicle with dangerous goods within 15m of any building	500.00
29(10)(iii)	Fail to display placard	150.00
29(11)	Unsecured load	300.00
30(1)	Perform construction/maintenance on highway without permit	600.00
31(1)	Park in snow removal route	200.00
32(1)	Littering	115.00
32(2)	Loading across sidewalk	150.00

32(3)	Cross Fire/Emergency line	100.00
32(4)(i)	Ice skate on roadway	78.00
32(4)(ii)	Coast sled/toboggan/ski on highway	78.00
32(6)	Climb/interfere with street furniture	100.00
32(7)	Graffiti/Defacement	230.00
32(8)	Damage to painted lines	78.00



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** September 13, 2023  
**Originated By:** Lisa Schoening, CAO  
**Agenda Item:** 11.1 Royal Canadian Legion – “Legion Week” September 17 – 23rd 2023

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**BACKGROUND/PROPOSAL**

The Royal Canadian Legion designated September 17<sup>th</sup> – 23<sup>rd</sup> as “Legion Week”. Millet Br # 229 will be hosting an open house with cake and refreshments as well as a display of “The History of Millet”.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Millet & District Historical Society has submitted a request for Mayor Peel or designate to assist in cutting the cake on September 23<sup>rd</sup> 2023

---

**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDED ACTION:**

Would Council like to send a representative to assist in the cake cutting?

COUNCIL MEETING

SEP 13 2023

ITEM # 11.1





## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 13, 2023  
**Originated By:** Lisa Novotny, Director of Development, and Infrastructure  
**Agenda Item:** 11.2 Quality Management Plan

### **BACKGROUND/PROPOSAL**

As part of the Town's accreditation through the Safety Codes Council of Alberta the Town is required to have a Quality Management Plan (QMP) that is not older than 5 years old.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The QMP is the governing document that defines terms and conditions of an accreditation and provides the scope, administrative requirements, operational requirements, and technical service delivery standards that the accredited organization must meet as accepted the Safety Codes Council.

The QMP as presented is SCC's template updated with the Town's organizational chart and contact information. The SCC has also reviewed the draft and has approved the draft version.

### **COSTS/SOURCE OF FUNDING**

N/A

### **RECOMMENDED ACTION:**

That Council accept the Quality Management Plan as presented.

COUNCIL MEETING

SEP 13 2023

ITEM # 11.2

**Town of Millet**  
**Quality Management Plan**



**QMP Version: September 2022 v1.1**

# Town of Millet

## Quality Management Plan

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This Quality Management Plan has been accepted  
by the Administrator of Accreditation

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**Peter Burrows**  
Administrator of Accreditation

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Date



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# Schedule A - Scope and Administration

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## 1.0 Scope of Accreditation

The *Town of Millet*, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

### 1.1 Building

- All parts of the:
  - National Building Code – 2019 Alberta Edition; and
  - National Energy Code of Canada for Buildings 2017.

### 1.2 Electrical

- All parts of the:
  - CSA C22.1-21 Canadian Electrical Code (25th Edition).

### 1.3 Gas

- All parts of the
  - CSA-B149.1:20 Natural gas and propane installation code
  - CSA-B149.2:20 Propane storage and handling code
  - CSA-B108.1:21 Compressed natural gas refuelling stations installation code
  - CSA-B108.2:21 Liquefied natural gas refuelling stations installation code

**Excluding the**

  - CSA-B109:17 Natural gas for vehicles installation code
  - CSA-B149.3:20 Code for the field approval of fuel related components on appliances and equipment
  - CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

### 1.4 Plumbing

- All parts of the:
  - National Plumbing Code of Canada (NPC) 2020, and
  - Alberta Private Sewage Systems Standard of Practice 2021



## **2.0 Quality Management Plan Administration**

### **Town of Millet**

#### **2.1 Overall Administration**

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

##### **2.1.1 Delivery of Safety Codes Services**

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

##### **2.1.2 Contracted Accredited Agency**

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

##### **2.1.3 Monitoring and Oversight**

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

## **2.2 Personnel**

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

### **2.2.1 Appointment of a QMP Manager**

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

### **2.2.2 SCO Authority**

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

### **2.2.3 Declaration of Status**

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

### **2.2.4 Registry of SCO and Permit Issuers**

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

### **2.2.5 Training and Professional Development**

#### **a. SCOs**

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

#### **b. Permit Issuers**

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

#### **c. Other Personnel**

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

## **2.3 QMP Access**

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

## **2.4 Training on the Contents of this QMP**

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

## **2.5 Freedom of Information and Confidentiality**

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

## **2.6 Records**

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

## **2.7 Council Levy**

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

## **2.8 Permit Information and Permissions**

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

## **2.9 QMP Amendments and Revisions**

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

## **2.10 Annual Internal Review**

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31<sup>st</sup>.

### **2.11 Cancellation of Accreditation**

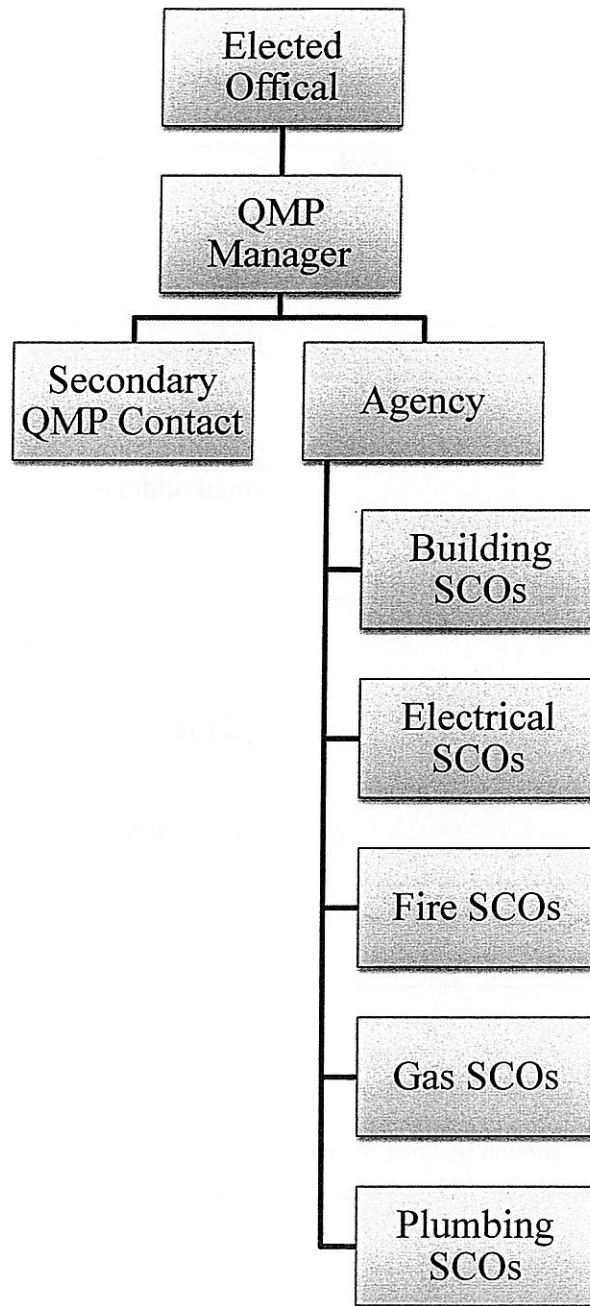
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

### 2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP.

### 2.13 Municipal Agreement – Update

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

<hr/> <b>Signature of Municipal Employee Duly Authorized to Enter Into this Agreement</b>	<hr/> <b>Date</b>
Lisa Schoening	CAO
<hr/> <b>Name</b>	<hr/> <b>Job Title</b>
780-387-4554	<u>town@millet.ca</u>
<hr/> <b>Phone Number</b>	<hr/> <b>Email Address</b>

### 2.14 QMP Manager Information

Lisa Schoening	CAO
<hr/> <b>QMP Manager Name</b>	<hr/> <b>Job Title</b>
Box 270, Millet, AB T0C 1Z0	780-387-4554
<hr/> <b>Mailing Address</b>	<hr/> <b>Phone Number</b>
<hr/> <u>town@millet.ca</u>	
<hr/> <b>Email Address</b>	

### 2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.



## Schedule B - Operational Requirements

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## **3.0 Operational Requirements**

### **3.1 Definitions**

The following definitions apply.

#### **3.1.1 Deficiency**

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

#### **3.1.2 Unsafe Condition**

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

#### **3.1.3 Final Inspection**

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

#### **3.1.4 Imminent Serious Danger**

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

### **3.2 Scope of Services**

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
    - construction;
    - building upgrade programs;
    - development and implementation of fire safety plans; and
    - storage of dangerous goods.
  - plans examinations:
    - new construction;
    - building upgrade programs;
    - residential secondary suites; and
    - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
  - permit/permission issuance:
    - construction;
    - renovations, alterations, reconstruction, demolition, additions, or other changes;
    - occupancy permit;
    - occupancy load certificates;
    - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and
-

## Town of Millet

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
  - construction;
  - renovations, alterations, reconstruction, additions;
  - occupancy loads and changes in occupancy;
  - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
  - follow-up inspections of deficiencies and unsafe conditions;
  - post-occupancy of facilities identified; and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

### 3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

### 3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

### 3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

### 3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

### **3.7 Permit Administration**

#### **3.7.1 Permit Applications**

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
  - state the type of occupancy;
  - set out the prevailing market value of the undertaking; and
  - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
  - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
  - copies of plans and specifications for the proposed undertaking; and
  - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
  - the purpose for which the information is collected;
  - the specific legal authority for the collection; and
  - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

#### **3.7.2 Permit Information**

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

### 3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
  - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
  - an identification number or label to be affixed to the undertaking; and
  - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
  - the date on which the permit expires;
  - a condition that causes the permit to expire;
  - the period of time that the undertaking may be occupied, used or operated;
  - the scope of the undertaking being permitted;
  - the location or locations of the undertaking being permitted;
  - the qualifications of the person responsible for the undertaking and/or doing the work;

### 3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- 
- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
  - the owner or operator does not effect major alternations or additions to the premise; and
  - the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

### 3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

## Town of Millet

- maintain the permit file according to its records management system.

### 3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

### 3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
  - Completion of compliance monitoring services means:
    - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
    - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
  - Owner, in order of preference, means the owner of the project at the time the:
    - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

### 3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

### 3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality’s accreditation will:

- be conducted:
  - by a certified and designated SCO;
  - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
  - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

### 3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.



A copy of a completed inspection report will be placed on the permit file.

### **3.10 No-Entry Policy**

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

### **3.11 Verification of Compliance (VOC)**

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
  - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

### **3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire**

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

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When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

# Schedule C - Technical Discipline Service Delivery Standards

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## 4.0 Technical Discipline Service Delivery Standards

### 4.1 Building

#### 4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

#### 4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

#### 4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

**4.1.4 Building Site-Inspections**

A building SCO will conduct site inspections at the stages indicated in the following tables:

**Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year from permit issuance</li> </ul>
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li style="text-align: center;"><b>OR</b></li> <li>○ within one (1) year from permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of <b>over</b> \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li style="text-align: center;"><b>AND</b></li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li style="text-align: center;"><b>OR</b></li> <li>○ building envelope including insulation and vapour barrier prior to drywall</li> <li style="text-align: center;"><b>AND</b></li> <li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of <b>over</b> \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li style="text-align: center;"><b>AND</b></li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li style="text-align: center;"><b>OR</b></li> <li>○ building envelope including insulation and vapour barrier prior to drywall</li> <li style="text-align: center;"><b>AND</b></li> <li>○ final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work <b>over</b> \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li style="text-align: center;"><b>AND</b></li> <li>○ building envelope and HVAC rough-in</li> <li style="text-align: center;"><b>OR</b></li> <li>○ framing, structure, and building envelop prior to insulation and vapour barrier</li> <li style="text-align: center;"><b>AND</b></li> <li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>

**Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than \$50,000</b>	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li style="text-align: center;"><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work <b>over \$50,000 and less than \$200,000</b>	All	2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *framing, structure</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC rough-in</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire suppression systems</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire alarm system</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC completion</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *interior partitioning</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li style="text-align: center;"><b>AND</b></li> <li>○ *final inspection within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *framing, structure</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC rough-in</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire suppression systems</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire alarm system</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC completion</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *interior partitioning</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li style="text-align: center;"><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

\* **NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

**Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>○ final inspection within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ Interior Partitioning</li> <li><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

\* **NOTE:** Any of these site inspections may be combined when it is reasonable to do so and if site conditions permit.

**4.1.5 Miscellaneous Building Site Inspections**

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
  - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

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- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
  3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
  4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
  5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
  6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
  7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
  8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.
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## 4.2 Electrical

### 4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

### 4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

### 4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>over</b> \$10,000	2	<ul style="list-style-type: none"> <li>○ rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>○ mid-term</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>less than</b> \$10,000	1	<ul style="list-style-type: none"> <li>○ rough-in inspection, or final inspection, within one (1) year of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>over</b> \$2,500	2	<ul style="list-style-type: none"> <li>○ completed rough-in inspection prior to cover-up</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>less than</b> \$2,500	1	<ul style="list-style-type: none"> <li>○ final inspection, within one (1) year of permit issuance</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> <li>○ rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>○ final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> <li>○ mid- term inspection</li> <li><b>AND</b></li> <li>○ final inspection, within one (1) year of permit issuance</li> </ul>

#### 4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

### 4.3 Gas

#### 4.3.1 Gas Permits

The Municipality will issue Gas Permits.

#### 4.3.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

#### 4.3.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>

Annual Permit	2	<ul style="list-style-type: none"> <li>○ mid-term inspection</li> <li style="text-align: center;"><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>
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**4.3.4 Miscellaneous Gas Inspections**

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
  
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.4 Plumbing

### 4.4.1 Plumbing Permits

The Municipality will issue Plumbing permits.

### 4.4.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

### 4.4.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li style="text-align: center;"><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li style="text-align: center;"><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li style="text-align: center;"><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li style="text-align: center;"><b>OR</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li style="text-align: center;"><b>OR</b></li> <li>○ completed rough-in above grade prior to covering within 180 days of permit issuance</li> <li style="text-align: center;"><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>○ mid-term inspection</li> <li style="text-align: center;"><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> <li>○ one (1) site inspection prior to covering.</li> </ul>

#### **4.4.4 Permits for Private Sewage Disposal Systems**

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

#### **4.4.5 Private Sewage Disposal System Site Inspections**

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

#### **4.4.6 Miscellaneous Plumbing Inspections**

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Integrity Waste Solutions Fee Submission

	Frequency	Year	Price Per Unit Per Month	GST
<b>Solid Waste Collection</b>	Weekly	2024	\$4.66	\$0.23
		2025	\$4.75	\$0.24
		2026	\$4.85	\$0.24

	Frequency	Year	Price Per Unit Per Month	GST
<b>Blue Bag Recycling</b>	Weekly	2024	\$3.25	\$0.16
		2025	\$3.32	\$0.17
		2026	\$3.39	\$0.17

	Frequency	Year	Price Per Unit Per Month	GST
<b>Compost Collection</b>	Bi-Weekly except Weekly May thru October	2024	\$2.74	\$0.14
		2025	\$2.79	\$0.14
		2026	\$2.85	\$0.14

Provisional Items

	Frequency	Year	Price Per Year
<b>Big Bin Event</b>	Annually	2024	\$0 *
		2025	\$0 *
		2026	\$0 *

- \* The collection of the large item program to the Town is free of charge. The annual collection component of the Large Items services will be donated to the Town as a charitable donation. The disposal charges for the Large Item collection would remain as per the contract since these volumes could not be accurately anticipated at this time, but all cost of providing the collection component (fuel, labour, equipment, etc) will be free of charge. This means that the fee of \$3 per unit for the Large Item Collection will be waived.
- \* Integrity will operate a specialized high volume rear load truck to collect up to 2 items per household. Integrity will first do one lap for all waste items for items like furniture and disposal of this on the Town's account at the West Dried Meat Lake Landfill. And then Integrity will perform a second lap to collect all metal items and take them to a metal recycler. The truck is staffed with multiple operators to allow for the joint lifting of heavy items, typically a weight limit of 150lbs per item is exercised.
- \* Based on the current number of units for each component the total annual fees are estimated at:

Year	Estimated Annual Amount Plus GST
2024	\$107,194.56
2025	\$109,208.04
2026	\$111,623.88



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Regular Council Meeting  
**Meeting Date:** September 13, 2023  
**Originated By:** Lisa Novotny, Director of Development, and Infrastructure  
**Agenda Item:** 11.3 Solid Waste Collection RFP Results

### BACKGROUND/PROPOSAL

On July 27, 2023 the Solid Waste Collection Request for Proposals was posted on Alberta Purchasing Connection (APC) with the closing date of August 29, 2023. Submissions were received from:

- GFL Environmental
- Integrity Waste Solutions
- Collective Waste Solutions

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Solid Waste Collection proposals were evaluated on the following criteria:

Capacity and Ability	25%
Cost	60%
Knowledge and Previous Experience	10%
Value Added	5%

Integrity Waste Solutions received the highest evaluation.

### COSTS/SOURCE OF FUNDING

The current waste collection annual cost is \$258,000 plus GST.

A breakdown of Integrity's submission is attached.

COUNCIL MEETING

SEP 13 2023

ITEM # 11.3

**RECOMMENDED ACTION:**

That Council accept the proposal from Integrity Waste Solutions for 2024 thru 2026 at the following rates:

	<b>Frequency</b>	<b>Year</b>	<b>Price Per Unit Per Month</b>	<b>GST</b>
<b>Solid Waste Collection</b>	Weekly	2024	\$4.66	\$0.23
	Weekly	2025	\$4.75	\$0.24
	Weekly	2026	\$4.85	\$0.24

	<b>Frequency</b>	<b>Year</b>	<b>Price Price Per Unit Per Month</b>	<b>GST</b>
<b>Blue Bag Recycling</b>	Weekly	2024	\$3.25	\$0.16
		2025	\$3.32	\$0.17
		2026	\$3.39	\$0.17

	<b>Frequency</b>	<b>Year</b>	<b>Price Per Unit Per Month</b>	<b>GST</b>
<b>Compost Collection</b>	Bi-Weekly except Weekly May thru October	2024	\$2.74	\$0.14
		2025	\$2.79	\$0.14
		2026	\$2.85	\$0.14

	<b>Frequency</b>	<b>Year</b>	<b>Price Per Year</b>
<b>Big Bin Event</b>	Annually	2024	\$0 *
		2025	\$0 *
		2026	\$0 *

- \* The collection of the large item program to the Town is free of charge. The annual collection component of the Large Items services will be donated to the Town as a charitable donation. The disposal charges for the Large Item collection would remain as per the contract since these volumes could not be accurately anticipated at this time, but all cost of providing the collection component (fuel, labour, equipment, etc) will be free of charge. This means that the fee of \$3 per unit for the Large Item Collection will be waived.
- \* Integrity will operate a specialized high volume rear load truck to collect up to 2 items per household. Integrity will first do one lap for all waste items for items like furniture and disposal of this on the Town's account at the West Dried Meat Lake Landfill. And then Integrity will perform a second lap to collect all metal items and take them to a metal recycler. The truck is staffed with multiple operators to allow for the joint lifting of heavy items, typically a weight limit of 150lbs per item is exercised.



Integrity Waste Solutions Fee Submission

	Frequency	Year	Price Per Unit Per Month	GST
<b>Solid Waste Collection</b>	Weekly	2024	\$4.66	\$0.23
		2025	\$4.75	\$0.24
		2026	\$4.85	\$0.24

	Frequency	Year	Price Per Unit Per Month	GST
<b>Blue Bag Recycling</b>	Weekly	2024	\$3.25	\$0.16
		2025	\$3.32	\$0.17
		2026	\$3.39	\$0.17

	Frequency	Year	Price Per Unit Per Month	GST
<b>Compost Collection</b>	Bi-Weekly except Weekly May thru October	2024	\$2.74	\$0.14
		2025	\$2.79	\$0.14
		2026	\$2.85	\$0.14

Provisional Items

	Frequency	Year	Price Per Year
<b>Big Bin Event</b>	Annually	2024	\$0 *
		2025	\$0 *
		2026	\$0 *

- \* The collection of the large item program to the Town is free of charge. The annual collection component of the Large Items services will be donated to the Town as a charitable donation. The disposal charges fore the Large Item collection would remain as per the contract since these volumes could not be accurately anticipated at this time, but all cost of providing the collection component (fuel, labour, equipment, etc) will be free of charge. This means that the fee of \$3 per unit for the Large Item Collection will be waived.
- \* Integrity will operate a specialized high volume rear load truck to collect up to 2 items per household. Integrity will first do one lap for all waste items for items like furniture and disposal of this on the Town’s account at the West Dried Meat Lake Landfill. And then Integrity will perform a second lap to collect all metal items and take them to a metal recycler. The truck is staffed with multiple operators to allow for the joint lifting of heavy items, typically a weight limit of 150lbs per item is exercised.
- \* Based on the current number of units for each component the total annual fees are estimated at:

Year	Estimated Annual Amount Plus GST
2024	\$107,194.56
2025	\$109,208.04
2026	\$111,623.88

## Joyce Vanderlee

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**From:** Vicki  
**Sent:** September 7, 2023 9:21 AM  
**To:** Joyce Vanderlee  
**Subject:** council agenda request

Greetings council, I hope this letter finds you well,

With your blessing I would like to submit a grant application for the Alberta Blue Cross "Built Together" grant for funds to erect a dry park in the splash park vicinity that would include several variations of equipment aimed at increasing accessibility for all ages and physical abilities.

Together with the Director of Operations and members of the parks team, we have discussed plans and technicalities to put together an application and proposal.

Within the grant outline we require three letters of support for the project and I would like to ask for your consideration in providing one prior to the closing date for applications on September 18 2023.

I would be happy to provide more information on the project proposal if you would like.

Thank you for your time and consideration,

Vicki Pyle  
FCSS@millet.ca  
780-387-4554



COUNCIL MEETING

SEP 13 2023

ITEM # 11.4