



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, October 11th, 2023  
4:00 p.m.  
MCC Council Chambers**

---

**1.0 CALL TO ORDER**

**2.0 TREATY 6 RECOGNITION**

**3.0 PUBLIC HEARING**

**4.0 ADDITIONS AND ADOPTION OF AGENDA**

**5.0 ADOPTION OF MINUTES**

5.1 September 11, 2023 – Regular Meeting of Council

**6.0 DELEGATIONS**

**7.0 REPORTS**

7.1 Millet Fire Department Call History September 2023

7.2 Millet Library Board Minutes June 2023

7.3 Millet Library Board Financial Statements 2022

7.4 Millet & District AG Society Pickleball

**8.0 BYLAWS**

8.1 2023-08 Municipal Development Amendment

8.2 2023-09 Land Use Bylaw Amendment

---

9.0 **AGREEMENTS**

10.0 **CORRESPONDENCE**

11.0 **NEW BUSINESS**

- 11.1 Capital Region Assessment Services Commission General Meeting
- 11.2 Millet Library Trustee Appointment
- 11.3 Tax Penalty Waiver
- 11.4 Fortis Franchise Fees
- 11.5 Permit 23D-020
- 11.6 Millet Business Force Use of Town Streets for Parade
- 11.7 Millet Fire SCBA
- 11.8 Facility Waiver Requests

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,

---

14.0 **ADJOURNMENT**



**REGULAR MEETING OF COUNCIL  
TOWN OF MILLET  
September 13th, 2023  
Millet Civic Centre  
Council Chambers  
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:**

**4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:**

<p>COUNCIL MEETING OCT 11 2023 ITEM # 5.1</p>	<p>Res # 155/23 Additions</p>	<p>Moved by Councillor Van de Kraats that the agenda is hereby adopted with the following additions: 11.4 Additional Information Playground Proposal 11.5 Millet Museum Global Glass Exhibit Opening &amp; Fall Market 11.6 Royal Canadian Legion Hall Waiver Remembrance Day 11.7 Alberta Community Partnership Grant Application 13.5 In Camera</p>
---	-----------------------------------	---

--	--

CARRIED

**5.0 ADOPTION OF MINUTES:**

<b>Res #156/23</b> Adoption of Minutes	Moved by Councillor Starky that the August 16th, 2023, Regular Meeting of Council Minutes are hereby approved, as presented.
--	--

CARRIED

**6.0 DELEGATIONS:***FCSS Cheque Presentation***7.0 REPORTS:**

<b>Res #157/23</b> Reports	Moved by Councillor Hogstead that council accepts the following reports as information:  7.1 Millet Fire Department Reports August 2023 7.2 Finance – Tax Aging Analysis August 2023 7.3 Finance – Bank Reconciliation July 2023
-------------------------------	--

CARRIED

**8.0 BYLAWS:****8.1 *Bylaw 2023-04 Traffic Bylaw***

<b>Res # 158/23</b> Bylaw 2023-04	Moved by Councillor Bennett that Council gives second reading to Bylaw 2023-04.
--------------------------------------	---

CARRIED

<b>Res # 159/23</b> Bylaw 2023-04	Moved by Councillor Petrisor that Council gives third and final reading to Bylaw 2023-04.
--------------------------------------	---

CARRIED

**9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:***11.1 Request for Decision Royal Canadian Legion - "Legion Week"*

<b>Res #160/23</b>	Moved by Councillor Frost that Mayor Peel attend The Millet Legion Branch # 229 Open House on September 23 <sup>rd</sup> , 2023, and assist in the Cake Cutting.
--------------------	--

*CARRIED*

*11.2 Request for Decision Quality Management Plan*

<b>Res #161/23</b>	Moved by Councillor Starky that council accept the Quality Management Plan as presented.
--------------------	--

*CARRIED*

*11.3 Request for Decision Solid Waste Collection RFP Results*

<b>Res #162/23</b>	<p>Moved by Councillor Van de Kraats that council accept the proposal from Integrity Waste Solutions for 2024 thru 2026 at the following rates:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Frequency</th> <th>Year</th> <th>Price Per Unit Per Month</th> <th>GST</th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>Solid Waste Collection</b></td> <td>Weekly</td> <td>2024</td> <td>\$4.66</td> <td>\$0.23</td> </tr> <tr> <td>Weekly</td> <td>2025</td> <td>\$4.75</td> <td>\$0.24</td> </tr> <tr> <td>Weekly</td> <td>2026</td> <td>\$4.85</td> <td>\$0.24</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Frequency</th> <th>Year</th> <th>Price Per Unit Per Month</th> <th>GST</th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>Blue Bag Recycling</b></td> <td rowspan="3">Weekly</td> <td>2024</td> <td>\$3.25</td> <td>\$0.16</td> </tr> <tr> <td>2025</td> <td>\$3.32</td> <td>\$0.17</td> </tr> <tr> <td>2026</td> <td>\$3.39</td> <td>\$0.17</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Frequency</th> <th>Year</th> <th>Price Per Unit Per Month</th> <th>GST</th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>Compost Collection</b></td> <td rowspan="3">Bi-Weekly except Weekly May thru October</td> <td>2024</td> <td>\$2.74</td> <td>\$0.14</td> </tr> <tr> <td>2025</td> <td>\$2.79</td> <td>\$0.14</td> </tr> <tr> <td>2026</td> <td>\$2.85</td> <td>\$0.14</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Frequency</th> <th>Year</th> <th>Price Per Year</th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>Big Bin Event</b></td> <td rowspan="3">Annually</td> <td>2024</td> <td>\$0 *</td> </tr> <tr> <td>2025</td> <td>\$0 *</td> </tr> <tr> <td>2026</td> <td>\$0 *</td> </tr> </tbody> </table> <p>* 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</p>		Frequency	Year	Price Per Unit Per Month	GST	<b>Solid Waste Collection</b>	Weekly	2024	\$4.66	\$0.23	Weekly	2025	\$4.75	\$0.24	Weekly	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		Frequency	Year	Price Per Year	<b>Big Bin Event</b>	Annually	2024	\$0 *	2025	\$0 *	2026	\$0 *
	Frequency	Year	Price Per Unit Per Month	GST																																																											
<b>Solid Waste Collection</b>	Weekly	2024	\$4.66	\$0.23																																																											
	Weekly	2025	\$4.75	\$0.24																																																											
	Weekly	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																																																											
	Frequency	Year	Price Per Year																																																												
<b>Big Bin Event</b>	Annually	2024	\$0 *																																																												
		2025	\$0 *																																																												
		2026	\$0 *																																																												

	<p>free of charge. This means that the fee of \$3 per unit for the Large Item Collection will be waived.</p> <p>* 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.</p>
--	---

*CARRIED**11.4 Request for Decision Millet Wellness Letter of Support*

<b>Res #163/23</b>	Moved by Councillor Petrisor that council direct administration to provide Millet Wellness with a Letter of Support for the Albert Blue Cross "Built Together" grant.
--------------------	---

*CARRIED**11.5 Request for Decision Millet Museum Global Glass Exhibit Opening & Fall Market*

<b>Res #164/23</b>	Moved by Councillor Petrisor that council grants permission to the Millet Museum to use Town Land providing the museum provide safety for pedestrians on September 30 <sup>th</sup> to host their event. Further that Mayor Peel attend and bring greetings to the Opening Global Glass Exhibit.
--------------------	--

*CARRIED**11.6 Request for Decision Royal Canadian Legion Hall Waiver Remembrance Day*

<b>Res #165/23</b>	Moved by Councillor Bennett that administration waive the damage deposit and rental fees for the Banquet Hall or Community Hall for the Royal Canadian Legion Remembrance Day Celebrations.
--------------------	---

*CARRIED**11.7 Request for Decision Alberta Community Partnership Grant Application*

<b>Res #166/23</b>	Moved by Councillor Van de Kraats that council support an Alberta Community Partnership grant application with the County of Wetaskiwin to update the Intermunicipal Development Plan between the two communities.
--------------------	--

*CARRIED***12.0 CLARIFICATION OF AGENDA:**

NONE

<b>Res #167/23 Adjournment</b>	Moved by Councillor Bennett that the Regular Council Meeting temporarily adjourns, and Council sit in Closed Session to discuss Items 12.1 and 12.2 Sections 16 and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act.
------------------------------------	--

CARRIED

Councillor Starky left the meeting at 4:50 pm

**13.0 CLOSED SESSION:**

<b>Res #168/23 Reconvene</b>	Moved by Councillor Frost that the Regular Council Meeting reconvene from Closed Session at 5:20 p.m.
----------------------------------	---

CARRIED

<b>Res #169/23</b>	Moved by Councillor Van de Kraats that council Award Millet in Bloom Are granted use of the rooms located below the Millet Library, once construction of the doorways is complete.
--------------------	--

CARRIED

<b>Res #170/23</b>	Moved by Councillor Frost “with regret” that council reject all tenders related to the Highway 2A Highway 616 Signalization project and direct Administration to re-tender the opportunity in early 2024 after the Third party requirements are confirmed.
--------------------	--

CARRIED

**14.0 ADJOURNMENT:**

The meeting was adjourned at 5:23 p.m.

**THESE MINUTES ADOPTED BY COUNCIL THIS 11 TH DAY OF OCTOBER 2023.**

\_\_\_\_\_  
MAYOR

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



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 11, 2023  
**Originated By:** Lisa Schoening CAO  
**Agenda Item:** 7.0 Reports

---

**BACKGROUND/PROPOSAL**

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

That the Following Reports be considered by Council

- 7.1 Millet Fire Department – Call History September 2023
- 7.2 Millet Library Board Minutes June 2023
- 7.3 Millet Library Board Financial Statements 2022
- 7.4 Millet & District Ag Society Pickleball

**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDED ACTION:**

That Council accept the reports as presented.





Millet Fire Department  
 Call History Report by Date  
 9/1/2023 - 9/30/2023

*False*

Date	Type	Incident #	Incident Type	Primary Action
Sat 09/02/2023 11:20	County - Wetasakiwin (Extra Hours)	2300097	77 Motor Vehicle Collision	55 Establish safe area
Sat 09/02/2023 15:26	County - Wetasakiwin	2300098	00 PSAP	55 Establish safe area
Sun 09/10/2023 15:47	City - Millet	2300099	52 Alarms	80 Information, Investigation & enforcement, other
Wed 09/13/2023 15:00	City - Millet	2300100	52 Alarms	80 Information, Investigation & enforcement, other
Mon 09/18/2023 16:13	City - Millet	2300101	77 Motor Vehicle Collision	55 Establish safe area
Mon 09/25/2023 13:45	County - Leduc	2300102	06 Breathing Problems	55 Establish safe area
Thu 09/28/2023 00:27	County - Wetasakiwin	2300103	82 Vegetation/Wildland/Brush/Grass Fire	55 Establish safe area

# Of Attendees	Total Time
12	01:30
12	01:00
8	00:03
9	00:05
9	00:43
6	00:30
10	00:51

Total calls for City - Millet:	3
Total calls for County - Leduc:	1
Total calls for County - Leduc (Extra Hours):	0
Total calls for County - Wetasakiwin:	2
Total calls for County - Wetasakiwin (Extra Hours):	1
Total calls:	7
Total Time:	04:42
	Avg. Call Attendance: 9.43

*SM*

COUNCIL MEETING  
 OCT 11 2023  
 ITEM # 7.1

# Town of Millet Library Board Minutes

## June 15, 2023

*Connect...with each other*

*Learn....continuously*

*Discover...the possibilities*

Present Were: Charlene Van de Kraats, Susie Petrisor, Susan Williamson, Jillian Meyers, Jackie Peel, Jill Simms

Absent: Kourtland Fox

1. Call to Order at 6:06pm
2. Adoption of Agenda moved by S. Williamson, carried
3. Adoption of April 4, 2023 Minutes moved by J. Peel, carried
4. Correspondence, accepted as presented
  - a. Municipal Affairs
  - b. Town of Millet
  - c. FCSS
  - d. Public Library Service Branch
  - e. YRL
5. Manager Report, accepted as presented
  - a. Monthly Comparison
  - b. STATS
  - c. Training: programming, website
6. Policy:

**Res #15/2023** Approval of the amended Mission Statement, moved by C. Van de Kraats, carried

**Res #16/2023** Approval of the amended Volunteer Job Description policy and form, moved by S. Petrisor, carried

**Res #17/2023** Approval of the amended Collection Development policy and form, moved by J. Peel, carried

7. New Business:
  - a. Performance Review Committee: J. Meyers, C. Van de Kraats, J. Peel, S. Williamson
  - b. September 19 meeting added
8. Old Business:
9. Friends Report, accepted as presented
  - a. Window signage

**Res #18/2023** The Town of Millet Library Board accepts the trustees present as in attendance, moved by S. Williamson, carried

10. Councillor Report: Harvest Fair August 25, 26
11. Meeting Dates for 2023: September 19, November 7

**Next meeting September 19, at 6:00**

Meeting Adjourned at 7:16pm



COUNCIL MEETING

OCT 11 2023

ITEM # 7.2 10

**TOWN OF MILLET LIBRARY BOARD**  
**Financial Statements**  
**For the Year Ended December 31, 2022**

COUNCIL MEETING

**OCT 11 2023**

ITEM # 7.3

---

## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

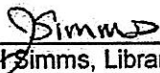
---

The financial statements of Town of Millet Library Board have been prepared in accordance with Canadian public sector accounting standards. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Town of Millet Library Board's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board meets periodically with management and the members' auditors to review significant accounting, reporting and internal control matters. The Board also considers, for review and approval by the members, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the members by Metrix Group LLP, in accordance with Canadian generally accepted auditing standards.

  
\_\_\_\_\_  
Ms. Jill Simms, Library Manager

Millet, Alberta  
April 4, 2023

---

## INDEPENDENT AUDITORS' REPORT

---

To the Members of Town of Millet Library Board

*Opinion*

We have audited the financial statements of Town of Millet Library Board (the Library Board), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Other Matter*

The financial statements for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on June 7, 2022.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library Board's financial reporting process.

(continues)

Independent Auditors' Report to the Members of Town of Millet Library Board *(continued)*

*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
April 4, 2023

**TOWN OF MILLET LIBRARY BOARD**  
**Statement of Financial Position**  
**As at December 31, 2022**

	2022	2021 <i>(Restated Note - 6)</i>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 94,465	\$ 90,631
Accounts receivable	329	-
Inventory	-	5,000
Goods and Services Tax recoverable	1,315	5,691
	<u>\$ 96,109</u>	<u>\$ 101,322</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 2,655	\$ 4,130
<b>NET ASSETS</b>		
Unrestricted	79,454	84,192
Restricted - internally restricted	14,000	13,000
	<u>93,454</u>	<u>97,192</u>
	<u>\$ 96,109</u>	<u>\$ 101,322</u>

**ON BEHALF OF THE BOARD**

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements

**TOWN OF MILLET LIBRARY BOARD**  
**Statement of Operations**  
**For the Year Ended December 31, 2022**

	2022 (Budget)	2022 (Actual)	2021 (Actual) <i>(Restated Note - 6)</i>
<b>REVENUE</b>			
Government transfers <i>(Note 3)</i>	\$ 127,336	\$ 114,379	\$ 119,286
Other grants	18,500	18,500	114,990
Book sales and donations	300	5,837	17,810
Fees and fines	900	1,249	1,073
Photocopier fees	300	359	221
Interest	-	71	87
	<u>147,336</u>	<u>140,395</u>	<u>253,467</u>
<b>EXPENSES</b>			
Salaries, wages and benefits	115,500	104,470	94,155
Programs	16,700	16,700	29,913
Books and digital resource purchases	3,100	8,575	2,005
Capital assets expensed	-	6,919	92,200
Office	8,986	4,207	4,518
Equipment and furnishings	-	1,990	16,396
Memberships and licenses	250	1,211	750
Interest and bank charges	50	35	38
Advertising and promotion	100	26	1,265
Utilities	-	-	5,119
Telephone	-	-	504
Moving costs	-	-	5,544
Administration	-	-	284
	<u>144,686</u>	<u>144,133</u>	<u>252,691</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ 2,650</u>	<u>\$ (3,738)</u>	<u>\$ 776</u>



**TOWN OF MILLET LIBRARY BOARD**  
**Statement of Changes in Net Assets**  
**For the Year Ended December 31, 2022**

	Unrestricted	Invested in tangible capital assets - internally restricted	Restricted - internally restricted	2022	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>					
As previously reported	\$ 97,192	\$ 400,149	\$ -	\$ 497,341	\$ 218,429
Change in accounting policy for tangible capital assets	-	(400,149)	-	(400,149)	(135,013)
Change in deferred revenue	(13,000)	-	13,000	-	13,000
As restated (Note 6)	84,192	-	13,000	97,192	96,416
Excess (deficiency) of revenue over expenses	(3,738)	-	-	(3,738)	776
Transfer	(1,000)	-	1,000	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 79,454</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ 93,454</b>	<b>\$ 97,192</b>

(Restated Note - 6)

The accompanying notes are an integral part of these financial statements

**TOWN OF MILLET LIBRARY BOARD**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenses	\$ (3,738)	\$ 776
Changes in non-cash working capital:		
Accounts receivable	(329)	-
Inventory	5,000	(3,200)
Deferred revenue	-	1,000
Goods and Services Tax recoverable	4,376	(4,772)
Accounts payable and accrued liabilities	(1,475)	2,031
	<u>7,572</u>	<u>(4,941)</u>
<b>INCREASE (DECREASE) IN CASH FLOWS</b>	<b>3,834</b>	<b>(4,165)</b>
CASH - BEGINNING OF YEAR	<u>90,631</u>	<u>94,796</u>
<b>CASH - END OF YEAR</b>	<b>\$ 94,465</b>	<b>\$ 90,631</b>

**TOWN OF MILLET LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

---

**PURPOSE OF LIBRARY BOARD**

The Town of Millet Library Board was originally founded in 1953 and is a member of the Yellowhead Regional Library System. The Library Board is funded by grants from all levels of government and by donations from the public.

The Town of Millet Library Board endeavours to serve the educational, cultural, social and recreational needs of the people of Millet and the surrounding district by assembling, making available, promoting, preserving and disposing of organized collections of library materials, library services, program events and exhibits.

The Library, as a registered charity under the *Income Tax Act* ("the Act"), is exempt from income tax and may issue receipts to donors for tax deductible donations. In order to maintain its status as a registered charity under the Act, the Society must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*(a) Basis of presentation*

The financial statements have been prepared in accordance with Canadian public sector accounting standards using the standards applicable to government not-for-profit organizations set out in the CPA Canada handbook - Public Sector Accounting as issued by the Accounting Standards Boards in Canada and include the following significant policies:

*(b) Revenue recognition*

Town of Millet Library Board follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Book sales and donations, fees and fines, photocopier fees and interest are recognized as revenue in the period earned.

*(c) Contributed services*

The operations of the Library Board depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

*(d) Capital assets*

Capital assets are recorded as expenses in the year they are acquired.

*(e) Internally restricted net assets*

Internally restricted net assets consist of funds that have been restricted for use in future years.

*(continues)*

---

**TOWN OF MILLET LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

*(f) Measurement uncertainty*

The preparation of financial statements in conformity with Canadian public sector accounting standards for government not-for-profit organizations requires management to make estimates and assumption that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the reporting period. Significant areas requiring the use of management's estimates include the amount of accrued liabilities. Such estimates are periodically reviewed and any adjustments necessary are reported in the statement of operations in the period they become known. Actual results could differ from these estimates.

*(g) Financial instruments*

*Measurement of financial instruments*

The Library Board initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instruments.

The Library Board subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in excess of revenue over expenses.

Financial assets measured at amortized cost include cash.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Library Board has no financial assets measured at fair value.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in excess of revenue over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenue over expenses.

*Transaction costs*

The Library Board recognizes its transaction costs in excess of revenue over expenses in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their organization, issuance or assumption.

---

**TOWN OF MILLET LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**2. CAPITAL ASSETS CHARGED TO THE STATEMENTS OF OPERATIONS**

The cost of capital assets held by the Library Board is as follows:

	<u>2022</u>	<u>2021</u>
Furniture, shelving and equipment	\$ 180,064	\$ 175,096
Computer equipment	18,549	16,598
	<u>\$ 198,613</u>	<u>\$ 191,694</u>

**3. GOVERNMENT TRANSFERS**

	<u>2022</u>	<u>2021</u>
Town of Millet - operating	\$ 69,424	\$ 69,429
County of Wetaskiwin Library Board	28,305	28,207
Province of Alberta	16,650	16,650
Town of Millet - capital	-	18,000
	<u>\$ 114,379</u>	<u>\$ 132,286</u>

**4. RELATED PARTY TRANSACTIONS**

The Library Board is related to the Town of Millet in that they act as partners with common objectives and their operations complement each other. The following is a summary of the Library Board's related party transactions:

	<u>2022</u>	<u>2021</u>
<i>Revenue</i>		
Government transfers for operating	\$ 69,424	\$ 69,424
Government transfers for capital	-	18,000
	<u>\$ 69,424</u>	<u>\$ 87,424</u>
<i>Expenses paid on behalf of the Library Board that are not recorded in the Statement of Operations</i>		
Regional library appropriation	\$ 9,486	\$ 8,675
Utilities	1,780	171
Professional fees	1,480	2,650
Repairs and maintenance	30	21,311
	<u>\$ 12,776</u>	<u>\$ 32,807</u>

**TOWN OF MILLET LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

---

**5. FINANCIAL INSTRUMENTS**

The Library Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Library Board's risk exposure and concentration as of December 31, 2022.

**(a) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Library Board is exposed to this risk mainly in respect of its receipt of funds from members.

The Library Board mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise.

Unless otherwise noted, it is management's opinion that the Library Board is not exposed to significant market, currency and other price risks arising from these financial instruments.

---

**6. RESTATEMENT**

The Library Board has adjusted certain financial statement accounts as of December 31, 2022 due to the following.

The Library Board follows *PS 4230.03 Capital Assets Held By Not-For-Profit Organizations*. Allowing the Library Board to only follow the disclosure required by paragraph *PS 4230.40* and to expense capital asset purchases in the year they are acquired.

The Library Board deferred 2021 grant funding for operations as deferred revenue (externally restricted) instead of internally restricted net assets for use in the subsequent year.

The effect on the financial statements has been as follows:

- Decrease deferred revenue of \$13,000
- Decrease tangible capital assets of \$400,149
- Increase excess of revenue over expenses of \$13,000
- Decrease net assets (invested in tangible capital assets) of \$387,149

Some of the comparative figures have been reclassified to conform to the current year's presentation.

---



## Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit. Do not include in kind contributions. The funds in lines a. through l. should not be included in the library board's financial review. The amount of local appropriation (cash transfer from the municipality to the library board) is recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Reporting Period 2022
a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$29.98
c. Insurance	
d. Utilities	
e. Audit/financial review	\$1,480.00
f. Rent (paid to private landlord, not to municipality)	
g. Telephone/Internet	\$1,779.54
<b>H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)</b>	<b>\$ 3,289.52</b>
<b>Other expenditures paid by municipality</b>	
i. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)	
j. Debenture interest and principal	
k. Capital or special grants (one-time grants)	
l. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)	\$9,486.42
<b>M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to l.)</b>	<b>\$ 9,486.42</b>

I, Lisa Schoening, Administrator of  
(please print name)

TOWN OF MILLET

(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services to the

Millet Library

(legal name of library board)

Signature: J. Schoening Date: \_\_\_\_\_  
March 22/23

Classification: Public



Box 714, Millet, Ab TOC 1Z0

Town of Millet

Attention Town Council

Re: As requested, Pickleball Report - April 11 - August 31, 2023

We are very happy that we were able to use the Millet Agriplex Arena Monday mornings and Tuesday evenings to play pickleball for fun. Our events were well attended and enjoyed immensely. It was so nice to see 12 year olds and 79 year olds and every age in between playing together and enjoying themselves.

We started playing December 2021 with 6 players and have had the pleasure of entertaining many, many more since then.

The emphasis of our sport is to have fun and be inclusive meaning anybody and everybody is welcome and encouraged to participate with whatever ability/skills they have. The other drawing feature is how our courts are layed out. No other pickleball facility in the area has 6 individually fenced courts. This allows more continuous play and speeds up the games. We feel this is why we have been so successful.

Below are the dates and the number of participants we have "Release of Liability" forms signed by all as required by the Town of Millet.

Mondays - 10 am - Noon	Tuesdays - 6:30 pm - 8:30 pm
April 17 -----	April 11 - 37
April 24 - 11	April 18 - 25
May 01 - 14	April 25 - 32
May 08 - 19	May 02 - 35
May 15 - 17	May 09 - 29
May 22 - Victoria Day Holiday	May 16 - 28
May 29 - 17	May 23 - 30
June 05 - 13	May 30 - 26
June 12 - 15	June 06 - 26

June 19 - 19	June 13 - 28
June 26 - 11	June 20 - 38
July 03 - Canada Day Holiday	June 27 - 20
July 10 - 9	July 04 - 24
July 17 - 6	July 11 - Rental, No Pickleball
July 24 - 9	July 18 - 26
July 31 - 9	July 25 - 26
August 07 - Rental, No Pickleball	August 01 - 28
August 14 - Rental, No Pickleball	August 08 - 33
August 21 - 11	August 15 - 22
	<u>August 22 - 35</u>

548 Total Participants

180 Total Participants

Average 29 participants per day

Average 13 participants per day

Below is a summary of where our participants reside

Millet - 15 Wetaskiwin - 29 County of Wetaskiwin(includes Millet area & Pigeon Lake) - 37

Ledue - 26 County of Strathcona - 2 Edmonton - 3 Beaumont - 1 Devon - 1

Total Participants April 11 - August 31, 2023 - 115

We have 166 followers on our Facebook Group

If you any questions, comments, and/or concerns please let me know.

Sincerely



Violet Doyle

(780)216-1912 Cell (780)387-4047 Land Line [bvdoyle999@gmail.com](mailto:bvdoyle999@gmail.com)



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

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 11, 2023  
**Originated By:** Lisa Novotny, Director of Development and Infrastructure  
**Agenda Item:** 8.1 Bylaw 2023-08 - Municipal Development Plan Amendment

**BACKGROUND/PROPOSAL**

In 2015 the Municipal Development Plan (MDP) Bylaw 2014-10 was approved by Council. The purpose of the MDP is to act as a framework to guide future growth and development. Any proposed development must meet the MDP’s requirements and generalized land use.

An application has been made to reclassify Plan 8520435, Block 10, Lot 52 being 5201 – 45 Avenue (herein referred to as the subject lands) to commercial and residential uses, however the land is currently classified as urban service in the MDP.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The rezoning application that has been received on the subject land would see the most northerly 30m reclassified to commercial use and the remainder of the parcel to residential use.

The current classification of the subject land in the MDP as urban service would limit the available options for any future development on the site.

**COSTS/SOURCE OF FUNDING**

n/a

**RECOMMENDED ACTION:**

That Council give first reading to Bylaw 2023-08.

That Council schedule a public hearing for Bylaw 2023-08 on \_\_\_\_\_, at \_\_\_\_\_ pm to be held in Council Chambers in the Millet Civic Centre at 4528 – 51 Street.

COUNCIL MEETING

**OCT 11 2023**

ITEM # 8.1

**BYLAW NO. 2023-08**  
**A BYLAW OF THE TOWN OF MILLET**  
**IN THE PROVINCE OF ALBERTA**  
**TO AMEND BYLAW 2014-10 BEING THE MUNICIPAL DEVELOPMENT PLAN**

**WHEREAS** Section 632(1) of the Municipal Government Act, Chapter M-26, RSA 2000 requires municipalities to pass a municipal development plan;

**AND WHEREAS**, Council for the Town of Millet has approved bylaw 2014-10 being the Town of Millet Municipal Development Plan;

**AND WHEREAS**, as per Section 632(3)(a)(i) A municipal development plan must address future land use with the municipality;

**AND WHEREAS**, Map 3 of the Municipal Development Plan outlines the conceptual land uses;

**AND WHEREAS**, the owner of Plan 8520435, Block 10, Lot 52 being 5201 – 45 Avenue has requested a land use bylaw amendment, which currently does not reflect what is shown on Map 3 of the Municipal Development Plan;

**AND WHEREAS**, the owner has requested that the most northerly 30m of Plan 8520435, Block 10, Lot 52 be classified as commercial and the remainder of the parcel as residential;

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

1. That Map 3 in Bylaw 2014-10 be replaced with Map 3 attached.
2. That Bylaw 2023-08 shall come into full force upon signing.

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

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

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

**TOWN OF MILLET**

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

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

Map 3 – Revised October 2023

Proposed to Replace existing





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

**Meeting:** Regular Council Meeting

**Meeting Date:** October 11, 2023

**Originated By:** Lisa Novotny, Director of Development and Infrastructure

**Agenda Item:** **8.2 Bylaw 2023-09 – Land Use Bylaw Amendment  
Plan 8520435, Block 10, Lot 52 – 5201 – 45 Avenue**

**BACKGROUND/PROPOSAL**

A request has been received from the owner of Plan 8520435, Block 10, Lot 52 being 5201 – 45 Avenue to amend the land use from R3 – Medium Density Residential to C3 – Neighborhood Commercial for the most northerly 30 meters and R4 – High Density Residential for the remainder of the parcel.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Prior to second reading on the bylaw, Council must hold a public hearing, based on feedback from recent public hearings, it is recommended that Council consider having the public hearing later in the evening. If a public hearing is scheduled, the applicant and his consultant will be present at the public hearing to provide additional information on the proposal.

**COSTS/SOURCE OF FUNDING**

n/a

**RECOMMENDED ACTION:**

That Council give first reading to Bylaw 2023-09.

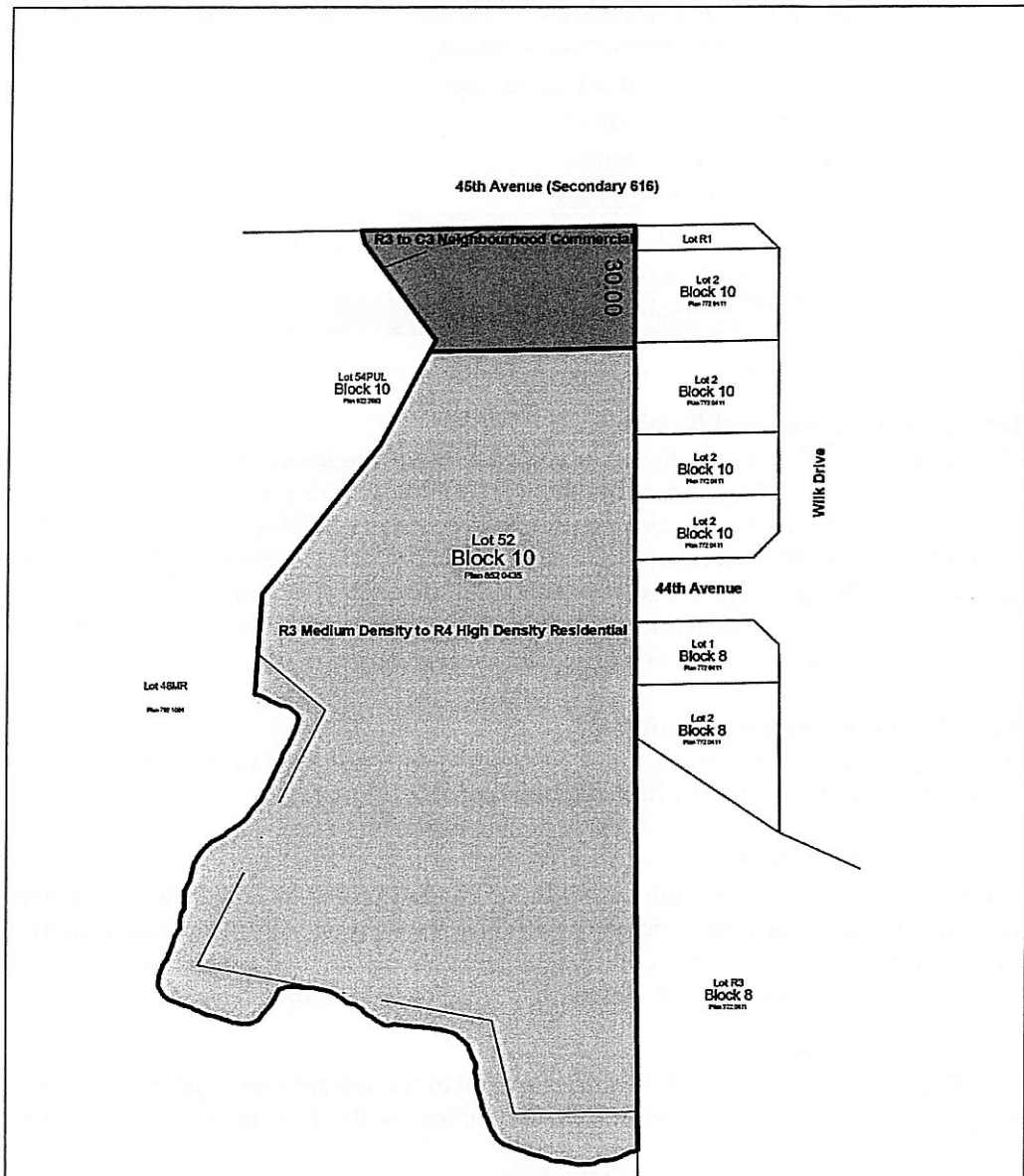
That Council schedule a public hearing for Bylaw 2023-09 on \_\_\_\_\_, at \_\_\_\_\_pm to be held in Council Chambers in the Millet Civic Centre at 4528 – 51 Street.

COUNCIL MEETING

**OCT 11 2023**


ITEM # 8.2

SCHEDULE A  
**PROPOSED REZONING OF 5201 45TH AVENUE**



- C3 NEIGHBOURHOOD COMMERCIAL**
- R4 HIGH DENSITY RESIDENTIAL**

Legal Description: (the "Property")  
 Lot 52 Block 10 Plan 852 0435  
 Municipal Address:  
 5201 45th Avenue  
 Millet, Alberta

 SEDA GEOMATICS INC. <small>SURVEYORS • CONSULTANTS • GEOMATICS</small>	11463 Winterburn RD NW Edmonton, AB T5S 2Y3 T. 780-594-5380 sedesign.ca						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">DATE: 2023/07/12</td> <td style="font-size: small;">FILE NUMBER: M006-0008</td> </tr> <tr> <td style="font-size: small;">DRAWN BY: BMD</td> <td style="font-size: small;">CHECKED BY: BMD</td> </tr> <tr> <td colspan="2" style="font-size: small;">DRAWING FILE: M006-0008TENTv4</td> </tr> </table>		DATE: 2023/07/12	FILE NUMBER: M006-0008	DRAWN BY: BMD	CHECKED BY: BMD	DRAWING FILE: M006-0008TENTv4	
DATE: 2023/07/12	FILE NUMBER: M006-0008						
DRAWN BY: BMD	CHECKED BY: BMD						
DRAWING FILE: M006-0008TENTv4							

### C3 – Neighbourhood Commercial Relevant Information

<b>C3 - Neighbourhood Commercial</b>
<b>PERMITTED USES</b>
<b>Multi-tenant Commercial Building</b>
Single Tenant Commercial Building
Convenience Retail Store
Essential Utility Services
Personal Service Business
Professional, Financial and Office Support Service
Demolition of Building
<b>DISCRETIONARY USES</b>
Restaurant

#### **Multi-tenant Commercial Building**

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

#### **Single Tenant Commercial Building**

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

#### **Convenience Retail Store**

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

#### **Essential Utility Services**

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

#### **Personal Service Business**

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

#### **Professional, Financial and Office Support Service**

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

#### **Restaurant**

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



### R4 – High Density Residential Relevant Information

<b>R3 - MEDIUM DENSITY RESIDENTIAL</b>	<b>R4 - HIGH DENSITY RESIDENTIAL</b>
<b>PERMITTED USES</b>	<b>PERMITTED USES</b>
	Apartment Building
Accessory Building	Accessory Building
Attached Garage	
Carport	Carport
Decks and Patios	
Detached Garage	Detached Garage
Demolition of building	Demolition of building
Essential Utility Services	Essential Utility Installations
Foster Home	Foster Home
Fourplex Housing	
Home Office	Home Office
Kinship Care Home	Kinship Care Home
Row Housing	
Semi-Detached Housing, on separate titles	
Triplex Housing	
Additional uses accessory to the above	Additional uses accessory to the above
<b>DISCRETIONARY USES</b>	<b>DISCRETIONARY USES</b>
Assisted Living Facility	Assisted Living Facility
Bed and Breakfast Facility, within an approved single dwelling building	
Boarding and Lodging House	Boarding and Lodging House
	Development regulated by the Condominium Property Act
Day Home Operation, within an approved single dwelling building	
	Duplex Housing
	Essential Utility Services
	Fourplex Housing
	Garage Suite
	Garden Suite
	Global Vacation Rental Market, within an approved single dwelling building
Major Home Based Businesses	
Minor Home Based Businesses	
Modular and RTM Housing	Modular and RTM Housing Units
Residential Care Facility	Residential Care Facility
Residential Sales Centre	Residential Sales Centre
	Row Housing
Row Housing, Stacked	Row Housing, Stacked
	Semi-Detached Garage
	Semi-Detached Housing
Single Dwelling Building	
Tent Structures	Tent Structures
	Triplex Housing
Additional uses accessory to the above	Additional uses accessory to the above

**BYLAW NO. 2023-09**  
**A BYLAW OF THE TOWN OF MILLET**  
**IN THE PROVINCE OF ALBERTA**  
**TO AMEND BYLAW 2018-11 BEING THE LAND USE BYLAW**

**WHEREAS** Section 640(1) of the Municipal Government Act, Chapter M-26, RSA 2000 requires municipalities to pass a land use bylaw;

**AND WHEREAS**, as per Section 640(1.1) A land use bylaw may prohibit or regulate and control the use and development of land and buildings in a municipality, without limitation, by

- (a) Imposing design standards
- (b) Determining population density
- (c) Regulating the development of buildings
- (d) Providing for the protection of agricultural land, and
- (e) Providing for any other matter council considers necessary to regulate land use with the municipality;

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

**AND WHEREAS**, a request has been received by the owner of Plan 8520435, Block 10, Lot 52 which is civically addressed as 5201 – 45 Avenue to amend the zoning classification currently in place for this property;

**AND WHEREAS**, the current zoning classification of Plan 8520435, Block 10, Lot 52 is R3 – Medium Density Residential and the owner is requesting to reclassify the north 30m of the property to C3 – Neighbourhood Commercial and the remainder of the parcel to R4 – High Density Residential as shown on Schedule A;

**AND WHEREAS**, the purpose of the C3 – Neighbourhood Commercial district is to establish a district in which land is used for local retail and service outlet development, which provide for the sale of convenience goods and services in close proximity to residential areas.

**AND WHEREAS**, the purpose of the R4 – High Density Residential district is to establish a district in which land is primarily used for maximum density residential development.

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

1. That the most northerly 30m of Plan 8520435, Block 10, Lot 52 be reclassified as C3 – Neighbourhood Commercial.
2. That the remainder of Plan 8520435, Block 10, Lot 52 be reclassified from R3 – Medium Residential to R4 – High Density Residential.

3. Schedule A as attached to this bylaw is a visual representation of the proposed rezoning amendments.
4. That Bylaw 2023-09 shall come into full force upon signing.

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

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

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

**TOWN OF MILLET**

---

**MAYOR**

---

**CHIEF ADMINISTRATIVE OFFICER**



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

---

**Meeting:** Council Meeting  
**Meeting Date:** October 11, 2023  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.1 Capital Region Assessment Services Commission (CRASC)

---

**BACKGROUND/PROPOSAL**

Annually, the CRASC hold their AGM and have all partnered municipalities attend to vote.  
This year it is held at the Chateau Louis Edmonton on October 26<sup>th</sup> at 1:00 pm .

**Recommended Resolution:**

Does any member of Council wish to attend the CRASC AGM on October 26<sup>th</sup>?


COUNCIL MEETING  
OCT 11 2023  
ITEM # 11.1

---

# CAPITAL REGION ASSESSMENT SERVICES COMMISSION

Capital Region Assessment Services Commission

**C.R.A.S.C.**



AGENDA for the Annual General Meeting to be held at

**Chateau Louis Hotel & Conference Centre**

11727 Kingsway NW, Edmonton, AB T5G 3A1

**Grand Ball Room**

Thursday, October 26, 2023, at 1:00 pm

The AGM will be preceded by a **Luncheon at 12:00 pm**

1. Call to Order
2. Welcome and introductions
3. Adoption of agenda
4. Adoption of the 2022 Annual General Meeting minutes
5. Chairman's remarks – verbal
6. Manager's report – verbal
7. Finance Officer's report – verbal
  - a. Audited Financial Statements 2022
8. 2024 – 2026 Business Plan and Approved Budget
9. General Discussion
10. Adjournment



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 11, 2023  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.2 Millet Library Trustee Appointment

---

**BACKGROUND/PROPOSAL**

Angeline (Alyse) Kwantes has been a part of our community for over 7 years and is an avid Library user. She is a current member of the Friends of Millet Library Society, regularly volunteers as a camp nurse, and was the secretary for the millet Senior's from 2018-2020. The knowledge she has gained through her experiences working in our community will be a great asset.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Town of Millet Library Board would like to request that Angeline (Alyse) Kwantes be appointed as a trustee for a three-year term.

**RECOMMENDATION**

That Council appoint Angeline (Alyse) Kwantes to a three-year term with the Millet Library Board.

COUNCIL MEETING

OCT 11 2023

ITEM # 11.2



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

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 13, 2023  
**Originated By:** Annette Gordon  
**Agenda Item:** 11.3 Tax Penalty Waiver

**BACKGROUND/PROPOSAL**

A resident from the mobile park brought in the bill of sale. However, due to processing his request and the time of sending out combined notice of tax and assessment (NOA), he did not receive his NOA. The Town currently does not date stamp submissions coming in and has no way of verifying the timing of the submission.

He did, however, receive his statement of account with his penalty and tax balance. Per the resident if he had gotten his NOA he would have paid it on time and would not have received the penalty.

The Town of Millet going forward will date stamp all submissions, so this error does not happen again.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Per section 347 of the MGA “if council considers it equitable to do so can...

- (a) Cancel or reduce tax arrears;
- (b) Cancel or refund all or part of a tax;
- (c) Defer the collection of a tax”

**COSTS/SOURCE OF FUNDING**

\$68.24 less revenue.

**RECOMMENDATION**

That council cancel the 2023 July 16<sup>th</sup> penalty only on roll 203300 in the amount of \$68.24.

**COUNCIL MEETING**

**OCT 11 2023**

**ITEM #** 11.3



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 13, 2023  
**Originated By:** Annette Gordon  
**Agenda Item:** 11.4 Franchise Fees

### BACKGROUND/PROPOSAL

Each year we must renew our franchise fee with FortisAlberta. Council has the option to leave or change our current rate of 16%.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Benefits:

- 1.) Cash Flow – We receive the funds even when residents do not pay their bills
- 2.) Revenue received from property that is exempt. (i.e. the school doesn't pay property tax, but does pay electrical bill.) As a result, a higher Franchise fee, lowers the burden on property owners.

Disadvantages:

- 1.) Increase costs to our residents when many are facing tough times due to the economy and inflation.
- 2.) Increase work for administration to advertise and paperwork required for increase.

Potential Impact on Residents and the municipal Budget

	0%	1%	2%
Household cost monthly	11.39	12.90	13.66
Household cost annually	136.69	154.81	163.92
Increase in Municipal income	6,174	18,327	30,480

Last year for 2023 estimate was \$11.39, therefore, if no change is made, there should be no increase in residential bills.

Below are some comparative surrounding communities rates. For more communities, see attached page.

COUNCIL MEETING  
**OCT 11 2023**  
 ITEM # 11.4



Camrose: 16% (was 14% two years ago)  
Leduc: 16% (no change within the last two years)  
Wetaskiwin: 17% (was 13.8%, 2 two years ago)  
Calmar 20%

**COSTS/SOURCE OF FUNDING**

Possible additional revenue

**RECOMMENDATION**

Council to discuss and decide based on the information above.

**MUNICIPAL FRANCHISE FEE RIDERS**

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

**Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 11, 2023  
**Originated By:** Lisa Novotny, Director of Development and Infrastructure  
**Agenda Item:** 11.5 Development Permit 23D020 – Addition of Autobody Services

**BACKGROUND/PROPOSAL**

A development permit application was received from the property owner of NW-33-47-24-W4 being 4002 – 53 Avenue (herein referred to as the subject property) to add autobody services to an existing garage. As the subject property is zoned DC – Direct Control, development permit applications are brought forward to Council for consideration.

Notices of the permit application and a copy of the draft permit were mailed to all property owners within 60m of the subject property, providing them an opportunity to provide written feedback regarding this application to Council. Submissions were to be provided in writing and received by the Town no later than October 4, 2023.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Attached is the development permit draft for Council’s consideration.

Any submissions received will be provided to Council prior to the meeting.

**COSTS/SOURCE OF FUNDING**

n/a

**RECOMMENDED ACTION:**

That Council approve the development permit 23D020 for the addition of autobody services to the existing garage located on the NW-33-47-24-W4 being 4002 – 53 Avenue.

**COUNCIL MEETING**

**OCT 11 2023**

ITEM # 11.5



Box 270  
 Millet, AB T0C 1Z0  
 Phone 780-387-4554

TOWN OF MILLET  
 DEVELOPMENT PERMIT  
 LAND USE BYLAW 2018-11

Development Permit Application No. 23D-020

Application Date: September 25, 2023

Decision Date: September 26, 2023

Permit Applicant	Leasee\Contractor
LIQUIDS IN MOTION LEASING INC. [REDACTED] [REDACTED] [REDACTED]	n/a

Property Information	
Roll	134201
Legal Description	Long Legal: NW-33-47-24-4
Civic Address	4002 - 53 Avenue
Zoning	DC - DIRECT CONTROL

Development Information	
Proposed Use	Addition of a body services to existing garage
Permitted or Discretionary	Permitted
Estimated Project Value	\$150,000
Development Area	n/a
Development Coverage (%)	n/a
Development Height	n/a
Development Length	n/a
Development Width	n/a
Setbacks	n/a
Development Start Date	January 2, 2024
Estimated Completion Date	June 2024

I/we, \_\_\_\_\_ have submitted the proposed site plan for the development of an. I/we understand that this application and supporting planning documents will be reviewed by the Town for compliance with the Town of Millet Land Use Bylaws.

Signature: \_\_\_\_\_

NOTICE OF DECISION: The Town of Millet has reviewed the development application and submitted supporting documents. The application has been **APPROVED** subject to the following:

1. That the proposed additional use for autobody services is applicable to an existing structure only.
2. That the applicant ensure that any necessary safety code permits and/or inspections are completed prior to the addition of autobody services to the existing building. [www.inspectiongroup.com](http://www.inspectiongroup.com)
3. That the proposed development meets the criteria as established in Section 6.12.13.2 of the Land Use Bylaw which reads:
  2. *Any industrial operation including production, processing, cleaning, testing, repairing, storage, or distribution of any material shall conform to the following standards at all times:*
    - a) *noise emit no offensive noise of industrial production audible at any point on the boundary of the lot on which the operation takes place;*
    - b) *smoke: no process involving the use of solid fuel is permitted except the use of waste disposal incinerators of a design approved by the appropriate approving authority(s);*
    - c) *dust and ash: no process involving the emission of dust, fly ash or other particular matter is permitted;*
    - d) *smell: the emission of any odorous gas or other odorous matter is prohibited;*
    - e) *toxic gases, etc.: the emission of toxic gases or other toxic substances is prohibited;*
    - f) *glare and heat: no industrial operation shall be carried out that would produce glare or heat discernible beyond the property line of the lot concerned;*
    - g) *external storage of goods or materials is permitted if kept in a neat and orderly manner, suitably enclosed by a fence or wall to the satisfaction of the Development Authority; The Development Authority may, as a condition of a development, control the location, amount of goods, materials and any other items stored on site.*
    - h) *industrial wastes: no wastes shall be discharged into any sewer which does not conform to the standards established from time to time by bylaw of the Town*

Development Officer \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* Note:** Subject to the Act, any person affected by a decision of the Development Authority may appeal the decision to the Subdivision and Development Appeal Board by serving written notice along with a fee of \$300.00 to the Board within 21 days of the mailing date of notice.

Mail to: C/O: Parkland Community Planning Services  
Clerk of the Regional Subdivision and Development Appeal Board  
Unit B, 4730 Ross Street, Red Deer, AB T4N 1X2 403-343-3394



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 11, 2023  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.6 Millet Business Force Parade

---

**BACKGROUND/PROPOSAL**

The Millet Business Force are requesting use of Town streets for the November 18<sup>th</sup>, 2023, Santa Claus Parade. They would also like to invite The Mayor, all of Council and any Town of Millet Staff to participate.

**Recommended Resolution:**

Does Council wish to grant permission for the use of Town Streets for the parade, further would anyone like to participate in the parade.

COUNCIL MEETING

**OCT 11 2023**

ITEM # 11.6



October 01, 2023

Mayor Peel, Town Councillors & CAO

c/o Town of Millet

P.O. Box 270 Millet, AB T0C 1Z0

Dear Mayor Peel, Millet Councillors & Town CAO

The Town of Millet Business Force are putting on a Santa Clause Parade on November 18, 2023. This Parade is in conjunction with the Legion Craft Fair, and will start at 6:00 pm. We have procured a place to start and end the parade; as well, set out a parade route.

The reason for this letter is to request the use of the Town of Millet streets, as indicated by the map attached.

Since this is our first time putting on this type of activity, and we had been given notice by the Highways Department that they might not be able to give us permission in time to utilize the highway, so this being the main reason for this route.

We would also like to invite His Worship the Mayor, all of the Town Councillors and any of the Town of Millet Staff that would like to participate. The lineup will be at 5:00 pm and the parade starting at 6:00 pm. We will have more information to follow and if you require further details, please contact one of the committee members below.

Thanking you in advance for your support regarding this matter.

Sincerely;

Town of Millet Business Force

Parade Committee;

Anna Bailey 780-289-4132 info@baileylandscaping.ca

Kelly Winkler 825-995-7867 kelly.a.winkler@gmail.com

Pat Garrett 780-387-4619 garrettpat2@gmail.com





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

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 13, 2023  
**Originated By:** Annette Gordon  
**Agenda Item:** 11.7 Millet Fire SCBA

**BACKGROUND/PROPOSAL**

Council resolution #060/23 pre-approved that \$97,683 for the purchase of 10 SCBA through east west rural Society be invoiced in 2024. However, this would result in an approximately 4% budget increase for 2024. In addition, there are other pressures on the 2024 budget.

For 2023, the Town has yet to use the contingency fund for 2023, up to the end of September. In addition, the Town received unexpected MSI funds from the provincial government. It is predicted that there should be a surplus at the end of 2023.

Council has the option to request East West Rual to bill the Town and deliver items in 2023.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Benefits:

- 1.) Result in a smoother tax increase if expense moved to 2023.

Disadvantages:

- 1.) The year is not finished, and the possibility of additional unexpected expenses could result in a deficit for the year.

**COSTS/SOURCE OF FUNDING**

\$97,683 overage to operating account

COUNCIL MEETING

**OCT 11 2023**

ITEM # 11.7

**RECOMMENDATION**

Council to request that East West Rual invoice us in the 2023 calendar year for the 10 SCBA's.



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** October 11, 2023  
**Originated By:** Lisa Schoening, CAO  
**Agenda Item:** 11.8 Facility Waiver Requests

---

**BACKGROUND/PROPOSAL**

Peace in the Forest Wellness Studio and Millet Soccer Association are asking Council to approve Fee Waivers for Town owned Facilities.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Attached are requests for waivers with information regarding both requests.

**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDED ACTION:**

Would Council like to approve the waivers for these requests?

COUNCIL MEETING

**OCT 11 2023**

ITEM # 11.8



October 3, 2023

**To: Millet Town Council**

**Re: Rental Fees for the Millet Community Hall**

Hello. I am wondering if there is any possibility to remove the 2-hour minimum stipulation on the hall rentals?

I would love to bring more programs to Millet but as a small business owner I cannot afford the 2-hour minimum without increasing the cost of the programs to the public. (Especially when attendance can be a total gamble.)

I have been researching venues in Wetaskiwin. The venue that I have booked for programming starting in November offers the same hourly rate of \$25/hour but there is no minimum rental. In addition to this they also allow a little bit of extra time before and after the scheduled hour for set-up and takedown at no extra cost. There is no charge for last minute cancellations. I'm not sure what the cancellation policy is in Millet so I'm not sure how this compares.

Other venues that I have found in Wetaskiwin are charging \$35/hour with no minimum rental time.

I am currently exploring options in Leduc so I cannot say for certain how their rates compare.

Can you let me know if it would be possible to match the \$25/hour with no minimum rental and a little bit of extra time added on before and after at no extra expense? (only if there is nothing else booked immediately following). Of course if something else is booked I understand that this would not be possible and the time allotment would have to be restrained to a strict 1 hour time slot.

I have developed a variety of programs that would be beneficial to the community and would love to share my knowledge here in Millet. I am assuming there may be other businesses / groups in town that would appreciate if the 2-hour minimum requirement was reconsidered as well.

This would be a win for:

- ~ business owners (allowing them to save a bit of money and offer more programs)
- ~ residents (having more programming available to them locally)
- ~ the town (having the hall used more often, having more programs offered within the community ... as well as generating more income)

Thank you for your time and consideration in this matter. I sincerely appreciate it.

Randi Williams  
Peace in the Forest Wellness Studio

October 4, 2023

To Whom it May Concern:

The Millet Soccer Association will be hosting our Annual General Meeting on November 17, 2023 and have the Hugo Witt room at the Agriplex scheduled from 630pm to 930pm and would like to request that the town donate the room to us for the meeting.

Thank you,

Torrie McKelvie

President

Millet Soccer Association