



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, November 22nd, 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, DELETIONS AND ADOPTION OF AGENDA

5.0 ADOPTION OF MINUTES

5.1 November 8th, 2023 – Regular Meeting of Council

6.0 DELEGATIONS

7.0 REPORTS

7.1 Millet Fire Department Call History October 2023

7.2 Finance Bank Reconciliation August 2023

7.3 Finance Bank Reconciliation September 2023

7.4 Town of Millet Library Board Minutes September 19, 2023

7.5 Millet Public Library Managers Report June 2023

7.6 Millet Public Library Managers Report July 2023

7.7 Millet Public Library Managers Report August 2023

7.8 Millet Public Library Managers Report September 2023

7.9 Millet Public Library Managers Report October 2023

8.0 BYLAWS

- 8.1 2023-08 – Municipal Development Plan Amendment
- 8.2 2023-09 – Land Use Bylaw Amendment, Plan 8520435, Block 10, Lot 52
- 8.3 2023-10 - Fees For Service Bylaw
- 8.4 2023-11 - Cemetery Bylaw Amendment
- 8.5 2023-12 - Water and Sewer Bylaw Amendment
- 8.6 2023-13 - Business License Bylaw Amendment
- 8.7 2023-14 - Animal Bylaw Amendment

9.0 AGREEMENTS

10.0 CORRESPONDENCE

- 10.1 Millet and District Historical Society Financial Statements December 31, 2022

11.0 NEW BUSINESS

- 11.1 Town of Millet Library Board Budget
- 11.2 Use of Banquet room – Goodwill Gala

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 Personnel

14.0 ADJOURNMENT



**REGULAR MEETING OF COUNCIL
TOWN OF MILLET
November 8th, 2023
Millet Civic Centre
Council Chambers
4:00 p.m.**

PRESENT:

MAYOR

Doug Peel

COUNCILLORS

Mike Bennett
Susie Petrisor
Charlene Van de Kraats
Rebecca Frost
Mat Starky

C.A.O.
OFFICE MANAGER
DIRECTOR OF INFRASTRUCTURE
DIRECTOR OF FINANCE

Lisa Schoening
Joyce Vanderlee
Lisa Novotny
Annette Gordon

Absent with regret

Gerdie Hogstead

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 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res # 198/23 Additions	Moved by Councillor Starky that the agenda is hereby adopted as presented.
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CARRIED

4.0 ADOPTION OF MINUTES:

COUNCIL MEETING

NOV 22 2023

ITEM #

5.1

Res #199/23 Adoption of Minutes	Moved by Councillor Bennett that the October 25th, 2023, Organizational Meeting of Council Minutes are hereby approved, as presented.
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CARRIED

Res #200/23 Adoption of Minutes	Moved by Councillor Van de Kraats that the October 25th, 2023, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***5.0 DELEGATIONS: NONE****6.0 REPORTS: NONE****7.0 BYLAWS: NONE****8.0 AGREEMENTS: NONE****9.0 CORRESPONDENCE:**

Res #201/23 Correspondence	Moved by Councillor Frost that council directs administration to investigate cost to reduce the speed limit in Moonen Heights to 30 with the funds coming out of 2023 surplus.
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*CARRIED***10.0 NEW BUSINESS:***10.1 Request for Decision Waiver MCC Community Hall Fees & Damage Deposit*

Res #202/23	Moved by Councillor Starky that council waives the Fees & Damage Deposit for the Friends of the Millet Public Library Society Annual Shrove Tuesday pancake supper to be held on February 13 th , 2024.
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*CARRIED**10.2 Request for Utility Connection Agreement*

Res #203/23	Moved by Councillor Van de Kraats that Council authorize administration to enter into a utility connection agreement with the owner of tax roll number 25500 to have the cost of the connection to the Town's water
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	distribution system paid by the Town and charged back on the tax roll over a three-year period at a total cost of \$9,473.50.
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CARRIED

10.3 Request for Decision Millet Museum & Arts N Craft Guild

Res #204/23	Moved by Councillor Frost that Mayor Peel and any Council Members may attend the Millet and District Museum and Millet Arts N Craft Guild Open House to be held on Saturday November 25 th , 2023, at 1 pm.
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CARRIED

11.0 CLARIFICATION OF AGENDA:

NONE

12.0 CLOSED SESSION:

NONE

Council took a recess at 4:20 pm

Council resumed at 5:30 for Public Hearing regarding Bylaws 2023-08 and 2023-09

3.0 PUBLIC HEARING:

Bylaw 2023-08-2023-09	<p>Mayor Peel declared the Public Hearing for Bylaw 2023-08, 2023-09 to open at 5:30 p.m.</p> <p>Presentations: Administration:</p> <p>L. Novotny Director of Development and Infrastructure made a presentation on the Bylaw 2023-08 and 2023-09. There were no questions from Council.</p> <p>There were written submissions received from: B & R James</p>
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	<p>N. Jones-Michaud J & S Seaman</p> <p>Comments were made at the meeting by the following residents:</p> <p>B James S Seaman A Parks-Morris B Drake T O’Neill J McConnell B Dugas</p> <p>Mayor Peel declared the Public Hearing for Bylaw 2023-08 & 2023-09 closed at 6:26 p.m.</p>
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14.0 ADJOURNMENT:

The meeting was adjourned at 6:26 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 22nd DAY OF NOVEMBER 2023.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: November 8, 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 October 2023
- 7.2 Finance Bank Reconciliation August 2023
- 7.3 Finance Bank Reconciliation September 2023
- 7.4 Town of Millet Library Board Minutes September 19, 2023
- 7.5 Millet Public Library Managers Report June 2023
- 7.6 Millet Public Library Managers Report July 2023
- 7.7 Millet Public Library Managers Report August 2023
- 7.8 Millet Public Library Managers Report September 2023
- 7.9 Millet Public Library Managers Report October 2023

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

That Council accept the reports as presented.



**Millet Fire Department
Call History Report by Date
10/1/2023 - 11/1/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sun 10/01/2023 12:18	City - Millet	2300104	00 PSAP	55 Establish safe area		6	00:39
Tue 10/03/2023 17:28	County - Wetaskiwin	2300105	67 Outside Fire	55 Establish safe area		11	00:46
Tue 10/03/2023 21:51	City - Millet	2300106	69 Structure Fire	55 Establish safe area		14	01:15
Thu 10/05/2023 18:43	County - Wetaskiwin (Extra Hours)	2300107	77 Motor Vehicle Collision	55 Establish safe area		15	02:55
Thu 10/05/2023 19:41	County - Wetaskiwin (Extra Hours)	2300108	77 Motor Vehicle Collision	55 Establish safe area		15	01:57
Thu 10/05/2023 21:38	County - Wetaskiwin	2300109	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area		15	00:34
Tue 10/10/2023 14:11	County - Leduc	2300110	21 Hemorrhage / Lacerations	55 Establish safe area		8	00:19
Wed 10/11/2023 14:38	County - Leduc	2300111	52 Alarms			6	00:14
Sat 10/14/2023 14:12	County - Wetaskiwin (Extra Hours)	2300112	77 Motor Vehicle Collision	55 Establish safe area		11	02:31
Sat 10/14/2023 20:16	County - Wetaskiwin (Extra Hours)	2300113	09 Cardiac Arrest	55 Establish safe area		12	01:26
Fri 10/20/2023 01:23	County - Wetaskiwin (Extra Hours)	2300114	77 Motor Vehicle Collision			9	01:55
Sat 10/21/2023 19:23	County - Leduc	2300115	82 Vegetation/ Wildland/ Brush/ Grass Fire	80 Information, investigation enforcement, other		6	00:04
Sun 10/22/2023 10:49	County - Wetaskiwin	2300116	82 Vegetation/ Wildland/ Brush/ Grass Fire	55 Establish safe area		8	00:31
Mon 10/23/2023 15:05	County - Leduc (Extra Hours)	2300117	77 Motor Vehicle Collision	55 Establish safe area		9	01:05
Tue 10/24/2023 18:39	County - Wetaskiwin	2300118	82 Vegetation/ Wildland/ Brush/ Grass Fire			9	00:33
Wed 10/25/2023 19:07	County - Wetaskiwin	2300119	77 Motor Vehicle Collision			8	00:49

SM

Total calls for City - Millet:	2
Total calls for County - Leduc:	3
Total calls for County - Leduc (Extra Hours):	1
Total calls for County - Wetaskiwin:	5
Total calls for County - Wetaskiwin (Extra Hours):	5
Total calls:	16
Total Time:	17:33

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 31. Aug 2023

	General Account	Chequing Account	General Term Deposit	Cemetery Term Deposit	Tax sale account	Total
Net Balance at End of Previous Month	\$1,151,268.68	\$431,775.75	\$2,676,781.98	\$13,743.78	\$41,608.74	\$4,315,178.93
Receipts for the Month (Less Loans)	\$213,857.80	\$1,843.68	\$12,591.69	\$2,042.88	\$187.30	\$230,523.35
Terms Cashd in				\$0.00		\$0.00
Sub-Total	\$1,365,126.48	\$433,619.43	\$2,689,373.67	\$15,786.66	\$41,796.04	\$4,545,702.28
LESS:						
Terms Taken out				\$0.00		\$0.00
Disbursements for the Month	\$176,599.78	\$193,102.95		\$0.00		\$369,702.73
			\$0.00			\$0.00
Net Balance at End of Month	\$1,188,526.70	\$240,516.48	\$2,689,373.67	\$15,786.66	\$41,796.04	\$4,175,999.55
Balance at End of Month -- Treasury Branch	\$1,124,248.33	\$303,063.82	\$2,689,373.67	\$15,786.66	\$41,796.04	\$4,174,268.52
*Cash on Hand at End of Month			\$0.00	\$0.00		\$0.00
Sub-Total	\$1,124,248.33	\$303,063.82	\$2,689,373.67	\$15,786.66	\$41,796.04	\$4,174,268.52
ADD: Outstanding deposits	-\$64,278.37		\$0.00			-\$64,278.37
Less: Outstanding Cheques (See List)	\$0.00	\$62,547.34	\$0.00	\$0.00		\$62,547.34
BALANCE	\$1,188,526.70	\$240,516.48	\$2,689,373.67	\$15,786.66	\$41,796.04	\$4,175,999.55

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
General Account		0	\$-00	Chequing Account		594	\$5,817.22	613	\$100.63
		0	\$-00	83	\$125.64	595	\$104.74	614	\$476.41
		0	\$-00	163	\$154.09	596	\$608.69	615	\$195.93
		0	\$-00	341	\$76.56	597	\$653.00	616	\$28.98
		0	\$-00	534	\$200.00	598	\$2,484.21		\$-00
		0	\$-00	553	\$262.50	599	\$160.00		\$-00
		0	\$-00	557	\$2,160.00	600	\$134.93		\$-00
		0	\$-00	561	\$6,650.00	601	\$128.21		\$-00
		0	\$-00	562	\$750.00	602	\$204.75		\$-00
		0	\$-00	563	\$1,600.00	603	\$404.25		\$-00
		0	\$-00	564	\$322.75	604	\$15,000.00		\$-00
		0	\$-00	565	\$8,400.00	605	\$551.10		\$-00
		0	\$-00	566	\$1,000.00	606	\$195.28		\$-00
		0	\$-00	585	\$2,000.00	607	\$108.90		\$-00
		0	\$-00	589	\$1,680.00	608	\$7,417.99		\$-00
		0	\$-00	590	\$46.16	609	\$502.28		\$-00
		0	\$-00	591	\$490.61	610	\$200.00		\$-00
		0	\$-00	592	\$47.06	611	\$300.00		\$-00
		0	\$-00	593	\$554.47	612	\$250.00		\$-00
			\$-00						\$62,547.34

Reviewed by: J. Schoening
Chief Administrative Officer

Date: Nov 10/23

This statement submitted to Council this day of 22 November, 2023.
Remarks:

Mayor: _____

COUNCIL MEETING
NOV 22 2023
ITEM # 7.2

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 30, Sep 2023

	General Account	Chequing Account	General Term Deposit	Cemetery Term Deposit	Tax sale account	Total
Net Balance at End of Previous Month	\$1,188,526.70	\$240,516.48	\$2,689,373.67	\$15,786.66	\$41,796.04	\$4,175,999.55
Receipts for the Month (Less Loans)	\$398,850.16	\$302,193.75				\$701,043.91
Terms Cashed in				\$0.00		\$0.00
Sub-Total	\$1,587,376.86	\$542,710.23	\$2,689,373.67	\$15,786.66	\$41,796.04	\$4,877,043.46
LESS:						
Terms Taken out		\$125,532.52		\$0.00		\$125,532.52
Disbursements for the Month	\$1,104,125.55			\$0.00		\$1,104,125.55
			\$0.00			\$0.00
Net Balance at End of Month	\$483,251.31	\$417,177.71	\$2,689,373.67	\$15,786.66	\$41,796.04	\$3,647,385.39
Balance at End of Month -- Treasury Branch	\$474,868.41	\$459,319.71	\$2,689,373.67	\$15,786.66	\$41,796.04	\$3,681,144.49
*Cash on Hand at End of Month			\$0.00			\$0.00
Sub-Total	\$474,868.41	\$459,319.71	\$2,689,373.67	\$15,786.66	\$41,796.04	\$3,681,144.49
ADD: Outstanding deposits	-\$8,382.90		\$0.00			-\$8,382.90
Less: Outstanding Cheques (See List)	\$0.00	\$42,142.00	\$0.00	\$0.00		\$42,142.00
BALANCE	\$483,251.31	\$417,177.71	\$2,689,373.67	\$15,786.66	\$41,796.04	\$3,647,385.39

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
General Account		Chequing Account							
	0		\$-00			663	\$32.69		\$-00
	0		\$-00	83	\$125.64	664	\$204.75		\$-00
	0		\$-00	163	\$154.09	665	\$3,780.00		\$-00
	0		\$-00	341	\$76.56	666	\$23.15		\$-00
	0		\$-00	561	\$6,650.00	667	\$20.22		\$-00
	0		\$-00	563	\$1,600.00	668	\$216.87		\$-00
	0		\$-00	566	\$1,000.00	669	\$2,998.80		\$-00
	0		\$-00	604	\$15,000.00	671	\$248.24		\$-00
	0		\$-00	616	\$28.98	672	\$696.18		\$-00
	0		\$-00	633	\$191.00	673	\$619.89		\$-00
	0		\$-00	635	\$2,160.00	674	\$477.29		\$-00
	0		\$-00	637	\$37.50	675	\$183.21		\$-00
	0		\$-00	644	\$133.88	676	\$189.00		\$-00
	0		\$-00	655	\$141.09	677	\$47.00		\$-00
	0		\$-00	656	\$146.83	678	\$472.50		\$-00
	0		\$-00	659	\$1,587.60	679	\$149.70		\$-00
	0		\$-00	660	\$380.00	680	\$1,143.35		\$-00
	0		\$-00	661	\$296.01	681	\$28.98		\$-00
	0		\$-00	662	\$281.11	682	\$619.89		\$-00
	\$-00								\$42,142.00

Reviewed by: *J. Schoenly*
Chief Administrative Officer

Date: NOV 10/23

This statement submitted to Council this day of 22 November, 2023.
Remarks:

Mayor: _____

COUNCIL MEETING
NOV 22 2023
ITEM # 7.3

Town of Millet Library Board Minutes

September 19, 2023

Connect...with each other

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Discover...the possibilities

Present Were: Charlene Veldkamp, Susan Williamson, Jillian Meyers, Jackie Peel

Absent: Susie Petrisor

1. Call to Order at 6:15pm
2. Adoption of Agenda moved by C. Veldkamp, carried
3. Adoption of June 15, 2023 Minutes moved by J. Peel, carried
4. Correspondence accepted as presented
 - a. Town of Millet Council- Accepts the resignation of Kourtland Fox from the Town of Millet Library Board
5. New Business:

Res #19/23 Approval to remove Kourtland Fox as signing authority for the Town of Millet Library Board moved by C. Veldkamp, carried

Res #20/23 Approval to submit the Town of Millet Library Board's proposed 2024 budget to Town of Millet Council, moved by C. Veldkamp, carried

Res #21/23 Approval of a letter of support for the Town of Millet's Alberta Blue Cross grant application moved by J. Peel, carried

Res #22/23 Charlene Veldkamp elected for Treasurer position

Jillian Meyers opened the floor for nomination for Treasurer, Susan Williamson nominated Charlene Veldkamp for Treasurer, Nomination called three times, Jillian Meyers calls nominations to cease, Charlene Veldkamp declared Treasurer by proclamation

Res #23/23 The Town of Millet Library Board approves Angeline Kwantes' Trustee application, request for Angeline to be a Library Board member to be submitted to Town of Millet Council, moved by J. Peel, carried

6. Policy:

Res #24/23 Approval of the amended Library Trustee Job Description Policy and application moved by C. Veldkamp, carried

Res #25/23 Approval of the amended Technology Use Policy moved by J. Peel, carried

Res #26/23 Approval of the amended Safety of Children in the Library Policy moved by C. Veldkamp, carried

Res #27/23 Approval of the amended Records Retention Policy moved J. Peel, carried

Res #28/23 Approval of the amended Personal Information Banks policy moved S. Williamson, carried

Res #29/23 Approval of the amended Employee Performance Appraisal Form S. Williamson, carried

7. Old Business:
 - a. Performance Review for all staff completed
8. Friends Report:
 - a. Volunteer Appreciation Supper October 25 from 5:00-7:00pm

Res #30/23 The Town of Millet Library Board accepts those present as in attendance, moved by C. Veldkamp, carried

9. Meeting Dates for 2023: November 7

Next meeting November 7, 2023, at 6:00pm

Meeting Adjourned 7:08pm



COUNCIL MEETING

NOV 22 2023

ITEM # 7.4

Millet Public Library Manager's Report

Connect...with each other

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June	2023	2022	2021	2020	2019	2018	2017	2016
New Memberships	4	10	2	1	13	10	8	8
Card Renewals	37	30	26	16				
Questions answered	352	330	466	116	394	230	211	180
Program Attendees	539	379	339	121	288	232	206	109
Visitors to Library	947	688	233	0	1096	1007	1124	1041
Website Sessions	NA	285	244	146	222	309	201	183
Wireless Sessions	1582	1377	1211	237	1476	641	839	420
Computer Sessions	53	41	0	0	350	231	244	453
E-resources Borrowed	390	547	546	629	343	250	234	122
Items Checked Out	2344	2575	1270	586	1947	1721	1721	1775
ILL Loaned	709	562	569					
ILL Borrowed	1242	1257	860					
Holds Satisfied	742	790	457	41	582	566	559	623

Please check the Millet library website for programs and upcoming events.

COUNCIL MEETING

NOV 22 2023

ITEM # 7.5

Millet Public Library Manager's Report

Connect...with each other

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July	2023	2022	2021	2020	2019	2018	2017	2016
New Memberships	9	9	10	2	12	18	17	4
Card renewal	63	67						
Questions answered	352	410	887	426	658	248	236	205
Program Attendees	894	595	388	596	600	290	233	365
Visitors to Library	1218	893	570	434	1358	1182	1147	1084
Website Sessions	NA	307	324	208	248	234	217	182
Wireless Sessions	1182	1775	NA	425	467	440	570	510
Computer Sessions	163	37	7	19	303	193	219	475
E-resources Borrowed	424	581	497	510	377	190	319	182
Items Checked Out	2553	2295	1557	1135	2273	1671	1461	1620
ILL Loaned	801	582	544					
ILL Borrowed	1130	1190	853					
Holds Satisfied	587	623	414	68	831	469	285	501

Please check the Millet library website for programs and upcoming events.

COUNCIL MEETING

NOV 22 2023

ITEM # 7.6

Millet Public Library Manager's Report

Connect...with each other

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Discover...the possibilities

August	2023	2022	2021	2020	2019	2018	2017	2016
New Memberships	11	6	9	4	12	20	12	10
Card renewal	45	44						
Questions answered	352	448	1100	310	568	336	247	232
Program Attendees	725	528	546	612	387	284	114	257
Visitors to Library	1192	966	887	607	1269	1273	1343	1106
Website Sessions	NA	266	324	164	240	309	239	167
Wireless Sessions	1107	1984	NA	296	436	520	697	527
Computer Sessions	142	48	27	19	338	229	408	555
E-resources Borrowed	485	473	556	574	330	258	293	144
Items Checked Out	2732	2627	2217	1747	1954	1596	1778	1730
ILL Loaned	742	635	509					
ILL Borrowed	1244	1229	919					
Holds Satisfied	740	631	431	601	575	590	500	490

Please check the Millet library website for programs and upcoming events.

COUNCIL MEETING

NOV 22 2023

ITEM # 7.7

Millet Public Library Manager's Report

Connect...with each other

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September	2023	2022	2021	2020	2019	2018	2017	2016
New Memberships	7	21	22	11	14	14	9	14
Card Renewal	31	55						
Questions answered	352	605	901	397	416	405	194	189
Program Attendees	554	661	473	409	448	544	254	116
Visitors to Library	1030	1081	742	574	1134	1220	991	968
Website Sessions	NA	357	382	193	218	272	256	272
Wireless Sessions	1303	1394	NA	448	511	698	609	688
Computer Sessions	108	54	43	25	240	240	181	292
E-resources Borrowed	393	469	509	515	395	469	322	162
Items Checked Out	2492	2320	2295	2119	2023	1917	1608	1834
ILL Loaned	798	652	497					
ILL Borrowed	1213	1091	1089					
Holds Satisfied	781	676	685	670	628	620	413	501

COUNCIL MEETING

NOV 22 2023

ITEM # 7.8

Millet Public Library Manager's Report

Connect...with each other

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October	2023	2022	2021	2020	2019	2018	2017	2016
New Memberships	6	15	9	7	7	15	9	10
Card Renewal	29	33						
Questions answered	352	885	1011	334	557	327	181	274
Program Attendees	682	792	733	647	608	611	505	197
Visitors to Library	1097	1321	949	713	1403	1337	1380	1218
Website Sessions	NA	286	229	181	216	298	270	296
Wireless Sessions	1294	1567	NA	462	832	731	766	743
Computer Sessions	111	39	26	16	224	253	105	299
E-resources Borrowed	457	478	445	467	396	397	265	150
Items Checked Out	2674	2627	2637	1962	2117	1995	1803	1668
ILL Loaned	850	642	623					
ILL Borrowed	1410	1228	1138					
Holds Satisfied	765	631	673	616	778	562	435	482

COUNCIL MEETING

NOV 22 2023

Item # 7.9



TOWN OF MILLET
REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: Bylaw 2023-08 - Municipal Development Plan Amendment

BACKGROUND/PROPOSAL

The Municipal Development Plan (MDP) Bylaw 2014-10 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 current generalized land use of the subject lands is US – Urban Service which is a district in where land is used for public and/or privately owned institutional, recreational and community service development.

The proposed change is to commercial and residential uses is consistent with the vision established in the Municipal Development Plan:

Millet’s future shall build on its small town, family oriented character through managed sustainable growth that will result in a complete beautified community that provide a range of housing options, town amenities and recreational facilities. Served by two provincial highways, Millet will capitalize on its highway exposure through the nourishment of business that will create a robust employment sector and be an extension of the Town’s urban fabric.

The proposal also meets the goal of the Town of Millet 2023 to 2026 Strategic Plan to maximize existing properties by identifying opportunities for infill development.

COSTS/SOURCE OF FUNDING

n/a

RECOMMENDED ACTION:

That Council give second reading to Bylaw 2023-08.
That Council give third and final reading to Bylaw 2023-08.

COUNCIL MEETING

NOV 22 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

COUNCIL MEETING

NOV 22 2023

ITEM # 8.1



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

Meeting: Regular Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item: **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 – Neighbourhood Commercial for the most northerly 30 meters and R4 – High Density Residential for the remainder of the parcel.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The C3 – Neighbourhood commercial zoning is new to Millet. Prior to the C3 district, all the commercial zonings contained uses that are very intensive and could conflict with adjacent residential properties. The purpose of the C3 district is to have land that is used for local retail and service outlet development, which provides for the sale of convenience goods and services in close proximity to residential areas. The permitted uses in the C3 district are single tenant commercial buildings, multi-tenant commercial buildings, convenience retail store, essential utility services, personal service businesses, professional, financial and office support service, restaurants are a discretionary use.

COSTS/SOURCE OF FUNDING

n/a

RECOMMENDED ACTION:

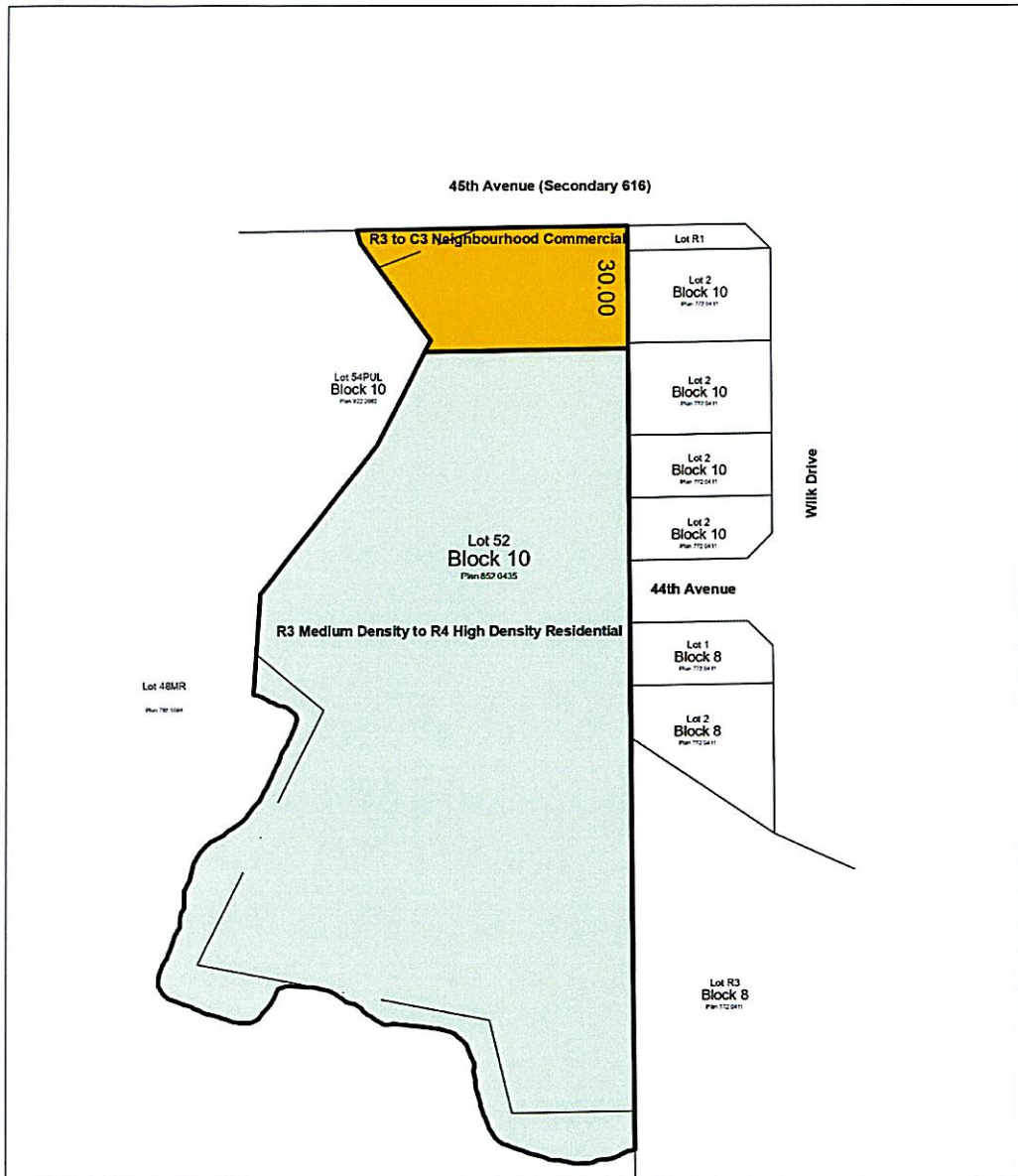
That Council give second reading to Bylaw 2023-09.
That Council give third and final reading to Bylaw 2023-09

COUNCIL MEETING

NOV 22 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

		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="width: 33%;">DATE: 2023/07/12</td> <td style="width: 33%;">FILE NUMBER: M006-0008</td> <td style="width: 33%;"></td> </tr> <tr> <td>DRAWN BY: BMD</td> <td>CHECKED BY: BMD</td> <td>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							
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C3 – Neighbourhood Commercial Relevant Information

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

R3 - MEDIUM DENSITY RESIDENTIAL	R4 - HIGH DENSITY RESIDENTIAL
PERMITTED USES	PERMITTED USES
	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
DISCRETIONARY USES	DISCRETIONARY USES
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: November 22, 2023
Originated By: Lisa Schoening
Agenda Item: Bylaw 2023/10

BACKGROUND/PROPOSAL

The following summary is the changes, as per Council direction, for 2024 fees for service Bylaw 2023/10.

Business License – no change

Dog License

Lifetime Registration - From 80.00-125.00

Restricted/Dangerous – From 250.00-350.00

Replacement Tag – From 1.00-10.00

Cat Tag – From \$5 - \$10

Boarding for cats – from 20.00-45.00

Boarding for dogs – From 25.00-50.00

Release fee – From 30.00-45.00

Promotional Items – New

Cemetery – no change

Ice Rentals – increased 15%

COUNCIL MEETING

NOV 22 2023

ITEM # 8.3

Facility Rentals – increased 10%

Ball Diamonds – increased 10%

Water rates – increase by 2.50 for first 15 cubic meters, no change to additional cubic meters

Capital Fee for Water– increased by \$10/month

Sewer rates – increase by \$2.50 bi-monthly

Capital fee for Sewer - increased by \$10 per month

FCSS Homecare – no change

Tax Certificates – Increased from \$30 to \$40

Highway Signage – increase to \$50 (local) and \$100 (non-local)

Garbage rate – **Decreased** from \$29.50 bi-monthly to \$16.30

RECOMMENDED REOLUTIONS

That Council consider passing all three readings of Bylaw 2023/10.

TOWN OF MILLET
BYLAW NO. 2023-10

A BYLAW OF THE TOWN OF MILLET TO PROVIDE FEE FOR SERVICES WITHIN THE TOWN OF MILLET

WHEREAS section 8 of the Municipal Government Act Revised Statutes of Alberta 2000 and amendments thereto authorizes a Municipality, by bylaw, to establish fees for licenses, permits and approvals, and

WHEREAS paragraph 61(2) authorizes a municipality to charge fees, tolls and charges for the use of its property, and

WHEREAS section 6 gives a municipality natural persons powers, which imply the power to charge for, goods and services provided.

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF MILLET, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SHORT TITLE

This Bylaw may be referred to as the FEE FOR SERVICE BYLAW of the Town of Millet.

GENERAL MATTERS

1. That the rates specified in the Schedules attached be charged for the Municipal Services as specified.
 2. This bylaw shall be reviewed and brought before Council annually.
 3. From time to time, review and amendments to the various schedules may be required outside the annual review.
 4. This bylaw comes into full force and effect on third reading.
 5. All schedules attached to this Bylaw form part of this Bylaw
- Schedule "A" Fees for Service

READ a first time _____

READ a second time _____

READ a third and final time _____

MAYOR

CHIEF ADMINISTRATIVE OFFICER

COUNCIL MEETING

NOV 22 2023

1 .. 8.3

SCHEDULE "A"
TOWN OF MILLET FEES FOR SERVICE

BUSINESS LICENCE FEES

Commercial Resident Business	\$110	Per calendar year
Commercial Non-Resident Business	\$220	Per calendar year
Monthly License	\$55	Per Month
Rental Properties – 3-5 units/dwelling/lease space	\$176	Per calendar year
Rental Properties – 6-10 units/dwelling/lease space	\$330	Per calendar year
Rental Properties – 11+ units/dwelling/lease space	\$605	Per calendar year

ANIMAL BYLAW

DOG TAGS

Lifetime Registration	\$150	Lifetime Registration
Restricted/Dangerous	\$350	Lifetime Registration
Replacement Tag	\$10	
Cat Tag	\$10	

BOARDING FEES FOR ANIMAL SHELTER

Board Fee (cat)	\$45/day
Board Fee (dog)	\$55/day
Release fee	\$45

ADMIN FEES

Black/white photocopy	\$1.50/one sided page
Color Photocopy	\$2.00/one sided page
Fax	\$1.50/page
NSF/Return Payment	\$35.00
Municipal documents reprinted (UT bills, tax assessments ect.)	\$10.00/page

ACCOUNTS RECEIVABLE

Late payment	2%/month
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PROMOTIONAL MATERIALS

Town Swag	Cost + 5%
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CEMETERY

Grave Plot Fee	\$700
Cremation Plot Fee	\$500
Perpetual Care Fee	\$150
Open and Close Grave Plot	\$500
Open and Close Cremation	\$300
Transfer of Burial Rights	\$50
Permit to Erect Monument	\$50

Additional Fees – Cemetery

Opening and closing of a grave plot outside of business hours or during winter, from November 1-April 30th. Monday to Friday 8:30am to 4:30pm \$450

Opening and closing of a cremains plot outside of business hours or during winter, from November 1-April 30th. Monday to Friday 8:30am to 4:30pm \$200

FACILITY RENTALS –

Millet Agriplex Banquet Hall – Full rental	\$550	Per day
Millet Agriplex Banquet Hall -Funeral	\$220	Per day
Millet Agriplex Kitchen Only	\$27.50/hr	Min – 4 hours
Millet Agriplex Banquet hall- no kitchen	\$44.00/hr	Min - 4 hours
Damage Deposit – Full Rental and Funeral	\$1000.00	
Damage Deposit – Kitchen Only	\$500.00	
Key Deposit	\$82.50	
Corkage Fee	\$55.00	
Hugo Witt Daily	\$110	
Hugo Witt Hourly	\$22	
Damage Deposit	\$100.00	
Key Deposit	\$75.00	
Millet Community Hall – all day Weekday	\$385	9am-3am
Millet Community Hall – all day Weekend	\$440	9am-3am
Millet Community Hall – Hourly- Weekday	\$27.50	2 hour Min
Millet Community Hall – Hourly – Weekend	\$33.00	2 hour Min
Damage Deposit	\$300.00	
Center Boardroom – Hourly	\$22/hr	
Center Boardroom – Full day	\$110	
Damage Deposit	\$100.00	

ICE RENTAL – PRIME TIME – Monday-Friday 3pm-10pm – Weekends 8am-10pm EFFECTIVE SEPTEMBER 1, 2024

Local Minor	\$115.00/hr
Local Adult Business	\$212.75/hr
Local Junior	\$138.00/hr
Non-local Minor	\$155.25/hr
Non-local Adult/Business	\$264.50/hr
Non-local Junior	\$172.50/hr
Public Skating Sponsor	\$69.00/hr
STAT Holiday Premium	25% additional

ICE RENTAL – NON-PRIME TIME

Local Minor	\$97.75/hr
Local Adult Business	\$155.25/hr
Local Junior	\$115.00/hr
Non-local Minor	\$120.75/hr
Non-local Adult/Business	\$172.50/hr
Non-local Junior	\$155.25/hr
STAT Holiday Premium	25% additional

ARENA SURFACE – OFF SEASON- NO ICE

Local	\$330.00/day
Local	\$33/hr – 2 hr Min
Non-Local	\$385.00/day
Non-Local \$	\$66.00/hr – Min 2 hrs
Damage Deposit	Same as daily rate
Damage Deposit – Multi day event	\$750.00
Key Deposit	\$75.00

BALL DIAMONDS

Millet Minor Ball	\$165 per team per season
Millet Minor Ball Tournaments	\$165 per day for all 3 diamonds

Non-Local Minor Ball Tournament	\$165 per day for all 3 diamonds + \$300DD
Adult Teams	\$44.00 per diamond (max 3 hours)
Adult Tournaments	\$275.00 per day -all 3 diamonds + \$300DD
Stat holiday Premium	Additional 25%

WATER SERVICE RATES

SINGLE FAMILY DWELLING UNITS;

\$59.50 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

COMMERCIAL AND INDUSTRIAL UNITS;

\$70.00 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

PUBLIC AND INSTITUTIONAL SCHOOLS;

71.50 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

CHURCHES, CLUBS, ASSOCIATIONS, CHARITABLE ORGANIZATIONS;

\$36.50 for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

ADDITIONAL FEES – WATER SERVICE

\$32.50 capital flat fee

Disconnection Fee: \$30

Reconnection Fee: \$30

Transfer arrears from Utility to tax roll administration fee \$30

Flat Rate for all mobile home units and damaged meters –

2020 – \$103.50/billing period

PENALTIES:

A (3.9%) percent penalty shall be added to the outstanding current balance if payment is not received at the Town office on the date indicated on each bill.

SEWER SERVICE CHARGES

RESIDENTIAL

Single family dwelling units and Apartments, Condominiums, Duplexes, etc.

\$48.75 per bi-monthly

\$32.50 Capital Flat Rate – bi-monthly

COMMERCIAL

Car Wash

\$122.50per bi-monthly per stall

\$37.50 Capital Flat Rate – bi-monthly

All other commercial businesses

\$67.00 per bi-monthly

\$35.00 Capital Flat Rate – bi-monthly

PLUS 50% of the amount charged over and above the flat rate for water consumption for COMMERCIAL users only.

PUBLIC AND INSTITUTIONAL

School

\$243.50 per bi-monthly

\$55.00 Capital Flat Rate – bi-monthly

Churches, Clubs, Associations, Charitable Organizations

\$48.50 per bi-monthly

\$27.50 Capital Flat Rate – bi-monthly

UTILITY TO TAX TRANSFER ADMIN FEE \$35.00

GARBAGE

Bi-monthly charge \$16.30 per residence

FCSS HOMECARE SERVICES

1 person in home \$12.60/hr.

2+ people in home \$14.80/hr

TAX CERTIFICATES \$40.00

HIGHWAY 2A SIGNS

Lease Deposit \$200.00

Rental \$50/month Local
\$100/month Non-Local

Changes are in effect on January 1, 2024, unless otherwise specified.



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

Meeting: Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Schoening
Agenda Item: Bylaw 2023-11 – Cemetery Bylaw

BACKGROUND/PROPOSAL

This bylaw contained the fee schedule for the Millet cemeteries.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

All fees have been moved to Bylaw 2023-10, being the Town of Millet Fees Bylaw. The Bylaw was changed to remove fees and refer to Bylaw 2023-10.

RECOMMENDATION

That Council pass all three readings of Bylaw 2023-11

COUNCIL MEETING

NOV 22 2023

ITEM # 8.4

**TOWN OF MILLET
IN THE PROVINCE 2023-11**

A bylaw of the Town of Millet to establish the provisions of the maintenance, management and operation of the Millet Community East Cemetery and Millet Community West Cemetery.

WHEREAS, the Cemeteries Act, R.S.A. 2000, Chapter C-3, as amended grants municipalities the authority to establish a cemetery bylaw;

AND WHEREAS, Council for the Town of Millet desires to establish a Bylaw governing the operation of the Cemeteries.

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, Council of the Town of Millet, duly assembled, enacts as follows:

PART 1: DEFINITIONS:

In this bylaw as defined;

“Act” refers to the Cemeteries Act, RSA 2000 as amended from time to time.

“Burial Containers” means a burial vault or grave liner commonly used in “traditional,” full-service funerals.

“Burial Permit” means a burial permit issued under the *Vital Statistics Act*.

“C.A.O.” means Chief Administrative Officer for the Town of Millet.

“Cemetery” means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

“Cremation Plot” Means a single burial plot for the placement of human remains that have been cremated.

“Grave Plot” sometimes referred to as a burial or funeral plot, is the spot where a body is laid to rest in the ground.

“Interment” refers to the burial or placement of human remains or remated human remains in a grave site.

“Indigent Person” refers to an unclaimed body, or body of a destitute person as set out in the Cemeteries Act.

“Monument” means any permanent structure or headstone that is positioned level with or above ground level for memorial purposes.

“Owner” means the Town, who owns, controls, or manages a cemetery, crematory, columbarium, or mausoleum.

“Perpetual Care” means the preservation, improvement, embellishment, and maintenance in perpetuity and in a proper manner of the cemetery and grounds.

“Purchaser” means a person who receives burial rights of the assigned grave plot transferred by the Town.

“Town” means the Corporation of the Town of Millet, its Officers, Officials or agents which are the owners of the cemetery lands.

COUNCIL MEETING

NOV 22 2023

PART 2 - LAND DESCRIPTION

IT

84

**TOWN OF MILLET
IN THE PROVINCE 2023-11**

A bylaw of the Town of Millet to establish the provisions of the maintenance, management and operation of the Millet Community East Cemetery and Millet Community West Cemetery.

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“Perpetual Care” means the preservation, improvement, embellishment, and maintenance in perpetuity and in a proper manner of the cemetery and grounds.

“Purchaser” means a person who receives burial rights of the assigned grave plot transferred by the Town.

“Town” means the Corporation of the Town of Millet, its Officers, Officials or agents which are the owners of the cemetery lands.

PART 2 - LAND DESCRIPTION

The following lands are hereby known and shall be retained for the sole purpose of a public cemetery to be known as:

The Millet Community East Cemetery which is legally described as:

East Half of SE-29-47-24-W4 containing two (2) acres, more or less
Title #187V72

The Millet Community West Cemetery which is legally described as:

West Half of SE-29-47-24-W4 containing two (2) acres, more or less
Title #187V72

PART 3 - GENERAL

- 3.1 The Town shall be responsible for the operation and maintenance including, but not limited to, the selling of plots, collection of fees, maintenance of records, and maintenance of the Cemetery grounds.
- 3.2 The Town assumes no liability or responsibility for loss of or damage to any Monument, marker or part thereof or any article of any type that may be placed on the plot.

PART 4 - SALES, REFUNDS AND TRANSFER OF BURIAL PLOTS

4.1 Grave Plot Sizes.

The Millet Community East Cemetery

Description	Width	Length
Standard Grave Plot	1.2m (4')	2.7m (9')
Baby Grave	0.6m (2')	0.9m (3')
Medium Grave	1.5m (5')	1.37m (4')
Cremation Plot	0.6m (2')	0.6m (2')

The Millet Community West Cemetery described as follows:

Description	Width	Length
Standard Grave Plot	1.5m (5')	2.7m (9')
Cremation Plot	0.76m (2.5')	0.6m (2')

- 4.2 All burials are to be made within the confinement of one single grave plot.
In a Standard Grave Plot there shall be no more than;
 - One (1) full body casket, or
 - One (1) full body casket and two (2) cremain urns/containers therein after, or
 - Four (4) cremation urns/ containers, no casket
 -In a Cremation Plot there shall be no more than:
 - One (1) cremation urn/container
- 4.3 The Town shall manage all sales of plots within the Cemeteries and shall account for all money received. Fees will apply as established in Bylaw 2023/10 for the purchase of each grave plot in addition to a perpetual care fee.
- 4.4 The Town shall issue a deed for the purchase of a grave plot and keep records of the name or names that the lot is reserved for. Records shall be kept of such persons buried in any plot together with the date of said burial(s).
- 4.5 No purchaser of the burial rights of any plot in the said Cemeteries shall sell, assign, or dispose of, without the consent in writing by the Town, of such sale, assignment, or disposition. Upon the filing with the Town of a transfer, a fee will apply as established in Bylaw 2023/10 the Town shall issue a new certificate / deed indicating the change of the purchaser. Immediate family members (father, mother, grandparents, and siblings) may transfer the grave plot to each other at no additional fee upon written request to the Town.

- 4.6 When a destitute or indigent person dies, the Community and Social Services is responsible for the cost of burial or other disposition of that person's body.

PART 5: RECOVERY OF BURIAL PLOTS / INTERMENT SPACE

- 5.1 The Purchaser of the plot may redeem the burial rights and cancel the certificate/deed of ownership back to the Town. The calculation for the resale price will be in accordance with Part 1, Section 25(b) of the Cemetery Act and Section 2 of the Cemetery Act Regulations which shall be an amount representing at least 85% of the market value of the lot at the date of resale less any other expenses that may have occurred.
- 5.2 If no burial has taken place within the period of 75 years from date of purchase the monies paid by the purchaser shall be forfeited to the Town, the deed will expire, and the plot reverts to the Town for resale.
- 5.3 Wherever a grave plot shall become vacant by disinterment of a body or bodies therein, that portion of land shall revert back to the Town without refund to the Purchaser.
- 5.4 The following provision of the Province of Alberta, Cemeteries Act, RSA, Alberta 2000, C-3 shall apply to the conditions set out herein:
Section 18(3) an order under subsection (2) is subject to the condition that if the purchaser from whom the interment space is revested, or that purchaser's personal representative, subsequently claims the interment space, the owner will
(a) pay to that purchaser an amount equal to the current market value of the revested interment space, or
(b) provide to that purchaser another interment space that is equal in value to the current market value of the revested interment space.

PART 6 - INTERMENTS

- 6.1 The Town shall be responsible for the opening and closing of each grave plot.
- 6.2 The Town shall not authorize the opening and closure of any grave plot by any method in the cemeteries until;
- All necessary forms attached to this Bylaw have been fully completed and signed by the person or persons authorized to do so
 - Burial Permit issued by an official of the Province of Alberta.
 - Cremation certificate if available
 - Record of certificate/deed by purchaser or authorized person or persons
 - Fees and charges related to the opening and closure are paid in full.
- 6.3 No more than one person shall be buried in the same casket except in a case of a mother or a father and their infant child or siblings under the age of six; and except when two sets of ashes are placed a single urn or container.
- 6.4 The Town accepts no responsibility for error or misunderstanding that may arise when interment request is ordered by telephone.
- 6.5 Location of interment shall be designated at the time of plot purchase or request for an open and close of grave lot.
- 6.6 Interment of any body other than a human being is prohibited. No person shall bury a human body or human remains within the limits of the Millet Cemeteries except as designated by and in accordance with the provisions of this bylaw.
- 6.7 Application for interments shall be a minimum of forty-eight (48) hours notice from May 1st to October 31st, and at least seventy-two (72) hours notice from November 1st to April 30th, excluding weekends and statutory holidays, except in extenuating circumstances and at the discretion of the Town.
- 6.8 Concrete grave liners or burial vaults must be used for all burial except for cremation burials.
- 6.9 Concrete grave liner must be totally buried, and the highest point of the liner cannot be less than two feet (0.6 meters) below the soil surface.

- 6.10 The funeral home or their representative, in acting in their capacity as agent for the deceased's family, shall be responsible for lowering the grave liner, burial vault, or casket and shall remain in attendance until the grave liner or burial vault is sealed.

PART 7 - DISINTERMENTS

- 7.1 The Town will take no responsibility for any disinterment or removal of a body.
- 7.2 Time and date of a disinterment shall be at the discretion of the Town.
- 7.3 No disinterment will be allowed without the consent in writing of a surviving relative or legal representative of the person whose body is to be disinterred or removed. Also required is a document in the form of an official permit signed by the Department of Vital Statistics.
- 7.4 Before disinterment is allowed for remains of a person who died from a contagious disease, a permit shall be obtained from the Provincial Board of Health and presented to the Town.
- 7.5 A disinterment must be arranged and completed by a Funeral Home under the supervision of the Town. All cost incurred shall be the responsibility of the family or agent, including the cost of a new grave liner if required.

PART 8 - MONUMENTS / GRAVESTONES / MEMORIALS

- 8.1 Monuments installed shall be subject to approval by the Town. When any Monument, gravestone or memorial of any kind is to be removed, for any purpose, including any inscription to be made or cleaning done, prior permission shall be obtained from the Town.
- 8.2 Memorials in the Cemeteries are to be inscribed with such lettering as may be desired, provided such inscription is in keeping with the dignity of the Cemeteries.
- 8.3 The Town shall not be responsible for any errors resulting in Monument design or the inscription on the face being inaccurate.
- 8.4 Inscriptions shall be of sufficient depth and quality so as to be legible for great lengths of time. Metal plaques which oxidize and deteriorate will not be permitted.
- 8.5 Monuments shall be constructed of stone, and of such a type that has a high resistance to weathering and erosion.
- 8.6 All memorials must be kept in proper repair; the Town may notify the owner of the memorial if damaged or in a state of repair. It will be the responsibility of the owner to make arrangements to repair the memorial in a suitable condition.
- 8.7 The Town shall not be responsible to anyone claiming loss, damage, defacement or destruction of any private property or any article placed or left on or in the said Cemeteries.
- 8.8 The Town may request the plot purchaser or persons responsible to remove articles, things or materials which may cause harm to others or be deemed to be dangerous, unsightly or unacceptable within 30 days of notice. Subject to failure to comply, or the neglect or refusal to remove same, the Town may cause the same to be removed without incurring any liability to the cemeteries or their servants.
- 8.9 All grave lots shall have an identification marker within 6 months after interment.

PART 9 - INSTALLATION / PLACEMENT OF MONUMENTS

- 9.1 Prior to erecting or restoring a Monument, all contractors or individuals must first obtain an appropriate permit from the Town.
- 9.2 The Town may refuse the placement of any proposed Monument should it be determined that the proposed Monument is not appropriate for placement in the Cemetery or otherwise does not conform to these regulations.

- 9.3 Monuments must be placed on that portion of the plot undisturbed by excavation and must be in line with the other monuments in that section of the Cemetery.
- 9.4 No one shall, in the Cemeteries themselves, solicit orders for monuments, monumental work, curbing, or for the undertaking of any services in connection with the upkeep of burial plots.
- 9.5 Any Monument installed that does not comply with this bylaw shall be removed by the Town and shall only be returned to the owner thereof after payments of incurred costs are received.
- 9.6 All costs of construction, erection and installation of any Monument or vases shall be borne by the person requiring the work in the cemeteries. All work shall be done in a workmanlike manner as approved by the Town.
- 9.7 Heavy loads will not be allowed to enter the Cemetery when the roadways are unfit to do so. If damages occur through the hauling or conveying of heavy materials that may be used for the construction of any Monument or other structure, and repairs must be, or ordered to be, undertaken by the Town, all costs of such repairs shall be charged to the lot Purchaser or firm having caused the damage.
- 9.8 Persons erecting Monuments shall ensure that such Monuments are firmly secured to the foundation and that the foundation is adequate to carry that Monument.
- 9.9 In erecting or placing memorial work upon a grave plot, the person(s) in charge of the work shall conform to the following:
 - a) Convey, transport, place and keep all materials, implements and equipment while in the Cemetery as directed by the Town.
 - b) Carry out such work under the general supervision of the Town, and in such a manner as not to interfere in any way with abutting or adjoining plots.
 - c) Remove all masonry litter, rubbish or refuse leaving the lot in a clean, tidy and proper condition. In the event of failure, neglect or refusal to do so, the Town may cause same to be done and charge the cost incurred to the plot owner or other persons responsible.
 - d) All work of any kind shall be discontinued from the time of a burial service or hearse enters the Cemetery gates to the time the hearse and mourners are out of the Cemetery.

PART 10 - MONUMENT SIZE RESTRICTIONS

- 10.1 Millet Community East Cemetery:
 Monument size restrictions are as follows:
 Size restrictions include a 6" base
 Flat Markers
 maximum length 36" per grave
 maximum width 24" per grave
 Granite Markers minimum thickness is 2" and maximum of 4"
 Cremation Plot
 maximum length 24" per grave
 maximum width 24" per grave
- 10.2 The Millet Community West Cemetery:
 - Grave covers will not be permitted.
 - All monuments must be placed on concrete runner (headstone footing) as provided.

See Schedule "A" monument diagram that is attached and forms part of this bylaw.

PART 11 - PERPETUAL CARE

- 11.1 Perpetual Care Fee(s) must be included at time of grave plot purchase, see schedule "A".
- 11.2 Perpetual Care Fee(s) will be charged for each cremation urn/container being placed in an already occupied plot and shall be paid at the time of opening and closing.

- 11.3 When a grave plot is sold or given back to the Town, the Perpetual Care Fee shall not be refunded and may be charged to future purchasers.

PART 12 - TREES / FOLIAGE / DECOR

- 12.1 No trees, shrubs, plants, flowers or any other living thing intended for growth shall be planted, seeded, grown or maintained on any plot or near any plot.
- 12.2 No person shall erect a fence or enclosure of any kind around any grave plot or part thereof.
- 12.3 Permanent planting of trees, shrubbery or any type of foliage within the Cemetery shall be the sole right and duty of the Town of Millet.
- 12.4 Any and all existing trees, foliage and other plants in the Cemetery shall be the property of the Owner of the Millet Cemeteries and not the plot Purchaser.
- 12.5 No person shall tamper with or remove any flowers, plants, trees, shrubs, monuments or other structures located within the Cemetery.
- 12.6 No person shall mishandle any monument, fence or other structures belonging to the Cemetery.
- 12.7 If any trees, shrubs, plants that are growing or situated on any plot shall, in the opinion of the Town, become in any way detrimental to adjacent plots, walks, and/or driveways or otherwise prejudicial to the general appearance of the Cemetery, or otherwise considered to be dangerous or inconvenient to the public, the Town shall have the right to enter upon the said plot and remove the said trees, shrubs, plants or such parts thereof. The Town may remove or prevent the placing of any stand, holder, vase or other receptacle for flowers or plants.
- 12.8 With the exception of the day of interment, all artificial or cut flowers must be placed in a permanent container that is affixed to the Monument or base of the Monument. No container shall be attached to the concrete sidewalk. Maximum height shall be twenty (20) inches from the top of the sidewalk to the top of the container.
- 12.9 Cut flowers shall be removed from plots by the Town as soon as they become wilted or unsightly. Persons wishing to retain same must remove them within forty-eight (48) hours after interment.
- 12.10 Artificial flowers shall be allowed providing they do not become unsightly or a significant maintenance problem.

PART 13 - TRAFFIC

- 13.1 All vehicles and funeral processions must use the main gate to gain access to the Cemetery and must travel at a speed no greater than ten (10) kilometer per hour, and only upon the roadways provided for vehicular traffic.
- 13.2 Within the Cemetery, all persons shall drive a vehicle at a moderate rate of speed no greater than ten (10) kilometers per hour. No turning around or backing up is permitted on any roadway that directs traffic in a one way direction.
- 13.3 No person shall be permitted to drive, ride, park or operate any all-terrain vehicles, mini-bikes, snow mobiles or any off-highway vehicle within the cemeteries.

PART 14 - REGULATIONS

- 14.1 Funerals, while within the Cemetery grounds, shall be under the control of the Town and the undertaker shall be responsible for conduct of the actual proceedings and ceremony.

- 14.2 All persons walking in the Cemetery shall take reasonable precautions to keep to paths and walkways and shall take reasonable precautions not to walk upon or across any plot except for maintenance operations.
- 14.3 No person shall disturb the quiet and good order of the Cemetery by noise or other improper conduct.
- 14.4 No person shall discard rubbish within the Cemetery except in receptacles provided.
- 14.5 No sporting activities shall be permitted within the Cemetery.
- 14.6 Persons carrying firearms are prohibited from entering the Cemetery except in the case of a military funeral.
- 14.7 The Town shall have the right to prohibit the entry of any person or persons who do not have related business at the Cemetery. A person may be requested to identify themselves and state their reason for attendance: if in breach of this bylaw, he or she may be denied access or asked to depart the Cemetery grounds. No person shall remain within the cemeteries during hours of darkness unless authorized by the Town.
- 14.8 No animals shall be brought into or permitted within the said Cemetery unless used for a medical order.
- 14.9 No person shall solicit business within the Cemetery nor place upon any Monument that is erected depicting the name of the monument dealer or manufacturer or any type of insignia or trademark.
- 14.10 Any complaints must be made in writing to the Town and signed by the party making the complaint in order to be addressed.
- 14.11 Any notice required to be given under the provisions of this bylaw may be given by the Town serving the notice personally or by registered mail at the post office within the Town. The envelope will be addressed to the recipient's last known place of residence. For the purpose of this requirement, a Purchaser shall be responsible for providing a personal delivery or mailing address to the Town that is applicable to them and current at all times and to which any communication or notice hereunder can be given.

PART 15 - ENFORCEMENT

- 15.1 A person who contravenes a provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine not exceeding two hundred (\$200.00) dollars exclusive of cost or in the case of non-payment of the fine and cost imposed, imprisonment for not more than sixty (60) days.

PART 16 – LIABILITY

- 16.1 In the event of any error in the description or sale of any grave plot during a transfer to the Purchaser, neither the Purchaser nor anyone claiming under him/her shall have any claim for compensation, loss or damage, therefrom or by reason of anything arising out of, or in connection therewith, against the Town, except for refund of any money paid to the Town for another grave plot or plots as the case may be, of equal cost, if available.

PART 17 - REPEAL

- 17.1 Bylaw 2022-10 is hereby repealed

PART 18 - EFFECTIVE DATE

18.1 AND FURTHER THAT this bylaw shall take effect on the date of third and final reading

READ a first time this _____ day of _____,2023

READ a second time this _____ day of _____,2023

READ a third and final time this _____ day of _____,2023

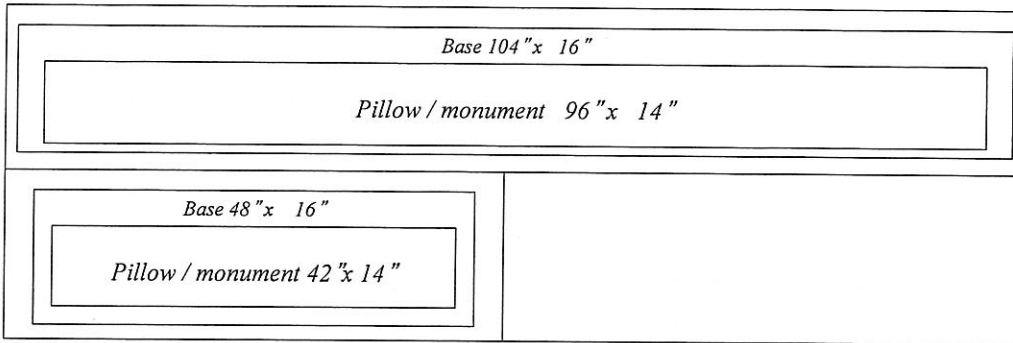
MAYOR

CHIEF ADMINISTRATIVE OFFICER

PART 19 - SCHEDULE "A"

Millet Community West Cemetery
 Showing the Concrete Runner for Monument Placement of 4 Burial Plots

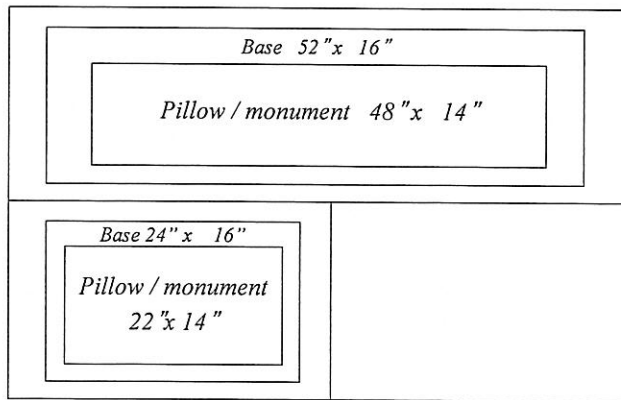
*Double Monument Cement Runner
 (Side by Side 2 Full Burial Plots)
 120" x 18"*



Single Cement Runner 60" x 18" Single Cement Runner 60" x 18"

Double monument – Maximum Size	Base 104" L x 16" W Pillow / Monument 96" L x 14" W
Single monument – Maximum Size	Base 48" L x 16" W Pillow / Monument 42" L x 14" W
Maximum Base thickness	Up to 6"
Maximum Height Including Base	Upright Monuments 36" Pillow Monument 16"

Cremation Monuments
 Double Monument Cement Runner
 (Side by Side 2 Cremation Burial Plots)
 60" x 18"



*30" x 18" 30" x 18"
 Single Monument Cement Runner*

Double monument – Maximum Size	Base 52" L x 16" W Pillow / Monument 48" L x 14" W
Single monument – Maximum Size	Base 24" L x 16" W Pillow / Monument 22" L x 14" W
Maximum Base thickness	Up to 6"
Maximum Height Including Base	Upright Monuments 30"



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

Meeting: Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Schoening
Agenda Item: Bylaw 2023-12 – Water/Sewer Bylaw

BACKGROUND/PROPOSAL

This bylaw contained the fee schedule for the Millet water and sewer.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

All fees have been moved to Bylaw 2023-10, being the Town of Millet Fees Bylaw. The Bylaw was changed to remove fees and refer to Bylaw 2023-10.

RECOMMENDATION

That Council pass all three readings of Bylaw 2023-12

COUNCIL MEETING

NOV 22 2023

ITEM # 85

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

WHEREAS, under the authority and subject to the provisions of Sections 33 & 34 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto.

AND WHEREAS, all water works, sanitary sewer, storm sewer and drains belonging to the Town now laid down or future public works constructed or built shall be under the direct control and management of the Town Chief Administrative Officer subject to the authority of the Town Council.

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

PART I BYLAW TITLE

This Bylaw may be cited as "The Water and Sewer Regulations Bylaw".

PART II PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

- 1) The purpose of this Bylaw is to regulate the use of waterworks and sewer systems and to establish rates for water and sewer in the Town of Millet.

DEFINITIONS

- 2) In this Bylaw:
 - a) "Application" means the application made by a Person to the Town for the supply of Water and Sewer Services. The said Application, when accepted by the Town, shall form a binding contract between the Consumer and the Town, by which the parties agree to be bound by the provisions of this bylaw;
 - b) "Consumer" means the owner or occupier of lands and premises therein or on to which any water and sewer service pipes are installed to service any land or premises therein or on;
 - c) "Council" means the duly elected officials of the Town of Millet;
 - d) "Department" means the department or departments authorized to have control of waterworks and sewer systems.
 - e) "Director" means the person with authority to supervise and have charge of the water and sewer department subject to the powers delegated to him by the Chief Administrative officer;
 - f) "Improvement" means an Improvement as defined in Part 9 of the MGA, including a structure or a building.

COUNCIL MEETING

NOV 22 2023

ITEM #

8-5

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

- g) "Meter" means a mechanical and/or electrical device used in either imperial or metric measurements;
- h) "Owner" means the registered owner of a parcel of land and the improvements there on, as per the Alberta Land Titles Act.
- i) "Person" shall mean firm, corporation, owner, occupier, lessee or tenant.
- j) "Sewer Service Line" means the sewer line from the collecting street mains to the property line of the lands or building being serviced.
- k) "Street Mains" means the portion of water and/or sewer system laid down in the Town owned land for the purpose of servicing more than one person;
- l) "Tenant" means a person who is not an Owner but who has legal possession of a Property to which a Utility Service is provided.
- m) "Town" means the Town of Millet, Alberta.
- n) "Utility Services" means water and sewage services supplied by the Town.
- o) "Water Service Line" means the water line from the distributing street mains to the property line of the lands or building being serviced.

WATER WORKS

- 3) 1) Tapping water works;
 - a) No person, without having first obtained permission to do so, shall make connection or communication whatsoever with any of the public pipes or mains. The person granted permission shall be totally liable for any damage caused while making such connections and also shall provide adequate safety provisions during said construction.
 - b) All connection or communication whatsoever with any of the public pipes or mains must be pursuant to Town of Millet Policy #51, being the "minimum design policy" and Policy #75, being the "utility connection policy."
 - c) No permit shall be issued to any person except a licensed plumber or authorized employee of the Town.
 - d) All water service pipe laid in private property between the property line and the water meter shall be of the same material as the service piped in the street between the water main and the property line. No connection may be made to the water service pipe between the property line and the meter.

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

2) Meters;

- a) Every meter installed on any service by the Town shall remain the property of the Town and is installed on the understanding that all persons shall give every facility for the introduction, placing, inspection and reading of such meter; and shall protect it from interference or injury by frost and shall be liable for all costs incurred to replace the said meter.
- b) The Town may install a meter on any service where the consumer is to be supplied with water under the meter rates or not; and to refuse to supply or continue to supply water to the premises whatsoever, unless the person or persons requiring the water shall sign an agreement to take, use and pay for water according to the rates provided for the purpose and in accordance with Bylaw 2023/10 of this bylaw together with any service charges that may be required.
- c) All meters shall be read and billing rendered on a bi-monthly basis in accordance with Bylaw 2023/10.
- d) In the case that the meter has failed to read in a given billing period, a system generated estimate may be used.
- e) For all mobile/manufactured home parks in the Town of Millet, each unit will be charged the flat rate as set out in Bylaw 2023/10.
- f) Ownership of all water meters shall be vested in the Town of Millet.
- g) The consumer shall be responsible for damage to the meter which may result from other than normal wear and tear.
- h) Any person interfering with the seals or tampering with any meter shall be liable to penalties as set out in Bylaw 2023/10.

WASTE OF WATER

- 4)
 - a) To maintain an adequate supply of water and adequate water pressure within the Town of Millet, the Town Council or the Chief Administrative Officer or designate may prohibit, restrict or ration the use of water as the Town deems appropriate, including circumstances of heavy demand, low reserves, maintenance, repairs, fire-fighting or emergency.
 - b) During MAY TO SEPTEMBER EACH YEAR, all persons are required to practice water conservation for outdoor watering and activities, whereby properties with a municipal civic address ending in

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

an odd number may water on odd numbered days only, and properties with a municipal address ending in an even number may water on even numbered days only.

- c) No person shall waste, as determined by the Community Peace Officer or designated Town official, any water supplied by the department in any way whether by improper service pipes, fixtures or taps or by permitting water to run to prevent taps or pipes from freezing or otherwise; or by improper or excess use of water.

TURNING ON WATER

5)

- a) When construction water is required for any building under construction, the Town shall require 24 hours notice prior to turning on of water.
- b) Before any construction, water shall be metered. After any construction, reconstruction, alteration or change, or the completion of any work requiring a permit, water shall not be turned on to any building or premises until after the whole of the work has been done to the satisfaction of the water department. Water shall be turned on or off only by an authorized employee of the Town.

RIGHT TO DISCONNECT AND CONNECT WATER SUPPLY

6)

- a) Every person shall, at least two (2) working days prior to using a water service, make application in person or by telephone to the Town, and provide all the information requested and in the manner required by the Department.
- b) The Owner of a Property, and not the tenant, shall be responsible for making an Application for Utility Services with the Town. However, to allow for transition, a Tenant whose account is in good standing at the time this Bylaw comes into effect may continue to receive Utility Services until such a time as the tenant closes the account, or alternatively, the Utility Services are discontinued for any reason.
- c) All contracts formed by the filing of an application for water and the acceptance thereof by the said department on behalf of the Town are hereby declared to be subject to all the terms and conditions of this Bylaw which shall be understood and construed by the said department as forming part of all contracts for the supply and distribution of the water by the said department on behalf of the Town.
- d) In all cases where boilers are supplied with water the Town shall not be liable for any damage which may result to any person or premises from shutting off the water main or service or from

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

failure of the water supply for any purpose or cause whatsoever, even where no notice is given and no deduction from water bills made in consequence thereof. All users of steam or hot water boilers must protect themselves by installing a storage tank sufficient to provide at least a twelve (12) hour supply for each steam or hot water boiler.

- e) The Department may shut off the water supply to the land or premises of any person who may be guilty of a breach of or non-compliance with any of the provisions of this bylaw or Board of Health regulations and may refuse to turn on the water until satisfied and assured that the person intends to comply with this bylaw or health regulations.
- f) Those persons about to vacate any premises that are being supplied with water and sewer services and who are desirous of discontinuing the use of such services, must apply in writing to council and provide a forwarding address to the Town of Millet to disconnection of services at said premises; Council must approve the disconnection, otherwise they will be held liable for the accruing rates therefore and for all damages suffered or sustained by the Town of Millet. Any remaining funds on any account under \$5.00 will not be refunded.
- g) The Town hereby reserves the right to shut off the water without notice for any purpose that, in the opinion of the Town, be expedient to do so.
- h) It is hereby declared that no person shall have any claims or compensation or damages as the result of the Town shutting off the water without notice or from the failure of the water supply from any cause whatsoever.
- i) For all property owners, in the event the utility account remains unpaid for 60 days or more, the unpaid charges for utility services will be added to the tax roll, as needed and a service charge will apply, as per Bylaw 2023/10.
- j) For all property owners that have an agreement in place, in the event the occupant utility account remains unpaid for 60 days or more, the unpaid charges for utility services will be added to the tax roll, as needed and a service charge will apply, as per Bylaw 2023/10.
- k) In the event that a current utility account remains in arrears, the Town of Millet will notify the occupant with a written notice at the last known address provided, also advising the property owner. Disconnection of services may apply and actions may be taken with a collection agency, if

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

payment is not rendered within an allocated time and a re-connection fee will apply, as per Bylaw 2023/10.

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

WELLS AND OTHER SOURCES OF WATER

7)

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

INTERFERENCE WITH HYDRANTS AND VALVES

8)

- a) No person other than an authorized employee of the Town or person authorized by the Town shall open, close, operate or interfere with any valve, hydrant or fire plug or interfere with any authorized person who is operating any valve, hydrant or fireplug. Any person or persons found to be in violation of this section are guilty of an offence and liable to a fine as per Schedule "A".

The Town of Millet Water and Sewer Regulations Bylaw

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- b) The Chief of the Town Fire Department, his assistants and officers, and members of that department are authorized to use the hydrants or plugs for the purpose of extinguishing fires or for making trail of hose, pipe or for fire protection; and supervision of the said Chief or his duly authorized assistants; and in no event shall an inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant or plug.
- c) No person shall in any manner obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, rubbish or any other matter which would cause such obstruction shall be placed nearer to the hydrant than the property line of the street in which the hydrant is located; nor within fifteen (15) feet of the hydrant in a direction parallel with the said property line.
- d) d.1 The cost of thawing a frozen water service will be paid as follows:
 - d.1.1 By the Consumer; if the water service between the property line and the building is frozen, as determined by the C.A.O. or designate;
 - d.1.2 By the Consumer if the water service is frozen between the street main and the property line as a result of the negligence of the Consumer, as determined by the C.A.O. or designate;
 - d.1.3 By the Town if the water service between the street main and the property line is frozen for any other reason, as determined by the C.A.O. or designate.
- d.2 If the C.A.O. or designate is of the opinion that the water service between the property line and the building has frozen without any negligence on the part of the Consumer, or any other person for whose negligence the consumer is responsible, the C.A.O. or designate may waive the cost of one thawing during any one season which will be deemed to run from November 15 to May 15.
- d.3 The Town will not thaw a water service, , unless the consumer signs an acknowledgement recognizing that thawing may be inherently dangerous or harmful to property including the water service or plumbing system and may cause damage to the electrical system or may cause the outbreak of fire and waives any claim against the Town for any such damage whatsoever except damage caused by the negligence of the Town.

APPLICATION FOR SEWER CONNECTION

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

- a) The Town is responsible for the construction, maintenance and repair of the sewer mains. The owner is responsible for the construction, maintenance and repair of all connections to the main.
- b) No drain or private sewer shall be connected to the Town sewer until the owner thereof shall have obtained a permit for sewer connection pursuant to Part IV of the Town of Millet Bylaw No. 2014/08. The application must be filed in the Town office and must be signed by the owner of the property to be drained or by his authorized agent.
- c) It shall be the consideration of the granting of any application for a sewer connection that the Town or any of its employees shall not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection and the applicant shall be responsible for backfill, surface replacement, safety, etc.
- d) The Town may revoke or annul any permit that may have been granted to connect the Town sewers if it shall find that any of the work is not being done in accordance to the provisions of this Bylaw and Bylaw No. 2014/8; and the person or persons making such connections or their successors in interest shall have no right to consequence or demand or claim any damage in consequence of such permits being revoked or annulled.
- e) All plumbing work within the Town shall be done in strict accordance with the regulations under the Public Health Act of the Province of Alberta and amendments thereto which regulations shall be considered as forming part of this bylaw as if incorporated therein.

WATER DEMAND MANAGEMENT MEASURES

- 10)
 - a) The Town may, at such times and for such lengths of time as is considered necessary or advisable, implement Water Demand Measures which restricts water usage to any or all parts of the Town.
 - b) All water restrictions shall be duly advertised in all ways possible including use of local media, social media and the Town website.
 - c) No person shall contravene the terms or conditions of any Water Demand Management Measures, without obtaining the Town's authorization.

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

FINES

Any person who violates a provision of this By-Law is guilty of an offence and liable to a fine of not less than the specified penalty if one is provided or an offence punishable by way of summary conviction to a fine of not more than \$2000.00 or to imprisonment for not more than 6 months or both.

PART VI REPEAL

Bylaw #2022-02 is hereby repealed.

PART VII EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on _____ and after third and final reading.

READ a first time this ____ day of _____, 2023

READ a second time this ____ day of _____ 2023

READ a third and final time this ____ day of _____, 2023.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

The Town of Millet Water and Sewer Regulations Bylaw

Bylaw 2023-12

SCHEDULE "A"

FINES

Section	Description	Penalty
2) a)	Interfere or tampering with a water meter(residential)	\$500.00
	Interfere or tampering with a water meter(commercial)	\$2,000.00
4) a)	Waste or excess use of water	\$150.00
4) c)	Improper outside watering	\$100.00
8) c)	Interfere, damage and/or inaccessible curb stop	\$300.00
7) a)	Use unauthorized source of water	\$150.00
7) c)	Use source of water after permit was withdrawn	\$150.00
8) a)	Tamper or interfere with hydrant, valve, fire plug	\$300.00
8) c)	Obstruct access to hydrant, fire stop, curb stop	\$150.00

A person who commits a second or subsequent offence within a period of one (1) year may be subject to a fine that is double the amounts listed above or; punishable by way of Summary Conviction to a fine of not more than \$2000.00 or to imprisonment for a term not more than six (6) months or both.



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

Meeting: Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Schoening
Agenda Item: Bylaw 2023-13- Business License Bylaw

BACKGROUND/PROPOSAL

This bylaw contained the fee schedule for the Millet business licenses.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

All fees have been moved to Bylaw 2023-10, being the Town of Millet Fees Bylaw. The Bylaw was changed to remove fees and refer to Bylaw 2023-10.

RECOMMENDATION

That Council pass all three readings of Bylaw 2023-13

COUNCIL MEETING

NOV 22 2023

ITEM # 8.6

TOWN OF MILLET

BYLAW NO. 2023-13

A BYLAW OF THE TOWN OF MILLET IN THE PROVINCE OF ALBERTA TO ESTABLISH FEES RELATED TO BUSINESS LICENSING

WHEREAS Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting businesses and provide for a system of licensing.

AND WHEREAS it is deemed expedient to provide for the licensing of certain businesses operating in Millet.

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

1. TITLE

1.1. This Bylaw may be cited as the "Business License Bylaw".

2. DEFINITIONS

2.1. In this Bylaw unless the context otherwise requires:

- 2.1.1. **Advertising** means the promotion of a business by means not limited to flyers, business cards, signage.
- 2.1.2. **Applicant** means a person who applies for a license or renewal of a license.
- 2.1.3. **Business** means a commercial, merchandising, or industrial activity or undertaking; a profession, trade, occupation, calling or employment; or an activity providing goods or services, including rental properties, a cooperative or association of persons.
- 2.1.4. **Business License or License** means a license granted by the Town of Millet, authorizing the person to whom it is granted to carry on the business activity therein specified in the Town of Millet. The fee for this license is as per Bylaw 2023/10, being the Fees Bylaw.
- 2.1.5. **Chief Administrative Officer (CAO)** means a person appointed to a position under Section 205 of the Municipal Government Act, RSA 2000, c M26, as amended.
- 2.1.6. **Charitable Organization** that is formed for a charitable purpose.
- 2.1.7. **Charitable purpose** includes a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose.
- 2.1.8. **Child Care Service** means development intended to provide care, educational activities and supervision for groups of seven or more children under 16 (sixteen) years of age during the day or evening, but does not include overnight accommodation, and is intended to be operated for at least 12 (twelve) consecutive weeks each year. This use class includes daycare centres, out-of-school care centres, drop-in centres and nursery schools and does not include day home operations.
- 2.1.9. **Council** means the Council of the Municipal Corporation of the Town of Millet.
- 2.1.10. **Day Home Operation (licensed)** means an accessory use in a private residence of the operator that is licenced by the province to provide personal care, maintenance, supervision, or education to children, and shall conform with the Province of Alberta Family Day Home Operations Standards.

COUNCIL MEETING

NOV 22 2023

ITEM # 8.6

TOWN OF MILLET

BYLAW NO. 2023-13

- 2.1.11. **Day Home Operation (private)** means a home-based business that provides a childcare program in the private residence of the operator for up to (6) six children which may include infants, preschool children, kindergarten children and school-aged children.
- 2.1.12. **Development Permit** is a document that is issued under the Land Use Bylaw that authorizes a development and may include a plan or drawing or a set of plans or drawings, specifications, or other documents. A development permit is separate and distinct from a building permit.
- 2.1.13. **Enforcement Officer** means any Peace Officer appointed by the Peace Officer Act, a member of the Royal Canadian Mounted Police, or a Bylaw Enforcement Officer appointed by the Town under the Municipal Government Act.
- 2.1.14. **Major Home-Based Business** means a development consisting of the use within an approved residential or accessory building by a resident of that dwelling for one or more businesses. Such businesses may generate more than one business associated visit per day. The business use must be secondary to the residential use of the building and shall not change the residential character of the dwelling or accessory building other than exception of an approved sign. The dwelling may be used as a workplace by a non-resident. This use class does not include indoor merchandise sales.
- 2.1.15. **Minor Home-Based Business** means a development consisting of the use within an approved residential building by a resident of that dwelling for one or more businesses. Such businesses shall not require more than one visitor/appointment at the same time throughout the day within the dwelling. The business use must be secondary to the residential use of the building and no aspects of the business operations shall be detectable from outside the property other than an approved sign. The dwelling shall not be used as a workplace for non-resident employees of the business. This use class does not include indoor merchandise sales.
- 2.1.16. **License Inspector** means and includes an Enforcement Officer, Licensing Officer or any person so designated the Chief Administrative Officer, to carry out provisions of this bylaw.
- 2.1.17. **Licensee** means a person to whom a license has been issued, pursuant to the provisions of this Bylaw.
- 2.1.18. **Non-Resident Business** means a business that does not have a permanent office or place of business within the corporate limits of the Town of Millet.
- 2.1.19. **Person** means an individual human being or corporation and includes a partnership, an association or a group of persons acting in concert.
- 2.1.20. **Premises** means a store, office, dwelling unit, warehouse factory, building, enclosure, or the place occupied or capable of being occupied, by any person for the purpose of carrying on any business.
- 2.1.21. **Rental properties** shall mean 3 or more residential dwelling units, detached, or attached. Samples are tri-plex, four-plex, row housing, apartments, multi-unit buildings, boarding homes consisting of 3 or more living units including residential leased lots and multi-tenant commercial building of 3 or more rental/lease spaces.
- 2.1.22. **Resident business** means a business where a permanent office or place of business is situated within the corporate limits of the Town of Millet.
- 2.1.23. **Town** the Municipal Corporation of the Town of Millet.

TOWN OF MILLET

BYLAW NO. 2023-13

- 2.1.24. **Violation Ticket** means a violation ticket as defined in the Provincial Offences Procedure Act, RSA 2000, c P-34.

TOWN OF MILLET

BYLAW NO. 2023-13

3. GENERAL PROVISIONS

- 3.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.2. Nothing in this Bylaw relieves a person from complying with any Federal and Provincial regulations, other bylaws or any requirements of any lawful permits, orders, or licenses.
- 3.3. All schedule attached to this Bylaw shall form part of this Bylaw.
- 3.4. Prior to issuing a business license, administration may circulate the application for review to other civic departments such as Fire Services, Enforcement Services, RCMP, and Building & Safety Codes, etc.
- 3.5. The Town shall issue an invoice in December of each year, for the following year's license fees, to all existing holders of valid business licenses.

4. LICENSE INSPECTOR

- 4.1. The CAO shall appoint a License Inspector or License Inspectors to carry out the terms of this Bylaw.
- 4.2. Every person applying for a business license shall complete an application form approved by the License Inspector and signed by the applicant or agent of the corporation.
- 4.3. Subject to the provisions of this Bylaw, upon receipt of an application for business license, the License Inspector may grant a business license or may refuse a business license, if, in their opinion, there are just and reasonable grounds for the refusal of the application, and or permit any restriction on a license.
- 4.4. Subject to the provisions of this Bylaw, where a business license has been granted pursuant to this Bylaw, the License Inspector may revoke or suspend the business license, if, in his opinion, there are just and reasonable grounds for the revocation of the license.
- 4.5. Upon a license being revoked or suspended as hereinbefore provided, the License Inspector shall notify the licensee thereof:
 - 4.5.1. By delivery of notice to him personally, or
 - 4.5.2. By mailing a registered letter to his place of residence or business, and, after the delivery of such notice, his business shall not be carried on until such time as a new license is issued or the suspended license is reinstated.
- 4.6. The License Inspector may determine that it is inappropriate to issue a license to a person where the safety, health or welfare of the public may be at risk due to the issuance of a license.
- 4.7. The power and duties of a License Inspector are:
 - 4.7.1. To administer this Bylaw and as far as possible see that all persons concerned conform to its provisions and to prosecute or assist to prosecute persons who fail to comply within.
 - 4.7.2. To make an inspection of all premises and locations for which a license is required or has been applied for, pursuant to this Bylaw.

TOWN OF MILLET

BYLAW NO. 2023-13

- 4.7.3. To investigate complaints lodged against a license and, if necessary, inspect the premises or location described in the complaints and to revoke any license issued and to levy fees or penalties pursuant to this Bylaw.

5. LICENSE REQUIREMENTS

- 5.1. License Application.
 - 5.1.1. Before a license is issued or renewed, a person must submit to the License Inspector:
 - 5.1.2. A business license application.
 - 5.1.2.1. The applicable license fee: and
 - 5.1.2.2. Any additional information required by this Bylaw or by the License Inspector.
- 5.2. No person shall give false information in an application pursuant to the provisions of this Bylaw.
- 5.3. Every person carrying on or engaged in any business in respect of which a license is required under this Bylaw shall give to the License Inspector all information necessary to enable him to carry out his duties.
- 5.4. If the applicant is not the registered owner of the said property, a letter of authorization from the registered owner will be required for operation of business.
- 5.5. No person shall carry on a business within the Town of Millet unless the person holds a license authorizing the person to carry on that business.
- 5.6. Any contractor applying for a Building, Development, Plumbing, Electrical and/or a Gas Permit, shall as a prerequisite to such issuance of such permit, have a Town of Millet Business License as prescribed herein.
- 5.7. Prior to a business license being issued, the applicant business will comply with all appropriate regulations in Town's Land Use Bylaw and other bylaws that the Town may enact from time to time.
- 5.8. No business license shall be granted until such time that the applicant holds a valid development permit for the location where the business is located.
- 5.9. No person shall contravene a condition of a license.
- 5.10. No business license shall be granted until such time that the applicant holds a valid provincial or federal license required by law.
- 5.11. Renewal for a business license of an existing business, fees shall be submitted and paid in full to the Town of Millet on or before 31st day of January of each current year.
- 5.12. Each new business license shall be valid only for the calendar year (January 1st – December 31st), except where indicated otherwise.
- 5.13. Unless otherwise specified in this Bylaw, license fees are not refundable
- 5.14. The license inspector or designate may refund a license fee if the license is not issued or renewed.

TOWN OF MILLET

BYLAW NO. 2023-13

- 5.15. No business license shall be valid unless the said license has been signed by the License Inspector or anyone designated to act on his behalf.
- 5.16. Any advertising of the businesses referred to in this Bylaw shall be deemed to be proof of the fact that the person advertising is carrying on or operating any such business.
- 5.17. Any person issued a business licenses under this bylaw will either:
 - 5.17.1. Display such license in a conspicuous location in the place of business, or,
 - 5.17.2. Carry the license, or copy therefore, with them if there is no permanent place of business within the Town.
- 5.18. All signage and advertising must comply with the current Land Use Bylaw.
- 5.19. Notification of Changes:
 - 5.19.1. A Licensee shall forthwith notify the Town of,
 - 5.19.1.1. A change in address of the Licensee's business premises.
 - 5.19.1.2. A change in partnership/corporation of the business if the license is issued to a partnership.
 - 5.19.1.3. A change in the officers or director of the corporation if the license is issues to a corporation.
 - 5.19.1.4. A change in contact numbers, mailing address etc.
- 5.20. An issued business license cannot be transferred between owners or locations. If there is a change in ownership or business location, a new Business License will be required.
- 5.21. A Business License is not required for:
 - 5.21.1. A business only working for the Town of Millet
 - 5.21.2. A business carried on by the Government of the Province of Alberta or the Government of Canada or a Crown Corporation created by either Government.
 - 5.21.3. A business expressly exempted from the requirement of a license by a statute of the Legislature of Alberta or Parliament of Canada.
 - 5.21.4. A person who contracts with any of the Governments or corporations designated in Section 20 a, b & c will be subject to all requirements of this Bylaw.
 - 5.21.5. Any person who is conducting business as a participant of a Trade Show, Craft Fair, Farmer's Market or Garage Sale.
 - 5.21.6. Any person who is conducting business as a wholesaler or distributor of goods to one or more licensed businesses within the Town.
 - 5.21.7. Any person who operates a business that, upon the satisfaction of the Licensing Officer, is carried out for religious, charitable, or approver Town events.
 - 5.21.8. The Crown in right of Alberta
 - 5.21.9. The Crown in right of Canada
 - 5.21.10. A person whose business is expressly exempted from the requirement of a business license by a statute of the Legislature of Alberta or Parliament of Canada.
- 5.22. The onus of proving that a person is exempt from the provisions of this Bylaw requiring a license is on the person alleging the exemption.
- 5.23. No person shall obstruct an Enforcement Officer or a License Inspector.

TOWN OF MILLET

BYLAW NO. 2023-13

- 5.24. Door to door sales are hereby prohibited in the Town of Millet. Businesses will only be able to sell to a consumer at their home if the consumer has contacted the business ahead of time and invited them to their home for the purpose of making a sale.

6. APPEAL PROCESS

- 6.1. In every case where:
- 6.1.1. An application for a business license has been refused.
 - 6.1.2. A business license has been revoked the person seeking the license may appeal to the Town Council.
- 6.2. An appeal from subsection a) shall be made within thirty (30) days after such refusal or revocation.
- 6.3. All appeals shall be made in writing addressed to the Chief Administrative Officer of the Town of Millet and shall be dated as of the date received.
- 6.4. The Town Council, after hearing the applicant may:
- 6.4.1. Direct a business license be issued.
 - 6.4.2. Direct a business license be issued with conditions.
 - 6.4.3. Refuse to grant a business license
 - 6.4.4. Uphold the revocation of a business license on the grounds which appear just and reasonable.

7. ENFORCEMENT

- 7.1. The CAO or designate of the Town, or an Enforcement Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.
- 7.2. Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "A".
- 7.3. An Enforcement Officer is hereby authorized and empowered to issue a violation ticket to any person who the Enforcement Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 7.4. Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.
- 7.5. Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 7.6. A person issued a violation ticket for an offence shall be deemed sufficiently and properly served if served personally on the accused.
- 7.7. Corporation and Partnerships;
- 7.7.1. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who

TOWN OF MILLET

BYLAW NO. 2023-13

authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

- 7.7.2. If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

TOWN OF MILLET

BYLAW NO. 2023-13

8. SEVERABILITY

8.1. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

9. REPEAL

9.1 Bylaw No. 2021-11 is hereby repealed.

10. EFFECTIVE DATE

10.1. This bylaw shall take effect on the date of third and final reading.

Read a first time this ____ day of _____

Read a second time this ____ day of _____

Read a third and final time this ____ day of _____

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF MILLET

BYLAW NO. 2023-13

SCHEDULE "A" - VIOLATIONS AND PENALTIES

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of \$400.00 (Four Hundred).

A person who commits a second or subsequent offence within a period of one (1) year may be subject to a fine that is double the amounts above.

Offence	Penalty First Offence	Penalty Second Offence
5.2 Provide False information on an application	\$400.00	\$800.00
5.3 Fail to provide information to a license inspector	\$400.00	\$800.00
5.5 Carry on a business without a license	\$400.00	\$800.00
5.7 Fail to comply with other bylaws	\$400.00	\$800.00
5.9 Contravene condition on a license	\$400.00	\$800.00
5.17.1 Fail to display license	\$400.00	\$800.00
5.17.2 Fail to carry license	\$400.00	\$800.00
5.18 Fail to comply with signage and advertising requirements	\$400.00	\$800.00
5.19.11 Fail to notify of address change	\$400.00	\$800.00
5.19.12 Fail to notify of change of partnership or corporation	\$400.00	\$800.00
5.19.13 Fail to notify a change in officers or director of a corporation	\$400.00	\$800.00
5.19.14 Fail to notify a change in contact number or address	\$400.00	\$800.00
5.23 No person shall obstruct an Enforcement Officer or a License Inspector	\$600.00	\$1200.00



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

Meeting: Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Schoening
Agenda Item: Bylaw 2023-14- Animal Bylaw

BACKGROUND/PROPOSAL

This bylaw contained the fee schedule for the Millet animal fees.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

All fees have been moved to Bylaw 2023-10, being the Town of Millet Fees Bylaw. The Bylaw was changed to remove fees and refer to Bylaw 2023-10.

RECOMMENDATION

That Council pass all three readings of Bylaw 2023-14

COUNCIL MEETING

NOV 22 2023

ITEM # 8-7

**BY-LAW 2023-14
OF THE TOWN OF MILLET
IN THE PROVINCE OF ALBERTA**

A BY-LAW OF THE TOWN OF MILLET IN THE PROVINCE OF ALBERTA REGULATING THE KEEPING AND CONTROLLING OF ANIMALS WITHIN THE LIMIT OF THE MUNICIPALITY

WHEREAS, Section 7(h) of the Municipal Government Act, Chapter M-26.1 and amendments thereto empowers the Municipal Council of the Town of Millet to regulate and control animals within the Municipality.

AND WHEREAS, Council deems it expedient and proper to regulate the keeping of animals within the limits of the Municipality.

NOW THEREFORE, The Municipal Council of the Town of Millet duly assembled hereby enacts:

1. This By-Law may be cited as the Animal Control By-Law.

DEFINITIONS

2. In this By-Law, unless the context otherwise requires:
 - a) **'Animal'** means any living organism, other than human, having sensation and the power for voluntary movement and requiring oxygen and organic food for existence;
 - b) **'Animal shelter'** means a place that Town Council shall provide or designate as such;
 - c) **'Animal shelter keeper'** means any person duly authorized and designated by Town Council;
 - d) **'At large'** means where an animal is at any place other than the Owner's property or permitted property and is not being carried by any person or is not otherwise restrained by a permitted leash held by a person, and that permitted leash is attached to a choke chain, collar or harness securely holding that animal. If it is difficult for a person to restrain the animal by a permitted leash, then the animal shall be deemed to be "at large" notwithstanding the presence of a permitted leash;
 - e) **'Cat identification tag'** means a identification tag purchased from the Town of Millet.
 - f) **'Cat'** means any male or female member of the feline family.
 - g) **'Cattery'** means, any person, group of persons, firm or corporation that is approved and currently licensed establishment, which is engaged in the business or recreation of breeding and/or boarding and/or selling of cats.
 - h) **'Collar'** means, a band of metal or material, which is of suitable size and strength that may be humanely placed around the neck of an animal.
 - i) **'Controlled confinement'** means the confinement of an animal in a pen, cage or building or securely tethered in a manner that will not allow the animal to bite, harm or harass any person or animal.

COUNCIL MEETING

NOV 22 2023

IT # 8-7

- j) **'Damage to property'** means the damage to property other than the Owner's property and includes defecating or urinating on such property.
- k) **'Dangerous dog'** means a dog of any age which the Enforcement Officer deems dangerous or which:
 - i) Shows a propensity, disposition or potential to attack or injure, without provocation, humans or other animals; or
 - ii) Without provocation, chases humans or other animals; or
 - iii) Is a continuing threat of serious harm to humans or other animals, or;
 - iv) Without provocation, has attacked humans or other animals
- l) **'Day'** means a continuous period of twenty-four (24) hours.
- m) **'Dog'** means either male, female, neutered or spayed dog.
- n) **'Dogs Off-Leash Area'** shall mean an area of land designated by the Council of the Town indicating that dogs are permitted to run at large.
- o) **'Enforcement Officer'** means any Peace Officer, Bylaw Enforcement Officer, Police Officer, a member of the Royal Canadian Mounted Police, or any other person appointed by the Town to enforce the provisions of this By-Law.
- p) **'Identification'** means, a microchip, license tag, vaccination, tag, tattoo, personal tag, or brand which is found on an animal and can be traced to the current ownership information.
- q) **'Large mammal'** means any member of the class mammalian other than man which in the adult form, regularly weighs ten (10) kilograms or more, but shall not include dogs or cats;
- r) **'Licensed Veterinarian'** means a registered veterinarian as defined in the Veterinary Profession Act.
- s) **'Medical Officer of Health'** means the Medical Officer of Health as appointed and defined in the Public Health Act or his or her designate.
- t) **'Muzzle'** means, a humane fastening or covering device of adequate strength that may be humanely placed around the neck of an animal.
- u) **'Owner property'** means any property in which the Owner of an animal has a legal or equitable interest or over which the Owner of an animal has been given the control or use of by the legal or equitable Owner of the property and which property shall include, without limiting the generality of the foregoing, land, buildings and vehicles'
- v) **'Owner'** means:
 - i) A person or body corporate that has legal title to the animal;
 - ii) A person who has the care, charge, custody, possession or control of an animal;
 - iii) A person who owns or who claims any proprietary interest in an animal;

- iv) A person who harbors, suffers or permits an animal to be present on any property owned, occupied or leased by him or which is otherwise under his control;
- v) A person who claims and receives an animal from the custody of the Animal Shelter or an Animal Control Officer; or
- vi) A person to whom a License Tag is issued for an animal in accordance with this By-Law;
 - a. and for the purpose of this By-Law an animal may have more than one (1) Owner.
- w) **'Permitted leash'** means a leash adequate to control the animal to which it is attached, and which leash shall not exceed three (3) meters in length.
- x) **'Permitted property'** means private property upon which the Owner of an animal has the express permission of the Owner of that property to allow the Owner's animal to be at large thereon.
- y) **'Person' in section 3** means:
 - i) An individual, body corporate or organization that has legal title to animal;
 - ii) An individual, body corporate or organization that has the care, charge, custody, possession or control of an animal;
 - iii) An individual, body corporate or organization who owns or who claims any proprietary interest in an animal;
- z) **'Poultry'** means a bird usually kept for eggs or meat.
- aa) **'Running at large'** means a dog or cat, which is not on a leash and/or under the control of the person responsible and is actually on property other than the property of the Owner;
- bb) **'Serious wound'** means an injury to a human or animal resulting from the action of an animal which causes the skin to be broken or flesh to be torn.
- cc) **'Small mammal'** means any member of the class mammalian which in adult form regularly weighs less than ten (10) kilograms.
- dd) **'Town Council'** means the Council of the Municipal Corporation of the Town of Millet, Alberta.
- ee) **'Town'** means the Municipal Corporation of the Town of Millet, in the Province of Alberta.

CLARIFICATION OF DEFINITION

In any prosecution under this Bylaw, the Judge trying the case may, in the absence of proof to the contrary, infer that:

- a) any animal commonly described as a dog by any witness is a "dog" within the meaning of this Bylaw, and
- b) any dog is running at large if it is shown not to be on a leash at the time of the alleged offence.

- c) any animal commonly described as a cat by any witness is a “cat” within the meaning of this bylaw, and
- d) any cat is running at large if it is shown to be off of the property of the owner and not on leash

RESTRICTIONS

- 3. It shall be unlawful for any person to harbour or permit to be harboured on land or premises occupied by that person:
 - a) any large mammal or the young thereof;
 - b) any live poultry;
 - c) any bees;
 - d) any poisonous snakes, reptiles and insects;
 - e) any animal or species, including the above, deemed dangerous or objectionable in the opinion of the Medical Officer of Health or the Enforcement Officer.
- 4. Section 3 shall not apply to any veterinary clinic, veterinary office, veterinary hospital, zoological garden or park, abattoir, pound or Animal Shelter, or educational institution or any property for which the Town has issued a development permit which allows the keeping of an animal on the property.
 - a) Notwithstanding Section 3, any person wishing to bring animals associated with farming, circuses, or exhibition into the Town shall make application in writing for approval to do so to the Enforcement Services Department. The application shall contain the type and number of animals as well as the duration of the stay and the location. The application shall include written permission of the property Owner where the animals are to be kept. The application may also be required to obtain letters of “no objection” from adjacent property Owners.
 - b) Enforcement Services Department may impose any conditions they feel necessary to ensure the peace and safety of others.
 - c) Sections 3(a) and 3(c) shall not prevent the grazing of livestock on land which was partially assessed as farm land.

RUNNING AT LARGE

- 5. No animal shall run at large within the Corporate Limits of the Town.

If an animal is at large, the Owner shall be guilty of an offense and subject liable to a fine under this By-Law, exclusive to any other civil actions or penalties.

NUISANCES

- 6. a) No animal shall be a nuisance. A nuisance shall include, but not be limited to:
 - i) Biting, scratching, jumping on, or chasing a person;

- ii) Barking, howling, meowing, chirping or otherwise disturbing any person;
- iii) Causing damage to property;
- iv) Defecating on property other than that of the Owner.
- v) Biting, barking or chasing bicycles, automobiles, or other vehicles;
- vi) Does any act that injures a person or persons whether on the property of the owner or not;
- vii) Biting, chasing or causing injury to other animals;
- viii) Causing death to another animal.

If an animal is a nuisance, the Owner shall be guilty of an offense and subject liable to a fine under this By-Law, exclusive to any other civil actions or penalties.

- b) Where an animal has caused damage or injury to property, animals or persons, the Owner of the animal shall pay for all damages incurred to the person suffering such damages.
- c) If an animal defecates on property other than the Owner's property, the owner of the animal shall remove forthwith any defecated matter deposited.
- d) No person(s) shall allow more than two (2) dogs to be sheltered, owned, kept or possessed at one civic address without written permission from the Town.
 - i) More than two (2) dogs may be allowed under special circumstances, with written permission approved by the Peace Officer.
- e) A person may appeal an order under subsection (d) to Town Council by submitting a written notice with the Chief Administrative Officer within fourteen (14) days of receiving an order.

The Enforcement Officer may impound the animal(s) at the Owner's expense, if the Owner has not complied with the order within fourteen (14) days.

CONTROLLED CONFINEMENT

- 7. a) A person who has received a serious wound or the Owner of any vertebrate or invertebrate which have received a serious wound and the Owner of an animal which has inflicted the serious wound shall promptly report the animal to an Enforcement Officer who may thereupon place the animal under controlled confinement and the animal shall not be released from such controlled confinement except by written permission of a registered veterinarian. At the discretion of the Enforcement Officer, such controlled confinement may be on the premises of the Owner, a registered veterinarian within the Municipality or the Animal Shelter.
- b) Upon demand made by the Enforcement Officer the Owner shall forthwith surrender for quarantine any animal which has inflicted a serious wound to any person or any animal which the Enforcement

Officer has reasonable and probable grounds to suspect of having been exposed to rabies. The animal may be reclaimed by the Owner.

- i) If adjudged free of rabies; and
- ii) Upon payment of confinement expenses; and
- iii) Upon compliance with the licensing provisions of this By-Law.

REGISTRATION

- 8. a) The Owner of a dog over the age of six (6) months shall register such dog with the Town and shall pay therefore a licensing fee set out in Bylaw 2023/10.
 - b) Notwithstanding subsection (a), where a person who is blind or whose vision is impaired is the Owner of a dog trained and used as a guide dog, a police service dog, or assisted living dog there shall be no fee payable by the Owner for registering the dog with the Town.
 - c) Notwithstanding subsection (a), the registration provisions of this By-Law shall not apply to dogs accompanying a person temporarily in the Town on business or vacation for a period not exceeding fourteen (14) days or on such longer periods as may be authorized by written permission from the Town.
 - d) No person shall be entitled to a registration rebate under this By-Law.
 - e) No registration or tag shall be transferable from one animal to another or attached to any other animal, which has not been licensed with the town.
 - f) At all times when an animal is on any property other than that of its Owner, the tag issued for such animal shall be attached to a collar or harness which must be worn by the said animal.
 - g) The holder of a dog license must be eighteen (18) years of age.
 - h) Notwithstanding subsection (a), the registration provisions of this By-Law shall not apply to:
 - i) dogs that are temporarily in the Town in the care of a Town resident while the dog Owner is away on business, vacation or otherwise unable to care for their dog for a limited period or if such dog(s) is already registered in the Owner's municipal jurisdiction and displaying proof of such by its registration tag being attached to the collar or harness throughout the entire time period that the dog(s) is in the Town; but if such dog(s) is not registered in the Owner's municipal jurisdiction, the dog(s) should be registered with the Town for a maximum period of up to three (3) months and a temporary License shall be purchased from the Town for the sum determined in bylaw 2023/10.
- 8.1 a) The owner of a cat may purchase a cat identification tag from the Town of Millet for the sum determined in bylaw 2023/10.
 - b) The cat identification tag is not a license and it is not mandatory that owners of cats purchase a cat identification tag.

9. Pursuant to section 8(a) the Owner of a dog shall:
- a) register the dog on the first day on which the Town Office is open for business after he becomes the Owner of such dog.
 - b) register the dog notwithstanding that it is under the age of six (6) months where the dog has been found running at large;
 - c) register the dog which has been impounded pursuant to this By-Law before such dog may be claimed from the Animal Shelter;
 - d) notify the Town when the dog has died, been sold, or has moved from the corporate Limits of the Town.

9.1 Any owner of a dog or any other animal must:

- a) ensure that the animal has adequate food and water;
- b) provide the animal with adequate care when the animal is wounded or ill;
- c) provide the animal with reasonable protection from injurious heat or cold, and;
- d) provide the animal with adequate shelter, ventilation and space.

If the above is not met; an Enforcement Officer may take an animal into custody and or control or otherwise relieved of distress if the Officer is of the opinion – on reasonable and probable grounds – that the owner or caretaker is not likely to provide for the animal, due to financial, physical or mental issues of the pet owner or caretaker. Or whether or not it is in distress, but conditions that may comprise the animals wellbeing; included being left more than 24 hours without adequate food, water or shelter, or being left behind by former tenants of a rental property.

Any of the above circumstances are adequately met or circumstances have changed the pet may be returned to the owner given that any fees or expenses are paid in full.

10. Where the registration fee required by this By-Law has been paid by the tender of an uncertified cheque, the registration:
- a) is issued subject to the cheque being accepted and cashed by the bank; and
 - b) is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.
11. The Town Office shall keep a record of all dogs registered pursuant to section 8 of this By-Law. The record shall indicate:
- a) date of registration;
 - b) name, address and telephone number of the Owner of the dog or cat;
 - c) the registration number and the amount paid;
 - d) the breed, color and sex of the dog
 - e) if a license for a dog becomes lost in any manner whatsoever, a new license shall be issued for such dog , in the amount set out in bylaw 2023/10

11.1 Pursuant to Section 8.1 the Town shall;

- a) Provide any cat owner a cat identification tag for the sum determined in bylaw 2023/10
- b) Record and keep the number of the tag corresponding with the cat owner's information;
- c) Whenever possible, return any cat apprehended to the owner;
- d) Take the cat to the appointed animal shelter whereby it will be held for three (3) days if the cat cannot be returned to the owner;
- e) Charge the owner of a cat that has been apprehended all applicable fees and fines at the Town office prior to picking up the cat.
- f) Provide a cat identification tag to be valid for the life of the cat but is not transferable to another cat or to another owner.
- g) Ensure all costs in relation to any apprehended cat are the sole responsibility of the cat owner.

AUTHORITY TO AN ANIMAL SHELTER

12. An Enforcement Officer:

- a) May capture and impound any animal in respect of which he believes or has reasonable grounds to believe an offence under this By-Law is being or has been committed and is further authorized to take such reasonable measures as are necessary to subdue any animal which is at large;
- b) May enter onto any land in pursuit of any animal which has been running at large;
- c) May, in any case where the Owner of a dog can be identified through the Town's registration records, return such dog to the Owner where practicable instead of delivering it to the Animal Shelter;
- d) Shall, if any animal other than a dog or cat is captured, make a reasonable attempt to return the animal to the Owner where possible, instead of being delivered to the Animal Shelter.

ESTABLISH ANIMAL SHELTER

13. a) It shall be the duty of the Town Council to establish an Animal Shelter for the impounding of animals captured pursuant to this By-Law, and Council are further authorized and empowered to make any and all such rules and regulations not inconsistent with the provisions of this By-Law as they consider necessary for the conduct of regulating such Animal Shelter.
- b) It shall be the responsibility of the Animal Shelter keeper to examine all impounded animals for any identification including, but not limited to, tattoos and microchip ID.

APPOINT ANIMAL SHELTER KEEPER

14. It shall be the duty of the Chief Administrative Officer to appoint an Animal Shelter keeper and other such persons as they deem necessary for the carrying out of the provisions of this By-Law as required for the keeping of the Animal Shelter.

OBSTRUCTION

15. No person, whether or not he is the Owner of an animal which is being or has been pursued or captured, shall:
 - (a) Interfere with or attempt to obstruct an Enforcement Officer who is attempting to capture an animal which is subject to being impounded pursuant to the provisions of this By-Law;
 - (b) Induce the animals to enter a house or other place where it may be safe from capture or otherwise assist the animal to escape capture;
 - (c) Falsely represent himself as being in charge or control of an animal so as to establish that the animal is not running at large or;
 - (d) Unlock or unlatch or otherwise open the Animal Shelter vehicle to allow or attempt to allow any animal to escape there from.

PROHIBITED ACTS

16. No person shall:
 - a) Untie, loosen or otherwise free an animal which has been tied or otherwise restrained; or
 - b) Negligently or willfully open a gate, door or other opening in a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large within the Town.

TORMENT

17. No person shall tease, torment, annoy, abuse or injure any animal.

RECLAIMING

18. The owner of any:
 - a) Impounded dog may reclaim the dog from the Animal Shelter within three (3) Town of Millet business operation days from the time of the impoundment by paying to the Town all impoundment fees and board fees, as per Town policy, and by paying any outstanding fines and registering the dog as required by this Bylaw.
 - b) Impounded animal, other than a dog, may reclaim the animal within three (3) Town of Millet business operation days from the time of the impoundment by paying to the Town any outstanding fines and all impoundment and board fees per Town Policy.

SALE OR DESTRUCTION

19. a) The Animal Shelter keeper shall sell or destroy an animal after the animal is retained in the Animal Shelter for three (3) Town of Millet business operating days from the time of the impound, unless a person having authority orders the further retention or the destruction of the animal, or unless the Owner of the animal makes arrangements with the Animal Shelter keeper for the further retention of the animal.

- b) In any case, where an animal is found ill, in distress, or has been injured and it has been determined by a veterinarian or other designate that the animal should be destroyed to prevent needless suffering, the animal may be destroyed as soon as practical.
- c) The purchaser of an impounded animal from the Animal Shelter pursuant to the provisions of this Bylaw shall obtain full right and title of the Owner of the animal shall cease thereupon.
- d) The Animal Shelter keeper shall report any apparent illness, communicable disease, injury or unhealthy condition of any animal to an Enforcement Officer who may discuss the matter with a veterinarian. The owner, if known, shall be held responsible for all charges resulting there from.

MAINTENANCE OF RESIDENCES OR GROUNDS

- 20. Residences or grounds where any animals are kept, shall at all times be maintained in a clean and sanitary condition, satisfactory to the Medical Officer of Health or an Enforcement Officer or his or her discretion.

DANGEROUS DOGS

- 21. The Owner of a dangerous dog shall take all necessary steps to ensure that it does not bite, chase or attack any human or other animal whether the person or animal is on the property of the Owner or not.
 - a) If a dangerous dog bites or attacks a person or animal, the Owner shall be guilty of an offense and subject liable to a fine under this Bylaw, exclusive to any other civil actions or penalties.
 - b) The owner of a dangerous dog shall notify the Enforcement Officer if the animal is running at large.
 - c) The owner of a dangerous dog shall:
 - i) notify the Enforcement Officer should the animal be sold, gifted, or transferred to another person or die; and
 - ii) remain liable for the actions of the animal until formal notification of the sale, gift or transfer is given to the Enforcement Officer.
 - d) When a dangerous dog is on the premises of its Owner, it shall be kept confined indoors under the effective control of a person over the age of sixteen (16) years, or confined in a securely enclosed and locked pen, or other structure constructed and secured in such a fashion as to prevent the escape of the dog, and to prevent the entry of persons unauthorized by the Owner.
 - e) Any such pen shall have a secure top and sides and either:
 - i) Have a secure bottom effectively attached to the sides: or
 - ii) The sides shall be embedded in the ground to a minimum depth of thirty (30) centimeters.
 - f) When a dangerous dog is off the premises of the owner, it shall be securely muzzled, and shall be either harnessed or leashed securely to effectively prevent it from attacking or biting a human or other animal: provided that this requirement shall not apply when the dog is in a building or enclosure in attendance at a bona fide dog show, or

- confined in a pen meeting the requirements of Subsections (a) and (b).
- g) The Owner of a dog, which the owner knows or ought to know is a dangerous dog, shall keep the dangerous dog in accordance with the provisions of Section 22.
 - h) If the Animal Shelter keeper or an Enforcement Officer determines on reasonable grounds that a dog is a dangerous dog, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he may;
 - i) Require the Owner to keep such dog in accordance with the provisions of Section 22 of this Bylaw upon the Owner's receipt of the notice; and
 - ii) Inform the owner that if the Dangerous Dog is not kept in accordance with Section 22 of this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to Section 23 of this Bylaw.
 - i) Where the Owner of a dog that has been determined to be a dangerous dog produces information to the Enforcement Officer that may alter a determination made under Section (2), the Enforcement Officer shall, as soon as is reasonably possible, cause the matter to be reviewed and make a final determination.
 - j) If a dangerous dog is impounded by the Town for any offense under this Bylaw, an Enforcement Officer may order that the dog remain in the custody of the Town Animal Shelter until the completion of the court process.
 - k) The licensing fee for a restricted dog or dangerous dog shall be set out in bylaw 2023/10
 - l) The owner of a dangerous dog shall:
 - i) Subject to the provisions of subsection 8(a) obtain a license for such dangerous dog on the first day on which the Town Office is open for business after the Animal has been declared as dangerous.
 - ii) Obtain a license on the first day on which the Town Office is open for business after he becomes the Owner of the dangerous dog.

OFFENSES AND PENALTIES

- 22. a) Any person who contravenes the provisions of this Bylaw, or refuses to obey the direction of the Medical Officer or an Enforcement Officer given pursuant to this Bylaw, is guilty of an offense and may be issued with a violation ticket by an Enforcement Officer in the amount specified in Schedule "A", "B", "C."
- b) Each day of violation of any provision of this Bylaw shall constitute a separate offense.

- c) The levying and payment of any fines shall not relieve a person from the necessity of paying any fees, charges or costs from which he is liable under the provisions of this Bylaw.
- d) A Justice of the Peace or Provincial Court Judge, in addition to the penalties provided in this Bylaw, may if he considers the offense sufficiently serious, direct or order the owner of the animal to pay a fine in any amount he/she may deem appropriate. A Provincial Court Judge or Justice of the Peace may order such owner to pay compensation to anyone suffering a loss or injury as a result of a violation of any part of this Bylaw. A Provincial Court Judge or Justice of the Peace may direct or order the owner of the animal to prevent such animal from doing mischief or causing the disturbance or a nuisance complained of or to have the animal removed from the Town or to have the animal destroyed. In the case of a Dangerous Dog order the owner is to maintain in force a liability insurance policy in a minimum amount of Five Hundred Thousand (\$500,000.00) Dollars for injuries caused by the owner's Dangerous Dog.

23. SEVERABILITY

Should any provision of this bylaw be invalid then such invalid provision shall be severed, and the remaining bylaw shall be maintained.

24. Bylaw 2018-06 is hereby rescinded.

25. This Bylaw shall come into effect on the date of signing.

READ a first time this ____ day of _____, 2023

READ a second time this _____ day of _____, 2023

READ a third time this ____ of _____ 2023

Mayor

Chief Administrative Officer

**SCHEDULE /“A”
BYLAW 2018/06
VIOLATION AND PENALTIES**

Violation Tickets and Voluntary Payment

- a) Where an Animal Control Officer or a Bylaw Enforcement Officer believes that a person has contravened any provisions of this Bylaw, he may serve upon such person a ticket as provided in this section, by;
 - ii) either personally or by leaving a copy for him at his last or most usual place of abode with some person there present who is apparently at least Sixteen (16) years of age, or
 - iii) by mailing a copy to the defendant by registered mail or certified mail to his last known post office address.
- b) A notice or form commonly called a "Violation Ticket" having printed wording approved by the Town Council shall state the section of the Bylaw which was contravened and a voluntary penalty or in the case of a serious incident, at a Peace Officer's discretion, a compulsory appearance court date.
 - i) the sum of Ninety (\$90.00) Dollars in respect of a first offence;
 - ii) the sum of One Hundred and Fifty (\$150.00) Dollars in respect of a second offence;
 - iii) the sum of Two Hundred (\$200.00) Dollars in respect of a third and subsequent offence;_unless the offences stipulated in Schedule "E" apply.
- c) An offence shall not be deemed to have been repeated if the subsequent offences are committed after expiration period of six months.
- d) Notwithstanding the provisions of this section, a person to whom a ticket has been issued pursuant to this section may exercise his right to defend any charge of committing a contravention of any of the provisions of this Bylaw.

**SCHEDULE /'B'
BYLAW 2018/06
VIOLATION AND PENALTIES
RESTRICTED/DANGEROUS DOGS**

Persons who commit offences under this Bylaw are subject to the following fines:

- a) Failure to obtain and keep in force a dog license \$ 500.00
- b) Failure to confine a restricted dog or a dangerous dog when on the premises of the owner in accordance with this Bylaw \$ 500.00
- c) Failure to muzzle or otherwise secure a restricted dog or a dangerous dog when off the premises of the owner..... \$ 500.00
- d) If a restricted dog or dangerous dog bites or attacks a person or animal, causing injury \$ 1,500.00
- e) Permitting a restricted or dangerous dog to run at large \$ 500.00
- f) Failure to advise enforcement officer of dangerous dog running at large \$ 500.00
- g) Failure to advise an enforcement officer of selling, gifting or transferring ownership of a dangerous dog \$ 500.00
- h) An owner who commits for a second time, any of the offences listed in this section, providing the offence is committed within 6 months of committing the first offence, is subject to double the initial penalty

SCHEDULE 'C'
SPECIFIED PENALTIES

- 6. (a) (b) Allow any animal to become a Nuisance
\$300.00
- 6. (a) (c) (iv) Fail to immediately remove defecation from another's property
\$150.00
- 9. (a) (b) (c) Fail to obtain valid dog license
\$200.00
- 9.1 Fail to provide sufficient food/water/shelter/medical attention for animal
\$500.00
- 15. Fail to obstruct or surrender animal to Enforcement Officer
\$200.00
- 16. Release any animal from confined area, allowing to run loose'
\$100.00
- 17. Tease/torment/annoy/harm a dog/cat
\$300.00



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

Meeting: Regular Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Schoening CAO
Agenda Item: 10.0 Correspondence

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Correspondence be considered by Council

10.1 Millet and District Historical Society 2022 Financial Statements

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

That Council accept the correspondence as presented.

COUNCIL MEETING

NOV 22 2023

ITEM # 10-1

The Millet and District Historical Society

Financial Statements

Year Ended December 31, 2022

COUNCIL MEETING

NOV 22 2023

10-1

COMPILATION ENGAGEMENT REPORT

To Management of **The Millet and District Historical Society**,

On the basis of information provided by management, we have compiled the balance sheet of **The Millet and District Historical Society**, as at **December 31, 2022**, the statement of income and retained earnings for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information

Readers are cautioned that the financial information may not be appropriate for their purposes.



Dale Heffren, Chartered Professional Accountant
Eagle Eye Accounting Solutions*
*Dale Heffren Professional Corporation
104, 6202-29 Avenue
Beaumont, AB T4X 0H5

Beaumont, Alberta
August 15, 2023

The Millet and District Historical Society

Statement of Revenues and Expenditures

Year Ended December 31, 2022

Revenue	2022					2021
	General	Bingo	Casino	Grants	Total	
Income	16,113	13,046	24,247	263,529	316,935	13,448
Operational Contract	0	0	0	64,000	64,000	59,000
Misc Income	8,562	0	2,165	0	10,727	730
Other Income	0	0	0	50,000	50,000	0
Grant Income	0	0	0	0	0	187,873
	<u>24,675</u>	<u>13,046</u>	<u>26,412</u>	<u>377,529</u>	<u>441,662</u>	<u>261,051</u>
Expenses						
Advertising & Promotion	0	342	0	1,460	1,802	21
Amortization Expense	52,196	0	0	0	52,196	49,952
Interest & Bank Charges	0	3	0	34	37	21
Insurance	0	1,602	0	0	1,602	1,432
License & Membership	0	458	0	65	523	439
Office	0	99	0	1,941	2,040	2,853
Payroll	48	0	0	224,557	224,605	6,000
Professional Fees	0	0	0	2,074	2,074	3,997
Repairs & Maintenance	0	1,698	0	7,389	9,087	2,684
Rent	0	478	0	0	478	476
Programs	1,570	686	0	14,152	16,408	37,466
Training & Seminars	75	0	0	0	75	860
Utilities	0	1,720	0	0	1,720	1,662
Vehicle	0	0	0	305	305	139
Misc. Expense	0	2,033	2,823	3,449	8,305	0
Operational Contract	0	0	0	0	0	59,000
Grant Expense	0	0	0	0	0	178,783
	<u>53,889</u>	<u>9,119</u>	<u>2,823</u>	<u>255,426</u>	<u>321,256</u>	<u>345,785</u>
Excess of Revenue over Expenditures	<u>(29,214)</u>	<u>3,927</u>	<u>23,589</u>	<u>122,103</u>	<u>120,406</u>	<u>(84,734)</u>
Other Income						
Interest Income	131	5	3	0	139	70
Net Income (net of non-cash expenses)	<u>(29,083)</u>	<u>3,932</u>	<u>23,592</u>	<u>122,103</u>	<u>120,545</u>	<u>(84,664)</u>

The Millet and District Historical Society

Statement of Financial Position

Year Ended December 31, 2022

	2022					2021
ASSETS						
Cash	General	Bingo	Casino	Grants	Total	
Bank Accounts	93,919	21,583	38,191	171,771	325,463	170,118
Accounts Receivable	951	815	0	0	1,766	4,309
Inventory	2,854	0	0	0	2,854	2,868
	<u>97,724</u>	<u>22,398</u>	<u>38,191</u>	<u>171,771</u>	<u>330,083</u>	<u>177,295</u>
Capital Assets						
Building	107,081	0	0	0	107,081	107,081
Accumulated Amortization - Building	(8,395)	0	0	0	(8,395)	(4,283)
Equipment	169,618	0	0	12,738	182,356	160,938
Accumulated Amortization - Equipment	(54,929)	0	0	0	(54,929)	(26,257)
Leasehold Improvement	194,118	0	0	0	194,118	194,118
Accumulated Amortization - Leasehold Impr	(38,824)	0	0	0	(38,824)	(19,412)
	<u>368,669</u>	<u>0</u>	<u>0</u>	<u>12,738</u>	<u>381,407</u>	<u>412,185</u>
TOTAL ASSETS	<u>466,393</u>	<u>22,398</u>	<u>38,191</u>	<u>184,509</u>	<u>711,491</u>	<u>589,480</u>
LIABILITIES & MEMBERS EQUITY						
Liabilities						
Accounts Payable	0	0	0	0	0	179
Deferred Grant Revenue	0	0	0	0	0	62,397
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>62,576</u>
Members Equity						
Investment in Fixed Assets	0	0	0	0	579,956	515,914
Net Assets (End of Year)	0	0	0	0	131,535	10,990
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>711,491</u>	<u>526,904</u>
TOTAL LIABILITIES & MEMBERS EQUITY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>711,491</u>	<u>589,480</u>

The Millet and District Historical Society


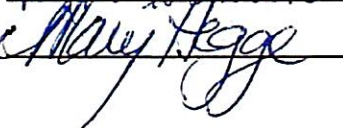
Statement of Changes in Net Assets

Year Ended December 31, 2022

NET SURPLUS/DEFICIT - End of Year

Net Assets (Beginning of Year)	10,990	95,654
Excess of Revenues over Expenses	120,545	(84,664)
Net Assets (End of Year)	131,535	10,990

Approved by the Board:

 TREASURER
 President

The Millet and District Historical Society

Notes to Financial Statements

Year Ended December 31, 2022

1. **Basis of Accounting**

The basis of accounting applied in the preparation of the balance sheet of **The Millet and District Historical Society**, as at **December 31, 2022**, and the statements of income and retained earnings for the year then ended is the cost basis and reflects cash transactions with the addition of:

- Accounts receivable
- Accounts payable and accrued liabilities
- Property and equipment recorded at historical cost and amortized in accordance with amounts allowable for income tax purposes
- Current income taxes payable as at the reporting date



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

Meeting: Regular Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Schoening, CAO
Agenda Item: 11.1 Town of Millet Library Board Budget 2024

BACKGROUND/PROPOSAL

Annually the Millet Library Board presents a budget to Council for consideration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2024 budget has been provided to Council, and request from the Library Board to the Town has been incorporated into the 2024 budget which will be brought forward for Council's consideration at the next meeting.

COSTS/SOURCE OF FUNDING

RECOMMENDATION

That Council approve the Millet Library Board 2024 budget, as presented.

COUNCIL MEETING

NOV 22 2023

11.1

Town of Millet Library Board Budget	
INCOME	2024 Budget
County Grant	\$ 28,404.00
Donations	\$ 300.00
Fees and Fines	\$ 900.00
Municipal Grant	\$ 92,294.00
Photocopy Fees	\$ 400.00
Provincial Grant	\$ 19,892.00
TOTAL INCOME	\$ 142,190.00
EXPENSES	
Advertising/Promotion	\$ 50.00
Association Memberships	\$ 50.00
Bank Charges	\$ 60.00
Board Expenses	\$ 115.00
Book Purchases and Digital Resources	\$ 2,700.00
Equipment Resources	\$ 3,000.00
Library Operating Expenses	\$ 4,000.00
License Fees	\$ 150.00
Meeting and Conventions	\$ 300.00
Mileage	\$ 200.00
Program Costs	\$ 2,300.00
Wages and Benefits	\$ 128,715.00
WCB	\$ 550.00
TOTAL EXPENSES	\$ 142,190.00
Deficit	\$ -

COUNCIL MEETING

NOV 22 2023

ITEM # 11-1



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

Meeting: Council Meeting
Meeting Date: November 22, 2023
Originated By: Lisa Schoening
Agenda Item: Use of Banquet hall – Goodwill Gala

BACKGROUND/PROPOSAL

Councillor Petrisor would like to host the second annual Goodwill Gala on December 3, 2023. The Millet Ag Society already has the banquet room reserved, as per their agreement for that weekend.

Pursuant to the agreement between the Town and the Ag Society, they shall not sub-lease to anyone without written permission from Council.

RECOMMENDED REOLUTIONS

That Council allow the Ag Society to sub-lease the banquet hall for the Goodwill Gala on December 3, 2023.

COUNCIL MEETING

NOV 22 2023

ITEM # 11.2

I am hoping to collaborate with the Ag Society Bingo on Dec 2nd and bring the Goodwill Gala on Dec 3. Last year we fed over 250 residents raised just over 2500 dollars that went back into our community hampers. This would not have been possible without a waiver. I am asking for another waiver that does not interfere with any other possible booking. I have agreed with Ag Society to do tear down in exchange for time on Sunday.

Also I would like to take this time to invite council and all staff to the dinner, if waiver is approved. Cooking starts at 10 am for those that like to show off their culinary skills, dinner at 4.

Councillor Susie Petrisor

COUNCIL MEETING

NOV 22 2023

ITEM # 11.2