



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, February 28, 2024  
4:00 p.m.  
MCC Council Chambers**

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**1.0 CALL TO ORDER**

**2.0 TREATY 6 RECOGNITION**

**3.0 PUBLIC HEARING**

**4.0 ADDITIONS, DELETIONS AND ADOPTION OF AGENDA**

**5.0 ADOPTION OF MINUTES**

5.1 February 14, 2024 – Regular Meeting of Council

**6.0 DELEGATIONS**

**7.0 REPORTS**

- 7.1 Enforcement January & February 2024
- 7.2 Library Signed Minutes November 2023
- 7.3 Library Managers Report November 2023
- 7.4 Library Managers Report December 2023
- 7.5 Finance Bank Reconciliation January 2024

**8.0 BYLAWS**

8.1 2024-02 Fees Bylaw

**9.0 AGREEMENTS**

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10.0 **CORRESPONDENCE**

11.0 **NEW BUSINESS**

11.1 Parking Porter Ave

12.0 **CLARIFICATION OF AGENDA**

13.0 **CLOSED SESSION**

14.0 **ADJOURNMENT**



**REGULAR MEETING OF COUNCIL  
TOWN OF MILLET  
FEBRUARY 14th, 2024  
Millet Civic Centre  
4:00 p.m.**

**PRESENT:**

MAYOR

Doug Peel

COUNCILLORS

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

CAO  
OFFICE MANAGER  
DIRECTOR OF INFRASTRUCTURE

Lisa Schoening  
Joyce Vanderlee  
Lisa Novotny

**1.0 CALL TO ORDER:**

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

**2.0 TREATY 6 RECOGNITION:**

**3.0 PUBLIC HEARING:**

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

<b>Res #027/24</b> Adoption of Agenda	Moved by Councillor Starky that the February 14, 2024, agenda is hereby approved with the following additions:  13.3 Land
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COUNCIL MEETING *CARRIED*

**FEB 28 2024**

ITEM # 5.1

**5.0 ADOPTION OF MINUTES:**

<b>Res #028/24</b> Adoption of Minutes	Moved by Councillor Van de Kraats that the January 24, 2024, Regular Meeting of Council Minutes are hereby approved, as presented.
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*CARRIED***6.0 DELEGATIONS:***6.1 Dog License*

<b>Res #029/24</b>	Moved by Councillor Van de Kraats that this item is tabled until administration can obtain further information.
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*CARRIED***7.0 REPORTS:**

- 7.1 Millet Fire Department Call History 01/01/2024 to 02031/2024*
- 7.2 Millet Seniors 2023*
- 7.3 Bank Reconciliation December 2023*
- 7.4 Tax Aging Analysis December 2023*

<b>Res # 030/24</b> Reports	Moved by Councillor Bennett that Council accept the reports presented as information.
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*CARRIED***8.0 BYLAWS: NONE****9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:***11.1 Millet Youth Society Skate Park Extension*

<b>Res #031/24</b>	Moved by Councillor Petrisor that Council approve an extension to the Millet Society Skate Park Extension of 2 years.
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*CARRIED*

*11.2 Millet Youth Society Hall Waiver*

<b>Res #032/24</b>	Moved by Councillor Hogstead that Council waive the fees for Millet Youth Society to host family friendly St. Patrick's Day dance at the Community Hall on March 16 <sup>th</sup> 2024.
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*CARRIED**11.3 Speed Limits Moonen Heights*

<b>Res #033/24</b>	Moved by Councillor Starky that speed limits in Moonen heights be changed to 30 km at a cost of \$550.00.
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*CARRIED**11.4 Parking Waiver Porter Avenue*

<b>Res #034/24</b>	Moved by Councillor Petrisor that this item is tabled until administration can obtain further information.
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*CARRIED**11.5 Millet Wellness*

<b>Res #035/24</b>	Moved by Councillor Starky approve modifications to the Community Hall Kitchen Sink provided grants are obtained to cover costs and that further council provide a letter of support to Millet Wellness.
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*CARRIED**11.6 CRASC Appointment*

<b>Res #036/24</b>	Moved by Councillor Bennett that Council appoint the following;  ARB Chairman - Raymond Ralph  Certified ARB Clerk - Geryl Amarin  Certified Panelists - Darlene Chartrand Sheryl Exley Tina Groszko Stewart Hennig Richard Knowles Dennis Meier Raymond Ralph
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*CARRIED*

*11.7 National Police Federation*

<b>Res #037/24</b>	Moved by Councillor Frost that council direct administration to send a letter to Premier Smith stating that we support the hiring of additional officers in our community and across the province.
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*CARRIED***12.0 CLARIFICATION OF AGENDA: NONE**

<b>Res #038/24 Adjournment</b>	Moved by Councillor Van de Kraats that the Regular Council Meeting temporarily adjourns, and Council sit in Closed Session to discuss Items 12.1 and 12.2 Sections 16 and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act.
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*CARRIED***13.0 CLOSED SESSION:**

<b>Res #039/24 Reconvene</b>	Moved by Councillor Frost that the Regular Council Meeting reconvene from Closed Session at 5:55 p.m.
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*CARRIED**13.1*

<b>Res #040/24</b>	Moved by Councillor Van de Kraats that council authorize administration to enter into a one year lease agreement for rental of the Hugo Witt Room for future pre-school with Tracy Malloy.
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*CARRIED**13.2*

<b>Res #041/24</b>	Moved by Councillor Petrisor that council authorize administration to notify CPKC that with regret they authorize closure of the existing pedestrian crossing and further that Council direct administration to look at alternatives for pedestrian crossings across the railway.
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*CARRIED*

14.0 **ADJOURNMENT:**

The meeting was adjourned at 6:00 p.m.

***THESE MINUTES ADOPTED BY COUNCIL THIS 28th DAY OF FEBRUARY 2024.***

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***MAYOR***

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***CHIEF ADMINISTRATIVE OFFICER***



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** February 28 2024  
**Originated By:** Lisa Schoening CAO  
**Agenda Item:** 7.0 Reports

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**BACKGROUND/PROPOSAL**

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

That the following reports be considered by Council

**7.1 REPORTS**

Enforcement January & February 2024  
Library Signed Minutes November 2023  
Library Managers Report November 2023  
Library Managers Report December 2023  
Finance Bank Reconciliation January 2024

**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDED ACTION:**

That Council accept the reports as presented.

COUNCIL MEETING

**FEB 28 2024**

ITEM # 7.0





## Bylaw Officer Stephanie Stav

### Animal control/ Shelter

- New Brochure (acts as a warning when given after a complaint) gives information on animal bylaws and sets the expectation.
- Animal release form is now needed and can be picked up from the town office (once fees/penalties are paid)
  - o Have spoken with the shelter on our expectation of animals being released. Updated forms with them as well, they know they need to obtain the new release form with receipt from the town officer before releasing of animals.

### Traffic Enforcement

- Providing pamphlets for those in school zones to ensure safer pickup.
- Being visible in the areas where speeding is consistent.
- Giving warnings in main public parking lots
- Providing warning if vehicles could be moved immediately.
  - o January dealt with a stolen vehicle that had been left for a month (Porter Ave area) Also seems to be an area to monitor for vehicle theft/ stolen vehicles being found.

### Community Standards

- Snow removal 48 hours \*main sidewalks – If I do enforce 1 house, I try to enforce the same with the neighbors surrounding, to ensure fair enforcement. \* No enforcement with active snowfall.
- Eavestrough were asked to be moved/redirected so drainage on warm days isn't flowing onto Town property such as sidewalks.
- notice of Remedies (these are now updated and don't need to be preordered \* just printed\* Saves on cost and is now saved as an electronic copy when uploading files\* Allowing for people to call and get extensions if needed depending on reasoning (Discretion)

### Community Engagement

- Stopping in for Youth nights on some Fridays at One Accord (every second Friday and dropping in on some Tuesdays)
- Attending Library Programs
- PD Days
- Programs put on by Wellness and the Library.
- Attending Town Events

COUNCIL MEETING

FEB 28 2024

ITEM # 7.1 9



## Bylaw Officer Stephanie Stav

### Patrolling/ Observing Neighborhoods

- Parking in areas where the traffic is going above the speed limit (just being a visual seems to slow vehicles down)
- Patrolling school zone

### RCMP Support/networking

- In touch with the traffic officer to have check stops done on some busy days to help encourage the speed limit.
- Anyone caught stunting, going through stop signs. etc., If I have it all recorded clearly, I can submit this for enforcement (registered owner)

### Lost & Found

- We now will be taking in lost and found items and hold them for up to 90 days, a form from the finder can be filled out at the town office. Every item is numbered, form of proof needs to be given to obtain items.

### Business Bylaws

- Created Brochures to show pricing and bylaws (sets expectation or what will be enforced) Also used as a warning when dealing with a business complaint.
- Meeting with the business association on March 7, 2024

### Forms/Brochures

Many templates were not saved or available or needed updating. (permit forms, brochures, information, notice of remedies)

### Vehicle

Helped remove some of the gear/items from the old vehicle as well as contacting Trent Jager with Wetaskiwin to start process of the vehicle stuff. Decals put on to make the enforcement vehicle more visible.

### MRF Program

I was made aware the MRF program was approved, unfortunately this is something we still are waiting on as we need the vehicle equipped.

January Reports	Group	Officer	Report Type	Incident Type	Location	Report Date	Status
104438	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Found Animal Report		TOWN OF MILLET	2024/01/09 1003	Report Sent to Review
104442	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Ticket	ANIMAL CONTROL : ANIMAL CONTROL	TOWN OF MILLET	2024/01/09 1617	Report Sent to Review
0136	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Ticket	ANIMAL CONTROL : ANIMAL CONTROL	TOWN OF MILLET	2024/01/11 1551	Report in Progress
2024-000010	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	ABANDONED VEHICLE	TOWN OF MILLET	2024/01/09 1629	Report Sent to Review
2024-000017	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	ANIMAL BYLAW	TOWN OF MILLET	2024/01/11 1403	Report Sent to Review
2024-000003	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	ANIMAL BYLAW	TOWN OF MILLET	2024/01/02 1259	Report Sent to Review
2024-000002	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	ANIMAL BYLAW	TOWN OF MILLET	2024/01/02 1212	Report Sent to Review
2024-000009	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	ANIMAL BYLAW	TOWN OF MILLET	2024/01/09 1143	Report Sent to Review
2024-000013	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	ANIMAL BYLAW	TOWN OF MILLET	2024/01/15 1001	Report in Progress
2024-000014	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	ANIMAL BYLAW, ANIMAL BYLAW	TOWN OF MILLET	2024/01/15 1309	Report in Progress
2024-000006	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	ANIMAL BYLAW, ANIMAL BYLAW	TOWN OF MILLET	2024/01/08 1209	Report Sent to Review
2024-000036	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2136	Report Sent to Review
2024-000035	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2127	Report Sent to Review
2024-000034	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2120	Report Sent to Review
2024-000033	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2115	Report Sent to Review
2024-000032	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2112	Report Sent to Review
2024-000031	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2108	Report Sent to Review
2024-000030	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2103	Report Sent to Review
2024-000029	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2058	Report Sent to Review
2024-000028	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2041	Report Sent to Review
2024-000027	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/23 2023	Report Sent to Review
2024-000016	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/15 1520	Report Sent to Review
2024-000015	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/15 1401	Report Sent to Review
2024-000040	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/31 1114	Report Sent to Review
2024-000007	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/08 1256	Report Sent to Review
2024-000005	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/05 1435	Report Sent to Review
2024-000020	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/16 1015	Report Sent to Review
2024-000019	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/15 1636	Report Sent to Review
2024-000018	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/15 1633	Report Sent to Review
2024-000008	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/15 1602	Report Sent to Review
2024-000039	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	TRAFFIC BYLAW	TOWN OF MILLET	2024/01/09 1119	Report Sent to Review
2024-000023	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	TRAFFIC BYLAW	TOWN OF MILLET	2024/01/31 1025	Report Sent to Review
2024-000022	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	TRAFFIC BYLAW	TOWN OF MILLET	2024/01/17 1316	Report Sent to Review
2024-000026	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	TRAFFIC BYLAW	TOWN OF MILLET	2024/01/17 1258	Report Sent to Review
2024-000025	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	TRAFFIC BYLAW, BUSINESS LICENSE	TOWN OF MILLET	2024/01/18 1624	Report Sent to Review
2024-000024	TOWN OF MILLET ENFORCEMENT SERVICES	STEPHANIE STAV	Incident Report	TRAFFIC BYLAW, COMMUNITY STANDARDS	TOWN OF MILLET	2024/01/18 0957	Report Sent to Review

# Town of Millet Library Board Minutes

## November 14, 2023

Connect...with each other

Discover...the possibilities

Present were: Charlene Veldkamp, Susie Petrisor, Susan Williamson, Jillian Meyers, Jackie Peel, Angeline Kwantes, Jill Simms

1. Call to Order at 6:00pm
2. Adoption of Agenda moved by Charlene Veldkamp, carried
3. Adoption of September 19, 2023 minutes moved by Susan Williamson, carried
4. Correspondence accepted as presented
  - a. Town of Millet
  - b. Alberta Municipal Affairs
  - c. Computers for Schools
  - d. YRL-Return on Investment
5. Manager Report accepted as presented
  - a. Monthly Comparison
  - b. STATS
  - c. Training: Ebsco, Technology planning, Alberta Law library, Effective Meetings, Power through collaboration, Safety & Security, AI, Safe Communication, Defending Information Access
6. Policy:

**Res # 31/2023** Approval of the Manager Performance Appraisal as amended moved by Susie Petrisor, carried

7. New Business:

**Res #32/2023** Approval to waive patrons library overdue fines in exchange for a donation to the Millet Foodbank from Nov. 21-Dec. 8, 2023 moved by Angeline Kwantes, carried

**Res #33/2023** Approval for the Town of Millet Library Board to be added to the Town of Millet RMA Insurance main policy as an "Additional Named Insureds" (ANI) moved by Jacqueline Peel, carried

**Res #34/2023** Approval to purchase shelving from Jonathan Morgan and Company as quoted for \$16,267.77 moved by Charlene Veldkamp, carried

**Res #35/2023** Approval of the 2024 budget moved by Susan Williamson, carried

**Res #36/2023** Approval to increase all staff wages by 2.2% effective November 21, 2023, moved by Angeline Kwantes, carried

**Res #37/2023** Approval to increase all staff wages by 0.3% effective June 21, 2024, moved by Susan Williamson, carried

**Res #38/2023** Approval to add Angeline Kwantes as a signee for the Town of Millet Library Board moved by Charlene Veldkamp, carried

- a. Meeting Dates for 2024
8. Old Business:
9. Friends Report:
  - a. Silent Auction
  - b. 50/50 draw


**Res #39/2023** The Town of Millet Library Board accepts those present as in attendance moved by Charlene Veldkamp, carried

10. Councillor Report:
11. Meeting Dates for 2024: February 8, April 11, September 12, November 14 at 6:00

### Next meeting

Meeting Adjourned 7:13pm

N:\0001 NEW 2019\BOARD\2023\Minutes\November 14, 2023 Minutes.docx

 **COUNCIL MEETING** Feb 1, 2024

**FEB 28 2024**

ITEM # 7.2.12

# Millet Public Library Manager's Report

Connect...with each other

Learn....continuously

Discover...the possibilities

November	2023	2022	2021	2020	2019	2018	2017	2016
New Memberships	6	10	4	5	5	12	21	11
Card Renewal	35	31						
Questions answered	352	889	846	341	409	307	238	283
Program Attendees	640	612	542	536	532	408	545	216
Program Sessions	62	44	47	45				
Visitors to Library	1453	1186	674	469	1116	1001	1233	1194
Website Sessions	167	208	342	181	201	348	218	233
Wireless Sessions	187	1872	NA	289	701	531	870	585
Computer Sessions	112	40	25	16	203	244	141	314
E-resources Borrowed	424	380	573	433	314	296	241	255
Items Checked Out	2672	2743	2325	1826	2062	1779	1739	1880
Inter-library Loaned	804	669	648	468				
Inter-library Borrowed	1381	1249	1110	1065				
Holds Satisfied	658	808	673	701	663	656	515	589

COUNCIL MEETING

FEB 28 2024

ITEM # 7.3

# Millet Public Library Manager's Report

Connect...with each other

Learn...continuously

Discover...the possibilities

December	2023	2022	2021	2020	2019	2018	2017	2016
New Memberships	5	3	4	4	6	3	13	7
Card Renewals	14	21						
Questions answered	352	695	600	629	290	287	142	202
Program Attendees	1381	637	713	400	401	382	338	117
Program Sessions	59	57	41	26				
Visitors to Library	1381	741	559	400	791	758	781	760
Website Sessions	161	208	252	234	239	272	220	163
Wireless Sessions	289	1396	NA	232	507	866	493	458
Computer Sessions	61	40	37	6	145	217	100	168
E-resources Borrowed	400	437	535	426	311	313	430	219
Items Checked Out	2330	2262	2039	2202	1518	1534	1080	1612
Inter-library Loaned	804	713	529	470				
Inter-library Borrowed	1171	1110	1054	886				
Holds Satisfied	615	463	620	743	507	410	334	360

# Monthly Bank Reconciliation

Municipality of  
**TOWN OF MILLET**

Month Ending 31, January 2024

	General Account	Chequing Account	General Term Deposit	Cemetery Term Deposit	Tax sale account	Total
Net Balance at End of Previous Month	\$190,751.32	\$258,973.64	\$2,936,126.71	\$16,705.44	\$0.00	\$3,402,557.11
Receipts for the Month (Less Loans)	\$565,288.47	\$1,230.58	\$13,883.97	\$39.02		\$580,442.04
Terms Cashed in		\$350,000.00		\$0.00		\$350,000.00
Sub-Total	\$756,039.79	\$610,204.22	\$2,950,010.68	\$16,744.46	\$0.00	\$4,332,999.15
<b>LESS:</b>						
Terms Taken out	\$150,000.00		\$200,000.00	\$0.00		\$350,000.00
Disbursements for the Month	\$330,642.25	\$334,758.43		\$0.00		\$665,400.68
			\$0.00	\$0.00		\$0.00
Net Balance at End of Month	\$275,397.54	\$275,445.79	\$2,750,010.68	\$16,744.46	\$0.00	\$3,317,598.47
Balance at End of Month -- Treasury Branch	\$256,029.22	\$419,542.70	\$2,750,010.68	\$16,744.46	\$0.00	\$3,442,327.06
*Cash on Hand at End of Month			\$0.00	\$0.00		\$0.00
Sub-Total	\$256,029.22	\$419,542.70	\$2,750,010.68	\$16,744.46	\$0.00	\$3,442,327.06
ADD: Outstanding deposits	-\$19,368.32		\$0.00			-\$19,368.32
Less: Outstanding Cheques (See List)	\$0.00	\$144,096.91	\$0.00	\$0.00		\$144,096.91
<b>BALANCE</b>	<b>\$275,397.54</b>	<b>\$275,445.79</b>	<b>\$2,750,010.68</b>	<b>\$16,744.46</b>	<b>\$0.00</b>	<b>\$3,317,598.47</b>

### OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
<b>Chequing Account</b>		977	3,075.59	996	210.00	1017	272.95		\$-00
83	125.64	978	2,899.70	997	1,978.20	1018	926.56		\$-00
163	154.09	979	100.00	998	47,886.95	1019	1,945.00		\$-00
341	76.56	980	500.00	999	217.00	1020	4,288.20		\$-00
616	28.98	981	9,754.50	1000	155.68				\$-00
667	20.22	982	401.63	1001	247.25				\$-00
681	28.98	983	830.00	1002	420.00				\$-00
705	50.00	984	666.75	1003	38.50				\$-00
756	12.04	985	1,251.46	1004	200.00				\$-00
848	86.60	986	463.05	1005	204.75				\$-00
937	1,075.00	987	350.00	1006	54.83				\$-00
941	190.40	988	160.00	1007	36,727.74				\$-00
970	3,465.00	989	3,079.09	1008	1,075.00				\$-00
971	283.50	990	209.37	1009	98.19				\$-00
972	6,311.55	991	300.00	1010	13.86				\$-00
973	2,655.09	992	892.10	1012	98.66				\$-00
974	90.00	993	807.00	1014	1,523.31				\$-00
975	500.00	994	192.11	1015	491.54				\$-00
976	273.26	995	705.60	1016	2,957.88				\$-00
									<u>\$144,096.91</u>

Reviewed by: *A. Schoening*  
Chief Administrative Officer

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

This statement submitted to Council this day of 28 January 2024.  
Remarks:

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

COUNCIL MEETING

FEB 28 2024

ITEM # 7.5



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

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**Meeting:** Council Meeting  
**Meeting Date:** February 28, 2024  
**Originated By:** Lisa Schoening  
**Agenda Item:** 8.1 Fees Bylaw Changes

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**BACKGROUND/PROPOSAL**

Since passing the Fees Bylaw in December, 2023, there have been some changes, therefore the bylaw has been updated with the following changes:

- 1) Any business license obtained after September 1<sup>st</sup> of each year will be reduced by 50%
- 2) Lifetime dog tags have been changed to reflect older than 5 years cost. Owner must show proof of age.
- 3) Hugo Witt has been removed from facility rentals
- 4) A hourly meeting charge has been added to the Banquet hall
- 5) A cost for rental of the parking lot has been added
- 6) Utility fee call out for issues that are not Town related
- 7) Additional garbage fees (extra bins ect.) have been added

**Administration Recommendation:** That all three readings of Bylaw 2024-02 be approved.

COUNCIL MEETING

**FEB 28 2024**

ITEM # 8.1  
16



**TOWN OF MILLET**

**BYLAW NO. 2024-02**

**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 Statues 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 \_\_\_\_\_

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**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

**All licensing purchased after September 1<sup>st</sup> will be reduced by 50%.**

**ANIMAL BYLAW**

**DOG TAGS**

Lifetime Registration (under 5 years old)	\$150
Lifetime Registration (over 5 years with proof of age)	\$75
Lifetime Restricted/Dangerous	\$350
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 30<sup>th</sup>. 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 30<sup>th</sup>. Monday to Friday 8:30am to 4:30pm \$200

### FACILITY RENTALS –

Millet Agriplex Banquet Hall – Full rental (8am-3am)	\$550	Per day
Millet Agriplex Banquet Hall -Funeral (8am-3am)	\$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
^Millet Agriplex Banquet Hall – Meeting rate	\$22.00/hr.	Max -2 hours^
Agriplex Parking Lot	\$350/day	
Damage Deposit – Full Rental and Funeral	\$1000.00	
Damage Deposit – Kitchen Only	\$500.00	
*Damage Deposit – Meetings Agriplex	\$100.00*	
Key Deposit	\$82.50	
Corkage Fee	\$55.00	
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	

^ Maximum time may be extended at the discretion of the CAO or designate.

\* Rate only applies to max 2 hour meetings, at the discretion of the CAO or designate.

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

Local Minor	\$115.00/hr
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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 BI-MONTHLY RATES**

SINGLE FAMILY DWELLING UNITS;

**\$58.25** for the first 15 cubic meters and **3.50** for each additional cubic meter of water thereafter.

**\$32.50** capital flat rate

COMMERCIAL AND INDUSTRIAL UNITS;

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

**\$35.00** capital flat rate

PUBLIC AND INSTITUTIONAL SCHOOLS;

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

**\$55.00** capital flat rate

CHURCHES, CLUBS, ASSOCIATIONS, CHARITABLE ORGANIZATIONS;

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

**\$7.50** capital flat rate

#### **ADDITIONAL FEES – WATER SERVICE**

Disconnection Fee: \$100

Reconnection Fee: \$100

Damaged Meters: \$103.50/billing period

Grandfathered flat water access fee: \$116/billing period

Flat Rate for all mobile home units – \$103.50/billing period

#### **SEWER SERVICE CHARGES**

##### **RESIDENTIAL**

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

\$47.50 per bi-monthly

\$35.00 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

\$7.50 Capital Flat Rate – bi-monthly

**GARBAGE**

Flat fee - \$32.60 per residence bi-monthly

Additional Garbage Bin - \$8.80 bi-monthly

When waste management company is unable to collect organics bins due to no access: \$26.10 bi-monthly.

Properties that qualify for transfer station vouchers option: \$16.30 bi-monthly

**UTILITY 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.

UTILITY TO TAX TRANSFER ADMIN FEE - \$35.00

When a property owner or tenant requests the assistance of the Operations staff for any utility issues that are determined to not be the responsibility of the Town of Millet by the CAO or designate, costs shall be billed back to the utility account on the affected property at the actual cost of Town staff attending and investigating the issue.

**FCSS HOMECARE SERVICES**

1 person in home	\$12.60/hr.
2+ people in home	\$14.80/hr

**TAX CERTIFICATES** \$40.00

**HIGHWAY 2A SIGNS – Effective July 1, 2024**

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)**

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**Meeting:** Council Meeting  
**Meeting Date:** February 28, 2024  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.1 Parking – Porter Avenue

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**BACKGROUND/PROPOSAL**

At the February 14<sup>th</sup> meeting Council asked administration to obtain a legal opinion on the liabilities of allowing parking behind Porter Avenue.

Our legal Council has advised that if Council grants permission, this will then put the Town 100% liable for any and all claims made on that land resulting from the residents that park there.

They recommend that this not be permitted and also stated that even if we register this area as an alley, alleys are not meant for parking in any municipality, only for through traffic.

**Resolution:** Council will need to decide if they wish to allow residents to park on the area.

COUNCIL MEETING

FEB 28 2024

ITEM # 11.1

