



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, March 13, 2024
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 February 28, 2024 – Regular Meeting of Council
- 6.0 DELEGATIONS**
- 7.0 REPORTS**
 - 7.1 Millet Fire Department Call History 02/01/2024 – 02/29/2024
- 8.0 BYLAWS**
- 9.0 AGREEMENTS**
- 10.0 CORRESPONDENCE**

11.0 NEW BUSINESS

11.1 Paul Pay Parking Lot and Fencing

11.2 Leaders of Tomorrow – Sponsorship Request

11.3 Highway 2A and Highway 616 Signalization\Infrastructure Upgrades

12.0 CLARIFICATION OF AGENDA

13.0 CLOSED SESSION

14.0 ADJOURNMENT



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
FEBRUARY 28th, 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 Lisa Schoening
OFFICE MANAGER Joyce Vanderlee
DIRECTOR OF INFRASTRUCTURE Lisa Novotny
MANAGER OF FINANCE

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:

Res #042/24 Adoption of Agenda	Moved by Councillor Bennett that the February 28, 2024, agenda is hereby approved with the following additions: 6.1 Delegate Millet Fire Department Fire Chief Steve Moen
--------------------------------------	---

CARRIED

5.0 ADOPTION OF MINUTES:

Res #043/24 Adoption of Minutes	Moved by Councillor Van de Kraats that the February 14, 2024, Regular Meeting of Council Minutes are hereby approved, as amended. 11.5 Millet Wellness Resolution to read: Moved by Councillor Starky that council approve modifications to the Community Hall Kitchen Sink provided grants are obtained to cover costs and further that council provide a letter of support to Millet Wellness.
---------------------------------------	--

CARRIED

6.0 DELEGATIONS:*6.1 Millet Fire Department*

Res #044/24	Delegate Fire Chief Steve Fire Moen Update
-------------	--

CARRIED

7.0 REPORTS:

- 7.1 Millet Enforcement Services 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

Res # 045/24 Reports	Moved by Councillor Frost that Council accept the reports presented as information.
-------------------------	---

CARRIED

8.0 BYLAWS:*8.1 Bylaw 2024-01 Borrowing Bylaw*

Res # 046/24 Bylaw 2024-02	Moved by Councillor Van de Kraats that Council gives first reading to Bylaw 2024-02 Fees Bylaw.
-------------------------------	---

CARRIED

Res # 047/24 Bylaw 2024-02	Moved by Councillor Petrisor that Council gives second reading to Bylaw 2024-02 Fees Bylaw.
-------------------------------	---

CARRIED

Res # 048/24 Bylaw 2024-02	Moved by Councillor Starky that Council brings to table for third and final reading to Bylaw 2024-02 Fees Bylaw.
-------------------------------	--

CARRIED

Res # 049/24 Bylaw 2024-02	Moved by Councillor Frost that Council gives third and final reading to Bylaw 2024-02 Fees Bylaw.
-------------------------------	---

CARRIED

9.0 AGREEMENTS: NONE**10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:***11.1 Parking Porter Avenue*

Res #050/24	Moved by Councillor Frost that Council allows residents to park on town property on the west side of Porter Avenue.
-------------	---

DEFEATED

Res #051/24	Moved by Councillor Van de Kraats that Council direct Administration to work with legal on solutions.
-------------	---

CARRIED

12.0 CLARIFICATION OF AGENDA: *NONE*

13.0 CLOSED SESSION: *NONE*

14.0 ADJOURNMENT:

The meeting was adjourned at 4:39 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 13th DAY OF MARCH 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: March 13 2024
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 Report - 02/01/2024 to 02/29/2024

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

That Council accept the reports as presented.



**Millet Fire Department
Call History Report by Date
2/1/2024 - 2/29/2024**

Date	Type	Incident #	Incident Type	Primary Action	# Of Attendees	Total Time
Sun 02/04/2024 02:21	County - Leduc	2400013	52 Alarms	55 Establish safe area	9	00:40
Thu 02/15/2024 12:20	County - Wetaskiwin (Extra Hours)	2400014	77 Motor Vehicle Collision	55 Establish safe area	9	01:12
Wed 02/21/2024 23:58	County - Wetaskiwin (Extra Hours)	2400015	71 Vehicle Fire		10	01:37
Fri 02/23/2024 06:52	County - Leduc	2400016	82 Vegetation/ Wildland/ Brush/ Grass Fire	55 Establish safe area	12	00:35
Sun 02/25/2024 10:25	County - Wetaskiwin	2400017	10 Chest Pain (Non-Traumatic)	55 Establish safe area	10	00:41
Mon 02/26/2024 09:10	City - Millet	2400018	09 Cardiac Arrest		11	00:05
Wed 02/28/2024 12:46	County - Leduc	2400019	10 Chest Pain (Non-Traumatic)	55 Establish safe area	8	00:58

Total calls for City - Millet:	1
Total calls for County - Leduc:	3
Total calls for County - Leduc (Extra Hours):	0
Total calls for County - Wetaskiwin:	1
Total calls for County - Wetaskiwin (Extra Hours):	2
Total calls:	7
Total Time:	05:48

SM

COUNCIL MEETING
MAR 13 2024
ITEM # 7.1



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: Wednesday March 13, 2024
Originated By: Rob Pelletier
Agenda Item: 11.1 - Paul Pay Parking Lot and Fencing

BACKGROUND/PROPOSAL

Council directed Administration to bring forward options with cost estimates for formalizing a parking area and fencing at Paul Pay soccer field.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Fencing

Option 1 - Leave as is, no fencing installation.

- No cost
- Does not define field surface vs parking area
- Less maintenance

Option 2 - Rail fencing – estimated cost \$5,500

- Matches theme identified in Parks and Community Master Plan
- Ongoing maintenance cost and additional trimming
- Would well define the parking area

Option 3 -Concrete Lego Blocks with chains (reused from splash park area)- \$4,000

- Does not match community theme
- Reused chains are a potential hazard
- Blocks could be repurposed in the future
- Ongoing maintenance costs and additional trimming

Although there was some discussion regarding re-using the existing fencing at the splash park, this is not practical as the posts require maintenance, and the depth and base material is unknown making it financially impractical.

Parking Lot

Option 1 – Leave as is - \$0

- Cost effective
- Add parking signage stating times that parking would be allowed
- Less maintenance
- More unpredictable for users

Option 2 – Formalize gravel parking area - \$10,000 (excluding staff and equipment time)

- More ongoing maintenance
- Expensive
- Better parking surface and aesthetic

COSTS/SOURCE OF FUNDING

See above, none of the options presented with associated costs have been accounted for in the 2024 budget.

RECOMMENDED ACTION:

That Administration monitor the parking situation at Paul Pay field for the 2024 soccer season and bring forward a report later in the year for Council's consideration.



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

Meeting: Regular Council Meeting
Meeting Date: Wednesday March 13, 2024
Originated By: Annette Gordon, Director of Finance
Agenda Item: 11.2 – Leaders of Tomorrow Request for Sponsorship

BACKGROUND/PROPOSAL

A request has been received from Leaders of Tomorrow requesting a contribution to the 2024 awards ceremony.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Leaders of Tomorrow Awards is a youth volunteer recognition program which enables community organizations to publicly recognize the contributions of their youth volunteers. The purpose of the Leaders of Tomorrow Awards Program is to encourage the nominees to continue their involvement in volunteerism and leadership activities, as well as acknowledge that all voluntary contributions are valuable to the community.

COSTS/SOURCE OF FUNDING

In previous years the Town has contributed \$1,000 for this program which is funded through FCSS.

RECOMMENDED ACTION:

That Council approve \$1,000 for Leaders of Tomorrow to be funded through FCSS.



March 1, 2024

Mayor Doug Peel
Town of Millet
Box 270
Millet, AB T0C 1Z0

Dear Mayor Peel,

On behalf of the Leaders of Tomorrow Awards Committee, Wetaskiwin, I would like to thank you for your steadfast sponsorship over the years.

We are happy to announce that we are back and in the planning stages for the 2024 Leaders of Tomorrow Awards!

We trust that your past involvement with this program has been rewarding, and we are hopeful that you will once again sponsor the Leaders of Tomorrow for the 2024 season.

Your sponsorship of \$1000-\$2000 will ensure that our committee can offer:

- ✓ a top-quality youth volunteer recognition program
- ✓ a recognition ceremony
- ✓ award packages for all nominees
- ✓ communications/advertising/printing/postage

In appreciation of your support, we will be happy to offer the following benefits:

- ✓ Town of Millet logo on all advertising, programming, etc.
- ✓ recognition & involvement at the awards ceremony

To convey your intentions, please email me at your earliest convenience at leadersoftomorrow.wetaskiwin@gmail.com.

I look forward to your reply.
Sincerely,

A handwritten signature in black ink, appearing to read 'EIH'.

Emma Ingen-Housz
Executive Director
Leaders of Tomorrow Awards Committee, Wetaskiwin



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

Meeting: Regular Council Meeting

Meeting Date: March 13, 2024

Originated By: Lisa Novotny, Director of Development and Infrastructure

Agenda Item: **11.3 - Highway 2A and Highway 616 Traffic Signalization\ Infrastructure Upgrades**

BACKGROUND/PROPOSAL

The Town has been working with Alberta Transportation and Economic Corridors (ATEC) for the installation of traffic lights at the intersection of Highway 2A and Highway 616. As ATEC is responsible for three of the four portions of road into the intersection they have agreed to contribute 75% to the project and cover the ongoing maintenance of the traffic lights when installed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The tender for the infrastructure works was posted on Alberta Purchasing Connection February 15, 2024 and closed March 7, 2024. The agreement with ATEC requires that the tender be awarded to the lowest compliant bidder. The bids received are as follows:

Company Name	Bid Tender Price
<i>Park-Aid Asphalt & Maintenance</i>	\$504,425.55
Knelson Sand and Gravel	\$547,570.25
Kantrax Contractors	\$648,603.04
Park Paving	\$649,901.00
D & H Concrete Services	\$693,608.07

There are three components to this project the CPKC railway upgrades, engineering and intersection upgrades.

Component	Cost
CPKC Upgrades – <i>*estimate</i>	\$432,038.00
Engineering	\$109,861.00
Contracted intersection upgrades	\$504,245.55
Total	\$1,046,144.55

Alberta Transportation Cost Share (75%)	\$784,608.41
Town of Millet Cost Share	\$261,536.14

COSTS/SOURCE OF FUNDING

Council has approved \$250,000 for this project as part of the 2024 capital budget, however there may be changes to the final cost as the numbers provided by CPKC are estimates only and there is no contingency built within the prices provided.

RECOMMENDED ACTION:

That Council accept the tender from Park-Aid Asphalt & Maintenance in the amount of \$504,245.55 plus GST for the Highway 2A and Highway 616 Intersection Upgrades.

That Council approve an additional \$50,000 from Canada Community Building Fund (CCBF) to cover any additional costs associated with the Highway 2A and Highway 616 Traffic Signalization upgrades.