



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, April 24, 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 April 10, 2024 – Regular Meeting of Council

- 6.0 DELEGATIONS**

- 7.0 REPORTS**
 - 7.1 Library Board Minutes February 2024
 - 7.2 Library Statistics January 2024
 - 7.3 Library Statistics February 2024
 - 7.4 Library Statistics March 2024
 - 7.5 Councillor Hogstead WALA Report

- 8.0 BYLAWS**

- 9.0 AGREEMENTS**

10.0 CORRESPONDENCE

11.0 NEW BUSINESS

- 11.1 Hall Rental Reduction Request
- 11.2 Library Trustee Board Appointment
- 11.3 MIB Waiver Request
- 11.4 Seniors Week 2024 Community Declaration
- 11.5 FCSS Requests 2024
- 11.6 Smiles Non-Profit Invitation
- 11.7 Metrix Group LLP 2023 Financial Statements
- 11.8 Ball Diamond Usage & Rate Request

12.0 CLARIFICATION OF AGENDA

13.0 CLOSED SESSION

- 13.1 Land

14.0 ADJOURNMENT



**REGULAR MEETING OF COUNCIL
TOWN OF MILLET
APRIL 10th, 2024
Millet Civic Centre
4:00 p.m.**

PRESENT:

MAYOR

Doug Peel

COUNCILLORS

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

CAO
OFFICE MANAGER

Lisa Schoening
Joyce Vanderlee

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: NONE

4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res #073/24 Adoption of Agenda	Moved by Councillor Van de Kraats that the April 10, 2024, agenda is hereby approved as amended. 13.3 Land
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CARRIED

5.0 ADOPTION OF MINUTES:

Res #074/24 Adoption of Minutes	Moved by Councillor Hogstead that the March 27, 2024, Regular Meeting of Council Minutes are hereby approved, as amended. <i>Add the Clarification of Agenda response to Christina Max regarding threats we have had to Town Hall in the past. Response from Administration was that "yes we have had threats in the past."</i>
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CARRIED

6.0 DELEGATIONS:

Mr. Dave Horner presented council with options to encourage solar installation in the Town of Millet.

7.0 REPORTS:

- 7.1 *Enforcement Services – February & March 2024*
- 7.2 *Millet Fire Department - Call History March 2024*
- 7.3 *Finance - Tax Analysis March 2024*

Res # 075/24 Reports	Moved by Councillor Starky that Council accepts 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 2024 State of Wetaskiwin Region Luncheon

Res #076/24	Moved by Councillor Van de Kraats that Mayor Peel and any council members or staff that wish to attend may.
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CARRIED

11.2 Friends of Millet Youth Society

Res #077/24	Moved by Councillor Bennett that council direct administration to write a letter of support to the Friends of Millet Youth Society.
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*CARRIED***12.0 CLARIFICATION OF AGENDA: NONE**

Res #078/24 Adjournment	Moved by Councillor Frost 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**Council took a 5 minute break***13.0 CLOSED SESSION:**

Res #079/24 Reconvene	Moved by Councillor Petrisor that the Regular Council Meeting reconvene from Closed Session at 5:46 p.m.
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*CARRIED***14.0 ADJOURNMENT:***The meeting was adjourned at 5:55 p.m.****THESE MINUTES ADOPTED BY COUNCIL THIS 24th DAY OF APRIL 2024.***_____
MAYOR_____
CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: April 24th 2024
Originated By: Joyce Vanderlee, Office Manager
Agenda Item: 7.0 - Reports

BACKGROUND/PROPOSAL

The following Reports have been submitted for Council's information.

- 7.1 Library Board Minutes February 2024
- 7.2 Library Statistics January 2024
- 7.3 Library Statistics February 2024
- 7.4 Library Statistics March 2024
- 7.5 Councillor Hogstead – WALA 2024 Update

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

That the Reports are hereby accepted as information.

Town of Millet Library Board Minutes

February 1, 2024

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Learn...from each other

Discover...the possibilities

Present were: Susan Williamson, Jillian Meyers, Jackie Peel, Angeline Kwantes
Absent with regret: Charlene Veldkamp, Susie Petrisor

1. Call to Order 6:09pm
2. Adoption of Agenda moved by Jackie Peel, carried
3. Adoption of November 14, 2023 Minutes moved by Angeline Kwantes, carried
4. Correspondence accepted as presented
 - a. Town of Millet

Res # 1/2024 Motion to submit the presented Millet Library Annual Report to the County of Wetaskiwin Library Board moved by Susan Williamson, carried

5. Manager Report accepted as presented
 - a. Monthly Comparison
 - b. STATS
 - c. OHS
6. Policy:

Res #2/2024 Motion to approve the Workplace Health and Safety Policy moved by Jackie Peel, carried

Res #3/2024 Motion to approve the Workplace Violence and Harassment Prevention Policy moved by Angeline Kwantes, carried

Res #4/2024 Motion to approve the Code of Conduct Policy moved by Susan Williamson, carried

Res #5/2024 Elections: (Chair, Vice Chair, Secretary, Treasurer)

- i. Jillian Meyers opened the floor for nominations for Chair, Jackie Peel nominated Jillian Meyers for Chair, Nomination called three times, Jillian Meyers called nominations to cease, Jillian Meyers declared Chair by proclamation
- ii. Jillian Meyers opened the floor for nominations for Vice Chair, Jackie Peel nominated Susan Williamson for Vice Chair, Nomination called three times, Jillian Meyers called nominations to cease, Susan Williamson declared Vice-Chair by proclamation
- iii. Jillian Meyers opened the floor for nominations for Treasurer, Angeline Kwantes nominated Charlene Veldkamp for Treasurer, Nomination called three times, Jillian Meyers called nominations to cease, Charlene Veldkamp declared Treasurer by proclamation
- iv. Jillian Meyers opened the floor for nominations for Secretary, Angeline Kwantes nominated Jackie Peel for Secretary, Nomination called three times, Jillian Meyers called nominations to cease, Jackie Peel declared Secretary by proclamation

Chair: Jillian Meyers

Vice Chair: Susan Williamson

Secretary: Jackie Peel

Treasurer: Charlene Veldkamp

7. New Business:

Res #6/2024 Motion to approve the closure of the library as required to install new shelving moved by Angeline Kwantes, carried

Res #7/2024 Motion to submit the 2023 Annual Report to Municipal Affairs moved by Jackie Peel, carried

8. Old Business:
9. Friends Report:
 - a. Silent Auction
 - b. 50/50 draw
 - c. Shrove Tuesday Pancake Supper Feb 13, 2024

Res #8/2024 The Town of Millet Library Board accepts those present and those absent with regret as in attendance moved Jackie Peel, carried

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

Next meeting Thursday April 11 @ 6:00pm

Meeting Adjourned 7:30pm



Jillian Meyers
April 11, 2024

Millet Public Library Manager's Report

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Discover...the possibilities

January	2024	2023	2022	2021	2020	2019	2018
New Memberships	7	5	14	2	8	10	5
Card Renewals	32	22					
Questions answered	352	352	126	601	375	416	225
Program Attendees	401	717	500	223	393	526	197
Program Sessions	54	37	96	19	25		
Visitors to Library	930	1144	536	198	939	1140	1002
Website Sessions	232	244	183	208	339	327	257
Wireless Sessions	1017	1455	1260	374	408	208	504
Computer Sessions	94	60	13	0	194	297	186
E-resources Borrowed	440	503	627	402	342	296	257
Items Checked Out	2811	2659	2804	1416	2080	2064	1914
Inter-library Loaned	901	774	630	592	503		
Inter-library Borrowed	1466	1280	1345	1070	1035		
Holds Satisfied	1057	859	808	577	738	785	740

Millet Public Library Manager's Report

Connect...with each other

Learn....continuously

Discover...the possibilities

February	2024	2023	2022	2021	2020	2019	2018
New Memberships	4	8	4	0	6	18	18
Card Renewals	17	14					
Questions answered	352	352	239	478	349	297	209
Program Attendees	523	700	543	441	350	571	203
Program Sessions	55	57	40	39	23		
Visitors to Library	1153	1190	620	241	972	1025	970
Website Sessions	261	194	203	274	285	248	183
Wireless Sessions	910	1607	1131	367	426	604	374
Computer Sessions	113	52	40	0	183	287	158
E-resources Borrowed	441	449	518	408	439	294	263
Items Checked Out	2582	2362	2146	1397	1949	1909	1656
Inter-library Loaned	958	766	553	592	458		
Inter-library Borrowed	1497	1045	1117	1023	957		
Holdings Satisfied	981	635	680	667	632	621	563

Millet Public Library Manager's Report

Connect...with each other

Learn....continuously

Discover...the possibilities

March	2024	2023	2022	2021	2020	2019	2018
New Memberships	4	5	8	0	1	16	26
Card Renewals	20	20	34	15	104		
Questions answered	352	352	303	766	494	406	180
Program Attendees	537	914	540	437	222	632	326
Program Sessions	50	56	37	48	13		
Library Visitors	1089	1130	698	383	527	1254	1018
Website Sessions	212	246	251	240	323	353	198
Wireless Sessions	1121	1239	1898	414	573	787	606
Computer Sessions	66	71	32	0	78	342	242
E-resources Borrowed	541	400	461	443	526	297	281
Items Checked Out	2813	2442	2385	1741	1256	1943	1873
Inter-library Loaned	1063	770	810	604	511		
Inter-library Borrowed	1756	1185	1207	1328	843		
Holds Satisfied	963	724	804	899	344	568	589

Wetaskiwin & Area Lodge Authority (WALA) report

At the Dec 6, 2023 meeting Kathy Rooyakkers was nominated Chair and Wayne Nelson was nominated Vice Chair.

It was reported that Peace Hills Lodge has 90% occupancy and West Pine Lodge also at 90% occupancy.

Metrix Group completed the 2023 audit with no issues to report and both lodges are in good standing.

Peace Hills is still operated by Bethany Homes, and West Pine is now operated by Town of Ponoka.

A \$15.00 per month per resident increase will come in effect July 1, 2024. Singles will pay \$900.00, and couples will pay \$1,415.00.

2024 meetings are Feb 7, March 27, May 8, June 26, Oct 2, and Dec 4.

Gerdie Hogstead



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

Meeting: Regular Council Meeting
Meeting Date: Wednesday April 24th, 2024
Originated By: Lisa Schoening, CAO
Agenda Item: 11.1 – Hall Fee Reduction Request

BACKGROUND/PROPOSAL

Millet Adventure Summer Camp

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Dear Millet Town Council,

I hope this letter finds you well. I am writing to request a special rental rate for the use of town facilities to host the Millet Adventure Summer Camp. Our camp aims to provide enriching experiences for children in the Millet community, fostering personal growth, outdoor exploration, and lasting memories.

The Millet Adventure Summer Camp is a vital initiative designed to engage children in constructive activities during the summer break. Through a blend of physical activities, outdoor adventures, and team-building exercises, we aim to instill values of leadership, resilience, and environmental stewardship in our young participants.

As a startup organization dedicated to the welfare of Millet's youth, we operate on a limited budget. Therefore, we kindly request your consideration for a reduced rental rate for the use of town facilities, including the Banquet, Meeting & Community Hall.

By offering a special rate, the Millet Town Council would not only support the mission of our summer camp but also demonstrate a commitment to the well-being and development of the local community's youngest members. Additionally, hosting the camp in town facilities ensures accessibility for all families and strengthens community ties.

We assure you that we will adhere to all regulations and guidelines set forth by the town council regarding the use of facilities and ensure the utmost care and respect for the premises.

Thank you for considering our request. We eagerly await your favorable response and the opportunity to collaborate in providing a memorable and impactful summer camp experience for Millet's children.

Warm regards,

Lindsey Starky & Thomas Dudley

RECOMMENDED ACTION:

That council advise is they would like to permit a reduced rental fee for the Camp.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: April 24 2024
Originated By: Lisa Schoening
Agenda Item: 11.2 Millet Library Trustee Appointment

BACKGROUND/PROPOSAL

Jillian Meyers first, three-year term is set to expire.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town of Millet Library Board would like to request that Jillian Meyers be reappointed as a trustee for a second, three-year term.

RECOMMENDATION

That Council appoint Jillian Meyers to a second, three-year term with the Millet Library Board.

Millet Public Library

Connect. Learn. Discover...

April 11, 2024

Millet Town Council
Box 270
Millet, AB T0C 1Z0

RE: Library Board Appointments

Dear Town of Millet Council

The Town of Millet Library Board would like to request that Jillian Meyers be reappointed as a trustee for a second, three-year term.

Susan Williamson



Vice-Chair,
The Town of Millet Library Board



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

Meeting: Council Meeting
Meeting Date: April 24, 2024
Originated By: Lisa Schoening
Agenda Item: 11.3 Waiver – MIB Community Garage Sale

BACKGROUND/PROPOSAL

During the annual community garage sale, Millet in Bloom invite those who do not have garages to set up in the Agriplex parking lot.

The new fee bylaw sets the rate for the parking lot at \$350/day. Millet in Bloom is asking that this fee be waived for their annual garage sale.

Administration Recommendation: Does Council wish to waive the fee for the parking lot for the annual Community Garage sale?



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Council Meeting
Meeting Date: April 24, 2024
Originated By: Lisa Schoening
Agenda Item: 11.4 Seniors Week

BACKGROUND/PROPOSAL

June 3 to 9 2024 is "Seniors Week". Millet has always proclaimed this week as an official proclamation for the Town of Millet.

Recommended Resolution: That June 3 – 9th 2024, 2023 is hereby proclaimed as Seniors Week in the Town of Millet.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: April 24, 2024
Originated By: Annette Gordon, Director of Finance
Agenda Item: 11.5 FCC Funding Requests 2024

BACKGROUND/PROPOSAL

FCSS grant applications are due by March 31 of each year, and the grants are then brought before council for approval to help with programs within the community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

N/A

COSTS/SOURCE OF FUNDING

FCSS grant 80%, and 20% municipal contributions.

RECOMMENDATION

Council to decide which grants to approve, after accounting for internal programing and leaving \$5,000 for unanticipated needs of the community. This would leave **\$30,000** to be allocated for grant requests, leaving **\$6,850** to be cut from the requests below.

Grant Requests:

Wetaskiwin Victim Service - \$2,000 (training and volunteer appreciation)
District Recreational Agricultural Society - \$14,000 – Harvest Fair
Millet Public Library – \$7,900 Children’s Programing
Millet Public Library - \$750 Volunteer Appreciation
Millet and District Historical Society - \$2,000 – Children’s Summer Programing

Millet and District Historical Society - \$2,000 – Special events programing

Millet and District Historical Society - \$1,300 – Volunteer appreciation

Millet & District Arts N crafts Guild - \$1,000 - Volunteer Appreciation

Millet & District Seniors - \$1,000 – Transportation

Wetaskiwin SDA Church - \$1,000 – Community Anxiety and Depression Recovery Programing
Supplies and volunteer training

Millet & District Lions Club - \$3,000.00 – Community Awards night and Parade

Horizons - \$900 – Utility folding

Total amount of requests: 36,850



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: Wednesday April 24th, 2024
Originated By: Lisa Schoening, CAO
Agenda Item: 11.6 – Smiles Non-Profit Events Invitation

BACKGROUND/PROPOSAL

The Smiles Non Profit Events May 2024

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The following request was received from Smiles :

The SMILES Nonprofit Society – (Support Mental Illness Lives Everyday Society) would like to invite you to bring greetings to an opening celebration of an unveiling at Centennial Park called Music & Laughter for Millet’s Mental Health on May 3rd and May 31st an evening of comedy for Millet’s mental health at the Agriplex upstairs.

This project was supported through a Rural Mental Health Grant and was created through a committee of SMILES. We have partnered with the Rural Mental Health Project where we received a grant as an animator for the town of Millet. We’d like to thank you for your support with the project by waiving all the fees for both halls and know this was greatly appreciated for the success of our grant.

Here is the information which is also attached.

What: Music & Laughter for Millet’s Mental Health
When: Friday, May 3 & 31, 2024
Where: Centennial Park at the Distancing Diamond and then the Millet Community Hall on May 3 and the Agriplex upstairs on May 31.
Time: 5:30 pm on May 3 and 6:00 pm on May 31.

We will have an unveiling of the new panels around the Diamonds of previous art posters in a collage that started in 2020 as well as other new panels to be revealed at the grand opening.

At the community hall there will be a music therapist, food, swag and draws. Then on May 31st is the laughter with local comedian Zandra Bell (aka Shirley Best) where there will also be food, swag, draws and journals.

I thank you for your consideration of attending and please provide written greetings if you are unable to attend.

RECOMMENDED ACTION:

That council advise administration if they would like to attend and bring greetings



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

Meeting: Regular Council Meeting
Meeting Date: Wednesday April 24th, 2024
Originated By: Lisa Schoening, CAO
Agenda Item: 11.8 – Ball Diamond Usage & Rate Request

BACKGROUND/PROPOSAL

Leduc Composite High School

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Leduc Composite High School coach would like to rent/use the larger Millet baseball diamond for Saturday June 22nd and June 23rd.

As there is currently no non-resident fee for youth useage of the ball diamonds they are requesting the \$55/day fee.

* The requested fee of \$55.00 per day for the one diamond was derived from using 1/3rd of the Daily tournament fee of \$165.00 per day as that daily fee includes all 3 diamonds.

RECOMMENDED ACTION:

That council advise if they would like to permit the Leduc Composite High School the daily rental fee for use of the diamond at the prorated rate of \$55.00 per day rate .