



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, August 14th, 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 July 17th, 2024 – Regular Meeting of Council

5.2 July 24<sup>th</sup>, 2024 – Special Meeting of Council

**6.0 DELEGATIONS**

6.1 Mr. Ben Kowal – Industrial Park Noise

**7.0 REPORTS**

7.1 Finance Bank Reconciliation June 2024

7.2 Millet Fire Department July 2024

**8.0 BYLAWS**

**9.0 AGREEMENTS**

**10.0 CORRESPONDENCE**

10.1 AB Municipal Affairs- Canada Community-Building Fund Agreement

**11.0 NEW BUSINESS**

11.1 Millet Minor Hockey Meeting Room Request

11.2 September Council Meeting

11.3 Offer to Purchase – Former Community Hall Properties

**12.0 CLARIFICATION OF AGENDA**

**13.0 CLOSED SESSION**

**14.0 ADJOURNMENT**



**REGULAR MEETING OF COUNCIL  
TOWN OF MILLET  
JULY 17th, 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
CAO	Lisa Schoening
OFFICE MANAGER	Joyce Vanderlee
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
Absent with regret	Mat Starky

---

**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:**

<b>Res #139/24</b> Adoption of Agenda	Moved by Councillor Van de Kraats that the July 17th, 2024, agenda is hereby approved as presented.
---	---

*CARRIED*

**5.0 ADOPTION OF MINUTES:**

<b>Res #140/24</b> Adoption of Minutes	Moved by Councillor Frost that the June 26th, 2024, Regular Meeting of Council Minutes are hereby approved as presented.
--	--

*CARRIED***6.0 DELEGATIONS: NONE****7.0 REPORTS:**

- 7.1 Millet Fire Department June 2024
- 7.2 Enforcement Services Report June 2024

<b>Res # 141/24</b> Reports	Moved by Councillor Bennett that Council accepts the reports presented as information.
--------------------------------	--

*CARRIED***8.0 BYLAWS: NONE****9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:*****11.1 Millet & District Lions Harvest Fair Parade***

<b>Res #142/24</b>	Moved by Councillor Hogstead that council host a meet and greet for dignitaries prior to the start of the parade and further that the Mayor and any Councillors wishing to ride in the parade may.
--------------------	--

*CARRIED****11.2 Concert in the Country***

<b>Res #143/24</b>	Moved by Councillor Petrisor that council waives the rental fees of Hugo Witt Room rental for August 9, 10 & 11 <sup>th</sup> as sponsorship for the Concert in the Country.
--------------------	--

*CARRIED*

12.0 CLARIFICATION OF AGENDA: NONE

14.0 ADJOURNMENT:

The meeting was adjourned at 4:10 p.m.

*THESE MINUTES ADOPTED BY COUNCIL THIS 14th DAY OF AUGUST 2024.*

---

*MAYOR*

---

*CHIEF ADMINISTRATIVE OFFICER*



**SPECIAL MEETING OF COUNCIL  
TOWN OF MILLET  
JULY 25th, 2024  
Via Zoom  
Meeting ID: 831 0499 0371  
Passcode: 469302  
12:15pm**

**PRESENT:**

MAYOR	Doug Peel
COUNCILLORS	Mike Bennett Gerdie Hogstead Susie Petrisor Mat Starky Charlene Van de Kraats
DIRECTOR OF INFRASTRUCTURE SECRETARY	Lisa Novotny Stacey Kramers
Absent with regret	Rebecca Frost Lisa Schoening Joyce Vanderlee

**1.0 CALL TO ORDER:**

The meeting was called to order by Mayor Peel at 12:15pm.

**2.0 NEW BUSINESS:**

**2.1 *Development Agreement – Preternatural Plan 0523807, Block 1, Lot 24***

<b>Res #145/24</b>	Moved by Councillor Petrisor that Council approve the Preternatural Development agreement for Phase 1 of Plan 0523807, Block 1, Lot 24 and that development security be reduced to 100% for this development agreement.
--------------------	---

*CARRIED*

## 2.2 Curling Club Roof Repairs

<b>Res #146/24</b>	Moved by Councillor Hogstead that Council accept the quote from D&D Commercial Roofing in the amount of \$7,507.50(including GST) for the repairs of the Curling Club roof to be funded through the general reserve.
--------------------	--

*CARRIED*

## 2.3 Subdivision Application TM2401

<b>Res #147/24</b>	<p>Moved by Councillor Bennett that Council approve subdivision TM2401 subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. Engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office and submit that plan to the Town of Millet for endorsement.</li> <li>2. The applicant must enter into and comply with the development agreement and the agreement will be registered on all lots. The terms must be satisfactory to the Town of Millet, for the purpose described in Section 655 of the Municipal Government Act; and may include but not limited to:             <ol style="list-style-type: none"> <li>a. The provision and approval of infrastructure plans that comply with the Town of Millet Design Standards. This includes but is not limited to a water, sewer and storm water management plan.</li> </ol> </li> <li>3. The owner/developer shall contact Atco Gas for their requirements necessary for the installation of natural gas services.</li> <li>4. The developer is to arrange installation of electrical services through Fortis Alberta for this subdivision. Please contact 310-WIRE (310-9473) to make an application for electrical services.</li> <li>5. No reserves are due as they were fully dedicated when the land was originally subdivided.</li> </ol>
--------------------	---

*CARRIED*

## 4.0 ADJOURNMENT:

The meeting was adjourned at 12:29pm.

***THESE MINUTES ADOPTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024.***

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

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



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** August 14, 2024  
**Originated By:** Administration  
**Agenda Item:** 6.1 Delegation – Mr. Ben Kowal

---

**BACKGROUND/PROPOSAL**

Mr. Kowal lives adjacent to the Shipway Farms Industrial Park and would like to speak to Council regarding the noise resulting from the industrial activities.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Enforcement has been working with the businesses located within the industrial areas to ensure they are aware of and comply with Section 51 of the Community Standards Bylaw 2022-15 which states:

51 *A person shall not cause or permit any construction activity on property they own or occupy before 7:00am or after 9:00pm on a weekday or before 9:00am or after 9:00pm on a weekend or holiday.*

**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDED ACTION:**

N/A





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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** August 14th 2024  
**Originated By:** Administration  
**Agenda Item:** 7.0 - Reports

---

**BACKGROUND/PROPOSAL**

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

- 7.1 Finance Bank Reconciliation June 2024
- 7.2 Millet Fire Department July 2024

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Not applicable.

**COSTS/SOURCE OF FUNDING**

Not applicable.

**RECOMMENDATION**

1. That the Reports are hereby accepted as information.

# Monthly Bank Reconciliation


Municipality of  
**TOWN OF MILLET**

Month Ending 30. June 2024

	General Account	Chequing Account	General Term Deposit	Cemetery Term Deposit	Tax sale account	Total
Net Balance at End of Previous Month	\$351,873.38	\$116,255.35	\$2,497,181.59	\$16,827.98	\$0.00	\$2,982,138.30
Receipts for the Month (Less Loans)	\$982,963.13	\$876.68	\$11,044.50	\$140.05		\$995,024.36
Transfer of Funds in		\$150,000.00	\$0.00	\$1,000.00		\$151,000.00
Sub-Total	\$1,334,836.51	\$267,132.03	\$2,508,226.09	\$17,968.03	\$0.00	\$4,128,162.66
LESS:						
Funds Transferred out	\$151,000.00			\$0.00		\$151,000.00
Disbursements for the Month	\$318,178.69	\$185,630.41		\$0.00		\$503,809.10
			\$0.00	\$0.00		\$0.00
Net Balance at End of Month	\$865,657.82	\$81,501.62	\$2,508,226.09	\$17,968.03	\$0.00	\$3,473,353.56
Balance at End of Month -- Treasury Branch	\$835,796.06	\$130,831.59	\$2,508,226.09	\$17,968.03	\$0.00	\$3,492,821.77
*Cash on Hand at End of Month			\$0.00	\$0.00		\$0.00
Sub-Total	\$835,796.06	\$130,831.59	\$2,508,226.09	\$17,968.03	\$0.00	\$3,492,821.77
LESS:						
Feb deposits recorded in March	-\$29,861.76		\$0.00	\$0.00		-\$29,861.76
Outstanding Cheques See List		\$49,329.97	\$0.00			\$49,329.97
BALANCE	\$865,657.82	\$81,501.62	\$2,508,226.09	\$17,968.03	\$0.00	\$3,473,353.56

### OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
681	28.98	1357	154.57	1376	138.60				
1005	204.75	1358	9,270.79	1377	476.11				
1025	490.00	1359	20.48	1378	450.29				
1133	1,000.00	1360	807.00	1379	1,200.30				
1257	3,117.97	1361	444.57	1380	714.00				
1279	24.00	1362	288.75	1381	5,496.59				
1281	693.00	1363	130.00	1382	77.00				
1304	1,641.15	1364	708.75	1383	57.75				
1315	46.20	1365	7,838.19						
1316	10.00	1366	58.80						
1319	840.00	1367	485.27						
1327	300.00	1368	38.29						
1333	105.00	1369	2,000.00						
1335	315.00	1370	288.75						
1338	20.22	1371	963.69						
1346	436.05	1372	4,750.00						
1354	1,251.46	1373	51.95						
1355	282.50	1374	1,463.55						
1356	129.57	1375	20.08						
<b>\$49,329.97</b>									

Reviewed by:   
Chief Administrative Officer

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

This statement submitted to Council this day of 14 August 2024

Remarks:

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

Batch 42102 recorded in Jun deposited in July (3,847.90) direct debit  
 Batch 42111 recorded in Jun deposited in July (200.00) bmo  
 Batch 42112 recorded in Jun deposited in July (7,251.12) cibc (20, 7231.12)  
 Batch 42113 recorded in Jun deposited in July (17,768.97) rbc  
 Batch 42114 recorded in Jun deposited in July (300.00) scotia  
 Batch 42115 recorded in Jun deposited in July (3,825.20) TD (\$3414.29, \$410.91)  
 Deposited in June recorded in July 3,331.43 ATB

(29,861.76)



**Millet Fire Department  
Call History Report by Date  
7/1/2024 - 7/31/2024**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Mon 07/01/2024 17:39	County - Wetaskiwin	2400070	77 Motor Vehicle Collision	55 Establish safe area	#1 475013 RING RD 243	12	00:42
Tue 07/02/2024 13:09	County - Wetaskiwin (Extra Hours)	2400071	29 Traffic/ Transportation Incidents	55 Establish safe area	TWP 475075 QE II HWY	10	01:25
Wed 07/03/2024 23:17	County - Wetaskiwin	2400072	77 Motor Vehicle Collision	55 Establish safe area	QE II hwy 616	11	00:50
Tue 07/09/2024 17:13	County - Wetaskiwin	2400073	55 Electrical Hazard	55 Establish safe area	Nordic Place (Rural Subdivision)	13	00:45
Thu 07/11/2024 08:46	County - Wetaskiwin (Extra Hours)	2400074	77 Motor Vehicle Collision	55 Establish safe area	QE II TOWN 471	7	01:29
Sat 07/13/2024 11:38	County - Wetaskiwin	2400075	29 Traffic/ Transportation Incidents	55 Establish safe area	254046 HWY 616 West	9	00:51
Sat 07/13/2024 17:51	County - Wetaskiwin	2400076	31 Unconscious/ Fainting (Near)	55 Establish safe area	Nordic Place (Rural Subdivision)	9	00:35
Sat 07/13/2024 19:59	County - Leduc	2400077	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area	QE II Hwy TOWN 490	13	00:28
Sun 07/14/2024 01:59	County - Wetaskiwin	2400078	12 Convulsions / Seizures	55 Establish safe area	Nordic Place (Rural Subdivision)	7	00:48
Tue 07/16/2024 09:00	County - Wetaskiwin (Extra Hours)	2400079	77 Motor Vehicle Collision	55 Establish safe area	hwy 616 (twp 475) HWY 2A	9	01:26
Tue 07/16/2024 16:29	County - Wetaskiwin	2400080	71 Vehicle Fire	11 Extinguishment by fire service personnel	241050 814	10	01:48
Wed 07/17/2024 23:50	County - Leduc	2400081	06 Breathing Problems	55 Establish safe area	24032 Hwy 616 East	8	00:50
Thu 07/18/2024 04:16	County - Leduc	2400082	17 Falls	55 Establish safe area	23155 Hwy 616 East	9	01:00
Thu 07/18/2024 20:25	City - Millet	2400083	12 Convulsions / Seizures	55 Establish safe area	5111 51 ST Apt: 6	11	00:28
Fri 07/19/2024 10:27	City - Millet	2400084	30 Traumatic Injuries (Specific)	55 Establish safe area	4844 53 Ave	8	01:23
Fri 07/19/2024 15:23	City - Millet	2400085	52 Alarms	55 Establish safe area	153 HILLSIDE COURT	6	00:19
Sat 07/20/2024 19:22	County - Wetaskiwin	2400086	52 Alarms	55 Establish safe area	475048 RR253	8	00:24
Sat 07/20/2024 19:44	County - Wetaskiwin	2400087	52 Alarms	55 Establish safe area	47028 RR 265	8	00:16
Sat 07/20/2024 23:23	County - Wetaskiwin	2400088	60 Gas Leak/ Gas Odour (Natural and LPG)	55 Establish safe area	475037 hwy 814	9	00:55
Sun 07/21/2024 02:29	City - Millet	2400089	52 Alarms	86 Investigate	PetroCanada	7	00:33
Mon 07/22/2024 05:15	County - Leduc	2400090	69 Structure Fire	55 Establish safe area	48153 RING RD 253	10	01:57
Tue 07/23/2024 00:46	County - Wetaskiwin (Extra Hours)	2400091	77 Motor Vehicle Collision	55 Establish safe area	QEII TOWN 473	8	01:21
Mon 07/29/2024 05:15	County - Wetaskiwin (Extra Hours)	2400092	29 Traffic/ Transportation Incidents	55 Establish safe area	twp 480 RR251	10	01:57

Total calls for City - Millet: 4

*Falsc.*

*SFM*



**Millet Fire Department**  
**Call History Report by Date**  
**7/1/2024 - 7/31/2024**

Total calls for County - Leduc:	4	
Total calls for County - Leduc (Extra Hours):	0	
Total calls for County - Wetaskiwin:	10	
Total calls for County - Wetaskiwin (Extra Hours):	5	
Total calls:	23	Avg. Call Attendance: 9.22
Total Time:	22:30	



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council Meeting

**Meeting Date:** August 14, 2024

**Agenda Item:** 10.0 Correspondence

---

### **BACKGROUND/PROPOSAL**

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

That the Following Correspondence be considered by Council

10.1 A Municipal Affairs CCBF agreement

### **COSTS/SOURCE OF FUNDING**

N/A

### **RECOMMENDED ACTION:**

That Council accept the correspondence as presented.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR115493

July 23, 2024

His Worship Doug Peel  
Mayor  
Town of Millet  
PO Box 270  
Millet AB T0C 1Z0

Dear Mayor Peel:

I am pleased to announce that Canada and Alberta have signed an agreement renewing the Canada Community-Building Fund (CCBF) to March 31, 2034. I can also confirm that Alberta will receive \$265 million in funding in 2024 under the newly negotiated CCBF agreement. This partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

To that end, I am happy to confirm the allocation amounts to your community for the CCBF program. For the Town of Millet, the 2024 CCBF allocation is \$160,106.

Payments to local governments are anticipated to flow by the end of summer, as communities meet the payment criteria.

CCBF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

Your community's allocation reflects an updated allocation formula under the CCBF agreement, which ensures base funding for all local governments, with the remainder of funds allocated on a per capita basis.

In addition, the renewed CCBF agreement involves several other changes, including to local government reporting and new housing-related reporting requirements for larger local governments. Municipal Affairs will share the updated CCBF program guidelines reflecting these changes as soon as possible.

.../2

The department will also be providing a Memorandum of Agreement for the renewed CCBF. Execution of this agreement is a condition to receive your community's 2024 CCBF allocation.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver  
Minister

cc: Lisa Schoening, Chief Administrative Officer, Town of Millet



TOWN OF MILLET
REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: August 14, 2024
Originated By: Administration
Agenda Item: 11.1 Millet Minor Hockey Fee Waiver

BACKGROUND/PROPOSAL

Millet Minor Hockey has sent the following request:

We have been informed that for our meetings we can use the Banquet room upstairs at the same rate as the Hugo Witt and we thank you for this! Our only concern is that we have a few events throughout the year ie) a ref clinic from 7am -4 pm in November as well as some other events such as home tournaments that we used to use the Hugo Witt room for. They are requesting to use the Banquet Hall for the same amount that was the previous day rental of the Hugo Witt room which was \$110/day, the current banquet hall rental is \$550/day.

They are requesting the following dates:

Table with 3 columns: Date, Time, Event. Includes dates from Nov 2, 2024 to Mar 8, 2025 with various tournaments and a referee clinic.

They did state that if someone wants to rent the room those dates at regular rates that they will forfeit the room for that day.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

Hugo Witt - 10 days @ \$110.00 = \$1,100.00
Banquet Hall - 10 days @ \$550.00 = \$5,500.00
Difference: \$4,400.00

RECOMMENDED ACTION:

Does Council wish to decrease the rental rate for MMH for the banquet hall rental?





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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** August 14, 2024  
**Originated By:** Administration  
**Agenda Item:** 11.2 September Meeting Date

---

**BACKGROUND/PROPOSAL**

Mayor Peel, Councillor Petrisor and CAO Schoening will be attending the Alberta Municipalities convention on September 25-27 this year.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**COSTS/SOURCE OF FUNDING**

**RECOMMENDED ACTION:**

Council will need to decide if they wish to cancel the September 25<sup>th</sup> meeting and call a special meeting, if needed in between meetings or reschedule the meeting.



# TOWN OF MILLET REQUEST FOR DECISION (RFD)

**Meeting:** Regular Council Meeting

**Meeting Date:** August 14, 2024

**Originated By:** Administration

**Agenda Item:** **11.3 Offer to Purchase – Former Community Hall Properties**

**BACKGROUND/PROPOSAL**

Administration received a conditional offer to purchase the former community hall properties (see Appendix A attached as information) from Homes By Asra Inc.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The purchaser has removed their conditions and would like to proceed with the sale of the property.

**COSTS/SOURCE OF FUNDING**

The total purchase price for these lands is \$250,000. The property is sold as is\where is because the former community hall beyond reasonable repair must be demolished. Given the cost to remove the existing building, the purchase price is considered market value therefore the proposed sale does not need to be advertised as per Section 70 of the Municipal Government Act RSA 2000, Chapter M26.

**RECOMMENDED ACTION:**

That Council approve the sale of the following lands to Homes By Asra Inc for \$250,000:

PLAN 762038  
BLOCK 13  
LOT 8

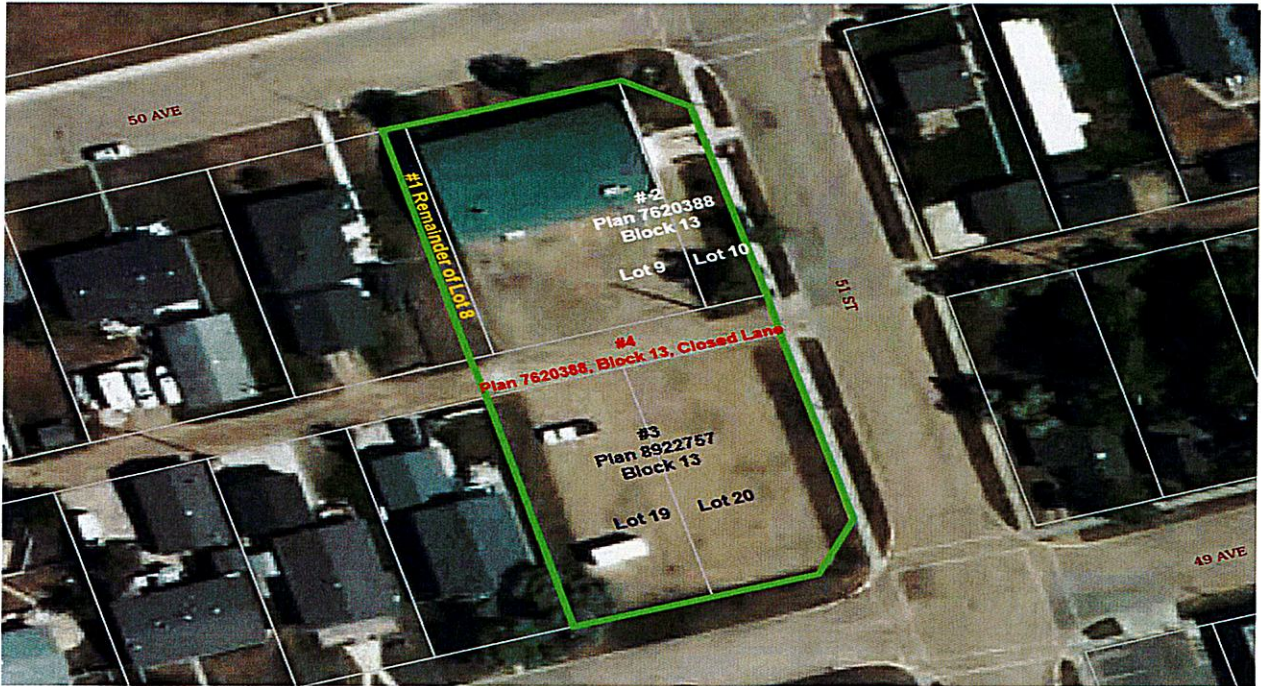
EXCEPTING THEREOUT:

	HECTARES (ACRES) MORE OR LESS
A) PLAN 2420391 - SUBDIVISION	0.015      0.04
EXCEPTING THEREOUT ALL MINES AND MINERALS	

PLAN 7620388  
BLOCK 13  
LOTS 9 & 10

PLAN 8922757  
BLOCK 13  
LOTS 19 & 20

**APPENDIX 1**



**#1 (Yellow)**

PLAN 762038

BLOCK 13

LOT 8

EXCEPTING THEREOUT:

	HECTARES	(ACRES)	MORE OR LESS
B) PLAN 2420391 - SUBDIVISION	0.015	0.04	

EXCEPTING THEREOUT ALL MINES AND MINERALS

**#2 (White)**

PLAN 7620388

BLOCK 13

LOTS 9 & 10

**#3 (Black)**

PLAN 8922757

BLOCK 13

LOTS 19 & 20

**#4 (Red)**

PLAN 7620388

BLOCK 13

ALL THAT PORTION OF LANE WHICH LIES TO THE NORTHEAST OF THE PRODUCTION NORTHWESTERLY OF THE SOUTHWESTERLY LIMIT OF LOT 19, BLOCK 13, PLAN 8922757 AND WHICH LIES SOUTHWEST OF A STRAIGHT LINE DRAWN FROM THE NORTHEAST CORNER OF LOT 20, BLOCK 13, PLAN 8922757 TO THE SOUTHEAST CORNER OF LOT 10, BLOCK 13, PLAN 7620388

PLAN 7620388

BLOCK 13

ALL THAT PORTION OF LANE WHICH LIES TO THE NORTHEAST OF THE PRODUCTION NORTHWESTERLY OF THE SOUTHWESTERLY LIMIT OF LOT 19, BLOCK 13, PLAN 8922757 AND WHICH LIES SOUTHWEST OF A STRAIGHT LINE DRAWN FROM THE NORTHEAST CORNER OF LOT 20, BLOCK 13, PLAN 8922757 TO THE SOUTHEAST CORNER OF LOT 10, BLOCK 13, PLAN 7620388