



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, October 9th, 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**

3.1 Bylaw 2024-11- C3 – Neighborhood Commercial District  
Regulation Amendment

3.2 Bylaw 2024-12 Land Use Bylaw Amendment Plan 3983RS,  
Block 13, Lot 13 & 14

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

**5.0 ADOPTION OF MINUTES**

5.1 September 11th, 2024 – Regular Meeting of Council

**6.0 DELEGATIONS**

**7.0 REPORTS**

- 7.1 Millet Fire Department September 2024
- 7.2 Millet Library Managers Report April 2024
- 7.3 Millet Library Managers Report May 2024
- 7.4 Millet Library Managers Report June 2024
- 7.5 Millet Library Managers Report July 2024
- 7.6 Millet Library Board Minutes April 2024

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- 7.7 Finance Bank Reconciliation July 2024
  - 7.8 Finance Bank Reconciliation August 2024

**8.0 BYLAWS**

8.1 Bylaw 2024-11 – C3 – Neighborhood Commercial District Regulation Amendment second and third readings

8.2 Bylaw 2024-12 Land Use Bylaw Amendment Plan 3983RS, Block 13, Lot 13 & 14 second and third readings

**9.0 AGREEMENTS**

**10.0 CORRESPONDENCE**

**11.0 NEW BUSINESS**

- 11.1 RFD Community Awards Banquet
- 11.2 RFD CRASC AGM
- 11.3 RFD Cranston Alley
- 11.4 Pre- School Lease
- 11.5 Grace United Church Banner

**12.0 CLARIFICATION OF AGENDA**

**13.0 CLOSED SESSION**

- 13.1 Land
- 13.2 Personnel
- 13.3 Personnel

**14.0 ADJOURNMENT**

**PUBLIC HEARING AGENDA**  
**BYLAW 2024-11**  
**Council Chambers 4528 – 51 Street**  
**October 9, 2024 at 4:00pm**

1. **Opening of Public Hearing** (Mayor to open public hearing)
2. **Purpose of Hearing** (to be read by Mayor)

Bylaw 2024 – 11 is proposed to amend Bylaw 2023-07 being the C3 – Neighbourhood Commercial District regulations to include mixed use residential suites and permitting 3 storey buildings.

3. **Confirmation of Notice** (asked for by Mayor) (reply from Development Officer)

Notice of the Public Hearing was placed on the [www.millet.ca](http://www.millet.ca) website to allow ample time for residents to view the Bylaw; and

Notice of the public hearing was sent by regular mail to affected and adjacent property owners.

4. **Development Officers Report** (asked for by the Mayor) (Reply from Development Officer)

In 2023, Council passed Bylaw 2023-07 to add the C3 – Neighbourhood Commercial District Regulations to the Land Use Bylaw. The purpose of the C3 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” A request has been received by a property owner to amend the C3 district regulations to allow Mixed Use Residential Suites and allow for three storey buildings.

The proposed changes are shown in red on the Proposed Amendments to Bylaw 2023-07 which is attached. There are two changes proposed to the C3 – Neighbourhood Commercial district regulations which are adding Mixed Use Residential Suites and permitting 3 storey buildings.

Mixed Use Residential Suites are defined as residential suites within a commercial building that do not occupy the primary commercial space of the building.

The other change requested is to amend references to two storey buildings in the C3 district to include three storey buildings. Please note the maximum height of the buildings is not amended, it would however allow for flat roof developments.

5. **Written Submissions** (asked for by Mayor) (reply by Development Officer) (Legislative Assistant to read written submissions if any submitted by deadline.)
6. **Persons Wishing to be Heard** (Mayor to ask if there are any persons wishing to be heard) (Development Officer to reply)

(Mayor to ask if there are any other persons wishing to be heard) (Public opportunity to speak) (second time)

(Mayor to ask if there are any other persons wishing to be heard) (Public opportunity to speak) (third time)

7. **Closure of Public Hearing**

**PUBLIC HEARING AGENDA**  
**BYLAW 2024-12**  
**Council Chambers 4528 – 51 Street**  
**October 9, 2024 at 4:00pm**

1. **Opening of Public Hearing** (Mayor to open public hearing)

2. **Purpose of Hearing** (to be read by Mayor)

To reclassify Plan 3983RS, Block 13, Lots 13 & 14 being 4503 – 51 Street from R2 – Low Density Residential to C3 – Neighbourhood Commercial.

3. **Confirmation of Notice** (asked for by Mayor) (reply from Development Officer)

Notice of the Public Hearing was placed on the [www.millet.ca](http://www.millet.ca) website to allow ample time for residents to view the Bylaw; and

Notice of the public hearing was sent by regular mail to affected and adjacent property owners.

4. **Development Officers Report** (asked for by the Mayor) (Reply from Development Officer)

The applicant would like to build a commercial building with two additional floors of residential units. The proposed project is neither permitted nor discretionary in the R2 – Low Density Residential District. The C3-Neighbourhood Commercial District has been established for the use of land for local retail and service outlet development, which provide for the sale of convenience goods and services in close proximity to residential areas. Given the proposed commercial uses, and adjacent the C3 – Neighbourhood Commercial zoning is recommended. The subject property borders 45 Avenue which is a provincial highway.

5. **Written Submissions** (asked for by Mayor) (reply by Development Officer) (Legislative Assistant to read written submissions if any submitted by deadline.)

6. **Persons Wishing to be Heard** (Mayor to ask if there are any persons wishing to be heard) (Development Officer to reply)

(Mayor to ask if there are any other persons wishing to be heard) (Public opportunity to speak) (second time)

(Mayor to ask if there are any other persons wishing to be heard) (Public opportunity to speak) (third time)

7. **Closure of Public Hearing**



**REGULAR MEETING OF COUNCIL  
TOWN OF MILLET  
SEPTEMBER 11th, 2024  
Millet Civic Centre  
4:00 p.m.**

**PRESENT:**

MAYOR	Doug Peel
COUNCILLORS	Mike Bennett Gerdie Hogstead Susie Petrisor Charlene Van de Kraats
CAO OFFICE MANAGER DIRECTOR OF INFRASTRUCTURE	Lisa Schoening Joyce Vanderlee Lisa Novotny
Absent with regret	Mat Starky

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**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 #160/24</b> Adoption of Agenda	Moved by Councillor Van de Kraats that the September 11th, 2024, agenda is hereby approved as amended. The following items are additions.  8.4 <i>Bylaw 2024-11 C 3 District Land Use Amendment</i> 8.5 <i>Bylaw 2024-12 Land Use Amendment</i> 11.5 <i>Millet Business Association Waiver</i>
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*CARRIED*

**5.0 ADOPTION OF MINUTES:**

<b>Res #161/24</b> Adoption of Minutes	Moved by Councillor Hogstead that the August 14th, 2024, Regular Meeting of Council Minutes are hereby approved as presented.
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*CARRIED***6.0 DELEGATIONS:****6.1 *FCSS Cheque Presentation***

*The following organizations were in attendance to be presented with FCSS cheques on behalf of Town of Millet*

Millet Library (Jill Simms)  
Millet & District Historical Society (Mary Hegge)  
Wetaskiwin & District Victim Services (acceptance letter read from Petra Pfeiffer)  
Millet & District Lions Club (Mary Hegge)  
Millet & District Recreation and Agricultural Society  
Millet Arts & Guild (Joanne Maynard)  
Millet Seniors (Joanne Maynard)  
Wetaskiwin Seventh Day Adventists (Jason Williams)

**6.2 *Lynn Brown – Town of Millet Resident***

*Lynn Brown was in attendance to speak to council regarding Traffic through alley Cranston Place*

**7.0 REPORTS:*****Millet Fire Department Reports August 2024***

<b>Res # 162/24</b> <b><i>Reports</i></b>	Moved by Councillor Petrisor that Council accepts the reports presented as information.
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*CARRIED***8.0 BYLAWS:****8.1 *Bylaw 2024-08 Amendment to Community Standards Bylaw***

<b>Res # 163/24</b> <b><i>Bylaw 2024-08</i></b>	Moved by Councillor Van de Kraats that Council gives first reading to Bylaw 2024-08, being the Amendment to Community Standards Bylaw.
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*CARRIED*

<b>Res # 164/24</b> <b>Bylaw 2024-08</b>	Moved by Councillor Petrisor that Council gives second reading to Bylaw 2024-08, being the Amendment to Community Standards Bylaw.
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*CARRIED*

<b>Res #165/24</b> <b>Bylaw 2024-08</b> <b>Permission to bring forward</b>	Moved by Councillor Hogstead that Council give permission to bring forward for third and final reading to Bylaw 2024-08 being the Amendment to Community Standards Bylaw.
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*UNANIMOUSLY CARRIED*

<b>Res # 166/24</b> <b>Bylaw 2024-08</b>	Moved by Councillor Van de Kraats that Council gives third and final reading to Bylaw 2024-08, being the Amendment to Community Standards Bylaw.
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*CARRIED***8.2 Bylaw 2024-09 Responsible Pet Owners Bylaw**

<b>Res # 166/24</b> <b>Bylaw 2024-09</b>	Moved by Councillor Van de Kraats that Council gives second reading to Bylaw 2024-09, being the Responsible Pet Ownership Bylaw.
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*CARRIED*

<b>Res # 167/24</b> <b>Bylaw 2024-09</b>	Moved by Councillor Petrisor that Council gives third and final reading to Bylaw 2024-09, being the Responsible Pet Ownership Bylaw.
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*CARRIED***8.3 Bylaw 2024-10 Fees Bylaw**

<b>Res # 168/24</b> <b>Bylaw 2024-10</b>	Moved by Councillor Hogstead that Council gives first reading to Bylaw 2024-10, being the Fees Bylaw.
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*CARRIED*

<b>Res # 169/24</b> <b>Bylaw 2024-10</b>	Moved by Councillor Petrisor that Council gives second reading to Bylaw 2024-10, being the Fees Bylaw.
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*CARRIED*

<b>Res #170/24</b> <b>Bylaw 2024-10</b> <b>Permission to bring forward</b>	Moved by Councillor Van de Kraats that Council give permission to bring forward for third and final reading to Bylaw 2024-10 being the Fees Bylaw.
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*UNANIMOUSLY CARRIED*



<b>Res # 171/24</b> <b>Bylaw 2024-09</b>	Moved by Councillor Hogstead that Council gives third and final reading to Bylaw 2024-10, being the Fees Bylaw.
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*CARRIED***8.4 Bylaw 2024-11 C3 District Land Use Amendment Bylaw**

<b>Res # 172/24</b> <b>Bylaw 2024-11</b>	Moved by Councillor Petrisor that Council gives first reading to Bylaw 2024-11 C3 District Land Use Amendment Bylaw.
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*CARRIED***Public Hearing C3 District Land Use Amendment**

<b>Res #173/24</b> <b>Public Hearing</b> <b>Bylaw 2024-11</b>	Moved by Councillor Van de Kraats that Council schedule a public hearing for Bylaw 2024-11 for Wednesday October 9 <sup>th</sup> , 2024, at 4:00 pm to be held in Council Chambers in the Millet Civic Centre at 4528 -51 Street.
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*CARRIED***8.5 Bylaw 2024-12 Land Use Amendment**

<b>Res # 174/24</b> <b>Bylaw 2024-12</b>	Moved by Councillor Petrisor that Council gives first reading to Bylaw 2024-12 Land Use Amendment
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*CARRIED***Public Hearing Land Use Amendment**

<b>Res #175/24</b> <b>Public Hearing</b> <b>Bylaw 2024-12</b>	Moved by Councillor Van de Kraats that Council schedule a public hearing for Bylaw 2024-11 for Wednesday October 9 <sup>th</sup> , 2024, at 4:00 pm to be held in Council Chambers in the Millet Civic Centre at 4528 -51 Street.
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*CARRIED***9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:**

***11.1 Smiles Non-Profit – Positive Purple***

<b>Res #176/24</b>	Moved by Councillor Van de Kraats that council approve that Smiles Non-Profit may place positive purple picnic balloons around the Town two days prior and remove the day after the event and further that any member of Council may attend.
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*CARRIED****11.2 Alley Concerns***

<b>Res #177/24</b>	Moved by Councillor Van de Kraats that council direct administration to bring back possible solutions and costs for consideration
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*CARRIED**Councillor Frost joined council at 4:41pm****11.3 Franchise Fees Fortis***

<b>Res #178/24</b>	Moved by Councillor Petrisor that council leave the current Fortis Franchise Fees at 18%.
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*CARRIED****11.4 Road Closure Fall Market***

<b>Res #179/24</b>	Moved by Councillor Frost that Council close 50 <sup>th</sup> Avenue from 50 Street for approximately 300 feet on September 20, 2024, from 2pm to 7pm for the Fall Market.
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*CARRIED****11.5 Business Association Santa Claus Parade***

<b>Res #180/24</b>	Moved by Councillor Frost that council close the roads 51st street – 48 <sup>th</sup> Avenue – 52 Street and 53 <sup>rd</sup> Avenue for the Parade and further that council approves the use of Town parking lots located at Civic Centre, as well as the Community Hall and that council further waives the fees for November 23 <sup>rd</sup> 2024.
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*CARRIED***12.0 CLARIFICATION OF AGENDA: NONE****13.0 CLOSED SESSION: NONE**

**14.0 ADJOURNMENT:**

The meeting was adjourned at 4:52 p.m.

***THESE MINUTES ADOPTED BY COUNCIL THIS 11th DAY OF SEPTEMBER 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:** October 9th 2024  
**Originated By:** Administration  
**Agenda Item:** 7.0 - Reports

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**BACKGROUND/PROPOSAL**

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

Millet Fire Department September 2024  
Millet Library Managers Report April 2024  
Millet Library Managers Report May 2024  
Millet Library Managers Report June 2024  
Millet Library Managers Report July 2024  
Millet Library Board Minutes April 2024  
Finance Bank Reconciliation July 2024  
Finance Bank Reconciliation August 2024

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Not applicable.

**COSTS/SOURCE OF FUNDING**

Not applicable.

**RECOMMENDATION**

1. That the Reports are hereby accepted as information.



**Millet Fire Department  
Call History Report by Date  
9/1/2024 - 10/1/2024**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sun 09/01/2024 16:15	County - Wetaskiwin (Extra Hours)	2400117	82 Vegetation/ Windland/ Brush/ Grass Fire	55 Establish safe area	471025 Range Road 243 A	13	01:44
Sun 09/01/2024 22:32	County - Wetaskiwin	2400118	68 Smoke Investigation (Outside)	86 Investigate	472051A RR 242A	8	00:37
Mon 09/02/2024 10:54	County - Wetaskiwin (Extra Hours)	2400119	60 Gas Leak/ Gas Odour (Natural and LPG)	55 Establish safe area	475045 RING RD 255	11	01:01
Sat 09/07/2024 14:23	County - Leduc (Extra Hours)	2400120	71 Vehicle Fire	55 Establish safe area	48254 Range Road 243 A	9	01:07
Thu 09/12/2024 21:43	County - Wetaskiwin (Extra Hours)	2400121	77 Motor Vehicle Collision	55 Establish safe area	241066 TWN 474	15	01:17
Sat 09/14/2024 15:29	County - Wetaskiwin (Extra Hours)	2400122	71 Vehicle Fire	55 Establish safe area	473 RING RD 250	12	01:18
Thu 09/19/2024 10:21	County - Leduc	2400123	02 Allergies (Reactions/Stings/Bites)	55 Establish safe area	23425 TWN 484	8	00:58
Fri 09/20/2024 14:39	County - Wetaskiwin (Extra Hours)	2400124	77 Motor Vehicle Collision	55 Establish safe area	QE II south of HWY 616	10	01:10
Sat 09/28/2024 20:08	County - Wetaskiwin	2400125	67 Outside Fire	55 Establish safe area	471010 RRR 254	12	00:49
Mon 09/30/2024 08:26	County - Wetaskiwin	2400126	71 Vehicle Fire	55 Establish safe area	QEII North of RangeRoad 472	9	00:59

Total calls for City - Millet:	0
Total calls for County - Leduc:	1
Total calls for County - Leduc (Extra Hours):	1
Total calls for County - Wetaskiwin:	3
Total calls for County - Wetaskiwin (Extra Hours):	5
Total calls:	10
Total Time:	11:00
	Avg. Call Attendance: 10.7

*SPM*

# Millet Public Library Manager's Report

*Connect...with each other*

*Learn....continuously*

*Discover...the possibilities*

<b>April</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
New Memberships	4	7	8	0	0	7	16
Card Renewals	20	18	15	5	134	NA	NA
Questions answered	352	352	221	222	107	273	128
Program Attendees	537	661	467	98	81	595	375
Program Sessions	50	44	46	10	38		
Library Visitors	1089	1200	601	114	0	1190	1043
Website Sessions	212	173	337	216	112	262	118
Wireless Sessions	1121	1423	1623	676	405	783	522
Computer Sessions	88	96	21	0	0	284	244
E-resources Borrowed	541	446	490	541	563	324	251
Items Checked Out	2813	2442	2613	751	326	1805	1763
Inter-library Loaned	1063	770	701	511	518		
Inter-library Borrowed	1756	1185	1305	544	797		
Holds Satisfied	963	724	669	108	130	515	591

# Millet Public Library Manager's Report

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<b>May</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
New Memberships	6	4	10	0	2	16	17
Card Renewals	27	24	24	8	1		
Questions answered	352	352	445	164	76	300	217
Program Attendees	590	655	908	372	120	693	478
Program Sessions	59	46	62	13	22		
Visitors to Library	1402	968	833	82	0	1313	1237
Website Sessions	199	NA	307	204	343	246	216
Wireless Sessions	1295	1633	1852	879	311	635	623
Computer Sessions	102	94	30	0	0	318	316
E-resources Borrowed	321	420	426	536	721	389	209
Items Checked Out	2707	2384	2467	1160	410	1921	1558
Inter-library Loaned	938	760	643	265	509		
Inter-library Borrowed	1501	1157	1159	940	978		
Holds Satisfied	953	748	663	521	54	618	522

# Millet Public Library Manager's Report

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*Discover...the possibilities*

June	2024	2023	2022	2021	2020	2019	2018
New Memberships	7	4	10	2	1	13	10
Card Renewals	69	37	30	26	16		
Questions answered	352	352	330	466	116	394	230
Program Attendees	511	539	379	339	121	288	232
Program Sessions	50	40	52	29	19		
Visitors to Library	1130	947	688	233	0	1096	1007
Website Sessions	237	NA	285	244	146	222	309
Wireless Sessions	1312	1582	1377	1211	237	1476	641
Computer Sessions	88	53	41	0	0	350	231
E-resources Borrowed	354	390	547	546	629	343	250
Items Checked Out	2414	2344	2575	1270	586	1947	1721
Inter-library Loaned	885	709	562	569	389		
Inter-library Borrowed	1501	1242	1257	860	851		
Holdings Satisfied	785	742	790	457	41	582	566



# Millet Public Library Manager's Report

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*Discover...the possibilities*

<b>July</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
New Memberships	6	9	9	10	2	12	18
Card renewal	36	63	67				
Questions answered	352	352	410	887	426	658	248
Program Attendees	1029	894	595	388	596	600	290
Program Sessions	80	67	76	75	22		
Visitors to Library	1475	1218	893	570	434	1358	1182
Website Sessions	224	NA	307	324	208	248	234
Wireless Sessions	1862	1182	1775	NA	425	467	440
Computer Sessions	86	163	37	7	19	303	193
E-resources Borrowed	418	424	581	497	510	377	190
Items Checked Out	2740	2553	2295	1557	1135	2273	1671
Inter-library Loaned	889	801	582	544	473		
Inter-library Borrowed	1391	1130	1190	853	1126		
Holds Satisfied	877	587	623	414	68	831	469

# Town of Millet Library Board Minutes

## April 11, 2024

**Connect...**with each other

**Learn....**continuously

**Discover...**the possibilities

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

1. Call to Order 6:01 pm
2. Adoption of Agenda moved by Angeline Kwantes, carried
3. Adoption of February 1, 2024 Minutes moved by Susan Williamson, carried
4. Correspondence accepted as presented moved by Charlene Veldkamp, carried
  - a. YRL
  - b. Alberta Municipal Affairs
5. Manager Report accepted as presented moved by Jackie Peel, carried
  - a. Monthly Comparison
  - b. STATS
  - c. Training-Media Relations, Policy Development, Grant Writing, eResources, Bibliocommons
  - d. Grant
6. Policy/OHS:

**Res #9/2024** Motion to approve the Working Alone Policy moved by Charlene Veldkamp, carried

**Res #10/2024** Motion to approve the updated the Code of Conduct Policy moved by Jackie Peel, carried

- a. Emergency Response Plan accepted as presented
  - b. Library safe use signage
7. New Business:

**Res #11/2024** Motion to approve the audit conducted by Metrix Group LLP for the year ending December 31, 2023 moved by Charlene Veldkamp, carried

**Res #12/2024** Motion to approve coverage for Millet Library volunteers through WCB moved by Jackie Peel, carried

**Res #13/2024** Motion to request the Town of Millet Council renew Jillian Meyers as a Trustee for a second three-year term moved by Angeline Kwantes, carried

**Res # 14/ 2024** Motion to conduct the library manager performance review bi-annually for Jill Simms, with the next review to take place 2025, moved Charlene Veldkamp, carried

**Res #15/2024** The Town of Millet Library Board approves to transfer \$20,000 from their ATB Community Spirit account into a new ATB cashable GIC for a one-year term, moved by Jackie Peel, carried

**Res #16/2024** The Town of Millet Library Board approves to transfer \$10,000 from their ATB Community Spirit account into a new ATB non-redeemable GIC for a two-year term, moved by Susan Williamson, carried

- a. Book return - larger slot needed
  - b. November meeting date changed to Nov 7
8. Old Business:
  9. Friends Report:
    - a. Greenhouse GC fundraiser
    - b. Gifted children's books

Acknowledgements of excused absences:

10. Councillor Report:
11. Meeting Dates for 2024: September 12, November 7 at 6:00pm

**Next meeting September 12 @ 6:00pm**

Meeting Adjourned 7:47pm



# Monthly Bank Reconciliation

Municipality of  
**TOWN OF MILLET**

Month Ending 31, July 2024

	General Account	Chequing Account	General Term Deposit	Cemetery Term Deposit	Tax sale account	Total
Net Balance at End of Previous Month	\$865,657.82	\$81,501.62	\$2,508,226.09	\$17,968.03	\$0.00	\$3,473,353.56
Receipts for the Month (Less Loans)		\$1,463.63	\$14,004.16	\$41.97		\$15,509.76
Transfer of Funds	\$1,245,203.88	\$300,000.00	\$1,100,000.00	\$0.00		\$2,645,203.88
Sub-Total	\$2,110,861.70	\$382,965.25	\$3,622,230.25	\$18,010.00	\$0.00	\$6,134,067.20
LESS:						
Transfer of Funds	\$1,400,000.00			\$0.00		\$1,400,000.00
Disbursements for the Month	\$162,809.20	\$103,243.17		\$0.00		\$266,052.37
			\$0.00	\$0.00		\$0.00
Net Balance at End of Month	\$548,052.50	\$279,722.08	\$3,622,230.25	\$18,010.00	\$0.00	\$4,468,014.83
Balance at End of Month -- Treasury Branch	\$529,735.28	\$346,192.99	\$3,622,230.25	\$18,010.00	\$0.00	\$4,516,168.52
*Cash on Hand at End of Month			\$0.00	\$0.00		\$0.00
Sub-Total	\$529,735.28	\$346,192.99	\$3,622,230.25	\$18,010.00	\$0.00	\$4,516,168.52
LESS:						
Feb deposits recorded in March	-\$18,317.22		\$0.00	\$0.00		-\$18,317.22
Outstanding Cheques See List		\$66,470.91	\$0.00			\$66,470.91
BALANCE	\$548,052.50	\$279,722.08	\$3,622,230.25	\$18,010.00	\$0.00	\$4,468,014.83

### OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
681	28.98	1423	4,032.00	1442	2,093.63				
1005	204.75	1424	1,251.46	1443	2,527.06				
1025	490.00	1425	50.00	1444	789.60				
1133	1,000.00	1426	27.80	1445	4,288.20				
1279	24.00	1427	807.00	1446	6,824.90				
1304	1,641.15	1428	638.38						
1316	10.00	1429	25,714.91						
1327	300.00	1430	285.00						
1363	130.00	1431	892.50						
1367	485.27	1432	190.05						
1370	288.75	1433	1,033.16						
1390	121.33	1434	2,000.00						
1394	660.00	1435	300.00						
1405	157.50	1436	3,412.50						
1407	950.01	1437	287.26						
1408	20.78	1438	183.75						
1409	90.44	1439	1,082.50						
1410	10.00	1440	641.55						
1412	27.45	1441	477.29						
<b>\$66,470.91</b>									

Reviewed by: *L. Schoening*  
Chief Administrative Officer

Date: September 16, 24

This statement submitted to Council this day of October 9th, 2024

Remarks:

Mayor:

# Monthly Bank Reconciliation

Municipality of  
**TOWN OF MILLET**

Month Ending 31. Aug 2024

	General Account	Chequing Account	General Term Deposit	Cemetery Term Deposit	Tax sale account	Total
Net Balance at End of Previous Month	\$548,052.50	\$279,722.08	\$3,622,230.25	\$18,010.00	\$0.00	\$4,468,014.83
Receipts for the Month (Less Loans)	\$371,919.42	\$2,791.86	\$15,674.89	\$42.06		\$390,428.23
Transfer of Funds						\$0.00
Sub-Total	\$919,971.92	\$282,513.94	\$3,637,905.14	\$18,052.06	\$0.00	\$4,858,443.06
LESS:						
Transfer of Funds				\$0.00		\$0.00
Disbursements for the Month	\$195,401.77	\$146,579.01		\$0.00		\$341,980.78
			\$0.00	\$0.00		\$0.00
Net Balance at End of Month	\$724,570.15	\$135,934.93	\$3,637,905.14	\$18,052.06	\$0.00	\$4,516,462.28
Balance at End of Month -- Treasury Branch	\$723,708.83	\$191,646.28	\$3,637,905.14	\$18,052.06	\$0.00	\$4,571,312.31
*Cash on Hand at End of Month			\$0.00	\$0.00		\$0.00
Sub-Total	\$723,708.83	\$191,646.28	\$3,637,905.14	\$18,052.06	\$0.00	\$4,571,312.31
ADD:						
Outstanding Deposits	\$861.32		\$0.00	\$0.00		\$861.32
LESS:						
Outstanding Cheques See List		\$55,711.35	\$0.00			\$55,711.35
BALANCE	\$724,570.15	\$135,934.93	\$3,637,905.14	\$18,052.06	\$0.00	\$4,514,739.64

### OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
681	28.98	1494	2,000.00	1516	40.00				
1005	204.75	1496	500.00	1517	196.69				
1025	490.00	1499	1,251.46	1518	1,900.00				
1133	1,000.00	1500	188.88	1519	150.00				
1327	300.00	1501	1,059.45	1520	288.75				
1367	485.27	1502	403.63	1521	227.14				
1409	90.44	1503	807.00	1522	88.44				
1425	50.00	1504	667.00	1523	88.87				
1426	27.80	1505	1,155.00	1524	696.18				
1464	1,564.50	1506	210.00	1525	100.56				
1465	300.00	1507	7,507.50	1526	300.00				
1472	43.51	1508	175.00	1527	477.95				
1473	300.00	1509	62.50	1528	469.41				
1477	2,500.00	1510	300.00	1529	405.00				
1478	8,000.00	1511	1,890.00	1531	72.46				
1479	750.00	1512	1,945.13	1532	1,880.16				
1480	8,650.00	1513	542.93	1533	504.00				
1481	1,250.00	1514	693.00						
1486	250.00	1515	182.01						
<b>\$55,711.35</b>									

Reviewed by:   
Chief Administrative Officer

Date: Oct 1/24

This statement submitted to Council this day 9th of October, 2024

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



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Regular Council Meeting

**Meeting Date:** October 9, 2024

**Agenda Item:** **Bylaw 2024-11 – C3 – Neighbourhood Commercial District Regulation Amendment**

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### **BACKGROUND/PROPOSAL**

In 2023, Council passed Bylaw 2023-07 to add the C3 – Neighbourhood Commercial District Regulations to the Land Use Bylaw. The purpose of the C3 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”

A request has been received by a property owner to amend the C3 district regulations to allow Mixed Use Residential Suites and allow for three storey buildings.

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

The proposed changes are shown in red on the Proposed Amendments to Bylaw 2023-07 which is attached. There are two changes proposed, adding Mixed Use Residential Suites and permitting 3 storey buildings.

Mixed Use Residential Suites are defined as residential suites within a commercial building that do not occupy the primary commercial space of the building.

The other change requested is to amend references to two storey buildings in the C3 district to include three storey buildings. Please note the maximum height of the buildings is not amended, it would however allow for flat roof developments.

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

N/A

### **RECOMMENDED ACTION:**

That Council give second reading to Bylaw 2024-11.

That Council give third and final reading to Bylaw 2024-11.

## Proposed Amendments to Bylaw 2023-07

### 6A.11 - C3 - Neighbourhood Commercial District Regulations

#### 6A.11.1 Purpose

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.

#### 6A.11.2 Permitted Uses

1. Multi-tenant Commercial Building
2. Single Tenant Commercial Building
3. Convenience Retail Store
4. Essential Utility Services
5. Personal Service Business
6. Professional, Financial and Office Support Service
7. **Mixed Use Residential Suite**

#### 6A.11.3 Discretionary Uses

1. Restaurant

#### 6A.11.4 Maximum Lot Coverage

- |  |     |
|--|-----|
| 1. One (1) storey building                     | 50% |
| 2. Two (2) or <b>Three (3)</b> storey building | 45% |

#### 6A.11.5 Minimum Front Yard Setback

- |                  |      |
|------------------|------|
| 1. All buildings | 10 m |
|------------------|------|

#### 6A.11.6 Minimum Side Yard Setback

- |  |      |
|--|------|
| 1. One (1) storey building                     | 3.0m |
| 2. Two (2) or <b>Three (3)</b> storey building | 5.0m |

#### 6A.11.7 Minimum Rear Yard Setback

- |  |      |
|--|------|
| 1. One (1) storey building                     | 6.0m |
| 2. Two (2) or <b>Three (3)</b> storey building | 6.0m |

#### 6A.11.8 Maximum Building Height

- |                       |       |
|-----------------------|-------|
| 1. Principal Building | 10.0m |
|-----------------------|-------|

#### 6A.11.9 Appearance and Siting Requirements

1. Sites to be designated, as C3 - Neighbourhood Commercial, shall be located on a Provincial Highway.
2. The siting and appearance of all buildings or improvements and the landscaping of the lot shall be cohesive with residential properties in order that there shall be general conformity with adjacent buildings and that there may be adequate protection afforded to the amenities of the adjacent buildings.

#### 6A.11.10 General Regulations – See Part 7

#### 6A.11.11 Specific Use Regulations – See Part 8

#### 6A.11.12 Alberta Fire and Building Codes

Subdivision and development and construction of any development or structure cannot begin until evidence is provided, to the satisfaction of the Development Authority, that all the requirements of the Alberta Building Code and Alberta Fire Code have been met.

**BYLAW NO. 2024-11**  
**A BYLAW OF THE TOWN OF MILLET**  
**IN THE PROVINCE OF ALBERTA**  
**TO AMEND BYLAW 2018-11 BEING THE LAND USE BYLAW**

**WHEREAS** Section 639 of the Municipal Government Act, Chapter M-26, RSA 2000 requires municipalities to pass a land use bylaw;

**AND WHEREAS**, Section 640(1) gives the authority for a land use bylaw to prohibit or regulate and control the use and development of land and buildings in a municipality;

**AND WHEREAS**, Council for the Town of Millet has approved Land Use Bylaw 2018-11;

**AND WHEREAS**, Council for the Town of Millet has approved Bylaw 2023-07 creating the C3 – Neighbourhood Commercial District

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

1. That the C3 – Neighbourhood Commercial District Regulation Bylaw 2023-07 be amended as follows:
  - a. That 6A.11.2.7 added to read “Mixed Use Residential”
  - b. That 6A.11.4.2 be amended to read “Two (2) or Three (3) storey building”
  - c. That 6A.11.6.2 be amended to read “Two (2) or Three (3) storey building”
  - d. That 6A.11.7.2 be amended to read “Two (2) or Three (3) storey building”
  
2. That Bylaw 2024-11 shall come into full force upon signing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.



**TOWN OF MILLET**

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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:** October 9, 2024

**Agenda Item:** **Bylaw 2024-12 Land Use Bylaw Amendment Plan 3983RS,  
Block 13, Lot 13 & 14**

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### **BACKGROUND/PROPOSAL**

A request has been received from the purchaser of Plan 3983RS, Block 13, Lots 13 & 14 being 4503 – 51 Street to amend the land use for this property from R2 – Low Density Residential to C3 – Neighbourhood Commercial.

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

The applicant would like to build a commercial building with two additional floors of residential units. The proposed project is neither permitted nor discretionary in the R2 – Low Density Residential District. The C3-Neighbourhood Commercial District has been established for the use of land for local retail and service outlet development, which provide for the sale of convenience goods and services in close proximity to residential areas. Given the proposed commercial uses, and adjacent the C3 – Neighbourhood Commercial zoning is recommended. The subject property borders 45 Avenue which is a provincial highway.

If Bylaw 2024-11 was not approved at this meeting, Administration requests that this bylaw be tabled to discuss options with the purchaser.

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

n/a

### **RECOMMENDED ACTION:**

That Council give second reading to Bylaw 2024-12.

That Council give third and final reading to Bylaw 2024-12.

**BYLAW NO. 2024-12**  
**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 3983RS, Block 13, Lots 3 & 14 which are civically addressed as 4503 – 51 Street to amend the zoning classification currently in place for this property;

**AND WHEREAS**, the current zoning classification Plan 3983RS, Block 13, Lots 3 & 14 is R2 – Low Density Residential and the purchaser of the property would like to reclassify it to C3 – Neighbourhood Commercial 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 R2 – Low Density Residential district is to establish a district which is used primarily for low-density residential development;

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

1. That Plan 3983RS, Block 13, Lots 13 and 14 be reclassified as C3 – Neighbourhood Commercial.
2. Schedule A as attached to this bylaw is a visual representation of the proposed rezoning amendments.
3. That Bylaw 2024-12 shall come into full force upon signing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2024.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2024.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

**TOWN OF MILLET**

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

**SCHEDULE A**

**PROPOSED RECLASSIFICATION OF PLAN 3983RS, BLOCK 13, LOTS 13 & 14**





## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Council Meeting  
**Meeting Date:** October 9, 2024  
**Originated By:** Lisa Schoening  
**Agenda Item:** 11.1 Community Awards

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### **BACKGROUND/PROPOSAL**

The annual Millet Community awards is being held on October 26<sup>th</sup>. Starting at 5:30pm.

Who will be attending the event this year?

**Recommendation:** That Council pass a resolution that any members of staff or Council wishing to attend, may do so.



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Council Meeting  
**Meeting Date:** October 9th, 2024  
**Agenda Item:** 11.2 Capital Region Assessment Services Commission (CRASC)

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### BACKGROUND/PROPOSAL

Annually, the CRASC hold their AGM and have all partnered municipalities attend to vote.  
This year it is held at the Chateau Louis Edmonton on October 17<sup>th</sup> at 1:00 pm .

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

### COSTS/SOURCE OF FUNDING

### RECOMMENDATION

Does any member of Council wish to attend the CRASC AGM on October 17<sup>th</sup>?

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# CAPITAL REGION ASSESSMENT SERVICES COMMISSION

Capital Region Assessment Services Commission

**C.R.A.S.C.**



AGENDA for the Annual General Meeting to be held at

**Chateau Louis Hotel & Conference Centre**  
11727 Kingsway NW, Edmonton, AB T5G 3A1  
**Executive Room**  
Thursday, October 17, 2024, at 1:00 pm

The AGM will be preceded by a **Luncheon at 12:00 pm**

1. Call to Order
2. Welcome and introductions.
3. Adoption of agenda
4. Adoption of the 2023 Annual General Meeting minutes
5. Chairman's remarks – verbal
6. Manager's report – verbal
7. Finance Officer's report – verbal
  - a. Audited Financial Statements 2023
8. 2025 – 2027 Business Plan and Approved Budget
9. General Discussion
10. Adjournment





## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Council Meeting  
**Meeting Date:** October 9, 2024  
**Agenda Item:** 11.3 Cranston Alley Traffic

---

### **BACKGROUND/PROPOSAL**

Residents of the Cranston Place apartment building addressed Council with their concerns regarding the alleyway behind the apartment building. Council asked administration to provide details and costs on options.

Administration contacted several other municipalities and could not find any that provide the additional maintenance to back alleys.

Administration also reached out to the apartment Property owner, they stated they had no concerns as they know this alley is a public roadway and traffic is expected.

Options, costs and disadvantages:

#### **Dust control**

This is not the first property owner that has addressed dust from adjacent alleys. We have approximately 4.4 km of alleyways in town. The cost to do this would increase our annual budget by approximately \$10k annually, plus the additional time and labor. Public works has advised that once calcium is placed on the roadway, it hinders maintenance, as you can only move the gravel when it is wet with calcium. This could cause issues if we have a dry year, as they would not be able to do any repairs on alleys throughout the spring/summer months. Once the snow hits, it is too late to do the gravel repairs.

#### **Speed signs**

Provincial speed regulation for alleyways is 15km/hr. If Council wishes to place signage along the alleyway the cost would be approximately \$500 plus labor. Keeping in mind, that others may

want this signage placed in their alleyways as well. Cost for each alleyway would be around \$300-500 depending on size of alley.

### **Speed bumps**

Placing speed bumps along this roadway would not be advised as it would hinder snow clearing and summer maintenance.

### **Use of adjacent property**

Administration reached out to the adjacent property owner, and they are concerned with the traffic cutting across their property and they are going to be fencing the entrances to their lands.

Council will need to decide how they wish to move forward.



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** October 9th, 2024  
**Originated By:** Administration  
**Agenda Item:** 11.4 Pre School-Lease Agreement

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**BACKGROUND/PROPOSAL**

Council has previously granted the Pre School a one-year term for the preschool in the Hugo Witt. They have recently applied for a Space Creation grant and require a letter of intent that they are guaranteed an 18-month lease.

**RECOMMENDATION**

Does Council wish to extend the lease for the Preschool until May 2026?



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** October 9th, 2024  
**Originated By:** Administration  
**Agenda Item:** 11.5 Grace United Church Banner

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**BACKGROUND/PROPOSAL**

Council received a letter from Bryce Misener with Grace United Church requesting to hang a banner on the skatepark fence. Please see attached letter.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**COSTS/SOURCE OF FUNDING**

**RECOMMENDED ACTION**

Does council wish to grant permission

October 2, 2024

Mayor Doug Peel  
Town Councillors

Re: Banner on Skate Park Fence

We are requesting permission to place a 2ft x 7ft banner on the skate park fence facing 45 Avenue. This banner will have the name "GRACE BIBLE CHURCH of MILLET" on it along with our service time. We are currently meeting in the Community Hall until the end of December and plan to continue doing so in 2025 providing the space is available. The banner would let people know where we are located and raise awareness that there is an active church in town.

We look forward to serving the community and establishing a permanent church presence in Millet.

Respectfully

A handwritten signature in black ink that reads "B. Misener". The signature is written in a cursive style with a large, looped initial "B".

Bryce Misener

Grace Bible Church of Millet