



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, November 27th, 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 November 13th, 2024 – Regular Meeting of Council

6.0 DELEGATIONS

7.0 REPORTS

- 7.1 Finance September 2024
- 7.2 Millet Library August Managers Report
- 7.3 Millet Library September Managers Report
- 7.4 Millet Library October Managers Report
- 7.5 Millet Library Board September Meeting Minutes

8.0 BYLAWS

9.0 AGREEMENTS

10.0 CORRESPONDENCE

11.0 NEW BUSINESS

- 11.1 Permission for Sea Can Millet Fire Department
- 11.2 Hoofing for Hope Partnership
- 11.3 Municipal Development Plan

12.0 CLARIFICATION OF AGENDA

13.0 CLOSED SESSION

13.1 Land Development & Infrastructure

14.0 ADJOURNMENT



**REGULAR MEETING OF COUNCIL
TOWN OF MILLET
NOVEMBER 13th, 2024
Millet Civic Centre
4:00 p.m.**

PRESENT:

MAYOR	Doug Peel
COUNCILLORS	Mike Bennett Susie Petrisor Mat Starky Charlene Van de Kraats Rebecca Frost
CAO OFFICE MANAGER DIRECTOR OF FINANCE	Lisa Schoening Joyce Vanderlee Annete Gordan
ABSENT WITH REGRET	Gerdie Hogstead

1.0 CALL TO ORDER

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

2.0 TREATY 6 RECOGNITION

3.0 PUBLIC HEARING NONE

4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA

Res #213/24 Adoption of Agenda	Moved by Councillor Van de Kraats that the November 13 th , 2024, agenda is hereby approved as amended: Deletion : 11.1 Charging Station
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CARRIED

5.0 ADOPTION OF MINUTES:

Res #214/24 Adoption of Minutes	Moved by Councillor Starky that the October 23rd, 2024, Organizational Meeting of Council Minutes are hereby approved as presented.
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CARRIED

Res #215/24 Adoption of Minutes	Moved by Councillor Frost that the October 23rd, 2024, Regular Meeting of Council Minutes are hereby approved as presented.
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CARRIED

6.0 DELEGATIONS:RCMP Constable John Spaans and Sgt. Ross Asson*Constable John Spaans gave an update to Council*Rod Thompson – Town of Millet Resident*Rod Thompson was in attendance to speak to council regarding Permission for Sea Can***7.0 REPORTS:****7.1 Millet Fire – October 2024**

Res # 216/24 Reports	Moved by Councillor Starky that Council accepts the report presented as information.
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CARRIED

8.0 BYLAWS: NONE**9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:****11.2 Street Sweeping**

Res #217/24	Moved by Councillor Bennett that council enter into an agreement for Street Sweeping with O’Hanlon for a five-year agreement.
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CARRIED

11.3 No Through Signage

Res #218/24	Moved by Councillor Starky that council grant permission for signs to be erected and further that Town staff will order and install signs. Millet Manor owners are responsible for the cost of the signs.
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CARRIED

11.4 Customer Code of Conduct

Res #219/24	Moved by Councillor Frost at Customer Code of Conduct Policy be adopted as presented.
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*CARRIED**11.5 Permission for Sea Can 5128 51 Street*

Res #220/24	Moved by Councillor Starky that council grants permission to allow Sea Cans as requested, further that they must be painted weather permitting.
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*CARRIED*12.0 *CLARIFICATION OF AGENDA: NONE*13.0 *ADJOURNMENT:*

The meeting was adjourned at 4:42 p.m.

*THESE MINUTES ADOPTED BY COUNCIL THIS 27th DAY OF NOVEMBER 2024.*_____
*MAYOR*_____
CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: November 27th 2024
Originated By: Administration
Agenda Item: 7.0 - Reports

BACKGROUND/PROPOSAL

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

Finance Bank Reconciliation September 2024
Millet Library Managers Report August 2024
Millet Library Managers Report September 2024
Millet Library Managers Report October 2024
Millet Library Board Minutes September 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, Sep 2024

	General Account	Chequing Account	General Term Deposit	Cemetery Term Deposit	Tax sale account	Total
Net Balance at End of Previous Month	\$724,570.15	\$135,934.93	\$3,637,905.14	\$18,052.06	\$0.00	\$4,516,462.28
Receipts for the Month (Less Loans)	\$477,123.18	\$303,114.80	\$14,587.05	\$42.37		\$794,867.40
Transfer of Funds						\$0.00
Sub-Total	\$1,201,693.33	\$439,049.73	\$3,652,492.19	\$18,094.43	\$0.00	\$5,311,329.68
LESS:						
Transfer of Funds				\$0.00		\$0.00
Disbursements for the Month	\$836,719.08	\$285,162.12				\$1,121,881.20
			\$0.00	\$0.00		\$0.00
Net Balance at End of Month	\$364,974.25	\$153,887.61	\$3,652,492.19	\$18,094.43	\$0.00	\$4,189,448.48
Balance at End of Month -- Treasury Branch	\$571,535.20	\$320,360.73	\$3,652,492.19	\$19,823.16	\$0.00	\$4,564,211.28
*Cash on Hand at End of Month			\$0.00			\$0.00
Sub-Total	\$571,535.20	\$320,360.73	\$3,652,492.19	\$19,823.16	\$0.00	\$4,564,211.28
ADD:						
Outstanding Deposits	-\$206,560.95		\$0.00	\$0.00		\$206,560.95
LESS:						
Outstanding Cheques See List		\$166,473.12	\$0.00	\$1,728.73		\$168,201.85
BALANCE	\$364,974.25	\$153,887.61	\$3,652,492.19	\$18,094.43	\$0.00	\$4,189,448.48

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
681	28.98	1593	1,014.30	1534	46.31				
1005	204.75	1595	163.01	1537	300.00				
1025	490.00	1596	79.05	1545	300.00				
1133	1,000.00	1597	332.93	1549	55.99				
1327	300.00	1598	77.00	1562	234.68				
1367	485.27	1599	150.00	1563	131.25				
1409	90.44	1600	982.02	1533	1,363.36				
1425	50.00	1601	24.00	1581	99.75				
1426	27.80	1602	1,256.06	1583	300.00				
1481	1,250.00	1603	315.00	1584	1,680.00				
1520	288.75	1604	476.41						
1585	1,251.46	1605	852.05						
1586	435.83	1606	929.10						
1587	9,922.50	1607	4,503.31						
1588	145.35	1608	577.76						
1589	142.80	1609	572.46						
1590	550.20	1610	616.51						
1591	277.20	1611	1,564.50						
1592	460.00	1612	130,074.98						
<u>\$166,473.12</u>									

Reviewed by: 
Chief Administrative Officer

Date: NOV 14, 2024

This statement submitted to Council this day 27th of November, 2024
Remarks:

Mayor:

Millet Public Library Manager's Report

Connect...with each other

Learn....continuously

Discover...the possibilities

August	2024	2023	2022	2021	2020	2019	2018
New Memberships	5	11	6	9	4	12	20
Card renewal	46	45	44				
Questions answered	352	352	448	1100	310	568	336
Program Attendees	637	725	528	546	612	387	284
Program Sessions	58	57	58	50	21		
Visitors to Library	1195	1192	966	887	607	1269	1273
Website Sessions	186	NA	266	324	164	240	309
Wireless Sessions	1580	1107	1984	NA	296	436	520
Computer Sessions	180	142	48	27	19	338	229
E-resources Borrowed	356	485	473	556	574	330	258
Items Checked Out	2573	2732	2627	2217	1747	1954	1596
Inter-library Loaned	905	742	635	509	483		
Inter-library Borrowed	1480	1244	1229	919	933		
Holds Satisfied	936	740	631	431	601	575	590

Millet Public Library Manager's Report

Connect...with each other

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Discover...the possibilities

September	2024	2023	2022	2021	2020	2019	2018
New Memberships	13	7	21	22	11	14	14
Card Renewal	40	31	55				

Questions answered	352	352	605	901	397	416	405
Program Attendees	498	554	661	473	409	448	544
Program Sessions	49	40	58	57	22		
Visitors to Library	1220	1030	1081	742	574	1134	1220

Website Sessions	257	NA	357	382	193	218	272
Wireless Sessions	1385	1303	1394	NA	448	511	698
Computer Sessions	85	108	54	43	25	240	240

E-resources Borrowed	339	393	469	509	515	395	469
Items Checked Out	2698	2492	2320	2295	2119	2023	1917
Inter-library Loaned	905	798	652	497	495		
Inter-library Borrowed	1480	1213	1091	1089	985		
Holds Satisfied	936	781	676	685	670	628	620

Millet Public Library Manager's Report

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October	2024	2023	2022	2021	2020	2019	2018
New Memberships	7	6	15	9	7	7	15
Card Renewal	39	29	33				

Questions answered	352	352	885	1011	334	557	327
Program Attendees	910	682	792	733	647	608	611
Program Sessions	72	48	37	57	36		
Visitors to Library	1629	1097	1321	949	713	1403	1337

Website Sessions	191	NA	286	229	181	216	298
Wireless Sessions	1611	1294	1567	NA	462	832	731
Computer Sessions	81	111	39	26	16	224	253

E-resources Borrowed	362	457	478	445	467	396	397
Items Checked Out	3067	2674	2627	2637	1962	2117	1995
Inter-library Loaned	1026	850	642	623	533		
Inter-library Borrowed	1585	1410	1228	1138	1111		
Holds Satisfied	781	765	631	673	616	778	562

Town of Millet Library Board Minutes September 12, 2024

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

Absent (with regret): Susan Williamson

1. Call to Order at 6:04pm
2. Adoption of Agenda moved by Jackie Peel, carried
3. Adoption of April 11, 2024, Minutes moved by Susie Petrisor, carried
4. Correspondence accepted as presented moved by Alyse Kwantes, carried
 - a. Town of Millet
 - b. County of Wetaskiwin
 - c. Government of Alberta
5. Manager Report accepted as presented moved by Jackie Peel, carried
 - a. Monthly Comparison
 - b. STATS
 - c. Training-First Aid, Leap, Mugo
 - d. Library Software -upgrading to Leap
6. Policy:

Res #17/2024 Motion to approve the amended Meeting Room Use policy moved by Angeline Kwantes, carried

Res #18/2024 Motion to approve the amended Confidentiality of User Records Policy moved by Susie Petrisor, carried

Res #19/2024 Motion to approve the amended Hours of Service Policy moved by Jackie Peel, carried

Res #20/2024 Motion to approve the amended Manager Performance Appraisal moved by Angeline Kwantes

Res #21/2024 Motion to approve the Public Attendance and Presentation at Library Board Meeting Policy moved by Charlene Veldkamp, carried

Res #22/2024 Motion to approve the Use of Public Space Policy moved by Jackie Peel, carried

Res #23/2024 Motion to approve the amended Library Assistant Job Description moved by Charlene Veldkamp, carried

7. **New Business:**

Res #24/2024 Motion to submit the 2025 Budget to Town of Millet Council moved by Susan Williamson via email, seconded Jackie Peel, carried

Res #25/2024 Motion to approve that The Town of Millet Library Board's signees are Susan Williamson, Charlene Veldkamp, Angeline Kwantes, Jillian Meyers and the removal of any previous signees including but not limited to Margaret Blackstock, Bob Maynard, Stacey McKinney, Doug Peel, Myrna Peters, Chris Richards, Charlene Van de Kraats, and Doyle and Company must take place as they are no longer valid signees for Millet Public Library or the Town of Millet Library Board moved by Susie Petrisor, carried

Res #26/2024 Approval for Jill Simms to have possession of the mail keys for postal Box 30 at Millet, AB and in her absence that the Town of Millet Library Board Trustees and Millet Library staff have permission to pick up the mail moved by Angeline Kwantes, carried

8. **Old Business:**

- a. ATB -GIC, interest

Res #27/2024 Approval for the Library Manager, Jill Simms, to transfer funds between the Community Spirit checking account and the savings account as required to fulfill the financial duties of the Town of Millet Library Board moved by Jackie Peel, carried

9. **Friends Report:**

- a. Volunteer Supper-October 23, 2024, 5:00-6:30pm at the library

Res #28/2024 The Town of Millet Library Board accepts the Board members present and those absent with regret as in attendance, moved by Charlene Veldkamp, carried

10. Councillor Report: Millet Christmas Parade- Nov. 23, Cereal with Santa-Nov. 30, Goodwill Gala -Dec. 8

11. Meeting Dates for 2024: November 7 at 6:00pm

Next meeting November 7 @ 6:00pm

Meeting Adjourned 6:48pm





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

Meeting: Regular Council Meeting
Meeting Date: November 27, 2024
Originated By: Administration
Agenda Item: 11.1 Millet Fire Department Sea Can

BACKGROUND/PROPOSAL

Millet fire dept would like to add another sea can to our training facility. Half of it would be for interior search scenarios with addition of smoke machine that produces smoke like situation without exposing us to harmful toxic smoke that then needs decontamination cleaning our gear after and other half sea can for storage of our training props and equipment. It will have secure locks on it that are not accessible to local criminals

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

Does Council wish to grant Millet Fire Department approval to place another Sea Can at the Training Facility?



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

Meeting: Regular Council Meeting
Meeting Date: November 27, 2024
Originated By: Administration
Agenda Item: 11.2 Hoofing for Hope Partnership

BACKGROUND/PROPOSAL

Good afternoon Mayor Peel and esteemed council members.

I am the director of a registered non-profit organization in Alberta whose mission is to raise money that will be used to fund mental health initiatives for correctional officers at Edmonton Max. With the funds that CX Solid Foundation raises, we send officers who seek us out to programs to help build their resiliency to trauma and stress in our very difficult job. This enables these officers to keep moving forward in their careers without needing to go off on WCB or even worse, quit their careers, which in turn costs the taxpayers money.

I write to you today to ask for your support in our biggest campaign for mental health to date. In June 2025, the board members of CX Solid and I will be undertaking a rather massive event that will be going through your area.

In support of our federal correctional officers, we will be riding our horses from institution to institution in Alberta with us kicking off the corridor ride at Drumheller Institution and ending with Edmonton Institution. During this campaign as we move our way up the province, we hope to raise awareness for the intense need to support our correctional officers and in fact all first responders with their mental health journey. We do this by drawing attention to the person riding down the highway for weeks at a time which allows us to open dialogue with them about the truths of mental health. We believe that asking for mental health support should never have a stigma attached to it!

We would like to offer the Town of Millet an opportunity to show your support for those officers to your entire community. We would like to partner with the Town to have a meet and greet at the Agriplex for the entire community to attend. We also offer you the opportunity to sponsor our journey with a monetary donation.

Thank you for your time,
Sincerely,
Stacie Bourdon
CX Solid Foundation, Director

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

Would council like to partner with CX Solid Foundation for this event?



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

Meeting: Regular Council Meeting
Meeting Date: November 27, 2024
Agenda Item: 11.3 Municipal Development Plan Update

BACKGROUND/PROPOSAL

As part of the proposed 2025 budget a request was put forward to hire a consultant to assist staff in completing a Municipal Development Plan (MDP) update as the Town’s current version is from 2014. Council requested that Administration bring forward options for updating the MPC in house.

The Municipal Development Plan (MDP) is a statutory document that provides a framework for future development and growth. All municipalities are required to have a MDP approved by Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The MDP is a critical document for future growth and development. This document must reflect the community’s vision and particularly Council.

The MDP must

(a) must address

- (i) the future land use within the municipality,
- (ii) the manner of and the proposals for future development in the municipality,
- (iii) the co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities,
- (iv) the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities, and
- (v) the provision of municipal services and facilities either generally or specifically,

(b) may address

- (i) proposals for the financing and programming of municipal infrastructure,
- (ii) the co-ordination of municipal programs relating to the physical, social and economic development of the municipality,
- (iii) environmental matters within the municipality,
- (iv) the financial resources of the municipality,
- (v) the economic development of the municipality, and
- (vi) any other matter relating to the physical, social or economic development of the municipality,

(c) may contain statements regarding the municipality’s development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies,

(d) must contain policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities,

(e) must contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards,

(f) must contain policies respecting the protection of agricultural operations, and

(g) may contain policies respecting the provision of conservation reserve in accordance with section 664.2(1)(a)to(d).

As part of the MDP update there will need to be a significant amount of community engagement, and a large number of staff hours put towards updating this document.

If Council wishes to proceed with the MDP update, Administration requests that a committee be formed with 3 members of Council and Administration to work on putting the document together.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

That Council provide direction to Administration on how to proceed with updating the Municipal Development Plan.

