



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, December 18th, 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**

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

**5.0 ADOPTION OF MINUTES**

5.1 November 27th, 2024 – Regular Meeting of Council

**6.0 DELEGATIONS**

**7.0 REPORTS**

7.1 Fire Department November 2024 Call Out History

7.2 Enforcement Services September & October 2024

7.2 WALA Minutes October 2024

**8.0 BYLAWS**

8.1 Fee Bylaw

**9.0 AGREEMENTS**

**10.0 CORRESPONDENCE**

**11.0 NEW BUSINESS**

11.1 Operating and Capital Draft Budget

11.2 Returning Officer

11.3 Emerging Trends – Brownlee LLP

- 11.4 Committee Appointments
- 11.5 Friends of Millet Society
- 11.6 Country Music Dance Jamboree
- 11.7 Hoofing for Hope Partnership

**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 27th, 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 Gerdie Hogstead
CAO	Lisa Schoening
OFFICE MANAGER	Joyce Vanderlee
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
DIRECTOR OF FINANCE	Annete Gordon

**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**

<b>Res #221/24</b> Adoption of Agenda	Moved by Councillor Starky that the November 13 <sup>th</sup> , 2024, agenda is hereby approved as amended:  Addition : 11.4 Resignation Councillor Van de Kraats 11.5 Wetaskiwin & County Sports Hall of Fame Sponsorship
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*CARRIED*

**5.0 ADOPTION OF MINUTES:**

<b>Res #222/24</b> Adoption of Minutes	Moved by Councillor Van de Kraats that the November 13 <sup>th</sup> , 2024, Regular Meeting of Council Minutes are hereby approved as presented.
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*CARRIED*

6.0 DELEGATIONS:7.0 REPORTS:

<b>Res # 223/24 Reports</b>	Moved by Councillor Starky that Council accepts the report presented as information. 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
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*CARRIED*8.0 BYLAWS: NONE9.0 AGREEMENTS: NONE10.0 CORRESPONDENCE: NONE11.0 NEW BUSINESS:*11.1 Permission for Sea Can Millet Fire Department*

<b>Res #224/24</b>	Moved by Councillor Van de Kraats that council grants permission to allow Sea Can as requested.
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*CARRIED**11.2 Hoofing for Hope Partnership*

<b>Res #225/24</b>	Moved by Councillor Frost that table issue and further direct administration to get more information.
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*CARRIED**11.3 Municipal Development Plan*

<b>Res #226/24</b>	Moved by Councillor Petrisor that a municipal development planning committee be formed and meets virtually on a needed
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*CARRIED*



*11.4 Resignation Councillor Van de Kraats*

Res #227/24	Moved by Councillor Starky that council accepts Councillor Van de Kraats resignation, effective immediately.
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*CARRIED**11.5 Wetaskiwin & County Sports Hall of Fame*

Res #228/24	Moved by Councillor Hogstead that council approve the Half Page Ad at a cost of \$250.00 for the 2025 Program with the funds coming from the advertising budget.
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*CARRIED*12.0 CLARIFICATION OF AGENDA: NONE13.0 ADJOURNMENT:

The meeting was adjourned at 4:12 p.m.

Res #229/24 <i>Adjournment</i>	Moved by Councillor Frost that the Regular Council Meeting temporarily adjourn and council sit in Closed Session at 4:13 p.m.
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*CARRIED*13.0 CLOSED SESSION:

Council will also be discussing privileged information regarding Land therefore, the meeting should go in Closed Session, pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26.1 and amendments thereto, and Sections 23, 24 and 27 of the Freedom of Information and Protection of Privacy Act, 1994, Chapter F-18.5 and amendments thereto.

Res #230/24 <i>Reconvene</i>	Moved by Councillor Petrisor that the Regular Council Meeting reconvene from Closed Session at 4:18 pm.
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*CARRIED*

*THESE MINUTES ADOPTED BY COUNCIL THIS 18th DAY OF DECEMBER 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:** December 18th 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 November 2024 Call Out History  
Millet Enforcement Services October 2024  
WALA Minutes October 2024

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Not applicable.

**COSTS/SOURCE OF FUNDING**

Not applicable.

**RECOMMENDATION**

1. That the Reports are hereby accepted as information.

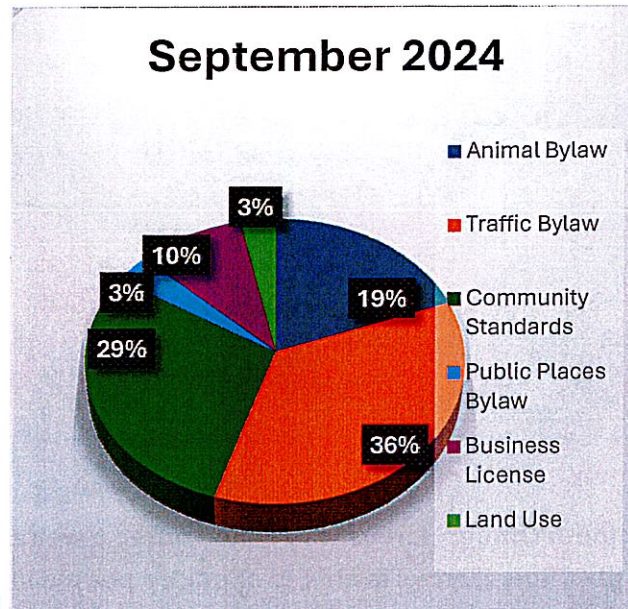


**Millet Fire Department**  
**Call History Report by Date**  
 11/1/2024 - 11/30/2024

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sat 11/02/2024 22:09	County - Leduc	2400142	68 Smoke Investigation (Outside)	55 Establish safe area	2 [Redacted]	10	00:47
Mon 11/04/2024 18:17	County - Wetaskiwin (Extra Hours)	2400143	71 Vehicle Fire	55 Establish safe area	[Redacted]	14	02:36
Wed 11/06/2024 15:54	County - Wetaskiwin (Extra Hours)	2400144	77 Motor Vehicle Collision	55 Establish safe area	[Redacted]	8	01:15
Wed 11/06/2024 22:19	County - Wetaskiwin (Extra Hours)	2400145	69 Structure Fire	55 Establish safe area	[Redacted]	19	03:29
Thu 11/07/2024 09:10	County - Wetaskiwin	2400146	52 Alarms	55 Establish safe area	[Redacted]	7	00:21
Thu 11/07/2024 15:58	City - Wetaskiwin (Mutual Aid)	2400147	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area	[Redacted]	14	03:31
Thu 11/07/2024 21:35	County - Leduc	2400148	77 Motor Vehicle Collision	55 Establish safe area	[Redacted]	9	00:43
Tue 11/12/2024 04:59	County - Wetaskiwin	2400149	10 Chest Pain (Non-Traumatic)	55 Establish safe area	[Redacted]	7	00:38
Tue 11/19/2024 08:24	City - Millet	2400150	09 Cardiac Arrest	55 Establish safe area	[Redacted]	18	00:47
Fri 11/22/2024 10:59	County - Leduc (Extra Hours)	2400151	77 Motor Vehicle Collision	55 Establish safe area	[Redacted]	13	01:52
Fri 11/22/2024 16:56	City - Millet	2400152	52 Alarms <i>False</i>	55 Establish safe area	[Redacted]	6	00:19
Sat 11/23/2024 12:37	County - Leduc (Extra Hours)	2400153	20 Heat / Cold Exposure	55 Establish safe area	[Redacted]	12	01:06
Tue 11/26/2024 12:50	County - Wetaskiwin	2400154	52 Alarms	55 Establish safe area	[Redacted]	9	00:23
Tue 11/26/2024 17:49	County - Leduc	2400155	34 Automatic Crash Notification		[Redacted]	8	00:05
Sat 11/30/2024 15:33	City - Wetaskiwin (Mutual Aid)	2400156	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area	[Redacted]	11	02:07
Sat 11/30/2024 20:56	County - Wetaskiwin (Extra Hours)	2400157	29 Traffic/ Transportation Incidents	55 Establish safe area	[Redacted]	9	02:39

Total calls for City - Millet:	2	
Total calls for City - Wetaskiwin (Mutual Aid):	2	
Total calls for County - Leduc:	3	
Total calls for County - Leduc (Extra Hours):	2	
Total calls for County - Wetaskiwin:	3	
Total calls for County - Wetaskiwin (Extra Hours):	4	
<b>Total calls:</b>	<b>16</b>	<b>Avg. Call Attendance: 10.88</b>
<b>Total Time:</b>	<b>22:38</b>	

*SM*



September had a file load of 31 Files.

Majority of those files are vehicles parked in areas where parking is not permitted, or unattached trailers.

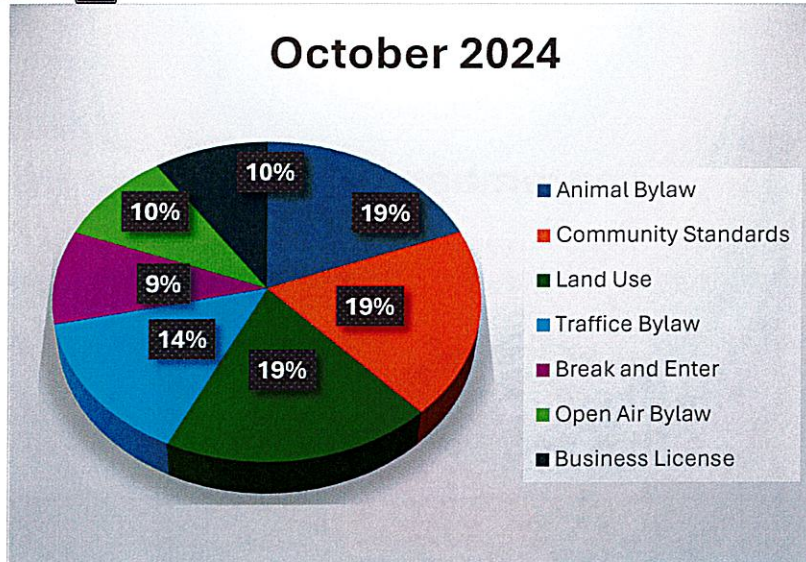
- Traffic Bylaw could also be a call of a possible abandoned vehicle.

These vehicles vin numbers are run through CPIC and confirmed with RCMP or towed by RCMP.

Land Use – Many people have inoperable vehicles or unregistered vehicles on their properties. These vehicles have been moved or registered.

Animal welfare continues to be a concern in millet. Many stray cats within Millet Village Trailers. One with a severe skin infection with open wounds was taken into the shelter.





**Officer Harcus seen a decrease**

**in files with only a file load of 20.**

During this month Officer Harcus was called out to a welfare check (Under the Good Samaritan Act Officer Harcus is able to check on people in our community accordingly.) During a call Officer Harcus worked with speaking to a youth struggling with mental health. Officer Harcus attends the youth night at the One Accord, it is noted that there is an increase in youth mental health within the community.

Officer Harcus also worked closely with a property owner and RCMP to help with squatters habituating a property have the property boarded up and cleaned up. The property had many criminal activities going on. This property has since been cleaned up with the help of the property owner and town contractor.

- This property also disrupted the safety and homes of others surrounding it.
- Traffic bylaw issues, land use, community standards, break and enter, all this information was given to RCMP to help them in their investigations.

Wetaskiwin & Area Lodge Authority  
October 2, 2024 @ 9:00am  
County of Wetaskiwin Municipal Offices

## MINUTES

County of Wetaskiwin	Kathy Rooyakkers	Ken Adair	Lynn Carwell
City of Wetaskiwin	Wayne Neilson	Joe Branco (regrets)	
Town of Millet	Gerdie Hogstead		
The Bethany Group	Carla Beck	Shannon Holtz (regrets)	Amanda Leckie
	Melodie Stol (recorder)		

1.	Call to Order The meeting was called to order at 9:00 am by Kathy Rooyakkers, Board Chair.
2.	Review of Agenda <b>WALA 24-10-01          MOVED by K. Adair to approve the October 2, 2024 Agenda as presented. CARRIED</b>
3.	Approval of Minutes <b>WALA 24-10-02          MOVED by W. Neilson to approve the June 26, 2024 Regular meeting minutes as presented. CARRIED</b>
4.	Correspondence
	a.      Faith and Aging Conference
	<b>WALA 24-10-03          MOVED by L. Carwell to accept the Correspondence as information. CARRIED</b>
5.	Reports
	a.      Financial Reports – for the 8 months ending August 31, 2024 Review of financial statements and accompanying notes.  Revenues show rental revenue on budget, increase to the LAP grant and higher investment income.  Expenses have utilities on budget, salaries as expected. Food costs are up, and a review of purchasing practices has taken place.



Wetaskiwin & Area Lodge Authority  
 October 2, 2024 @ 9:00am  
 County of Wetaskiwin Municipal Offices

	b.	Occupancy Stats to August 31, 2024 Peace Hills at 100% occupied with a waitlist of 7-10. West Pine currently had one move-in and some residents are being reassessed for level of care needed.
	c.	CAO Report LAP Grant update, 2025 Budget preparation underway. QI project updates. AUPE Bargaining scheduled for November. Summer lodge events Advocacy points update for Fall conventions. ASCHA Regional Meeting is Wednesday October 9, 2024 in Red Deer with Kathy booked in to attend.
	<b>WALA 24-10-04                      MOVED by G. Hogstead to accept the Reports as information. CARRIED</b>	
6.	New Business	
	a.	Renovations for West Pine Financial Scenario Discussion on the financial scenario to internally fund renovations. Would GoA consider matching a local investment into the building? Importance of confirming the small lodge grant would be available if room numbers would be reduced. Discussed the desire to continue to provide support for seniors in the rural area. Noted the probability that a Housing Needs Assessment may be required from the local municipality.  Administration will prepare a briefing note for Wetaskiwin County and their upcoming meeting with Minister Nixon. Will review the current West Pine Schedule E submission. Will include the room conversion and additional tub to showers conversions. Draft will be sent out week of October 21-25 for review by the board.
7.	Next Meeting Wednesday December 4, 2024 at 9:00am at the County of Wetaskiwin Council Chambers	
8.	Adjournment The October 2, 2024 WALA Board Meeting was declared adjourned by chair Rooyakkers at 10:10 am.	



Wetaskiwin & Area Lodge Authority  
October 2, 2024 @ 9:00am  
County of Wetaskiwin Municipal Offices



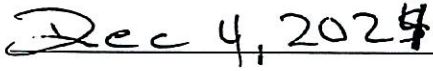
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Kathy Rooyackers, Board Chair  
Wetaskiwin & Area Lodge Authority



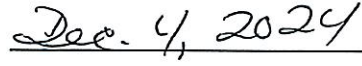
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Carla Beck, CEO  
The Bethany Group



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Date



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Date

*Caring Communities*





## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Regular Council Meeting  
**Meeting Date:** December 18, 2024  
**Agenda Item:** 8.1 Fee Bylaw

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### BACKGROUND/PROPOSAL

The Town of Millet Fee Bylaw comes to Council annually to reflect any changes for the upcoming year. The following are the changes for 2025:

Facilities Rentals – all increased by 5%

Ice Rental – increased 10% as of September 2025

Ball Diamonds – increased 5%

Water – an increase of 2% for the first 15 cubic meters and an increase of .25 per cubic meters thereafter

Sewer – Increased 2%

After hours call out fee when not the responsibility of the Town: Call out after hours or weekends up to 3 hours: \$175.00, thereafter \$75.00 per hour

Call out during normal business hours: \$30.00 per hour

#### **FCSS Home maker - EFFECTIVE JULY 1, 2025 – BASED ON INCOME – MIN 2 hours**

Single resident income:	\$0-\$25,000 annual	\$9.00/hr
	\$ 25,001-\$60,000 annual	\$15.00/hr
	\$60,001 + annual	\$27.50/hr
Multi resident income:	\$0-\$35,000 annual	\$15.00/hr
	\$ 35,001-\$70,000 annual	\$21.00/hr
	\$70,001 + annual	\$28.00/hr

### RECOMMENDED ACTION:

That all 3 readings of the Fee bylaw be passed to allow new rates to be in place for January 1, 2025.

**TOWN OF MILLET**

**BYLAW NO. 2024-13**

**A BYLAW OF THE TOWN OF MILLET TO PROVIDE FEE FOR SERVICES WITHIN THE TOWN OF MILLET**

**WHEREAS** section 8 of the Municipal Government Act Revised Statues of Alberta 2000 and amendments thereto authorizes a Municipality, by bylaw, to establish fees for licenses, permits and approvals, and

**WHEREAS** paragraph 61(2) authorizes a municipality to charge fees, tolls and charges for the use of its property, and

**WHEREAS** section 6 gives a municipality natural persons powers, which imply the power to charge for, goods and services provided.

**NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF MILLET, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

**SHORT TITLE**

This Bylaw may be referred to as the FEE FOR SERVICE BYLAW of the Town of Millet.

**GENERAL MATTERS**

1. That the rates specified in the Schedules attached be charged for the Municipal Services as specified.
  2. This bylaw shall be reviewed and brought before Council annually.
  3. From time to time, review and amendments to the various schedules may be required outside the annual review.
  4. This bylaw comes into full force on **January 1, 2025**.
  5. That Bylaw 2024-10 is hereby rescinded.
  6. All schedules attached to this Bylaw form part of this Bylaw
- Schedule "A" Fees for Service

READ a first time \_\_\_\_\_

READ a second time \_\_\_\_\_

READ a third and final time \_\_\_\_\_

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

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

**SCHEDULE "A"**  
**TOWN OF MILLET FEES FOR SERVICE**

**BUSINESS LICENCE FEES**

Commercial Resident Business	\$110	Per calendar year
Commercial Non-Resident Business	\$220	Per calendar year
Monthly License	\$55	Per Month
Rental Properties – 3-5 units/dwelling/lease space	\$176	Per calendar year
Rental Properties – 6-10 units/dwelling/lease space	\$330	Per calendar year
Rental Properties – 11+ units/dwelling/lease space	\$605	Per calendar year

**All licensing purchased after September 1<sup>st</sup> will be reduced by 50%.**

**ANIMAL BYLAW**

**DOG TAGS**

Lifetime Registration (under 5 years old)	\$150
Lifetime Registration (over 5 years with proof of age)	\$75
Lifetime Restricted/Dangerous	\$350
Replacement Tag	\$10

**CAT TAGS**

Lifetime registration (spayed/neutered)	\$50 lifetime
Lifetime Registration (not spayed/neutered)	\$100 lifetime
<b>ALL LICENSES PURCHASED PRIOR TO MARCH 31, 2025</b>	<b>\$30 lifetime</b>

**BOARDING FEES FOR ANIMAL SHELTER**

Board Fee (cat)	\$55/day
Board Fee (dog)	\$65/day
Release fee	\$55

**ADMIN FEES**

Black/white photocopy	\$1.50/one sided page
Color Photocopy	\$2.00/one sided page
Fax	\$1.50/page
NSF/Return Payment	\$35.00
Municipal documents reprinted (UT bills, tax assessments ect.)	\$10.00/page

**ACCOUNTS RECEIVABLE**

Late payment	2%/month
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**PROMOTIONAL MATERIALS**

Town Swag	Cost + 5%
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**CEMETERY**

Grave Plot Fee	\$700
Cremation Plot Fee	\$500
Perpetual Care Fee	\$150
Open and Close Grave Plot	\$500
Open and Close Cremation	\$300
Transfer of Burial Rights	\$50
Permit to Erect Monument	\$50

**Additional Fees – Cemetery**

Opening and closing of a grave plot outside of business hours or during winter, from November 1-April 30<sup>th</sup>. Monday to Friday 8:30am to 4:30pm \$450

Opening and closing of a cremains plot outside of business hours or during winter, from November 1-April 30<sup>th</sup>. Monday to Friday 8:30am to 4:30pm \$200

**FACILITY RENTALS –**

Millet Agriplex Banquet Hall – Full rental (8am-3am)	\$577.50	Per day
Millet Agriplex Banquet Hall -Funeral (8am-3am)	\$231	Per day
Millet Agriplex Kitchen Only	\$28.87/hr	Min – 4 hours
Millet Agriplex Banquet hall- no kitchen	\$46.20/hr	Min - 4 hours
^Millet Agriplex Banquet Hall – Meeting rate	\$23.10/hr.	Max -2 hours^
Agriplex Parking Lot	\$367.50/day	
Damage Deposit – Full Rental and Funeral	\$1000.00	
Damage Deposit – Kitchen Only	\$500.00	
*Damage Deposit – Meetings Agriplex	\$100.00*	
Key Deposit	\$82.50	
Corkage Fee	\$55.00	
Millet Community Hall – all day Weekday	\$404.25	9am-3am
Millet Community Hall – all day Weekend	\$462.00	9am-3am
Millet Community Hall – Hourly- Weekday	\$28.87	2 hour Min
Millet Community Hall – Hourly – Weekend	\$34.65	2 hour Min
Damage Deposit	\$300.00	
Center Boardroom – Hourly	\$23.10/hr	
Center Boardroom – Full day	\$115.00	
Damage Deposit	\$100.00	

Maximum time may be extended at the discretion of the CAO or designate.

**ICE RENTAL – PRIME TIME – Monday-Friday 3pm-10pm – Weekends 8am-10pm EFFECTIVE SEPTEMBER 1, 2025**

Local Minor	\$126.50/hr
Local Adult Business	\$234.02/hr
Local Junior	\$151.80/hr
Non-local Minor	\$170.77/hr
Non-local Adult/Business	\$290.95/hr
Non-local Junior	\$189.25/hr
Public Skating Sponsor	\$75.90/hr
STAT Holiday Premium	25% additional

**ICE RENTAL – NON-PRIME TIME**

Local Minor	\$107.52/hr
Local Adult Business	\$170.77/hr
Local Junior	\$126.50/hr
Non-local Minor	\$132.82/hr
Non-local Adult/Business	\$189.75/hr
Non-local Junior	\$170.77/hr
STAT Holiday Premium	25% additional

**ARENA SURFACE – OFF SEASON- NO ICE**

Local	\$363.00/day
Local	\$36.30/hr – 2 hr Min
Non-Local	\$423.50/day
Non-Local \$	\$72.60/hr – Min 2 hrs
Damage Deposit	Same as daily rate
Damage Deposit – Multi day event	\$750.00
Key Deposit	\$75.00

**BALL DIAMONDS**

Millet Minor Ball	\$173.25 per team per season
Millet Minor Ball Tournaments	\$173.25 per day for all 3 diamonds
Non-Local Minor Ball Tournament	\$173.25 per day for all 3 diamonds + \$300DD
Adult Teams	\$44.88 per diamond (max 3 hours)
Youth Teams	\$26.25 per diamond (max 3 hours)
Adult Tournaments	\$288.75 per day -all 3 diamonds + \$300DD
Stat holiday Premium	Additional 25%

**WATER SERVICE BI-MONTHLY RATES**

**SINGLE FAMILY DWELLING UNITS;**

\$59.41 for the first 15 cubic meters and 3.75 for each additional cubic meter of water thereafter.

\$32.50 capital flat rate

**COMMERCIAL AND INDUSTRIAL UNITS;**

\$71.40 for the first 15 cubic meters and 3.75 for each additional cubic meter of water thereafter.

\$35.00 capital flat rate

**PUBLIC AND INSTITUTIONAL SCHOOLS;**

72.93 for the first 15 cubic meters and 3.75 for each additional cubic meter of water thereafter.

\$55.00 capital flat rate

**CHURCHES, CLUBS, ASSOCIATIONS, CHARITABLE ORGANIZATIONS;**

\$37.23 for the first 15 cubic meters and 3.75 for each additional cubic meter of water thereafter.

\$7.50 capital flat rate

**ADDITIONAL FEES – WATER SERVICE**

Disconnection Fee: \$100

Reconnection Fee: \$100

Damaged Meters: \$105.57/billing period

Grandfathered flat water access fee: \$118.32/billing period

Flat Rate for all mobile home units – \$105.57/billing period

**SEWER SERVICE CHARGES**

**RESIDENTIAL**

Single family dwelling units and Apartments, Condominiums, Duplexes, etc.

\$48.45 per bi-monthly

\$35.00 Capital Flat Rate – bi-monthly

**COMMERCIAL**

Car Wash

\$124.95 per bi-monthly per stall

\$37.50 Capital Flat Rate – bi-monthly

All other commercial businesses

\$68.34 per bi-monthly

\$35.00 Capital Flat Rate – bi-monthly

PLUS 50% of the amount charged over and above the flat rate for water consumption for COMMERCIAL users only.

**PUBLIC AND INSTITUTIONAL**

School

\$248.37 per bi-monthly

\$55.00 Capital Flat Rate – bi-monthly

Churches, Clubs, Associations, Charitable Organizations

\$49.47 per bi-monthly

\$7.50 Capital Flat Rate – bi-monthly

**GARBAGE**

Flat fee - \$32.60 per residence bi-monthly

Additional Garbage Bin - \$8.80 bi-monthly

When waste management company is unable to collect organics bins due to no access: \$26.10 bi-monthly.

Properties that qualify for transfer station vouchers option: \$16.30 bi-monthly

**UTILITY PENALTIES:**

A (3.9%) percent penalty shall be added to the outstanding current balance if payment is not received at the Town office on the date indicated on each bill.

UTILITY TO TAX TRANSFER ADMIN FEE - \$35.00

**When a property owner or tenant requests the assistance of the Operations staff for any utility issues that are determined to not be the responsibility of the Town of Millet by the CAO or designate, costs shall be as follows:**

**AFTER HOUR**

Call out after hours or weekends up to 3 hours: \$175.00, thereafter \$75.00 per hour

Call out during normal business hours: \$30.00 per hour

**FCSS HOMECARE SERVICES – UNTIL JUNE 30, 2025**

1 person in home \$12.50/hr  
2 or more \$14.80/hr

**EFFECTIVE JULY 1, 2025 – BASED ON INCOME – MIN 2 hours**

Single resident income:	\$0-\$25,000 annual	\$9.00/hr
	\$ 25,001-\$60,000 annual	\$15.00/hr
	\$60,001 + annual	\$27.50/hr
Multi resident income:	\$0-\$35,000 annual	\$15.00/hr
	\$ 35,001-\$70,000 annual	\$21.00/hr
	\$70,001 + annual	\$28.00/hr

\* Income threshold amounts will increase annually based on Albertas annual CPI index as of December 31st, New rates will be effective July 1st of each year

Discretion will be taken into consideration in certain situations, at the discretion of the Director of Finance and/or C.A.O.

If income verification is not given, the rate will be the maximum.

**TAX CERTIFICATES** \$40.00

**HIGHWAY 2A SIGNS – Effective July 1, 2024**

Lease Deposit	\$200.00	
Rental	\$50/month	Local
	\$100/month	Non-Local
Non-profit	No charge (must fill out rental form)	



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Regular Council Meeting  
**Meeting Date:** December 18, 2024  
**Originated By:** Administration  
**Agenda Item:** 11.1 Operating and Capital Draft Budget

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### **BACKGROUND/PROPOSAL**

Per the MGA council must pass a 3-year operating budget and a 5-year capital budget.

Council met on November 4th, 2024, to go through the operating and capital budget for 2025.

For the operating budget all changes from comments and changes recommended during discussion or policy changes are highlighted in yellow. No changes were made to amortization.

For Capital all projects that were voted on to bring forward on the November 4th, 2024, meeting have been included. Any Capital projects that are not listed in the 2024 budget, but council may wish to proceed at a later date will have to be brought back to council for approval in 2025.

This equates to a 1.97% increase for 2025 Operating Budget.

### **Recommended Resolution:**

For council to approve the 2025 capital and operating budget. Any changes council wishes to amend from the presented budget, to be placed in the resolution, as this is the last council meeting before year end.



Department	2023	2023	2024 Actual	2024	2025	% Change	2026	2027	2028
	ACUTUAL YTD Dec	BUDGET 3.93%	YTD SEP	Budget 3.86%	Budget 1.97%	over 2025 Budget	Budget 2%	Budget 2%	Budget 2%
<b>1 TOTAL REVENUES</b>	(4,838,331)	(4,424,875)	(3,851,822)	(4,673,938)	(4,812,612)	2.9%	(4,853,251)	(4,895,491)	(4,955,587)
<b>2 TOTAL EXPENDITURES</b>	4,378,041	4,424,874	2,716,456	4,673,938	4,812,612	2.9%	4,853,251	4,895,490	4,955,587
<b>3 DEFICIT (SURPLUS)</b>	<u>(460,290)</u>	<u>(0)</u>	<u>(1,135,366)</u>	<u>(0)</u>	<u>0</u>		<u>(0)</u>	<u>(0)</u>	<u>0</u>
<b>REVENUES</b>									
4 Taxes	(2,058,016)	(2,012,848)	(2,198,932)	(2,140,499)	(2,242,667)	4.6%	(2,287,520)	(2,333,270)	(2,379,936)
5 Grants in Lieu	(1,590)	(2,600)	(1,575)	(2,600)	(2,600)	0.0%	(1,500)	(1,500)	(1,500)
6 Revenues from Municipal Sources	(498,393)	(416,640)	(317,972)	(458,421)	(470,641)	2.6%	(476,641)	(476,640)	(476,640)
7 Gain / Loss on Disposal									
8 Sale of Land									
<b>LEGISLATIVE SERVICES</b>									
<b>9 REVENUE</b>									
Conditional Grants	-	-	-	-	-		-	-	-
<b>10 TOTAL LEGISLATIVE</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
<b>EXPENSES</b>									
11 Salaries, Wages, Benefits	107,639	123,858	75,035	130,382	108,674	-20.0%	118,398	120,667	122,980
12 General and Contracted Services	4,809	6,000	685	6,300	14,100	55.3%	5,800	5,801	5,801
13 Materials, Goods, and Supplies	4,652	5,500	4,366	5,500	5,300	-3.8%	5,500	5,501	5,501
14 Other									
<b>15 TOTAL EXPENSE</b>	<u>117,100</u>	<u>135,358</u>	<u>80,086</u>	<u>142,182</u>	<u>128,074</u>	<u>-11.0%</u>	<u>129,698</u>	<u>131,969</u>	<u>134,282</u>
<b>16 TOTAL LEGISLATIVE SERVICES</b>	<u>117,100</u>	<u>135,358</u>	<u>80,086</u>	<u>142,182</u>	<u>128,074</u>	<u>-11.0%</u>	<u>129,698</u>	<u>131,969</u>	<u>134,282</u>

Department	2023 ACUTAL YTD Dec	2023 BUDGET 3.93%	2024 Actual YTD SEP	2024 Budget 3.86%	2025 Budget 1.97%	% Change over 2025 Budget	2026 Budget 2%	2027 Budget 2%	2028 Budget 2%
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GENERAL ADMINISTRATION

REVENUE									
17 Sales of Goods & Services	(4,155)	(5,500)	(3,565)	(7,500)	(6,000)	-25.0%	(7,500)	(7,500)	(7,500)
18 Other Revenue from Own Sources	(59,897)	(48,800)	(54,886)	(53,800)	(65,800)	18.2%	(65,800)	(51,800)	(51,799)
19 Conditional Grants	(145,758)	(72,879)	(145,758)	(72,879)	(73,000)	0.2%	(73,000)	(73,000)	(73,000)
20 Other Transactions									
21 Total Revenue	(209,810)	(127,179)	(204,209)	(134,179)	(144,800)	7.3%	(146,300)	(132,300)	(132,299)

EXPENDITURES

22 Salaries, Wages, Benefits	420,253	438,481	347,406	461,603	487,910	5.4%	497,333	496,436	505,719
23 General and Contracted Services	342,920	285,250	214,107	285,500	301,225	5.2%	281,586	284,597	287,751
24 Materials, Goods, and Supplies	11,535	12,500	8,157	12,750	17,650	27.8%	12,750	12,750	12,750
25 Utilities	13,109	11,000	19,951	24,500	36,000	31.9%	24,500	24,500	24,500
26 Financial Service Charges	30,776	108,206	16,207	108,206	108,456	0.2%	108,456	108,456	108,456
27 Other Transactions	15,031	116,743	778	119,179	103,000	-15.7%	103,000	103,001	103,001
28 Transfer to Reserves	80,000	30,000	-	30,128	112,192	73.1%	183,897	193,097	199,201
29 Total Expenses	913,623	1,002,180	606,607	1,041,866	1,166,433	10.7%	1,211,522	1,222,836	1,241,378
30 TOTAL GENERAL ADMINISTRATION	703,813	875,001	402,398	907,687	1,021,633	11.2%	1,065,222	1,090,536	1,109,079

Department	2023 ACUTAL YTD Dec	2023 BUDGET	2024 Actual YTD SEP	2024 Budget	2025 Budget	% Change over 2025 Budget	2026 Budget	2027 Budget	2028 Budget
		3.93%		3.86%	1.97%		2%	2%	2%

FIRE DEPARTMENT

REVENUE	2023 ACUTAL YTD Dec	2023 BUDGET	2024 Actual YTD SEP	2024 Budget	2025 Budget	% Change over 2025 Budget	2026 Budget	2027 Budget	2028 Budget
31 Contribution from Rural Society	(112,758)	(121,200)	(17,453)	(130,300)	(130,300)	0.0%	(130,300)	(130,295)	(130,295)
32 Total Revenue	(112,758)	(121,200)	(17,453)	(130,300)	(130,300)	0.0%	(130,300)	(130,295)	(130,295)

EXPENDITURES

33 Salaries, Wages, Benefits	132,278	138,870	14,196	143,500	143,500	0.0%	143,500	143,502	143,502
34 General and Contracted Services	151,347	61,382	27,927	62,982	73,322	14.1%	65,322	65,331	65,331
35 Materials, Goods, and Supplies	8,816	12,600	10,121	23,100	16,400	-40.9%	16,400	16,401	16,401
36 Utilities	11,634	11,500	6,863	11,500	15,000	23.3%	15,000	15,000	15,000
37 Transfers to Reserve	-	-	-	-	20,000	100.0%	25,000	25,000	25,000
38 Financial Service Charges	-	-	-	-	-	-	-	-	-
39 Other Transactions	11,464	18,500	-	18,500	18,500	0.0%	18,500	18,500	18,500
40 Total Expenses	315,539	242,852	59,108	259,582	286,722	9.5%	283,722	283,734	283,734
41 TOTAL FIRE DEPARTMENT	202,781	121,652	41,655	129,282	156,422	17.4%	153,422	153,439	153,439

EMERGENCY MANAGEMENT

REVENUE	2023 ACUTAL YTD Dec	2023 BUDGET	2024 Actual YTD SEP	2024 Budget	2025 Budget	% Change over 2025 Budget	2026 Budget	2027 Budget	2028 Budget
42 Other Revenue	-	-	-	-	-	-	-	-	-
43 Other Government Grants	-	-	-	-	-	-	-	-	-
44 Total Revenue	-	-	-	-	-	-	-	-	-

EXPENDITURES

45 Salaries, Wages, Benefits	8,400	8,287	2,160	2,500	1,550	-61.3%	1,550	1,550	1,550
46 General and Contracted Services	-	500	-	1,250	250	-400.0%	250	250	250
47 Materials, Goods, and Supplies	-	400	-	400	100	-300.0%	100	100	100
48 Transfers	-	-	-	-	-	-	-	-	-
49 Total Expenses	8,400	9,187	2,160	4,150	1,900	-118.4%	1,900	1,900	1,900
50 TOTAL EMERGENCY MANAGEMENT	8,400	9,187	2,160	4,150	1,900	-118.4%	1,900	1,900	1,900

Department	2023 ACTUAL YTD Dec	2023 BUDGET 3.93%	2024 Actual YTD SEP	2024 Budget 3.86%	2025 Budget 1.97%	% Change over 2025 Budget	2026 Budget 2%	2027 Budget 2%	2028 Budget 2%
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BYLAW ENFORCEMENT

REVENUE

51 Other Revenue from Own Sources	(1,474)	(8,500)	(7,878)	(9,500)	(9,500)	0.0%	(7,500)	(7,500)	(7,500)
52 Total Revenue	(1,474)	(8,500)	(7,878)	(9,500)	(9,500)	0.0%	(7,500)	(7,500)	(7,500)

EXPENDITURES

53 Salaries, Wages, Benefits	68,134	85,712	54,598	89,939	73,876	-21.7%	75,353	76,861	78,398
54 General and Contracted Services	72,978	84,947	96,774	124,203	125,403	1.0%	127,403	119,505	119,505
55 Materials, Goods, and Supplies	1,528	3,250	1,835	2,700	2,700	0.0%	2,700	2,700	2,700

56 Total Expenses

	142,640	173,909	153,206	216,842	201,979	-7.4%	205,456	199,066	200,603
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57 TOTAL BYLAW ENFORCEMENT

	141,166	165,409	145,328	207,342	192,479	-7.7%	197,956	191,566	193,103
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SAFETY DEPARTMENT

EXPENDITURES

58 Salaries, Wages, Benefits	11,672	14,684	-	15,872	13,037	-21.7%	13,298	13,564	13,835
59 General and Contracted Services	6,340	5,000	6,635	5,000	5,000	0.0%	5,001	5,002	5,003

61 Total Expenses

	18,012	19,684	6,635	20,872	18,037	-15.7%	18,299	18,566	18,838
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62 TOTAL SAFETY

	18,012	19,684	6,635	20,872	18,037	-15.7%	18,299	18,566	18,838
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Department	2023 ACUTAL YTD Dec	2023 BUDGET	2024 Actual YTD SEP	2024 Budget	2025 Budget	% Change over 2025 Budget	2026 Budget	2027 Budget	2028 Budget
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**PUBLIC WORKS SERVICES**

REVENUE									
63 Transfer from Reserves	(17,803)	(17,803)	-	(17,803)	-		-	-	-
64 Total Revenue	(17,803)	(17,803)	-	(17,803)	-		-	-	-

**EXPENDITURES**

65 Salaries, Wages, Benefits	108,475	123,573	94,410	127,365	87,931	-44.8%	89,659	91,423	93,222
66 General and Contracted Services	15,527	15,600	20,848	19,300	17,800	-8.4%	16,800	16,802	16,802
67 Materials, Goods, and Supplies	33,768	11,300	26,226	9,050	10,780	16.0%	11,230	11,232	11,232
68 Utilities	18,830	19,000	12,407	19,000	21,300	10.8%	20,800	20,800	20,800
69 Vehicle / Equipment Maintenance	57,321	43,303	33,404	50,803	32,000	-58.8%	32,600	33,605	33,605
70 Transfer to Capital	100,000	100,000	-	125,000	135,000	7.4%	145,000	155,000	165,000
71 Total Expenses	333,922	312,776	187,294	350,518	304,811	-15.0%	316,089	328,862	340,661
72 TOTAL PUBLIC WORKS SERVICES	316,119	294,973	187,294	332,715	304,811	-9.2%	316,089	328,862	340,661

**TRANSPORTATION**

REVENUE	2023 ACUTAL YTD Dec	2023 BUDGET	2024 Actual YTD SEP	2024 Budget	2025 Budget	% Change over 2025 Budget	2026 Budget	2027 Budget	2028 Budget
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**EXPENDITURES**

73 Sales of Goods & Services	(6,280)	(6,000)	(5,195)	(10,800)	(10,800)	0.0%	(10,800)	(10,800)	(10,800)
74 Other Revenue from Own Sources	(31,233)	(24,000)	(36,000)	(36,000)	(36,000)	0.0%	(36,000)	(36,000)	(35,999)
75 Transfer from Reserves	(12,500)	(12,500)	-	-	-		-	-	-
76 Total Revenue	(50,013)	(42,500)	(41,195)	(46,800)	(46,800)	0.0%	(46,800)	(46,800)	(46,799)

**EXPENDITURES**

77 Materials, Goods, and Supplies	62,701	55,900	27,466	32,400	35,518	8.8%	38,150	38,152	38,152
78 Utilities	100,778	86,000	63,643	86,000	100,000	14.0%	92,000	92,002	92,002
79 Financial Service Charges	-	-	-	-	-		-	-	-
80 Total Expenses	163,480	141,900	91,109	118,400	135,518	12.6%	130,150	130,154	130,154
TOTAL TRANSPORTATION	113,467	99,400	49,914	71,600	88,718	19.3%	83,350	83,354	83,355

Department	2023 ACUTAL	2023 BUDGET	2024 Actual	2024 Budget	2025 Budget	% Change over 2025 Budget	2026 Budget	2027 Budget	2028 Budget
STORM SEWER	YTD Dec	3.93%	YTD SEP	3.86%	1.97%		2%	2%	2%

81	General and Contracted Services	2,427	5,000	4,031	5,000	5,000	0.0%	5,000	5,000	5,000
82	Total Expenses	2,427	5,000	4,031	5,000	5,000	0.0%	5,000	5,000	5,000

83	TOTAL STORM SEWER	2,427	5,000	4,031	5,000	5,000	0.0%	5,000	5,000	5,000
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WATER SERVICES

REVENUE

84	Sales of Goods & Services	(561,890)	(531,410)	(440,939)	(664,410)	(674,498)	1.5%	(684,788)	(695,284)	(705,990)
85	Other Revenue from Own Sources	(5,777)	(5,000)	(4,569)	(5,000)	(5,000)	0.0%	(5,000)	(5,000)	(5,000)
86	Other Transactions	-	-	-	-	-	-	-	-	-
87	Total Revenue	(567,668)	(536,410)	(445,508)	(669,410)	(679,498)	1.5%	(689,788)	(700,284)	(710,990)

EXPENDITURES

88	Salaries, Wages, Benefits	122,666	164,185	120,780	146,093	166,597	12.3%	172,659	175,785	178,970
89	General and Contracted Services	329,098	332,760	370,634	337,820	373,755	9.6%	351,458	360,947	370,711
90	Materials, Goods, and Supplies	3,618	18,000	18,265	13,000	18,500	29.7%	14,500	14,503	14,503
91	Utilities	8,830	7,500	3,487	7,500	8,000	6.3%	8,000	8,003	8,003
92	Financial Service Charges	3,839	19,653	1,728	19,653	19,654	0.0%	19,653	19,655	19,655
93	Transfer to Reserves	-	40,000	-	160,000	160,000	0.0%	160,000	160,000	160,000
94	Other Transactions	-	-	-	-	-	-	-	-	-
95	Total Expenses	468,050	582,098	514,993	684,066	746,505	8.4%	726,270	738,893	751,842

96	TOTAL WATER SERVICES	(99,617)	45,688	69,385	14,656	67,007	78.1%	36,482	38,609	40,853
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Department	2023 ACUTAL YTD Dec	2023 BUDGET 3.93%	2024 Actual YTD SEP	2024 Budget 3.86%	2025 Budget 1.97%	% Change over 2025 Budget	2026 Budget 2%	2027 Budget 2%	2028 Budget 2%
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REVENUE									
97 Sales of Goods & Services	(322,693)	(309,400)	(304,285)	(437,000)	(437,000)	0.0%	(437,000)	(437,000)	(439,729)
98 Other Revenue									
99 Transfer from Reserve					(17,704)				
Total Revenue	(322,693)	(309,400)	(304,285)	(437,000)	(454,704)	3.9%	(437,000)	(437,000)	(439,729)

EXPENDITURES									
100 Salaries, Wages, Benefits	115,788	161,685	101,397	144,593	162,097	10.8%	165,159	168,284	171,469
101 General and Contracted Services	52,890	24,830	27,199	35,080	38,600	9.1%	39,000	39,003	39,003
102 Materials, Goods, and Supplies	-	7,000	-	7,000	7,000	0.0%	7,000	7,001	7,001
103 Utilities	14,337	11,000	7,371	11,000	11,000	0.0%	11,000	11,000	11,000
104 Financial Service Charges									
105 Transfer to reserve	-	47,905	-	219,671	164,000	-33.9%	173,359	168,103	165,403
106 Total Expenses	183,015	252,420	135,967	417,344	382,697	-9.1%	395,518	393,391	393,876
107 TOTAL SEWER SERVICES	(139,678)	(56,980)	(168,318)	(19,656)	(72,007)	72.7%	(41,482)	(43,609)	(45,853)

GARBAGE COLLECTION SERVICES									
REVENUE									
108 Sales of Goods & Services	(292,627)	(289,950)	(109,870)	(166,260)	(166,260)	0.0%	(166,260)	(166,260)	(166,260)
109 Other Revenue from Own Sources	(20,392)	(31,500)	(17,044)	(36,500)	(16,500)	-121.2%	(16,500)	(16,500)	(16,500)
110 Total Revenue	(313,019)	(321,450)	(126,914)	(202,760)	(182,760)	-10.9%	(182,760)	(182,760)	(182,760)

EXPENDITURES									
111 Salaries, Wages, Benefits	26,428	17,139	11,461	21,959	23,006	4.6%	23,696	24,407	25,139
112 General and Contracted Services	272,227	257,131	75,869	113,895	116,009	1.8%	118,324	121,673	125,123
113 Sale to other Governments	2,400	1,500	1,690	1,500	1,500	0.0%	1,500	1,501	1,501
114 Transfers	6,448	6,000	6,584	6,825	6,825	0.0%	6,825	6,825	6,825
115 Transfer to Reserves	-	13,932	-	28,581	18,920	-51.1%	15,915	11,854	7,672
116 Total Expenses	307,502	295,701	95,604	172,760	166,260	-3.9%	166,260	166,260	166,260
117 TOTAL GARBAGE COLLECTION SERVICES	(5,517)	(25,749)	(31,310)	(30,000)	(16,500)	-81.8%	(16,500)	(16,500)	(16,500)

Department	2023 ACUTAL	2023 BUDGET	2024 Actual	2024 Budget	2025 Budget	% Change over 2025 Budget	2026 Budget	2027 Budget	2028 Budget
<b>FCSS SERVICES</b>	<b>YTD Dec</b>	<b>3.93%</b>	<b>YTD SEP</b>	<b>3.86%</b>	<b>1.97%</b>		<b>2%</b>	<b>2%</b>	<b>2%</b>
<b>REVENUE</b>									
118 Sales of Goods & Services	(6,471)	(6,500)	(5,212)	(6,000)	(6,000)	0.0%	(6,000)	(6,000)	(6,000)
119 Conditional Grants	(59,296)	(57,360)	(44,956)	(59,941)	(59,941)	0.0%	(59,941)	(59,941)	(59,941)
120 Sponsorship/Donations					(6,000)		(6,000)	(6,000)	(6,000)
Total Revenue	(65,767)	(63,860)	(50,168)	(65,941)	(71,941)	8.3%	(71,941)	(71,941)	(71,941)
<b>EXPENDITURES</b>									
121 Salaries, Wages, Benefits	42,276	58,412	27,865	52,685	41,630	-26.6%	28,200	28,201	28,201
122 General and Contracted Services	7,968	8,950	346	8,950	7,850	-14.0%	8,950	8,957	8,957
123 Materials, Goods, and Supplies	114,706	46,104	30,164	46,104	54,604	15.6%	54,604	54,605	54,605
124 Total Expenses	164,951	113,466	58,375	107,739	104,084	-3.5%	91,754	91,763	91,763
125 TOTAL FCSS SERVICES	99,183	49,606	8,207	41,798	32,143	-30.0%	19,813	19,822	19,822
<b>CEMETERY SERVICES</b>									
<b>REVENUE</b>									
126 Sales of Goods & Services	(9,040)	(6,400)	(9,575)	(11,000)	(11,000)	0.0%	(11,000)	(11,000)	(11,000)
127 Other Revenue from own Sources	(397)	-	(489)	-	-		-	-	-
128 Conditional Grants	(1,600)	(1,600)	(1,000)	(1,600)	(1,600)	0.0%	(1,600)	(1,600)	(1,600)
129 Transfer from Reserves	(397)	-	(489)	-	-		-	-	-
130 Total Revenue	(11,433)	(8,000)	(11,553)	(12,600)	(12,600)	0.0%	(12,600)	(12,600)	(12,600)
<b>EXPENDITURES</b>									
131 Salaries, Wages, Benefits	-	-	-	-	-		-	-	-
132 General and Contracted Services	10,990	12,800	11,000	14,000	14,000	0.0%	14,000	14,000	14,000
133 Transfers	1,394	1,000	1,489	2,000	2,000	0.0%	2,000	2,000	2,000
134 Total Expenses	12,384	13,800	12,489	16,000	16,000	0.0%	16,000	16,000	16,000
135 TOTAL CEMETERY SERVICES	950	5,800	936	3,400	3,400	0.0%	3,400	3,400	3,400



Department	2023 ACUTAL	2023 BUDGET	2024 Actual	2024 Budget	2025 Budget	% Change over 2025 Budget	2026 Budget	2027 Budget	2028 Budget
<b>DEVELOPMENT &amp; PLANNING</b>									
<b>REVENUE</b>									
136 Other Revenue from own Sources	(13,879)	(16,500)	(15,479)	(12,150)	(16,500)	26.4%	(16,500)	(16,500)	(16,500)
137 Total Revenue	(13,879)	(16,500)	(15,479)	(12,150)	(16,500)	26.4%	(16,500)	(16,500)	(16,500)
<b>EXPENDITURES</b>									
138 Salaries, Wages, Benefits	106,846	94,019	83,522	180,490	188,576	4.3%	192,308	196,114	199,996
139 General and Contracted Services	568	1,500	847	2,000	2,000	0.0%	2,000	2,000	2,000
140 Total Expenses	107,414	95,519	84,369	182,490	190,576	4.2%	194,308	198,114	201,996
141 TOTAL DEVELOPMENT & PLANNING	93,535	79,019	68,891	170,340	174,076	2.1%	177,808	181,614	185,496
<b>ECONOMIC DEVELOPMENT</b>									
<b>REVENUE</b>									
142 Sales of Goods and Services	-	-	-	-	-	-	-	-	-
143 Donations	-	-	-	-	-	-	-	-	-
144 Transfer from Reserves	-	-	-	-	-	-	-	-	-
145 Conditional Grants	-	-	-	-	-	-	-	-	-
146 Total Revenue	-	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>									
147 Salaries, Wages, Benefits	30,935	23,000	23,738	25,400	26,000	2.3%	26,000	26,000	26,000
148 General and Contracted Services	44,500	44,500	-	-	-	-	-	-	-
149 Transfers	-	-	-	-	-	-	-	-	-
150 Transfer to Reserve	-	-	-	-	-	-	-	-	-
151 Total Expenses	75,435	67,500	23,738	25,400	26,000	2.3%	26,000	26,000	26,000
152 TOTAL ECONOMIC DEVELOPMENT	75,435	67,500	23,738	25,400	26,000	2.3%	26,000	26,000	26,000
<b>MUSEUM</b>									
<b>EXPENDITURES</b>									
153 General and Contracted Services	-	-	2,968	8,500	5,500	-54.5%	8,500	8,500	8,500
154 Materials, Goods, and Supplies	-	-	4,729	12,750	12,750	0.0%	12,750	12,750	12,750
155 Utilities	-	-	40,000	40,000	35,000	-14.3%	35,000	35,000	35,000
156 Transfer	-	-	47,697	61,250	53,250	-15.0%	56,250	56,250	56,250
157 Total Expenses	-	-	95,394	162,500	146,500	-15.4%	152,500	152,500	152,500
158 TOTAL TOURISM AND MUSEUM	-	-	71,435	86,650	79,250	-9.3%	82,250	82,250	82,250

**Department**  
**ECONOMIC DEVELOPMENT**

	2023	2023	2024 Actual	2024	2025	% Change over 2025 Budget	2026	2027	2028
	ACUTAL	BUDGET	YTD Actual	Budget	Budget		Budget	Budget	Budget
	YTD Dec	3.93%	YTD SEP	3.86%	1.97%		2%	2%	2%
<b>REVENUE</b>									
159	JEDI Revenue Sharing	(99,397)	(99,397)	-	-	-	-	-	-
160	Total Revenue	(99,397)	(99,397)	-	-	-	-	-	-
<b>EXPENDITURES</b>									
161	JEDI Requisition	(98,897)	-	-	-	-	-	-	-
162	JEDI Revenue Sharing	1,000	-	-	-	-	-	-	-
163	Total Expenses	(97,897)	-	-	-	-	-	-	-
164	TOTAL ECONOMIC DEVELOPMENT	(197,294)	(40,669)	-	-	-	-	-	-

**COMMUNITIES IN BLOOM**

	2023	2023	2024 Actual	2024	2025	% Change over 2025 Budget	2026	2027	2028
	ACUTAL	BUDGET	YTD Actual	Budget	Budget		Budget	Budget	Budget
	YTD Dec	3.93%	YTD SEP	3.86%	1.97%		2%	2%	2%
<b>REVENUE</b>									
164	Sales of Goods and Services	(5,056)	(2,000)	(790)	(2,000)	(2,000)	(2,000)	(2,000)	(1,999)
165	Donations								
166	Transfer from Reserves								
167	Conditional Grants								
168	Total Revenue	(5,056)	(2,000)	(790)	(2,000)	(2,000)	(2,000)	(2,000)	(1,999)
<b>EXPENDITURES</b>									
169	Salaries, Wages, Benefits	-	12,200	-	10,200	10,404	10,612	10,824	11,041
170	General and Contracted Services	4,811	3,500	639	2,300	1,800	6,000	6,004	6,004
171	Materials, Goods, and Supplies	15,793	18,900	17,768	20,900	20,200	19,300	19,303	19,303
172	Transfers								
173	Total Expenses	20,604	34,600	18,407	33,400	32,404	35,912	36,131	36,348
174	TOTAL COMMUNITIES IN BLOOM	15,548	32,600	17,617	31,400	30,404	33,912	34,131	34,349

Department	2023 ACUTAL YTD Dec	2023 BUDGET 3.93%	2024 Actual YTD SEP	2024 Budget 3.86%	2025 Budget 1.97%	% Change over 2025 Budget	2026 Budget 2%	2027 Budget 2%	2028 Budget 2%
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RECREATION ADMINISTRATION

EXPENDITURES

175 Salaries, Wages, Benefits	3,135	2,000	-	2,000	2,000	0.0%	2,000	2,000	2,001
176 General and Contracted Services	3,135	2,000	-	2,000	2,000	0.0%	2,000	2,000	2,001
Total Expenses	3,135	2,000	-	2,000	2,000	0.0%	2,000	2,000	2,001

177 TOTAL RECREATION ADMINISTRATION

	3,135	2,000	-	2,000	2,000	0.0%	2,000	2,000	2,001
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FACILITIES

REVENUE

178 Other Revenue from Own Sources	(30,359)	(20,000)	(19,071)	(24,200)	(26,750)	9.5%	(26,750)	(26,750)	(26,750)
179 Conditional Grants									
180 Transfer from Reserve									
181 Total Revenue	(30,359)	(20,000)	(19,071)	(24,200)	(26,750)	9.5%	(26,750)	(26,750)	(26,750)

EXPENDITURES

182 General and Contracted Services	15,689	14,810	11,051	16,060	14,160	-13.4%	14,160	14,162	14,162
183 Materials, Goods, and Supplies	1,392	10,500	448	2,000	2,000	0.0%	2,000	2,000	2,000
184 Utilities	22,136	15,600	11,551	15,600	15,600	0.0%	15,600	15,602	15,602
185 Transfer to Reserve									
186 Total Expenses	39,217	40,910	23,049	33,660	31,760	-6.0%	31,760	31,764	31,764

187 TOTAL FACILITIES

	8,858	20,910	3,978	9,460	5,010	-88.8%	5,010	5,014	5,014
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Department  
MILLETT SCHOOL/CIVIC BUILDING

	2023 ACUTAL YTD Dec	2023 BUDGET 3.93%	2024 Actual YTD SEP	2024 Budget 3.86%	2025 Budget 1.97%	% Change over 2025 Budget	2026 Budget 2%	2027 Budget 2%	2028 Budget 2%
EXPENDITURES									
187 General and Contracted Services	28,734	15,000	10,190	-	-		-	-	-
188 Utilities	36,299	23,000	-	-	-		-	-	-
189 Total Expenses	65,033	38,000	10,190	-	-		-	-	-

AGRIPLEX

	2023 ACUTAL YTD Dec	2023 BUDGET 3.93%	2024 Actual YTD SEP	2024 Budget 3.86%	2025 Budget 1.97%	% Change over 2025 Budget	2026 Budget 2%	2027 Budget 2%	2028 Budget 2%
REVENUE									
190 Sales to Other Governments	(160,675)	(169,138)	-	(160,500)	(160,500)	0.0%	(160,500)	(160,500)	(160,499)
191 Sales of Goods & Services	(131,522)	(115,250)	(73,156)	(132,275)	(141,851)	6.8%	(141,851)	(141,851)	(141,851)
192 Other Revenue from Own Sources	(14,010)	(8,000)	(13,889)	(8,800)	(10,000)	12.0%	(8,800)	(8,800)	(8,800)
193 Other Transactions									
194 Transfer from Reserves			-	-	-		-	-	-
195 Total Revenue	(306,208)	(292,388)	(87,044)	(301,575)	(312,351)	3.4%	(311,151)	(311,151)	(311,150)

EXPENDITURES

196 Salaries, Wages, and Benefits	282,833	213,530	182,330	272,476	239,651	-13.7%	242,384	247,212	252,137
197 General and Contracted Services	74,550	59,920	48,400	63,320	57,320	-10.5%	49,320	49,329	49,329
198 Materials, Goods, and Supplies	8,732	9,050	6,553	10,050	10,050	0.0%	10,050	10,052	10,052
199 Utilities	116,525	98,000	58,368	98,000	98,000	0.0%	98,000	98,000	98,000
200 Transfer to Reserve	-	35,000	-	35,000	35,000	0.0%	35,000	35,000	35,000
201 Total Expenses	482,640	415,500	295,651	478,846	440,021	-8.8%	434,754	439,593	444,518
202 TOTAL AGRIPLEX	176,433	123,112	208,607	177,271	127,670	-38.9%	123,603	128,442	133,368

Department	2023 ACUTAL YTD Dec	2023 BUDGET 3.93%	2024 Actual YTD SEP	2024 Budget 3.86%	2025 Budget 1.97%	% Change over 2025 Budget	2026 Budget 2%	2027 Budget 2%	2028 Budget 2%
<b>PARKS OFFICE</b>									
<b>EXPENDITURES</b>									
203 General and Contracted Services	-	-	-	-	-		-	-	-
204 Utilities	-	-	-	-	-		-	-	-
205 Total Expenses	-	-	-	-	-		-	-	-
<b>TOTAL PARKS OFFICE</b>									
<b>PARKS</b>									
<b>REVENUE</b>									
206 Sales of Goods & Services		-	-	-	-		-	-	-
207 Transfer from Reserve		-	-	-	-		-	-	-
208 Conditional Grant		-	-	-	-		-	-	-
209 Total Revenue	#REF!	(6,200)	-	(6,200)	(6,200)	0.0%	(6,200)	(6,199)	(6,199)
<b>EXPENDITURES</b>									
210 Salaries, Wages, and Benefits	227,455	215,157	151,480	139,573	200,843	30.5%	203,890	206,998	210,169
211 General and Contracted Services	20,627	19,400	14,898	19,900	19,900	0.0%	19,900	19,404	19,404
212 Materials, Goods, and Supplies	12,610	16,000	10,964	16,000	20,000	20.0%	20,000	20,001	20,001
213 Financial Service Charges	8,504	18,304	4,174	18,304	18,304	0.0%	18,304	18,306	18,306
214 Total Expenses	269,197	268,861	181,515	193,777	259,047	25.2%	262,094	264,709	267,880
<b>TOTAL PARKS</b>									
	269,197	262,661	181,515	187,577	252,847	25.8%	255,894	258,510	261,681

Department LIBRARY	2023	2023	2024 Actual	2024	2025	% Change over 2025 Budget	2026	2027	2028
	ACUTAL YTD Dec	BUDGET 3.93%	YTD SEP	Budget 3.86%	Budget 1.97%		Budget 2%	Budget 2%	Budget 2%

<b>EXPENDITURES</b>										
216	General and Contracted Services	4,662	4,000	1,859	4,000	7,500	46.7%	6,500	6,500	6,500
217	Library Contribution	89,784	89,424	93,284	92,294	96,534	4.4%	96,534	96,534	96,534
218	Other Transactions	7,895	9,500	8,576	9,500	9,500	0.0%	9,500	9,500	9,500
219	Total Expenses	102,341	102,924	103,720	105,794	113,534	6.8%	112,534	112,534	112,534
220	TOTAL LIBRARY	102,341	102,924	103,720	105,794	113,534	6.8%	112,534	112,534	112,534

**FISCAL SERVICES - REQUISITIONS**

<b>REVENUE</b>										
221	School - Residential	-	(102,600)	-	(102,600)	(129,356)	20.7%	(134,530)	(139,911)	(145,508)
222	School - Non-Residential	-	(499,996)	-	(499,996)	(515,036)	2.9%	(535,637)	(557,063)	(579,345)
223	Seniors	-	(43,487)	-	(43,487)	(43,487)	0.0%	(43,487)	(43,488)	(43,488)
224	Designated Industrial	-	(281)	-	(281)	(281)	0.0%	(281)	(281)	(281)
225	Total Expenses	-	(646,364)	-	(646,364)	(688,160)	6.1%	(713,936)	(740,743)	(768,622)

<b>EXPENDITURES</b>										
226	School - Residential	-	102,600	32,960	102,600	129,356	20.7%	134,530	139,911	145,508
227	School - Non-Residential	-	499,996	(121,799)	499,996	515,036	2.9%	535,637	557,063	579,345
228	Seniors	-	43,487	(7)	43,487	43,487	0.0%	43,487	43,488	43,488
229	Designated Industrial	(283)	281	-	281	281	0.0%	281	281	281
230	Total Expenses	(283)	646,364	(88,846)	646,364	688,160	6.1%	713,936	740,743	768,622
231	TOTAL FISCAL SERVICES - REQUISITIONS	(283)	(0)	(88,846)	(0)	-	-	-	-	-

## Amortization Budget 2025

2-12-07-240-00	ADMIN AMORTIZATION	150,000.00
2-23-04-240-00	FIRE - AMORTIZATION	33,000.00
2-24-02-240-00	DISASTER SERVICES AMORTIZATION	0.00
2-31-04-240-00	PUBLIC WORKS AMORTIZATION	385,000.00
2-41-04-240-00	WATER AMORTIZATION	80,000.00
2-42-02-240-00	SEWER AMORTIZATION	170,000.00
2-74-01-240-00	RECREATION - AMORTIZATION	195,000.00
		<u>1,013,000.00</u>

Charter No.	Description	2025	2026	2027	2028	2029	2030	Notes	Funding Source
2025-01	Municipal Development Plan Update	\$ 25,000							General Reserve
2025-02	Pedestrian Crossing Signals	\$ 17,500	\$ 18,500						General Reserve
2025-03	Road Improvements	\$ 227,000	\$ 321,300	\$ 352,800	\$ 483,000	\$ 262,500	\$ 210,000	Safe Journey's to School	General Reserve
2025-04	Sidewalk repairs	\$ 52,000	\$ 55,000	\$ 57,000	\$ 47,000	\$ 49,000	\$ 51,000	Poor Road Work Upgrades	Community Grant - Fed
2025-05	Software Implementation	\$ 375,000							General reserve
2025-06	Utilities Master Plan	\$ 144,000							General reserve/LGFF
2025-07	Water line Repairs	\$ 50,000							Utility capital reserve
2025-08	Agriplex Partitions	\$ 11,500							Utility capital reserve
2025-09	Capital Equipment	\$ 81,600	\$ 65,000	\$ 175,000	\$ 500,000	\$ 280,000	\$ 1,125,000		Agriplex
2025-10	Pedestrian Crossing sidewalks	\$ 322,750							Equipment reserve
	<b>Totals</b>	<b>\$ 1,306,350</b>	<b>\$ 459,800</b>	<b>\$ 584,800</b>	<b>\$ 1,030,000</b>	<b>\$ 591,500</b>	<b>\$ 1,386,000</b>		Grants/LGFF





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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** December 18, 2024  
**Originated By:** Administration  
**Agenda Item:** 11.2 Returning Officer

---

**BACKGROUND/PROPOSAL**

Each election year, Council must appoint a returning officer and set remuneration for the Returning Officer and Deputies.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The following is the suggested amount for the 2025 election

Returning Office - \$40/hour

Deputy RO - \$25/hour

Cynthia McLachlan has experience running Provincial elections and is currently registered for the Municipal Returning Officer training in January.

**COSTS/SOURCE OF FUNDING**

**RECOMMENDED ACTION:**

That council approves the remuneration set above for the 2025 Municipal election and further that Cynthia McLachlan be appointed as Returning Officer for the 2025 Municipal Election.



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** December 18 2024  
**Agenda Item:** 11.3 Emerging Trends – Brownlee LLP

---

**BACKGROUND/PROPOSAL**

Brownlee LLP hosts a day of legal matters that are relevant to Municipalities annually. In 2025, the event will be held on February 13<sup>th</sup> in Edmonton,

**COSTS/SOURCE OF FUNDING**

N/A

**RECOMMENDED ACTION:**

That Council advise which members will be attending.



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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** December 18, 2024  
**Originated By:** Administration  
**Agenda Item:** 11.4 Committee Appointments

---

**BACKGROUND/PROPOSAL**

Councillor Van De Kraats has resigned from her position as Councillor for the Town of Millet

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The following committees will now require representation:

- Millet Library Board
- Emergency Advisory Committee
- MPC
- Policy Review Committee
- Personnel Committee

**COSTS/SOURCE OF FUNDING**

**RECOMMENDED ACTION:**

That Council appoint individuals in each of the above noted committees for the remainder of the term.



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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Meeting: Regular Council Meeting  
Meeting Date: December 18, 2024  
Agenda Item: 11.5 Friends of Millet Library Society

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### BACKGROUND/PROPOSAL

#### *The Friends of Millet Library Society*

*Providing, promoting and supporting the Millet Public Library*

October 24, 2024

Dear Millet Town Council,

The Friends of the Millet Public Library Society is planning on hosting our annual Community Pancake Supper on February 19<sup>th</sup>, 2025, to support the Millet Public Library. The Friends of the Millet Library Society support the Millet Library by fundraising to assist in the purchasing of items such as program materials, technology, books, movies and science kits.

Our Community Pancake Supper is not only a fundraiser for the Millet Library, it is also a community service event allowing us to give back to our community by offering a free meal. Typically, we hold this event on Shrove Tuesday, however we have had feedback from the community that they would prefer it to be held midweek at roughly the same time each year, so we have changed our format to meet their needs.

Our first option would be to request that you waive the rental fees and damage deposit for the Millet Agriplex Banquet Room for the full day of February 19<sup>th</sup>, 2025. The larger facility would provide us with the space to accommodate more people, and it would allow us to reach those in our community already at this location for their sporting events. Alternately if the Millet Agriplex Banquet Room is not an option, we request that you waive the rental fees and damage deposit for the Millet Civic Centre Hall for the full day on February 19<sup>th</sup>, 2025.

Thank you for your consideration.

President

Friends of the Millet Library Society  
Box 30, Millet AB  
T0C 1Z0  
780-387-5222

**COSTS/SOURCE OF FUNDING**

The cost of day rental for Agriplex would be \$577.50  
The damage deposit would be \$1,000

**RECOMMENDED ACTION:**

Does Council wish to waive the fees and damage deposit for the Agriplex Rental for February 19, 2025.



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** December 18, 2024  
**Agenda Item:** 11.6 Country Music Dance Jamboree

---

### **BACKGROUND/PROPOSAL**

When you first showed the facility to us, we discussed how nice it would be able to connect into the new state of the art sound system so that we would not need to pack and set up our own sound system. We have found that system is unreliable and not really capable of doing what we need, therefore we need to spend extra time bringing our equipment in and setting it up.

Our volunteers have worked very hard since we started renting your facility to leave your hall in better condition than it was when we came in. This has required some extra time, sometimes at the start to do extra cleaning, although mostly good, there have been times that your previous renters did not leave your facility as clean as it should be.

Since we began renting this facility, we have allowed the Millet Lions Club to conduct a 50-50 raffle at our events. These raffles have been generously supported by our guests. The proceeds of these raffles have gone to the Lions Club which will be a benefit to all the residents of Millet.

Many of our guests purchase food from the arena canteen, which supports their business and leaves extra cash in Millet.

Many of us and our guests leave the arena and go out for a Sunday meal at the local restaurants. This supports those businesses and provides cash flow to them that they would not have if we were not in town.

With those points in mind, I would ask that you ask the town council to consider this proposal? We would like the council to agree to waive the cost of the rental from 9-30 to 10-30. This extra hour would give us the extra time needed for the set up. We would agree to continue the rental for the six hours from 10-30 to 430 at our future events. Please let us know what their decision may be. We are looking forward to continuing our relationship with your facility.

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

The hour cost for set up of the banquet hall at the Agriplex would be \$46.20

### **RECOMMENDED ACTION:**

Does Council wish to waive the 1 hour set up fee once monthly from January to April 2025.





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

---

**Meeting:** Regular Council Meeting  
**Meeting Date:** December 18, 2024  
**Originated By:** Administration  
**Agenda Item:** 11.7 Hoofing for Hope Partnership

---

**BACKGROUND/PROPOSAL**

Council asked to table this request for more information following is the expanded information we have received

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

What we were looking to have in your town would be a location, determined by your town, in which we can set our horses up in panels (pen is 10 x 10 and a buffer zone of an additional 3-4 feet around them) for people to come by and visit. We supply everything needed for them of course. We would also like to request permission to overnight at the Millet Agriplex as this is our natural distance conclusion for our day. Not sure if that is a different avenue to request from or not?

For the town side, we understand that as a small town you are limited in funding, so we were thinking of having the town host a BBQ and advertise this event. As this is a fundraiser, we would appreciate a component to the BBQ that enables us to raise those funds. Whether that looks like a BBQ by donation in which we receive those, or part of those funds is something the council will come up with. At the end of the event, we would have you present those funds to us for media dissemination. The cost of the BBQ would be determined by your past events hosted as to how many typically attend. We typically run these types of things with volunteers, so no cost associated with that. Our thoughts on a timeframe are no more than 4 hours with the horses but of course the party can continue without them present.

We would also encourage you to invite your local mental health teams to join us in this event and for our part we will be looking to have our CISM team on location to answer further questions.

We will have your town and logo put on our sponsorship list and it would be sent out with acknowledgement and gratitude at every opportunity. The dates at this moment are fluidly set for June 26 or 27 but we plan to have all dates set early in the new year once other towns have had a chance to get back to us.

We believe that with your public support, you not only show the surrounding correctional officers that you stand with them but you show the rest of Alberta that Millett takes an interest in mental health.

Thank you again for taking an interest in us and what we are doing for mental health. We welcome any other questions you may have.

**COSTS/SOURCE OF FUNDING**

**RECOMMENDED ACTION:**

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