



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, January 22nd, 2025
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 December 18th, 2024 – Regular Meeting of Council
- 6.0 DELEGATIONS**
- 7.0 REPORTS**
 - 7.1 Millet Fire Department December 2024
 - 7.2 Enforcement Services (Bylaw Report Comparison 2022-2024)
- 8.0 BYLAWS**
 - 8.1 2025-01 Borrowing Bylaw
 - 8.2 2025-02 Procedural Bylaw
 - 8.3 2025-03 Borrowing ATB Mastercard Bylaw
- 9.0 AGREEMENTS**
- 10.0 CORRESPONDENCE**
- 11.0 NEW BUSINESS**
 - 11.1 Committee Appointments
 - 11.2 Millet Legion Outdoor Market – Request
 - 11.3 Presidents Summit/Spring Leaders Caucus
- 12.0 CLARIFICATION OF AGENDA**

13.0 CLOSED SESSION

- 13.1 Legal
- 13.2 Land

14.0 ADJOURNMENT



**REGULAR MEETING OF COUNCIL
TOWN OF MILLET
DECEMBER 18th, 2024
Millet Civic Centre
4:00 p.m.**

PRESENT:

MAYOR	Doug Peel
COUNCILLORS	Susie Petrisor Rebecca Frost Gerdie Hogstead
CAO OFFICE MANAGER DIRECTOR OF FINANCE	Lisa Schoening Joyce Vanderlee Annette Gordan
Absent with regret	Mike Bennett Mat Starky

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 #231/24 Adoption of Agenda	Moved by Councillor Petrisor that the December 18 th , 2024, agenda is hereby approved as amended: Deleted 11.4 Committee Reappointment
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CARRIED

5.0 ADOPTION OF MINUTES:

Res #232/24 Adoption of Minutes	Moved by Councillor Frost that the November 27 th , 2024, Regular Meeting of Council Minutes are hereby approved as presented.
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CARRIED

6.0 DELEGATIONS:7.0 REPORTS:

Res # 233/24 <i>Reports</i>	Moved by Councillor Hogstead that Council accepts the report presented as information. 7.1 Fire Department November 2024 Call History 7.2 Enforcement Services October 2024 7.3 WALA October 2024 Minutes
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CARRIED

8.0 BYLAWS:8.2 *Bylaw 2024-13 Fee Bylaw*

Res # 234/24 Bylaw 2024-13	Moved by Councillor Frost that Council gives first reading to 2024-13 Fee Bylaw.
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CARRIED

Res # 235/24 Bylaw 2024-13	Moved by Councillor Petrisor that Council gives second reading to 2024-13 Fee Bylaw.
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CARRIED

Res # 236/24 Bylaw 2024-13	Moved by Councillor Hogstead that Council brings to table for third and final reading to 2024-13 Fee Bylaw.
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CARRIED

Res # 237/24 Bylaw 2024-13	Moved by Councillor Frost that Council gives third and final reading to 2024-13 Fee Bylaw.
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CARRIED

9.0 AGREEMENTS: NONE10.0 CORRESPONDENCE: NONE11.0 NEW BUSINESS:

11.1 Operating and Capital Draft Budget

Res #238/24	Moved by Councillor Petrisor that council approve the 2025 operating budget.
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*CARRIED***11.1 Operating and Capital Draft Budget**

Res #239/24	Moved by Councillor Frost that council approve the 2025 capital budget.
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*CARRIED***11.2 Returning Office**

Res #240/24	Moved by Councillor Petrisor that council approves the remuneration of \$40/hr for Returning Officer and \$25/hr for Deputy officers for the 2025 Municipal election and further that Cynthia McLachlan be appointed as Returning Officer for the 2025 Municipal Election.
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*CARRIED***11.3 Emerging Trends – Brownlee LLP**

Res #241/24	Moved by Councillor Hogstead that any member of Council wanting to attend the annual Emerging Trends in Municipal on February 13 th , 2025, are hereby approved.
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*CARRIED***11.4 Deleted****11.5 Friends of Millet Society**

Res #242/24	Moved by Councillor Frost that council waives the Fees & Damage Deposit of the Agriplex Banquet Hall for the Friends of the Millet Public Library Society Annual Shrove Tuesday pancake supper to be held on February 19 th , 2025.
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*CARRIED***11.6 Country Music Jamboree**

Res #243/24	Moved by Councillor Petrisor that council waives the hour rental fee prior to their rental starting.
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*DEFEATED***11.7 Hoofing for Hope Partnership**

Res #244/24	Moved by Council Hogstead that administration advise Hoofing for Hope to contact the Millet non-profit organizations to see if any of them would like to partner.
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CARRIED

13.0 ADJOURNMENT:

The meeting was adjourned at 4:17 p.m.

Res #245/24 <i>Adjournment</i>	Moved by Councillor Frost that the Regular Council Meeting temporarily adjourn and council sit in Closed Session at 4:17 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 #246/24 <i>Reconvene</i>	Moved by Petrisor Councillor that the Regular Council Meeting reconvened from Closed Session at 4:23 pm.
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CARRIED

Res #247/24	Moved by Councillor Hogstead that Council supports the sale of a portion of lane and reserve lot north of 5105 Cranston Place and further that administration work with the owners and bring forth costs.
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CARRIED

THESE MINUTES ADOPTED BY COUNCIL THIS 8 th DAY OF JANUARY 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



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

Meeting: Regular Council Meeting
Meeting Date: January 22nd, 2025
Originated By: Administration
Agenda Item: 7.0 - Reports

BACKGROUND/PROPOSAL

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

Millet Fire Department December 2024
Enforcement Services Bylaw Report 2024

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applica ble.

COSTS/SOURCE OF FUNDING

Not applica ble.

RECOMMENDATION

1. That the Reports are hereby accepted as information.



**Millet Fire Department
Call History Report by Date
12/1/2024 - 1/1/2025**

Date	Type	Incident #	Incident Type	Primary Action	# Of Attendees	Total Time
Sun 12/01/2024 16:57	County - Wetasaskwin (Extra Hours)	2400168	29 Traffic/Transportation Incidents	55 Establish safe area	8	01:05
Mon 12/02/2024 07:10	County - Leduc (Extra Hours)	2400159	29 Traffic/Transportation Incidents	55 Establish safe area	13	01:10
Tue 12/03/2024 00:44	County - Wetasaskwin (Extra Hours)	2400160	29 Traffic/Transportation Incidents	55 Establish safe area	11	02:11
Wed 12/04/2024 13:27	County - Wetasaskwin (Extra Hours)	2400161	77 Motor Vehicle Collision	55 Establish safe area	9	02:07
Thu 12/05/2024 17:30	County - Wetasaskwin	2400162	52 Alarms	55 Establish safe area	10	00:36
Sat 12/07/2024 13:18	County - Leduc	2400163	06 Breathing Problems	55 Establish safe area	7	00:07
Sat 12/07/2024 13:46	County - Wetasaskwin (Extra Hours)	2400164	77 Motor Vehicle Collision	55 Establish safe area	12	01:49
Sun 12/08/2024 11:53	County - Leduc (Extra Hours)	2400165	17 Falls	55 Establish safe area	12	01:12
Sun 12/08/2024 18:42	City - Millet	2400166	53 Citizen Assist/Service Call	55 Establish safe area	15	00:20
Mon 12/09/2024 12:09	County - Leduc	2400167	17 Falls	55 Establish safe area	11	00:52
Wed 12/11/2024 17:32	County - Wetasaskwin	2400168	69 Structure Fire	55 Establish safe area	12	00:33
Sun 12/15/2024 05:16	City - Wetasaskwin (Mutual Aid)	2400169	09 Cardiac Arrest	55 Establish safe area	10	01:59
Tue 12/17/2024 10:10	County - Wetasaskwin	2400170	82 Vegetation/Wildland/Brush/Grass Fire	55 Establish safe area	9	01:00
Wed 12/18/2024 23:23	County - Wetasaskwin (Extra Hours)	2400171	69 Structure Fire	55 Establish safe area	13	01:05
Fri 12/20/2024 08:57	City - Millet	2400172	21 Hemorrhage/Lacerations	55 Establish safe area	11	00:38
Sat 12/21/2024 07:17	City - Millet	2400173	77 Motor Vehicle Collision	55 Establish safe area	13	00:23
Sat 12/21/2024 09:26	County - Wetasaskwin (Extra Hours)	2400174	77 Motor Vehicle Collision	55 Establish safe area	16	02:34
Sat 12/21/2024 09:55	County - Wetasaskwin (Extra Hours)	2400175	77 Motor Vehicle Collision	55 Establish safe area	16	02:04
Sat 12/21/2024 10:03	County - Wetasaskwin (Extra Hours)	2400176	77 Motor Vehicle Collision	55 Establish safe area	11	01:56
Sat 12/21/2024 13:06	County - Wetasaskwin	2400177	32 Unknown Problem (Man Down)	86 Investigate	11	00:25
Sun 12/22/2024 05:36	County - Leduc (Extra Hours)	2400178	77 Motor Vehicle Collision	55 Establish safe area	13	01:43
Fri 12/27/2024 18:51	County - Leduc (Extra Hours)	2400179	30 Traumatic Injuries (Specific)	55 Establish safe area	15	02:04



Millet Fire Department
Call History Report by Date
12/1/2024 - 1/1/2025

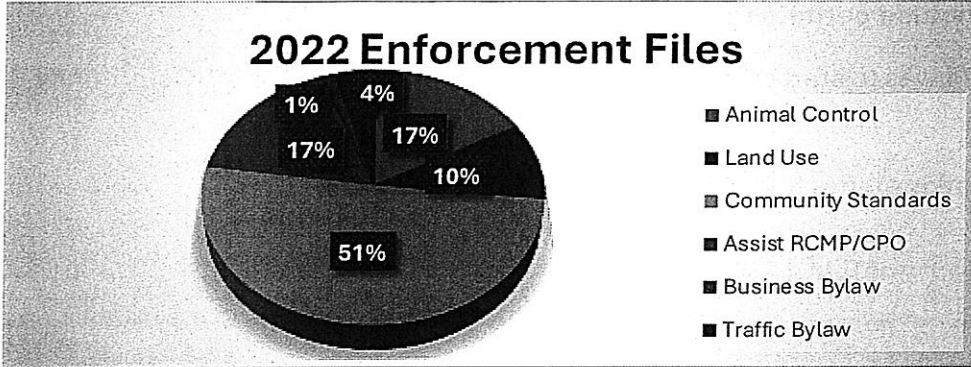
Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Mon 12/30/2024 04:51	County - Wetaskiwin	2400180	52 Alarms	[REDACTED]	251047 TWN 474	7	00:06

Total calls for City - Millet:		3	
Total calls for City - Wetaskiwin (Mutual Aid):		1	
Total calls for County - Leduc:		2	
Total calls for County - Leduc (Extra Hours):		4	
Total calls for County - Wetaskiwin:		5	
Total calls for County - Wetaskiwin (Extra Hours):		8	
Total calls:		23	Avg. Call Attendance: 11.74
Total Time:		27:59	

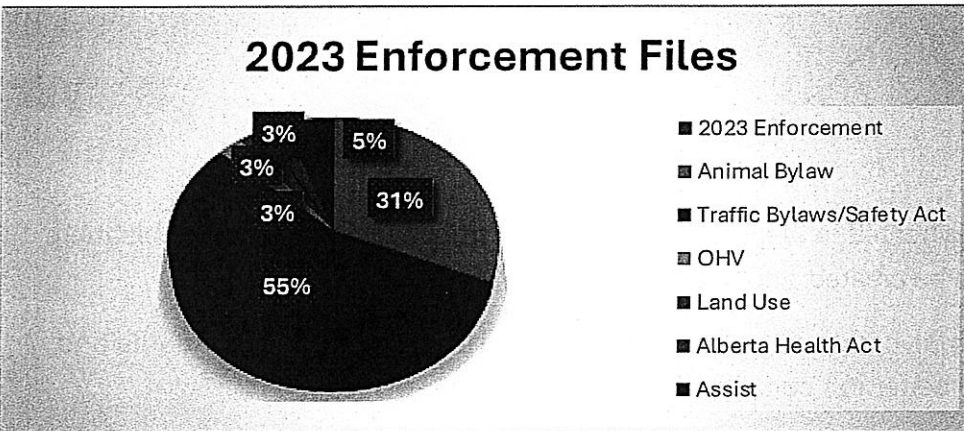


Annual Report of Enforcement Reports

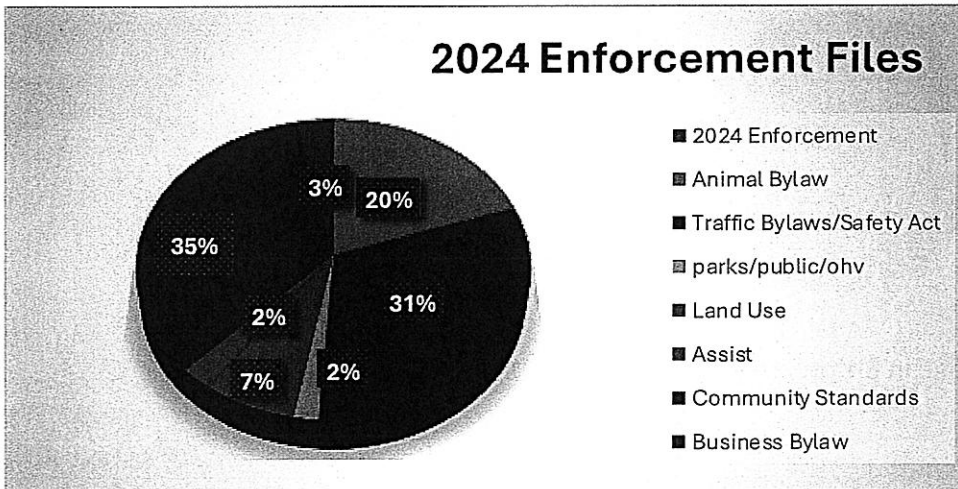
2022 File load – 71



2023 File load – 61 Files Two months out of the year – No enforcement officer



2024 File load – 388 Files



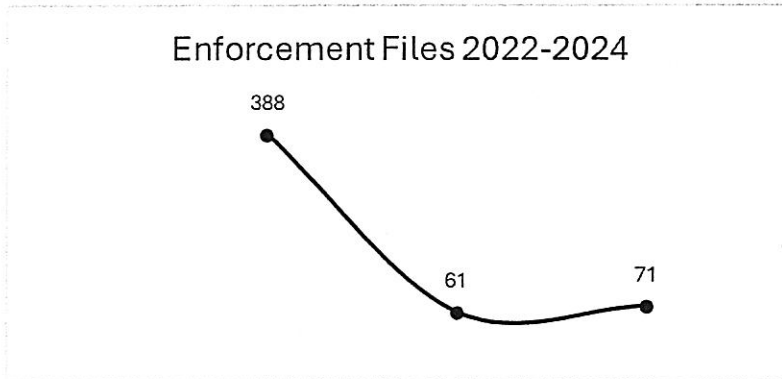


Annual Report of Enforcement Reports

These files do not include permits totals

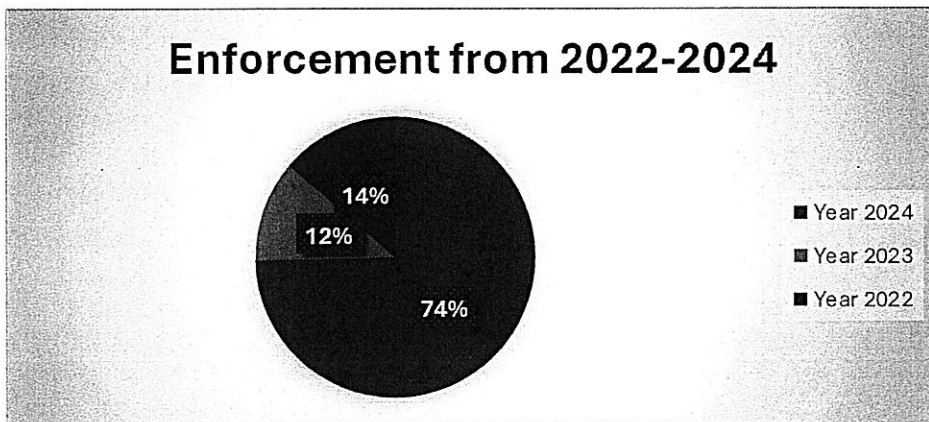
A huge focus for 2024 was to start enforcing the bylaws within the community. Community standards/ land use.

Traffic had a lot of parking infractions within the community for 2024.



Officer Marcus prides herself in the work that she does, when there are slower times there are still files that can be created and focused on.

Enforcement for a small community focuses on the land use, community standards and what can be done to better the communities.



Millet seen an increase in Enforcement in 2024.



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

Meeting: Regular Council Meeting

Meeting Date: January 22, 2024

Agenda Item: 8.1 Bylaw 2025-01

BACKGROUND/PROPOSAL

The Town of Millet must approve a temporary borrowing bylaw each year. This represents \$1,500,000 Line of Credit.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

n/a

COSTS/SOURCE OF FUNDING

ATB

RECOMMENDATION

Your proposed recommendation is that council pass all 3 reading of borrowing bylaw 2025-01.

TOWN OF MILLET
BYLAW #2025-01
TEMPORARY BORROWING

WHEREAS, pursuant to the provisions of Section 256 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, a Council may authorize the Mayor and Treasurer to borrow any sums the Council considers necessary to meet current operating expenditures and obligations of the municipality, and;

WHEREAS, the amount of taxes levied or estimated to be levied for the year 2025 of the Town of Millet for all purposes including current expenditures is the sum of Two Million Twelve Thousand and Eight Hundred and forty-Eight Dollars (\$2,242,667.00) and;

WHEREAS, the Council of the Town of Millet deems it necessary to borrow expend the sum of One Million Five Hundred and Thirty Thousand Dollars (\$1,530,000.00) to meet the expenditures for 2025 and obligations of the Town of Millet until such time as the taxes levied or to be levied therefore as aforesaid can be collected, and;

WHEREAS, after the borrowing of the amount hereby authorized to be borrowed, the total loans outstanding to meet the current expenditures and obligations of the Town of Millet will not exceed the amount of taxes levied or estimated to be levied for the current year by the Town of Millet;

NOW THEREFORE, the Council of the Town of Millet, in the Province of Alberta, enacts as follows:

1. That the Council of the Town of Millet borrow from time to time from the Alberta Treasury Branch, a sum or sums not exceeding the aggregate amount of One Million, Five Hundred and Thirty Thousand Dollars(\$1,530,000.00) which the Council deems necessary to expend the meet the current expenditures and obligations of the Town of Millet until such time as the taxes levied or to be levied therefore can be collected, and pay or agree to pay interest, on the sum borrowed, on a monthly basis at a current rate for line of credit, prime +1%, and credit card prime +0%, as determined from time to time; maximum interest rate borrowed should not exceeding 18%.
2. That such borrowing be done by promissory note or notes under the seal of the Town of Millet and duly signed by the Mayor or Deputy Mayor and Chief Administrative Officer or Assistant Chief Administrative Officer.
3. That Council of the Town of Millet do hereby pledge to the Alberta Treasury Branch, as security for the payment of the money borrowed hereunder, the whole of the unpaid taxes and penalties on assessed and/ or levied by the Town of Millet in previous years, together with penalties thereon, and the whole of the taxes assessed or to be assessed and/ or levied for the current year and the Town of Millet shall deposit in a special account with the Alberta Treasury Branch, all of the said taxes and penalties as collected as collateral security for the money to be borrowed hereunder and interest thereon and the same shall be applied as far as necessary in payment of monies borrowed hereunder and restricted to the said taxes and penalties can be collected or be required to see that the said taxes and penalties are deposited as aforesaid;
4. Nothing herein contained shall waive, prejudicially affect or exclude any right power, benefit or security by statue, common law or otherwise given to or implied in favor of the Alberta Treasury Branch.
5. Bylaw 2024-01 in this regard is hereby rescinded.

This Bylaw comes into effect January 1, 2025.

Read a first time this ____ day of _____, A.D., 2025.

Read a second time this _____ day of _____, A.D., 2025.

Read a third and final time this ____ day of _____, A.D., 2025.

Mayor

Chief Administrative Officer



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

Meeting: Regular Council Meeting
Meeting Date: January 8, 2025
Agenda Item: Bylaw 2025-02 Procedural Bylaw

BACKGROUND/PROPOSAL

Due to recent changes to the Municipal Government Act (MGA) changes need to be made to Council's Procedural Bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Changes include:

- 3.e Wording amended to be consistent with the MGA
- 3.l Added the option for meetings to be held electronically at the discretion of the Mayor
- 3.m Added the ability for committee meetings to be held in person or electronically
- 4.b Date changed from Friday to Thursday for delegates to submit correspondence for the agenda
- 4.g Changed wording to be consistent with the MGA
- 4.i Changed wording to be consistent with the MGA
- 4.j Changed wording to be consistent with the MGA
- 4.k Changed wording to be consistent with the MGA
- 5.k Required by Section 199 of the MGA

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDED ACTION:

- That Council give first reading to Bylaw 2025-02.
- That Council give second reading to Bylaw 2025-05.
- That Council give third and final reading to Bylaw 2025-02.
- That Council give third and final reading to Bylaw 2025-02.

**TOWN OF MILLET
BYLAW 2025-02**

**A BYLAW OF THE TOWN OF MILLET, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE COUNCIL PROCEDURES**

WHEREAS, Section 145(b) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, authorizes a Council to pass a bylaw in relation to the procedure and conduct of Council; and

WHEREAS the Council of the Town of Millet desires to establish a procedural and conduct bylaw; and

NOW THEREFORE, the Council of the Town of Millet, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw shall be referred to as the “Council Procedural Bylaw”.
2. DEFINITIONS
 - a) “*Council*” shall mean the Municipal Council of the Town of Millet.
 - b) “*CAO*” shall mean the duly appointed Chief Administrative Officer or his/her duly appointed designate.
 - c) “*Chair*” shall mean the Mayor, Deputy Mayor or any other duly appointed presiding Officer at a constituted meeting.
 - d) “*MGA*” shall mean the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto.
 - e) “*Town*” shall mean the corporation of the Town of Millet.
3. MEETINGS OF COUNCIL
 - a) Any matter of meeting conduct which is not herein provided for, shall be determined in accordance with the MGA, and then Robert’s Rule of Order, in that order.
 - b) The Regular Meetings of Council shall be held in the Council Chambers on days established, by resolution of Council, at the annual Organizational Meeting of Council. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.
 - c) Regular Meetings of Council shall commence at such times as determined by resolution of Council at the annual Organizational Meeting of Council. Commencement times of Regular Meetings of Council may be amended by resolution of Council at any duly constituted meeting.
 - d) Special Meetings of Council may be called by giving at least 24 hours’ notice in writing to all members of Council and the public stating the purpose of the meeting and the date, time, and place where it will be held, pursuant to Section 194 of the MGA.
 - e) The Council of the Town must hold an Organizational meeting annually, not later than 14 days after the 3rd Monday in October, pursuant to Section 192 of the MGA.
 - f) Notice of Regular Meetings, Special Meetings and Council Committee Meetings, to the public, shall be deemed to be given by the CAO posting notice of all meeting dates and times on the Town website and advertising the meeting dates and times in the Town’s bi-monthly newsletter.

- g) The CAO or designate shall record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
- h) If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the CAO shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Meeting or another Special Meeting is called.
- i) In the event that the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the CAO shall call the meeting to order and a Chairperson shall be chosen, by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- j) Pursuant to Section 154(1)(a) of the MGA, the Mayor shall preside at meetings of Council and the Mayor, at his discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.
- k) The Organizational meeting immediately following a general municipal election shall be called the inaugural meeting. The Mayor and each member of Council shall take the prescribed oath of office as the first order of business at the inaugural meeting. Until the Mayor has taken the oath of office, the Chief Administrative Officer shall chair the inaugural meeting.
- l) Council meetings will be held in person unless the Mayor determines an electronic meeting shall be held.
- m) Committee meetings may be held either in person or by electronic means which ever is more practical.

4. CONDUCT OF MEETINGS

- a) Each member of Council shall address the Chair but shall not speak until recognized by the Chair.
- b) A delegate, scheduled to address Council on a topic, shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by the permission of the Chair. Any correspondence regarding the delegation should be sent to the CAO by 10am on the Thursday prior to Council.
- c) The Mayor or other presiding officer may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Mayor or other presiding officer shall specify the time limit provided to the person wishing to address the matter.
- d) A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded by the recording secretary and the motion shall be deemed to be "on the floor".
- e) The presenter of a motion shall be provided two (2) minutes to address the motion on the floor. Each member of Council, who wishes to address the topic under consideration, shall be limited to two (2) minutes for debate once only. The presenter of a motion shall be provided a final two (2) minutes for closure of the debate once all other members of Council have had an opportunity to speak to the topic. The Mayor or other Presiding Officer may waive the aforementioned time limits if so requested.
- f) Following debate on the motion under consideration, the motion may be:
 - i) Amended;
 - ii) Carried;
 - iii) Defeated;
 - iv) Withdrawn by the presenter subject to there being no objection by a member of Council;

- v) Tabled to another meeting.
 - vi) Laid on the table, example: laying a pending question aside temporarily
 - vii) Referred, ie: turning the question over to a committee or administration for study; or
 - viii) postponed, example: postpone indefinitely or to a certain time, a means of avoiding a direct vote until a later time.
- g) No motion shall be presented for consideration which is substantially the same as one on which judgement has already been determined within six months unless unanimously agreed to by Council bringing the item back to the table.
 - h) Where a motion under consideration contains two or more distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests.
 - i) A councillor attending a council meeting must vote on a matter put to a vote at the meeting unless the councillor is required or permitted to abstain from voting by the MGA or other enactment.
 - j) Council must ensure that each abstention and the reason for the abstention are recorded in the minutes of the meeting.
 - k) When a public hearing on a proposed bylaw or resolution is held, a councillor must abstain from voting on the bylaw or resolution if the councillor was absent from all the public hearing and may abstain from voting if the councillor was absent from part of the public hearing.
 - l) Voting on all motions shall be done by raising of the hand in such a clear manner that the votes may be easily counted by the Chair. The Chair shall declare a motion carried, carried unanimously or defeated. A member of Council wishing a recorded vote on a motion shall make such a request of the Chair prior to the calling of the vote.
 - m) A motion on first reading of a bylaw shall be decided without amendment or debate.
 - n) Every member wishing to speak to a question or motion shall address the Mayor or Presiding Officer. The Address to the Presiding Officer shall be "Your Worship".

5. AGENDA AND ORDER OF BUSINESS

- a) Prior to each Regular Meeting of Council, the CAO or designate shall prepare a statement of the order of all business, to be known as the "Agenda", in consultation with the Mayor, to be brought before Council at the said meeting and to enable the CAO or designate to do so, all documents, and notice of delegation, intended to be submitted to Council, shall be placed in the hands of the CAO or designate no later than 10:00 a.m., the Thursday before the Regular Meeting of Council.
- b) No further additions to the Agenda will be presented by the CAO unless he/she determines that the addition is of an emergent nature and the Mayor is in agreement with the CAO
- c) The CAO or designate shall also prepare additional copies of the agenda to be available to the public at the meeting.
- d) When a communication intended for Council is received by the Chief Administrative Officer, he/she shall place it on the agenda of Council unless the Chief Administrative Officer or designate considers the matter libellous, or administrative in nature, in which case the Chief Administrative Officer or designate shall advise the originator that the communication is not being sent to Council.

- e) The CAO shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. on the Friday before the Regular Meeting of Council.
 - f) Where the deadlines, as identified in Sections 5(a) and 5(e), are unable to be achieved due to the absence of the CAO, the aforementioned deadlines are moved to the Monday before the Regular Meeting of Council.
 - g) The order of business on the agenda shall be as follows:
 - i) Call to Order
 - ii) Recognition of Treaty 6 Lands
 - iii) Public Hearings
 - iv) Additions to /Deletions From the Agenda
 - v) Adoption of the Agenda
 - vi) Adoption of Minutes
 - vii) Delegations
 - viii) Reports
 - ix) Bylaws
 - x) Agreements
 - xi) Correspondence
 - xii) New Business
 - xiii) Clarification of Agenda Business
 - xiv) Closed Session
 - xv) Adjournment
 - h) After the closed session discussions are complete, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members to return before adjournment.
 - i) The order of business established in Section 5.g shall apply unless Council otherwise determines by a majority vote of the members in attendance and the vote on a matter of priority of business shall be decided without debate.
 - j) A person or a representative of a delegation of persons who wishes to bring any matter to the attention of Council shall address correspondence to Council outlining the matter to be discussed. The correspondence shall contain all pertinent documentation on the matter. One person shall be identified as the spokesperson on behalf of the delegation in the correspondence. The correspondence shall contain the name and address, along with contact telephone numbers, of the person delegated to address Council.
 - k) Public Hearings required under Part 17 of the MGA shall be held by electronic means.
 - l) Any meetings held by electronic means must:
 - i) be held using zoom or other similar platform.
 - ii) Have all members of Council and staff clearly identifiable at the start of the meeting.
 - iii) Links to the electronic meeting must be provided in the agenda and any documentation to be made publicly available will be included in the meeting agenda.
 - iv) Notices of public hearings will be provided in accordance with the Town's Public Notification Bylaw and any requirements set forth in the MGA or Land Use Bylaw whichever may be applicable.
 - a) Council may temporarily adjourn a regular meeting to accommodate a public hearing in accordance with Section 5(k).
6. REPEAL
- a) That Bylaw 2022-04 is hereby repealed.

7. EFFECT

- a) This bylaw shall have effect on the passing of final reading and execution by the delegated signing officers for the Town.

Read a first time this ____ day of _____, A.D., _____.

Read a second this ____ day of _____, A.D., _____.

Read a third time and finally passed this ____ ay of _____, A.D., _____.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: January 22, 2025
Originated By: Administration
Agenda Item: 8.3 ATB Mastercard

BACKGROUND/PROPOSAL

The Town of Millet has made some changes to the Mastercard borrowing bylaw for the 2025 year end. The total limit and terms of the credit card have stayed the same at the amount of \$30,000. However, for security reasons, we have added other staff members to receive a credit card. This is to stop the use of staff members borrowing credit cards from their supervisors for expenses. Borrowing credit cards can create internal control issues and result in the municipality more vulnerable to fraud or abuse of the cards.

The following departments will have credit cards

- CAO
- Assistant to the CAO/office manager
- Director of operations
- Utilities Foreman
- Bylaw Officer
- Fire Chief

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Benefits

- Greater internal controls

Disadvantages

- More administrative work for finance
- Easier to place charges on credit card vs. using normal approval and payment methods.

COSTS/SOURCE OF FUNDING

ATB

RECOMMENDATION

Administration recommendation is that council pass all 3 reading of borrowing bylaw 2025-03.

TOWN OF MILLET
BYLAW 2025-03
BUSINESS MASTERCARD GUARANTEE

WHEREAS the Council of the Town of Millet (hereafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of Business MasterCard to meet current expenditures of the Corporation for its financial expenditures as of June 30th, 2020.

NOW THEREFORE pursuant to the provisions Municipal Government Act, it is hereby enacted by the Council of the Corporation as a By-law that:

1. The Corporation borrow from the Alberta Treasury Branches ("ATB") up to the principal sum of \$30,000.00 repayable upon demand at a rate of interest per annum established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Administrative Officer are authorized for and on behalf of the Corporation.
 - a) to apply to the ATB for the aforesaid loan to the Corporation; and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b) Issue 6 credit cards –one credit card to CAO in the amount of \$30,000, and 5 credit cards to staff member department heads, including the fire department and assistant to the CAO in an amount no greater than \$5,000 limit and ensure that the Credit Card User Agreements, (Schedule 'A') are signed in each case;
 - c) as security for any money borrowed from ATB
 - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favor of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are;

As security for payment of money borrowed hereunder, the Corporation hereby charges to and in favor of the Alberta Treasury Branches the whole of the taxes levied or to be levied by the Corporation and all other money due to the Corporation, and the Mayor and Chief Administrative Officer of the Corporation are hereby authorized on behalf and in the name of the Corporation to execute and deliver to the Alberta Treasury Branches such security documents as Alberta Treasury Branches may require in relation to the foregoing charge.

The said charge shall be collateral to the obligation of the Corporation to repay with interest all sums borrowed from the Alberta Treasury Branches, and the Alberta Treasury Branches shall not be bound to recover any such taxes, requisitions or other monies before being entitled to payment from the Corporation.

**TOWN OF MILLET
BYLAW 2025-03
BUSINESS MASTERCARD GUARANTEE**

4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. Bylaw #2020-14 in this regard is hereby rescinded.
7. This Bylaw comes into effect on January 22, 2025.

READ A FIRST TIME THIS 22nd DAY OF JANUARY, 2025.

READ A SECOND TIME THIS 22nd DAY OF JANUARY, 2025.

READ A THIRD TIME, BY UNANIMOUS CONSENT, THIS 22nd DAY OF JANUARY, 2025.

Mayor

Town Manager

This Bylaw signed this 22nd day of January, 2025.



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

Meeting: Regular Council Meeting
Meeting Date: January 22nd, 2025
Originated By: Administration
Agenda Item: 11.1 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)

Meeting: Council Meeting
Meeting Date: January 22, 2025
Agenda Item: Outdoor Market

BACKGROUND/PROPOSAL

The Town of Millet received the following request from the Millet Legion:

At your next meeting Jan 22/25 @ 4:00pm for your discussion and approval.

Millet Legion #229 would like to have an Outdoors Farmers Market at the Legion's parking lot, every Tuesday starting June 17 to Sept 9. Time of the events would be from 4:00 pm to 7:00 pm.

Respectfully,

Millet Legion #229 Branch Officers and Executive

Recommendation: Does Council wish to grant permission to the Millet Legion to host an outdoor market in the Legion parking lot from June – September?



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Council Meeting
Meeting Date: January 22, 2025
Agenda Item: Presidents Summit/Spring Leaders Caucus

BACKGROUND/PROPOSAL

The President's Summit on **March 5th** provides the opportunity for in-depth, in-person discussions on various aspects of civility in municipal leadership, including promoting a civil social media landscape, harassment in council chambers and the workplace, and ways to look after yourself and others.

By attending, you will have the opportunity to learn from experts and peers, as well as help shape the future of municipal leadership across our province to ensure safe and healthy workplaces for years to come.

Spring Municipal Leaders Caucus will be held on **March 6 and 7**. Over those two days, you will engage with your colleagues on important topics including resources for the upcoming municipal election, policing, water, and a breakout session specific to your municipality type. This event also provides the opportunity to hear from the Premier, Minister of Municipal Affairs, and Leader of the Opposition.

When: March 5, 2025 - 9am-5pm

Location, Westin Edmonton, 10135 100 Street, Edmonton AB T5J0N7

Recommendation: Does any member of Council wish to attend?