



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, February 12th, 2025  
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 January 22<sup>nd</sup> 2025 – Regular Meeting of Council

**6.0 DELEGATIONS**

**7.0 REPORTS**

- 7.1 Millet Fire Department December 2024
- 7.2 Councillor Bennett – Seniors Report 2024
- 7.3 Millet Library November 2024 Minutes
- 7.4 Millet Library November/December 2024 Statistics
- 7.5 Millet Library Proposed 2025 Budget

**8.0 BYLAWS**

**9.0 AGREEMENTS**

**10.0 CORRESPONDENCE**

10.1 Town Software Update – Capital Project

**11.0 NEW BUSINESS**

11.1 Millet Fire Gala

11.2 Parking 2A

11.3 Canada Day Planning Committee

11.4 Millet & District Museum Permission to Use Town Land

**12.0 CLARIFICATION OF AGENDA**

**13.0 CLOSED SESSION**

**14.0 ADJOURNMENT**



REGULAR MEETING OF COUNCIL  
TOWN OF MILLET  
JANUARY 22, 2025  
Millet Civic Centre  
4:00 p.m.

PRESENT:

MAYOR	Doug Peel
COUNCILLORS	Susie Petrisor Rebecca Frost Gerdie Hogstead Mike Bennett Mat Starky
CAO	Lisa Schoening
DIRECTOR OF DEVELOPMENT	Lisa Novotny
DIRECTOR OF FINANCE	Annette Gordan

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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 #01/25 Adoption of Agenda	Moved by Councillor Frost that the January 22, 2025, agenda is hereby approved as amended: Add 13.3 Personnel
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CARRIED

5.0 ADOPTION OF MINUTES:

Res #02/25 Adoption of Minutes	Moved by Councillor Frost that the December 8, 2024, Regular Meeting of Council Minutes are hereby approved as presented.
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CARRIED

6.0 DELEGATIONS: None

7.0 **REPORTS:**

<b>Res # 03/25</b> <i>Reports</i>	Moved by Councillor Bennett that Council accepts the report presented as information. 7.1 Millet Fire Department December 2024 7.2 Enforcement Services – Bylaw Comparison 2022 to 2024
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CARRIED

8.0 **BYLAWS:**8.1 *Bylaw 2025-01 Borrowing Bylaw*

<b>Res # 04/25</b> <b>Bylaw 2025-01</b>	Moved by Councillor Starky that Council gives first reading to Bylaw 2025-01 being the Borrowing Bylaw.
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CARRIED

<b>Res # 05/25</b> <b>Bylaw 2025-01</b>	Moved by Councillor Bennett that Council gives second reading to Bylaw 2025-01 being the Borrowing Bylaw.
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CARRIED

<b>Res # 06/25</b> <b>Bylaw 2025-01</b>	Moved by Councillor Hogstead that Council brings to table for third and final reading to Bylaw 2025-01 being the Borrowing Bylaw.
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CARRIED UNANIMOUSLY

<b>Res # 07/25</b> <b>Bylaw 2025-01</b>	Moved by Councillor Frost that Council gives third and final reading to Bylaw 2025-01 being the Borrowing Bylaw
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CARRIED

8.2 *Bylaw 2025-02 Procedural Bylaw*

<b>Res # 08/25</b> <b>Bylaw 2025-02</b>	Moved by Councillor Bennett that Council gives first reading to Bylaw 2025-02 being the Procedural Bylaw.
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CARRIED

<b>Res # 09/25</b> <b>Bylaw 2025-02</b>	Moved by Councillor Frost that Council gives second reading to Bylaw 2025-02 being the Procedural Bylaw.
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CARRIED

<b>Res # 10/25</b> <b>Bylaw 2025-02</b>	Moved by Councillor Petrisor that Council brings to table for third and final reading to Bylaw 2025-02 being the Procedural Bylaw.
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CARRIED UNANIMOUSLY

<b>Res # 11/25</b> <b>Bylaw 2025-02</b>	Moved by Councillor Petrisor that Council gives third and final reading to Bylaw 2025-02 being the Procedural Bylaw.
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CARRIED

8.3 *Bylaw 2025-03 Business Mastercard Guarantee*

<b>Res # 12/25 Bylaw 2025-03</b>	Moved by Councillor Bennett that Council gives first reading to Bylaw 2025-03 being the Business Mastercard Guarantee.
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CARRIED

<b>Res # 13/25 Bylaw 2025-03</b>	Moved by Councillor Frost that Council gives second reading to Bylaw 2025-03 being the Business Mastercard Guarantee.
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CARRIED

<b>Res # 14/25 Bylaw 2025-03</b>	Moved by Councillor Petrisor that Council brings to table for third and final reading to Bylaw 2025-03 being the Business Mastercard Guarantee.
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CARRIED UNANIMOUSLY

<b>Res # 15/25 Bylaw 2025-03</b>	Moved by Councillor Petrisor that Council gives third and final reading to Bylaw 2025-03 being the Business Mastercard Guarantee.
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CARRIED

9.0 AGREEMENTS: *NONE*10.0 CORRESPONDENCE: *NONE*11.0 NEW BUSINESS:11.1 *Committee Appointments*

<b>Res #16/25</b>	Moved by Councillor Starky that Council appoint: <ul style="list-style-type: none"> <li>• Mayor Peel to the Millet Library Board</li> <li>• Councillor Starky to the Emergency Advisory Committee</li> <li>• Councillor Petrisor to the Municipal Planning Commission</li> <li>• Councillor Hogstead to the Personnel</li> </ul>
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CARRIED

11.2 *Millet Legion Outdoor Market*

<b>Res #17/25</b>	Moved by Councillor Bennett that Council grant permission for the Millet Legion to host an outdoor market in the Legion parking lot from June to September 2025.
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CARRIED

11.3 *Presidents Summit\Spring Leaders Caucus*

<b>Res #18/25</b>	Moved by Councillor Frost that Mayor Peel and Councillor Petrisor attend the annual Presidents Summit\Spring Leaders Caucus on March 5 to 7, 2025 are hereby approved.
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CARRIED

12.0 CLARIFICATION OF AGENDA: Bylaw 2025-02 Procedural Bylaw13.0 ADJOURNMENT:

The meeting was adjourned at 4:26 p.m.

<b>Res #19/25</b> <i>Adjournment</i>	Moved by Councillor Petrisor that the Regular Council Meeting move to Closed Session at 4:30 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.

<b>Res #20/25</b> <i>Reconvene</i>	Moved by Petrisor Councillor that the Regular Council Meeting reconvened from Closed Session at 5:08 pm.
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*CARRIED*

13.1 *Code of Conduct Violation and Ban*

<b>Res #21/25</b>	Moved by Councillor Petrisor that administration proceed on enforcing the ban under the Resident Code of Conduct policy as discussed in camera.
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*CARRIED*

13.1 *Accounts Receivable Write-Off*

<b>Res #22/25</b>	Moved by Councillor Starky that the outstanding balance on AR account 1153 be written off.
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*CARRIED*

*THESE MINUTES ADOPTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.*

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

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



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

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**Meeting:** Regular Council Meeting  
**Meeting Date:** February 12th, 2025  
**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 December 2024  
Councillor Bennett – Seniors Report 2024  
Millet Library November 2024 Minutes  
Millet Library November/December 2024 Statistics  
Millet Library Proposed 2025 Budget

**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  
1/1/2025 - 2/1/2025**

Date	Type	Incident #	Incident Type	Primary Action	# Of Attendees	Total Time
Tue 01/07/2025 21:33	County - Leduc (Extra Hours)	2500001	54 Confined Space/ Structure Collapse	55 Establish safe area	18	01:42
Wed 01/08/2025 18:42	County - Wetsaskwin (Extra Hours)	2500003	77 Motor Vehicle Collision	55 Establish safe area	20	04:28
Wed 01/08/2025 23:36	County - Wetsaskwin	2500002	82 Vegetation/ Wildland/ Brush/ Grass Fire	80 Information, Investigation & enforcement, other	12	00:23
Fri 01/10/2025 07:44	County - Wetsaskwin	2500004	77 Motor Vehicle Collision	55 Establish safe area	10	00:52
Fri 01/10/2025 14:11	County - Wetsaskwin	2500005	58 Extrication/ Entrapped (Machinery/Vehicle)	55 Establish safe area	13	00:57
Sat 01/11/2025 18:24	County - Leduc (Extra Hours)	2500006	77 Motor Vehicle Collision	55 Establish safe area	12	01:27
Thu 01/16/2025 18:22	County - Leduc (Extra Hours)	2500007	77 Motor Vehicle Collision	55 Establish safe area	14	01:28
Fri 01/17/2025 12:27	City - Millet	2500008	65 Mutual Aid/ Assist Outside Agency	55 Establish safe area	8	00:43
Sun 01/19/2025 03:34	County - Leduc (Extra Hours)	2500009	69 Structure Fire	55 Establish safe area	20	06:59
Tue 01/21/2025 17:53	County - Wetsaskwin	2500010	29 Traffic/ Transportation Incidents	55 Establish safe area	13	00:53
Wed 01/22/2025 11:11	County - Leduc (Extra Hours)	2500011	77 Motor Vehicle Collision	55 Establish safe area	14	01:23
Fri 01/24/2025 23:54	City - Millet	2500012	26 Sick Person (Specific Diagnoses)	30 Emergency medical services, other	6	00:33
Sun 01/26/2025 05:23	County - Leduc	2500013	06 Breathing Problems	80 Information, Investigation & enforcement, other	9	00:08
Sat 02/01/2025 10:00	City - Millet	2500014	06 Breathing Problems	55 Establish safe area	10	00:25
Total calls for City - Millet:					3	
Total calls for City - Wetsaskwin (Mutual Aid):					0	
Total calls for County - Leduc:					1	
Total calls for County - Leduc (Extra Hours):					5	
Total calls for County - Wetsaskwin:					4	
Total calls for County - Wetsaskwin (Extra Hours):					1	
Total calls:					14	
Total Time:					22:21	

SM.



Annual report for 2024 by Councillor Bennett

Senior Citizens of Millet and District

January 29,2025

64 Members

10 Meetings held with an average of 29 present

Donations were given to Millet Museum, Medi Lend, Millet Show and Shine, Millet Community Awards, Legion Wreath

We had speakers from Hear Canada, Millet Pharmacy, a Palliative Care Nurse. Bob Layton and Shane Blakey, Caregivers of Alberta. Victim Services, Home Instead and Marvilyn and Her Boys Band,

We started a senior Movement class

Went to Peacefull Valley for a day

Went to the Cow Pattie theater twice

Had a garden tour with the Millet Ag. Society

Now have Direct Deposit for money

Town put on a lunch for Seniors in Oct.

Town organized a bus trip to the outlet mall and Casino

Lions Club had a little train in the parade and we had a car in it

Millet Adopt a Senior gave a presentation and then came back and gave out goodies

Went and saw Climate Quest at the Millet Museum

Laid a wreath for Remembrance Day

Received a donation from a golf tournament

All this plus what ever all the other events going on in Millet over the year.

Busy year.

# Town of Millet Library Board Minutes

## November 7, 2024

**Connect...**with each other

**Learn....**continuously

**Discover...the possibilities**

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

1. Call to Order 6:03pm
2. Adoption of Agenda moved by Jackie Peel, carried
3. Adoption of September 12, 2024, Minutes moved by Charlene Veldkamp, carried
4. Correspondence accepted as presented
  - a. Town of Millet
5. Manager Report accepted as presented
  - a. Monthly Comparison
  - b. STATS
  - c. Training-Stronger Together Conference
  - d. Town Festival November 30
  - e. Holiday closure
6. Policy:
7. New Business:

**Res #29/2024** Motion to approve the waving of library patrons' overdue fines for a donation to the Millet foodbank from Nov. 26- Dec 10 moved by Charlene Veldkamp, carried

- a. Meeting dates for 2025
  - i. January 30, April 10, September 11, November 6
8. Old Business:
  - a. 2025 Budget
9. Friends Report:
  - a. Silent Auction Nov 7-21, 2024
  - b. 50/50 Draw December 17, 2024
  - c. Pancake Supper February 19, 2025
10. Acknowledgements of excused absences:
11. Councillor Report:
12. Meeting Dates for 2025: January 30, April 10, September 11, November 6 at 6:00pm

**Next meeting January 30, 2024 @ 6:00pm**

Meeting Adjourned at 6:35pm



# Millet Public Library Manager's Report

Connect...with each other

Learn....continuously

Discover...the possibilities

December	2024	2023	2022	2021	2020	2019	2018
New Memberships	3	5	3	4	4	6	3
Card Renewals	18	14	21				
Questions answered	1532	352	695	600	629	290	287
Program Attendees	623	1381	637	713	400	401	382
Program Sessions	50	59	57	41	26	23	29
Visitors to Library	816	1381	741	559	400	791	758
Website Sessions	196	161	208	252	234	239	272
Wireless Sessions	61	77	1396	NA	232	507	866
Computer Sessions	26	61	40	37	6	145	217
E-resources Borrowed	371	400	437	535	426	311	313
Items Checked Out	2444	2330	2262	2039	2202	1518	1534
Inter-library Loaned	881	804	713	529	500	470	349
Inter-library Borrowed	1430	1171	1110	1054	1245	886	821
Holdings Satisfied	656	615	463	620	743	507	410

# Millet Public Library Manager's Report

Connect...with each other

Learn....continuously

Discover...the possibilities

November	2024	2023	2022	2021	2020	2019	2018
New Memberships	7	6	10	4	5	5	12
Card Renewal	41	35	31				
Questions answered	1532	352	889	846	341	409	307
Program Attendees	1713	640	612	542	536	532	408
Program Sessions	65	62	44	47	45	37	45
Visitors to Library	2378	1453	1186	674	469	1116	1001
Website Sessions	178	167	208	342	181	201	348
Wireless Sessions	2096	187	1872	NA	289	701	531
Computer Sessions	76	112	40	25	16	203	244
E-resources Borrowed	377	424	380	573	433	314	296
Items Checked Out	2884	2672	2743	2325	1826	2062	1779
Inter-library Loaned	877	804	669	648	529	468	415
Inter-library Borrowed	1479	1381	1249	1110	1076	1065	970
Holdings Satisfied	1005	658	808	673	701	663	656

<b>Town of Millet Library Board Budget</b>	
<b>INCOME</b>	<b>2025 Budget</b>
County Grant	\$ 29,226
Donations	\$ 300
Fees and Fines	\$ 1,000
Interest	\$ 1,090
Municipal Grant	\$ 96,534
Municipal Janitorial Funding	\$ 2,080
Photocopy Fees	\$ 500
Provincial Grant	\$ 19,892
<b>TOTAL INCOME</b>	<b>\$ 150,622</b>
<b>EXPENSES</b>	
Advertising/Promotion	\$ 50
Association Memberships	\$ 50
Bank Charges	\$ 60
Board Expenses	\$ 115
Book Purchases and Digital Resources	\$ 2,677
Equipment Resources	\$ 4,000
Library Operating Expenses	\$ 4,100
License Fees	\$ 170
Meeting and Conventions	\$ 400
Mileage	\$ 300
Program Costs	\$ 3,000
Wages and Benefits	\$ 135,129
WCB	\$ 571
<b>TOTAL EXPENSES</b>	<b>\$ 150,622</b>
<b>Deficit</b>	<b>\$ -</b>



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Regular Council Meeting

**Meeting Date:** February 12 2025

**Agenda Item:** 10.0 Correspondence

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### BACKGROUND/PROPOSAL

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Correspondence be considered by Council

10.1 Software Upgrade 2025

### COSTS/SOURCE OF FUNDING

N/A

### RECOMMENDED ACTION:

That Council accept the correspondence as presented.

**interoffice**  
MEMORANDUM

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**Date:** February 12, 2025  
**To:** Town Council  
**From:** Administration  
**Topic:** *Software Update – Capital Project*

Our current software, Bellamy (Serenic), will reach its end of life on December 31, 2025. As a result, all municipalities must transition to new software before the deadline.

After reviewing all options, administration has decided to switch to SylogistGov software.

In order to implement this new software, we need a partner for ongoing support and implementation. We interviewed a few possible partners and have selected Meyers Norris Penny LLP (MNP) as our partner, in the amount of \$239,500.

Implementation will begin in April of this year, staff members will be working diligently to clean up all data and prepare for the transition. This will be a significant undertaking, but it is essential to ensure that all data is successfully transferred before December 31, 2025.



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Council Meeting  
**Meeting Date:** February 12, 2025  
**Agenda Item:** Millet Fire Gala

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### **BACKGROUND/PROPOSAL**

Millet Fire Department has sent an invitation to Council and staff to join them on Saturday, February 22<sup>nd</sup> for MFD's Annual Awards Gala. Tickets are \$50 each.,

**PLEASE NOTE – We will need your RSVP at the February 12<sup>th</sup> meeting, as numbers are due by the 13<sup>th</sup>.**

**Recommended Resolution:** That any member of staff or Council that wish to attend the Annual Millet Fire Department Gala, may attend.





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

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**Meeting:** Council Meeting  
**Meeting Date:** February 12, 2025  
**Agenda Item:** Parking 2A

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**BACKGROUND/PROPOSAL**

To Millet Council Members,

My name is Tara Brierley, I own Soul Beauty & Wellness. I am writing this letter to in regards to parking on main street.

Many clients who frequently use our businesses here at 4916 50st are elderly or disabled (injuries, canes / walkers). We are having an issue with businesses who share the same street, parking directly in front of our doors. Sometimes there will be 3 of their employee cars in front of our doors for times of up to 8 hrs.

I am putting in this request for the Town of Millet to consider the possibility of parking signage that could limit the time they are allowed to park in front of our doors.

IE: 1 hr parking, or wheelchair parking only.

Thank you for reading this, I look forwards to hearing from you in regards to this issue.

**Recommended Resolution:** That administration research options and costs associated and bring back for consideration.



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Council Meeting  
**Meeting Date:** February 12, 2025  
**Agenda Item:** Canada Day Planning Committee

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### **BACKGROUND/PROPOSAL**

The Millet Business Association have begun planning for events in 2025 and are forming a Canada Day planning Committee.

They are asking for any volunteers from Council to join the committee and help with the event.

**Recommended Resolution:** Do any members of Council wish to join the Canada Day planning committee with the Millet Business Association?

**FEBRUARY 5, 2025**

Subject: Invitation to Participate in the Business Association's Canada Day Event

Dear: Town of Millet Administration and Town Council,

I am writing on behalf of the Business Association to formally invite you to participate in our upcoming Canada Day Celebrations on July 1, 2025.

We believe that your involvement would greatly benefit our community and contribute in the success of our initiatives.

We are excited to collaborate with you and work together to create a memorable and impactful event for the residents of Millet. Your support and participation are invaluable to us, and we look forward to the opportunity to partner with you.

We are reaching out to inquire if you would be interested in joining our event planning committee. Our goal is to coordinate volunteers for various tasks such as manning the BBQ, organizing games, managing entertainment, selecting a location, and welcoming any new ideas. Your participation would be greatly appreciated as we work together to create a successful and memorable event.

Please let us know if you are interested in joining us in this endeavour. We are confident that together we can achieve great things for our town.

Sincerely,  
Anna Bailey  
Chair/ Millet Business Association



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

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**Meeting:** Council Meeting  
**Meeting Date:** February 12, 2025  
**Agenda Item:** Permission to use Town land

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### **BACKGROUND/PROPOSAL**

The Millet & District Museum and Archives is hosting "Spring at the Farm" on April 26, 2025 and are asking permission to erect a 20X40 tent and park antique tractors on the lands north of the museum on April 25-26, 2025.

**Recommended Resolution:** Does Council grant permission for the use of the lands?



**Millet & District Museum  
Archives  
Visitor Services**

*An Ever Changing Award Winning Experience*

February 5, 2025

Dear Mayor and Councilors:

The Millet and District Museum and Archives have been extremely busy upgrading our Exhibit areas over the last two months preparing for the Museum's 40 anniversary in 2025.

We are inviting the Mayor to bring Greetings at the April 26 "Spring at the Farm" event at the Museum starting at 1 pm.

The Alberta Century Farm and Ranch Award is given to families who have continuously operated their farm for 100 years or more. Millet is home to eight such award recipients. "Roots & Resilience: 100 Years in Agriculture" is a new exhibit that explores generational stories of the land and the ever-changing farming industry. Please join us as we celebrate both the renewal of spring and our own 40th anniversary with the first of the 100-year farm families celebrated – the Goins.

The Millet Museum was fortunate to receive from the Canadian Cattle Association a video games with stands called the Guardians of the Grassland Game. This game, intended for players ages 6+, allows users to manage a parcel of native grasslands in Alberta. By moving their herd of cattle at the right time – and leaving enough grass behind – they learn about wildlife habitat that requires a keystone grazing species and carbon sequestration of grasslands. This was created in partnership with Ducks Unlimited Canada, the Nature Conservancy of Canada and Birds Canada. We also have a longer version of the game that is curriculum aligned for Alberta students in grades 7 – 12. These games will be a great addition to this display.

The MDHS board is working with antique tractors as well as a market to be available the same day until 5pm. The property north of the Museum in the park we request to erect a 20X 40 tent for Friday and Saturday in case of increment weather. The tractors can be parked at the end of the street near the cement landing potentially or across in the parking lot on gravel depends on how many of the groups are interested but want to display the GOIN special antique tractors. The Thistle Hill Farms will again have animals for a petting area. We have the permit from Bylaw for animals. As we understand we need permission from council for the tent and use of the property.

Sincerely,

Mary Hegge, President

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The Millet and District Historical Society  
P.O. Box 178 Millet, Alberta T0C 1Z0 5120-50 Street Phone 780 387 5558 Fax 780 387 5548  
info@MilletMuseum.ca MilletMuseum.ca