

REGULAR COUNCIL MEETING AGENDA TOWN OF MILLET

Wednesday, October 26th, 2022 4:00 p.m. MCC Council Chambers

1.0	CAI	LL TO ORDER
2.0	TRE	EATY 6 RECOGNITION
3.0	PUB	BLIC HEARING
4.0	ADI	DITIONS AND ADOPTION OF AGENDA
5.0	ADO	OPTION OF MINUTES
	5.1	October 12th, 2022 – Regular Meeting of Council
6.0	DEL	EGATIONS
7.0	REP	ORTS
	7.1	Finance – Tax Analysis August-September 2022
8.0	BYL	AWS
		2022/12 Tax Penalty 2022/13 Accounts Receivable Interest Penalty

9.0 **AGREEMENTS**

10.0 CORRESPONDENCE

10.1 Alberta Municipal Indicators

11.0 **NEW BUSINESS**

11.1 Pedestrian Safety

12.0 CLARIFICATION OF AGENDA

13.0 CLOSED SESSION

13.1 Legal

13.2 Legal

14.0 ADJOURNMENT

Page 1



REGULAR MEETING OF COUNCIL TOWN OF MILLET

MMC - Council Chambers October 12th, 2022 5:30 p.m.

PRESENT:

MAYOR

COUNCILLORS

 $C \land O$

DIRECTOR OF INFRASTRUCTURE

OFFICE MANAGER

DIRECTOR OF FINANCE

Doug Peel

Gerdie Hogstead Mathew Starky Rebecca Frost Susie Petrisor Mike Bennett Charlene Van de Kraats

Lisa Schoening

Lisa Novotny

Joyce Vanderlee

Annette Gordon

PRESS

Christina Max

1.0 **CALL TO ORDER:**

The meeting was called to order at 5:30 p.m by Mayor Doug Peel

2.0 TREATY 6 RECOGNITION:

COUNCIL MEETING

OCT 26 2022

3.0 <u>PUBLIC HEARINGS</u>:

None

4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res #227/22	Moved by Councillor Starky that the following items are hereby added
Agenda	to the agenda and further that the agenda is adopted.
	11.8 RFD Museum Invitation
	11.9 RFD Community Awards
	11.10 RFD Banquet Hall Waiver of Fees & Damage Deposit
	11.11 RFD Banquet Hall Waiver of Fees & Damage Deposit
	13.4 Land

CARRIED

5.0 ADOPTION OF MINUTES:

	Moved by Councillor Frost that the September 14th, 2022, Regular
Minutes Regular	Meeting of Council Minutes are hereby approved, as presented.
Meeting	
- A-::	

CARRIED

6.0 *DELEGATIONS*

7.0 REPORTS:

Res #229/22	Moved by Councillor Hogstead that the Reports are hereby accepted
Reports	as information.
	프 (1) 글로, 그는

CARRIED

8.0 **BYLAWS**:

None

9.0 AGREEMENTS:

None

10.0 CORRESPONDENCE:

None

11.0 NEW BUSINESS:

11.1 Request for Decision – Franchise Fees

Res #230/22	Moved by Councillor Hogstead that council renew our franchise
Franchise Fees	fee with Fortis Alberta at the current rate of 16%.

CARRIED

11.2 Request for Decision – Strategic Plan 2023-2036

Res #231/22	Moved by Counc	illor Starky t	that council	adopt the Strategic Plan
Strategic Plan	as presented.		és	
2023 - 2026		0.0434 	z(1.5)	

CARRIED

11.3 Request for Decision - Audit Tender

Audit Tender		
as our new auditor for the 2022 to 2026 years and to	to look at o	ontion
	to look at t	opuon
to keep Doyle as Auditor for the Library.		

CARRIED

11.4 Request for Decision – Waiver & Hall Rental & Damage Deposit

March Control Control	17 (2016) 19 (19 (19 (19 (19 (19 (19 (19 (19 (19	
Res #233/22	Moved by Co	uncillor Starky that council waives the damage
Waiver Hall Rental	deposit and re	ntal fee of the Hugo Witt Room for the Millet
& Damage Deposit	Soccer Associa	tion 2022 Annual General Meeting.
	, Alleh	

CARRIED

11.5 Request for Decision – Capital Region Assessment Services Commission (CRASC)

Res #234/22	Moved by Councillor Van de Kraats that Mayor Peel attend the
Capital Region	CRASC AGM on October 19 th , 2022.
Assessment Services	·
Commission (CRASC)	

CARRIED

11.6 Request for Decision - Waiver Community Hall Rental Time

Res #235/22	Moved by Councillor Frost that council resolves to waive one half
Waiver Community	hour from the 2-hour minimum allotment as per the Hall Rental
Hall Rental Time	Contract for Susie Meyers.

CARRIED

11.7 Request for Decision - December 2022 Regular Council Meeting Date

Res #236/22	Moved by Councillor Petrisor that the Regular Council meeting
December 2022	for December be held on December 7 th , 2022.
Regular Council	
Meeting Date	

CARRIED

11.8 Request for Decision - Millet & District Historical Exhibit Opening

Res #237/22	Moved by Councillor Starky that Deputy Mayor Van de Kraats
Millet & District	bring greetings and any other council member who wish to attend
Historical Exhibit	may.
Opening	
	[107:12년]

CARRIED

11.9 Request for Decision - Community Awards

Res #238/22	Moved by Councillor Hogstead that Mayor Peel attends and bring		
Millet & District	greetings and present Millet Mayors Merit Award, further that any		
Lions Club	staff and councillors may attend.		
Community			
Awards			

CARRIED

11.10 Request for Decision – Waiver & Hall Rental & Damage Deposit Millet Business Force

Res #239/22	Moved by Councillor Van de Kraats that council resolves to waive
Waiver & Hall	the damage deposit and rental fee of the Banquet Hall for the
Rental & Damage	Millet Business Force Community Dinner.
Deposit Millet	
Business Force	

CARRIED

11.11 Request for Decision – Waiver & Hall Rental & Damage Deposit Friends of Millet Youth

Res #240/22	Moved by Councillor Bennett that council resolves waive the
Waiver & Hall	damage deposit and rental fee of the Banquet Hall for the Friends
Rental & Damage	of Millet Youth fundraiser concert.
Deposit Friends of	
Millet Youth	
	,

CARRIED

12.0 CLARIFICATION OF AGENDA:

What would the 1% tax increase be – Annette will confirm and submit to Christina tomorrow.

Council temporarily adjourned the meeting at 6:24 p.m.

Council reconvened at 6:32 pm

Res #241/22	Moved by Councillor Van de Kraats that Council moves into Closed
Closed Session	Session to discuss Items 13.1thru 13.4 pursuant Sections 16 thru
	Section 29 of the Freedom of Information and Protection of Privacy
	Act at 6:32 p.m.

CARRIED

13.0 CLOSED SESSION

Res #242/22	Moved by Councillor Petrisor that the Regular Council Meeting	
Reconvene	reconvene from Closed Session at 7:49 p.m.	
1	Parties and the Control of the Contr	

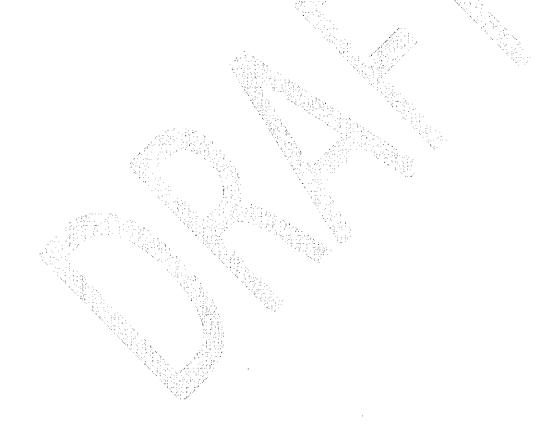
CARRIED

14.0 ADJOURNMENT:

The meeting was adjourned at 7:49 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS ____DAY OF SEPTEMBER 2022.

MAYOR CHIEF ADMINISTRATIVE OFFICER





Meeting:

Regular Council Meeting

Meeting Date:

October 26th, 2022

Originated By:

Joyce Vanderlee

Agenda Item:

7.0 Reports

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Reports be considered by Council

7.1 Finance – Tax Aging Analysis August-September 2022

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

COUNCIL MEETING

OCT 26 2022

ITEM #_______

tax aging analysis Excluding auto pay

	Current	One Year	Total
	outstanding	outstanding	outstanding
Aug 2019	238,626.78	87,199.94	395,070.83
Aug 2020	276,113.41	104,686.37	493,908.20
Aug 2021	202,646.12	63,497.64	356,022.46
Aug 2022	101,569.28	67,621.14	250,181.73
Sept 2019	228,255.89	85,555.94	382,555.94
Sept 2020	178,037.37	90,683.97	381,102.17
Sept 2021	182,633.90	55,814.99	328,327.59
Sept 2022	82,242.93	62,788.50	223,101.96
•			

Analysis:

We are seeing a trend of outstanding taxes decreasing each year, both for current and arrears. In addition, progress is being made each month in paying down arrears.



Meeting:

Regular Council Meeting

Meeting Date:

October 26, 2022

Originated By:

Annette Gordon

Agenda Item:

8.1 Tax Penalty Bylaw

BACKGROUND/PROPOSAL

The Town of Millet currently imposes two 18% tax penalties, for a total of 36%. This rate has been in effect since 2003 or possibly even longer. When compared to other municipalities Millet has one of the highest rates. Administration believe that we can still be effective in collecting taxes, while reducing the tax penalties. This will result in lost revenue, however, help some of our struggling citizens.

Municipality	Penalty	Total
City of Wetaskiwin	Jul - 9%, Oct 1, 6%, Jan 1 - 15%	30%
County of Wetaskiwin	Aug 31, 6%, Dec. 31 7%	13%
Leduc County	Jul 1 - 6%, Nov 1 - 6%, -Mar 1, 6%	18%
City of Leduc	Jul 1 - 6%, Aug to Dec 1 - 2%, Dec. 31 - 12%	28%
Calmar	2% each month	24%
Nanton	Jul 1 -9%, Jan 1 - 18%	27%
Millet	Jul 15 - 18%, Jan 1 - 18%	36%

COSTS

Reduction in revenue will be approx.. \$7,000.

That council discuss lowering the tax penalties.

RECOMMENDATION

COUNCIL MEETING

OCT 2 6 2022

ITEM#_8.1

TOWN OF MILLET BYLAW #2022/12

A BYLAW OF THE TOWN OF MILLET, IN THE PROVINCE OF ALBERTA, RELATING TO THE IMPOSITION OF PENALTIES ON UNPAID TAXES.

WHEREAS, pursuant to Section 344 and 345 of the Municipal Government Act, SA 2020 c.M-26.1, as amended, a Council may impose penalties for non-payment of taxes.

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

- 1. THAT in the event of any current taxes, including local improvement benefit and/or special benefit taxes, remaining unpaid thirty (30) days after the mailing of the tax notice or after the SIXTEEN (16th) day of July, whichever is the latter, of the year which the same was levied, there shall be added by way of penalty an amount of EIGHT (8%) per centum and any amount so added shall for a part of the outstanding taxes.
- 2. THAT in the event of any current taxes, including local improvement benefit and/or special benefit taxes, remaining unpaid the SIXTEEN (16th) day of October, of the year which the tax was levied, there shall be added by way of penalty an amount of SIX (6%) per centum and any amount so added shall for a part of the outstanding taxes, but excluding any tax penalties.
- 3. Properties which are included in the Pre-authorized Tax Payment Installment Plan are exempt from the penalty levied pursuant to Section 1 of this Bylaw.
- 4. THAT all taxes remaining unpaid after the FITHTEEN day (15st) day of January in the year after which they are levied shall have added thereto by way of penalty, an amount equal to SIXTEEN (16%) per centum of the outstanding balance, such penalty to be assessed on the SIXTEENTH (16TH) day of January of the succeeding year, and in each succeeding year so long as the taxes remain unpaid.
- 5. THAT any percentage charge imposed under this Bylaw shall be added to and forms a part of the unpaid taxes.
- 6. THAT nothing in this Bylaw shall be construed to extend the time for payment of taxes nor in any way to impair the right of distress or any other remedy provided by the Municipal Government Act for the collection of taxes.
- 7. AND THAT this Bylaw comes into effect on January 1st, 2023, and that Bylaw Number 2021/05 in this regard is hereby rescinded.

Read a first time this 26 th day of October, 2022.	
Read a second time this day of	
Read a third time, by unanimous consent, and final	ly passed, this day of
Mayor	CHIEF ADMINISTRATIVE OFFICER



Meeting:

Regular Council Meeting

Meeting Date:

October 26, 2022

Originated By:

Annette Gordon

Agenda Item:

8.2 AR Interest Penalty

BACKGROUND/PROPOSAL

The Town of Millet invoices out primarily for FCSS cleaning, non-for-profit groups, sign rental, various lease contracts, county's ICF agreement and recovery of expenses from developers. There are also a few individuals still on accounts receivable from the change in the mobile park bylaw for taxes. Currently there is no penalties/interest on our accounts receivable accounts. A penalty on these accounts should encourage payment and clear up some of these outstanding taxes. However, it could also impact forgetful or struggling non-profits that sometimes take months to pay.

COSTS

Increase in revenue is anticipated at \$2,000 to \$3,000 a year for the first year, and then reduced afterwards.

RECOMMENDATION

Council approves first reading of bylaw 2022/13.

COUNCIL MEETING

OCT 26 2022

ITEM #_ 8.2

The Town of Millet Interest Penalty on Unpaid Accounts Receivable Bylaw

Bylaw 2022/13

WHEREAS, under the authority and subject to the provisions of to Part 2 Division 1 Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26, Council may pass bylaws for interest penalty on unpaid general accounts receivable;

AND WHEREAS, it is deemed necessary and desirable by Council that outstanding accounts receivable due to the Town of Millet be paid promptly; and

WHEREAS Council wishes to impose interest penalty of two percent (2.0%) per month on all general accounts owing to the Town of Millet that remain unpaid in excess of thirty (30) days;

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

PART I BYLAW TITLE

This Bylaw may be cited as "Interest Penalty on Unpaid Accounts Receivable Bylaw"

PART II PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

1) The purpose of this Bylaw is to address uncollected accounts receivables and interest penalty on them.

INTEREST

- 2) The Town of Millet is hereby authorized to impose interest penalties at the rate of two percent (2.0%) per month on accounts receivable due to the Town of Millet that remain unpaid in excess of thirty (30) days.
- 3) All general accounts receivable by the Town of Millet shall be considered due and payable on or before thirty (30) days from the date of mailing of the account.
- 4) An interest penalty shall be charged at the rate of two percent (2.0%) per month for each month or part thereof that the account is overdue and remains unpaid. The interest penalty shall not be compounded. The interest penalty will be charged on the first of the

The Town of Millet Interest Penalty on Unpaid Accounts Receivable Bylaw

Bylaw 2022/13

month for all accounts in excess of thirty (30) days in arrears.

- 5) As of December 31, 2022, all general accounts receivable that remain unpaid in excess of thirty (30) days shall be penalized, including those accounts rendered prior to the passing of this Bylaw.
- 6) Approval of Council shall be required to write off any accounts receivable balance greater than \$1,000.00
- 7) The revenue obtained by the imposition of the aforesaid interest penalty shall go into and be considered part of the general revenue of the Town of Millet.

PART VII EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on December 31, 2022 and after third and final reading.

READ a first time this 26th day of October, 2022

READ a second time this XXth day of

READ a third and final time this XXth day of

MAYOF	₹	

The Town of Millet Interest Penalty on Unpaid Accounts Receivable Bylaw

Bylaw 2022/13

CHIEF ADMINISTRATIVE OFFICER



Meeting:

Regular Council Meeting

Meeting Date:

October 26th, 2022

Originated By:

Joyce Vanderlee

Agenda Item:

10.0 Correspondence

BACKGROUND/PROPOSAL

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

That the Following Correspondence be considered by Council

10.1 Alberta Municipal Indicators

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

COUNCIL MEETING

OCT 26 2022

Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
1 - Audit Outcome An audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
2 - Ministry Intervention Interventions authorized by the Minister of Municipal Affairs in accordance with the Municipal Government Act, such as a viability review, or where directives were issued pursuant to an inspection.	The municipality was not the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister- directed processes and actions.

Alberta

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
3 - Tax Base Balance The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.	The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.	The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.	Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.
4 - Tax Collection Rate The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.	The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.	Review tax collection and recovery policies and processes.
5 - Population Change The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.	The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.	The population of the municipality is stable or growing.	Consider how services and infrastructure can be scaled down to accommodate reduced demands.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
6 - Current Ratio The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).	The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.	The municipality is able to pay for its current financial obligations using cash or near-cash assets.	Consider increasing revenues or reducing costs to provide additional working capital.
7 - Accumulated Surplus/Deficit The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).	The municipality has a positive (above zero) surplus. An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i> . Municipalities in a deficit position are required to recover the shortfall in the next year.	The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.	Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.
8 - On-Time Financial Reporting Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.	The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.	The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.	Consider additional resources to complete year-end accounting on a timely basis.



Indicator and Description	Expected Result	What It Means	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.	
9 - Debt to Revenue Percentage The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.	The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has maintained reasonable levels of borrowing debt.		
10 - Debt Service to Revenue Percentage The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.	The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has assumed a reasonable level of borrowing repayment obligations.	The municipality has assumed a reasonable level of borrowing repayment obligations.	
11 - Investment In Infrastructure The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.	The municipality's average capital additions exceed the average amortization (depreciation).	The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets. This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.	Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.	



Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
12 - Infrastructure Age The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).	The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.	Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
13 - Interest in Municipal Office The number of candidates running in a municipal election relative to the total number of councillor positions up for election.	The number of candidates exceeded the number of councillor positions.	The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.	Consider increased focus on community engagement.



Meeting:

Regular Council Meeting

Meeting Date:

October 26, 2022

Originated By:

Mitch Newton - Manager of Enforcement and Safety Services

Agenda Item:

11.1 Pedestrian Safety

BACKGROUND/PROPOSAL

The Canadian Pacific Rail Holiday Train is coming to Millet on December 8, 2022. Law Enforcment Agencies with the Town of Millet, City of Wetaskiwin, RCMP and the Canadian Pacific Rail Police are tasked with ensuring the rails are not crossed during the event and crowd control.

In 2019 it was noted by the Manager of Enforcment Services that a significant safety concern happens at the crosswalks on 47 and 48 Avenue at Highway 2A (50 Street). Pedestrians cross without warning, traffic is backed up for blocks and safety is a concern.

It was discussed in 2019 that there should be cross walking guards at both corners and both sides to ensure proper traffic flow and pedestrian safety.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Ensuring Public Safety for everyone crossing the highway.

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

Council will assist in the pedestrian safety crossings.

OCT 26 2022