



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, June 12th, 2024
4:00 p.m.
MCC Council Chambers**

1.0 CALL TO ORDER

2.0 TREATY 6 RECOGNITION

3.0 PUBLIC HEARING

4.0 ADDITIONS, DELETIONS AND ADOPTION OF AGENDA

ADOPTION OF MINUTES

4.1 May 22nd, 2024 – Regular Meeting of Council

5.0 DELEGATIONS

6.0 REPORTS

- 6.1 Finance Tax Aging Analysis May 2024
- 6.2 Enforcement Monthly Report May 2024
- 6.3 Fire Department Call Report May 2024

7.0 BYLAWS

8.0 AGREEMENTS

9.0 CORRESPONDENCE

10.0 NEW BUSINESS

- 10.1 Millet Village Remedy Contraventions
- 10.2 Millet & District Ag Society
- 10.3 Millet Show & Shine Mayors Choice Plaque Presentation

11.0 CLARIFICATION OF AGENDA

12.0 CLOSED SESSION

- 12.1 Land

14.0 ADJOURNMENT



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
MAY 22nd, 2024
Millet Civic Centre
4:00 p.m.

PRESENT:

MAYOR

Doug Peel

COUNCILLORS

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

CAO
OFFICE MANAGER
DIRECTOR OF INFRASTRUCTURE
DIRECTOR OF FINANCE

Lisa Schoening
Joyce Vanderlee
Lisa Novotny
Annette Gordon

1.0 **CALL TO ORDER:**

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

2.0 **TREATY 6 RECOGNITION:**

3.0 **PUBLIC HEARING: NONE**

4.0 **ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:**

| | |
|---|---|
| Res #109/24 Adoption of Agenda | Moved by Councillor Van de Kraats that the May 22nd, 2024, agenda is hereby approved as amended. Additions 8.2 2024-03 Property Tax Bylaw 11.5 AB Municipal Bill 20 13.1 In Camera Land |
|---|---|

CARRIED

5.0 ADOPTION OF MINUTES:

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| Res #110/24 Adoption of Minutes | Moved by Councillor Starky that the May 8th, 2024, Regular Meeting of Council Minutes are hereby approved, as amended. 11.4 Spelling “blue” “Van de Kraats”, comma after June. |
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CARRIED

6.0 DELEGATIONS:

7.0 REPORTS:

- 7.1 Finance Bank Reconciliation March 2024
- 7.2 Fire Department Update April 2024
- 7.3 First Quarter Budget Report

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| Res # 111/24 Reports | Moved by Councillor Petrisor that Council accepts the reports presented as information. |
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CARRIED

8.0 BYLAWS:

8.1 *Bylaw 2023-06 Lane Closure*

Councillor Hogstead asked for Recorded vote

Councillors – In Favor

- Van de Kraats
- Frost
- Starky
- Peel
- Petrisor

Councillors Opposed

- Hogstead
- Bennett

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| Res # 112/24 Bylaw 2023-06 | Moved by Councillor Starky that Council gives second reading to Bylaw 2023-06 Lane Closure Bylaw. |
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CARRIED

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| Res # 113/24 Bylaw 2023-06 | Moved by Councillor Petrisor that Council gives third and final reading to Bylaw 2023-06 Lane Closure Bylaw. |
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CARRIED

8.2 Bylaw 2024-03 Property Tax Bylaw

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| Res # 114/24 Bylaw 2024-03 | Moved by Councillor Van de Kraats that Council gives first reading to Bylaw 2024-03 Property Tax Bylaw. |
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CARRIED

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| Res # 115/24 Bylaw 2024-03 | Moved by Councillor Bennett that Council gives second reading to Bylaw 2024-03 Property Tax Bylaw. |
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CARRIED

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| Res # 116/24 Bylaw 2024-03 | Moved by Councillor Frost that Council brings to table for third and final reading to Bylaw 2024-03 Property Tax Bylaw. |
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CARRIED

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| Res # 117/24 Bylaw 2024-03 | Moved by Councillor Petrisor that Council gives third and final reading to Bylaw 2024-03 Property Tax Bylaw. |
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CARRIED

9.0 AGREEMENTS: NONE**10.0 CORRESPONDENCE: NONE****11.0 NEW BUSINESS:****11.1 WRPS Golf Tournament**

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| Res #118/24 | Moved by Councillor Bennett that council directed Administration to send a gift in kind donation to WRPS for their annual golf tournament. |
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CARRIED

11.2 Property Tax Split

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| Res #119/24 | Moved by Councillor Hogstead that council approve the property taxation split to 74% residential and 26% non-residential for the purpose of calculating property taxation bylaw as recommended. |
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*CARRIED***11.3 Millet Business Association Canada Day Celebration**

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| Res #120/24 | Moved by Councillor Starky to allow Millet Business Association access to utilize the Community Hall and the grounds surrounding the Town Office and further that council agrees to waive the fees for the Community Hall Rental and Damage Deposit July 1 st , 2024. |
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*CARRIED***11.4 Request for Temporary Parking**

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| Res #121/24 | Moved by Councillor Bennett that council allow parking to guests of Sheila Hutzel in the MCC parking lot for July 20th, 2024. |
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*CARRIED***11.5 Alberta Municipalities Bill 20**

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|--------------------|---|
| Res #122/24 | Moved by Councillor Frost that council directs administration to send a letter to the premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Statutes Act, due to extensive concerns raised by municipal leaders across Alberta, including Millet Council, and that the Government of Alberta engage municipal governments through a collaborative and trust-based consultation process to update the local Authorities Election Act and Municipal Government Act to assist municipal governments to effectively govern in the interest of residents and deliver on the future needs of each community in Alberta. |
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*CARRIED***12.0 CLARIFICATION OF AGENDA: NONE**

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|------------------------------------|---|
| Res #123/24 Adjournment | Moved by Councillor Petrisor that the Regular Council Meeting Temporarily adjourns, and Council sit in Closed Session to discuss Items 12.1 and 12.2 Sections 16 and Section 24 (1)(a) of the Freedom of Information and Protection of Privacy Act. |
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CARRIED

13.0 CLOSED SESSION:

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| Res #124/24 Reconvene | Moved by Councillor Petrisor that the Regular Council Meeting reconvene from Closed Session at 5:00 p.m. |
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CARRIED

14.0 ADJOURNMENT:

The meeting was adjourned at 5:05p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 12th DAY OF JUNE 2024.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



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

Meeting: Regular Council Meeting
Meeting Date: June 12th 2024
Originated By: Administration
Agenda Item: 7.0 - Reports

BACKGROUND/PROPOSAL

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

- 7.1 Finance Tax Aging Analysis May 2024

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

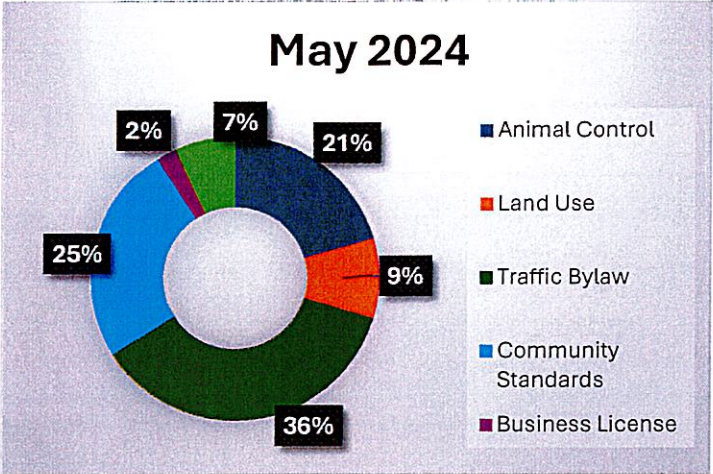
- 1. That the Reports are hereby accepted as information.

tax aging analysis
Excluding auto pay

| | Current outstanding | One Year outstanding | Total outstanding |
|------------|------------------------|-------------------------|----------------------|
| Mar 2020 | 8,072.04 | 172,946.05 | 304,434.82 |
| Mar 2021 | 50,280.69 | 135,025.74 | 303,955.55 |
| Mar 2022 | (28,116.26) | 96,030.81 | 151,192.37 |
| Mar 2023 | (2,546.11) | 60,897.05 | 175,970.96 |
| Mar 2024 | (16,919.63) | 76,862.85 | 71,827.67 |
| April 2020 | (17,068.44) | 169,953.65 | 274,691.20 |
| April 2021 | 27,230.32 | 130,540.07 | 273,206.19 |
| April 2022 | (29,989.58) | 93,227.77 | 146,516.01 |
| April 2023 | (12,484.96) | 57,599.21 | 162,734.27 |
| April 2024 | (16,558.12) | 72,473.87 | 67,800.20 |
| May 2020 | (65,283.16) | 56,580.26 | 283,086.74 |
| May 2021 | (46,689.58) | 82,536.62 | 281,822.91 |
| May 2022 | (21,383.43) | 93,019.71 | 154,914.10 |
| May 2023 | 1,762,862.14 | 45,900.11 | 1,923,704.50 |
| May 2024 | 1,901,217.74 | 63,464.12 | 1,976,376.31 |

Analysis:

Our one and two year arrears have decreased month over month. The Town continues to remain in an excellent financial position regarding tax collection. In 2023 and 2024 taxes were levied at the end of May, but not due until July 15th of the current year, this is the reason for the spike in current outstanding.



| | |
|---------------------|----|
| Animal Control | 9 |
| Land Use | 4 |
| Traffic Bylaw | 16 |
| Community Standards | 11 |
| Business License | 1 |
| OTHER | 3 |

The focus this month has been on property cleanup. Having old vehicles/auto parts removed, getting properties in compliance with land use and community standards bylaws.

There has been an increase in calls, I think this could be that more people are aware that it is a 24-hour line.



Millet Fire Department
 Call History Report by Date
 5/1/2024 - 5/31/2024

| Date | Type | Incident # | Incident Type | Primary Action | # Of Attendees | Total Time |
|----------------------|-----------------------------------|------------|--|------------------------|----------------|------------|
| Thu 05/02/2024 21:20 | County - Leduc (Extra Hours) | 2400043 | 77 Motor Vehicle Collision | 55 Establish safe area | 16 | 01:25 |
| Sat 05/04/2024 01:06 | County - Wetaskiwin | 2400044 | 52 Alarms | | 8 | 00:05 |
| Mon 05/06/2024 08:27 | County - Leduc | 2400045 | 29 Traffic/ Transportation Incidents | 55 Establish safe area | 9 | 00:57 |
| Mon 05/06/2024 23:37 | County - Wetaskiwin (Extra Hours) | 2400046 | 71 Vehicle Fire | 55 Establish safe area | 11 | 01:26 |
| Fri 05/10/2024 17:35 | County - Wetaskiwin | 2400047 | 77 Motor Vehicle Collision | 55 Establish safe area | 10 | 01:11 |
| Thu 05/16/2024 15:07 | County - Wetaskiwin | 2400048 | 60 Gas Leak/ Gas Odour (Natural and LPG) | 55 Establish safe area | 8 | 00:48 |
| Fri 05/17/2024 17:59 | County - Wetaskiwin (Extra Hours) | 2400049 | 29 Traffic/ Transportation Incidents | 55 Establish safe area | 10 | 01:26 |
| Fri 05/17/2024 22:17 | County - Leduc | 2400050 | 29 Traffic/ Transportation Incidents | 55 Establish safe area | 11 | 00:50 |
| Sat 05/18/2024 12:51 | County - Wetaskiwin | 2400051 | 52 Alarms | | 8 | 01:25 |
| Mon 05/20/2024 14:36 | County - Leduc | 2400052 | 06 Breathing Problems | 55 Establish safe area | 13 | 00:42 |
| Sat 05/25/2024 09:50 | County - Leduc | 2400053 | 52 Alarms | | 10 | 00:07 |
| Sun 05/26/2024 05:31 | County - Wetaskiwin | 2400054 | | | 0 | 00:44 |
| Fri 05/31/2024 02:07 | County - Wetaskiwin (Extra Hours) | 2400055 | 65 Mutual Aid/ Assist Outside Agency | 55 Establish safe area | 8 | 02:07 |

| | |
|--|----------------------------|
| Total calls for City - Millet: | 0 |
| Total calls for City - Wetaskiwin (Mutual Aid): | 0 |
| Total calls for County - Leduc: | 4 |
| Total calls for County - Leduc (Extra Hours): | 1 |
| Total calls for County - Wetaskiwin: | 5 |
| Total calls for County - Wetaskiwin (Extra Hours): | 3 |
| Total calls: | 13 |
| Total Time: | 13:13 |
| | Avg. Call Attendance: 9.38 |

SPM



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

Meeting: Regular Council Meeting
Meeting Date: June 12th 2024
Originated By: Administration
Agenda Item: 10.1 Millet Village Remedy Contraventions

BACKGROUND/PROPOSAL

Administration received a letter from Millet Village asking council to cancel the remedy contraventions order that was received regarding 3 intermodal containers (sea cans) that are behind the gated property at Millet Village. Although they cannot confirm as the previous management has passed on, they believe the containers were placed on the property prior to the Land use Bylaw being passed in 2018. They are in a closed area that is not visible to public roads therefore are requesting they are grandfathered in.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Attached for Council’s consideration are ortho images from 2017 and 2021 that do not show the intermodal containers that are currently located on Plan 4461CL;8.

The subject property is zoned RMP – Manufactured Home Park District (regulations attached) in which an intermodal container is neither a permitted or discretionary use.

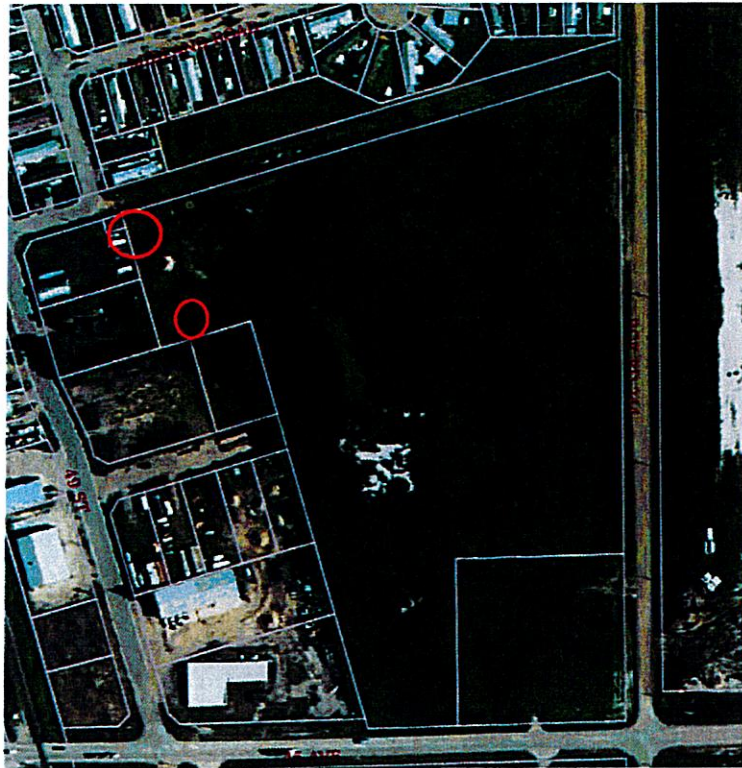
COSTS/SOURCES OF FUNDING

RECOMMENDATION

Does Council wish to grandfather the sea cans in.

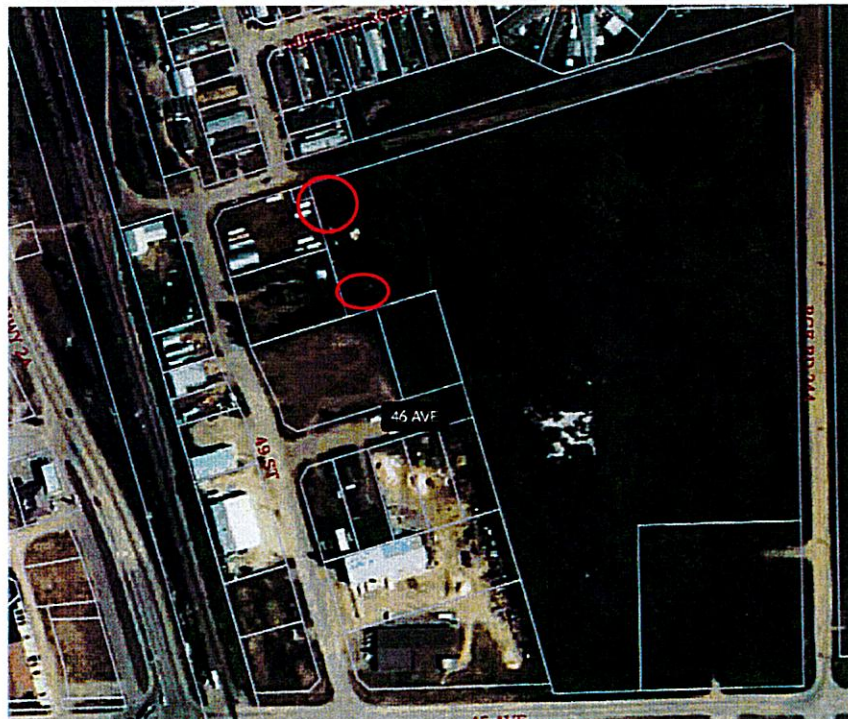
2017 Ortho Image

Area circled is where intermodal containers are currently placed however do not show up in 2017 image.



2021 Ortho Image

Area circled is where intermodal containers are currently placed also do not show up in 2021 image.



6.9 RMP - Manufactured Home Park District

6.9.1 Purpose

1. To establish a district where rental sites are provided for the placement of manufactured homes.
2. Notwithstanding any other provision of this Bylaw to the contrary, no development permit shall be issued for the placement of a manufactured home unit which is more than five (5) years old within the RMP District.
3. No development permit will be issued for any permitted or discretionary use without approval obtained from the Manufactured Home Park Manager/Owner.

6.9.2 Permitted Uses

1. Accessory Building
2. Addition
3. Decks and Patios
4. Demolition of building (Approval by the discretion of the Development Authority)
5. Essential Utility Services
6. Foster Home
7. Home Office
8. Kinship Care Home
9. Manufactured Home
10. Manufactured Home Community
11. Manufactured Home Site
12. Modular Homes
13. Additional uses accessory to the above

6.9.3 Discretionary Uses

1. Assisted Living Facility
2. Carport
3. Day Home Operation, within an approved single dwelling building
4. Detached Garage
5. Minor Home-Based Business
6. Global Vacation Rental Market, within an approved single dwelling building
7. Residential Care Facility
8. Residential Sales Centre
9. Tent structures
10. Additional uses accessory to the above

6.9.4 Minimum Lot Area

1. Manufactured home site,
within a manufactured home community 400m²
2. All other uses, to the satisfaction of the Development Authority

6.9.5 Minimum Manufactured Home Site Width

1. Single wide 12.2m
2. Double wide 15.0m

6.9.6 Minimum Manufactured Home Site Depth

1. Single wide 35m
2. Double wide 35m

6.9.7 Maximum Manufactured Home Site Coverage

1. Manufactured home, additions, and enclosed porches 35%
2. Garage and accessory buildings combined area 15%

6.9.8 Minimum Front Yard Setback (from approved site boundary)

1. Manufactured / Modular home, additions, enclosed porches, 6.0m
covered decks
2. Garage and accessory building 6.0m

6.9.9 Minimum Side Yard Setback (from approved site boundary)

1. Manufactured home/M Modular Home 1.5m
2. Addition and/or porch 3.0m
3. Detached garage and accessory buildings 1.5m
 - a) Where abutting a street 3.0m
4. Attached garage 1.5m
5. Deck >0.5 and <1.0m above grade 0.6m
6. Deck 1.0m or > above grade 1.5m

6.9.10 Minimum Rear Yard Setback (from approved site boundary)

1. Manufactured home/Modular Home 1.5m
2. Addition and/or porch, decks 1.5m
3. Detached garage and accessory buildings 1.5m

6.9.11 Maximum Building Height

1. Manufactured / Modular home, additions, enclosed porches 5.0m (one storey)
2. Detached garage and accessory buildings 4.5m

6.9.12 General Regulations - See Part 7

6.9.13 Specific Use Regulations - See Part 8

6.9.14 Alberta Fire and Building Codes

Subdivision or Development and construction of any development or structure cannot begin until evidence is provided, to the satisfaction of the Development Authority, that all the requirements of the Alberta Building Code and Alberta Fire Code have been met.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: June 12th, 2024
Originated By: Administration
Agenda Item: 10.2 Millet & District Recreational & Agricultural Society

BACKGROUND/PROPOSAL

The Ag Society will be purchasing a new TV for the Banquet Hall to replace the broken one.

They are requesting that the Monday Afternoon Pickleball slot be changed to Thursday evening and further that they would like flexibility of moving the Tuesday and Thursday slots based upon volunteer availability.

They are also requesting that council agree to them replacing the storage container that is behind the Agriplex.

COSTS/SOURCE OF FUNDING

The Society would be looking for grants to replace the Storage Container.

RECOMMENDATION

Does Council wish to allow the Ag Society the change in Pickleball rental slots, and further does council wish to allow flexibility to those days and time based on Volunteer availability.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: June 12, 2024
Originated By: Administration
Agenda Item: 10.3 Show and Shine Mayors Choice Plaque Presentation

BACKGROUND/PROPOSAL

Millet Show and Shine has requested the mayor or designate present the Mayors Choice Plaque. The 6th Annual Show and Shine will be held on July 6th 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

Will the Mayor or Designate be available to present the Plaque.