



**REGULAR COUNCIL MEETING AGENDA  
TOWN OF MILLET**

**Wednesday, April 23rd, 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 April 9th, 2025 – Regular Meeting of Council
- 5.2 April 15<sup>th</sup> 2025 – Special Meeting of Council

**6.0 DELEGATIONS**

**7.0 REPORTS**

- 7.1 WALA 2024 Audited Financial Statements
- 7.2 Millet Library January 2025 Minutes
- 7.3 Millet Library January 2025 Manager Report
- 7.4 Millet Library February 2025 Manager Report
- 7.5 Millet Library March 2025 Manager Report

**8.0 BYLAWS**

**9.0 AGREEMENTS**

**10.0 CORRESPONDENCE**

**11.0 NEW BUSINESS**

11.1 Regular Council Meeting dates

11.2 Millet Library Trustee Appointment

11.3 Chamber Event Nisku Energy Show Breakfast with Danielle Smith

**12.0 CLARIFICATION OF AGENDA**

**13.0 CLOSED SESSION**

**14.0 ADJOURNMENT**



**REGULAR MEETING OF COUNCIL  
TOWN OF MILLET  
APRIL 9th, 2025  
Millet Civic Centre  
4:00 p.m.**

**PRESENT:**

MAYOR

Doug Peel

COUNCILLORS

Susie Petrisor  
Rebecca Frost  
Gerdie Hogstead  
Mat Starky  
Mike Bennett

CAO  
OFFICE & IT MANAGER  
DIRECTOR OF DEVELOPMENT  
DIRECTOR OF FINANCE

Lisa Schoening  
Joyce Vanderlee  
Lisa Novotny  
Annette Gordon

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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**

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

<b>Res #66/25</b> Adoption of Agenda	Moved by Councillor Starky that the April 9, 2025, agenda is hereby approved as amended:  In Camera Land
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*CARRIED*

**5.0     ADOPTION OF MINUTES:**

<b>Res #67/25</b> Adoption of Minutes	Moved by Councillor Bennett that the March 26, 2025, Regular Meeting of Council Minutes are hereby approved as presented.
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*CARRIED*

6.0 DELEGATIONS:7.0 REPORTS:

<i>Res # 68/25 Reports</i>	<i>Moved by Councillor Frost that Council accepts the report presented as information. 7.1 Millet Fire Department March 2025.</i>
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*CARRIED*8.0 BYLAWS: *NONE*9.0 AGREEMENTS: *NONE*10.0 CORRESPONDENCE: *NONE*11.0 NEW BUSINESS:*11.1 Sandhu Connection Cost Agreement*

<i>Res #69/25</i>	<i>Moved by Councillor Hogstead that council authorize administration to enter into a utility connection agreement with the owner of 4844-53 Avenue being tax roll 133901 to have the cost of the connection to the Town's water and sanitary system paid by the Town and charged back on the tax roll over a five-year period.</i>
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*CARRIED**11.2 Upcoming Events*

<i>Res #70/25</i>	<i>Moved by Councillor Petrisor that council accept the list of upcoming events as information.</i>
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*CARRIED*12.0 CLARIFICATION OF AGENDA: *NONE*

<i>Res #71/25 Adjournment</i>	<i>Moved by Councillor Bennett that the Regular Council Meeting temporarily adjourn and council sit in Closed Session at 4: p.m.</i>
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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 #72/25 Reconvene</b>	Moved by Councillor Starky that the Regular Council Meeting reconvene from Closed Session at 4:22 pm.
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*CARRIED***14.0    ADJOURNMENT:**

Meeting adjourned at 4:22 pm

*THESE MINUTES ADOPTED BY COUNCIL THIS 23rd DAY OF April 2025.*

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*MAYOR*

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*CHIEF ADMINISTRATIVE OFFICER*



**SPECIAL MEETING OF COUNCIL  
TOWN OF MILLET  
APRIL 15, 2025  
Millet Civic Centre  
3:30 p.m.**

**PRESENT:**

MAYOR

Doug Peel

COUNCILLORS

Susie Petrisor  
Rebecca Frost  
Gerdie Hogstead  
Mike Bennett

ACTING CAO  
OFFICE & IT MANAGER  
DIRECTOR OF FINANCE

Lisa Novotny  
Joyce Vanderlee  
Annette Gordon

Absent with Regret

CAO  
Councillor

Lisa Schoening  
Mat Starky

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**1.0     CALL TO ORDER**

The meeting was called to order by Mayor Peel at 3:00p.m.

**2.0     NEW BUSINESS:**

**2.1 Metrix Group LLP 2024 Financial Statements**

<b>Res #73/25</b>	Moved by Councillor Bennett that Council move to approve the restricted reserve changes as stated in the December 31, 2024 Financial Statements.
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*CARRIED*

<b>Res #74/25</b>	Moved by Councillor Frost that Council approve the audited December 31, 2024 financial statements as presented.
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*CARRIED*

**2.2 DEM Appointment**

*Councillor Petrisor excused herself declaring conflict of interest*

<b>Res #75/25</b>	Moved by Councillor Hogstead the Mr. Blake Turner is hereby appointed as the Town of Millet Director of Emergency Management.
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*CARRIED*

14.0 ADJOURNMENT:

Meeting adjourned at 3:41 pm

*THESE MINUTES ADOPTED BY COUNCIL THIS \_\_23rd\_\_ DAY OF \_\_April\_\_\_\_ 2025.*

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*MAYOR*

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*CHIEF ADMINISTRATIVE OFFICER*



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

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**Meeting:** Regular Council Meeting

**Meeting Date:** April 23rd, 2025

**Agenda Item:** 7.0 - Reports

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**BACKGROUND/PROPOSAL**

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

WALA audited Financial Statements 2024  
Millet Library January 2025 Minutes  
Millet Library January 2025 Manager Report  
Millet Library February 2025 Manager Report  
Millet Library March 2025 Manager Report

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Not applicable.

**COSTS/SOURCE OF FUNDING**

Not applicable.

**RECOMMENDATION**

That the Reports are hereby accepted as information.



**WETASKIWIN AND AREA LODGE AUTHORITY**

**Financial Statements**

**FOR THE YEAR ENDED DECEMBER 31, 2024**

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the Wetaskiwin and Area Lodge Authority

### *Opinion*

We have audited the financial statements of the Wetaskiwin and Area Lodge Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2024, and the results of its operations and the changes in its net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.



### *Auditor's Responsibility for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
March 26, 2025

**WETASKIWIN AND AREA LODGE AUTHORITY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 2)	\$ 2,298,873	\$ 1,899,639
Accounts receivable (Note 3)	40,044	91,257
Prepaid expenses and deposits	<u>46,734</u>	<u>48,089</u>
	2,385,651	2,038,985
<b>TANGIBLE CAPITAL ASSETS (Note 4)</b>	<u>9,487,202</u>	<u>9,844,258</u>
	<u><b>\$ 11,872,853</b></u>	<u><b>\$ 11,883,243</b></u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 5)	\$ 432,723	\$ 452,606
Current portion of long-term debt (Note 6)	<u>333,609</u>	<u>319,435</u>
	766,332	772,041
<b>LONG-TERM DEBT (Note 6)</b>	4,534,848	4,868,457
<b>DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS (Note 7)</b>	<u>5,405,051</u>	<u>5,613,122</u>
	<u><b>10,706,231</b></u>	<u><b>11,253,620</b></u>
<b>NET ASSETS</b>		
Unrestricted net assets	898,146	531,597
Internally restricted net assets (Note 8)	1,054,782	1,054,782
Invested in tangible capital assets	<u>(786,306)</u>	<u>(956,756)</u>
	<u>1,166,622</u>	<u>629,623</u>
	<u><b>\$ 11,872,853</b></u>	<u><b>\$ 11,883,243</b></u>

**APPROVED ON BEHALF OF THE BOARD:**

 Director

 Director

**WETASKIWIN AND AREA LODGE AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
<b>REVENUE</b>			
Accommodation	\$ 1,781,805	\$ 1,768,732	\$ 1,611,069
Lodge Assistance Program grant	410,460	487,698	410,335
Recoveries	158,763	164,120	165,198
Interest	66,075	100,291	86,881
COVID Funding	<u>-</u>	<u>-</u>	<u>245,996</u>
	<u>2,417,103</u>	<u>2,520,841</u>	<u>2,519,479</u>
<b>EXPENSES</b>			
Wages and benefits	1,971,803	1,591,764	1,633,526
Food and kitchen supplies	407,337	416,342	389,946
Interest on long-term debt	224,230	220,140	224,289
Utilities	206,265	186,490	189,083
Administration management	175,500	175,500	175,500
Building and ground maintenance	121,444	74,380	71,808
General administration	33,841	42,149	32,782
Cleaning supplies and services	34,748	37,316	41,455
Insurance	37,106	32,040	33,660
Telephone	18,844	14,906	13,374
Professional fees	13,676	11,000	11,025
Conference and travel	17,292	7,265	16,454
Small equipment	<u>2,878</u>	<u>565</u>	<u>1,827</u>
	<u>3,264,964</u>	<u>2,809,857</u>	<u>2,834,729</u>
<b>DEFICIT BEFORE OTHER ITEMS</b>	(847,861)	(289,016)	(315,250)
<b>OTHER ITEMS</b>			
Municipal requisitions (Note 10)	975,000	975,000	975,000
Amortization of deferred capital contributions	208,071	208,071	208,071
Amortization of tangible capital assets	<u>(357,056)</u>	<u>(357,056)</u>	<u>(357,056)</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>\$ (21,846)</u>	<u>\$ 536,999</u>	<u>\$ 510,765</u>

**WETASKIWIN AND AREA LODGE AUTHORITY  
STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>Unrestricted Net Assets</u>	<u>Invested in Tangible Capital Assets</u>	<u>Internally Restricted Net Assets (Note 8)</u>	<u>2024</u>	<u>2023</u>
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 531,597	\$ (956,756)	\$ 1,054,782	\$ 629,623	\$ 118,858
Annual surplus	536,999	-	-	536,999	510,765
Amortization of tangible capital assets	357,056	(357,056)	-	-	-
Amortization of deferred contributions	(208,071)	208,071	-	-	-
Repayment of long-term debt	<u>(319,435)</u>	<u>319,435</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 898,146</u>	<u>\$ (786,306)</u>	<u>\$ 1,054,782</u>	<u>\$ 1,166,622</u>	<u>\$ 629,623</u>

**WETASKIWIN AND AREA LODGE AUTHORITY**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 536,999	\$ 510,765
Items not affecting cash:		
Amortization of tangible capital assets	357,056	357,056
Amortization of deferred contributions	<u>(208,071)</u>	<u>(208,071)</u>
	<u>685,984</u>	<u>659,750</u>
Change in non-cash working capital		
Accounts receivable	51,213	(31,197)
Prepaid expense and deposits	1,355	(944)
Accounts payable and accrued liabilities	<u>(19,883)</u>	<u>137,542</u>
	<u>32,685</u>	<u>105,401</u>
Cash flow from operating activities	<u>718,669</u>	<u>765,151</u>
<b>FINANCING ACTIVITIES</b>		
Repayment of long-term debt	<u>(319,435)</u>	<u>(305,863)</u>
<b>INCREASE IN CASH FLOW</b>	<b>399,234</b>	<b>459,288</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u><b>1,899,639</b></u>	<u><b>1,440,351</b></u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><b>\$ 2,298,873</b></u>	<u><b>\$ 1,899,639</b></u>



**WETASKIWIN AND AREA LODGE AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2024**

**NATURE OF OPERATIONS**

The Wetaskiwin and Area Lodge Authority was established by Ministerial Order, pursuant to the Alberta Housing Act. It is responsible for the operation and administration of Peace Hills Lodge in Wetaskiwin, Alberta and West Pine Lodge in Winfield, Alberta. The Authority qualifies as a not-for-profit organization as defined in the Income Tax Act and is exempt from income taxes.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and balances with banks. All amounts are readily converted into known amounts of cash and are subject to an insignificant change in value.

(c) Tangible Capital Assets

Tangible capital assets are stated at cost less accumulated amortization. Contributed capital assets are recorded at fair value at the date of contribution. When fair value cannot be reasonably determined, the capital asset is recorded at a nominal value. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods:

Land improvements	10 years, Straight-line method
Buildings	40 years, Straight-line method
Equipment	3 to 10 years, Straight-line method

(d) Long-lived assets

Long-lived assets consist of tangible capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

The Authority writes down long-lived assets held for use when conditions indicate that the asset no longer contributes to the Authority's ability to provide goods and services. The assets are also written-down when the value of future economic benefits or service potential associated with the asset is less than its net carrying amount. When the Authority determines that a long-lived asset is impaired, its carrying amount is written down to the asset's fair value.

(e) Revenue Recognition

The Authority follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions for tangible capital assets are recorded as deferred contributions until spent. Once spent, they are transferred to unamortized capital allocations which are amortized to revenue on the same basis as the tangible capital assets acquired by the contribution.



**WETASKIWIN AND AREA LODGE AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2024**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

(f) Revenue Recognition (cont'd)

Rent and recoveries are recognized as revenue in the year the service is provided.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

(g) Internally restricted net assets

The Authority's Board of Directors hold internally restricted net assets in reserves to be used for specific purposes (see details in Note 8). These internally restricted amounts are not available for general purposes without approval by the Board of Directors.

(h) Contributed materials and services

Contributions of materials and services are recognized in the financial statements at fair value at the date of contribution, but only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of operations, and would otherwise have been purchased.

(i) Measurement uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of management's estimates include the useful lives of tangible capital assets, the corresponding rates of amortization and the amount of accrued liabilities. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

(j) Financial Instruments

*Measurement of financial instruments*

The Authority initially measures its financial assets and financial liabilities at fair value, and subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and cash equivalents and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long-term debt.

The Authority has no financial assets measured at fair value.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

**WETASKIWIN AND AREA LODGE AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2024**

**2. CASH AND CASH EQUIVALENTS**

	<u>2024</u>	<u>2023</u>
Operating accounts	\$ 2,298,573	\$ 1,899,339
Petty cash	<u>300</u>	<u>300</u>
	<u>\$ 2,298,873</u>	<u>\$ 1,899,639</u>

The Board has internally restricted \$1,054,782 (2023 - \$1,054,782) of cash as reserves for future major maintenance repairs and upgrades to the lodges as indicated in Note 8.

**3. ACCOUNTS RECEIVABLE**

	<u>2024</u>	<u>2023</u>
GST recoverable	\$ 24,813	\$ 24,017
Resident and tenant receivables	15,231	28,624
Grant receivable	<u>-</u>	<u>38,616</u>
	<u>\$ 40,044</u>	<u>\$ 91,257</u>

**4. TANGIBLE CAPITAL ASSETS**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value 2024</u>	<u>2023</u>
Land	\$ 175,000	\$ -	\$ 175,000	\$ 175,000
Land improvements	1,302,840	1,302,840	-	-
Buildings	15,154,325	5,852,161	9,302,164	9,655,165
Equipment	<u>969,461</u>	<u>959,423</u>	<u>10,038</u>	<u>14,093</u>
	<u>\$ 17,601,626</u>	<u>\$ 8,114,424</u>	<u>\$ 9,487,202</u>	<u>\$ 9,844,258</u>

**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	<u>2024</u>	<u>2023</u>
Due to Bethany Nursing Home of Camrose, Alberta	\$ 213,706	\$ 265,003
Trade payables	84,253	52,355
Accrued liabilities	72,442	68,836
Accrued interest on long-term debt	<u>62,322</u>	<u>66,412</u>
	<u>\$ 432,723</u>	<u>\$ 452,606</u>

**WETASKIWIN AND AREA LODGE AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2024**

**6. LONG-TERM DEBT**

	<u><b>2024</b></u>	<u><b>2023</b></u>
County of Wetaskiwin loan bearing interest at 4.389%, repayable in semi-annually blended payments of \$271,832, maturing in 2036.	\$ 4,868,457	\$ 5,187,892
Amounts payable within one year	<u>(333,609)</u>	<u>(319,435)</u>
	<u><b>\$ 4,534,848</b></u>	<u><b>\$ 4,868,457</b></u>

Principal repayments are due as follows:

2025	\$ 333,609
2026	348,411
2027	363,871
2028	380,016
2029	396,878
Thereafter	<u>3,045,672</u>
	<u><b>\$ 4,868,457</b></u>

Security pledged consists of collateral mortgage over land with a carrying value of \$175,000 (2023 - \$175,000), a general security agreement covering all present and after acquired personal property, and an assignment of rents and leases.

**7. DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS**

Deferred contributions related to tangible capital assets represent restricted contributions with which some of the tangible capital assets were purchased. The changes in the deferred contributions balance or the year are as follows:

	<u><b>2024</b></u>	<u><b>2023</b></u>
<b>BALANCE, BEGINNING OF YEAR</b>	\$ 5,613,122	\$ 5,821,193
Amortization of deferral capital contributions	<u>(208,071)</u>	<u>(208,071)</u>
<b>BALANCE, END OF YEAR</b>	<u><b>\$ 5,405,051</b></u>	<u><b>\$ 5,613,122</b></u>

**8. INTERNALLY RESTRICTED NET ASSETS**

Internally restricted funds are not available for unrestricted purposes without the approval of the Authority's Board of Directors. Funds are restricted for resident life enhancement purposes and major capital projects.

**WETASKIWIN AND AREA LODGE AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2024**

**9. RELATED PARTY TRANSACTIONS**

The Bethany Nursing Home of Camrose, Alberta acts as the Chief Administrative Officer (CAO), providing management, administrative, and operational support for the Authority.

The Authority paid management fees of \$175,500 for administrative support to Bethany Nursing Home of Camrose, Alberta for the year ended December 31, 2024 (2023 - \$175,500).

As at December 31, 2024, the amount payable to The Bethany Nursing Home of Camrose, Alberta is \$213,706 (2023 - \$265,003).

These transactions were in the normal course of operations and were recorded at the exchange amount, which is the amount agreed upon by the related parties.

**10. MUNICIPAL REQUISITIONS**

	<u><b>2024</b></u>	<u><b>2023</b></u>
County of Wetaskiwin	\$ 629,558	\$ 625,462
City of Wetaskiwin	296,302	303,128
Town of Millet	<u>49,140</u>	<u>46,410</u>
	<u><u>\$ 975,000</u></u>	<u><u>\$ 975,000</u></u>

**11. FINANCIAL INSTRUMENTS**

It is management's opinion that the Authority is not exposed to significant credit, liquidity, market, currency, interest rate or other price risk through its financial instruments which include cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities and long-term debt.

**WETASKIWIN AND AREA LODGE AUTHORITY**  
**STATEMENT OF OPERATIONS - PEACE HILLS LODGE**  
**DECEMBER 31, 2024**

*Schedule 1*

	2024 <u>Budget</u>	2024 <u>Actual</u>	2023 <u>Actual</u>
<b>REVENUE</b>			
Accommodation	\$ 1,509,697	\$ 1,530,842	\$ 1,352,187
Lodge Assistance Program grant	357,342	405,165	357,342
Recoveries	158,164	162,606	163,470
Interest	66,075	100,291	86,881
COVID Funding	<u>-</u>	<u>-</u>	<u>177,346</u>
	<u>2,091,278</u>	<u>2,198,904</u>	<u>2,137,226</u>
<b>EXPENSES</b>			
Wages and benefits	1,394,923	1,131,472	1,206,235
Food and kitchen supplies	341,212	355,696	327,369
Interest on long term-debt	224,230	220,140	224,289
Administration management	118,500	118,500	118,500
Utilities	130,706	117,767	119,235
Building and ground maintenance	91,043	51,769	50,267
General administration	27,586	35,749	26,017
Cleaning supplies and services	29,487	32,567	36,172
Insurance	34,974	30,285	31,748
Telephone	13,147	9,781	8,174
Professional fees	9,573	7,700	7,717
Conference and travel	15,461	4,503	14,868
Small equipment	<u>2,878</u>	<u>565</u>	<u>1,827</u>
	<u>2,433,720</u>	<u>2,116,494</u>	<u>2,172,418</u>
<b>SURPLUS (DEFICIT) BEFORE OTHER ITEMS</b>	(342,442)	82,410	(35,192)
<b>OTHER ITEMS</b>			
Municipal requisitions (Note 10)	648,519	648,519	648,519
Amortization of deferred capital contributions	208,071	208,071	208,071
Amortization on tangible capital assets	<u>(357,056)</u>	<u>(357,056)</u>	<u>(357,056)</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 157,092</u>	<u>\$ 581,944</u>	<u>\$ 464,342</u>

**WETASKIWIN AND AREA LODGE AUTHORITY**  
**STATEMENT OF OPERATIONS - WEST PINE LODGE**  
**DECEMBER 31, 2024**

*Schedule 2*

	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
<b>REVENUE</b>			
Accommodation	\$ 272,108	\$ 237,890	\$ 258,882
Lodge Assistance Program grant	53,118	82,533	52,993
Recoveries	599	1,514	1,728
COVID Funding	<u>-</u>	<u>-</u>	<u>68,650</u>
	<u>325,825</u>	<u>321,937</u>	<u>382,253</u>
 <b>EXPENSES</b>			
Wages and benefits	576,880	460,292	427,291
Utilities	75,559	68,723	69,848
Food and kitchen supplies	66,125	60,646	62,577
Administration management	57,000	57,000	57,000
Building and ground maintenance	30,401	22,611	21,541
General administration	6,255	6,400	6,765
Telephone	5,697	5,125	5,200
Cleaning supplies and services	5,261	4,749	5,283
Professional fees	4,103	3,300	3,308
Conference and travel	1,831	2,762	1,586
Insurance	<u>2,132</u>	<u>1,755</u>	<u>1,912</u>
	<u>831,244</u>	<u>693,363</u>	<u>662,311</u>
 <b>DEFICIT BEFORE OTHER ITEMS</b>	 (505,419)	 (371,426)	 (280,058)
 <b>OTHER ITEMS</b>			
Municipal requisitions (Note 10)	<u>326,481</u>	<u>326,481</u>	<u>326,481</u>
 <b>ANNUAL SURPLUS (DEFICIT)</b>	 <u>\$ (178,938)</u>	 <u>\$ (44,945)</u>	 <u>\$ 46,423</u>

# **Town of Millet Library Board Minutes**

## **January 30, 2025**

*Connect...with each other*

*Learn...continuously*

*Discover...the possibilities*

Present were: Susie Petrisor, Susan Williamson, Jillian Meyers, Jacqueline Peel, Angeline Kwantes, Doug Peel

1. Call to Order at 6:03pm
2. Adoption of Agenda moved by Susan Williamson, carried
3. Adoption of November 7, 2024 Minutes accepted by Jacqueline Peel, carried
4. Correspondence
5. Manager Report accepted by Doug Peel, carried
  - a. Monthly Comparison
  - b. STATS
6. Policy:

**Res #1/2025** Motion to accept the amended Safety of Children in the Library policy moved by Susie Petrisor, carried

**Res #2/2025** Elections: (Chair, Vice Chair, Secretary, Treasurer)

- i. Jillian Meyers opened the floor for nominations for Chair, Jacqueline Peel nominated Jillian Meyers for Chair, nomination called three times, Jillian Meyers called nominations to cease, Jillian Meyers declared Chair by proclamation
- ii. Jillian Meyers opened the floor for nominations for Vice Chair, Jacqueline Peel nominated Susan Williamson for Vice Chair, nomination called three times, Jillian Meyers called nominations to cease, Susan Williamson declared Vice-Chair by proclamation
- iii. Jillian Meyers opened the floor for nominations for Treasurer, Susan Williamson nominated Angeline Kwantes for Treasurer, nomination called three times, Jillian Meyers called nominations to cease, Angeline Kwantes declared Treasurer by proclamation
- iv. Jillian Meyers opened the floor for nominations for Secretary, Susan Williamson nominated Jacqueline Peel for Secretary, nomination called three times, Jillian Meyers called nominations to cease, Jacqueline Peel declared Secretary by proclamation

Chair: Jillian Meyers

Vice Chair: Susan Williamson

Secretary: Jacqueline Peel

Treasurer: Angeline Kwantes

### 7. New Business:

**Res # 3/2025** Motion to remove Charlene Veldkamp as signing authority from the Town of Millet Public Library Board's ATB banking accounts and all other accounts moved by Angeline Kwantes, carried

**Res #4/2025** Motion to add Jacqueline Peel as signing authority for the Town of Millet Public Library Board's ATB account and all other required accounts moved by Susie Petrisor, carried

**Res #5/2025** Motion to approve to increase staff wages by 4% effective on January 20<sup>th</sup>, 2025 moved by Doug Peel, carried

**Res #6/2025** Motion to approve the 2025 Budget moved by Jacqueline Peel, carried

**Res #7/2025** Motion to submit the 2024 Annual Report to Municipal Affairs moved by Susan Williamson, carried

**Res #8/2025** Motion to submit the year end report to the County of Wetaskiwin Library Board moved by Jackie Peel, carried

### 8. Old Business:

### 9. Friends Report:

- a. Silent Auction
- b. 50/50 draw
- c. Community Pancake Supper Feb 19, 2025

### 10. Councillor Report:

11. Meeting Dates for 2025: April 10, September 11, November 6

Next meeting @ 6:00pm

Meeting Adjourned at 6:57pm



# **Town of Millet Library Board Minutes**

## **January 30, 2025**

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Vice Chair: Susan Williamson

Secretary: Jacqueline Peel

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# Millet Public Library Manager's Report

*Connect...with each other*

*Learn....continuously*

*Discover...the possibilities*

<b>January</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
New Memberships	5	7	5	14	2	8
Card Renewals	25	32	22			
Questions answered	1532	352	352	126	601	375
Program Attendees	506	401	717	500	223	393
Program Sessions	36	54	37	96	19	25
Visitors to Library	1109	930	1144	536	198	939
Website Sessions	254	232	244	183	208	339
Wireless Sessions	1596	1017	1455	1260	374	408
Computer Sessions	59	94	60	13	0	194
E-resources Borrowed	425	440	503	627	402	342
Items Checked Out	2627	2811	2659	2804	1416	2080
Inter-library Loaned	963	901	774	630	592	503
Inter-library Borrowed	1545	1466	1280	1345	1070	1035
Holds Satisfied	1004	1057	859	808	577	738

# Millet Public Library Manager's Report

*Connect...with each other*

*Learn....continuously*

*Discover...the possibilities*

<b>February</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
New Memberships	11	4	8	4	0	6
Card Renewals	30	17	14			
Questions answered	1532	352	352	239	478	349
Program Attendees	811	523	700	543	441	350
Program Sessions	48	55	57	40	39	23
Visitors to Library	1311	1153	1190	620	241	972
Website Sessions	231	261	194	203	274	285
Wireless Sessions	1714	910	1607	1131	367	426
Computer Sessions	48	113	52	40	0	183
E-resources Borrowed	429	441	449	518	408	439
Items Checked Out	2455	2582	2362	2146	1397	1949
Inter-library Loaned	944	958	766	553	592	458
Inter-library Borrowed	1430	1497	1045	1117	1023	957
Holds Satisfied	871	981	635	680	667	632

# Millet Public Library Manager's Report

*Connect...with each other*

*Learn....continuously*

*Discover...the possibilities*

<b>March</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
New Memberships	9	4	5	8	0	1
Card Renewals	20	20	20	34	15	104
Questions answered	1532	352	352	303	766	494
Program Attendees	662	537	914	540	437	222
Program Sessions	41	50	56	37	48	13
Library Visitors	1157	1089	1130	698	383	527
Website Sessions	317	212	246	251	240	323
Wireless Sessions	1407	1121	1239	1898	414	573
Computer Sessions	53	66	71	32	0	78
E-resources Borrowed	424	541	400	461	443	526
Items Checked Out	2584	2813	2442	2385	1741	1256
Inter-library Loaned	1031	1063	770	810	604	511
Inter-library Borrowed	1460	1756	1185	1207	1328	843
Holds Satisfied	867	963	724	804	899	344



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

---

**Meeting:** Regular Council Meeting

**Meeting Date:** April 23 2025

**Agenda Item:** 11.1 Regular Council Meeting Dates

---

**BACKGROUND/PROPOSAL**

Meeting dates for May, July and August 2025

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Lisa and Joyce will be away as attending the SLGM Convention May 13-16<sup>th</sup> 2025

**COSTS/SOURCE OF FUNDING**

**RECOMMENDED ACTION:**

Council will need to decide if they wish to cancel the May 14<sup>th</sup> meeting and call a special meeting, if needed in between meetings or reschedule the meeting.

Council will need to pick a date for both July and August meetings



## TOWN OF MILLET REQUEST FOR DECISION (RFD)

---

**Meeting:** Regular Council  
**Meeting Date:** April 23, 2025  
**Agenda Item:** 11.2 Millet Library Trustee Appointment

---

### **BACKGROUND/PROPOSAL**

Jackie Peel first, three-year term is set to expire.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Town of Millet Library Board would like to request that Jackie Peel be reappointed as a trustee for a second, three-year term.

### **RECOMMENDATION**

That Council appoint Jackie Peel to a second, three-year term with the Millet Library Board.



# Millet Public Library

Connect. Learn. Discover...

April 10, 2025

Millet Town Council  
Box 270  
Millet, AB T0C 1Z0

RE: Library Board Appointments

Dear Town of Millet Council

The Town of Millet Library Board would like to request that Jacqueline Peel be reappointed as a trustee for a second, three-year term.

Regards,

A handwritten signature in blue ink, appearing to read 'Jillian Meyers', with a large, stylized flourish at the end.

Jillian Meyers  
Chair,  
The Town of Millet Library Board



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

---

**Meeting:** Regular Council Meeting

**Meeting Date:** April 23<sup>th</sup>, 2025

**Agenda Item:** 11.3 – Nisku Energy Show Breakfast with Danielle Smith

---

### **BACKGROUND/PROPOSAL**

The Nisku Energy Show May 14, 2025

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Opening Ceremony and breakfast at the inaugural Nisku Energy Show. Featuring speaker from Municipal and Provincial Government ; Leduc County Mayor Tanni Doblanko, will present a brief regional update followed by feature speaker Danielle Smith May 14<sup>th</sup>, 2025, at 7 am at Silent Ice Sports & Entertainment Center, Ja-Co Welding Tent

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

Tickets: Members \$80 + GST and table of 8 are available.

### **RECOMMENDED ACTION:**

That council advise administration if they would like to attend.