REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET

Wednesday, January 25th, 2023
4:00 p.m.
Millet Civic Centre Council Chambers

1.0 **CALL TO ORDER**

2.0 **TREATY 6 RECOGNITION**

3.0 **PUBLIC HEARING**

4.0 **ADDITIONS AND ADOPTION OF AGENDA**

5.0 **ADOPTION OF MINUTES**

5.1 January 11th, 2023 – Regular Meeting of Council

6.0 **DELEGATIONS**

7.0 **REPORTS**

7.1 2022 Development Permit Summary

8.0 **BYLAWS**

9.0 **AGREEMENTS**

10.0 **CORRESPONDENCE**

11.0 **NEW BUSINESS**

- 11.1 Millet Show and Shine Request for Waiver
- 11.2 Transportation Master Plan
- 11.3 Policy # 87 Town of Millet Extreme Weather

12.0 **CLARIFICATION OF AGENDA**

13.0 **CLOSED SESSION**

14.0 **ADJOURNMENT**

REGULAR MEETING OF COUNCIL
TOWN OF MILLET
Council Chambers
January 11, 2023
4:00 p.m.

PRESENT:

MAYOR	Doug Peel
COUNCILLORS	Gerdie Hogstead Charlene Van de Kraats Mike Bennett Susie Petrisor
C.A.O.	Lisa Schoening
DIRECTOR OF INFRASTRUCTURE	Lisa Novotny
OFFICE MANAGER	Joyce Vanderlee
MANAGER OF ENFORCEMENT & SAFETY SERVICES	Christine Hepburn
PRESS	Christina Max
ABSENT WITH REGRET	Mat Starky Rebecca Frost

1.0 ***CALL TO ORDER:***

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

2.0 **TREATY 6 RECOGNITION:**

COUNCIL MEETING
JAN 25 2023
ITEM # 5.1

3.0 ***PUBLIC HEARINGS:*** NONE

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

Res # 001/23	Moved by Councillor Petrisor that the following items are herby added to the agenda and further that the agenda is hereby adopted, as amended. 11.2 Leaders of Tomorrow 2023 Sponsorship 11.3 Hall Waiver RCMP Town Meeting 11.4 Policy # 52A as amended

CARRIED

5.0 ***ADOPTION OF MINUTES:***

Res #002/23	Moved by Councillor Van de Kraats that the December 7th, 2022, Regular Meeting of Council Minutes are hereby approved, as presented.

CARRIED

6.0 ***DELEGATIONS****: NONE*

7.0 ***REPORTS****:*

Res #003/23	Moved by Councillor Hogstead that the Reports are hereby accepted as information.

CARRIED

8.0 ***BYLAWS:***

8.1 2023-01 Temporary Borrowing Bylaw

Res #004/23	Moved by Councillor Van de Kraats that Bylaw 2023-01 be given the first reading.

CARRIED

DRAFT

Res #005/23	Moved by Councillor Hogstead that Bylaw 2023-01 be given the second reading.

CARRIED

Res #006/23	Moved by Councillor Petrisor that permission is hereby granted for the presentation of Bylaw 2023-01 for all three readings at this meeting.

CARRIED UNANIMOUSLY

Res #007/23	Moved by Councillor Bennett Bylaw 2023-01 be given the final reading.

CARRIED

8.2 2022-15 Community Standards Bylaw

Res #008/23	Moved by Councillor Hogstead that Bylaw 2022-15 be given the second reading.

CARRIED

Res #009/23	Moved by Councillor Bennett that permission is hereby granted for the presentation of Bylaw 2022-15 for third and final readings at this meeting.

CARRIED

9.0 *AGREEMENTS: NONE*

10.0 *CORRESPONDENCE: NONE*

11.0 *NEW BUSINESS*:

11.1 Request for Decision – FAS GAS Request to have Millet included in Alberta Advantage Immigration Program AAIP

Res #010/23	Moved by Councillor Bennett that council accept the letter as information.

DRAFT

CARRIED

11.2 Request for Decision – Leaders of Tomorrow 2023 Sponsorship

Res #011/23	Moved by Councillor Van de Kraats that council provide $1,000 to Leaders of Tomorrow with funds to be provided by FCSS.

CARRIED

11.3 Request for Decision -Hall Waiver RCMP Town Meeting

Res #012/23	Moved by Councillor Petrisor that administration waive the damage deposit and rental fees for the Community Hall for the RCMP to host a Town Hall Meeting.

CARRIED

11.4 Request for Decision -Policy # 52A

Res #013/23	Moved by Councillor Bennett that Policy #52 A be accepted as amended.

CARRIED

12.0 ***CLARIFICATION OF AGENDA:*** *NONE*

Christina Max and Christine Hepburn left meeting at 4:22 pm

13.0 **CLOSED SESSION:** *NONE*

14.0 ***ADJOURNMENT:***

The meeting was adjourned at 4:22 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS ___th DAY OF JANUARY 2023.

MAYOR ***CHIEF ADMINISTRATIVE OFFICER***

DRAFT

TOWN OF MILLET
REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: January 11th, 2023

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 - 2022 Development Permit Summary

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

COUNCIL MEETING

JAN 25 2023

ITEM # 7.1

Millet *Proud to be* MEMO

Date: *January 25, 2023*

To: *Lisa Schoening, Chief Administrative Officer*

From: *Lisa Novotny, Director of Development and Infrastructure*

RE: *Department Report – 2022 Summary Information*

Please accept the following summary information:

The following is a summary of the development permits issued in 2022:

Category	Number	$ Value
Residential	13	$1,182,000
Commercial		$0
Industrial	2	$3,610,000
Institutional	1	$1,000
Total		$4,383,000

The following chart shows the development permit history for the last ten years and highlights the increase in permit values in 2022.

There were also seven home base business permits issued in 2022.

Subdivisions

Two subdivisions were approved in 2022 being the former Robin's Nest Development for 52 lots for duplexes and Shipway Farms Phase 2 industrial subdivision. This is very significant as previously there were very few subdivision applications.

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TOWN OF MILLET
REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: January 25, 2023

Originated By: **Lisa Schoening**

Agenda Item: **11.1** 2023 Waiver and Insurance for Millet Show and Shine

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BACKGROUND/PROPOSAL

Show and Shine has asked for coverage for their volunteers and to cover any liability during the show, on town property and on adjacent property to the town. Per RMA they can cover the volunteers and any liability if this is a Town of Millet event. They cannot cover any damage that is not on town property. They recommend that a peace officer or police officer be on duty during the event, to minimize the risk of a claim and possible lawsuit. If any claim is made it will affect the town of Millets premiums.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Benefits

- Bring tourism to town
- An event planned with little resources from the town
- The town has been working with show and shine for years with no adverse effects

Disadvantages

- If a claim was made it would be an increase in insurance, and if we were considered negligence could also result in a monetary loss not covered by insurance.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

If council wishes for the town to cover the insurance they need to make the resolution the to approve the town event of Show and Shine partnered with its volunteers.

COUNCIL MEETING

JAN 25 2023

ITEM # 11.1

Millet
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TOWN OF MILLET
REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: January 25, 2023

Originated By: Lisa Novotny, Director of Infrastructure and Development

Agenda Item: **11.2 Transportation Master Plan**

BACKGROUND/PROPOSAL

In 2022 Council provided funding for a new Transportation Master Plan (TMP).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Mr. Ryan Betker from McElhanney Ltd will be present to discuss the draft Transportation Master Plan.

COSTS/SOURCE OF FUNDING

The TMP was approved as a capital item in 2022.

RECOMMENDED ACTION:

That Council accept the presentation from Mr Betker as information; and that Council approve the Transportation Master Plan as presented.

COUNCIL MEETING

JAN 25 2023

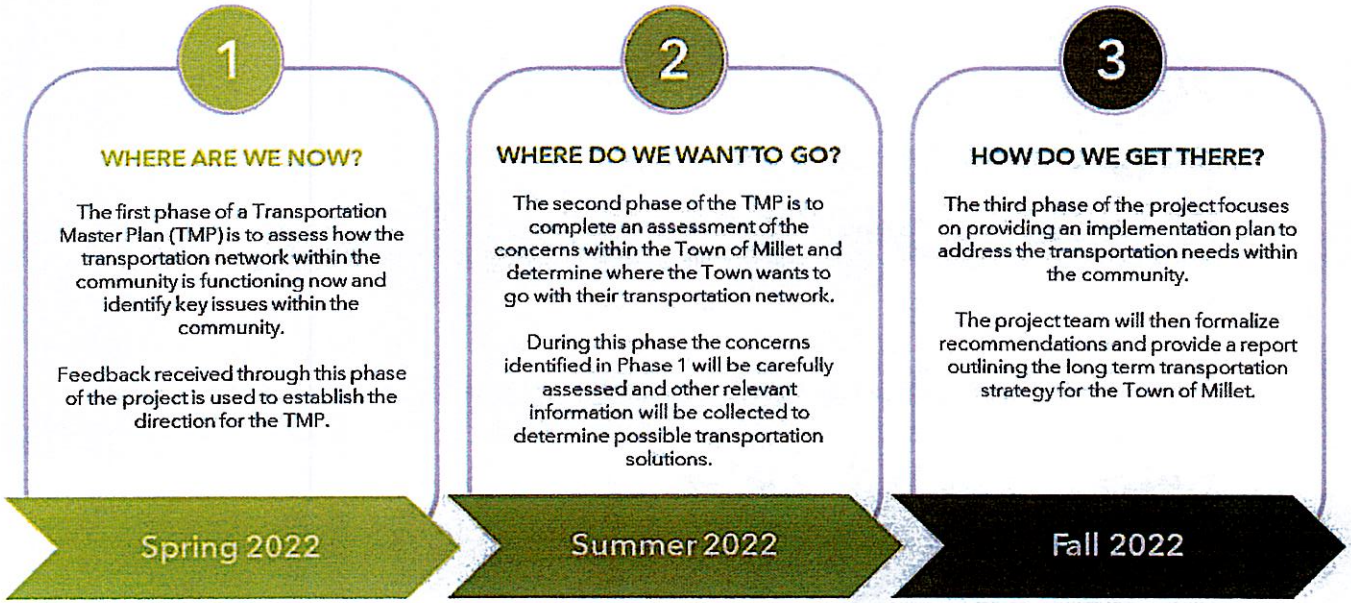
ITEM # 11.2

Transportation Master Plan

Town of Millet Council Presentation

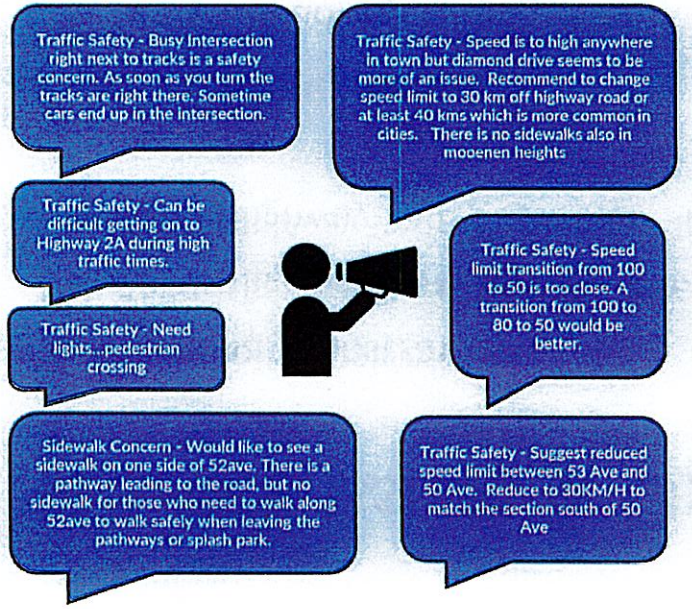
January 25th, 2022

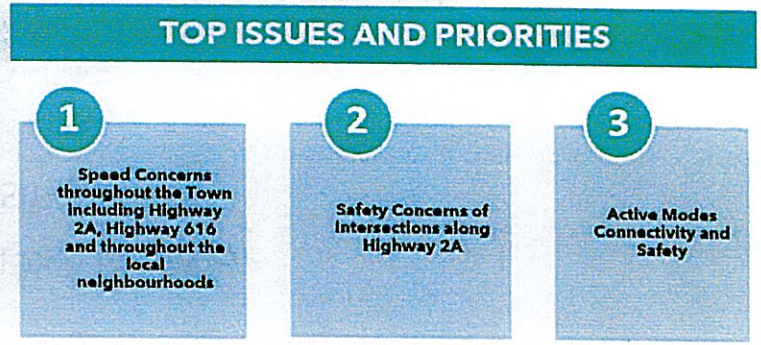
ITMP Phases


1
WHERE ARE WE NOW?
The first phase of a Transportation Master Plan (TMP) is to assess how the transportation network within the community is functioning now and identify key issues within the community.
Feedback received through this phase of the project is used to establish the direction for the TMP.
Spring 2022
2
WHERE DO WE WANT TO GO?
The second phase of the TMP is to complete an assessment of the concerns within the Town of Millet and determine where the Town wants to go with their transportation network.
During this phase the concerns identified in Phase 1 will be carefully assessed and other relevant information will be collected to determine possible transportation solutions.
Summer 2022
3
HOW DO WE GET THERE?
The third phase of the project focuses on providing an implementation plan to address the transportation needs within the community.
The project team will then formalize recommendations and provide a report outlining the long term transportation strategy for the Town of Millet.
Fall 2022

Engagement Summary

- **Question 1:** How is today's transportation network meeting the community's needs?
- **Question 2:** What are the gaps and opportunities for transportation improvement?
- **Question 3:** Where are the key areas of concern within the community regarding transportation?

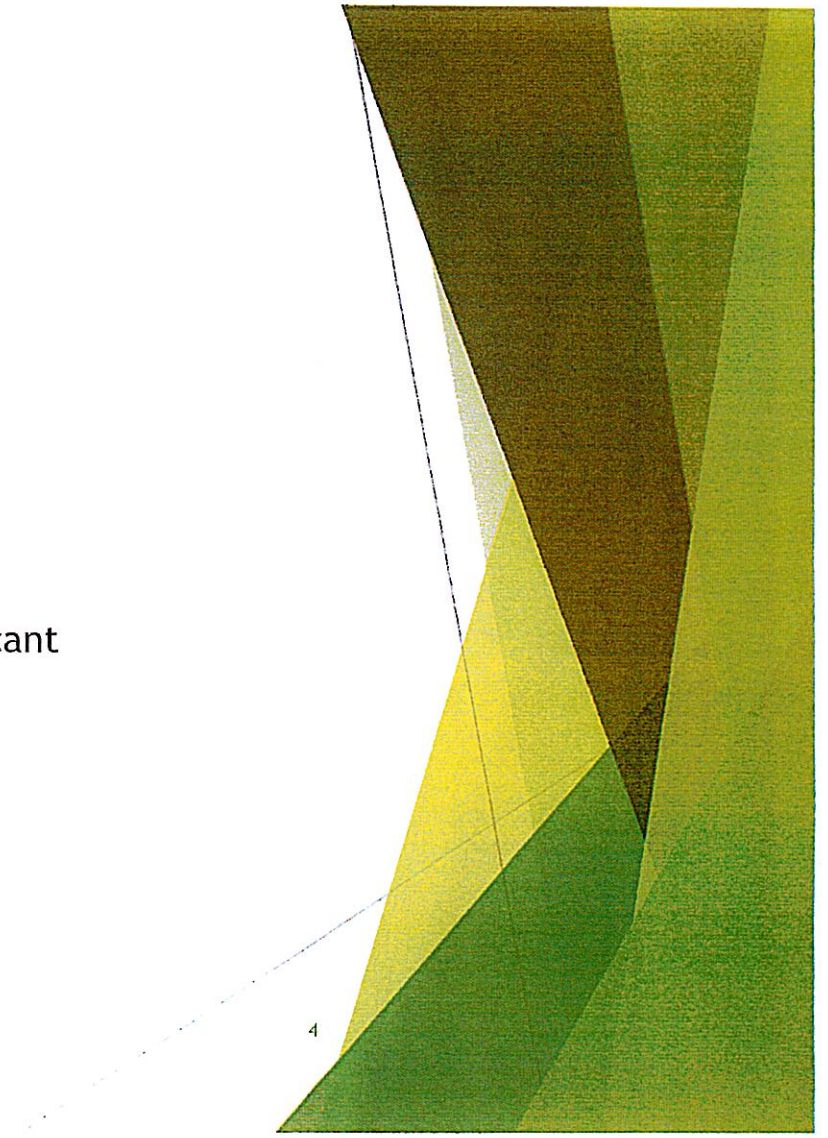




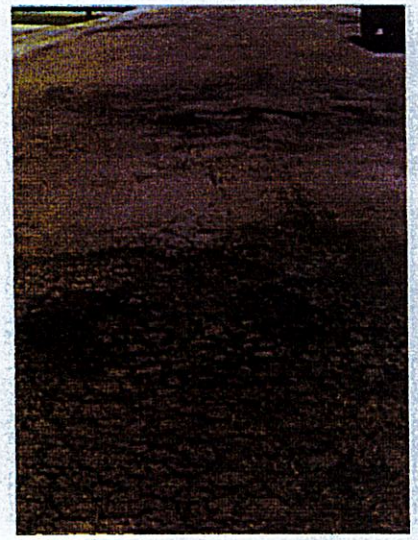
3

Network Issues & Opportunities

- Operational Constraints
  - 2050: Highway 2A & Highway 616 - LOS F (EB/WB)
  - 2050: Highway 2A & 53 Avenue - LOS F (EB/WB)
- Road Surface Condition
  - Several roadways with poor surface condition (i.e. significant surface cracks and/or potholes)
- Snake Trail Bridge Crossing
  - Immediate improvements to bridge surface required to facilitate safe vehicle travel

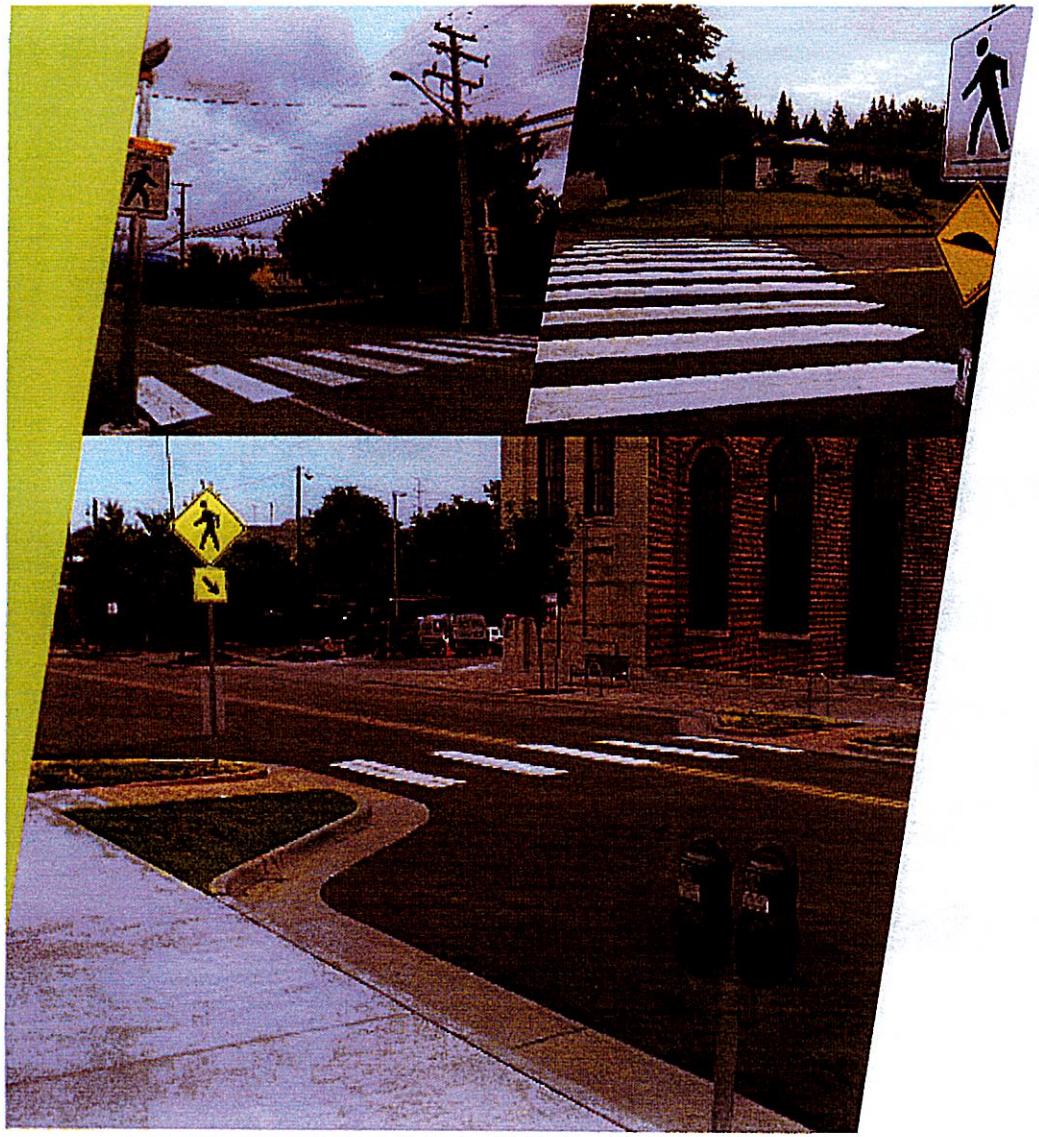


Road Surface Condition



LOCATION	FROM	TO	CONDITION
44 Avenue	Bela Drive	Crescent (West)	Poor
43 Avenue	50a Street	Crescent (West)	Poor
43 Avenue	Bela Drive	Crescent (West)	Moderate / Poor
53 Avenue	49 Street	RR 244	Moderate / Poor
Hillside Drive	Hillside Drive Corner	Diamond Drive	Moderate / Poor
Hillside Court	Hillside Drive	End (Northwest)	Moderate / Poor
Midland Road**	49 Street	E Town Limits Rd	Moderate / Poor
52 Street	51 Avenue	50 Avenue	Moderate
51 Street	50 Avenue	47 Avenue	Moderate
Hillside Place	Hillside Drive	End (Southeast)	Moderate
53 Avenue	49 Street	E Town Limits Rd	Moderate
48 Avenue	51 Street	Hwy 2A	Moderate
45 Avenue	Hwy 2A	49 Street	Moderate
Millet Village Mobile Home Park**			Moderate / Poor

** Roads are Privately Owned and Managed

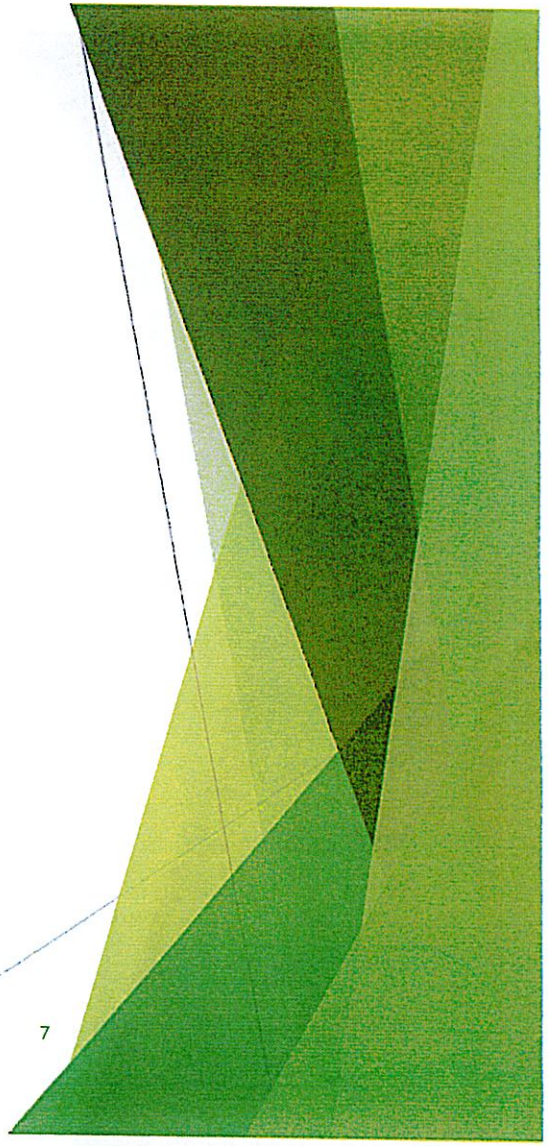


Safety Improvement Strategies

- Active Modes
  - Curb Extensions
  - Raised Crosswalks
  - Enhanced Pedestrian Crossings
- Speed Limit Policy
  - 40 km/h Neighbourhood (Collectors, Locals)
  - 50km/h Highways

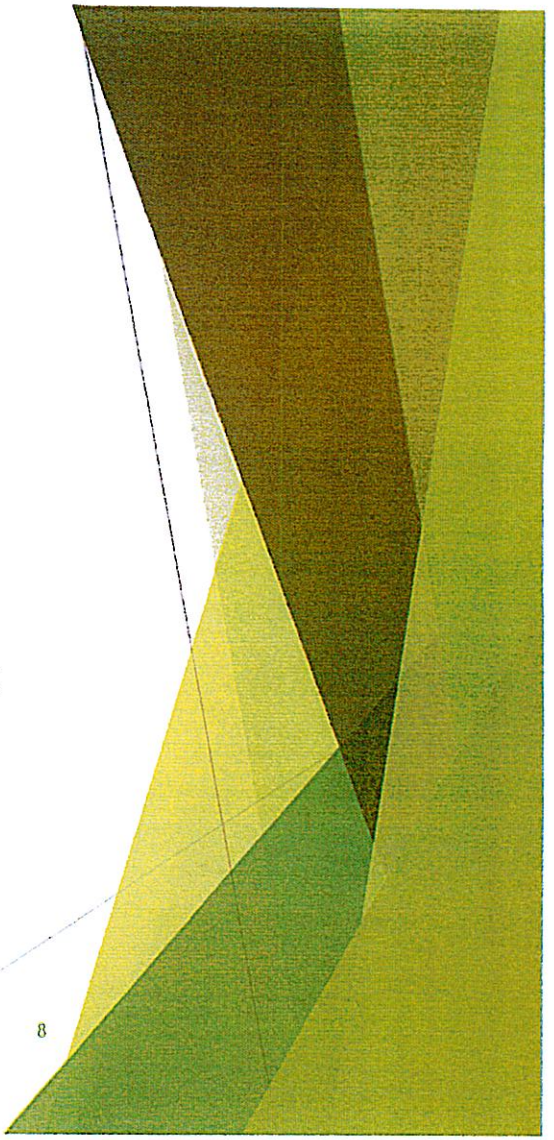
Development Integration Strategy

- Off-site Levies
- Development Policy



Network Strategy

- Establish a Road Rehabilitation and Active Modes Rehabilitation Program
- Upgrade Government Road from Highway 616 to Diamond Drive from gravel surface to urban standard
- Highway 2A & Highway 616 Intersection - Signalize intersection with minor geometric improvements in the next 5 years
- Highway 2A / 53 Avenue Intersection - Minor geometric upgrades in the next 10 years
- Snake Trail Bridge Crossing - Immediate improvements required. Short-Term Rehabilitation, Long-Term Replacement, and Bridge Closure



Transportation Recommendations

Project / Program	Cost	Timeline
Road Rehabilitation Program		
1. Collector Road Program	$150,000 bi-annually	Ongoing
2. Local Road Program	$75,000 bi-annually	Ongoing
Active Modes Rehabilitation Program	$50,000 Annually	Ongoing
Gravel Road Surfacing Strategy	Per Project Basis	Ongoing
Highway 2A & Highway 616 Intersection Improvements	$400,000	ASAP
Highway 2A & 53 Avenue Intersection	$250,000	Approx. 2033
Snake Trail Bridge Crossing		
1. Bridge Deck Resurfacing	$540,000	ASAP
2. Full Replacement	$710,000	Short Term
3. Bridge Closure	Minimal	ASAP

9

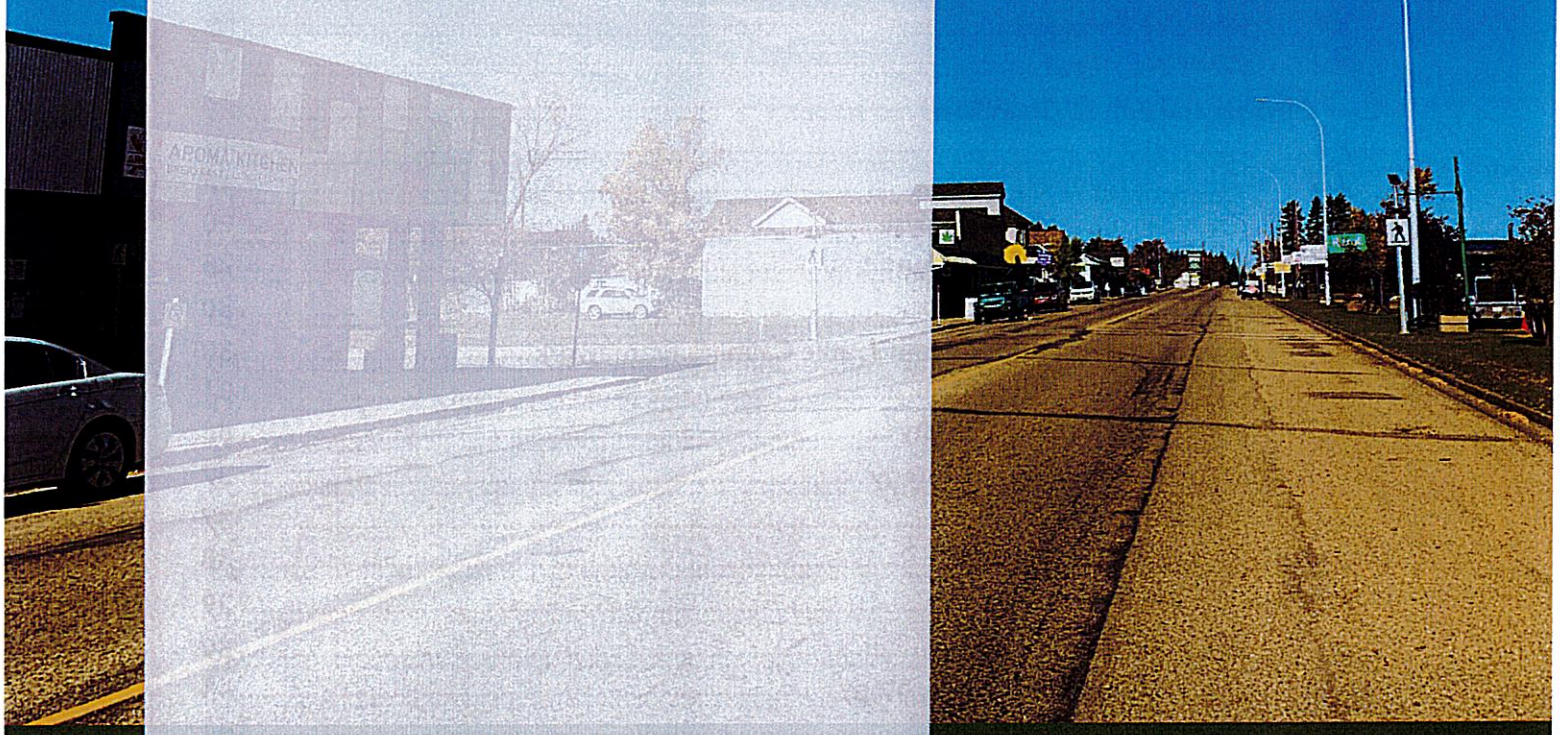
Planning the Next Steps

- Council TMP Approval
- Begin implementing recommendations within the Plan

Thank you

Questions & Discussion Opportunity

TRANSPORTATION MASTER PLAN



JANUARY 2023

FINAL REPORT

Millet
Proud to be

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EXECUTIVE SUMMARY

The Town of Millet is committed to ensuring that its transportation network is safe, efficient, and meets the needs of all users within the community. As part of this commitment, the Town has developed a Transportation Master Plan (TMP) to guide the development and improvement of its transportation system over the next 30 years.

The TMP process began with an assessment of the current state of the transportation system in Millet, including a review of existing transportation documents, existing traffic conditions, traffic patterns, and the needs of different user groups. This assessment identified a number of key issues and challenges facing the Town's transportation system, including active transportation connectivity, road and sidewalk condition, neighbourhood speeding and general transportation safety at some of the major intersection throughout the town.

To address these issues, the TMP identifies a number of short-, medium-, and long-term objectives for the town's transportation system. These goals include improving safety and mobility for all users, enhancing connectivity and promoting active transportation options, and supporting economic development and land use planning.

To achieve these goals, the TMP outlines several key infrastructure improvements along with the expected cost and timelines to improve the transportation network. These strategies are designed to address the specific needs and challenges facing Millet's transportation system and will be implemented through a phased approach over the coming years. Some key projects include improvements to the Highway 2A and Highway 616 intersection, Snake Trail Bridge improvements, long-term improvements to the Highway 2A and 53 Avenue intersection as well general works such as active modes improvements and rehabilitation programs. All these programs have been allocated a high-level opinion of probable costs within this report.

Overall, the TMP provides a comprehensive and forward-looking vision for the development of the Town's transportation system. By implementing the recommendations of the TMP, the Town of Millet can ensure that its transportation system meets the needs of all users and supports the long-term growth and prosperity of the community.

1 INTRODUCTION

The Town of Millet is a rural based community located along Highway 2A, approximately 40 km south of the City of Edmonton with a current population of almost 2,000 residents. Millet is a destination for a wide range of leisure, sport, and cultural activities drawing people from across the region. Millet's rate of development has been increasing over the past few years, with new residential and industrial developments expected to continue for the foreseeable future. As the Town continues to grow and progress, Town Administration will be faced with numerous competing priorities for infrastructure improvements and other transportation-related programs and initiatives. To plan for this, the Town requires a Transportation Master Plan (TMP) that will establish the framework for addressing its future transportation needs through growth and change over the next 30 years.

The TMP focuses on transportation strategies that provide safe, attractive, effective and accessible transportation options to meet all future mobility needs.

1.1 BACKGROUND

The Town of Millet is a rural town with a wide variety of urban services such as parks, sports fields, arenas, and local businesses. Census data indicate that the Town's overall population declined by 7% from 2,092 people in 2011 to 1,945 people in 2016 followed by a 5% decrease to the current population of 1,851 residents. Although the number of residents has decreased according to the census, in rural communities it is common to see significant traffic generation from residents of surrounding rural land. Industrial and residential development interest in the area remains strong and therefore it is not anticipated that there will be a significant drop in population in the near future. It is noted that most rural towns in the region have seen an increase in the average age of residents, so it is important to consider this factor when addressing the community's transportation needs.

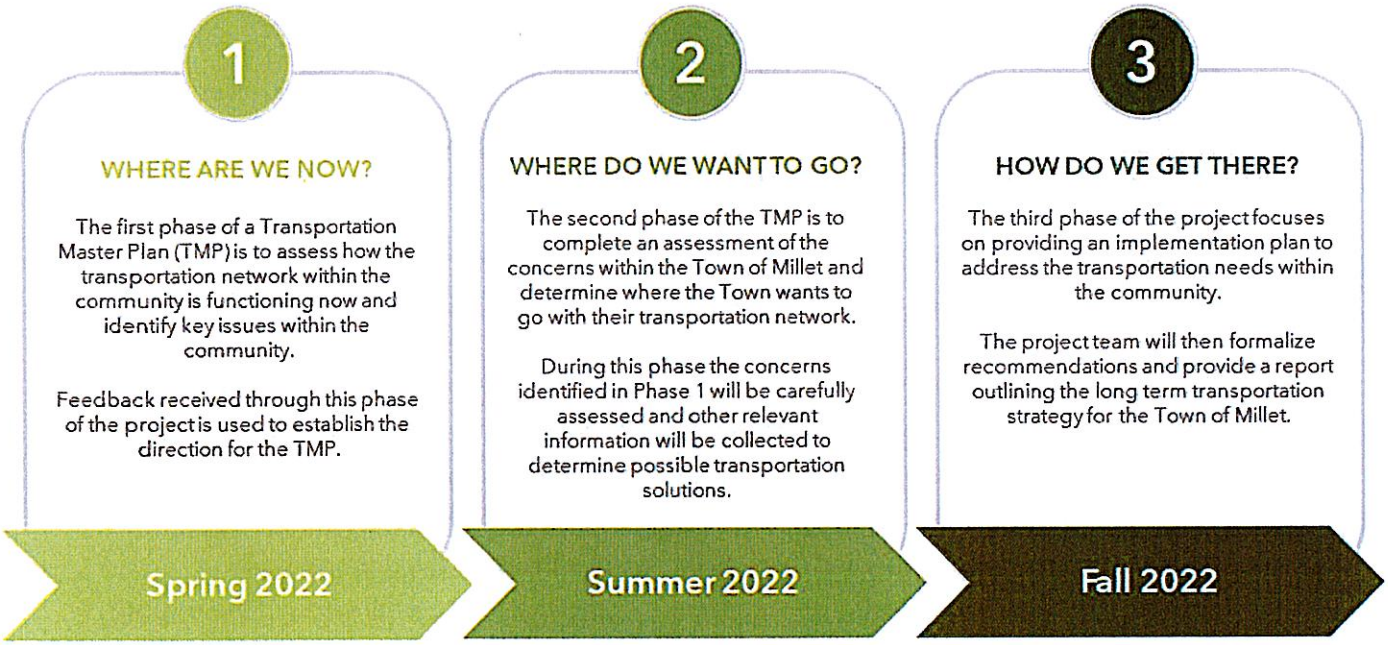
Within a rural community like Millet, the transportation network plays an important part in goods movements, commuting to and from work, school or errands as well as connecting residents with social and recreational facilities. Given its small population, it is important that the Town plans for future transportation needs well in advance so that policies, programs, budgets, and implementation plans can be administered with a long-term understanding of the Town's needs. To move forward with these initiatives in an effective and efficient manner,

it is important to establish an integrated approach to planning and design that aligns existing and promised physical, cultural, and social community investments.

The TMP provides an opportunity to proactively plan to address current and future mobility needs, develop a common vision, and prioritize goals and initiatives. The TMP prioritizes recommended initiatives to address how people and goods move around and within the Town of Millet. While the TMP has a focus on roads, it is also about guiding investments to provide safe, effective, and accessible transportation options to meet all mobility needs for short term (0-5 years), medium-term (5-10 years) and long-term (25 years) time horizons.

1.2 TRANSPORTATION MASTER PLAN PROCESS

The TMP was developed through a three-phase approach between Spring 2022 and Fall 2022 and incorporates the outcome of technical review and community engagement.



2 SHAPING INFLUENCES

2.1 FOUNDATIONAL PLANS, POLICIES & BYLAWS

The Transportation Master Plan must align with and build upon existing foundational directives driving current and ongoing Town initiatives. The plans and studies outlined here will help set the framework for the TMP.

2023 - 2026 Strategic Plan

The 2023 – 2026 Strategic Plan provides a framework to guide the Town's decision-making and delivery of services within the community. The Plan identifies the Town's vision and mission and its goals for the community. The Strategic Plan outlines several key goals and corresponding strategies that are relevant to this TMP, including:

Goal #1: Ensure the needs of its residents are achieved through ongoing planning and maintenance of our municipal infrastructure and equipment. Strategies identified in this TMP should align with the following strategies:

- Maintain a multi-year capital infrastructure plan and equipment replacement policy;
- Develop and maintain best practices for operational maintenance;
- Create master plans for all municipal infrastructure; and
- Assess options to build and enhance infrastructure capacities.

Vision Statement: *The Town of Millet is "Proud to Be…" working together to provide, sustain and enhance the quality of life for our Community.*

Mission Statement: *The Town of Millet Strives to serve our sustainable, vibrant Community in an efficient, professional and responsible manner.*

Goal #2: Focus upon services while promoting a safe, healthy, accessible community and work environment. Strategies that are directly connected to the TMP include:

- Continual review, monitoring and enforcement of municipal bylaws and policies;
- Establishment of levels of service through best practices; and
- Adoption of a Municipal Safety Program.

Goal #3: Support and implement strategies for development. This includes strategies to continued participation in development partnerships.

Town of Millet Community and Parks Plan (2022)

The Parks and Community Plan is built around the fundamentals of community-based planning principles, criteria, classifications, and design guidelines that are specific to the Town. This plan is a key document to establish a vision for parks development and provide residents with a sense of belonging within the community. In relation to transportation, this plan provides significant active transportation information and provides some guidelines to fill in the missing links within the community, specifically relating to trails, sidewalks and pedestrian crossings.

Intermunicipal Development Plan (2017)

The Intermunicipal Development Plan (IDP) is a joint agreement between the Town and the County of Wetaskiwin to ensure orderly development in a fair and equitable manner and to establish a framework for attracting economic opportunities and securing long-term economic base for the Region. The IDP sets out policies in establishing land use and developing and maintaining the transportation network. Strategies outlined in the TMP will be aligned with the policies set out in this IDP.

Municipal Development Plan (2015)

The Municipal Development Plan (MDP) adopted in 2015 is the primary framework to guide future growth and development in the Town. Several goals outlined in the MDP were used to establish the goals and objectives of the TMP, to:

- Develop a network that supports various modes of transportation and is efficient in the movement of people, goods and services; and
- Make our streets a part of the public realm with safe and inviting characteristics.

Off-site Levy Bylaw (2015)

The Off-site Levy (OSL) Bylaw, most recently updated in 2015, outlines the regulations for collecting levies on lands within or adjoining the Town and proposed for residential and non-residential subdivision and development. The levies contribute to the Town's funding for new infrastructure or the expansion of existing infrastructure to support development. The Town has expressed a desire to update its OSL Bylaw to ensure it remains up-to-date and incorporates changes in infrastructure needs, costs, legislation and/or pace of development. The policies outlined in the TMP will guide the OSL Bylaw update process.

Land Use Bylaw (2011)

The Land Use Bylaw outlines land use and zoning information for the Town and establishes development rules and regulations. Policies outlined in the Land Use Bylaw were used to guide the development of strategies recommended in this TMP.

Traffic Bylaw (2009)

The Town's Traffic Bylaw is used to regulate parking, traffic and highway usage. Designated truck routes defined in the Traffic Bylaw were used to understand goods movement route within and through the Town.

Area Structure Plans (ASPs)

Area structure plans were reviewed to understand the Town's growth areas, including the Millet Industrial Park ASP, and were considered in developing future forecasts for traffic growth.

2.2 COMMUNITY PROFILE

2.2.1 Demographic

The Town has experienced nominal growth over the past 20 years. According to Census Canada, the Town had a population of approximately 2,000 residents between 2001 and 2011. By 2021, the Town's population decreased slightly to just under 1,900 people. Based on the growth projections highlighted in the MDP, the Town's population is projected to grow at a conservative rate of approximately 1.2% per year over the next 20 years. While the MDP also identified a high and moderate growth scenario, it is less likely that higher growth rates will occur within the planning horizon of this TMP. The historical and projected population trends are illustrated in **Figure 1.**

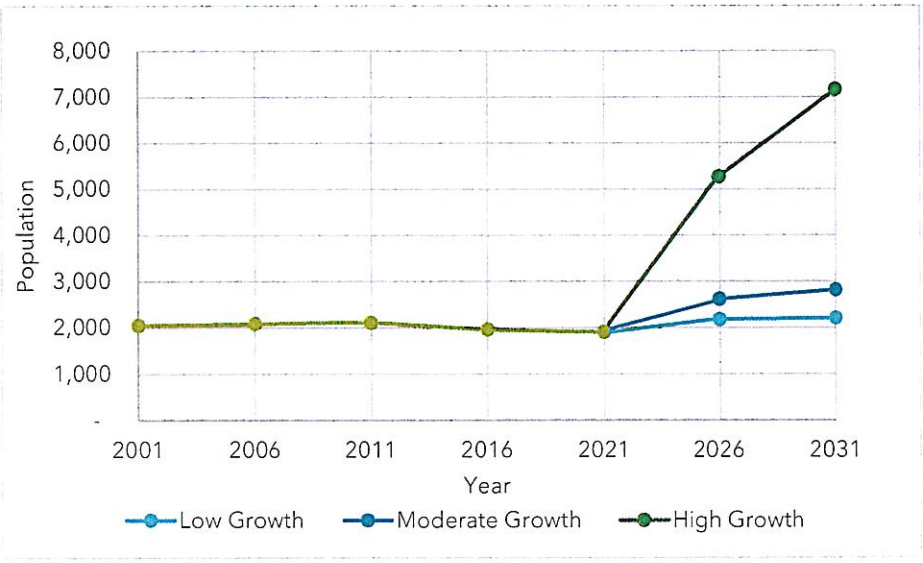


Figure 1: Town of Millet Historical and Projected Population

The population of the Town per census age group is summarized within **Figure 2**. The median age in Millet is 42.5 years old, higher than Alberta's median age of 36.7 years old. Approximately 19% of the population is under 15 years of age (18.6%) and 17% over 65 years of age, while the remaining population is in the 15 to 64 years age group.

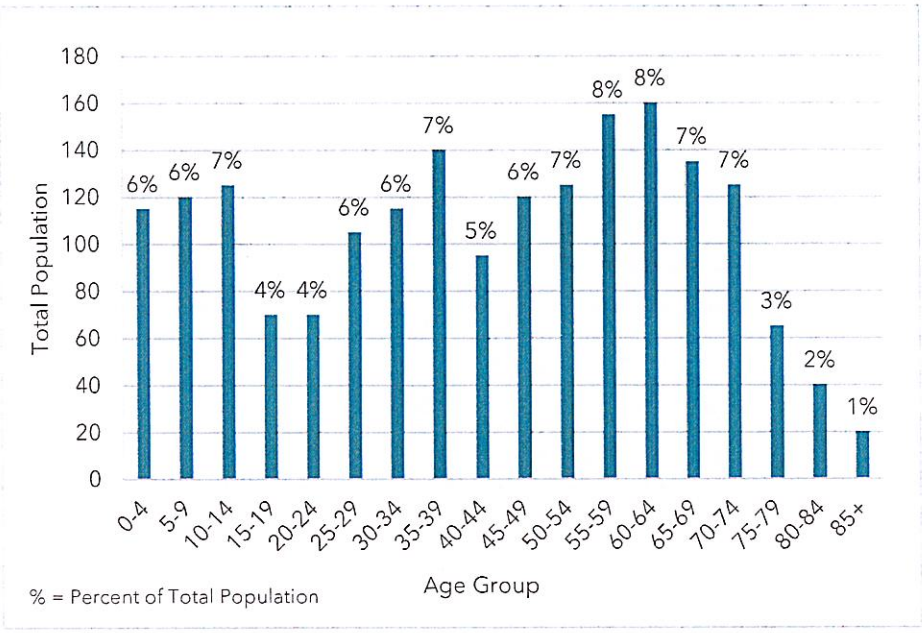
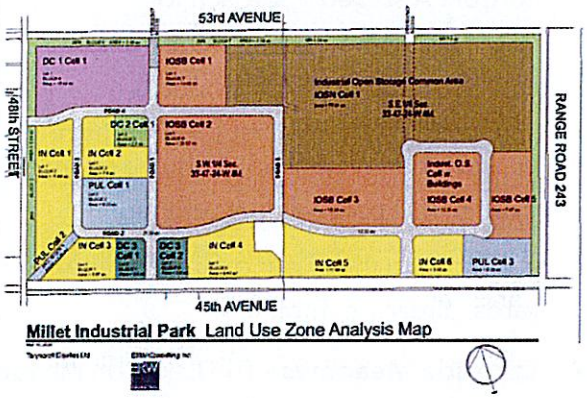


Figure 2: 2021 Population by Census Age Groups, Census Canada

2.2.2 Growth Areas

There are several land use development and growth areas in the Town that will influence transportation investments over the next 30 years. As the Town continues to grow and evolve, it is important to continuously monitor changes in transportation needs and trends over time. This will allow the Town to better predict future community needs and implement plans and policies that will meet future transportation needs. Ongoing and planned growth areas in Millet are described below:

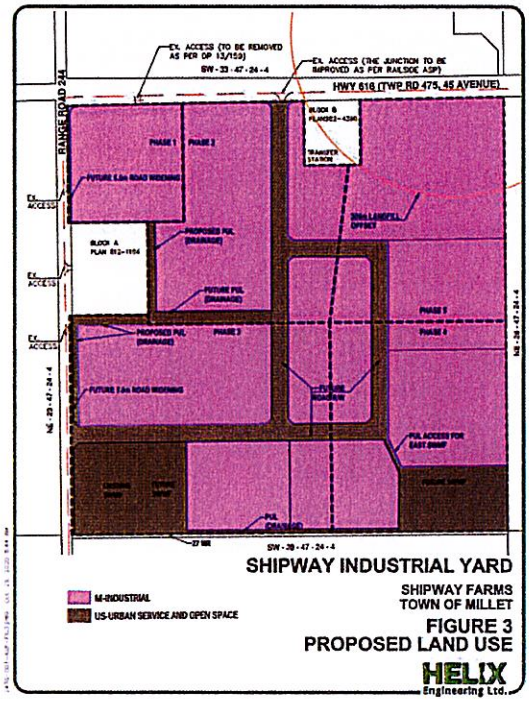
- **Millet Industrial Park -** The Millet Industrial Park, formerly known as the Railside Industrial Park, is an industrial development area bounded by 45 Avenue to the south, 48 Street to the west, 53 Avenue to the north and Range Road 243 to the east. The plan area, approximately 123 hectares, is zoned for industrial uses. Road improvements, including future widening of 45 Avenue and new subdivision roadways, will be required to support the proposed development.



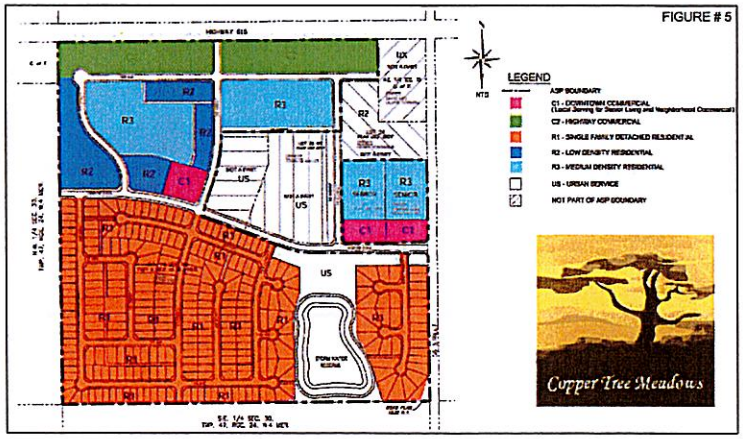
Millet Industrial Park Land Use Zone Analysis Map

  Alberta Transportation has indicated improvements to Highway 616 will likely be required at the intersection of 56 Street and Highway 616 and at the intersection of the development's main north-south roadway, which will connect to Highway 616. The 56 Street / Highway 616 improvements will be required at some initial phase of the development. The other Highway 616 improvements will likely be required when the new connection to Highway 616 is developed.

- **Shipway Industrial Yard –** Shipway Industrial is a development near the southeast limits of the Town along Highway 616, east of Range Road 244. As of 2020, this area is owned by Shipway Farms Ltd. and is expected to be continuously developed for industrial purposes over the long-term horizon. A staged approach for upgrades to the existing infrastructure as well as future development is anticipated, with the first two phases of design and construction, which include both municipal and transportation upgrades to the existing pipe storage yards, already completed.



- **Lakeside Meadows –** The Lakeside Meadows subdivision (formerly called Copper Tree Meadows) is located in the southwest quadrant of the Town and bounded by Highway 616 to the north, Range Road 245 to the east and the Town limits to the west and south. The proposed subdivision is anticipated to house approximately 2,280 residents in 295 single family dwellings, 130 duplex or semi-detached homes, 350 row homes or similar attached or semi-detached homes, and 150 independent senior semi-detached or row homes. The site will also include neighborhood-serving commercial and highway-serving commercial developments. Two site accesses are provided – one on Highway 616 (north access) and one through the Diamond Drive / 56 Street intersection (east access). The north access will require a Type IVa treatment with 10m of additional left-turn storage and an eastbound right-turning lane.



- **Robin's Nest Development –** Robin's Nest is an approved subdivision in the southwest corner of the Town expected to have approximately 52 residential lots. The development permit for this development was approved in 2021 with expected construction in the short term horizon. The agreement anticipates that the developer will be responsible for constructing municipal improvements such as water, sewer and storm. In addition to municipal services, transportation improvements may also include upgrades to the Highway 616 and Range Road 245 intersection as well as the construction of local roads within the development.

3 COMMUNITY ENGAGEMENT

Community engagement is a critical component of the TMP that provides a foundational understanding of community values and the Town's future transportation needs. The primary goal of community engagement is facilitating development of a transportation master plan that aligns with the community's vision, goals and priorities for travel and infrastructure investment over the next 30 years.

This section summarizes the strategy, methodology, and results of the public and stakeholder engagement completed for the TMP.

3.1 HOW WE ENGAGED

Community engagement was conducted through an interactive engagement mapping tool (Vertisee) that provided the public and internal stakeholders with an opportunity to share their thoughts on Millet's transportation network. Using the mapping tool, participants were able to pin comments on specific locations of concern with focus on three key questions:

- **Question 1:** How is today's transportation network meeting the community's needs?
- **Question 2:** What are the gaps and opportunities for transportation improvement?
- **Question 3:** Where are the key areas of concern within the community regarding transportation?

Vertisee was launched on May 9, 2022, via the Town's webpage and was available to anyone who wished to provide comments. Some groups were directly contacted such as:

- School groups
- Town Administration
- Millet Seniors Group

- Other community groups

In addition, the link to Vertisee was shared on a variety of informational and social platforms such as websites for the Town, local newspaper and other local resources.

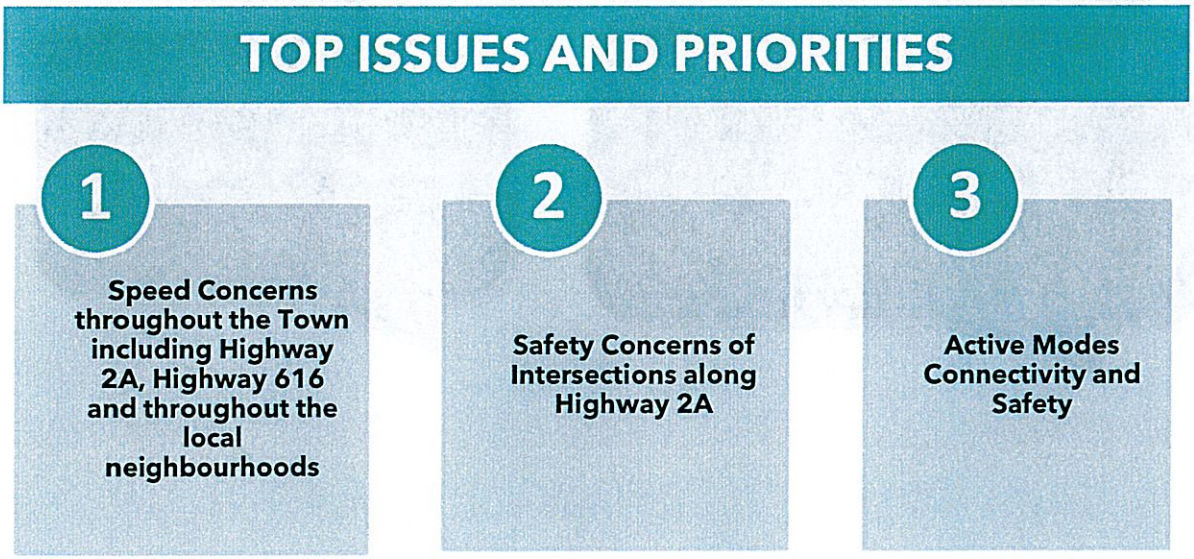
An in-person session was conducted with the Millet Seniors Group at the Town of Millet Legion and comments were added to the Vertisee site. General comments were noted and shared with the project team.

More information on the community engagement process and a summary of findings are documented in the *What We Heard Report,* provided in **Appendix A**.

3.2 WHAT WE HEARD

Feedback received through community engagement was used to refine and prioritize recommendations for the TMP. Final TMP recommendations will be weighed against the key guiding principles developed from community input.

Speed concerns, **safety concerns** and **active modes connectivity and safety** were three main themes in the feedback received through Vertisee.



Traffic Safety - Busy Intersection right next to tracks is a safety concern. As soon as you turn the tracks are right there. Sometime cars end up in the intersection.

Traffic Safety - Speed is to high anywhere in town but diamond drive seems to be more of an issue. Recommend to change speed limit to 30 km off highway road or at least 40 kms which is more common in cities. There is no sidewalks also in mooenen heights

Traffic Safety - Can be difficult getting on to Highway 2A during high traffic times.

Traffic Safety - Speed limit transition from 100 to 50 is too close. A transition from 100 to 80 to 50 would be better.

Traffic Safety - Need lights...pedestrian crossing

Sidewalk Concern - Would like to see a sidewalk on one side of 52ave. There is a pathway leading to the road, but no sidewalk for those who need to walk along 52ave to walk safely when leaving the pathways or splash park.

Traffic Safety - Suggest reduced speed limit between 53 Ave and 50 Ave. Reduce to 30KM/H to match the section south of 50 Ave

4 EXISTING AND FUTURE CONDITIONS

This section of the TMP details influences that shape travel in Millet today and are expected in the future, and the technical work completed to assess the Town's current transportation network as it relates to roads, goods movement, sidewalks and trails. The conditions assessment is intended to identify existing and future transportation network issues and opportunities and provide a foundation for a well-connected and maintained transportation network.

4.1 LAND USE

The Town primarily comprises residential land uses with some industrial land uses located east of Highway 2A. **Figure 3** illustrates existing land use patterns and key generators in Millet, which generally include:

- **Downtown District** - Downtown Millet, located along the west side of Highway 2A (50 Street), is a key destination for shopping and leisure. The grid network and the proximity of residential areas surrounding the downtown area make active transportation possible.
- **Parks, Recreation & Leisure** - Millet is an attractive destination for a range of leisure, sport and cultural activities through its 65-acre park system and multiple leisure and recreation facilities such as the Millet Agriplex. The Town's park system includes a combination of natural and manicured areas and is connected by the Town's pathway and trail network.
- **Industrial** - The industrial areas located east of Highway 2A are vital to the economic health of the Town. In 2020, Town Council approved the Millet Industrial Park ASP, which comprises approximately 123 hectares of land zoned for industrial uses. Providing residents with safe and reliable connections to these areas supports economic growth within the Town and the surrounding region
- **Regional Connections** - The Edmonton International Airport is only a 25-minute drive from Millet and can be accessed via Highway 2A. Both the City of Edmonton and the City of Leduc are important regional destinations for employment, shopping and recreation. Maintaining good access to the provincial highway network is key in moving people and goods in an efficient and safe manner.

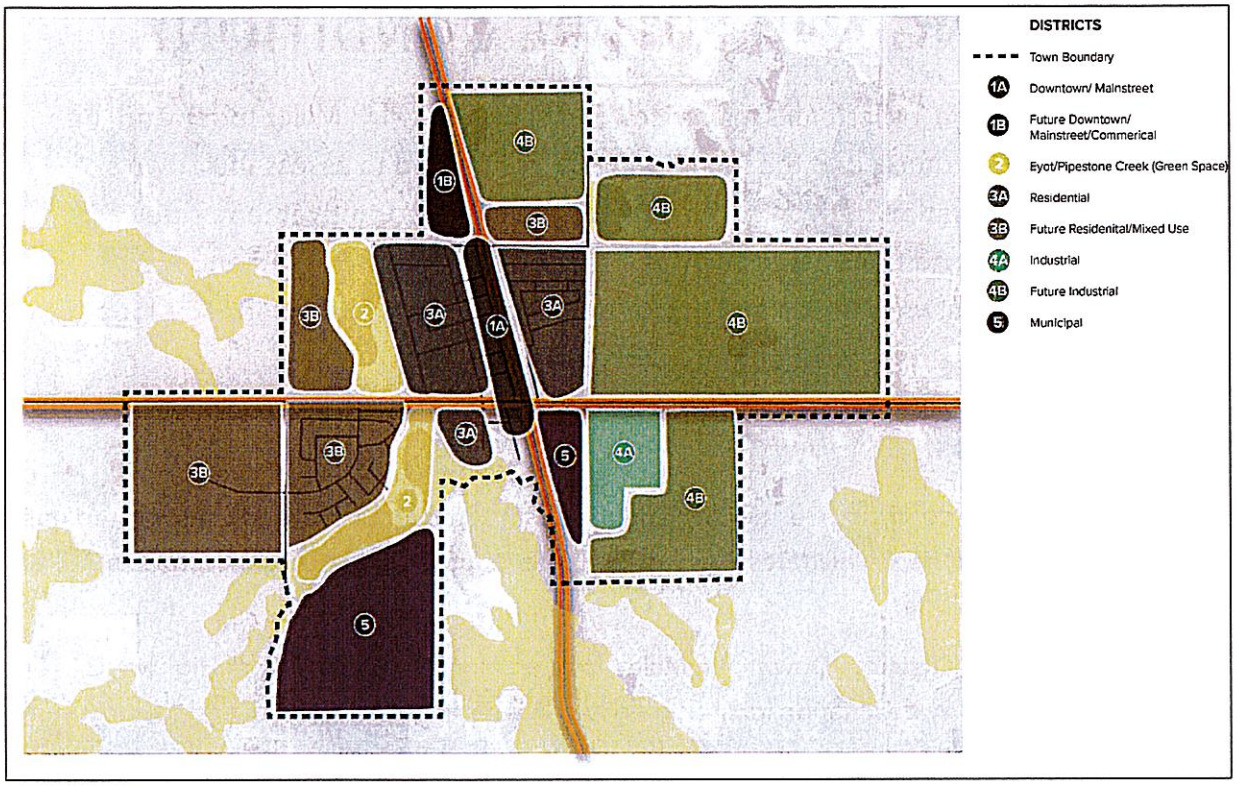


Figure 3: Existing Land Use

4.2 TRANSPORTATION NETWORK

4.2.1 Roads (Local & Highways)

The Town's roadway system generally comprises a network of provincial highways, collectors and residential (local) roadways. As illustrated in **Figure 4**, two secondary provincial highways traverse the Town and provide direct connection to the local road network. Highway 2A bisects the Town north-south while Highway 616 connects east-west, west of Highway 2A. Several collector roadways connect to Highway 2A and Highway 616 through Millet. In addition, there are other roadways that run continuously through Town including:

- 53 Avenue / Township Road 475A – east-west from the eastern to western Town limits
- Range Road 244 – north-south from the northern to southern Town limits
- 51 Street – north-south from 53 Avenue to Highway 616
- 52 Street – north-south from 53 Avenue to Highway 616
- Government Road / Range Road 245 – north-south from Highway 616 to southern Town limits

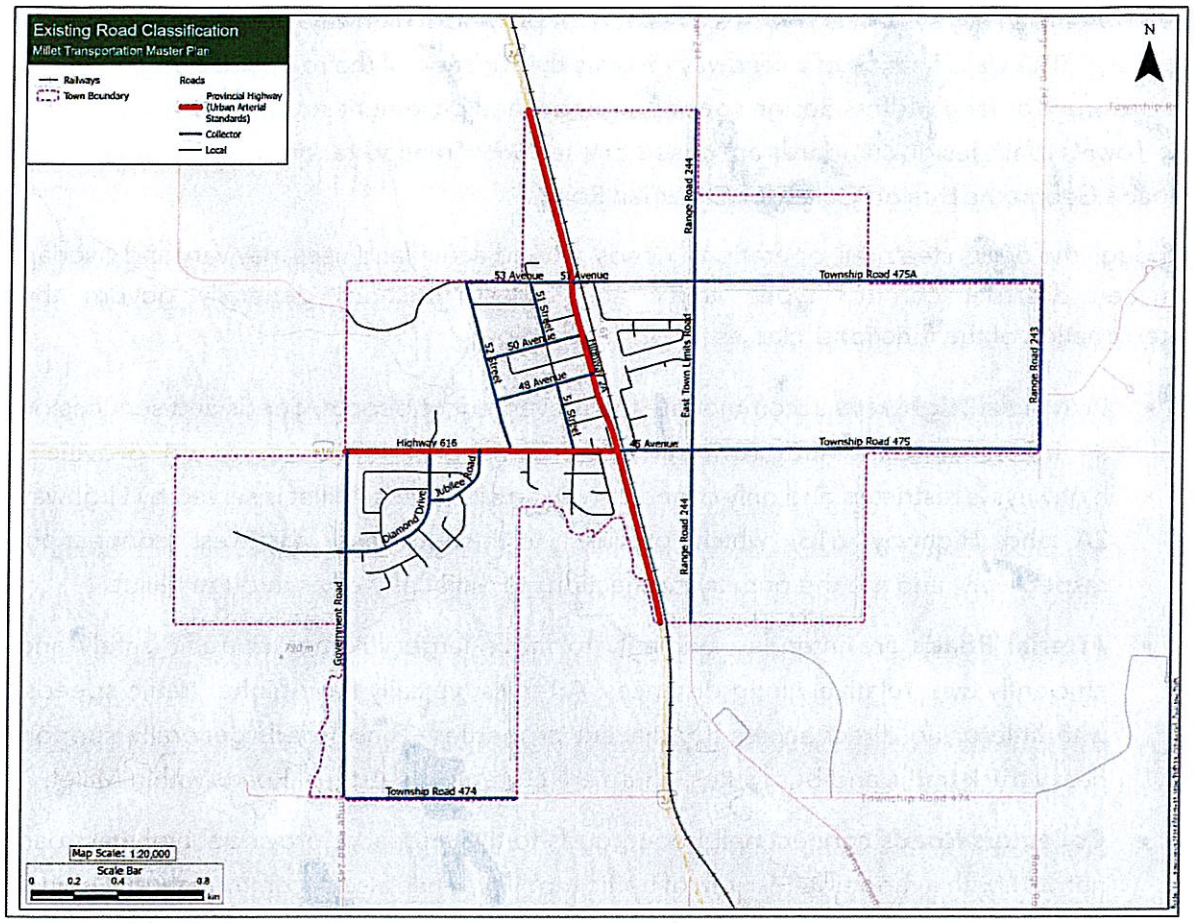


Figure 4: Existing Road Network and Classification

Although the Town does not currently have a definitive road classification system, the Town's Minimum Design Standards guidelines note that minimum geometric design standards shall be in accordance with the classification system outlined in the Transportation Association of Canada (TAC) Manual – Geometric Design Standard for Canadian Roads and Streets.

Per the TAC Manual, the following road widths (face of curb to face of curb) are recommended based on their road classification.

- Laneways – 5 metres
- Cul-de-sacs – 10 metres
- Local Roads / Residential Streets – 10 metres
- Collector Roads – 13 metres
- Arterial Roads – 15 metres

The Town's roadway system comprises a network of provincial highways, collectors and local roadways. The classification of a roadway dictates the function of the road and design features such as lane widths, design speeds, signage, and pavement structure requirements. The Town's road design standards are based on the 1999 Transportation Association of Canada Geometric Design Guide for Canadian Roads.

Although the design features, operational needs, and adjacent land uses may vary and overlap between different corridor types, traffic and access functions generally govern the determination of the functional classes, as outlined below.

- **Provincial Highways** accommodate the movement of people, goods and services on an inter-provincial, intra-provincial and international level. Access on provincial highways is restricted and only connects with arterial roads. Millet is served by Highway 2A and Highway 616, which provide north-south and east-west connection, respectively, and are the primary connections to Millet as well as through Millet.
- **Arterial Roads** are intended primarily to move large volumes of traffic safely and efficiently over relatively long distances. Arterials typically have higher traffic speeds, with little or no direct access to adjacent properties. These roads generally support heavy truck traffic and bus routes. There are currently no Arterial Roads within Millet.
- **Collectors Roads** connect neighbourhoods to the arterial or provincial highway road network with a moderate degree of traffic mobility, while also accommodating a higher degree of property access. Collector roads may accommodate some traffic but should not be used as a main truck route. Diamond Drive, Jubilee Road, 52 Street, 51 Street, 53 Avenue, 50 Avenue, 48 Avenue and Range Road 244 are all examples of Collector Roads within the Town. For a full overview of road classification, see **Figure 5**.
- **Local Roads** are intended primarily to provide access to adjacent properties. On local roads, there is generally less tolerance for large volumes of traffic and fast traffic speeds. The local road network in Millet serves residential areas and local businesses.

4.2.2 Active Modes

The Town's active mode network is mainly facilitated by the Pipestone Creek Park Pathway and the Trans Canada Trail. As illustrated in **Figure 5**, the Pipestone Creek Park Pathway follows Pipestone Creek and travels through the park space located in the southwest quadrant of Town, connecting to the Trans Canada Trail along 56 Street and multiple residential streets in the area. It then crosses Highway 616, running along Eyot Creek with connections to the Agriplex and ultimately to 52 Street / 50 Avenue connecting back to the

Trans Canada Trail, which continues along 50 Avenue, then south on Highway 2A and then west towards Range Road 244.

The proximity of the downtown area to the residential area and the shorter block segments promote the use of active modes. The Town also has a number of parks, gardens and other attractions that encourage the use of active modes. For example, guided walking tours are offered during the summer months to take participants through some of Millet's points of interest. Most of the walking tour uses flat sidewalks or paved paths.

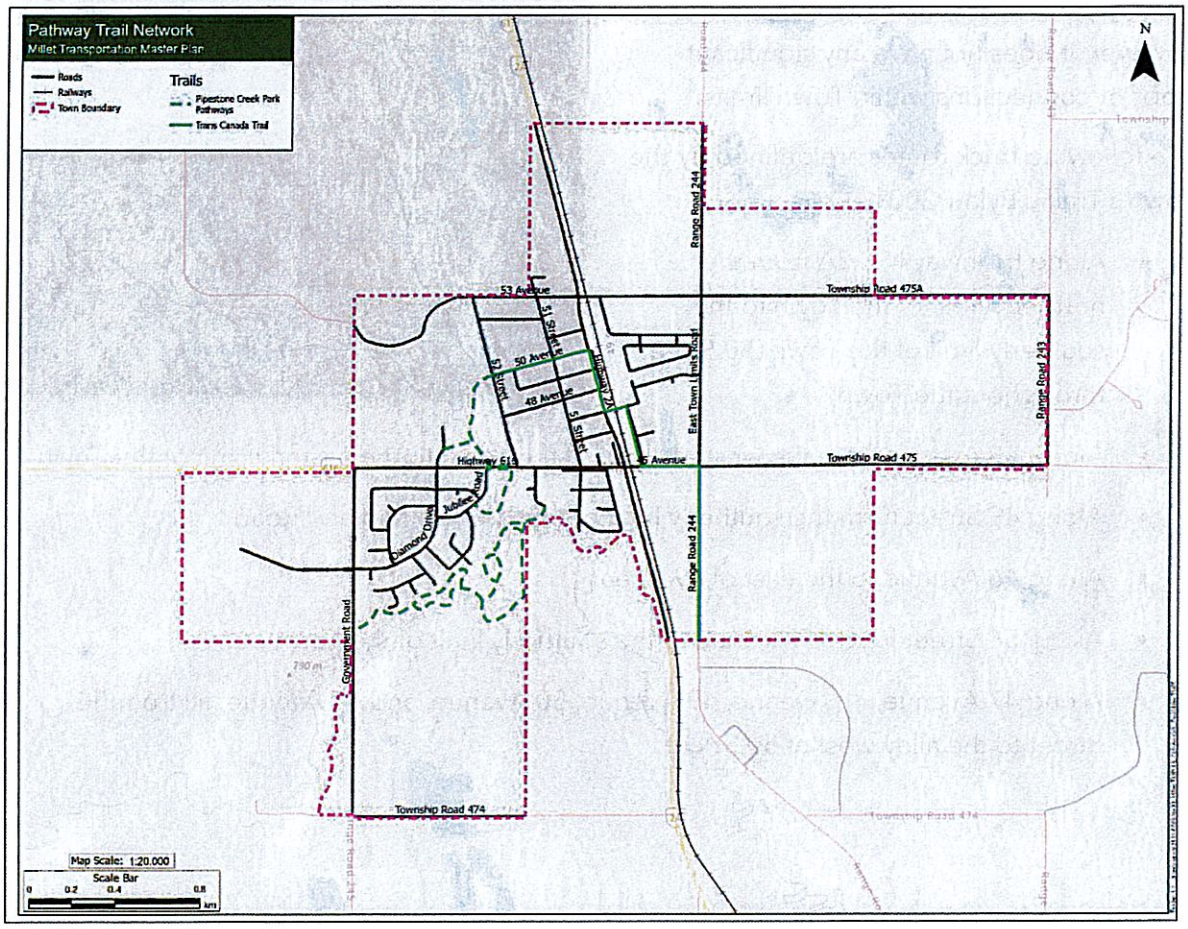
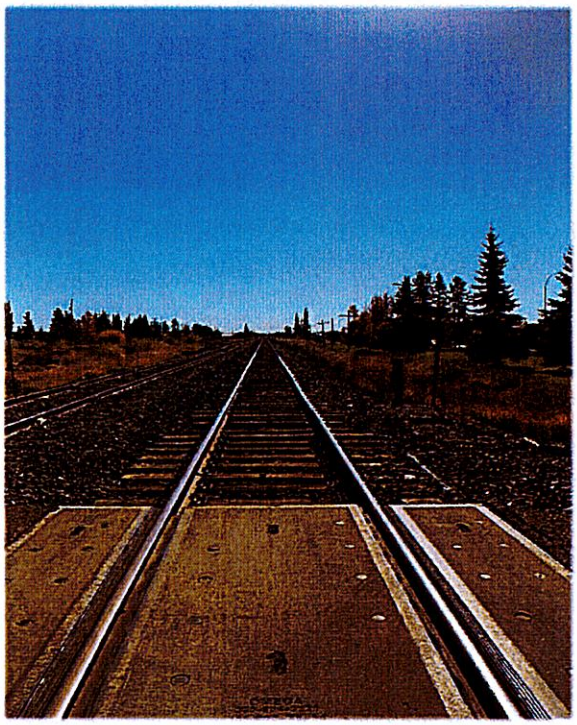


Figure 5: Existing Pathway and Trail Network

4.2.3 Rail & Goods Movement



The efficient movement of goods, whether using rail or roads, is vital to the economic livelihood of Millet and the surrounding region. Goods movement through Millet is currently served by designated truck routes as illustrated in **Figure 6.** The Canadian Pacific Railway (CPR) runs through the Town; however, it does not have any significant stops or connections within Town limits.

The following truck routes are defined by the Town's Traffic Bylaw 2009/03:

- Along Highway No. 2A from the northerly limit of the Town to the southerly limit of the Town (50 Street throughout the Town)
- Along 45 Avenue from the westerly limit of the Town to the easterly limit of the Town
- Along 49 Street from the southerly limit of the Town to Midland Road
- Along 46 Avenue to the east of 49 Street
- Along 56 Street from 45 Avenue to the southerly limit of the Town
- Along 47 Avenue, 48 Avenue, 49 Avenue, 50 Avenue, and 51 Avenue, all from 50 Street to the alley west of 50 Street.

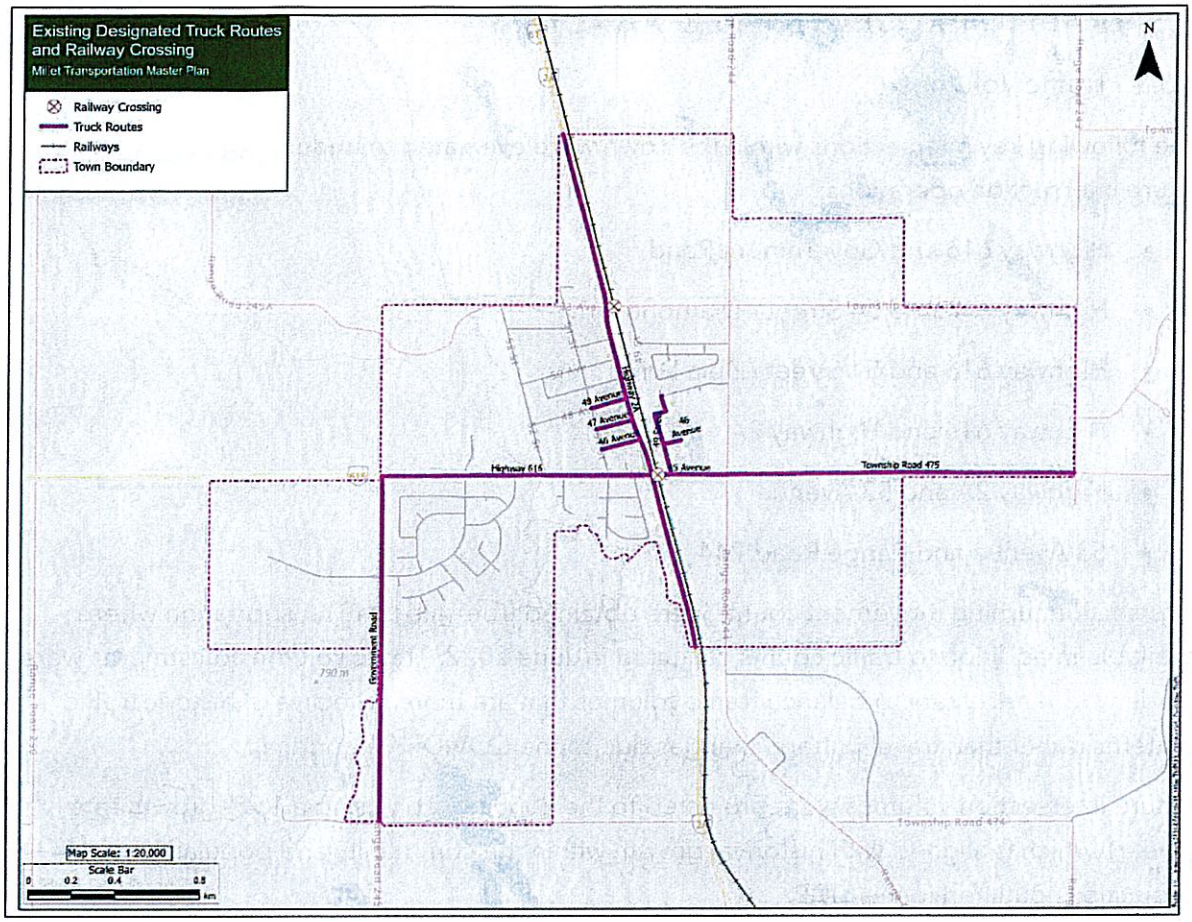


Figure 6: Existing Designated Truck Routes and Rail Crossing

The CP Rail track runs parallel to Highway 2A (on the east side) with at-grade rail crossings located at 53 Avenue and Township Road 475. Both crossings are equipped with gates, flashers and bells. While both crossings have all the necessary components of a protected rail crossing, it is noted that the proximity to nearby intersections is not ideal and presents a safety risk for traffic operations. Although vehicle traffic is affected, goods movement by rail runs through town uninhibited and there are minimal impacts to rail operations.

4.3 TRAFFIC PROJECTIONS & ANALYSIS

4.3.1 Traffic Volumes

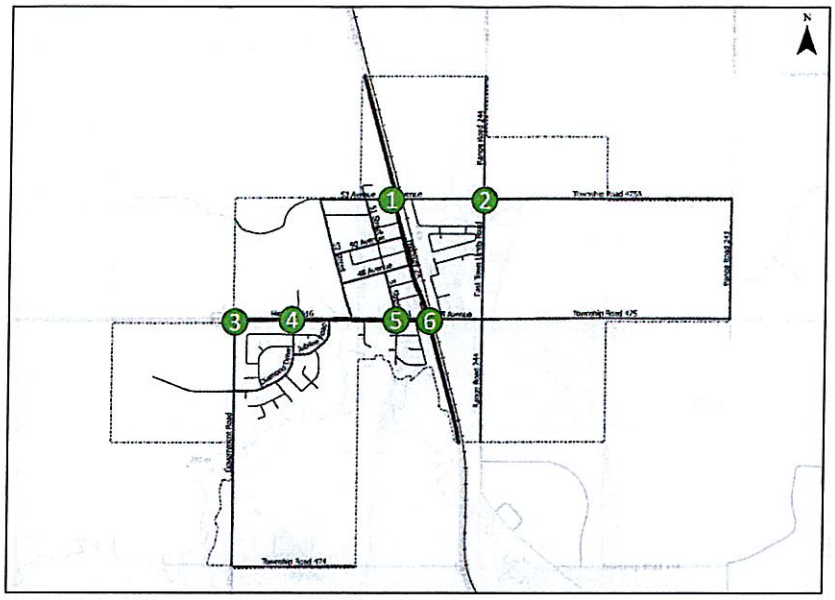
The following key intersections within the Town were evaluated to understand existing and future intersection operations:

- Highway 616 and Government Road
- Highway 616 and 54 Street / Diamond Drive
- Highway 616 and 51 Street / Bela Drive
- Highway 616 and Highway 2A
- Highway 2A and 53 Avenue
- 53 Avenue and Range Road 244

Intersection turning movement counts were obtained from Alberta Transportation where available in addition to traffic counts collected in June 2022. Traffic volume adjustments were made where necessary to balance traffic volumes that are more reflective of historic traffic patterns rather than travel pattern changes due to the COVID-19 pandemic.

Future intersection volumes were projected to the 2050 horizon using a 1.2% growth rate (linear), which is aligned with historical growth within the community and population projections outlined in the MDP.

Existing and future (2050) traffic volumes are illustrated in **Figure 7** and **Figure 8.**



Existing AM (PM) Peak Hour Volume

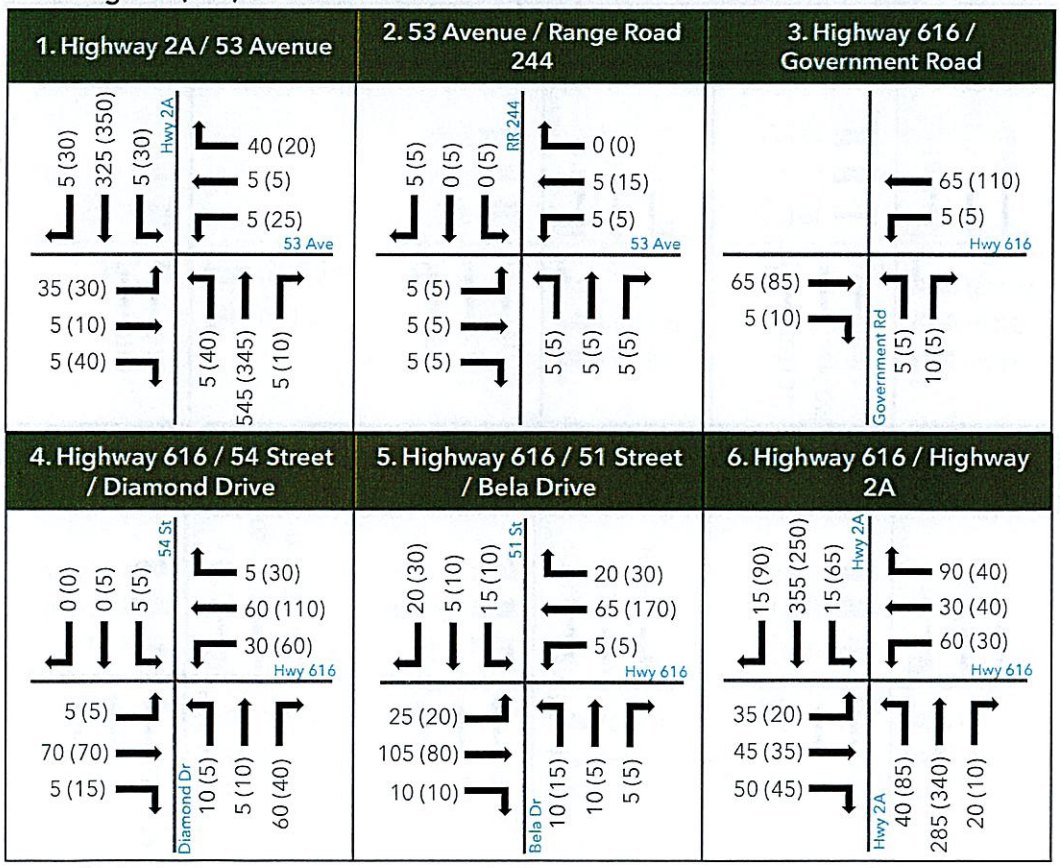
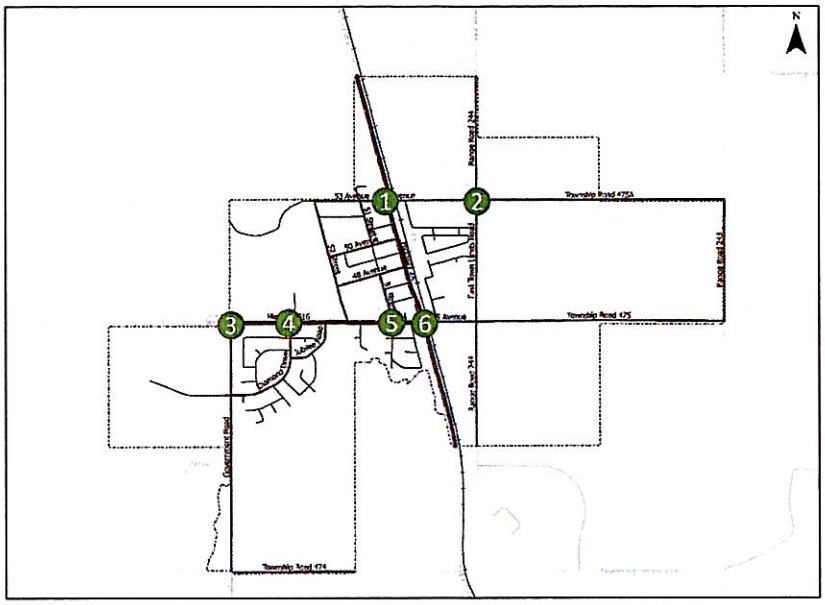


Figure 7: Existing (2022) AM and PM Peak Hour Traffic Volumes



Future AM (PM) Peak Hour Volume

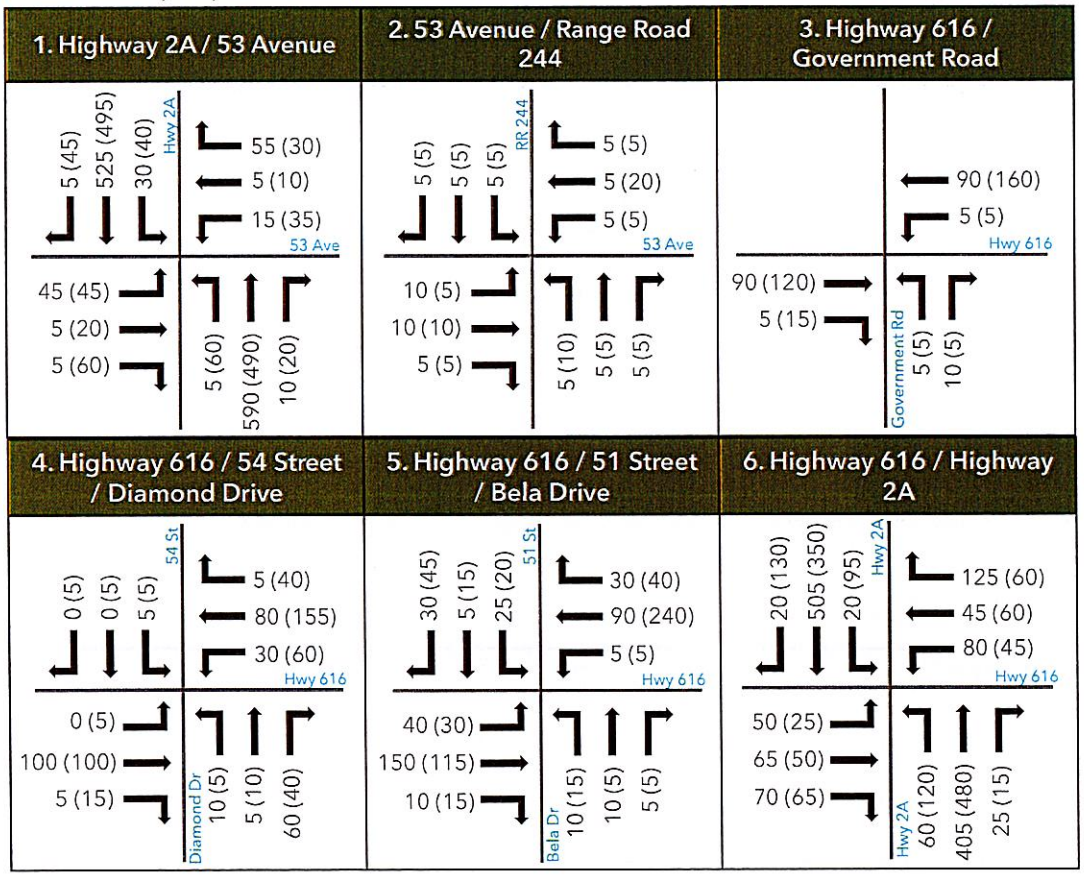


Figure 8: Future (2050) AM and PM Peak Hour Traffic Volumes

4.3.2 Traffic Analysis

Intersection capacity analysis using Synchro 11 software was completed to evaluate the study intersections. Level of service (LOS) and volume-to-capacity (V/C) ratio are performance measures typically used to assess how well an intersection or turning movement is performing relative to vehicle delay and capacity, respectively.

For unsignalized intersections, the LOS is based on the computed delays on each of the critical movements. LOS 'A' represents minimal delays for minor street traffic movements, and LOS 'F' represents a scenario with an insufficient number of gaps on the major street for minor street motorists to complete their movements without significant delays. For signalized intersections, the methodology considers the intersection geometry, traffic volumes, the traffic signal phasing / timing plan, and pedestrian and cyclist volumes. The average delay for each lane group is calculated, as well as the delay for the overall intersection. The operating conditions can also be expressed in terms of volume-to-capacity (v/c) ratio. The signalized and unsignalized LOS criteria as summarized in the 2010 Highway Capacity Manual (HCM) are shown in **Figure 71**.

In the context of Millet, a minimum LOS of D is considered an acceptable level of service target. This corresponds to an average vehicle delay of up to 35 seconds for an unsignalized intersection and up to 55 seconds for a signalized intersection, as well as a V/C ratio of less than 0.90. These targets align with best practices for communities similar to Millet.

Table 1: 2010 Highway Capacity Manual Level of Service Criteria for Intersections

LEVEL OF SERVICE	DESCRIPTION	UNSIGNALIZED INTERSECTION DELAY (s/veh)	SIGNALIZED INTERSECTION DELAY (s/veh)
A	Represents free flow. Individual users are virtually unaffected by others in the traffic stream.	< 10	< 10
B	Stable flow, but the presence of others begins to be noticeable. Occasionally minor delay due to conflicting traffic.	> 10 to 15	> 10 to 20
C	Stable flow, but occasionally some delay due to conflicting traffic. Delay is noticeable, but not inconveniencing.	> 15 to 25	> 20 to 35
D	Represents high-density, but stable flow. Delay is noticeable and irritating.	> 25 to 35	> 35 to 55
E	Represents operating conditions at or near the capacity level. Delay approaching tolerance levels.	> 35 to 50	> 55 to 80
F	Traffic demand exceeds capacity of intersection, very long queues, and delays. Represents forced or breakdown flow. Delay exceeds tolerance level.	> 50	> 80

Key intersections within Millet are generally operating with minimal traffic delays and congestion during peak hours today. The study intersections are currently operating under acceptable intersection LOS during the AM and PM peak hour. However, the eastbound and westbound movements at the intersection of Highway 616 / Highway 2A currently experiences moderate to significant delays (LOS D/E conditions), particularly during the PM peak hour.

By 2050, most of the study intersections will continue to perform with acceptable levels of service. The intersection of Highway 616 / Highway 2A and Highway 2A / 53 Avenue will experience increased delays. The eastbound and westbound movements at Highway 616 / Highway 2A is expected to operate under failing conditions (LOS F) with its current intersection control (two-way stop-control). The eastbound movement at Highway 2A / 53

Avenue will also operate at LOS F, as gaps for turning opportunities (from west to north) are reduced with increasing volumes along Highway 2A.

To address current and projected delays at Highway 616 / Highway 2A, upgrading the intersection control from a two-way stop control to a signal can mitigate delays on Highway 616 while improving overall intersection safety. This is also the case for Highway 2A / 53 Avenue.

4.4 TRANSPORTATION FACILITY CONDITION

4.4.1 Surface Condition Overview

As travel demands within the Town continues to grow, there will be a greater need to maintain the existing road and sidewalk infrastructure to facilitate safe and comfortable conditions for all users.

Existing roadway and sidewalk surface conditions were physically assessed throughout Millet to identify areas of concern and ranked using a scale of Grade A (Excellent Condition) to Grade D (Poor Condition) as shown in **Figure 9**.

GRADE A, Excellent Condition

- **Roadways:** This surface has recently been replaced. There is little to no cracking and no significant cracking at all. No evidence of base course or subgrade failing and little to no crack sealing has been previously performed. No evidence of potholes.
- **Sidewalks:** Recently repaired or replaced. Concrete matrix is still intact, showing little to no evidence of pitting or cracking. No evidence of base course failing.
- **Multi-use Trails:** Little to no cracking with little to no crack sealing on asphalt trials. No evidence of nearby vegetation damaging trail or base course failing.

GRADE B, GOOD CONDITION

- **Roadways**: Surface has some longitudinal/lateral cracking however cracking is not of significant concern. Some crack sealing on major cracks. No major potholes forming.
- **Sidewalks:** Some cracking or pitting, some minor repair has been performed in areas. No immediate concern to pedestrians.
- **Multi-use Trails:** Some longitudinal/lateral cracking. Some crack sealing has occurred. No gaps causing tripping hazard. No potholes.

GRADE C, MODERATE CONDITION

- **Roadways:** Surface has significant longitudinal/lateral cracking. Some alligator cracking is developing, and potholes are forming. Crack sealing has been performed on some cracks. Evidence of some base course or subgrade failure.
- **Sidewalks:** Significant cracking or pitting. Some repair has been performed in areas. Some cracks may cause tripping hazards to pedestrians.
- **Multi-use Trails:** Significant longitudinal/lateral cracking. Some alligator cracking is developing and may have some damage from surrounding landscape features. Evidence of some potholes forming.

GRADE D, POOR CONDITION

- **Roadways:** Surface is nearing or has reached failure. Significant potholes have formed, and cracks are propagating across surface. Evidence of base course or subgrade failure. Roadways is within Town limits and is gravel.
- **Sidewalks:** Large number of cracks throughout the area. Severe spalling or pitting resulting in unsafe walking conditions.
- **Multi-use Trails:** Severe cracking or breakup of asphalt. Improper grading resulting in significant standing water on trail. Significant alligator cracking. Potholes present.
- MAINTENANCE: Full replacement 0-3 years,

Figure 9: Surface Condition Ranking Criteria

The following factors were considered in the condition ranking of a roadway or sidewalk surface:

- **Lateral Cracking (Transverse Cracking):** Cracking is perpendicular to the centerline of the pavement. These cracks can be addressed with crack sealing and regular maintenance. These can occur due to a variety of different causes such as freeze / thaw cycles or improper asphalt application.
- **Longitudinal Cracking:** Cracking is parallel to the centerline of the pavement. Often concentrated near the centerline joint of the roadway, these cracks, if sealed properly with regular maintenance should not cause significant concern. These can occur due to a variety of different causes such as freeze / thaw cycles or improper asphalt application.
- **Alligator Cracking (Fatigue Cracking):** Cracking is a combination of multiple small interconnected cracks at all angles. Cracking is usually caused by load-related conditions. Often this indicates that the base course or subgrade is failing; potholes may form because of small pieces breaking up over time.
- **Pothole:** Potholes are bowl-shaped holes caused by the disintegration of the pavement surface. These holes may arise from alligator cracking or other cracks and failures.
- **Pitting:** Pitting is a result of soft aggregate wearing away from the surface of concrete. This is often a result of improper maintenance of the sidewalk over time or improper aggregate in the installation of the concrete.
- **Spalling:** Pavement with spalling generally looks as if the surface of the concrete is flaking off. It is sometimes the result of temperature change during the curing process or improper mixing of the cement. It is also commonly a result of water entering the concrete. Spalling can eventually cause a section of concrete to crumble.

Utilizing the condition rating criteria highlighted above, several areas of significant concern were identified and are summarized in **Table 2**. Measures to address these deficiencies are discussed in the following section; a Detailed Surface Condition Summary is provided in **Appendix A**.

Table 2: Town of Millet Existing Road Surface Condition

LOCATION	FROM	TO	CONDITION
44 Avenue	Bela Drive	Crescent (West)	Poor
43 Avenue	50a Street	Crescent (West)	Poor
43 Avenue	Bela Drive	Crescent (West)	Moderate / Poor
53 Avenue	49 Street	RR 244	Moderate / Poor
Hillside Drive	Hillside Drive Corner	Diamond Drive	Moderate / Poor
Hillside Court	Hillside Drive	End (Northwest)	Moderate / Poor
Midland Road**	49 Street	E Town Limits Rd	Moderate / Poor
52 Street	51 Avenue	50 Avenue	Moderate
51 Street	50 Avenue	47 Avenue	Moderate
Hillside Place	Hillside Drive	End (Southeast)	Moderate
53 Avenue	49 Street	E Town Limits Rd	Moderate
48 Avenue	51 Street	Hwy 2A	Moderate
45 Avenue	Hwy 2A	49 Street	Moderate
Millet Village Mobile Home Park**			Moderate / Poor

** Roads are Privately Owned and Managed

4.4.2 Snake Trail Bridge Crossing

The Snake Trail Bridge is a small rig bridge that serves as a connection for some local residents west of the Creek on 53 Avenue / Range Road 245A. The current surface of the bridge deck is in poor condition with major deterioration of the wood surface. Although the existing steel structural elements of the bridge appear to be in good condition, immediate improvements to the bridge surface are required to maintain any type of safe motor vehicle travel. Measures to address the rehabilitation of the bridge are discussed in **Section 7**. Depiction of the existing bridge condition can be found in **Appendix C**.

5 SAFETY IMPROVEMENT STRATEGY

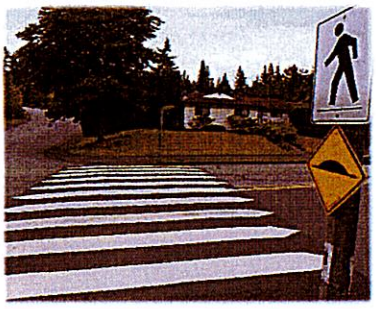
5.1 NEIGHBOURHOOD SPEED AND TRAFFIC CALMING FRAMEWORK

Neighbourhood speeding was identified as a key concern for town residents during the community engagement. This is a common concern in many municipalities, whether small or large, across Canada and has been typically addressed through the implementation of traffic calming measures. It is noted that the Town's Community and Parks Plan aligns with these values and also outlines Complete Street and Safe Journey guidelines to provide safe neighbourhood travel for all transportation users.

Applicable traffic calming measures that can be implemented in the context of residential areas in Millet include:

- **Curb Extensions** - This solution has become common place in many regions in Alberta. A curb extension narrows a roadway and intersections by creating a "bulb-out" where the concrete curb and gutter extend further into the intersection. This shortens the distance for pedestrians to cross and encourages vehicles to slow down as the road narrows.

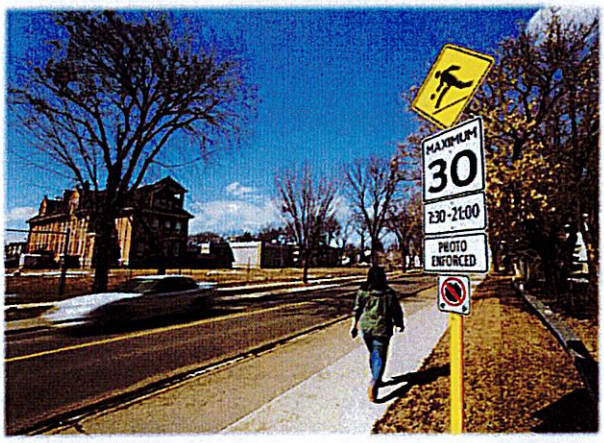
- **Raised Crosswalks** - Often implemented in conjunction with curb extensions, this solution provides better visibility for pedestrians or other vulnerable users while crossing the roadway. With a raised crossing, the surface of the roadway is marginally raised from the typical surface which also serves to slow down high-speed vehicles



- **Enhanced Pedestrian Crossings** – Enhanced pedestrian crossing treatments such as pedestrian signs, flashing lights, or other features can not only improve the safety of pedestrians crossing the roadway but also serve as a traffic calming measure. Enhanced pedestrian crossings are discussed further in the following sections.

5.2 SPEED LIMIT POLICY

Lowering vehicle speeds is one of many measures to improve road safety. Practices for setting speed limits vary; however, many jurisdictions across Canada set posted speed limits that are typically 10 km/h higher than the roadway design speed, which is typically based on several factors including road classification and function.



The existing roadways within Town limits generally have a posted speed of 50 km/h except in school / park zones where the speed is reduced to 30 km/h. Reducing speeds on residential streets and in areas with higher activity of vulnerable users will serve to make the Town's streets safer and calmer.

To address neighborhood speeding concerns, reducing speed limits in residential areas to 40 km/h can be explored in coordination with Town Council. The effectiveness of reduced speed limits along with other traffic calming measures can help prevent serious collisions and improve overall safety along residential corridors for both vehicles and vulnerable users. As mentioned within the Town's Community and Parks Plan, it is also possible to lower average speeds in neighbourhoods using a variety of physical / visual influences along the corridor that align with Complete Street and Safe Journey guidelines.

For a more consistent approach, the Town should also consider establishing speed limits on non-residential roadways based on road classification as follows:

- Provincial Highways – 50km/h in Town Limits; as per AT guidelines outside of Town Limits

- Collector Roads – 40 km/h
- Local Roads – 40km/h

It is also suggested that lower classification roadways with higher density of accesses and activity of vulnerable users have posted speeds equal to the design speed, similar to the approach that Strathcona County and other communities have established in their design guidelines.

5.3 PEDESTRIAN CROSSING SAFETY

Safe and effective connectivity for active modes plays an important part in community linkages as well as community well-being. One aspect of improving active modes safety is to use pedestrian crossing treatments to reduce barriers and improve connections between trails and/or sidewalks. This section provides guidance and applications for pedestrian crossing treatments throughout the Town, including guidance for identifying priority locations for treatments.

5.3.1 Pedestrian Crossing Treatments

Pedestrian crossing treatments are tools to facilitate the efficient and safe movement of pedestrians and/or vulnerable users. As demand for the pedestrian mode of travel continues to increase in Millet, there will be a greater need to provide high-quality pedestrian facilities to enhance walkability and accessibility through Town.

Within Millet, typical crossing treatments can be separated into standard and enhanced treatments where standard treatments are considered the base requirement of a typical pedestrian crossing. The following highlights the two categories of crossing treatment and its application.

1. **Standard Crossing Treatment(s)** – Standard crossing treatments include the applicable crosswalk markings (intersection, mid-block, or school area) supplemented by ground mounted "Pedestrian Crosswalk" or "School Crosswalk" (in school areas) signs. Where possible, pedestrian crossings in the Town should be upgraded or installed to meet the criteria of a standard crosswalk treatment and follow the guidelines and standards established in TAC and MUTCD.
2. **Enhanced Crossing Treatment(s)** – Enhanced crossing treatments include a range of treatments to further enhance pedestrian safety at a crossing location. Treatments range from installing pedestrian-activated assemblies such as "Rectangle Rapid Flashing Beacons" (RRFBs) to minor geometric upgrades such as curb extensions and raised crosswalks. Pedestrian signal control upgrades and other geometric upgrades such as crosswalk realignment can also be considered as warranted. The type and level of enhanced crosswalk treatment will depend on the specific context of the subject location and should be installed as warranted or feasible.

   Generally, the application of enhanced pedestrian treatments at mid-block locations can improve pedestrian visibility compared to what may be adequate for intersection crossing locations. The presence of lighting and provision of enhanced pedestrian

infrastructure can significantly improve pedestrian safety in smaller communities and/or rural areas even where existing pedestrian volumes may be lower than typical thresholds.

The Town should also regularly review and monitor the pedestrian / active modes crossings within the Town limits to identify any deficiencies and address them in a timely manner. Deficiencies are considered any features that do not meet typical crossing standards. **Table 3** summarizes features that should be used at intersection crossings and mid-block crossings for both standard and enhanced crossings; **Figure 10** shows typical crosswalk signage and markings.

Table 3: Active Modes Crossing Treatments

Crosswalk Treatment	Intersection Crossing	Mid-Block Crossing
Standard	• Twin parallel crosswalk markings • Typical RA-4 signs • In school areas, zebra crosswalk markings ***must*** be used with typical RA-3 signs	• Zebra crosswalk paint markings • Typical RA-4 signs • In school areas, use RA-3 with RRFBs
Enhanced	• Enhance crosswalk markings with use of zebra markings (other than school areas) • RRFBs or overhead mounted signs (RA-5) with alternating amber flashing beacons (on approaches of intersections that are not controlled by traffic signals or stop signs) • Pedestrian warning signs (WC-2) if visibility is limited on the approach • Enhance with curb extensions • Enhance with curb corner radius reduction • Geometric upgrades as warranted/feasible • Pedestrian signal control or illumination (warrant analysis is required)	• RRFBs or overhead mounted signs (RA-5) with alternating amber flashing beacons • Enhance with Advance Yield to Pedestrian line markings • Pedestrian warning signs (WC-2) if visibility is limited on the approach • Provide median refuge • Enhance with curb extensions • Enhance with raised crosswalk • Geometric upgrades as warranted/feasible • Pedestrian signal control or illumination (warrant analysis is required)

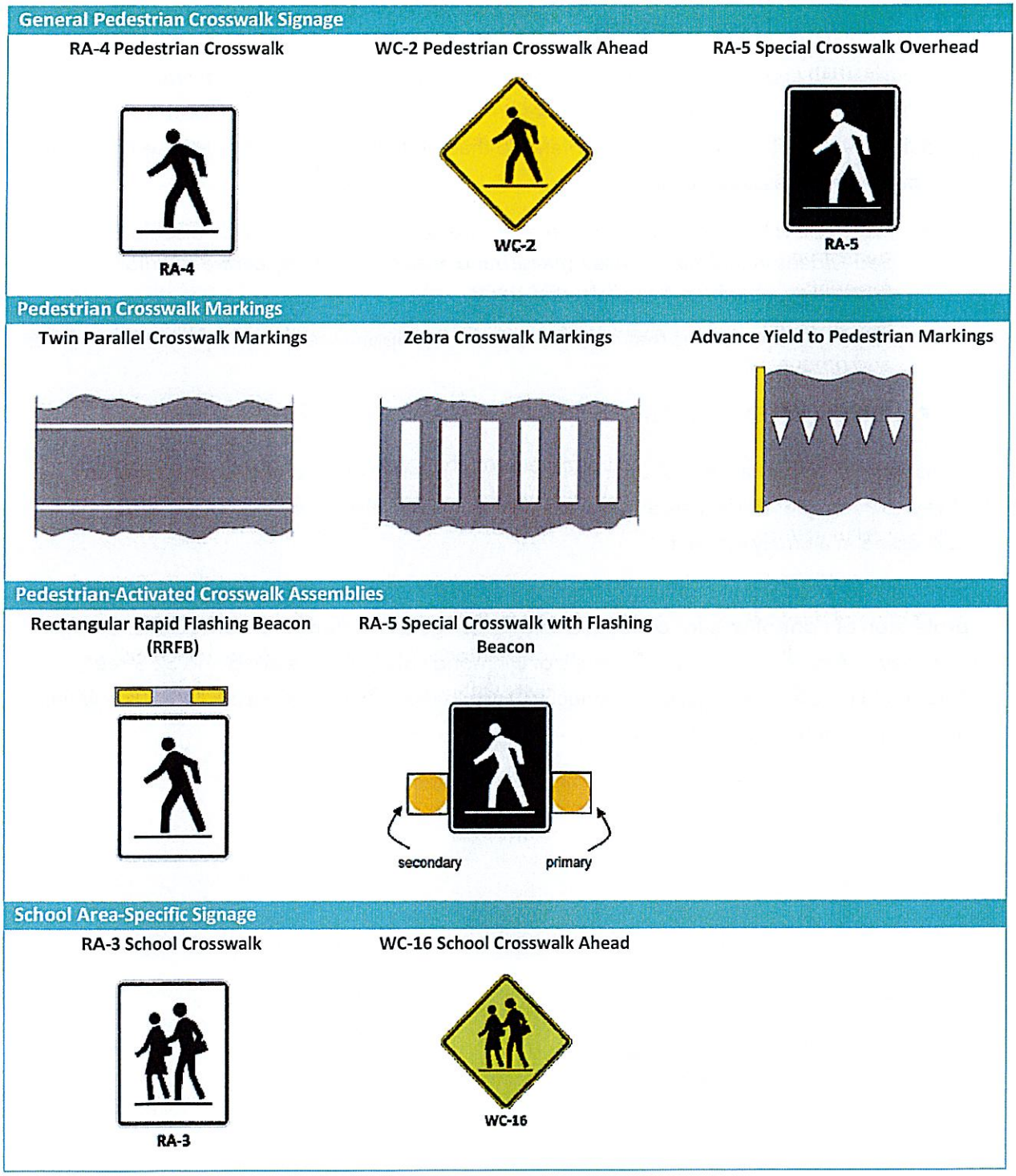


Figure 10: Typical Crosswalk Signage, Markings and Assemblies

5.3.2 Selection of New Crossings:

New pedestrian crossings may be warranted whether based on traffic / pedestrian demands, validated safety concerns, and/or for connection purposes. In addition to following guidelines outlined in TAC, it is recommended that the following priorities be used to select new pedestrian crossing locations.

- **Priority #1:** Locations with an increased presence of child, older, or disabled pedestrians including schools / playground areas, community centres, senior residences, churches, hospitals, and parks.
- **Priority #2:** Locations that facilitate access to shopping centres, employment centres, and other services.
- **Priority #3:** Existing gaps in the community active transportation system.

Consistent with any transportation improvement, the safety context of a location should always be considered to ensure that areas with a collision history are prioritized and addressed in a timely manner.

Some noted locations of high importance are an east / west crossing of Highway 2A and protection of right-of-way for continued safe crossings and potential enhancements along Highway 616 such as at the intersections of Diamond Drive, Jubilee Road and 52 Street. Additional details on key gaps in connectivity within the Town are discussed at length within the Town's *Community and Parks Plan*.

6 DEVELOPMENT INTEGRATION STRATEGY

To promote and facilitate opportunities for growth and development, the Town will need to proactively plan and budget for new or expansion of existing infrastructure to support development. This can be done effectively through the implementation of off-site levies and policies that ensure the Town develops in a sustainable, orderly and cost-effective manner. The following sections highlight the approach the Town can take to support growth and development.

6.1 OFF-SITE LEVIES

Off-site levies are an effective tool that municipalities can use to fund new infrastructure or the expansion of existing infrastructure due to development. The Town's Off-site Levy (OSL) Bylaw was last updated in 2015 and it is best practice for municipalities to review this bylaw every three to five years to ensure policies are relevant and to update levy rates annually to reflect best practices and current costs.

Table 4: Off-site Levy Calculation Example

Off-site Levy Calculation Example	
New and Upgraded Roadways	$1.1M
Potable Waterline	$200,000
Sanitary Collection & Lift Station	$1.2M
Stormwater Main	$400,000
Stormwater Management Facility	$500,000
Park and Open Space	$200,000
Total	**$3.6M**
Off-Site Levy Cost = $225,000 per Hectare (Total Cost / Total Area of Development)	

It is recommended that the Town update its OSL Bylaw regularly to ensure the policies are still relevant to the direction of development in the Town and that the levies collected will be adequate to cover the actual cost of construction. These funds will be administered by the Town and invested in the infrastructure as required. Should the Town be required to front investment, that investment would be recoverable from the off-site levy fund through future development levies.

The calculation of the off-site levy should be transparent to developers (and provide no advantage to any particular development), with costs based on the entire Town's needs and a detailed list (and costs) of the required infrastructure. In some cases, a development may incur an improvement that may not be directly adjacent to the site – in this case, costs should still be shared by the Developer. The cost of the infrastructure

required by new development within the 10-year horizon should be estimated and then divided by the total area of new development expected within that time horizon (see sample calculation in **Table 4**).

It is encouraged that regular updates to the OSL Bylaw be completed approximately every 4 years to determine whether the policy is still capturing accurate infrastructure estimates and to re-assess potential development in Millet.

6.2 DEVELOPMENT POLICIES

To ensure development in Millet occurs in a sustainable and orderly way, a consistent and transparent process for approving development is required. From a transportation perspective, the Town does not currently have a formal process for approving proposed developments that will ensure consistency in planning and design of development-related transportation infrastructure. To address this, the Town may want to implement Traffic Impact Assessment (TIA) guidelines to augment the development process. The TIA guidelines would provide a standard approach for identifying any transportation improvements or mitigation measures required to ensure the road network will operate safely and efficiently once the development is completed.

Each development application should follow a formal process that is established and adopted as a formal policy by the Town. The process should include:

- Confirmation of consistency with MDP, Area Structure Plans and other approved and statutory plans;
- Submittal of Design Drawings by a Professional Engineer, including but not limited to grading plans and site servicing, to be reviewed and approved by the Town;
- Submittal of a TIA that follows Alberta Transportation Guidelines (when required near or adjacent to Highway 616 or Highway 2A), which may include an Access Management Plan if any changes to access are required per the development specifications or as a result of the TIA; and
- Completion of a formal Development Agreement (and/or permit) with the Town.

7 NETWORK STRATEGY

The Network Strategy provides a framework to guide the Town in managing and maintaining a safe and efficient transportation network to the 2050 horizon. This strategy outlines the key recommendations to maximize use of existing transportation infrastructure through to intersection improvements to support future growth. To ensure the needs of Millet are met in a timely and efficient manner, the recommendations identified in the following sections should be reviewed regularly as the Town continues to grow and evolve.

7.1 REHABILITATION PROGRAMS

7.1.1 Road Rehabilitation Program

A well-maintained road network is one of the many key factors that contributes to the safe and efficient movement of people, goods and services. The surface assessment, as discussed in **Section 4.4.1**, indicates several roadways that currently have moderate to poor surface conditions. To prioritize these locations and to maintain future roads, it is recommended that a **Road Rehabilitation Program** be developed to address roadway surface conditions in Millet, including residential collector and local roads. This program will allow the Town to plan for regular maintenance and rehabilitation of its road network as well as maximize the life of transportation assets in Millet.

The Town's current road network comprises mostly collector and local roadways located within residential areas.

It is recommended that an allocation of funds is set aside for the Road Rehabilitation Program on an annual or bi-annual basis so that continuous improvements can be made without significant delays. Collector roads should be upgraded when the surface condition begins to drop below a moderate condition (see **Section 4.4**); however, local roads may not be a priority until they are failing beyond reason or at a condition level of poor. One method of balancing these priorities is to alternate collector road improvements on the first year (i.e., 2023), complete the local roads the following year (i.e. 2024), and then alternate budgets appropriately from year to year.

The following highlights the recommended timeframe for reconstruction or rehabilitation to occur for each grade of surface condition.:

- Poor Condition – Reconstruct or Rehabilitate in 1 - 5 years.
- Moderate Condition – Reconstruct or Rehabilitate in 5 - 10 years.

- Good / Excellent Condition: Ongoing monitoring, Reconstruct or Rehabilitate in 10+ years.

It is noted that certain opportunities may arise where road rehabilitation may be warranted sooner as a result of a variety of factors, such as:

- Local development;
- Nearby construction; and
- Around schools or high traffic areas.

7.1.2 Active Modes Rehabilitation Program

Continued investment in the Town's sidewalk and trail network is critical in providing safe and reliable infrastructure for active mode users. It is recommended that the Town establish an **Active Modes Rehabilitation Program** similar to the Road Rehabilitation Program, with sections of sidewalk or trail being resurfaced, reconstructed, improved or new connections made on a yearly basis. This program would require a portion of funds to address the areas in the poorest condition first. However, it is also possible to coordinate the active modes improvements with road improvements if both are warranted per the condition assessment. Some additional information on key gaps in active modes connectivity are provided within the Town's *Community and Parks Plan*.

Both the Active Modes and Road Rehabilitation programs should be aligned with the *Community and Parks Plan* – including factors such as essence and theme, framework, and guidelines to take full advantage of aligning roadway and active modes rehabilitation with community enhancement initiatives. This includes the integration of capital / operational funding, potential partnerships / grants, operations and maintenance considerations, and potential joint project / upgrading development.

7.2 GRAVEL ROAD SURFACING STRATEGY

Gravel roads are an important part of Millet's transportation network as they form part of the Town's alley network and are an extension of rural range roads.

As the Town continues to build out and traffic demands increases on the transportation network, there will be a greater need to ensure the road surface types can support the traffic demands and goods movement.

For instance, gravel roads are an important part of our transportation network in lower traffic volume areas with industrial and/or rural agricultural land use; however, gravel roads make up a small portion (2%) of the Town's total road and alley network.

It is not recommended to have any gravel roads within the urban boundary. Understanding that Millet is a largely rural community, some exceptions can be made to defer improvements until those improvements are practical. Rear laneways are acceptable as gravel and the responsibility to upgrade these laneways would be by the landowners adjacent to the laneways.

Typically, as part of a road condition assessment, any road that is gravel within the Town is given a poor rating to encourage the allocation of funds to improve gravel roadways. This is a best practice to maintain urban environments because gravel can be tracked onto other roadways within the Town, causing maintenance and safety concerns. While most of the gravel roads within Town are either alleyways or an extension of rural range roads, it is recommended that Government Road from Highway 616 to Diamond Drive be upgraded to urban standard as a result of nearby development. This will provide a better level of safety for any pedestrians along the corridor as well as other vehicles travelling in the area.

7.3 ROAD IMPROVEMENTS

7.3.1 Highway 2A & Highway 616 Intersection Improvement

This intersection of Highway 2A and Highway 616, the junction of two secondary highways, is the largest and busiest intersection within Town. The existing and projected intersection delays warrant intersection improvements within the next 5 years. A roundabout option was reviewed per ATEC specifications; however, signalization was considered the more appropriate intersection treatment for this location given nearby geometric constraints and existing lane configurations. This improvement should be the first priority for capital improvements, with an approximate cost of $400,000 for the addition of signals and minor geometric improvements to improve the safety of the location. This improvement may be cost shared with Alberta Transportation and Economic Corridors.

Following the implementation of the signal, it is expected that traffic patterns within the Town will change; therefore, it is recommended that traffic operation analysis be updated to determine whether other upgrades along the corridor are required (i.e. 53 Avenue – see **Table 4**).

7.3.2 Highway 2A & 53 Avenue Intersection Improvement

The technical evaluations completed as part of this TMP indicate that traffic operations on the west leg of the intersection of Highway 2A / 53 Avenue will begin to fail in approximately 10 years (2033). It is noted that minor geometric improvements may improve operations with the addition of a short turn bay (left or right) as well as some safety improvements such as curb radii, better defined pedestrian crossing, and sidewalk connections. It is also recommended to upgrade the pedestrian crossing to an enhanced treatment with either Rectangular Rapid Flashing Beacon or overhead flashing amber lights. While it is expected that the number of pedestrians crossing the highway at this location is quite low, it is also the first major intersection when entering the town southbound and, therefore, vehicles may still be traveling at highway speed. presenting a more significant risk to active modes users. Pedestrian improvements may also function as a traffic calming measure, reducing excessive speeding along the corridor.

It is noted that the improvements at Highway 2A and Highway 616 may alter the traffic operations at this location so further analysis should be completed in advance of implementing turn bays. Safety improvements can be completed at any time. This improvement may have the potential to be cost shared with Alberta Transportation and Economic Corridors.

7.3.3 Snake Trail Bridge Crossing (53 Avenue)

The current surface condition of the Snake Trail Bridge requires immediate improvements to facilitate any type of safe vehicle travel. The following improvement options have been identified to address the failing conditions:

1. **Short-Term Rehabilitation** - Replace the existing bridge deck to maintain travel; however, additional signage should also be installed along the approaches to reinforce that no heavy loads or major truck traffic should occur under any circumstances. This option would maintain a single travel lane and it would be anticipated that long-term deterioration would still occur. The estimated cost, including engineering and construction fees, is expected to be approximately $540k for this project.

2. **Long-Term Replacement** - Full replacement of the bridge, complete with removal of the existing rig bridge structure as well as the structure underneath. The replacement bridge would be anticipated to be a Single Span SL Girder Bridge that is approximately 12m wide to allow for 2 lanes of travel. This option will require consideration of a temporary shut down of the roadway as the bridge and existing infrastructure is removed and the new bridge constructed. This option will provide a better long-term solution in terms of ongoing maintenance and safety of the bridge and surrounding areas. The anticipated cost for this project is approximately $710k including engineering and construction fees.

3. **Bridge Closure** - It is also possible to close the bridge to vehicle traffic completely. This option could be completed by placing barriers across the bridge entrances and the addition of some signage on either end to indicate a dead end for traffic. This will inconvenience the few local residents west of the bridge; however, the corridor does not provide any other significant connectivity for the Town's transportation network. Closure of the bridge could be temporary or permanent with the possibility of opening up the bridge for vehicle travel after completing a full bridge replacement in the future.

8 INVESTMENT PLAN

A number of strategies have been identified in the TMP to address traffic safety, development support, as well as road improvements and maintenance over the next 30 years. The cost and anticipated implementation of these improvements are summarized within **Table 5.**

Table 5: Capital Plan Summary

Project / Program	Cost	Timeline
Road Rehabilitation Program		
1. Collector Road Program	$150,000 bi-annually	Ongoing
2. Local Road Program	$75,000 bi-annually	Ongoing
Active Modes Rehabilitation Program	$50,000 Annually	Ongoing
Gravel Road Surfacing Strategy	Per Project Basis	Ongoing
Highway 2A & Highway 616 Intersection Improvements	$400,000	ASAP
Highway 2A & 53 Avenue Intersection	$250,000	Approx. 2033
Snake Trail Bridge Crossing		
1. Bridge Deck Resurfacing	$540,000	ASAP
2. Full Replacement	$710,000	Short Term
3. Bridge Closure	Minimal	ASAP

Millet
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TOWN OF MILLET
EXTREME WEATHER POLICY

Policy Number: #87

Date of Issue:

Motion Number:

Number of Pages: 2

Supersedes: New

Signature of Approval: _____
Doug Peel, Mayor

POLICY STATEMENT:

The Town of Millet has an obligation to ensure the safety of both staff and equipment while working during extreme weather events.

COUNCIL MEETING
JAN 25 2023
ITEM # 11.3

TOWN OF MILLET EXTREME WEATHER POLICY
POLICY # _87__

Purpose:
To establish guidelines for safe working conditions during extreme weather to protect the employees working as well as Town assets. This will ensure the efficient use of taxpayer's dollars, reducing the costs from injury as well as equipment failure.

Definitions:

1. For the purposes of this policy, extreme weather will consist of the following:
   A. Windchill that falls below -35 degrees Celsius.
   B. Weather that is above +35 degrees Celsius.
   C. The presence of thick fog
   D. The presence of lightning, hail or extreme wind.
   E. Any air quality advisories that are deemed "unhealthy" or worse.
   F. Any extreme weather warnings that deemed unsafe to the public such as a tornado, blizzard, flash flood warnings etc
   G. Any other hazardous weather event not listed here

Responsibilities:
The Chief Administrative Officer or Designate shall:

1. During extreme or unusual weather conditions shall use their discretion and judgement in the application of this policy to protect the safety of staff and achieve the prescribed level of service.

Service Level Standards:
Other than Emergency situations, all normal operations will be suspended during these extreme weather events due to the elevated risk involved but, will resume immediately when the risk has ended.

Legal References:
Municipal Government Act

Cross References:
Environment Canada Air Quality Health Index.
Town of Millet Snow and Ice Control Policy, Responsibilities.
Town of Millet Health and Safety Policy.
Occupational Health and Safety Legislation.

Millet Proud to be MEMO

Date: *January 25, 2023*

To: *Lisa Schoening, Chief Administrative Officer*

From: *Lisa Novotny, Director of Development and Infrastructure*

RE: *Department Report – 2022 Summary Information*

Please accept the following summary information:

The following is a summary of the development permits issued in 2022:

Category	Number	$ Value
Residential	13	$1,182,000
Commercial		$0
Industrial	2	$3,610,000
Institutional	1	$1,000
Total		$4,383,000

The following chart shows the development permit history for the last ten years and highlights the increase in permit values in 2022.

There were also seven home base business permits issued in 2022.

Subdivisions

Two subdivisions were approved in 2022 being the former Robin's Nest Development for 52 lots for duplexes and Shipway Farms Phase 2 industrial subdivision. This is very significant as previously there were very few subdivision applications.

Recreation, Parks and Facilities Booking Revenue

The following table shows the

Facility Name\Usage	Total Number of Hours	Income	No Charge Hours
Ice Rental	1,032	$114,255.19	84
Hugo Witt	436.25	$2,389.00	243.25
Banquet Hall	731.25	$7,178	359.83
Arena Floor	324.25	$1,120	236.25
Community Hall	573.75	$9,227.50	54.5

If you have any questions, or would like additional information, please let me know.