

**Town of Annapolis Royal
Traffic Flow Advisory Committee (TFAC)
Approved Minutes of the Meeting held
October 28, 2013**

MEMBERS:

Mayor Michael Tompkins (Ex officio)
Councillor Byron Mersereau
Councillor Paul Paquette
Public Works/Local Traffic Authority Kevin McLean
Chief of Police Burt McNeil

1. CALL TO ORDER: Mayor Tompkins called the meeting to order at 12:10 pm.

2. PRESENT: Mayor Michael Tompkins, Councillor Byron Mersereau, Councillor Paul Paquette, Public Works/Local Traffic Authority Kevin McLean, Recording Secretary Dawn Bourke.

3. REGRETS: Chief of Police Burt McNeil

4. ADDITIONS TO AGENDA:

Business Arising: Victoria Street parking between St. Anthony and St. George Streets
New Business: Future Role of This Committee

4. APPROVAL OF AGENDA:

MOTION 1

It was moved by Councillor Mersereau, seconded by Councillor Paquette to accept the agenda as amended. **CARRIED.**

5. APPROVAL OF TRAFFIC FLOW ADVISORY COMMITTEE MINUTES:

MOTION 2

It was moved by Councillor Mersereau, seconded by Local Traffic Authority McLean to approve the minutes of the July 29, 2013 Traffic Flow Meeting with the following amendment on Page 3 vi. Elvis Lane – Right of Way Access, paragraph 3, delete “Jordy Silver” and insert “Gordon Silver”; and to approve the minutes of the September 23, 2013 as presented. **CARRIED.**

6. PUBLIC INPUT

7. PRESENTATIONS:

8. BUSINESS ARISING:

i. Inventory of Number of Parking Lots

Discussion was held regarding the number of parking spaces available in the Town parking lots – estimate 128. It was noted there is no time restrictions in the parking lots and further the use of the public parking spaces should be addressed in the Land Use By-law. It was agreed to ask Police Chief McNeil when vehicles and/or trailers are abandoned in public parking areas for an extended period of time, what can be done with regards to enforcement for removal.

ii. Map with all Legal Street Requirements Measurement

Considerable discussion was held regarding the legal street requirement measurements from the middle of the road.

Councillor Mersereau advised that Council approved the installation of a concrete wheelchair ramp on a Town sidewalk. It was noted at the meeting that Superintendent of Public Works McLean had apparently agreed with this. Superintendent of Public Works McLean advised that he did not offer his approval regarding the concrete ramp. Councillor Paquette noted that Council passed a motion based on misinformation. Mayor Tompkins stated that this matter should be brought to the attention of CAO St-Amour. Councillor Mersereau suggested this be brought forward for discussion at the November meeting of the Committee of the Whole.

Discussion was held regarding barriers such as shrubs, hedges, stones and fences encroaching onto Town property and/or encroachments that require vehicles to enter traffic without a clear view of the street they are entering into.

It was agreed to request PHMC Millett-Campbell to provide a list of all right-of-ways and encroachments for all streets in Town.

MOTION 3

It was moved by Mayor Tompkins, seconded by Councillor Paquette to recommend to Council to direct that PHMC Millett-Campbell provide an updated list of right-of-ways, easements and encroachments for all streets in Town and further this be available and brought back to the next meeting of the Traffic Flow Advisory Committee. **CARRIED.**

iii. Victoria Street parking between St. Anthony and St. George

Discussion was held regarding parking on Victoria Street between St. Anthony and St. James Streets, including enforcing 2 hour parking and longer parking limits.

MOTION 4

It was moved by Mayor Tompkins, seconded by Councillor Mersereau to recommend to Council that the 2 hour parking signs be removed from Victoria Street between St. Anthony and St. James. **CARRIED.**

Discussion was held regarding Motion 2 of the September 23, 2013 meeting. Traffic Authority McLean advised he will purchase a jersey barrier to place the stop sign in.

9. NEW BUSINESS:

i. Champlain Drive – Query from David Floyd, Engineer, AWEC, “One way or Two way Traffic?”

Discussion was held regarding the one way traffic on Champlain Drive noting AWEC renovations are under way, roughly 400 students will be attending once the schools are merged, if consideration of the request has to do with driveway design it should accommodate the current one way traffic, but should be able to be changed in the future for possible two way traffic; drop off of students should not occur on the street and further school busses should not be parked on Town property.

It was agreed to direct CAO St-Amour to send a letter to David Floyd, Engineer of AWEC advising a traffic flow review will be conducted after the school changeover; and further not expecting to see any drop off of the students on the street.

ii. Future Role of This Committee

Councillor Mersereau suggested if issues arise regarding traffic flow they can go to Council and then be assigned; or leave the Committee as is and meet quarterly. Mayor Tompkins advised there should be a response to and a resolution to issues as they occur. Councillor Mersereau noted the speeding and safety issues are the reason he is on this Committee. Mayor Tompkins inquired if the Committee is part of the planning function with respect to the streets of the town. It was agreed that the Traffic Flow Advisory Committee should remain and meet quarterly. Councillor Mersereau suggested the Chair of the Committee can call a meeting when necessary.

Discussion was held regarding the purchase of the portable speed monitor as approved during budget deliberations and it was agreed that Administration will obtain estimates. Mayor Tompkins suggested that this Committee should be reviewing the data received from the portable speed monitor.

It was noted that parking matters should first go before the Traffic Flow Advisory Committee as both the Traffic Authority and Police Chief are members of this Committee, and then if required could go forward to the Planning & Heritage Advisory Committee.

Local Traffic Authority McLean advised the legion parking lot requires work; the Town's agreement with the Legion has expired; it would cost approximately \$165,000 to strip, gravel and repave the parking lot.

It was agreed to direct PHMC Millett-Campbell to set a priority on finding the lease agreements for the Legion Parking Lot; the parking area behind Leo's Café and the Masons parking area. It was also agreed to direct PHMC Millett-Campbell to determine the ownership of the legion parking lot and a copy of the agreement be sent to the members of the Traffic Flow Advisory Committee prior to their January meeting.

Mayor Tompkins suggested that PHMC Millett-Campbell should sit on the Traffic Flow Committee.

10. OTHER

Discussion was held regarding obstructions of Town roads and streets.

It was agreed to direct PHMC Millett-Campbell to send out a letter stating the Town's Land Use By-law section 4.19 Corner Vision Triangle with regards to obstructing traffic as there is a bush obstructing traffic at 17 St. James Street.

Traffic Authority McLean noted that at 614 St. George Street there is a tree that has branches overhanging the street which scratches the top of school buses, scratches public works vehicles, impedes the backhoe and snow plowing and the owners have been requested to remove the branches; to date no work has been done.

It was agreed to send out a letter to the property owners of 614 St. George Street requesting the removal of the branches, stating the reason for the removal of the branches, and further to give a two week deadline for the removal of the branches, or the Town's Public Works Department will have the branches removed as they overhang onto the Town's right of way.

NEXT MEETING: It was agreed that the Traffic Flow Advisory Committee shall meet every two months.

The next meeting is scheduled for Monday, December 9th, 2013 at 12:00 noon.

11. ADJOURNMENT:

MOTION 5

It was moved by Councillor Paquette, seconded by Councillor Mersereau to adjourn the meeting at 1:40 pm. **CARRIED.**

Mayor Michael Tompkins

Recording Secretary Bourke