

**Traffic Flow Advisory Committee
 Unapproved Minutes
 November 18, 2021 at 1:00 p.m.**

1. Call to Order	Chair Tompkins called the meeting to order at 1:06pm
2. Present	Chair Michael Tompkins, Chief Mark Kane (Vice-Chair), Councillor Sanford, Superintendent of Public Works (SoPW) Kevin McLean, Chief Administrative Officer (CAO) Sandi Millett-Campbell, Recording Secretary Monica Mills
3. Absent	
4. Additions to the Agenda	<ul style="list-style-type: none"> • Parking outside of Town hall • the arrows in the side driveway
5. Approval of the Agenda	MOTION #TFAC2021-11-18-01 It was moved by Councillor Sanford, seconded by Chief Kane to approve the November 18, 2021 agenda as amended. Motion carried.
Edits to the Minutes	None
6. Approval of the Minutes	MOTION #TFAC2021-11-18--02 It was moved by Councillor Sanford, seconded by Chief Kane to approve the May 13, 2021 minutes as presented. Motion carried.

7. PRESENTATIONS: None

8. PUBLIC INPUT: None

9. BUSINESS ARISING:

i. Drury Lane Retaining Wall:

SoPW McLean informed the committee that he had attempted to hire assistance in repairing the retaining wall but was unsuccessful. He added that Public Works would repair the retaining wall in 20-foot sections, as well as build three 16foot planters to replace the barriers that are currently there. Chief Kane noted that traffic flow was improved in the area.

10. NEW BUSINESS:

i. Parking on Wharf on Market day

CAO Millett-Campbell stated that previously the Farmers’ Market had made a donation to the Town for use of the wharf for parking on market days. She added that the current Farmers’ Market Association stated that they would not make the donation as it was not in their current lease. The committee discussed the implications of parking on the wharf both from a safety standpoint and due to fact that it is a working wharf. Chair Tompkins stated that the Town should contact its insurers and discuss potential liabilities and what they would recommendations they would make to the Town. The committees discussed various options such as a gate, the painting of parking spaces, the installation of shanties and the creation of a fire lane.

Action: Chief Kane and SoPW McLean will visit the wharf evaluate the current situation and develop a plan to be presented to the committee.

Responsibility: Chief Kane and SoPW McLean

Date: next meeting

ii. Road Closure on Church Street new year

CAO Millett-Campbell stated that during the street closure of Church Street this summer, individuals would remove the post that was used to close the street and would not replace this. She noted that this was a safety issue as vehicles would be able to enter the pedestrian street. The issue was discussed.

MOTION #TFAC2021-11-18-03

It was moved by Chair Tompkins, seconded by Councillor Sanford that a second post be installed so that the closing of Church Street starts at the Masonic Hall. **Motion carried.**

iii. Cars parking on the area behind Market Square

CAO Millett-Campbell explained that the area is deteriorating due to parking and people driving over it. The Committee discussed the matter. SoPW McLean commented that the Town used to have boulders there to prevent parking.

MOTION #TFAC2021-11-18-04

It was moved by Chair Tompkins, seconded by Councillor Sanford that Public Works install rock barrier where the parking lot connects to the Market on Church St. **Motion carried.**

iv. Parking on St James Street

CAO Millett-Campbell explained that a resident of St James wrote to the Town regarding people attending the Saturday market park along St James Street obstructing their driveway. Various options were discussed.

Action: Chief Kane and SoPW McLean will survey St James St and present a plan

Responsibility: Chief Kane and SoPW McLean

Date:

v. Meeting time

The committee discussed options for the next meeting. It was agreed that January 13, 2022 at 1:00pm would be the next meeting.

vi. Town Hall Parking and arrows

Chief Kane stated that there is an issue with people parking long term in the side parking lot. This is problematic because it hinders snow removal in the wintertime, as well as occupies a parking away from potential visitors. He proposed that a time limit and an overnight parking ban be imposed. The committee discussed the implications of the installation of a parking limit. It was decided to table the issue until January 2022.

Chief Kane commented that the arrows in the driveway were in the incorrect direction, he added that once the Police Station has been moved these arrows would be problematic.

SoPW McLean explained that the arrows were painted under the direction of a previous Chief. He stated that the arrows would be removed during snow removal this winter and if that wasn't successful, they would paint over them in the spring.

11. CORRESPONDENCE: none

12. NEXT MEETING: January 13, 2022 @ 1:00pm

13. ADJOURNMENT:

MOTION #TFAC2021-11-18-04

It as moved by Councillor Sanford that the meeting be adjourned at 2:24 pm.

Chair Tompkins

Recording Secretary Monica Mills