

**Town of Annapolis Royal
Traffic Flow Advisory Committee (TFAC)
Approved Minutes
February 10, 2022**

i. Call to Order	Chair Tompkins called the meeting to order at 1:07 pm
ii. Present	Chair Michael Tompkins, Chief Mark Kane (Vice-Chair), Superintendent of Public Works (SoPW) Kevin McLean, Chief Administrative Officer (CAO) Sandi Millett-Campbell, Recording Secretary Krista Grear
iii. Absent	Councillor Sanford sent regrets
iv. Additions to the Agenda	New Business <ul style="list-style-type: none"> i. Hazardous trees overhanging Public Works ii. Pull off at school for student drop off and pick up iii. Parking permits
v. Approval of the Agenda	MOTION #TFAC2022-01-13-01 It was regularly moved and seconded to approve the agenda with additions Motion carried.
Edits to the Minutes	none
vi. Approval of the Minutes	MOTION #TFAC2022-01-13--02 It was regularly moved and seconded to approve the January 13, 2022 minutes as presented. Motion carried.

vii. PUBLIC INPUT: none

viii. PRESENTATIONS: none

ix. BUSINESS ARISING

- i. Parking on Wharf on Market days
 - Chief Kane indicated that due to recent weather events no visits to the wharf were made. Chief Kane shared that he has been doing some research into what other communities have done with their wharves, citing primary objectives seem to be to utilize the space as a source of revenue and as a destination.
 - Additional discussion was held regarding the use of the wharf for parking by the Farmer’s Market. CAO Millett-Campbell indicated that the Market had had a parking agreement, for which they paid an annual fee, with the Wharf Association. Options presented for the new Market Lease could be to include leasing the wharf space specifically for parking, or to lease it to them for additional Market vendor space.
- ii. Parking on St. James St. on Market days
Deferred
- iii. Alternative parking options for downtown core (pedestrian friendly core)
Deferred
- iv. Winter parking regulations (TAB 2)
 - A draft was circulated for review and discussion was held. It was modelled after the

regulations in Yarmouth and New Glasgow

- It was noted that when this goes into effect that there needs to be an accompanying educational component
- Two suggestions for the document include changing the wording from 'congestion' to 'potential for congestion' and to include 'vehicles may be towed at owner's expense'. Updates to the document will be made and circulated prior to the next meeting

Action: Update draft winter parking regulations

Responsibility: EA Grear

Date: March 17

x. NEW BUSINESS

i. Hazardous trees overhanging public works yard

- SoP McLean shared that there are 3-4 large poplar trees by gate and that during the last storm multiple branches, many of significant size, fell in the Public Works yard causing damage to the gate and equipment. He further notes that these continue to pose a health and safety risk to staff.
- It was noted that these trees are on private property and that the owner is not likely to remove them (elderly resident on a fixed income).
- Discussion ensued regarding the responsibility of the Town to maintain a safe working environment while also not setting precedent to remove trees on private property.
- CAO Millett-Campbell noted that there are available funds in the Town's tree removal budget and that SoP McLean contact an arborist to remove hazardous overhanging branches. It was noted that if the arborist determines the entire tree needs to be removed for safety reasons, then SoP McLean is to instruct them to provide a quote so that the Town may determine how best to proceed.

ii. Pull off at school for student drop off and pick up

- Councillor Tompkins shared the difficulty he encountered when dropping off child at the school. He further noted that there was originally a verbal agreement that the School was to include a pull off for dropping off/picking up students. It was further noted that this is a potential safety hazard for students, pedestrians and motorists and that the Town may opt to open a dialogue with the School to address this matter.

iii. Parking permits

- Councillor Tompkins suggested that the Town may wish to consider issuing parking permits for some or all municipal lots. Further noting that signage could be erected that stated parking by permit only between the hours of X and X on X-X days of the week.
- It was also suggested that the Town may also wish to revisit the 4-hour limit as well as this may be too long; a shorter duration may promote better traffic flow and increased access to businesses
- It was noted that the Blue Route Hubs may be looking to create a bike route through Town which could result in the loss of several parking spots
- It was decided that TFAC will develop a plan for a pilot project to offer permit parking at the Irving site to be presented to Council at a future date for consideration

iv. **CORRESPONDENCE:** none

v. **NEXT MEETING:** March 17 at 1:00 pm

vi. **ADJOURNMENT**

MOTION #TFAC2022-02-10-03

It was regularly moved to adjourn the meet at 2:25 pm.

Chair Tompkins

Recording Secretary Krista Gear