

**Town of Annapolis Royal
Traffic Flow Advisory Committee (TFAC)
Approved Minutes
March 17, 2022**

i. Call to Order	Vice Chair Holly called the meeting to order at 1:14 pm
ii. Present	Chair Michael Tompkins (arrived at 1:32), Holly (Vice Chair) Chief Mark Kane, 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	Business Arising v. Church St. parking Business Arising vi. Permit Parking Pilot Project
v. Approval of the Agenda	MOTION #TFAC2022-03-17-01 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 #TFAC2022-03-17--02 It was regularly moved and seconded to approve the February 10, 2022 minutes as presented. Motion carried.

vii. PUBLIC INPUT: none

viii. PRESENTATIONS: none

ix. BUSINESS ARISING

i. Parking on Wharf on Market days

- CAO Millett-Campbell provided an update regarding the renewed lease with Farmer's Market, noting that they are no longer allowed to park on the wharf. CAO Millett-Campbell shared the engineering report which lists the maximum weight limit of 12 metric tonnes, noting that it was over this limit on Market days. It was also noted that the appropriate signage needs to be installed. Vendors will have 30 minutes before and after market hours to drive up, load and/or unload and then park at the legion. It was further noted that an agreement with a local towing company to tow vehicles parked on private property is in place and will be managed/enforced by the Market organizers.
- SoP McLean noted that the wharf is approximately 300 ft long, with potential for 30 parking spots along the one side, but with the weight restriction of 12 metric tonnes there could only be an approximate 10 vehicle limit
- Further discussion regarding the weight restrictions identified potential opportunities:
 - close wharf to vehicles year round
 - install a barrier beyond the potential 12 parking spots (12 – first two aren't on wharf)
 - lessen Town's liability should something happen due to over loading – barrier that can be opened when need for deliveries, workers, etc.
 - Potential for permit (stickers) for authorized vehicles
 - opt to put/erect temporary or permanent vendor stalls

MOTION #TFAC2022-03-17-03

To recommend to Council to create a pedestrian-only accessible wharf on which there will be no parking due to weight load restrictions, maintenance requirements, and to reduce potential for liability issues, and to install no parking signage and barrier that can be opened by authorized persons. **Motion carried**

ii. Parking on St. James St. on Market days

- Chief Kane and SoP McLean visited the wharf and St James St. and suggest that the simplest solution would be:
 - Option 1 to identify two-five visitor parking spots and the remainder be resident permit parking only. They further suggest that this could be done as a trial.
 - Option 2 make it a one-way street – therefore only parking on one side/opposite of residences
 - Option 3 stays as is
- It was decided to draft the three options and send to residents for input
- It was noted that at least 10-11 cars park there on market days and that some residents have opted to park on the street during markets to allow for visitors to use their spots, further that some residents can't exit their driveways due to the parking congestion on market days

MOTION #TFAC2022-03-17-04

To recommend to Council to contact residents on St. James Street to propose three options to address parking issues on St. James Street. **Motion carried**

iii. Alternative parking options for downtown core (pedestrian friendly core)

- It was suggested to encourage Market organizers to use or partner with someone to ferry customers to the market via golf carts

iv. Winter parking regulations (TAB 2)

- Discussion held noting purpose of the regulations are to ensure that Public Works can effectively clear snow as required during winter and/or extreme weather events.

MOTION #TFAC2022-03-17-05

To recommend to council to approve the winter parking regulations for the 2022-2023 winter season. **Motion carried**

v. Church Street – covered by topics above

vi. Permit pilot project

- Suggest location to pilot be at the Irving location and could target permits for staff to access premium parking spots. Suggestions for further consideration and discussion at next meeting include:
 - how to set this up/identify authorized vehicles, e.g. window tags/hanging from mirror tags, pricing

- who manages the pilot project and enforces the permits, Town or Police
- what is the cost to do this, noting that there is \$1200/year cost of the parking lot, aim to just recoup the costs or aim for profit
- potential for 20 spots
- monthly or annual fee and what is that fee
- signage for permit parking Monday-Friday from X time to X time only
- expand to pilot at all Town owned lots

Chief Kane noted that RBC contacted him regarding bringing in an ATM bus during their office renovations for three days in June. It was recommended to allow it to be parked in the Market parking lot on those days, or if it is a small bus it could be parked at base of wharf. ARPD will put out cones/markers to indicate parking areas on the days.

x. NEW BUSINESS

- i. none

iii. CORRESPONDENCE: none

iv. NEXT MEETING: April 14 at 1:00 pm

v. ADJOURNMENT

MOTION #TFAC2022-03-17-03

It was regularly moved to adjourn the meet at 2:32 pm.

Chair Tompkins

Recording Secretary Krista Grear