

Town of Annapolis Royal
Traffic Flow Advisory Committee (TFAC)
APPROVED MINUTES
June 14, 2022

1. Call to Order	Chair Tompkins called the meeting to order at 1:05 pm
2. Present	Chair Councillor Michael Tompkins, Councillor Holly Sanford (Vice Chair) Chief Mark Kane, Superintendent of Public Works (SoPW) Kevin McLean, Chief Administrative Officer (CAO) Sandi Millet-Campbell, Recording Secretary Krista Gear
3. Absent	
4. Additions to the Agenda	Business Arising: 9.iv. Angled parking on St. George St. Paid parking on wharf to be included in permit pilot project discussion 9.i. 9.v. Increasing signage by RBC re: no left turn 9.vi. Wharf update
5. Approval of the Agenda	MOTION #TFAC2022-06-15-01 It was regularly moved and seconded to approve the agenda with additions. Motion carried.
Edits to the Minutes	none
6. Approval of the Minutes	MOTION #TFAC2022-06-15-02 It was regularly moved and seconded to approve the May 12, 2022 minutes as presented. Motion carried.

7. PUBLIC INPUT
None

8. PRESENTATIONS
None

9. BUSINESS ARISING

- i. Permit parking pilot project
Discussion held noting that the purpose of this project is to recoup annual costs associated with leasing and maintaining the lot, as well as to encourage business owners and employees to park off street.

Further discussion held outlining possible options for how this pilot project would run.

- Town is paying \$1200/year for the lot
- All day parking for those who have paid (Monday to Friday from 7 am to 6 pm)
- Open/no charge parking on the weekends
- Spaces would have to be numbered
- Can possibly go three rows deep, SoPW McLean will have to revisit the location to determine the numbers available, but likely at least 20 spots
- \$20/month or \$100/year was one suggestion
- Seek public comment and input – perhaps a short five question survey monkey and include clear rationale for the project at beginning of survey
- In the winter it is the Town's snow dump, and Public Works will need to be

- able to access the lot and plow/push the snow to the back of the lot.
- Option to start pilot in September and run until December – potentially could have 10-14 spots in the winter.
- Around 10 vehicles parking in there regularly now
- Would have to have a fine structure in place (eg \$250) for people parking in other people's spaces
- Other considerations - will need signage, administration time, etc. How to mark out spaces on the dirt? If this works could approach Irving regarding future use of the land.
- Could also consider paid parking at Sinclair Inn parking area or other areas around Town
- Figure out number of spots, calculate breakeven point, take it to public for input or take it to Council – suggest to put it out to public over the next couple of weeks and clearly communicate the rationale
- Potential survey questions (start with the why and costs)
 - Do you agree with permit parking on the Irving lot
 - Do you agree that it should be Monday to Friday from 7am-6pm
 - Do you agree that there should be paid parking to recoup Town expenses
 - Do you agree with rate of \$250/year or \$150/six months
- If someone changes jobs, moves, etc. they would be refunded the difference (include this in explainer to public)
- Something to hang from mirror – easy to see and verify permit
- Business may opt to buy one or more permits to share amongst their staff
- Towed at owner's expense – give the police the authority to ticket/tow.
- Could they be towed to the Market Square lot and people could pick up there and pay fee – will need to make agreement/arrangement with local towing company

Action: visit site to determine number of spaces

Responsibility: Kevin McLean

Date: July

Action: prepare survey questions

Responsibility: Krista Grear

Date: June

Action: create sample vehicle permit

Responsibility: Krista Grear

Date: July

Action: determine complete annual costs associated with the leasing and maintenance of the lot

Responsibility: Staff

Date: July

Discussion held regarding potential to have permit and/or paid parking on the wharf once the repairs are completed.

- potential for 20-22 spots
- An example being that there are towns that have \$4/day parking area

- The wharf could be \$5 all day parking
- Upfront cost of \$5-8,000 for gate and meter/machine
- This could help to offset future repair costs
- Option that everyone pays, or we can give a card for the working wharf side for \$5 and replacement cost of \$50 – or cost could be included in wharf access/tie up fees.
- Would need to communicate a very clear rationale.
- Leave wharf as is for summer and create the new parking plan/wharf plan over the winter building in long term sustainability.

ii. Prince Albert Road parking area

- Land next to existing French Basin trail parking lot, it's a marshy area right now that would have to be filled in and gravel added.
- Parking spaces here would likely be appealing to existing or new commercial property owners
- Will parking here affect drainage

Action: determine number of new parking spaces that could be created, and the infill needed at the French Basin Trail location

Responsibility: SoPW McLean

Date: July

- Revisit lease with the Legion as it is expired
- Option of land behind the phone building, could the Town purchase this to help with parking issues – it has potential for up to 25 vehicles

Action: investigate Town's interest in working with the Legion for parking options

Responsibility: CAO Millett-Campbell

Date: July

iii. Crosswalk on Hwy 1 to French Basin Trail

- No response from provincial traffic authority as of yet, waiting to check to see if this is possible, if other conditions need to be met or if there is the need to get Provincial permission before proceeding

iv. Angled parking on St. George St.

- It was noted that this was brought up at the recent public meeting. SoPW McLean will measure it again, but previously it had been determined that the road was too narrow. Further this option, if feasible, may only result in an additional one or two spots between Scotiabank and Kings Theatre. It was also noted that the needs of delivery vehicles are to be considered

Action: measure lower St. George Street to determine viability of angled parking spaces

Responsibility: SoPW McLean

Date: July

v. Signage by RBC and pharmacy

- It was noted that there have been a number of vehicles making a wrong turn and/or near misses likely due to the 'no left turn' sign in amongst multiple

signs.

- Request/suggestion to paint directional signage on the road.
- There is a new wrong way sign – and there has been complaint that there are too many signs on the current pole
- Option to put sign on new hydro pole
- Traffic authority suggestions enhancing the safety of that junction

Action: paint directional arrows on street and install new signs

Responsibility: SoPW McLean

Date: June

It was also shared that Brown Brothers will be digging up St. Anthony Street for the water lines for the new development, traffic will be reduced to one lane, traffic control will be on site, next Monday June 20 starting at 7:30 am until complete.

vi. Wharf update

- Complaint received that the no parking signs were intrusive to the view, as a result it was suggested that yellow lines and no parking beyond this point could be painted on the asphalt
- Staff are putting out a request for interest for the welding tomorrow with closing date of June 30.
- It was noted that there were two students and two engineers that completed the recent inspection and preparing report and will have costs to come from the moneys from the Wharf Association which will likely leave around \$20,000 for repairs. It was further noted that this will be tidal work, workers will have to wait for tide to go out to weld, meaning that work may fall outside regular business hours.

10. NEW BUSINESS

i.

11. CORRESPONDENCE:

i. Email correspondence suggesting parking at the commercial lot that is for sale on Prince Albert Rd.

- Would need some kind of sidewalk installed or link to trail system in this area
- It was noted that from previous survey this area would likely need a foundation, geotextile, and 4 or more tandem loads of gravel
- Welcome suggestion, but looking at other option at this time

12. NEXT MEETING: July 14 at 1:00 pm

13. ADJOURNMENT

It was regularly moved to adjourn the meeting at 2:59 pm