

**Parking Stakeholder Consultation Group
Meeting Minutes
October 24, 2024, 1:00 pm – 3:00 pm
Virtual Meeting hosted on Microsoft Teams**

Approved on January 28, 2025.

Regular Members

Name	Representative	Organization	Present
Quentin Levesque	PSCG Chair (Director, Roads and Parking Services)	City of Ottawa – Public Works Dept	Yes
Scott Caldwell	Parking Services (Manager, Parking Services)	City of Ottawa – Public Works Dept	Yes
Judy Lincoln	BIA	Westboro Village BIA	Yes
Colleen Gyori	BIA	Downtown Rideau BIA	Yes
SabriNa C. Lemay	BIA	Centretown BIA	No
Darrell Cox	BIA	Glebe BIA	Yes
TBD	Community Association	Seat currently vacant	
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Derrick Simpson	Community Association	Federation of Citizen's Associations	Yes
Ana Maria Cruz-Valderrama	Accessibility	Accessibility Advisory Committee	Yes
Daniel Spence	TDM / Cycling / Pedestrian	University of Ottawa	Yes
Greg Fyffe	Places of Worship	Knox Presbyterian Church	Yes
Julia Cosentino	Tourism and Convention Authority Representative	Ottawa Tourism	Yes
Dean Karakasis	Development Industry / Building Owner / Manager	Building Owners and Managers Association	No
Janet Luloff	Older Adults	Council on Aging	No

City Staff and Presenters

Name	Title	Department / Organization	Present
Katie Vaughan	Program & Project Management Officer (BSS)	Public Works Dept. – Business Support Services	Yes
Bryan Babbs	Coordinator, Parking Studies	Public Works Dept. – Parking Services	Yes
Erik Weinfurter	Project Coordinator, Parking Studies	Public Works Dept. – Parking Services	Yes

Item 1 – Introductions, Welcome, Round Table

The meeting was opened by Quentin Levesque, who welcomed members and provided an overview of the meeting agenda.

- Minutes for the PSCG meeting held on May 7, 2024, were approved.

Item 2 – Program Update

Scott Caldwell presented an update on the Parking Services program, highlighting Council reports approved in June 2024 and previewed anticipated 2025 reports related to the procurement of a new parking system, evening and weekend parking, the 2024 Annual Report, and bike share. Other updates covered 2025 budget highlights, lifecycle and facility upgrades, off-street EV charging, off-street rate review outcomes, on-street accessible parking pilot, and the public bike parking program.

Discussion and comments:

- What is the current EV charging funding strategy before the additional funding request planned for 2028?
 - Existing capital funding for EV charging infrastructure can be carried over and accessed as needed for EV charging infrastructure when projects are ready. Currently, the focus is on expanding the EV charging network in off-street parking lots, with plans to eventually expand the on-street network.
- Is there data on the usage of secure bike parking lockers?
 - Yes, the locker units have experienced daily use since the launch in mid-September, but usage has declined with the shift to fall weather.
 - We are working with the vendor to ensure improvements to the app and will build momentum towards spring 2025 to grow usage and the program.
- Are there specific criteria for selecting suitable locations for bike repair stations?
 - When assessing requests, staff will look at things like placement relative to cycling facilities / the cycling network and proximity relative to other bike repair stations.
- Will abandoned bike locks left on bike racks fall under the abandoned bike framework and guideline policy?
 - The approach will be to tag and remove abandoned locks, but identifying them is less straightforward than with bikes, as it's harder to confirm if a lock is truly abandoned. As a result, we may address these more on a request basis or if there is an accumulation / specific issue at a rack.

Item 3 – Technology Roadmap

Scott Caldwell provided a status update on the updated (draft) Technology Roadmap, outlining outcomes, considerations and targets tied to things like parking payment technology, parking sensors, automated data collection data collection, Parking Guidance System expansion, and streamlining online information.

Discussion and comments:

- Has there been consideration of technology providers to better support things like managing the curbside or parking lot use?
 - Curbside digitization is on our radar as there is a commitment to undertake a Curbside Management Strategy in the future per the Transportation Master Plan.

Item 4 – Procurement – Parking Payment Systems

Scott Caldwell presented details related to the upcoming parking system procurement, outlining key decision points and the outcomes to-date. This includes a proposed move to pay-by-plate technology and adding a second pay-by-phone option.

Discussion and comments:

- Pay-by-phone parking payments may be challenging for out-of-town visitors, tourists with rental cars, and those without cellular data.
 - Staff noted that pay-by-phone may not suit everyone as some individuals may lack cellular access. However, there are no near-term plans to remove cash or credit payment options at machines.
 - Roads with only one paid parking space may be designated as pay-by-phone areas to enhance efficiency and reduce costs instead of using a parking machine. This will typically only be the case when there is a nearby machine (e.g. around the corner).
- Not all cities use the same pay-by-phone app, and some users may not want to register for a new app. Will multiple apps be supported?
 - Staff confirmed that leveraging multiple pay-by-phone vendors is being considered but noted that this would be about providing users with options and there would not be a requirement to have all of the apps.

Item 5 – Evening / Weekend Parking Review

Erik Weinfurter provided an update on the ongoing review of evening and weekend parking, covering issues identified during preliminary consultations and exploring the framework for an expanded parking model.

Discussion and comments:

- Paid daytime parking hours generally run from 8:00 AM to 5:30 PM. Staff asked the group, what time do you consider evening parking hours to begin and end?
 - Daytime and evening parking hours will vary based on the community and block location within a pay zone as some business open later (e.g. 10:00 AM or 11:00 AM), charging for on-street parking before 10:00 AM may not be practical.
 - There was some feedback that evening hours start at 5:00 PM or 6:00 PM and end at 8:00 PM.
- Sunday worship services typically occur in the morning when parking is currently free. Paid parking on Sunday will impact faith organizations.
- Places of worship host community programs and events during weekday evenings and Saturdays. Extending paid parking into these times could make it harder for attendees and volunteers.

Item 6 – Pay & Display Location Review

Scott Caldwell presented the Pay & Display Location Review, outlining the 2010 approach for the placement of parking machines and tabled updates to the standards and criteria.

- How does winter maintenance affect the placement of P&D machines?
 - P&D machines are strategically placed near storefronts, at an angle, or close to corners to keep sidewalks clear for pedestrians and allow for snow clearing.
 - We have a contract in place to ensure winter access to a P&D machine is maintained, similar to provisions for bike parking and EV chargers.

Item 7 – Wrap-Up

Wrap-up led by Quentin Levesque where he invited members to raise any final items or suggest topics for future sessions. He noted the next PSCG meeting will potentially take place in January 2025.

- No final items or topics were raised.