

**Parking Stakeholder Consultation Group
Draft Meeting Minutes
January 22, 2020, 1pm-4pm
City Hall, Richmond Room**

As approved at the meeting of March 11, 2020.

Regular Members

Name	Representative	Organization	Present
Laila Gibbons	PSCG Chair, Director Roads and Parking Services	City of Ottawa	Yes
Michelle Groulx	BIA	Westboro Village BIA	No
Jasna Jennings	BIA	ByWard Market BIA	Yes
Christine Leadman	BIA	Bank St BIA	No
Andrew Peck	BIA	Glebe BIA	No
Alice Nakanishi	Community Association	Centretown Citizens Community Association	Yes
TBD	Community Association	N/A	N/A
John Verbaas	Community Association	Federation of Citizen's Associations	No
Vania Karam	Accessibility	Accessibility Advisory Committee	Yes
TBD	TDM / Cycling / Pedestrian	N/A	N/A
Greg Fyffe	Places of Worship	Knox Presbyterian Church	Yes
Kelly Haussler	Tourism and Convention Authority Representative	Ottawa Tourism	Yes
Dean Karakasis	Development Industry / Building Owner / Manager	Building Owners and Managers Association	No
John Woodhouse	Older Adults	Council on Aging	Yes

Alternates & Guests

Name	Representative	Organization	Present
Dana Thibeault	Alternate for Andrew Peck, BIA	Glebe BIA	Yes
Trevor Haché	Alternate for John Verbaas, Community Association	Healthy Transportation Coalition	Yes

City Staff Presenters

Name	Title	Department	Present
Scott Caldwell	Area Mgr, Parking Services and Transitway	Parking Services	Yes
Brandon Pollard	Project Manager, Bike Parking Strategy	Parking Services	Yes

Item 1 – Introductions, Overview, Review of Previous Minutes

Chair Gibbons welcomed members for the new term of PSCG. Noted that two representatives remain to be chosen – one community association representative and the TDM / Cycling / Pedestrian representative. A process is underway to identify both.

Item 2 – Municipal Parking Management Strategy Implementation

Presentation led by Scott Caldwell which provided an update regarding progress made on implementing the MPMS Refresh since the October 2019 approval by Council, including a proposed revision to the mandate to include “local communities” (in response to a request at Transportation Committee), the new rate setting guidelines, and a planned review of days and hours of paid parking.

Discussion and comments regarding on-street rate changes:

- What does “first on-street rate changes” refer to (slide 4)?
 - Staff confirmed that this refers to the first review of rates using the new rate setting guidelines.
- With respect to the review of paid days and hours, the issue of transit rates and the relationship to parking rates has been raised. Is there now a requirement to align parking policies with the Transportation Master Plan?
 - Staff explained that this refers specifically to reviewing the alignment of days and hours of paid parking charged in various areas based on a review of data, and not to alignment with transit rates.
- No anticipated changes to days and times of paid parking until end of 2021?
 - Staff confirmed that is correct.

Discussion and comments regarding bike parking:

- Has there been any assessment of usage of the ring and post racks, including those around transit stations?
 - Staff explained that is something that will be reviewed as part of the Bike Parking Strategy.

Discussion and comments regarding the addition of “local communities” to objectives:

- If we’re going to specifically reference “local communities”, then the term needs to be clearly defined and should include things like accessibility to account for people in wheelchairs for example.

- We need to understand what the impact of adding “local communities” might be. If there a conflict between businesses, institutions, and tourism (the current list of stakeholders mentioned in the second objective). There is the potential of ambiguity for staff and other unintended consequences.
- Would it be possible to get more background on this issue? What is the intent of including it?
 - Staff confirmed that staff are interpreting it to mean local communities should be included in the decision-making process as it relates to supply, policy and regulations in paid parking areas.
- Does the MPMS objective of promoting short-term parking apply strictly to paid areas?
 - Staff confirmed not necessarily and all areas with business, institutional or tourism implications are applicable and monitored / addressed if a need arises.
- Part of the issue is around visitor parking and the impact on local areas.
- If the intent here is to support businesses and institutions through short-term parking, and local communities want long-term parking, they need to be considered independently. The existing objective 4 already addresses residential areas (relates to resolving residential parking issues caused by significant traffic generators).
- It’s a question of balance – people who live downtown have to expect parking resulting from business activity, but they should also be able to have reasonable enjoyment of their residences and not be overcharged for parking.
- Local communities should mean enhanced mobility for all users, especially around snow clearing of sidewalks.
- In many communities, the various stakeholder groups function as an integrated system and often their interests are similar.
- Suggested revisions:
 - What about a revision to the objective to the effect of “supporting businesses, institutions, and tourism, and taking into account the interests of local communities”
 - What about using the term “affected communities” instead of “local communities”?
- The parking program needs a clear mandate, and if we attempt to appease everyone, then there won’t be any direction.

At this point, Chair Gibbons suggested accounting for local communities by including some language stating that local communities will be included in conversations around parking.

Discussion and comments regarding posting PSCG minutes online:

- No objections to posting PSCG minutes online.

Action item: Update wording of MPMS objectives to reflect PSCG discussion regarding “local communities” and present it at the next PSCG meeting for feedback.

Item 3 – 2020 Work Plan

Presentation led by Scott Caldwell providing a summary of the 2020 budget and planned initiatives and projects to be undertaken in 2020.

Discussion and comments:

- Why is parking permit revenue expected to stay the same in 2020 relative to 2019?
 - Staff explained that this is due to the variability of the number of permits sold.
- Are residential parking permits available in suburban areas?
 - Staff explained residential parking permit zones are located within the core, primarily downtown. In suburban areas with no on-street parking signage, then unsigned regulations would apply (daytime limits of 3h on weekdays, 6h on weekends) with enforcement on a complaint basis.
- What does the pole mounted sensor technology refer to?
 - Staff explained that these are parking sensors mounted to hydro poles, light standards, etc that gather parking utilization data. Parking Services is partnering with other City departments on this initiative.
- There is a community interest in air quality monitoring. Perhaps this could be combined with the pole mounted sensors.
 - Staff provided contact information for the City staff responsible for leading this initiative.
- With respect to the Tour Bus Parking Study, May and June would be the most representative months to collect data
 - Staff confirmed that was an excellent idea.

Action item: Follow-up with ByWard BIA and Ottawa Tourism regarding Tour Bus Study consultation plan.

Item 4 – Bike Parking Strategy

Presentation led by Brandon Pollard which introduced the Bike Parking Strategy, including an overview of the scope, work conducted to date, and the stakeholder consultation plan.

Discussion and comments:

- Some interest groups have been advocating for public funds to be allocated to operate an e-scooter sharing service. Has there been any consideration of using parking funds to do this?
 - Staff explained that it is a potential opportunity, and something to be considered in the scope of the Bike Parking Strategy.
- Do e-scooters have a standard plug-in?
 - Staff explained that “free floating” e-scooter sharing services don’t typically offer the ability to charge on-street and that the e-scooter service staff or contractors charge scooters.
- To clarify, e-scooter sharing is separate from bicycle (pedal bike) sharing?
 - Staff confirmed yes.
- Does the scope of the Bike Parking Strategy consider Park and Rides?
 - Staff confirmed that this will be reviewed as part of City’s Park and Ride Strategy which is currently underway.
- What about facilities like lockers, showers, etc to encourage cycling use?
 - Staff confirmed that will likely be out of scope, but that opportunities for incentives / partnering and leveraging existing facilities could be explored.
- BIAs should be included in the consultations.
 - Staff confirmed that they will be consulted and clarified that the Bike Parking Strategy will serve as a framework for bike parking rather than a prescriptive plan for the installation of location specific bike parking infrastructure.
- When will the Bike Parking Strategy be completed?
 - Staff confirmed that work has been started, a consultant has been selected, and is anticipated to be complete by end of 2020.
- Consultations should be conducted during summer months when more people are cycling.
 - Staff noted that is an excellent suggestion that will be worked into the plan.

- Will the scope include transit stations? For example, there are bikes locked to various hydro poles, fences, etc in Kanata near BRT stations.
 - Staff confirmed where there are opportunities that are not covered by the Park & Ride Strategy, they will be considered.

Item 5 – Technology Roadmap

Presentation led by Scott Caldwell describing the purpose of the Technology Roadmap, its scope, and overview of work completed to date.

- Suggest the impact of vehicle services such as Uber, UberEats, etc be considered as they have an impact on parking
 - Staff confirmed that this can be included.
- Autonomous vehicles are not a viable technology at this point so suggest reducing focus relative to other technologies
 - Staff agreed they are potentially more hypothetical at this point, but something that should be accounted for and impact assessed, if not necessarily something that would be acted on now. The Technology Road Map will consider short / medium / long term horizons.

Item 6 – Wrap-Up

- Next meeting – late February or early March
- Staff advised that the slide decks from this meeting will be circulated, and to feel free to reach out with any questions or comments.