

**Parking Stakeholder Consultation Group
Draft Meeting Minutes
July 16, 2020, 1pm-4pm
Virtual Meeting hosted on Microsoft Teams**

As approved at the meeting of September 23, 2020.

Regular Members

Name	Representative	Organization	Present
Quentin Levesque	PSCG Chair Director Roads and Parking Services	City of Ottawa	No
Scott Caldwell	Acting Chair Area Mgr, Parking Services and Transitway	Parking Services	Yes
Dennis Van Staalduinen	BIA	Wellington West BIA	Yes
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	No
Daniel Spence	TDM / Cycling / Pedestrian	University of Ottawa	Yes
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	Yes
John Woodhouse	Older Adults	Council on Aging	Yes

Alternates & Guests

Name	Representative	Organization	Present
Dana Thibeault	Alternate for Andrew Peck	Glebe BIA	Yes
Trevor Haché	Alternate for John Verbaas	Federation of Citizen's Associations	Yes

City Staff and Consultant Presenters

Name	Title	Department / Organization	Present
Brandon Pollard	Project Mgr, Bike Parking Strategy	Parking Services	Yes
Brandon Orr	Consultant, Bike Parking Strategy	Stantec	Yes
Stephen Oliver	Consultant, Bike Parking Strategy	Stantec	Yes

Item 1 – Introductions, Overview, Review of Previous Minutes

Meeting opened by Scott Caldwell on behalf of Chair Levesque. Members were welcomed to the first PSCG meeting hosted using video conferencing software.

Key points made:

- Welcome new member Dennis Van Staalduinen as a BIA representative. Dennis is the Executive Director of the Wellington West BIA. He replaces Michelle Groulx, former Executive Director of the Westboro Village BIA.
- Welcome back member Daniel Spence as the Transportation Demand Management / Cycling / Pedestrian representative. He was appointed following the member selection process.
- Previous meeting minutes approved.

Item 2 – Bike Parking Strategy Update

Topic introduced by Scott Caldwell, with a presentation led by both Scott Caldwell and Brandon Orr (Stantec), followed by a feedback session led by Stephen Oliver (Stantec). Initiatives were starting the week of July 13 to expand the external consultation through stakeholder meetings and the launch of a project website with a survey. PSCG will be updated when the site is live.

Discussion and comments:

- There should be some consideration around providing bike parking racks that can accommodate things like bikes with baby carriers.
- There needs to be more equity regarding the placement of bike parking infrastructure, especially in areas where bikes are parked but there is no bike parking infrastructure.
- Need to ensure there is sufficient bike parking along tourist routes. Maps would be a useful way of communicating this.
- With respect to funding bike parking, there should be more investments in various neighbourhoods.

- Staff confirmed that one outcome of the MPMS Refresh resulted in allowing parking revenues to be used on bike parking in more than just paid areas, and there will be opportunities going forward.
- With respect to bike racks that have been lost (damaged, removed, etc), can BIAs use the Annual BIA Parking Grant Program?
 - Staff confirmed they will review as part of the Strategy.
- There should be consideration for secure bike parking for expensive bikes.
 - Consultant confirmed that it is being evaluated, however, there can be significant ongoing operating and maintenance costs. For example, there are examples of municipalities that introduced secure bike parking but did not continue to offer it due to the cost.

Summary of the discussion from the group chat text:

- Are neighbourhood specific bike rack inventory and/or usage heat maps available?
 - Staff confirmed that inventory can be shared, however heat mapping information is much more limited and likely not available beyond Centretown.
- Inventory information would be useful to help track lost / removed bicycle parking racks. What can be done about lost / removed racks? In the Hintonburg area for example several racks have disappeared.
 - Staff confirmed that requesting replacement racks is something that can be requested from Parking Services, with the disclaimer that the types of racks are limited.
- Suggest observation analysis be conducted to determine where people are locking bikes (e.g. bus stops, hydro poles, etc) and using those locations for the installation of new bike parking infrastructure.
 - Staff confirmed this is being considered as part of the Bicycle Parking Strategy and that this will likely form part of the assessment around where to install additional bike parking.
- Is the City considering running a City-owned bike share program, and could it be funded from car parking revenue?
 - Staff confirmed that as part of the Bike Parking Strategy, a review of bike share service delivery models is being considered, of which an internal (City-run) model will be considered for viability. The use of parking revenues will be considered as part of the service delivery option review.

- When will the public be consulted regarding the bike share service delivery options, including the City-run model?
 - Staff confirmed verbally that it will be part of future consultation opportunities associated with the Bike Parking Strategy.
- General comment regarding the success of the bike share program in Hamilton, Ontario, which has seen high public usage.

Item 3 – Program Update

Presentation led by Scott Caldwell which provided an update regarding various ongoing Parking Services initiatives, including the impact of Covid-19, the Annual Report and Capital Program Plan, and miscellaneous projects.

Discussion and comments:

- When will the Kitchissippi Parking Strategy update be conducted?
 - Staff confirmed it has been delayed, due both to the impact of Covid-19 and the Scott St reconstruction project (temporary detours planned on Richmond Rd and Wellington West while Scott St. eastbound is closed between Island Park and Ross). Both the Wellington West and Westboro BIAs will be involved in the discussion around when to proceed
- Any consideration in the Capital Program Plan for adding affordable housing to municipal parking facilities?
 - Staff explained the idea has been raised in the past, including during the MPMS Refresh consultations, but it does not meet the required criteria of having a reasonable connection to parking fee revenues.
- Could the parking facility land itself be used instead of using the revenues to fund affordable housing?
 - Staff explained that the scope of the Capital Program Plan is limited to parking fee revenues and expenses only, and as affordable housing is not within the scope of the paid parking program, it won't be included in the Capital Program Plan.
- If parking rate adjustments are on hold (in reference to parking rates currently not be adjusted due to the impact of Covid-19), will there be a similar hold on adjusting OC Transpo fares?
 - Staff explained that parking rates are now tied specifically to demand and the OC Transpo rate setting policy is beyond the mandate of the paid parking program.

- With respect to the Tour Bus Parking Strategy, it's important to ensure that any collected data is representative of typical tourism and tour bus conditions.
 - Staff confirmed that they are in agreement, and that any data collection will be conducted once the tourism industry is relatively back to normal.

Item 4 – MPMS Objectives

Discussion led by Scott Caldwell to review draft updated wording of the second MPMS objective to account for the addition of “local communities” to the list of affected stakeholders (businesses, institutions, and tourism). This is a follow up to direction received at Transportation Committee. Based on previous discussions at PSCG, possible options were presented.

Discussion and comments:

- Consider including “affected communities” within the list of stakeholders rather than an addendum at the end of the objective.
- Suggest using the phrasing “balancing the needs of local communities”.
- The term “impacts” is better than “interests” when referring to local communities [this opinion was shared by everyone who spoke on the matter]
- We need to be mindful that if we list too many stakeholders in the second objective, it will become very challenging to identify a clear direction and reach a decision. Not all decisions should be “made by committee.”
- Perhaps including “local communities” to the second objective is more about harm reduction. After all, by supporting the main street, you are supporting the local community.
- Need to remember that low priced parking does not necessarily result in what people think it does.
- The purpose of the second objective is to state that paid parking is in support of businesses, institutions, and tourism, but not at the expense of local communities. Impacts on residential areas are accounted for in another objective (#4).
- No clear consensus on how to proceed – there was support both for option #2 (refer to the PowerPoint presentation) and for Dennis’s proposed wording (refer to the group chat text regarding this item)

Summary of the discussion from the group chat text:

- Some support for using the wording “balancing the needs” (or similar).
- Suggested wording for an updated second objective: “Prioritize short-term parking that is responsively priced AND MANAGED to balance the needs of businesses, institutions, tourism, <and the local community>.”

- The word “impacts” is better than “interests”.

At this point staff remarked that the discussion around the second objective has provided some excellent insight, but that work remains. The topic will be brought forward to the next meeting.

Item 5 – Wrap-Up

- Next meeting – September 2020
- Staff advised that the slide decks from this meeting will be circulated, and to feel free to reach out with any questions or comments.