

**Parking Stakeholder Consultation Group
Draft Meeting Minutes
March 11, 2020, 1pm-4pm
City Hall, Colonel By Room**

As approved at the meeting of July 16, 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	Yes
Jasna Jennings	BIA	ByWard Market BIA	Yes
Christine Leadman	BIA	Bank St BIA	Yes
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	Yes
Vania Karam	Accessibility	Accessibility Advisory Committee	Yes
TBD	TDM / Cycling / Pedestrian	N/A	N/A
Greg Fyffe	Places of Worship	Knox Presbyterian Church	No
Kelly Haussler	Tourism and Convention Authority Representative	Ottawa Tourism	No
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
Catherine Callary	Alternate for Kelly Haussler	Ottawa Tourism	Yes

City Staff Presenters

Name	Title	Department	Present
Scott Caldwell	Area Mgr, Parking Services and Transitway	Parking Services	Yes
Kathleen Wilker	Project Manager, Electric Scooter Pilot	Transportation Services	Yes

Item 1 – Introductions, Overview, Review of Previous Minutes

Chair Gibbons opened meeting and welcomed members. Noted that two representatives remain to be chosen – one community association representative and the transportation demand management representative. A process is underway to identify both.

Item 2 – Program Update

Presentation led by Scott Caldwell which provided an update regarding various ongoing Parking Services initiatives, including the Bike Parking Strategy, Parking Studies, MPMS Implementation, and miscellaneous projects.

- Will all of the 56 ring and post installations referenced in the presentation be located at transit stops?
 - Staff confirmed that most are carryovers from 2019 and will be installed at transit stops.
- Are ring and post racks the only type of bike parking to be installed?
 - Staff explained that ring and post racks are the only types to be installed by Parking Services at this time, but new types could be added pending the outcome of the Bike Parking Strategy.
- Is the Central Area Parking Study (CAPS) West parking study complete?
 - Staff confirmed that yes, it is complete, and can be shared with interested parties.
- Regarding the Scott St reconstruction project and the planned detours on Wellington West and Richmond Rd, can members get additional details regarding timelines, scope, etc?
 - Staff to provide a contact.
- Has there been any consideration regarding the Coronavirus?
 - Staff confirmed it is being monitored and its impact on paid parking will be assessed.
- What are the timelines for the Tour Bus Strategy? Actual demand varies by month and data collection should be scheduled to capture busier / peak times.
 - Staff confirmed work will commence soon, but data will be collected from Spring to Fall.
- With respect to the ByWard Market Public Realm Study report going to Council in June, are there any anticipated impacts to parking?

- Staff confirmed that the report is expected to contain a high level strategy / road map rather than specific initiatives. Parking Services continues to be involved and provide input into the process.
- With respect to the planned costs for after hours access to the City Hall garage (new doors to the elevator lobby), have lower cost options been explored (e.g. why not allow entry via the main City Hall entrance)?
 - Staff confirmed that other options have been explored. However, due to building security concerns, granting general access to City Hall after hours is not appropriate.

ACTION ITEM: Provide contact details regarding the Scott Street Sewer and Watermain Rehabilitation Project.

- Visit the Scott [Scott Street Sewer and Watermain Rehabilitation Project webpage](#) for project details, including the project manager contact.

Item 3 – Technology Road Map

Presentation led by Scott Caldwell where the outcomes of the draft Technology Road Map was shared with the group.

Discussion and comments:

- Perhaps the City of Ottawa should be exploring pay by plate technology if other cities and the private sector are moving towards it.
- Transportable time is a good feature of pay and display, however, it's unclear how many people are aware of it.
- Any new technology we adopt going forward must be able to accept cash.
- Pay and display and similar technologies have remained fairly static over the past 10 years.
- Would there be an impact to existing equipment contracts if new technologies are adopted?
 - Staff explained the pay and display contract expires at the end of 2021 and there will be an upcoming report with more details. There is also the potential of retrofitting existing equipment to use alternate technologies such as pay by plate.
- With people being aware of things like the Coronavirus, touchless payment options (e.g. pay by phone) may become even more desirable in the future. However, it has to be balanced with options for people who don't have phones.

Item 4 – Capital Program Plan

Presentation led by Scott Caldwell which provided an overview of planned capital spending from the Parking Reserve Fund over the next several years.

Discussion and comments:

- What can we do to if someone is aware of a potential opportunity to partner with developers to provide public parking?
 - Email Scott at scott.caldwell@ottawa.ca
- With the addition of the two \$6 million placeholders (2021 and 2023) for partnerships with developers to provide public parking and increased planned spending in alignment with the Technology Road Map, the upper limit of the Parking Reserve fund is proposed to increase to 22 million.
 - Staff explained that the 2021 \$6 million placeholder is to respond to previous study recommendations, and the 2023 \$6 million placeholder is to address potential impacts of the ByWard Market Public Realm Study.
- With respect to revenue, if on-street parking went from \$3 in 2019 to \$3.50 beginning January 1, 2020 at most spaces, why is on-street revenue not projected to increase?
 - An increase in revenue is expected, but there is an off-set of increased costs (e.g. transfers to Roads and increased staffing related to bike parking) that were part of the Municipal Parking Management Strategy Refresh.

Item 5 – Electric Kick Scooter (e-scooter) Pilot

Presentation led by Kathleen Wilker providing an overview of the electric kick scooter (e-scooter) pilot, including scope, project details, and timelines. See the [Kick E-Scooters in Ottawa project webpage](#) for more details.

Discussion and comments:

- In developing the pilot, what other cities has Ottawa looked to?
 - Staff confirmed that the e-scooter pilots in Portland, Oregon and Calgary, Alberta have been considered.
- Some concern that Portland and Calgary are different from a climate perspective
 - Staff explained yes, that is the case, however the Ottawa pilot will occur from spring to fall meaning winter weather will not be a significant factor.
- Concerns that the ability to leave kick scooters anywhere in the right of way will pose issues.

- Staff explained that the e-scooters must be parked in the “street furniture zone” (the space closest to the curb where trees, pay and display machines, benches, garbage cans, etc are located)
- Who will be responsible to move e-scooters if they’re not left in the street furniture zone?
 - Staff confirmed it will be the responsibility of the respective e-scooter company. Other cities typically give scooter companies a timeframe to move improperly parked e-scooters (e.g. several hours) once they’re made aware of improperly parked e-scooters.
- It would be a good idea to hold an awareness campaign to inform the public of the impact that improperly parked e-scooters has on the physically disabled (vision impaired, people in wheelchairs, etc)
 - Staff agreed that would be a good idea.
- How will things be enforced?
 - Staff explained that By-law and Regulatory Services will enforce improperly parked e-scooters, while Ottawa Police will enforce moving violations.
- Concern that the e-scooters could be used by intoxicated individuals in bar and entertainment districts
 - Staff explained that some cities disable the e-scooters at night and will investigate potential solutions.
- Will there be geographic limitations regarding where the e-scooters can go?
 - Staff confirmed that the e-scooters will not be allowed in Gatineau or on NCC pathways, and explained that the e-scooters will gradually slow down and stop if e-scooter riders enter such areas.
- As part of the vetting process when reviewing proposals from e-scooter companies to operate in Ottawa, the City should consider how effective the company has been at administering its service in other cities.
 - Staff agreed that is a good idea.
- How many e-scooter companies will be allowed to operate in Ottawa? Will there be an overall maximum number of e-scooters allowed?
 - Staff confirmed that multiple companies will be allowed. There will be an overall maximum number of e-scooters allowed City-wide, and also a maximum number allowed per company.
- Scooter companies should be asked to share data as part of their operating agreements with the City.
- Will Parking Services be responsible for the e-scooter pilot?
 - Staff explained that Parking Services will focus primarily on the related parking impacts. Overall responsibility of the pilot will fall under the Transportation Policy Section of the Transportation Services Department.

- With respect to pilot evaluation, how will carbon emission reductions be measured? For example, many people downtown are already using sustainable modes to get around, how will the introduction of e-scooters reduce emissions further?
 - Staff explained that intercept surveys will be used to ask e-scooter riders what mode they would have taken had they not used an e-scooter.
- General opinion of PSCG was that the NCC paths should be available for use by e-scooters during the pilot and that the success of the pilot may be difficult without.

Item 6 – Winter Weather Parking Bans

Discussion led by Chair Gibbons who explained the rationale for the changes to the winter weather parking bans, the different types of winter maintenance activities, and that the focus of future daytime bans will apply more so to residential areas.

Discussion and comments:

- Would it be possible for the pay & display machines to display some sort of alert or warning during winter parking bans?
 - Staff explained that it's a great idea and it has been looked into, however, it's not possible with the current technology.
- We never had daytime winter parking bans in the past. Why now?
 - Staff explained that the winter maintenance of roads has received greater attention in recent years and that the purpose of daytime parking bans is to improve service. Enacting daytime bans means we can align winter operations more closely with the weather.
- If the City will be enacting more daytime bans going forward, we need to address where employees will park.
 - Staff explained residents can now park at OC Transpo Park and Rides during winter weather parking bans, and that other options are being explored.
- Accessibility must be considered during winter parking bans.
 - Staff confirmed they are looking at options, including designated Para Transpo stops.

Item 7 – MPMS Objectives

Topic introduced by Scott Caldwell, but due to time restrictions, would not be discussed in full. Purpose was to present 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). To be covered in more detail at the next meeting.

Discussion and comments:

- Is the status quo an option? (i.e. leaving the objectives as is).
 - Staff confirmed that it is an option, but suggested that options to adjust the wording should be fully considered first.
- Suggestion to use the term “impacts” rather than “interests”.

Item 8 – Wrap-Up

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