

**Parking Stakeholder Consultation Group  
Draft Meeting Minutes  
May 6, 2021, 1-4pm  
Virtual Meeting hosted on Microsoft Teams**

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DRAFT until approved at the next PSCG meeting.

**Regular Members**

Name	Representative	Organization	Present
Alain Gonthier	PSCG Chair Acting Director, Roads and Parking Services	City of Ottawa – Public Works & Environmental Services	Yes
Scott Caldwell	Area Manager, Transitway and Parking	City of Ottawa – Parking Services	Yes
Dennis Van Staalduinen	BIA	Wellington West BIA	Yes
Jasna Jennings	BIA	ByWard Market BIA	Yes
Christine Leadman	BIA	Bank Street BIA	Yes
Andrew Peck	BIA	Glebe BIA	Yes
Alice Nakanishi	Community Association	Centretown Citizens Community Association	Yes
James Grant	Community Association	Old Ottawa South Community Association	Yes
John Verbaas	Community Association	Federation of Citizen's Associations	Yes
Vania Karam	Accessibility	Accessibility Advisory Committee	No
Daniel Spence	TDM / Cycling / Pedestrian	University of Ottawa	No
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**

Name	Title	Department / Organization	Present
N/A			

**City Staff and Presenters**

Name	Title	Department / Organization	Present
Brandon Pollard	Project Coordinator	Parking Services	Yes
Jessica Kennedy	Project Officer	Parking Services	Yes

Katie Vaughan	Program & Project Management Officer	Public Works & Environmental Services	Yes
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**Item 1 – Introductions, Overview, Review of Previous Minutes**

Meeting opened by Chair Gonthier and included the following discussion:

- Minutes of the PSCG meeting of January 21, 2021 were approved.

**Item 2 – Bike Parking Strategy**

Presentation led by Brandon Pollard that provided an update regarding the Public Bike Parking Strategy, the next steps in implementing the Public Bike Parking Program, and an update on the Bike Share Review.

Discussion and comments:

- What transit locations have been selected for OC Transpo’s secure bike parking pilot?
  - Staff confirmed it will be Greenboro, Strandherd, St-Laurent and Fallowfield.
- Is Parking Services now in charge of bike parking for the City of Ottawa? For example who should be called to get bike racks fixed?
  - Staff confirmed that a single point of contact for requests for maintenance or new racks is to be implemented. By Q3 2021 Parking Services will be responsible for all racks in the public right-of-way.
  - In the interim, it was offered that any issues related to the public right-of-way could be forwarded directly to Brandon or Scott.
- Would Parking Services be able to replace missing or broken bike racks if provided with a list?
  - Staff confirmed that, yes, Parking Services can respond to this. However, if there is an urgent safety concern (e.g. broken rack posing a tripping hazard) then the request should be made through 311 so that it can be properly triaged.
- Was the recommendation to not proceed with a bike share program made by Parking Services only?
  - Staff explained that the report was tabled by Public Works & Environmental Services however the recommendation was made in consultation with other City departments including Transportation Planning.

- Two PSCG members voiced support for a City run bike share program to address the “last mile” issue and also in consideration of the environment in alignment with the Council declared climate emergency.

### **Item 3 – 2020 Annual Report & Capital Program Plan**

Presentation led by Scott Caldwell that provided an overview of the 2020 Annual Report and Capital Program Plan.

Discussion and comments:

- What is the revised baseline number of on-street bike racks?
  - Staff confirmed that there are 1,122 ring and post racks (2,244 spaces) which are racks installed and maintained by Parking Services over the years. However, this does not represent all racks in the public right-of-way. Going forward, as Parking Services absorbs the inventory of more racks in the public right-of-way, more racks will be included in the overall reporting numbers.
- If there was a reduction in revenue, will there be less money going toward the Public Bike Parking Program?
  - Staff confirmed that the spending earmarked for the Public Bike Parking Program will not be impacted.
- Do you track how many racks were repaired per year?
  - Staff explained that improved data tracking is one anticipated outcome of the Public Bike Parking Program and will be tracked going forward.
- Suggestion that more capital money be allocated to the Public Bike Parking Program, and that introducing more paid parking or increasing rates could be used to help fund this and incentivize sustainable modes.
  - Staff explained that the capital budgets were based on the anticipated capital infrastructure needs as identified in the Public Bike Parking Strategy and also finding a balance with other parking-related capital requirements and available staff resources to facilitate implementation and maintenance. These allotments could potentially be increased based on what’s feasible.
  - Staff indicated that they expect to accomplish substantial gains based on the funding that has been identified.

## **Item 4 – Program Update**

Presentation led by Scott Caldwell that provided an update regarding ongoing projects and programs currently being undertaken by Parking Services.

Discussion and comments:

- Is there an estimated date for launching a review of paid parking in Wellington West / Westboro?
  - Staff confirmed nothing has been planned yet. Levels of parking demand are being monitored and staff will not move forward on this until demand returns to levels that are similar to pre-pandemic.
- Wellington West looking for a conclusion no earlier than spring 2022.

## **Item 5 – Wrap-Up**

- Chair Gonthier thanked everyone for their participation and noted that all stakeholder feedback is welcome and provides valuable input into the decision making process.
- Members were reminded that staff are open to suggestions regarding topics or speakers.
- Next meeting is anticipated to be September 2021 (staff will follow up to schedule).