

**Parking Stakeholder Consultation Group  
Meeting Minutes  
February 22, 2023, 9 am – 11:30 am  
Virtual Meeting hosted on Microsoft Teams**

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As approved at the meeting on June 21, 2023.

**Regular Members**

<b>Name</b>	<b>Representative</b>	<b>Organization</b>	<b>Present</b>
Quentin Levesque	PSCG Chair (Director, Roads and Parking Services)	City of Ottawa – Public Works Dept	Yes
Scott Caldwell	Parking Services (Area Manager, Transitway & Parking)	City of Ottawa – Public Works Dept	Yes
Dennis Van Staaldouin	BIA	Wellington West BIA	Yes
Colleen Gyori	BIA	Downtown Rideau BIA	No
Christine Leadman	BIA	Bank Street BIA	Yes
Patrick Burke	BIA	Glebe BIA	Yes
TBD	Community Association	TBD	No
James Grant	Community Association	Old Ottawa South Community Association	Yes
Derrick Simpson	Community Association	Federation of Citizen's Associations	Yes
Vania Karam	Accessibility	Accessibility Advisory Committee	No
Daniel Spence	TDM / Cycling / Pedestrian	University of Ottawa	Yes
Greg Fyffe	Places of Worship	Knox Presbyterian Church	No
Kelly Haussler	Tourism and Convention Authority Representative	Ottawa Tourism	Yes
Dean Karakasis	Development Industry / Building Owner / Manager	Building Owners and Managers Association	Yes
Asaf Mitta	Older Adults	Council on Aging	Yes

**City Staff and Presenters**

<b>Name</b>	<b>Title</b>	<b>Department / Organization</b>	<b>Present</b>
Heidi Cousineau	Prg Mgr, Neighbourhood Traffic Calming	Planning, Real Estate & Eco Dev. Dept.- Transportation Planning	Yes
Amber Dray	Prg & Prj Coordinator (BSS)	Public Works Dept. – Business Support Services	No
Katie Vaughan	Prg & Prj Mgmt Officer (BSS)	Public Works Dept. – Business Support Services	Yes
Gaby Davilus	Project Officer, Parking	Public Works Dept. – Parking Services	Yes
Bryan Babbs	Coordinator, Parking Services	Public Works Dept. – Parking Services	Yes

## **Item 1 – Introductions, Welcome, Round Table**

Meeting opened by Chair Quentin Levesque, who welcomed new members and introduced returning members.

This is a new term for the group (aligning with the 2022-2026 term of Council). Quentin noted that there are a couple of seats that are still to be determined.

- Vania Karam is currently a member of the group, but the Accessibility Advisory Committee will confirm their representative prior to the next meeting
- Parking Services is awaiting confirmation on the third community association seat

## **Item 2 – PSCG Overview / Terms of Reference**

Discussion led by Scott Caldwell outlining the PSCG mandate, membership, roles and responsibilities, timing and nature of the meetings, and term length.

Discussion and comments:

- With respect to the PSCG meeting format, do members prefer to continue meet virtually or in person?
  - Staff discussed virtual meeting pros for flexibility, attendance consistency, and cons such as lack of face-to-face interaction and diminished opportunities for collaboration.
  - Members are open to continue and meet virtually however a hybrid model of meeting in-person once per year was well received.
  - Members prefer a 2-hr meeting time limit moving forward.

## **Item 3 – Program Overview**

Presentation led by Scott Caldwell providing an overview of the Parking Services mandate emphasizing the Municipal Parking Management Strategy and a summary of responsibilities for each unit within Parking Services.

Discussion and comments:

No questions or comments were raised.

## Item 4 – Program Update

Presentation led by Scott Caldwell providing an update on various ongoing off-street parking lifecycle and maintenance projects, Parking Services initiatives including license plate recognition data collection, 2023 off-street parking rate review, Pay-by-Phone app awareness, and parking demand trends relative to pre-COVID.

Discussion and comments:

- Will the number of parking spaces for permit holders in the Gloucester Street Garage (Lot 3) be adjusted in 2023?
  - Staff noted that the demand for parking has recently increased significantly in the downtown core. As part of the periodic rate review process, staff will review this lot and determine is amount of parking permits will be maintained or reduced. The results of the current review should be finalized within the next few weeks.
- Will license plate recognition (LPR) be available to collect parking data in Wellington West?
  - Staff confirmed parking counts for the upcoming Kitchissippi parking study will continue to be manually collected, however depending on the pilot LPR data may be used to augment manual collected data in order to provide additional information.
- Is Parking Services planning any changes to the Pay-by-Phone app?
  - Staff noted that there have been several improvements that have come from PayByPhone in the last year, including being able to select a machine using a map.
  - Staff are unaware of anything that is immediately pending but will engage with the vendor (PayByPhone) to clarify what may be on the horizon.
- Does the PayByPhone app allow for variable parking rates to encourage people to visit a particular area?
  - Staff confirmed that the MPMS does allow staff to adjust rates in existing paid parking areas. Rates can be varied if occupancy is greater than 85% or less than 50% on a zone-by-zone basis.
  - These rates can be reflected in the PayByPhone app

- Are all public and private parking providers using the Pay-by-Phone app?
  - Staff confirmed that the City of Ottawa is exclusively using the PayByPhone app for municipally operated parking, however private parking providers are using a variety of payment apps, including PayByPhone.
- Will parking demand trends continue to use 2019 as a baseline year of comparison?
  - Staff confirmed that 2019 is a baseline since it was the year prior to the Covid-19 pandemic but this will change as sustained demand levels are established.
- Have parking demands changed since the beginning of 2023?
  - Staff confirmed that based on some available data, off-street parking demand has increased significantly which likely corresponds with Federal Government workers returning to the office.

## **Item 5 – Bike Parking Update**

Presentation led by Scott Caldwell that provided a review of the Public Bike Parking Program in 2022 and a 2023 implementation update.

Discussion and comments:

- Users are required to lift their bike over a curb to access existing bike corrals. Can bike corrals provide users street level access?
  - Staff committed to take this away and review bike corral locations to ensure they are as accessible as possible.
- How will people access secure bike parking lockers?
  - Staff confirmed access will be controlled using the VeloTransit app.
- What and how is winter bike parking maintained?
  - Staff confirmed that winter bike parking is this work is contracted out and the racks are hand shoveled in alignment with set of maintenance standards and this relates to single ring and post / hanger racks or a cluster of racks depending on location.
- Is it possible for Parking Services to pilot a winter maintenance project for other amenities in the right-of-way (e.g. garbage cans, street furniture)?
  - Staff confirmed that there are restrictions on the extent of winter maintenance activities that can be funded using parking revenues.

## **Item 6 – 2023 Budget & Work Plan**

Presentation led by Scott Caldwell providing a summary of the Parking Services 2023 operating and capital budgets, key projects, and initiatives to be undertaken in 2023.

Discussion and comments:

- Is parking by-law enforcement ticketing included in Parking Services revenues?
  - Staff confirmed that by-law enforcement ticketing revenues are not part of Parking Services revenues.

## **Item 7 – E-Scooter Update**

Presentation led by Heidi Cousineau providing highlights from 2022 e-scooter data, issues, parking, and the future the pilot program.

Discussion and comments:

- Staff confirmed e-scooters can operate on the City's multiuse pathways, cycling facilities like cycle tracks and bike lanes and on roads that have a posted speed limit of 50km/h or lower.
- Staff confirmed in 2022 vendors were required to implement a fully restrictive sidewalk and parking model geofenced to designated preapproved areas and faced a shorter operation season compared to 2021. As a result providers reduced their deployment area in order to meet new restrictions and mapping requirements for the operating season.
- Deployment area was reduced in 2022 compared to 2021. Will deployment area be expanded in 2023?
  - A member commented that they would like to see stronger language with regards to expanding the program outside the core into the west where e-scooter service was provided in previous years. Staff confirmed providers are encouraged to expand deployment area in 2023.
- What is the average length of an e-scooter trip?
  - Staff confirmed the average trip length was 2.12 km or 19.42 minutes in 2022.

- What is the e-scooter accident and collision rates?
  - Staff confirmed injury data is being collected by Ottawa Public Health from the Ottawa Hospital records based on related visits and related 3-1-1 calls. The accident and collision data are reported to vendors.
  - Staff confirmed that the province is currently collecting data to analyze accidents and injuries as well as provide recommendations on e-scooter for use in restricted areas, speed limits, and user restrictions.
  - One member commented that no significant accident or injury has been reported, however people are nervous at the speed e-scooters travel.
- One member commented that they would like to have access to e-scooter usage data and work with vendors to promote e-scooter use.
- One member commented that they would like to see vendors required to provide service in the core area but would prefer a bike share program.
- One member commented that if the e-scooter deployment area is expanded their area would be interested in a dedicated e-scooter lane to solve last mile connectivity issues.

## **Item 8 – Wrap-Up**

Wrap-up led by Chair Quentin Levesque where he invited members to raise any final items or topics. He noted the next PSCG meeting would take place in June 2023 and encouraged members to submit agenda items the meeting.

- No final items or topics were raised.