

**Parking Stakeholder Consultation Group
Meeting Minutes
January 18, 2024, 1:00 pm – 3:00 pm
Virtual Meeting hosted on Microsoft Teams**

As approved at the meeting on May 7, 2024.

Regular Members

Name	Representative	Organization	Present
Quentin Levesque	PSCG Chair (Director, Roads and Parking Services)	City of Ottawa – Public Works Dept	Yes
Scott Caldwell	Parking Services (Manager, Parking Services)	City of Ottawa – Public Works Dept	Yes
Judy Lincoln	BIA	Westboro Village BIA	Yes
Colleen Gyori	BIA	Downtown Rideau BIA	Yes
SabriNa C. Lemay	BIA	Centretown BIA	Yes
Darrell Cox	BIA	Glebe BIA	No
Ken Hahn	Community Association	Wellington Village Community Association	Yes
James Grant	Community Association	Old Ottawa South Community Association	No
Derrick Simpson	Community Association	Federation of Citizen's Associations	Yes
Ana Mzaria Cruz-Valderrama	Accessibility	Accessibility Advisory Committee	Yes
Daniel Spence	TDM / Cycling / Pedestrian	University of Ottawa	Yes
Greg Fyffe	Places of Worship	Knox Presbyterian Church	No
Julia Cosentino	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

Name	Title	Department / Organization	Present
Amber Dray	Prg & Prj Coordinator (BSS)	Public Works Dept. – Business Support Services	Yes
Katie Vaughan	Prg & Prj Mgmt Officer (BSS)	Public Works Dept. – Business Support Services	Yes
Bryan Babbs	Coordinator, Parking Studies	Public Works Dept. – Parking Services	Yes
Michael Lalonde	Prg Mgr, Parking Enforcement & Logistics	Emergency & Protective Services Dept.	Yes

Item 1 – Introductions, Welcome, Round Table

Meeting opened by Quentin Levesque, who welcomed new members, introduced returning members, and provided an overview of the agenda.

- Darrell Cox was introduced as the new Glebe BIA representative, replacing Patrick Burke. Darrell was not present due to a scheduling conflict.
- SabriNa Lemay was introduced as the new Centretown BIA representative, replacing Christine Leadman.
- Meeting minutes for the PSCG meeting on October 4, 2023, were approved.

Item 2 – Parking Services 2024 Work Plan

Scott Caldwell led a presentation on the 2024 Parking Services Work Plan. The presentation covered ongoing projects related to facility operations, EV charging and the surface lot sensor pilot program, along with new initiatives such as the evening and weekend parking review. Additionally, it covered the procurement of a parking payment system, spring and fall parking data collections, and the pending bike share assessment.

Discussion and comments:

- Why is the city interested studying evening and weekend parking?
 - Staff reviewed the evening and weekend parking initiative in more detail, referring to the commitment that was made as part of the Municipal Parking Management Strategy (MPMS) Refresh in 2019.
 - It is intended to help ensure an approach that will consistently manage parking city-wide which is expected to rely heavily on data – in alignment with the Council-approved Rate Setting Guidelines.

Part of the work plan discussion also covered Public Bike Parking Program initiatives. Staff provided an update on the two installed bike lockers, noting that activation was expected to occur in the spring.

Discussion and comments:

- Are there any plans to expand the secure bike locker program?
 - Staff confirmed plans to expand the secure bike locker program to Lot 9 on Slater between Bank and Kent and staff are continuing to explore options for additional expansion.

- When will the bike locker at the Gloucester Street Garage be available?
 - Staff confirmed that the secure bike parking locker at this location has been delayed due to an on-going lifecycle project. Once that is concluded, the locker will be installed.
- Why are secure bike parking lockers not being placed in on-street parking spaces?
 - Staff confirmed they are pursuing leads however there are size constraints given the model of locker that is currently available to the city.

There was some discussion related to the multiple payment methods vis-à-vis current / pending technologies such as the pay-by-phone app, bike locker app, and EV charging payment options.

Discussion and comments:

- The importance of considering on-street and off-street payment systems as well as pay by phone options during the procurement process was emphasized.
- Can the different types of payment cards and apps be combined into a single option or provider?
 - Staff confirmed challenges in consolidating the payment process due to involvement from multiple vendors across different initiatives.

Item 3 – BIA Grant Update

A presentation led by Scott Caldwell provided an update on the BIA Parking Initiatives Grant review. This follows from a commitment that was made during the approval of the MPMS Refresh to consider options to account for the relative size of each BIA when determining the eligible amount. The eligibility criteria for the grant and the process of arriving at a tier-based approach based on the number of on-street paid parking spaces in each BIA was discussed. The presentation aimed to gather feedback before including the updated parameters in the Parking Services 2023 Annual Report for approval.

Discussion and comments:

- What BIAs received this grant funding in 2023?
 - Staff confirmed that Somerset-Chinatown and Preston Street BIA received grant funding in 2023.

- How are the upper and lower paid parking space limits of the middle tier determined?
 - Staff confirmed that these are based on the median number of spaces among all BIAs with paid parking. The middle tier is all BIAs that are higher than the median by 50% of the median value and lower than the median by 50% of the median value.
- If there is paid parking implemented in the Kitchissippi ward, how will the grant funding change?
 - Staff confirmed that if paid parking is implemented in Westboro / Wellington West, the appropriate metrics for each applicable BIA will be added and there will be an adjustment to the limits of each tier. The process to re-assess the tiers and account for changes in the distribution of on-street paid parking spaces will be repeated annually to ensure each BIA is eligible for the correct amount.
- How will the evening and weekend paid parking initiative affect the BIA grant calculations?
 - The calculation to determine the eligible grant amount for each BIA is based on the number of on-street paid spaces which is not expected to change significantly as a result of looking into evening and weekend parking. Any adjustments will be made as part of the annual process.
- How does the reduction of parking spaces for bike lanes, e-scooters, and bike corrals affect revenues?
 - When paid parking spaces are removed, it does result in less available parking and can mean reduced revenues. There is a balance to be struck given the mandate of the MPMS, and solutions which mitigate parking impacts will be sought where possible.
- Are the BIAs required to compete for grant funding?
 - Staff confirmed that each BIA automatically qualifies for their eligible amount provided their submissions meet the criteria.
- The group was asked what is the best way to consult and communicate the proposed BIA parking grant changes?
 - BIA representatives confirmed that the proposed changes should be communicated through OCOBIA.

Item 4 – On-Street Parking Rate Adjustments

A presentation led by Scott Caldwell provided an overview of Rate Setting Guidelines and discussed the application of inflationary and demand-based pricing adjustments.

Discussion and comments:

- It was noted that the Ruskin zone has more inelastic demand and price increases may not influence parking due to its proximity to the Civic Hospital.
 - Staff acknowledged that the situation is slightly different compared to commercial areas, but there are similarities as well. Even with the increase on Ruskin, the short-term rates will be favourable to the adjacent parking options.
- How often will rate adjustments be implemented?
 - Staff confirmed that data will be collected two times per year towards identifying changes.
- What are the timeframes for parking data collection?
 - Staff confirmed parking data will be collected in the spring and fall at times which are considered typical for parking demand across the city.
- Support was expressed for one rate per zone as opposed to different rates during different days and times in a zone.
- Participants noted that new parking technologies offer increased flexibility in pricing strategies. Investigating a step-up rate strategy particularly in high-demand areas should be reviewed. For example, under such an approach, rates could start at \$2.00 for the first hour, increase to \$3.00 for the second hour, with a maximum charge of \$5.00 per hour if exceeding the two-hour time limit.

Item 5 – Kitchissippi Parking Study Update

Presentation led by Bryan Babbs providing an update on the Kitchissippi Parking Study Update. Key issues, trends, parking occupancy and duration findings were shared, alongside feedback gathered during the preliminary consultation phase. Staff are currently in the 'focused' consultation phase, and it is expected that there will be another update to PSCG prior to any arriving at any final outcomes.

No discussion or comments were received.

Item 6 – Parking Enforcement (Open Discussion)

An open discussion with Michael Lalonde, Program Manager – Parking Enforcement & Logistics representing the Emergency & Protective Services Department was undertaken.

Discussion and comments:

- What measures can the city take to enhance communication about parking regulations, particularly regarding requirements such as maintaining a 1.5-meter distance from intersections and driveways?
 - Staff confirmed that publishing the information across multiple media platforms, including social media, websites, radio, and community publications to effectively reach audiences and encourage word-of-mouth sharing is best.

Item 7 – Wrap-Up

Wrap-up led by Quentin Levesque where he invited members to raise any final items or topics. He noted the next PSCG meeting would take place in late April or early May.

- No final items or topics were raised.