



## **Burlington Downtown Parking Advisory Committee Meeting**

### **Minutes**

Date: September 28, 2017  
Time: 8:30 am  
Location: 414 Locust Street (2nd floor boardroom)

**1. Members present:**

Brian Dean (Chair), Pam Belgrade, Jeff Cooling, Joe Henning, Kim Johnny, Barry Glazier, Glen Copeland, Joe Gaetan and Gil Garbus

**2. Others present:**

Vito Tolone, Kaylan Edgcumbe, Paul Byrne, Paul Yager, Todd Evershed, Bryan Letrouneau, Marian Rabeau and Tracy O'Neil

**3. Member Regrets:**

Robert Steven (AGB), Councillor Meed Ward and Councillor John Taylor

**4. Declarations of Interest:**

none

**5. Approval of Minutes:**

5.1 Approve minutes from meeting held June 15, 2017

**On motion, the minutes of the meeting held June 15, 2017 were approved as presented.**

**6. Delegation(s):**

None

**7. Regular Items:**

7.1 Elgin Promenade update (M.Rabeau /T.Evershed)

- M. Rabeau provided an update on the Elgin Promenade

- Project information can be found on the web at:

<https://www.burlington.ca/en/services-for-you/Elgin-Street-Promenade.asp>

## 7.2 Review of Terms of Reference

- B. Dean reviewed the Terms of Reference for the Committee.
- Please contact B. Dean if you are interested in the role of the chair for 2018.
- The committee has one vacancy (Citizen representative).
- Applications to join a city committee are being accepted until October 6, 2017.

Please visit the City of Burlington's website for more information:

<https://webforms.burlington.ca/Clerks/Apply-to-volunteer-on-a-board-or-committee>

## 7.3 December Free P Parking

- B. Dean provided an update to the BDBA December Free P Parking workshop. Free P Parking will remain status quo this December.
- Committee discussed the measures that will be taken by BDBA, Parking Services and Ward Councillor to curb real and perceived abuses this December.
- P. Byrne confirmed that occupancy pucks are in place to measure vehicles for December.
- B. Dean invited members of the DPC to attend a business membership meeting on Thursday, October 5th to discuss the results and strategies moving forward.
- J. Cooling enquired if the BDBA can locate private parking spaces for sale in December to alleviate the parking needs generated when additional staff is hired on for the season.

## 7.4 Parking Utilization Puck update (P. Byrne/P.Yager)

- Data is being collected from all devices. P. Byrne demonstrated the software and showed the committee the data being received.
- The Committee to advise on how they would like the data presented at the next meeting. Is data provided by zones, certain hours of the day, by high occupancy areas?

### **Action:**

**Parking staff to provide a sample for the next DPC meeting**

## 7.5 New Parking Machines update

- Updates to the parking machines have been completed. Updates include: removal of the 20 minute free wording, screen light/glare, payment information, server time and decals.
- Staff will be closing the RFP and releasing holdbacks.
- A re-skinning of the parking machines will be complete in October 2017.

#### 7.6 Art Gallery of Burlington (AGB) and Waterfront parking lot update

##### AGB:

Parking staff have met with AGB to discuss parking. The AGB has many different needs for their lot. Due to the complexity of administering these needs it would be difficult for the City of Burlington to oversee. At this time parking services/City of Burlington will not be moving forward to manage this list.

##### Waterfront Lot:

The waterfront west lot has special arrangement with Spencer's restaurant. The east lot can be overseen by Parking Services. Parks and Recreation will experience revenue loss and will require compensation.

Notwithstanding, Parking Services staff identified a number of potential challenges that may arise should the proposal to bring this lot into conformity with the downtown lots move forward. These challenges include overuse of the lot by hospital staff, Spencer's restaurant patrons that will impact legitimate park users' ability to find premium parking.

In staff's opinion, the potential benefits do not out way the negative impacts of this proposal and therefore do not support any changes to the operation of this lot.

#### 7.7 Lot #3 Extension (P.Byrne)

- Property has been purchased at Caroline St. and John St.
- 68 spaces will be added to the parking inventory. In 2018, lot will be constructed.

#### 7.8 Guiding Principles for developing a city owned parking lot

- A sub-committee of the DPC met to discuss what would happen if there was a development opportunity for a City owned parking lot. We need to create solutions for the permit holders, construction traffic and day-to-day permit holders.

- Next meeting is November 14, 2017. All are welcome. Please contact P. Byrne for more information.

**8. Other Business:**

**8.1 Parking Study**

On September 25th, City staff presented the 2017 City Wide Parking Study report to Committee and Council. This parking study excludes the downtown core. A finalized report will be to Committee Q2-2017.

**Action:**

**R. Minaji and K. Edgcumbe to present the results of the 2017 City Wide Parking study at the next DPC meeting.**

**9. Adjournment:**

Chair adjourned the meeting at 10:07 am

Next meeting - Thursday, November 30, 2017