



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

### **Minutes**

Date: April 26, 2018  
Time: 8:30 am  
Location: 414 Locust Street (2nd floor boardroom)

**1. Members present:**

Brian Dean (Chair), Pam Belgrade, Kim Johnny, Glen Copeland, Joe Gaetan, Gil Garbus, Barry Glazier, Robert Steven (AGB), Andrew Pawlowsky, and Susan Morrissey

**2. Others present:**

Vito Tolone, Kaylan Edgcumbe, Paul Byrne, Jamie Tellier, Paul Yager, Bryan Letourneau, Danielle Manton, Manager of Committee and Election Services and Tracy O'Neil

**3. Members regrets:**

Ann Stoner, Councillor John Taylor and Councillor Meed Ward

**4. Declarations of Interest:**

None

**5. Approval of Minutes:**

5.1 Approve minutes from meeting held January 25, 2018

On motion, the minutes of the meeting held January 25, 2018 were approved as presented. CARRIED

On motion, the committee endorsed adding a standing item "Upcoming/In Progress Committee Reports related to Parking on future agendas".  
CARRIED

**6. Delegation(s): N/A**

**7. Consent items:**

## 7.1 2018 Current Budget/Monthly Permit

### 8. Regular Items:

#### 8.1 Citizen Advisory Committee Training and DPC Review (Danielle Manton/Brian Dean)

Danielle Manton and Brian Dean (Chair) provided the members with an orientation including an overview of committee structure, terms of reference, roles, Downtown Parking Area Levy/Boundary, policies and procedures. New members received the Handbook for Citizen Committees to read, sign the back page and return by May 30, 2018. Chair Brian Dean briefed the committee on the history of the Defined Parking area and associated levy.

#### 8.2 Free "P" Parking Program/Occupancy Summary (Chair/Bryan Letourneau)

The committee discussed the "Free "P" Parking Program".

**On motion, the committee endorsed the continuation of the Free "P" Parking Program for a two-year period and that the Free "P" Parking Program be reviewed in Q2-2020.**

The committee reviewed the occupancy summary information and agreed that the information will be displayed by quadrants. Each quadrant to include on-street and parking lot occupancy information. Pam Belgrade reminded the committee that even though the December Free P program has been endorsed to continue for two more cycles Parking Services staff will still be enforcing based on the system of "graduated enforcement" that was adopted in December 2017.

**Action:** Bryan Letourneau to provide the occupancy summary in the new format at the next meeting.

#### 8.3 Downtown Supply Forecast and Public Parking Supply/Demand Study (Vito Tolone)

Vito Tolone informed the committee that based on data collected, feedback from Downtown merchants and observations conducted, parking in the downtown, particularly the area east of Brant is experiencing capacity issues. It is recommended that a consultant assignment be initiated to determine solutions to the parking shortage, including suitable locations for parking expansion, amount of parking required over the short and long term and also investigate joint development opportunities with the private sector. A request for proposal must be initiated with the private

sector. A request for proposal must be initiated once discussions with internal city departments have taken place.

**Action:** Vito Tolone will initiate these discussions and report back to the committee.

8.4 Construction Management Policy Update (Kaylan Edgcumbe)

City staff confirmed that a Construction Management Parking Plan currently exists through Site Engineering. Transportation Planning and Parking staff review and provide comment to each site plan.

There are concerns from local business regarding construction/trade vehicles for the Bridgewater development. Further conversations are required with Conservation Halton and Parks & Recreation.

**Action:** Jamie Tellier to contact Conservation Halton and Parks & Recreation to request if vehicles can park on the vacant/park land by the construction site.

8.5 Downtown Development Updates (Jamie Tellier)

Jamie Tellier provided a summary of current development applications in the downtown area. (handout)

8.6 2018 Workplan (Chair)

Deferred discussion until the next meeting.

9. **Other Business:**

10. **Adjournment:**

Chair adjourned the meeting at 10:20 a.m.

Next meeting - June 28, 2018, 414 Locust Street, Boardroom, 8:30 am - 10:30 am