



Burlington Downtown Parking Advisory Committee Meeting  
Agenda

**Date:** November 5, 2020  
**Time:** 8:30 am  
**Location:** Virtual

Pages

**1. Members Present:**

Councillor Lisa Kearns, Robert Steven (Chair), Brian Dean, Kim Johnny, Barry Glazier, Susan Morrissey, Andrew Pawlowsky, Pam Belgrade

**2. Other Present:**

Vito Tolone, Hayley Parkinson, Robert Catherall. Mike Weir and Tracy O'Neil

**3. Members Regrets:**

**4. Approval of Minutes:**

**5. Declarations of Interest:**

**6. Approval of Minutes:**

6.1. Approve minutes from meeting held September 24, 2020

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**7. Regular Items:**

7.1. Action items from previous September 24th meeting

- a. Grace Period
- b. Parking Machine Time extensions
- c. Free P Parking/ By-law Updates

7.2. Monthly Paid Permit Review (Hayley Parkinson/Mike Weir)

7.3. On-street Time Limits/1-hour Parking (Hayley Parkinson/Brian Dean)

7.4. Parking Needs Assessment Update (Vito Tolone)

- 7.5. Downtown Development Updates (Robert Catherall)
- 7.6. 2020/2021 Current Budget/Monthly Permit (Hayley Parkinson)
- 7.7. Green Parking Lot Design Guidelines Update (Hayley Parkinson)
- 7.8. Electronic Parking Signs (Hayley Parkinson)
- 7.9. Upcoming and in progress committee reports related to parking (Standing)

**8. Additional Items:**

**9. Other Business:**

**10. Adjournment:**

Next Meeting

February 04, 2021

8:30 AM-10:30 AM



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

### **Minutes**

Date: September 24, 2020  
Time: 8:30 am  
Location: Virtual

**1. Members Present:**

Robert Steven (Chair), Councillor Lisa Kearns, Brian Dean, Kim Johnny, Andrew Pawlowsky, Pam Belgrade, Susan Morrissey

**2. Others Present:**

Mike Weir, Hayley Parkinson, Tracy O'Neil, Vito Tolone, Robert Catherall, Najia Shaikh (Observer)

**3. Members Regrets:**

Brynn Nheiley, Barry Glazier

**4. Declarations of Interest:**

n/a

**5. Approval of Minutes:**

5.1 Approval of minutes:

On motion, the minutes of the meeting held July 21, 2020 were approved as presented.

1<sup>st</sup> Brian Dean

2<sup>nd</sup> Susan Morrissey

Carried

**6. Delegations:**

n/a

**7. Consent:**

n/a

## **8. Regular Items:**

### **8.1 Free P Parking/ By-law Updates**

A report to remove the Free P Parking Program and reinstate paid parking in December has been submitted to the Community Planning, Regulation and Mobility Committee for consideration on October 6th. The amending by-law will also be submitted for Council approval.

**Action:** Brian Dean and Robert Steven will register to attend the committee meeting as a delegation.

### **8.2 On-street Time Limits**

In February, the DPC committee discussed how to encourage turnover and increase access to on-street parking. One item discussed was the change of on-street parking times from 3 hours to 2 hours and the need to understand the impact any changes.

In order for the DPC to make an evidence-based decision, along with the sensor data information, it is necessary to canvas the BDBA membership for feedback on the proposed changes.

**Action:** Councillor Kearns, Brian Dean, Vito Tolone and Hayley Parkinson to meet offline to discuss the different variables.

**Action:** Brian Dean and Kim Johnny to canvas the BDBA membership to get their feedback on the proposed time changes (variables) and report back the results at the next meeting.

### **8.3 Monthly Paid Permit Review**

Parking Services staff will be reviewing monthly permit locations and can adjust areas to free up parking on-street and in lots closer to the business

**Action:** An update to be provided at the next meeting.

### **8.4 Parking Needs Assessment**

This project has been delayed. The members asked if this study could be completed in a phased approach which would ensure that we have the information in order to capitalize on any government funding program opportunities that may become available.

**Action:** Staff will consider a phased approach as the Terms of Reference for the Request for Proposal is being created and will share the Terms of Reference with Committee at a later date.

A summary memo to be provided to the DPC to update on the Official Plan work in the Downtown and provide clarity on the City-Wide Parking Standards and Public Parking Needs Assessment.

8.5 Downtown Development Updates

Deferred to next meeting

8.6 2020/2021 Current Budget/Monthly Permit

Staff to provide an overview of the 2020/2021 Current Budget at the next meeting. The DPC would like additional information on COVID-19 and its effects on the 2020 budget and impacts to the reserve.

2021 Budget Timelines:

- January 25, 2021 – Capital Budget Approval
- February 10, 2021 – Operating Budget Review and Approval

**Action:** Staff to provide clarity on the use of the parking reserve funds in the current COVID-19 mitigation measures and provide an overview of the 2020/2021 budget situation.

8.7 Green Parking Lot Design Guidelines Update

A staff committee has been created to determine the green parking design guidelines. Any new parking asset in the downtown will include these guidelines. A consultant has been hired and further updates will be provided at the next meeting.

**Action:** An update to be provided at the next meeting.

8.8 Electronic Parking Signs

Staff are continuing to work with the vendor to fix the problem with the electronic parking signs.

**Action:** An update to be provided at the next meeting.

8.9 Upcoming and in progress committee reports related to parking

Report TS-24-20 - December Free P Parking Program has been submitted to the Community Planning, Regulation and Mobility Committee for consideration on October 6<sup>th</sup>.

8.10 Review of Membership/Advisory Committee Report/Citizen Committee Representatives

As the Citizen Advisory Committee review has been completed, the DPC will participate in the next Clerks advisory committee recruitment.

**9. Other/New Business:**

**9.1 Grace Period:**

Is there a way to provide clarification on the intent of the 20-minute grace period.

**Action:** Staff to prepare an explanation to DPC on the intent of 20-minutes grace period.

**9.2 Parking Machine Time Extensions:**

Is there a way that the public can extend their purchase time if they realize they didn't purchase enough?

**Action:** Staff to review machine programming on how to extend time purchase.

**9.3 1-hour Parking:**

There was a committee request to explore 1-hour parking opportunities.

**Action:** Staff to review and provide an update at the next meeting on short stay parking.

**10. Adjournment:**

Chair adjourned the meeting at 10:45 a.m.

Next Meeting:

November 5, 2020  
8:30 AM-10:30 AM