



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

### **Minutes**

Date: November 5, 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. Other Present:**

Mike Weir, Hayley Parkinson, Tracy O'Neil, Vito Tolone, Trevor Clark, Robert Catherall

**3. Members Regrets:**

Barry Glazier

**4. Declarations of Interest:**

n/a

**5. Approval of Minutes:**

5.1 Approve minutes from meeting held September 24, 2020

On motion, the minutes of the meeting held September 24, 2020 were approved as presented.

1st Brian Dean

2nd Susan Morrissey

Carried

**6. Delegation(s)**

n/a

**7. Consent Items:**

n/a

**8. Regular Items:**

**8.1 Action items from previous September 24th meeting**

**a. Grace Period**

This is an operational item which provides a certain amount of latitude for parking patrons. This item does not need to be advertised as it will cause additional confusion to the parking patron.

**b. Parking Machine Time extensions**

Staff confirmed that there is an option on the parking machines to add additional time if more is required. To provide additional clarity, a communication piece to be created which will provide Parking 101 information and how to extend/add additional time should it be required.

**Action:** Councillor Kearns, Brian Dean with the assistance of Parking staff to create a Parking 101 message card. These message cards will be delivered to local business through Councillor Kearns's office.

**c. Free P Parking/ By-law Updates**

At the City of Burlington Council meeting held on October 19, 2020, the following recommendation was approved:

Approve the amendment to By-law 39-2016, otherwise known as the "Parking and Idling By-law", to discontinue December free parking in all downtown parking facilities effective December 1st, 2020.

**8.2 Monthly Paid Permit Review (Hayley Parkinson/Mike Weir)**

Staff completed a review of the monthly paid permit parking in Lot # 4 and Lot # 7. Staff have relocated most of the permit holders to the Parking Garage with a few remaining in Lot # 4 and #7 due to accommodation needs. Staff will continue to monitor and review parking areas. The relocation of permit holders has provided approximately 60 additional daily parking opportunities in Lot # 4 and Lot # 7.

### 8.3 On-street Time Limits/1-hour Parking (Hayley Parkinson/Brian Dean)

Councillor Kearns and Mike Weir completed a walking tour of the downtown in summer and discussed long-term strategies for parking in the downtown.

Additionally, on behalf of the Burlington Downtown Business Association (BDBA) the following BDBA motion was tabled:

To waive parking fees for the first ninety minutes for all public on-street and off-street parking assets Downtown as a temporary emergency recovery measure. That the cost for the offset of these fees be expensed to the City's Tax Stabilization Reserve Fund or Parking Reserve Fund. Further, that this operational change be implemented as soon as possible.

Discussion items:

- Review of the Business Intelligence data:
  - the area of Brant Street from Caroline to Lakeshore during the paid period of 9 am – 6 pm, the parking average per hour was 27.4 minutes and on weekends 28.4 minutes. During December Free P it was 34.5 minutes average/hour.
  - the area of Village Square during the paid period of 9 am – 6 pm, the parking average per hour was 28.5 minutes and on weekends 27.5 minutes. During December Free P it was 35 minutes average/hour.
  - Some spots were showing 11-minute occupancy to 55-minute occupancy.
- What is the frequency of parking in each situation, 10-15-minute parkers (long-term and short-term parker) and the number of stays over the 1 hour, 2 hour and 3 hours?
- It is a necessary from a customer service perspective that costs on-street/lots should remain consistent to avoid confusion. i.e. each on-street segment should not have different pricing structure.

**Action:** Parking Staff to review reporting options and provide update at the next meeting.

The following motion was tabled for a vote:

At the request of the BDBA, the DPC request that the City of Burlington waive the parking fees for 90 minutes in any public on-street and off-street parking assets in the downtown as a temporary COVID emergency recovery measure and offset the impact thru the City's Tax Stabilization Reserve Fund or Parking Reserve Fund.

IN FAVOR: (3), OPPOSED: (1), ABSTAINED: (1)

Carried (3 to 1)

8.4 Parking Needs Assessment Update (Vito Tolone)

This item was deferred.

**Action:** Email update to be provided to the DPC members.

8.5 Downtown Development Updates (Robert Catherall)

This item was deferred to the next meeting due to out of date information provided.

8.6 2020/2021 Current Budget/Monthly Permit (Hayley Parkinson)

This item was deferred.

**Action:** Email update to be provided to the DPC members.

8.7 Green Parking Lot Design Guidelines Update (Hayley Parkinson)

This item was deferred.

**Action:** An email update to be provided to the DPC members

8.8 Electronic Parking Signs (Hayley Parkinson)

This item was deferred.

**Action:** An email update to be provided to the DPC members.

8.9 Upcoming and in progress committee reports related to parking (Standing)

This item was deferred to the next meeting.

**9. Additional Items:**

n/a

**10. Other Business:**

n/a

**11. Adjournment:**

Chair adjourned the meeting at 11:00am