



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

### **Minutes**

Date: January 25, 2018  
Time: 8:30 am  
Location: 414 Locust Street (2nd floor boardroom)

#### **1. Members present:**

Brian Dean (Chair), Councillor Marianne Meed Ward, Pam Belgrade, Jeff Cooling, Kim Johnny, Barry Glazier, Glen Copeland, Joe Gaetan, Gil Garbus, Ann Stoner, Andrew Pawlowsky, Susan Morrissey

#### **2. Others present:**

Kaylan Edgcumbe, Paul Byrne, Jamie Tellier, Bryan Letourneau, Paul Yager and Tracy O'Neil

#### **3. Members regrets:**

Vito Tolone, Robert Seven (AGB), Councillor John Taylor

#### **4. Declarations of Interest:**

None

#### **5. Approval of Minutes:**

5.1 Approve minutes from meeting held November 30, 2017

On motion, the minutes of the meeting held November 30, 2017 were approved as presented.

#### **6. Delegation(s):**

None

#### **7. Consent items:**

7.1 Budget Overview:

Fines, Daily and Monthly Parking revenue increased in 2017. The Parking Reserve fund year end total is \$9.9 million. The increase in revenue can

be attributed to updated technology and plate recognition software. The 2018 budget targets were increased for fines/revenue.

Action: A monthly breakdown of fines and monthly parking fees to be provided at the next meeting. Was the increase in daily parking spread thought out the year? This information to be supplied on a quarterly basis in 2018. Staff to review and provide analysis at the next meeting.

## 7.2 Lot #3 Expansion update

The Lot #3 expansion is moving forward with the demolition of the homes on the property. Capital Works is working on the lot redesign. Estimated completion is Q3-2018. The timelines are weather dependent. It is anticipated that 60 new parking spaces will be added to Lot #3.

## 8. Regular Items:

### 8.1 Welcome/Introduction of new citizen representatives (B.Dean)

Welcome to the two new DPC members Susan Morrissey and Andrew Pawlowsky.

### 8.2 Elgin Promenade update (standing) (B.Letourneau)

As a follow up from the previous meeting, staff provided a summary of parking spaces (lot/on-street) in the Elgin Promenade area. The committee discussed the handout.

### 8.3 Downtown Development updates (J.Tellier)

J. Tellier provided a summary of current development applications in the downtown area. The ten areas were discussed (handout).

Action: A summary of approved parking spaces (residential, commercial, accessible and visitor parking) to be included with the downtown development updates.

### 8.4 Wayfinding Signage (update) (P.Yager/B.Letourneau)

New wayfinding signage to be installed in the downtown Q3-2018. Each sign provide real time data counts of available parking spaces. A handout of the new sign design was circulated.

### 8.5 Measuring December Free P! 2017 Campaign (B.Dean/Councillor Marianne Meed Ward)

The members discussed the December Free P 2017 Program. The business review workshops in 2017 indicated that a majority of business

would like this program to continue. B.Dean and Councillor Meed Ward asked if another survey of the businesses/residents was required.

The 2017 December occupancy data was circulated to the members for review. The 2017 occupancy data showed an increase in usage in all lots and that the garage was under utilized. On-street and parking lots were enforced to ensure that monthly permit holders continued to use their assigned locations during December. The enforcement data showed a small number of abuses. (handout)

Action: A 2016/2017 comparison of Free P program to be supplied at the next meeting. Garage data to be included in the comparison. Further discussions required at the next meeting on the frequency of surveying the residential and business community.

8.6 Workplan - 2017 and 2018 (B.Dean)

This item deferred to the next meeting.

**9. Other Business:**

9.1 Private/Public Parking Partnership

Councillor Meed Ward made a recommendation at committee that the Private/Public Parking Partnership policy be added to the official plan.

9.2 Construction Management Partnership

B. Glazier asked if construction vehicles for the Bridgewater development can be moved to the vacant land by the construction site. J. Tellier to discuss off-line. Councillor Meed Ward mentioned that within the official plan each new development is to include a construction management plan with their application.

Action: A sub-committee to meet and develop a Construction Management Policy. The policy to be presented at the next meeting.

9.3 Citizen Advisory Committee Training

Danielle Manton, Manager of Committee and Election Services will attend the next DPC meeting to provide training to all committee members.

**10. Adjournment:**

Chair adjourned the meeting at 10:30 a.m.

Next meeting - April 26, 2018 - 8:30 AM-10:30 AM  
414 Locust Street, Boardroom