



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

### **Minutes**

Date: May 24, 2023  
Time: 8:30 am  
Location: Virtual

**1. Members Present:**

Andrew Pawlowsky (Chair), Brian Dean, Barry Glazier, Joe Gaetan, Jennifer Conforzi, Vaughn Davis

**2. Member Regrets:**

Myles Rusak

**3. Others Present:**

Councillor Lisa Kearns, Stephen Camm, Mike Weir, Kaylan Edgcumbe, Debbie Hordyk (Clerk)

**4. Land Acknowledgement:**

The Chair read the Land Acknowledgment.

**5. Declarations of Interest:**

None.

**6. Approval of Minutes:**

6.1 Approve the minutes from meeting of June 16, 2022

Moved by: Brian Dean

Seconded by: Joe Gaetan

Approve the June 16, 2022 Downtown Parking Advisory Committee minutes as presented.

CARRIED

**7. Delegation(s):**

None.

**8. Consent Items:**

**8.1 Budget update**

Stephen provided an overview of the budget. Moving forward this item will be high level, highlighting any significant changes or anomalies that may arise in the budget.

**9. Regular Items:**

**9.1 Paid parking on Saturday**

Barry is looking for stats regarding parking on Saturdays. He would like to see a change in free weekend parking. He noted that there are many patrons leaving vehicles over night or all weekend in prime parking spots. This is hindering Downtown Businesses as their patrons are having difficulty finding parking for quick in and out business transactions. Businesses are being crippled by the parking situation. Events are great but businesses are struggling because there are no spots for people to park.

Councillor Kearns is open to exploring paid parking on Saturdays. Looking for turnover in parking throughout the day. This will take pressure off premium parking spots, the current process is not working, free spots are being occupied all day. Better for businesses in the long run for local businesses to have regular turnover throughout the day on weekends. An affordable option in outskirt lots must be available as well. Seeing an east side pinch on parking. Focus on Lots 1, 4 and 5. Need to act on this now.

Kaylan suggested that a motion be brought forward from Councillor Kearns to committee at the next cycle of meetings, directing staff to pilot paid parking in the downtown as soon as possible.

**ACTION:**

Kaylan will explore what transportation can do to get the data to support a motion for a paid parking pilot program for the summer of 2023. A meeting will be set up with Councillor Kearns, Andrew Palowski, Craig Kummer, Stephen Camm and Kaylan Edgcumbe. Scope for free parking will be only key lots 1, 4 and 5, this will make it easier to implement Saturday paid parking. Leave out on street parking in the data. A memo will be sent to Debbie (clerk) to distribute to the DPC after the meeting.

**9.2 Working group review of committee terms of reference**

Andrew will set up a working group to discuss the Terms of Reference for the Committee. Members in the working group will be Brian, Barry, Andrew and Joe.

9.3 Way finding signage

Stephen asked the DPC if they are interested in Way finding signage for the Downtown. The procurement process would need to start now in order to have this in place for 2024. Committee is interested and would like to see more simplified signage in the downtown.

Action:

Stephen will get the power point presentation from the vendor that presented last year and provide it to the committee for reference and review.

An RFP is required – need go through procurement for quotes. Then base budget conversation on quotes for council.

Stephen will set up a meeting with other vendors. Committee is interesting in exploring a way finding software system. What will the impacts be on the operating budget? Start the procurement process for discovery.

9.4 Locust Street parking garage update

No update.

9.5 Downtown Parking Assessment

Kaylan noted that they are working on the terms of reference for procurement in the fall. Once procured will have better idea of timelines. Committee asked if they will have a role in commenting?

Action:

Kaylan will circulate draft terms of reference, for comments of committee.

**10. Other Business:**

**11. Adjournment:**

Chair adjourned the meeting at 9:40 a.m.