



## Burlington Downtown Parking Advisory Committee Meeting

### Minutes

Date: February 11, 2021  
Time: 8:30 am  
Location: Virtual

**1. Members Present:**

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

**2. Others Present:**

Mike Weir, Hayley Parkinson, Kevin Arjoon, Vito Tolone, Robert Catherall, Kaylan Edgcumbe, Debbie Hordyk and Tracy O'Neil

**3. Member Regrets:**

**4. Declarations of Interest:**

None.

**5. Motion to Approve Minutes:**

5.1 Approve the Downtown Parking Committee minutes of November 5, 2020.

Moved by: Brian Dean

Seconded by: Susan Morrissey

CARRIED

**6. Delegations:**

None.

**7. Consent Items:**

7.1 2020/2021 Current Budget Review.

7.2 Current Parking Metrics.

7.3 2021 Meeting Dates:

- February 11, 2021 - 8:30 am - 10:30 am
- May 20, 2021 - 8:30 am - 10:30 am
- September 16, 2021 - 8:30 am - 10:30 am
- November 18, 2021 - 8:30 am - 10:30 am
- January 27, 2022 - 8:30 am - 10:30 am

## **8. Regular Items:**

### **8.1 Citizen Committee Advisory Update**

Kevin Arjoon, City Clerk provided an update on the Citizen Advisory Committee Review. As part of this review it was determined that the City Clerks Department will be clerking all citizen advisory committees in order to provide the same level of service. Debbie Hordyk has been assigned as the new Downtown Parking Committee Clerk as of 2021.

The DPC is in the progress of recruiting for the citizen representative vacancies. When the vacancies have been filled an orientation/training session will be scheduled. All members will be invited to attend the orientation/training session.

### **8.2 90 Minutes Free Parking Discussion**

On November 23, 2020 - Council approved the following:

A pilot project to temporarily amend Parking By-law 39-2016 to accommodate for 90 minutes of waived parking fees within the Burlington Downtown Business Area boundary until April 20, 2021; and

Direct City Staff to draw from the Downtown Parking District Reserve Fund to offset the impact of the associated loss of revenue; and

Direct staff to report back on the metrics with respect to the 90 minutes of waived parking fees, by April 2021; and

That metrics from the Burlington Downtown Business Association and Downtown Parking Committee be reported to Council on a regular monthly basis.

That the amendment take effect as soon as operationally possible with the understanding that the BDBA and DPC will continue to monitor and review the changing needs of small local business during the declared emergency.

Due to the lockdown and the current environment the 90 minute program was not given an opportunity for a fair trial nor were true metrics

gathered. The DPC would like to submit a recommendation to Council for the following:

- That the current data collected to date is insufficient to judge the success of the program due to the overriding variable of the province wide shut down; and,
- That the 90 minutes of waived parking pilot program be extended by 3 months of “not in lockdown” business operations in order to more accurately determine the success of the program and/or if the program could be extended to the end of 2021.

**Action:** Staff and Chair of the DPC to submit a report to Council with the recommend of extending the 90 minute pilot program.

### 8.3 Parking Needs Assessment Update

Trevor Clark, Transportation Planning Technologist has been assigned as the Project Manager for the Parking Needs Assessment Project. This review will look at where new parking is needed within the downtown area. A revised project charter and terms of reference will be completed shortly. Target completion date of the parking needs assessment is 2022.

### 8.4 Electronic Parking Signs

The electronic parking signs for the municipal lots were deactivated due to the inadequacy of the counting equipment and resulting inaccurate occupancy counts. Staff have worked with the supplier to find a solution to correct the problem and have determined that the best way forward is to install sensor pucks in each parking space within each lot. It is estimated that the cost to install sensor pucks to be in the order of \$150,000.

Action: The DPC supported the expenditure to install sensor pucks at each space within the city owned parking lots downtown. The installation will ensure accurate and up-to- date availability numbers and metrics.

### 8.5 Downtown Development Updates

Robert Catherall provided a summary of current development applications in the downtown area.

### 8.6 Green Parking Lot Design Guidelines Update

Transportation Services is working with Parks & Open Space and Engineering to procure the consultant study to develop the greening of the parking lot guidelines. Staff to provide an update at the next meeting.

8.7 Upcoming and in progress committee reports related to parking  
90 minutes of waived parking pilot program update.

**9. Other Business:**

Budget information to be distributed by email to the Downtown Parking Committee.

**10. Adjournment:**

Chair adjourned the meeting at 10:35 a.m.

Next meeting:

May 20, 2021