

AGENDA FOR THE REGULAR MEETING OF THE PARKING ADVISORY COMMITTEE
TO BE HELD IN THE BOARD ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, BC
ON TUESDAY, 2010-JAN-05, COMMENCING AT 12:00 P.M.

1. **CALL TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Parking Advisory Committee, City of Nanaimo, held in the Board Room, City Hall, 455 Wallace Street, Nanaimo, BC, on Thursday, 2009-NOV-19, at 12:00 p.m. Pg. 2-8

5. **DELEGATIONS:**

6. **CHAIR'S REPORT:**

7. **REPORTS OF ADVISORY BODIES:**

8. **STAFF REPORTS:**

9. **INFORMATION ONLY ITEMS:**

- (a) *Parking Study – Review Draft Final Report (Attached)*
- (b) *Restructure – moving Parking from the Legislative Services Department to the Bylaw Services Department*

10. **CONSIDERATION OF LATE ITEMS/OTHER BUSINESS:**

11. **NEXT MEETING:**

The next regular meeting of the Parking Advisory Committee will be held in the City Hall Board Room, 455 Wallace Street, Nanaimo, BC on date to be determined.

12. **ADJOURNMENT:**

PARKING ADVISORY COMMITTEE

MINUTES OF THE REGULAR MEETING OF THE PARKING ADVISORY COMMITTEE,
HELD IN THE BOARD ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, BC,
ON THURSDAY, 2009-NOV-19, COMMENCING AT 12:00 NOON

- PRESENT:** Committee Member (Chair) B. McGuffie
Committee Member R. Thurmeier
Committee Member D. Klein (*arrived at 12:15 p.m.*)
Committee Member J. Beekman
- ABSENT:** Councillor L. McNabb
Committee Member K. Shaw
Committee Member S. Molchan
Committee Member M. Briggs
- STAFF:** I. Howat, Director, Legislative Services
A. Tucker, Director of Planning
R. Churchill, Manager, Bylaw Services
T. Davidson, Supervisor, Bylaw Services
S. Gurrie, Steno, Risk Management (Recording Secretary)
- OTHERS:** G. Bray, Vancouver Island Health Authority
J. Morris, Vancouver Island Health Authority
M. Hussmann, Downtown Nanaimo Partnership Society
E. Danko, Resident, 346 Milton Street
C. Curley, Robbins Parking
A. Mears, Robbins Parking
D. Anderson, Robbins Parking

1. Call to Order:

The meeting was called to order by B. McGuffie at 12:05 p.m.

2. Introduction of Late Items:

None.

3. Adoption of Agenda:

It was moved by R. Thurmeier and seconded by J. Beekman that the Agenda be adopted. The motion carried unanimously.

4. Adoption of Minutes:

It was moved by R. Thurmeier and seconded by J. Beekman that the Minutes of the Parking Advisory Committee, City of Nanaimo, held in the Board Room, City Hall, 455 Wallace Street, on Wednesday, 2009-MAY-19, be adopted as circulated. The motion carried unanimously.

5. Delegations:

Jim Morris and Gary Bray of VIHA spoke to the Committee regarding the new expansion project that is upcoming at the NRGH Emergency Department and what the parking effects will be on the neighbouring area. Key points to the presentation were:

- There is currently a parking deficit at NRGH of 103 parking stalls.
- 112 parking stalls to be added in the next year to service the new Emergency Department, scheduled to open January 2012.
- Construction, however eliminates the current 54 stalls, therefore, there will still be a 45 stall shortfall.
- The shortfall will then be 157 stalls as of June 2012 with the restrictions of the current Parking Bylaw.
- Initiatives that VIHA is taking to address this are:
 - Funding for an additional 22 spaces this year
 - The new Emergency Department access area will be developed for renal patient parking (16 spaces).
 - VIHA Parking Services has submitted a Capital Plan for an additional 107 spaces which would result in parking almost meeting the Bylaw within the next 3 years, if approved.

Gary Bray informed the Parking Advisory Committee of further initiatives that the VIHA Parking Department are undertaking such as bike racks, carpooling, transit passes, etc. in order to encourage staff to partake in alternate transportation initiatives and future sustainability.

Gary Bray will also get back to the Parking Advisory Committee with further information on the number of staff and contractors utilizing the lots at peak times, though he approximates 700 passes currently in circulation.

6. Chair's Report:

None.

7. Reports of Advisory Bodies:

None.

8. Staff Reports:

None.

9. Information Only Items

I. Howat updated the Parking Advisory Committee on a number of issues currently ongoing in the Parking Department, identified below:

- I. Howat informed the Committee that the Risk/Parking Department is still being reviewed and no recommendations have been made yet as to the direction of the department. I. Howat is currently in charge of Risk Management & Parking operations.
- I. Howat also advised the Committee that he has been in contact with Opus International regarding the Parking Study Final Report. He said that there should be a Final Draft Report within the next month and has spoken with the consultants regarding their deliverables. Draft policy guidelines to apply to the City's issues are expected from the report, rather than specific problem solving of individual issues.

Other items included in the report:

a) Parking Asset, April 2009, Financial Report – Update:

The Parking Advisory Committee received the September 2009 Financial Report and additional information from April 2009.

b) Resident Only Parking Request in the OCQ:

The Parking Advisory Committee received handouts that included correspondence, maps, and numerous requests and complaints to City of Nanaimo Staff, City Council and the Parking Advisory Committee regarding the lack of "On-Street" parking in front of the residential homes and businesses in and around the OCQ.

The Committee discussed and reviewed the various issues surrounding the allowance of "Residents Only Parking", including the effects on businesses, employees and adjacent neighbours on unrestricted streets. Some key notes from the discussion included:

- Ms. Erika Danko of 346 Milton Street was at the meeting and expressed her concerns with the parking on Milton Street. Ms. Danko advised the Committee that there are properties on Milton Street, including her own, that do not have driveways or laneways, making street parking their only option.

The Committee was informed of an ongoing issue with Ms. Danko and her neighbours with staff from businesses and the RCMP station, parking in front of their homes and the residents having to park quite a distance away. The traffic calming nodes that were placed on the street, do calm the traffic, but take away from the parking availability. The same issue applies for the barricade at Franklyn and Milton, blocking access to Kennedy Street. Ms. Danko would like 'Residents Only' parking signs erected to alleviate the problem.

- The Committee discussed possible solutions for the problem, including 'Resident Only' parking, and the effects that would have on the neighbouring businesses. The Committee also went through the restrictions of 'Resident Only' parking, the alternatives available for employees and customers in the area, and the possibility of looking into more parking surfaces.
- Current 'Resident Only' parking allocations on Prideaux Street and Selby Street were also discussed. D. Klein had concerns for the new strata buildings being built in the area, as well as new, large businesses moving downtown, taking on-street parking rather than having it provided by the strata and/or business.

The Committee had no recommendations as this time for Milton Street.

c) Changing "2 Hour" parking to "1 Hour" parking in the downtown core:

The Commercial Street area and other downtown streets near our parkades were looked at and discussed by the Parking Advisory Committee for future consideration to change the time limit from "2 Hours" to "1 Hour", in order to encourage customers into the parkades for longer term parking.

- After discussion, it was noted that the area would stay as is, for the time being, and other options would be looked at such as a limited number of monthly permit holders at the Port of Nanaimo Centre Parkade.
- I. Howat noted another recent initiative included three new "P" signs to encourage use of the parkades, directing drivers to the Port of Nanaimo Centre Parkade.
- I. Howat will also look into the use of the LCD screen at the Conference Centre to publicize parking in the parkade.

d) Pay on the way out for the Harbourfront and PNC parkades:

A request was made to Robbins Parking to supply operational costs, as well as what the required technology is, and if it already exists, to have "manned parking" stations at the Harbourfront and Port of Nanaimo Centre Parkades.

- C. Curley of Robbins Parking verbally informed the Committee of the issues and costs surrounding a 'pay on the way out' system. Some of the issues are: infrastructure, costs and the operational inconvenience to customers when, after an event, the full parkade attempts to exit at the same time.
- C. Curley noted to the Committee that because of the possibility of malfunctions, etc. there would have to be a staff member on site, which would cost between \$90,000 and \$120,000/year for wages. The start up fee would be about \$325,000 in capital costs and approximately \$20,000/year to operate.
- C. Curley informed the Committee of the current technology that we do have and how conferences and events are able to utilize it for their parking needs. There are special codes that can be assigned and programmed into the new machines for delegates and guests using the Harbourfront and PoNC parkades.

e) RCMP Expansion Project:

I. Howat informed the Parking Advisory Committee of the RCMP Expansion Project, currently underway, with occupation of the 575 Fitzwilliam building taking place now. There are 28 parking spaces allocated to the new staff, which is fenced off behind the Fitzwilliam Annex building at a rate of \$50/space/month as per their contract.

The effects from this expansion is that there is no longer public access from Fitzwilliam Street to the parking lot, due to the fenced, secure, parking area.

- The Committee discussed the loss of parking in the OCQ area, and again the possibility of the City of Nanaimo acquiring a new parking surface. Multi-deck lots, prices, sustainability were all discussed as well. I. Howat will contact someone from TELUS to discuss their lot, capable of allowing approximately 120 parking spaces. There was also discussion surrounding the employees currently parked on the street, with suggestions that they should utilize the parking available at the School Board's parking surface located at 421 Franklyn Street. I. Howat advised the Committee that RCMP employees have already been encouraged to park there as much as possible but due to the nature of their job, leaving their vehicles unattended is a risk some cannot take.
- D. Klein has a great concern for customers and visitors coming to the Old City Quarter and being unable to find parking and would like the TELUS lot for their use.

f) Parking Contract:

I. Howat advised the Parking Advisory Committee that the Parking Contract is currently under review. The contract with Robbins Parking Ltd. expired July 2007 and is now on a month to month basis. I. Howat said that a consultant will be hired to determine the costs of keeping the contract for parking or having parking operations run in-house.

g) Howard Johnson Parking Lot – Tenure of Lease:

B. McGuffie requested the tenure of the lease at the Howard Johnson Parking lot that the City of Nanaimo currently leases. B. McGuffie wanted to identify the benefits of continuing the lease for the full term and discuss 'Early Termination' effects.

- Clause 8.3 of the lease reads:

Early Termination: *It is agreed that this Lease may be terminated by either party providing one year's notice in writing to the other party; the termination of the Lease will be effective at the expiration of the one (1) year notice period.*

- Further discussion with B. McGuffie, I. Howat and Robbins Parking identified that there are now a small amount of monthly parkers utilizing the space. It was also noted that there is a high volume of over-flow parking there, due to the lack of parking at the Maffeo Sutton Parking lot for large events. The loss of money however, is still a concern.

It was moved by J. Beekman and seconded by R. Thurmeier that the report be accepted. The motion carried unanimously.

10. Consideration of Late Items/Other Business

None.

11. Next Meeting

The next regular meeting of the Parking Advisory Committee will be held at the City Hall Board Room, Nanaimo, BC on a date to be determined.

12. Adjournment

It was moved by D. Klein and seconded by R. Thurmeier that the Meeting be adjourned at 2:25 p.m.

B. McGuffie, Chair

/sg

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