

AGENDA – PARKING ADVISORY COMMITTEE
AGENDA FOR THE REGULAR MEETING OF THE PARKING ADVISORY COMMITTEE
TO BE HELD IN THE DODD NARROWS ROOM, VICC, 101 GORDON STREET, ON
WEDNESDAY, 2008-OCT-08, 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 Millstone River Room, VICC, 101 Gordon Street, Nanaimo, BC, on Tuesday, 2008-SEP-17, at 12:00 p.m. *Pg. 2-6*
5. **Delegations:**
6. **Chair's Report:**
7. **Reports of Advisory Bodies:**
 - (a) Regional District of Nanaimo (Laura Kiteley)
 - (b) Robbins Parking Report
8. **Staff Reports:**
9. **Information Only Items:**
 - (a) Parking Asset and Issues Update (Linda Murray)
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 DODD NARROWS ROOM, VICC, 101 GORDON STREET, NANAIMO, BC,
ON WEDNESDAY, 2008-SEP-17, COMMENCING AT 12:00 NOON

PRESENT: Committee Member (Chair) B. McAuley
Councillor L. McNabb
Committee Member D. Covey
Committee Member B. McGuffie
Committee Member D. Klein

ABSENT: Committee Member M. Briggs
Committee Member E. Garner
Committee Member J. Ruttan

STAFF: L. Murray, Risk & Parking Manager
T. Hartley, Director, Human Resources
T. Davidson, Bylaws Supervisor, Bylaw Services
S. Gurrie, Steno, Risk Management (Recording Secretary)

OTHERS: A. Mears, Robbins Parking
C. Curley, Robbins Parking
T. Mayrhofer, Coast Bastion Hotel

1. Call to Order:

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

2. Introduction of Late Items:

Correspondence added to item 10 of the Agenda.

3. Adoption of Agenda:

It was moved by D. Covey and seconded by L. McNabb that the Agenda be adopted as circulated. The motion carried unanimously.

4. Adoption of Minutes:

It was moved by L. McNabb and seconded by D. Covey that the Minutes of the Parking Advisory Committee, City of Nanaimo, held in the Millstone River Room, VICC, 101 Gordon Street, on Tuesday, 2008-JUN-24, be adopted as circulated. The motion carried unanimously.

5. Delegations:

None.

6. Chair's Report:

None.

7. Reports of Advisory Bodies:

(a) Robbins Parking Report:

C. Curley and A. Mears attended the meeting on behalf of Robbins Parking. C. Curley gave a verbal update to the Committee for Robbins Parking and the following points were noted:

- a. Parking fine rates are becoming an issue that is causing ongoing problems in the downtown area. It is, at the current status, cheaper to receive a parking fine for not paying, than it is to pay for parking. C. Curley believes it is in the City's best interest to get long-term parkers off of the streets and into parkades, which will not happen if the parking fines do not increase. C. Curley would like to see parking rates, fine rates, and enforcement issues looked at by our parking consultant, Opus Hamilton, for solutions.
- b. C. Curley noted to the Committee that all City of Nanaimo off-street parking facilities are at full capacity. He advised that a lot of the parkers are construction workers, though when construction is finished there will be on-street parkers moving into the off-street lots.

8. Staff Reports:

None.

9. Information Only Items

(a) Parking Asset Inventory and Issues Update (L. Murray)

Ms. Murray presented an information only, staff report regarding parking issues. There was a general discussion regarding the report items. In particular, the following items were noted:

1. **Parking Strategy.**

L. Murray advised the Committee that the study is approximately at the half-way point. The first public web survey has closed and traffic surveys and counts will be completed next week. A preliminary progress report will be provided by the consultant to the PAC within the next month. The second round of external and internal stakeholder meetings will be held, followed by a public meeting and a second web survey. The consultant will then take all of the input and prepare the final report to the PAC. The project continues to be on time and budget.

2. Port of Nanaimo Centre Parkade.

L. Murray noted that the Parkade has been open since June 6/08 and the construction deficiencies have been completed. Some upgrade work has been done including: installation of bike cage and racks; increased safety features (bollards, mirrors, etc.); line painting; re-location of certain handicapped spots; motorcycle parking area. L. Murray noted that Staff continue to receive inquiries regarding the location of the Parkade and therefore, another ad was placed in City News with a map showing the location of the Parkade entrance.

3. Signage Project.

L. Murray advised the Committee that in 2003, the Downtown Nanaimo Sign Plan was initiated by the City of Nanaimo and the Downtown Nanaimo Partnership. L. Murray noted the plan calls for standardization and branding of signage by area. The Plan is about 70% complete. Given the completion of the Port of Nanaimo Centre and other downtown projects, the balance of the signs will be finished. Some of the signs involve parking facilities and some of the parking budget will be used for the project. L. Murray advised the Committee that the Plan has now been provided to the Parking Strategy consultant.

4. Capacity of parking facilities.

L. Murray advised the Committee that all City owned parking facilities are now operating at 100% or more capacity for monthly parkers (with the exception of the Port of Nanaimo Centre Parkade which does not offer monthly parking). In some cases, there are waiting lists of one year or longer. Given the increased short-term parking capacity provided by the Port of Nanaimo Centre Parkade, the allowable monthly parking numbers at the other parkades have been increased above usual capacity. L. Murray advised that Staff has received calls from a number of businesses moving to the downtown area regarding monthly parking for staff. Improvements to the lot at 411 Dunsmuir have been completed and the additional monthly parking spaces will be assigned to those on the waiting list for that lot. At this point, there is no City-owned space available for monthly parkers.

5. Re-metering enforcement.

L. Murray advised the Committee that the demand for short-term meter space has increased in most areas downtown and supply is being limited at times by those who re-meter. Re-metering is prohibited under the Bylaw. New stickers for the meters are being ordered to remind parkers that re-metering is prohibited and warning tickets are being written, followed by tickets to repeat offenders particularly in the more congested areas. Staff will continue to monitor the situation and report back.

6. Bastion Parkade.

L. Murray gave an update on the Bastion Parkade, noting that the deck membrane repairs have been completed. Based on a recent risk assessment and some complaints regarding potential safety issues, staff is reviewing options for mess covering in some areas where the railings are spaced too far apart. There are sufficient funds in this years' budget to affect the repairs. An additional amount has been added to next years' budget for the required structural review and update, which is required every few years.

7. Needle Drop Boxes.

L. Murray informed the Committee that as part of the Safer Downtown initiative, needle drop boxes have been placed in four downtown locations, including in or near two parkades (Cavan St and Terminal Ave next to A&W). A photo of the boxes was attached to her report. L. Murray stated that this is a pilot project and asked for feedback on the project. T. Davidson noted that there was Safer Downtown Operational meeting for the project on Tuesday, September 16th and it was determined that City Staff would be emptying the needle boxes approximately once every 30 days until such time users are more educated as to their use.

8. Construction schedule and parking facilities.

L. Murray gave the Committee an update on construction. L. Murray noted there are a number of major construction projects commencing in the downtown core. Many of these projects will require the removal of meters, the relocation of handicapped parking and loading zones and additional parking for construction and service vehicles. The City has completed negotiations on the lease of an additional parking facility located close to the downtown core for use by construction vehicles and others requiring access to downtown. Staff will continue to monitor the projects to balance the interests of all user groups. L. Murray also noted that she is still working on getting staff to coordinate these projects with her, so that meter removals will be compensated.

9. Appointments to PAC.

L. Murray reminded the Committee of the election is set for Nov 15/08. L. Murray advised the Committee that the current appointments to the PAC expire on Dec 31/08. In the near future, staff will be placing the required ads in the local papers regarding applications for PAC for the next three year term.

It was moved and seconded by that L. Murray's report be received. The motion carried unanimously.

10. Consideration of Late Items/Other Business

- (a) A letter dated 2008-SEP-11 from Mr. Bob Chow, Service Officer, Branch 256 Legion, requesting "free" parking on Remembrance Day be extended to either include November 1st through to November 11th, or November 5th through to November 11th.

It was moved by B. McGuffie and seconded by D. Covey that the Parking Advisory Committee recommend to Council that the request for "free" parking not be extended to include any other days other than Remembrance Day. The motion carried.

Opposed: Councillor McNabb

11. Next Meeting

The next regular meeting of the Parking Advisory Committee will be held at the Vancouver Island Conference Centre, 101 Gordon Street, Nanaimo, BC on Wednesday, 2008-OCT-08, at 12:00 noon.

12. Adjournment

It was moved by D. Covey and seconded by L. McNabb at 12:49 p.m. that the regular meeting be adjourned and proceed to the "In Camera" meeting. The motion carried unanimously.

B. MCAULEY
CHAIR

G:\Parking\ParkingAdvisoryCommittee\DraftMinutes\2008-SEP-17