

## 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 WEDNESDAY, 2007-SEP-26, COMMENCING AT 12:00 NOON

---

**PRESENT:** Committee Member (Chair) B. McAuley  
Committee Member D. Covey  
Committee Member E. Garner  
Committee Member B. McGuffie  
Committee Member M. Hynes  
Committee Member M. Briggs

**ABSENT:** Committee Member D. Klein  
Councillor L. McNabb

**STAFF:** L. Murray, Risk Manager and Parking Manager  
S. Gurrie, Steno Risk Management (Recording Secretary)  
T. Davidson, Bylaw Enforcement Officer  
B. Clemens, Director of Finance  
B. Anderson, Manager, Community Planning

**OTHERS:** C. Curley, Robbins Parking  
A. Mears, Robbins Parking  
T. Mayhofer, Coast Bastion Inn

1. Call to Order:

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

2. Introduction of Late Items:

None.

3. Adoption of Agenda:

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

4. Adoption of Minutes:

It was moved by D. Covey and seconded by M. Briggs that the Minutes of the Parking Advisory Committee, City of Nanaimo, held in the City Hall Boardroom, 455 Wallace Street, Nanaimo, on Wednesday, 2007-Aug-29, be adopted as circulated. The motion carried unanimously.

5. Delegations:

None.

6. Chair's Report:

None.

7. Robbins Parking Report:

C. Curley and A. Mears attended the meeting on behalf of Robbins Parking. C. Curley presented an oral information only report regarding Tow-n-Go, towing alternative, explaining that rather than towing a vehicle a boot is put on the vehicle prohibiting it from driving. These booting services gives a different approach with similar outcomes but less personal problems that coincide with the actual towing of a vehicle.

C. Curley advised the Committee that:

- a. BC Ferries has upgraded to the new parking equipment and has had compliments and few complaints to date;
- b. potential savings of 4% to 7% are anticipated due to less work, time and expense in recovering lost revenue from bad cards, rejects, resubmits, and fraud;
- c. the meters in the Harbour Front parkade will be upgraded to the new equipment as part of a test group involving Robbins Parking clients. The new equipment will also be installed in the Port of Nanaimo Centre parkade next year. Depending upon feedback and the outcome of the Parking Strategy Study the new equipment could be used throughout the City and eventually networked; and
- d. costs to the City of Nanaimo are approximately the same with a slight increase in the monthly expense contract with Robbins Parking as the City would lease the equipment from Robbins Parking, as is currently done.

It was moved by M. Briggs and seconded by M. Hynes that Mr. Curley's report be received. The motion carried unanimously

8. Staff Reports:

None.

9. Information Only Items

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

Ms. Murray delivered staff's report regarding parking issues. There was a general discussion regarding the report items. In particular, the following items were noted:

1. Bylaw 5000.034 regarding parkade rate increases and the Parking Strategy Study recommendations were adopted by Council on September 10, 2007. Bylaw 5000.034 received three readings on September 17, 2007, and will be adopted by Council on October 15, 2007. Rate increase notices (one month and three month, depending upon the contract) will be sent to monthly parkers.

2. The draft of the RFP for the Parking Strategy Study has been completed and Ms. Murray asked the Committee for any final comments on the draft. The RFP will go ahead to the Purchasing Department for approval and formal tender shortly. The Committee discussed the nature of issues to be reviewed as well as the project timelines.
3. Ms. Murray provided the Committee with a security update on the clean up of the parking lots at 300 Comox Street and Cavan Street.
4. Ms. Murray updated the Committee on discussions with the Howard Johnsons Hotel and TELUS regarding additional parking facilities.
5. Ms. Murray updated the Committee on the Footprints security zones and budget. Security zone 1 has been operating since July 2007 and is already being paid from the parking budget. Zone 2 coverage is now in effect and Zone 3 coverage is expected to follow shortly and additional contributions from the parking budget may be required to cover part of those costs.

It was moved by D. Klein and seconded by B. McGuffie that L. Murray's report be received. 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 in the City Hall Board Room, 455 Wallace Street, Nanaimo, BC on Wednesday, 2007-OCT-31, at 12:00 noon.

12. Adjournment

B. McAuley made the motion to go In Camera at 1:00 p.m. The motion carried unanimously.

---

**B. MCAULEY**  
**CHAIR**