

## 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-AUG-01, COMMENCING AT 12:00 NOON

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- PRESENT:** Committee Member (Chair) B. McAuley  
Committee Member D. Covey  
Committee Member E. Garner  
Committee Member B. McGuffie  
Committee Member M. Hynes  
Councillor L. McNabb
- ABSENT:** Committee Member D. Klein  
Committee Member M. Briggs
- STAFF:** L. Murray, Risk Manager and Parking Manager (Recording Secretary)  
B. Clemens, Director of Finance  
M. Hutchinson, Manager, Economic Development
- OTHERS:** C. Curley, Robbins Parking  
A. Mears, Robbins Parking  
G. Hanson, Downtown Nanaimo Partnership  
E. McLean, McLean's Foods, Old City Quarter  
T. Mayrhofer, Coast Bastion Inn  
F. Schleisinger, Protection Island  
R. Hyne, Delegation

1. Call to Order:

The meeting was called to order at 12:02 p.m.

2. Introduction of Late Items:

There were no late items.

3. Adoption of Agenda:

It was moved by E. Garner and seconded by M. Hynes that the Agenda be adopted as circulated. The motion carried unanimously.

4. Adoption of Minutes:

It was moved by B. McGuffie and seconded by D. Covey that the Minutes of the Parking Advisory Committee, City of Nanaimo, held in the City Hall Boardroom, 455 Wallace Street, Nanaimo, on Friday, 2007-Feb-02, be adopted as circulated. The motion carried unanimously.

5. Delegations:

(a) Mr. Rick Hyne addressed the Committee regarding a Petition regarding parking matters, containing approximately 1,100 names, which was delivered to staff on 2007-JUL-05 by Mr. Hyne and Ms. Anita Goldberg. Ms. Goldberg was unable to attend the Committee meeting. A copy of the Petition was circulated at the meeting for review by the Committee.

Mr. Hyne advised that:

- the Petition had been co-ordinated by Ms. Goldring;
- the main issue raised in the Petition is a level playing field for parking matters and parity of downtown users with those of the Old City Quarter;
- Ms. Goldring will be closing her downtown business shortly citing a number of issues including parking, particularly inconvenience and lack of spots during construction of the new Port of Nanaimo Centre;
- there are three issues, which could be dealt with through communication and co-operation among various stakeholders including:
  - product selection (business groups and owners issue)
  - safety and security (the City's issue)
  - parking issues and support (the Committee's issue)
- there is a need to consider the types of businesses and customer bases in each area, including local customers as well as tourists; and
- there is a need to allow flexibility regarding parking matters (ie. the ability to buy parking for longer periods of time to encourage customers, the need by merchants and suppliers for short term parking options to unload goods, parking for business owners and employees, sufficient handicapped parking for customers in each area, safety and security of parking facilities for staff working evening hours).

It was moved by E. Garner and seconded by B. McGuffie that the delegation be received. The motion carried unanimously.

6. Chair's Report:

The Chair made a verbal report which included the following comments:

- welcoming remarks;
- that this was the beginning of a new era for the Committee;
- the goal of the Committee is to be proactive rather than reactive and the Committee is looking forward to considering the broad range of issues within its mandate; and
- the Committee will be looking for public and stakeholder input and feedback.

7. Robbins Parking Report:

Mssrs. Chris Curley and Andy Mears attended the meeting on behalf of Robbins Parking. Mr. Curley advised the Committee that he had no formal report but would be happy to answer any questions.

8. Staff Reports:

**(a) Parking Strategy Study and Request for Proposal**

Staff's Recommendation: That the Parking Advisory Committee recommend that Council direct staff:

1. to prepare a draft RFP for a Parking Strategy Study regarding parking in the City of Nanaimo, with focus on the downtown area, for review by the Parking Advisory Committee and recommendations to Council; and
2. to include allocated reserves in downtown parkades and veterans parking issues in the RFP.

Ms. Murray advised the Committee that staff had been researching and dealing with a number of parking-related issues over the years and some issues continued to arise. Given the rapid growth of the City, the revitalization of the downtown core, and the OCP, parking matters require detailed assessment and review. Input from an independent consultant, together with feedback from local stakeholders and the public would assist staff, the Committee and Council in identifying, implementing and monitoring short, medium and long-range planning goals regarding parking assets and strategies for the overall benefit of the community.

It was moved by B. McGuffie and seconded by E. Garner that the Parking Advisory Committee recommend that Council direct staff to prepare a draft RFP for a Parking Strategy Study regarding parking in the City of Nanaimo, with focus on the downtown area and including all relevant issues, for review by the Parking Advisory Committee and recommendations to Council. The motion carried unanimously.

**(b) Parking Reference Manual**

Staff's Recommendation: That the Parking Advisory Committee recommend that Council direct staff to prepare a draft Parking Reference Manual in accordance with the Terms of Reference for the Parking Advisory Committee, adopted in March 2002 and revised in January 2006.

It was moved by M. Hynes and seconded by D. Covey that the Parking Advisory Committee recommend that Council direct staff to prepare a draft Parking Reference Manual in accordance with the Terms of Reference for the Parking Advisory Committee, adopted in March 2002 and revised in January 2006. The motion carried unanimously.

**(c) Parking Petition R.Hyne/A.Goldring**

Staff's Recommendation: That the Parking Advisory Committee recommend that Council direct staff to include in the Parking Strategy Study the issues raised in the Parking Petition presented by R.Hyne and A.Goldring.

Mr. McLean asked about the length of time required for the study and the plan to deal with parking issues in the meantime. Ms. Murray provided tentative timelines but confirmed that the study would take approximately six to eight months to complete, including time for consideration by the Committee and Council, and that staff was reluctant to make incremental changes in the meantime.

It was moved by D. Covey and seconded by M. Hynes that the Parking Advisory Committee recommend that Council direct staff to include in the Parking Strategy Study the issues raised in the Parking Petition presented by R.Hyne and A.Goldring. The motion carried unanimously.

**(d) Parking by Downtown Staff and Business Owners**

Staff's Recommendation: That the Parking Advisory Committee recommend that Council direct staff to include these issues in the Parking Strategy Study.

There was a general discussion regarding other potential topics to be included in the Parking Strategy Study. Ms. Murray advised that a draft outline of the terms of reference for the Parking Strategy Study would be prepared for the Committee at its next meeting and that she would be happy to be the central collection point for ideas and comments from any interested party. George Hanson requested that the two hour downtown parking zone be reviewed.

It was moved by B. McGuffie and seconded by M. Hynes that the Parking Advisory Committee recommend that Council direct staff to include these issues in the Parking Strategy Study. The motion carried unanimously.

**(e) Parking Rates:**

Staff's Recommendation: That the Parking Advisory Committee:

(1) Recommend that the rate increases for the Bastion Parkade and Harbourfront Parkade, which were the subject of a motion at the 2007-FEB-02 meeting of the Parking Advisory Committee, be forwarded to Council at its next meeting.

**OR**

(2) Recommend that the rate increases for the Bastion Parkade and Harbourfront Parkade, which were the subject of a motion at the 2007-FEB-02 meeting of the Parking Advisory Committee, be held in abeyance and not

sent to Council for consideration until such time as the Parking Advisory Committee has had the opportunity to review proposed rates for the parkade for the Port of Nanaimo Centre, which is expected to open in spring 2008.

At its 2007-FEB-02 meeting, the Parking Advisory Committee passed the following motion:

It was moved and seconded that the parking rates at the City's Bastion Street Parkade and Harbourfront Parkade be increased as indicated below:

Time Parked	Bastion Street Parkade		Harbourfront Parkade	
	Current Rates	Proposed Rates	Current Rates	Proposed Rates
1 <sup>st</sup> hour	\$.50	No change	\$.50	No change
2 <sup>nd</sup> hour	\$.50	No change	\$.50	No change
Each Additional Hour	\$.50	No change	\$.50	\$1.00
6-Hr Reduced Rate	\$2.00	\$2.50		
12 Hr Reduced Rate	\$3.00	\$4.00	\$5.00	\$6.00
24-Hr Maximum	\$6.00	No Change	\$6.00	\$8.00
Ea. Additional Day	\$6.00	No Change	\$6.00	\$8.00
Monthly parking	\$60.00	No Change	\$82.50	\$95.00

There was a lengthy discussion regarding parking rate increases, particularly the timing. Mr. Curley and Ms. Murray provided background information regarding current rates at other private facilities and the availability of parking in the City's facilities.

The Committee determined that it wished to hear the report from Mr. Clemens regarding parking reserves (item 9(a) on the Agenda) before concluding discussion on this issue.

Mr. Clemens presented his report and commented as follows:

1. he reviewed the various parking reserve categories and balances;
2. although the Uncollected Parking Revenue Reserve is higher than it could be, it is not extraordinary;
3. there will be no additional funds contributed to the Fitzwilliam Street Parking Reserve;
4. the General Parking Reserve includes a \$200,000 lease fee paid up front by the developers of the apartment adjoining the Wallace/Wentworth lot. These funds are available for capital expenditures relating to parking;
5. the reserve figures are only one part of the rate review issue and the Committee will have to decide on the standard of service levels and facilities and then price the product accordingly, based on prevailing market conditions; and
6. if costs go up, the reserve balance goes down unless additional revenues are generated.

The Committee requested that staff provide, for the Committee's next meeting, a report providing details of: (1) the annual taxation levies relating to parking (amounts and sources); and (2) the history and use restriction relating to the Fitzwilliam Street Parking Reserve.

The Committee then returned to the discussion regarding parking rate increases generally.

The general consensus was that the current rates being charged by the City, particularly for the two parkades, are well below market rate and need to be increased in the short term. The rates for all facilities will be reviewed upon the opening of the new Port of Nanaimo Centre in the spring of 2008. Councillor McNabb suggested that the parking revenues were needed to pay down the parkade debts and cover the operating costs but that the rates should be kept at sufficient levels to encourage customers and other users to come into the downtown area. Mr. Hanson noted that rates had not traditionally been the issue with parking, but rather safety, security and the quality of the parkades appeared to be paramount to most users. Ms. Murray advised that the staff's perspective on parking was that revenues were required to fund the level of service determined appropriate by the Committee and Council but that the staff's focus was on economic development, land use, sustainability and planning insofar as parking was concerned and that revenues were not the primary goal.

It was moved by B. McGuffie and seconded by D. Covey that the Parking Advisory Committee recommend that the rate increases for the Bastion Parkade and Harbourfront Parkade, which were the subject of a motion at the 2007-FEB-02 meeting of the Parking Advisory Committee, be forwarded to Council at its next meeting, which is scheduled for 2007-AUG-13. The motion carried unanimously.

9. Information Only Items

(a) Parking Reserves (B.Clemens)

It was moved by E. Garner and seconded by B. McGuffie that Mr. Clemens' report be received. The motion carried unanimously.

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

It was moved by E. Garner and seconded by D. Covey that Ms. Murray's report be received. The motion carried unanimously.

10. Consideration of Late Items/Other Business

(a) Future Meeting Dates. The Parking Advisory Committee will generally hold its meetings on the last Wednesday of each month. The following dates have

been tentatively scheduled for Parking Advisory Committee meetings to the end of 2007: AUG 29, SEPT 26, OCT 31, NOV 28, and DEC 19.

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-AUG-29, at 12:00 noon.

12. In Camera

It was moved by M. Hynes and seconded by B. McGuffie that the Parking Advisory Committee convene an In Camera meeting at 1:30 p.m. The motion carried unanimously.

13. Adjournment

It was moved by B. McAuley and seconded by D. Covey that the meeting be adjourned at 2:00 p.m. The motion carried unanimously.

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