

Subject: Parking Services 2023 Annual Report

File Number: ACS-PWD-RPS-0002

Report to Transportation Committee on 27 June 2024

and Council 10 July 2024

Submitted on June 18, 2024 by Quentin Levesque, Director, Roads and Parking Services, Public Works Department

Contact Person: Scott Caldwell, Manager, Parking Services, Public Works Department

613-580-2424 ext. 27581, Scott.Caldwell@ottawa.ca

Ward: Citywide

Objet : Rapport annuel 2023 du Service du stationnement

Numéro de dossier : ACS-PWD-RPS-0002

Rapport présenté au Comité des transports

Rapport soumis le 27 juin 2024

et au Conseil le 10 juillet 2024

Soumis le 2024-06-18 Quentin Levesque, Directeur, services des routes et stationnement, direction générale des Travaux publics

Personne ressource : Scott Caldwell, gestionnaire de secteur, Service du stationnement, Direction générale des travaux publics

(613) 580-2424 ext. 27851, Scott.Caldwell@ottawa.ca

Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

That the Transportation Committee recommend that Council:

1. Affirm the allocation funding method and updated parameters for the Parking Initiatives Grant Program amounts as outlined in this report
2. Retain the full current balance of the Parking Reserve Fund to accommodate for future planned Capital Program Plan spending

RECOMMANDATION(S) DU RAPPORT

Que le Comité des transports recommande au Conseil municipal :

1. de confirmer la méthode de financement par affectation et les paramètres actualisés des provisions du Programme de subventions des initiatives de stationnement exposées dans ce rapport;
2. de maintenir le solde actuel intégral du Fonds de réserve pour le stationnement afin de tenir compte des dépenses planifiées et projetées dans le Plan du programme des infrastructures.

BACKGROUND

Delivered by Roads and Parking Services within the Public Works Department, the Municipal Parking Management Program provides public parking services that are in alignment with the goals and objectives of the Council-approved Municipal Parking Management Strategy ([ACS2019-PWE-RPS-0016](#)).

For reference, as of December 31, 2023, Parking Services manages:

- 3,790 paid on-street parking spaces; and
- 2,749 off-street spaces in five parking structures and 11 surface parking lots

In addition to providing public parking services through the Municipal Parking Management Program, there has been an increased focus in parking services for bike parking. The Public Bike Parking Strategy ([ACS2021-PWE-RPS-0001](#)) was approved by Council in 2021, and Parking Services is responsible for the resulting Public Bike Parking Program. This program continues to evolve and follow through on the implementation of initiatives and recommendations of the Public Bike Parking Strategy. As of the end of 2023, Parking Services manages 5,660 bike parking spaces at parking facilities and within the public right-of-way.

The [Municipal Parking Management Strategy](#) (MPMS) requires that an Annual Report for the Municipal Parking Management Program be received and reviewed by Council each year. As part of this, a Capital Program Plan is required. The 2023 Parking Services Annual Report, included as Document 1, fulfills these and other reporting requirements related to the Parking Services Performance Measurement Program. In alignment with the Municipal Act and the Municipal Parking Management Strategy, all parking fee revenues that the City of Ottawa receives must be spent in a manner that is in alignment with the MPMS and there must also be a reasonable connection to parking. The Funding Model contained in the MPMS clarifies both applicable revenues and appropriate spending and sets out parameters for the Parking Reserve Fund.

The Capital Program Plan provides an annual review of expected Parking Reserve Fund contributions and planned spending for the next five years. The forecasted amounts are susceptible to revision as conditions and requirements change. Funding requirements continue to be submitted for approval as part of the City of Ottawa's annual budget process.

The Parking Initiatives Grant Program, formerly the Business Improvement Association Parking Initiatives Grant Program, was established in 2009 and has provided Business Improvement Areas (BIAs) with paid parking an equal opportunity to receive grants for promotions and projects that are consistent with the objectives of the Municipal Parking Management Strategy. To date, BIAs have used the grant funding for tourism brochures, advertising content and the production of newsletters focused on parking-related information, all of which is fully funded by City parking revenue.

When the program was initiated in 2010, BIAs were eligible for grant amounts of \$5,000. This amount was increased to \$10,000 in 2019 as part of the Council-approved [Municipal Parking Management Strategy Refresh](#). At the time, staff committed to pursuing an approach that would consider the size of the BIA when determining eligible grant amounts.

Ongoing grant and contribution programs fully funded by the City must be reaffirmed each Term of Council. This requirement is outlined in the [Corporate Grants and Contributions Policy](#), and the Grants and Contributions Procedures, both of which were most recently updated in 2018.

DISCUSSION

The 2023 Annual Report, included as Document 1, outlines the initiatives and accomplishments achieved by Parking Services in 2023 and demonstrates how they are in alignment with the [Municipal Parking Management Strategy](#). It presents an inventory of all on-street and off-street parking facilities and includes a summary of changes to paid parking areas that have been made in the previous year.

The Municipal Parking Management Strategy (MPMS) requires that the Municipal Parking Management Program be financially self-sustaining. This means that parking revenues must be sufficient to entirely recover all related operating and capital lifecycle maintenance expenditures, including contributions to the Parking Reserve Fund to finance future parking system development, operation, and promotion.

The 2023 Annual Report also provides details on the use of delegated authority in 2023 as per By-law No. 2024-265, Schedule J:

- 12 (2) – Municipally-Managed Parking Rates – Off-Street
- 13 (2) – Municipally-Managed Parking Rates – On-Street

The 2023 Annual Report also measures performance across 13 key business indicators with a comparison to previous years. The indicators are in alignment with the Municipal Parking Management Strategy and representative of a series of performance objectives outlined in the Parking Services Performance Measurement Program which was approved by Council as part of the Municipal Parking Management Strategy.

Finally, the 2023 Annual Report provides details on the Capital Program Plan that summarizes the capital budget and the projected longer-term status of the Parking Reserve Fund. This plan has seven capital programs. Collectively, these account for initiatives identified in the Parking Services Technology Road Map as well as lifecycle requirements, anticipated expansions to electric vehicle (EV) charging, implementation of the Public Bike Parking Strategy, parking studies, and requirements related to providing new or replacement public parking through new facilities.

The MPMS establishes a maximum and minimum amount for the Parking Reserve Fund. The minimum ensures available funds to maintain a viable program and is currently set at \$8 million. The maximum ensures that the Parking Reserve Fund will not grow beyond forecasted requirements and was set at \$20 million. These amounts are subject to change as part of the process to regularly assess and update the Capital Program Plan. In the event there are excess funds, the Municipal Parking Management Strategy allows for the possibility of these to be re-allocated specifically to either the development of new Park and Rides or road lifecycle costs in paid parking areas.

The 2023 year-end balance of the Parking Reserve Fund is \$20.073 million, which just exceeds the maximum. As is being recommended as part of this report, staff are seeking approval to retain the full amount to help ensure there are an appropriate amount of funds in future years. While the forecasted balance at the end of 2024 is projected to be over \$20 million, decisions on how to address this will be made as part of subsequent updates to the Capital Program Plan when future requirements are better understood.

The Parking Services 2023 Annual Report provides a table and detailed explanation of planned capital spending from 2024-2028. Since approval of the 2024 budget, there has been additional forecasting with respect to lifecycle costs (resulting in the increase in both requirements and costs), and projected contributions to the Parking Reserve Fund (there is a decrease in what is anticipated due to increases in operating costs). As a result, capital allocations from 2024-2028 have been adjusted.

A more detailed depiction of the adjustments in planned capital spending is included in the Annual Report.

Parking Initiatives Grant Program

The Parking Initiatives Grant Program, a component of the Council-approved Municipal Parking Management Program, aims to provide an opportunity to collaborate with eligible Business Improvement Associations (BIAs) on promotion and projects that align with the Municipal Parking Management Strategy objectives. The Parking Initiatives Grant program is consistent with the City of Ottawa's Grant and Contributions Policy and must be reaffirmed once per Term of Council.

To ensure compliance of the [Grants and Contributions Policy](#), a Compliance Assessment Checklist has been designed to help staff maintain transparency and accountability. Additionally, staff can declare conflicts of interest or potential risks, as outlined in Appendices A through C of the Grant and Contributions Policy.

Since 2010, each BIA with paid parking within its boundary has been eligible for the same grant amount, which started at \$5,000 and is now \$10,000. In 2023, two grants totaling \$11,000 were awarded, and this information will be posted [online](#) through the 2023 Grants and Contributions report. The Somerset Street Chinatown BIA utilized the funding to create a promotional public advertising campaign supporting parking and sustainable transportation modes for events and festivals in Chinatown. Simultaneously,

the Preston Street BIA developed a parking overview flyer distributed to visitors and patrons to encourage business visits and attendance at local events and festivals.

During the MPMS Refresh process, staff were asked to consider changes that would account for the size of the BIA when determining the grant amount. Based on staff's assessment, and following consultation with the Parking Services Stakeholder Consultation Group and the Ottawa Coalition of Business Improvement Areas (OCOBIA), a tier-based approach based on the number of on-street paid spaces was confirmed as the preferred measure to determine grant amounts. Through this assessment, allocations will now be \$5,000, \$10,000 or \$15,000. Any BIA within 50% of the median number of paid on-street paid spaces (higher or lower) will continue to be eligible for \$10,000. BIAs with the least amount of paid parking will be eligible for \$5,000 and those with the most will be eligible for \$15,000. Compared to other options that were considered, this method is expected to be more static from year to year (allowing for a greater measure of predictability on the part of BIAs), and it will be easier for staff to verify and communicate in a timely manner in alignment with the grant application cycle. A process to clarify this new cycle will be established and changes to the grant amounts will be implemented in 2025.

Parking Services is committed to reaffirming and continuing the Parking Initiatives Grant Program. This program demonstrates the City's commitment to supporting BIAs while meeting the objectives of the Municipal Parking Management Strategy. It demonstrates the City's dedication to building relationships with community stakeholders and ensuring that visitors and patrons are well-informed about available parking options in the area. Fair distribution of funding among BIAs is ensured, promoting local empowerment with customized solutions to address community and business needs.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. The Capital Program Plan was developed with the best information and data available at the time. However, it is subject to change due to changes in revenue, operational requirements, alternate assigned priorities, inflationary pressures, interest rate fluctuations, or other factors beyond the control of the Municipal Parking Management Program.

The updated parameters and funding allocation measures for the Parking Initiatives Grant Program, as outlined in this report, are expected to be cost neutral.

Per this report, the revised capital needs as outlined in the Parking Annual Report will be included in the 2025 Draft Operating and Capital Budget to be tabled with Council in Fall 2024.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendations as outlined in this report.

CONSULTATION

The Parking Services 2023 Annual Report was presented to the Parking Stakeholder Consultation Group (PSCG) on May 7, 2024.

ACCESSIBILITY IMPACTS

The Municipal Parking Management Program has five objectives, one of which to “provide an appropriate and optimized supply of general use public parking that is secure, accessible, convenient, appealing, and fairly and consistently enforced”. The City also meets the requirements for on and off-street parking under the *Integrated Accessibility Standards Regulation of the Accessibility for Ontarians with Disabilities Act* (AODA, 2005). Staff will ensure that the applicable accessibility standards are adhered to during the execution of the projects and initiatives identified in this report. This will involve consulting with the appropriate staff within the City. Additionally, the City consults with its Accessibility Advisory Committee for on-street parking where there is a duty to consult, as per the AODA. A representative from the Accessibility Advisory Committee is also a member of the Parking Stakeholder Consultation Group. Many projects that improve the customer experience, such as improved lighting and wayfinding, have positive accessibility impacts.

The Accessibility Advisory Committee has expressed concerns about the protection of parking spaces for persons with disabilities. An analysis of on and off-street parking spaces over the last three years shows that there has been a very limited loss in the number of paid parking spaces across the City. However, feedback continues to be received regarding areas like the By-Ward Market, which continues to face losses to the availability of on-street parking.

Administration of the Public Bike Parking Program includes the appropriate review and application of an accessibility lens when determining new parking locations towards ensuring an accessible and clear pedestrian path of travel is maintained.

DELEGATION OF AUTHORITY IMPLICATIONS

Parking Services is required to report on any changes made to parking rates, hours, and locations during the year under Section J of the Delegation of Authority By-law ([By-law No. 2024-265](#)), this is done so through Document 1 Parking Services 2023 Annual Report.

ECONOMIC IMPLICATIONS

The Municipal Parking Management Program has five objectives, one of which being to, “prioritize short-term parking that is responsively priced to support businesses, institutions, and tourism”. The contents of this report reflect this objective and support Ottawa’s economy, specifically in relation to the business attraction strategic priority of the City’s Economic Development Strategy. This report highlights the Parking Initiatives Grant Program in which two BIAs received a grant in 2023. Additionally, the report highlights BIA involvement in the Parking Stakeholder Consultation Group.

ENVIRONMENTAL IMPLICATIONS

The Municipal Parking Management Program has five objectives, one of which being to, “promote sustainable modes of transportation by supporting and maintaining programs and facilities that encourage sustainable mobility choices (public transit, cycling, walking) and alternative modes, including electric vehicles, car sharing, and new technologies as they emerge”. Parking Services was involved in several projects throughout 2023 that encouraged these types of initiatives as described in Document 1.

This report provides a status update of the implementation plan for the Public Bike Parking Strategy which includes secured bike parking and other Public Bike Parking Program initiatives. Additionally, as outlined in the Capital Program Plan, spending includes funding the expansion of EV charging stations. These initiatives assist in the reduction of greenhouse gas emissions from vehicle travel as part of the City’s Climate Change Master Plan.

INDIGENOUS, GENDER AND EQUITY IMPLICATIONS

This report highlights progress made on the implementation of the Public Bike Parking Strategy in 2023. One of the objectives of the Public Bike Parking Strategy is to “balance the bike parking requirements of various cycling trip generators to accommodate to all types of cyclists.” Accounting for equity is a key consideration in the

implementation and the administration of bike parking solutions and parking solutions in general.

The development of the Public Bike Parking Strategy was informed by consultations with residents, including women, persons with disabilities, older adults and other diverse communities in Ottawa. The implementation of the strategy aims to improve participation in public life and support employment for residents, including equity-deserving groups.

The Strategy ensures location and design of bike parking promotes safety for both persons and bikes, especially vulnerable riders, including women. Parking facilities are identified with considerations to safety, including ensuring line of sight, well-lit environments, and video camera monitoring where feasible. The approach also considers the distribution of bike parking towards ensuring it is equitable to promote access to public bike parking for communities and locations that serve all users, including priority neighbourhoods.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications to implementing the recommendations of this report.

RURAL IMPLICATIONS

There are no rural implications to implementing the recommendations of this report since there is no municipal paid parking in rural Ottawa.

TERM OF COUNCIL PRIORITIES

One of the objectives of the Municipal Parking Management Strategy is to promote sustainable modes of transportation by supporting and maintaining programs and facilities that encourage sustainable mobility choices (e.g., public transit, cycling, walking) and alternative modes, including electric vehicles, car sharing, and other modern technologies as they emerge.

Parking Services supports the City's strategic priorities, "a city that is more connected with reliable, safe and accessible mobility options", and "a city that is green and resilient" through increased security presence at parking garages, the installation of secure bike lockers and other public bike parking facilities, and the expansion of the EV charging network.

SUPPORTING DOCUMENTATION

Document 1 – Parking Services 2023 Annual Report immediately follows the report.

DISPOSITION

The Public Works Department will make the Parking Services 2023 Annual Report available to the public and stakeholder groups and take the necessary steps to achieve the approved recommendations of this report.