

6. Parking Services 2019 Business Plan

Plan opérationnel de 2019 des services de stationnement

COMMITTEE RECOMMENDATION

That Council approve the Parking Services 2019 Business Plan, as described in Document 1.

RECOMMANDATION DU COMITÉ

Que le Conseil approuve le rapport sur le Plan opérationnel de 2019 des services de stationnement, comme le décrit le document 1.

DOCUMENTATION / DOCUMENTATION

1. Director's report, Roads and Parking Services, Public Works and Environmental Services Department, dated 27 May 2019 (PWE-GEN-0025)

Rapport du Directeur, services des routes et stationnement, Direction général des travaux publics et de l'environnement, daté le 27 mai 2019 (ACS2019-PWE-GEN-0025)

Report to
Rapport au:

Transportation Committee
Comité des transports
5 June 2019 / 5 juin 2019

and Council
et au Conseil
12 June 2019 / 12 juin 2019

Submitted on May 27, 2019
Soumis le 27 mai 2019

Submitted by
Soumis par:
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Ward: CITY WIDE / À L'ÉCHELLE DE LA File Number: ACS2019-PWE-GEN-0025
VILLE

SUBJECT: Parking Services 2019 Business Plan

OBJET: Plan opérationnel de 2019 des services de stationnement

REPORT RECOMMENDATION

That the Transportation Committee recommend that Council approve the Parking Services 2019 Business Plan, as described in Document 1.

RECOMMANDATION DU RAPPORT

Que le Comité des transports recommande au Conseil d'approuver le rapport sur le Plan opérationnel de 2019 des services de stationnement, comme le décrit le document 1.

BACKGROUND

The [Parking Services 2019 Business Plan \(ACS2019-PWE-GEN-0003\)](#) was originally scheduled for the cancelled May 1, 2019, Transportation Committee (TRC) meeting. As part of the June 5, 2019, TRC meeting, the report has been replaced with a new version of the Parking Services 2019 Business Plan Report, identified as ACS2019-PWE-GEN-0025. The change to the report includes an update on the Municipal Parking Management Strategy Refresh and Governance Review timeline (see page 4 of this report).

The City of Ottawa provides paid public parking through the Municipal Parking Management Program. Delivered by Roads and Parking Services within the Public Works and Environmental Services Department, the Municipal Parking Management Program is mandated to provide public parking services that are in alignment with the goals and objectives of the Council-approved Municipal Parking Management Strategy ([ACS2009-COS-PWS-0009](#)).

The Municipal Parking Management Strategy requires that the Municipal Parking Management Program have an “Annual Budget and Work Plan” approved by Council annually as well as a “Capital Program Plan” approved by Council and updated as required. The 2019 Business Plan fulfills these reporting requirements.

As of December 31, 2018, Parking Services manages:

- 3,855 paid on-street parking spaces;
- 2,776 off-street spaces in 6 parking structures and 12 surface parking lots; and,
- 2,810 ring and post bicycle parking spaces.

External vendors are contracted to supply and maintain parking payment equipment both on-street and off-street, and to administer the PayByPhone parking payment system. Parking Services is responsible for delivering the following:

- Operational management of on-street and off-street paid parking, including maintenance of garages and surface lots;

- Oversight and management of third-party contractors;
- Paid parking policy management (rates, hours, etc.);
- Local Area Parking Studies Program;
- Parking-related evaluations and other analysis;
- Monitoring of financial processes and revenue reconciliation;
- Financial planning and management;
- Management of on-street tour bus parking program;
- Development and management of contracts and agreements with private parking providers; and
- Ongoing performance management and data management.

DISCUSSION

The 2019 Business Plan identifies projects and initiatives that will be undertaken in 2019, each of which is in alignment with the goals and objectives of the Municipal Parking Management Strategy and Transportation Master Plan. These include the following:

- Municipal Parking Management Strategy Refresh and Governance Review
- On-Street Occupancy & Compliance Surveys
- Off-Street Rate Reviews
- Central Area Parking Study (CAPS)
- Local Area Parking Studies and Assessments
- Lifecycle Projects – Parking Facilities
- Facility Improvements Initiatives – Parking Facilities
- Automated Data Collection – On-Street and Surface Lots
- Installation of Bike Parking Facilities
- Bike Parking Strategy
- Tour Bus Parking Strategy
- 2018 Annual Report

The operating and capital budgets described in the 2019 Business Plan provide an overview of revenue and expenditure estimates as contained in the adopted 2019 City Budget. Also included are long-term plans for the Parking Reserve Fund, and a Capital Forecast that projects anticipated capital expenses. The following rates, as adopted in the 2019 Budget, are the maximum rates that can be charged by the City of Ottawa.

The actual rates charged are determined by Parking Services in alignment with the Municipal Parking Management Strategy and are adjusted under delegated authority to ensure each facility on and off-street is optimized.

- Hourly
 - On-Street: \$3 per hour maximum
 - Lots & Garages: \$6 per hour maximum; rates may vary based on utilization
- Daily
 - Lots & Garages: \$24
- Monthly
 - Lots & Garages: \$245

May 2019 Update on the Municipal Parking Management Strategy Refresh and Governance Review

The final report for the Municipal Parking Management Strategy Refresh and Governance Review was scheduled for the June 2019 Transportation Committee. Due to adjustments to the legislative calendar as a result of the state of emergency and flooding response/recover efforts, the final report with recommendations is scheduled for Transportation Committee in the Fall of 2019.

RURAL IMPLICATIONS

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

CONSULTATION

The projects and initiatives identified in the 2019 Business Plan, including the draft Parking Reserve Fund spending plan, were presented to the Parking Stakeholder Consultation Group (PSCG) at the meeting of January 10, 2019.

LEGAL IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications with the recommendations contained in this report and the financial information presented is consistent with the 2019 adopted budget.

ACCESSIBILITY IMPACTS

Staff will ensure that any 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. A representative from the Accessibility Advisory Committee is a member of the Parking Stakeholder Consultation Group.

TERM OF COUNCIL PRIORITIES

The recommendations of this report align to the Strategic Priority of Service Excellence, specifically SE1 - Improve the client experience through established service expectations. The recommendations of this report also align to Strategic Priority of Financial Sustainability, specifically FS1 - Demonstrate sound financial management.

SUPPORTING DOCUMENTATION *(Held on file with the City Clerk)*

Document 1 – 2019 Parking Services Business Plan (immediately follows this report)

DISPOSITION

Upon approval of this Report, the Public Works & Environmental Services Department will carry out the projects and initiatives listed in the 2019 Parking Services Business Plan.