

# Parking Stakeholder Consultation Group

## Terms of Reference

### Mandate

The Parking Stakeholder Consultation Group will serve as a forum for stakeholders and the City to discuss policy and services administered by the Municipal Parking Management Program under the authority of the Municipal Parking Management Strategy.

### Membership

The Director of Roads & Parking Services will serve as Chair and attend all meetings of the Parking Stakeholder Consultation Group.

The Parking Stakeholder Consultation Group will be comprised of the following members:

- **Four (4) BIA representatives**, as selected by the Ottawa Council of Business Improvement Areas (OCOBIA)
- **Three (3) Community Association representatives**, two (2) as selected by the Director of Roads & Parking Services in consultation with Councillors with paid parking, and one (1) as selected by the Federation of Citizens' Associations of Ottawa (FCA)
- **One (1) Accessibility representative**, as selected by the Accessibility Advisory Committee
- **One (1) Transportation Demand Management / Cycling / Pedestrian representative**, as selected by the Director of Roads & Parking Services
- **One (1) Ottawa Tourism and Convention Authority representative**, as selected by Ottawa Tourism
- **One (1) Development Industry / Building Owner / Building Manager representative**, as selected by the Building Owners and Managers Association of Ottawa
- **One (1) Place of Worship representative**, as selected by the Director of Roads & Parking Services
- **One (1) Older Adult representative**, as selected by the Council on Aging of Ottawa

City staff may be invited to meetings as required by agenda topics, by request of the Parking Stakeholder Consultation Group, or by request of the Director of Roads & Parking Services.

In the event of a vacancy in membership, the Director of Roads & Parking Services, or his or her designate, will contact the identified office, committee, or organization responsible for selecting the respective member category and request that a new member be selected.

### **Roles and Responsibilities**

Members of the Parking Stakeholder Consultation Group will:

1. Participate in discussions and provide input regarding programs, initiatives, services, and topics related to the Municipal Parking Management Strategy, including but not limited to work plans, annual reports, parking studies, and parking-related policy.
2. Provide updates to their respective committees and organizations with respect to topics discussed at Parking Stakeholder Consultation Group meetings.
3. Accept that when information is presented as 'draft', 'proposed', 'tentative', etc., it is not intended to be shared beyond their respective committees and organizations.
4. Suggest relevant topics for discussion to be included on future meeting agendas (if desired).
5. Agree to attend as many meetings as possible.
6. Agree to abide by these Terms of Reference

The City will:

1. Provide the resources to make all necessary arrangements for conducting meetings and be responsible for the preparation and distribution of agendas and minutes.
2. Coordinate and convene the meetings, and provide administrative and other services, as required.
3. Accept submissions from stakeholders regarding items for inclusion on the agenda and inform others of the agenda as appropriate.
4. Initiate the Parking Stakeholder Consultation Group member selection process at or around the end of each term of Council by contacting the respective organization, office, or committee responsible for selecting members.

## **Decision Making**

The Parking Stakeholder Consultation Group will provide input into various Municipal Parking Management Strategy related programs, initiatives, services, and topics but will not have any formal decision making authority.

## **Meetings**

The Parking Stakeholders Consultation Group will meet three (3) or more times per year.

Members of the Parking Stakeholders Consultation Group who will be absent from a meeting may appoint a designate who shall be a member under the same category as the absent member.

## **Term**

Members will sit on the Group for a time period that runs concurrent with the term of Council.

The Chair reserves the right to replace any member who is consistently absent from meetings without providing an alternate.