

**DOWNTOWN NEW WESTMINSTER  
PARKING COMMISSION**

**Thursday, February 20, 2014; 11:30 am  
Finance Boardroom, City Hall**

**MINUTES**

**VOTING MEMBERS PRESENT:**

Norbert Ryan Ferrer	Community
Patti Goss	Chamber of Commerce
Nancy Puri	Community
Richard (Dick) Spring	Community
Tracey Ternoway	Douglas College
Michael Thompson	Community
Harm Woldring	Downtown New Westminster BIA

**NON-VOTING MEMBER PRESENT:**

Jeff Pearson	Impark
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**STAFF:**

Catalin Dobrescu	Utilities Engineer, Engineering Services
Kathy Prothero	Recording Clerk, Engineering Services

Procedural Note: Item 3 was moved to the top of the Agenda.

**3.0 PRESENTATIONS**

**3.1 Committee Orientation and Oath of Office – Legislative Services**

Ms. Worsfold, Committee Clerk, reviewed the following documents with the Commission members:

- Rules of Conduct: Advisory Committees & Bodies of Council
- Social Media Policy
- Bylaw
- Permission Forms

Members are to contact Ms. Prothero, the Recording Clerk regarding attendance at each meeting. If a member is unable to fulfill his/her duties, they are asked to notify staff as soon as possible so the position can be refilled.

The Oath of Office was administered to the Commission members.

Ms. Worsfold left the meeting @ 1:12 pm.

After a general discussion, Mr. Harm Woldring agreed to have his name put forward as Chair of the Downtown New Westminster Parking Commission

**Moved and Seconded**

**THAT** Mr. Harm Woldring be appointed as Chair of the Downtown New Westminster Parking Commission for the February 2014 to January 2015 term.

**CARRIED**

All Commission members voted in favor of this motion.

Following the orientation, members introduced themselves.

A discussion ensued regarding the need for a Vice Chair should the Chair be unavailable for a scheduled meeting. Ms. Patti Goss volunteered to act as Vice Chair for the 2014-2015 term.

**Moved and Seconded**

**THAT** Ms. Patti Goss be appointed as Vice Chair of the Downtown New Westminster Parking Commission for the February 2014 to January 2015 term.

**CARRIED**

All Commission members voted in favor of this motion.

**1.0 ADDITIONS TO AGENDA**

**2.0 ADOPTION OF MINUTES**

**2.1 Adoption of Minutes of May 1, 2013 and November 20, 2013**

**MOVED and SECONDED**

*THAT the Minutes of the Downtown New Westminster Parking Commission meetings held May 1, 2013 and November 20, 2013 be received and adopted as circulated.*

**CARRIED**

All Commission members voted in favor of this motion.

**4.0 UNFINISHED BUSINESS**

**4.1 Commission Policy/Practice for Free Parking Requests (received between meetings) – Mr. Catalin Dobrescu**

Mr. Dobrescu informed members that every year we get a number of free parking requests (normally for weekend parking) from non-profit organizations. New requests must be approved by the Parking Commission so a formal process needs to be in place to deal with requests received between meetings.

This approval only relates to new requests that have not been approved in the past. After a general discussion, it was decided that an e-mail or phone call can be used as a tool to canvass members to gain approval for free parking. The requests will include a cut-off date that the response is required by, and a 'read' receipt to confirm delivery.

## 5.0 NEW BUSINESS

### 5.1 Downtown New Westminster Parking Commission Proposed 2014 Meeting Dates (Thursdays) – Mr. Catalin Dobrescu

Following are the proposed meeting dates set for the 2014/2015 term:

- **Thursday, April 24**
- **Thursday, July 3**
- **Thursday, September 25**
- **Thursday, November 20**

All members agreed on the new dates.

### 5.2 Confirmation of Free Parking at the Parkade for Riverfest; September 27, 2014 – Mr. Catalin Dobrescu

Mr. Dobrescu confirmed that *the request from Fraser River Discovery Centre for free parking at the Parkade for all day September 27, 2014 be granted based on the Commission's previous approval. FRDC will be responsible for erecting directional signage and the City will arrange to have free parking signs posted at both entrances of the Parkade.*

### 5.3 Request for Free Parking at the Parkade for Economic Forum; October 1 (evening) and October 2 (all day), 2014 – Mr. Dobrescu

Mr. Dobrescu discussed the request received from the City for free parking for the October Economic Forum. The event will be held at the Anvil Centre and the Parkade is required for overflow parking. This is the first event that has requested free parking all day mid-week. One member asked if there would be a restricted number of spaces that would be free, should this request be approved? Impark advised that it is possible to block off a section but special passes would have to be included in their package, and it would be difficult to monitor. Should a long term agreement be considered between the Parking Commission / Parkade and the Anvil Centre? After a general discussion, members voted on approving free parking at the Parkade on October 1 (evening) and 2 (all day) to accommodate the Economic Summit.

#### **Moved and Seconded**

**THAT** *the request from the City of New Westminster for free parking the evening of October 1, 2014 and all day October 2, 2014 for the Economic Summit be approved by the Commission.*

**DEFEATED**

**Moved and Seconded**

**THAT** the Parking Commission pursue a long term arrangement with the Anvil Centre regarding parking.

**CARRIED**

All Commission members voted in favour of this motion.

**6.0 REPORTS AND INFORMATION**

**6.1 Parkade Operator's Report – Mr. Jeff Pearson**

Mr. Pearson updated members on the Parkade revenue. Front Street revenues have not changed. Revenue is down a little in the Carnarvon Parkade possibly due to the elevator being out of service for six months.

Front Street Parkade customers are looking at a 'hot key' option on the meters and rather than cycling through the rates, the most commonly used rates will come up first. The rates have not changed in the last few years and Mr. Pearson has agreed to do a survey of comparable parking rates. The Parking Study recommended raising rates Downtown and removing free parking and as a result, street rates were raised on January 1, 2014. Mr. Pearson also advised that he will investigate raising filming permit rates at the Parkade. Mr. Dobrescu will provide Impark with the City's street rates for the next meeting and this item will be added to the next agenda.

One member commented that there are 44 empty spots at the Carnarvon Parkade and perhaps this could be utilized for the Anvil Centre function. The only issue is that the gate is carded and you would actually need to have someone on-site to monitor the gate. One member suggested that to try and fill the 44 spots, we could try a promotion with two months free on a one-year contract. We could utilize the City's electronic billboards and the City's web page to advertise this. Impark will work with Mr. Dobrescu on this promotion.

An observation was made that the lower deck of the Begbie Street side of Parkade is full, but not the upper deck. Mr. Pearson is going to get some counts to determine what area of the Parkade is utilized most.

**6.2 Parkade Maintenance Report – Mr. Catalin Dobrescu**

Mr. Dobrescu updated members on the 2014 proposed maintenance of the Parkade:

- An RFP was issued and we received three proposals for replacing the railings, but was cancelled as an RFP on the demolition of the Parkade will be released instead. This railing work will be incorporated into the demolition and restoration of the Parkade.
- City staff will need to consult with local businesses and stakeholders in the Downtown area as the demolition will be very disruptive; Front Street will be closed for a number of months.
- Demolition of the Parkade will be paid out of the Parking budget.

- Army & Navy has still not responded to our letters requesting repair or removal of their walkway. Mr. Dobrescu attempted calling the President directly. We have tried to be collaborative about this and explained that the City is upgrading the Parkade railings.
  - Our escalation options is to send another letter to give them one more opportunity to respond.
  - The next step would be to remove the walkway and bill them accordingly.
- The contractor is about to mobilize the new pedestrian ramp to the Westminster Pier Park and as part of that contract, the Fourth Street ramp to the Parkade will be modified.
- The schedule shows the completion date for the pedestrian overpass is tentatively September 2014. Mr. Dobrescu will work with them as the Pharmasave parking lot configuration changes, triggered by the work.

One member commented that in accordance with the Parking Commission Bylaw, the audited financial statements must be provided to Council on or before February 28. Catalin will ensure they are submitted and bring them to the next meeting.

#### **7.0 CORRESPONDENCE**

#### **8.0 NEXT MEETING**

Thursday, April 24 @ 11:30 am  
Committee Room #2, City Hall

#### **9.0 ADJOURNMENT**

The meeting was adjourned at 1:00 pm

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**HARM WOLDRING**  
**CHAIR**

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**KATHY PROTHERO**  
**RECORDING CLERK**