

# CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall and by electronic means on **Tuesday, January 16, 2024.**

## **PRESENT:**

Tim Lavery	Councillor, City of Salmon Arm, Chair
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Regan Ready	Member at Large
Gerald Foreman	DSA Representative
Claire Askew	DSA Representative
Morgan Matheson	DSA Representative
Jacquie Gaudreau	DSA Representative
Jenn Wilson	Resource Personnel, Civil Engineer
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Travis Bartsch	Resource Personnel, City Bylaw Officer

## **ABSENT:**

Cathy Ingebrigston	Member at Large
Gary Buxton	Resource Personnel, Director of Planning & Community Services

## **GUEST:**

The meeting was called to order at 8:07 a.m. by Chair, Bill Laird.

### **1. INTRODUCTIONS AND WELCOME**

### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*

### **3. PRESENTATIONS:**

No presentations.

4. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Moved: Vic Hamilton

Seconded: Jacquie Gaudreau

THAT: the Downtown Parking Commission Meeting Agenda of January 16, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. **APPROVAL OF MINUTES FROM NOVEMBER 21, 2023**

Moved: Vic Hamilton

Seconded: Jacquie Gaudreau

THAT: the Downtown Parking Commission Meeting Minutes of November 21, 2023 be adopted.

CARRIED UNANIMOUSLY

6. **OLD BUSINESS ARISING FROM MINUTES**

a) Parking credit card readers – update

Rob Niewenhuizen provided an update on the credit card readers for parking.

Discussion:

- Will the new equipment be compatible with an App function in the future?
  - Current information provided is that an App function will be compatible with the new equipment.
  - Our new equipment is the same as what the City of Vernon is using, and they have an App feature for their parking.
- What was the cost of the equipment to accept cards?
  - \$5,000 was the cost of the upgraded equipment.

b) CHMC Parking Passes

Travis Bartsch stated that two parking passes had been issued to CMHC which expire at the end of 2024. At which time the DPC will have an opportunity to determine whether or not to renew the passes on an annual basis.

c) BC Hydro Vehicle Charging Stations – Salmar Parking Lot

Rob Niewenhuizen provided an update on the project.

- Project has been postponed until spring of 2024.
- Benefit of the postponement is that the parking lot can be repaved without the need for a temporary placement of concrete, which would have to be replaced with asphalt later in the year.

d) Ross Street Infrastructure Improvement Project – update

Rob Niewenhuizen and Jenn Wilson provided an update on the project.

- Map was provided for reference.

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- Storm sewer upgrade on Ross St in front of the laundromat and into the Ross St parking lot.
- Sanitary sewer upgrade on Ross St at Hudson Ave.
- Work scheduled to be completed in the spring of 2024.
- Estimated three week closure of Ross St, which will affect the entrance to the Ross St parking lot. A temporary entrance will be constructed during this time.
- Member inquired if this work was connected to the Ross St Underpass Project?
  - The storm sewer upgrade is connected to the Underpass Project, which was deferred to 2024 due to time constraints at the time the Underpass Project was underway.
  - The sanitary sewer upgrade is not connected to the Underpass Project. These upgrades were deemed necessary and combining this project with the storm sewer upgrade was determined to be an opportune time as Ross St would be closed.
- Member inquired if once the Ross St parking lot was repaved, if the handicap parking stalls would be marked with something that would be clearly visible for a long time.
  - Yes, the markings on the pavement will be long lasting, as well as posts with signs.

### 7. NEW BUSINESS

#### a) DSA

- Some membership terms will be expiring.
- Jacquie Gaudreau's term has been completed.

#### b) Ross St Washroom Upgrade Project

Rob Niewenhuizen provided a project update.

- Scheduled for completion by the end of March 2024.
- No extension is available, as the grant being utilized dictates a March completion.
- To date the contractor is on schedule to meet the deadline for completion.
- New building design will not permit a person to lock themselves inside the washroom.

#### c) Downtown Parking Budget and Street Parking

Discussion:

- Rob Niewenhuizen provided clarification as to how the budget numbers are calculated from the Inner Core Parking Lot.
- Inner Core lot is half monthly reserved stalls, and half paid timed parking.
- There is a waiting list for monthly reserved stalls.
- Currently about 50% of parking tickets issued are being paid.
- Members discussed ideas of how to encourage parking to rotate in the Downtown.
  - A sliding pay scale for paid timed street parking.
  - Meters on highly occupied streets and no meters on less occupied streets.

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- Current meters are placed on the streets which had the previous cold collector pay meters.
- It was decided to continue to follow the current pay structure for street parking for the time being, as it was developed based upon the recommendation of a consultant evaluation.

8. **OTHER BUSINESS - Correspondence (for information)**

No correspondence.

9. **NEXT MEETING - Tuesday, February 27, 2024**

The next meeting of the Downtown Parking Commission will be Tuesday, February 27, 2024. The Chairperson will be Vic Hamilton.

10. **ADJOURNMENT**

Moved: Vic Hamilton

Seconded: Tim Lavery

THAT: the Downtown Parking Commission Meeting of January 16, 2024 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 08:46 a.m.

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"T. BARTSCH"

Travis Bartsch

Minutes received as information by Council at their Regular Meeting of January 22, 2024.