



Burlington Downtown Parking Advisory Committee Meeting
Agenda

Date: September 18, 2025
Time: 8:30 am
Location: Room 247, City Hall, second floor

Pages

1. Land Acknowledgement

Burlington as we know it today is rich in history and modern traditions of many First Nations and the Métis. From the Anishinaabeg to the Haudenosaunee and the Métis – our lands spanning from Lake Ontario to the Niagara Escarpment are steeped in Indigenous history.

The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway, and other allied Nations to peaceably share and care for the resources around the Great Lakes.

We acknowledge that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

2. Declarations of Interest:

3. Approval of Minutes:

Approve the following Downtown Parking Advisory Committee minutes:

- | | | |
|-----|--|-------|
| 3.1 | Downtown Parking Advisory Committee minutes of May 29, 2025 | 1 - 3 |
| 3.2 | Downtown Parking Advisory Committee minutes of June 5, 2025. | 4 - 5 |

4. Delegation(s):

5. Regular Items:

- | | | |
|-----|--|-------|
| 5.1 | Downtown Pay Station Upgrade Update (Stephen Camm) | 6 - 7 |
| 5.2 | Green P Licensing Update (Stephen Camm) | 8 - 8 |
| 5.3 | Waterfront Garage - Elevator - Modernization (Kaylan Edgcumbe) | |

5.4 409 Brant St. Development Update (Kaylan Edgcumbe)

5.5 Sims Square Parking Lot Update (Kaylan Edgcumbe)

5.6 Downtown Parking Plan (Kaylan Edgcumbe)

For review and comment see link below:

<https://www.getinvolvedburlington.ca/dtparking>

6. Other Business:

7. Adjournment:



Burlington Downtown Parking Advisory Committee Meeting

Minutes

Date: May 29, 2025
Time: 8:30 am
Location: Room 247, City Hall, second floor

1. Members Present

Andrew Pawlowsky (Chair), Brian Dean, Barry Glazier, Joe Gaetan, Garry Hogan, Alisa Mancini, Liza Bouchard-Bain, Stephen Bell, Rick Banville, Sandra Kay

2. Others Present

Craig Kummer, Stephen Camm, Mike Weir, Kaylan Edgcumbe, Stephanie Robinson, Ryan Stoneman, Ben Kissner, Councillor Lisa Kearns, Debbie Hordyk (Clerk)

3. Land Acknowledgement

4. Introduction of New Members

- Liza Bouchard-Bain, Burlington Downtown Business Association
- Stephen Bell, Burlington Downtown Business Association
- Rick Banville, Burlington Performing Arts Centre
- Sandra Kay, Manager Tourism Services, Burlington Economic Development and Tourism

5. Declarations of Interest

None

6. Declarations of Interest

None

7. Approval of Minutes

- 7.1 Approve the February 27, 2025 Downtown Parking Committee minutes.

Moved by: Brian Dean

Carried

8. Delegation(s)

- 8.1 Bob Williams and Liza Cohen from Stantec provided an update regarding the Downtown Parking Master Plan

The project is in phase 2 with a report to Council scheduled in the fall.

The Consultant report will be available through Get Involved for public engagement.

Staff will leverage Sound of Music festival for more public engagement from patrons to gauge visitor experience regarding downtown parking. Staff will report back to stakeholders. This will help set priorities. The final report will be available September/October.

9. Regular Items

- 9.1 2025 Budget Overview follow-up (Stephen)

This item will be discussed at the September 18, 2025 Downtown Parking Advisory Committee meeting.

- 9.2 Working group update (Craig)

This item will be discussed at the September 18, 2025 Downtown Parking Advisory Committee meeting.

- 9.3 Update regarding Zoning By-law Amendment for 401-413 Brant St., 444-450 John St., 2002 and 2012 James St. (DGM-37-25) (Kaylan)

Ben Kissner provided a review of the zoning by-law amendment regarding a reduction in parking spaces. A report regarding this matter is going to the June 10, 2025 Committee of the Whole meeting.

Staff noted that the contractor provided substantial justifications for parking reductions. This project is for Purpose Built Rental units, therefore it has a different auto ownership dynamic resulting in less auto ownership therefore there will be Lower parking requirements.

Motion:

Moved by: Brian Dean

That a Special meeting of the Downtown Parking Committee be scheduled the week of June 2, 2025 to discuss item 6.3 Update regarding Zoning By-law amendment for 401-413 Brant St., 444-450 John St., 2002 and 2012 James St. (DGM-37-25)

Carried

9.4 Rehabilitation of Lot 4 update (Ryan, Kaylan)

Ryan Stoneman, project manager provided an overview of the rehabilitation plan for Lot 4.

The tender is in the process of being completed. Drawings have been circulated to staff final review.

Tender for the project is set to close late June with Construction starting the 3rd week of September. The project is to be completed in 6-8 weeks. All updates to the lot will bring the area up to date with current street scape guidelines.

There will be a net loss of one parking spot.

Kaylan and Ryan will report back to the committee regarding the financial breakdown of where monies are coming from.

The Committee is concerned with the timelines of the construction. Would like to see timelines tightened up to ensure construction is completed in a minimal timeframe.

Councillor Kearns noted that it is important that the contractor utilize all the time that is available during the noise by-law allowances and that a start and end date is specified in the contract.

Craig will come back with a defined scope and timeline.

9.5 Garage Elevator Update (Kaylan)

This item will be discussed at the September 18, 2025 Downtown Parking Advisory Committee.

10. Other Business

11. Adjournment

Chair adjourned the meeting at 10:03 a.m.



Burlington Downtown Parking Advisory Committee Meeting

Minutes

Date: June 5, 2025
Time: 9:30 am
Location: Room 247, City Hall, second floor

1. Members Present

Brian Dean (Vice-Chair), Joe Gaetan, Stephen Bell, Barry Glazier, Sandra Kay, Gary Hogan

2. Others Present

Kaylan Edgcumbe, Hannah Salbi, Benjamin Kissner, Stephanie Robinson, Stephen Camm, Mike Weir, Councillor Lisa Kearns, Michael Giallonardo, Adam Yates, Shelby Clements (Clerk)

3. Land Acknowledgement

The Chair read the land acknowledgement.

4. Declarations of Interest

None.

5. Delegation(s)

None.

6. Regular Items

- 6.1 Update regarding Zoning By-law Amendment for 401-413 Brant St., 444-450 John St., 2002 and 2012 James St. (DGM-37-25)

Stephanie provided a presentation regarding Zoning By-law Amendment for 401-413 Brant St., 444-450 John St., 2002 and 2012 James St. (DGM-37-25). Please find the presentation attached. Further information on 409 Brant - Proposed Zoning Changes can be found at this link:

<https://www.burlington.ca/en/news/current-development-projects/409-brant-proposed-zoning-changes.aspx>

Questions from DPC committee members to staff:

- Will this drain the municipal parking supply? Staff advised that this building is providing affordable units, some tenants do not require a vehicle. It should not drain the municipal parking supply, we still have capacity.
- Does the City have control of dictating how the parking spaces are used? Staff advised that the City dictates through zoning how many stalls are allocated to residential occupant and residential visitor use. The site is exempt from providing dedicated parking for commercial uses as per the Zoning By-Law.
- Question regarding keeping the parking under control in downtown Burlington. Is there a confirmation that this building will only be a rental building? Staff advised that if it was taken out of rental stock, there are some protections in place.
- Staff advised that we are seeing a trend of parking demand decreasing.
- Staff advised that the parking justification report will help to provide information.
- Staff advised that the City has incorporated the need for visitor parking. Downtown Parking Plan will address the questions that are arising. The final report is coming in October.

Motion:

That the DPC direct the Council liaison to direct staff to consult and report back by the June 17, 2025 Council meeting on any negotiation for any additional municipal parking assets that may be feasibly incorporated into the development proposal potentially funded by the Downtown Parking Reserve Fund-Growth. Brian Dean and Barry Glazier to register as delegates at the Committee of the Whole meeting on June 10, 2025 to bring forward the committee's recommendation.

Carried.

7. Other Business

None.

8. Adjournment

Chair adjourned the meeting at 10:43am.

SUBJECT: Paystation Repair & Renewal – RD-PK-1214
TO: Downtown Parking Committee
FROM: Municipal Parking Operations – Transportation Services – Public Works

Dear DPC Colleagues,

By way of this update, we are advancing discussions pertaining to the upgrade of the downtown pay stations. The upgrades we are targeting will provide the downtown with more payment options, increased payment card security and provide the city with a greater capability to manage prices and payment times in-house. The key updates are below:

Better Payment Options

New paystations have the capability to accept debit, credit, coin, Apple and Google Pay. This not only provides a better suite of options for our customers but also helps reduce operating costs associated with collections. Those costs include but are not limited to staff time and armoured pickup costs. Given the increased payment options available and the inclusion of tap, this increases card security by significantly reducing processing times from 30 seconds (card insertion) to 1-2 seconds (tap).

Improved Connectivity

Starting in July 2025, telecommunications providers began dismantling their 3g networks. We are in the fortunate position of our vendor generating a unique solution that has allowed our connectivity to continue, but system upgrades still require us to move ahead by transitioning to a 4g connection as soon as possible with a view to broader machine replacement in the near-term.

Advanced Pricing Strategy

Modern paystations including the above options, have the ability to modify prices in a manner that can facilitate better usage of existing parking facilities. This ability aligns with the Downtown Parking Strategy and leverages technological innovation to incentivize vehicles into less expensive spaces at peak times. This improves the utility of our existing inventory before contemplating costly additions to our portfolio.

Next Steps

City staff will continue conversations with our vendor and procurement to get our immediate requirements addressed. This centers around our need for improved connectivity in light of the telecom network changes. This action will keep our existing machines operating until such time as we can proceed with a full procurement process for new machines.

Staff have already engaged in a study to identify how many machines need to be replaced relative to their use. Machines in peripheral areas of the city often take in less revenue than it takes to keep them functioning and may be subject to less costly alternatives like Honk Mobile. This represents thousands of dollars in potential savings with limited loss of utility. Other considerations will be factored into this equation, but there is an opportunity to right-size our current fleet of paystations by way of this evaluation.

Please contact me directly if you have any questions or concerns.

Memo Details

Author:

Stephen Camm

Supervisor of Municipal Parking Operations

SUBJECT: Licensing Agreement with City of Toronto for use of “Green P” mark
TO: Downtown Parking Committee
FROM: Municipal Parking Operations – Transportation Services – Public Works

Dear DPC Colleagues,

By way of this update, we are pleased to inform you that we have successfully reached a trademark licensing agreement with the Toronto Parking Authority (City of Toronto), effective 26 July 2025. This agreement represents more than 2-years of collaborative effort with the City of Toronto, and we will continue to work with them on maintaining that working relationship.

Key details of the agreement:

Licensee: The Corporation of the City of Burlington

Agreement type: Non-exclusive

Term: 5-years

Fees: One-time, \$6,510 + HST

Scope: On street & off-street Signage, print material, social media and web pages

Additional: The agreement solely benefits the parties and does not confer any benefits or permissions to third-parties i.e. (BDBA).

We believe this agreement aligns with our short-term strategic objectives until such time that we can develop revised branding in line with the broader corporate redesign.

Should you have any questions or require further information, please do not hesitate to connect with me directly.

Memo Details

Author:

Stephen Camm

Supervisor of Municipal Parking Operations