

CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall and by electronic means on **Tuesday, September 19, 2023.**

PRESENT:

Tim Lavery	Councillor, City of Salmon Arm
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Regan Ready	Member at Large
Cathy Ingebrigston	Member at Large
Gerald Foreman	DSA Representative, Chair
Claire Askew	DSA Representative
Travis Bartsch	Resource Personnel, City Bylaw Officer
Gabriel Bau	Resource Personnel, City Engineer
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works

ABSENT:

Jacquie Gaudreau	DSA Representative
Morgen Matheson	DSA Representative

GUEST:

The meeting was called to order at 8:00 a.m. by Chair, Gerald Foreman.

1. INTRODUCTIONS AND WELCOME

Rob Niewenhuizen introduced Claire Askew as the recently appointed representative for Downtown Salmon Arm.

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:

4. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Cathy Ingebrigston declared a conflict of interest in regard to Item 7 a) as she is on the Board for the Second Harvest Food Bank.

Addition of Items 7 b) - Letter dated September 13, 2023 from Downtown Salmon Arm - representative, 7 c) - Rogers Communication - installation of fiber optics cable in downtown, 7 d) - 2024 Budget process, 7 e) - Street Patios and Item 7 f) - Alexander Street closure for events

Moved: Bill Laird

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting Agenda of September 19, 2023 be approved with additions.

CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES FROM JULY 18, 2023

Moved: Bill Laird

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting Minutes of July 18, 2023 be adopted.

CARRIED UNANIMOUSLY

6. OLD BUSINESS ARISING FROM MINUTES

7. NEW BUSINESS

a) Letter dated August 15, 2023 from Second Harvest Food Bank

- Previous years the Second Harvest was permitted by a bylaw officer to display a Second Harvest printed parking pass. Vehicles displaying this pass would not receive parking tickets downtown
- Neither the DPC nor the City were aware of such agreement.
- A new bylaw officer issued tickets to vehicles displaying this permit during the summer
- Group discussion included:
 - Cathy Ingebrigston stated:
 - The Food Bank will be reducing their operational days from 3/week to 1/week.
 - Volunteers would utilize parking passes on Tuesday's and Wednesday's.
 - Generally 8 people would volunteer.
 - Bill Laird asked Travis Bartsch for Bylaw's position.
 - Travis Bartsch stated:

7. **NEW BUSINESS - continued**

a) **Letter dated August 15, 2023 from Second Harvest Food Bank - continued**

- Bylaw has no position whether to grant the permits or not, whatever direction the DPC provided is what will be followed.
- If permits were to be granted, formalization of the permit should be considered:
 - City should create a permit, which would include the year the permit was valid.
- DPC should determine how many permits will be granted.

Moved: Vic Hamilton

Seconded: Bill Laird

THAT: Second Harvest be granted 8 permits which the City will create annually indicating the year of validity.

Cathy Ingebrigston excused herself from the vote.

CARRIED UNANIMOUSLY

b) **Letter dated September 13, 2023 from Downtown Salmon Arm - representative**

Downtown Salmon Arm has appointed Claire Askew as a DSA representative after the resignation of Vera Chomyshen.

c) **Rogers Communication - installation of fiber optics cable in downtown**

G. Bau, City Engineer, stated that Rogers Communications' plan to install a new digital optic line downtown this year will not be proceeding.

d) **2024 Budget**

Rob Niewenhuizen advised that the 2024 budget will be presented during the next DPC meeting.

e) **Street Patios**

Gerald Foreman raised the following concerns in regard to street patios:

- As the patios open at 4:00pm, is it reasonable to accept the loss of parking spaces during the day to accommodate evening use?
- Do businesses that have patios pay extra taxes for the additional space they receive for their businesses? Bill Laird answered that annual rent is paid by the businesses that utilize street patios.

7. **NEW BUSINESS - continued**

f) **Alexander Street closure for events**

The possibility of closing Alexander Street to hold events was discussed

- o Downtown area does not have the number of streets available to keep traffic circulating effectively if a street is closed regularly.
- o Concern for Emergency Services to access the downtown core quickly could be compromised if a street was closed regularly.
- o Businesses may be affected by the loss of street parking in front of their stores.
- o A street was closed for the Farmer's Market previously, this did not work as well as hoped as the Market did not attract enough vendors to completely fill an entire street.

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

9. **NEXT MEETING - Tuesday, October 17, 2023**

The next meeting of the Downtown Parking Commission will be Tuesday, October 17, 2023. The Chairperson will be Tim Lavery.

10. **ADJOURNMENT**

Moved: Cathy Ingebrigston

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting of September 19, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at _____ a.m.

Travis Bartsch

Minutes received as information by Council at their Regular Meeting of _____, 2023.