



## City of Richmond

## Report to Council

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**To:** Richmond City Council  
**From:** Councillor Rob Howard  
Chair, Public Works & Transportation  
Committee  
**Date:** March 18, 2004  
**File:** 01-0100-20-RPAD1-  
01/2004-Vol 01  
**Re:** **RICHMOND PARKING ADVISORY COMMITTEE – PROPOSED TERMS OF REFERENCE**

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The Public Works & Transportation Committee, at its meeting held on March 17<sup>th</sup>, 2004, considered the attached report, and recommends as follows:

### Committee Recommendation

*That the establishment of a Richmond Parking Advisory Committee with its membership (amended to increase the number of members to 15 to allow the addition of BOMA BC and UDI), and terms of reference (as attached to the report dated March 3<sup>rd</sup>, 2004, from the Director, Transportation), be approved.*

Councillor Rob Howard, Chair  
Public Works & Transportation Committee

Attach.

### VARIANCE

Please note that staff recommended the following:

That the establishment of a Richmond Parking Advisory Committee with its membership, and terms of reference (as attached to the report dated March 3<sup>rd</sup>, 2004, from the Director, Transportation), be approved.

## Staff Report

### Origin

At the March 24, 2003 regular Council meeting, Council passed the following resolution:

*That the concept of creating a City-wide Parking Advisory Committee be endorsed, with the understanding that a separate staff report would be provided detailing the terms of reference and the Committee's mandate.*

This report presents the proposed membership and terms of reference for the Richmond Parking Advisory Committee for Council approval.

### Analysis

#### 1. Policy Context

The *City Centre Transportation Plan* (CCTP), adopted by Council in 1997, is a complementary document to the *City Centre Area Plan* that identifies the road, transit, traffic and parking improvements necessary to support the projected increase in population and employment in the City Centre area. One of the key strategies of the CCTP is a balanced approach to improving all modes of transportation, including the automobile, by managing the existing supply and demand of parking more efficiently. The introduction of pay parking in the City Centre in August 2002 is a fundamental component of an overall parking strategy to ensure that on-street parking is available for short-term users such as shoppers rather than long-term users such as employees.

As originally envisioned in the CCTP, a second key strategy is the establishment of a City co-ordinated parking advisory body comprising various stakeholders in the City Centre as a forum to provide input into the planning, provision and management of parking in the area. Staff propose expanding the geographical scope of this group to encompass the entire city as other parts of Richmond outside of the City Centre area are also experiencing similar parking demand and supply challenges (e.g., Steveston village).

#### 2. Mandate and Terms of Reference

The mandate of the proposed Committee is to provide input and advice to the City on parking-related issues throughout the city including those related to the planned Richmond-Airport-Vancouver (RAV) rapid transit line and responding to the parking-related recommendations of the City Centre North Transit and Transportation Task Force. The role and anticipated tasks of the Committee would be to identify parking issues and opportunities, generate and review potential short- and long-term parking solutions including implementation strategies for parking improvements, participate in public consultation and liaison with stakeholder groups on major parking issues and initiatives, and present parking information, options and recommendations to City Council. Attachment 1 contains the Terms of Reference for the proposed Committee.

### 3. Committee Membership

The Committee membership is structured to provide broad representation from stakeholders directly impacted by parking decisions, including merchant associations and property owners with private parking, business and tourism organizations, and the general public. Provision is also made for a liaison position with the on-going Steveston Advisory Task Force on Parking. A Committee membership of 13 is proposed, comprised of one City Council liaison, four organization appointees and eight citizen appointees.

Organization appointees would be nominated from the following agencies: Richmond Chamber of Commerce, City Centre Community Association, Tourism Richmond, and the Steveston Advisory Task Force on Parking. Citizen appointees would represent retail centres/merchants (four members), residents (two members) and employees (two members). The citizen appointees would be nominated by staff from interested Richmond merchants, business owners, employees, and residents who respond to an advertisement to be placed in the Richmond City Page of the *Richmond Review* seeking participants for the Committee. The eight citizen appointees would be appointed for 2-year terms and have rotating memberships so that four members (three from retail centres/merchants and one from City Centre area employee) would be appointed for an initial one-year term and the remaining four appointed for an initial two-year term. The proposed composition of the Committee would be:

<b>Representative</b>	<b>Selection</b>	<b>Number of Members</b>
City Council Liaison	Council Appointee	1 member
Richmond Chamber of Commerce	Organization Appointee	1 member
City Centre Community Association	Organization Appointee	1 member
Tourism Richmond	Organization Appointee	1 member
Steveston Advisory Task Force on Parking – Chair	Organization Appointee	1 member
Retail Centres/Merchants	Citizen Appointee	4 members
Richmond Resident	Citizen Appointee	2 members
Richmond Employee	Citizen Appointee	2 members
<b>Total Membership</b>		<b>13 members</b>

If approved by Council, it is anticipated that the Committee will hold on-going meetings on a minimum quarterly basis beginning in Spring 2004.

#### Financial Impact

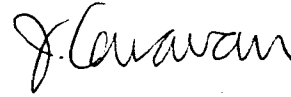
There may be some financial impact related to the facilitation and provision of technical support to the proposed Committee. For example, some overtime staff resources may be required to conduct site observations and monitoring of parking activities beyond the regular work week schedule. Staff attendance at meetings of the Committee, which may occur outside regular office hours, also may result in some overtime cost to the City, which has been included in the City's current proposed 2004 Operating Budget. Some of the recommendations submitted to Council by the Committee may involve capital investments in new parking facilities. The exact funding arrangement for these facilities will be examined by the Committee and will likely involve multi-partner participation. Any recommended parking investment involving the participation of the City, if endorsed in principle by Council, will be considered as part of future operating and capital program development processes.

**Conclusion**

Continued feedback from the business community, employees and residents through an advisory body is essential in developing effective parking management strategies that are workable for the users. This consultation process would also allow feedback on the on-going adjustments to the Pay Parking Program. The proposed Committee, representing a broad range of stakeholders throughout the city, would provide valuable input to the City on the planning and management of city-wide parking on a regular basis.



Victor Wei, P. Eng.  
Manager, Transportation Planning



Joan Caravan  
Transportation Planner

# RICHMOND PARKING ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. Introduction

Over the last two decades, Richmond has experienced significant population and employment growth. The City Centre in particular has become a major regional town centre with one of the largest retail centres in Greater Vancouver. The city's popularity as a shopping and recreation destination for residents throughout the region and a place for doing business is growing steadily as envisioned in Richmond's *Official Community Plan* and various area plans.

While the City's primary transportation plan, the *City Centre Transportation Plan*, emphasizes improving transit services to/from and within the city such as implementation of a light rail transit system linking Richmond with the airport and Vancouver, the automobile will continue to be one of the major modes of travel to, from and around the city. The optimal use of any existing and future parking supply is therefore key to ensuring that valuable urban space throughout the city is utilized in the most efficient manner.

As much of the current parking spaces in the City Centre as well as other neighbourhoods such as Steveston are provided in privately owned off-street surface lots and there is limited publicly owned parking, the need to take a co-ordinated approach to managing the overall parking supply is becoming more apparent as the demand of different users increases with growth. Moreover, the development of any effective management strategy will rely on the continued direct input from diverse stakeholders in the various areas.

To this end, Richmond City Council wishes to gather a voluntary group of stakeholders representing those who own, manage or use parking spaces in the city and formally establish the **Richmond Parking Advisory Committee** to provide the City with input into the planning and management of parking across the city on a regular basis. These stakeholders will represent the business community, employees and residents in a collaborative effort to ensure that the city remains an attractive regional centre.

### 2. Purpose

These terms of reference shall apply to the "**Richmond Parking Advisory Committee**," referred to as the "Committee" in this document.

### 4. Mandate

The mandate of the Committee is:

*To provide input and advice to the City of Richmond on parking-related issues throughout the city, including the identification of parking-related issues and development of possible strategies that are aimed to contribute towards sustaining the city's long-term community liveability and business viability as a major regional centre.*

**5. Role**

The role of the Committee is to assist the City in addressing parking related issues in the city by providing input within the context of its mandate. The Committee may assist the City in carrying out tasks such as:

- review and assessment of regional parking initiatives and policies;
- identification of local parking issues and opportunities;
- new parking opportunities and issues related to the Richmond-Airport-Vancouver rapid transit system;
- generation and review of potential short and long term parking solutions;
- development of implementation strategies for parking improvements;
- evaluation of parking improvement strategies in terms of their economic, social and environmental sustainability;
- commenting on the possible impacts of any proposed parking strategies on local businesses, residential neighbourhoods and tourism;
- participation in public consultation on major parking issues and initiatives;
- responding to parking issues referred to the Committee by Council or the community;
- assistance in the periodical review of City parking policies and enforcement procedures;
- working with the City to encourage and co-ordinate public participation and networking in identifying and reviewing solutions to parking issues;
- liaison with the respective stakeholder group represented by each of the Committee members;
- further review and implementation of the recommendations of the City Centre North Transit and Transportation Task Force; and
- submission of parking information, options, and recommendations to City Council.

**6. Membership**

Participation in the Committee is voluntary. Members of the Committee should:

- reflect a broad cross-section of stakeholders who have an interest in providing input into managing the supply and demand of parking in the city;
- be either Richmond residents, or non-residents who demonstrate an interest in and commitment to improving parking across the city;
- share the common objectives of the Committee as stated in its mandate;
- not pursue other interests that are irrelevant to parking; and
- not have a conflict of interest with Council.

The Committee shall be comprised of the following members:

<b>Representative</b>	<b>Selection</b>	<b>Number of Members</b>
City Council Liaison	Council Appointee	1 member
Richmond Chamber of Commerce	Organization Appointee	1 member
City Centre Community Association	Organization Appointee	1 member
Tourism Richmond	Organization Appointee	1 member
Steveston Advisory Task Force on Parking – Chair	Organization Appointee	1 member
Retail Centres/Merchants	Citizen Appointee	4 members
Richmond Resident	Citizen Appointee	2 members
Richmond Employee	Citizen Appointee	2 members
<b>Total Membership</b>		<b>13 members</b>

The members of the Committee will elect a Chair at the beginning of the first Committee meeting.

## **7. Recruitment**

Recruitment of all citizen appointees shall be in accordance with Council policy and procedures. The City Clerk's office will place appropriate public advertisements in the media to invite submissions of interest to sit on the Committee as volunteers.

Organization appointees shall recruit and nominate their own representatives.

## **8. Selection**

Upon receipt of submissions of interest from the public in sitting on the Committee as citizen appointees, City staff shall carry out an evaluation process to select the successful candidates. These citizen appointees shall be selected based on the following criteria:

- be a Richmond resident, worker or business operator/owner who has demonstrated an interest in and commitment to improving parking in the city in a sustainable manner; and
- represents the diverse parking needs of the broad community.

## **9. Appointment**

All members shall be appointed by Council upon presentation of staff recommendations from the selection process.

## **10. Term**

All four organizational representatives shall be appointed to sit on the committee until further changes are directed by Council. All eight citizen appointees shall be appointed for 2-year terms and they shall have rotating membership so that:

- four members (three from retail centres/merchants and one from Richmond employee) shall initially be appointed for a one-year term, and
- the remaining four shall initially be appointed for a two-year term.

The rotating membership structure shall be established by Council to ensure a balanced representation of the whole city with consideration of factors such as the geographical location, supply of on-site parking, and nature of business represented by each retail centres/merchants. When these respective initial terms expire, each appointment shall be for a two-year term.

## **11. Accountability**

The Committee shall be accountable to Council and all citizen appointees shall be required to disclose in writing the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

## **12. Communication**

The Committee shall report to Council through the City staff liaison to the Public Works and Transportation Committee. Council may ask the Committee Chair to make presentations to Council

directly. The Committee Chair will initiate all communications representing the position of the Committee.

Members of the Committee will have an opportunity to receive information as it becomes available prior to each meeting, discuss the issues, and submit comments and recommendations to the Public Works and Transportation Committee through City staff.

The Committee may communicate regularly with the public. All Committee meetings shall be open to the public.

### **13. Decision-Making**

Members of the Committee shall strive for consensus in making decisions and may choose to establish a decision-making process at the first meeting. Where Committee recommendations are brought forward on a basis other than consensus, the submission of minority Committee member(s) opinions shall be permitted.

### **14. Resources**

City staff support and liaison shall be co-ordinated through the Transportation and Community Bylaws Departments and involve other departments such as Policy Planning and Development Applications if necessary. City staff shall be responsible for:

- co-ordinating meetings for the Committee;
- providing the Committee with information and guidance;
- producing meeting agendas and minutes;
- providing meeting space and equipment;
- bringing forward any proposed initiatives, policies, procedures, and management strategies; and
- receiving the Committee's recommendations and forwarding them to the Public Works and Transportation Committee.

### **15. Meeting Schedule**

The Committee is expected to hold, as a minimum, quarterly meetings beginning in Spring 2004 on an on-going basis until such time that the Committee is deemed to terminate by Council.