

Downtown Parking Committee (DPC)

NAME:	Downtown Parking Committee (DPC) Advisory Committee		
REPORTS TO:	City Council through the Development & Infrastructure Standing Committee		
CLERK:	Administrative Support to be provided		
ESTABLISHED:	By-law No.	N/A	
	Report No.	TT-41/02	
	Date	November 11, 2002	
	Revised	June 22, 2015	

BACKGROUND

Established as an advisory committee to Council on November 11, 2002 (CC-216-02).

MANDATE

The Downtown Parking Committee (DPC) is established as an advisory committee to Burlington City Council to:

- To provide comments and advice to Council on strategies and policies that affect the development and delivery of parking services in Downtown Burlington as outlined in Diagram 1 A: Downtown Parking Exemption Area in Zoning By-law 2020 attached as Schedule 1.
- To consider the community's interests regarding parking in Downtown Burlington and assist Council in addressing those concerns.
- Develop an annual workplan and communication plan and related budget that meet the mandate of the committee.
- Keep current on Council-approved policies that may impact the Committee.
- Report through the Development and Infrastructure Committee to Council of an annual report.

MEETINGS

A quarterly schedule of meetings will be prepared by the clerk in consultation with the committee Chair prior to December 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purpose by the committee. Meetings will be held at City Hall or 414 Locust Street, and completed within 2 hours unless a vote by members to extend the time to a specified time has been approved. Sub-committee meetings will be scheduled as required to complete the assigned work.

QUORUM

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at sub-committee meetings; however any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the clerk for information or possible follow-up.

BUDGET CONSIDERATIONS

The Council of the City of Burlington continues to have responsibility and authority for all financial and fiscal management of all municipal on and off-street parking facilities.

The fiscal year of the committee shall be from January 1 to December 31. The committee will work with the assigned clerk to submit a budget request that reflects its upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines. The committee's budget will be presented within the Local Boards and Advisory Committees' budget submission.

All financial commitments of the committee must be approved through the committee, with revenues and expenditures authorized through the clerk and processed in keeping with corporate policies.

WORKPLANS AND ANNUAL REPORTS

The Chair and Vice-Chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee's mandate as outlined in the terms of reference. The work plan will be from January 1 to December 31 each year.

Within the first quarter of each year, the Chair and Vice-Chair will work collaboratively with committee members to prepare an annual report outlining the activities/deliverables of the previous year. The annual report will be provided to Council for information through the Council Information Package or by presentation to the relevant standing committee of Council.

COMMUNICATIONS

The committee may prepare a communication plan to support its workplan. The committee must provide advance notice of communication requests so that its clerk can work with corporate communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, and funded by the committee's annual budget

allocation. The committee Chair or designate will provide the first point of contact for all communication/media requests.

7. COMMITTEE COMPOSITION

Role		Voting	Non-Voting
Citizen representatives	<ul style="list-style-type: none"> • 4 citizen representatives: <ul style="list-style-type: none"> ○ 2 representatives living in the downtown area of Burlington ○ 2 representative living outside the downtown area of Burlington 	√	
Stakeholder representatives	<ul style="list-style-type: none"> • 6 members of the Burlington Downtown Business Association (BDBA) appointed by the BDBA Board of Directors. • 1 member appointed from Tourism Burlington • 1 member representing a non-business interest operating in the broader Downtown Area, such as a cultural and /or educational entity 	√	
Council Representative	Ward 2 Councillor		√
Council Representative	Mayor or member of Council appointed by Council		√
Administrative Support	Administrative Support to be provided		√
Departmental Resource/Support	1 staff representative from of Transportation Services		√

MEMBER SELECTION

Committee members, including members wishing to participate for a subsequent term, will be selected through an application and interview process. The interview panel should include the committee Chair and/or Vice-Chair, the appointed Council representative or delegate, and a staff representative.

However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit its recommendations to Council for final approval and appointment.

COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet with the chair presiding or vice chair in his/her absence.

The **Chair and Vice-Chair** are committee members elected by committee members. Only voting members can be elected as Chair or Vice-Chair.

Sub-committees: The committee may establish sub-committees as needed to consider specific issues. Establishing sub-committees does not require approval from a standing committee or Council. Sub-committee members prepare their own agendas and minutes as required. The Chair of a sub-committee must be a member of the Downtown Parking Committee (DPC). Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the advisory committee.

TERM OF OFFICE

Committee members: It is recommended that the term of office for the Burlington Downtown Parking Committee (DPC) shall be four years.

Once a member has completed two consecutive terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee one year following the completion of his or her terms.

It is recommended that members should be selected on a staggered basis, in order to address continuity. Half of the voting members should start their term at one time with the other half commencing their terms two years later.

Chair and Vice-Chair: Two years from the date of election.

If the chair resigns before the completion of his or her term, the Vice-Chair will complete the remainder of the term. If the Vice-Chair resigns or vacates his or her position to fill the position of Chair, a new Vice-Chair will be elected to complete the remainder of the term.

Designated Alternates: If a voting member resigns before the completion of his or her term, a designated alternate (if one is available) shall fill the vacancy and become a full, voting member of the committee. Upon appointment to full voting membership, an alternate will commence his or her term of office as a full-voting member. The alternate is eligible to apply for a second full term when his or her first term as a full-voting member has expired.

ELECTION OF CHAIR AND VICE-CHAIR

Elections for the advisory committee Chair and Vice-Chair shall occur in the first month of each year.

Committee members may nominate a fellow voting committee member to the position of Chair or Vice-Chair provided the nominee has a minimum of one year voting or non-voting member experience gained from his or her membership on the committee in the preceding year.

REFERENCE TO CITY'S STRATEGIC PLAN:

Burlington, Our Future – Strategic Plan 2011-2014

- Excellence in Government

COMMITTEE REVIEW DATE:

Every four years to coincide with the release of the City's Strategic Plan.

REFERENCE DOCUMENTS:

All members of the Burlington Downtown Parking Committee will have read and understood the following reference documents:

- Handbook on Citizen Committees, June 2010
- Procedural By-law No. 24-2013
- Council Boards and Committees – Appointments to Boards and Recruitment of Citizens for Committees, City of Burlington Corporate Policy
- Council Boards and Committees – Mileage and other Expenses for City of Burlington Committees, City of Burlington Corporate Policy
- Code of Conduct, City of Burlington Corporate Policy
- Respect in the Workplace, City of Burlington Human Resource Policy

Schedule 1 - Excerpt of By-law 2020

Part 1 – General Conditions and Provisions

Diagram 1A: Downtown Parking Exemption Area

