

TOH Off Site Parking Strategy

The following document provides a draft Terms of Reference for an Off-Site Parking Strategy (OPS) related to the New Campus Development (NCD) for The Ottawa Hospital (TOH).

1.0 Introduction

1.1 What is the TOH Off-Site Parking Strategy?

- **Provide the Background, Context and Direction**
 - How did we get here?
[Direction from Council for NCD Master Site Plan and supporting TIA and Mobility Study](#)
 - Why do we need an OPS? Why is it important?
[Community concerns, scale of NCD development and future phases.](#)
 - Who is involved in the OPS?
[Extensive consultation including community committee, City of Ottawa, local Councillors, TOH leadership](#)
 - What happens after the OPS?
[This document will accompany the Site Plan Submission for the Main Hospital Building – Phase 4](#)
- **Provide an Overview of the Plan**
 - Describe objectives - What will the OPS do?
[Identify potential off-campus parking implications/vulnerabilities in the municipal network/neighbouring communities stemming from the NCD. Define a procedure to monitor off-campus parking implications over time, and a mechanism for the public/stakeholders/City of Ottawa to engage and react collaboratively with TOH. Provide TOH with the tools and guidance on how to mitigate various parking impacts.](#)
 - Outline the key report sections – what will the OPS cover?
[Engagement; Identify Issues/Opportunities; Developing the Toolkit; Recommended Plan](#)
 - What will it NOT cover?
[On-campus prevention. On-campus management of parking demand vs supply ties directly into the TDM Strategy, such as policies \(parking pricing\) and other programs to attain target mode shares. The OPS will coordinate closely with the TDM Strategy, but will focus on what TOH can do \(interventions\) to manage/mitigate any spillover that may occur.](#)

- Summarize any Definitions

1.2 How will the Off-Site Parking Strategy be Developed?

- Highlight the Stakeholder Engagement and Outreach
 - Summarize the engagement process
Community Consultation (Community Advisory Council and Transportation Subcommittee), City departments (Parking Services, City Bylaw Enforcement etc.), the Central Experimental Farm
Show Community Association Map – with study area outlined.
Showcase efforts in outreach – document # of meetings with various groups
 - What did we hear?
Summarize the key concerns from each group.
- Describe the Study Scope and Process
 - Define the Study Area
Bounded by Holland/Hwy 417/Bronson/Central Experimental Farm
Describe infrastructure – pedestrian, cycling, transit.
Reference key destinations that may drive activity/parking (existing Civic, Dow's Lake, Preston commercial areas etc.) and show on map
Identify which streets are considered to be within a reasonable walking distance to TOH campus
 - Cite relevant studies
Little Italy Parking Management Study, various traffic impact assessments, IBI Parking study for Preston Square (part of development application for residential expansion), or other parking studies within study area (whether public or private development)
 - Outline the study process
Scope to be vetted by City, Community Advisory Council and Transportation Subcommittee to ensure consensus on study approach/methodology; detailed data collection to ensure understanding of local conditions; apply best practices and collaboration with City staff/committee to ensure solutions make sense to stakeholders; develop framework and Toolkit based on analysis supported by stakeholder outreach; submitted to City staff for approval.

2.0 Identifying Issues and Opportunities

2.1 Existing Policies and Procedures

- Outline current Bylaw requirements – tenant/visitor parking, general on-street regulations, prohibition of driveway sharing etc. – very brief summary
- Describe existing Parking Programs?
What does City/NCC do during special events? Tulip Festival, Italia week, Winterlude?
Any programs/initiatives tied to development?
- Describe what are the City's enforcement mechanism? Who administers... Bylaw/Parking Services?
Lay out the process from when a person has a concern, how they move through each stage of the City process, until a resolution is done. May need to reach out to staff on this – is there website, 311?

2.2 Data Collection

- Describe data collection process
 - Complete Site Visit to inventory study area – Note the dates (April 8 and 12, 2022 +++)
City formula to be used to calculate # on-street parking spaces that are unmarked
 - Analyse Parking Utilization (on and off-street)?
Dates, location, time of day, duration, on- and off-street, type of lot etc.
Data to be collected at strategic locations only
Different based on time of day (2 main periods) - 9 to 5 (staff); outside working hours/weekends (visitors)
 - Summarize Other Sources
Used data from Little Italy Local Area Parking Strategy (LAPS); any other data provided by City staff; private parking management groups (Preston Square, Impark? etc.).

2.3 Overview of On- and Off-Campus Parking

- **Describe Existing off-campus parking inventory, regulations, and pricing, on- and off-street, public and private**
 - Summarize and provide Map
Discuss how parking regulations change based on context, e.g. surrounding existing Civic vs residential subdivisions elsewhere vs Preston commercial area vs EF/NCC.
Discuss how management of on-street parking is closely tied to management of off-street parking
- **Describe Existing on- and off-campus parking trends**
 - Summarize utilization of on- and off-street parking (both public and private) – 9 to 5, and off-peak periods
Discuss where parking regulations change based on context, e.g. surrounding existing Civic
 - Does City have database of valid on-street parking permit holders?
During Special events? Tulip festival? Winterlude?
Anecdotal from City staff/NCC and community - openly ask the question to community – tell us what happens at the Tulip Festival.
Opportunity to observe upcoming tulip festival
Do any government buildings open for public during events? Similar to Canada Post during Dragon Boat and Hope Beach at Mooney's Bay?
- **Describe Future conditions based on available information**
 - Describe anticipated development/intensification (see Dev Apps/ TIAs)
Potential implications of aggressive parking rates near LRT?
 - Summarize New OP policies
Will there be more aggressive rates or new parking planning/zoning/by-law requirements in the future surrounding TOD?
 - Analyse whether off-campus supply in the study area to meet demand?
Provide general thoughts about parking supply to accommodate demand in the future based on research, new OP, and existing findings.
 - Forecast future demand
Seasonal variations in demand during festivals etc. to be considered

2.4 The Existing Civic Campus

- **Overview of the Existing Campus**
 - Parking inventory (onsite and satellite) for staff and visitors, pricing trends - permit/non-permit users, utilization, waitlist etc. – reference TIA and Mobility Study for Master Site Plan
 - Mode Share and Travel trends – reference TIA and Mobility Study; compare public parking supply on campus with average visits
 - Review origin/destination study for staff and visitors – streetlight data based on time of day (if available), or use postal code data for staff from TOH – request origin-destination data for visitors if available.
- **What are the current challenges with respect to off-site parking and community infiltration? Are there any existing programs?**
Cite any data from City about community concerns/studies done around existing Civic. (request)
Summarize known community parking concerns/history?

2.5 The New Campus Development

- **Summarize the Phasing - anticipated # of employees, students, patients, and visitors**
Brief summary from the TIA and Mobility Study
During construction – construction workers
Opening day – full staff/employment
- **Describe the on-campus parking plan**
Brief summary from TIA and Mobility Study; but focus on public parking and anticipated visitors
- **Discuss the anticipated challenges. What is the potential overflow or parking infraction?**
Reference TIA and Mobility Study

2.6 What are the Opportunities?

- If there is off-street parking supply (public or private), evaluate the opportunities for partnerships/satellite locations using shuttles?
Temporary satellite parking with shuttle service options at Preston Square, Federal Buildings (e.g. Tunney's Pasture), Carleton University, City park and rides, etc.
- Evaluate the ability to use the existing City enforcement/response process.

2.7 Where are the Vulnerable Streets?

- Summarize what was heard from Outreach activities
- Review and summarize historical parking enforcement data – attention given to neighbourhoods surrounding existing Civic
- Highlight potential parking infiltration areas at NCD – looking at utilization trends (historical if available)
Provide summary map of the vulnerable streets
- Review travel trends on vulnerable streets
Consider long versus short trips – summarize OD data; locations with high utilization; locations with highest parking infractions; locations with ongoing enforcement/local complaints

3.0 The Off-site Parking Strategy Toolkit

3.1 Identify the Framework

- Describe approach and key concepts to ensure success
 - What are the pillars? What are the objectives?
e.g. communication/collaboration, ability to react quickly, culture, technology etc...
- Describe Best Practices
 - Use of technology, policy changes, time and price-based regulations for on-street parking, enforcement, partnerships etc. Cite City and industry practices and other hospital examples.
- Describe the different types of spillover
 - Overflow spillover – demand exceeds supply
 - Pricing – a choice by user to avoid on-site parking to reduce costs
 - How are they different, do they have different approaches to respond to or is it the same?
Both have TDM implications, but overflow is more challenging to manage since the user has no choice but to park offsite.
We can more easily combat pricing by reducing options near the NCD, but this punishes the former.
Overflow requires quick identification when parking supply is exceeded and an even quicker response for intervention. Technology (real-time parking utilization), information/planning (having ready-made alternatives on standby if onsite public parking is full) will be crucial.
- Reiterate on-campus parking strategy will be tied to TDM Strategy and not covered in the OPS
Provide very brief summary of initial TDM recommendations if available, or simply reference TDM Strategy

3.2 The Toolkit

- Breakdown all strategies to address off-campus parking implications
 - Categorize based on approach and timing e.g. Regulations, Expansion, Partnerships – short vs long lead-time.
 - Identify any synergies with Little Italy LAPS, other parking programs
- Rank strategies based on High, Medium, Low – effectiveness or duration – how long to take to implement
 - Look at Little Italy LAPS recommendations
- Describe Temporary measures for events (e.g. Winterlude or Tulip Festival)? – this discussion may not be within scope, but may comment on.
 - TOH to collaborate with City/NCC with existing programs/initiatives during special events.
- Describe industry innovations

- Electric Vehicles, Connected Autonomous Vehicles (CAV), shuttles, carpool technology (e.g. shuttle loop from laneway at LRT to front door – convert in future to CAV shuttle etc.)
- **Summarize Potential Costs** – very high-level, order of magnitude. May not be needed at this stage.

4.0 The Recommended Plan

4.1 What is the Recommended Plan?

- It provides a road map including actions and interventions for TOH to mitigate validated off-street parking issues that may arise after Opening Day of the NCD
- The plan builds off the toolkit of items outlined in Section 3.0

4.2 Summary of Recommendations

- Provide maps showing proposed location and types of interventions on the vulnerable streets to implement during Main building construction and on Opening Day
- Summarize recommendations in a table
 - Location, type of intervention, length and #, costs?
 - Specs? Concept designs?

4.3 Monitoring and Implementation

- Outline framework for administration of the OPS
 - Identify how the recommended plan will come to fruition
 - How will public concerns be received and processed that relate to NCD
Through bylaw enforcement (311)? Define a protocol to engage TOH if any concerns are raised within study area through the Community Council.
- The Monitoring Strategy will detail the monitoring process for each supporting study and start the discussion about implementation of recommended for all supporting studies
 - How will future implementation be coordinated? Through Parking Services?
 - There will be ongoing discussion regarding funding and potential cost sharing
- Describe process for Functional/Detailed Design/construction of recommended plan and required approvals (e.g. City of Ottawa)