

COMMITTEE OF THE WHOLE (WORKING SESSION)- JUNE 12, 2012

VISITOR PARKING PERMITS

Recommendation

The Director of Enforcement Services recommends:

1. That Council provide direction with respect to which option it prefers for overnight visitor parking permits; and
2. That the overnight visitor parking permits be available for up to five permits per month per vehicle.

Contribution to Sustainability

N/A

Economic Impact

The economic impacts of this report depend in part to the option chosen by Council. Regardless of which option, it could be expected that by allowing up to five permits per vehicle, rather than five per household would increase the number of permits issued, potentially reducing fine revenue.

Communications Plan

If any changes are adopted by Council, the modifications will outlined on the City website.

Purpose

This report is to provide options on overnight visitor parking permits.

Background - Analysis and Options

Staff presented options for the automation of the overnight visitor parking permits to the Committee of the Whole Working Session of May 22, 2012.

At that meeting staff were directed to provide a further report to Working Session prior to the summer hiatus with options for a simple, inexpensive solution to make visitor parking permits available online which can be implemented for the summer of 2012.

As indicated in the report of May 22, 2012, the visitor parking model was established in 2002. The parameters of the program have remained unchanged since that time.

Currently, the Overnight Visitor Parking Permits are available by attending to the Enforcement Services counter, Monday to Friday, 8:30am-8:00pm. Permits are restricted to a maximum of five per month per household, and cost \$5. per permit issued.

Option # 1 – Visitor request by email, similar to parking exemption request for construction

Staff can implement a program modelled on the 'construction permit' parking program put in place a year ago. The Town of Halton Hills has an online form that can be filled out and when completed and submitted, pushes an email to a prescribed email address within Enforcement Services. A copy of the Halton Hills web page is attached.

During the hours of Monday to Friday, 8:30am to 8:00pm staff would monitor the account and should the vehicle qualify, a permit would be sent to the resident by responding email that must be displayed.

Staff will develop a database to track the visitors permits issued to monitor the limit of 5 per vehicle. In addition to the database, the online form will have protocols built into it that would prevent more than 5 permits per month being issued.

Emails received outside of the hours of Monday – Friday 8:30 am to 8:00 pm, any email request sent before a Penalty Notice is issued would provide the basis for cancelling the Penalty Notice.

In consultation with the ITM department, they advise that this could likely be rolled out within 4-6 weeks from Council approval. ITM also advises that staff resources capable of creating the form are currently assigned to other priority projects. This project may require the re-prioritization of some currently active projects to complete this project in the 4-6 weeks projection.

Eliminate the \$5.00 visitor parking permit fee

Under this program, there would be no ability to require payment of a permit fee. Therefore, this would eliminate the \$5. fee per permit. It should be noted that of all municipalities benchmarked (see May 22, 2012 report) only Vaughan charges such a fee.

This would result in annual lost revenue of about \$5,000. In addition, parking enforcement officers may occasionally issue a Penalty Notice to vehicles that may have sent an exemption email after hours or on a weekend, but not yet received a permit to display. Staff would simply cancel the Penalty Notice once contacted by the vehicle owner, by verifying receipt of the email request.

Due to the limit of 5 visitor permits per month, it is necessary to have each request tracked and verified. For this reason, it is not possible to allow residents to simply print their own proof of request.

Option #2

The report of May 22, 2012 outlined a fully automated electronic solution to visitor permits, essentially implementing an on-line and phone-in provision of visitor parking permits. The on-time start-up cost was \$29,000, with an annual operating cost of \$27,500. The advantage of a fully technological permit program is two-fold:

- A technological solution provides real-time information to parking officers, so Penalty Notices are not issued once the request has been received;
- A technological solution allows the City to continue to charge nominal fee;
- A technological solution may provide a program to implement City-wide permit street parking in the future, in the event the City ever wishes to go in that direction.

This option, if approved in the budget, would be included with the 2013 budget submissions.

Changing from Household to Licence Plate based permits

The program currently stipulates for 5 permits per month per household. This limits the number of permits available. Although Vaughan already allows by far the highest number of exemptions per year in the GTA, (see May 22, 2012 report) it is apparently insufficient to meet residents' needs.

Changing to 5 permits per license plate allows an increase in the number of permits per household.

Relationship to Vaughan Vision 2020/Strategic Plan

This report recommends a change from the priorities previously set by Council and speaks to Service excellence

Regional Implications

N/A

Conclusion

There are a couple of options available to make the overnight visitor parking permit program more available and more accessible to residents.

Modifying the permits availability to license plate rather than households increases the potential use of the program and service to the residents.

Attachments

1. Screenshot from Halton Hills Website

Report prepared by:

Tony Thompson

Respectfully submitted,

Tony Thompson
Director, Enforcement Services

Attachment #1

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Parking Exemptions

**Uniform Traffic Control By-law No. 84-1 prohibits parking
Daily from 2:00am – 6:00am November 15, 2011 to April 15, 2012**

Telephone: 905-873-2601 Ext. 2330
[Over night parking information](#)
[Parking FAQ's](#)

* Are required fields to successfully complete your parking exemption request.

For Overnight Parking or Five-Hour Street Parking

On-Street Parking Exemptions are limited to six (6) occasions (per vehicle) per year, maximum four (4) days.

Resident & Car Information

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
Telephone:	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Start Date:	Select Month... <input type="text"/> Select Date... <input type="text"/> Select Year... <input type="text"/>	
Number of Days:	<input type="text"/> (Maximum 4 days)	*
Reason:	Select Reason... <input type="text"/>	
Resident's Plate Number:	Province / State:	Make/Model:
Plate # 1 <input type="text"/>	Select Province/State... <input type="text"/>	<input type="text"/>
Plate # 2 <input type="text"/>	Select Province/State... <input type="text"/>	<input type="text"/>
Plate # 3 <input type="text"/>	Select Province/State... <input type="text"/>	<input type="text"/>
Plate # 4 <input type="text"/>	Select Province/State... <input type="text"/>	<input type="text"/>
Plate # 5 <input type="text"/>	Select Province/State... <input type="text"/>	<input type="text"/>

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