

## **COMMITTEE OF THE WHOLE (WORKING SESSION) - FEBRUARY 14, 2006**

### **ON-STREET PARKING PILOT PROJECT**

#### **Recommendation**

The Commissioner of Engineering & Public Works and the Commissioner of Legal and Administrative Services in consultation with the Director of Corporate Communications recommend:

1. That the Residential Areas/Test Street as identified by the Working Group for the On-Street Parking Pilot Project be approved;
2. That notwithstanding the City's Purchasing Policy, and in consultation with the Director of Purchasing Services, sole-sourcing of the Parking Machines to J.J. MacKay Canada Limited for the Pilot Project only, be approved by Council, subject to the City, through Staff, concluding an acceptable Service Proposal with the Vendor;
3. That an interim Parking Permit Fee Schedule, to be established at \$60.00/month or \$2.00/day, for the duration of the On-Street Parking Pilot Project;
4. That staff be authorized to bring forward the necessary By-law and/or Amendments to implement the On-Street Parking Pilot Project;
5. That the Communications Strategy, as recommended be approved and implemented; and
6. That the On-Street Parking Pilot Project commence April 3, 2006, or as soon as possible thereafter, and run continuously for a one-year trial period and that staff provide an interim progress report after the completion of 6 months of the project.

#### **Economic Impact**

There will be some initial costs associated with the Pilot Project. While these costs are not fully known or quantified at this time it is believed the stakeholder departments represented in the Working Group can absorb these costs within their respective annual budgets.

The longer term Capital and Operating costs of a fully implemented Residential On-Street Parking Program will be estimated upon completion and as part of the Pilot Project Evaluation. The actual estimated cost and final cost will be reported back in the progress report to Council.

#### **Purpose**

To investigate the possibility of implementing a permanent, overnight permit parking program across the City of Vaughan in residential neighbourhoods on local streets.

To this end, Council has directed staff to conduct a one-year pilot project. This report sets out the detailed work plan in establishing the parking criteria, identifying the test areas, and developing and testing the permitting process.

#### **Background - Analysis and Options**

At its meeting of June 15, 2005, Council approved:

**“That the City of Vaughan establish a one year pilot project for selected areas of the City commencing no later than October 2005 for all-year permitted parking in residential areas;**

**And, based upon the evaluation data compiled up until that point, that this project be reviewed by Council in January 2006 in order to determine its continuance to the end of the one year completion date;**

**And that staff prepare their operational recommendations prior to the implementation of this project in October;**

**And that Engineering, as part of their preparation for the implementation of this proposal provide advice on how to implement this proposal for those residential secondary streets and are less than 8.5 metres in width.”**

Staff responded by forming a Working Group composed of members from Public Works, By-law Enforcement, Traffic Engineering, Finance, ITM, Legal and Corporate Communications to set out a plan to develop and implement the Pilot Project. Expertise was identified and drawn from technical, administration, financial, legal, enforcement and publicity areas within the various Departments. The Committee has met on several occasions since and now created a program proposal for Councils consideration.

Each Department/Division/Section participating was asked to contribute to the undertaking by identifying their particular interests, concerns, requirements, etc. for such a parking program, on both the short term test case and in consideration of a possible permanent program.

### **OPERATIONAL CONSIDERATIONS**

Public Works and Traffic Engineering were principally involved in this technical assessment of the test zones and candidate streets.

Issues for consideration in developing the Parking Criteria included, but were not necessarily limited to the following:

- winter operations – snow removal, etc.
- waste management – collection services, etc.
- emergency access – fire and ambulatory service
- signage and pavement marking – parking zone delineation
- locational criteria – fire hydrants, community mailboxes, etc.
- transit compatibility
- parking zones – driveway spacing, intersection clearance, etc.

All streets were visited and surveyed in terms of the technical criteria for compliance. The Operational Criteria as recommended are summarized and contained in the table as Attachment No. 3.

For its role, Public Works will need to develop special signage to be displayed on the test streets and defining the limits of the parking zones with the appropriate parking solution as determined. The parking machines will also require, at City expense, a concrete base for anchoring and security purposes. Traffic Engineering will design the pavement marking scheme to delineate the parking zone, not individual spaces, within the pavement.

## **PARKING ISSUES & ALTERNATE SOLUTIONS**

In trying to identify the scale of the project, Enforcement Services staff reviewed records regarding parking complaints, tickets issued, congested areas and other factors on a City wide basis, all in the context of residential areas. Council members were consulted for their input and to solicit suggested neighbourhoods or additional specific streets for further consideration, based on citizen complaints and the like.

The process involved identifying problematic parking neighbourhoods within each of the respective City Wards as candidate areas for "test zones". Specific residential streets were then selected based on Operational Criteria in which to apply the alternate parking solutions identified for testing. Finally, the parking schemes were configured within each test zone for evaluation.

The outcome was to identify approximately fifteen candidate streets for the Pilot Project encompassing the five Wards, at three streets per City Ward. The specific streets selected are indicated in the table as Attachment No. 1, and illustrated on the map in Attachment No. 2.

All of the fifteen streets had significant number of tickets issued for violations of the City's Consolidated Parking By-law 1-96 for the 2:00 a.m. – 6:00 a.m. parking restrictions. In total 597 available parking spaces were involved. The ticket revenue on the streets in 2005 was \$45,000.

The working group determined that three different Parking Solutions would be piloted over the one-year test period. Of the three streets identified per Ward, one each would either be free parking (through by-law prohibition), or require daily or monthly permits (through parking machine issue).

The FREE PARKING alternative solution would essentially allow for free overnight parking (from 2:00 a.m. – 6:00 a.m.) to residents residing on the subject test streets identified in the particular Ward. This exemption to the Consolidated Parking By-law would apply to the entire seven days a week period, from April 1 through to December 1 annually, in respect of protecting for Public Works winter operations during the four month prohibition.

There would be no application requirements on the part of the residents for this alternative. Spaces would simply be available on a first-come, first served basis and subject to the Operational Criteria.

For the PERMIT PARKING solutions, staff are recommending that a hard copy (paper) permit be utilized and that they be made available through the use of Pay-and-Display Machines provided by a sole-source Vendor for the purpose of the Pilot Project only. This approach will virtually eliminate City staff involvement in issuing the permits and collection of receipts. The Canadian company, J.J. Mackay Canada Limited will provide six machines to the City at no initial cost for the Pilot Project, based on a revenue sharing turnkey operation. This means that the company will customize the program, install and maintain the machines, process the payments and send the receipts to the City for its share of the revenue.

The criteria for selecting which solution went to what street was again based on the Operational Criteria and also determined in part by a convenience faster based length of test street as compared to distance required to walk to obtain the permit. The five streets that will be tested with the DAILY PERMITS will have the machines installed close to the middle of the area/block involved, in a discretionary location. The sixth machine is proposed for the entrance foyer at the Civic Centre in order to provide for 24 hours, 7 day a week service. The outside machines will be solar powered and wireless, eliminating the need for electrical or communication links. Each

machine will be programmed with the number of available spaces on the specific street and once that number is reached no more permits will be sold. It is proposed that the Daily Permit machines be operational only between the hours of 6:00 p.m. to 6:00 a.m., seven days a week. Currently there are 442 parking spaces available “for rent” across the fifteen test streets in the Pilot Project.

By-law Enforcement Staff will be monitoring the test streets daily and very closely, observing any activities or situations that will contribute to the assessment of the Pilot Project. Vehicles parked without a permit between 2:00 a.m. and 6:00 a.m. and in violation of the Consolidated Parking By-law will continue to receive a ticket. Staff note that this Pilot will not alter the Visitor Parking Permit Program already in use across the City, with the exception of the fifteen test streets.

The suggested permit fees, subject to Council approval, are recommended at \$60.00 for the monthly pass and \$2.00 per day for the overnight permit. Ticket prices for parking violations will remain at \$35.00 per offense. There is no expected revenue loss as a result of the Pilot Project.

It is anticipated that there may be an increase in the number of complaints received regarding unwanted vehicles parked in front of residents’ homes. Also, significant infiltration is expected into the test areas by vehicles from neighbouring streets. These complaints are out of the control of the City, as individual parking spaces are not allocated by vehicle or reserved by space.

In terms of Performance Criteria, it is intended to evaluate the success of the program primarily under four broad areas:

- Revenue – permit receipts vs. program costs
- Usage – percentage of spaces occupied vs. available daily/monthly spaces
- Complaints – received by residents, users, other roadway stakeholders, staff
- Compliance – legal vs. illegally parked vehicles
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### **COMMUNICATION STRATEGY**

The communication strategy for the On-Street Parking Pilot Project has the following objectives:

1. Inform the target audience of the City’s new on-street parking pilot project; and
2. Promote the City’s commitment to community safety regarding on-street parking through media coverage, City Page notices, website postings, advertisements and print material.

The external target audience will include residents, ratepayers associations, the media, community groups, and other levels of government. In addition, all City staff will be informed of the Pilot Project through the VIBE, the City’s intranet.

Key messages to communicate the project will include the following:

1. The City of Vaughan is committed to improved community safety through efficient parking initiatives, enforcement and education.
2. Community participation will help the City determine the most effective parking permit alternatives for residents.
3. The City’s parking programs are designed to assist the parking needs of residents and reduce any shortage of parking available in residential neighbourhood.

The effectiveness of the communications program will be measured by tracking website visits, monitoring media coverage, and tracking telephone calls from the public.

Attachment No. 4 lists the proposed action steps to implement this communications strategy.

## **OTHER CONSIDERATIONS**

Issues raised by various other stakeholder departments have been reviewed by the Working Group in advance of the Pilot Project with each department contributing comments.

ITM acknowledges the experience and expertise of the Vendor and is satisfied that with some customization and repurposing the standard Pay and Display machines will perform well for the Pilot. The proposal should identify Vendor responsibility of customizing, monitoring and servicing the units, collecting the cash and credit card payments, providing wireless connection, etc. In terms of the City's existing computing infrastructure the turnkey Pilot will require minimal ITM staff resources and have very little system impact.

Legal Department will oversee the necessary amendments to the various Parking By-laws that may be impacted including review of the draft by-law to be prepared by Traffic Engineering in support of the undertaking and reflecting the final terms of the Pilot Project and any necessary support agreements.

With respect to Finance & Purchasing, sole sourcing an equipment supplier willing to undertake the necessary development on the Pilot was deemed an acceptable option by the Working Group given the nature of undertaking as a test case. The project will be able to proceed expeditiously with Vendor control of the parking machines, receipts collection and submission, and financial reporting for audit and control purposes. Again, staffing resources will be minimized without undue delay to the project schedule.

With regards to the long term outlook all departments will provide comments on the technical, administrative, and financial aspects of the Pilot Project as part of an interim and final reports to Council as the program progresses over the one year trial period.

## **Relationship to Vaughan Vision 2007**

This report is in keeping with the Vaughan Vision by promoting service excellence and developing collaborative solutions, in the case with respect to fulfilling the need to provide for alternative parking solutions within residential neighbourhoods that meet both the needs of residents' while preserving operational functions.

## **Conclusion**

A Working Group involving staff from the various City Department stakeholders has prepared a proposal to undertake a one year Pilot Project to investigate the feasibility of a permitted On-Street Parking program in residential neighbourhoods. Staff recommend that the test streets, as identified in the subject report, be approved for the Pilot and that an interim Fee Schedule be adopted through the amending by-laws. To expedite the study and minimize staff resources it is also recommended that a turnkey operation involving a sole-source parking machine Vendor, be approved as well, for the duration of the project only.

## **Attachments**

1. Test Streets
2. Location Map
3. Operational Criteria
4. Proposed Communication Action Steps

**Report prepared by:**

Gary P. Carroll, P.Eng., Director of Engineering Service  
Tony Thompson, Senior Manager of By-law Enforcement

Respectfully submitted,

Bill Robinson, P.Eng  
Commissioner of Engineering & Public Works

Janice Atwood-Petkovski  
Commissioner of Legal & Administrative Services

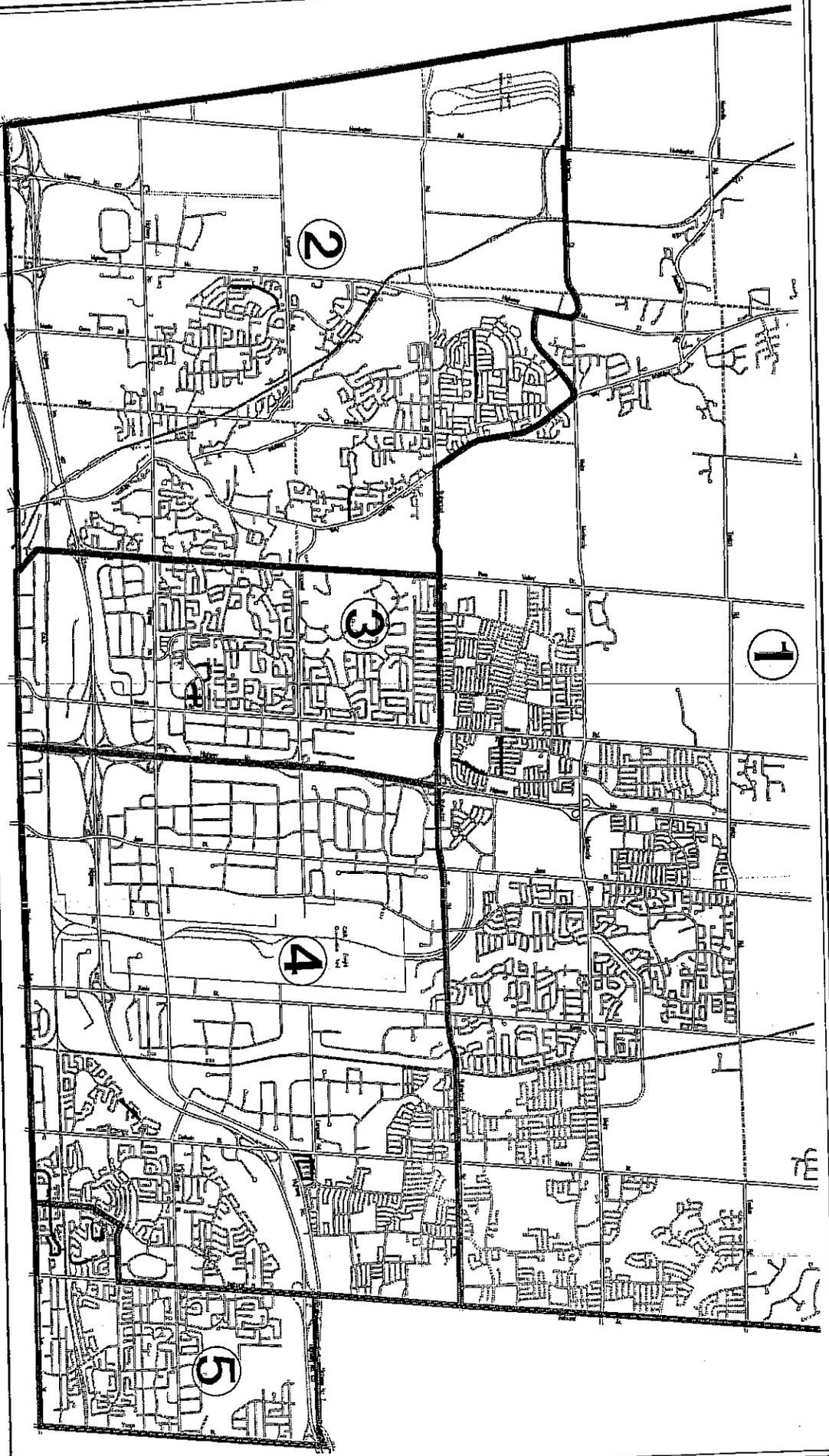
Gary P. Carroll, P.Eng  
Director of Engineering Services

Tony Thompson  
Senior Manager of Enforcement Services

## TEST STREETS ON-STREET PARKING PILOT PROJECT

Street Name	Ward	Tickets Issued	Spaces Available	Both or One side	Parking Permit Solution
<b>Vellore Woods - Hawkview to Sunview</b>	1	45	61	Both	monthly
<b>Ashberry Blvd - Vellore Woods to Weston</b>	1	4	58	Both	free
<b>Fossil Hill - LaRocca Dinsdale</b>	1	110	41	Both	daily
<b>Sonoma Blvd - Forest Fountain to Napa Valley</b>	2	137	82	Both	monthly
Colle Melito Way	2	15	26	One	free
Morningstar	2	71	46	Both	daily
Pottery Place	3	38	11	One	free
Foxchase	3	241	11	One	monthly
Michelle Dr	3	78	20	One	daily
Conley St	4	77	70	One	monthly
<b>Glen Shields - Marita to Crooked St</b>	4	71	25	Both	daily
Yellowood Cr	4	129	22	one	monthly
<b>Mullen - McMorran to Hetherington</b>	5	96	59	Both	monthly
<b>Tansley - Mullen to Ramblewood</b>	5	50	33	Both	daily
Ramblewood	5	46	24	One	free
<b>Totals</b>		1208	589		
		<u>x\$35</u>	Average/fine		
		\$42,035	Ticket Revenue		

# ATTACHMENT No. 2

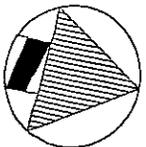


## TEST STREETS ON-STREET PARKING PILOT PROJECT

### LEGEND

— TEST STREETS

② WARD NUMBER



NOT TO SCALE

DRAFTSPERSON: SMA

## OPERATIONAL CRITERIA

- Permit Parking will be allowed only on local residential streets where no conflict exists with restrictive parking or traffic by-laws or where it is deemed by Traffic Engineering as having a significant negative impact on traffic operations.
- The Pilot Project daily time limits for which the permits are applicable cover the overnight period from 2:00 a.m. – 6:00 a.m. only
- All residents who participate in the Pilot Project do so recognizing the terms and conditions of the Pilot Project and the temporary nature of the program.
- The Pilot Project and permits issued apply only to passenger vehicles, such as automobiles, vans, pick-ups, and sport utility vehicles.
- The parking permit must be displayed in the vehicle at all times.
- During Snow clearing or within 12 hours of a snowfall event the Pilot Project parking permits will not be in effect.
- Emergency Access/Egress shall be maintained at all times for police, fire, and ambulance service.
- Transit Operations/Routes shall be impacted.
- Fire hydrant and other utility infrastructure shall remain accessible.
- No parking permits issued within 9.0 metre of an intersection, within a curve at an intersection, in front of a Community Mailbox, between driveways, unless a minimum 5.5m space exists.
- A permit holder is subject to all other laws and conditions contained in the Consolidated Parking By-law and is not exempt from violations where a vehicle is parked in a location or at a time not allowed for under the permit.
- The test streets under review as part of the Pilot Project be limited to those 8.5m in width and greater.

Proposed Action Steps in support of the communications strategy for the City's On-Street Parking Pilot Project.

ACTIVITY	RESOURCE
<p>Media elements to include:</p> <ul style="list-style-type: none"> <li>• Media advisory</li> <li>• Event launch</li> <li>• News release</li> <li>• Photographs</li> <li>• Pitch to media</li> <li>• Paid advertisements based on available budget</li> <li>• City Page notice</li> </ul> <p>Design website and VIBE page to include:</p> <ul style="list-style-type: none"> <li>• Splash page navigation</li> <li>• Section navigation</li> <li>• Copy / Description</li> <li>• Design elements – illustrations and photos</li> </ul>	<p>Engineering Corp. Comm. ITS Enforcement Services</p>
<p>Possible additional features:</p> <ul style="list-style-type: none"> <li>• Produce brochure (6 panel - 8 1/2 x 11 inches)</li> <li>• Brochure available at City facilities</li> <li>• Brochure to be distributed to households in pilot project area (15 streets)</li> <li>• Pending approval to expand program citywide, produce and distribute brochures               <ul style="list-style-type: none"> <li>- 80,000 b/w copies @ \$4,000</li> <li>- \$87 per thousand for delivery by Canada Post</li> </ul> </li> <li>• PowerPoint presentation</li> <li>• Community meetings</li> <li>• Mobile signs</li> </ul>	<p>TBD (Layout design of brochure to be outsourced)</p>
<p>Launch activities:</p> <ul style="list-style-type: none"> <li>• Memo to Council and SMT</li> <li>• Notice to staff through VIBE</li> </ul>	<p>Engineering Corp. Comm. Enforcement Services</p>