



Town of Newmarket
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Off-Street Parking Program Staff Report to Council

Report Number: 2020-95

Department(s): Legislative Services

Author(s): Flynn Scott, Manager of Regulatory Services

Meeting Date: December 7, 2020

Recommendations

1. That the report entitled Off-Street Parking Program dated December 7, 2020 be received; and,
2. That Council adopts the proposed overnight parking exemption permit program; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to present Council with an alternative option for residents to park off-street throughout the Town's seasonal winter parking restrictions.

Background

On November 16, 2020 at a regular Committee of the Whole meeting, Town staff presented [Report 2020-87](#), which included a summary of overnight parking restrictions coming into effect and prohibiting on-street parking between the hours of 2:00am and 6:00am throughout the winter season. Council further directed staff to explore alternative options for residents to be able to park off-street while overnight parking restrictions remain in effect and in conjunction with the COVID-19 pandemic.

Overnight Parking Restrictions

Between November 1 and April 15 of each year, the Town's Regulatory Services Division proactively enforces the Parking By-law, which restricts vehicles from parking on-street between the hours of 2:00am and 6:00am. These restrictions directly relate to

the Town's winter maintenance operations to ensure snowplows can safely and effectively remove snow from Town roadways.

Impacts to Parking due to Covid-19

Due to the COVID-19 pandemic, Town residents have experienced an increase of vehicles within residential zones for varying reasons. Rationale includes, but is not limited to, residents working from home, unable to work, or students not returning to school and working remotely. The pandemic has created a discrepancy between available off-street parking for residential properties and the number of vehicles per household.

With Town-wide overnight parking restrictions coming into effect on November 1, Town staff has recognized that residents may require additional options for off-street parking throughout the winter season.

Discussion

In an effort to provide additional assistance to residents throughout the pandemic, Town staff are recommending a proposed plan to allow off-street parking in select Town-owned lots throughout Newmarket. Residents will be eligible to apply for and obtain a temporary parking exemption permit, which will authorize them to park in one of four parking lots identified within this report.

Proposed Parking Permit Program

Proposed Locations

Following direction received from Council, Town staff established an internal working group to discuss viable options for additional off-street parking within Newmarket. The Town's Operations Department provided recommendations for which Town-owned lots may be suitable for this program. The proposed lots include:

- Town Offices (395 Mulock Drive);
- Magna Centre (800 Mulock Drive);
- Ray Twinney Complex (100 Eagle Street); and
- Downtown – P3 Parking Lot.

Key Considerations for Proposed Locations

Key considerations for identifying these parking lots as viable options in comparison to other Town-owned lots includes:

- acceptable lighting standards to mitigate public safety;
- the ability for snow plows to remain uninterrupted in service delivery levels;
- adequate parking space availability; and

- low impact to operational resources in maintaining and administering this program.

Proposed Dates and Hours Permitted

Town staff are proposing to allow residents with a valid permit to park within one of the four lots identified within this report between the hours of 7:00pm and 7:00am. The times proposed align with the Town's operational capacity to ensure minimal service delivery interruptions for snow clearing within these lots. It also allows flexibility for residents to be able to relocate their vehicles on-street after 7:00am and in compliance with the Town's Parking By-law during daytime hours. The proposed program will be in effect until April 15, 2021, when overnight parking restrictions discontinue on a seasonal basis.

Proposed Permit Process

All residents will be eligible to participate in the proposed off-street parking program. Residents will be required to apply for and obtain a temporary parking exemption permit through the Town's online parking portal. Residents will need to provide their vehicle information in order to register and obtain a permit. All permits will be issued electronically and without the need to print or place a hardcopy permit within vehicles. All permits are then managed directly through the Town's parking enforcement software, which allows Town municipal enforcement officers to simply scan a licence plate and verify that a permit has been registered to that specific location (ie. one of the lots authorized by the Town).

Enforcement Strategy

An enforcement strategy has been developed for the purpose of effectively managing the proposed parking permit program. Upon registering their vehicles online, residents will be provided with important information in relation to the rules and regulations for parking within Town-owned lots. This will include informing each resident that vehicles must be relocated by 7:00am each morning for the purpose of snow removal. In the event that a vehicle does not relocate by this time, a warning will be issued to caution the resident to be more mindful moving forward. If future or reoccurring violations are documented, the vehicle will be issued a ticket and may be towed at the residents' expense if the vehicle is found to be obstructing snow plow removal efforts. Towing a vehicle will be an absolute 'last resort' approach, but residents will be clearly informed of this process via the information provided at the time of the permit's issuance, in addition to new and applicable signage being posted throughout the proposed lot locations.

It is relevant to note that any enforcement action taken will be directly through the Administrative Monetary Penalty System (AMPS).

Conclusion

Town staff are requesting Council's approval to implement an off-street parking program as described in this report. The four parking lots proposed will serve as a pilot project to determine resident uptake with this program. In the event that there is greater interest in this program, Town staff will further review other Town-owned lots and report back to Council with a proposed second phase of this program.

Business Plan and Strategic Plan Linkages

The strategic vision of the Town of Newmarket is rooted in the concept of being Well Beyond the Ordinary – this vision is achieved through focus on the well being of our Service Delivery Responses in line with Provincial Covid-19 Guidelines community. The wellness of our community has at all times been first and foremost in the actions taken to date.

This report also aligns with the overall residential parking review identified on the Town's Outstanding Matters List (Item #22). The proposed permit program will allow Town staff to pilot the use of Town-owned lots as an alternative to on-street parking during seasonal winter restrictions. The data and information collected in this pilot program will be beneficial for further recommendations to Council regarding an overall residential parking strategy and Town staff will report back, as scheduled, in Q1 2021.

Consultation

Consultation with the Town's Operations Department and Risk Analyst was completed. Comprehensive consultation with Legal, both internally and externally, has also been completed.

An indemnity clause will be imposed for when residents go online to obtain their permits for the purpose of minimizing risk and liability to the Town.

Human Resource Considerations

There are no impacts to human resources, as the proposed lots are currently being maintained throughout the winter season. Increased enforcement of the proposed lots will occur through existing staff resources.

Budget Impact

There are minimal budget impacts for implementing this program. The total cost will be approximately \$2,000 for implementing new signage, which will be accommodated through an operational budget.

Attachments

List attachments here. If none, type "None."

Approval

Lisa Lyons, Director/Town Clerk, Legislative Services

Mark Agnoletto, Director, Public Works

Esther Armchuk, Commissioner, Corporate Services

Peter Noehammer, Commissioner, Development and Infrastructure

Contact

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