



Infrastructure Services

Prepared for	Council-in-Committee	Report No.	IS-14-2023
Agenda Date	June 12, 2023	File No.	210101

Subject

MUNICIPAL PARKING LOT USE AND MAINTENANCE POLICY

Recommendations

THAT Council receives and approves the Municipal Parking Lot Use & Maintenance Policy; and

THAT Council directs Staff to submit the necessary By-law.

Relation to Council's 2018-2022 Corporate Strategic Plan

Priority: 1. Sustainable Infrastructure for the Future

Strategic Objective: Maintaining and investing in sustainable infrastructure that serves the entire community and builds a strong, vibrant and attractive community.

List of Stakeholders

- 1) Mayor and Council of the Town of Fort Erie
- 2) Town of Fort Erie Residents

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Purpose of Report

The purpose of this report is to seek Council's approval to implement the Municipal Parking Lot Use and Maintenance Policy.

AnalysisBackground

Town staff have received requests from Town residents, Business Improvement Areas (BIAs) and other interested groups to improve the use and experience at Town owned parking lots, particularly in the BIA areas. It was deemed desirable to create a policy around Municipal owned Parking Lots and the levels of services (LoS) at the various types of lots, and create a program to establish regulations for use and future capital improvements.

Analysis

This policy documents the Town's current levels of use and service and future use plans pertaining to Municipal-Owned Parking Lots within the Town of Fort Erie, including but not limited to parking lots attached to a municipal owned facility (i.e. arenas), or located at parks, beaches or cemeteries and BIAs areas. This policy will also establish a program for future use of parking lots, including capital improvements.

The following objectives of the Municipal Parking Lot Use & Maintenance Policy clarify its purpose and will serve as the basis for policy:

1. Provide an appropriate and optimized supply of general use public parking that is secure, accessible, convenient, appealing, fair and consistently enforced.
2. Prioritize short-term parking that is responsively priced to support businesses, institutions, and tourism.
3. Promote sustainable modes of transportation by supporting and maintaining programs and facilities that encourage sustainable mobility choices (public transit, cycling, walking) and alternative modes, including electric vehicles, car sharing, and new technologies as they emerge.
4. Resolve parking-related issues in residential areas caused by sources of high parking demand.
5. Attempt financial sustainability by cost recovery from the user pay system and by ensuring that revenues are sufficient to support some of the objectives of the policy and maintenance, to recover some of the Parking Services operating and some of the capital expenditures, and contribute to the Parking Reserve Fund to finance future parking system development.

The policy highlights general provisions for setting parking lot rates, current maintenance levels, general regulations and prohibitions, and future rules for parking at improved lots.

The policy is meant to set out current LoS and to bring forth regulations that will apply to future improved lots. Currently the Bay Beach Parking Lots (which includes the leased

Crystal Beach Hill Cottagers lot) and the Boat Launch Parking Lot at Waterfront Park, are the only lots that are regulated by the Parks and Beaches By-law No. 119-03 for general regulations for use. The current rates and time of use for Bay Beach and the Boat Launch will remain the same as set out in the Fees and Charges By-law, as amended or replaced from time to time. These parking lots currently do not allow for overnight parking. As staff explore the different options for parking lots, an overnight permit may be established and implemented at various parking lots, including Bay Beach. However, at this time, the Bay Beach Parking Lots and Boat Launch parking rules will remain in full force and effect.

The following general regulations are proposed upon physical improvements to Level 2 Lots (except the Bay Beach Parking Lots, Waterfront Boat Launch which are already regulated by the Fees and Charges By-law, as amended or replaced from time to time):

- a) Paid parking will be enforced between the hours of 8:00 am – 6:00 pm, at \$2.00 / hour to a maximum of five (5) hours;
- b) Free parking between the hours of 6:00 pm – 2:00 am;
- c) No overnight parking allowed in any lot, except when permitted by the following;
 - (i) Overnight parking will be permitted at certain parking lots as established between the hours of 2:00 am – 8:00 am at \$10 for a one (1) night fee or \$100 for a 30-day pass. In order to park overnight a person shall purchase a valid permit through the on-site parking machines and/or electronic app at designated lots.
- d) A 20% maximum total of parking lot spaces will be allowed for overnight parking at each lot deemed to allow overnight parking;
- e) Schedule for rates will be established by Town Council with the annual budget, Fees and Charges By-law 40-09, as amended. The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides municipalities with authority to establish and impose fees and charges;
- f) A list of parking lots and their rated level is attached as Schedule 'A' to this policy.

These above regulations will be applied only to parking lots when staff identifies a need in the area or the parking lot has been improved in a BIA area.

Staff have established three (3) different levels of Parking Lots that exists within the Town:

Level 1 – Parking Lots attached to Arenas and/or Municipal Owned Facilities.

- Garbage Collection – located inside the attached facility.
- Snow removal – performed by either Town staff or Contracted Services and completed within the maintenance standards (MS) as defined by the Town's Winter Control Plan.

- General Maintenance – Inspections performed monthly and repair work completed on an as needed basis to meet MS.

Level 2 – Parking Lots located within BIA areas (not attached to a municipal owned building).

- Garbage Collection – collected two (2) times per week by Town staff (Monday/Thursday or Tuesday/Friday)
- Snow removal – performed by Contracted Services and completed within the maintenance standards (MS) as defined by the Town's Winter Control Plan.
- General Maintenance – Inspections performed monthly and repair work completed on an as needed basis to meet MS.

Level 3A – Parking Lots located at or near Parks, Beaches, Trail Heads and Cemeteries. Peak Season (May through September).

- Garbage Collection – collected two (2) times per week by Town staff (Monday/Thursday or Tuesday/Friday) in the peak season and once per week at all other times.
- General Maintenance – Inspections performed monthly and repair work completed on an as needed basis to meet MS.
- By-laws and regulations for parking at these sites is established under the *Parks and Beaches By-law 119-03, as amended*.

Level 3B – Other Parking Lots (low priority)

- Garbage Collection – collected on a weekly basis by Town staff seasonally.
- Snow removal – partial lot snow removal to meet off-season site demands performed by Town Services and completed at a low priority level (within 3 business days following the conclusion of the snowfall where the snow depth remains greater than 3-inches).
- General Maintenance – Inspections performed semi-annually and repair work completed on an as needed basis to meet MS.

Financial/Staffing and AODA Implications

Funding

Municipal Parking Lots will be funded by the following:

- On- and Off-street Paid Parking Fees;
- Parking Permit Fees;
- Parking Reserve Fund.

Expenditures

Revenues generated by the Municipal Parking Program shall be used to fund the Municipal Parking Lot Program, which includes:

- Operating costs related to the on-street and off-street paid parking programs;
- Lifecycle, development, and depreciation costs related to off-street paid parking lots;
- Annual Lease payments for the Crystal Beach Hill Cottagers parking lot on Erie Rd;
- Equipment and technology costs (including depreciation);
- On-street and overnight Parking Permit Program;
- Marketing and promotion related to the Municipal Parking Program;
- Contributions to the Parking Reserve Fund.

The Parking Reserve Fund has a current balance of \$712,240 for future capital improvements and parking lot acquisitions. The net revenues generated by the on- and off-Street parking fees are transferred into the Parking Reserve Fund at the end of each year. It is estimated that the normal operating budget will increase by approximately \$10,000 per year, but no impact to the 2023 Budget.

AODA best practices will be considered as parking lots are improved.

Policies Affecting Proposal

By-law No. 124-2018 adopted Council's 2018-2022 Corporate Strategic Plan. Under the Strategic Priority 2: Sustainable Infrastructure for the Future. It is the objective to maintain and invest in sustainable infrastructure that serves the entire community and builds a strong, vibrant and attractive community.

By-law 119-03, Being a By-law to Regulate the Use of Parks and Beaches in the Town of Fort Erie, as amended.

By-law No. 133-06 Being a By-law to Establish and Regulate A Municipal Parking Lot. To Restrict Parking.

By-law No. 1971-105, A By-law to provide for the establishment of a Parking Reserve Fund.

The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides municipalities with authority to establish and impose fees and charges.

The *Highway Traffic Act, R.S.O. 1990*, c. H.8 as amended

Comments from Relevant Departments/Community and Corporate Partners

Relevant departments were consulted throughout the establishment of this policy.

Communicating Results

When a parking lot is deemed to be improved and it is the desire to start charging or issuing permits for the use of that parking lot, staff will communicate this to the residents

and public via its social media channels. Prior to commencing such work, public consultation may also take place using the Town's Let's Talk Fort Erie page.

Alternatives

Council can choose not to accept the policy as written and recommend adjustments as needed.

Conclusion

Staff recommends that Council approve the Municipal Parking Lot Use & Maintenance Policy as written. This will help staff to monitor parking use within the Town and create capital improvement projects as needed and demand requires. As population size continues to increase within the Town it is within the Town's best interests to ensure that policies are in place to increase revenue and regulate the use where needed and make continuous improvements to Town assets.

Attachments

Appendix '1' – Municipal Parking Lot Use & Maintenance Policy



MUNICIPAL PARKING LOT USE AND MAINTENANCE POLICY

MUNICIPAL PARKING LOT USE AND MAINTENANCE POLICY

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MUNICIPAL PARKING LOT USE AND MAINTENANCE POLICY

1. Policy Purpose and Objectives

This policy documents the Town's current levels of use and service and future use plans pertaining to Municipal owned parking lots within the Town of Fort Erie, including but not limited to parking lots attached to a municipal owned facility (i.e. arenas), or located at parks, beaches or cemeteries and Business Improvement Areas (BIAs) areas. This policy will also establish a program for future use of parking lots, including capital improvements.

The following objectives of the Municipal Parking Lot Use & Maintenance Policy clarify its purpose and will serve as the basis for policy:

1. Provide an appropriate and optimized supply of general use public parking that is secure, accessible, convenient, appealing, fair and consistently enforced.
2. Prioritize short-term parking that is responsively priced to support businesses, institutions, and tourism.
3. Promote sustainable modes of transportation by supporting and maintaining programs and facilities that encourage sustainable mobility choices (public transit, cycling, walking) and alternative modes, including electric vehicles, car sharing, and new technologies as they emerge.
4. Resolve parking-related issues in residential areas caused by sources of high parking demand.
5. Enhance financial sustainability by cost recovery from the user pay system and by ensuring that revenues are sufficient to support some the objectives of the policy and maintenance policy, to recover all of the Parking Services operating and some of the capital expenditures, and contribute to the Parking Reserve Fund to finance future parking system development.

Funding

Municipal Parking Lots will be funded by the following:

- On- and Off-street Paid Parking Fees;
- Parking Permit Fees;
- Parking Reserves Fund.

Expenditures

Revenues generated by the Municipal Parking Program shall be used to fund the Municipal Parking Lot Program, which includes:

- Operating costs related to the on-street and off-street paid parking programs;
- Lifecycle, development, and depreciation costs related to off-street paid parking lots;

MUNICIPAL PARKING LOT USE AND MAINTENANCE POLICY

- Annual Lease payments for the Crystal Beach Hill Cottagers parking lot on Erie Rd;
- Equipment and technology costs (including depreciation);
- On-street Parking Permit Program;
- Marketing and promotion related to the Municipal Parking Program;
- Contributions to the Parking Reserve Fund.

2. Definitions

“bicycle” as defined by the *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“boulevard” means all parts of the highway save and except any roadway, shoulder, driveway or sidewalk; and

- (i) “outer boulevard” means such portions of the highway lying between any sidewalk and the roadway or the shoulder where such exists;
- (ii) “inner boulevard” means such portion of the highway lying between the lateral boundary and the sidewalk and where there is no sidewalk it means that portion of the highway lying between the lateral boundary and the roadway or the shoulder where such exists;

“CAO” means Chief Administrative Officer for the Town of Fort Erie;

“Chief of Police” means the Chief of The Niagara Regional Police Force;

“commercial motor vehicle” as defined by the *Highway Traffic Act, R.S.O. 1990, c. H.8* as amended;

“crosswalk” means,

- (i) that part of a highway at an intersection that is included within the connecting of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway, or
- (ii) any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface;

“Director” means the appropriate Director of any relevant Department of the Town of Fort Erie or their designate;

“driveway” means the improved land on a highway which provides vehicular access from the roadway to a laneway or parking area on adjacent land;

“electronic payment application” (“app”) means the electronic computer program that is supplied to the public and Town by a third party and is accessed by the user of the internet to purchase authorized parking time;

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“electronic payment” means a confirmed purchase of a predetermined amount of parking time in any Town parking lot or highway or the stated purchase period;

“gross weight” as defined by the *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“heavy vehicle” as defined by *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“H.T.A.” or “the Highway Traffic Act” means the *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“highway” as defined by *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“holiday” New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day;

“liquor” means spirits, wine and beer or any combination thereof and includes any alcohol in a form appropriate for human consumption as a beverage, alone or in combination with any other matter: (“alcohol”)

“Ministry” means the Ministry of Transportation of Ontario;

“mobile canteen” includes any vehicle in or from which any food or other edible substance or any beverage is offered for retail sale or sold direct to the consumer;

“motor assisted bicycle” as defined by *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*,

“motorcycle” as defined by the *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“motor vehicle” as defined by the *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“Municipal Council” means the Municipal Council of the Corporation of the Town of Fort Erie;

“Municipal Facilities” means any and all lands, buildings and parking lots owned and/or under the care and control of the Town used for municipal purposes;

“official sign” means a sign approved by the Ministry and further means any sign or other device placed or erected on a highway under the authority of this by-law for the purpose of regulating, warning or guiding traffic;

“park” or “parking”, when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;

“parking lot” means an area where cars or other vehicles may be left temporarily;

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“parking meter” means a mechanical or electronic device designed to accept payment in exchange for a period of legal parking that is indicated by means of a signal on the device or on the ticket dispensed by the device;

“parking space” means a portion of the surface of a highway or parking lot designated by suitable markings, the use of which is controlled and/or regulated by a parking meter;

“pedestrian” means a person on foot, or in a wheelchair, baby carriage, or on a child’s play vehicle propelled by muscular power;

“pedestrian barrier” means a rail, fence or a device installed on a sidewalk or at any location within a highway at where pedestrian is prevented from crossing the roadway or entering a barricaded area;

“Police Force” means the Niagara Regional Police Force;

“Police Officer” means a constable, any municipal by-law enforcement officer or any person appointed for enforcing or carrying out the provisions of this by-law;

“Regional Municipality” or “Region” means the Corporation of the Regional Municipality of Niagara;

“Regional Council” has the same meaning as in The Regional Municipality of Niagara Act, R.S.O. 1980, c.438 as amended;

“roadway” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all of the roadways collectively;

“sidewalk” means a foot path or any portion of a highway set aside or improved for the use of pedestrians;

“stand” or “standing”, means the halting of a vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers;

“stop” or “stopping”, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer or of a traffic control sign or signal;

“Town” means the Municipal Corporation of the Town of Fort Erie;

“traffic” includes pedestrians, ridden, led or herded animals, vehicles, motorized snow vehicles and other conveyances, either singly or together while using any portion of a highway for the purpose of travel or movement of goods;

“traffic control device” means any sign, traffic signal or other roadway, curb or sidewalk marking, or any other device erected or placed under the authority of this by-law for the purpose of regulating, warning or guiding traffic;

“traffic signal” means any device operated manually electrically or mechanically for the regulation of traffic;

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“Traffic Coordinating Committee” means the Traffic Coordinating Committee of the Town;

“trailer” as defined by the *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“vehicle” as defined by the *Highway Traffic Act, R.S.O. 1990, c. H.8, as amended*;

“wheelchair” means a chair mounted on wheels driven by muscular or any other kind of power and used for the carriage of a person who has a physical defect or disability. R.S.O. 1980, c.198, s.1 (1), pars. 39, 40.

3. Application

Subject to this policy are requests received regularly by Town staff from residents, BIAs and other interested groups to use and/or improve the use of Municipal Parking Lots across Town, as well as the level of service (LoS) provided at various parking lots across Town. This policy will help to address public concerns requests and to initiate future capital projects for improvement.

4. Background

The Town has received requests from residents, Business Improvement Areas (BIAs) and other interested groups to improve the use and experience at Town-owned parking lots. It is deemed desirable to establish a policy around Municipal owned Parking Lots and the levels of services at the various types of lots and create a program to establish regulations for use and future capital improvements.

By-law No. 133-06 Being a By-law to Establish and Regulate A Municipal Parking Lot, To Restrict Parking and To Amend Traffic By-law No. 2000-89 and Parks and Beaches By-Law No. 119-03 – Bay Beach stated that:

WHEREAS Report No. IS-41-06 was approved at the Council-in-Committee meeting of July 10th, 2006 and provides interalia for the implementation of parking restrictions, fee and enforcement program for the Bay Beach property as set out in the Report.

This by-law established the times that parking was allowed in the parking lot that was located at Bay Beach and the fees associated with using this lot.

When the By-law was established in 2003, this was the only parking lot in Fort Erie that had such regulations. Today there are three (3) parking lots in Fort Erie, Crystal Beach, with required payment to park with enforceable designated times. The parking lots are located at the boat launch at Waterfront Park in Crystal Beach, the Bay Beach Parking Lot and the leased lot from the Crystal Beach Hill Cottagers on Erie Rd (which falls under the listing of Bay Beach Parking Lots).

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As the Town grows in population size and the area receives an increase in visitors, it is now desirable to have a policy, program and established by-laws for enforcement at all current and future Town parking lots. A Municipal Parking Lot Use and Maintenance Policy will guide future capital projects to make improvements across the Town at said parking lots.

5. Policy

5.1. General Provisions

- Maximum rates will be set by Council on an annual basis as part of the approval of the annual budget through the Fees & Charges By-law, as amended or replaced.
- All areas and facilities subject to paid parking will be monitored with respect to utilization rates. Turnover / duration data will be collected as required.
- Off-street public parking rates may be varied by staff, provided the variation is within the range approved by Town Council as part of the annual budget and is consistent with the parameters, at any time throughout the year to reflect seasonal and market adjustments or to encourage sustainable modes of transportation, provided the variation of the rates is consistent with the Municipal parking strategy and is within the range approved by Town Council as part of the annual budget.
- On-street parking rate zones will be established and may be adjusted so as to capture similar characteristics related to parking demand. They may cover a broader area and will have a single rate in order to best enable communication of rates and rate changes.
- On-street rate changes should be considered when peak occupancy either exceeds practical capacity (greater than 85%) or demonstrates substantial underutilization (less than 50%).
- Consideration should be given to raising the on-street hourly rates when the cumulative effects of inflation align with a 50-cent increase.
- Transportation modes that take up less than half of a regular parking stall (such as motorcycles, scooters, and smart cars), or otherwise reduce the demand for space in parking facilities (auto share vehicles or registered car/van pool vehicles) should be considered for a reduced rate where practical.
- Unsecured bicycle parking should be provided free of charge; secured bicycle parking may be provided based on the recovery of operational costs.

5.2. Adjusting On-Street Rates – Existing Areas / Times

- Where on-street paid parking exists, collect occupancy data twice a year or once seasonally (depending on the set dates for enforcement) at different time points (day of week / time of day). Data collection for the purpose of assessing rates will be carried out during a representative /

‘typical’ period (i.e. not during the busiest or least busy months, not during special events, etc.).

- On-street public parking rates may be varied by staff provided the variation is within the range approved by Town Council as part of the annual budget and is consistent with the following parameters:
 - Adjust hourly rates up by 50-cents within a zone if, at peak, occupancy is greater than 85% over two consecutive data collection periods;
 - Adjust hourly rates down by 50-cents within a zone if, at peak, occupancy is less than 50% over two consecutive data collection periods.
- Consideration will be given to removing paid parking if the hourly rate reaches \$1.00 and the parking is still substantially underutilized at peak (less than 50%).

5.3. On-Street Paid Parking in New Areas

- Requires a Local Area Parking Study or Parking Assessment which would:
 - Indicate peak occupancy levels of greater than 85% over multiple surveys;
 - Consider and address impacts of implementing paid parking;
 - Include consultation with area stakeholders.
- Where warranted based on the results of a Local Area Parking Study or Parking Assessment, on-street parking rates may be established by staff provided doing so is consistent with the Municipal parking strategy, the rate is within the range approved by Town Council as part of the annual budget and the local Ward Councillor, Business Improvement Area and/or Community Association concur.
- When there is not complete concurrence per above, Town Council may be asked to approve moving forward with implementation.
- When on-street paid parking is introduced to a new area, a special introductory rate should be considered, and a communication plan should be developed to advise the public of the change.

5.4. Adjusting Days / Hours of On-Street Paid Parking

- Requires a Local Area Parking Study or Parking Assessment which would:
 - Indicate peak occupancy levels of greater than 85%;
 - Consider and address the impacts of changes to paid parking;
 - Include consultation with area stakeholders.
- Where warranted based on the results of a Local Area Parking Study or Parking Assessment, the hours / days for on-street parking rates may be expanded / adjusted by staff provided doing so is consistent with the Municipal parking strategy, the rate is within the range approved by Town Council as part of the annual budget and the local Ward Councillor, Business Improvement Area and/or Community Association concur.

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- When there is not complete concurrence per above, Town Council may be asked to approve moving forward with implementation.

The specific approaches and criteria detailed above should be reviewed on a continuing basis. Any adjustments that are necessary in order to further develop the Program will be submitted for Council approval.

5.5. Levels of Service at Town Owned Parking Lots

Parking lots fall under four (3) different levels of service.

Level 1 – Parking Lots attached to Arenas and/or Municipal Owned Facilities.

- Garbage Collection – located inside the attached facility.
- Snow removal – performed by either Town staff or Contracted Services and completed within the maintenance standards (MS) as defined by the Town's Winter Control Plan.
- General Maintenance – Inspections performed monthly and repair work completed on an as needed basis to meet MS.

Level 2 – Parking Lots located within BIA areas (not attached to a municipal owned building).

- Garbage Collection – collected two (2) times per week by Town staff (Monday/Thursday or Tuesday/Friday)
- Snow removal – performed by Contracted Services and completed within the maintenance standards (MS) as defined by the Town's Winter Control Plan.
- General Maintenance – Inspections performed monthly and repair work completed on an as needed basis to meet MS.

Level 3A – Parking Lots located at or near Parks, Beaches, Trail Heads and Cemeteries. Peak Season (May through September).

- Garbage Collection – collected two (2) times per week by Town staff (Monday/Thursday or Tuesday/Friday) in the peak season and once per week at all other times.
- General Maintenance – Inspections performed monthly and repair work completed on an as needed basis to meet MS.
- By-laws and regulations for parking at these sites is established under the Parks and Beaches By-law, as amended or replaced.

Level 3B – Other Parking Lots (low priority)

- Garbage Collection – collected on a weekly basis by Town staff seasonally.

- Snow removal – partial lot snow removal to meet off-season site demands performed by Town Services and completed at a low priority level (within 3 business days following the conclusion of the snowfall where the snow depth remains greater than 3-inches).
- General Maintenance – Inspections performed semi-annually and repair work completed on an as needed basis to meet MS.

6. General Regulations And Prohibitions

6.1. In any Municipal Parking Lot, no person shall:

- a) Park any vehicle for the purpose of hire;
- b) Willfully cause damage to any town property, including equipment, by any means whatsoever;
- c) Distribute or expose any kind of commercial circular or advertisements or post, stencil or otherwise affix any notice or bill or other paper to any tree, shrub, fence, building or structure within the parking lot;
- d) Leave or deposit any ashes, bottles, garbage or waste of any kind whatsoever except in receptacles provided for such purposes;
- e) Sell or keep for sale any goods, wares, merchandise or refreshments of any kind except in accordance with town by-laws and regulations;
- f) Perform for reward any act, skill or service;
- g) Subject to the provisions of the Noise and Nuisance By-law, as amended or replaced from time to time;
- h) Light or build a fire except in appliances provided for by the town when first authorized, in writing, by the director and the fire chief;
- i) Organize or arrange any public meeting, carnival, festival, concert, fireworks display, large picnic, overnight camping, organized sporting event or other such events without a permit issued by the Town and in that connection with an application for such a permit shall be submitted in the prescribed form and submitted to the Town and subject to final approval by the appropriate Director and/or CAO;
- j) The possession of liquor is prohibited in any parking lot; and
 - (i) no person shall bring into a parking lot, or have in their care, custody or possession liquor while in a parking lot without the prior approval of the Corporation and only then under the authority of a "Special Occasion Permit" issued under Section 8 of the *Liquor License Act R.S.O. 1990* as amended from time to time; and
 - (ii) any Police Officer upon discovery of liquor in a parking lot, may remove the liquor pursuant to Section 56 of the said Liquor License Act.

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- k) Enter or be found in any part or all of a parking lot which has been closed for public safety reasons, including but not limited to during an emergency, or during construction or repair.
- l) Stay in any parking lot as their place of residence at any time;
- m) Defecate or urinate in any parking lot except in a public washroom;
- n) Every person who contravenes subsection (m) of this by-law is guilty of an offense and is liable to the set fine established under the Parks and Beaches By-law, as amended or replaced from time to time.

6.2. Regulations will be enacted upon physical improvements to Level 2 Lots. Regulations for the parking lots can be found in Schedule 'A' to this policy.

6.3. Schedule for rates will be established by Town Council with the annual budget, Fees and Charges By-law, as amended or replaced from time to time. The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides municipalities with authority to establish and impose fees and charges.

6.4. A list of parking lots and their rated level is attached as Schedule 'B' to this policy.

7. Responsibilities

7.1. The Director of Infrastructure Services Department (and their designates) have delegated authority to:

- interpret the procedures identified in this policy to their satisfaction; and
- make revisions, additions and amendments of a technical or administrative nature to this policy.

MUNICIPAL PARKING LOT USE AND MAINTENANCE POLICY

Schedule 'A'

Level 2 Parking Lots

Regulations will be enacted upon physical improvements to Level 2 Parking Lots.

- a) Paid parking will be enforced between the hours of 8:00 am – 6:00 pm, for a maximum of five (5) hours;
- b) Free parking between the hours of 6:00 pm – 2:00 am;
- c) No overnight parking allowed in any lot, except when permitted by the following;
 - (i) (Overnight parking will be permitted at certain parking lots as established between the hours of 2:00 am – 8:00 am.
 - (ii) Passes will be available at a nightly rate or a 31-days pass rate.
 - (iii) In order to park overnight a person shall purchase a valid permit through the on-site parking machines and/or electronic app at designated lots.
- d) A 20% maximum total of parking lot spaces will be allowed for overnight parking at each lot deemed to allow overnight parking;
- e) Schedule for rates will be established by Town Council with the annual budget, Fees and Charges By-law, as amended or replaced from time to time. The Municipal Act, 2001, S.O. 2001, c.25, as amended, provides municipalities with authority to establish and impose fees and charges;
- f) A list of parking lots and their rated level is attached as Schedule 'B' to this policy.

Schedule 'A' to the Municipal Parking Lot & Maintenance Policy

Municipal Parking Lots		
Level 1	Level 2	Level 3
Bill Connelly Field	Courtwright BIA Lot	Albert St. Park
Centennial Library	Erie Road BIA Lot	Battle of Ridgeway Park
Central Fire Station	Jarvis St. BIA Lot	Bay Beach / Hill Cottagers Lot
Crystal Ridge Arena	Lincoln Road BIA Lot	Bernard Beach
Crystal Ridge community Centre	Village Square BIA Lot	Crescent Beach
Crystal Ridge Library		Crystal Ridge Park
EJ Freeland Community Centre (EJFCC)		Ferndale Park
Fire Station 3		Oakes Park
Fire Station 4 - New		Optimist Park
Fire Station 4 - Old		Ott Road Park
Fire Station 5		Shagbark Trail
Fire Training Tower		Waterfront Park
Gibson Centre		Waverly Beach Park
Historical Museum		
Leisureplex		Greenwood Cemetery
Railroad Museum		McAfee Cemetery
Stevensville Memorial Hall/Library		Ridgeway Memorial Cemetery
Town Hall		Mausoleum Cemetery