



The Corporation of the Town of Milton

Report To: Council

From: Meaghen Reid, Director, Legislative & Legal Services/Town Clerk

Date: March 6, 2023

Report No: CORS-006-23

Subject: Short-Term On-Street Parking Exception Review

Recommendation: **THAT Staff Report CORS-006-23 be received for information.**

EXECUTIVE SUMMARY

During the December 19, 2022 Council meeting, staff were directed to determine the feasibility of increasing the number of short-term on-street parking exceptions per vehicle plate from 18 to 25 per year.

REPORT

Background

Parking regulations are administered and enforced for the safety of motorists, pedestrians and cyclists to ensure the safe flow of traffic and that people and goods are able to get to their destinations. The Town offers on-street parking exceptions for certain regulations under the Town's Uniform Traffic By-law.

The Town currently offers the following three options to obtain on-street parking exceptions to the Town's parking regulations:

1. Short-term, on-street parking exceptions: Vehicle owners and operators can temporarily park on the street for longer than five hours or between the hours of 2-6 a.m. for a maximum of 18 times per calendar year per provincial license plate.
2. Extended parking exceptions: Vehicle owners can apply for an extended exception between April 15 and November 15 each year. Extended exceptions may be granted once all 18 short term exceptions have been used and the residential garage is being used for parking. These applications are approved based on specific criteria such as: a delay in house construction, emergency situations or the inability to access the driveway or garage due to a home renovation.
3. Special vehicle parking exceptions: Temporary exceptions may be granted to vehicles that are not eligible for short term parking exceptions. These may include commercial vehicles, moving trucks or school/commercial buses.



Background

On December 19, 2022, Council passed the following resolution related to short-term, on-street parking exceptions:

WHEREAS the Town of Milton allows for 18 on-street parking exemptions per vehicle plate per year;

BE IT RESOLVED THAT staff be directed to prepare a staff report regarding the feasibility of increasing the number of on-street parking exemptions per vehicle plate from 18 to 25 per year.

Discussion

On-street parking exception data (short-term exceptions)

As noted above, short-term on-street parking exceptions are offered a maximum of 18 times per calendar year per vehicle license plate.

Throughout 2022, a total of 164,693 short term exceptions were approved with 47,648 users requesting at least one exception.

Town records indicate that a total of 37,977 parking infraction notices were issued in 2022. 23,090 of those penalty notices were issued to residents and guests who have previously applied for a short term parking exception.

Town records also indicate that 1,039 (2.1%) of users applied for the maximum of 18 exceptions per year, per plate in 2022.

Comparator Review

During the review of the Town’s on-street parking exceptions, staff reviewed the on-street parking exceptions that were offered by neighbouring and comparator municipalities:

<u>Municipality</u>	<u>On street parking Exceptions</u>
Town of Halton Hills	24 per license plate
Town Of Oakville	15 per license plate
City of Burlington	15 per license plate
City of Guelph	12 per license plate
City of Brampton	14 per license plate



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City of Mississauga	14 per license plate
Town of Caledon	16 per license plate

When reviewing municipal comparisons, it would appear that the average number of on-street parking exceptions among comparators is 15.7, offered annually.

Current administration of Town of Milton short-term, on-street parking exceptions

Though staff receive requests via email and phone channels, the Town's web portal is the most efficient and effective way to obtain a short-term, on-street parking exception. Within this portal, the user enters in their contact information, the provincial license plate number registered to the vehicle and submits the information to the database. All exception information is shared with enforcement staff, in real time. This form of registration provides for consistent and efficient administrative oversight.

Staff have reviewed the potential option for allocating short-term, on-street parking exceptions by municipal address rather than vehicle plate. It is recommended that the Town continue to register and approve a short-term on street parking exception by provincial license plate, rather than municipal address or property location. This allows municipalities to maintain accurate data for exception processing, infraction issuance and dispute resolution processes. The Town's exception process does not require users to enter municipal address information when applying for a short-term, on-street parking exception. This form of registration by municipal address would require administrative resources to verify property address information and relies on the accuracy of information that has been submitted by each applicant within this system.

Staff also reviewed whether specific reasons or purposes should be provided to the Town when a vehicle owner or operator applies for a short-term, on-street parking exception. Currently, the automated approval process for obtaining a short-term, on-street parking exception does not require the user to identify the reason as to why they need an exception. Given the volume of exception requests received and any urgency that could apply to on-street parking exception applications, a two-step verification or approval process would not be recommended to review, since this review would require additional time and resources for the approval process.

By contrast, other parking exceptions such as, extended on-street parking and special vehicle parking exception applications do require staff review and approval. This process requires more time and resources to review submitted documentation i.e. a construction permit, renovation notice, notice of delay from a developer or a purchase agreement.

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Considerations for increasing the number of annual on-street parking exceptions:

Given the direction to staff to prepare a staff report regarding the feasibility of increasing the number of on-street parking exemptions per vehicle plate from 18 to 25 per year, staff have had discussions with staff from Development Services and Community Services (Fire and Operations) and held internal discussions within the Corporate Services Department.

Traffic, access and road maintenance considerations

Legislative and Legal Services staff have consulted with Development Services staff to identify traffic safety concerns, should the number of short-term, on-street parking exceptions be increased. As most local roads allow for parking on one side of the street and vehicle owners/ operators would be required to park in compliance with the Town's Uniform Traffic By-law, staff in the Development Services Department have advised that they have no objection to an increase to the number of annual short-term, on-street parking exceptions.

From the perspective of Fire Services and Operations at the Town, on-street parking can create challenges for fire vehicle access to properties and it can also impact efficient winter operations (i.e. snow clearing) and other seasonal maintenance on certain streets and areas of the Town. Increasing the number of annual short-term, on-street parking exceptions and, therefore, increasing the potential for more on-street parking in the community could exacerbate some of these challenges that are already being experienced by staff who are providing these Town services.

Enforcement considerations

Throughout 2022, the Town's enforcement unit received 847 requests for parking enforcement from the community (i.e. parking longer than 5 hours and between the hours of 2-6 am). Based on complaint data, staff anticipate the number of complaints could increase by approximately 10% annually, should the number of short-term, on-street parking exceptions allowed per year are increased from 18 to 25.

This increase of short-term, on-street parking exceptions could impact the response time of Municipal Law Enforcement Officers for complaints related to timing infractions (i.e. 5 hour on-street parking and between 2:00 a.m. and 6:00 a.m.). Complaints related to on-street parking, regardless of an on-street parking exception in place for the vehicle, would still require an officer to attend to observe the parked vehicle in order to make a determination. The average response time to attend may increase should the number of community complaints increase.

Implementation considerations

To implement an increase to the number of annual short-term, on-street parking exceptions, administrative and process changes would include: updates to website and

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social media communications, amendments to the Town's parking administration software and updates to officer technology used in the field. These updates are needed in order to ensure consistent enforcement practices, operational procedures are being followed and customer communication is consistent.

In light of the administrative changes discussed above, staff would recommend an implementation period of approximately 4 weeks, should Council approve an increase from 18 annual on-street parking exceptions per vehicle license plate to 25 annual on-street parking exceptions per vehicle license plate. This implementation period would help to provide for smooth transition and adequate time for external communication to the public.

Citizen Engagement Survey

Recently, the Town has conducted a Citizen Engagement Survey to measure the level of satisfaction in municipal services, resident engagement preferences and to better understand key community attributes. The availability of parking was a specific topic raised via our survey and discussed during focus groups.

64% of residents are satisfied or very satisfied with the current availability of parking. There were no significant differences in the levels of satisfaction reported across each of our wards.

When considering the qualitative data collected via our focus groups, residents expressed a range of often opposing opinions in respect to the availability of parking and municipal parking enforcement.

Further information about this survey will be shared with Council at the Council workshop on February 27, 2023 and a Council meeting later in March 2023.

Conclusion

This staff report has been prepared for Council's information. If Council should wish to proceed with increasing number of annual on-street parking exceptions, the following amending motion to the recommendation of this report would need to be passed by Council:

AND THAT staff be directed to implement an increase from 18 annual on-street parking exceptions per vehicle license plate to 25 annual on-street parking exceptions per vehicle license plate.



Financial Impact

As noted above, there were 1,039 license plates that maximized their allowable exemptions in 2022 with 18 exemptions. These same license plates also incurred 3,249 parking tickets (or 3.1 tickets per license plate) at a total value of \$129,960 based on \$40 per ticket.

Should the allowable exemption limit be increased, the Town could expect to see a reduction in the ticket revenue that is associated with those that maximize their utilization of exemptions. Although the total revenue for those individuals totaled \$129,960 in 2022, it is not expected that the entirety of that revenue would be lost as tickets would continue to be incurred (for example, on occasions where the vehicle owner forgets to register for an exemption or incorrectly inputs their license plate information).

Based on a review of those individuals that utilized 15-17 exemptions (i.e. those that were frequent users but did not fully maximize their exemptions), those individuals incurred an average of 2 tickets per year despite having more exemptions available to them. Should a similar pattern materialize for those individuals that currently utilize all 18 exemptions, the estimated financial impact of increasing the allowable exemptions is a revenue loss of approximately \$50,000 per year. This figure is based on volumes from the year 2022 and, therefore, does not factor in future growth within the Town.

Should the increase in number of short-term, on-street parking exemptions be approved by Council, any resulting revenue loss would be reported as a variance in 2023, with a related reduction in revenue reflected in the approved budget beginning in 2024.

Respectfully submitted,

Troy McHarg
Commissioner, Corporate Services

For questions, please contact: Mary Beth McMullen, Manager of Licensing and Enforcement Phone: Ext. 2133

Attachments

n/a

Approved by CAO
Andrew M. Siltala
Chief Administrative Officer



Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.