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**Title: Parking Permits and Street Parking Rental Policy**

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**Department/Division:** By-law/Parking

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**Purpose:**

1. This policy provides exemptions to certain parking requirements set out in the Traffic By-law to provide parking services to:
  - a. parking pass holders; or
  - b. users requiring on-street parking spaces with or without parking meters for special events, construction, renovations, maintenance or other occasional uses upon application and payment of applicable fees.

**Parking Permits Policy:**

2. The parking permits in this policy may be provided electronically, connected to a user's licence plate, or as set out in Appendix 'A'.
3. Parking permits may be subject to completion of an application and payment of fees as set out in the Fees and Charges By-law.

**Parking Permits General Terms and Conditions**

4. Parking permits issued to any person for their job or position shall be cancelled and returned if the official is no longer eligible for the permit.
5. Parking permits will not be replaced if lost, stolen or damaged, unless otherwise stated in this policy.
6. Unless otherwise stated, parking permits do not:
  - a. guarantee a parking space; or
  - b. exempt the permit holder from any other provisions of the Traffic By-law, including but not limited to:
    - i. park in a paid parking space free of charge, except as indicated;
    - ii. park in an accessible parking space without a permit; or
    - iii. transfer the pass to any other person.

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**7. Monthly Parking Permits:**

- a. may be purchased by anyone for a fee or issued to eligible City staff; and
- b. may be used to park in any City parking lot between 9 am and 6 pm without further payment.

**8. Overnight Monthly Parking Permits:**

- a. may be purchased by anyone for a fee;
- b. may be used to park in the designated area in Parking Lot 5 shown in Appendix 'B' between 2 am and 7 am for the months of December, January, February and March without further payment;
- c. may be used to park in Parking Lot 9 between 2 am and 7 am for the months of December, January, February and March without further payment; and
- d. require the user to move their vehicle to another designated overnight parking space at least every 48 hours and according to signage instructions.

**9. City Official Parking Permits:**

- a. may be distributed to:
  - i. the Mayor & members of Council;
  - ii. Senior Managers and other City employees who regularly use their vehicle for work as approved by the City Manager; and
  - iii. certain employees of Grey County and Grey Bruce Health Unit as approved by the City Manager;
- b. are valid while the person is working in an official capacity;
- c. allow the user to park in any metered or paid parking space free of charge while conducting City business or in certain designated parking spaces in Parking Lot 1.

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**10. Volunteer Parking Permits:**

- a. may be issued to any City volunteer conducting City business downtown as authorized by a Senior Manager;
- b. are valid for up to 90 days; and
- c. may be used to park free of charge in Parking Lots 2 or 8 while conducting City business.

**11. Committee Parking Permits:**

- a. may be issued to any public member appointed by Council to a City Committee;
- b. are valid for the term the member is appointed; and
- c. may be used to park free of charge while conducting committee business in Parking Lot 1 or when Parking Lot 1 is full, at metered parking on 1st Avenue East.

**12. Visitor Parking Permits:**

- a. may be issued to any person visiting the City in an official capacity as determined by a Senior Manager;
- b. are valid for up to 5 days; and
- c. may be used to park free of charge in any City parking lot.

**13. 15 Minute Parking Permits:**

- a. may be issued to employees or agents of approved service agencies such as the Grey Bruce Health Services ACT Team for a fee;
- b. may be issued for up to 1 year; and
- c. may be used to park in paid parking spaces on streets or in lots for 15 minutes to carry out the agency's business.

**11th Avenue East 800-900 Block Parking Permits**

14. Property owners in the 800-900 Block of 11th Avenue East may purchase one (1) 11th Avenue East 800-900 Block Parking Permit for \$50.00.

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15. Business owners located at 1104 and 1110 8th Street East may purchase up to two (2) 11th Avenue East 800-900 Block Parking Permits for \$50.00 each.
16. 11th Avenue East 800-900 Block Parking Permits:
  - a. may be replaced at no charge if lost, stolen or damaged;
  - b. are valid for the year they are issued; and
  - c. allow the user to park in the 800-900 Block of 11<sup>th</sup> Avenue East in excess of the posted 2 hour time limit.

**Street Parking Rental Policy:**

17. Any person, organization or business who wishes to occupy any on-street parking space in a manner other than allowed in the Traffic By-law shall rent the space by way of obtaining:
  - a. a City meter hood where parking meters are present;
  - b. a Street Space permit where no meters are present; or
  - c. a Street Occupation permit where the area will be blocked, obstructed or used for transporting items.

**Distribution**

18. City meter hoods, locks and keys shall be provided upon payment of the deposit and rental fees set out in the Fees and Charges By-law with the deposit being refunded upon return of the equipment.
19. Street Space permits shall be provided upon completion of an application and payment of the fee set out in the Fees and Charges By-law.
20. Street Occupancy permits may be issued upon completion of an application, proof of liability insurance and payment of the fees set out in the Fees and Charges By-law.

**Restrictions, Limitations and Penalties**

21. Street parking rentals shall not be permitted under the following conditions:

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- a. the applicant has not been granted a Street Occupation Permit where required from Engineering Services, or
  - b. the applicant has unpaid fees or fines owed to the City.
22. Renting a street parking space does not exempt the holder from any provision of the Traffic By-law, except as specifically identified in the Street Occupation Permit or any Federal or Provincial Act or Regulation.
23. Any person who does not adhere to this policy may be subject to revocation of their street parking rental at any time.

**Definitions:**

24. For the purposes of this policy:
- “City” means the City of Owen Sound; and
- “Senior Manager” means the City Manager, Director of Community Services, City Clerk, Director of Operations, Director of Financial Services, Manager of Economic Development and Tourism, Chief Librarian, Art Gallery Director, Fire Chief and Police Chief.
25. For the purposes of this policy, all references to numbered lots shall refer to the numbered parking lots identified in By-law 2009-075.

**Related Policies & Legislation:**

26. By-law 2009-075 “Traffic By-law”

**Appendices:**

- Appendix A – Sticker and Cardstock Parking Permits
- Appendix B –Lot 5 Designated Overnight Parking Area

**Revision History:**

<b>Resolution Number</b>	<b>Date</b>
Resolution	July 23, 2007

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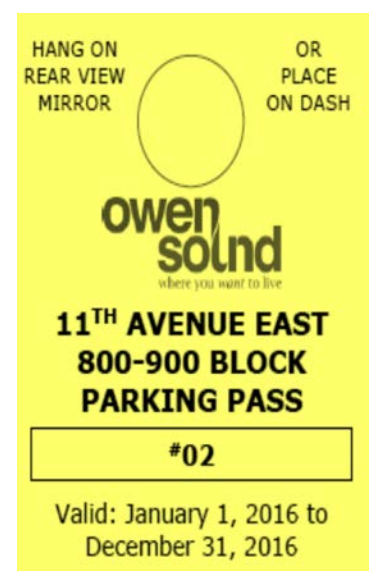
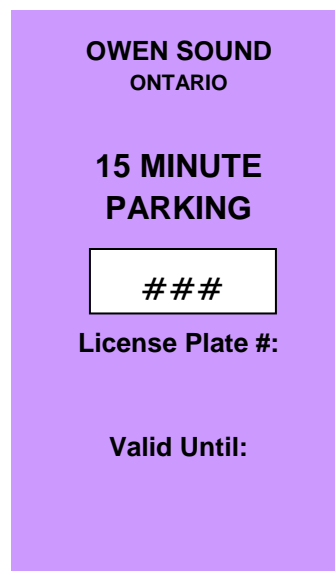
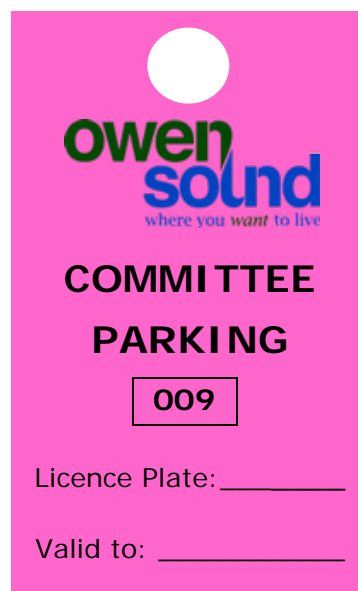
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Resolution	Nov. 5, 2007
Resolution	May 4, 2009
Staff approved	December 23, 2010
Resolution #R-2011-009	December 5, 2011
Resolution #R-120723-019	July 23, 2012
Resolution #R-121217-026	December 17, 2012
By-law 2013-030	February 11, 2013
Resolution #R-131007-021	October 10, 2013
By-law No. 2015-024	March 2, 2015
By-law No. 2016-154	October 31, 2016
By-law No. 2019-020	January 21, 2019

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**Appendix A – Sticker and Cardstock Parking Permits**

1. Parking Permits issued by sticker or cardstock shall appear as shown in this appendix.
2. The colour, date and any identifying numbers may change as required.



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**Appendix B - Lot 5 Designated Overnight Parking Area**

1. For the purposes of section 8 of this policy, the designated overnight parking area in Parking Lot 5 is the area shown in the image below.

