
Appendix “G”



POLICY MANUAL

POLICY NUMBER: PUBLIC WORKS-021

SUBJECT: AMENDING ON-STREET PARKING REGULATIONS

**POLICY STATEMENT:
(Purpose/Objective)**

To create municipal policy and process for considering requests for on-street parking changes.

Policy Objectives

1. The use of public feedback to determine whether an affected neighbourhood agrees with the request to amend on-street parking, including parameters around what constitutes the “Affected Neighbourhood” and provision of a petition procedure that could be initiated by the public.
2. Delegation of authority to staff to address amendments with respect to on-street parking where:
 - a) the results of the public feedback and the recommendation of staff align;
 - b) the recommendation of staff supports the amendment and less than 25% of the affected neighbourhood opposes the amendment; or
 - c) In the recommendation of Public Works staff, failure to invoke a parking amendment will create or permit the continuance of a public safety issue, as demonstrated by collision history or other applicable considerations.
3. Provisions to address situations where: ambiguous response to the petition is received; where parking amendments may have impacts beyond the petition area; no decision is made (including a time-frame for decision making); and repeated requests for reconsideration, taking into consideration potential changes in circumstances.

4. Options for posting site specific parking by-law updates on the City of Brantford's website and supporting data for any proposed changes, including a chronology of repeated requests for reconsideration.
5. Provide guidelines for the implementation of accessible on-street parking on residential streets for residents possessing a provincially issued accessible parking permit that do not have access to suitable off-street parking.

RELATED POLICY PROCEDURES/GUIDELINES:

1. Definitions

- a) Requester – the person making the request for the parking change. A request for a parking change can be made by anyone.
- b) Household – a residential property with a unique mailing address. Each legal unit within a multi-dwelling location is considered a household.
- c) Affected Neighbourhood - households that will be affected by a proposed on-street parking amendment. All households fronting or flanking a local street where a parking amendment is proposed are part of the Affected Neighbourhood. Where parking amendments are proposed on a collector or an arterial street, households that rely on the corridor for passage are considered part of the Affected Neighbourhood. The Affected Neighbourhood for a collector street is generally one block of intersecting streets and may include an expanded area based on staff feedback. The Affected Neighbourhood for arterial streets is the entire city. For the purpose of a petition, staff will provide feedback on the Affected Neighbourhood.
- d) Local street – as defined in the City's Official Plan or Transportation Master Plan, whichever is more recent.
- e) Collector street – as defined in the City's Official Plan or Transportation Master Plan, whichever is more recent.
- f) Arterial street – as defined in the City's Official Plan or Transportation Master Plan, whichever is more recent.
- g) Majority – more than 50% of the households within an Affected Neighbourhood.
- h) Opposition Threshold – 25% or more of the households within the Affected Neighbourhood are against an amendment.
- i) Accessible On-Street Parking Space – an on-street parking space signed with two (2) "Disabled Parking Permit" signs as provided in Ontario Traffic Manual

Book 5 – Regulatory Signs published by the Ministry of Transportation of Ontario, March 2000.

- j) Suitable Off-street Parking – a driveway or parking area located on private property consisting of an even, hard surface. The driveway or parking area must be of sufficient width and minimal slope to allow a person with accessible needs to safely enter and exit a vehicle independently.

2. Accessible On-street Parking Eligibility Requirements

Sections 2 & 3 of this policy pertain to requests for an accessible on-street parking space in residential neighbourhoods only. To be eligible for an accessible on-street parking space, the requester must:

- Have no driveway or suitable off-street parking available;
- Live in a one, two or three family dwelling on the street that the accessible on-street parking space is being requested on;
- Possess a valid Accessible Parking Permit issued by the Ministry of Transportation of Ontario (MTO), valid for a period of at least seven months;
- Provide proof that their vehicle is registered to the address, either in the requester's name or in the name of another person living at the address;
- Be the operator of the vehicle or be dependent upon another person at the same address for transportation;
- Confirm that the vehicle to utilize the accessible parking space is an approved motor vehicle for personal use only;
- Have on-street parking permitted in front of the property being a minimum length of six (6) metres for an accessible parking space that doesn't protrude across neighbouring property lines. If this requirement cannot be met, an alternative location for the accessible on-street parking space may be considered in front of a neighbouring property.

3. Accessible On-street Parking Preliminary Assessment

The process to provide an accessible on-street parking space on a residential street is initiated by a requester. The requester must verify with staff that they meet all the eligibility requirements noted above, providing proof where applicable. Anonymous requests, or requests on behalf of a neighbour, will not be accepted.

Staff will undertake a preliminary assessment of the accessible parking space request to verify the following:

- The property lacks suitable off-street parking;
- On-street parking is allowed in front of the property and that an accessible

on-street parking space can be accommodated;

- The requester possesses a valid accessible parking permit, and lives at the address where the accessible parking space has been requested;
- The requestor's vehicle must be for personal use only and registered to the requestor's address. Accessible on-street parking spaces are not provided for any vehicle:
 - For commercial or business use
 - For recreational use
 - Having more than two axles or more than four tires
 - That is a bus, or a bus converted for other use
 - That is not a motor vehicle

The preliminary review may affect the review process as further outlined in Section 9 - Special Provisions.

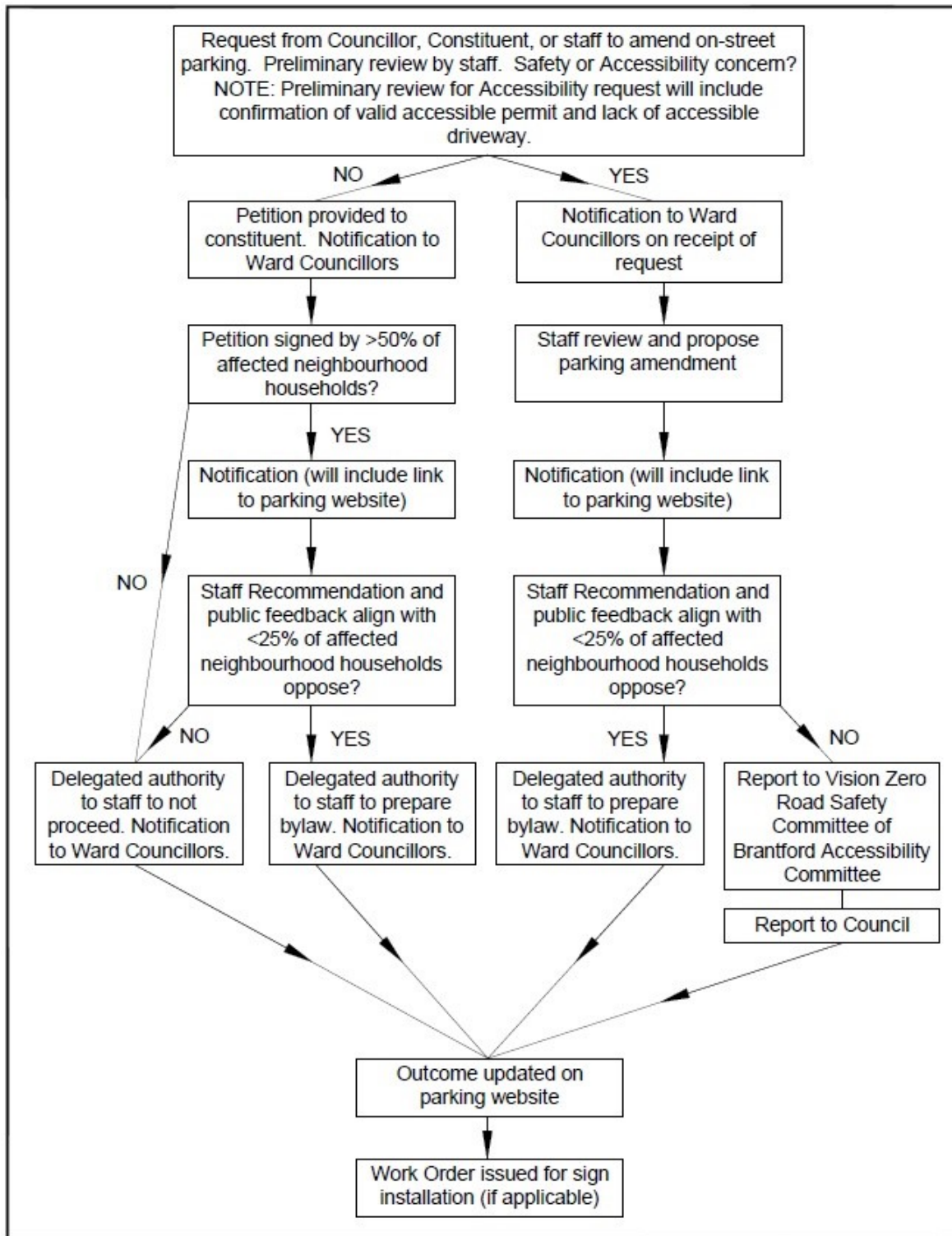
4. General Procedure

The process to amend on-street parking regulations is initiated through a request. A request may be submitted by a Councillor, constituent or staff. While anonymous requests can be made, source of the request may be required in certain circumstances to proceed forward. Based on the request, a preliminary assessment of the request will determine if safety or accessibility concerns are involved within the context of existing / requested condition. The preliminary assessment will affect the review process and what information is provided to the Ward Councillors as further explained below:

- Safety or Accessibility Concern – staff will notify Ward Councillors upon receipt of the request outlining the concern identified and requested parking control amendment (if applicable).
- Non-safety Concern – staff will assist the requester in preparing a petition to the Affected Neighbourhood. Ward Councillors will be advised of the petition being circulated by the requester.

The “Amending On-street Parking Work Flow” chart is illustrated in Figure 1.

Figure 1 – Amending On-street Parking Work Flow



5. Public Involvement

A petition is not required if a safety or accessibility concern is identified, and it can be resolved by amending on-street parking. Staff will undertake a comprehensive review and provide a recommendation before notifying the Affected Neighbourhood. Additional residents may be included beyond the Affected Neighbourhood at the request of a Ward Councillor. The notification will determine if the level of opposition exceeds the 25% threshold set forth by Council.

For parking amendment requests determined by staff not to be safety or accessibility related (e.g. requests for permit parking), the Requester will have the option of collecting a petition for the Affected Neighbourhood. Staff will provide assistance on the petition content and input on the Affected Neighbourhood. The Ward Councillors will be notified when a petition is provided to a constituent. The petition is a screening process to confirm majority support for the request prior to further action by staff. Petition signatures collected outside the Affected Neighbourhood are not applicable and will not be counted. Each household will be counted as one vote. A petition may be randomly audited by staff for authentication. Failure to provide verifiable contacts could nullify the petition results.

A copy of the petition form to be used for requests to amend on-street parking control is attached as Appendix "1". If majority support is not achieved through the petition process, the requested amendment will be declined. If majority support is achieved with the petition, follow-up notification will be initiated by Public Works. The notification will determine if the level of opposition exceeds the 25% threshold set forth by Council.

For on-street parking amendments requested in the downtown, the Downtown Brantford Business Improvement Area (DBBIA) executives must be provided with an opportunity to review and comment on the proposed on-street parking amendment. If the DBBIA executives approve, the parking amendment may proceed following the Amending On-street Parking Work Flow. In the event that the DBBIA is opposed to a proposed on-street parking amendment in the downtown, staff will not have delegated authority to proceed with the parking amendment. A report to an Advisory Committee is required; accessibility related parking amendments will be reported to the Brantford Accessibility Advisory Committee and safety related parking amendments will be reported to the Vision Zero Road Safety Committee.

6. Website

Staff will maintain a page on the City of Brantford website to provide parking review updates to the public. The following information will be maintained on the

parking webpage:

- Date of request
- Street and limits (the Affected Neighbourhood)
- On-street parking amendment requested
- Number of notices delivered and returned
- Number supported and opposed
- Summary comment

7. Delegated Authority to Staff

The following decisions will be delegated to the General Manager of Public Works or their designate to approve parking control amendments:

- a) Requests to amend on-street parking that are non-safety or accessibility related and a petition has not been received or is signed by less than 50% of the Affected Neighbourhood. Staff is authorized to decline the requested amendment without reporting to Council.
- b) Requests to amend on-street parking that are non-safety or accessibility related, a petition has been received that is signed by more than 50% of the Affected Neighbourhood, public feedback and staff recommendation align, and less than 25% of the Affected Neighbourhood oppose. Staff is authorized to approve the requested amendment and present the parking control amending by-law to Council for approval.
- c) Requests to amend on-street parking that are non-safety or accessibility related, a petition has been received that is signed by more than 50% of the Affected Neighbourhood, public feedback and staff recommendation differ or 25% or more of the Affected Neighbourhood oppose. Staff is authorized to decline the requested amendment without reporting to Council.
- d) Requests to amend on-street parking that are safety or accessibility related, public feedback and staff recommendation align, and less than 25% of the Affected Neighbourhood oppose. Staff is authorized to approve the requested amendment and present the parking control amending by-law to Council for approval.
- e) Requests to repeal an on-street accessible parking space when staff is notified and it is confirmed that an existing on-street accessible parking space is no longer being utilized by the original requester. Staff is authorized to approve the requested amendment and present the parking control amending by-law to Council for approval.

8. Report to Advisory Committee

Where requests to amend on-street parking that are accessibility or safety related (e.g. not meeting current engineering standards), public feedback and staff recommendation differ or 25% or more of the Affected Neighbourhood oppose, staff will not have delegated authority to proceed with a parking amendment. A report to an Advisory Committee is required. Parking amendments that are accessibility related will be reported to the Brantford Accessibility Advisory Committee; parking amendments that are safety related will be reported to the Vision Zero Road Safety Committee.

9. Special Provisions - General

- a) Ambiguous Response – to avoid confusion, a standard petition format will be used for non-safety or accessibility related requests to amend on-street parking. The form will clearly state the requested parking control amendment at the top. Those that sign the petition will therefore be considered supporting the requested parking control. If there is still uncertainty, each resident must provide their contact information on the form. Staff will attempt to contact the resident to clarify their position.

In the event that an ambiguous response is received in response to a City notification, staff will again attempt to contact the resident for clarification. Insufficient clarification will result in a discarded vote. For those residents that do not provide feedback in response to the letter circulated by Public Works, it will be concluded that they are indifferent with respect to the proposed on-street parking control amendment.

- b) Impacts beyond Affected Neighbourhood – it is difficult to identify parking or traffic impacts that may result from a parking control amendment because of the unpredictable nature of on-street parking demand. Impacts beyond the Affected Neighbourhood will not be initially considered, but may be identified and reviewed as part of the review and public consultation process.
- c) Timeframe for decision making – due to the number of scenarios involving public input and approvals as noted in this policy, it is difficult to have a standard timeframe for decision making. From receipt of a request to amend on-street parking to the final decision, most scenarios can be addressed within a six-month timeframe. The timeframe will vary depending on resources.
- d) Repeated Requests / Reconsideration – If an official decision has been made through delegated authority to staff or Council decision, the decision will not be eligible for another review for three (3) years. Information will also be updated on an on-street parking review website.

- e) Allowable on-street parking in relation to street width - When reviewing a local

residential street to determine the appropriate on-street parking control, the parking conditions outlined in Table 1 are considered acceptable.

Table 1 – On-street Parking in Relation to Street Width

Street Width	On-street Parking
Less than 8.5m	Allowed on one side of the street only.
8.5m – 9.0m	Allowed on both sides of the street; Alternate side of street parking December 1 – March 31 may be considered.
Greater than 9m	Allowed on both sides of the street, throughout the year.

10. Special Provisions – Accessible Parking

- a) Limit of One Space - Only one (1) accessible on-street parking space will be approved per household, with a maximum of three (3) per multi-dwelling property.
- b) Utilization of Accessible On-street Parking Space - Any vehicle displaying a valid accessible parking permit can park in an accessible parking space. The space is not reserved for the requester. In the event that a residential accessible on-street parking space is frequently occupied by a vehicle other than the requester’s, the location may need to be further reviewed for an additional accessible on-street parking space.
- c) Alternate Side of Street Parking - Typically, an accessible on-street parking space is provided directly in front of the requester’s property. For streets having alternate side of street parking by-lawed, the accessible on-street parking space will only be available for the half of the month that parking is permitted in front the property. The resident must find an available on-street parking space on the opposite side of the street for the other half of the month when parking is permitting on that side. However, the following options may be considered:

Option 1 - If the street section has more available on-street parking on the side of the street where the accessible on-street parking space has been requested, staff will consider recommending one-side parking on that side of the street to not only provide accessible parking all-month for the requester, but also provide additional on-street parking space availability throughout the month.

Option 2 – Consideration of a second accessible on-street parking space on the opposite side of the street in front of a neighbouring property. The requester will need approval from the neighbouring property owner and provide proof in writing indicating their support for an accessible on-street parking space in front of their property.

- d) Corner Properties – If parking is prohibited in front of the requester’s property, an accessible on-street parking space may be considered on the side street or

beside the house provided that the parking space can be accommodated no closer than 10 metres to the intersection.

- e) Existing Driveway - Properties having a driveway or parking area that is deemed suitable by staff and unsuitable by the requester may also be considered for an accessible on-street parking space. If the requester is of the opinion that their driveway is too narrow, too steep, or constructed of an uneven or unstable material, they have the option to circulate a petition to the affected neighbourhood to seek support for the accessible on-street parking space. Staff will assist the requester in preparing a petition to the affected neighbourhood. The requester or a designate is required to circulate the petition.

- f) Shared Driveway – Some residential properties have a narrow, shared driveway with the adjacent property and off-street parking in the rear yard. Off-street parking is available to the resident; therefore the property would not qualify for consideration of an accessible on-street parking space. Item (i) would apply should the resident choose to pursue an accessible on-street parking space. However, some vehicles are outfitted with accessible steps and/or ramps that increase the width of the vehicle. If this condition exists, the requester will be required to demonstrate to staff that their vehicle cannot access the rear yard parking area. Upon verification, staff will consider an accessible on-street parking space.

- g) Driveway Capacity - In the event that a residential property has a driveway but the number of vehicles belonging to occupants of the household exceeds the capacity of the driveway, it is expected that the person with accessibility needs would park their vehicle in the driveway, while others would park their vehicle on-street. Therefore, an accessible on-street parking space would not be considered in this scenario.

Only when there are multiple residents with accessibility needs and/or the driveway is assigned to a specific tenant of the dwelling, will an accessible on-street parking space be considered.

- h) Residential Pick-up use Only – Accessible on-street parking spaces requested for the sole purpose of use as a pick-up zone for Brantford Lift, accessible taxi or school bus require that a petition be circulated to the affected neighbourhood.

<p>Date of Enactment: November 19, 2019</p>	<p>Related By-law Number/Staff Report Number: 177-2019/ 2019-622 246-2021 / 2021-403</p>
<p>Review and Amendment Dates: December 21, 2021</p>	<p>Department Responsible for Review: Public Works</p>

Report No. 2023-4
March 7, 2023

Date of Next Review:	Applicable Legislation/Legislative Authority:

Appendix "1"



AMENDMENT OF ON-STREET PARKING PETITION

We, the undersigned residents wish to request the amendment of on-street parking on _____ between _____ and _____
(STREET NAME) (INTERSECTING STREET NAME)

(INTERSECTING STREET NAME)

We request the following parking control amendment:

Contact Information:

Name (print): _____

Telephone: _____ E-mail: _____

Important Information:

This petition is a pre-screening process requiring majority (>50%) support before a formal notice will be distributed by Public Works. Your signature is not binding. The purpose of obtaining the majority (>50%) support is to confirm the general support for the request prior to a letter being issued. Only one (1) vote from each household will be accepted. Please note that staff may randomly contact residents to confirm their support.

ONLY ONE (1) SIGNATURE PER HOUSEHOLD IS REQUIRED AND MUST BE 18 YEARS OF AGE OR OLDER

Name	Address	Phone Number	Signature

Report No. 2023-4
March 7, 2023

PLEASE READ AND UNDERSTAND THE PARKING PETITION STATEMENT ON
PAGE #1 BEFORE SIGNING.

Name	Address	Phone Number	Signature

PRIVACY DISCLOSURE:
The personal information being collected by Public Works under authority of Section 10(1) of the Municipal Act S.O. 2004 c25 on this petition will be used only for the purpose of the parking control review and will be protected under the Municipal Freedom of Information and Privacy Act. The information collected on this petition may be included in a public document.