

Purpose:

- I To outline responsibilities related to the administration of public parking and use of streets.

Policy Statement:

- 2 Engineering Services is responsible for:
 - (1) on-street parking matters and use of streets, except for parking meter rates and changes;
 - (2) inquiries relating to:
 - (a) parking stall dimensions, locations, sight distance, stall pavement markings, and signs; and
 - (b) the use of streets or sidewalks for delivery trucks, moving vans, equipment or material storage, mobile cranes, hooding of parking meters, loading zones, taxi zones, handicapped zones, no parking zones, and street closures.
 - (3) Ensuring their Manager's Orders are issued, recorded, and filed.
- 3 Inspections & Licensing is responsible for:
 - (1) inquiries relating to:
 - (a) sidewalk sales and temporary A-frame sidewalk advertising;
 - (b) off-street parking facilities (which may include ticket spitters, parking attendants, lighting, electrical plugs, monthly leases, parking demand, enforcement, pavement markings, signs, gravel maintenance, and snow removal); and
 - (c) off-street parking facility rates, on-street parking meter rates, and the extension or removal of on-street parking meters.
 - (2) commercial use of public sidewalks and the administration of City owned off-street parking facilities;
 - (3) initiating an annual update to the parking meter inventory plans for both on-street and off-street parking meters (which is subsequently completed by Engineering Services); and
 - (4) ensuring their Manager's Orders are issued, recorded, and filed.
- 4 Transit is responsible for:
 - (1) matters concerning the Downtown Transfer Station, bus zones, stops, routes, and shelters;
 - (2) contacting Engineering Services whenever a change is contemplated that may affect existing on-street parking or intersection sight distance; and
 - (3) ensuring their Manager's Orders are issued, recorded, and filed.
- 5 Public Works is responsible for:
 - (1) recording the times, dates, locations, and reasons for any temporary provisions; and
 - (2) temporary removal or relocation of existing parking of all types, and temporary road and sidewalk closures to accommodate maintenance or construction operations by The City, a Public Utility Company, or a Contractor acting on behalf of The City.
 - (a) Requests for street closures or partial closures for residential block parties or garage sales are not considered, due to the access needs of public and emergency service vehicles.

6 General Responsibilities:

(1) Manager's Orders:

(a) All properly prepared and authorized Manager's Orders, complete with account numbers, are forwarded to Public Works for implementation.

(b) The Public Works Manager ensures no work is undertaken unless the appropriate Manager's Order is issued.

(c) Each department is required to maintain the registry of their Manager's Orders.

(2) Inquiries relating to use of streets or parking lots for special events are processed by the Special Events Coordinator – Inspections & Licensing.

(a) If approved, the City Manager's office issues the permit under authority of section 105(1) of the Traffic Bylaw.

References/Links:

- 1 Traffic Bylaw 2800/82
- 2 Use of Streets Bylaw 3161/96
- 3 1022-CA City Manager Delegation

Scope/Application:

- 1 This policy applies to Engineering Services, Inspections and Licensing, Public Works, and Transit.

Authority/Responsibility to Implement:

- 1 General Manager of Planning & Development Services

Inquiries/Contact Person:

- 1 General Manager of Planning & Development Services

Policy Monitoring and Evaluation:

- 1 This policy will be evaluated every three years with revisions made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: October 20, 1993		
Revised: March 2000		
Revised: January 2001	“Norbert Van Wyk”	City Manager
Revised: July 13, 2020	“Allan Seabrooke”	City Manager