

# Staff Report to Council

**Title:** 3 Hour Parking Limit on Queen Street

**Report Number:** Legislative Services-2024-27

**Director:** Corporate Services

**Manager:** Legislative Services

**Meeting Date:**  
Wednesday, November 13, 2024

**Date to be considered by Council:**  
Wednesday, November 13, 2024

## Recommendation:

That Council approve Traffic and Parking Amendment By-law to be in effect April 1<sup>st</sup>, 2025; and

That \$11,920 be included for consideration in the 2025 budget for the signage, communications and legal fees for the implementation of a 3-hour parking limit on Queen Street in Kincardine every day between the hours of 9 a.m. and 5 p.m. from Durham Market Square South to Durham Street.

## Executive Summary:

By Resolution 07/10/24-11 Council directed staff to proceed with the implementation of a 3-hour parking limit on Queen Street in Kincardine everyday between the hours of 9 a.m. and 5 p.m. from Durham Market Square South to Durham Street. This report outlines the implementation plan including costs, enforcement methodology, communications and the amendments required to the Traffic and Parking By-law.

## Strategic Priorities:

B.7-Ensure municipal facilities and owned lands make the best use of each asset

## Financial Considerations:

Expenses – signage, communications, increased legal costs, and additional officers (methodology) – options.

Implementation item	Expenses	Comments
Signage	\$4,720	20 signs, installation and labour
Communications	\$6,200	Roll out communications excluding staff time

Legal Fees	\$1,000	Fees for tickets that are contested
<b>Total</b>	<b>\$11,920</b>	
Additional Officers (methodology)	\$16,000	If required. Not recommended at this time.

Although it is unknown how many tickets will be issued for this new ticket type, revenues will not be sufficient to offset the budgeted expenses. Revenues for Parking Violations for the entire municipality for 2024 to date are \$13,418 for summer and winter patrols.

The intent with this program, and any by-law enforcement program, is that the Municipality obtain voluntary compliance through education, communications, signage and word of mouth.

**Policy:**

Municipality of Kincardine Traffic and Parking By-law No. 2019-165

**Context and Background Information:**

Staff have been working to provide an implementation plan for the 3-hour parking limit on Queen St in downtown Kincardine everyday between the hours of 9 a.m. and 5 p.m. from Durham Market Square South to Durham Street.

Staff are recommending that Council approve implementation of the 3-hour parking limit to become effective in April 2025 and include the necessary implementation costs in the 2025 budget. This would allow for the development of a new communication strategy and time to work with special event organizers and the BIA to promote the free parking and potentially motivate staff, tenants, owners, and special event participants to encourage parking elsewhere.

Currently, during the winter season the By-law Enforcement team conducts evening patrols to support snow removal efforts to help increase winter safety on the roads. With the new parking restriction the ability to perform random patrols and blitzes associated with the 3 hour limit may be impacted by winter conditions. An April start date will allow them to start in the high traffic season and conduct random enforcement and blitzes during this time.

**Consultation Overview:**

Staff have consulted with the BIA regarding the possibility of parking limits on Queen and they did outreach to their members. Staff also consulted with Municipal Support Services and other surrounding municipalities to determine best practices.

Staff have collaborated with teams from the following departments: Financial Services, Infrastructure and Development, and Strategic Initiatives to develop the implementation plan. As this will involve each of these areas, Legislative Services will continue to collaborate with them through implementation and support phase.

Staff have also consulted with other Municipalities in Bruce County who currently have two- or three-hour parking limits. The municipalities have indicated that they perform random enforcement and perform blitzes upon receiving multiple complaints. The complaints are logged in order to determine the best times and locations to conduct the blitzes.

## **Origin:**

Resolution #2024-03-19-03 BIA Board of Management – That the Board recommends the Municipality of Kincardine implement a 3-hour parking limit in downtown Kincardine everyday between the hours of 9 a.m. to 5 p.m. from Durham Market Square South to Durham Street.

Council Resolution # 07/10/24 – 11 That Council direct staff to proceed with implementation of a 3-hour parking limit on Queen St in downtown Kincardine everyday between the hours of 9 a.m. and 5 p.m. from Durham Market Square South to Durham Street, as recommended by the BIA Board of Management and outlined in staff report Legislative Services-2024-15; and That designated accessible parking spaces and limited mobility spaces be exempt from the 3-hour parking limit; and further That Council direct staff to bring back a report to Council outlining the implementation plan.

## **Implementation Considerations:**

### Signage

Per the Ontario Traffic Manual Book 5 Section 3 Parking Control Signs, Parking Restricted signs (with days, times, and duration) will be required to be spaced in business areas at 50 m or less on both sides of the road. For this distance, 20 signs will be required at a cost of \$4,270 including installation and labour.

### Amendments to the Traffic and Parking By-law

An amendment to the Traffic and Parking By-law is attached. A set fine under Part II of the Provincial Offences Act will be the current rate for the majority of fines under the Traffic and Parking By-law - \$50 (\$35 for early voluntary payment payable within 7 days).

Once a ticket is issued, the offender has the option to pay or to contest the ticket in court. When tickets are taken to court, the Municipality is required to obtain the drivers' details through the Ministry of Transportation and hire legal counsel to act as the Municipality's prosecutor.

Note that the amendments do not impact Accessible or Limited Mobility Parking Spaces, as Council directed that these spaces have no limitations.

### Enforcement Methodology

Full-time enforcement is not economically feasible and is not best practice amongst the other five municipalities in Bruce County who have parking limits. Therefore, enforcement will be conducted randomly and/or on a complaint's basis.

Our existing by-law enforcement model for the year-round officers (40 total hours per week) is a complaints-based process. This means that officers respond to complaints and if there are no active investigations, could patrol or in this case do random enforcement. In the current matrix, parking complaints are a level 3 call for service and may take 3 to 5 days to respond depending on the volume of complaints in other areas. This is typical enforcement for other communities in Bruce County.

The seasonal officers patrol the beaches for parking enforcement and public nuisance complaints. They also patrol other areas such as Queen Street when required to monitor for parking infractions and public nuisance. This includes concerns with accessible parking. These officers would do more enforcement in the required area of Queen Street. These

officers will also work independently so that, unless there are safety concerns regarding a specific complaint or investigation or they are being trained, there can be patrols at the beach and on Queen Street simultaneously.

On a random patrol or based on a number of complaints received, an officer will come to the area and virtually chalk the tires utilizing the electronic ticketing program Ops-Com. The officer would then do the same process three hours later and issue tickets for those that have stayed in the same spot for more than three hours.

Note that if a person leaves one spot and moves to another or leaves a spot and comes back to it; they will not receive a ticket as they have not been in the spot for three hours at a time. In addition, if a complaint is made, the officer will not come directly to chalk specific tires and will not take photos from the public to use to charge drivers. Instead, time will be set to do a blitz or random enforcement.

If Council would prefer more regular enforcement and do not wish to see additional wait times for other areas of complaints, an extra officer could be contracted for 8 hours a week at the approximate cost of \$16,000 to do more regular patrols of this area. Staff are not recommending this at this time but may come back to a future budget if the number of complaints or infractions requires such resources.

### Communications and Education

The purpose of the communications will be two-fold – to communicate the three-hour parking limit and to communicate where you can park for more than 3 hours. Messaging will be positive and encourage those staying longer to park in non three- hour limit lots and spots.

Key messages will include:

- There's lots of free parking in lakeside downtown Kincardine
  - Our 3-hour spaces are perfect for short visits downtown.
  - Use our free parking lots for longer stays downtown.
  - Parking for a quick visit downtown just got easier.
- There's a few changes to parking downtown Kincardine
  - There's a 3-hour limit for part of Queen Street.
  - Look for signs for 3-hour time-limited parking spots.
  - Use our large parking lots for free, all-day parking.
- 3-Hour Parking on Queen Street begins DATE
  - 3-hour parking on Queen street from Durham Street to Durham Market Square South.
  - Our huge parking lots are free for all day parking.
  - Perfect free parking for quick visits or longer stays.

The channels being used will be on street signage, social media, the website including a map for where there are parking limits and where there are not, media release, radio and newspaper ads, printed communications for businesses and residents, warning notice on windshields initially, and the visitors guide. Staff will also work with special event organizers and the BIA to spread the word and ask them to potentially motivate participants of special events and employees, tenants, and owners of the BIA to park elsewhere.

## **Risk Analysis:**

Although most Bruce County municipalities do have parking limits, the risk may be that the enforcement of the time limit may impact people's decision to visit this area. Enforcement of parking for safety measures at the beaches and at special events over the summer has led to comments to staff that the municipality is "unfriendly" and is "turning away visitors." There is also a risk that parking issues will be pushed elsewhere to residential streets and cause other issues. These risks can be elevated through a positive education campaign directing people to appropriate free parking. This needs to be done with the support of the BIA and special event groups. This type of educational communication campaign will lead to voluntary compliance as opposed to the reactive measure of issuing tickets.

The risk for the 40 hour a week by-law enforcement program is that other complaints for other areas such as Clean and Clear Yards, Property Standards, Traffic and Parking and Public Nuisance offences are expected to see increased wait times when officers are doing blitzes or random enforcement.

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**Attachments:** Traffic and Parking Amendment By-law, and sample signage.

**Prepared by:** Jennifer Lawrie, Manager of Legislative Services/Clerk

**Submitted by:** Jennifer Lawrie, Manager of Legislative Services/Clerk