



City of
Peterborough

To: Members of the General Committee

From: W.H. Jackson,
Commissioner of Infrastructure and Planning Services

Meeting Date: August 20, 2018

Subject: Report IPSTR18-019
Parking for Visitor Centre and Delegation of Authority to
Designate Municipal Law Enforcement Officers

Purpose

A report to recommend parking changes on George Street and Water Street near the Visitor Centre and that Council delegate its authority to appoint by-law enforcement officers to the City Clerk.

Recommendations

That Council approve the recommendations outlined in Report IPSTR18-019 dated August 20, 2018, of the Commissioner of Infrastructure and Planning Services, as follows:

- a) That the two hour parking on Water Street from Brock Street to Sherbrooke Street, be amended to apply from Brock Street to King Street;
- b) That 30 minutes free parking be implemented;
 - on the west side of Water Street between King Street and Sherbrooke Street; and
 - on the east side of George Street from a point 15 metres south of King Street for a distance of 15 metres further south;
- c) That the City Clerk be delegated authority to appoint persons as Municipal Law Enforcement Officers for the purpose of issuing Parking Infraction Notices on private property; and

- d) That the appropriate Schedules and Articles of Parking By-law 09-136 be amended to authorize implementation of Recommendations a) thru c).

Budget and Financial Implications

Implementation of Recommendations a) and b) will result in an estimated loss of parking revenue of approximately \$5,900 annually.

Updating the signage to implement the recommended parking changes would cost approximately \$2,000, funds for which are available in the uncommitted balance in the Operating budget for Parking.

Background

Peterborough and the Kawartha's Tourism, ("Visitor Centre") a division of the Greater Peterborough Area Economic Development Corporation ("GPAEDC") was relocated to the VentureNorth building at 270 George Street North in 2017.

The Director of Tourism and Communications for Peterborough & Kawartha's Tourism contacted staff to discuss the feasibility of creating dedicated parking spots for the Visitor Centre to accommodate short term visitors to the center and larger vehicles such as RV's or trucks pulling trailers.

The Visitor Centre currently has only two dedicated parking spaces located in the VentureNorth parking lot at the south end of the building, but these spaces are not readily visible from Water Street or George Street for visitors to the Centre to see. Parking is also available in the King Street Parking Garage, and parking in the garage is free for the first hour.

Based on activity at the former Visitors Centre on Crawford Drive, it is anticipated that some of tourists accessing the Visitors Centre to obtain information about attractions in the area will be in larger vehicles such as RV's or will be towing trailers which may not fit in the King Street Parking Garage or the on site parking in the VentureNorth lot.

Providing short term on-street parking on Water Street is the most feasible way of providing easily accessible parking spaces which can accommodate larger vehicles. The current revisions to Water Street, to incorporate on street bike lanes, will require reconfiguration of the lanes markings and the parking bays on the section of Water Street between King Street and Sherbrooke Street. This represents an ideal opportunity to incorporate the planned changes to the parking restrictions to permit larger vehicle parking.

Providing two short term parking spaces on the east side of George Street, in front of the VentureNorth building, will allow users to park close to the Visitor Centre without paying, and would improve the customer experience and ability to easily access the

Visitor Centre. A limit of 30 minutes free parking would encourage turnover and discourage other individuals from using these parking spaces while visiting other local businesses. All of the proposed spaces are shown in Appendix A.

Parking Changes Endorsed by Downtown Business Improvement Area

Given the potential impacts to the on-street parking inventory in this area, City staff asked that the Visitors Centre discuss their proposed changes with the Downtown Business Improvement Area (“DBIA”) Board to seek their input. A report discussing the potential amendment to the Parking restrictions was presented to the DBIA board on May 1, 2018.

The DBIA supports the recommendations being made by the City to allow 30 minutes free parking on the west side of Water Street between King Street and Sherbrooke Street, and two parking spaces on the east side of George Street as part of a pilot project, which will be monitored for effectiveness.

It was noted in the May report that the Visitor Centre is putting in a lot of effort and investment to market itself to local residents and to visitors this season.

The DBIA report noted that the Visitor Centre saw significantly fewer visitors in 2017 due to many factors including lack of signage and wayfinding signs and lack of parking. City staff are working with the Visitor Centre to install enhanced wayfinding signs throughout the City and better signage is now located out front of the VentureNorth building to help identify their location.

Site Details

Water Street is a two-lane arterial road for northbound traffic only. There are currently six paid parking spaces in the subject area with a modest amount of parking activity. The parking spaces on Water Street are regulated with parking metres and have a maximum parking limit of two hours. Lane arrangements and markings for this section of Water are being revised to incorporate on street bicycle lanes, making this an ideal time to also reconfigure the parking in this section.

George Street is a two-lane arterial road for southbound traffic only. Along the east side of George Street, between King Street and Sherbrooke Street, there are approximately 16 parking spaces. The parking demand at this location is slightly higher than the spaces located on Water Street, however, the conversion of two parking spaces does not eliminate them from use by others, it just makes the turnover of these spaces more frequent which is expected to make these spaces less desirable for patrons looking for longer parking sessions. There is a pay and display machine located on both sides of George Street for parking both sides of the road. Parking in this location is also limited to a maximum of two-hours. (See Appendix “A”)

Delegation of Authority to Appoint Parking Enforcement Officers

The current practice for appointing parking enforcement officers for private properties is to have the owner of the property submit a letter to the Parking Operations Coordinator indicating that they would like to be authorized to write parking tickets on their property. The Parking Operations Coordinator forwards the letter to the Clerk's office and a by-law is prepared for approval by Council. This process may take up to 60 days, depending on when Council sits in relation to the date the request is received. Once the by-law is signed by Council and the Clerk, it is then forwarded to the property owner who made the request with instructions to contact the Parking Operations Coordinator for training and to obtain the forms required to issue Parking Infraction Notices.

The process for appointing parking enforcement officers to issue parking tickets on public streets is different. By-law number 07-167 was passed in December, 2007 and appoints by-law enforcement officers in section 1. The by-law reads:

"All individuals assigned by Securitas Canada Limited for the purposes of By-Law Enforcement for the City of Peterborough as per Request for Proposal Document #P-31-05."

Council has the authority under section 15(1) of the **Police Services Act** to appoint persons to enforce the by-laws of the municipality. Section 23.1 of the **Municipal Act, 2001** allows Council to delegate its powers and duties to a person or body subject to certain restrictions.

Delegating authority to the City Clerk to appoint by-law enforcement officers for the purpose of issuing Parking Infraction Notices on private property would expedite the process, allow private property owners to enforce their own parking problems sooner, and avoid the need for numerous by-laws being brought forward to Council for approval to appoint and delete by-law enforcement officers.

Summary

Allowing free 30 minute parking on a number of spaces around the Visitor Centre would provide visitors, (including those with larger vehicles), greater ability to park close to the Visitor Centre and enhance their usage of the facility.

Delegating authority to the City Clerk to appoint by-law enforcement officers for the purpose of issuing Parking Infraction Notices on private property would expedite the process and prevent numerous by-laws from being passed to appoint and delete by-law enforcement officers.

Submitted by,

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Attachment:
Appendix “A” – Proposed 30-Minute Visitor Centre Parking map

Appendix “A” - Proposed 30-Minute Visitor Centre Parking Map

