

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	53.2
Section:	Transportation	Issued:	March 16, 2015
Subject:	Permanent and Temporary Parking Changes	Effective:	August 8, 2016
Council Resolution # and Date:	Council Resolution No. 0421 of August 8, 2016	Page:	1 of 15
		Replaces:	Policy No. 53
Issued by:	Keri Sapsford, Transportation and Traffic Manager	Dated:	August 8, 2016
Approved by:	Amjad Khan, Director of Public Works		

1 POLICY

- 1.01 To provide standards and guidelines for Permanent and Temporary Parking Changes with respect to parking vehicles within the City of Prince Albert.

2 PURPOSE

- 2.01 To ensure that requests for parking changes are dealt with equally and to reduce the amount of routine requests being forwarded to City Council for approval.

3 SCOPE

- 3.01 All changes to street parking within the City of Prince Albert, including but not limited to:
- (a) Parking changes within City of Prince Albert owned parking lots;
 - (b) Parking changes within the metered area of the Central Business District;
 - (c) Temporary parking changes within the metered area of the Central Business District.

4 RESPONSIBILITY

- 4.01 The Public Works Department is responsible for:
- (a) Developing and administering the overall strategic parking policies and framework for the City, including but not limited to:
 - (i) Receiving requests for parking changes;
 - (ii) Forwarding requests for parking changes to City Council as described in this Policy;
 - (iii) Forwarding requests for parking changes to affected residents and/or business or property owners;

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- (iv) Implementing parking changes;
- (v) Recording all zones implemented and keeping records available to the public for inspection; and
- (vi) Developing bylaws and policies that support the strategic parking policies and framework approved by Council.

4.02 City Council is responsible for:

- (a) Approving the overall strategic parking policies and framework for the City;
- (b) Approving bylaws and policies proposed by City Administration that support the strategic parking policies and framework.

4.03 Prince Albert Residents, Business Owners and Property Owners are responsible for:

- (a) Forwarding requests for parking changes to the Public Works Department for review as described in this Policy.

5 DEFINITIONS

5.01 "BUS UNLOADING ZONE" – all that portion of any street where only buses may park to load and unload passengers.

5.02 "CENTRAL BUSINESS DISTRICT" – the central district of the City of Prince Albert consisting of a concentration of retail and office buildings as defined in The Traffic Bylaw No. 1 of 2014, as amended.

5.03 "CITY PARKING LOT" – lands owned by the City or under the direction, control and management of the City, which has been, or will be, designated as a parking area under The Traffic Bylaw No. 1 of 2014, as amended.

5.04 "COUNCIL" – the Council of the City of Prince Albert.

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- 5.05 “DISABLED PERSON’S PARKING ZONE” – all that portion of any street, other public place or privately owned parking area that has been designated by sign or other marking for the exclusive parking of a disabled persons vehicle.
- 5.06 “DISABLED PERSON’S VEHICLE” – any vehicle which displays a current or unexpired permit issued by the Saskatchewan Abilities Council in the front window of the vehicle, and clearly displaying both the expiry date and disabled parking logo.
- 5.07 “DRIVEWAY” – a vehicular access from the property line to a building or property, loading area, parking area or garage.
- 5.08 “MULTIPLE UNIT DWELLING” – a townhouse, stacked townhouse, walk-up apartment, triplex dwelling, fourplex dwelling, high-rise apartment, rooming house, lodging house, hostel, senior citizen housing or student housing.
- 5.09 “NO PARKING ZONE” – all that portion of any street, other public place or privately owned parking area where no person shall park a vehicle.
- 5.10 “PARKING” – the stopping or standing of a vehicle whether occupied or not on a highway, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading or in obedience to traffic regulations, signs or signals.
- 5.11 “PARKING AREA” – the portion of a street or parking lot set apart by the authority having jurisdiction as a place where a vehicle may be left standing without a person capable of operating the same remaining in or with each vehicle.
- 5.12 “PARKING STALL” – the portion of a public highway or an area indicated by signs, markings, parking meters or physical barriers as a parking stall for a single vehicle.

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- 5.13 “PASSENGER UNLOADING ZONE” – all that portion of any street where only persons actively involved with loading and unloading passengers may park.
- 5.14 “PUBLIC WORKS DEPARTMENT” – City of Prince Albert department under the direction of the City Engineer or Director of Public Works.
- 5.15 “RESIDENTIAL PARKING PERMIT ZONE” – a residential area in which a Residential Parking Permit Program has been implemented.
- 5.16 “TAXI STAND” – any person operating a taxi business, may have a parking stall in front of its office or stand for its exclusive use, on any street except Central Avenue, upon payment of an annual fee as approved by Council.
- 5.17 “TRAFFIC BYLAW” – refers to Bylaw No. 1 of 2013, as amended.
- 5.18 “UNLOADING ZONE” – all that portion of any street where only persons actively involved in loading or unloading may park. The unloading zone may have a time limit in which persons may park.
- 5.19 “ZONING BYLAW” – refers to Bylaw No. 1 of 1987, as amended.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Traffic Bylaw No. 1 of 2013, or any successor to that Bylaw.
- 6.02 Zoning Bylaw No. 1 of 1987, or any successor to that Bylaw.
- 6.03 Snow and Ice Control Policy.

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7 PROCEDURE

7.01 PARKING ZONE REQUESTS

- (a) All requests for any type of Parking Zone on City of Prince Albert property shall be forwarded to the Director of Public Works or Designate.
- (b) The Director of Public Works or Designate will gain endorsement from those residents and businesses potentially affected and/or located adjacent to the proposed parking change by a letter detailing the potential parking change.
- (c) The resident or business potentially affected will be required to respond to the Department of Public Works within two (2) weeks of the date of mailing. If no response is received it will be assumed that the resident or business has endorsed the parking change.
- (d) In the event the Department of Public Works receives a letter that objects to the parking change, a Report detailing the objection shall be sent to City Council.

7.02 NO PARKING ZONES

- (a) No Parking zones may be implemented in areas where sightline issues, turning radius issues, or other safety issues could be improved.
- (b) At the discretion of the Director of Public Works or Designate, if the No Parking zone will address an immediate safety concern and/or postponing implementation presents a safety risk, the No Parking zone will be implemented immediately.
- (c) Requests for implementation of No Parking zones shall follow the

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standard procedure for Parking Zone requests, as listed in 7.01 above.

- (d) In newly developed areas, No Parking zones may be implemented at the discretion of the Director of Public Works or Designate before buildings are occupied.
- (e) No Parking zones will not be established if they are in contravention of The Traffic Bylaw.
- (f) No Parking zones which are detailed within The Traffic Bylaw may be marked with a sign upon request, and at the discretion of the Director of Public Works or Designate. This includes, but is not limited to, No Parking zones around crosswalks, fire hydrants, streets and driveways.

7.03 TEMPORARY NO PARKING ZONES

- (a) Temporary No Parking zones may be accommodated in front of a building on the City right of way where the implementation will address a safety issue for a temporary condition (i.e. construction, maintenance, etc.)
- (b) Up to three (3) parking stalls may be reserved for up to thirty (30) days with Director of Public Works or Designate approval.
- (c) Up to three (3) parking stalls may be reserved for over thirty (30) days and up to sixty (60) days with City Manager approval.
- (d) Up to thirty (30) parking stalls may be restricted temporarily for one (1) day with Director of Public Works or Designate approval.
- (e) Up to thirty (30) parking stalls may be restricted temporarily for one (1) day and anything over that will require City Manager approval.

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7.04 DISABLED PARKING ZONES

- (a) Businesses, institutions, churches or other places that are not solely a personal residence may request a Disabled Parking zone if:
- (i) It has been demonstrated why they cannot accommodate adequate Disabled Parking in their own private parking lot.
 - (ii) Every effort has been made to accommodate adequate Disabled Parking on their own private parking lot before discussing on-street Disabled Parking zones.
 - (iii) A Disabled Parking zone is required on City property, maximum and minimum values will be determined by zoning requirements.
 - (iv) Additional Disabled Parking stalls requested above and beyond zoning requirements for a business will not be accommodated on the City street unless approved by Council Resolution.
 - (v) Installation and maintenance costs for a Disabled Parking zone will be the responsibility of the City of Prince Albert due to the public nature of the Disabled Parking zone in front of a business, institution, church or any other place that is not solely a personal residence.
- (b) Multiple unit dwelling residents may request a Disabled Parking zone at the main entrance to their apartment building if:
- (i) A stall is available at this location.
 - (ii) The residents requesting the zone contact the building owner in regards to approval for installation, and payment thereof, of the Disabled Parking zone in front of the building.

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- (iii) The cost to install the Disabled Parking zone will be the responsibility of the building owner.
 - (iv) Sign maintenance will be the responsibility of the City of Prince Albert.
- (c) Single unit dwelling residents may request a Disabled Parking zone in front of their residence if:
- (i) Someone living in the household has a disability and has a valid disability permit that can be placed in a vehicle.
 - (ii) Residents who have a driveway that can be used for parking must clearly demonstrate why they cannot utilize this stall to the satisfaction of the Director of Public Works or Designate.
 - (iii) Residents will be responsible for the cost of installation of a Disabled Parking zone in front of their residence.
 - (iv) A Disabled Parking zone in front of a residence may be used by anyone with a disabled parking permit and is not reserved for the resident who made the initial request.
 - (v) Such residents will be responsible for informing the City of Prince Albert when the Disabled Parking zone is no longer required.
 - (vi) Snow removal in a Disabled Parking zone in front of a residence will be the responsibility of the resident.
 - (vii) There may only be one (1) Disabled Parking zone per single unit residential dwelling.

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(viii) Sign maintenance will be the responsibility of the City of Prince Albert.

- (d) The City of Prince Albert reserves the right to install Disabled Parking zones as required in areas such as the Central Business District which rely on on-street parking for their clientele. New Disabled Parking zones in the Central Business District must be approved by City Council Resolution.

7.05 UNRESTRICTED OR TIME RESTRICTED UNLOADING ZONES

- (a) Unloading zones will be implemented in locations where those requesting the Unloading zone have no access to rear lanes and cannot make any other arrangement to unload and load goods or passengers.
- (b) Unloading zones implemented to aid in the loading and unloading of goods to a business must demonstrate that there is no reasonable means of unloading or loading goods elsewhere and requires approval by City Council Resolution before implementation.
- (c) Unloading zones implemented to aid in the loading and unloading of passengers to access a business must demonstrate that there is no reasonable means of unloading or loading passengers at another location and that there is a distinct need for this in front of the business due to special circumstances. This type of Unloading zone must be approved by City Council Resolution before implementation.
- (d) Unloading zones implemented to allow parking for customers must demonstrate that there are special circumstances that are not allowing customers to park in front of a business during regular business hours. This type of Unloading zone must be approved by City Council Resolution before implementation.

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- (e) Unloading zones implemented to aid in the loading and unloading of passengers to access a multi-unit dwelling, institution, church or other place that is not solely a personal residence, shall follow the standard procedure for Parking Zone requests, as listed in Section 7 above.
- (f) Requests for Unloading zones in the Central Business District must demonstrate special circumstances that justify the need for an additional Unloading zone and will require approval by City Council Resolution before implementation.
- (g) If an Unloading zone can potentially have adverse effects on neighbouring businesses or residents an endorsement from these businesses or residents is required before the Unloading zone can be implemented, as per Section 7.01 above.
- (h) Installation costs of an Unloading zone will be the responsibility of those requesting the zone. Sign maintenance will be the responsibility of the City.

7.06 NO STOPPING ZONES

- (a) At the discretion of the Director of Public Works or Designate, if the No Stopping zone will address an immediate safety concern and/or postponing implementation presents a safety risk, the No Stopping zone will be implemented immediately.
- (b) If the No Stopping zone can potentially have adverse effects on neighbouring businesses or residents an endorsement from these businesses or residents is required before the No Stopping zone can be implemented, as per Section 7.01 above.

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- (c) In newly developed areas, No Stopping zones may be implemented at the discretion of the Director of Public Works or Designate before buildings are occupied.
- (d) The costs of implementation of a No Stopping zone will be the responsibility of the City of Prince Albert.

7.07 SCHOOL PARKING

- (a) Bus Unloading zones and Passenger Unloading zones will be implemented at the City's cost upon request from the school.
- (b) Approval by City Council Resolution is required if an Unloading zone will change an existing Parking zone.
- (c) Bus Unloading zones and Passenger Unloading zones at schools will only be implemented on the side of the street next to the school's property and will not be implemented so that unloaded passengers and students must cross the street to get to the school.

7.08 RESIDENTIAL PARKING PERMIT ZONES

- (a) The request to establish a Residential Parking Permit zone will be based on receiving a valid petition from local residents. Only one (1) resident per single detached or semi-detached housing unit is eligible to sign the petition. A significant plurality must exist in a specific block before the permit program is implemented. The City will require local resident support to be a minimum of sixty percent (60%), parking occupancy in the area should be high, and the level of transient parties should be seventy percent (70%) or greater, when measured at a minimum of two (2) time points during the day. The transient parking that is occurring must be a result of a high parking generator.

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- (b) The level of support is based on local residents, which includes both home owners and tenants leasing residential dwelling units in the area.
- (c) When a valid petition has been received for a Residential Parking Permit zone, the Public Works Department will undertake a parking study to determine the extent of the problem.
- (d) A time limit, time of day, and day of week parking restriction may be implemented for the Residential Parking Permit zone.
- (e) The implementation of a Residential Parking Permit zone must be approved by City Council Resolution before implementation.
- (f) Permit applicants must provide evidence of vehicle ownership use and two (2) pieces of identification indicating proof of residency within the area.
- (g) Any person residing within the area may apply for a Residential Parking Permit zone parking permit, excluding those residing in apartment buildings.
- (h) One (1) parking permit will be issued per registered vehicle to a maximum of two (2).
- (i) One (1) visitor permit will be issued to each residential dwelling upon request from residents in the Residential Parking Permit zone.
- (j) Permits issued must be returned when residents move or dispose of a vehicle. Permits are not transferable to another vehicle.

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- (k) No person to whom a permit is issued shall sell, trade, give away or allow any other person to obtain or use the same. Failure to comply with any of the above regulations will result in prosecution and potential revocation of the permit.
- (l) Permits to park in a Residential Parking Permit zone are valid for one (1) year and expire on December 31.
- (m) The City will notify local residents of the permit expiry by mail.
- (n) The permit must be displayed from the interior car mirror and must be clearly visible at all times.

7.09 CUSTOMER PARKING

- (a) Requests for Customer Parking on the City right of way will not be approved.

7.10 TAXI STANDS

- (a) Taxi Stands may be implemented pursuant to The Traffic Bylaw.
- (b) If the Taxi Stand can potentially have adverse effects on neighbouring businesses or residents an endorsement from these businesses or residents is required before the Taxi Stand can be implemented, as per Section 7.01 above.

7.11 HOTEL UNLOADING ZONES

- (a) Hotels may request one (1) Hotel Unloading zone stall in front of the main entrance to the hotel as per The Traffic Bylaw.
- (b) If the Hotel Unloading zone can potentially have adverse effects on neighbouring businesses or residents, an endorsement from these businesses or residents is required before the Hotel Unloading zone can be implemented, as per Section 7.01 above.

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7.12 PERMIT HOLDER ONLY LOADING ZONES

- (a) Permit Holder Only Loading zones may be requested as per the Traffic Bylaw. All requests for Permit Holder Only Loading zones will require Council approval.

7.13 LIMITED TIME PARKING

- (a) Requests for Limited Time Parking must demonstrate special circumstances where a Limited Time Parking is required. All requests for Limited Time Parking will require Council approval.

7.14 PARKING METER AREAS

- (a) The installation, removal and/or time limits on Parking Meter Areas shall only be changed by approval by City Council Resolution before implementation.
- (b) Requests for bagging meters may be made to the Public Works Department through the Custom Work Order process.
- (c) Up to three (3) parking meters may be bagged for up to thirty (30) days or up to thirty (30) meters for one (1) day with Director of Public Works or Designate approval.
- (d) Up to three (3) parking meters may be bagged for over thirty (30) days and up to sixty (60) days or up to thirty (30) meters for over one (1) day with City Manager approval.
- (e) The cost to bag a meter will be determined by City Council Resolution and a record of rates will be kept by the Public Works Department.
- (f) Requests to bag a meter free of charge must be approved by City Council Resolution.

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- g) Administration may waive the fees for up to 6 meters to be bagged on street for Funerals occurring downtown. This will not apply to Funerals that have off street access to the front door of the building in which the funeral will be held, meters on Central Avenue, and will not apply to requests to reserve parking lots.”

7.15 CITY PARKING LOTS

- (a) Parking fees within City Parking Lots will be determined by City Council Resolution.
- (b) Ice control will occur in City Parking Lots as soon as possible according to the City of Prince Albert Snow and Ice Control Policy.
- (c) Requests for reserved stalls in City Parking Lots may be made to the Public Works Department. Reserved parking stall parking permits shall be subject to the terms and conditions set out in the Reserved Parking Stall Parking Permit Application.
- (d) City Parking Lot rates will be determined by City Council Resolution and a record of rates will be kept by the Public Works Department.