



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Planning, Development and Recreation  
Division: Building and By-law  
Report Number: 2021-107-Planning, Development and Recreation  
Prepared By: Mark A. Boileau, General Manager, Planning, Development and Recreation  
Meeting Date: August 9, 2021  
Subject: Parking Working Group Summary Report and Recommendations

**Purpose**

To provide Council with the Parking Working Group summary report following an extensive review of the City's Parking Program.

**Recommendation**

That Council:

- a. Receive the Report 2021-107-Planning, Development and Recreation
- b. Consider recommendations presented under each subject of the following report and vote on them in turn:
  1. Complimentary 15-Minute Parking Stalls
  2. Parking Stalls and Lots: Pay-Per-Hour Service
  3. Parking Stalls and Lots: Single-Use Overnight Parking Service
  4. Day-Use Parking Permits

5. 24-Hour Parking Permits
  6. Private Property Parking Lot Leases
  7. Establish New Public Parking Locations: On-Street
  8. Establish New Public Parking Locations: Parking Lots
  9. Pay-By-Plate Machines: Expanding Machine Service
  10. Public Parking Initiatives Promotional Strategy
  11. Development Fees: Cash-In-Lieu Of Parking
  12. Parking Signage and Renaming Municipal Parking Lots
  13. Active Forms Of Transportation
- c. Following the decisions from Council on the above recommendations, that Council direct Administration to amend all By-Laws as required.
- d. Dissolve the Parking Working Group.

### **Financial Implications**

The Parking Program for the City is a self-funding Program where revenue generated through the Program pays for operating costs. The City collects revenue to support the Parking Program through parking lot and on-street metering, the sale of parking permits, and parking violations. The By-Law Division has made and will continue to make significant investments in new parking technology (AIMS software) which will continue to improve parking operations, specifically with respect to parking enforcement, parking payment options (App), infrastructure (pay stations), effective turn-over, and revenue generation.

At the end of each fiscal year, revenues and expenditures from the Program are balanced. In a year where a surplus is realized, a contribution to the Parking Reserve is made. In a year where a deficit is realized, a contribution from the Parking Reserve is made to cover the shortfall. At Year End December 31, 2020, the Parking Reserve had a balance of \$129,013.

The Parking Working Group supports the goal of ensuring the Parking Program remain a self-funding Program and believes there is a benefit to increasing the operating reserves to address aging infrastructure and prepare for future Parking Program requirements.

Throughout the attached report, financial implications are detailed for each of the recommendations to the Parking Program.

It is worth noting that the Parking Working Group is not recommending any changes to fees associated with parking violations as approved through By-Law 1989-069 and amended by Provincial Order on August 13, 2019.

### **Strategic Priority Implications**

Content provided in this report supports Council's Strategic Vision and Mission by addressing municipal parking services to ensure they are financially and environmentally sustainable, and by offering recommendations and next steps for Council and Administration so they may provide more effective services and improved infrastructure for the community.

### **Background / Discussion**

As a result of the economic impacts of COVID-19, Council provided a motion on May 11, 2020 requesting that Administration prepare a report on parking rule changes for the remainder of 2020 including and not limited to:

- ending paid parking within city limits
- relaxing parking By-laws to allow for curbside pickup
- allowing businesses to claim a parking spot in front of their business for expanded shopping space
- to identify spaces for expanded pedestrian access (for social distancing) and for possible expansion of bike lanes throughout the city.

The goal of the report was to provide a series of suggestions on which rules would impact the local business community the most and at what cost to the city.

Administration provided an initial report on May 25, 2020 and several subsequent reports whereby Council provided motions permitting complimentary parking and curbside pick-up which has extended to the present date.

On January 11, 2021, Council passed a motion to create a working group to find a permanent solution for the Parking Program with a report brought back to

Council with recommendations. Following the formation of the Parking Working Group and the consultations as described below, this report achieves this request.

The Parking Working Group was established on March 9, 2021 and initially consisted of three Councillors (Mr. Grant, Mr. Bennett, and Mr. Bergeron) and three Administration staff (Mr. Boileau, Mrs. Bailey, and Mrs. McEvoy-Robertson). A fourth staff, Ms. Rendek, was later incorporated into the group to provide further administrative support.

To understand the public, private, and leased parking needs in the Downtown, Le Village, and Cotton Mills districts, the Parking Working Group requested meetings with owners, key stakeholders, and representatives from the BIAs. The meetings were as follows:

March 23, 2021

- Tom Hughes, Weaving Baskets
- Robert Pelda and Adam McGrath, RMP Construction
- Aaron Bell and Melissa Roberts, Rothmar Holdings

March 30, 2021

- Joshua Casselman, Downtown BIA
- Pierre Lefebvre, Le Village BIA

April 6, 2021

- James Boyce, Time Square
- Leo Doucet, Cornwall Square

April 13, 2021

- Infrastructure and Municipal Works staff
- Michel Dubuc, Le Village BIA

April 29, 2021

- Helen McCutcheon and Pierre Dufour, Cornwall Public Library

After hearing from the above stakeholders, the Parking Working Group continued to meet weekly for a period of five (5) weeks to:

- review the Parking Program in its entirety,

- consider issues and suggestions from stakeholders,
- compare fees, provisions, and By-Laws from other municipalities, and
- prepare a summary report and recommendations for Council.

Having concluded their work as assigned, the Parking Working Group is pleased to present the attached summary report and recommendations to Council for consideration. For reference, all past reports to Council have also been attached.

### Report Approval Details

Document Title:	Parking Working Group Summary Report and Recommendations - 2021-107-PDR.docx
Attachments:	- Parking Working Group Summary Report and Recommendations August 9, 2021.pdf - All Previous Business Parking - COVID-19 Reports to Council 2020-2021.pdf
Final Approval Date:	Aug 4, 2021

This report and all of its attachments were approved and signed as outlined below:

**Mark A. Boileau - Jul 30, 2021 - 11:53 AM**

**Tracey Bailey - Aug 1, 2021 - 9:23 PM**

**Maureen Adams - Aug 4, 2021 - 4:08 PM**