



# Staff Report

## By-law Enforcement

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**Report To:** Council Meeting  
**Meeting Date:** December 16, 2024  
**Report Number:** CSOPS.24.093  
**Title:** Update to Residential Parking Registration Process  
**Prepared by:** Debbie Young, Manager of By-law & Licensing

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### A. Recommendations

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THAT Council receive Staff Report CSOPS.24.093, entitled "Update to Residential Parking Registration Process";

AND THAT Council direct staff to proceed with the digital residential parking pass program and no physical parking passes be considered for 2025 and moving forward;

AND THAT Council direct staff to implement that all veteran and accessible parking permits/passes park for free at any paid parking area in the Town;

AND THAT Council direct staff to implement an option that residents can register family and friends for a parking permit to be set at \$5.00 per day up to a maximum of 14 days in a calendar year;

### B. Overview

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This is an updated report on the residential parking registration process that will provide data as to why staff are moving forward with a digital parking registration system for residents. For clarity, the parking registration process is only applicable in the paid parking areas of the Town which encompass the beaches, parks and hiking trails. There is no paid parking in the downtown area with the exception of the parking lot on Arthur Street across from the Post Office which is \$2.00 per hour and \$1.00 per hour thereafter.

### C. Background

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This is the 5<sup>th</sup> Staff Report brought forward by staff in relation to the parking pass process. At the Council Meeting on December 2, 2024, Council directed staff to provide a further staff report with supporting data, including:

1. Staff hours;
2. Costing; and
3. Comparator municipality parking processes.

## D. Analysis

An option to consider if council wishes to allow an element for family and friends to be able to park in the paid parking zones is to provide them with a digital permit pass through the parking software GTechna. This will allow a resident to register a family member’s vehicle for a maximum period of up to 14 days at a reduced rate of \$5.00 per day. This does not need to be a consecutive 14-day period. This is a reasonable solution to allow the family to park at the paid parking areas which was the biggest concern and will also solve the resident’s concerns about the car seats being moved from vehicles. It is anticipated that the software will be up fully functional by the end of January 2025.

Staff have spent approximately 30 hours just to sell the parking passes and record that information on a spreadsheet. It was required to be recorded as some residents attempted to come back and purchase more than two passes. There is also the time spent on the enforcement part where the officer will look for the hanging parking pass. The parking hangers create about an average of one minute search of the car as the hangers are not always on the rear-view mirror. Staff’s best estimate of time spent on the parking pass hangers is about 10-15 minutes. This includes time for writing a parking ticket on a vehicle with no pass.

For the residents that do not have a vehicle and require someone else to take them to the paid parking areas (beaches, parks and hiking trails), staff can work with those residents to register a license plate at Town Hall as well as those without internet access.

By putting all these measures into place, this will hopefully eliminate or minimize the number of deputations and correspondence submitted in relation to this matter.

The following chart sets out what some municipalities currently do with their resident paid parking program. These municipalities were selected as they are ones that have large beachfront areas that may be comparable to the Town of The Blue Mountains.

Municipality	Free Resident Parking	Hybrid Pass (Paper and digital)	Family and Friends permit	Using GTechna Software
Meaford	Yes – beach	Digital only	No	No
Collingwood	Yes – waterfront only 2 vehicle registration only	Digital only	No	No
Town of South Bruce Peninsula	No – Residents pay \$50 per vehicle per season	Digital only	No	Yes

Municipality	Free Resident Parking	Hybrid Pass (Paper and digital)	Family and Friends permit	Using GTechna Software
Owen Sound	No	Paper – tied to plate and pay \$30 per month	No	Yes
Aurora	No	Digital only	No	Yes
Barrie	Yes	Digital only	No	No
Wasaga Beach	Yes	Digital only	No	No
Waterloo	No  Monthly passes available for purchase only (\$60-\$175) tied to license plates	Both	No	No
Kawartha Lakes	No  Available only for residents in downtown core all other residents pay \$65/mth	Digital	No	Yes
Orillia	Yes – 2 free (anything else \$30 and tied to license plate)	Paper	No	No
Grand Bend	No – purchase pass of \$50	Digital	No	No

Of the 11 municipalities that staff spoke with above, Town of the Blue Mountains is the only one that is considering making exceptions for family and friends. Also as indicated above, many municipalities do not have a residential free parking program.

The Town’s population based on the 2021 census was 9390 full-time residents which would also include ineligible residents for parking passes based on the Town’s criteria.

## **PARKING IN 2024**

573 passes were sold to 355 people (some people bought 2 passes) and 75% of these residents also registered their vehicles.

5,800 registered their vehicle with the Town online.

There were 21,662 Honk transactions which is paid parking

### **STAFF TIME CALCULATIONS:**

- 355 passes sold = approximately 3.7% of population bought a parking pass
- Approximately 30 hours of time spent selling the parking passes based on an average of \$1,050.
- 21,662 Honk transactions @ 1 minute of officer's time spent checking for a parking pass = 361hrs time spent checking a vehicle with an average \$40/hr. per officer x 361hrs time spent checking = \$14,440.
- If all paid parking was digitalized, we estimate that it will take 10 seconds to scan each vehicle and using the 21,662 Honk transactions it will take officers 36.1 hours of time spent checking vehicles with an average of \$40/hr. for a total annual total of \$1,444.00.
- 1,609 parking tickets issued @ 1 minute of officer's time spent checking for a parking pass = 26.66hrs time spent checking a vehicle with an average of \$40/hr. per officer x 26.66hrs time spent checking = \$1,066.
- 573 parking passes sold @ 1 minute of officer's time spent checking for a parking pass = 9.5hrs time spent checking a vehicle with an average of \$40/hr. per officer x 9.5hrs time spent checking = \$380.

ESTIMATED TOTAL COST \$16,900.

Staff have found it difficult to provide a 100% accuracy of cost as there are many variables to the above scenarios. This is just an average amount considered. One of the variables is that the summer students' costs would decrease the amount, but all staff have different hourly rates.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

## **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

## **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

## **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **F. Environmental Impacts**

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None

## **G. Financial Impacts**

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Overall staff time spent in relation to the paper parking passes is approximately \$16,900.

## **H. In Consultation With**

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Ryan Gibbons, Director of Community Services

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Debbie Young, Manager of By-law & Licensing [bylawadmin@thebluemountains.ca](mailto:bylawadmin@thebluemountains.ca).

## **J. Attached**

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None

Respectfully submitted,

Debbie Young  
Manager of By-law & Licensing

For more information, please contact:  
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**Report Approval Details**

Document Title:	CSOPS.24.0093 Update to Residential Parking Registration Process.docx
Attachments:	
Final Approval Date:	Dec 6, 2024

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

**Ryan Gibbons - Dec 6, 2024 - 8:41 AM**