



Staff Report

By-law Enforcement

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: February 3, 2025
Report Number: CS.25.005
Title: Amendment to the Delegated Authority for Parking Tickets
Prepared by: Debbie Young, Manager of By-law & Licensing

A. Recommendations

THAT Council receive Staff Report CS.25.005, entitled "Amendment to the Delegated by Council of Powers and Duties Policy [POL.COR.07.04](#), as it relates to the Authority of the Director of Community Services";

AND THAT Council approve the proposed amendment to Schedule "A" of the Town's Corporate Delegation by Council of Powers and Duties Policy POL.COR.07.04 in relation to the authority of parking tickets to the Director of Community Services as follows:

"Termination or withdrawal of parking tickets issued to qualified residents' family or friends will be received by the Director of Community Services who will consider the request and if satisfied, will approve the termination or withdrawal of the parking ticket."

B. Overview

The purpose of this request to provide delegated authority for the Director of Community Services to be able to withdraw tickets received from family and friends from the Residential Parking Pass process.

C. Background

At Council on December 16, 2024, a motion was passed as follows:

AND THAT Council direct staff to explore options of reconciliation of a license registration which would result in a ticket and also for out of hours registration.

At that time, there was also discussion about the Director of Community Services could withdraw a parking ticket that was issued to a family or friend that registered on the off hours of Town Hall, being Monday to Friday after 4:30 p.m. to 8:30 a.m.

D. Analysis

Staff considered the options available and based on the software and the fact that no Town Staff are available to process the family and friends pass out of hours, it was concluded that the best option would be for the Director of Community Services be provided with the delegated authority (pursuant to POL.COR.07.04) to withdraw any ticket that was confirmed to be given during the time period between when the family and friends permit was submitted and the time that falls within Town staff working hours.

E. Strategic Priorities

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

None

G. Financial Impacts

None

H. In Consultation With

Ryan Gibbons, Director of Community Services

I. Public Engagement

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.

J. Attached

Draft Proposed Schedule "A" Tab 5.5

Respectfully submitted,

Debbie Young
Manager of By-law & Licensing

For more information, please contact:
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Report Approval Details

Document Title:	CS.25.004 Amendment to the Delegated Authority for Parking Tickets.docx
Attachments:	- Att. 1 Draft delegation for parking tickets.pdf
Final Approval Date:	Jan 23, 2025

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

Ryan Gibbons - Jan 23, 2025 - 11:50 AM