

Corporate Policy

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Section:	Engineering, Operations, and Public Works	11
Sub-Section:	Traffic Control – Parking Management	5480
Title:	Pay Parking Management	2024-01

Related Policies

Number	Title
11-5460-01-2017-08	Traffic Control for Pedestrian Crossings and Near Schools
Fees Bylaw	City of Port Moody Fees Bylaw
Street, Traffic, and Public Places Bylaw	City of Port Moody Street, Traffic, and Public Places Bylaw

Approvals

Approval Date: July 9, 2024	Resolution #: <u>RC24/161</u>
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

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Pay Parking Management

Policy

The goals of pay parking in Port Moody are to:

- achieve an 85% peak daytime occupancy rate by encouraging parking turnover and availability to support businesses and visitors;
- encourage use of alternative (low carbon) modes of transportation; and
- generate revenue.

Parking regulations and parking management are prioritized over parking revenues.

In accordance with the City of Port Moody Street, Traffic, and Public Places Bylaw, the General Manager of Engineering and Operations is delegated authority to administer pay parking within the City of Port Moody.

Definitions

“Exemptions” means specified groups of persons exempted from paying Parking Rates in Pay Parking Zones as identified in the City of Port Moody Street, Traffic and Public Places Bylaw, as amended from time to time.

“Lost Revenue” means an estimated amount of revenue that would have been collected from a disrupted Pay Parking Area based on the best available data to the City at the time of estimation.

“Parking Pay Station” means a device operated and maintained by or on behalf of the City for collecting parking fees, allotting and controlling parking spaces, and measuring and recording the duration of Vehicles parked in Pay Parking Zones.

“Parking Rate” means a rate of cost per time for a specific Pay Parking Area as defined in the City’s Fees Bylaw, as amended from time to time.

“Pay Parking” means parking that is available to the public for the cost of the Parking Rate throughout the day or during defined periods of time.

“Pay Parking Zone” means a Highway or a portion of a Highway or a public place designated as such by the City Engineer where parking is permitted subject to payment of a fee.

Procedures

Pay Parking Zones:

1. Pay Parking should be implemented in a consistent, equitable, and fair manner that focuses on achieving the desired parking management outcomes. Pay Parking should be applied to all user groups and exemptions should be limited to ensure efficacy of the program. Exemptions for accessible parking stalls and other special user groups are identified in the City of Port Moody Street, Traffic, and Public Places Bylaw, as amended from time to time.

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2. Generally, residential areas are excluded from Pay Parking and shall be regulated through time restricted and multi-family permit parking.
3. Pay Parking Zones will be selected and priced to try to reach a peak daytime occupancy rate of 85%. Parking areas exceeding 85% peak daytime occupancy will be considered as candidates for Pay Parking.

Parking Rates:

4. Parking Rates will be set and adjusted to try to meet the target peak daytime occupancy rate of 85% as closely as possible. Once Pay Parking is implemented in a Pay Parking Area, monitoring will be conducted to confirm or adjust Parking Rates.

Enforcement:

5. Consistent enforcement is important to the efficacy of Pay Parking and will be resourced and scheduled appropriately.

Program costs and funding:

6. The Pay Parking system is intended to operate under a user-pay cost recovery model. New infrastructure, maintenance, equipment, enforcement, upgrades, customer services, and ongoing support for Pay Parking will be funded by the revenue generated.
7. Excess revenues will support the City's operations and services that are being used by customers paying for parking.

Temporary Interruptions to Pay Parking Zones:

8. Exemptions will not be provided for special event attendees – Pay Parking will still apply during events.
9. Event organizers and other organizations can be provided the option to reserve a portion of off-street parking lots in Pay Parking Zones provided the organization reimburses the City for the Lost Revenue. The General Manager of Community Services may waive recovery of Lost Revenue (minus any applicable management or administrative costs) on a case-by-case basis for special events based on the following criteria. Approval will be provided in writing, outlining the quantity of pay parking stalls, location, dates, and times for tracking and enforcement purposes.
 - a. the event is a free community event open to the public (attendance by donation is acceptable);
 - b. the event organizer has successfully submitted all required documents, received a permit, and is committed to adhering to all special event permit requirements;
 - c. the event is in good standing with the City with no overdue fees or charges;
 - d. parking is integral to the event;
 - e. the number of spaces requested meets requirements of logistics and programming and is not considered excessive, and spaces are not provided for event attendees; and
 - f. parking spaces are approved and designated by event staff.

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10. Generally booking of parking areas and closure of curbside Pay Parking for temporary uses such as construction may be permitted via a highway use permit or other bookings, but the City will require the organization applying for the closure to pay for the Lost Revenue due to the disruption.
11. City staff will be reimbursed for or exempted from Pay Parking costs when on City business in keeping with existing travel and expense policies.

Monitoring/Authority

The General Manager of Engineering and Operations is responsible for monitoring Pay Parking and parking occupancy data and recommending Pay Parking Area modifications and expansions and annual Parking Rates. The General Manager of Community Development and appointed Bylaw Officers are responsible for ongoing monitoring and enforcement of compliance within Pay Parking Zones. Changes to this policy require the approval of Council.