

**THE CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2021-096**

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**BEING A BY-LAW TO ADOPT THE MONTHLY PARKING PASS POLICY FOR  
THE ISSUANCE OF MONTHLY PARKING PASSES IN SPECIFIC LOCATIONS**

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**WHEREAS** by Section 5 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that the powers of every Council are to be exercised by By-law;

**AND WHEREAS** the Council of the Town of Gananoque received Council Report PD-2021-17, and concurs with the recommendation to adopt a Monthly Parking Pass Policy for the issuance of Monthly Parking Passes in specific locations;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass such a By-law.

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Town of Gananoque enacts as follows:

**1. AUTHORIZATION:**

- 1.1. That the Monthly Parking Pass Policy, attached hereto and forming part of this By-law is hereby adopted and marked as Schedule 'A'.

**2. EFFECTIVE DATE:**

- 2.1. This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 7<sup>th</sup> day of September 2021.

  
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Ted Lojko, Mayor

  
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Penny Kelly

(Seal)

## Monthly Parking Pass Policy

<b>Authority</b>	Manager of Planning and Development
<b>Establishing By-law No.</b>	2021-096

### 1. PURPOSE

To establish a process for the implementation and renewal of monthly parking passes in specific municipal parking lot locations, as set out in the Traffic and Parking By-law No. 2015-070, as amended.

### 2. SCOPE

This Policy applies to all Monthly Parking Pass Applicants and Pass Holders.

### 3. AUTHORITY

The Manager of Planning and Development or his/her designate, in conjunction with the Finance Department are responsible for the monitoring and administration of this Policy.

### 4. POLICY

4.1. Council passed By-law No. 2021-081, being a By-law to amend the Traffic and Parking By-law No. 2015-070 to permit monthly parking passes at specific municipal lots and areas.

4.1.1. The municipal lands include the following locations:

4.1.1.1. 79 Pine Street at 50%;

4.1.1.2. 155 Garden Street at 25%;

4.1.1.3. 121 Main Street (Not available during the Marina season from May 1 to October 31) at 50%, and;

4.1.1.4. Mill Street (North of Water Street) at 100%.

4.1.2. Passes are valid Monday to Saturday from 8:00 AM to 6:00 PM within the Business Improvement Area (BIA) and Monday to Sunday from 8:00 AM to 6:00 PM within the waterfront area of Mill Street and 121 Main Street.

4.1.3. Passes do not include overnight parking. Overnight parking may be applied, as set out in the Traffic and Parking By-law No. 2015-070, as amended.

### 5. IMPLEMENTATION OF MONTHLY PARKING PROGRAM

5.1. Notice shall be issued to the Business Improvement Area (BIA) and waterfront businesses that the Town is opening designated parking lot areas for monthly parking passes for employers and employees.

5.2. Prescribed Applications will be received by the date outlined on the Application for the initial implementation.

5.3. The BIA is defined by By-law No. 1978-33, and; the waterfront is defined under the Lowertown Mixed Use designation of the Development Permit By-law No. 2010-065.

5.4. Priority will be given to businesses who have no parking on their property.

5.5. Issuance of initial monthly parking pass will be undertaken by means of a lottery, which requires an approved application.

5.6. Upon the lottery taking place, a maximum of one (1) monthly permit will be issued per business.

5.7. Notwithstanding Section 5.4, should the lottery process result in more available spaces at the designated parking lot, additional passes may be issued to a business.

- 5.8. Applications will identify the Business, Business Address, Employer or Employee, current parking on site and preferred parking location.
- 5.9. Applications may identify preferred location or one (1) specific location only, however; this may not be feasible in the downtown core. Should the applicant only identify one (1) location and there is no availability, it shall go to the next applicant.
- 5.10. All remaining applications will be drawn out of a hat and assigned to a Wait List.

#### **6. MONTHLY PARKING PASS**

- 6.1. The pass is valid for one (1) month at a time.
- 6.2. The pass is valid to one (1) license plate at an assigned parking lot.
- 6.3. Pass holders are required to park in the assigned parking area as signed "Monthly Parking" by the Town.
- 6.4. Pass holders will renew monthly utilizing the Town-approved mobile app provider.
- 6.5. Pass holders will also be subject to a monthly Transaction Fee through the Town-approved mobile payment option.
- 6.6. It is the responsibility of the Monthly Pass holder to renew their passes. The Town holds no responsibility for renewal of monthly passes.
- 6.7. Should a Monthly Pass Holder not renew within three (3) days, the pass shall be issued to the next person on the Wait List.
- 6.8. Pass Holders shall not transfer to another license plate.
- 6.9. Notwithstanding 6.8, Pass Holders who have a Monthly Pass may transfer to another license plate should a new license plate be issued to the Holder, such as a new vehicle purchase.
- 6.10. Upon a Pass Holder no longer utilizing or having failed payment, the Town will assign a monthly pass to the next person on the Wait List.

#### **7. WAIT LIST**

- 7.1. Upon issuance of the initial monthly parking passes, the Town will maintain a Wait List of interested parties for future available passes
- 7.2. Should a parking space become available, the Town will contact the next person on the Wait List.

#### **8. CANCELLATION OF MONTHLY PARKING**

- 8.1. Council reserves the right to cancel the monthly parking program at any one or all cited locations in Section 4.1.1
- 8.2. Should the Town cancel the monthly parking pass under Section 8.1, notice shall be given two (2) months in advance.