

THE CORPORATION OF THE CITY OF WINDSOR POLICY

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| Service Area: | Office of the City Engineer | Policy No.: | |
| Department: | Public Works Operations | Approval Date: | |
| Division: | Parking Enforcement | Approved By: | |
| | | Effective Date: | |
| Subject: | Agency Parking Permits Policy | Procedure Ref.: | |
| Review Date: | | <i>Pages:</i> | Replaces: CR418/2004 |
| Prepared By: | Bill Kralovensky | | Date: |

1. POLICY

- 1.1. This policy outlines the issuance of Agency parking permits for use in Residential permitted parking areas.
- 1.2. This policy outlines the authorization and administration of the distribution of these permits, and the fees, if any, related to these permits.

2. PURPOSE

- 2.1. The purpose of this policy is to;
- 2.1.1. Provide a uniform approach to distribute Agency Parking permits throughout registered Agencies within the municipal boundaries;
 - 2.1.2. Provide a method of acquisition;
 - 2.1.3. Provide a method of self governance for the Agencies;
 - 2.1.4. Limit the unauthorised use of permits in the affected areas;
 - 2.1.5. Provide the Agencies with the manner in which the permits will be enforced, and if the situation arises, confiscated for misuse.

3. SCOPE

- 3.1. For the purposes of this policy, "Agency" or "Agencies" means not for profit or for profit entities that provide services in the residential permitted parking areas. Without restricting the definition, an agency includes real estate, home builders, long-term renovators and home care services. This policy also takes into account the fees that an Agency may be required to pay for a permit.

4. RESPONSIBILITY

- 4.1. It is the responsibility of the **Executive Director of Public Works Operations**, or delegates, to ensure the issuance of these permits follows the governing rules and regulations listed below.
- 4.2. The **Senior Manager Traffic Operations** is responsible to ensure that the Agency Parking Permits Policy is followed throughout the year.
- 4.3. It is the responsibility of the **Parking Enforcement** division to approve and issue the requested permits.
- 4.4. It is the responsibility of the Parking Enforcement division to maintain and keep up to date the records and locations of each issued permit.
- 4.5. It is the responsibility of the receiving Agency to ensure that each permit requested is used in accordance with their related business mandates.
- 4.6. It is the responsibility of the Parking Enforcement division and its chosen contractor to enforce fraudulent usage of issued Agency permits in the selected areas.

5. GOVERNING RULES AND REGULATIONS

- 5.1. Parking by-law 9023, section fifty seven (57) and section fifty nine (59) gives the Executive Director of Operations or designate, the authority to issue parking permits.
- 5.2. It is understood that all requesting Agencies will adhere to the following steps before the issuance of any permits is granted:
 - 5.2.1. That all Agencies sign an agreement stating that they understand that all Agency Permits will be used for carrying out their duties of that Agency;
 - 5.2.2. That any Agencies will be supplied with a maximum of six (6) permits;
 - 5.2.3. That all Agencies provide us with their normal business hours when the Agency passes will be used,
 - 5.2.4. That only non-profit organizations that are not subsidized by the government, provide services in the social services area such as health care, be entitled to Agency permits at no fee. All other groups such as Government Agencies, for profit entities (real estate, home builders, long term restorations, etc.) and those who receive subsidization from the government will be subject to a fee of \$500.00 per year, or \$50.00 per

month per pass. Fees may be amended by administration from time to time; current fees are shown on the schedule of fees;

- 5.2.5. A for profit entity may be entitled to an Agency permit as long as it is providing services in the social services area such as health care to the citizens of Windsor in designated residential permitted areas;
- 5.2.6. That all persons who receive an Agency permit will display the City issued permit in such a manner that it is visible. If the person should forget to display their permit, and a penalty has been incurred, the person will use the Screening Review process;
- 5.2.7. That the Agency will explain the conditions and acceptable usage of the permits to their employees.
- 5.2.8. Any fraudulent use of an Agency permit by their holders may result in the permit being revoked and may hinder future allotment of permits.

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1 Agency agreement outlining rules and regulations of using the pass, assigned as Appendix "C" in report S146/2019.