

PARKING WORKING GROUP

**SUMMARY REPORT
RECOMMENDATIONS
NEXT STEPS**

AUGUST 9, 2021

PARKING WORKING GROUP MEMBERS

**MAYOR GLEN GRANT
COUNCILLOR ERIC BERGERON
COUNCILLOR TODD BENNETT**

**MARK BOILEAU
TRACEY BAILEY
BERNADINE MCEVOY-ROBERTSON**

**REPORT PREPARED BY
KATHLEEN RENDEK**



Table of Contents

1. Complimentary 15-Minute Parking Stalls	1
2. Parking Stalls and Lots: Pay-Per-Hour Service	3
3. Parking Stalls and Lots: Single-Use Overnight Parking Service	5
4. Day-Use Parking Permits	7
5. 24-Hour Parking Permits	10
6. Private Property Parking Lot Leases.....	14
7. Establish New Public Parking Locations: On-Street	16
8. Establish New Public Parking Locations: Parking Lots	18
9. Pay-By-Plate Machines: Expanding Machine Service	20
10. Public Parking Initiatives Promotional Strategy.....	23
11. Development Fees: Cash-In-Lieu Of Parking	25
12. Parking Signage and Renaming Municipal Parking Lots	27
13. Active Forms Of Transportation	29
Conclusion And Future Planning.....	30
Appendix A: Municipal Parking Fee Comparison Chart (Complete)	31
Map 1: City of Cornwall Municipal Lot Collection	32
Map 2: Downtown Parking	40
Map 3: Le Village Parking Lots And On-Street Parking Stalls	41
Map 4: Propose On-Street Parking Stall Implementation For Cotton Mills Area	42
Map 5: Propose On-Street Parking Stalls On Cotton Mills Street	43

1. Complimentary 15-Minute Parking Stalls

Downtown, Le Village, Cotton Mills

Background, Research, Analysis

The City currently has 16 complimentary parking stalls across the Downtown, Le Village, and the Cotton Mills area. There are no complimentary stalls near the Cornwall Public Library.

Complimentary stalls support neighbouring business and services by offering a convenient parking option for customers and clients only visiting the business districts for a quick pick-up or drop-off.

In consultation with business district stakeholders, the Parking Working Group (PWG) has recommended what they believe is a compromise between the complimentary parking benefits for businesses and the need for parking stall turn-over and parking availability. Furthermore, the PWG sees the potential to add 4 complimentary 15-minute parking stalls near the north entrance of the Cornwall Public Library to support quick pick-up or drop-off by patrons.

To help drivers correctly identify the complimentary parking stalls, the PWG and Municipal Works staff see the value of painting the outline of the parking stall in a distinct colour and adding a “15min” in the centre. Municipal Works staff have advised against painting the entire stall for safety reasons but do think line painting would be feasible. Signage could also match the selected paint colour for added clarity.

Recommendations

The Parking Working Group recommends that Council:

1. Standardize complimentary parking stalls to 15-minutes maximum and ensure they are clearly identified with paint and signage,
2. Assign complimentary parking stalls to the business districts as follows:
 - a. 7 in the Downtown (current total),
 - b. 9 in Le Village (current total),
 - c. 1 in the Cotton Mills (new)
 - d. 1 in front of the Pitt Street entrance to City Hall (move from Fourth Street to Pitt Street)
 - e. 4 in Cornwall Public Library lot, at Sydney Street entrance

3. Direct administration to consult with the Downtown and Le Village BIAs to establish the exact location for the complimentary parking stalls so they maximize impact for businesses.

Financial Implications

As noted, the City currently has 16 complimentary parking stalls. Adding 5 additional 15-minute complimentary parking stalls across the municipality will not have a considerable financial impact on the budget for the program.

Implementation Schedule and Next Steps

Administration will:

- Host discussions with BIAs and confirm locations.
- Present complimentary 15-minute parking stall locations to Council for approval by way of By-Law amendment during future Council meeting.
- Install new meter heads as required for paying parking stalls.
- Install signage and stall painting as required for complimentary parking.

2. Parking Stalls and Lots: Pay-Per-Hour Service

City-wide

Background, Research, Analysis

The City manages 270 pay-per-hour on-street stalls and 364 paid municipal lot parking stalls in the DBIA and Le Village.

The current hourly parking fee in the City of Cornwall is \$1.00 per hour, Monday to Friday, between the hours of 9:00 a.m. and 6:00 p.m. Vehicles may be parked beyond these hours at no cost; however, By-Law #2019-148 stipulates that a vehicle may only be parked in the same paid stall for a maximum of 12 hours at one time.

The pay-per-hour fee has not increased in 11 years (since July 2010) and has never received a scaled user-fee schedule as calculated for other department fees (notably Transit user fees, Landfill tipping fees, and Recreation user fees).

A comparison of seven Ontario municipalities indicates that increasing the hourly rate to \$1.50 would be within the average range for a community of our size and commercial activity.

Table 1: Comparison Chart of Hourly Fee For Parking By Municipality	
Municipality	Pay-By-Hour Parking Rate
Cornwall (current)	\$1.00
Cornwall (proposed)	\$1.50
Brockville	\$1.00 - \$1.25
Belleville	\$1.00
Peterborough	\$2.25
North Bay	\$1.00 - \$1.50
Kingston	\$1.50 - \$2.00
Ottawa	\$2.50 - \$3.00

Finance and parking service staff aggregated and averaged all parking revenue sources from 2019 (pre-pandemic conditions) to develop a formulated calculation table for all fees. PWG members then considered the comparable parking fees from other municipalities and several pricing scenarios to arrive at the following recommendation.

Recommendations

The Parking Working Group recommends that Council:

1. Increase hourly fee to \$1.50 effective January 1, 2022 and increase by \$0.10 (ten cents) per hour annually over the next 5 years.

Financial Implications

Increasing the hourly parking revenue to \$1.50 would achieve full cost recovery of parking program administration and help to offset short-term capital costs associated with the purchase and installation of new Pay-By-Plate machines (see Section 9: Pay-By-Plate Machines for details).

It is estimated that by increasing the current hourly parking fee of \$1.00 to \$1.50, the parking program would generate approximately \$135,000 more in metered revenue.

Introducing a 5-year scaled user-fee schedule for hourly parking fees will better support the budgeting efforts and allow for longer-term financial planning. It is estimated that increasing the parking fee by \$0.10 per hour over the following 5 years will generate approximately \$25,000 annually in additional metered revenue. The scaled price increase would be presented to Council annually during Budget deliberations.

Implementation Schedule and Next Steps

Administration will:

- Present new pay-per-hour service fee and scaled schedule to Council for approval by way of By-Law amendment during future Council meeting. The By-Law would be effective immediately however the new fee would start January 1, 2022.
- Increase hourly fee in Pay-By-Plate machines, meters, and online parking application on January 1, 2022.

3. Parking Stalls and Lots: Single-Use Overnight Parking Service

Warrington Brown Lot and Port Theatre Lot Only

Background, Research, Analysis

The City does not currently offer overnight parking in municipal lots or on-street parking stalls and By-Law #2019-148 restricts vehicle parking to a maximum of 12 hours per use. As such, parking overnight in the business districts may result in a \$30.00 parking violation.

In consultation with the Downtown and Le Village stakeholders, the PWG recognized an occasional need by residents or visitors to park overnight in the Downtown or Le Village districts. Examples include:

- out-of-town guests visiting a downtown resident,
- restaurant patrons choosing alternate forms of transportation to get home after consuming alcohol, and
- business owners preparing a vehicle for deliveries the next day.

To allow for occasional overnight parking in the BIAs, the PWG is recommending the establishment of a single-use overnight parking fee of \$3.00 for the Warrington Brown and Port Theatre municipal parking lots which would allow vehicle parking between the hours of 2:00 a.m. and 9:00 a.m. seven days a week.

The proposed hours will result in free parking across the municipality from:

- 6:00 p.m. to 2:00 a.m.
Monday to Friday, and
- 9:00 a.m. to 2:00 a.m.
Saturday and Sunday.



Figure 1: Warrington-Brown Overnight Parking Stalls

The PWG recommends maintaining these free parking hours to better support the interests of businesses and residents in both business districts.

To support a more organized snow removal process, vehicles would need to park in one of the 15 designated overnight parking stalls (10 Downtown and 5 in Le

Village) to avoid a violation. The City would not be responsible for any loss or damage which might be caused to any vehicle while parked in the parking lot overnight. Signs would be erected in this regard.

Recommendations

The Parking Working Group recommends that Council:

1. Establish a single-use overnight parking fee of \$3.00 for use of the overnight parking stalls in the Warrington Brown or Port Theatre municipal parking lots between the hours of 2:00 a.m. and 9:00 a.m. and increase the fee by \$0.10 (ten cents) per use annually starting in 2023 over the next 5 years (scaled user-fee schedule). This would come into effect immediately following a By-Law approval.

Financial Implications

Establishing a \$3.00 overnight parking fee for up to 15 stalls will not have a considerable financial impact on the budget for the parking program; however, it will meet a service gap of the current program. The \$3.00 fee would ensure good value for the 24-hour parking permit holder (see Section 5: 24-hour Parking Permits for details).

Introducing a 5-year scaled user-fee schedule for overnight parking fee will better support the budgeting efforts, remain consistent with other user fee scheduling, and allow for longer-term financial planning. The scaled price increase would be presented to Council annually during Budget deliberations.

Implementation Schedule and Next Steps

Administration will:

- Present new single-use overnight parking service provisions and scaled fee schedule to Council for approval by way of By-Law amendment during future Council meeting. Overnight parking service and fee would take effect immediately.
- Update Pay-By-Plate machines, meters, and online parking application to reflect new overnight parking fee.
- Inform BIAs and implement communication strategy for residents.
- Amend snow removal tender and/or schedule to account for overnight parking service. Current tender is effective until April 2022.

4. Day-Use Parking Permits

Downtown and Le Village

Background, Research, Analysis

Parking permits are defined by By-Law #175-2002 and are currently for day-use only (9:00 a.m. to 6:00 p.m.). The City has the capacity to issue 251 parking permits across the municipality, however, averages selling approximately 215 permits per year. See Map 1 for the number of permit stalls per parking lot.

In general, the day-use permit stalls meet the needs of downtown businesses and professionals. Prior to the pandemic, there was a consistent demand for day-use permit stalls in the Si Miller Lot and the RBC Lot due to the high number of professionals working in the area.

Parking permit lengths were defined in 2009 under By-Law #025-2009 and the associated fees were updated most recently in 2014. At that time, Council approved a flat-rate discount when purchasing a longer permit. Unlike other municipal permits and user fees, day-use parking permit fees do not follow a scaled user-fee schedule.

Table 2: Current Day-Use Parking Permit Fees By BIA		
Length of Permit	Downtown Permit (Fee + HST)	Le Village Permit (Fee + HST)
Half Month	\$26.66	n/a
One Month	\$50.00	\$30.00
Three Months	\$140.01	\$85.00
Six Months	\$280.02	\$170.00
One Year	\$533.36	n/a

As shown above, different fees were established in 2014 between the Downtown and Le Village. After further consideration, the PWG members believe a standardized City-wide permit price would be more equitable and simplify the fee structure. For comparison and to better inform regarding the new permit rates, the PWG compared the monthly permit fees of seven municipalities.

Table 3: Comparison Chart of Day-Use Permit Fees By Municipality	
Municipality	Monthly Day-Use Permit Rate (Fee + HST)
Cornwall (current)	\$26.66 - \$50.00
Cornwall (proposed)	\$50.00
Brockville	\$50.00
Belleville	\$73.45
Peterborough	\$46.00 - \$100.00
North Bay	\$46.33 - \$113.00
Kingston	\$81.80 - \$140.00
Ottawa	\$45.20 - \$255.00

After considering the permit rates of other municipalities, the PWG scaled the rest of the permit lengths to ensure better value for longer term permits. The following table presents the revised fee structure proposed by the PWG.

Table 4: Proposed Day-Use Parking Permit Fees By Length Of Permit			
Length of Permit	City-Wide Permit Fee	HST	Total
Half Month	\$26.55	\$3.45	\$30.00
One Month	\$44.25	\$5.75	\$50.00
Three Months	\$123.89	\$16.11	\$140.00
Six Months	\$238.94	\$31.06	\$270.00
One Year	\$464.60	\$60.40	\$525.00

The City does not have a permit refund policy. The PWG would suggest a pro-rated refund with \$35 admin fee, which is standard for most other municipal service fees.

In consultation with the Cornwall Public Library, the PWG heard a need for complimentary day-use permits for library volunteers. The PWG recommends to the Library Administration that this permit fee be included in the Cornwall Public Library 2022 Budget Submission. This is a separate and in addition to the four 15-minute complimentary stalls noted in Section 1.

Recommendations

The Parking Working Group recommends that Council:

1. Establish one standardized day-use (9:00 a.m. to 6:00 p.m.) parking permit fee which would come into effect immediately following a By-Law approval.
2. Direct Administration to develop one standardized day-use permit fee based on Table 4, and to develop a 5-year permit fee schedule based on annual Consumer Price Index (CPI).

Financial Implications

Based on the average number of permits issued per year, establishing a single and increased permit fee will result in additional revenue estimated at \$15,000. This revenue would be reinvested into parking lot maintenance and parking program administration.

Introducing a 5-year permit fee schedule based on CPI will better support the budgeting efforts of the parking program and allow for longer-term financial planning. The increase, based on CPI, to parking permits would be presented to Council annually during Budget deliberations.

Implementation Schedule and Next Steps

Administration will:

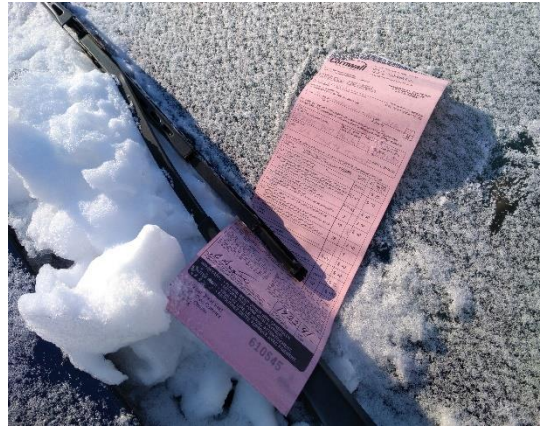
- Present revised day-use parking permit provisions, fee structure, and refund policy to Council for approval by way of By-Law amendment during future Council meeting.

5. 24-Hour Parking Permits

Downtown and Le Village

Background, Research, Analysis

The City does not currently offer overnight or 24-hour parking permits for use in municipal lots or on-street parking, and By-Law #2019-148 restricts vehicle parking in all parking stalls to a maximum of 12 hours per use. As such, parking overnight in both business districts can result in a parking violation and \$30 ticket.



Parking tickets are currently issued by Municipal Works staff overnight. Municipal Works staff were authorized in 2019 so they could issue parking tickets to those vehicles obstructing winter snow removal.

Based on confirmed overnight parking needs by key stakeholders, the PWG is recommending the establishment of a 24-hour parking permit and the necessary permit stalls in nine municipal lots to better support the needs of neighbouring residents.

The PWG investigated 24-hour parking permit programs and fees from 6 other municipalities and found few offering a year-round 24-hour parking permit. A summary table has been provided for consideration.

Table 5: Comparison Chart of 24-hour Parking Services By Municipality			
Municipality	Overnight Parking	Permit Type	Rate
Cornwall	Not permitted	Not offered.	N/A
Brockville	Not permitted in By-Law but in practice it is permitted due to demand. Permit does not guarantee a parking stall	Yes, reduce permits in summer to allow for more tourist parking	\$50 Same rate as day-use permit. Only allowed in specific lots.

Municipality	Overnight Parking	Permit Type	Rate
Belleville	Not permitted	Not offered.	N/A - all overnight parking will be ticketed
Peterborough	Allows and encourages overnight parking in all lots and parking garages. For snow removal, staff will barricade the lot from vehicles temporarily.	Not necessary as they do not charge for overnight parking.	No cost for parking from 6:00 p.m. to 9:00 a.m.
North Bay	Designated overnight parking lot managed with monthly permits. Parking garage has overnight parking on certain levels. No permit required. No other overnight parking permitted on municipal lots between the hours of 12 a.m. - 8 a.m.	Yes, but only in the designated overnight parking lots.	\$46.33 - \$113.00 Same as regular permit, lot dependent.
Kingston	Only enforced in winter starting at midnight.	Not offered.	Free but with restricted areas in winter months.
Ottawa	Yes, permitted but locations and fees vary considerably. Significant seasonal difference.	Various permits offered, dependent on lot or on-street location. Seasonal options.	Off-Street: \$130 - \$225 On-street: \$35 in summer and \$152 winter

Winter snow removal was identified as the primary reason as to why the City of Cornwall has not offered a 24-hour permit. To address this concern, the PWG worked with Municipal Works staff to identify specific areas in nine (9) municipal

lots which would minimize the effect of 24-hour parking on snow removal services. The contractor would be able to plow around the vehicles parked overnight in a specific area and then Municipal Works staff would return later in the day to finish the snow clearing while parked vehicles are gone.

To allow for this new 24-hour parking permit, the City would need to change the snow contractor tender and install new signage. The 24-hour parking permit holders would be required to move their cars during specific hours of the day to ensure an effective return visit by the snow removal contractor or staff.

The locations identified by staff are indicated on Map 1 in navy blue. The initial number of available 24-hour parking permit parking stalls would be:

- 36 in the Downtown BIA
- 10 in Le Village BIA

With limited understanding as to how many 24-hour permits will be requested by residents and businesses, the PWG suggests establishing a waitlist to better inform the parking program administration in the future.

As approved for day-use passes, Council could approve a flat rate discount when purchasing a longer-term permit as follows:

Table 6: Proposed 24-Hour Parking Permit Fees By Length Of Permit	
Length of Permit	Proposed 24-Hour Parking Permit Rate Including HST
Half Month	\$50.00
One Month	\$80.00
Three Months	\$200.00
Six Months	\$350.00
One Year	\$650.00

As previously noted, the City does not have a permit refund policy. The PWG would suggest a pro-rated refund with \$35 admin fee, which is standard for most other municipal service fees.

Recommendations

The Parking Working Group recommends that Council:

1. Establish a City-wide 24-hour parking permit which would come into effect immediately following a By-Law approval.
2. Direct Administration to develop a 24-hour permit fee based on Table 6 above, and to develop a 5-year permit fee schedule based on annual CPI.
3. Direct Administration to establish up to 46 off-street overnight parking stalls and amend the snow removal schedule as required.

Financial Implications

Establishing a 24-hour permit fee could result in an estimated \$26,000 of annual revenue for parking program. Permit fees would be reinvested into parking lot maintenance, parking infrastructure, snow clearing, and overall parking program administration.

Introducing a 5-year scaled user-fee schedule based on CPI will better support the budgeting efforts of the parking program and allow for longer-term financial planning. The increase, based on CPI, to overnight parking permits would be presented to Council annually during Budget deliberations.

Implementation Schedule and Next Steps

Administration will:

- Present new 24-hour permit provisions, fee structure, and refund policy to Council for approval by way of By-Law amendment during future Council meeting.
- Confirm the overnight parking stall locations and install signage.
- Amend snow removal tender and or schedule to account for overnight parking service. Current tender is effective until April 2022.

6. Private Property Parking Lot Leases

Background, Research, Analysis

Most municipal parking lots are located on municipally owned land however, the City has historically leased private properties when needed to ensure sufficient public parking in the business districts. Prior to May 1, 2021, the City leased three (3) private properties, which were generally known as:

- Bingo lot north, located to the west of 26 Second Street West (28 public stalls)
- Pitt and First lot, located on the southwest corner of the Pitt Street and First Street intersection (20 public stalls and 8 permits)
- Port Theatre lot, located west of the Port Theatre on Montreal Road (8 public stalls and 10 permits)

On May 1, 2021, properties known as Bingo Lot North and Pitt and First Lot were sold to a new owner and the City's leases were terminated. See Figure 2 for exact locations. Permit holders were reassigned to other municipal lots, municipal signage was removed, and residents were informed through the City's usual communication channels.

The remaining lease for the Port Theatre lot expires January 31, 2022.

Recommendations

No recommendations at this time.

Financial Implications

The potential loss of parking revenue (pay-by-hour or permits) due to the loss of municipal parking lots in the Downtown will be balanced by paid and permit parking reallocated to other municipal lots.

Day-use permits issued for the Port Theatre do not have a considerable financial impact on the budget for the parking program; however, the lot provides off-street parking in Le Village.

Implementation Schedule and Next Steps

Administration will:

- Consider the interests of the City and resolve the Port Theatre Parking Lot lease prior to the expiry date.

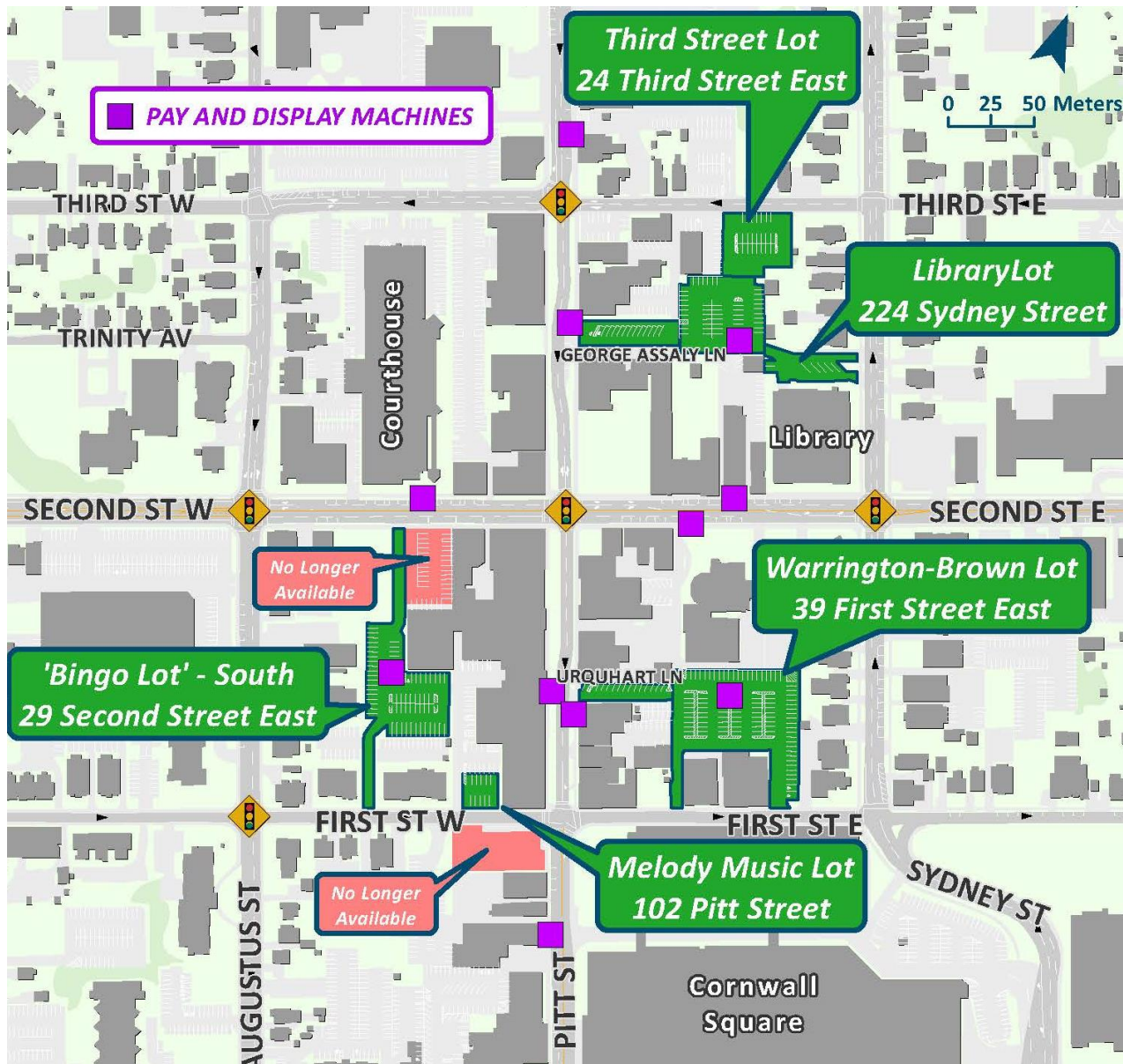


Figure 2: Loss Of Municipal Parking on May 1, 2021

7. Establish New Public Parking Locations: On-Street

City-Wide

Background, Research, Analysis

Harbour and Cotton Mills Area

In consultation with stakeholders developing in the Cotton Mills area, the PWG became aware of the current and potential near-future parking problems. Although property developers are exceeding the minimum residential and commercial parking requirements based on Zoning, the diverse nature of the commercial activity in the area is already putting a strain on the parking resources.

To offer more parking stalls for the staff and customers of commercial tenants, the PWG worked with Infrastructure and Municipal Works staff to identify the ideal locations for new on-street Pay-By-Plate and permit parking to the neighbourhood. Initially, the PWG and staff see the potential to add 22 on-street parking stalls to Cotton Mills Street (see Map 5 and Map 4, Phase 1). An additional 24 on-street parking stalls would be added to Edward Street and Harbour Road in 2022 pending budget approval by Council. See Map 4 for proposed locations and implementation stages.



Figure 3: Proposed Implementation of on-street parking stalls in Cotton Mills Area

Le Village

Stakeholders from Le Village agree there is sufficient on-street parking for the area considering the commercial composition of the neighbourhood. Should demand for on-street parking in Le Village increase post-pandemic, additional on-street parking could be established during the design phase of the Montreal Road resurfacing and sidewalk capital project scheduled for 2023-2024.

Downtown

The PWG discussed several locations for additional on-street parking with Infrastructure and Municipal Works staff, however no new locations were agreed upon due to concerns over access by emergency vehicles, waste collection routes, snow removal, and or turning sight lines. Additional on-street locations may be further reviewed by Administration and brought to Council for consideration in the future.

Recommendations

The Parking Working Group recommends that Council:

1. Direct Administration to establish paid on-street parking on Cotton Mills Street as presented on Map 4 and Map 5, whereby the pay-per-hour fees would be managed by 2 new Pay-By-Plate machines.

Financial Implications

Establishing 30 new on-street parking stalls on Cotton Mills Street and Edward Street would result in an estimated \$85,000 of annual revenue for the parking program. Should 16 additional stalls be added to Harbour Road, this would result in an estimated \$45,000 of additional annual revenue for the program.

The costs associated with establishing these new on-street stalls have been considered under Section 9: Pay-By-Plate Machines – Expanding Machine Service.

Implementation Schedule and Next Steps

Administration will:

- Purchase and install two (2) Pay-By-Plate machines on Cotton Mills Road, as indicated on Map 4 and Map 5. Pay-By-Hour parking fees would begin for the Cotton Mills area on January 1, 2022.
- Install appropriate signage and paint parking stalls as depicted in Map 5.

8. Establish New Public Parking Locations: Parking Lots

Downtown

Background, Research, Analysis

Considering the recent loss of 48 parking lot stalls in the Downtown, as outlined in Section 6 and the limitations of introducing new on-street parking as outlined in Section 7, the PWG endeavored to establish new public parking lot stalls to meet the public parking needs of the Downtown.

Justice Building Parking Lot

The loss of public parking near the Court House was a major concern for PWG members, so Senior City Administration met to discuss a restructuring of City and Police parking near the Justice Building. Senior staff have proposed transferring up to 16 staff permits to St. Columban's parking lot which would shift the parking stalls and create up to 27 pay-by-hour stalls and 8 permit stalls (4 x day-use and 4 x 24-hour) along the south edge of the parking lot. For a more detailed map, see Map 1, page 32.

These new stalls and the nearby on-street parking stalls would be best managed by a Pay-By-Plate machine. See Section 9. Pay-By-Plate Machines for details and for the recommendation to purchase a machine in 2021 using Parking Reserves.



Figure 4: Justice Building Parking Lot – New Pay-By-Hour and Permit Stalls

Cornwall Square Parking Garage – 10 Water Street East

The Cornwall Square parking garage has 920 parking stalls as required for a shopping centre of its size based on the Cornwall Zoning By-Law. According to the current property manager, the parking garage rarely reaches full capacity. As such, the PWG sees the potential for Cornwall Square to offer permit parking for downtown residents or for the staff of neighbouring businesses.

Times Square Parking Lot – 100 Block of Second Street West

The property owner of Times Square may establish additional parking in the existing and neighbouring parking lots (same owner) should there be a need identified from neighbouring residents or commercial activities.

Recommendations

The Parking Working Group recommends that Council:

1. Direct Administration to establish up to 31 new public parking spaces in Justice Building Parking Lot as presented by Figure 4.

Financial Implications

Establishing 27 new pay-by-hour public parking stalls in the Justice Building Lot will help offset the loss of revenue due to the loss of parking lot stalls elsewhere in the Downtown. The change of permits in the lot (if approved) will not significantly affect revenue for the Justice Building Lot because there are only 4 permits currently issued for that lot and they would continue to be available.

The major costs associated with establishing the new public stalls have been considered under Section 9. Pay-By-Plate Machines: Expanding Machine Service.

Implementation Schedule and Next Steps

Administration will:

- Inform City staff of new parking permit locations.
- Purchase and install one (1) Pay-By-Plate machine at the Justice Building Lot as indicated on Figure 3.
- Remove or move meter heads, and install appropriate signage as required.

9. Pay-By-Plate Machines: Expanding Machine Service

City-Wide

Background, Research, Analysis

There are currently 279 paid on-street parking stalls and 364 paid municipal lot stalls across the city. Of these 643 stalls, 216 are still controlled by meters.

In 1997, the City introduced Pay-and-Display parking ticket machines to the Downtown BIA while also strategically retiring several meters. In 2015, the City started to install an average of two new machine per year as part of ongoing program implementation.

In 2018, the City revamped the program yet again and converted all previously installed Pay-and-Display machines into automated Pay-By-Plate machines. Since that time, the City has budgeted and installed six (6) additional Pay-By-Plate machines, for a total of 13 machines across the Downtown. Two (2) additional machines were budgeted for in 2021 but they have not been purchased or installed yet. See Map 1 for all current locations.



By varying parking payment methods for short-term parking, residents and visitors can make a conscious decision on their choice of how to pay for parking:

- a) Pay-By-Plate Machines (no convenience fee)
- b) Stand Alone Meters (no convenience fee)
- c) Way-To-Park App (convenience fee of \$0.30 per transaction)

In-house data reporting shows the current Pay-By-Plate pay stations located in the Downtown BIA have become popular due to their overall convenience.

The parking application “Way-to-Park App” has also become popular with residents. User data from 2019 (pre-COVID) shows that the app was used an average of 364 times per day (both by new users and existing users topping-up during the day). The app can be used for parking across the city.

The Pay-By-Plate and app services are growing in popularity over standard coin-only parking meters because they are versatile, more efficient, and they offer a

variety of payment options. As such, the Parking Working Group understands the benefit of purchasing additional Pay-By-Plate machines to eventually phase-out the use of coin meters in both the Downtown and Le Village. See Map 2 and Map 3 for proposed new machine locations.

New machines should also be added to the Cotton Mills District if the proposed Pay-By-Plate on-street parking is implemented. See Section 7. Establishment of New Parking Locations: On-Street, Map 2, and Map 3 for proposed on-street parking and machine locations.

Recommendations

The Parking Working Group recommends that Administration:

1. Purchase and install two (2) Pay-By-Plate machines for the Cotton Mills area using 2021 Budget.

And that Council:

1. Approve the purchase and installation of two (2) additional Pay-By-Plate machines in 2021 for the Downtown in 2021 using the Parking Reserves. The use for one of these machines (Justice Building lot, Pay-By-Plate Priority #2) is pending Council decision of recommendation presented in Section 8.
2. Budget for an additional:
 - a. Three (3) machines for the Cotton Mills in 2022, and
 - b. Four (4) machines for Le Village. Machine installation in Le Village should coincide with road infrastructure development and maintenance in the area.

Financial Implications

Currently, the City has two (2) Pay-By-Plate machines in the 2021 Budget. The recommendation is to purchase and install two (2) additional machines in 2021 at an estimated cost of \$20,000.

Implementation Schedule and Next Steps

Administration will:

- Purchase and install two (2) Pay-By-Plate machines for the Cotton Mills area using 2021 Budget.

- Purchase and install two (2) additional Pay-By-Plate machines in 2021 for the Downtown in 2021 using the Parking Reserves.
- Budget for an additional:
 - Three (3) machines for the Cotton Mills in 2022, and
 - Four (4) machines for Le Village during reconstruction.



Parking By-Law Officer Inspecting Pay-By-Plate Machine

10. Public Parking Initiatives Promotional Strategy

Various and City-wide

Background, Research, Analysis

Changes To Parking Program

Considering the number of changes proposed in this report, the PWG recommends for staff to begin planning and updating the public communication strategy. The PWG expect that residents and visitors will require very clear and consistent reminders about the various fee increases and 5-year fee schedules, the new option to park overnight (via single-use fee or 24-hour permit), and the availability of new parking stalls in the Downtown and Cotton Mills areas.

Way-To-Park App

Way-To-Park app usage has increased; however, many residents and business owners are still not using it to the full potential. During stakeholder consultations, the PWG realised that many were not aware of how their customers can use the app to top-up a parking payment or pay for a stall managed by a meter head. This last point is important because meter heads account for most of the on-street parking in the Downtown and all on-street parking in Le Village.

The PWG recommends for Administration to work with the BIAs, Chamber of Commerce, and Tourism Ambassador program to educate business owners on app and municipal parking locations so they can help to inform regular customers and tourists.

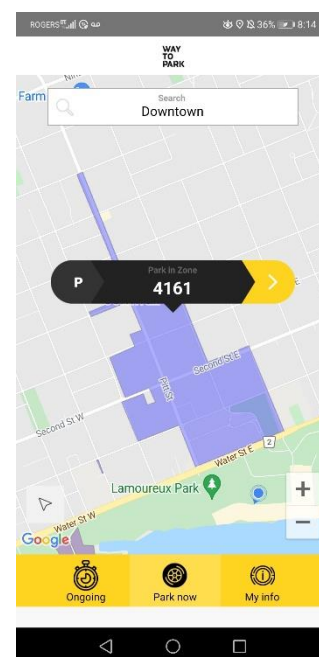


Figure 5: Way-To-Park App Showing Downtown

Recommendations

The Parking Working Group recommends that Council:

1. Approve the development and launch of a public communication strategy from October to December 2021 which will ensure residents and businesses are aware of the changes prior to January 1, 2022 (when fee changes will come into effect pending Council approval).

Financial Implications

The proposed public communication strategy is not currently in the 2021 Budget. If approved, Administration would like to invest \$4,000 in 2021 towards the following activities:

- \$1,000 for two bilingual parking program information videos
- \$2,000 for print media advertisements
- \$1,000 for social media advertisements

Implementation Schedule and Next Steps

Administration will:

- Inform residents of changes to parking program and app functions using signage, website, public information videos, social media, and in print resources. Information will be translated into French where possible.
- Work with BIAs, Chamber of Commerce, and Tourism Ambassador program to educate business owners on app so they can inform customers
- Add all municipal parking lots to Google Maps.



Screenshot of City of Cornwall video showing how to use Pay-By-Plate Machines. Video has been viewed over 5,000 times since released in 2019.

11. Development Fees: Cash-In-Lieu Of Parking

City-wide

Background, Research, Analysis

Parking is a provision of the City of Cornwall Zoning By-Law. Section 40 of the Planning Act allows municipal By-Laws to enact cash-in-lieu provisions for elements like parking. Where applicable, Cornwall will permit a cash payment in-lieu of parking for zones in which the City operates a public parking lot.

The City currently charges \$1,500 per parking stall (By-Law #2010-049). Revenue from in-lieu parking is used by the City for general municipal infrastructure development including (but not limited to) new parking stalls, transit, sidewalks, recreation pathways, lighting, and signage. Cash-in-lieu requirements and requests are considered and approved by the Committee of Adjustment.

Considering the shortage of private parking availability in the Downtown and the true cost of providing transportation alternatives, the PWG recommends raising the cash-in-lieu for parking rate. The estimated cost to provide the required parking is \$20,000 - \$30,000 per stall however this would far exceed standard cash-in-lieu fees found in Ontario. The following table presents a comparison of cash-in-lieu of parking charges of six (6) municipalities.

Table 7: Comparison Of In-Lieu Parking Policy And Fees By Municipality		
Municipality	Policy	Fee
Cornwall	In-lieu fee as per By-Law # 2010-049	\$1,500 per stall
Cornwall Proposed	Pending	\$2,000 on January 1, 2022, \$3,000 on January 1, 2023, and \$4,000 on January 1, 2024.
Brockville	Zoning By-Law notes requirements and exemptions	\$599 per agreement + \$120 (refundable registration fee, 2021 fees)
Belleville	Used on a case-by-case basis for commercial and residential, however other zoning By-Law parking exemptions can	\$1,000 per commercial space but also used for rate reduction for residential parking

	affect application (size of unit, multiple floors).	
Municipality	Policy	Fee
Peterborough	Offered for all or some stalls in business areas	Currently \$6,000 per stall. A 2017 Study recommended increasing this to \$8,000 to \$10,000 per stall.
North Bay	Case-by-case	Collected as fee or through municipal taxes
Kingston	Zoning By-Law notes requirements and exemptions	\$2,143.80 per stall.
Ottawa	Repealed in 2014	Prior to repeal fee was \$1,998 per stall. Currently case-by-case basis.

Recommendations

The Parking Working Group recommends that Council:

1. Direct Administration to incrementally increase the current cash-in-lieu charge from \$1,500 to:
 - a. \$2,000 on January 1, 2022,
 - b. \$3,000 on January 1, 2023, and
 - c. \$4,000 on January 1, 2024.

Financial Implications

Over the last 5 years, the City has accepted 5 cash in-lieu agreements for an average of 3 parking stalls per year (totalling approximately \$4,500 per year). By increasing the in-lieu fee as proposed, the City could see revenue of \$6,000 in 2022 to \$12,000 in 2024.

Implementation Schedule and Next Steps

Administration will:

- Present new in-lieu parking development fee schedule, provisions, and exceptions to Council for approval by way of By-Law amendment during future Council meeting.
- Review the in-lieu parking development fee every 5 years to ensure it continues to meet development fee standards in Ontario.

12. Parking Signage and Renaming Municipal Parking Lots

City-Wide

Background, Research, Analysis

Signage

On-street and municipal lot signage in Cornwall follows MTO regulations and standards. It is designed and positioned to be simple and intuitive and provides users with clear information on parking locations, rates, and policies.

That said, the PWG has discussed the possibility of colour coding municipal parking lot stalls based on use and permit types. Should Council approve the new fees and permits as outlined in Section 2, 3, 4 and 5, the PWG recommends that City Administration to consider developing a colour coded system to differentiate the stalls for pay-by-hour, overnight passes, day-use permit holders, and 24-hour permit holders.



Renaming Municipal Parking Lots

Many municipal parking lots have names associated with old businesses and city personnel, but most current residents do not know the parking lot names and tend to simply refer to them by street address or a current nearby business. A notable example is the Emard Lot, which most staff and residents would call the Port Theatre Lot (as it was referenced throughout this report).

The PWG recommend that Administration consider the renaming of the municipal lots based on nearby street, numeric system, or through the naming policy. This is an item for future consideration and is beyond the scope of this report.

Recommendations

No recommendations to Council at this time.

Financial Implications

No financial implications at this time.

Implementation Schedule and Next Steps

Administration will:

- Review signage locations in business district in 2021/2022s, and update or remove as needed. Council will note that many recommendations in this report involve changes to signage. For simplicity, each instance was not repeated here.
- Consider implementing a new colour coded parking stall program and signage as defined by the new permit service. Present any new expenses to Council during Budget 2022.
- Consider the recommendation to rename the municipal parking lots.

13. Active Forms Of Transportation

City-wide

Background, Research, Analysis

During stakeholder consultation, representatives from the Cotton Mills noted that vehicle traffic in the area often exceeds the speed limit making it unsafe for pedestrians and cyclists. Infrastructure and traffic staff proposed installing speed radars on Cotton Mills Street and Harbour Street to evaluate whether traffic calming measures like flex posts should be installed. Recently installed flex posts in the Downtown and Le Village BIAs have shown positive results.

Several interviewed stakeholders also emphasised a need for:

- increased transit service to the Cotton Mills,
- the establishment of bike lanes in Le Village and Cotton Mills, and
- the establishment of secure bike storage infrastructure for those living in and commuting into the Downtown.

Since these items fall beyond the scope of the current report, the PWG recommends that these comments be considered during future transit and infrastructure planning efforts.

Recommendations

No recommendations to Council at this time.

Financial Implications

No additional financial implications at this time. All proposed expenses would be covered by existing Infrastructure and Traffic Operating Budgets.

Implementation Schedule and Next Steps

Administration will:

- Install speed radars along Cotton Mills Street and Harbour Street to determine whether traffic calming is required.
- Consider the additional comments from stakeholders during transit and infrastructure planning and development activities.

Conclusion And Future Planning

The PWG was established in 2021 to address the immediate parking concerns for the Downtown, Le Village, and Cotton Mills. The above report presents 16 recommendations for Council to consider following months of community stakeholder consultations, jurisdictional scans, and a review of past financial and existing By-Laws. Pending direction from Council, Administration has also been provided direction for implementation and next steps to avoid confusion after the PWG is dissolved.

While this report recommends ending of the current PWG, Council should anticipate frequent presentations and discussions related to parking over the coming years as the following municipal capital projects and waterfront development efforts continue:

- Montreal Road redesign and resurfacing
- Old Harbour, recently rebranded as The Portlands
- Point Maligne redevelopment as proposed in Waterfront Plan



The PWG and Infrastructure staff also discussed the possibility of redesigning Pitt Street between First Street and Third Street as part of a long-term strategy to address the increasing number of residential properties and evolving commercial composition in the Downtown. The current design for Pitt Street between First and Third was constructed in the late 80s and is likely due for improvements in the coming years which could include a more contemporary design for established uses. This discussion is somewhat premature and would require confirmed support from other levels of government to support the necessary public consultation and redesign.

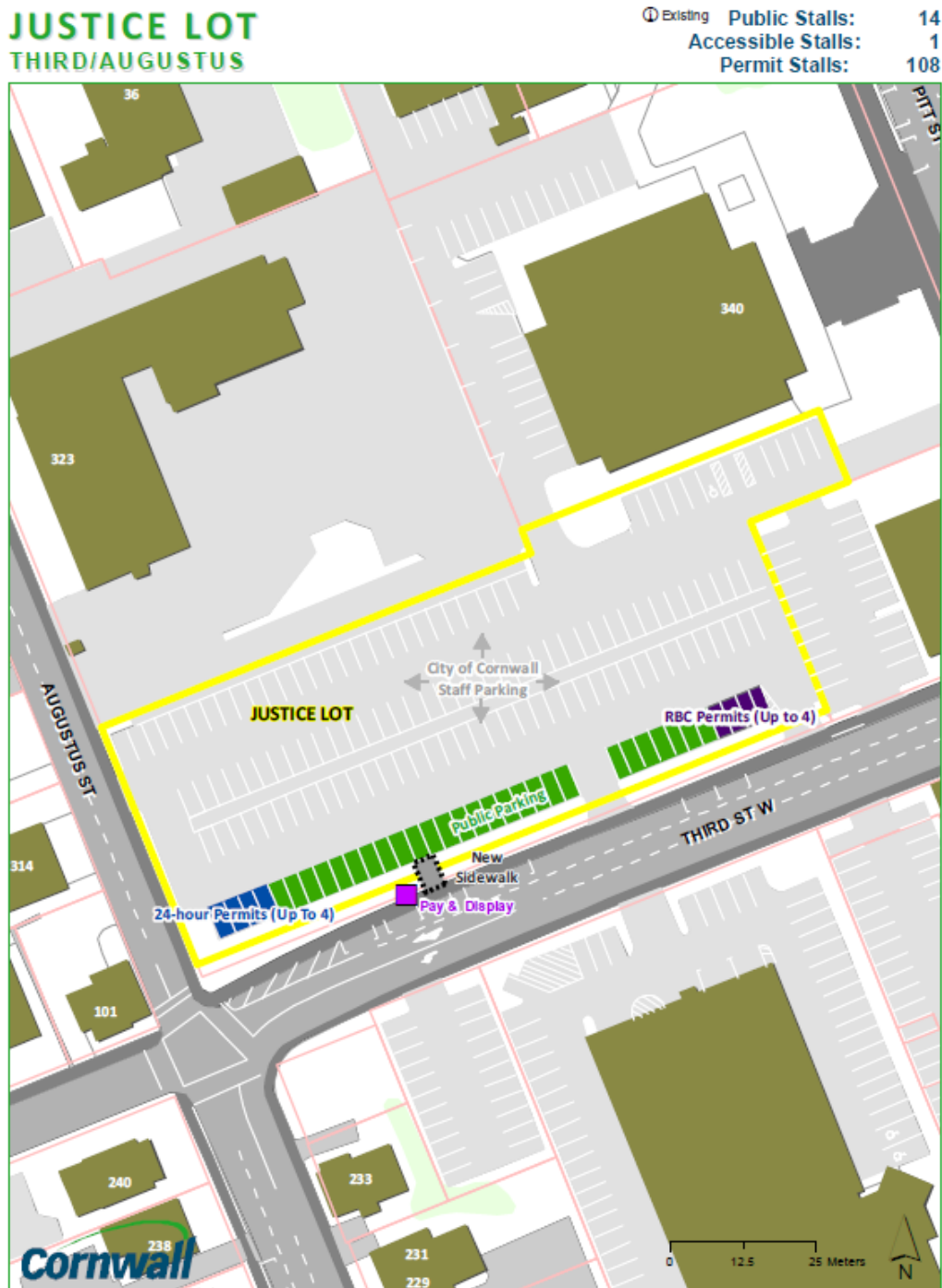
Having addressed the more pressing parking issues in this report, the PWG does not recommend establishing a Parking Committee of Council at this time. Instead, the PWG would like to see new issues addressed internally by Administration through ongoing discussions with the BIAs, property owners, and stakeholders; and brought to Council for consideration during future regular or budget meetings if required.

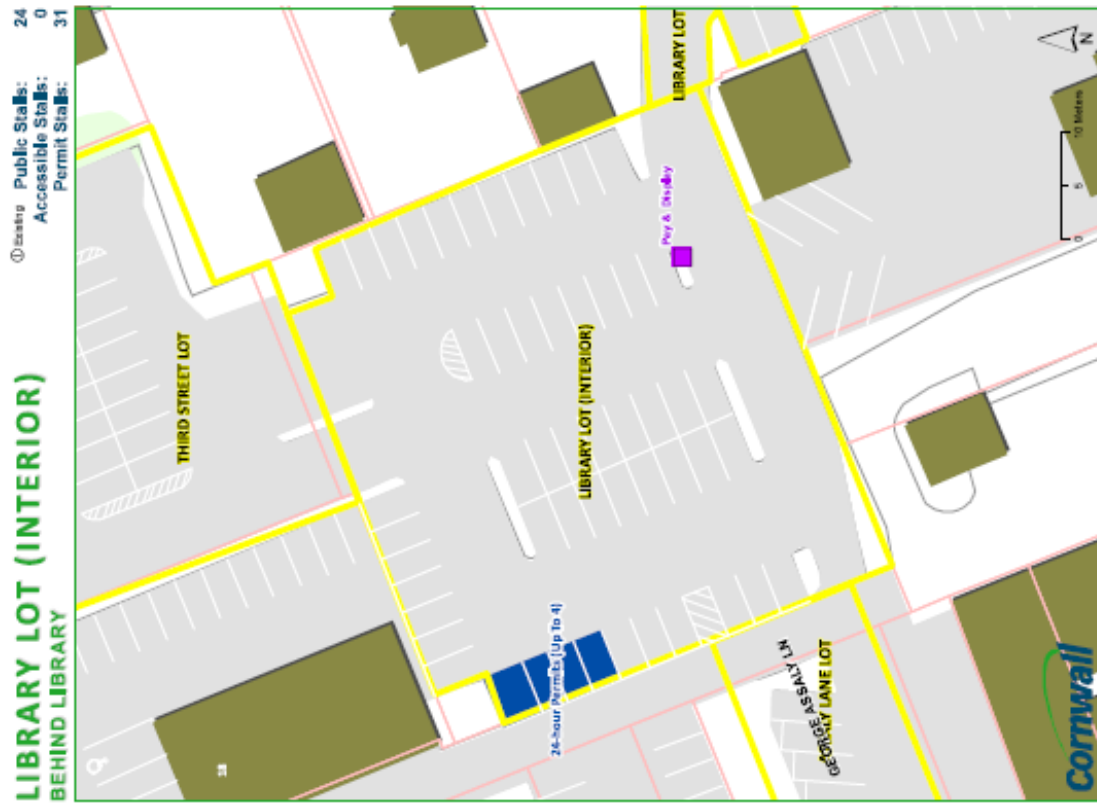
Appendix A: Municipal Parking Fee Comparison Chart (Complete)

ITEM	CORNWALL (current)	BROCKVILLE	BELLEVILLE	PETERBOROUGH	NORTH BAY	KINGSTON	OTTAWA
Pay-By-Hour Parking Fee	\$1.00	\$1.00 - \$1.25	\$1.00	\$1.50 - \$1.75	\$1.00 - \$1.50	\$1.50 - \$2.00	\$2.50 - \$3.00
Overnight Parking Fee	Currently not available	Not available	Not available without a permit.	Not applicable	Not available	Not applicable	Free - \$8.00
Day-Use Permit Fees (Monthly)	\$30.00 - \$50.00	\$50.00	\$65.00	\$46.00 - \$100.00	\$46.33 - \$113.00	\$81.80 - \$140.00	\$40.00- \$225.66
24-Hour Permit	Currently not available	\$65.00 per month, only permitted in specific lots.	Not applicable. All overnight parking without a permit will be ticketed.	Free	\$46.33 - \$113.00 Designated overnight parking lot and garage. No other overnight parking permitted on municipal lots between the hours of 12 p.m. and 8 a.m.	Free but with restricted areas in winter months.	Off-Street: \$130.00- \$225.00 On-Street : \$35.00 in summer \$152.00 in winter
Cash In-Lieu Parking	\$1,500.00 per stall as per By-Law # 2010-049	\$599.00 per cash in-lieu parking agreement (not per stall) plus \$120.00 admin fee.	\$1,000 per stall, case-by-case	\$6,000.00 per stall. Note: Peterborough amended their Official Plan to allow cash-in-lieu for parking for affordable housing projects in CIP, which allows the City to reduce parking requirements and waive cash-in-lieu payments as part of a broader initiative to expedite planning process and reduce construction costs for new affordable housing.	Case-by-case basis paid by the landowner or collected as a municipal tax against land value.	\$2,143.80 per stall	Prior to a repeal in 2014, cash in-lieu of parking was \$1,1998.00 per stall.

Map 1: City of Cornwall Municipal Lot Collection

Collection includes existing number of stalls, permits, accessible stalls, current Pay-By-Plate Machines, and the proposed overnight and 24-hour stalls.









① Existing Public Stalls: 11
 Accessible Stalls: 2
 Permit Stalls: 0

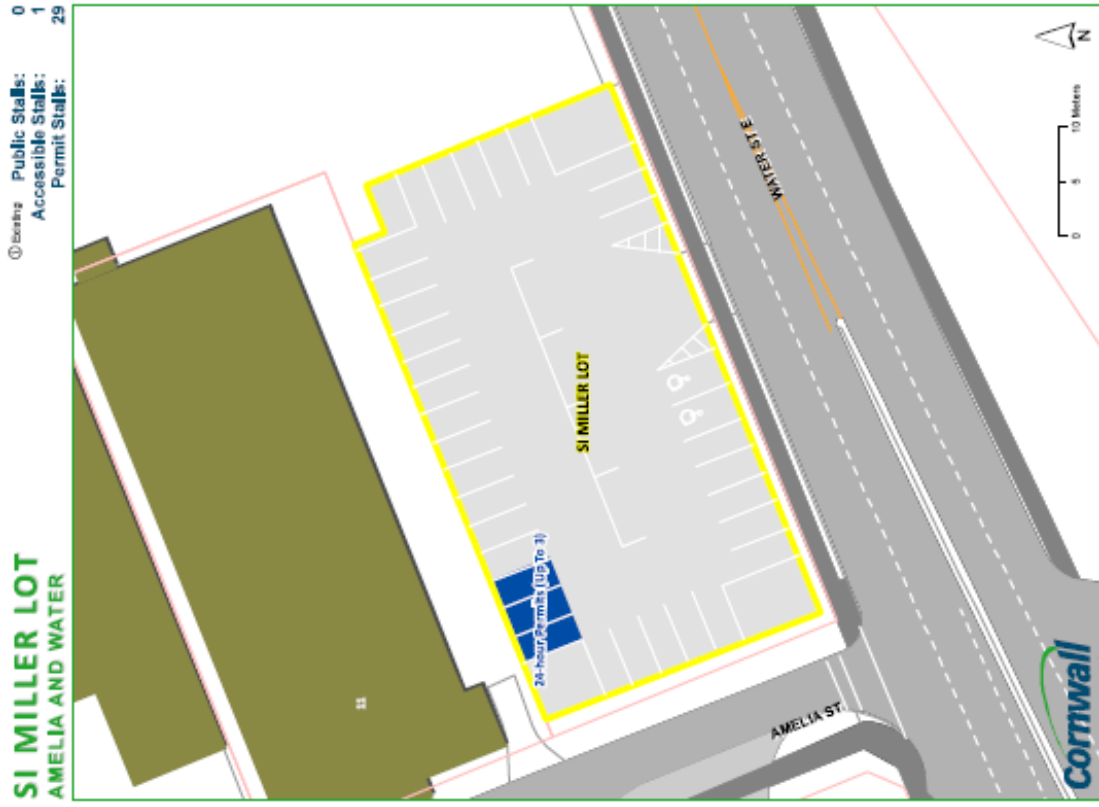
URQUHART LANE LOT ACROSS FROM JACK LEE'S



① Existing Public Stalls: 34
 Accessible Stalls: 4
 Permit Stalls: 58

WARRINGTON-BROWN LOT BEHIND KASTNERS

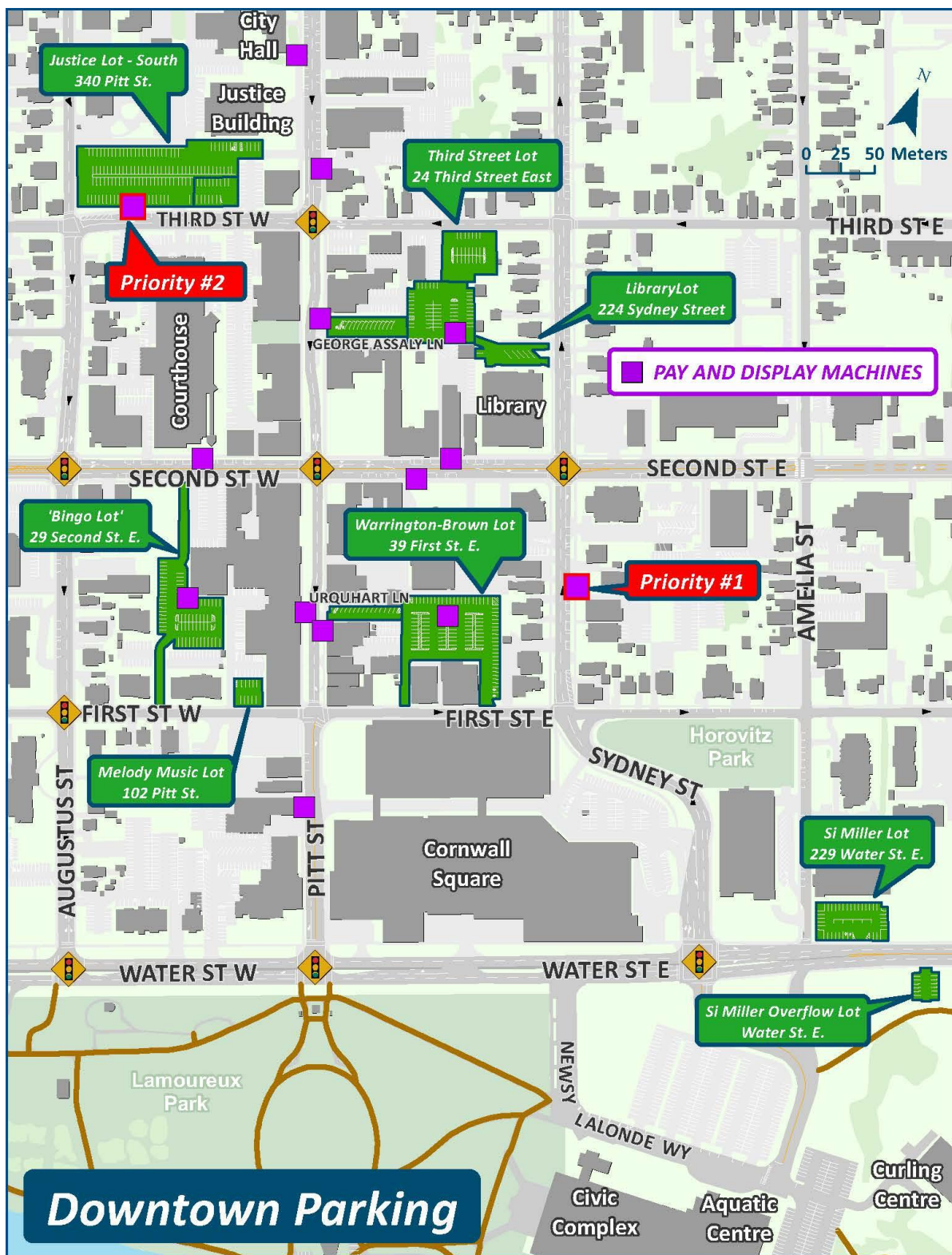






Map 2: Downtown Parking

All municipal parking lots with current and proposed Pay-By-Plate Machines.



Map 3: Le Village Parking Lots And On-Street Parking Stalls

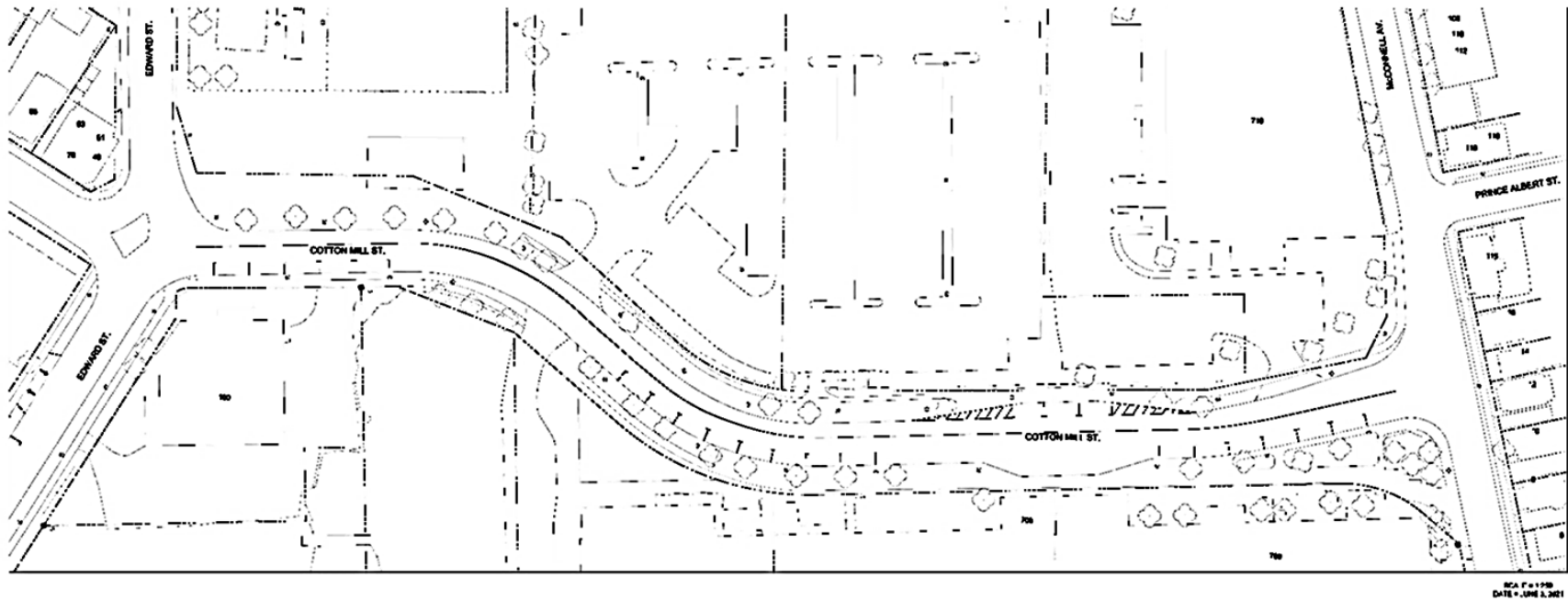
Includes proposed Pay-By-Plate Machines for existing on-street parking and areas for additional on-street parking in the Cotton Mills area



Map 4: Propose On-Street Parking Stall Implementation For Cotton Mills Area



Map 5: Propose On-Street Parking Stalls On Cotton Mills Street



OPTION 1 : PARKING STALLS W/O CROSSWALK = 22 STALLS