

Windsor, Ontario September 23, 2013

REPORT NO. 154 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE
of its meeting held July 24, 2013

Present: Councillor A. Halberstadt
Councillor R. Jones
Councillor H. Payne
Councillor F. Valentinis, Chair

Regrets: Councillor J. Gignac

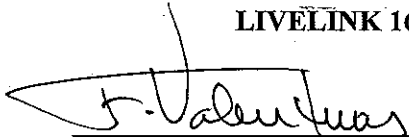
That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**

Moved by Councillor Payne, seconded by Councillor Halberstadt,
THAT the report authored by the City Engineer dated July 3, 2013 entitled
“Residential On-Street Accessible Parking Policy” **BE REFERRED** to City Council for
decision.

Carried.

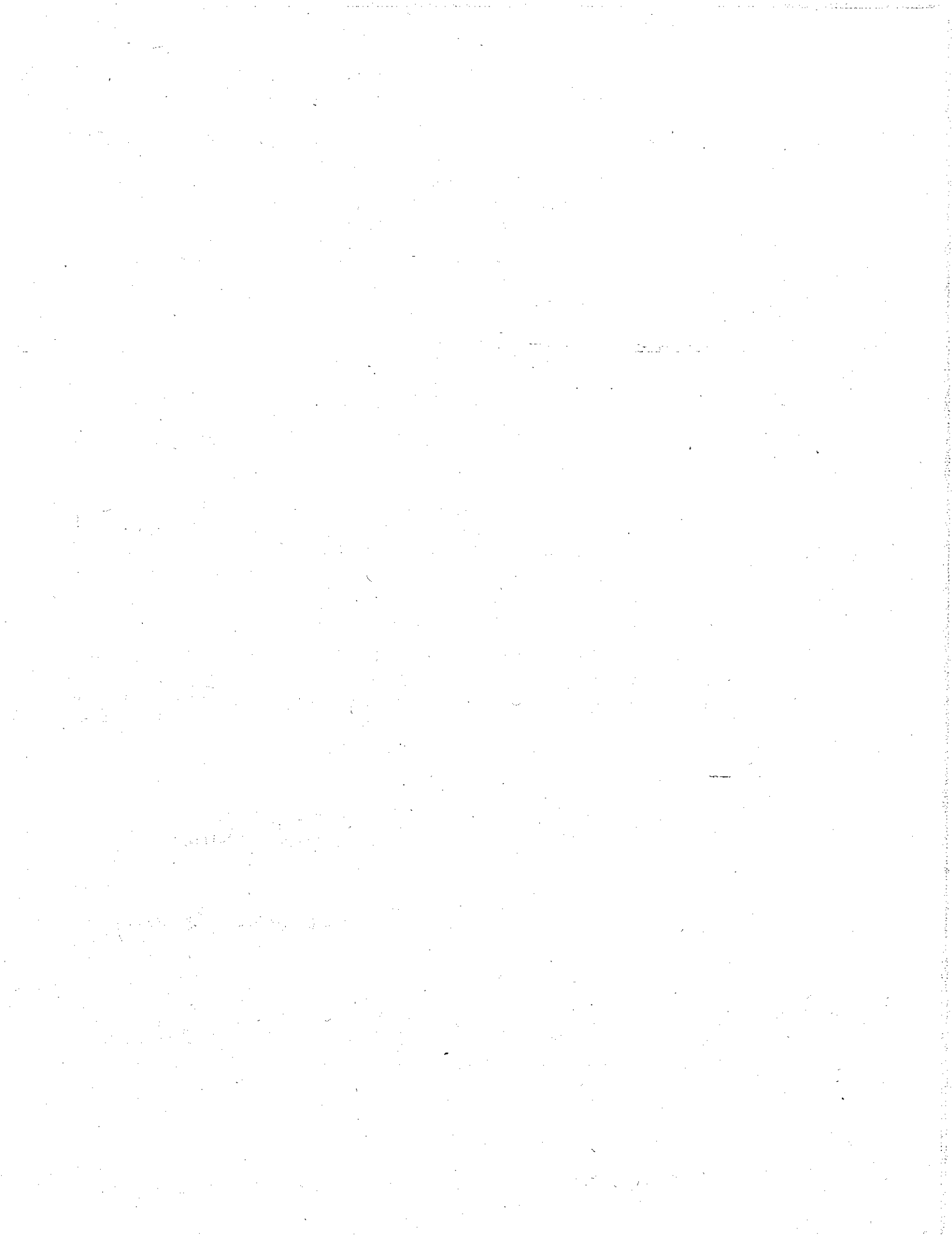
Clerk’s Note: The administrative report authored by the City Engineer dated July 3, 2013
entitled “Residential On-Street Accessible Parking Policy” is **attached** as background
information. Members of the Environment, Transportation & Public Safety Standing
Committee had concerns with the word “suitable” (see page 4 of 17 of the **attached**
report).

LIVELINK 16618, ST2013


CHAIRPERSON


COUNCIL SECRETARIAT

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX
WAAC membership				



THE CORPORATION OF THE CITY OF WINDSOR
Environment, Transportation & Public Safety Standing Committee –
Admin Report – Environment Transportation



MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #: 16618 ST2013	Report Date: July 3, 2013 (PW#3612-07/12/13:eb)
Author's Name: Jeff Hagan	Date to Committee: July 24, 2013
Author's Phone: 519 255-6247 ext. 6003	Classification #:
Author's E-mail: jhagan@city.windsor.on.ca	

To: Environment, Transportation and Public Safety Standing Committee

Subject: Residential On-Street Accessible Parking Policy

1. RECOMMENDATION: City Wide: Ward(s): ___

- A. That the resolutions forming the existing Accessible Parking Policy, Resolution M83-87 and Resolution CR540/2005, **BE RESCINDED**, and
- B. That the attached policy *On-Street Accessible Parking Spaces – Residential* **BE ADOPTED**.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

In June 1987, Council adopted resolution M83-87, which put in place the Handicapped Parking Policy to allow applications from residents with Accessible Parking Permits for an on-street accessible space in front of their home. Resolution M83-87 is provided below:

M83-87

Whereas many disabled within the community have no other means of parking other than street parking; and

Whereas City council supports special designated parking areas for the handicapped; and

Whereas Council had the authority to designated handicapped parking within residential neighbourhoods;

Therefore be it resolved that the City Engineer or designent be Authorized to accept applications to designate a handicapped parking zone on the street in the front of the home of a handicapped person provided the following criteria are met:

- (1) No side drive or front yard parking is available .*
- (2) No Rear yard parking is available*
- (3) The designation of each space be for a term of two years after which the applicant must reapply and the situation reviewed;*

In September 2005 with CR540/2005, Council approved the retention of the existing policy with minor changes under the new title "Accessible Parking Policy". Resolution CR540/2005 is provided below:

CR 540/2005

- I. That Council APPROVE the retention of the existing "Handicapped Parking" policy.*
- II. That Council APPROVE the change in the Policy name to "Accessible Parking".*
- III. That Council APPROVE the use of a one year grace period for those individuals who have existing on-street handicapped parking spaces and do not meet the criteria in the policy so that they may apply for a Residential Rehabilitation Assistance Program for persons with disabilities.*
- IV. That Council APPROVE the review of all existing Accessible Parking spaces, to ensure compliance with the policy.*
- V. That Council APPROVE the strict enforcement of the policy, but that it include an amendment to the current policy which would add "suitable backyard or side yard parking is not available".*

As of April, 2013, there were 149 existing on-street accessible parking spaces in the City of Windsor. On average, approximately 40 applications for new on-street accessible parking spaces are received each year; approximately half of these applications are approved. Typically, the applications received are for areas with higher demand for on-street parking.

Accessible parking permits (APPs) are granted by the Province of Ontario. To receive an APP, a doctor (or another health care practitioner in certain disciplines) certifies that the applicant meets at least one of a list of eligibility criteria. APPs are granted to individuals, not vehicles, and a person may hold an APP even if he or she does not own or drive a vehicle. The City of Windsor is not involved in the approval procedure for APPs.

3. DISCUSSION:

Both the current Accessible Parking Policy and the revised policy and procedure are intended to address on-street accessible parking in residential areas only. They are not intended to address off-street accessible parking, on-street accessible parking in BIAs or other on-street accessible parking for commercial properties.

A revised residential on-street accessible parking policy (attached as Appendix A) and an accompanying procedure (attached as Appendix B) have been prepared by Administration. The policy and procedure were intended to achieve several goals:

- Update the format of the policy based on the current approved format;
- Provide clarity to the staff implementing the policy on issues that are vague or not addressed under the current policy; and,
- Address issues that have come to light in the course of administering the current policy.

In keeping with the guidelines for preparation of policies, the details for the residential on-street accessible parking program have been divided into two documents:

- A policy that sets out the general course of action for the program along with the program's purpose and overall strategy; and
- A procedure that supports the policy by providing detailed requirements for implementation of the program.

Apart from the exceptions noted below, the revised policy and procedure do not change how the residential on-street accessible parking program is implemented; they add clarity and document details of how the program is currently administered. The revised policy and procedure introduce the four following changes:

- A requirement that there be a vehicle registered to the applicant's address;_____
- A requirement that if a property has a curb cut but no driveway, before an on-street accessible parking space will be granted, the applicant must:
 - confirm with the Engineering Department that the property would not be eligible for a driveway permit, and
 - restore the curb cut to normal curb;
- The addition of a maximum amount of on-street accessible spaces for a street (20% of available on-street parking);
- A restriction on re-applications for 12 months after a property has been found to be ineligible for an on-street accessible parking space.

The identified issues and recommended changes are summarized in the table on the following pages.

Clarification or Change	Issue	Discussion	Approach for Revised Policy/Procedure
Clarification	Vagueness in the term "suitable"	The current policy bases its criteria in part on the existence of "suitable" parking on private property, but does not provide guidance on what would be considered "suitable".	In the revised procedure, the types of parking that would be considered off-street parking are listed explicitly.
Clarification	Vagueness in eligibility criteria	<p>The policy established by resolution M83-87 states that on-street accessible parking spaces are for "handicapped persons", but does not give specific criteria to determine who would be deemed a "handicapped person". Resolution CR540/2005 does not speak to this issue.</p> <p>Currently, Administration interprets the term "handicapped person" in the existing policy to refer to a person with a permanent APP.</p>	The revised policy and procedure explicitly state that a permanent APP is required to be eligible for an on-street accessible parking space.
Clarification	No guidance on parking space dimensions	The current policy does not specify the dimensions for an on-street accessible space. Occasionally, staff receive requests from residents for on-street spaces that are longer than the standard 6 metres.	<p>The revised policy clarifies that on-street accessible spaces are 6 metres in length to be revised from time-to-time to match current accessibility regulations.</p> <p>This is the standard length for an on-street parking space and is in keeping with the requirements for accessible parking space dimensions on private property: the required length for an accessible space (whether perpendicular, angle, or parallel) given in Zoning By-Law 8600 is 5.5 m.</p>

Clarification or Change	Issue	Discussion	Approach for Revised Policy/Procedure
	<p>Lack of clarity regarding the maximum amount of on-street accessible parking</p>	<p>The current policy does not state that any application <i>must</i> be approved, and therefore allows Administration to exercise professional judgement when reviewing applications and not grant an application where adverse impacts on other residents would occur. However, the current policy does not state a specific maximum amount of on-street parking for a given area or street. Because of this, it would not be clear to a resident or other readers of the policy exactly what the threshold would be at which additional spaces would not be approved.</p>	<p>In order to provide transparency and clarity in the application process, a maximum amount of on-street parking is stated explicitly.</p> <p>In recognition of the fact that on-street parking is public parking and is intended for the use of all residents, Administration recommends that a reasonable maximum be established for the amount of on-street accessible parking, and that this limit be set as 20% of the number of available parking spaces on a block face (i.e. the length of a street on one side from intersection to intersection), rounded up to a whole number of spaces.</p> <p>This proposed maximum of 20% is somewhat greater than what is currently provided in the City of Windsor; a review of streets with existing on-street accessible parking found that the highest percentage of accessible on-street spaces was 16%.</p> <p>For comparison purposes, the proposed maximum is significantly greater than the off-street accessible parking requirement given in the zoning by-law, which varies from 0% to 4% depending on the total number of parking spaces required.</p> <p>On-street accessible spaces are public parking spaces and can be used by anyone with an APP. In cases where the maximum number of accessible spaces is reached, new applicants with APPs would share the existing on-street accessible spaces with other APP holders.</p>

Clarification or Change	Issue	Discussion	Approach for Revised Policy/Procedure
Change	No requirement for the resident to have a vehicle	<p>The current policy does not require residents to provide proof that their household has a vehicle.</p> <p>The preamble to resolution M83-87 shows that the current policy is intended to address the parking needs of residents with disabilities at their homes, and that the accessible parking policy is not intended to provide for other uses, such as parking for visitors or for pick-up/drop-off.</p> <p>Currently, Parking By-law 9023 permits vehicles to load and discharge passengers in "no parking" and "no standing" zones, which would allow opportunities for pick-up and drop-off of residents on streets with parking restrictions including alternate side parking.</p>	<p>In keeping with the intent of the current policy, the revised procedure would require residents to show a vehicle registration during the application process.</p> <p>To address cases where a vehicle is registered in the name of one household member but driven by several members, or where a resident with disabilities is driven by another member of the household, the procedure does not require that the vehicle be registered in the applicant's name, only that it be registered to the applicant's address.</p>
Change	Removal of off-street parking	<p>Staff have encountered a small number of cases where applicants remove existing parking on their property in order to be eligible for an on-street accessible parking space. In some cases, these removed spaces may be required parking under the relevant zoning by-law.</p>	<p>Removal of required parking is prohibited by zoning by-laws. The revised procedure calls attention to this existing prohibition and directs the staff reviewing applications for on-street accessible parking to notify the Building Department if staff have reason to believe that required parking has been removed.</p>

Clarification or Change	Issue	Discussion	Approach for Revised Policy Procedure
Change	Frivolous Reapplications	A considerable amount of staff time is used dealing with residents who reside at properties that have been found to be ineligible for an on-street accessible parking space but re-apply regardless.	The revised procedure specifies that once a property has been determined to be ineligible, he or she cannot re-apply for 12 months for that same property. When the applicant re-applies, they are asked for details on how their eligibility has changed.
Change	Unused curb cuts and driveway approaches	<p>Staff have encountered a number of cases where a curb cut and/or driveway approach is provided for a property, but no driveway, parking pad, or garage exists on the property.</p> <p>Some of these cases are likely the result of a failure to restore the curb when the property was redeveloped. Other cases are likely the result of driveway projects that were halted while only partially completed. In some cases, the driveway can be completed and off-street parking provided on the property; in other cases, there is insufficient room on the property to provide parking.</p> <p>Regardless of the reason for the existence of a curb cut or whether it is currently used, the Parking By-law prohibits parking in front of a curb cut. These unused curb cuts represent an unnecessary reduction in the on-street parking supply available for general use. This supply would be reduced further if an on-street accessible parking space was granted.</p>	<p>Based on the principle that a property owner has a responsibility to properly restore unneeded or disused accesses to his or her property, the revised procedure uses the following approach:</p> <ul style="list-style-type: none"> • If the existing curb cut can be used to provide a new driveway, it is preferable that the property owner completes the driveway (in accordance with normal Engineering Department driveway standards) and provides off-street parking on his or her own property. • If the property is ineligible for a driveway permit, then the property owner must arrange to have the curb cut restored at their expense before an on-street accessible parking application would be approved. <p>At the current time, the <i>Ontario Renovates</i> program provides grants (for accessibility-related improvements under \$3,500) and forgivable loans for accessibility improvements to homeowners who meet eligibility criteria. Accessibility-related work (including restoring a curb cut to allow an on-street accessible parking space or completing a driveway for accessibility reasons) would fall within the scope of this program and may be eligible for funding on a first-come, first-served basis along with other projects.</p>

4. RISK ANALYSIS:

As described above, the revised policy is intended to increase clarity and transparency for both residents and staff. It is also intended to create efficiency improvements in the administration of the policy. If the revised policy is not adopted, these improvements will not be realized.

The revised policy is intended to help prevent the Accessible Parking Program from becoming too permissive in the granting of on-street accessible parking spaces. An overly permissive program would create risk by reducing the availability of on-street parking for general use, potentially exacerbating parking issues in areas where high demand already exists.

5. FINANCIAL MATTERS:

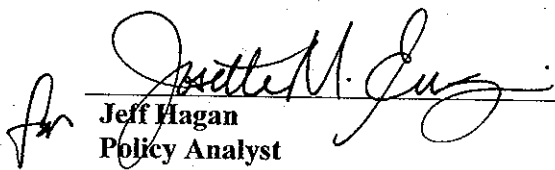
The cost to administer the residential on-street accessible parking program is shared by both Transportation Planning and Operations as part of their general operating budgets. No change in cost is expected as a result of the policy update.

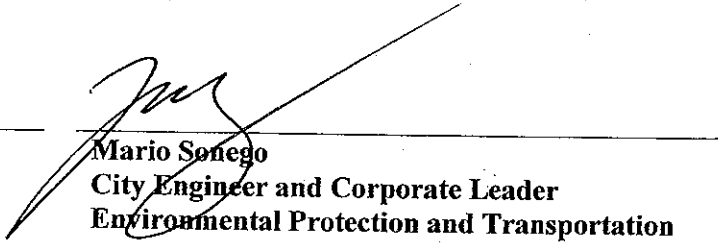
6. CONSULTATIONS:

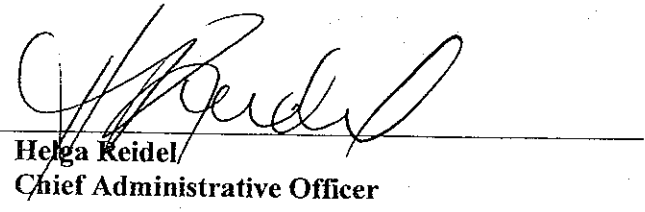
Windsor Accessibility Advisory Committee
Rob Oleynik, Housing Services
Patrick Brode, Legal
Tony Ruffolo, Engineering

7. CONCLUSION:

Administration recommends that the attached policy and procedure be adopted, superseding the current Accessible Parking Policy, to ensure that on-street accessible parking spaces are provided for residents of the City of Windsor with restricted mobility whose needs cannot be accommodated off-street while also accommodating the on-street parking needs of other residents.


Jeff Hagan
Policy Analyst


Mario Sonogo
City Engineer and Corporate Leader
Environmental Protection and Transportation


Helga Reidel
Chief Administrative Officer

APPENDICES:

- A) Policy: On-Street Accessible Parking Spaces – Residential
- B) Procedure: On-Street Accessible Parking Spaces – Residential

DEPARTMENTS/OTHERS CONSULTED:**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX
Windsor Accessibility Advisory Committee, c/o Councillor Sleiman		esleiman@city.windsor.on.ca		

THE CORPORATION OF THE CITY OF WINDSOR
POLICY

Service Area:	Office of the City Engineer	Policy No.:	ENG-TP-AP-1
Department:	Engineering	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	
Subject:	On-Street Accessible Parking Spaces – Residential	Procedure Ref.:	
		Pages:	Replaces: Resolution M 83-87
Prepared By:	Jeff Hagan	3	Date:

1. **POLICY**

1.1 This policy sets out the requirements and process for on-street accessible parking spaces in residential areas.

2. **PURPOSE**

2.1 The goal of this policy is to ensure that on-street accessible parking spaces are provided for residents of the City of Windsor with restricted mobility whose needs cannot be accommodated off-street while also accommodating the on-street parking needs of other residents.

3. **SCOPE**

3.1 This policy covers on-street accessible parking spaces in residential areas, including both new applications and renewals.

3.2 This policy does not cover the following types of accessible parking spaces, which are governed by separate by-laws, policies, procedures, or other documents:

3.2.1 on-street accessible parking spaces in Business Improvement Areas intended for the use of customers,

3.2.2 off-street accessible parking spaces on private property, and

3.2.3 on-street accessible parking spaces for commercial properties.

4. **RESPONSIBILITY**

4.1 Council is responsible for authorizing by-law changes required to facilitate installation and removal of on-street accessible parking spaces.

4.2 Staff are responsible for carrying out this policy as follows:

- 4.2.1 The City Engineer is the corporate lead for all Transportation and associated Public Safety programs.
- 4.2.2 The Senior Manager of Infrastructure and Transportation Planning / Deputy City Engineer provides strategic oversight and approval authority for the program.
- 4.2.3 The Manager of Transportation Planning is responsible for recommending the installation and removal of on-street accessible parking spaces, and for recommending revisions to this policy to Council.
- 4.2.4 The Policy Analyst (Transportation Planning) is responsible for preparing revisions to this policy.
- 4.2.5 The Transportation Technologist (Transportation Planning) is responsible for reviewing new and renewal applications for on-street parking, for carrying out notifications of residents, for preparing the appropriate amendments to the Traffic By-law for the addition or removal of related parking restrictions, and for coordinating with Operations staff for the installation of on-street accessible parking signs.
- 4.2.6 The Traffic Operations division is responsible for installing and maintaining the signs for on-street accessible parking spaces.

5. GOVERNING RULES AND REGULATIONS

5.1 A residential on-street accessible parking space program has already been in effect before the date of this policy. The program shall continue in accordance with this policy and related procedures.

5.2 Accessible parking spaces provided under this program:

- 5.2.1 are intended to allow accessible parking for residents with restricted mobility (as evidenced by a permanent Accessible Parking Permit granted to them by the Government of Ontario) within a reasonable distance of their residence in cases where they do not have off-street parking available;
- 5.2.2 are intended to serve the parking needs of the resident, and therefore shall not be granted unless a vehicle is registered to the resident's address;
- 5.2.3 shall not be provided to serve visitors to a property or other non-residents; and
- 5.2.4 shall not be provided to facilitate pick-up and drop-off (e.g. by Handi-Transit);

5.3 The needs of the community as a whole (including on-street parking needs for other residents) as well as engineering concerns and area parking restrictions shall be balanced against demand for on-street parking in the administration of the residential on-street accessible parking space program.

5.4 For each street section, comprising both sides of the street measured from intersection to intersection, no more than 20% (if not a whole number of spaces, then rounded up

to the nearest whole number) of the available on-street spaces shall be designated as accessible. New applications will not be considered if they would increase the number of on-street accessible spaces for the street section above this maximum. In the case of streets with alternate side parking, the side with the lower number of available spaces shall be used for this calculation.

5.5 The residential on-street accessible parking space program, including new applications, renewals, and removal of spaces, will be administered in accordance with the procedure *On-Street Accessible Parking Spaces – Residential*, as amended.

5.6 Use of on-street accessible parking spaces is governed by Parking By-Law 9023. Nothing in this policy or related procedures shall be interpreted to supersede any provision of the Parking By-law.

6. RECORDS, FORMS AND ATTACHMENTS

6.1 Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.

6.2 Application forms for this policy shall be specified in the procedure *On-Street Accessible Parking Spaces – Residential*, as amended.

6.3 Attachments:

6.3.1 Procedure: *On-Street Accessible Parking Spaces – Residential*

**THE CORPORATION OF THE CITY OF WINDSOR
PROCEDURE**

Service Area:	Office of the City Engineer	Procedure No.:	ENG-TP-AP-1A
Department:	Engineering	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	
Subject:	On-Street Accessible Parking Spaces – Residential	Policy Ref.:	
Prepared By:	Jeff Hagan	Pages:	Replaces: Resolution M 83-87
		5	Date:

1. PURPOSE

1.2 This procedure sets out the requirements and process for the residential on-street accessible parking space program in accordance with the policy *On-Street Accessible Parking Spaces - Residential*.

2. SCOPE

- 2.1 This policy addresses on-street accessible parking spaces in residential areas, including both new applications and renewals.
- 2.2 This policy does not cover the following types of accessible parking spaces, which are governed by separate by-laws, policies, procedures, or other documents:
 - 2.2.1 on-street accessible parking spaces in Business Improvement Areas intended for the use of customers,
 - 2.2.2 off-street accessible parking spaces, and
 - 2.2.3 on-street accessible parking spaces for commercial properties.

3. RESPONSIBILITY

- 3.1 Council is responsible for approving amendments to the Parking By-Law resulting from this procedure.
- 3.2 Staff are responsible for carrying out this procedure as follows:
 - 3.2.1 The City Engineer is the corporate lead for all Transportation and associated Public Safety programs and is responsible for approving revisions to this procedure.
 - 3.2.2 The Senior Manager of Infrastructure and Transportation Planning / Deputy City Engineer provides strategic oversight and approval authority for the program.
 - 3.2.3 The Manager of Transportation Planning is responsible for recommending the installation and removal of on-street accessible parking spaces, and for recommending revisions to this procedure to the City Engineer.

- 3.2.4 The Policy Analyst (Transportation Planning) is responsible for preparing revisions to this procedure.
 - 3.2.5 The Transportation Technologist (Transportation Planning) is responsible for reviewing applications for on-street parking, for carrying out notifications of residents, for preparing the appropriate amendments to the Parking By-law for the addition or removal of spaces, and for coordinating with Operations staff for the installation of on-street accessible parking space signs.
 - 3.2.6 The Traffic Operations division is responsible for installing and maintaining the signs for on-street accessible parking spaces.
- 3.3 Residents have responsibilities under this procedure as follows:
- 3.3.1 Applicants are responsible for ensuring that information submitted to City staff is accurate and honest.
 - 3.3.2 Residents and property owners are responsible for maintaining required parking on their property in accordance with Property Standards By-Law 147-2011 as amended as well as the relevant zoning by-law for the property.
 - 3.3.3 Residents who have been granted on-street accessible parking spaces are responsible for providing notification if they move or if they no longer meet the eligibility criteria for an on-street accessible parking space.

4. PROCEDURE

4.1 General

4.1.1 Definitions

- 4.1.1.1 **APP (Accessible Parking Permit):** a permit issued by the Government of Ontario allowing the holder to park a vehicle in accessible parking spaces.
- 4.1.1.2 **Shared Driveway:** a driveway on two adjoining properties that serves both properties.

4.2 Use of the Space

- 4.2.1 Parking By-Law 9023 governs the use of on-street accessible parking spaces.
- 4.2.2 On-street parking is public parking. Residents do not have an exclusive right to use a particular parking space. An accessible parking space granted under this policy may be used by any vehicle displaying an APP.

4.3 New Applications

- 4.3.1 Applications for on-street accessible parking are for a specific resident and a specific address.
- 4.3.2 Eligibility Requirements – Applicants for on-street accessible parking permits must meet the following criteria:
 - 4.3.2.1 No off-street parking is provided for the property, including:

- 4.3.2.1.1 A front yard, side yard, or rear yard parking area, including parking accessible by a paved or unpaved alley,
- 4.3.2.1.2 A garage,
- 4.3.2.1.3 A gated parking area, or
- 4.3.2.1.4 A parking area on a shared driveway;
- 4.3.2.2 A person with a permanent APP, valid for a minimum of 6 months beyond the date of application, resides in the dwelling unit for which the application is being made; and
- 4.3.2.3 A vehicle is registered to the dwelling unit for which the application is being made.
- 4.3.3 New applications will not be considered if they would increase the number of on-street accessible spaces for the street section above the maximum percentage of accessible spaces for a road section specified in the policy *On-Street Accessible Parking Spaces – Residential*.
- 4.3.4 On-street accessible parking space requests for properties where on-site parking is provided but is of insufficient size to accommodate the applicant's vehicle will not be considered. In these cases, the resident should be referred to available funding programs to assist with necessary upgrades.
- 4.3.5 On-street accessible parking space requests from tenants of properties will not be considered if parking is available on the property. In cases where parking is available but the rental agreement does not allow the tenant to park on the property, tenants are encouraged to make arrangements with their landlords.
- 4.3.6 In cases where a curb cut or driveway approach is provided for a property, residents are encouraged to provide parking on their own property. If this cannot be done, the resident must:
 - 4.3.6.1 Obtain a letter from the Engineering Department stating that the property is ineligible for a driveway permit; and
 - 4.3.6.2 Restore the curb cut to barrier curb.
- 4.3.7 In cases where it appears that required parking has been removed from a property in contravention of the relevant zoning by-law, The Building Department (or the department or division responsible for enforcement of the zoning by-law, if this responsibility is reassigned) should be notified.
- 4.3.8 Only one on-street residential accessible parking space shall be issued per property.
- 4.3.9 Applications must be made in person.
- 4.3.10 The following documents must be provided at the time of application:
 - 4.3.10.1 Completed application form;
 - 4.3.10.2 Original APP issued by the Government of Ontario;
 - 4.3.10.3 Original vehicle permit (ownership) for the vehicle registered to the permit holder's address (note: the vehicle may be registered to someone other than the applicant, but must be registered to the applicant's address); and
 - 4.3.10.4 Original document for proof of residency (e.g. driver's licence or utility bill).

- 4.3.11 If an application is deemed complete and the maximum number of accessible parking spaces for the street section will not be exceeded if the application is approved, a review will be carried to confirm the following:
 - 4.3.11.1 The address applied for does not have parking available on-site; and
 - 4.3.11.2 There is no barrier (e.g. existing parking restrictions) to providing an on-street accessible parking space.
- 4.3.12 If an application is approved:
 - 4.3.12.1 The applicant will be notified;
 - 4.3.12.2 An amendment to Parking By-Law 9023 will be prepared to permit the on-street accessible parking space;
 - 4.3.12.3 Upon approval of the by-law amendment, appropriate signage will be installed;
 - 4.3.12.4 The space shall be granted for a term of 2 years or until the expiry date of the applicant's APP, whichever is sooner.
- 4.3.13 If the application is denied because the property is ineligible, the applicant may not apply for another residential accessible parking space for the same property for 12 months, and shall provide justification for changed circumstances necessitating a re-evaluation.
- 4.3.14 The length of an accessible space will be limited to 6 metres. Any change in length will follow the current accessibility regulations for on-street accessible parking.

4.4 Renewals

- 4.4.1 Prior to the expiry of the term for an on-street accessible parking space, the person for whom the space was granted will be notified.
- 4.4.2 Renewal applications must be received in person.
- 4.4.3 The items and documents required for a new application must also be provided for a renewal application to confirm that the resident's situation continues to comply with policy.
- 4.4.4 If a renewal application is approved, the space shall be granted for an additional term of 2 years or until the expiry date of the applicant's APP, whichever is sooner;
- 4.4.5 If the application is denied because the property is ineligible, the applicant may not apply for another residential accessible parking space for the same property for 12 months, and shall provide justification for changed circumstances necessitating a re-evaluation.

4.5 Removal of Spaces

- 4.5.1 On-street accessible parking spaces may be removed for several reasons:
 - 4.5.1.1 A renewal application was denied;
 - 4.5.1.2 A renewal application has not been received and is overdue by 30 days or more;
 - 4.5.1.3 The space is no longer required, by notification of the applicant, or inability to contact the applicant;
 - 4.5.1.4 An accessible parking space has been relocated or provided at an alternate location;

- 4.5.1.5 The eligibility requirements for an on-street accessible parking space are no longer met (e.g. if the person for whom the space was granted no longer has an APP, or if off-street parking is now provided on the property); or
- 4.5.1.6 Parking restrictions on the street will be incompatible with the accessible parking space (e.g. if a no parking zone is to be installed).
- 4.5.2 A space may be removed at any time if any of the criteria in Section 4.5.1 are met. It is not necessary to wait for the end of the current term.
- 4.5.3 Any of the following sources may be used to determine that the space is no longer required:
 - 4.5.3.1 Confirmation from the current property owner or tenant for the address;
 - 4.5.3.2 Confirmation from the executor of the person's estate;
 - 4.5.3.3 Official property ownership records; or
 - 4.5.3.4 Inability to contact the applicant.
- 4.5.4 If staff have reason to believe that the applicant no longer lives at the address or is no longer eligible for an on-street accessible parking space, a notice may be delivered to the address requesting confirmation from the applicant. Failure to respond to the notice with the required information within 30 days will be considered confirmation that the person is no longer eligible for the space or no longer lives at the address.
- 4.5.5 If an on-street accessible parking space is to be removed,
 - 4.5.5.1 a notice will be delivered to the address on file; and
 - 4.5.5.2 the process to amend Parking By-Law 9023 will be initiated.

5. RECORDS, FORMS, AND ATTACHMENTS

- 5.1 Records for this procedure shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.
- 5.2 The attached application form shall be used for new applications and renewals under this policy.
- 5.3 Attachments:
 - 5.3.1 Application Form – Residential On-Street Accessible Parking Privileges

