


APPENDIX C

 The Corporation of the Town of Oakville PROCEDURE Temporary On-street Parking	Procedure Number MS-REG-001-002	Page: 1 of 5
	Parent Policy No.: MS-REG-001 Author: Municipal Enforcement Services Authority: CAO	
Section: Municipal Services Sub-Section: Regulatory Services	Effective Date: Dec 15, 2008	Last Modified: 2015 Apr 27 2017 Feb 27 2017 Dec 18
	Review by Date: 2022	

Purpose statement

The Town of Oakville regulates and enforces the parking of vehicles on roadways and parking facilities. As part of the regulation and enforcement of the parking of vehicles on roadways, the Town of Oakville offers temporary on-street parking permit privileges for short-term on-street parking in situations as outlined in this procedure.

Scope

This procedure applies to all streets under the jurisdiction of the Town of Oakville within the Town of Oakville when parking needs temporarily exceed parking supply (e.g. overnight visitors) and during construction activities when access to a property's parking spaces is temporarily denied. There are no provisions under this procedure for permanent or long-term on-street parking arrangements.

Procedure

A fee will be charged for temporary parking permits in accordance with the annual Council approved rates and fees.

Short Term Temporary Parking - driveways inaccessible/overnight visitors

1. Temporary on-street parking permits are available for the following situations:
 - a. When parking needs temporarily exceed parking supply, e.g. overnight visitors.
 - b. Access to a private parking area is temporarily denied, e.g. driveway repairs, stockpiled building materials, etc.
2. Permits may be issued for a maximum period of 15 days per vehicle (by license plate) per year, for a maximum of 5 vehicles.
3. Applicants for short term temporary parking may apply on-line [or by phone](#), ~~over the telephone or in person (at Town Hall)~~.
4. Applicants must provide the name, licence plate(s), and the dates when the vehicle(s) will be parked.

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5. Short term temporary parking permits will be issued at the time of application, subject to terms and conditions.
6. Applicants calling after regular business hours will be directed to apply on-line for a short term temporary On-street Parking Permit.
7. Applicants exceeding the maximum of 15 permit days per vehicle per year will be advised to make alternate parking arrangements.

All permits types below must be applied for a minimum of 5 business days in advance of the requested start date.

Short Term Temporary Parking for Multiple Vehicles (6 or more) – events – inaccessible multi-residential parking

1. Temporary on-street parking permits are available where 6 or more vehicles are requested to be parked on the street for periods longer than regulated. Applicants for short term temporary parking for multiple vehicles (6 or more) must apply for a permit on-line a minimum of 5 business days in advance of the requested start date, and must provide their location, phone number, duration and number of vehicles.
2. Staff will assess the location, advise where vehicles can park, and provide the applicant with a permit. Staff will try to accommodate parking locations for the number of vehicles requested; however, if insufficient parking is available, the applicant will be responsible for accommodating the additional parking.
3. Temporary on-street parking permits for event parking will be subject to the maximum 15 permit days per year.

Parking Permit Extensions for up to 30 days

1. Temporary on-street parking permit extensions are available for a vehicle to park a maximum period of 30 days per vehicle (by licence plate) per year when access to a private parking area is temporarily denied or parking needs temporarily exceed parking supply due to an extenuating situation.
2. Extenuating situations where parking extensions may be granted, include but are not limited to:
 - a. A reconstruction, rehabilitation or repair project, where a building permit or site alteration permit are not required
 - b. A medical or family health situation
3. Applicants requesting parking permit extension must provide a request in writing a minimum of 5 business days before the short term temporary parking expires. Applicants must provide the address, phone number, and licence plate(s) along with the reason for the request for extension.
4. Temporary on-street parking permits to a maximum of 30 days must be authorized by the Manager of [Parking Strategy and Support Services](#) (or designate).
5. Applicants requesting a parking permit extension where no extenuating situation exists will be advised to make alternate parking arrangements.

Parking Permit Extensions for more than 30 days

1. Temporary on-street parking permit extensions are available when access to a private parking area is temporarily denied due to a bona fide reconstruction or rehabilitation project [\(must have an approved building permit or site alteration permit\)](#). A fee will be charged
2. Applicants requesting a parking permit extension must provide a request in writing a minimum of 5 business days before the short term temporary parking expires. Applicants must provide the address, phone number, and licence plate(s) along with the approved building or site alteration permit number.
3. [Parking extensions for more than 30 days may be granted to accommodate parking for health caregivers attending residents in areas with daytime parking restrictions. The resident applicant must provide evidence of a continue medical need for caregivers attending.](#)
- 3.4. Temporary on-street parking permits for more than 30 days must be authorized by the Manager of Parking Strategy (or designate).
- 4.5. Where an applicant is requesting temporary on-street parking for multiple vehicles (6 or more) for a period longer than 30 days, and the vehicles cannot be accommodated along the frontage of the applicant's property, the applicant may be required to notify the properties abutting the location where the vehicles will be parked. Notification will be in a form approved by Town staff. Notification will also be provided to ward Councillors.
- 5.6. Applicants requesting a parking permit extension beyond 30 days where no building permit or site alteration permit is issued (or required), will be advised to make alternate parking arrangements.

Temporary Parking for Road Construction Projects

1. Temporary on-street parking permits are available for situations where access to private parking is temporarily denied due to construction of the road, sidewalk, curb, utility, etc.
2. Staff will assess the location, advise where vehicles can park, and provide permits if necessary.
3. Temporary on-street parking permits for road related construction projects will not impact a vehicle's maximum of 15 days per year.

Temporary Parking for Contractor Vehicles in Infill Developments

1. Temporary on-street parking permits are available for contractor's passenger vehicles to park near the infill development property.
2. Applicants requesting temporary parking for contractor vehicles will submit an application a minimum of 10 business days in advance of the requested start date.
3. Staff will assess the location, advise where vehicles can park, provide permits and install temporary signage (if needed).
4. The permits will provide for parking between 7 a.m. to 7 p.m. Monday to Saturday, with statutory holidays excluded.
5. The applicant may be required to notify the properties abutting the location where the vehicles will be parked. Notification will be in a form approved by town staff.

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6. Staff will try to accommodate parking locations for the number of vehicles requested; however, if insufficient parking is available, the applicant will be responsible for accommodating the additional parking.

Motor Homes

Temporary on-street parking permits are available for an Oakville resident to park their motor home for up to 24 hours when leaving or returning from a trip

1. Applicants requesting temporary on street parking for their motor home must apply for a permit on-line a minimum of 5 business days in advance of the requested start date. Applicants must provide their name, address, phone number, licence plate(s), and dimensions of the motor home.
2. Staff will assess the location, advise where the vehicle(s) can park, and provide the applicant with a permit. Staff will try to accommodate parking, if insufficient parking is available, the applicant will be responsible for accommodating their parking.
3. Motor Home trailers must be attached to car / truck (motor vehicle) at all times.
4. The Motor Home cannot be connected to water or power services.
5. Temporary on-street parking permits for motor homes will be subject to the maximum 15 permit days per year.
6. Applicants requesting a temporary on-street parking permit for other motor homes or for longer durations will be advised to make alternate parking arrangements.

Exceptions:

Temporary parking permits will not be granted for:

- Commercial Motor Vehicles
- Trailers
- Vehicles with attached trailer
- Un-plated Vehicles
- Vehicles with expired plates
- Vehicles with a Temporary Licence or Trip permit
- Inoperable Vehicles
- Vehicles leaking/dripping fluids
- Vehicle storage (Parking a vehicle on the street for longer than 24 hours is considered vehicle storage)
- Contractors performing work (refer to Temporary Street Occupation Permit Process)
- Visitors planning an extended stay or frequent visits – more than 15 days per year
- Periods longer than 15 days per year where there is no extenuating situation.
- Periods longer than 30 days per year in situations where there is no building or site alteration permit
- Residents having more vehicles than they can accommodate for parking on their private parking areas
- The purpose of parking a recently oil sprayed or undercoated vehicle
- Vehicles having multiple convicted or affirmed Town of Oakville parking fines or penalties.

Temporary parking permits shall not be issued or used during snow-clearing or road maintenance operations.

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Temporary Parking Permits shall not be used to park a vehicle:

- On or overhanging a sidewalk
- On a boulevard, median or island
- Facing the wrong direction of traffic
- In such a manner to block another vehicle
- In a Fire Route
- In a designated handicap parking space
- In an area signed No Parking or No Stopping (unless specifically approved)
- Within 1m of a driveway
- Within 3m of a fire hydrant
- Within 10m of an intersection
- Within 15m of a bus stop
- In a metered parking space (unless specifically approved)
- On any other street than identified on the permit
- Contrary to other parking regulations, signed or unsigned

Town Staff reserve the right to deny temporary on-street parking permits where there may be an impact on:

- Public health, safety and welfare
- Traffic patterns and emergency access/egress routes
- Fire and emergency response times in and around the area
- Municipal services, in particular Transit services
- Area businesses
- Other matters that may arise

Definitions

Commercial Motor Vehicle – as defined in the *Highway Traffic Act*

Motor Homes - means a vehicle requiring a licence and designed to be used primarily for travel, recreation or vacationing and includes such vehicles commonly known as travel trailers, camper trailers, truck camper or other similar vehicles but does not include a mobile home, boats, or snowmobiles.

Responsibilities

The Manager ~~of Parking Strategy and Business Operations~~[Strategy and Support Services](#) shall be responsible for the administration of this procedure.

References

MS-REG-001 Regulatory Services Policy
Parking Tickets Warning for Out-of Province Vehicles Procedure
Stop Process for Parking Infractions Tickets Procedure
Street Occupation Permit Procedure