

Temporary Reserved Parking Program – Council Policy

ISSUE

This report introduces a new Council Policy to guide usage of the Temporary Reserved Parking Program. The Temporary Reserve Parking Program has historically operated under the authority of individual City Council resolutions, without a guiding framework.

RECOMMENDATION

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the Temporary Reserved Parking Program Council Policy, be approved; and
2. That the City Clerk’s Office be requested to introduce City Council Policy No. CO-XXXX.

BACKGROUND

The Temporary Reserved Parking (TRP) Program, previously known as “meter hooding”, allows parking spaces to be reserved for nonstandard purposes, including construction, business, special events or service needs. The program applies to paid parking locations only.

The TRP Program lacks an overall policy framework. The TRP Program operates through a variety of City Council resolutions, resulting from previous administrative reports. No policy framework exists which collectively identifies all TRP-related provisions. This approach lacks transparency and creates difficulties in efficiently administering the program.

City Council, at its Regular Business [meeting](#) held on May 24, 2022, considered a report which outlined a review of the TRP program, aimed at ensuring the program continues to meet program objectives in a cost-effective manner. At this meeting, City Council resolved:

“That Administration develop a policy, for approval by City Council, that focuses on administering the Temporary Reserved Parking Program.”

DISCUSSION/ANALYSIS

A Council Policy for the TRP Program will result in administrative efficiencies and provide improved transparency for TRP users.

A policy has been drafted for approval (see Appendix 1), containing a consolidation of past City Council resolutions and operational practices. This Council Policy:

- Provides clarity for external users, administrators and stakeholders of the TRP program;
- Outlines program provisions, fees and objectives in one policy document in a more transparent manner; and

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- Assists with consistent administration of the program.

Policy approval will not result in any operational changes. The policy proposes a consistent fee structure using a formula where the hourly parking rate set in [Bylaw No. 7200, The Traffic Bylaw, 1991](#) is considered the base rate, and fees are calculated as a percentage of that base. For ease of understanding and administering the policy the percentages are rounded to the nearest 5%, and the rates rounded to the nearest \$0.05 (see Appendix 2). This approach ensures that TRP fees are adjusted in conjunction with changes to the hourly parking rate without the need for further bylaw amendments.

FINANCIAL IMPLICATIONS

Use of the noted base rate approach results in some minor differences to the existing TRP fee schedule and any such financial implications resulting from this approach are negligible.

OTHER IMPLICATIONS

If this Council Policy is adopted, amendments to [Council Policy C09-013 - Use of Sidewalks, Boulevards and Parking Stalls – Vending](#), and [Council Policy C09-039 - Mobile Food Truck Policy](#), will be necessary. Amendments to these policies will be presented at the Standing Policy Committee on Planning, Development and Community Services meeting held on February 5, 2025.

APPENDICES

1. Draft Temporary Reserved Parking Program Council Policy
2. Temporary Reserved Parking Program Fee Schedule

REPORT APPROVAL

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