



## Corporate Services Staff Report

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Report Number: C31-2024  
Report Title: Parking By-law Housekeeping Amendment  
Author: Vanessa Albanese, Municipal Enforcement Supervisor  
Meeting Type: Council Meeting  
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Final Version: Yes  
Reviewed By: Jeff Smith, Director of Corporate Services/Clerk  
Final Review: Chief Administrative Officer

### Recommendation:

That the Council of the Township of Woolwich, considering Report C31-2024 respecting Parking By-law Housekeeping Amendment adopt the amending by-law attached to the report.

### Background:

By-law Number 71-2012 was adopted by Council on November 5, 2012, to regulate parking on private property and municipal parking lots. The Township received set fine approval from the Regional Senior Justice, which has now been incorporated into the Administrative Monetary Penalty System (AMPS). This system allows By-law Enforcement Officers to issue tickets for various offences, including:

- Parking on private property without the owners' consent
- Parking between 2:30 and 6:00 am, when Township lots are closed
- Parking in an area other than a parking space

This by-law also authorizes Council to appoint Specially Appointed Enforcement Officers to enforce parking on their own property, including the Waterloo Region Airport, St. Jacobs Farmer's Market, Elmira District High School and several multi-residential properties.

## **Comments:**

### **Consistent Definition**

The current by-law does not align with the definition of “vehicle” as outlined in the Highway Traffic Act. Currently, the by-law refers to "motor vehicles," which is a more limited term. The proposed amendment will update the by-law to be consistent with the broader definition of "vehicle" under the Highway Traffic Act.

### **Penalty Amounts:**

As part of this amendment, the Administrative Penalties under By-law 58-2024 have been updated to include new offences specified in the proposed changes to By-law 71-2012. New fines are highlighted in yellow in attachment 1. The fine amounts remain consistent with those previously approved by Council.

### **Other Proposed Changes**

Staff have identified other opportunities to update and improve the by-law language. The following amendments are proposed:

1. Removal of moving violations:

The by-law will no longer include moving violations (e.g., speeding or driving the wrong way in parking lots), as these were previously listed but not enforceable through parking penalty notices.

2. Removal of Horse-Drawn Vehicle Parking Restrictions:

The provision restricting parking for horse-drawn vehicles, which is not applicable for penalty notices, will be removed.

3. New Accessible Parking Requirements:

A new provision to prohibit parking in accessible parking spaces unless the vehicle displays a valid accessible parking permit when authorized signs are posted and visible.

4. Unlicensed Vehicles Parking:

A new regulation is proposed which prohibits the parking of unlicensed vehicles in municipal parking lots at any time.

## **Interdepartmental Impacts:**

None.

**Financial Impacts:**

None.

**Community Strategic Plan Impacts:**

This report supports the strategic goal of maintaining an innovative customer service focus by ensuring staff can provide services that meet and exceed community expectations.

**Conclusion:**

Staff recommend adopting the by-law to amend By-law No. 71-2012 and By-law No. 58-2024 attached to this report to provide update and improve consistency in the language of the by-law.

**Attachments:**

1. Amending By-law