

On-Street Parking Regulation Change Policy

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Transportation Services Department

Category: Traffic Services Policy

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[Policy Statement](#)

[Purpose](#)

[Application](#)

[Policy Requirements](#)

[Responsibilities](#)

[Enquiries](#)

Policy Statement

This policy defines the process to be following in order to change on-street parking regulations in response to community driven requests on any existing roadway within the City of Ottawa.

Purpose

The purpose of the policy will formalize the Petition Process to facilitate on-street parking regulation changes which will ensure a fair and consistent process for everyone within the City of Ottawa.

Application

This policy will be used by the Transportation Department's Traffic Services staff to establish on-street parking regulations to meet community driven requests for change.

In general, changes to on-street parking regulations are triggered by two forms of concerns: "Safety Related" and "Community Requests". As "Safety Related" concerns are addressed through Delegated Authority as established by City Council approved by-laws, this Policy provides the process to be followed when addressing "Community Request" related concerns. "Community Requests" typically are for the implementation of parking or stopping prohibitions, or for changes to the maximum allowable 1, 2, 3 hour parking durations.

Policy Requirements

When a request is initially received staff will undertake a review of collision records and conduct a site check to determine if there are identifiable safety issues. If there are safety issues, the Ward Councillor is notified and changes, typically prohibiting parking or stopping, are implemented through delegated authority. If no identifiable safety issues are present, staff will review the request to determine if the changes can be supported from traffic safety and operational aspects. If the requested changes can be supported, the resident making the request will be offered the petition process to help achieve their objectives. The resident then becomes the proponent of the petition. Requests for the installation of “No Stopping” regulations will not be supported due to the implications to parking availability for those with accessible parking permits.

If the proponents decide to follow the petition process, staff will provide the required documentation. The documentation consists of a form outlining the requested regulation changes and further outlines potential impacts of the proposed change. A listing of all addresses that must be visited to provide affected residents with the opportunity to indicate whether or not they support the proposal is included on the form. For multi-family dwelling units, such as apartment buildings, only one signature is accepted, generally from the property manager. Those consulted indicate their position by signing the form as appropriate.

It is the responsibility of the proponent to visit every address listed on the petition form provided by the City. The petition not only serves to inform City staff of the proportion of residents who support the change in on-street parking regulations, but it also provides notice to the residents along the street that a change may occur and that there may be some signage installed within the City right-of-way adjacent to their property. The rate of support is set at 66% to be consistent with other City Council approved petition processes, such as that used for the [City of Ottawa Speed Zoning Policy](#).

Following receipt of the completed petition form, the Ward Councillor will be advised of the outcome and requested to provide their concurrence before further action is taken.

Responsibilities

Traffic Services staff will be responsible for collecting and evaluating the data to determine if on-street parking regulation changes are required to rectify safety concerns or if the petition process is to be followed to satisfy a community based request. Traffic Services staff will be responsible to apply the petition process when deemed appropriate. Traffic Services staff will also be responsible for issuing the work orders and installing the signage required to establish the on-street parking regulations within the right-of-way, once criteria are met.

Enquiries

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