

To: COUNCIL

Meeting Date: 7/22/2025

Subject: Cooper Street Parking Lot Regulation Update

Submitted By: Leah Walter, Director of Engineering & Transportation

Prepared By: Melissa Lachance, Transportation Engineering Technologist

Report No.: 25-007-CD

File No.: C11

Wards Affected: Ward 2

RECOMMENDATION(S):

THAT Report 25-007-CD Cooper Street Parking Lot Regulation Update be received;
AND FURTHER THAT the by-law to amend the Private Property By-law, Schedule C, included as Appendix A to Report 25-007-CD, be passed.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to update parking regulations for the Cooper Street Parking Lot under Private Property By-law, Schedule C.

Key Findings

- The City currently leases property at 21 Cooper Street to operate as a municipal parking lot during certain days/times of the week.
- The previous lease has expired and property ownership has changed.
- A new lease agreement has been negotiated that provides the City with exclusive rights to operate the private parking lot as a municipal parking lot year-round from Sunday 12:00 a.m. (midnight) to Saturday until 10:00 a.m.
- The owner of 21 Cooper Street has exclusive rights to use the lot every Saturday from 10:00 a.m. to 11:59 p.m.
- Four parking spaces in the lot are reserved for use by the property owner year round.

Financial Implications

The estimated cost to implement the signage changes required because of the Private Property By-law update is \$1,500 and will be funded from the 2025 Parking Lot Operating Budget.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable

Strategic Action: Not Applicable

OR

☒ Core Service

Program: Community Development

Core Service: Lot Operations

The recommendation of this report proposes updates to parking regulations that are either absent or require amendments within the Private Property Parking By-law. These regulations are essential for defining parking operations and ensuring an inclusive and efficient transportation network.

BACKGROUND:

The City has leased 21 Cooper Street for use as a municipally operated parking lot since February 1977. The existing lease agreement has expired and property ownership has changed. A new lease agreement has been negotiated with the new property owner and includes revised parking regulations to better suit the needs of the current property owner. As such, the City's Private Property By-law needs to be updated to reflect these regulations. Under the terms of the agreement, the city continues to be responsible for all summer (repairs, line painting) and winter (snow removal) maintenance.

ANALYSIS:

The Cooper Street Lot is currently regulated by a 12-hour free maximum time limit, Sunday to Friday, with a late night parking restriction Monday to Saturday between the hours of 2:30 a.m. to 6:00 a.m.

With the updated regulations, the new property owner will have the exclusive right to use the parking lot every Saturday from 10:00 a.m. to 11:59 p.m. Additionally, four (4) parking spaces will be regulated as Permit Parking for Place of Worship members, year-round.

The lot will be available for public use at all other times and will be regulated by a 12-hour free maximum time limit starting Sunday at 12:00 a.m. (midnight) to Saturday at 10:00 a.m. Parking will be prohibited Monday to Thursday from 2:30 a.m. to 6:00 a.m. Late-night parking will be permitted Thursday overnight to Sunday subject to the 12-hour parking limit and owners rights for exclusive use of the lot. The overnight parking will allow for supplementary parking on the weekends for both residents and businesses when additional parking resources may be required.

The Private Property By-law also requires updating to remove historical references to the St. James Church Lot, which was renamed to the Cooper Street Parking Lot in 2019. Schedule C of the Private Property By-law will be amended by removing the sections that reference the St. James Church Lot.

These updates to the parking regulations seek to ensure equitable access while maintaining efficient use of the parking facilities.

EXISTING POLICY / BY-LAW(S):

The City's Private Property By-law, Schedule C, was reviewed to determine the necessary updates.

FINANCIAL IMPACT:

The estimated cost to implement the signage changes required because of the Private Property By-law update is \$1,500 and will be funded from the 2025 Parking Lot Operating Budget.

PUBLIC VALUE:

Collaboration:

By working collaboratively with private property owners, the City can provide municipal parking resources that add value to the community.

ADVISORY COMMITTEE INPUT:

Not applicable.

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

An internal consultation was held with Realty Services, who managed the lease agreement with the property owner.

CONCLUSION:

Based on the assessment outlined in this report, it is recommended that the Private Property Parking By-law, Schedule C, be amended as per Appendix A to ensure the By-law reflects the new lease agreement.

These changes reflect the needs of the property owner while maintaining regulations to effectively operate the parking lot as a municipal lot for public use.

REPORT IMPACTS:

Agreement: **No**

By-law: **Yes**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 25-007-CD Appendix A – Cooper Street By-law Amendment