



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Laurie Wills, P.Eng., Director of Public Works
Standing Committee Date: April 3, 2024
Report Number: PW-2024-008
Council Meeting Date: April 24, 2024
Subject: **Parking Capacity Study Results**

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1. Recommendation:

THAT Council receive the 2023 Parking Capacity Study prepared by Paradigm Transportation Solutions Limited for information purposes; and

FURTHER THAT Council direct staff to prepare a by-law that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed; and

FURTHER THAT Council direct Staff to review the payment in lieu of parking policy based on the results of the 2023 parking Capacity Study through a zoning by-law amendment.

2. Executive Summary:

Please refer to the executive summary of the attached Parking Capacity Study.

Next Steps:

Based on the results of the Parking Capacity Study, there will be no requirement for a parking structure in Cobourg. Staff are recommending that Council direct

Staff to prepare a by-law that stipulates how parking revenue is utilized in the budget so as to ensure appropriate distribution of funds is consistently followed.

Through the zoning by-law amendment, it is also recommended that the payment in lieu of parking policy be reviewed based on the results of the 2023 parking Capacity Study.

3. Background

The last parking capacity study conducted was in 2014. Following the significant changes implemented in the waterfront parking area over the past few years, an updated parking capacity study was warranted. Budget was allocated in 2023 and a Request for Quotation (RFQ) was issued in July 2023. Only one quotation was received from Paradigm Transportation Solutions Limited in the amount of \$46,600.

As part of the study, field work was conducted by way of day long surveys on four separate occasions throughout the weekdays and weekends in August and September. Parking counts need to be considered for peak and shoulder seasons.

4. Discussion:

Currently, a portion of parking revenue is distributed to waterfront operations, by-law enforcement and administration. With respect to preparing a by-law for the distribution of parking revenue reserve fund, the following are a few suggestions for Council's consideration:

1. Continue contributing appropriate operational and capital funds for waterfront tourism expenses.
2. Continue contributing appropriate operating funds for by-law enforcement and administrative expenses.
3. Continue to utilize parking reserve funds for capital expenses associated with parking infrastructure such as meter replacements, etc.
4. Upon completion of asset management planning in 2025 whereby a 10 year financial forecasting plan will be established for the operations and capital replacement of all assets, consider dedicating a portion of the parking reserve to road infrastructure for the upkeep and replacement of on-street parking spaces.
5. Consider establishing future parking expansion plans and saving the necessary funds for the expansion(s) should capacity become less than desirable. Potential expansion plans are outlined in the Parking Capacity Study.

5. Financial Impact and Budget

N/A

6. Relationship to Council’s Strategic Plan Priorities 2023 to 2027 and beyond:

- Thriving Community
- Service Excellence
- Sustainability

Parking has varying levels of service provisions. Revenue from user fees can sustainably offset tax payer costs associated with parking infrastructure, tourism, road maintenance (on-street parking) and by-law enforcement.

7. Public Engagement:

N/A

8. Attachments:

Paradigm Transportation Solutions Ltd. Parking Capacity Study – Final Report

Report Approval Details

Document Title:	Parking Capacity Study Results.docx
Attachments:	
Final Approval Date:	Mar 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Mar 26, 2024 - 4:42 PM