



# CITY POLICY

**POLICY NUMBER: C209C**

---

**REFERENCE:**

C209B – Council Minutes 2005 07 05  
C209A – Council Minutes 2005 01 28  
C209 - Council Minutes 1984 12 11  
C152 – Council Minutes 1978 02 28, Page 710  
C143 - Council Minutes 1978 10 24, Page 2463

**ADOPTED BY:**

City Council  
26 November 2007

**SUPERSEDES:**  
**C209B**

---

**PREPARED BY:** Planning and Development

**DATE:** 25 October 2007

---

**TITLE:** Parking Meter Permits

---

**Policy Statement:**

1. Parking meter permits for use at City parking meters will be provided in accordance with a fee schedule to be approved by City Council.
2. Parking meter permits will be provided at no cost to the following elected officials: Mayor, Members of Edmonton City Council, Premier, Lieutenant Governor of Alberta, Provincial Cabinet Ministers, Members of the Legislative Assembly, Members of Parliament Representing Edmonton, Elected School Trustees Representing Edmonton and The Chief Justice of Alberta.

---

**The purpose of this policy is to:**

- Formalize the issuance of parking meter permits by establishing permit types, restrictions, and corresponding annual fee schedules.
- Ensure that the Mayor, Members of Edmonton City Council, Premier, Lieutenant Governor of Alberta, Provincial Cabinet Ministers, Members of the Legislative Assembly, Members of Parliament representing Edmonton, elected School Trustees representing Edmonton, and the Chief Justice of Alberta may each obtain an unrestricted parking meter permit at no cost.

Parking Meter Permit - as a permit which, when properly displayed on a parked vehicle, provides exemption of parking meter fees during the hours of meter operation for any one parking space in accordance with the restrictions contained thereon.

---

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.



# CITY PROCEDURE

**POLICY NUMBER:** C209C

---

**AUTHORITY:** City Manager

**EFFECTIVE DATE:** 01 01 2008

---

**TITLE:** Parking Meter Permit

---

**PAGE:** Page 1 of

## 1. DEFINITIONS

- 1.01 'Parking Meter Permit' – a permit which, when properly displayed on a parked vehicle, provides exemption of parking meter fees during the hours of meter operation for any one parking space in accordance with the restrictions contained thereon.
- 1.02 'Elected Officials Parking Meter Permit' - Parking meter permits which are issued at no cost to designated elected officials will cover a one year period from November 1<sup>st</sup> to October 31<sup>st</sup> of the year following.
- 1.03 'Annual Fee' - A fixed charge for each type of parking meter permit which covers a one-year period from January 1<sup>st</sup> to December 31<sup>st</sup> of the year following and which is prorated for any portion of that year subsequent to January 1<sup>st</sup>.
- 1.04 'On Street Parking Meter' – Any parking meter located within the Municipal boundaries with the exception of those at the following locations:
- (i) any 15 minute and 30 minute parking meter
  - (ii) in the City Hall Parkade (Designated Elected Officials exempt)
  - (iii) on any Private Property including any Hospital, Post-Secondary Educational Institute/Campus, etc. and where otherwise indicated on private property.

## 2. PROCEDURES

- 2.01 City Manager to:
- a) Monitor the policy as to condition for corporate use of parking meter permits and recipients thereof;
  - b) Recommend to City Council changes as required to parking meter permit fees.
- 2.02 Transportation & Streets Department to:
- a) Review parking meter permit criteria and charges as required and report to City Council.
  - b) Submit any proposed permit changes prior to budget preparation for the following year.
- 2.03 Office of the City Clerk to:  
Provide lists of the current elected official representatives for the Province, Alberta and Capital Region Alliance, and City Council, for the issuance of permits at no cost.
- 2.04 Planning & Development Department to:



# CITY PROCEDURE

**POLICY NUMBER: C209C**

---

**AUTHORITY:** City Manager

**EFFECTIVE DATE:** 01 01 2008

---

**TITLE:** Parking Meter Permit

---

**PAGE: Page 2 of**

- a) Effect production of new parking meter permits annually and issue as requested.
- b) Maintain a computer record of parking meter permit holders.
- c) Receive and process payment according to annual fee schedule.
- d) Issue parking permits at no cost to designated elected officials as requested.
- e) Provide input for the periodic review of parking meter permit criteria and charges to the Traffic Operations Section, Transportation and Streets Department.
- f) Enforce restrictions of parking meter permits pursuant to Traffic Bylaw 5590.

## 2.05 Permit Requests:

- a) The Planning & Development Department will issue permits upon receipt of a requisition from outside Businesses/Municipalities/Government Agencies/Public, stating the type of permit required and name of purchaser. The Permit will be issued upon receipt of payment.
- b) The Planning & Development Department will issue Elected Unrestricted Time Limited Parking Meter Permits to designated Elected Officials at no cost upon request from the Office of the City Clerk.

## 2.06 Permit Types & Restrictions:

- a) **TWO HOUR PARKING METER PERMIT:**  
Authorizes the driver to park vehicle in any approved meter zone without payment at any time provided such parking period is limited to two hours. The annual fee is prorated for any portion of that year after January 31<sup>st</sup>.
- b) **NO TIME LIMIT PARKING METER PERMIT:**  
Authorizes the driver to park vehicle in any approved meter zone without payment at anytime – in accordance with meter or zone restrictions. The annual fee is prorated for any portion of that year after January 31<sup>st</sup>.
- c) **DESIGNATED ELECTED OFFICIALS PARKING METER PERMIT**
  - (i) Parking meter permits which are issued at no cost to designated elected officials will cover a one year period from November 1<sup>st</sup> to October 31<sup>st</sup> of the year following. The Premier and Lt. Governor of Alberta may receive an unrestricted parking permit at no cost, as dictated by intergovernmental protocol.

The Mayor, Members of Edmonton City Council, Provincial Cabinet Ministers, Members of the Legislative Assembly representing Edmonton, Members of Parliament representing Edmonton and elected school trustees representing Edmonton may each obtain an unrestricted parking meter permit at no cost as approved by City Council



# CITY PROCEDURE

**POLICY NUMBER: C209C**

---

**AUTHORITY:** City Manager

**EFFECTIVE DATE:** 01 01 2008

---

**TITLE:** Parking Meter Permit

---

**PAGE: Page 3 of**

## SCHEDULE OF FEES

1. Two Hour Parking Meter Permit..... \$ 650 per year
2. No Time Limit Parking Meter Permit .....\$2,000 per year
3. Designated Elected Officials Parking Meter .....No Charge
4. Goods and Services Tax (GST), is applicable to all parking meter fees (except those issued to Municipal and Para-Municipal Bodies).

## Letter to Public of Proposed Changes to Parking Meter Permits

October 22, 2007

ATTENTION: VALUED PARKING METER PERMIT CUSTOMERS

### **SUBJECT: FEE CHANGES FOR 2008/2009 PARKING METER PERMITS**

Please be advised that 2007/2008 annual parking meter permits which are purchased **prior to December 24, 2007**, will be available based on the 2007 fees.

However, effective January 1, 2008, the Parking Meter Permit annual fees are anticipated to be increased as follows:

**Unlimited Parking Meter Permit \$2,000.00/Year will be discontinued November 1, 2008.**

**Two Hour Parking Meter Permit \$650.00/Year** will be the only option available for an On Street Parking Meter Permit effective **November 1, 2008.**

The changes to the Parking Meter Permit fees and types are based on the following rationale:

Parking meters are installed with the intention of quick turnover to maintain parking availability for the general public. Parking is crucial and a vital component for the business community, especially in the Central Business District. The Transportation Department has received numerous complaints throughout the years from the general public and the business community concerning the lack of parking meter availability due to the large number of annual parking permit holders occupying the parking meter spaces.

In conjunction with the changes to the parking meter permit fees, the Transportation Department completed an external scan on monthly parking rates for major municipalities in Canada including Edmonton. The average rate in Edmonton is \$250.00 per month. Monthly rates for other major cities in Canada are higher.

The two hour parking meter permit fee increase is in line with the current rates structure and number of hours per day and days in operation.

If you have any questions in this regard, please contact the Customer Information & Advisory Call Centre at 496-3100.

Yours truly,

Mark Garrett, Branch Manager  
Development Compliance Branch