

## Parking Meter Permit Policy



Section	Date	By-Law Number	Page	Of
Administration & Finance	October 20, 2015	151-2015	1	2
Subsection	Repeals By-Law Number		Policy Number	
Parking Meter Permits			AF-11-1	

### Purpose

Authorization is vested with the City Clerk to issue two (2) types of parking meter permits on behalf of the City. These permits, outlined below, allow vehicles to be parked at a meter without the necessity of depositing coins. From time to time, Council may review and approve the list of persons receiving Parking Meter Permits and may make any additions or deletions as they deem appropriate.

A General Parking Meter Permit may be issued to any other City employee on an as required basis due to operational needs through the Office of the Clerk.

### i) General Parking Meter Permits

One (1) general permit shall be issued indicating the licence plate number to a maximum of three (3) personal vehicles that may be utilizing the permit, and as such, the permit is transferable from one vehicle to another rather than issuing separate permits.

This permit shall be issued without charge, on an annual basis to the following:

City of Kenora Mayor  
City of Kenora Councillors  
Municipal Engineer  
Community & Development Services Manager  
Manager of Operations & Infrastructure  
Kenora Hydro Manager  
Economic Development Officer  
City Planner  
Manager of Fire & Emergency Services  
Current Members of Parliament (MP and MPP)  
Municipal Prosecutor  
POA Clerks  
Special Events Coordinator

## Parking Meter Permit Policy

Policy Number	Page	of
Af-11-1	2	2

### **Replacement Permit**

In the event that a replacement permit is required, regardless of a permit originally being paid for, or issued on a gratis basis, a fee of fifteen dollars (\$15) will be levied against the permit holder.

### **Guest Parking Permits**

This permit shall be issued without charge on a temporary basis to out-of-town persons who are employed on municipal business that requires a short stay in the City of Kenora (i.e. a road auditor; computer software programmer; consultant, etc.).

All municipalities within the Kenora District Municipal Association (KDMA), as well as the Town of Fort Frances shall receive one (1) Guest Parking Meter Permit, issued annually on January 1 of each year, forwarded by way of letter from the Office of the Mayor.

The Clerk shall issue Guest Parking Permits to residents who live in residential areas adjacent to the downtown area where the only available on-street parking is metered parking. This policy specifically applies to those residents on Third Street South where parking meters are located directly in front of their homes and who do not have a driveway to accommodate their vehicle(s). One (1) Guest Parking Permit (whether they own a home or rent) will only be issued, indicating its use to "Third Street South Only."

All Guest Parking Permits issued shall contain a licence plate number, a specified area for its use, together with the expiry date of the permit and the signed initials of the issuer on behalf of the City.

### **City-Owned Vehicles**

All City-owned vehicles that bear the City logo and/or colours shall be deemed to have a parking meter permit.

### **Issuing of other Permits not contained in Policy**

At the discretion of the Clerk and/or Council, other Parking Meter Permits and Guest Permits may be issued from time to time as deemed necessary, however, no parking meter permits shall be sold to any employee, individual(s), company or business.