



# Municipality of Port Hope

## Staff Report

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### Report Title: Parking By-law Report

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**Report to:** Council

**Date of meeting:** March 17, 2026

**Report Author:**

Dave Chatwell, Manager, Municipal Law Enforcement

**Department responsible:**

Legal & Legislative Services

**Report Number:** LLS-16-26

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### Recommended Motion:

1. That Council receive this report for information; and
2. That Council endorse Staff's continued work toward finalizing the new Parking By-law in conjunction with the Municipality's Administrative Monetary Penalty System (AMPS) implementation; and,
3. That Staff be directed to report back to Council with the final Parking By-law for enactment once the AMPS program and associated requirements are in place.

### Highlights:

- The draft Parking By-law contains a municipality-wide winter overnight parking restriction prohibiting parking on any municipal highway from 2:00 a.m. to 6:00 a.m., December 1 to March 31, with Council authority to create exceptions by Schedule or authorized sign.
  - The draft Parking By-law introduces a 12-hour maximum on-street parking limit, subject to shorter/longer limits by sign/Schedule or where otherwise authorized by the Municipality.
  - The draft Parking By-law is structured to support AMPS, including provisions designating parts of the by-law for AMPS application and confirming the Provincial Offences Act framework will not apply to designated provisions.
  - Staff will implement a no-cost resident parking permit program allowing eligible residents to park up to 24 hours (exempting them from the 12-hour and overnight winter restriction), with permits void during snow events to protect winter maintenance operations (administrative implementation program to accompany the by-law coming into force).
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## **Background:**

Council previously received Staff's report on the Administrative Monetary Penalty System (AMPS) and directed Staff to proceed with AMPS implementation and to bring forward the required by-laws, including a by-law to govern and control parking of vehicles in the Municipality and to remove parking violations from the Municipality's Traffic and Parking By-law 39/2008 at a future Council meeting. The AMPS report further notes that the Municipality's Traffic and Parking By-law 39-2008, as amended, needed to be amended to identify that the parking provisions will no longer be subject to the Provincial Offences Act (POA) and will instead be governed by the AMPS process; due to that need, Staff recommended drafting a new Parking By-law to coincide with AMPS enactment, with any tickets issued prior to that time continuing under the existing POA process until completed.

In addition to AMPS-readiness, Staff are bringing forward this draft Parking By-law due to persistent operational and community impacts associated with parking on streets during winter conditions. Staff have received a significant number of complaints regarding vehicles parked on municipal roads during snow events, resulting in plows being required to go around vehicles and, as a consequence, depositing large amounts of snow into residents' windows. This issue is routinely raised by residents as a particular hardship for seniors and others with mobility limitations who are least able to manage increased windrow accumulation.

Staff also continue to receive operational concerns from winter maintenance operators regarding the safety risks of plowing narrow residential streets where vehicles are parked on the travelled portion of the roadway. In some circumstances, drivers have advised that streets may not be fully plowed, or possibly delayed, due to safety concerns, including limited clearance and the risk of collision or equipment damage. While winter maintenance practices are operational decisions made by Works and Engineering, the parking regulatory framework is a key municipal tool that supports safe, consistent, and timely winter maintenance access. From a municipal risk-management perspective, reduced or delayed snow clearing can increase exposure to complaints and claims and can elevate public safety risks, particularly where snow accumulation affects emergency access, pedestrian safety, and roadway safety.

## **Discussion:**

The draft Parking By-law includes a municipality-wide winter overnight parking prohibition designed to directly support winter maintenance operations. Specifically, the draft provides that no person shall park on any highway under municipal jurisdiction during the hours of 2:00 a.m. to 6:00 a.m. from and including December 1 to and including March 31, except where authorized by the Municipality, and Council may identify exceptions by Schedule or authorized sign. Staff's intent is to use this consistent municipality-wide restriction to improve plowing and snow removal effectiveness, reduce the need for plows to manoeuvre around parked vehicles, and reduce the secondary impacts on windrows that occur when plows must leave the optimal plowing line due to obstructions.

The draft Parking By-law also introduces a 12-hour maximum on-street parking limit. The by-law provides that no person shall park on any highway "for a period longer than

twelve (12) hours,” except where a shorter or longer period is established by authorized signs or by Schedule, or where otherwise authorized by the Municipality. This provision is intended to support vehicle turnover, reduce extended on-street storage, and address ongoing enforcement complaints about vehicles that residents believe are derelict because they have not moved for extended periods. It also supports operational response where Staff encounter vehicles leaking fluids onto the roadway, an issue that creates environmental and maintenance concerns and can accelerate pavement deterioration. In addition, Staff note that residential roads generally do not have the same pavement structure and asphalt thickness as major municipal arterials, and they are not designed to function for long-term parking; improving turnover and reducing long-duration curbside storage supports the Municipality’s asset management objectives and roadway lifecycle performance.

To address fairness and to mitigate resident impacts, particularly for households without sufficient off-street parking, Staff will implement a no-cost resident parking permit process, up to ten permits per year, as part of the rollout. This process will allow eligible residents to park for up to 24 hours, exempting them from the 12-hour maximum and the winter overnight restriction, while preserving operational control by making such permits void during snow events to ensure winter maintenance access is not compromised. The draft by-law already contemplates parking exceptions “where otherwise authorized by the Municipality” for the 12-hour rule and permits authorization-based exceptions to the winter overnight prohibition, which can support the administrative permit approach.

Staff will be conducting an internal parking and signage review to develop recommendations for street-specific parking controls and signage across the municipality, with a focus on winter operations and residential neighbourhood impacts. The purpose of this work will be to (i) provide clearer understanding for residents particularly in areas where properties do not have driveways about winter parking procedures and expectations, (ii) ensure signage and restrictions are practical for winter maintenance operations, and (iii) provide Council the opportunity to consider and impose its policy direction on parking signage and restrictions throughout the municipality (e.g., where exemptions, signed exceptions, or alternative restriction periods may be appropriate). This review will also assist with prioritizing signage locations, standardizing sign messaging, and strengthening enforceability and resident comprehension.

From an AMPS implementation standpoint, the draft Parking By-law is structured to operate within the AMPS framework. It designates sections of the by-law for AMPS application and provides that the Provincial Offences Act does not apply to contraventions of designated provisions. This aligns with the AMPS report’s description of the new process, including the ongoing pathway for unpaid parking penalties to be sent to the Ministry of Transportation and applied to the vehicle’s licence plate following the AMPS adjudication lifecycle.

Staff also note that the draft includes an “Effective Date and Repeal” clause stating the by-law would come into force upon passage and receipt of a set fine order issued by the Chief Judge of the Ontario Court of Justice, and that certain prior by-laws would be repealed, in conjunction with the intended new Traffic By-law. Staff will also ensure the

draft Parking By-law is reviewed through the Municipality's Equity, Diversity and Inclusion (EDI) framework prior to bringing forward a final enactment draft.

In addition, prior to enactment, Staff will circulate the refined draft by-law to the committees identified as appropriate for comment, to ensure community perspectives and operational considerations are captured and to support transparent, informed decision-making.

### **Financial Considerations:**

As outlined in the prior AMPS report, Staff anticipated that implementing AMPS would reduce reliance on the court system and improve cost effectiveness, including projected reductions in legal fees and improved revenue retention. The AMPS report also projected an increase in parking ticket revenue with the introduction of the new Parking By-law under AMPS, based on an anticipated start date of July 1, 2026, subject to change based on implementation timing. Staff will continue to refine implementation costs for signage, communications, permitting administration, and AMPS screening/hearing operations as program launch details are finalized.

As new parking signage may be required prior to year-end, those costs will be managed through the applicable operating budget. Any additional signage requirements for the following year will be included for consideration through the 2027 operational budget.

### **Communication and Public Engagement:**

Consistent with the AMPS report, public communication will be delivered through the Municipality's website and social media platforms, and Staff will provide three public education/consultation sessions regarding the new Parking By-law. Communications will emphasize the purpose and timing of the winter overnight restriction (winter maintenance and safety), the reason for the 12-hour turnover rule (roadway function and neighbourhood impacts), and the availability and conditions of the free resident permit program, including when permits are void during snow events.

### **Conclusion:**

This report is provided to update Council on the draft Parking By-law that will replace the parking provisions currently housed within By-law 39/2008 and will support AMPS implementation once the AMPS process and related requirements are in place. The two key operational additions are the winter overnight parking restriction (2:00 a.m. to 6:00 a.m., December 1 to March 31) and the 12-hour on-street maximum, which are intended to improve winter maintenance effectiveness and safety, reduce resident impacts during snow events, support turnover, and address long-duration curbside storage issues and related roadway concerns.

### **Attachments:**

Attachment 1- Draft Parking Bylaw