



STAFF REPORT
THE CORPORATION OF THE TOWN OF COBOURG

Regular Council

Report to: Mayor, Deputy Mayor, and Councillors
From: Brent Larmer, Municipal Clerk/Director of Legislative Services
Report Number: LS-2026-013
Council Meeting Date: March 25, 2026
Subject: **Supplementary Report from Standing Committee regarding the 2026 Municipal Parking Review and Recommendations**

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1. Recommendation:

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on March 11, 2026, the Committee considered Report No. LS-2026-012 from the Municipal Clerk/Director of Legislative Service regarding 2026 Parking By-law Report and directed Staff to report back with a supplemental report.

NOW THEREFORE BE IT RESOLVED THAT Council enact By-law No. 015-2026 to amend the Parking By-law; and

FURTHER THAT Council endorse the following amendments to the Parking By-law as per the direction from the Committee:

- Parking in all paid parking areas within the Town become operational across both the downtown and waterfront areas twelve (12) months of the year with enhanced wayfinding signage to communicate parking availability as outlined within Attachment “1”;
- Implementation of three (3) hour free parking in both the high season and low season (twelve (12) months) where paid parking is required within the downtown area as outlined within Attachment “2” this includes both the street and parking lots;

- Downtown Parking rates to be updated to \$2.50 per hour during high and low season to be paid if parked longer than the three (3) hours free parking limit;
- Waterfront parking rates are maintained at \$5.00 per hour and \$40.00 a day during the high season only and during the low season the parking rates at the waterfront are changed to the downtown parking rates which include the three (3) hour free parking provisions at these lots;
- Cobourg Resident Parking Pass being created in place of the waterfront only passes, to be purchased at \$10.00 per month to include both the downtown and the waterfront area during the high and low season, to allow residents the ability to park anywhere that paid parking is required and so that residents can purchase the amount of months they would like per season through the year rather than a set period;
- Downtown Business Improvement Area parking pass for DBIA employees for both the high and low season at a cost of \$20.00 a month for a total of \$240 per year at a savings of \$180.00 per year for DBIA employees for parking in the downtown municipal lots;
- Establishment of a Marina Seasonal Slip Parking Pass for those parked within the Marina Lot to be sold as part of the Seasonal Marina Slip at a cost of \$35.00 per month for the entire season from May to October;
- Update to include a Cobourg Resident Accessible Permit Parking Pass to allow those with registered accessible parking permits to park in accessible parking spots and all parking spots with their permit free of charge as long as they are registered with the Town and a set fine amount for illegally parked within an accessible parking spot be set at \$500.00; and

FURTHER THAT all other updates and amendments as presented in Report No.LS-2026-012, be approved by Council and included within the presented parking by-law and all others be replaced with the updates contained in the supplementary staff report; and

FURTHER THAT Council direct staff to commit to bringing forward to Council the approved council resolution related to the 2023 Parking Capacity Study which directs staff to prepare a policy that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed now that the asset management plan is complete and a 10 year financial forecasting plan has been established for the operations and capital replacement of all assets, that dedicates a portion of the parking reserve to road infrastructure for the upkeep and replacement of on-street parking spaces; and

FURTHER THAT Council direct Staff to monitor the future parking capacity needs of the Town of Cobourg on a five-year basis to prepare for any growth related demand and starting in 2027 staff begin to allocate funds to a future parking expansion reserve account dedicated to parking capital expansion projects with a yearly percentage contribution of parking revenue to be transferred to such account, and to be identified within the Parking Reserve Fund Policy to plan for

Cobourg's growth based on development and the potential to be determined regarding the impact of the introduction of a new nuclear power plant facility in the County of Northumberland and the potential growth and demand on the Town's infrastructure and amenities to prepare and maintain economic growth in Cobourg's downtown.

2. Executive Summary:

This supplementary report is being provided to all of Council from a request at the Community Services, Protection and Economic Development Standing Committee in response to the 2026 Parking By-law Report. The Standing Committee requested that Staff report back on specific items and suggestions updates to the Town's parking program.

The purpose of this staff report is to provide Council with an analysis of the proposed updates and changes based on the feedback received, along with recommendations arising from the current review of parking options. It also considers previous Council direction regarding opportunities to improve overall parking within the Town of Cobourg, with the goal of modernizing the parking by-law and parking program, subject to the comments and recommendations outlined by Town staff in the supplementary report recommendations.

3. Background

As per Council direction, staff were asked to consider options to create a Town wide annual Resident Parking Permit including to improve ease of parking for residents and also include additional downtown parking options to make parking in the downtown and waterfront area more consistent, understandable, and more accessible to all.

More specifically, the staff report that was received by the Standing Committee presented suggestions for changes based on the suggestions from the Council resolution as follows:

- That parking enforcement have two distinct seasons – a low season that starts on September 15th and ends May 14th and a high season that starts on May 15th and ends September 15th (4 month period).
- That during the 8 month low season all paid parking within Cobourg is free for the first three hours and that a day pass is set at \$20 with fines not to exceed \$80 and that the pass work for all paid parking spots in Cobourg for the entirety of the day.
- That during the high season there is no free parking at any paid parking within the town of Cobourg and further that all paid parking within the Town be set to the same rate of \$5 an hour and that a day pass is set at \$40 with fines not to exceed \$160 and that the intent of these changes are to make

up for the lost revenue during the low season and not create a new source of income

- That during the 4 months of the high season Cobourg residents can purchase a monthly parking pass good for all paid parking in Cobourg For \$25/month or \$100 for the entirety of the high season. Further that all Northumberland residents are able to purchase a monthly parking pass for \$80 for the entire high season and that all businesses located in the DBIA are permitted to purchase an \$80 monthly parking pass for any of their fulltime employees who live outside Northumberland County and that the pass be valid for all paid spots in the town of Cobourg.
- That daily parking passes are made available to be purchased online, at the parking machines or at specified vendors in the DBIA.
- That town staff make recommendations as to how they plan on make purchasing of daily and monthly parking passes more accessible and easier to purchase during the high season.
- That all accessible spaces are to become free parking at all times and that the fine for illegally parking in an accessible space be increased to \$1,000 for a first-time offence.

The Staff report also included some technical amendment to the parking by-law as the current Parking By-law has not been updated since 2023, thus needing some minor technical amendments:

- Reducing on-street parking from 12 hours to 3 hours (except with an applicable permit). Staff are proposing a Residential Street Parking Permit that would be year-round and that would allow for on-street residential parking that may be more longer term then three (3) hours, with some restrictions and time limits.
- Restricting parking on/over a sidewalk.
- Updating the list of applicable streets defined in Schedule B regarding designated “No Parking” areas
- Adding clarification to the provisions for Authorized Signs and enabling when such signs are erected that they shall immediately have full force and effect and be adhered to by motorists.
- Combining the two (2) existing 2 am to 7 am parking restrictions involving Winter and General Road Maintenance into one inclusive provision to simplify the regulation and provide clarity for enforcement.
- Amending existing heavy vehicle parking provisions to include a list of highway limits, times or days when heavy vehicles are prohibited and where official signs are displayed having reduced load restrictions for vehicles.
- Combining provisions related to significant weather events and snow events to ensure effective enforcement.

In addition to the above updates and changes being present to Council for consideration and review, the Standing Committee requested the following also be looked at by Staff and incorporated within an updated parking report to be presented to all of Council at the March 25th Regular Council Meeting:

THAT Council direct Staff to report back on parking in the Town of Cobourg at the March 25, 2026 Regular Meeting with the following:

1. A comparison to the Port Hope parking model;
2. \$40 dollar parking pass for residents Town-wide;
3. That during high-season the rate remain at the normal hourly rate of \$2.25 across the Town;
4. Consideration of a monthly pass for DBIA employees for the low and high season;
5. Implementation of a 3-hour free parking period in municipal parking lots and on-street parking for the entire year.

This staff report will address all the requested report back items and provide Council with a staff recommendation on any suggested updates and changes to the previous parking by-law recommendation presented on March 11, 2026.

Following the publishing of the 2026 Parking Report and after the Standing Committee Meeting, Staff did circulate the recommendations to the DBIA Board and the Accessibility Advisory Committee for comment as these changes would directly have an impact on these groups. The report writer attended these meetings, received questions and provided a summary of the suggested changes. Staff have received numerous comments from the DBIA, and staff have reviewed and considered each correspondence, and those comments have framed the reports supplementary recommendations.

4. Discussion:

1. Comparison on the Port Hope parking Model

The Town of Cobourg and the Municipality of Port Hope parking programs have been compared in a table below. It should be noted that both municipalities are unique jurisdictions and have a different type of geography and areas where parking is monitored and charged. Municipalities in Ontario have different parking programs because each municipality has the authority to create its own by-laws and must tailor its system to local conditions being geography, tourism, public transit availability, community expectations, financial needs both for users and taxpayers, and historical developments. All these understandings result in unique approaches to parking rates, permits, enforcement, and overall parking management in each respective municipality.

There is one key difference between Cobourg and Port Hopes parking program, which is directly related to the tourism impact resulting in a higher summer seasonal demand for Cobourg’s as a result of the waterfront and beach areas.

Cobourg waterfront and beaches are ranked one of the top beaches in Ontario to visit and consist of two (2) beaches being Victoria Park Beach and West Beach, which for over many years, brings in thousands of visitors each day during the peak summer months. This increase in visitors creates significant pressure on municipal services, infrastructure, and activity in the surrounding neighbourhoods and within the waterfront area.

This impact to increased seasonal usage in Cobourg has resulted in traditionally higher costs for waste management, enforcement, and maintenance, and without a well thought out way to collect extra revenue, taxpayers end up subsidizing the cost of visitors to Cobourg residents through tax increases. While businesses may benefit from increased tourism, the community absorbs the strain unless the town manages demand through tools like paid parking, and resident protection measures.

This specific difference between Cobourg and Port Hope was a major factor in the Town’s comprehensive review of the parking program in 2022 which included implementation of recommendations from the public volunteer groups such as the Waterfront Working Group, Transportation Advisory Committee and Parks and Recreation Committee who all provided recommendations on the current Waterfront Parking rules and regulations that are in existence today. These recommendations are attached to this report as Attachment ‘3’ and Attachment ‘4’.

Port Hope Parking Vs Cobourg Parking

Parking Item	Cobourg	Port Hope
Downtown on Street Meters/ Pay and Display	<ul style="list-style-type: none"> • \$2.25 per hour downtown 	<ul style="list-style-type: none"> • \$1.50 per hour downtown
	<ul style="list-style-type: none"> • Max three (3) hours 	<ul style="list-style-type: none"> • Max four (4) hours
	<ul style="list-style-type: none"> • Enforced 8am to 6pm Monday to Sunday and holidays 	<ul style="list-style-type: none"> • Enforced 9am to 6pm Monday to Friday excluding statutory holidays
	<ul style="list-style-type: none"> • Saturdays and Sundays and statutory holidays parking is enforced 	<ul style="list-style-type: none"> • Saturday and Sundays and statutory holidays free

Downtown Municipal Lots Permit and Pay and Display	<ul style="list-style-type: none"> • Seven (7) - Two (2) hour free parking Downtown Lots 	<ul style="list-style-type: none"> • Ten (10)- All day free parking Downtown Lots.
	<ul style="list-style-type: none"> • After two (2) hours Free. More than two (2) hours payment required which would be to purchase a \$10.00 day pass. 	<ul style="list-style-type: none"> • Town Hall Parking Lot, \$1.50 per hour with pay and display payment
	<ul style="list-style-type: none"> • Enforced 8am to 6pm Monday to Sunday and holidays 	<ul style="list-style-type: none"> • Enforced 9am to 6pm Monday to Friday excluding statutory holidays
	<ul style="list-style-type: none"> • Saturdays and Sundays and statutory holidays parking is enforced 	<ul style="list-style-type: none"> • Saturday and Sundays and statutory holidays free
Waterfront on Street Meters/ Pay and Display	<ul style="list-style-type: none"> • Ten (10) on-street parking locations at the waterfront 	<ul style="list-style-type: none"> • Not Applicable, there are no Waterfront metered areas
	<ul style="list-style-type: none"> • Enforced only from May long-weekend to Thanksgiving each year 9am - 8pm, Monday to Sunday, holidays included, with the exception of the East Beach Parking Area, which is enforced from 9am to 4pm. 	<ul style="list-style-type: none"> • Not Applicable
	<ul style="list-style-type: none"> • Waterfront On-Street Parking, \$5.00 per hour or \$40.00 a day. 	<ul style="list-style-type: none"> • Not Applicable
Waterfront Municipal Lots	<ul style="list-style-type: none"> • Seven (7) Paid parking Waterfront Lots 	<ul style="list-style-type: none"> • Two (2) Paid parking Waterfront Lots at Marina

Permit and Pay and Display	<ul style="list-style-type: none"> • \$5.00 per hour or \$40 per day. Applies to all vehicles. 	<ul style="list-style-type: none"> • \$1.50 per hour to max of \$15 per day. Applies to all vehicles.
	<ul style="list-style-type: none"> • Enforced only from May long-weekend to Thanksgiving each year 9am - 8pm, Monday to Sunday, holidays included, with the exception of the East Beach Parking Area, which is enforced from 9am to 4pm. No Parking at the waterfront between 11:00 p.m. and 6:00 a.m 	<ul style="list-style-type: none"> • Enforced from Monday to Sunday, excluding statutory holidays. No overnight parking permitted from 11:00 p.m. to 4:00 a.m.
	<ul style="list-style-type: none"> • Weekends not free at the Pay and Display lots at the waterfront 	<ul style="list-style-type: none"> • Weekends not free at the Pay and Display lots at the marina
Accessible Parking	<ul style="list-style-type: none"> • Accessible parking in Downtown and Waterfront Parking Cobourg is not free. 	<ul style="list-style-type: none"> • Accessible parking in Downtown and Waterfront in Port Hope is Free




2. \$40 dollar parking pass for residents Town-wide

As part of the parking review report presented to Standing Committee on March 11, 2026, staff incorporated a recommendation based on the council direction that requested *‘during the 4 months of the high season Cobourg residents can purchase a monthly parking pass good for all paid parking in Cobourg . For \$25/month or \$100 for the entirety of the high season.*

Staff agreed with the recommendation and agreed that the Cobourg Resident Parking Pass be updated to \$80.00 for the entire high season (four months), equaling \$20.00 a month to cover both the waterfront and downtown areas.

Following feedback received by the public, committee, and the DBIA, staff recommend that the Resident Parking Pass be changed to \$10.00 per month for all Cobourg residents for both the high and low seasons to cover both downtown and waterfront locations. For the high season this would equate to \$40.00 for all four (4) months for Cobourg paid parking location. With this update, residents can purchase the pass by the month or for the entire season allowing for more flexibility

for residents rather than a fixed amount. This update would also cover off the ability for residents during the low season to also purchase a reduced parking pass to cover the low season for parking and not have to worry about expiring time in the designated three (3) hour free areas and allow for parking anywhere during the season. Additionally, as stated, residents could pay for the entire season and it would be up to them how they would like to generate their Resident Parking Pass.

User Group	Current Rate and Location	March 11 th SC Recommended Rate and Location High Season	*Proposed SC New Rate and Location High Season and Low Season
Resident	\$40.00 All Waterfront Area	\$80.00 All Waterfront and Downtown Areas	\$10.00 per month All Waterfront and Downtown Areas <i>On-Street and Municipal Lots</i>
East Beach Residents	\$20.00 All Waterfront Area	\$80.00 All Waterfront and Downtown Areas	
Recommended Choice			

3. During high season the rate remains at the normal hourly rate of \$2.25 across the Town:

As part of the 2026 parking report presented to Standing Committee on March 11, 2026, staff incorporated a recommendation based on the council direction that *‘during the high season there is no free parking at any paid parking within the town of Cobourg and further that all paid parking within the Town be set to the same rate of \$5 an hour and that a day pass is set at \$40’*. Staff agreed with this recommendation and incorporated the current waterfront fees to be charged in the high season for all parking locations across the Town.

In July 2021, Council endorsed a report from Community Services regarding the Parks & Recreation Advisory Committee’s Review of Victoria Park Beach. Council also endorsed establishing an Internal Working Group to review, provide feedback, implement, and provide recommendations to the 2022 budget process. One of the items listed in the recommendations concerning parking was to explore options such as a resident parking pass or ‘permit only’ parking spaces in waterfront parking lots, **as well as recommendations of a significant increase in parking rates.**

On February 14th, 2022 Council endorsed all of the current changes that relate to the parking rates being charged both in the downtown and the waterfront.

Recommendations made and implemented were directly from participatory decision making in the process with the public and advisory/working groups of residents.

Downtown Parking Rates approved February 2022

Year	Rate / Hour	Average Revenue
2017/2018/2019	\$1.00	\$152,897.79
2022	\$1.25	\$56,983.04
2023	\$1.75	\$126,283.00
2024	\$2.25	\$216,704.00
2025	\$2.25 <i>Rate maintained</i>	\$163,501.00
2026	\$2.50 <i>Rate increase of .25 recommended</i>	TBD

Waterfront Hourly/Daily Parking Pass and Rate approved February 2022:

Year	Previous Hourly (metered and Pay and Display)	Previous Daily Rate (metered and Pay and Display)	Average Revenue
2021	\$2.00	\$16.00 (max 8 hours)	\$204,025.79
Year	Hourly (metered/Pay and Display)	Daily Rate (parking pass)	Average Revenue
2022	\$5.00	\$40.00 (11 hours 9am to 8pm)	\$147,034.25 *(\$333,280 in fines)
2023	\$5.00	\$40.00 (11 hours 9am to 8pm)	\$642,422.05 *(\$105,788 in fines)
2024	\$5.00	\$40.00 (11 hours 9am to 8pm)	\$699,724.30 *(\$124,277 in fines)
2025	\$5.00	\$40.00 (11 hours 9am to 8pm)	\$599,805.00 *(\$123,080 in fines)
2026	\$5.00	\$40.00 (11 hours 9am to 8pm)	TBD

The above tables outline the rates that have been collected and the revenue generated since the 2022 rates changes, both in the downtown and within the waterfront parking areas. When these rates were introduced at the waterfront, so

was the introduction of the resident waterfront parking pass providing convenience and a discount rate for paid parking during the waterfront season.

As already mentioned within this staff report, the Town went through a well thought out and engaged parking review process with public engagement, advisory committee and working group consultation.

In addition the utilization of the 2014 Downtown Parking Study long-term recommendations were endorsed, which resulted in the final rates being approved and implemented by Council in 2022. The final Waterfront engagement survey results from 2021 have been attached to this staff report at Attachment '4'.



Staff do not recommend that the rates be changed to \$2.25 per hour across the Town of Cobourg for both the waterfront and the downtown area.

Staff recommend the following be implemented instead:

Downtown Parking Rates:



Low Season and High Season – All downtown parking areas have a three (3) hour free parking rule which includes all meters, pay and displays and municipal lots. After the three (3) hour free time limit, parking will be charged at a rate of \$2.50 per hour.

Waterfront Parking Rates:



Low Season – All Waterfront Parking areas maintain in operation to be utilized for parking all year and to be at the downtown parking rates and regulations. (Three (3) hours free and \$2.25 per hour and regular permit rates apply.)



High Season – All Waterfront Parking areas maintain the current waterfront rates for the high tourism season to support the cost of the waterfront operations during the peak months. (5.00 per hour and \$40.00 per day).

With the Town implementing these changes, it will continue to utilize the current well thought out waterfront parking strategy that was community led and proposed, which reflects the tourism-related impact that Cobourg experiences each year within our waterfront areas. This will help to contribute to covering the cost of the waterfront operations and lessen the indirect burden on the taxpayer. The cost and allocation of parking revenue and use of the parking reserve is further analyzed and detailed in the financial impact section of this report.

4. Consideration of a monthly pass for DBIA employees for the low and high season;

As part of the 2026 parking report presented to Standing Committee on March 11, 2026, staff incorporated a recommendation based on the council direction that *'all businesses located in the DBIA are permitted to purchase an \$80 monthly parking pass for any of their fulltime employees who live outside Northumberland County and that the pass be valid for all paid spots in the town of Cobourg'*

Staff agreed with this recommendation and incorporated a DBIA Employee pass to be purchased only during the high season for the same rate as Resident Parking Permit.

From 2005 to 2014, parking with the Downtown Area incorporated free parking across streets such as King, Covert, Hibernia and Division. The installation of paid parking meters was approved by Cobourg Council on July 14, 2014, at a cost of \$1.00 per hour for the Downtown area to allow for the reduction of long-term parking and more overturn of vehicles to support the local businesses. From 2008 to 2014, Town of Cobourg parking passes cost \$25 dollars per month. To encourage employee use of parking lots and to free up street parking for businesses, the Town, in partnership with the Downtown Business Improvement Area (DBIA), reduced monthly parking passes to \$15 dollars per month in 2014. At the time the Downtown Business Improvement Area board of directors supported the Town of Cobourg's implementation of user-paid parking solutions in downtown Cobourg, for the installation of meters on downtown streets to better support businesses.

In 2022, all downtown parking passes were updated to \$25.00 in 2022, \$30.00 in 2023, and \$35.00 in 2024, which the 2024 rate remains the current amount in 2026. When the rate for monthly parking passes was updated, the recognition of the Downtown businesses and their contribution to the downtown was not considered independently when implementing the rise in permit rates in the downtown.

During the parking updates in 2014, the reason for reduction in the parking pass amount was to benefit DBIA employees with the introduction of street meters that were installed on downtown streets to keep the flow of parking going. As outlined above, there has been a recent precedent set in Cobourg's paid parking history in the downtown, that rates have been adjusted to consider DBIA employees, and their contribution in keeping the downtown vibrant and costs to work downtown low.



Staff recommended that Council update the Downtown Business Improvement Area Employee Parking Pass to cover both the low and high season at a reduced rate of \$20.00 per month for all municipal lots, including those located within the

downtown and waterfront areas, subject to process for confirmation of downtown employment.

5. Implementation of a 3-hour free parking period in municipal parking lots and on-street parking for the entire year.

As part of the 2026 parking report presented to Standing Committee on March 11, 2026, staff incorporated a recommendation based on the council direction that *'during the 8 month low season all paid parking within Cobourg is free for the first three hours'*.

Staff agreed with this recommendation and incorporated a three (3) hour free parking provision in the new parking amendments that would be available to all during the low season for on street and municipal parking lot spaces.

In Cobourg for the past 11 years, on street parking in the downtown area has required a form of payment to park at parking meters and pay and display machines. Free parking in the downtown area has been limited to the various municipal lots for two (2) hour free of charge parking.

As part of the parking review and recommendations for updates from the Council resolution, staff have incorporated the three (3) free hour parking in the low season everywhere paid parking is required, following the expiry of the three (3) hour free, paid parking set at the current rate of \$2.25 per hour. During the high season, the current proposed regulations is that there is no free parking anywhere in the downtown for on street and municipal lots and the parking rates would change from the low season fees to the high season fees of \$5.00 per hour and \$40.00 per day at all paid parking areas.

Following the presentation of the new proposed parking program updates, staff and Council heard from many downtown business owners and residents that eliminating any free parking during part of the year and introducing heightened parking rates would dramatically impact the downtown businesses and residents and visitors attending downtown to shop and dine. As a result of the feedback received through correspondence and orally at the standing committee, the committee recommended that staff look at incorporating the three (3) hour free parking year-round across all paid parking areas.

Providing three (3) hours free parking in the downtown area, followed by paid parking upon the expiry of the free time period, offers a balanced approach to supporting the local economic activity in the downtown area while managing the parking demand. The primary advantage of Council considering this model is that it encourages short-term visits and increases accessibility for shoppers, those using restaurants, which can strengthen downtown business activity and improve overall visitor experience. The free period reduces barriers for residents year round who may not want to purchase a parking pass and minimizes administrative burden for casual users who may otherwise be discouraged by immediate payment requirements.

With the above being said, the model also presents several operational and financial challenges if introduced. Free parking during the initial three (3) hours of parking all year and during the high season can lead to higher demand and reduced space availability during peak times, potentially limiting turnover if enforcement is not consistently applied. The Town may also experience reduced revenue opportunities during the busiest hours, which could impact on the revenue generated from downtown parking and shift costs of maintaining the infrastructure onto taxpayers. Additionally, the need to monitor arrival times increases enforcement complexity and time resources.

As part of the 2023 Parking Capacity Study, the consultants looked at parking specifically in downtown Cobourg and identified on page 27 of the report that most motorists park for less than two (2) hours. On-street parking tends to occur for shorter durations (76% to 80% less than two hours) than off-street (64% to 78%) and exhibit relatively consistent duration patterns throughout the week. By contrast, durations for municipal lots tend to be longer and vary more over the week, with drivers parking for lengthier periods on weekdays (21% to 23% more than three (3) hours) than on weekends (11% to 15%). The consultants attributed the different in parking trends is likely attributable to higher levels of employee parking in the off-street spaces during the week. This data demonstrates that introducing a three (3) free parking provision in the downtown would be a benefit to the Downtown but could provide a loss in revenues collected for on-street parking.



Staff agree and support the recommendation of inclusion of the Three (3) hour free period to be applied year round in both the high and low season to support the downtown business vitality, because it provides a more balanced, sustainable, and user-friendly approach to managing downtown parking. The revised model improves turnover, supports local businesses, and enhances the visitor experience while ensuring that the costs associated with increased demand, enforcement, and infrastructure are not unfairly shifted onto taxpayers. By aligning parking regulations in the downtown areas consistently, the recommended approach strengthens the longer term viability of parking and better reflects the needs and expectations of both residents and visitors. The changes will need to be monitored and reported back to Council on the overall impact on revenues.

If this updated recommendation is approved to be implemented by Council, staff would request the Council authorize the purchase and introduction of mobile enforcement technology (licence plate recognition) for compliance monitoring (approx. \$88,000) to be funded from reserves. Mobile Licence Plate Recognition (LPR) will enable automatic licence plate recognition to efficiently address parking violations in place of staff from the time required to mark all vehicles manually in order to keep turnover of parking in the downtown consistent and complaint. Camera-mounted compliance vehicles will identify parking status of parked vehicles and how long they have been parked on street and within municipal lots. Information collected by the LPR vehicles can alert Municipal Law Enforcement Officers to parking violations. Benefits of LPR include improved enforcement resources and efficient parking management, data analytics and parking insights, data accuracy and quality and cost effective operations.

Staff also recommend that pay and display machines be installed at the higher capacity parking lots, the Covert Street and Second Street Parking lot being permitted to allow for the purchase of parking beyond the three (3) hours to be paid at the parking location in addition to the honk mobile app payment method. Currently the municipal lots only allow for parking by parking pass only, and with the introduction of a pay an display machine, this will help to support on demand parking payment to further support parking ease of use for visitors.

6. Accessible Parking in Cobourg

As part of the recommendation from Council regarding accessible parking, the direction was to update the accessible parking spaces in Town to become free parking at all times and that the fine for illegally parking in an accessible space be increased to \$1,000 for a first-time offence.

Staff reviewed this recommendation and noted that this provision on free parking for accessible spots should be sent to the Accessibility Advisory Committee for a recommendation, and that the current fine of \$300.00 remain in place for illegally parked in an accessible parking space.

The Accessibility Advisory Committee met on March 18th, 2026, and considered the recommendation by Council for free accessible parking within the Town of Cobourg.

The Accessibility Advisory Committee discussed the previous perspectives on the history of prior recommendations to Council that accessible parking should be paid parking and not free, to be equal with all parking rules and rates within the parking by-law. The Accessibility Advisory Committee's role is to promote equitable, barrier-free access, and the committee has provided these previous recommendations on free parking that free parking could unintentionally create new problems. Free accessible parking can unintentionally encourage misuse of permits, lower turnover, and make it harder for people with disabilities to find a space when they genuinely need one. The Committee also acknowledged that ensuring parking revenues continue to support accessibility improvements such as curb cuts, ramps, and enhanced enforcement. Over the years the Committee has provided recommendations and ideas on how accessible parking can be barrier free when it comes to paying for parking, such as maintaining the Downtown Accessible Parking Pass, so individuals can still contribute to paid parking while using a accessible permit, and not have to look for or use a pay and display or meter.

The Accessibility Advisory Committee provided the following recommendation:

THAT the Committee receive Report No. LS-2026-012 for information purposes; and

FURTHER THAT the Accessibility Advisory Committee recommend that Council adopt the following recommendation:

- To create an online registration system for Cobourg Residents with accessible parking permits to park for free in the Town of Cobourg in any parking space.

Staff believe that this recommendation can be introduced by creating a Cobourg Resident Accessible Parking Permit with a \$0.00 charge that would require similar registration to the Cobourg Resident Parking Pass, but each residents provincial accessible parking permit would need to be uploaded as well as proof of residency. This would allow those with accessible parking permits to park anywhere in Cobourg for free at all paid parking spaces. Anyone that is not registered would need to pay to park at accessible spots and all paid parking spaces, until they have registered their vehicles with the Town. Any visitors and non-residents would still be required to pay for parking.

Staff would need to work out the details on communications in regard to this specific parking pass and to monitor and review the use of this parking pass and report any challenges in the enforcement of the new parking rule.

The Accessibility Advisory Committee spoke to the continued observation and hearing from the community that holds accessible parking permits, that the spaces continued to have some misuse, and that a higher fine for violation may help to protect the spaces. Staff are also recommending an adjustment to the fine as suggested to Council, but acknowledging the comments from the committee with the suggestion to increase the fine amount to \$500.00 for parked in a accessible parking space without a permit.

7. Marina Slip Holder Parking Permits

Staff and Council have continued to receive feedback and correspondence from the Marina users at the Waterfront; thus staff are recommending the introduction of a new parking pass specifically for the marina operations and seasonal slip owners. This new pass category is designed specifically for seasonal slip holders at the Town's marina, recognizing their unique and recurring parking needs throughout the boating season and the requirement for overnight parking due to their marina business use.

Slip holders typically require long- duration parking, often for full days or repeated consecutive days, which places different demands on waterfront parking capacity. By establishing a tailored rate, the Town can balance the cost of providing this extended access with the need to maintain equitable pricing across all user groups. This ensures that marina users contribute appropriately to the maintenance and management of high- demand parking areas without being overcharged for a service they rely on regularly as part of the marina operations.

Staff are recommending that this pass rate be set at the \$35.00 a month rate for a total amount of \$210.00 per season on top of their seasonal slip fee. Staff also believe that the introduction of the Overnight Parking Permit will also support any accommodation that they may need in the other municipal parking lots. This rate would not be applicable to the charter fishing business slip holders, as their rates

for commercial purposes would be subject to the marinas discretion and built into the marina contract.

2023 Cobourg Parking Study comments related to public comments received on March 11, 2026 Standing Committee:

In 2023, staff engaged Paradigm Transportation Solutions Ltd. to update and complete the Parking Capacity Study for the Town of Cobourg. The final study is attached to this staff report as Attachment '5'. The parking study was completed and initiated to determine the current operational capacity of existing available parking opportunities and develop a long-range parking capacity projection for downtown Cobourg. The final report included recommended parking management strategies for the Town, through short term, medium-term and long-term strategies, and all recommended strategies are listed in detail within the final report.

The following was approved by Council related to the Parking Capacity Study:

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.

As part of the staff report, staff provided comments and suggestions with respect to preparing a policy for the distribution of parking revenue reserve fund, the following are a few suggestions that were endorsed by Council for 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.

As part of the parking study report, the consultant noted the future need of parking within the Town of Cobourg on page 5:

The present parking system meets current needs but continued growth (both general and specific to tourism) and potential redevelopment (within and outside of the study area) may result in increased demand and/or a loss of available supply in the future. To address this concern, the study assessed the need for additional parking resources to serve projected requirements.

Five-year and ten-year parking demand forecasts project a peak utilization of 72% and 77%, respectively. These forecasts assume the potential loss of the Second Street Lot (139 spaces), Albert Street Lot (60 spaces) and a portion of the Trinity Street Lot (26 spaces) because these lots are not owned by the Town.

The anticipated parking supply is sufficient to accommodate forecast demand for at least the next 10 years. No additional parking is expected to be required.

*Although the study did not identify the need for additional parking in the foreseeable future, **the Town should consider replacing any large-scale loss of off-street parking through the strategic expansion of existing facilities or acquisition of property for new facilities.***

Staff reviewed the 2023 Parking Capacity Study for the Town of Cobourg as part of the preparation and writing of the March 11, 2026 staff report, but did not specifically mention or reference aspects of the report related to the recommendations being proposed. The Standing Committee received a well-informed speaker presentation from a Cobourg resident, Mr. Fisher, regarding the current proposal before the standing committee and the Town's future parking plans and utilization of revenues generated from paid parking, all good and reasonable questions from the public.

As noted, the Town has current parking capacity and will be within sufficient supply of parking to sustain the Town within the next ten (10) years, even with the loss of 225 parking spaces (total) among the Albert Street Lot, Second Street Lot, and Trinity Street Lot, because the Town does not own these facilities. With that being said, the study report did outline strategies the town can begin to take to increase supply of parking, and staff will continue to monitor land use changes and parking utilization over time and take the necessary steps to plan for the future and present a plan to Council going forward.

Staff recommend that Council direct staff to commit to bringing forward to Council the approved action related to the 2023 Parking Capacity Study to prepare a parking reserve fund policy that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed and now that the asset management plan is complete and a ten (10) year financial forecasting plan has been established for the operations and capital replacement of all assets, place within the parking reserve fund policy a provision that dedicates a portion of the parking reserve to road infrastructure for the upkeep and replacement of on-street parking spaces.

Also, Staff recommend that Council direct staff to continue to monitor the future parking capacity needs of the Town of Cobourg on a five-year basis to prepare for any growth-related demand and that staff start to allocate funds to a future parking expansion reserve account dedicated to parking capital expansion projects with a yearly percentage of parking revenues to be transferred to such account, and to only be used to support parking management infrastructure in the downtown as a result of growth demand and pressures requiring parking to be increased.

5. Financial Impact and Budget

All municipalities across the province collect parking fees to recover the costs of managing parking infrastructure, including maintenance, enforcement, signage, equipment, and increased service demands in high traffic areas such as a prime waterfront locations. Without user pay revenue stream, these ongoing expenses would fall directly on the general tax base, placing a disproportionate burden on residents who may not use downtown or waterfront parking. By charging visitors and longer term parking users, municipalities ensure that those who generate the demand contribute to the cost of providing and maintaining the service. The parking fee approach helps limit property tax increases, supports financial sustainability, and allows the municipality to reinvest parking revenue into improved downtown infrastructure, and supporting other amenities that the Town values, ultimately reducing the fiscal impact on local taxpayers at budget time. For Cobourg, this funding source is used to support waterfront operations due to the increased demand. With all that being said, it is important to have a complete and approved plan to manage and control the revenue being collected to maintain said financial to maintain the sustainability and confidence of the public that the fees collecting are contributing to a clear objective and accounted for.

For the Town of Cobourg particularly, parking revenue is dedicated to maintenance of municipal lots including paving, grading, gravel, pothole filling, garden maintenance and weed control, snow plowing, rent, pay & display machines, meter maintenance and replacement, line painting, municipal law enforcement, administrative staff, and nearly half of all revenue is dedicated to parks and waterfront yearly maintenance. From time to time parking revenue funds capital projects such as the AIMS and Honk Mobile software enhancements. Recently the parking fees collected have also supported a portion of the increase need for

municipal law enforcement related to the impact of rise in nuisance and illegal camping in municipal parks spaces.

Parking Revenue Analysis

As noted above, the parking fees that are collected are used yearly across budgets as transfers and expenses to other departments to offset some of the operating costs. Below is an analysis of the transfers of the budgeted collected revenues from parking fees collected from 2023 to 2025.

2023 Parking Revenues Financial Analysis:

Account Name	Budget	Actual	
Parking Permit	153,128.00	131,885.38	Revenue
Fines	300,000.00	134,793.03	
Waterfront	510,000.00	585,125.43	
Downtown	267,000.00	126,283.10	
	<u>1,230,128.00</u>	<u>978,086.94</u>	

Item	Budget	Actual	
Beach washroom	69,300.00	56,855.04	Expense on the parking enforcement budget
Parks	100,000.00	85,282.56	
Marina	40,000.00	34,113.02	
Harbour	10,000.00	5,685.50	
Transfer to parking reserve	464,766.00	386,614.28	
Transfer to marina/parks	684,066.00	568,550.41	

Expense	Actual	
By-law Operating Budgeted Expense	176,413.68	Expenses for MLEO and Parking
Parking Operating Expense	233,122.85	
Total Expenses	<u>409,536.53</u>	

Item	Budgeted	Actual
Revenue	1,230,128.00	978,086.94
Expenses	567,774.78	176,413.68
Expenses	116,291.22	233,122.85
	<u>546,062.00</u>	<u>568,550.41</u>
Transfer to other departments	219,300.00	181,936.13
Parking surplus	464,766.00	386,614.28
	<u>684,066.00</u>	<u>568,550.41</u>

2024 Parking Revenues Financial Analysis:

Account Name	Budget	Actual	
Parking Permit	153,128.00	154,136.51	Revenue
Fines	160,000.00	165,487.34	
Waterfront	510,000.00	600,010.14	
Downtown	267,000.00	216,704.01	
	<u>1,090,128.00</u>	<u>1,136,338.00</u>	

Item	Budget	Actual	
Beach washroom	67,075.00	99,248.39	Expense on the parking enforcement budget
Parks	100,000.00	147,966.30	
Marina	40,000.00	59,186.52	
Harbour	10,000.00	14,796.63	
Transfer to parking reserve	325,131.00	481,084.31	
Transfer to marina/parks	542,206.00	802,282.15	

Expense	Actual	
By-law Operating Budgeted Expense	123,522.73	Expenses for MLEO and Parking
Parking Operating Expense	210,533.12	
Total Expenses	<u>334,055.85</u>	

Item	Budgeted	Actual
Revenue	1,090,128.00	1,136,388.00
Expenses	422,920.68	123,522.73
Expenses	119,285.32	210,533.12
	<u>547,922.00</u>	<u>802,282.15</u>
Transfer to other departments	217,075.00	321,197.84
Parking surplus	325,131.00	481,084.31
	<u>542,206.00</u>	<u>802,282.15</u>

2025 Parking Revenues Financial Analysis:

Account Name	Budget	Actual	
Parking Permit	115,000.00	174,743.61	Revenue
Fines	140,000.00	173,044.52	
Waterfront	470,000.00	685,460.41	
Downtown	150,000.00	194,748.58	
	<u>875,000.00</u>	<u>1,227,997.12</u>	

Item	Budget	Actual	
Beach washroom	67,075.00	200,707.33	Expense on the parking enforcement budget
Parks	100,000.00	299,228.23	
Marina	40,000.00	119,691.29	
Harbour	10,000.00	29,922.82	
Transfer to parking reserve	76,617.00	229,259.69	
Transfer to marina/parks	<u>293,692.00</u>	<u>878,809.37</u>	

Expense	Actual	
By-law Operating Budgeted Expense	120,816.86	Expense for MLEO and Parking
Parking Operating Expense	228,370.89	
Total Expenses	<u>349,187.75</u>	

Item	Budgeted	Actual
Revenue	875,000.00	1,227,997.12
Expenses	176,215.20	120,816.86
Expenses	117,476.80	228,370.89
	<u>581,308.00</u>	<u>878,809.37</u>

Transfer to other departments	217,075.00	649,549.68
Parking surplus	76,617.00	229,259.69
	<u>293,692.00</u>	<u>878,809.37</u>

The above information and analysis help to provide a detailed understanding of how the parking revenues are used in the Town's budget with a majority of the transfer amounts being transferred to the waterfront areas of the community services budget. You will see that the revenues are supporting expenses and costs, with a transfer for future planning. Any reduction in revenues could impact these transfers and expenses, and rather than rates being collected by the users of the infrastructure an amenities as in a user-pay system, the expense would be picked up by ratepayers, or the reduction of service levels.

Parking Reserve Account Analysis:

As of the financial statements audited in 2024 there was a balance of \$1,278,672, in the Parking Reserve Account and an estimated balance of \$1,542,476 at December 31, 2025. The reserve is summarized as below:

Details	2021	2022	2023	2024	2025	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	Committed
Beginning Balance	(499,597.68)	(527,911.20)	(474,429.58)	(829,757.35)	(1,278,672.15)						
Surplus - see support	(45,621.13)	(143,496.80)	(386,614.28)	(481,084.31)	(229,259.69)	(116,253.00)	(90,864.00)	(464,766.00)	(325,131.00)	(76,617.00)	
Adult Playground	20,804.61					21,600.00					
Parking Lot Infrastructure Upgrade		141,785.77	22,395.00	14,060.00			185,000.00				6,759.23
Market Building Renovations		68,020.65	21,304.36	17,695.64			39,000.00				0.00
Ebikes			(700.40)								0.00
Keyscan/Security Installation			13,504.64					10,000.00			0.00
Fleet Diversification - Patrol Vehicle				29,675.32					40,000.00		0.00
Parking Meter Upgrades and Part Inventory				12,582.62					18,500.00		5,917.38
Tourism Wayfinding					6,455.93					25,000.00	18,544.07
Tourism Kiosk/Alber St. Activation					0.00					10,000.00	10,000.00
Interest	(3,497.00)	(12,828.00)	(25,217.09)	(41,844.07)	(41,000.00)						
Ending Balance	(527,911.20)	(474,429.58)	(829,757.35)	(1,278,672.15)	(1,542,475.91)	(94,653.00)	133,136.00	(454,766.00)	(266,631.00)	(41,617.00)	41,220.68

The reserve has been consistently utilized to fund specific capital projects and infrastructure upgrades. The total budget allocations from the reserve account over the last five years are as follows:

- **2021:** \$21,600
- **2022:** \$224,000
- **2023:** \$10,000
- **2024:** \$58,500
- **2025:** \$35,000

This represents an average annual draw of approximately \$214,726, although actual usage has fluctuated significantly depending on capital needs and operating pressures.

For the 2026 period, the committed column identifies the specific itemized amounts currently earmarked for allocation out of the reserve fund totaling \$41,221. The projected balance heading into the 2027 budget cycle is approximately \$1,500,000. This projection assumes no additional surplus contributions or interest earnings are realized during the 2026 fiscal year. If 2026 follows previous trends (averaging over \$200,000 in surplus and \$40,000 in interest), the actual balance entering 2027 will likely be closer to \$2,000,000.

Cobourg Annual Parking Permits

An additional item that Council should consider and review, would be the parking permit allocations across the municipality that traditionally the Town has been providing at a zero cost not recovered and contributed back to the parking reserve account. Staff have not completed the financial analysis, but the costs for permits are being forfeited by the Town and not recovered back to the Parking Reserve Account.

The following is a general list of permits being distributed by category:

Town of Cobourg Affiliated Employee Groups:

Group	# of Permits	Reason/Comments
Victoria Hall Employees	57	Employment Package
Council Members	7	Council Remuneration and Comp
Marina/Waterfront Staff/Special Event/Tourism	4 35 May-Sep	Employment Package
LUSI	12	Employment Package
Cobourg Police	92	Employment Package
TOTAL	203	

Permits for Groups/Organizations with MOU/Lease Agreements

Group	# of Permits	Reason/Comments
Cobourg Farmers Market	133	MOU/Lease Agreements <i>* Sat Morning to 2pm Albert Lot Only</i>
YMCA	29	Centennial Pool Operations Agreement
Cobourg Concert Band	40	MOU Agreement <i>* Tuesday nights July and August Only</i>
Cobourg Dragon Boat and Canoe Club	40	MOU Agreement <i>*All Waterfront Season Marina Lot only</i>
Victoria Park Beach Refreshment Vendors	4	Lease Agreement <i>*Centennial pool lot only</i>
TOTAL	246	

** not all passes are used at the same time. Permits in use usually at the 40th percentile, outside designated dates and time.*

Permits for Home Health Care Services

Group	# of Permits	Reason/Comments
Community Living a Respite Northumberland	10	Pursuant to Parking By-law Provision Section 19
Access Community Services	3	Pursuant to Parking By-law Provision Section 19
Care Partners	2	Pursuant to Parking By-law Provision Section 19
ACT Team – Hoarding and Housing Services NHH	8	Pursuant to Parking By-law Provision Section 19
Home Care Individuals	2	Pursuant to Parking By-law Provision Section 19
VON	12	Pursuant to Parking By-law Provision Section 19
TOTAL	37	

Special Event Permits authorized by Community Services

Group	# of Permits	Reason/Comments
Special Events Department Request in Waterfront	140	Special Event Policy * Up to 18 per event

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

- Thriving Community
- Service Excellence
- Sustainability

7. Public Engagement:

Since the Standing Committee Meeting, staff have received correspondence on the parking suggestions from the below orgnaizations and groups, and has considered each piece and notified each person that it has been made part of the public record.

Comments received from DBIA:

- Northumberland County Chamber of Commerce
- Angela Murkar
- Madeleine
- Carol Weir
- Debbie Young
- Jennifer Bogart
- Jane Hepburn
- Richard Vandentillaart
- Rosie Young
- Steve Thistle
- Theresa Rickerby
- Tiffany McGill
- Zak Copeland

Comments received from the Public:

- Ted Williams
- Carrol Farren
- Tracy Berry
- Jim

8. Attachments:

- Attachment 1 - 2026 Parking Maps Lots in Cobourg with Downtow Distances.pdf
- Attachment 2 - 2026 Updated Parking Maps with revised Seasonal Rules.pdf
- Attachment 3 - Parks and Recreation Advisory Committee 05Apr 2022 Table.pdf
- Attachment 4 – 2021 Public Engagement Report Beach Use Survey FINAL.pdf
- Attachment 5 – Paradigm Parking Capacity Study 2024.pdf
- 1. Proposed Town-Wide Parking System - NCCofC.pdf
- 2. A_Murkar_Parking Correspondence.pdf
- 3. Bay_and_Bloom_Boutique_Parking Correspondence.pdf
- 4. C_Weir_Parking Correspondence.pdf
- 5. D_Young_Parking Correspondence.pdf
- 6. J_Bogart_Parking Correspondence.pdf
- 7. J_Hepburn_Parking Correspondence.pdf
- 8. R_Vandentillaart_Parking Correspondence.pdf
- 9. R_Young_Parking Correspondence.pdf
- 10. Scales_Tales_Parking Correspondence.pdf
- 11. T_Rickerby_Parking Correspondence.pdf
- 12. T_McGill_Parking Correspondence.pdf
- 13. Z_Copeland_Parking Correspondence.pdf
- 14. T_Williams_Parking Correspondence.docx
- 15. C_Farren_Parking Correspondence.docx

16. T_Berry_Parking Correspondence.docx

17. Jim_Parking Correspondence.docx

9. Report Not Considered by Standing Committee Because:

Time Sensitive Issue (information received too late for Standing Committee consideration)

Urgent Matter (issue arose after this month's Standing Committee Meeting)

Other: Staff report was requested by the Protection, Community Services and Economic Development Standing Committee.

Report Approval Details

Document Title:	Supplementary Report from Standing Committee regarding, 2026 Cobourg Municipal Parking Review and Recommendations.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - 2026 Parking Maps Lots in Cobourg with Downtow Distances.pdf- Attachment 2 - 2026 Updated Parking Maps with revised Seasonal Rules.pdf- Attachment 3 - Parks and Recreation Advisory Committee 05Apr 2022 Table.pdf- Attachment 4 - 2021 Public_Engagement_Report_Beach_Use_Survey_FINAL.pdf- Attachment 5 - Paradigm-Parking-Capacity-Study-2024.pdf- 1. Proposed Town-Wide Parking System - NCCofC.pdf- 2. A.Murkar_Parking Correspondence.pdf- 3. Bay_and_Bloom_Boutique_Correspondence.pdf- 4. C_Weir_Parking_Correspondence.pdf- 5. D_Young_Parking Correspondence.pdf- 6. J_Bogart_Parking Correspondence.pdf- 7. J_Hepburn_Parking Correspondence.pdf- 8. R.Vandentillaart_Parking Correspondence.pdf- 9. Scales_Tales_Correspondence.pdf- 10. T.Rickerby_Parking_Correspondence.pdf- 11. T_McGill_Purposed Parking Changes.pdf- 12. Z_Copeland_Parking_Correspondence.pdf
Final Approval Date:	Mar 18, 2026

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

No Signature - Task assigned to Tracey Vaughan, Chief Administrative Officer was completed by workflow administrator Brent Larmer

