



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** April 4, 2018  
**From:** Cecilia Achiam **File:** 12-8060-02-01/2018-  
 General Manager, Community Safety Vol 01  
**Re:** **Housekeeping Amendments for Traffic Bylaw No. 5870; Parking (Off-Street) Regulation Bylaw No. 7403; Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122; and Consolidated Fees Bylaw No. 8636**

### Staff Recommendation

1. That the following bylaws are introduced and given first, second and third readings:
  - a. Traffic Bylaw No. 5870, Amendment Bylaw 9786;
  - b. Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 9787
  - c. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9827; and
  - d. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9829.

Cecilia Achiam  
 General Manager, Community Safety  
 (604-276-4122)

Att: 4

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Finance	<input checked="" type="checkbox"/>
Transportation	<input checked="" type="checkbox"/>
Law	<input checked="" type="checkbox"/>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

This report proposes a number of changes to City bylaws related to on and off street parking. The changes are proposed to prepare for the implementation of the Licence Plate Recognition Program (LPR) and to conform with current best practices.

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

#### *3.3. Effective transportation and mobility networks.*

### Analysis

Local businesses rely on street and City owned lots for customer parking with the expectation that enforcement will provide customer turnover for their establishments. The Licence Plate Recognition Program ("LPR") is an automated method of providing parking enforcement using specialized equipment mounted to vehicles operated by parking enforcement officers. Infrared colour cameras and special software are used to scan the licence plates of parked cars to provide information to enforcement officers on how long a car has been parked and whether it has a city permit. The funding for this program was secured through the operating budget process and the City is currently evaluating vendor proposals.

While the LPR program offers efficiencies related to monitoring parked cars, the software also enables the City of Richmond to offer a "pay by plate" option to drivers. Drivers will not be required to return to their vehicle to place a receipt on the dash board and they can receive a notification on their smart phone advising them that their allotted parking time is ending.

Incorporating LPR will provide enhanced service for our clients but it does require changes to the bylaws that relate to parking and how it is defined. In addition to bylaw amendments related to LPR, the proposed amendments also include new contraventions which will enhance parking safety and streamline existing bylaws for clarity.

Based on the above objectives and research work staff are recommending the following amendments.

#### Proposed Amendments to Parking (Off-Street) Regulation Bylaw No. 7403

The Parking (Off-Street) Regulation Bylaw No. 7403 has not been updated since 2002. The proposed amendments are required for housekeeping purposes for sections within the bylaw to improve enforcement and provide clarity. The amendments include changes to how City owned properties are defined in the bylaw and remove the potential for administrative errors.

The amendments to this bylaw include the option for pay by plate for parking on city owned off street lots. Users would be able to choose between paying by stall number, using a pay and display ticket or pay by plate.

Definitions and procedures which are currently in Traffic Bylaw No. 5870 are proposed to be added to the Parking (Off-Street) Regulation Bylaw No. 7403 to provide consistency between the bylaws. These include the following:

- Procedures for impoundment, including notification and cost recovery;
- Definition of Recreational Vehicles;
- Definition of a Trailer and regulations for parking;
- Language to prohibit interfering with markings made by enforcement officers;
- Regulations governing Overnight Parking; and
- Liability of a vehicle owner in instances when vehicle is operated by persons other than the owner.

#### Proposed Amendments to Traffic Bylaw No. 5870

The proposed amendments add new definitions and expand additional contraventions. These definitions include the addition of a five minute grace period for parking while actively loading or unloading a vehicle. Also proposed is a change to the hours for parking in parks or on school grounds between hours of 11:00pm and 5:00am to align with regulations in Public Parks and School Grounds Regulation Bylaw No. 8771.

The ability to pay at the on street meter with the pay by plate system has also been added to the Traffic Bylaw. Again, this gives the user three payment options, pay by plate, pay by stall or pay and display.

#### Proposed Amendments to Consolidated Fees Bylaw No. 8636

The amendment to the Consolidated Fee Bylaw No. 8636 is proposed to move meter and permit fees from the Parking (Off-Street) Regulation Bylaw No. 7403 to the Consolidated Fees Bylaw. This will align with other regulatory programs, such as licencing, so that all fees and permits for programs across the City are considered in one bylaw.

#### Proposed Amendments to Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122

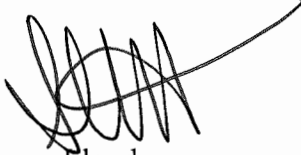
The amendments proposed to Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 align with the proposed changes to the Parking (Off-Street) Regulation Bylaw No. 7403 so that Bylaw Violation Notices can be issued for new regulations. This includes parking an unattached trailer and removing markings by an enforcement officer.

#### **Financial Impact**

None.

**Conclusion**

The proposed bylaw amendments update existing traffic and parking regulations to implement and enable the Licence Plate Recognition Program and provide alignment between the bylaws that govern on and off street parking.



Susan Lloyd  
Manager, Parking Enforcement, Animal Control and Administration, Community Bylaws  
(604-247-4467)

CA:sl

- Att 1: Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9829
- 2: Traffic Bylaw No. 5870, Amendment Bylaw No. 9786
- 3: Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 9787
- 4: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9827



City of  
Richmond

Bylaw 9829

**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 9829**

The Council of the City of Richmond enacts as follows:

- 1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw, to "Schedule – Parking (Off-Street) Regulation Bylaw No. 7403 (2002)" in Bylaw No. 8122 in numerical order.
- 2. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9829".

FIRST READING

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THIRD READING

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CITY OF RICHMOND
APPROVED for content by originating Division 
APPROVED for legality by Solicitor 

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MAYOR

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CORPORATE OFFICER

**SCHEDULE A to BYLAW NO. 9829**

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Parking (Off-Street) Regulation Bylaw No. 7403	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Parking an unattached trailer	3.3.3	No	\$ 110.00	\$ 65.00	\$ 135.00	n/a
	Remove, obliterate or otherwise interfere with any markings made by a bylaw enforcement officer, police officer or traffic enforcement officer	9.3	No	\$ 70.00	\$ 45.00	\$ 90.00	n/a



**Traffic Bylaw No. 5870  
Amendment Bylaw No. 9786**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 1 – “[Interpretation]” by inserting the following definitions in alphabetical order:
  - “**Stall Number** means the number assigned to a designated parking stall as identified by a **City** sign or marking.
  - “**Time Period** means the amount of time purchased through a **block meter machine** or **cellular payment system**, as indicated by a purchase time and date and an expiration time and date.”.
2. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 1 – “[Interpretation]” by deleting the definition of “Parking” and replacing it with the following:
  - “**Parking** means the **standing** of a **vehicle**, whether occupied or not, other than up to 5 minutes for the purpose of, and while actually engaged in, loading or unloading of property, goods, or the discharging or taking on of passengers, or in compliance with the directions of:
    - (a) a **police officer**, a **bylaw enforcement officer**, or a person contracted by the **City** for traffic regulation purposes, or
    - (b) a **traffic control device**.”.
3. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 12 – “[Parking and Stopping of Vehicles]” by deleting subsection 12.4(s) and replacing it with the following:
  - “(s) in any public park or school ground between the hours of 11:00 p.m. and 5:00 a.m.,”
4. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 12A – “[Parking in Block Meter Zone]” by replacing the existing paragraph 12A.2 with the following:
  - “12A.2 A person may only park a **vehicle** in a **block meter zone** when:
    - (a) (i) a **time period** has been selected and payment has been accepted by the **block meter machine** and a **parking receipt** has been obtained and

placed face-up inside the windshield of the **vehicle**, with the amount paid, time and date of purchase, and time and date of expiration clearly visible from outside the **vehicle**, and the purchased **time period** remains valid; or

- (ii) a **stall number** has been entered and payment has been accepted by the **block meter machine** and the purchased **time period** remains valid; or
  - (iii) a **number plate** has been entered and payment has been accepted by the **block meter machine** and the purchase **time period** remains valid.
- (b) (i) payment for a pre-determined **time period** has been made through a designated **cellular payment system** based on the **number plate** of the parked **vehicle**; and
- (ii) the **time period** for which payment has been made, as indicated by the **number plate** on the **cellular enforcement system**, has not expired.”.

5. This Bylaw is cited as “**Traffic Bylaw No. 5870, Amendment Bylaw No. 9786**”.

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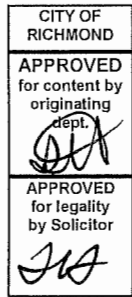
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MAYOR

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CORPORATE OFFICER





**Parking (Off-Street) Regulation Bylaw No. 7403  
Amendment Bylaw No. 9787**

The Council of the City of Richmond enacts as follows:

1. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting and replacing subsection 1.1(a) with the following:
 

“(a) to the **City properties**; and”.
2. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting the text in subsection 1.1(b) and replacing it with “deleted”.
3. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting the words “in any of the areas designated in Schedule A” from subsection 2.1.1 and replacing them with “on any **City properties**”.
4. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by inserting the word “actively” between “when” and “loading” in subsection 2.1.1(g)(i).
5. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting the words “in the areas designated in Schedule A” from subsection 3.1.1 and replacing them with “on all **City properties**”.
6. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting the words “on a property as outlines in Schedule A” from subsection 3.3.1(b)(ii) and replacing them with “on any **City property**”.
7. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting the words “an area identified in Schedule A” from subsection 3.3.2 and replacing them with “any **City properties**”.
8. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by adding the following as new subsection 3.3.3:
 

“3.3.3 No person shall park a **trailer** on any **City property** without the motive power unit attached.”.
9. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting the words “in all areas designated in Schedule A” from subsection 4.1.1 and replacing them with “on all **City properties**”.

10. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting subsection 5.1.2(a) and replacing it with the following:

“(a) (i) a **time period** has been selected and payment has been accepted by the **parking lot meter** and a **parking receipt** has been obtained and placed face-up inside the windshield of the **vehicle**, with the amount paid, time and date of purchase and time and date of expiration clearly visible from outside the **vehicle** and the purchased **time period** remains valid or;

(ii) a **stall number** has been entered and payment has been accepted by the **parking lot meter** and the purchased **time period** remains valid or;

(iii) a **number plate** has been entered and payment has been accepted by the **parking lot meter** and the purchased **time period** remains valid.”.

11. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting subsection 5.1.3 and replacing it with the following:

“5.1.3 The fees payable for parking in designated pay parking lots in the **City** are set out in the **City’s Consolidated Fees Bylaw No. 8636**.”.

12. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting subsection 6.1.2 and replacing it with the following:

“6.1.2 A person applying for a **parking permit** or **permit decal** must pay the applicable fees as set out in the **City’s Consolidated Fees Bylaw No. 8636**.”.

13. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by inserting the following as new subsection 6.2.3:

“6.2.3 No refunds shall be issued for fees paid in respect of **parking permits** or **permit decals**.”.

14. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting Part 7 and replacing it with the following:

**“PART SEVEN: IMPOUNDMENT**

7.1 Any **vehicle** unlawfully standing, parked, or driven on any **street, City property**, or other public place, may be, or cause to be, **impounded** by any **Police Officer, the General Manager, Engineering & Public Works, the Fire Chief, any Bylaw Enforcement Officer**, or their designates, or any **traffic enforcement agent**, and removed to such place as directed by such person and shall be kept there at the **owner’s** risk and expense.

7.2 An **impounded vehicle** may not be released to its **owner** until the **impounding charges** are paid.

7.3 The **City** will give notice to the **owner** of every **vehicle** impounded pursuant to this Part 7 by mailing the notice by registered mail to the **owner** at the address of such **owner** as shown in the records of the Superintendent of Motor Vehicles at the date of **impoundment**.

7.4 If such **impounded vehicle** is not claimed by its **owner** within 14 days of the date such **impoundment** notice was sent by registered mail to the **owner**, such **vehicle** may be sold by the **City** at public auction and any monies received on its sale shall be applied,

7.4.1 firstly, to the cost of the sale;

7.4.2 secondly, to the cost of the removal and impoundment of the **vehicle**; and

7.4.3 thirdly, to the recovery of any monies owed for any outstanding fines levied under this Bylaw.

The surplus, if any, shall be sent by registered mail to the registered **owner** of the **vehicle** at the address shown for such **owner** in the records of the Superintendent of Motor Vehicles.

7.5 The **City** will give notice to the **owner** of every **vehicle impounded** pursuant to this Part 7, of the **City's** intention to sell such **vehicle** on the date set out in the notice, by mailing the notice by registered mail to the **owner** at the address of such **owner** as shown in the records of the Superintendent of Motor Vehicles at the date of **impoundment**.

7.6 The **owner** of a **vehicle** shall incur the penalties provided for any violation of this Bylaw with respect to any **vehicle** owned by them unless at the time of such violation the **vehicle** was in the possession of some person other than the **owner** without the **owner's** consent; but nothing in this section shall relieve the operator of a **vehicle**, not being the **owner**, from incurring the penalties provided for such violation.”.

15. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended at Section 8.1 – “[Interpretation]” by inserting the following definitions in alphabetical order:

**“City Property** means any lot or parcel of land owned or leased by the **City**.

**Fire Chief** means the Fire Chief of the Richmond Fire Department.

**Impound** includes the seizure, towing, removal and detention of any **vehicle**, whether being driven or not, and any other chattel, which is unlawfully placed, left, kept or driven upon a **street, City property**, or other public space.

<b>Impounding Charges</b>	means all expenses of removal and detention or <b>impounding</b> of a <b>vehicle</b> , and all related towing, storage and other charges.
<b>Recreational Vehicle</b>	means a <b>vehicle</b> designed to provide temporary living accommodation for travel, vacation or recreational use, and designed to be driven, towed or transported.
<b>Stall Number</b>	means the number assigned to a <b>parking stall</b> .
<b>Street</b>	has the meaning ascribed to in the <b>City's Traffic Bylaw No. 5870</b> .
<b>Time Period</b>	means the amount of time purchased through a <b>parking lot meter</b> or <b>cellular payment system</b> , as indicated by a purchase time and date and an expiration time and date.
<b>Trailer</b>	means every <b>vehicle</b> without motive power designed for carrying persons or property, and for being drawn by a motor vehicle, and includes a semi-trailer as defined in the <i>Commercial Transport Act</i> .”.

16. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended at Section 8.1 – “[Interpretation]” by deleting the definition of “overnight parking” and replacing it with the following:

“**Overnight Parking** means the **standing** of a **vehicle**, for a period of three (3) hours or more, between 2300 hours and 500 hours each day, whether the **vehicle** is occupied or not.”.

17. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting Section 9.1 and replacing it with the following:

**“9.1 Liability of Vehicle Owner**

9.1.1 The **owner** of a **vehicle** is liable for any violation of the regulations in this bylaw, notwithstanding that, at the time of the violation, the **vehicle** is unattended or in the possession of another person.

9.1.2 Upon notification of a violation to the **owner** of a **vehicle**, the burden of proving:

- (a) that the person in charge of the **vehicle** was not a person entrusted with the possession of that **vehicle** by the **owner**; or
- (b) that the legal registered **owner** is not the **owner**;

is on the **owner**.”.

18. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting Section 9.3 and replacing it with the following:

**“9.3 Tampering with Markings**

No person may remove, obliterate, or otherwise interfere with any markings made by a **police officer, bylaw enforcement officer, or traffic enforcement agent** to determine the length of time a **vehicle** remains **parked** in one location.”.

19. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by inserting the following as new PART TWELVE:

**“PART TWELVE: FEES BYLAW**

12.1 The *Consolidated Fees Bylaw No. 8636*, as may be amended from time to time, applies to this bylaw.”

20. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting the content of Schedules A, D and E and replacing it with the word “DELETED”.

21. This Bylaw is cited as **“Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 9787”**.

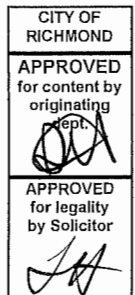
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MAYOR

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CORPORATE OFFICER



City of  
Richmond

**Bylaw 9827**

**CONSOLIDATED FEES BYLAW NO. 8636,  
AMENDMENT BYLAW NO. 9827**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule A attached to and forming part of this bylaw as new SCHEDULE – PARKING (OFF-STREET) REGULATION to Consolidated Fees Bylaw No. 8636.
2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9827**”.



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CITY OF RICHMOND
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MAYOR

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CORPORATE OFFICER

**SCHEDULE – PARKING (OFF-STREET) REGULATION**

**PARKING (OFF-STREET) REGULATION Bylaw No. 7403**

Section 5.1.3, 6.1.2

<b>Description</b>	<b>Fee</b>
<p><i>Pay Parking Fees:</i></p> <p>All Off-Street City Property Locations, other than those set out below.</p> <p>6131 Bowling Green Road</p> <p>65000 Gilbert Road</p> <p>7840 Granville Avenue</p>	<p>All rates include applicable taxes.</p> <p>\$2.50 per hour – 7:00 am to 9:00 pm</p> <p>\$2.50 per hour – 7:00 am to 9:00 pm</p> <p>\$2.50 per hour – 7:00 am to 9:00 pm Gateway Theater Productions - \$5.00 for maximum stay</p> <p>\$2.00 per hour – 7:00 am to 4:00 pm</p>
<p><i>Parking Permit / Decal Fees:</i></p> <p>All Off-Street City Property Locations, other than those set out below.</p> <p>Gateway Theater Staff Parking (6500 Gilbert Road)</p> <p>Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road)</p> <p>Richmond Seniors’ Centre Members Parking (Minoru Park)</p> <p>Richmond Tennis Club Members Parking (Minoru Park)</p>	<p>\$40.00 per calendar month plus applicable taxes, subject to discounts of:</p> <p style="padding-left: 40px;">10% for groups of 11 to 25 permit decals</p> <p style="padding-left: 40px;">15% for groups of 26 to 50 permit decals</p> <p style="padding-left: 40px;">25% for groups of 51 or more permit decals</p> <p>\$5.00 per calendar year, plus applicable taxes</p> <p>\$5.00 per calendar year, plus applicable taxes</p> <p>\$8.00 per calendar year, plus applicable taxes</p> <p>\$5.00 per calendar year, plus applicable taxes</p>