



Alternate Parking Policy

Policy Number: G-PW-003

Authority: 63/25

Date Approved: March 25, 2025

Department Responsible: Public Works

Revision Dates: N/A

Review Date: August 8, 2026

Status: Active

1. Policy Statement

- 1.1 The purpose of this policy is to provide a framework for initiating, assessing, and implementing alternate parking requests for local roads in the Town of LaSalle. Alternate parking measures can enhance access for snow removal, emergency vehicles, street cleaning, and maintenance as well as increasing visibility on local roads. Creating a policy allows the Town staff, members of Council, and the public to agree on an approach and criteria that can be used to objectively respond to alternate parking requests.

2. Scope

- 2.1 This policy applies to all local roads in the Town of LaSalle that have curb and gutter.

3. Definitions

- 3.1 **Local Road** shall mean any street in the Town of LaSalle that is formally classified as a local roadway. Roads with this classification can be further defined as roadways that are primarily used to gain access to the properties adjacent to them.
- 3.2 **Alternating No Parking** shall mean parking is permitted on one side of the street for a period of time, as defined in the by law and by signage, and then will alternate to the opposite side of the street

4. Policy

4.1 Initiation

4.1.1 Alternate parking requests can be initiated in two ways;

- a. Requests can be submitted by residents by completing the online form and/or;
- b. Town staff can initiate a request in an area where it is determined that alternate parking measures may be beneficial to municipal activities, or street safety.

4.1.2 Post-request waiting periods

- a. If a request is received for an area in the Town and it does not pass the criteria within the policy, requests for the same area will not be processed for a waiting period of three (3) years from the date of the most recent previous request was received.

4.1.3 Formal request process

- a. All requests must be formally submitted through the specified form on the Town of LaSalle website. Having a formal request process provides an opportunity for Town staff to ensure all of the necessary information is collected and to decrease unnecessary administrative efforts.

4.2 Receive and review request

4.2.1 Requests will be received and managed by Public Works staff. After requests are received, staff will review the request and provide an update to the requestor within a 30-day review period.

4.3 Town Review

4.3.1 A Town review is completed to determine if the requested area is eligible for alternate parking measures. Eligible areas must;

- a. Not be within the waiting period following a previous request (See section 4.12).
- b. Be a residential street with curb and gutter.

- c. Be considered a suitable area for alternate parking measures as determined by the Town Engineer or their designate.
 - d. Road width must be equal to or less than 9.0m.
- 4.3.2 Based on the location noted on the request form, Public Works staff will determine the limits of the study area.

4.4 Public survey

- 4.4.1 If a request passes the initial review, a public survey is then distributed to residents within the study area. The Town will advise the residents in the subject area of the request and the process the Town will follow. Residents will be given a period of approximately three to four weeks to respond to the survey with the deadline to reply specified in the letter they receive.
- 4.4.2 For a request to be implemented without Council approval, the response in favour of Alternating No Parking must be over 60%.
- 4.4.3 If responses in favour are between 40 and 60%, administration will bring forward the request to Council for a decision.
- 4.4.4 If responses in favour are less than 40%, the request will be denied.
Note: Non-responses are considered in favour of the request.
- 4.4.5 The purpose of this step is to ensure that staff time and Town funds are not used in areas where there is significant objection to alternate parking measures and available resources can be allocated to areas where residents are most concerned and are in favour of alternating no parking.

Table 1 Outcome based on percentage of response type

Agree with Request (%)	Object to Request (%)	Outcome
0	100	Denied
40	60	Denied
>40, <60	<60, >40	Council
60	40	Approved
100	0	Approved

4.5 Implementation

- 4.5.1 If the review requirements are met, Town staff will amend the parking by-law as required and take the necessary steps for procurement and installation of alternate parking signs in the area.

4.6 Prioritization of Requests

- 4.6.1 Requests will be reviewed and processed in the order they are received by the Town.
- 4.6.2 The number of requests that the Town will be able to process each year may be restricted by the Town of LaSalle budget. Town staff and administration will review the number of requests received and budgetary impacts each year.

5. Roles and Responsibilities

5.1 Department Head

- 5.1.1 Overall review of the policy and program.

5.2 Managers and Supervisors

- 5.2.1 Review number of requests received through the program and corresponding budgetary impacts.
- 5.2.2 Oversee the implementation of the program.
- 5.2.3 Manage supply of necessary materials.
- 5.2.4 Assign crews for installation of signage once a request has been approved and Town Review is completed successfully.

5.3 Employees (Public Works)

- 5.3.1 Receive requests from the public and keep record of when responses are received.
- 5.3.2 Perform Town Reviews based on criteria, providing results to original requestor.
- 5.3.3 Keep Town of LaSalle website up to date with requests and results.

5.3.4 Install signage in areas that are approved through the review process.

6. References and Related Documents

Not applicable.

7. Attachments

Not applicable.