



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY C-01-20

PERSONS WITH DISABILITY PARKING ZONES ON PUBLIC LAND

PURPOSE:

Set forth guidelines for the designation of parking areas for Parking Placards for Persons with Disabilities by Town of Drumheller. The “Parking Placards for Persons with Disabilities” is a provincially governed program, this policy will bring the Town of Drumheller into alignment with provincial program

POLICY STATEMENT:

Provision of parking zones for individuals or organizations that hold “Persons with Disabilities Parking Placards” in order allow for ease of access to residences and businesses within the Town of Drumheller.

DEFINITIONS:

Placard: Also called “Parking Placard for Persons with Disabilities”, issued by a registry agent following approval by authorized professional, as defined by guidelines set by the Alberta government.

Person with Disability: For the purpose of this policy, this is defined as “an individual must be unable to walk 50 metres (164 feet)” as per government of Alberta.

Town: Town of Drumheller, Chief Administrative Officer or authorised delegate.

ISSUING GUIDELINES

Private Residents:

1. The Town will install parking zones requiring placards at the request of property owners or residents;
2. The application for the parking zone requires the following support documents:

- a. Letter of support / no objection from property owner, if not the applicant;
 - b. Copy of the authorized application form for the parking placard;
- 3. The zone will be valid for a five (5) year period (reapplication required);
- 4. Only the municipality can install and remove traffic control devices;
- 5. Approval will come from either the Director of Protective Services or Director of Infrastructure Services;
- 6. As parking in the Town is at a premium individual applications will be evaluated on their own merit.
- 7. Applicants in adjacent properties may be required to share a larger space.

Public Organizations:

- 1. The Town will install parking zones requiring placards at the request of property owners or tenant organization;
- 2. The application for the parking zone requires the following support documents:
 - a. Letter of support / no objection from property owner, if not the applicant;
 - b. Copy of the authorized application form for the parking placard;
- 3. The zone will be valid for a five (5) year period (reapplication required);
- 4. Only the municipality can install and remove traffic control devices;
- 5. Approval will come from either the Director of Protective Services or Director of Infrastructure Services;
- 6. As parking in the Town is at a premium, individual applications will be evaluated on their own merit.
- 7. Applicants in adjacent properties may be required to share a larger space.

Businesses:

- 1. The Town will install parking zones requiring placards at the request of property owners or tenant;
- 2. The application for the parking zone requires the following support documents:
 - a. Letter of support / no objection from property owner, if not the applicant;
 - b. Copy of the authorized application form for the parking placard;
- 3. The zone will be valid for a five (5) year period (reapplication required);
- 4. Only the municipality can install and remove traffic control devices;
- 5. Approval will come from either the Director of Protective Services or Director of Infrastructure Services;
- 6. As parking in the Town is at a premium, individual applications will be evaluated on their own merit.
- 7. Applicants in adjacent properties may be required to share a larger space.
- 8. The Downtown area has placard parking locations already allocated. Requests in this area may result in currently allocated placard parking spaces being relocated to meet the provincial guidelines.

MAINTENANCE REQUIREMENTS:

1. The Town will remove the sign;
 - a. If no renewal application made prior to expiration at five years,
 - b. If property owner or resident has communicated in writing it is no longer required.
 - c. If the Director of Infrastructure or Director of Protective Services deem the location is being used for purposes other than intended.
2. The designated parking area will be a minimum of 1 parking spot in the angle parking zones or a zone 5,400mm minimum, parallel to the curb in the parallel parking areas.
3. The Town will remove any “Persons with Disabilities Parking Signs” that the Town has not installed.
4. A record of installations and applications will be maintained in the Graphical Information System (GIS) by Infrastructure Services.
5. Every six months the list of installations and applications will be checked and those locations that are no longer required will be removed by Town staff.

WORK FLOW:

1. Applicant submits to paperwork, at Town Hall front desk, with supporting documentation.
2. Application is received by Reception, stamp with date received.
3. Application is then sent to Senior Administrative Assistant.
4. Application is then given to Director of Emergency and Protective Services or Director of Infrastructure Services for review.
5. Application is then reviewed.
6. If the application is rejected a letter will be sent to the applicant indicating the rejection and basis.
7. If the application is accepted, the location of the Persons with Disability Parking spot will be set.
8. The new parking location will be communicated to GIS for logging in the database and to Public Works Manager of Operations for installation within 10 working days from approval.
9. Application will be returned to Senior Administrative Assistant for filing.

USES:


1. Once a location is signed for “Persons with Disabilities” parking, any vehicle with a valid placard can legally park there.
2. Enforcement of will be as per the current Town of Drumheller Traffic Bylaw.
3. Any signed parking limitations must be followed.

DISCLAIMER:

1. Nothing in this policy is intended to over rule or modify the current Town of Drumheller Traffic Bylaw.

Adopted on:

Date: February 3, 2020



Mayor Heather Colberg



CAO Darryl Drohomerski

APPENDIX A: APPLICATION FORM



TOWN OF DRUMHELLER

Permit Application - Request for Persons with Disabilities Parking Only Signage

Application Number: (Office Use Only)	Date
Name of Contact / Applicant	
(First Name)	(Surname/Last)
Telephone No.	Email address
Contact's Mailing Address	Postal Code
Property Address for Requested Parking Placard	Postal Code
Name of Property Owner	
(First Name)	(Surname/Last)
Property Owner's Mailing Address	Postal Code
Current Parking Placard Registration No.	Expiry Date
Other Applicable Information	
<u>Disclaimer: By signing this application, you are representing that all the information submitted with this application is accurate and current to the best of your knowledge. You also agree that if anything in this application is false, misleading or fraudulent, Town staff may refuse your application or cancel your permit.</u>	
_____	_____
Signature	Date (mm/dd/yyyy)
By Signing above you agree that the Town can send you notices by email and that any notices sent by email are "deemed" to have been received on the day they were sent or if sent after 5:00 pm that they are deemed received on the following day.	

NOTE: Remember to include the letter of support if applicable and a copy of parking placard.