



**City of Kingston
Report to Council
Report Number 16-079**

To: Mayor and Members of Council
From: Denis Leger, Commissioner of Transportation, Facilities & Emergency Services
Resource Staff: Sheila Kidd, Director, Transportation Services
Date of Meeting: March 22, 2016
Subject: License Agreement – Kingston Tennis Club Inc.

Executive Summary:

In May 2015, the On-Street Parking Program was implemented in Area B (Queen's University/Kingston General Hospital area). As anticipated, the addition of parking regulations on residential streets in Area B caused commuters to look farther afield for free on-street parking. This caused parking congestion on Napier Street, where both the Kingston Tennis Club and Kingston Lawn Bowling Club are located, and on surrounding neighbourhood streets in the area.

To address this problem, in August 2015, Council approved new time-of-day parking restrictions for Napier Street with the provision of residential parking permits, which exempt the permit holder from these restrictions.

The athletic clubs were provided with complimentary permits for the remainder of the 2015 season, as in interim solution, allowing staff additional time to consider options that will address the unique needs of the clubs, while maintaining the principles and guidelines of the On-Street Parking Program.

This report recommends that the City of Kingston enter into a license agreement with the Kingston Tennis Club, which will allow the Club to issue its own permits to its members, which exempt them from the parking restrictions while on-site playing tennis or participating in Club activities, in accordance with the conditions identified in the body of this report. The Lawn Bowling Club was able to adjust its hours of play to avoid the time restrictions therefore they do not require an exemption at this time.

Recommendation:

That Council authorize the Mayor and Clerk to execute a license agreement with the Kingston Tennis Club Inc. (KTC), for a two-year term effective April 1, 2016, in a form satisfactory to the Director of Legal Services, to allow the KTC to issue parking permits which exempt its members from on-street parking restrictions, as outlined in Report 16-079; and

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That Council delegate authority to the Director of Transportation Services to approve extensions to the agreement under the same terms and conditions.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner,
Transportation, Facilities &
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives

Lanie Hurdle, Community Services

Not required

Jim Keech, President and CEO, Utilities Kingston

Not required

Desiree Kennedy, Chief Financial Officer & City Treasurer

Not required

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Options/Discussion:

With the implementation of the On-Street Parking Program in the Queen's University/Kingston General Hospital area (Area B) in May 2015, commuters continued to seek free all-day parking farther to the north and west. This caused parking congestion on Napier Street, south of Johnson Street, and Earl Street, west of MacDonnell Street. Subsequently, area residents and the Tennis and Lawn Bowling Clubs requested restrictions to restrict all-day commuter parkers thereby ensuring on-street spaces were available for residents and club members, as they had been in the past.

A meeting was held in June 2015 with area residents, representatives of the Tennis and Lawn Bowling Clubs, and the District Councillor to discuss options. At the meeting, residents expressed their support for the sports clubs along with their preference for the addition of time-of-day restrictions.

As per Report 15-320 in August 2015, Council approved the addition of time-of-day parking restrictions to streets in the Napier Street area, including an interim solution for the Tennis and Lawn Bowling clubs that provided complimentary permits, which exempted club members from the time-of-day restrictions for the remainder of the 2015 season. As stated in Report 15-320, staff committed to bring back a report prior to the 2016 club season, outlining a proposal with defined criteria that is consistent with the principles and guidelines of the On-Street Parking Program.

Through discussions with representatives from both clubs, it has been determined that a fee-based license agreement permitting the Clubs to issue their own respective seasonal permits exempting Club members from the parking time restrictions, would address their short-term parking requirements.

The Lawn Bowling Club will not need to enter into a license agreement at this time as it will be adjusting play times so that players will be parking outside of the restricted times. In the event that their parking requirement changes in the future, a license agreement can be considered at that time.

Both clubs will continue the practice of contacting Parking Enforcement to request one-day exemptions for their respective tournaments as non-members participate in these tournaments.

The Tennis Club season typically runs from May through October. The season may be extended on either end based on weather conditions. A two-year license agreement with the Kingston Tennis Club Inc. is being recommended as a solution, with the following terms and conditions. It is recommended that extensions to the agreement be authorized by the Director of Transportation Services.

Terms and Conditions:

1. Permits are for short-term parking while the motorist is on-site participating in the Tennis Club's activity.
2. The permit is not for all-day or employee parking.

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3. Permits are valid on Napier Street, south of Johnson Street, and on Earl Street, between MacDonnell Street and Willingdon Avenue (as illustrated in Exhibit A).
4. Permit holders will be entitled to park anywhere in the defined area on a first come, first serve basis. Permits do not guarantee a dedicated parking space.

Permit Administration:

1. The Tennis Club will provide and administer a controlled number of non-transferrable permits to its members.
2. Each permit will have a unique number and will be manufactured in a format that reduces the likelihood of improper duplication.
3. Each individual receiving a parking permit will sign Terms & Conditions similar to other City permit holders.
4. The Kingston Tennis Club will pay the annual fee of \$1,770 plus applicable taxes (\$2,000 inclusive of HST), to the City in advance of the season.

Licensing Agreement Fee:

The complimentary passes that were provided for the 2015 season allowed staff and the Tennis Club to assess the parking demand for its members. The Club anticipates it may issue approximately 70 permits however these permit holders will seldom, if ever, be parked at the same time, for the two full 60-minute time restricted periods in the morning and/or afternoon. There are approximately 110 on-street parking spaces within the licensed area and, since the Tennis Club permits do not provide dedicated spaces, there should still be parking spaces available for residents and visitors. Based on this unique anticipated usage, the seasonal nature of the parking requirements, the limited number of parking spaces within area where club permits are valid, and the fact that the Tennis Club will be administering the permits, staff is recommending that the license fee for 2016 be \$2,000 including HST. This fee, based on the anticipated number of permits issued and associated usage represents approximately \$30 per permit for the season. Signage is already in place that identifies time restrictions, except for permit holders, and Parking Enforcement will monitor the area to ensure the usage is compliant with the terms and conditions of the license agreement.

Existing Policy/By Law:

Not applicable.

Notice Provisions:

Not applicable.

Accessibility Considerations:

Not applicable.

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Financial Considerations:

The Kingston Tennis Club license agreement and associated fee will generate an amount of \$1,770, in additional net revenue.

Contacts:

Sheila Kidd, Director of Transportation Services, 613-546-4291, Extension 2221
Paula Nichols, Manager of Parking Operations, 613-546-4291, Extension 2392

Other City of Kingston Staff Consulted:

Ian Semple, Manager, Service Development
Greg McLean, Policy and Program Coordinator
Alan McLeod, Senior Legal Counsel

Exhibits Attached:

Exhibit A – Map of the Kingston Tennis Club Parking Permit Area

Map of the Kingston Tennis Club Parking Permit Area

