



# CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
<b>C-TS-03</b>	<b>Residential Permit Parking</b>
APPROVAL DATE	REVISION DATE
November 26, 2018	May 19, 2026

## Purpose

To establish a uniform and consistent approach for the initiation, assessment, public engagement, implementation and evaluation of Residential Permit Parking requests that addresses on-street parking impacts on residential roadways in vicinity to specified institutions or facilities within the City of St. Albert.

## Policy Statement

Residential Permit Parking will be used to support community residents in vicinity of specified areas for required daily demand of on-street parking in proximity to their homes, by eliminating non-resident use during specific periods of time.

## Definitions

1. “Development Permit” means the document issued by a Development Officer, or by Council in a Direct Control District, under the *Land Use Bylaw* and includes any plans or conditions of approval.
2. “On Street Parking” means the parking of a motor vehicle along the curb of a roadway segment in non-violation of any and all parking restrictions as per the City’s *Traffic Bylaw*.
3. “Major Post Secondary Learning Institute” means a college or university with greater than five hundred (500) students enrolled.
4. “Major Medical Institution” means a full-service hospital used to provide in-patient and out-patient health care to the public.
5. “Permit Parking” means On Street Parking to which a physical permit entitles the permit holder to park their vehicle on the street within the designated areas and time frames.

6. "Permission to Park Permit" means a physical permit issued with a dedicated maximum length of duration (days), typically aligned to temporary construction or short-term services, that entitles the permit holder to park their vehicle on the street within the designated areas and time frames.
7. "Public Transit Station" means a public transit site at which multiple public transit stops are located and passengers may load / unload and transition from one transit service to another.
8. "Residential" means Low Density (LDR), Small-Lot (SLR), Lane-Lot (LLR), Front-Back (FBR), and Medium Density (MDR) residential as defined in the *Land Use Bylaw*.
9. "Residential Roadways" means Neighbourhood Roadways (Collectors) and Local Roadways as referenced in the *Transportation Systems Bylaw*.
10. "Sports Event Facility" means a building or structure or location at which substantial sporting competitions are held that may attract five hundred (500) or greater attendees.
11. "Transportation Impact Assessments" means the engineering reports developed to evaluate and identify impacts of proposed new or infill development on the existing and surrounding transportation network.
12. "Temporary Construction" means construction activity occurring at a single off-site location in vicinity of the area, for a minimum of 12 months but not reflective of permanent location conditions.
  - a. Temporary Construction is not inclusive of community development (home building, road construction or associated construction) for developing areas.
13. "Visitor Parking Permit" means a physical permit issued to a household that entitles visitors of that household to park their vehicle on the street within the designated areas and time frames.

## **Responsibilities**

1. City Council is responsible for:
  - a. Reviewing, as part of the annual budget process, project charters (funding requests) associated with Residential Permit Parking service delivery.

2. Chief Administrative Officer or designate(s) is responsible for:
  - a. Receiving and responding to parking concerns and requests for Permit Parking;
  - b. Establishing a system that outlines process actions and criteria for completion of a Residential Permit Parking Program (Residential Permit Parking Process and Guidelines);
  - c. Establishing the applicable hours of Permit Parking applications for site specific needs;
  - d. Establishing the costs and any resulting user charges per parking permit;
  - e. Traffic data collection and management;
  - f. Receiving and evaluating Transportation Impact Assessments or Development Permits of new / planned development to identify potential parking impacts to existing communities;
  - g. Updating and maintaining City guidelines or standards involving Residential Permit Parking (for example, Transportation Impact Assessment Guidelines); and
  - h. Completing and presenting to Council, related project charters (funding requests) associated with the Residential Permit Parking Process and Guidelines.

### **Service Standards/ Expectations**

1. Not all roadways are candidates for implementation of Residential Permit Parking, as the intent of the program is to minimize the conflict of on-street parking demand between residents and non-residents. The program is not intended to assign private on-street parking to residents, address parking conflict between neighbours, nor to address small scale issues such as noise or potential garbage resulting from negative human behaviours associated with parking in areas.
2. Permit Parking reviews may be initiated by residents of a neighbourhood, City Council or Administration; however, the actions for evaluation and criteria used to continue through the process shall be consistent and as per identified requirements of the Residential Permit Process and Guidelines.

3. Residential Permit Parking is applicable only to Low Density (LDR), Small-Lot (SLR), Lane-Lot (LLR), Front-Back (FBR), and Medium Density (MDR) Residential areas with roadways located within a 400 metre radius of:
  - a. Major Post Secondary Learning Institute;
  - b. Senior High School;
  - c. Sports Even Facility;
  - d. Major Medical Institution;
  - e. Public Transit Station; or
  - f. Temporary site development construction projects lasting a minimum of 12 months.
4. When considering residential permit parking, the roadway boundaries to be assessed will be based upon reported and validated concerns related to non-resident on-street parking. Boundaries may include the full length of a roadway or may be segmented using reasonable boundary split points that reflect walkable catchments and adjacent land uses.
  - a. Reasonable split points may include intersections or the termination of residential development, such as transitions to park space or commercial areas.
5. Approval for implementation of residential permit parking on a roadway is subject to the following:
  - a. A formal application for Residential Permit Parking is received by Engineering (Transportation Branch).
  - b. A minimum of 51% of all households on the candidate roadway demonstrate support through a Residential Permit Parking Support Poll administered by the City.
    - i. Support may be established through any combination of survey participation and affirmative responses, provided that the total number of households indicating support equals or exceeds 51% of all household on the roadway (e.g., if 51% of households respond to the poll, all responses must indicate support; if 100% respond to the poll, at least 51% must indicate support).
6. If a roadway is assessed for Residential Permit Parking and does not meet the required support criteria, the roadway shall not be reassessed for a minimum period of two (2) years from the date the assessment was completed.
7. If Residential Permit Parking is established on a roadway, the following applies:
  - a. Up to a maximum of two (2) resident parking permits per household may be obtained at no charge.

- b. Resident parking permits in excess of two (2) per household, including replacement permits, may be obtained at a cost per permit, per term, to a maximum of four (4) resident parking permits per household.
  - c. Up to a maximum of two (2) visitor parking permits per household may be obtained at no charge.
  - d. Visitor parking permits in excess of two (2) per household, including replacement permits, may be obtained at a cost per permit, per term, to a maximum of six (6) visitor permits per household.
  - e. Up to a maximum of two (2) Permission to Park permits may be issued per household at any one time to address specific short-term construction or temporary service needs.
    - i. Such permits shall be non-repetitive (associated with a one-time event), date specific, and issued with a defined end date.
8. The term of residential permit parking on a roadway not associated with temporary construction shall be two (2) years, commencing on the date of first issuance of resident permits on the roadway.
- i. The program shall automatically renew for subsequent terms; however, residents must reapply for permits at the time of renewal.
  - ii. After a minimum of two (2) years of residential permit parking operating along a roadway, the City will consider removing Residential permit parking on a roadway if the City receives an application from resident(s) of that roadway requesting termination of the program. This will trigger a new residential parking permit poll administered by the City requiring a minimum of 51% of total households along the roadway supporting termination of the program.
    - 1. If unsuccessful, residential permit parking will be renewed and the roadway will not be reassessed for a minimum of two (2) years from the date the assessment was completed.
9. The term of residential permit parking on a roadway associated with temporary construction shall be a minimum of one (1) year and up to two (2) years, based on expected duration of construction.
- a. The program may be renewed for subsequent terms if construction extends beyond two (2) years.
  - b. If the program is extended, it shall automatically renew; however, residents must reapply for permits at the time of renewal.
  - c. Termination of the program will occur at the end of the calendar year

following completion of construction. This will be communicated to residents without consultation.

**Legal References**

*Traffic Safety Act*  
*Traffic Bylaw 18/2005*

**Cross References**

City of St. Albert, Residential Permit Parking Process and Guidelines

**Attachments**

N/A

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
November 2018 – Engineering 2026 – Engineering	2030 – Engineering	January 21, 2019 – AR-19-003 May 19, 2026 – CB-26-031