

# BY-LAW SERVICES

PARKING  
BY-LAW



(519) 740-4682



## NO PARKING REGULATIONS

Parking is generally permitted for a maximum of 3 hours on all streets that have sufficient pavement width. Parking is not permitted on City streets from 2:30 a.m. to 6:00 a.m.

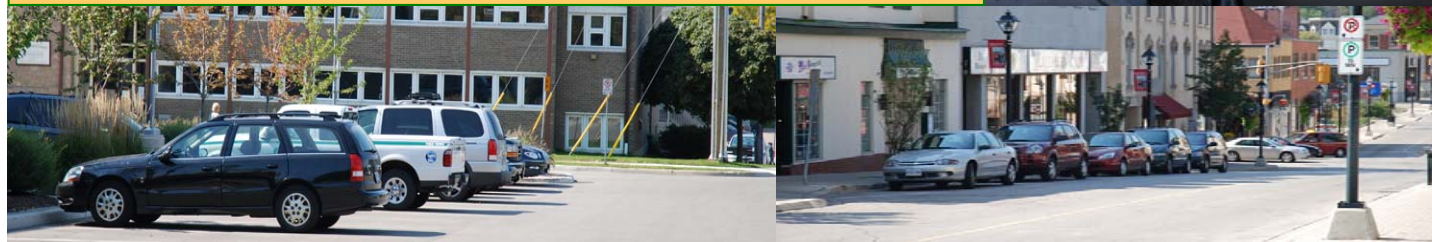
City Engineering Standards require a minimum road width of 10 metres to support on-street parking on both sides of a road. A minimum of 8 metres is required to support on-street parking on one side of the road. These standards are based on a minimum of 6 metres lateral clearance required for unobstructed emergency vehicle operations.

Vehicles may not park in a No Parking zone, however, vehicles may briefly stop to pick up or drop off passengers or goods.



## LONG TERM PARKING PROGRAMS

Council has approved Extended On-Street Parking and Lower Driveway Boulevard Parking Programs. Extended On-Street Parking exempts a road from the "Maximum 3 Hour" and "No Parking 2:30 am to 6:00 am" by-laws on a permanent basis. Lower Driveway Boulevard Parking permits vehicles to park parallel to the road on a driveway between the curb and sidewalk. Both programs must meet minimum geometric requirements, need neighbourhood agreement and Council approval prior to implementation. Please contact the Transportation Engineering Section at 519-740-4682 for details.



## ADDITIONAL ON THE GROUND SERVICES

In support of the by-law program, the City of Cambridge also provides additional resources to enhance security on the ground. For 11 years, the Cambridge Core Area Bike Patrol program has rolled into action to offer a uniformed presence in the three core areas. The Parks Security Patrol has also offered a service to the public for over a decade. This patrol group focuses on the parks, outdoor pools and cemeteries with evening patrol routes that are off set by the contracted security service that works daytime business hours.



The City of Cambridge has **ramped up** the by-law enforcement team to enhance services for the community, particularly on weekends and hours outside of regular business operations. Here is the latest information regarding by-law enforcement and the channels to provide you with assistance to the many services.

# BY-LAW SERVICES



## BY-LAW ENFORCEMENT STRUCTURE

There are two key departments within the Municipality of Cambridge that are responsible for delivering the services: the **Planning Services Department** and the **Transportation and Public Works Department**.

The By-Law Enforcement Division of the Planning Services Department is responsible for enforcing city by-laws, with the exception of the Parking By-Law. Parking related services are the responsibility of the Engineering Services Division within the Transportation and Public Works Department and are provided under contract by the Canadian Corps of Commissionaires.

## BY-LAW ENFORCEMENT RESPONSE

Once a complaint is received, a By-Law Officer is assigned to investigate the potential by-law violation. This investigation may include a field inspection, interviewing witnesses, and reviewing extrinsic sources of information. The Officer then decides how best to proceed. In some cases, a warning is sufficient to end the offending behavior. Unfortunately, in other circumstances, the Officer must lay a charge.

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## BY-LAWS ONLINE —CLERKS

The City of Cambridge has many by-laws that regulate a range of activity. For example, the Noise By-Law was enacted to address noise that disturbs inhabitants of the city; the Property Standards By-Law is in place to prescribe standards for the maintenance and occupancy of property; the Parks By-Law regulates permitted activities in public parks; and the Business Licensing By-Law governs the operation of businesses within the city.

Copies of the most frequently requested by-laws are available on the website [www.cambridge.ca](http://www.cambridge.ca), click the "City Departments" section and "City Clerk" page. Official versions of all by-laws may be obtained from the City Clerk's Division by calling 519-740-4680.

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(519) 740-4613 Ext. 7907



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## BY-LAW ENFORCEMENT DIVISION - PLANNING SERVICES

The By-Law Enforcement Division is composed of six By-Law Enforcement Officers, a By-Law Enforcement Clerk, a Manager of By-Law Enforcement, and is overseen by the Director of Building and Enforcement Services. Its mandate is to respond to citizen concerns about possible by-law infractions. It operates weekdays from 8:30 am to 4:30 pm. Generally, two By-Law Enforcement Officers are on duty during these hours. Other officers are on duty evenings until 12:00 am from Sunday to Wednesday, and until 3:00 am on Thursday to Saturday.



## PENALTIES FOR BY-LAW VIOLATIONS

The penalty for a by-law violation ranges depending on how a charge is laid. Some offenders are charged by using a "Certificate of Offence." This is a ticket that is issued to the offender setting out the details of the offence, as well as the "set fine" payable. The "set fine" is a fine approved by the Ministry of the Attorney General for that particular offence under the by-law. This process is like receiving a parking ticket. Offenders may either pay the ticket or challenge it by requesting a trial. Trials for by-law offences take place in Provincial Offences Court at 150 Main Street in Cambridge.



## CONTACT BY-LAW ENFORCEMENT IN PLANNING SERVICES

In order to make a complaint about a possible by-law violation, or to inquire about a by-law, call the By-Law Enforcement Office at (519) 740-4613 Ext. 7907. Staff is available to take calls weekdays during regular business hours. One of the latest tools offered to you is the new online inquiry form to allow you to send a concern our way at any time of the day. The form is located at: [http://www.cambridge.ca/planning\\_services/building\\_enforcement/online\\_bylaw\\_inquiries](http://www.cambridge.ca/planning_services/building_enforcement/online_bylaw_inquiries)

## PARTNERING WITH WATERLOO REGIONAL POLICE

Concerns about loitering, trespassing, domestic disputes, drug activity, vandalism or any other form of criminal activity should be directed to the Waterloo Regional Police Services at [www.wrps.on.ca](http://www.wrps.on.ca).



## REGIONAL PARTNERSHIPS

The Regional Municipality of Waterloo also enacts by-laws which are applicable in the City of Cambridge. For example, Waterloo Region has by-laws governing smoking in public places, waste collection, outdoor water use, and sewer use. More information on the Waterloo Region's by-laws is available by contacting the Region or by visiting [www.region.waterloo.on.ca](http://www.region.waterloo.on.ca).

## PARKING OPERATIONS SECTION

The Parking Operations Section of the Engineering Services Division is comprised of city staff and contract personnel of the Canadian Corps of Commissionaires. City staff includes a Manager of Parking Operations and a Parking Operations Coordinator, supported by administration staff. The staff of the Canadian Corps of Commissionaires is comprised of a Sergeant, a Corporal and 12 Officers.



The Section's mandate is to provide enforcement of parking by-laws approved by City and Regional Council and to maintain parking infrastructure.

## GENERAL PARKING REGULATIONS

General parking regulations are either municipal by-laws or regulations under the Highway Traffic Act, which apply to all Cambridge and regional roads. These regulations are not posted on every street, but are posted at entry points to the community. These include:

1. Maximum 3 Hour On-Street Parking
2. No Parking on a Boulevard
3. No Parking within an Intersection
4. No Parking within 1.5 Metres of a Driveway or Bus Stop
5. No Parking from 2:30 a.m. to 6:00 a.m.
6. No Parking within 3 Metres of a Fire Hydrant
7. No Parking Facing the Wrong Way on a Street

## HOW TO CONTACT PARKING ENFORCEMENT

Office hours of the section are weekdays between 8:30 am and 4:30 pm. Inquiries online can be made by emailing [parking@cambridge.ca](mailto:parking@cambridge.ca). After hours enforcement may be obtained by contacting the Waterloo Regional Police Services at 519-653-7700.



## PARKING EXEMPTIONS

A Parking Exemption releases a vehicle from the "Maximum 3 Hour" and "No Parking 2:30 am to 6:00 am" by-laws. Residents may request an exemption for special events, construction projects or overnight guests by contacting the Parking Operations Section at 519-740-4682, ext. 4217 during regular business hours. After these hours, please contact 519-740-4690, in advance of the event. A maximum of 15 exemptions will be granted for each vehicle each year.