

October 04, 2012

**To: Chair and Members, Etobicoke York Community Council**

**From: Mike McCoy  
Director, Facilities Operation**

**Re: Parking Allocation for Members of Council at the Etobicoke Civic Centre**

As requested by the Chair, Etobicoke York Community Council, during the September 11, 2012 meeting of the Community Council, this memorandum provides information respecting the parking allocated for Members of Council at the Etobicoke Civic Centre.

The present signage for reserved parking at the Etobicoke Civic Centre dates from the Canada Revenue Agency (CRA) audit of parking at the City. It was thought at the time that reserved parking spaces for staff and Members of Council would be deemed a taxable benefit and all the signs were changed at the Civic Centres to eliminate any direct reference to individuals.

Since then, the CRA has given an exemption for Members of Council, and I have confirmed with City Payroll staff that the signs will not affect this exemption.

The signs currently say "Reserved". Alternative options are:

- a. "Reserved for Members of Council"
- b. "Reserved for Mayor" and "Reserved for Councillor - Ward 1", etc. This option would require direction as to how to assign the spaces, such as by lottery or by numerical order.

Personalized signs are not recommended due to the expense associated with the potential replacement of some signs after each election.

Permanent signs could be erected at the front of the building, at the back, or split between the front and back lots to minimize the impact. To permanently reserve 12 of the best spots at the front of the building solely for use when Community Council meets would not be practical. Due to costs and logistics, signs cannot be put up on meeting days and taken down afterwards.

Any decision made on the signage at the Etobicoke Civic Centre is not likely to have an effect at North York or Scarborough, since those parking areas are indoors and controlled and have no public

access. Etobicoke is the only Civic Centre with free and uncontrolled parking and on some days there is a short supply.

In conclusion, if Members of the Etobicoke York Community Council determine that the signage for reserved parking spots should be revised, direction is required as to:

1. wording for the signs;
2. preferred location(s) for the reserved spots; and
3. if the signs are Member specific, a method for determining the assignment of spots.

Mike McCoy,  
Director, Facilities Operations