

CITY OF NANAIMO

FINANCIAL OVERVIEW – Bylaw Services: Steno - Bylaw

CURRENT OVERVIEW

In July, Staff presented to the Governance and Priorities Committee (GPC) a report on Parking Bylaw Exemptions. The staff recommendation from this report was to undertake a review of the parking requirements associated with Seniors Congregate Housing and how Transportation Demand Management tools could be used to more effectively reduce the financial burdens associated with personal vehicle dependency. Council's recommendation was that staff implement a Bylaw Exemption Program which consider both income and mobility in granting exemptions from our parking bylaw. It was proposed that existing LEAP and SPARC programs would be the mechanisms for exemption selection.

To implement this program, it was recommended that a 0.5 FTE be integrated into the Parking Administration group within Bylaw Services in the 2024-2028 Financial Plan.

BUSINESS ISSUE AND EXPECTED OUTCOME

Creation and operation of a Bylaw Parking Exemption Program would put additional burden on the administrative section of the Bylaw Service Department. The administration staff in this department are already experiencing an increase in support required with the additions to Bylaw Enforcement and Community Safety in recent years. Additional staffing will provide the capacity to implement a Bylaw Exemption Program.

OPTIONS

Option #1 – Permanent Part-time Steno – Bylaw position

Create one permanent part-time Steno-Bylaw position reporting to the Director, Bylaw as per report to the GPC July 17, 2023.

Benefits:

- Provide resourcing to the department to manage a Bylaw Parking Exemption Program.
- Resourcing a Bylaw Parking Exemption Program will allow current residents with limited mobility and income to have easier access to on-street parking, which could reduce the burden of needing to move a vehicle once per day.

Weaknesses:

- Permanent increase to operating budget.
- Bylaw Parking Exemption Program allowing vehicles to be stored on-street may impact municipal operations, equitable access to street parking for other community members, as well as potential perception of vehicle ownership subsidization.

Option #2 – Permanent Full-time Steno – Bylaw position

Create one permanent full-time Steno-Bylaw position reporting to the Director, Bylaw Services.

Benefits:

- In addition to providing resourcing for a Bylaw Parking Exemption Program. Additional capacity to the department would address the backlog of administrative work, increase resiliency of the department, and allow for cross training.

Weaknesses:

- Permanent increase to operating budget.

Option #3 – Status Quo

Continue with current organizational structure.

Benefits:

- No permanent increase to operating budget.

Weaknesses:

- Supporting a Bylaw Parking Exemption Program would require other duties to be prioritized which may result in decreased level of service.

FINANCIAL ANALYSIS

- Permanent Part-time Steno – Bylaw position at pay level 7, with an annual salary of \$34,350 plus benefits. 2024 budget impact including benefits is estimated at \$34,000 based on an April 1st start. 2025 net budget impact is estimated at \$46,900.
- Permanent Full-time Steno – Bylaw position at pay level 7, with an annual salary of \$68,700 plus benefits. 2024 budget impact including benefits is estimated at \$67,350 based on an April 1st start. 2025 net budget impact is estimated at \$92,900.
- Both positions require additional annual costs anticipated at \$1,300 for computer charges.
- Both positions require one-time costs upon the creation of the positions projected at \$9,700 for the purchase of computer equipment, desk, and workspace.

COUNCIL DIRECTION

At the 2023-JUL-17 GPC, Council moved and seconded that a decision point be included in the 2024 – 2028 Financial Plan deliberations for additional support within the Parking Administration group to support a Parking Bylaw Exemption program.

COMMENT

Upon further review by staff it is recommended that if Council chooses to move forward with a Parking Bylaw Exemption program, a full-time rather than part-time Steno be added to ensure the department is adequately resourced to address the additional workload.

Further information regarding the Parking Bylaw Exemption Program can be found in the 2023-JUL-17 GPC staff report.