

Town of Ingersoll Corporate Policy	
Policy Section	Clerks
Policy Number	To be assigned by Clerks Department
Adoption Date	2/9/2026
Approved by	Council
Revision	Original
Review Cycle	1 Year

Purpose

The purpose of this policy is to provide a clear, fair, and transparent framework for the administration of municipal permit parking in the Town of Ingersoll. It is intended to ensure equitable access to limited permit parking spaces in the downtown core, consistency in decision-making, and accountability in the issuance, renewal, and management of permits.

The objectives of this policy are to:

- Ensure fair and equitable access to permit parking where demand exceeds supply;
- Provide transparent and predictable rules for the allocation and renewal of permits;
- Balance the needs of residents, businesses, and the broader community;
- Support effective parking management, including winter maintenance operations; and
- Establish administrative procedures that are clear, defensible, and auditable.

Scope

This policy applies to all municipal parking lots designated for permit parking under the Consolidated Traffic and Parking By-law and to all individuals participating in the permit parking program.

Definitions

Applicant - means a person who applies for a parking permit.

Permit Holder - means a person who has been issued a valid parking permit from the Town of Ingersoll.

Permit Parking Area - means a municipal parking lot or other location designated for permit parking under this policy and the Consolidated Traffic and Parking By-law, as identified by municipal signage.

Permit Year - means the annual period established by the Town for permit validity.

First Right of Refusal - means the opportunity for an existing permit holder to renew a permit before it is made available to others.

Daytime Permit – means the period between 8:00 a.m. and 6:00 p.m. Monday through Sunday.

Overnight Permit – means the period between 6:00 p.m. and 8:00 a.m. Monday through Sunday.

Policy

1. General Principles

- 1.1. Permit parking spaces are a limited municipal resource and do not confer property rights.
- 1.2. All permits are issued at the discretion of the Town and in accordance with this policy.
- 1.3. A permit does not guarantee the availability of a specific parking space unless explicitly stated.
- 1.4. The Town reserves the right to limit the number of permits issued for any permit parking area.
- 1.5. The Town reserves the right to prioritize the allocation of permits to applicants who meet the eligibility criteria set out in this policy.
- 1.6. Parking permits are non-transferable and may not be resold, except as expressly permitted under this policy.
- 1.7. The Town reserves the right to require permit holders to relocate their vehicles within permit parking lots in the event of a significant weather event or to allow for planned or emergency maintenance or reconstruction of Town assets.

1.8. The Town reserves the right to deny or revoke a parking permit where the permit holder fails to comply with the requirements of this policy.

2. Permit Parking Locations

The Town of Ingersoll maintains permit parking in three municipal lots within the downtown core:

- Market Lane (north and south portions of the municipal lot)
- Oxford Street (south of King Street)
- Charles Street

Overnight and daytime parking permits, as defined in this policy, are available for purchase in each lot in the following quantities:

Market Lane (south)	
Permit Type	Number of Permits Available
Daytime	6
Overnight	6

Market Lane (north)	
Permit Type	Number of Permits Available
Daytime	14
Overnight	14

Oxford St. (south of King)	
Permit Type	Number of Permits Available
Daytime	12
Overnight	10

Charles St.	
Permit Type	Number of Permits Available
Daytime	12
Overnight	12

3. Permit Pricing

The Town maintains a tiered pricing structure based on lot location and demand:

- Lots closest to the downtown core carry higher fees.
- Peripheral lots (e.g., Charles Street) have lower fees.

Permits may be issued for monthly, four-month, or annual terms. A 10% discount applies to four-month permits, and a 15% discount applies to annual permits.

The current permit rates for each lot and permit type are set out in the Town's Fees and Charges By-law, as adopted by Council.

4. Eligibility Requirements

Eligibility for permit parking varies by location and permit type and may include the following:

- 4.1. Proof of residency within the downtown core for overnight permits.
- 4.2. Proof of business occupancy in the downtown core for daytime permits issued to a business rather than an individual.
- 4.3. Proof of vehicle ownership or authorized use.
- 4.4. The Town may establish additional location-specific eligibility criteria to reflect operational, safety, or land-use considerations.

5. Permit Allocation Framework

In the event that the number of eligible applications exceeds the number of permits available, permits shall be allocated in accordance with the following hierarchy: applications for annual permits shall be given highest priority, followed by applications for quarterly (four-month) permits, and then applications for monthly permits.

5.1. Lottery System (New Permits)

- 5.1.1. Upon adoption of this policy, the initial allocation of all permits shall be conducted through a lottery system for all locations where demand exceeds the number of permits available.
- 5.1.2. Each eligible applicant shall be entitled to one entry per permit category or location, unless otherwise specified.
- 5.1.3. The prior purchase or holding of a permit shall not confer any priority or entitlement in the lottery-based allocation of permits.

5.1.4. Applicants not selected through the lottery shall be placed on a waiting list in accordance with Section 5.4.

5.2. **First Right of Refusal (Renewals)**

5.2.1. Existing permit holders in good standing shall be granted a first right of refusal to renew their permit for the subsequent permit year.

5.2.2. To exercise this right, permit holders must:

- Submit a renewal application during the renewal period established by the Town, commencing one (1) month prior to the permit's expiration;
- Ensure the renewal application is completed and paid for no later than two (2) business days prior to the permit's expiration; and
- Remain eligible under the current policy requirements.
- Note: It is the responsibility of the permit holder to apply for renewal. The Town will not provide reminders prior to a permit's expiration.

5.2.3. Failure to renew within the prescribed renewal period shall result in the permit being forfeited and returned to the general permit pool.

5.2.4. The Town shall only maintain a waiting list for annual permits.

5.2.5. First right of refusal does not apply where:

- The permit holder is no longer eligible;
- The permit has been suspended or revoked;
- Council has directed a reduction or reallocation of permits for a given area.

5.3. **Renewal of Quarterly and Monthly Permits**

Permit holders of monthly or quarterly (four-month) permits are eligible to renew for the same duration. Renewals may be purchased up to three (3) business days prior to expiration, but no later than the final day of the permit's validity.

5.4. **New or Unclaimed Monthly and Quarterly Permits**

- 5.4.1. All new and unclaimed monthly and quarterly permits become available for public purchase on the first business day of the month.
- 5.4.2. Permits are issued on a first-come, first-served basis. Any permit not renewed by the existing holder by the expiration deadline (as outlined in section 5.3) will be released into this pool.

5.5. **Waiting List**

- 5.5.1. Where demand continues to exceed supply following the initial allocation lottery, the Town shall maintain a waiting list for each permit parking area and the permit types associated with that area.
- 5.5.2. Waiting lists shall be maintained in the order established by the lottery results.
- 5.5.3. When a permit becomes available, it will be offered to the next eligible applicant on the list via their provided contact information.
- 5.5.4. Applicants have two (2) business days from the time of contact to accept and pay for the permit.
- 5.5.5. If an applicant fails to respond or complete the purchase within this timeframe, they will be removed from the waiting list without further notice, and the permit will be offered to the next individual in sequence.

6. **Terms, Fees, and Conditions**

- 6.1. All permits shall be issued based on the calendar month and shall commence on the first day and expire on the last day of the permit term for the applicable duration type. Permits will not be issued to start partway through a month or term, regardless of the purchase or renewal date.
- 6.2. It is the sole responsibility of the permit holder to monitor their permit's expiration date, as the Town will not provide renewal reminders.

- 6.3. All vehicles parked in a Permit Parking Area must clearly display a valid physical permit as prescribed by the Town. Failure to clearly display a valid permit, or parking with an expired permit, shall render the vehicle subject to enforcement, including fines or towing, as outlined in the Consolidated Traffic and Parking By-law.
 - 6.4. Permit fees shall be set by Council through the applicable fees and charges by-law.
 - 6.5. Only one permit shall be issued per approved application. A permit holder may register up to two license plates to a single permit; however, only one vehicle may be parked under the permit at any given time. Where a permit is issued to a small business, the permit may be shared among staff vehicles as scheduled by the business, provided that only one vehicle uses the permit at any time. Permits remain non-transferable and may only be used for the authorized purpose.
 - 6.6. Lost permits may be replaced upon payment of the applicable fee as set out in the Fees and Charges By-law.
 - 6.7. A permit holder may surrender a permit part-way through the permit period. Upon application by the permit holder, the Town shall issue a refund for the unused portion of the permit, less an administration fee.
- 7. Winter Control**
- 7.1. During winter control periods, permit parking may be restricted to designated areas within a permit parking area to facilitate snow clearing and maintenance.
 - 7.2. Overnight permit parking holders are required to park in the designated row during the winter control period from December 1 to March 31.
 - 7.3. See section 1.7 of this policy for the Town's right to require permit holders to temporarily relocate their vehicles in the event of a significant weather event.

- 7.4. Permit holders are responsible for complying with all posted signage and temporary restrictions.

8. Downtown Improvement – Temporary Permit

An owner renovating a business in the downtown core may apply for a temporary parking permit for up to two (2) vehicles associated with contractors or trades performing the work. The business owner must submit an application at least one (1) month prior to the proposed start date of the project and must detail the anticipated duration of the work. Temporary permits shall be issued in one-month intervals, subject to staff approval, and shall be subject to the applicable fees as set out in the Town's adopted Fees and Charges By-law.

9. Enforcement, Suspension and Revocation

- 9.1. The Town reserves the right to immediately suspend or revoke a permit where:
- The permit holder violates the conditions of the permit;
 - False or misleading information was provided in the application; and
 - Operational or safety concerns require changes to parking arrangements.
- 9.2. Suspension or revocation does not entitle the permit holder to a refund unless otherwise determined by the Town.

Administration

This policy shall be administered by the Clerk's Department.

The Town may develop administrative procedures and application forms consistent with this policy.

Attachments

1. Permit Renewal Application