



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: October 20, 2025
Prepared by: Jake Morassut, Director, Community Services
Report Number: Parks and Facilities-2025-08
Subject: Overnight Parking at Facilities
Number of Pages: 4

Recommendation(s)

That Parks and Facilities-2025-08, entitled "Overnight Parking at Facilities", prepared by Jake Morassut, Director, Community Services dated October 20, 2025, be received; and

That Council direct Administration to implement a process for overnight parking at the Essex Centre Sports Complex and the Harrow and Colchester South Community Centre, which includes a permitting process, the addition of signage to the parking lots, and the addition of the regulations as part of the future revised Parking By-Law.

Purpose

This report was prepared in response to Resolution Number R-25-08-386, being a Notice of Motion at the August 11, 2025, Regular Council Meeting. The Notice of Motion read:

That Council direct Administration to investigate options and locations for overnight vehicle parking to accommodate cycle tourism, for example when cyclists come to our municipality/region and need to park for multiple days.

Background and Discussion

The Town currently prohibits overnight parking at all municipal facilities, excluding the Colchester Harbour as permits are issued for overnight boat trips. However, there has been growing community interest in allowing temporary overnight parking under specific conditions, particularly for:

- Out-of-town sports teams attending late-night or multi-day events,
- Local cycling tourism where people need to park prior to their travels,
- Local events requiring extended parking hours; and
- The potential for residents or visitors during inclement weather or emergency circumstances

This proposal would provide a controlled, accountable framework for such use, minimizing unauthorized parking while improving community service and facility accessibility.

Proposed Procedure

The following procedure is recommended for implementation:

1. Permit-Only Overnight Parking

Eligibility: Overnight parking will be permitted by permit only.

Locations: The Colchester Harbour (already in place), the Essex Centre Sports Complex, and the Harrow and Colchester South Community Centre.

Application Process: Applicants must submit a request via the Town's website or by contacting the Parks and Facilities Team directly.

Permit Details:

- Permits will be valid for a set period, with options to extend by reapplying on the **Town's website** or by calling the Parks and Facilities staff.
- The application for a permit must include the location the vehicle is parked, vehicle license plate, date of stay, and contact information.
- Permits will be digital and sent to the Parks and Facilities team, as well as By-Law Enforcement Officers.
- If parking is not permitted (e.g. a special event taking place in the parking areas), the Parks and Facilities team will reach out to the requestor to let them know of alternative options.

Approval Timeline: Online applications can take place anytime; however, if staff assistance is needed, they must contact the Town during regular business hours.

2. Signage Installation

To ensure public awareness and compliance, the Town will install standardized signage in all arena parking lots, including:

- **"Overnight Parking by Permit Only"** messaging.
- Permit application contact details (website, phone number, and department),
- Consequences of non-compliance (e.g., ticketing or towing under the by-law); and
- Information indicating the Town is not liable for lost, damaged, or stolen property.

3. Enforcement

- Vehicles parked overnight without a valid permit will be subject to enforcement, in accordance with the Parking By-Law (when approved by Council).
- By-Law Enforcement Officers, or those designated by Council to provide enforcement, will conduct periodic inspections and provide enforcement if and when necessary.

The anticipated timeline for full implementation is early 2026 as Administration and Council will need to review and approve the Parking By-Law prior to the installation of signage (the By-Law number must be included on the posted signage to be enforceable).

Financial Impact

Signage costs will come from the annual operating budget; otherwise, there is no financial impact.

Consultations

Kate Giurissevich, Chief Administrative Officer

Joe Malandrucolo, Director, Legal and Legislative Services/Clerk

Cory Simard, Manager, Legal, Licensing and Enforcement

Rodney Klie, Manager, Parks and Facilities

Tim Stanley, Assistant Manager, Facilities and Events

Kyle Deslippe, Assistant Manager, Parks and Projects

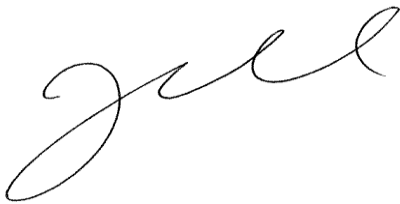
Link to Strategic Priorities

- ☒ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☒ **Leverage our Town's competitive advantages to promote jobs and economic investment.**
- ☒ Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☒ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Overnight Parking at Facilities - Parks and Facilities-2025-08.docx
Attachments:	
Final Approval Date:	Oct 15, 2025

This report and all of its attachments were approved and signed as outlined below:



Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk - Oct 15, 2025 - 12:57 PM



Kate Giurissevich, Chief Administrative Officer - Oct 15, 2025 - 1:23 PM