

# Victoria-Shuter Non-Profit Housing Corporation

POLICY NAME	Parking Policy
POLICY NUMBER	2016-002
DATE	June 2016
DATE REVIEWED OR REVISED	
REFERENCES	<i>Provincial Offences Act</i> <i>Highway Traffic Act</i> <i>Police Services Act</i> <i>Municipal code</i> <i>Local parking standards and regulations</i>  <i>Parking Space Lease Agreement 2014</i> <i>Amendment to Parking Space Lease Agreement</i> <i>Parking Chit</i> <i>Tenancy Agreement</i>
SEE ALSO	

## POLICY STATEMENT

It is the non-profit's policy to make parking spaces available for rent by tenants and occupants. The use of parking spaces must comply with City of Toronto's parking regulations.

**PURPOSE AND SCOPE**

**PURPOSE:**

The purpose of this policy is to set out the rules and procedures for the use of parking on the non-profit's property.

**SCOPE:**

Management and the Security Guard Service and those who use the parking facilities of the non-profit will be guided by the rules and procedures outlined in this policy.

**DEFINITIONS AND CLARIFICATION**

**TERMS:**

**Abandoned Vehicle**

A vehicle that has been left unattended, without the consent of the non-profit, and that by reason of its age, appearance, mechanical condition or lack of license plates, appears to be abandoned.

**Roadworthy Vehicle**

A vehicle that has current license plates and proof of ownership validated by Ministry of Transportation and provided by the owner and that by reason of its appearance appears to be capable of being driven (i.e. no multiple flat tires, visible damage that would make the vehicle impossible to drive, etc.).

**Personal Service Workers**

Personal Service Workers (PSWs) provide support services to disabled and/or senior citizen tenants.

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## PROCEDURE

### 1.0 PARKING ADMINISTRATION

- Parking will be allocated on a first come, first served basis.
- The non-profit reserves the right to re-allocate parking spaces with twenty (20) days written notice to the tenant as per the *Tenancy Agreement*.
- The non-profit will allow only roadworthy and licensed vehicles registered with a *Parking Space Lease Agreement* in the name of the tenant or occupant to be parked in the designated tenant parking on its property. Exceptions to the requirement to live in the building will be made for a caregiver that requires parking or other compassionate reasons on a case-by-case basis.
- Management staff and contractors will be assigned a parking space and asked to display a “Vehicle on Duty” sign which will be provided by the non-profit.
- If there are more requests for parking than there are spaces available, a chronological waiting list will be maintained, and vacant spots will be allocated according to the date of the request for a parking spot. Only tenants or occupants who have legal possession of a vehicle will be added to the waiting list.

### 2.0 DESIGNATED ACCESSIBLE PARKING

- There is one designated accessible parking space for tenants with disabilities. This space will be allocated on a first-come, first-served basis. Only vehicles displaying an accessible parking permit may be parked in spots reserved for tenants with disabilities.
- If this space has been allocated, tenants with disabilities will have priority in the choice of parking spaces closest to the entrance to the building and will be put at the top of the parking waiting list. An individual assessment will be made of each disabled tenant’s needs if a request is made by more than one disabled tenant.

### 3.0 REMOVAL OF UNAUTHORIZED OR ABANDONED VEHICLES

- Management will issue a notice to the tenant to remove their vehicle. The deadline for removal of the vehicle will be 20 calendar days.
- The non-profit has authorized Management and the Security Guard Service to enforce this policy and reserves the right to remove from the property:

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- abandoned vehicles;
  - vehicles found without a valid Parking Space Lease Agreement;
  - vehicles that are un-roadworthy;
  - vehicles without valid license plates; and,
  - vehicles for which parking fees have not been paid.
- Vehicles parked in a fire or access route or vehicles parked in accessible parking spaces without displaying valid Ministry permits will be immediately tagged and towed.
  - Vehicle owners will be held responsible for any costs incurred by the non-profit for the vehicle's removal, the costs for impounding and storage of such vehicle and all fines imposed for infractions of the municipal parking regulations.

### 4.0 GENERAL RULES

- The vehicle owner assumes all risk for any vehicle(s) or its contents while parked on the property, including damage or loss by fire, theft, negligence, malicious negligence or damage caused by the malfunction of a garage door.
- All vehicles parking on the property must be roadworthy at all times, with valid license plates and insurance.
- Recreational vehicles, including boat trailers, campers, etc., will not be kept on the property without the non-profit's written permission.
- All entrances and exit lanes associated with the property must be kept clear at all times and vehicles parked in these areas will be subject to removal according to the municipal parking regulations.
- The tenant will park his/her vehicle in such a manner as to allow full access to and from others tenants' allocated parking spaces.
- Vehicles must be operated in a careful and safe manner while on non-profit property. Vehicle engines are not to be left idling.
- There are to be no repairs of any kind (including oil changes) performed on vehicles in any parking area. The parking spot must be kept clean of debris, car parts, tires, oil cans, etc., at all times.
- The non-profit does not have the facilities to accommodate the charging of electric vehicles. Until this is made possible, the non-profit will be unable to provide power sources for these vehicles.

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## 5.0 VISITORS/GUEST/TEMPORARY TENANT PARKING

- There is no visitor, guest or temporary tenant parking allowed on the non-profit's property.

## 6.0 CONTRACTOR/PSW PARKING

- Only contractors and/or PSWs (Personal Service Workers) will be allowed to park at the back of the building.
- PSWs must display a valid authorized Parking Chit on the dashboard of their vehicle.
  - The PSW must provide proof that they are assigned to the tenant they are visiting.
  - The tenant and/or PSW must contact the superintendent prior to their arrival.
  - The superintendent will instruct the PSW where to park.
  - The PSW will obtain a Parking Chit from the superintendent and place it on the dashboard of their vehicle.