

Victoria-Shuter Non-Profit Housing Corporation

POLICY NAME	PARKING POLICY
POLICY NUMBER	2023-001
DATE	January 2023
DATE REVIEWED OR REVISED	
REFERENCES	<p><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></p> <p><i>Parking Agreement</i> <i>Parking Request & Vehicle Registration</i> <i>Tenancy Agreement/Lease</i></p>
SEE ALSO	

POLICY STATEMENT

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

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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:

Staff or Security Guards who manage the parking facilities 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 flat tires, visible damage that would make the vehicle impossible to drive, etc.).

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PROCEDURE

1.0 PARKING ADMINISTRATION

- Parking will be allocated on a first come, first served basis when a *Parking Request & Vehicle Registration* is received.
- Tenants who wish to rent a spot prior to purchasing a vehicle may do so for a period of 60 days. If *Vehicle Registration* is not received by the 60-day deadline the non-profit will re-allocate the parking spot.
- Only one parking space per tenant is allowed. Exceptions are made to those tenants who have had two parking spots prior to November 30, 2022.
- Parking fees must be paid on the first day of the month. Failure to pay parking fees will result in the re-allocation of the parking spot.
- 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 Agreement* in the name of the tenant or other authorized occupant of the unit to be parked in designated tenant parking on its property.
- There is no visitor or guest parking allowed on the non-profit's property. Exceptions will be made for a caregiver that requires parking or for other compassionate reasons on a case-by-case basis.
- Tenants will receive a parking permit/sticker that allows the tenant to park at their assigned parking location. The sticker must be attached to the outside of the windshield on the driver's side.
- 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.

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2.0 REMOVAL OF UNAUTHORIZED OR ABANDONED VEHICLES

- A notice will be issued to the tenant giving 20 days to remove the unauthorized or abandoned vehicle after which the vehicle will be removed.
- The non-profit has authorized management to enforce this policy and reserves the right to remove from the property:
 - abandoned vehicles.
 - vehicles found without a valid parking decal or parking pass.
 - vehicles with an unauthorized or altered parking decal or parking pass.
 - 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 a vehicle, and all fines imposed for infractions of the municipal parking regulations.

3.0 GENERAL RULES

- The vehicle owner assumes all risk for any vehicle 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 always be roadworthy, 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 always be kept clear and vehicles parked in these areas will be subject to removal according to the municipal parking regulations.
- The tenant will park their vehicle in such a manner as to allow full access to and from other 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 for more than 3 minutes in accordance with the Municipal Code.

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- 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., always.
- 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.

Policy 2023-001 of Victoria-Shuter Non-Profit Housing Corporation passed by the Board of Directors at a duly constituted meeting held on December 14, 2022.