

Parking Policy

Policy name	Parking Policy
Policy number	5.5
Date developed	April 15, 2020
Date reviewed or revised	April 27, 2020
References	<i>Provincial Offences Act</i> <i>Highway Traffic Act</i> <i>Police Services Act</i> <i>City of Cambridge By-law 62</i> <i>Parking Agreement</i> <i>Parking Pass</i> <i>Parking Request & Vehicle Registration</i> <i>Tenancy Agreement – Section 9: Parking</i>
Also see	<i>Guest Policy</i>

Policy statement

It is Housing Cambridge's policy to make parking spaces available for rent or use by tenants, their visitors/guests, and staff/contractors. The use of parking spaces must comply with Municipal site plan agreements.

Purpose and scope

Purpose

The purpose of this policy is to set out the rules and procedures for the use of parking areas on Housing Cambridge's property.

Scope

Staff or a parking enforcement agency who manages the parking facilities and those who use the parking facilities of Housing Cambridge will be guided by the rules and procedures outlined in this policy.

Definitions

abandoned vehicle

A vehicle that has been left unattended, without the consent of Housing Cambridge, 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, valid insurance, and proof of ownership by a member of the household, validated by Ministry of Transportation and provided by the owner and appears to be capable of being driven (i.e. no flat tires, visible damage that would make the vehicle impossible to drive, etc.).

visitors

Persons who visit a tenant, but whose principal address is outside of housing locations managed by Housing Cambridge.

guests

Persons who have provided proof of an alternative address and who is staying with a tenant for a limited time.

Procedure

Parking administration

Aside from spaces that may be specifically assigned to the unit (for instance, garages or driveways), the tenant has no right to park on Housing Cambridge managed properties. We may upon a Tenant's written request, and where space is available, permit the Tenant to park one properly licensed and road worthy passenger motor vehicle. Additional vehicles will be charge a fee of \$25.00 per month. A *Parking Request & Vehicle Registration form* must be completed by the Tenant and approved by Housing Cambridge. Additional designated parking spot will be allocated as available on first come, first serve basis.

Housing Cambridge reserves the right to re-allocate parking spaces with twenty (20) days written notice to the tenant.

Housing Cambridge will allow only roadworthy and licensed vehicles registered with a *Parking Agreement* in the name of the tenant or other authorized occupant on Housing Cambridge managed properties. 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.

A Tenant, whose written request has been approved by Housing Cambridge, will receive a parking permit/decal that allows the tenant to park at their assigned parking location.

Housing Cambridge Staff and Contractors must use a visitor's parking space or may park in the driveway of a vacant unit when working on such a unit.

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. There will be a maximum of two vehicles per household permitted. The second vehicle charge will be \$25.00 and will be reviewed annually.

Accessible parking

There are designated accessible parking spaces for persons with disabilities. Only vehicles displaying a valid accessible parking permit may be parked in spots reserved for persons with disabilities.

Tenants with disabilities will have priority in the choice of a limited number of parking spaces closest to the entrance to the building and will be put at the top of the parking waiting list for these spaces.

Housing Cambridge Staff and/or their designated Contractors are authorized 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

Unauthorized vehicles parked in a fire/access route or vehicles parked in accessible parking spaces will be immediately tagged and towed.

Vehicle owners will be held responsible for any costs incurred by Housing Cambridge for their vehicle's removal, the costs for impounding and storage of such a vehicle and all fines imposed for infractions of the municipal parking regulations.

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, trailers, and commercial vehicles, will not be kept on the property without Housing Cambridge's written permission.

The tenant will park their vehicle in such a manner as to allow full access to emergency services. All tenants must ensure they do not encroach on another tenant's parking space.

Vehicles must be operated in a careful and safe manner while on Housing Cambridge property.

There are to be no major 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.

Housing Cambridge 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.

Visitors/guest parking

Subject to availability, parking spaces may be allocated to visitors or guests by request as per the Housing Cambridge Guest Policy. This must be arranged with the office in advance.