



Title:

Housing Services Internal Policy, Social Services Department, Parking

Policy NO.:

SL 008

Revisions:

July 14, 2017

January 1, 2022

March 2023

April 26, 2023

Effective Date:

September 21, 2006

Applies to:

The policy and procedures contained in this document apply to the tenants, visitors, and users of the parking at apartment buildings and semi-detached homes and bungalows of the Housing Services portfolio

Table of Contents

1. Purpose of the policy 3

2. Parking in our apartment complex..... 3

2.1 To qualify for a parking space, vehicles..... 3

2.2 To register and receive your parking permit..... 3

2.3 Tickets and towing 3

2.4 To cancel your parking space..... 4

2.5 Visitor parking procedure 4

3. Parking in our semi-detached home and bungalows 4

4. Enforcement..... 5

5. Liability..... 5

6. Legislative Authority..... 5

7. Questions..... 5

1. Purpose of the policy

The Housing Services wish to establish regulations concerning parking. The two main goals of the policy are to make parking practices consistent at all Housing Services properties and to ensure that tenants who pay for a reserved parking space get exclusive use of same.

Also, to ensure everyone's safety, every vehicle shall be parked in an authorized parking space.

2. Parking in our apartment complex

2.1 To qualify for a parking space, vehicles:

- Must be registered in the tenant's name and bear the same address where they live
- Must have a current license plate, be roadworthy as per the Highway Traffic Act, and properly insured
- Must not have a registered gross weight of more than 3, 000 Kilograms (Kg)

2.2 To register and receive your parking permit

- Bring your original vehicle registration with a current valid license plate along with completed registration form.
- Pay all rent, parking and maintenance arrears (unless an agreement has been signed)
- Once you receive your parking permit, you will be expected to display your pass on your rear-view mirror, while parked on the property.
- If you do not display your parking permit or you park in an incorrect spot your car may be ticketed and/or towed.

2.3 Tickets and towing

- Vehicles may be ticketed and/or towed at the owner's expense for the following reasons, but not limited to:
 - They do not display a proper parking permit at all times
 - They do not have current license plates

- They are not deemed roadworthy
- They do not have a valid permit
- They are parked in fire or snow removal routes or other unauthorized areas
- Housing Services assume no responsibility/liability resulting from ticketing and/or towing a vehicle.
- Should you wish to dispute a ticket, you must follow the dispute option on your ticket.
- Tenants are not considered visitors to the site in which they reside and cannot park in the site's visitor parking area.

2.4 To cancel your parking space:

- You must contact our office before the end of the month.
- Return the parking permit regardless of what condition it is in.
- Pay a replacement/penalty fee, set by Housing services, if your parking pass is lost or stolen, or not returned within 5 days after the end of the month of cancellation or move-out/transfer.
- There is no refund for partial monthly parking charges.

2.5 Visitor parking procedure

Visitor's parking is open to visitors only. Visitors are not required to register with housing services for a period of 24 hours.

Visitors needing parking for a longer stay are required to contact the housing services during business hours to make an arrangement to avoid any tickets or being towed at your visitor's expense. No authorization will be given by the Building Services and no phone calls to our emergency line will be treated for parking authorization.

Other agencies and contractors are to be treated as visitors and are to follow the visitors' parking procedure.

3. Parking in our semi-detached home and bungalows

- The Housing Services give permission to its tenants living in semi-detached homes and bungalows to park their cars and motorcycles, which are properly licensed and roadworthy, in the paved driveway.

- No motor or recreational vehicle will be allowed to be parked on the grass area, even in the wintertime.
- Tenants will be required to request in writing permission from the Housing Services to park **any** other motor or recreation vehicle. A Housing Services employee will inspect the vehicle to make sure it is in good condition. With his written request, the tenant will send a copy of the vehicle registration. If the vehicle is not registered, the request will be refused. If the vehicle is not registered in the tenant's name, the request will be refused.

4. Enforcement

This policy shall be enforced by any authorized staff member of United Counties of Prescott-Russell or any Municipal By-law Enforcement Officer within the United Counties of Prescott-Russell.

5. Liability

The Housing Services shall not be liable for loss or damage to Tenant or visitor vehicle(s) and or contents while parked, entering, or exiting the property.

6. Legislative Authority

- *Housing Services Act, 2011*
- *Residential Tenancies Act, 2006*
- *Highway Traffic Act, 1990*
- *Municipal Act, 2001*

7. Questions

If you have questions about this document, please contact your Housing Services Manager at the United Counties of Prescott and Russell.

APPROVED BY: Original signed by Sylvie Millette

DATE: _____