

# KANATA CO-OPERATIVE HOMES INC.

## PARKING POLICY

### PREAMBLE

This policy describes the Kanata Co-operative Homes' Parking Policy for its members and visitors to follow. It specifically outlines the allocation of parking spaces for its members and visitors and the responsibilities of all vehicle owners.

### 1.0 DEFINITIONS

For the purposes of this Policy, a **vehicle** (as per the Ontario Highway Traffic Act) is defined as any motorized car, van, minivan, truck or motorcycle.

### 2.0 GENERAL

- 2.1 All parking in the Co-op, whether by a member or a visitor, is at the vehicle owner's risk.
- 2.2 No vehicle, whether a member's or a visitor's, can be parked anywhere on Co-op property except in designated parking spaces.
- 2.3 No vehicle, whether a member's or a visitor's, may be parked in such a way as to obstruct the flow of traffic within Co-op parking lots or parking garages.
- 2.4 Parking spots may be occupied only by functioning, licensed, and insured vehicles. Any vehicle which does not meet all of the aforementioned criteria must be removed from the Co-op parking space it occupies (at the owner's expense). Note that the Co-op may request at any time: 1) Proof of Valid Vehicle insurance; and/or 2). Proof of valid license plates.
- 2.5 Neither members nor visitors may perform major repairs upon a vehicle in the Co-op parking. A major repair is defined as a repair which involves the disassembly of a major vehicular component such as the motor, transmission, rear axle, etc. The Co-op reserves the right to determine whether any given repair is permissible or not.
- 2.6 The Co-op will install and maintain signs to indicate member and visitor's parking areas. Members' parking spots will be clearly numbered.
- 2.7 Members are to park in their assigned parking spots and are forbidden to park in the Visitor's Parking.
- 2.8 Visitors are to park in the designated visitor spots.
- 2.9 Members and visitors are expected to respect and follow all signage installed by the Co-op and / or by the City of Ottawa. This would include, but is not limited to, signs for accessible (handicapped) parking, posted speed limits, no parking signs and fire lanes.

- 2.9 Vehicles in violation of the Co-op's parking policy will be ticketed and / or towed away at the owner's expense and risk.

### **3.0 MEMBER PARKING**

#### **3.1 ALLOCATION OF PARKING SPOTS**

- 3.1.1 Once membership has been approved and a move-in date confirmed, a parking space will be allocated by the Co-op if the member has a motor vehicle. If a member does not have a vehicle, no parking space will be allocated (Cf. Section 3.3).
- 3.1.2 All vehicles must be registered with the Co-op: the vehicle's registered owner, license plate number, colour, make and model will be provided.
- 3.1.3 Should a member change vehicles and/or license plate, the Co-op must be notified immediately.
- 3.1.4 The reallocation of a previously allocated parking spot can only be done by the Co-op. For example, if a member no longer has a vehicle, the parking spot will be reallocated to another member. The parking spaces remain the property of the Co-op and as such cannot be rented or loaned by one member to another.
- 3.1.5 The Co-op reserves the right to reassign members' parking spaces whenever it is deemed necessary.
- 3.1.6 Accessible (handicapped) parking spots are available and will be assigned on a first come first served basis for those members with valid accessible parking permits. A copy of the permit will be provided to the Co-op. Further, the Co-op reserves the right to request proof of a valid accessible parking permit at any time.

#### **3.2 ADDITIONAL VEHICLES & MONTHLY CHARGES**

- 3.2.1 The Co-op parking space for the first vehicle of a member is provided without any fee.
- 3.2.2 A monthly parking fee is applicable for a Co-op parking space for any member's vehicle after the first one. The current monthly fee is as per the Co-op's annual budget; the current fee can be obtained by contacting the Co-op Office.
- 3.2.3 All payments for additional parking spaces must be paid to the Co-op at the same time as the member's housing charge as per the Occupancy By-Law.
- 3.2.4 A waiting list for additional parking spaces will be established and maintained by the Co-op; priority will be given to the order of application.

### **3.3 MEMBERS WITHOUT VEHICLES**

- 3.3.1 Generally, there is one parking space allocated for each apartment unit or townhouse. Should a member not own a vehicle, however, that member will not have a parking space allocated to them.
- 3.3.2 A parking space will not be allocated to a member for occasional use, e.g., reserved for their use when they rent a vehicle for a weekend.
- 3.3.3 Should a member not own a vehicle but require a parking space for a daily visitor (e.g., a caregiver or a babysitter), the member may apply for a parking space. The parking request must be submitted to the Co-op in writing, detailing the specifics of the situation. The request will be reviewed by the Co-op and if approved, a parking space will be allocated. Note that although not a member's vehicle, it must nevertheless be duly registered with the Co-op in order to occupy the parking space. It is the responsibility of the member to notify the Co-op should the parking space no longer be needed. Moreover, the Co-op reserves the right to request an update on the use the parking space at anytime and reclaim the parking space at its discretion.
- 3.3.4 Should a member acquire a vehicle and not already have a parking space allocated, a parking space will be assigned by the Co-op upon request. Should an empty parking space not be available at the time of request, the Co-op will reclaim a parking space that was allocated for a member's additional vehicle. The parking space to be reclaimed will be in order of member vehicle ownership (i.e., a parking space that has been allocated for a member's 3<sup>rd</sup> vehicle will be reclaimed before a parking space for a member's 2<sup>nd</sup> vehicle) and chronology (i.e., the last parking space that was allocated for an additional vehicle will be reclaimed first). The reclaimed parking space must be vacated by the current member's vehicle within 15 days of the Co-op's request.
- 3.3.5 In the event that a non-vehicle owning member rents a vehicle for a short period (e.g. a three day weekend) and needs a parking space, the member may park in the visitor's parking with a Visitor's Card clearly displayed on the car. Visitor's Cards are available at the Co-op Office; the Visitor's Cards are numbered and are registered in the member's name.

### **4.0 VISITOR PARKING**

- 4.1 The Board will designate a specified number of parking spots as visitor spots to be allocated for the use of visitors to the Co-op.
- 4.2 All visitor spots are available on a first come first served basis and there will be no reserving of visitor spots.
- 4.3 Member vehicles are not permitted to use the visitor parking spaces.
- 4.4 Visitors are not permitted to park in any member's assigned parking spot unless authorized by the member. It is the member's responsibility to notify the Co-op to avoid the ticketing and/or towing of the visitor's vehicle.

- 4.5 The Accessible (Handicapped) Visitor's spot(s) is for visitors who have valid accessible parking permits ONLY and NOT for members with permits or otherwise.
- 4.6 Overnight parking by visitors is the member's responsibility. The member must provide to their visitor the **bright pink** Visitor Permit. Visitor passes are numbered according to the unit number and are registered in the member's name; the list of registered Visitor Permits will be maintained by the Co-op. Visitor Parking Permit must be placed visibly on the dash of the visitor's vehicle. Without the permit, the visitor's vehicle may be ticketed and /or towed away at the owner's risk and expense.
- 4.7 When a vehicle belonging to a visitor is expected to be parked for three (3) or more consecutive nights, an Extended Visitor Permit must be obtained and visibly placed on the vehicle. These **bright blue** Extended Visitor's Permits are available at the Co-op Office. Extended Visitor's Permits are marked with an expiry date. **If the visit lasts longer than this date, it must be renewed by the member at the Office.** Extended Visitor Parking Permit must be placed visibly on the dash of the visitor's vehicle. Without this valid card, the visitor's vehicle may be ticketed and /or towed away at the owner's risk and expense.
- 4.8 **Cost for the replacement of Visitor Permit or/and Extended Visitor Permit**  
Members who lost, damaged or did not return the permit to the Co-op's Office will be charged a fee of \$20.00 per permit.

## 5.0 ENFORCEMENT

- 5.1 The Parking Policy will be enforced by the current Parking Officer and/or Committee, or a Co-op designate. They will have the authority to act as the Co-op's agent(s) in any matter related to the rules contained herein. Vehicles in violation of the Co-op's parking policy will be ticketed and / or towed away at the owner's expense and risk.
- 5.2 Parking tickets issued are under the authority of the City of Ottawa and hence any disagreements regarding them must be directed to the City of Ottawa.
- 5.3 Receipt of the member's black binder which includes a copy of this policy is considered fair warning of the risks of not following the policy.

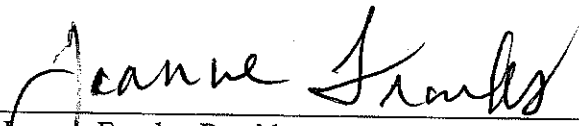
## 6.0 CONFLICT RESOLUTION

The following is a suggested guideline when your assigned space is occupied by another vehicle.

- (a) If you know whose vehicle it is, please approach the person and ask them to move their car.
- (b) If you do not know the owner of the vehicle belongs to, please record the following: the license number, colour, make, and model. Then contact the Co-op Office and/or the Parking Officer with the particulars.

- (c) If the owner of the vehicle cannot be found, the member may temporarily park in the Visitor's Parking. The member must then contact the Co-op Office and/or the Parking Officer to tow away the vehicle which is illegally parked in member's allocated parking space. Once the member's parking space is once again available, the member must vacate the Visitor Parking Area.
- (d) Please be considerate and follow the guidelines as fully as possible before carrying out the final step. Be sure to provide the Parking Officer with the relevant information about the illegally parked vehicle.

Passed by the Board of Directors of Kanata Co-operative Homes Inc. on June 14, 2016.

  
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Joanne Franks, President

  
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Diane Chevrette, Secretary