

Administration	Buildings & Capital Assets	Board Approved Date:	21-02-24
Policy	Parking	Revision Date:	N/A
Policy No.	20-097	Internally Approved Date:	21-02-12
References	Provincial Offences Act Highway Traffic Act Police Services Act Municipal code Local parking standards and regulations Tenancy Agreement/Lease		
Forms	Parking Agreement <del>Parking Pass</del> Parking Request & Vehicle Registration		

### 1. Policy Statement

It is DRNPHC'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 the local municipality's parking regulations.

### 2. Purpose

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

### 3. Scope

Staff and those who use the parking facilities of DRNPHC will be guided by the rules and procedures outlined in this policy.

### 4. Definitions

#### *Abandoned vehicle*

A vehicle that has been left unattended, without the consent of DRNPHC, and that by reason of its age, appearance, mechanical condition or lack of current 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.).

#### *Visitors*

Persons who visit a tenant, but whose principal address is outside of DRNPHC.

#### *Guests*

Persons who have not provided proof of an alternative address and who are staying with a tenant for a limited time.

## 5. Procedure

### a) Parking administration

Aside from spaces that may be specifically assigned to the unit, parking is available on a first come, first served basis.

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

DRNPHC 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 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 and only if additional parking is available.

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.

### b) Designated accessible parking

There are designated accessible parking spaces for tenants with disabilities. These spaces 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 these spaces have already 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.

### c) Removal of unauthorized or abandoned vehicles

DRNPHC will work closely with local municipal enforcement agencies to enforce this policy and reserves the right to remove from the property:

- abandoned vehicles
- vehicles without valid license plates
- vehicles for which parking fees have not been paid if applicable

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 DRNPHC 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.

### d) 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 DRNPHC'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 DRNPHC 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.

DRNPHC does not have the facilities to accommodate the charging of electric vehicles. Until this is made possible, DRNPHC will be unable to provide power sources for these vehicles.

e) Visitors/guest parking

Subject to availability, parking spaces may be allocated to visitors or long-term guests by written request submitted to the Property Manager.

End.