

CAMBRIDGE KIWANIS HOUSING

Parking Policy

| | |
|--------------------------|--|
| Policy name | Parking Policy |
| Policy number | 4.5 |
| Date developed | June 1999 |
| Date reviewed or revised | December 19, 2019 |
| References | <i>Support Persons Policy</i> <i>Guest Policy</i> <i>Parking Procedures</i> |
| Also see | <i>Parking Registration and Permit Request form</i> <i>Visitor Parking Pass Request form</i> <i>After Hours Guest Parking form</i> |

Policy Statement

It is Cambridge Kiwanis Housing's policy to make parking spaces available for rent/use by tenants, their visitors/guests, and staff/contractors. The use of parking spaces must comply with the City of Cambridge's parking regulations. Cambridge Kiwanis Housing reserves the right to allocate parking privileges or to re-designate parking areas at any time.

Purpose and Scope

Purpose

The purpose of this policy is to set out the rules and procedures for the use of parking on Cambridge Kiwanis Housing property in accordance with local parking by-laws.

Scope

Staff who manages the parking facilities and those who use the parking facilities of Cambridge Kiwanis Housing 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 Cambridge Kiwanis Housing and because 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 the Ontario Ministry of Transportation and provided by the owner and that by reason of its appearance appears to be capable of being driven (ex. 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 Cambridge Kiwanis Housing.

Guests

Persons who do not have another address, but are staying with a tenant for a limited time while seeking a home.

Support person

A support person is defined as another person who accompanies a person with a disability in order to help him or her with communication, mobility, personal care or medical needs or with access to goods or services.

Policy

Tenant Parking

Tenants must register all vehicles with Cambridge Kiwanis Housing by completing a *Parking Registration and Permit Request* form, which includes providing a copy of ownership and insurance to Cambridge Kiwanis Housing.

If the name on the ownership is other than the tenants/occupants name, a letter from the owner authorizing permanent use by the tenant is required.

Tenants will receive a parking permit once the *Parking Registration and Permit Request* form, and other required documentation, is received and parking fees are collected by staff.

The parking permit/decal must be displayed on the front windshield where it is clearly visible.

Tenants who park vehicles in Cambridge Kiwanis Housing parking lots and do not complete a *Parking Registration and Permit Request* form, and/or do not pay parking fees, and/or do not display their parking permit/decal as directed, may be ticketed and/or towed.

Tenants must park in the lot designated for the building they live in.

The tenant agrees to remove their vehicle from the spot with 24 hours written notice for cleaning or maintenance of the parking area. Cambridge Kiwanis Housing reserves the right to remove vehicles at the tenant's expense. Cambridge Kiwanis Housing will not be responsible if any damage occurs to the vehicle during such removal.

Visitor/guest parking

Subject to availability, parking spaces may be used by visitors/guests.

Tenant's must fill out a *Visitor Parking Request Pass* with staff on behalf of their visitor/guest during Superintendent's hours or an *After Hours Guest Parking* form after Superintendent's office hours.

The visitor parking pass must be hung from the rear-view mirror with the written side facing out so it is clearly visible. Visitor parking passes will be for a maximum of three (3) days except under special circumstances and only when approved by Cambridge Kiwanis Housing management.

Visitors/guests will be allowed to park in Cambridge Kiwanis Housing parking lots only for the date and/or times indicated in the applicable parking pass or request form.

Subject to availability, visitors or long-term guests may request rental of a parking spot on a temporary basis (i.e. less than one month). All applicable forms must be completed and documentation provided. Approval will be at the discretion of Cambridge Kiwanis Housing management.

Designated accessible parking

There are numerous designated accessible parking spaces for tenants with disabilities.

These spaces are to be used on a first-come, first-served basis.

Only vehicles displaying an accessible parking permit may park in these spots.

If there are more tenants who required accessible parking than there are designated accessible parking spaces, those tenants will be given a mutually-agreed-upon designated parking spot elsewhere in the parking lot.

General Rules

Parking fees will be set by Cambridge Kiwanis Housing and are subject to change, with notice, from time-to-time.

Parking permits/decals must be displayed on the front windshield where it is clearly visible or hung from the rear-view mirror, whichever is appropriate.

Aside from townhouse driveways, no parking spaces are specifically assigned to any given unit and are available on a first-come, first-served basis.

Exceptions may be made, regarding the requirement of vehicles to be registered to a tenant when a caregiver requires parking or when there are other compassionate reasons for needing a parking spot. Exceptions will be considered on a case-by-case basis (for more information see *Support Persons Policy*).

Long-term recreational vehicles, including boat trailers, campers, etc., may not be kept on the property without written permission from Cambridge Kiwanis Housing.

There are to be no repairs (including oil changes) done on any vehicles in any parking area. The parking space and lot are to be kept clean and free from debris, car parts, oil cans, tires, etc.

Only roadworthy and licensed vehicles registered with Cambridge Kiwanis Housing are permitted to park on the property.

The vehicle owner (whether tenant or visitor/guest) assumes all risk for any vehicle(s) or its contents while parked on the property, including damage or loss by fire, theft, negligence or malicious negligence. Cambridge Kiwanis Housing will not be responsible for vehicles that may be damaged, stolen, or otherwise harmed while on its premises.

Property entrances, exits and fire lanes must be kept clear at all times and vehicles parked in these areas will be subject to removal according to the City by-laws.

All vehicles will be parked within the confines of one parking spot.

Vehicle engines are not to be left idling.

Cambridge Kiwanis Housing does not have the facilities to accommodate the charging of electric vehicles, e-bikes, scooters, etc. Until this is made possible, Cambridge Kiwanis Housing will be unable to provide power sources for these vehicles.

Removal of Unauthorized or abandoned vehicles

Cambridge Kiwanis Housing will enforce this policy and reserves the right to remove from the property:

- Vehicles found without a valid parking permit/decal/pass
- Vehicles with an unauthorized or altered parking permit/decal/pass
- Vehicles without valid license plates
- Vehicles that are not road worthy
- Abandoned vehicles

Vehicles parked in a fire or access route or vehicles parked in accessible parking spaces without displaying valid Ministry permits will be ticketed and towed.

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