



Operational Policy and Procedure

POLICY: Vehicle Parking Regulations and Enforcement Policy

DATE: April 25, 2018

MOTION 18-39

GSHC Vehicle Parking Regulations

The following GSHC Parking Regulations and Vehicle Parking Compliance Protocol have been developed to ensure we are fulfilling our obligations as a responsible landlord while at the same time providing a framework for a fair and reasonable approach to enforcement of the parking regulations.

Greater Sudbury Housing Corporation parking facilities will be used by tenants as permitted by the terms of their lease agreement and the GSHC Vehicle Parking Policy and Regulations. GSHC may, upon written request of the tenant and where parking space is available, permit a household to park for a fee in a parking area designated by the Landlord, one (1) properly licensed and roadworthy passenger vehicle that is owned by a tenant of the household.

The tenant will affix to the passenger vehicle permitted to be parked, a GSHC parking validation sticker and parking tag for purposes of identification. Should the tenant request an additional parking validation sticker and parking tag for an additional vehicle owned by a household member, the Property Manager at their sole discretion, may allocate an additional parking validation sticker and parking tag to the household, at the current rate chargeable.

The following parking regulations apply to all vehicles parked on GSHC property. Greater Sudbury Housing Corporation or their assigned agent, will monitor compliance of the vehicle parking regulations and may issue parking notices or tow vehicles. The legal authority to impose these penalties arises under the Law of Contract and Law of Trespass.

- A vehicle parked on GSHC property must carry an up-to-date license plate, and be maintained in a roadworthy condition. The onus is upon the registered owner of the vehicle to ensure that valid and proper auto insurance is in place and made available upon request.
- Any vehicle found to be abandoned or without current license plates or in an inoperable condition, at the sole discretion of the landlord and/or his agent, may be ticketed and/or towed away at the vehicle owner's expense without notice.

A GSHC Parking Validation sticker and parking tag will be issued for a vehicle that is owned by a household member or by an immediate family member of a household member (this includes mother, father, brother, sister or child). A household member must provide a written letter to the GSHC from the immediate family member acknowledging the use of said vehicle (identifying make, model, color and license plate number and a copy of the vehicle ownership. This vehicle must be roadworthy and a valid MTO sticker must be affixed to the license plate. The tenant must affix the GSHC parking validation sticker in the lower right hand corner of the windshield and the parking tag must be attached from the rearview mirror, both must be visible from the outside at all times. The GSHC Parking Validation Sticker and Tag allows for the parking of a vehicle in any parking space within the designated tenant parking area on the GSHC property - but not for a specific parking space.

In order for a tenant to utilize another person's vehicle who is not an immediate family member (cousin, friend, aunt, uncle) the tenant must submit a written request to GSHC. In addition to the written request, the tenant must also include a letter from the vehicle owner, along with a copy of the vehicle ownership. Once the information has been provided to GSHC the Property Manager at their sole discretion may approve and provide a GSHC parking validation sticker and parking tag. Extenuating circumstances may include medical, education, employment and child care. Approval will be done on a case by case basis depending on the circumstances. Prior to approval for an additional parking space, GSHC will ensure the property can accommodate another parking spot.

Upon approval for either case, the tenant will be responsible to pay the monthly fee that is applied to their account for parking.

- Tenants must display the parking validation sticker in the lower right hand corner of the windshield and the parking tag must hang from the rear view mirror. Both must be visible from the outside at all times.
- GSHC must be notified in writing within 10 calendar days of a change in the ownership or status of the registered vehicle or no retroactive adjustments, refunds or allowances will be granted.
- GSHC parking lots are for tenants use only, unless otherwise designated as Visitor Parking.
- No vehicle in excess of one-ton capacity will be allowed to park in any parking lot. A GSHC parking validation sticker will not be issued for a commercial vehicle.
- Parking spaces and parking lots are not to be used for any mechanical repairs (oil changes, etc.), body repairs or washing of vehicles at any time.
- The vehicle must be removed from the parking lot to facilitate snow plowing and/or snow removal in the winter months and for sweeping of the parking lot in summer months. If a tenant fails to move a vehicle upon request for these purposes GSHC may issue a CGS parking ticket or remove the vehicle from the premises at the owner's expense.
- The tenant's vehicle shall be kept in the residential complex entirely at the risk of the tenant. GSHC or their agents are not responsible for losses due to vandalism and/or theft to any vehicle while parked on GSHC property.
- Parking validation stickers and parking tags are not transferable from one vehicle to another, from one GSHC property to another or from one tenant to another.

- Parking validation stickers and parking tags issued to GSHC contractors are to be used solely for the purpose of parking a service vehicle on the property while performing work on behalf of GSHC at the property.
- Should the tenant's vehicle damage the residential complex and/or the parking area, GSHC may do the necessary work and charge the tenant the total cost of repairs.
- The tenant acknowledges that parking privileges if granted is for the sole use of the tenant and the tenant cannot assign parking privileges to another person.
- Guest or Visitor Parking, if available on a property, shall be in a designated area on the property and shall be used on a first come, first served basis. If a guest is staying more than four (4) consecutive nights or less frequently but on a regular and ongoing basis, the tenant must register their guests with their Property Manager in accordance with the GSHC Guest Policy in order to be offered parking privileges for their guests.

GSHC Vehicle Parking Compliance Protocol

Greater Sudbury Housing Corporation or their assigned agent will monitor compliance of the vehicle parking regulations and may issue City of Greater Sudbury parking tickets or have vehicle removed at the owner's expense.

Tenants who register their vehicle will be provided with the GSHC Vehicle Parking Regulations and Enforcement Policy and will be required to sign the policy for their file. This method will ensure the tenants have read and understand their obligation and the enforcement for the parking compliance. All current tenants will be advised, in writing, of the Vehicle Parking Regulations and Enforcement Policy and Compliance Protocol. New residents will be advised of the Vehicle Parking Regulations and Enforcement Policy upon lease signing.

GSHC staff monitors parking lots while on site. If a vehicle has been parked illegally, meaning, no sticker and tag, inoperable/unroadworthy, unauthorized vehicle, expired plates on a vehicle; staff will issue a GSHC parking warning. Staff will follow up to ensure the vehicle has been removed or has complied with regulations. After the vehicle has been tagged with a warning a City of Greater Sudbury parking ticket will be issued by a GSHC staff member approved by the by-law office of the Greater City of Sudbury. All parking tickets are to be paid to the City of Greater Sudbury. If the vehicle has not been removed after the by-law ticket has been issued a request may be issued to the Greater City of Sudbury by-law office to have the vehicle towed at the owners expense.