

# Royal City Co-operative Housing Inc.

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## Policy 2016.13 Parking and Garage Policy and Procedure

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Passed by the Board of Directors of Royal City Housing Co-operative Inc.  
at a duly constituted meeting on 02 March 2016  
Confirmed by 2/3 majority at a duly constituted General Members'  
Meeting on 23 March 2016

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Pauline Busby, President

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Shelley Hickey, Corporate Secretary

# Royal City Housing Co-operative Inc.

## By-law 2016-13

### Parking & Garage Policy and Procedure

<b>Purpose</b>	<ul style="list-style-type: none"><li>a To ensure a fair and equitable system for members' parking.</li><li>b To ensure a maintainable parking system.</li><li>c To ensure a safe environment in the parking garage.</li></ul>
<b>Policy</b>	<ul style="list-style-type: none"><li>1) All members are required to have their vehicle/s insured and registered in the province of Ontario.</li><li>2) All members are to register their vehicles with the Office Coordinator before using the garage. A copy of registration and insurance will be provided to the Office Coordinator.</li><li>3) All members will sign the Garage Agreement and must abide by the Garage Agreement.</li><li>4) The Office Coordinator will assign a parking spot to the member/s.</li><li>5) Members with a vehicle in the garage are required to pay a monthly parking fee per vehicle. Parking fees are to be paid in advance on the first day of each month. The parking fees are determined accordingly by the membership at the Annual Budget Meeting (ABM).</li><li>6) All vehicles must be parked in their assigned spots.</li><li>7) <b>Parking Spot</b> - Each household will be assigned one parking space. Second spaces will be assigned subject to availability and on a first come, first serve basis.</li><li>8) There is absolutely <b>NO SMOKING</b> at any time in the garage.</li><li>9) <b>Playing in the garage is strictly prohibited.</b> Members must insure their children/guests understand that the garage is for car parking only.</li><li>10) <b>Abandoned vehicles</b> may be towed away at the owner's risk and expense. Vehicles not in working order may stay on Co-op property for seven days. If the vehicle cannot be repaired in this time frame, the Office Coordinator must be notified in writing and judgement will be rendered by the Board of Directors.</li><li>11) <b>No oversize vehicles</b> will be permitted a permanent parking space. Oversized vehicles will be identified in accordance to Municipal Bylaws in the City of Guelph.</li></ul>

- 12) **New/Old Vehicles** - In the event that a member acquires a new vehicle, the old vehicle may remain on Co-op property in a vacant spot for seven days. If the vehicle must remain on Co-op property for longer than seven days the member must either request in writing permission from the Board to have the vehicle remain on Co-op property until it can be disposed of or sold. The period allowed will be no longer than three weeks in total.
- 13) **Visitor Parking** – One designated Visitor Parking spot, located outside beside the Co-op Office, is provided for visitors only to use in accordance with Municipal By-Laws. No visitor parking will be allowed in the underground parking. A non-member such as a Long Term Guest, a resident who has applied for membership or has been given permission by the Board of Directors, may be allowed to park in the underground conditional upon the availability of spots. The Co-op regular monthly charges will apply to be paid in advance.
- 14) **Casual Guest** - Members may apply to the Board of Directors for a parking spot for a Casual Guest. ( A Casual Guest is a person who is visiting with a member for less than two months (Schedule J – Long Term Guest Policy)). Member/s may apply to the Board of Directors/or the Coordinator to allow their Casual Guest short term parking. The Co-op will not allow the use of a common area key by the Casual Guest. Members are responsible for providing access to the garage and are responsible for the proper usage of the garage by their guest. The member's guest must provide a copy of insurance & registration to the office and pay the parking fee in advance.
- 15) **Care and Maintenance of Vehicles.** All vehicles must be well maintained and not produce excessive exhaust or fumes. From time to time vehicles will breakdown and in these cases members must make every attempt to promptly repair their vehicle. If there is excessive exhaust, smell, visible leaking of fluids or noise, members **must park** their cars outside of the garage on the street.
- 16) **Diesel Fuel Vehicles** - The Co-op garage air maintenance system is designed for CO monitoring. The Co-op will accept applications for up to nine (9) personal diesel vehicles to use the underground garage, on the understanding that the vehicle is in good working order. See Section 15 above.
- 17) **Bicycles** - Must be kept neatly in bicycles racks provided. Members must remember that there is a limited amount of space dedicated to bicycles, therefore there is a limit of 2 bikes per member or member's child.
- 18) **Workshop** - The Garage area **must not** be used as a workshop for any purpose. The garage was designed for vehicle parking. There is to be no welding, soldering, or use of any tools where a spark may ignite. No heaters are to be used in the garage. (Member/s may complete routine maintenance on cars, providing the repairs are done safely, using no tool that may ignite a spark, batteries are disconnected if appropriate and must cleanup immediately upon completion).

**Parking  
Control  
Procedure**

- a) All Members' Long Term Guest/Casual Guest vehicles must be registered with the Co-op office before using the garage.
- b) When Members' Long Term Guest/Casual Guests have registered their vehicles with the Co-op office they will be assigned a parking spot .
- c) The Garage Agreement is to be signed when parking spot is allocated to Members', Long Term Guest, Casual Guests. Note: All members, regardless of whether they have a vehicle, will sign the Garage Agreement and must abide by the Garage Agreement.
- d) The Co-op Board of Directors will appoint a Parking Garage Officer. (see Parking Garage Officer Responsibilities). This person will follow outlined procedure and contact the appropriate authorities in regards to violations of this By-Law.
- e) Violations of this By-Law could result in the loss of parking privileges. Any cost incurred to the Co-op as a result of enforcing this By-Law will be passed on to the member(s).
- f) If a member has made an infraction to this By-Law and despite requests made, by Parking Garage Officer or Board of Directors, has failed to make appropriate changes, then parking privileges will be revoked until the issue is resolved to the Board of Directors' satisfaction.
- g) If needed, to enforce this By-Law, appropriate outside authorities will be contacted and the matter will be brought to the Board of Directors for a decision regarding the infraction and further action.

# The Garage Agreement

**THE UNDERGROUND GARAGE IS FOR PARKING VEHICLES. ONLY ITEMS, AS PER LIST BELOW, WILL BE ALLOWED IN THE GARAGE.**

## **This Agreement is for Garage Usage and Directive on Items that May/May Not be Allowed in the Garage**

- a) **Bicycles** - Must be kept in bicycles racks provided. Members must remember that there is a limited amount of space dedicated to bicycles, therefore there is a limit of 2 bikes per member or member's child. The Co-op shall periodically ask members to tag their bikes, bikes without a current tag will be removed and disposed of at the discretion of the Board of Directors.
- b) There is absolutely **NO SMOKING** at any time in the garage.
- c) **The garage is for the parking of VEHICLES ONLY in accordance with the By Law.** No lawnmowers, ATV's, go-carts, gas powered bikes or motor-cross cycles will be allowed in the underground garage. The Co-op's snow blower will be kept in the garage in winter months and monitored by the parking officer. Motorcycles are designated a parking spot.
- d) **The garage MUST NOT BE USED as a workshop for any purpose.** The garage was designed for vehicle parking and not as a storage/workshop area. There is to be no welding, soldering, or use of any tools where a spark may ignite. No heaters are to be used in the garage. No aerosol paint products to be used in the garage.
- e) **Concrete parking bumpers** must not be moved for any reason.

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I understand and agree to abide by the above Garage Agreement and By-Law NO. 2, Schedule "I" in accepting my privilege to use the Co-op parking garage. I understand that these rules are in effect to protect the Co-op, its members and guests from possible damage or injury due to fire. I understand that underground garage is for parking vehicles only and the rules are in accordance with the Fire Marshall Policy on underground garages. I understand that my parking privileges may be revoke and that I will be liable for any costs incurred to the Co-op if I fail to abide by this By-Law. I understand that the Coop is not responsible for lost, theft or damage to any items in the garage.

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Member's Signature

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Print Name

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Date

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Member's Signature

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Print Name

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Date

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Witness Signature

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Print Name

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Date