



**Procedure Name:** Tenant & Visitor Parking

**Procedure Number:** SH-203-2019

**Administrative Approval Date:** N/A

**Council Approval Date:** N/A

**Most Recent Amendment Date:** N/A

**Effective Date:** 2021-02-22

**By-law reference:** N/A

**Supersedes:** New

**1. Purpose:**

To set out the rules and procedures for the assignment and use of parking on the property of District housing.

**2. Application:**

This procedure applies to all tenants and visitors who possess and/or utilize a parking spot on any District Municipality of Muskoka (the District) housing property.

**3. Definitions:**

- a) **Abandoned vehicle** – a vehicle that has been left unattended, and that by reason of its age, appearance, mechanical condition or lack of license plates, appears to be abandoned.
- b) **Roadworthy vehicle** – a vehicle that has current license plates validated by the Ministry of Transportation and that by reason of its appearance appears to be capable of being driven (i.e. no flat tires, no visible damage that would make the vehicle impossible to drive).
- c) **Visitor** – a person who spends time with or stays with a household for a short period of time and not normally overnight. A visitor has a principle residence elsewhere.

**4. Administration:**

**4.1 General Administration**

- i. Aside from spaces that may be specifically assigned to the unit (such as a carport or driveway), vehicle parking will be allocated on a first come, first served basis when a Parking Request & Vehicle Registration form (SH-903-2019) is received by the District.
- ii. Tenants will receive a parking permit or decal that allows the tenant to park in the building parking lot or in an assigned tenant parking spot.

- iii. If there are more requests for parking than there are spaces available, a chronological waiting list will be maintained and vacant spaces will be allocated according to the date of the request. Only tenants or members of their household who have legal possession of a vehicle will be added to the waiting list.
- iv. Vehicles parked in a unit driveway or in a building parking lot or in an assigned tenant parking spot must be roadworthy and must be registered in the name of a member of the household.
- v. The District reserves the right to reallocate parking spaces with twenty (20) days written notice to the tenant.

#### 4.2 **General Rules**

- i. Recreational vehicles including but not limited to; trailers, boats, all-terrain vehicles (ATV), snowmobiles, dirt bikes, side by sides, and motorized scooters are not permitted on the property, in building parking lots or in assigned tenant parking spots, driveways, or in visitor parking spaces.
- ii. The vehicle owner assumes all risk for any vehicle 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.
- iii. 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 at the owners' expense.
- iv. The tenant will park their vehicle in such a manner as to allow full access to and from other tenants' allocated parking spaces.
- v. Vehicles must be operated in a careful and safe manner while on District property.
- vi. The tenant shall not repair any vehicle or allow any vehicle to be repaired on the property. Parking spaces must be kept clear of debris, car parts, tires, oil cans, etc. at all times.
- vii. Tenants must adhere to the rules set out in the local idling by-law.
- viii. District Housing properties do not have the facilities to accommodate the charging of electric vehicles. Until this is made possible, the District will be unable to provide power sources for these vehicles.

#### 4.3 Winter Snow Removal

- i. The tenant(s) acknowledge and agree that they and their guests are required to promptly move their vehicle to permit snow removal or to effect maintenance and / or repair to the parking lot. The Tenant will be advised of the snow removal procedures at the beginning of each season.
- ii. Where the District is not responsible for snow removal (i.e. townhomes and semi-detached homes with a private or shared driveway), the tenant is responsible to ensure safe access of the driveway and walkways by clearing snow and ice in a timely manner.

#### 4.4 Visitor Parking

- i. Visitor parking is to be used for the temporary parking of visitors of the members of the household of the specific building.
- ii. Tenants are not permitted to park their vehicle in parking spaces that are designated for visitors. If a tenant will be hosting an overnight guest, they can contact the District to request use of a vacant parking spot, if available, for their visitors' stay.

#### 4.5 Removal of vehicle from property:

- i. If a vehicle appears to have been abandoned or is not maintained in roadworthy condition, the District may place a 7 day tag on the vehicle and have the vehicle removed from the property at the owners' expense if the vehicle is not removed by the tag expiry date.
- ii. Vehicles that are parked in a fire or access route or vehicles parked in accessible parking spots without displaying a valid permit may be immediately tagged and towed at the owners' expense.
- iii. Vehicle owners will be held responsible for any costs incurred by the District for the vehicle's removal, the costs for impounding and storage of such vehicle and all fines imposed for infractions of any municipal parking regulations.

#### Related Forms:

- Parking Request & Vehicle Registration Form (SH-903-2019)
- Vehicle Tag Form (FS-903-2019)

#### Related Policies/Procedures:

#### Reference: (approval and amendment details, legal references)