

 Innisfree Housing Co-operative Inc. Parking By-law	Date Approved: September 27, 2012	
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PARKING BY-LAWⁱ

Article 1 Purpose

- 1.1 The purpose of this by-law is to make clear the Co-op’s rules on parking and operation of vehicles on Co-op property. To ensure that available parking spaces are allocated fairly and that Member’s parking privileges are upheld, according to this by-law. The following rules and regulations on vehicle control apply to Members and their guests. Further, this by-law will ensure that the rights to available visitor’s parking, including those designated for physically challenged, are not abused.
- 1.2 The term “vehicle” shall be interpreted to include cars, vans and trucks (to a maximum of one ton).

Article 2 Administration

- 2.1 The by-law will be administered by the Parking Committee. The Parking Committee will allocate parking spaces in accordance with this by-law. Any infractions will be reported to the Board of Directors.

Article 3 General

- 3.1 All vehicle parking spaces on the property are provided for specific uses. These uses are controlled by municipal planning requirements and by policies and regulations adopted by the Co-op from time to time. **NOTE: RE – SCARBOROUGH BY-LAW** Scarborough By-law #10327, Exception #59, states that Innisfree Housing Co-operative Inc., must have a minimum of 114 parking spots, and a minimum of 25% (29) must be designated for “**Visitors Only**”. Members’ must not park in any visitors spaces (exception, the visitors’ parking space has been allocated for a member’s second parking space).

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- 3.2 Parking for the disabled: Every effort will be made to meet the needs of the physically disabled in a member's household, who have medical documentation as proof of such need. This effort will include the assignment of two side-by-side parking spaces, if available, and required. Double spaces may not be available close to the unit. A valid handicap permit must be displayed at all times.
- 3.3 Employee Parking: The Board may give employees parking privileges as part of the terms of their employment. Parking spaces #20 and #21 are allocated for employee/office parking only.
- 3.4 Spaces will be allocated only for cars, vans, or trucks less than 7' 7" wide, 8' 2" high, and 18' 11" in length. No spaces will be allocated for boats, trailers, motor homes, or other recreational vehicles. The decision to allocate parking spaces to other motor vehicles (such as motorcycles, and/or commercial vehicles or those used for business purposes), rests with the Board of Directors, and shall be allocated based on availability. Asphalt must be protected from motorcycle kick-stands, and members will be responsible for any damage to their assigned and non-assigned parking spots.
- 3.5 **No more than one vehicle per licensed adult member may be kept on Co-op property to a maximum of three per unit.**
- 3.6 Each Co-op household is entitled to one parking space, whether or not they currently own a vehicle. Second spaces may be assigned, if available, on a first-come first-serve basis, subject to availability, ensuring that there is an adequate number of visitor's parking spaces at all times. Third spaces may be assigned at a cost of \$25.00 per month, subject to availability. Second and third parking spaces are always temporary, and may be withdrawn at any time as needed.

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Article 4 Registration of Vehicles

4.1 ALL VEHICLES PARKED ON CO-OP PROPERTY MUST BE REGISTERED WITH THE CO-OP

Information required by the Co-op before a parking space can be assigned includes the following:

- valid ownership registration
- make and model of vehicle
- year and colour of vehicle
- license plate number
- verification of PL/PD insurance

Article 5 Notification of Change

5.1 The Parking Committee Chairperson or the office must be advised, in writing, of any changes in the information listed in 4.1 above, within three days of the change.

Article 6 Speed Limit

6.1 The speed limit in the Co-op roadways is 10 km per hour.

Article 7 Allocation of Parking Spaces

7.1 First (primary) parking spaces will be allocated to each unit. These primary spots will be as close to the unit as possible.

Secondary spaces will be assigned based on the extra parking space availability.

A third vehicle registered to a unit will be charged a parking charge of \$25.00 per month for an additional parking space, subject to availability.

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Parking income will be set aside in a separate ledger account to be used for maintenance and / or parking lot related expenses (i.e. signs or markings).

Article 8 Waiting Lists

8.1 After all available parking spaces are assigned; a waiting list will be established on a first-come first-serve basis.

Article 9 Restrictions

9.1 **Vehicles may not be parked on any internal Co-op roadway. These roads are designated as fire routes according to the City of Toronto By-laws.** The **City of Toronto Parking Authority** will from time to time conduct drive-by inspections in the Co-op and **any vehicle that is found parked on the roadway will be ticketed by the City of Toronto at their current fine rate.**

9.2 In the case where a unit has two assigned parking spaces, they may park either of their registered vehicles in either of their assigned parking spaces. **If the 2nd assigned spot is not used, or misused, it will be withdrawn and re-allocated as needed.**

9.3 Visitors' parking is on a first-come first-serve basis. If there are no visitor parking spots available, vehicles must park on the street – not in the driveways (fire routes) or employee parking spaces.

9.4 **Members are responsible for informing their visitors where they may park their vehicles and informing them of the Co-ops parking regulations.**

9.5 Members and their guests must not park in other members' assigned spaces. Members are responsible for reporting any unauthorized vehicles parked in their allotted space to the Parking Committee. Please put your complaint in writing, and note the make, model, colour and license number of the vehicle.

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- 9.6 As in other matters, members are responsible for their own behaviour, and that of their household and their guests.
- 9.7 Careless or fast driving or excessive noise are not acceptable behaviours, and will be dealt with under and/or appropriate legal means, or the Co-op's Complaint Procedure.

Article 10 Vehicle Repair and/or Maintenance

- 10.1 Major and / or extensive auto repairs may not be carried out in any parking spaces or on Co-op property.
- 10.2 Any fluids (i.e. motor oil, transmission oil) removed from vehicles must be disposed of off-site at the local compost facility that accepts toxic waste. Fluid leaks and spills must be cleaned up immediately. Members will be held liable for costs incurred for clean-up and / or any damage resulting from such a leak.
- 10.3 The Co-op will take whatever legal means are open to it, against a Member found to be acting irresponsibly with respect to the environment (i.e. pouring, or washing oil, gas, etc. into drains).
- 10.4 Any vehicles in an unsafe condition (i.e. on jacks/ramps, leaking gas etc.) are not permitted on Co-op property, and will be dealt with according to Article 13 of this by-law and / or appropriate legal means.

Article 11 No Derelict Vehicles

- 11.1 All vehicles parked on Co-op property **must be roadworthy, licensed and insured**. Any derelict vehicles found on Co-op property will be ordered towed away at the owner's expense.

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Article 12 Maintenance of Parking Areas

12.1 When there is a need for repairs or maintenance to parking areas, or when removal of snow or other unforeseen emergency requires it, members will be expected to comply with requests to move their vehicles to allow for work to be done. The Co-op will make every attempt to accommodate the parking needs of the members during such times, and will provide as much notice as possible.

Note: From time to time, it may be necessary to relocate assigned parking spaces (i.e. snow removal, repairs or marking etc., or for any other reason deemed necessary by the Board of Directors). Members are expected to comply with such requests immediately.

Article 13 Tagging and Towing

13.1 The Board of Directors may contract a towing company to enforce the Co-op's Parking By-laws. The approved towing company will be given a copy of the Co-op's Parking By-law. The towing company may not tow unless they are called by a representative of the Board of Directors, employees or the Chairperson of the Parking Committee if vehicle is illegally parked on Co-op property.

It is the member's responsibility to ensure that your own, as well as your long term guests vehicles are protected by registering them with the Parking Committee immediately.

13.2 Since it is the Co-op's legal responsibility to maintain access for fire and other emergency vehicles, any vehicles parked in a restricted area may be tagged and / or towed at the owner's expense.

All driveways are restricted areas. Appropriate signs noting municipal by-laws are posted. No vehicles may park in the driveways at any time, for any length of time.

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Article 14 Liability

14.1 Innisfree Housing Co-operative Inc. does not accept responsibility or liability for theft or vandalism to vehicles parked on Co-op property, whether authorized or not.

Innisfree Housing Co-operative Inc. does not accept responsibility for possible damage to vehicles towed from Co-op property due to illegal parking or unsafe situations (gas leaks, left on jacks or ramps, etc.).

All costs related to tagging and / or towing will be at the expense of the owner.

ⁱ *Approved by the Board of Directors at a Board Meeting held on September 11th, 2012
Approved by a 2/3rd majority of the Members at a General Meeting held at Anne-Marie Hill Co-op on September 27th, 2012*