

Waterloo Co-operative Residence Incorporated

Parking Policy

As approved by the General Manager,
and incorporating all changes through:

4 March 2010

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

Revision History

Date	Revisionist	Summary of Changes
17 March 2001	Russ Wong	Policy Change
16 December 2001	Russ Wong	Template Update
16 November 2002	Russ Wong	Policy Change; removal of assigned parking spaces
15 January 2005	Jason Gorrie	Policy Change: Removal of Weavers', include non-member spaces
10 April 2007	Laura Reidel	References to the Board of Directors modified to reflect General Manager's jurisdiction over this policy. References to 'kitchen' removed.
6 January 2009	Cary Hubbard	Update information re: parking decals; remove references to Ticketing Officer
4 March 2010	Cary Hubbard	Policy Change: addition of introduction; ticketing and towing procedures clarified; update to include Grand River CarShare; addition of section re: snow removal; reformat sections to make easier to locate information

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)

Part 1: Introduction

WCRI has three parking lots, one at each municipal property: 139 University Avenue West, 268 Phillip Street, and 280 Phillip Street. This policy outlines expectations and practices regarding the use of parking spaces at these sites by members, non-members, guests, and staff.

Part 2: Vehicle Registration

1. (1) Members residing at WCRI and who intend to keep a motor vehicle or motorcycle on WCRI property must register such vehicle(s) with the WCRI Office at the beginning of each term and pay a registration fee, as set by the General Manager from time to time.

(2) Members residing at WCRI may purchase their parking permit up to one month in advance of the term for which the parking permit applies.

(3) Vehicles acquired by resident members after the start of the term must be registered immediately. The full cost of a parking permit, per 1(1) above, applies.

2. During the first week of classes at the University of Waterloo, non-resident members and non-members can purchase, in person, any unsold parking permits.

3. (1) All persons wishing to purchase a parking permit will be required to provide their license plate number at the time of purchase.

(2) If the purchase of a parking permit is deemed fraudulent, the permit will be immediately revoked without refund.

(3) The General Manager reserves the right to refuse registration for any reason.

4. (1) All registered vehicles will be provided with a current parking decal/permit which must be displayed in the front window on the driver's side of the registered vehicle at all times. Any vehicle without a valid parking permit correctly displayed may be considered illegally parked.

(2) Illegally parked vehicles are subject to ticketing and/or towing at the owner's expense per City of Waterloo Bylaw #4009. Towing of illegally parked vehicles will occur at the owner's expense after receiving three parking tickets in a given term.

(3) Parking tickets for illegally parked vehicles are issued by an external ticketing agent and cannot be overturned by WCRI staff.

(4) Members who park their vehicle illegally will be charged by WCRI an amount equal to the cost of a parking ticket as issued by the City of Waterloo and, in order to continue parking at WCRI must purchase a parking permit at full purchase price for the remainder of the term.

Part 3: Parking

1. (1) Parking is permitted only in the paved parking areas at 280 Phillip St., 268 Phillip St., and 139 University Ave. W.

(2) Vehicles that are parked in fire lanes, loading areas, spaces designated as snow zones or on grass may be ticketed or towed by authorized agents of WCRI.

2. (1) Each person who purchases a parking permit will be allowed to park in any space designated for general parking in the parking lot assigned at the time of purchase.

(2) If a person cannot find a space in the lot to which they are assigned, they may temporarily park in any of the areas designated for visitor parking and must notify the WCRI Office within 30 minutes.

Temporary Parking

3. At the beginning of each term, a one-week grace period from the first of the month will be provided to allow for members to move into their accommodations. Following this one-week grace period, all ticketing and/or towing activities will resume, in accordance with this policy and the appropriate City of Waterloo Bylaw(s).

4. (1) Two-week and one-month parking permits may be issued to resident members who have a vehicle for less than a full term and pay a registration fee, as set by the General Manager from time-to-time. The days in a period covered by a temporary parking permit must run consecutively.

(2) All temporary parking permits must be appropriately displayed in the registered vehicle. Failure to appropriately display the temporary permit may be considered illegally parked.

5. (1) Resident members with one or more vehicles parked at WCRI for a total of ten days or less throughout the term must register their vehicle(s), at no charge, by telephoning the WCRI Office.

(2) Resident members must register their vehicle(s) for each day that they will be parked at WCRI.

Guest Parking

6. (1) A resident member must register guest vehicles by contacting the WCRI Office (please see Appendix A for full instructions) for each day that their guest is staying with them.

(2) Guest parking at WCRI is limited to ten days per guest per term.

(3) Guest parking is only permitted for those visitors who are on WCRI property.

(4) Vehicles registered as guests must be parked in the areas designated as visitor parking. If no spaces are available in these areas, the visiting vehicle may be parked in a general parking area of the lot.

7. It is the responsibility of the members to inform their guests of these requirements.

8. Guest vehicles parked illegally at one of the WCRI lots are subject to ticketing and/or towing at the owner's expense per City of Waterloo Bylaw #4009. Towing of illegally parked guest vehicles will occur at the owner's expense after receiving three parking tickets in a given term.

Staff Parking

9. Parking permits will be issued to permanent staff members at no charge for vehicles operated by staff members. Staff members will park in designated staff parking areas at 268 Phillip Street, 280 Phillip Street, and 139 University Avenue West.

Grand River CarShare Parking

10. (1) Two parking spaces at the 280 Phillip Street property have been reserved for vehicles provided by and used by Grand River CarShare, per a signed Location Provider Agreement between WCRI and Grand River CarShare.

(2) Vehicles parked in these reserved spaces must be identified as being Grand River CarShare vehicles; all other vehicles parked in these spaces will be deemed to be illegally parked and may be subject to ticketing and/or towing at the owner's expense per City of Waterloo Bylaw #4009.

(3) Should a reserved Grand River CarShare space not be available upon the return of a Grand River CarShare space, the driver may temporarily park the vehicle in another available space at the lot and follow established procedures of Grand River CarShare without being deemed illegally parked.

11. With the exception of vehicle registration processes for cars parked in the designated spaces, all other policies and procedures outlined in this policy apply to Grand River CarShare vehicles parked at any of the WCRI lots.

Part 4: Derelict Vehicles

1. A derelict vehicle is defined as any vehicle that appears to have been abandoned by its owner, lacks valid license plates, or lacks working machinery essential for normal operation.
2. Parking permits *may not* be purchased for derelict vehicles.
3. If a vehicle is found to be derelict, a fourteen-day notice will be posted on the vehicle in question. During this period, the owner may negotiate with WCRI or have the vehicle removed. A member of WCRI may seek leniency through agreement with the General Manager or delegate by showing plans of rectifying the status of the derelict vehicle.
4. If a derelict vehicle is not removed from the property after the warning is issued, it may be towed away at the discretion of the General Manager or delegate, at the owner's expense.

Part 5: Repairs to Vehicles

1. Individuals who wish to perform major vehicle repairs which will leave the vehicle inoperable for a period greater than one month must seek the permission of the General Manager or delegate, who reserves the right to revoke this permission, once granted, at any time.
2. If a vehicle is found to require repairs because damage renders the vehicle inoperable, or is deemed unsafe if it remains without repairs, the owner may be required to have the vehicle repaired or removed at the discretion of the General Manager or delegate.
3. If the type of repair is deemed inappropriate for completion on WCRI property, then the owner must have the vehicle taken off-site in order for the repairs to be completed.

Part 6: Lot Maintenance

1. Should lot maintenance be required where access to parking spaces is necessary, as much advance notice as possible will be provided by posting notices throughout the facilities and/or on vehicles parked in the locations to be accessed.
2. WCRI staff may, from time-to-time, require that a coordinated movement of vehicles occur in each parking lot in order to address snow removal appropriately. As much advance notice as possible will be provided by posting notices throughout the facilities and/or on vehicles parked in the affected lot(s).

Part 7: Disclaimer

1. WCRI, in charging for the use of space for the purpose of parking resident members' vehicles, or in providing space for staff members', visitors', or Grand River CarShare's vehicles, accepts no responsibility for losses of any kind, vehicle damage, or injury suffered by any person using the parking facilities in or around its various properties.

Appendix A: Parking at WCRI

Vehicle Registration

WCRI parking lots are for registered vehicles only.

All vehicles must have a current WCRI permit to park at 268 Phillip St., 280 Phillip St., and 139 University Ave. W. or be registered as a guest vehicle, as described below.

Permits are available from the WCRI Office for \$_____ per term. The permit must be affixed to the front driver's side windshield so that the permit number can be read through the windshield. All vehicles parked in any WCRI lot without permits will be ticketed under Waterloo Bylaw #4009.

Each registered vehicle will be allowed to park in any of the general parking spaces in the designated parking lot assigned at the time of purchase. Vehicles parked in incorrect parking spaces will be ticketed. Spaces will be sold on a first-come, first-served basis.

Guest Parking

It is the responsibility of WCRI members to inform their guests of the requirements of this policy.

Guest vehicles must be registered with the WCRI Office. To register a guest's vehicle, members must call the WCRI Office and leave their name, their apartment or room number, and the license plate number of their guest. Members must register the vehicle for each day that their guest is staying with them. Guest vehicles may park at WCRI for a **maximum of 10 days** throughout the term.

All guest vehicles must park in the designated visitor parking areas.

Temporary Parking

Short-term WCRI parking permits are also available for members who will have a vehicle for less than a full term. The prices are as follows:

- a) Two weeks (consecutively) \$_____
- b) One month (consecutively) \$_____

Resident members with one or more vehicles parked at WCRI for a total of **10 days or less** throughout the term must register their vehicle(s) by phoning the WCRI Office and leaving their name, apartment or room number, and license plate number(s). Resident members must register their vehicle(s) for each day that they are parked at WCRI.

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