OLD GRACE HOUSING CO-OPERATIVE

PARKING POLICY

This policy governing parking in OGHC is influenced by OGHC's principles and the need to balance competing interests viz:

a. OGHC's commitment to minimize its carbon footprint.
b. OGHC's desire to minimize space taken by parking and maximize space for more important uses, such as common areas for member use.
c. OGHC's commitment to avoid the project having a negative impact on the surrounding neighbourhood, such as overuse of street parking.
d. City of Winnipeg by-laws or other regulations of a higher jurisdiction
e. Recognition that there are many circumstances, such as employment demands or infirmity, which create a legitimate need for vehicle ownership, particularly in the light of shortcoming in the public transportation system.
f. Users pay.

Some implications of the above considerations are:

a. The project has been designed with less than a 1:1 ratio of parking spaces to the number of units. Specifically, in Phase 1 of the project there will be an estimated 50 parking spaces available for 59 units. Any change to these numbers will not alter the considerations upon which they are based and a permanent situation of fewer parking spaces than units.
b. This shortfall will be increased by:
    - some spaces being set aside for Peg City Car Co-op, allowing members access to a vehicle without ownership.
    - the need to provide some visitor parking, to avoid overuse of street parking.
    - some obligation to provide space for any non-resident employees of the co-op.
c. A recent survey of current members indicated that the projected demand for parking spaces will not overtake the projected supply, but this is not a static situation, nor does it obviate the need for some rules governing parking, including a fair allocation procedure.

ADMINISTRATION

The Board shall appoint a Parking Committee of not less than three co-op members with responsibility and authority to administer this parking policy.

The Committee shall:

a. At the outset, establish the procedure for administering this policy, including application forms, allocation, registration, and duties of co-op staff, if any, to assist the Committee in its work.
b. Apply the policies contained herein to applications and approve, reject or otherwise dispose of said applications accordingly.
c. Report to the Board a minimum of twice annually, and to the membership at least once annually at the Annual General meeting.

d. In addition, bring to the attention of the Board any matters arising from the administration of this policy, especially any which have implications for changing the policy in future.

ALLOCATION OF PARKING SPACES

1. Each member may rent one parking space subject to availability.
2. Allocation will be made on a first come first served basis. The date of the submission of a formal written application to the Committee will be used to judge the order of applications.
3. A specific numbered space will be allocated to each successful applicant who is required to use only that numbered space and no other.
4. In the event that the demand exceeds the supply, a wait list shall be established. The wait list shall apply the principle of first come first served, unless an applicant can establish a claim for special consideration. This might include infirmity, employment location, family obligations or any other compelling mobility need not amenable to a solution other than vehicle ownership.
5. Applications for a space for a second vehicle, recreational vehicle, utility trailer, or the like will be considered only if all current applications for a first space are satisfied. Such arrangements will be on a month -to-month basis only, and may be cancelled if another member is requesting a first space. When necessary, a wait list for additional spaces will be established and allocations made on a first come first served basis evidenced by the date of the application on the prescribed form.
6. No parking space will be allocated for a vehicle which exceeds the length, width or height capacity of available spaces. This may exclude many types of recreational vehicles. Members are required to make other arrangements for storage of vehicles too large to be accommodated on the co-op's grounds.
7. Visitors, including guests staying 24 hours or more, will use one of the spaces allocated to visitors. Visitors may not use spaces allocated to members, unless by prior arrangement with the member concerned.
8. Members must inform the Co-op immediately if and when their parking space is no longer required for their own use. Members shall not be allowed to re-allocate their parking space.

REGISTRATION, ASSIGNMENT AND RELOCATION REQUESTS

1. All residents requesting a parking space must apply using the designated form, provide their license plate number, description of the vehicle, proof of insurance and testify that the vehicle in question is operational.
2. If such information changes – pending or subsequent to approval and space allocation - the resident must immediately inform the Co-op either through the Committee or staff.
3. Under the authority of the Parking Committee, the described vehicle will be registered to occupy the assigned numbered space.
4. The Parking Committee shall issue proof of registration to the vehicle owner who shall display such proof so that it is visible for inspection from outside the vehicle.
5. The member will use that space only and none other, unless by prior arrangement with the Committee. The Committee must be notified in advance, and approve, any private long-term arrangements between members.

6. A request for relocation of assigned space will be made in writing on the prescribed form. If necessary, a wait list will be established on a first come first served basis as evidenced by the date on the application form. Priority will be given to a relocation request based on disability.

USE AND MAINTENANCE OF PARKING SPACES

1. Vehicles are parked on co-op property at the owner's risk. The Co-op accepts no responsibility for theft or damage to the vehicle or contents.
2. Members must take care to park so that their vehicle does not impede the entrance or exit of another member's vehicle.
3. Major repairs cannot be carried out in the member's parking space or any other co-op space. Major repairs are understood to include oil changes, radiator flushing, body work, transmission repair or replacement, repairs involving removal of the engine, or any other work which risks damaging or defacing the space occupied by the vehicle, or inconveniences neighbouring vehicles.
4. Cleanup of any inadvertent leakage or spills is the responsibility of the owner. The owner will have an additional responsibility to deal with the cause of any such problems.
5. The Co-op will be responsible for the maintenance, repair and regular cleaning of parking areas. The Co-op will make every effort to give advance notice if parking areas need to be temporarily vacated, for example in the case of snow clearance.
6. All vehicles assigned a co-op space must be roadworthy, licensed and insured. Any derelict vehicles on co-op property will be towed at the owner's expense.

PARKING SPACE RENTAL CHARGES

1. Parking space rental charges will be set annually as an integral part of the Co-op's operating budget.
2. The criteria for setting charges will include costs to the Co-op attributable to parking and vehicle use, eg. signage, line painting, snow clearing.
3. Charges will be made on a monthly basis, added to the member's housing charge and due at the same time as the housing charge.

MEMBER COMPLAINTS AND POLICY VIOLATIONS

1. Oversight of enforcement is entrusted to the Parking Committee, who may delegate much of the daily administration to Co-op staff.
2. Members with complaints related to parking should initially contact the Parking Committee. If the problem cannot be resolved, members can address their complaints to the Member Relations Committee (see OGHC Dispute Resolution Policy).
3. Members who violate the Parking Policy will be notified by the Parking Committee, or Co-op staff. If the violation is persistent, the Parking Committee will refer the matter to the Member Relations Committee for resolution (see OGHC Dispute Resolution Policy).