

OBJECTIVE

The objective of this policy is to provide clear guidance on the management of parking spaces and to ensure that everyone has access to appropriate parking options.

BACKGROUND

London & Middlesex Community Housing (LMCH) is committed to providing safe and convenient parking options for tenants, staff, visitors, vendors, and community partners.

LMCH recognizes the importance of managing parking spaces effectively to ensure that everyone has access to appropriate parking and to minimize the impact of parked vehicles on the community.

LMCH costs and time allocated to maintaining and upgrading parking lots are substantial, and the introduction of this parking policy reflects those financial realities.

DEFINITIONS

- **Derelict Vehicles:** Vehicles that are in disrepair, abandoned, or no longer in operational condition.
- **Arrears:** Outstanding debts or unpaid sums of money.
- **Hybrid Vehicles:** Cars that use more than one form of onboard energy to achieve propulsion, typically both electric and gasoline.
- **Accessible Parking Space:** Parking space designated as being for the exclusive use of vehicles displaying a valid Accessible Parking permit.

SCOPE

This policy applies to all LMCH properties and their associated parking areas.

POLICY STATEMENT

LMCH's reserves the right to control and manage access to parking on all LMCH properties.

We are committed to managing parking effectively, which will include:

1. Providing clear and accessible information about parking, including availability, restrictions, and associated fees when necessary.
2. Ensuring parked vehicles do not obstruct pedestrian paths, pose safety hazards, or cause damage to properties.

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3. All vehicles parking on LMCH properties must be roadworthy, display current license plates, properly insured, and are registered.
 4. Prohibiting the presence of unlicensed, unregistered, or derelict vehicles. Repairs and car washing are not allowed on the property to prevent potential spills of oil or other engine fluids.
 5. Not permitting trailers, boats, buses, or any other vehicle weighing over 3,000 kg on LMCH properties.
 6. Commercial vehicles will only be permitted if the vehicle is also being used as the tenant's personal vehicle. Multiple commercial vehicles owned by the same tenant will not be permitted.
 7. Accessible parking spots will be available to tenants who require them on a first-come, first-served basis, with a limited number of spots. Tenants need to observe the City of London or Middlesex County By-laws and all Province of Ontario regulations on their use.
 8. Charging a fee for lost, stolen, or non-returned permits, the amount determined by LMCH, the type of permit and is subject to change.
 9. Empowering LMCH to tag and tow unauthorized vehicles on LMCH properties, with costs borne by the tenant associated with that vehicle.
 10. Restricting new parking permits for tenants or non-tenants with more than one month of unpaid rent until their arrears are settled.
 11. Ensuring enforcement of the parking policy and program at LMCH townhomes, row houses, semi-detached and scattered detached homes with private/shared driveways. Parking fees or surcharges will be assessed on a case-by-case basis for shared and private driveways. If fees are applicable, they will be considered as part of their rent for rent collection purposes, and any arrears (including parking arrears) will be dealt with through the RTA.
 12. LMCH holds no responsibility for theft, vandalism, fire, or any damage related to a resident's vehicle(s).
 13. Regularly reviewing and updating this policy to align with community needs.

RESIDENT PARKING

- All vehicles must be roadworthy, display up-to-date license plates, and be registered and properly insured.
- No repairs or car washing on the premises.
- Residents must adhere to designated parking areas, and any violation might result in ticketing or towing.
- Must notify LMCH in writing and provide required documentation if vehicle information changes.

VISITOR PARKING

- Not all LMCH properties will have visitor parking.
- Visitor spots are available on a first-come, first-served basis, and will be time limited. Unauthorized or over-time parked vehicles may be ticketed or towed at the owner's cost.
- Temporary parking passes, when issued, will display clear start and end times.
- Residents should inform their guests of the parking policies to ensure compliance.

STAFF AND VENDOR PARKING

- Parking areas for staff and contractors are designated at each site.
- Contractors receive specific parking passes or tags.
- Unauthorized parking in staff and contractor spaces may lead to penalties.

NON-COMPLIANCE

- No parking or idling in fire or emergency lanes. Violators risk penalty, including potential revocation of parking privileges.
- Residents are responsible for their guests' compliance with fire lane rules.

HYBRID AND ELECTRIC VEHICLES

- Presently, LMCH lacks facilities to charge hybrid or fully electric vehicles. As technology progresses, LMCH will assess the feasibility of providing charging solutions.
- Rules and procedures will be established if charging stations become available.

PARKING FEES

- Parking fees will be implemented and charged for all new buildings and any new tenancies once this policy is approved.
- LMCH will exempt current tenants from parking fees with limitations imposed through an internal procedure that will outline the conditions that a parking fee may be imposed

such as adding a new member to the household, vehicle count limitations based on site and size of household, transfer within LMCH, etc.

- Fees may vary depending on parking location.
- Fees may be pro-rated based on registration date within the month.

Parking fees will be collected for all new buildings and new tenants once this policy is approved. Any current tenants that register their vehicles will be grandfathered and will not be charged for parking unless they transfer to a new unit after this policy is enacted.

TICKETING AND TOWING

Vehicles may be ticketed and/or towed at the owner's expense for the following reasons:

- they do not display a proper parking permit
- they do not have license plates
- they are not deemed roadworthy
- they are parked in visitor parking areas, driveways, fire lanes or snow removal routes, or other unauthorized areas

LMCH assumes no responsibility/liability resulting from ticketing and/or towing a vehicle.

FEEDBACK AND COMMUNICATION

- Tenants are encouraged to provide feedback on the parking policy to improve LMCH services.
- Policy updates will be communicated promptly to tenants.

RELATED DOCUMENTATION

- Tenant Vehicle Parking Terms & Conditions
- Tenant Vehicle Parking Registration Form (Site Specific)
- Vehicle Parking Permit Cancellation Form (Site Specific)

RELATED LEGISLATION

- Highway Traffic Act
- City London Parking By-Laws
- Ontario Planning Act
- Ontario Municipal Act

DOCUMENT CONTROL

Date Drafted	July, 2024
Date Approved	August 2024
Date Revised	
To be reviewed	
Inquiries to Policy Owner	