

	<p><b>POLICY TYPE: COMMUNITY STANDARDS</b></p> <p><b>POLICY TITLE: Parking Infractions</b></p>	<p><b>Policy No: CS-8</b></p> <p><b>Date Approved: October 27, 2010</b></p>
---	--	---

### PRIVATE STALLS

- Vehicles parking in a private stall can only be removed when an owner has made a request that the offending vehicle be towed and by providing
  - a) evidence that they are owner of the stall in question -- a completed Owner's Information Sheet kept on file in the office is sufficient evidence and
  - b) providing a description of the offending vehicle.
- The request must be made to the Building Superintendent or her designate via telephone, email, or in person. Information regarding the Owner Information sheet may be provided at the same time.
- In the interest of harmony and good neighbourliness, the Owner is to be encouraged to allow for a warning / ticket prior to towing; however, if they demand the vehicle be towed immediately, they have the right to do so.

### HANDICAP PARKING

- Individuals parked in handicapped parking will be issued a municipal bylaw infraction fine as soon as identified by the Building Superintendent and at her discretion.
- A record of the offender's license and contact information shall be kept on file with the office, where available.
- Future infractions may result in the towing of their vehicle. NOTE: Since we have several handicap parking areas, I would recommend that once we issue a municipal infraction, we keep all contact information on file and future infractions be fined under the Peaks Bylaw at the same rate as the municipal fine.

### VISITOR PARKING

- Individuals parked in Visitors parking that have not registered with the Office MAY be fined at the discretion of the Building Superintendent.
- The Building Superintendent will keep a record of all Visitor Parking Registration
- The Building Superintendent will keep a record of fines or towing in the office, with a reason identified on the record.
- The Board's criteria for the issuing of these discretionary fines is for safety, to prevent a nuisance to Owners and be "reasonable" as defined by what 75% of people would support (this is the legal test for reasonableness according to CCI).

## REQUESTS FOR APPEALS TO REVOKE FINES

- No requests for fines will be accepted by the Board if the process listed here has been followed.
- Where the process has not been followed, a detailed description may be submitted to the Board through the Board web site ([peaks.bylaws@gmail.com](mailto:peaks.bylaws@gmail.com)) or in writing to the Office.