ELLWOOD HOUSE

2270 Braeside Ave.
Ottawa, ON | K1H 7J6
613.521.5151
ellwoodhouse@rogers.com
www.ellwoodhouse.ca

Ellwood House Parking Policy

Effective Date: October 19, 2021

Approved by: Ellwood House Board of Directors

Policy Statement

This policy establishes Ellwood House (Ottawa) Inc.'s (EH) policies and procedures for parking by tenants, their visitors/guests and staff/contractors. The use of parking spaces must comply with City of Ottawa parking regulations and with the needs of others on the St. Thomas the Apostle campus.

1. Purpose and Scope

Purpose

The purpose of this policy is to set out the rules, responsibilities and procedures for the parking at Ellwood House.

Scope

Staff who manage the parking facilities and those who use the parking facilities of Ellwood House will be guided by the rules and procedures outlined in this policy.

2. Definitions and Clarifications

Abandoned Vehicle

A vehicle that has been left unattended, without the consent of Ellwood House property

management and that, by reason of its age, appearance, mechanical condition or lack of licence plates, appears to be abandoned.

Roadworthy Vehicle

A vehicle that has current licence plates and proof of ownership validated by the Ministry of Transportation and provided by the owner and that by reason of its appearance appears to be capable of being driven (i.e. no multiple flat tires, no visible damage that would make the vehicle impossible to drive, not leaking any fluids, etc.).

Visitors

Persons who visit a tenant, but whose principal address is outside Ellwood House.

3. Policy

Ellwood House will allow only roadworthy and licensed vehicles registered with an *Ellwood House Parking Agreement* in the name of the tenant or other authorized occupant of the unit to be parked in the designated tenant parking on its property. Exceptions to the requirement to live in the building will be made for a caregiver who requires parking or for other compassionate reasons on a case-by-case basis.

4. Removal of Unauthorized or Abandoned Vehicles

Seventy-two hour notice will be provided in writing to any tenant whose vehicle is illegally parked or considered derelict and causing damage to Ellwood House property.

Ellwood House has authorized the Property Manager to enforce this policy and reserves the right to remove from the property:

• abandoned vehicles;
• vehicles found without a valid parking decal or parking pass;
• vehicles with an unauthorized or altered parking decal or parking pass; • vehicles without valid licence plates; and
• vehicles for which parking fees have not been paid.

Vehicles parked in a fire or access route or vehicles parked in accessible parking spaces without displaying valid Ministry permits will be immediately tagged and towed.

Vehicle owners will be held responsible for any costs incurred by Ellwood House for the vehicle’s removal, the costs for impounding and storage of such vehicle and all fines

imposed for infractions of the municipal parking regulations.

Ellwood House will endeavour to ensure safe and well-maintained parking for its tenants, visitors and staff. Tenants should report any problems to property management staff in writing.

5. Winter Parking

Ellwood House has a contract with a snow removal company. This contract states that the company will exercise due diligence to avoid damage to property. To help prevent damage, it is the tenant's responsibility to keep the snow removal area free of all objects.

After a heavy snowfall, tenants should temporarily remove their cars from parking lots to enable proper snow removal. Tenants who are away are required to provide the office a plan for their vehicle to be moved for snow clearing prior to their absence.

6. Visitor Parking

Visitors will receive a parking pass for 24 hours or longer if authorized by the Property Manager or designate. The tenant will direct his/her visitors to park only in a designated visitor parking space when a parking pass has been issued.

Contractors will be assigned a visitor parking space and asked to display a “Vehicle on Duty” sign, which will be provided by Ellwood House staff.

7. Designated Accessible Parking

All Ellwood House designated parking areas are in reasonable walking distance to the side and front entrances of the building.

There are three (3) designated accessible parking spaces for tenants requiring accessible parking. These spaces will be allocated on a priority listing by date of application. Only vehicles displaying an accessible parking permit may be parked in parking spaces reserved for tenants requiring accessible parking.

If these spaces have already been allocated, tenants will be put on the designated accessible parking waiting list.

8. Car Break-Ins

Ellwood House is not responsible for damage to tenants' cars because of accident, break-in or theft. Information on dealing with break-in can be found in Appendix C.

General Rules

The vehicle owner assumes all risk for any vehicle or its contents while parked on the property, including damage or loss by fire, theft, negligence or malicious negligence.

All vehicles parking on the property must be roadworthy at all times, with valid licence plates and insurance.

Recreational vehicles, including boat trailers, campers, etc., will not be kept on the property.

All entrances and exit lanes associated with the property must be kept clear at all times, and vehicles parked in these areas will be subject to removal according to the municipal parking regulations.

The tenant will park his/her vehicle in such a manner as to allow full access to and from other tenants' allocated parking spaces.

Vehicles must be operated in a careful and safe manner while on Ellwood House property. Vehicle engines are not to be left idling.

There are to be no repairs of any kind (including oil changes) performed on vehicles in any parking area. The parking spot must be kept clean of debris, car parts, tires, oil cans, etc. at all times.

Ellwood House does not have the facilities to accommodate the charging of electric vehicles at this time.

9. Parking Administration

When interviewing prospective tenants, Ellwood House property management staff will provide parking information about Ellwood House's parking policies and our limited parking capacity. No promise of parking will be made.

Tenants wishing a parking space in one of the Ellwood House designated parking spaces will submit a *Parking Request & Vehicle Registration Form.* (Appendix A) Ellwood House property management staff will maintain a waiting list in the order of receipt of this form.

When a parking space becomes available, the Ellwood House property management staff will assist the tenant in completing the *Ellwood House Tenant Parking Agreement* (Appendix B) and co-sign the Agreement. Agreements will be tracked and a copy placed in the tenant's file.

Parking will be allocated on a first come, first served basis when a *Parking Request & Vehicle Registration* is received.

Ellwood House reserves the right to reallocate parking spaces with thirty (30) days written notice to the tenant.

Tenants will receive a **parking permit/decal** that allows the tenant to park at their assigned parking location.

There is a monthly parking fee, separate from the tenant lease payment, and due at the first of every month for the duration of the *Ellwood House Tenant Parking Agreement*. Tenants on subsidy pay the full parking fees. Parking fees are reviewed annually by the Ellwood House Board of Directors, and tenants will be advised two (2) months in advance of any increase in the parking fee. Parking fee revenues are used to contribute to Ellwood House parking maintenance and snow clearing costs.

A chronological waiting list will be maintained, and vacant parking spaces will be allocated according to the date of the request for a parking space. Only tenants or occupants who have legal possession of a vehicle will be added to the waiting list.

At any time, a tenant can apply, in writing, to move to a different location in the parking lot.

Revision History	Date	Version
Parking Policy	December 23, 2025	Version 1