



BROOKS CO-OPERATIVE HOMES INC.

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BROOKS CO-OPERATIVE HOMES INC.

Parking Administration & Enforcement Policy

Supporting By-law No. 8 (Parking By-law)

Passed by the Board of Directors – February 11, 2026

1. Purpose

This Policy is enacted pursuant to By-law No. 8 and is intended to clarify, strengthen, and formalize the administrative interpretation, enforcement mechanisms, and operational controls governing parking at Brooks Co-operative Homes Inc. This Policy does not amend or contradict the By-law. In the event of conflict, the By-law prevails.

2. Exclusive Use of Assigned Parking Spaces

Each assigned parking space is for the exclusive use of the unit to which it is assigned.

Only vehicles that meet ALL of the following conditions may occupy the assigned space:

- Registered with the Co-op Office.
- Owned or leased by a member of the household.
- Properly insured and documented.
- Displaying a valid Co-op parking tag corresponding to the assigned space.

Parking spaces may not be lent, shared, sub-assigned, rented, swapped, informally permitted, or used by any non-resident individual under any circumstance.

3. Vehicle Registration & Documentation Requirements

The following documentation must be filed with the Office:

- Valid vehicle ownership or lease agreement.
- Proof of insurance.
- Current license plate registration.
- Employer letter for company vehicles (if applicable).

Failure to maintain valid documentation will result in immediate suspension of parking privileges.

4. Prohibited Uses (Expanded Clarification)

- Vehicle storage for non-residents.
- Commercial fleet overflow.
- Vehicle sales staging or advertising.
- Parking of derelict or non-operational vehicles.
- Use of assigned spaces while primary vehicle occupies visitor parking.
- Commercial repair or resale activities.
- Storage of recreational vehicles prohibited under municipal zoning.

5. Temporary Vehicle Policy

Temporary vehicles (rental, loaner, borrowed) must be reported to the Office prior to parking. Temporary authorization shall not exceed 14 consecutive days without Board approval.

6. Monitoring & Enforcement Protocol

The Co-op may conduct periodic parking audits.

Graduated Enforcement Process:

- First violation: Written Warning and potential fine.
- Second violation: Formal Notice, Tagging and potential fine.
- Third violation: Tow authorization at owner's expense and fine.

7. Administrative Fine Schedule (Subject to Legal Authority)

- Unauthorized vehicle in assigned space: \$100.00 administrative charge.

Administrative charges may be added to the member's housing account where permitted by governing legislation.

8. Loss of Parking Privileges

Repeated or willful violations may result in suspension or revocation of secondary parking privileges and ineligibility for the annual parking lottery for up to 12 months.

9. Enforcement Flow Process

- Step 1: Detection (Audit or Complaint).
- Step 2: Documentation & Photo Evidence.
- Step 3: Written Warning Issued.
- Step 4: Re-inspection within 7 days.
- Step 5: Tagging & Notice of Tow.
- Step 6: Tow Authorization if unresolved.
- Step 7: Review of Parking Privileges.