



## Parking and Traffic Regulations

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Adopted by :  
Issuer : Financial and Informational Resources Directorate  
Recipients : All those using the parking lots  
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[Older versions of this document are available in the 'Archives' section](#)

### Foreword

The Douglas Institute and the Douglas Institute Foundation authorize the parking of all motorized vehicles on the Institute property provided that the users obey all parking and traffic regulations and pay the required parking fees. The purpose of this policy is to ensure the fair use of the parking facilities and enable the Institute to generate funds which will be used for repairing and maintaining roads and parking lots and for creating new parking lots if needed.

A Parking Management firm has been appointed by the Institute and the Foundation to inspect the parking lot and enforce the rules of this policy. This may involve parking tickets being issued to offenders and, in the case of repeat offenders, vehicles being towed. Both vehicle drivers and owners must conform to this policy.

The management agreement signed by the Institute and the Foundation stipulates that the Institute is responsible for the management of the parking lot through the appointment of a firm in charge of overseeing and controlling the parking lot and the parking coupon machines.

Take note that this policy is related to the procedure "Parking and Traffic – Rental contract and payment methods."

### Definitions

**Institute:** Douglas Mental Health University Institute

**Foundation:** Douglas Mental Health University Institute Foundation

**Parking Management Firm:** Firm appointed by the Institute and the Foundation to manage the parking lot and enforce related rules.

**Rental contract:** The form by which the Parking Management firm and the user (driver or owner of a motor vehicle) agree to comply with the policy and the terms of the contract.

### Statement

#### Enforcement of regulations

Failing to conform to this policy and regulations may result in the following penalties: a parking ticket (claim), a temporary withdrawal of parking privileges on Douglas Institute grounds, or a definitive withdrawal of these privileges for both the driver and the owner of the vehicle. If necessary, the vehicle will be towed away by the Management firm at the owner's expense.

Furthermore, persons driving or parking on Institute property or owners of the vehicles are also subject to penalties imposed by the *arrondissement* of Verdun or the city of Montreal Public Security Services if

municipal traffic and parking regulations are contravened (e.g., fire lanes, no parking signs).

### **Utilization of the parking lots**

All parking users must have a valid annual or daily parking pass, or a valid parking coupon and must pay the requested parking fees (refer to "Appendix – Tarifs de stationnement"), in order to be allowed to use one parking space. Drivers who contravene this rule are subject to penalties in accordance with this policy.

Only one parking space can be used by a vehicle per annual or daily pass or parking coupon. A driver or owner of a vehicle using two (2) parking spaces is subject to penalties in accordance with this policy.

Parking privilege is restricted to authorized parking areas and time periods. Exclusive parking spaces (parking for handicapped persons, reserved parking spaces, bus stops, parking spaces for Institute vehicles, etc.) must be respected by all drivers.

Traffic signs must be respected by all drivers without exception (30 km/h speed limit, stop signs, no parking signs, etc.)

Drivers who fail to respect road signs are subject to warnings or may lose the right to use the parking lot for a period of time ranging from one week up to one year.

The Security Department has been given the authority to oversee, control, and take action in all traffic-related matters.

Vehicle owners who cause damage to the road, parking areas, street lamps, fire hydrants, grass, or any other property belonging to the Institute will be held responsible and subject to legal action.

Washing, waxing, or carrying out any other type of vehicle maintenance is prohibited on the Institute property. However, special authorizations may be granted by the administration of the Financial and Informational Resources Directorate for organized special events like car washes or other fundraising activities that benefit Institute clients.

When a car is parked in a standard parking space for a period of 24 hours, it must be moved by the driver to allow for snow removal or cleaning of the space. Drivers who contravene this rule are subject to penalties in accordance with this policy. This particular rule does not apply to patients' vehicles.

The Institute and the Foundation reserve the right to close sections of the parking lot when road works are required.

The Institute and the Foundation reserve the right to limit the maximum number of reserved parking spaces for every parking zone or combined parking zones. The parking areas located in front of the Dobell and Perry pavilions are exceptionally 100 % reserved.

The Institute and the Foundation reserve the right to change parking zones or transfer reserved parking spaces according to their needs, without prior notice.

The Institute, the Foundation, and the Management firm do not assume any responsibility in case of damage caused to any vehicle, or to contents of any vehicle, from fire, robbery, vandalism, collision, injuries, or any other incident. Parties involved should call the Security Department (extension 2444) and the arrondissement of Verdun Police Department to report the incident.

### **Time limit for free parking**

Only transit vehicles are granted free parking in specially marked areas provided for this purpose and for a period not exceeding 20 consecutive minutes.

### **Parking reserved for handicapped persons**

Parking areas for handicapped persons must only be used by handicapped persons who have the official SAAQ parking vignette. In addition to the SAAQ vignette, drivers must also have an annual or daily parking pass, or a parking coupon, and pay applicable parking fees. Please note that all other rules from this policy apply to handicapped persons using the parking area.

### **Patients' vehicles**

When a person who comes to the Institute with a vehicle is admitted as a patient for more than 24 hours, it is the responsibility of their **case manager to make arrangements** (with them or on their behalf), with the Security Department in Perry Pavilion (extension 2444). The Security Department must be

provided with the make, model, color, license plate number, and location of the vehicle.

Once advised, the Security Department locates the patients' vehicle and notifies the Management firm.

The purpose of this procedure is to make sure that a patient admitted at the Institute is entitled to a certain deferment of the official penalties, such as parking tickets or others, as specified in this policy.

#### **Carpooling Program members reserved parking**

In order to respect the LEED Certification (*Leadership in Energy and Environmental Design*), some parking spaces near the Brain Imaging Centre are dedicated to carpooling. These dedicated parking spaces represent 10 % (5 spaces) of the total number of non-reserved parking spaces. People who wish to take advantage of these parking spaces must be members of the Carpooling Program, and display the programs' vignette and the basic Institutes' parking pass inside the vehicle. First come, first served basis applies in this case.

Note: Carpooling teams must still pay basic parking fees. Delinquent vehicle owners are subject to penalties described in this policy and agreed upon by the Management firm responsible for applying the rules.

#### **Vehicles authorized on the grounds without any condition**

The following vehicles are authorized on the grounds without condition: Emergency Services – police, ambulances, fire trucks – and Institute vehicles.

Special authorizations may be granted by the Financial and Informational Resources Directorate for certain types of special vehicles (such as: Volunteer transport authorized by the Agency with a regional parking permit). In these cases, users do not have to pay parking fees.

#### **Unauthorized vehicles on the grounds**

Recreational vehicles, trucks equipped with trailers, and heavy trucks are not allowed in parking areas except for supplier vehicles or unless authorized by a specific exemption.

Authorized vehicles must still have a duly paid annual or daily parking pass or valid parking permit, and pay parking fees unless otherwise specifically exempted from payment.

Delinquent drivers are subject to penalties in accordance with this policy.

#### **Regulations for bicycles**

Bicycles must be kept on bicycle racks provided by the Institute and, under no circumstances, be kept in a parking space.

The Institute, the Foundation and the Management firm are not responsible for any damages caused to bicycles from fire, theft, vandalism, collision, injuries, or any other type of incident. Parties involved should call the Security Department (extension 2444) and the arrondissement of Verdun Police Department to report the incident.

#### **Parking rates**

Parking rates are based on an annual, monthly, bi-weekly, or hourly basis.

Parking rates for passes issued by the parking coupon machines are on an hourly or monthly basis.

(For more details, please refer to the "Parking and Traffic – Rental contract and payment methods" procedure, Appendix "Tarifs de stationnement" and Appendix "Firme de gestion en stationnement".)

#### **Related Links**

[Appendix - Tarifs de stationnement](#)

[Appendix - Firme de gestion en stationnement](#)

[Parking and Traffic - Rental contract and payment methods](#)

[Société de l'assurance automobile du Québec](#)

[Procedure for the application of penalties due to violation of road safety rules](#)