

WACC POLICY

PARKING

Issued by the General Secretary

Revised July 2007

Parking Availability

1. Under the terms of its lease with Hope United Church, WACC has two allocated parking spaces – as of 11 July 2007 these are the first two spaces in the parking area to the west of the WACC offices, accessed from the alley¹.
2. These two spaces must serve all of WACC's needs, including providing parking for guests, trades people, and those members of staff who need to use their car in conjunction with their work (for example, when picking up equipment to be used elsewhere).

Parking Allocation

3. WACC does not, generally, provide parking for staff. However, when the parking spaces are not required for other purposes, staff may use them. In particular, the space closest to the WACC offices is available for general use outside of WACC's normal working hours².
4. The parking spaces will be allocated based on the following priority list:
 1. Trades people requiring their vehicle close to the building in order to carry out work in the WACC space
 2. Special guests
 3. The General Secretary
 4. Staff requiring their vehicle for work³
 5. The Finance Manager (who is not an employee, but works under contract)
 6. Other staff wishing to use the parking
5. The Manager of Administration, who will usually be aware of visits by trades people who may need the space, will co-ordinate allocation of parking spaces, and will endeavour to ensure a fair distribution of the use of parking spaces to staff wishing to use them.

¹ A By-Law Officer from the City of Toronto has advised that the two parking 'spaces' either side of the door that have been used previously are illegal.

² The space which is farther from the WACC offices, when not required by those on WACC business, should be left empty for use by the Church Minister or Music Director.

³ Often the space will not be required for the full day, just for loading and unloading. Staff should be prepared to use the space for a short while only, to allow others to use it.

6. Unless the Manager of Administration determines otherwise, the parking spaces will be allocated to the General Secretary (the space further from the WACC offices) and to the Finance Manager (the space closest to the WACC offices). All others must obtain permission in advance to use the spaces.
7. Those who are expecting special guests who should be given parking, should advise the Manger of Administration at least 24 hours in advance of their arrival. If necessary, the General Secretary will determine if guests should be allocated parking.
8. Members of staff requiring their vehicle for work should advise the Manager of Administration at least 24 hours in advance, indicating the reason why the vehicle is required, and the amount of time that it needs to be in the parking space.
9. The Manger of Administration will endeavour to ensure a fair distribution of the use of parking spaces to staff wishing to use them when they are otherwise not required.