

## Attachment 4

### *Memo of Understanding and Parking Service Treatments*

## DRAFT

### 97 BRAID ST PARKING LOT – AFTER HOURS PARKING ACCESS

#### PARKING SERVICES TREATMENT

##### **LANDLORD TENANT REQUEST**

To allow and permit the following users with After Hours access to the 97 Braid St. surface lot:

Referred to as “Overflow Tenants”

- **Soccer Academy (Address)**
- Planet Lazer (109 Braid St Building E, New Westminster, BC, V3L 5H4)

##### **TENANT PARKING CRITERIA**

- **Available effective (Date)**
- The overflow tenants will pay for 97 Braid St. parking access with revenues being retained by Fraser Health
- Parking access will only be for after hours:
  - Monday – Friday, 3pm – 6am
  - 24 hours weekends and statutory holidays
- The complimentary shuttle is only for the use of staff of Royal Columbian Hospital

##### **PARKING PROCEDURE**

- Both overflow tenants will be provided with access to the Offstreet platform (ie. Offstreet is an online validation system that allows the operator to enter the licence plates of the parkers and provide them with complimentary parking).
- Each overflow tenant will be required to sign a Memo of Understanding (MOU) which will clearly lay out the terms and conditions of the agreement, including the price per stall per day
- At the end of each month, the Parking Administration office will generate a report with the total number of parkers multiplied by the 97 Braid Staff Daily Pay Rate of \$2.50 and send an invoice to each overflow tenant based on these figures

Monthly reports will be generated through the Offstreet platform to ensure revenue integrity, audit, and control, disallowing random public parking access.

***PARKING RATES & PAYMENT METHODOLOGIES***

The 97 Braid St parking lot operates with Pay-by-Licence Plate with mobile Licence Plate Recognition technology. Two (2) pay stations are conveniently positioned within the surface parking lot.

***CONTACT INFORMATION***

<b>DEPARTMENT</b>	<b>EMAIL</b>	<b>TELEPHONE</b>
Parking Administration	<a href="mailto:LMCParking@fraserhealth.ca">LMCParking@fraserhealth.ca</a>	604-930-5440
Offstreet Inquiries	olga.milakovic@fraserhealth.ca	604-930-5407 ext. 769603
Parking Coordinator	Baljit.Bhullar2@fraserhealth.ca	604-930-5407 ext. 767886

## **Memo of Understanding**

**TO:** XX  
Title

**DATE:** June XX, 2022

**SUBJECT: RCH Braid Street Parking Lot After Hours Access**

This memo will certify the issuance of the Off Street Validation platform access, for licence plates to be added to the platform, after hours only - Mon to Fri 3pm to 6am; 24 Hrs weekends and statutory holidays, for Planet Lazer Visitors. For ease of use and to minimize any potential confusion we have outlined the parking validation specifications; restrictions, issuance procedures, valid locations & parking procedures associated with this parking program.

### **Parking Specifications**

**Issued Date:** June XX, 2022  
**Expiry Date:** June XX, 2023  
**Location:** 97 Braid Street, New Westminster, V3L 3P3  
**Valid in the Braid street lot Monday to Friday 3pm to 6am and 24Hrs on Weekends and Statutory holidays**  
**Duration:** All validation entries are based on the next day expiry (6am).  
**Payment details:** Payment to be received in full for the past month by Planet Lazer via Visa, MasterCard or cheque made payable to Fraser Health Authority.  
**Terms:** Net 30 Days

### **Terms & Restrictions**

- Licence Plate validations are valid: Monday to Friday post 3pm (only) up to 6am the next day and 24Hrs on Weekends and Stat holidays.
- Any Planet Lazer visitors parking between 6am and 3pm Monday to Friday will receive a parking violation and/or be towed.
- Stalls are not reserved for a specific program but on a random, first come, first serve basis. Subject to availability.
- Issued electronic validation parking is **non-refundable and non-transferable**.
- Validation user cannot assign or transfer this agreement without the prior written consent of Fraser Health, which consent may be reasonably withheld.
- Fraser Health charges for use of a parking space only. Fraser Health is not responsible or liable for any injury, death, property damage, theft or disappearance occurring in, on or about the parking facility to the Validation user or anyone claiming under or through the Validation user

## **Parking Instructions**

- Proceed to the first available stall in the designated parking lot and simply park your vehicle.
- All the licence plate numbers that have been entered onto the Off Street platform will automatically be added to patroller's reports and therefore valid in the Braid Street parking lot in real time.
- Off Street Validation platform is for the Visitors of Planet Lazer only and it is not intended for any other use

## **Planet Lazer Responsibility**

- Visitors must be approved for academy access *before* granting parking validation.
- Planet Lazer staff authorized to validate plate numbers for the visitors will be provided with access to Offstreet validation platform.
- Routine issuance, maintenance and control of the Visitor parking validation will be carried out by XX.
- Planet Lazer agrees to regularly run and maintain the reports on the distribution and removal of all validations.
- Periodic audits will be conducted by Parking Administration to ensure the continual integrity of this parking program. Detected misuse of these privileges will be investigated and acted upon without delay.

## **Parking Administration Responsibility**

- Provide initial and ongoing parking validation allocations as required.
- Set up user accounts for authorized staff, using the email addresses provided by Planet Lazer.
- Parking Administration reserves the right to restrict the number of allocations issued to a program.
- To randomly request information to support any internal audit requirements.

The parking program for this group will be monitored closely to ensure adherence to the above-mentioned restrictions. Please be aware should we encounter problems with the Planet Lazer Visitor group parking outside of the perimeters of this program, irreversible violations may be issued and these parking privileges revoked.

***By signing below, I have read and understood the terms and conditions of the  
97 Braid Street After Hours Parking program.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name

## Memo of Understanding

**TO:** XX  
Title

**DATE:** June XX, 2022

**SUBJECT:** RCH Braid Street Parking Lot After Hours Access

This memo will certify the issuance of the Off Street Validation platform access, for licence plates to be added to the platform, after hours only - Mon to Fri 3pm to 6am; 24 Hrs weekends and statutory holidays, for the Soccer Academy Visitors. For ease of use and to minimize any potential confusion we have outlined the parking validation specifications; restrictions, issuance procedures, valid locations & parking procedures associated with this parking program.

### Parking Specifications

**Issued Date:** June XX, 2022  
**Expiry Date:** June XX, 2023  
**Location:** 97 Braid Street, New Westminster, V3L 3P3  
**Valid in the Braid street lot Monday to Friday 3pm to 6am and 24Hrs on Weekends and Statutory holidays**  
**Duration:** All validation entries are based on the next day expiry (6am).  
**Payment details:** Payment to be received in full for the past month by the Soccer Academy via Visa, MasterCard or cheque made payable to Fraser Health Authority.  
**Terms:** Net 30 Days

### Terms & Restrictions

- Licence Plate validations are valid: Monday to Friday post 3pm (only) up to 6am the next day and 24Hrs on Weekends and Stat holidays.
- Any Soccer Academy visitors parking between 6am and 3pm Monday to Friday will receive a parking violation and/or be towed.
- Stalls are not reserved for a specific program but on a random, first come, first serve basis. Subject to availability.
- Issued electronic validation parking is **non-refundable and non-transferable**.
- Validation user cannot assign or transfer this agreement without the prior written consent of Fraser Health, which consent may be reasonably withheld.
- Fraser Health charges for use of a parking space only. Fraser Health is not responsible or liable for any injury, death, property damage, theft or disappearance occurring in, on or about the parking facility to the Validation user or anyone claiming under or through the Validation user

## **Parking Instructions**

- Proceed to the first available stall in the designated parking lot and simply park your vehicle.
- All the licence plate numbers that have been entered onto the Off Street platform will automatically be added to patroller's reports and therefore valid in the Braid Street parking lot in real time.
- Off Street Validation platform is for the Visitors of the Soccer Academy only and it is not intended for any other use

## **Soccer Academy Responsibility**

- Visitors must be approved for academy access *before* granting parking validation.
- Soccer Academy staff authorized to validate plate numbers for the visitors will be provided with access to Offstreet validation platform.
- Routine issuance, maintenance and control of the Visitor parking validation will be carried out by XX.
- Soccer Academy agrees to regularly run and maintain the reports on the distribution and removal of all validations.
- Periodic audits will be conducted by Parking Administration to ensure the continual integrity of this parking program. Detected misuse of these privileges will be investigated and acted upon without delay.

## **Parking Administration Responsibility**

- Provide initial and ongoing parking validation allocations as required.
- Set up user accounts for authorized staff, using the email addresses provided by the Soccer Academy.
- Parking Administration reserves the right to restrict the number of allocations issued to a program.
- To randomly request information to support any internal audit requirements.

The parking program for this group will be monitored closely to ensure adherence to the above-mentioned restrictions. Please be aware should we encounter problems with the Soccer Academy Visitor group parking outside of the perimeters of this program, irreversible violations may be issued and these parking privileges revoked.

***By signing below, I have read and understood the terms and conditions of the  
97 Braid Street After Hours Parking program.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name