

# Parking Policy

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional category</b>	Operations
<b>Approval date</b>	September 6, 2023
<b>Effective date</b>	September 6, 2023
<b>Policy owner</b>	Vice President, Administration & Chief Financial Officer
<b>Policy administrator</b>	Director, Campus Services

## Objective

The parking policy is a statement of NorQuest College's (college) commitment to provide parking services to its employees, students, contractors, and visitors. This policy informs the college community regarding parking administration and management.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

## Policy

The college provides fee-for-parking services to its employees, registered

students, contractors, and visitors. The following principles and conditions govern parking at the college:

- Parking is provided subject to space availability.
- Rates are determined by the college and are to be in alignment with market rates for the respective location and business needs of the college.
- Sixty (60) days advance notification will be provided when rates change for Monthly Parking.
- Parking rates may be adjusted for: lot location, level of service, parking frequency, or other criteria as determined by Campus Services.
- Payment of parking fees shall be in accordance with the methodology established by the college's external parking services provider. Goods & Services Tax (GST) applies to all parking fees.
- Parking for persons requiring access to an accessible parking stall and possessing and displaying a valid [Parking Placard for People with Disabilities](#) and accompanying registration certificate shall be treated as a priority.
- The college reserves the right to designate parking lots or stalls for specific use.
- The college is not responsible or liable for any damage, theft, or losses incurred to personal vehicles or their contents while parked in any college owned/leased parking lot.
- The college or its service provider maintains the right to have any vehicle ticketed and/or towed when in violation of the parking procedure or other conditions specified on signage in parking lots.
- The college, in its sole discretion, may revoke an individual's parking privilege.

## Definitions

**Authorized person with a disability:** is a person with a disability who is in possession of a valid [Parking Placard for People with Disabilities](#) and accompanying registration certificate issued by an Alberta registry agency.

**College owned/leased parking lot:** any college designated parking lot that is either owned or leased by NorQuest College.

**Contracted Service Provider:** a private sector service provider contracted to provide parking services on a fee-for-service basis.

**Employee:** Includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

**Fee-for-parking Services:** means that anyone parking on college owned/leased parking lots must arrange for their parking and pay a parking fee for the duration of their parking.

**Level of Service:** refers to lots or stalls; with or without electrical outlets, on gravel or pavement surfaces, lot location or other designations.

**Parking Fee:** refers to the dollar amount an individual is charged to park. Parking fees are calculated based on the parking rate.

**Parking Privilege:** the authority given by the college to an employee, student, visitor or contractor to park on college owned or leased parking lots.

**Parking Rate:** refers to the predetermined set amount to be charged to park on college owned/leased parking lots for a specific duration. The parking rate

is set based on various factors such as market, level of service, location, frequency or other criteria.

**Parking Services:** services to administer and manage parking; including lot maintenance, issuing invoices and collecting payment of parking fees, issuing decals, monitoring and policing parking lots, ticketing or towing violators, etc.

## Related information

### NorQuest College

- [Duty to Accommodate Students with Disability Policy](#)
- [Employee Accommodation Procedure](#)
- [Parking Procedure](#)

### External

- [Parking Placard for People with Disabilities](#)

## Next review date

August 2027

## Revision history

Date	Version Number	Action
June 2013	V1	New (replaces Standard Practice 5.07: Parking)
August 2013	V2	Update for document links and branding.
June 2016	V3	Reviewed and updated as per Policy and Procedure Framework Procedure.
August 2019	V4 (published as V3-C)	Compliance Office template & reorganization update.
November 2020	V5 (published as V4)	Updated Administrator to Business Enterprise.

August 2023	V6	Updated Owner and Administrator, updated processes to reflect digital uses, and updated language.
-------------	----	---