

## 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>	November 17, 2020
<b>Effective Date:</b>	November 17, 2020
<b>Policy Owner:</b>	Vice President, Corporate Services and Finance
<b>Policy Administrator:</b>	Director, Business Enterprise

### 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.
- 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.
- The method of payment of parking fees will be determined by the college. GST applies to all parking fees.
- Parking for physically disabled persons will 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 physically disabled:** is a physically disabled individual who is in possession of a valid handicapped permit 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.

<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

**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.

- [Parking Procedure](#)

N/A

June 2024

June 2013: new (replaces Standard Practice 5.07: Parking)  
 August 2013: update for document links and branding  
 June 2016: reviewed and updated as per Policy and Procedure Framework Procedure  
 August 2019: Compliance Office template & reorganization update  
 November 2020: updated Administrator to Business Enterprise