

## 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>	June 28, 2016
<b>Effective Date:</b>	July 1, 2016
<b>Policy Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Policy Administrator:</b>	Senior Manager, Facilities Management

<b>Objective:</b>	<p>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.</p> <p>Authority to establish this policy is derived from the <a href="#">NorQuest College Board of Governors Policy No. 5</a> which delegates authority to the President and CEO to establish policies and procedures for the college’s management and operation.</p>
<b>Policy:</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Parking is provided subject to space availability.</li> <li>• Rates are determined by the college and are to be in alignment with market rates for the respective location.</li> <li>• Sixty (60) days advance notification will be provided when rates change for Monthly Parking.</li> <li>• Parking rates may be adjusted for; lot location, level of service, parking frequency or other criteria.</li> <li>• The method of payment of parking fees will be determined by the college. GST applies to all parking fees.</li> <li>• Parking for physically disabled persons will be treated as a priority.</li> <li>• The college reserves the right to designate parking lots or stalls for specific use.</li> <li>• 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.</li> <li>• 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.</li> <li>• The college, in its sole discretion, may revoke an individual’s parking privilege.</li> </ul>
<b>Definitions:</b>	<p><b>Authorized physically disabled:</b> is a physically disabled individual who is in possession of a valid handicapped permit issued by an Alberta registry agency.</p> <p><b>College owned/leased parking lot:</b> any college designated parking lot that is either owned or leased by NorQuest College.</p> <p><b>Contracted Service Provider:</b> a private sector service provider contracted to provide parking services on a fee-for-service basis.</p> <p><b>Employee:</b> includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of</p>

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:**

N/A

**Related Procedures:**

- [Parking Procedure](#)

**Next Review Date:**

June 2020

**Revision History:**

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