

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 4 + 2 Appendices	DIRECTIVE NO. C2
	ORIGINATOR V.P., Finance & Admin.	
	APPROVED BY President's Executive Committee	
TITLE PARKING	EFFECTIVE DATE 2001.04.02	REPLACES 1995.05.16

PREAMBLE

The Board of Governors has approved in principle the provision by the College of parking facilities and the charging of parking fees to staff, students and the general public.

Parking fees must recover all costs related to parking operations and associated infrastructure improvements. In keeping with College financial policies, the Parking Operation, as an Ancillary Service, must also contribute to College overhead.

Wherever available, the College provides parking facilities on Algonquin College property for students, staff, and visitors. Rates vary depending upon convenience, proximity to buildings and duration of parking .

POLICY

Parking fees will be charged at all College facilities although the rate structure and method of collection may differ according to the location of the Campus and the cost of operations at a given location.

The College's Manager of Parking Services will review and recommend parking: improvement plans, budget, rates, and priorities, on an annual basis. The Manager will also respond to inquiries regarding this policy & make recommendations with respect to parking policy. These recommendations will be submitted through the Director of College Ancillary Services to the Vice President, Finance and Administration.

1. Parking for Persons with Disabilities

The College will designate parking spaces with ready access to buildings as reserved spaces for persons with disabilities on all campuses. There are two types of parking for the disabled at the College. The first is provided in accordance with provincial legislation. These spaces are not assigned and are open for use to anyone having a handicap licence and a valid Algonquin permit ("silver", "red" or "visitor" permit).

The second type is reserved parking for the disabled. Persons requiring this type of space must apply through the Health Services Office or the Centre for Students with Disabilities. These offices will prioritize allocation of these spaces based on medical need and advise the Parking Office which will issue the permits. Should the demand exceed the number of spaces available, a waiting list will be maintained. The rates for these permits will be the same as those charged for either “silver” or “red” permits depending upon the lot designation.

2. Complimentary Parking

Parking without charge to the user, is to be provided only to official guests of the College. Parking passes for other guests of the College may be purchased by College departments at a reduced rate. [See “Complimentary Parking - Procedure” which forms Appendix I of this Directive, following]. **Departments with a need to offset the cost of parking for part time personnel** must do so within appropriate compensation agreements.

PROCEDURE

1. **Parking rates will be approved by the College Budget Committee** on an annual basis in the course of the yearly College Budget approval process.
2. Each year, the **Parking Services Manager will establish priority dates** by which specific groups must purchase permits. Parking permits will be sold only to these groups through the identified dates after which permits will be sold on a first come first served basis to all staff and students.

Parking **permits will be purchased at the Campus regularly attended** by staff or students.

Annual **permits may be refunded on a pro-rated basis from September to March 31st** after which there will be no refunds. Monthly permits (i.e. one month, two months, etc.) may be refunded on a prorated basis at any time.

If at any time the demand for parking exceeds available parking, a **waiting list** will be maintained. To the extent practicable, permits will be sold to persons on this list on a first come first served basis; the College however, reserves the right to administer waiting lists as it deems necessary.

3. Purchase of a permit obliges the **permit holder to park in accordance with all signs and regulations.** Failure to do so may result in a parking infraction notice, ticket or vehicle tow-away.

Appeals of parking tickets may be made to the Parking Services Office within five (5) days of receipt of the ticket .

4. A **reserved lot** is a parking lot for which specific permits are required which are not interchangeable with other lots. When travelling to another campus, or within a campus, a reserved permit holder may park in any lot signed in congruence with the colour of the permit held, unless the permit is marked for a specific lot (only applies at “home” campus). Any vacancies arising in a reserved lot will be sold to the waiting list.

A reserved permit holder who is subsequently transferred to another campus, will be assigned the first available space in any reserved lot.

Spaces for executive officials (the President, Vice Presidents, Deans and Directors) at the Woodroffe Campus, will be reserved and will be associated with the position, not with the employee. Permits for such spaces will be sold to eligible employees requesting them, at the “silver” rate, on an annual basis.

Deans, Directors and Managers at **Satellite Campuses**, shall be given gate passes for the “silver” lot at the “H” Building at Woodroffe, to ensure that a space reasonably close to a centrally located building is available to them **when travelling to Woodroffe on College business**. Other satellite staff may check out, and return on a daily basis, an “H” Building lot pass, at the administrative office of their home campus (Registrar’s Office at Rideau).

College Departments (may include Marketing, International, etc.) with a demonstrable need for a specially reserved space/s, may make application to the Director, College Ancillary Services, and if the application is granted, have a space/s designated as is described for executive officials above. Such spaces, if they are to be reserved for a College employee *ex officio*, will be charged to the employee at the silver rate.

5. **Contractors** performing services for the College, where an employee/employer relationship does not exist, and the potential exists for the contractor to invoice back to the College the cost of a parking permit, will be issued a **Contractor Pass** to enable them to park in a designated area free of charge. There will be two separate categories of these passes issued 1) by the Physical Resources Department and 2) by the Parking Services Office (see Appendix II to this Directive for the detailed policy and procedure).
6. **Improperly parked vehicles may be towed/moved without prior notice** and removal will be at the Owner's risk and expense.

7. All vehicles are parked entirely at the **owner's risk**. The College does not accept any responsibility for loss or damage to vehicles and/or contents of vehicles due to theft, vandalism or any other cause whatsoever.

NOTES

Parking regulations will be updated annually and will be provided to clients of the Parking Services at the time a parking permit is purchased.

(original signed by)

Vice-President, Finance and Administration

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APPENDIX I

COMPLIMENTARY PARKING - PROCEDURE

College Departments wishing to offer their Visitors/Guests free parking will communicate this request to the Parking Services Office in a timely manner (i.e. at least 24 hours notice), by telephone or e-mail. The request must include the number of passes requested and the applicable budget code for the Parking Office to process payment through an internal Journal Voucher.

Timeliness of requests is essential in order to allow sufficient lead time for the Parking Services Office to process the request, and to provide departments with the requisite supply of passes.

Departments will purchase Visitor/Guest day passes for use in the Visitor Parking area, at a reduced rate equivalent to the daily rate for the "Pay and Display" lot plus an administrative fee of \$1.50 plus applicable taxes, as theoretically a guest or visitor might park in that lot for the day, and expect to pay only that amount.

Such passes will be usable only in the Visitor Parking area and not in the reserved permit lots.

Departments will control the issuance and reconciliation of the passes and will be responsible for their accountability and security. Unused, non-altered passes may be returned to the Parking Services Office prior to fiscal year-end and a credit will be issued for the original cost less the administrative fee.

Guests will proceed to the Visitor Parking area, take a ticket from the dispenser or booth attendant, and park their vehicles. They will then attend their function or event and receive the visitor or guest pass from the department responsible for having invited them to the College. When guests exit the Visitor Lot, they may hand the pass to the attendant or discard it after leaving the parking area. Fraudulent or altered passes will be subject to the daily rate of the lot.

Official guests of the College will continue to receive complimentary parking free of any charges. This group includes guests of the President, Vice Presidents, Board of Governors, Public Relations Office, College Advisory Committee members, International Delegations, and a limited number of other identified groups. Complimentary parking in certain designated lots will be extended to students attending orientation or campus preview sessions upon proper and timely notification of the Parking Services Office by the organizers of these events.

Social events held by, or guest lecturers in, departments, do not qualify as official guests of the College. Departments may use the Visitor Parking area for such individuals, however they will be charged for parking upon exit, if they do not possess a valid Visitor/Guest pass as described above.

The Manager of Parking Services will periodically publish a list of periods during the weekly, and annual cycles, wherein events for large numbers of external attendees may be accommodated free of charges for parking, provided that timely prior arrangement is made with the Parking Services Office.

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APPENDIX II

CONTRACTOR PERMITS - PROCEDURE

Contractors performing services for the College, where an Employee / Employer relationship does not exist, and the potential exists for the contractor to bill back the cost of a parking permit to the College, will be issued a Contractor Pass to park in a specified area, free of charge. This group would include large scale contractors with employees on campus that normally total more than five, such as a construction project staff or cleaning staff.

Contractor passes for actual project construction contractors will be issued by the Physical Resources Department and recorded on a list that is updated weekly and sent to the Parking Services Manager. The Physical Resources issuing clerk will require all information relevant to the contractor such as company name, vehicle description, and plate number. This information will be recorded and copied to the Parking Manager each time a new entry is logged. This will ensure the Parking Office has the most up-to-date information regarding the contractor passes issued.

All other contractors seeking passes will proceed to the Parking Office and fill out an application for a contractor permit. They will receive an information circular with the pass that outlines areas of parking and regulations that apply to the use of that pass. Contractors in repeated breach of these regulations will have their passes revoked.

CONTRACTOR PERMITS - REGULATIONS

The parking area for all contractor vehicles while on Algonquin property, will be located at the North East side of Lot 9, unless the vehicle is required in the area of the College where the contractor is working. If the contractor provides personnel in vehicles in excess of a vehicle required for service, the additional contract staff must unload their vehicles, and park in the area of lot 9 designated for contractor parking.

Contractors requiring their vehicle (e.g. a generator fixed in the back of a pick-up truck) to perform the work for which they were contracted, will be permitted to park in the vicinity of the work area. Such vehicles will be identified by a clearly marked pass. Contracted staff who are on the campus to supply workforce labour, will park their vehicles in the area designated for contractor parking, no exceptions.

Contractors showing common disregard for College property or for parking regulations, by driving over curbed areas where access is restricted, or parking on grassy or maintained areas without written permission from the Parking Office, will have their passes revoked on the spot by parking enforcement staff. Contractors in contravention of City bylaws where a designated Fire Route or No Parking Zone is located, will be subject to a City of Ottawa infraction notice. Subsequent notices will render the contractor pass invalid.

Contractors who have had their pass revoked or suspended, must purchase a "Silver" priced

parking pass. This will allow them to park in any Red or Green permit lot as well as the contractor area of lot 9. Contractors who require their vehicles in close proximity to a site, and in a Silver restricted lot, must have written permission from the Parking Office prior to parking in such an area.

Contracted staff who are on the campus to supply workforce labour, will park their vehicles in the areas designated for contractors. This regulation will be strictly enforced as the parking spaces for persons who have purchased permits will be limited in number and monitored regularly. During the summer months this regulation may be relaxed but only with the written permission of the Parking Office.

Those contractors found to be in violation of these regulations will be subject to an Algonquin infraction. Those in repeated violation will be towed from the property.