

PM02**PARKING**

Classification:	Property Management
Responsible Authority:	Director, Campus Services
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To establish the provision, monitoring and enforcement of parking on College campuses.

SCOPE

All employees, students, clients, contractors, visitors and guests of the College.

DEFINITIONS

Word/Term	Definition
Algonquin College Executive Team	The Algonquin College Executive Team is the group responsible for providing strategic leadership within Algonquin College. The group is comprised of the President, Vice Presidents, and Director of the President's Office and Communications of the College.
Official Guest	Includes guests of the President, Members of Executive Team, Board of Governors, Program Advisory Committee members, and members of international delegations.
Parking Infraction Notice	A notice of violation of municipal by-law and/or Algonquin College parking regulations, with or without an associated fine.
Parking Services	The department responsible for the sale, monitoring and enforcement of parking at Algonquin College.
Reserved Lot	A parking lot that requires a specific permit that is not interchangeable with other lots.

POLICY

1. Parking Services is responsible for the sale, monitoring, and enforcement of parking on the Algonquin College Ottawa and Pembroke campuses.

2. Parking Services will monitor and enforce College parking policies at all times.
3. With the purchase of a parking permit, permit holders agree to park according to all bylaws and regulations. Failure to do so may result in a Parking Infraction Notice or vehicle tow-away.
4. Parking rates may vary depending on the convenience, proximity to buildings, and parking duration. The Manager, Parking Services reviews rates annually and submits recommended rates to the Director, Campus Services. The Director of Campus Services submits the proposed rates annually for endorsement to the College Budget Committee as part of the overall fee approval process.
5. Parking fees must recover all costs related to the parking operation and associated infrastructure improvements. As per Board Governance Policy II-02 Financial Management, Parking Services, as a Campus Service, must generate revenues in excess of expenditures.
6. 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 their contents due to theft, vandalism, elements of weather, or any other cause whatsoever.
7. Licence plate information must be registered with Parking Services. Registered licence plates provide access to designated parking lots. All vehicles parking on the property must have a payment or permit associated with their licence plate. Parking permit holders are responsible for all vehicles registered to their permit.
8. Overnight parking at the Ottawa Campus is only permitted in lots 7, 10, and 11 between November 15 – April 15, from 12 a.m. to 6 a.m. to ensure that overnight restrictions can be enforced and snow removal operations are not impeded. Vehicles remaining parked in any exterior lot after 12 a.m. obstructing snow-clearing operations may be ticketed and/or towed away at the owner's expense. If special parking arrangements are required for non-permit holders to park overnight on campus, queries may be directed to the Parking Services Office or Security Services.

Accessible Parking

The College will designate, on all campuses, parking spaces with ready access to buildings as reserved spaces for persons with disabilities. Two types of accessible parking will be available:

- a. Open Accessible Parking: These spaces are not assigned to specific permit holders. They are open for use by any visitor to the College who possesses a Provincial Accessible Parking Permit. Payment for these spaces is required at all times.
- b. Reserved Accessible Parking: These spaces are reserved for persons with accessible needs, as indicated by a doctor's certificate; a provincial Accessible Parking Permit or equivalent; or upon request from Human Resources or Health Services. Allocation of these spaces will be based on accessible needs and availability.

Executive Parking

1. Parking spaces will be reserved for executives – including the President, Members of the Executive Team, Deans, and Directors at the Ottawa Campus. These reserved spaces are associated with the position, not the employee. Permits for such spaces will be sold annually to eligible employees at an approved rate.

Complimentary Parking

1. Complimentary parking is provided only to official guests of the College. Parking passes for other guests of the College may be purchased by departments at a reduced rate. (See Appendix 1: Complimentary Parking Guidelines).
2. College departments in need of reserved parking space(s) must substantiate their request and apply to the Manager, Parking Services, or designate. If granted, these spaces are allocated to the department, not to a person. If the spaces are assigned to a College employee ex officio, the employee will be charged at an approved rate.

Contractor Parking

1. Contractors must register their license plate with Parking Services to park at the Ottawa and Pembroke campuses. Contractors can purchase a parking permit for Lot 12 or a multi-lot permit at the Ottawa campus. At the Pembroke campus, they must purchase a Green permit. Under special circumstances, contractors can request a specially marked permit from Parking Services to park in areas other than those covered by a Contractor permit or Multi-lot permit.
2. Contractors parked outside the Contractor permit areas without registering their license plate or without having written permission from Parking Services will be subject to a Parking Infraction Notice.
3. Contractors who require a vehicle (for example: a generator fixed in the back of a pickup truck) to perform their work will be allowed to park in the vicinity of the work area.
4. Contract employees who are required to park on campus to supply workforce labour must park their vehicles in the designated area for contractor parking, with no exceptions.

Loading Docks

1. Loading docks on campus may be used for short-term vehicle access for unloading. Unattended vehicles must be registered with Parking Services.
2. If loading docks on campus are blocked or rendered inaccessible for emergency vehicles and services, vehicles may be ticketed and/or towed.

Electric Vehicle Charging

1. Electric Vehicle Charging spaces are to be used by vehicles while actively charging only. A maximum 3-hour time limit applies.
2. Payment for parking is required to charge a vehicle. Any vehicles parked in Electric Vehicle Charging spaces while not actively charging are subject to enforcement.

Reciprocal Parking

1. Any valid permit holder at the Ottawa or Pembroke campus visiting another campus can park at no additional cost, as long as their license plate is registered with their home campus. At the Ottawa Campus, reciprocal parking is permitted in Lot 12.
2. University of Ottawa and Carleton University students or faculty who have a valid parking permit at their home campus and require parking to attend joint programs at Algonquin College must present their institution's issued parking permit or electronic permit receipt to the Parking Office to obtain authorization to park on campus, in Lot 12.

PROCEDURE

	Action	Responsibility
1.	Parking Sale and Purchase	
1.1	Submit parking rates annually as part of the College budget approval process to the Director of Campus Services.	Manager, Parking Services
1.2	Submit the proposed rates annually for endorsement to the College Budget Committee as part of the overall fee approval process.	Director, Campus Services
1.3	Set dates for annual parking permit sales.	Manager, Parking Services
1.4	Sell parking permits through digital channels.	Parking Services
1.5	Parking regulations are reviewed annually and provided to parking permit holders when they purchase a parking permit.	Parking Services
1.6	Maintain and manage waitlist if demand exceeds spaces.	Manager, Parking Services
1.7	Once parking becomes available to those on the waitlist, a notice will be sent by email informing them that parking is now available and provide five (5) business days for action.	Parking Services
2.	Parking Infractions	
2.1	Infraction notices may be issued to anyone who violates parking regulations.	Parking Services
2.2	Anyone who receives an infraction may appeal parking tickets to the Parking Services within ten (10) days of receipt of the ticket, using an online appeals system.	Person requesting the appeal
2.3	Parking Services will review the appeal and provide a response in writing.	Parking Services
3.	Parking Refunds	
3.1	Submit refund request to Parking Services by email at parking@algonquincollege.com or at the Parking Services Office.	Person requesting the refund
3.2	The refund will be calculated and processed based on the day the refund request was sent.	Parking Services
3.3	Refund request sent to Finance for cheque processing. The permit refund amount will be reduced by the amount of any outstanding fees otherwise owed to the College.	Parking Services
4.	Reciprocal Parking - Joint Programs	
4.1	Individuals seeking reciprocal parking access should present their institution's parking permit or electronic permit receipt to the Algonquin College Parking Office.	Students or faculty with a valid Carleton University or University of

		Ottawa parking permit
4.2	The Parking Office will review the provided documentation to verify eligibility. With authorization, individuals can park in lot 12 at Algonquin College at no additional cost.	Parking Services

RELATED MATERIALS

Algonquin College Parking Services Refund Policy
<https://www.algonquincollege.com/parking/refund-policy/>

Algonquin College Parking Services Parking Regulations
<https://www.algonquincollege.com/parking/parking-services/rules-regulations/>

City of Ottawa Traffic and Parking By-Law:
http://documents.ottawa.ca/sites/documents.ottawa.ca/files/documents/traffic_parking_bylaw_en.pdf

Accessible Parking Permit Information
<https://www.ontario.ca/page/get-accessible-parking-permit>

APPENDICES

Appendix 1 – Complimentary Parking Guidelines

PM01 APPENDIX 1: COMPLIMENTARY PARKING GUIDELINES

Complimentary Parking Guidelines

College departments that wish to cover the cost of parking for visitors or guests must contact the Parking Services office in a timely manner (a minimum of 24 hours' notice), by e-mail. Visitor/guest pass requests must include the number of passes required and the applicable budget code in order for Parking Services to process payment through an internal journal voucher.

Timeliness of such 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 requested parking passes.

Departments will purchase visitor passes for the Visitors' Lot equal to 50% of the daily Visitors' Lot rate.

Visitor or guest day passes will be used only in the Visitors' Lot 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. Departments may return unused and unaltered passes to the Parking Services office prior to the end of the fiscal year and will be issued a credit for the original cost.

Official College Guests

Official guests of the College will continue to receive complimentary parking. This group includes guests of the President, Vice Presidents, Board of Governors, Program Advisory Committee members, and international delegations.

Social Events

Guest lecturers or guests attending social events hosted by departments do not qualify as official guests of the College. Departments may use the Visitors' Lot 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.

Open House Events

Complimentary parking in certain designated lots/areas will be extended to visitors attending Open House events at the Ottawa and Pembroke campuses, upon official and timely notification to the Parking Services office by the organizers of these events.