



<b>Category:</b>	<b>Facilities Management</b>
<b>Approved By:</b>	<b>Executive Leadership Team (ELT)</b>
<b>Approval Date:</b>	<b>February 22, 2011</b>
<b>Effective Date:</b>	<b>February 22, 2011</b>
<b>Revised Date(s):</b>	
<b>Policy Sponsor:</b>	<b>Vice President Corporate Services and Chief Financial Officer</b>
<b>Policy Administrator:</b>	<b>Director Facilities Management</b>

## **Parking and Traffic Management Policy**

### **Purpose**

The purpose of this policy is to ensure effective utilization of Lethbridge College parking facilities and infrastructure and to define the regulations for parking in college allocated space.

### **Scope / Limits**

This policy applies to Lethbridge College employees, students, volunteers, visitors, Lethbridge College Faculty Association employees and Lethbridge College Students' Association executive and employees.

### **Definitions**

**Employee** is a person on the payroll of Lethbridge College.

**Student** is a person registered in a course at Lethbridge College at any location in any delivery model.

**Volunteer** person who performs an unpaid service for the College.

### **Policy Statements**

1. Lethbridge College will manage parking and traffic related matters within its perimeters according to municipal and provincial legislation, however Lethbridge College retains the right to further restrict parking and traffic control as it sees fit.
2. Lethbridge College Parking will be administered as an Ancillary Operation. As such, costs for providing parking lots, their maintenance and repairs are to be covered by the revenues generated through the assessment of parking fees as outlined in Appendix B.
3. In specific circumstances, complimentary parking passes may be issued.

4. Bringing a vehicle onto campus is a privilege and is managed through the issuance of permits, both paid and complimentary. Individuals are expected to adhere to the Lethbridge College Parking Procedures and Regulations as outlined in Appendix A.
5. Lethbridge College reserves the right to deny permits to individuals.
6. Lethbridge College assumes no responsibility for damage or loss to vehicle or contents while parked on Lethbridge College property.
7. Individuals who violate this policy may be subject to sanctions as outlined in Appendix A.

## **A: Policy Supports**

[Parking and Traffic Management Procedures and Regulations \(Appendix A\)](#)  
[Parking Fees \(Appendix B\)](#)

## **B: Legislated References**

Motor Vehicles Act  
Highway Traffic and Safety Act

## **C: Other References**

[Lethbridge College Map](#)  
City of Lethbridge Bylaws

## **D: Related Policies**

Board of Governors  
EL - 13 Land Use



<b>Parent Policy:</b>	<b>Parking Traffic Management</b>
<b>Effective Date:</b>	<b>July 1, 2012</b>
<b>Revised Date(s):</b>	<b>October 10, 2017</b>
<b>Policy Sponsor:</b>	<b>Vice President, Corporate Services and Chief Financial Officer</b>
<b>Policy Administrator:</b>	<b>Director Facilities Management</b>
<b>Appendix A</b>	

## **Parking and Traffic Management Procedures and Regulations**

### **Part A: Definitions**

**Carpool** means two (2) or more occupants in one (1) vehicle.

**Handicapped parking stall** are parking stalls reserved for a person(s) with a physical disability, and who has a valid handicapped parking permit.

**Parking fees** are fees paid to acquire a parking permit.

**Parking permit** is a parking permit that gives permission for the holder of the permit to park in the area designated on the pass, for the time period specified.

**Repeat offender is** a vehicle that has received more than one (2) parking tickets in the academic year.

**Reserved parking lot is** a lot where a permit is required but no individual stalls are assigned, i.e. scramble parking.

**Reserved parking stall** is a specific stall assigned to an individual in a specific location.

### **Part B: Procedures**

1. Facilities Management is responsible to administer parking and traffic management.
2. All staff parking permits & complimentary permits, will be issued through the Facilities Management office. Refer to Appendix B for current rates for paid parking permits. All student parking permits will be sold through the Bookstore. All gym community user parking permits will be issued through the Athletic Services Department.
3. Payroll deduction is available to continuing and/or term employees with a minimum eight (8) month term position.
4. Students/residents may purchase a parking permit for STUDENT parking lots. All student/resident parking is on a first-come first-served basis. Stalls within a particular lot are scrambled – a student/resident may park in any stall in the lot(s) assigned to them.

5. Employees may purchase a permit for a STAFF parking lot. Lots will be assigned to employees on a first-come, first-served basis, and must be pre-paid or payroll deduction if eligible. If not paid within fifteen (15) days, the lot will be reassigned. Stalls within a particular lot are scrambled – an employee may park in any stall in the lot assigned to them.
6. Parking fees are charged to individuals and are not normally paid on behalf of employees or students from Lethbridge College resources or budgets.
7. Based on the type of permit, refunds will be 100% of any remaining credit at time of cancellation, including the month of cancellation if the permit is returned prior to the 15<sup>th</sup> of the month. Permits must be returned to qualify for any refund.
8. Parking infractions such as, but not limited to, use of reproductions/copies of permits, not properly displaying a valid parking permit or parking on roadways, at the ends of an aisle, in “no parking” areas, in fire lanes or in a reserved parking stall may be subject to a ticket or the vehicle being towed.
9. Parking ticket appeals should be directed to the City of Lethbridge.
10. Lethbridge College Facilities Management will track all parking tickets issued to identify repeat offenders. Repeat offenders will be identified, their conduct concerning their parking offences may be addressed by Student Services, their Dean, their Director or Registrar’s office. This may result in a verbal warning, letter to file or revoking of parking privileges on campus. Vehicles may be towed at the discretion of Lethbridge College. Costs associated with the towing and storage of the vehicle are the responsibility of the registered owner.
11. Special request parking (i.e. Motorcycle or convertible), in such instances where displaying a valid permit is not feasible – the user of the vehicle must advise the Facilities Management office before bringing the vehicle on campus. They will add it to a list used by Parking Enforcement.
12. RV and Travel Trailer parking may be permitted by Facilities Management on a case by case basis in Lot D by permit only for a term no longer than 48 hours. Name, phone number, vehicle/trailer license plate numbers and dates will need to be provided to the Residence office, Facilities Management and Security. No power/plumbing hook-ups will be accommodated during the stay.
13. A mobile Pay-To-Park service (via [Honk Mobile](#)) is available on campus to all visitors, students and staff for short term parking.

## **Part C: Regulations**

1. Only vehicles having and properly displaying a valid parking permit will be authorized to park in the reserved parking lots.
2. Only vehicles having and properly displaying a valid Handicapped Parking Permit and a valid Lethbridge College Parking Permit will be authorized to park in handicapped parking stalls.

3. Complimentary permits are valid only in the lot(s) indicated during the specified time on the permit.
4. All parking lot permits remain the property of Lethbridge College.



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<b>Appendix B</b>	

## Parking Permits and Fees

Parking fees will be adjusted annually based on the Canadian Price Index and other cost factors as determined by the College Leadership Council (CLC).

### Parking Permit Fees (all fees are subject to GST except daily paid parking permits)

<b>Type of Permit</b>	<b>Annually</b>	<b>Semester</b>	<b>Monthly</b>	<b>Daily</b>
Reserved Parking Lot Permit	\$280	\$140	\$55	N/A
Premium Reserved Parking Stall Permit	\$500	\$250	N/A	N/A
Carpool Reserved Parking Lot Permit	\$220	\$110	N/A	N/A
Daily Paid Parking Permit*	N/A	N/A	N/A	\$4 (daily)* \$2 (4 hours)*

\*GST included

### Replacement Permits

- \$25 may be charged to replace missing permit. A copy of a police report may be required at the discretion of the Facilities Management office.

### Parking lot permits are valid for the time frames as defined below:

<b>Annual:</b>	July 1 of one year to June 30 of the following year
<b>Fall Semester:</b>	September 1 to December 31 of one year
<b>Winter Semester:</b>	January 1 to April 30 of one year
<b>Summer Session:</b>	May 1 to August 31 of one year
<b>Monthly:</b>	One month from date of purchase
<b>Daily:</b>	7:00 a.m. to 5:00 p.m.

All lots or stalls are available at no charge between 5:00 p.m. and 7:00 a.m. the following day as well as on weekends (Saturday and Sunday).