



Medicine Hat College Policy PARKING

Policy #:	FL-03
Policy Authority:	Director, Facility Operations
Executive Sponsor:	Vice-President, Administration & Finance
Approved by:	President
Effective Date:	April 4, 2019
Next Mandatory Review Date:	April 4, 2022
Frequency of Review:	Every 3 years

1. POLICY OBJECTIVE

The purpose of this policy is to regulate campus parking services and assist in meeting the parking needs of the entire college community within available resources and space.

2. POLICY SCOPE

This policy applies to all members of the Medicine Hat College Community utilizing parking services at the Medicine Hat campus.

3. BACKGROUND INFORMATION

The Medicine Hat College (MHC) site constitutes private property and is subject to parking regulations as described in this policy. To manage parking access and to ensure the safety of all college users, the college will allocate parking permits and enforce the regulations described in this policy and accompanying Appendix A – MHC Parking and Roadway Rules and Regulations.

4. DEFINITIONS

- **Medicine Hat College Community:** members under this Policy includes, but is not limited to the following:
 - (a) employee: any person who is employed by MHC or who provides services to MHC under an employment contract;
 - (b) student: any person enrolled in study at MHC;
 - (c) volunteer: any person performing work for MHC in an unpaid capacity;
 - (d) contractor/lessee: an individual, company, supplier or service provider (and its employees) who provides services to MHC (with or without a service contract) (i.e. a non-employee-employer relationship); or
 - (e) community member: any person working in collaboration with MHC for a business or an academic purpose, or a visitor to campus.

5. PRINCIPLES

- 5.1. Parking permit fees are set annually. A review of parking charges will be conducted on a yearly basis as part of the budget development process. Parking fees will be published on the college's website.
- 5.2. Pay parking is enforced Monday through Friday 7am – 5pm. While permits are only required Monday to Friday during enforcement periods, all other parking regulations are enforced 24 hours/day, 7 days/week, 365 days/year (e.g. illegal parking in disabled spaces, fire lanes, roadways, etc.) Parking enforcement is a function of Campus Security.
- 5.3. Parking tickets are issued under the City of Medicine Hat Police Service and are payable to the Police Service as described on the issued citation.
- 5.4. Parking citations may be appealed. Generally, appeals will be directed to the issuing agency - City of Medicine Hat Police Service. Extenuating circumstances can be addressed with the Campus Security Supervisor within 48 hours of receiving the ticket.
- 5.5. Fees for parking permits are charged for parking space only; any motor vehicle parked, operated or driven on the campus shall be solely at the risk of the owner and operator. MHC does not take custody of vehicles and assumes no responsibility for loss of a vehicle or its contents, due to damage, fire, theft, collision, or other hazards. MHC shall not be responsible for loss or damage to a vehicle or its contents resulting from the actions or inaction of college personnel or contractors. MHC shall not be liable for any damages to any motor vehicle, operator or occupant or any other person.

6. RESPONSIBILITIES

- 6.1. **The President** is responsible for
 - (a) overseeing the administration of section 14 of the *Alberta Traffic Safety Act* and under section 61 of the *Post-secondary Learning Act*, as it relates to parking and traffic flow on college property; and
 - (b) approving the fees set for parking.
- 6.2. **Director, Facility Operations** is responsible for
 - (a) managing the operation and maintenance of parking facilities;
 - (b) designating parking areas, including parking lots and passenger drop-off zones, service vehicle zones and other areas or zones as may be required by changing traffic and parking needs and conditions on campus;
 - (c) establishing terms and conditions for all parking areas;
 - (d) establishing categories of permits and the terms and conditions of each category of permit;
 - (e) recommending fees or other changes to the President, for the purposes of parking and traffic control enforcement; and
 - (f) reviewing and approving exceptional and/or unique parking requests in collaboration with the Manager, Occupational Health and Safety.

- 6.3. **Manager, Occupational Health and Safety** is responsible for
- (a) overseeing the parking enforcement operation and supervising authorized parking enforcement officers;
 - (b) managing enforcement related questions and concerns;
 - (c) reviewing parking appeals; and
 - (d) reviewing and approving exceptional and/or unique parking requests in collaboration with Director, Facility Operations.

7. APPLICABLE LEGISLATION/REGULATIONS

Alberta Traffic Safety Act
City of Medicine Hat By-Law 4346
Post-secondary Learning Act

8. RELATED POLICIES

FL-01: Facilities Bookings

9. RELATED INFORMATION

Appendix A: MHC Parking and Roadway Rules and Regulations

ORIGINAL COPY SIGNED

Wayne Resch
Acting President and CEO

Date: April 4, 2019

ORIGINAL COPY SIGNED

Carla Bennett
Interim Vice-President, Administration &
Finance

Date: April 4, 2019

DOCUMENT HISTORY

April 2019 Revised policy approved