



PROCEDURES

Procedures Name	Parking
Procedures Number	B.3.7
Approval Body	President
Policy Sponsor	Vice President, Administration & International Development
Next Scheduled Review Date	July 5, 2027
Effective Date	July 5, 2022

1. The College's Broadway and Downtown campus pay parking lots are managed by a third-party parking management service.
2. All employees and students are required to pay for parking in College parking lots.
3. People Services (employees) and Disability Services (students) will assess if a medically supported accommodation is required, and will coordinate with the Safety, Security & Risk Management to implement the accommodation. The employee/student will be notified of the status of the request by People Services/Disability Services.
4. All questions regarding parking can be directed to the Director Safety, Security & Risk Management or designate.

Parking at the Broadway Campus, designated as lot #865

5. There are two available pay parking lots with 440 parking spots, including designated restricted spaces. Several designated spaces are also located beside the Library.
6. Parking is open to the entire college community on a first come first served basis.
7. Parking is available for half day, full day, and monthly rates.
8. Parking lots are accessible from 05:30 to 23:00 hrs. Security can open the lots after hours if required.

Parking at the Downtown Campus, designated as lot #1150

9. The Downtown campus has a secured parking lot under the building with 88 parking spots, including designed restricted and some reserved spaces.
10. Due to the limited space, scramble parking (non-designated) is for employees only.
11. Employee parking is available for daily (05:00 to 16:00 hrs), evening (after 16:00 to 23:00 hrs), and monthly rates. Event parking is open to the public after 17:00 on event nights only. The parking lot closes at 23:00. The parking lot is closed on Sundays.
12. Employees of the Downtown campus may purchase monthly parking through payroll deduction after being enrolled in the parking pool. Enrolment is based on established parking pool criteria, the date of the employee's request for monthly parking and is subject to availability. A waitlist will be established to track requests to enter the parking pool.
13. Employees may cancel their parking at any time with one month's written notice. Should an employee wish to return to monthly parking, they will be approved based on the criteria outlined above.

RELATED RESOURCES

B.3.7 Parking Policy