

**1.0 POLICY STATEMENT**

- 1.1 MacEwan University (“The University”) shall provide for and operate parking facilities on University owned and controlled property.

**2.0 PURPOSE**

- 2.1 To communicate the principles that guide the management of parking facilities at the University.

**3.0 APPLICABILITY**

- 3.1 This policy applies to every Member of the MacEwan Community entering into an agreement with Transportation Services, either through the issuance of a Parking Permit, or as a Visitor.

**4.0 DEFINITIONS****Executive Officer**

means the president, vice presidents, and equivalent positions.

**MacEwan Campus**

means the buildings, facilities, land, roads, fittings, fixtures, equipment and possessions of MacEwan. For purposes of this policy, the term refers to the area within the established boundaries of the University.

**Member(s) of the MacEwan Community**

means those persons involved in conducting University affairs or using University property (all students, employees, contractors, and all Visitors while they are on University property or are using University property).

**Motor Vehicle**

means every vehicle propelled by any power other than muscular.

**Officer**

means the deans, directors and equivalent positions.

**Parking Facilities**

means any area on MacEwan Campus designated by Transportation Services to bring a Motor Vehicle to a stationary state.

**Parking Permit**

means a permit issued by Transportation Services subject to this policy.

**Transportation Services**

means the department within MacEwan University responsible for administering and enforcing parking procedures on MacEwan Campus.

**Visitor**

means (for the purpose of this policy) any Motor Vehicle operator who does not have an issued permit for use of parking facilities and is subject to hourly charges.

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**5.0 POLICY ELEMENTS****5.1 Responsibilities**

- 5.1.1 Transportation Services is responsible for operating the Parking Facilities on MacEwan Campus's based on parking rates which are competitive and responsive to the market near MacEwan Campus and shall not be subsidized by the University. Profits generated by Transportation Services using University facilities and land will be contributed back to the University.
- 5.1.2 Transportation Services is responsible for administering the municipal transportation bylaws applicable to the university's Parking Facilities, including the signage of parking lots, patrolling, and enforcement.
- 5.1.3 The Officer responsible for Transportation Services is responsible for implementation of this policy and the associated procedures.
- 5.1.4 The Executive Officer responsible for Transportation Services is accountable for the executive oversight of this policy.
- 5.1.5 Responsibility for compliance with University policies and procedures extends to all Members of the MacEwan community. Non-compliance may create risk for the University and will be addressed accordingly in the accompanying Procedures document.

**5.2 Regulations**

- 5.2.1 Transportation Services will be administered as per the Parking Procedure document.

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**6.0 ASSOCIATED PROCEDURES**

- Parking Procedure

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**7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

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**8.0 ACCOUNTABILITY****Policy Sponsor**

Vice President, Finance and Administration and Chief Financial Officer

**Responsible Office**

Campus Services

**Contact Area**

Transportation Services, Campus Services

**Authority**

Alberta Post-Secondary Learning Act  
City of Edmonton Bylaw 5590 – Traffic Bylaw

## 9.0 HISTORY

### Relevant Dates

Approved:	<b>21.06.03</b>
Effective:	<b>21.06.03</b>
Next Review:	<b>26.06</b>

### Modification History:

#### D4112 Parking Tickets

<b>83.08.25:</b>	New policy approved by Board of Governors (no motion).
<b>00.10.24:</b>	Editorial changes approved by Executive Committee.
<b>03.02.01:</b>	Title and format updated – “Finance Department” changed to “Financial Services Department”.
<b>09.10.08:</b>	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.

#### D4110 Parking

<b>82.06.12:</b>	Approved by Board Motion 16-16-81/82. Replaces Policies 9.3 and 9.4 approved 8-1-78/79 and 5-18-78-79.
<b>83.08.25:</b>	Amended/approved by Board to include accommodation for use of ticket dispensers (see Policy D4112).
<b>86.05.16:</b>	Rates revised and approved by Board Motion 5-11-85/86
<b>87.03.19:</b>	Rates revised and approved by Board Motion 9-10-86/87.
<b>89.03.16:</b>	Rates revised and approved by Board Motion 9-11-88/89.
<b>90.04.19:</b>	Rates revised and approved by Board Motion 10-12-89/90.
<b>97.10.07:</b>	Editorial changes approved by President’s Council.
<b>00.10.24:</b>	Revision of policy approved by Executive Committee.
<b>03.02.01:</b>	Format updated.
<b>04.05.11:</b>	Revision of policy approved by Executive Committee.
<b>09.10.08:</b>	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
<b>10.05.20:</b>	Approved by Board Motion 01-05-20-2009/10. This is an operational policy and it replaces D4110 and D4112.
<b>21.06.03:</b>	Comprehensively revised. Approved by Board motion #01-06-03-2020/21.