

1.0 ASSOCIATED POLICY

- Parking Policy

2.0 DEFINITIONS

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.

Owner

in the case of Motor Vehicles registered under these procedures: the person making application for the Parking Permit; and

in the case of Motor Vehicles not registered under these procedures: the person named as the registered Owner.

Parked

any Motor Vehicle, which is stationary, except when progress is temporarily impeded by other traffic, traffic signals or pedestrians.

Parking Permit

means a permit issued by Transportation Services subject to the associated parking policy.

Parking Stall

an area designated for parking one Motor Vehicle.

Registered Motor Vehicle

every Motor Vehicle for which a Parking Permit has been issued.

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 is not considered to be MacEwan staff or student and does not have an issued permit for use of parking facilities and is subject to hourly charges.

3.0 PROCEDURE ELEMENTS

3.1 ADMINISTRATION

- 3.1.1 As per the Parking Policy, the Board of Governors of Grant MacEwan University has delegated to Transportation Services the responsibility to operationalize and enforce the parking bylaws.
- 3.1.2 Transportation Services may from time to time set aside portions of the MacEwan Campus for parking purposes and shall designate zones, Parking Stalls and areas for particular parking purposes in consultation with Facilities Services.
- 3.1.3 Transportation Services will be responsible for overseeing the type, wording and location of the parking control signs, marking and meters or traffic control devices, and the duty to see that they are so placed and that a record of the locations is kept.
- 3.1.4 Parking privileges, including the issuance of monthly Parking Permits and hourly parking, are administered on a first come, first served principle.

3.2 LIMITATION OF LIABILITY

- 3.2.1 Any Motor Vehicle Parked, operated, or driven on MacEwan Campus shall be solely at the risk of the Owner. MacEwan University shall not be liable for any damage occasioned to any such Motor Vehicle, the operator, other occupant thereof or any person unless such damage has resulted from the negligence of agent of the University acting in the course and within the scope of this person's employment.
- 3.2.2 The University shall not be liable for damages, expenses or inconveniences as a result of power outages, energy peak demand load shedding, or defects relating to the electrical plug-ins.
- 3.2.3 In the event any damage or inconvenience is occasioned to or by reason of any Motor Vehicle being removed or towed away or impounded pursuant to these procedures by an independent contractor, neither the University nor its servants nor its agents shall be liable or responsible in any way whatsoever for such damage or inconvenience. Nothing in this paragraph shall affect the liability of any independent contractor carrying out the removal, towing away or impoundment of any vehicles.

3.3 ELIMINATION OF PARKING

- 3.3.1 Transportation Services may withdraw areas normally used for parking and cancel any Parking Permit if the parking area referred to therein is required for construction or other purposes. Permit holders affected by the elimination of parking may, if alternate parking is not available, obtain a refund on the unused portion of the permit fees paid.
- 3.3.2 Where it is necessary to erect short-term or emergency "No Parking" signs in areas allotted for parking under these procedures for such things as maintenance, construction, special events, and other valid reasons, such "No Parking" signs shall be strictly enforced and shall have absolute priority over parking privileges granted in accordance with these procedures. Whenever possible, persons whose space is displaced by short-term or

emergency "No Parking" signs will be assigned other temporary locations for the time during which the "No Parking" signs are in force.

3.4 AUTHORITY AND APPLICATION

- 3.4.1 The bylaws and these operating practices shall apply to all Motor Vehicles on MacEwan University property and are in addition to any bylaws of the City of Edmonton or any legislation or regulations of the Province of Alberta regulating the operation or use of Motor Vehicles or regulating the crossing of or walking upon roadways by pedestrians. Members of Transportation Services, MacEwan University Security and Safety, and/or any other person or persons authorized by Transportation Services, are empowered to enforce these procedures. Failure to comply with such bylaws, legislation or these procedures while on MacEwan University property shall constitute a Violation as per Section 3.16.

3.5 APPLICATION FOR PARKING PERMIT

- 3.5.1 Any person in possession of a valid operator's license may apply for a Parking Permit.
- 3.5.2 Parking Permits will not be issued or renewed if the applicant, registered Owner or permit holder has outstanding fine(s).
- 3.5.3 The person applying shall:
- i) Be prepared to provide proper identification: proof of registration of the vehicle, and a valid driver's license.
 - ii) Pay the prescribed fee in effect at the time of application, complete the online application form including terms and conditions that in consideration of being permitted to drive and park a Motor Vehicle on MacEwan Campus, the applicant will comply with these procedures, including the payment of all fines, charges, levies, and costs which may be assessed against the applicant.

3.6 TERMINATION OF PERMIT

- 3.6.1 A Parking Permit shall become invalid:
- i) when the permit has been canceled or revoked in accordance with these procedures;
 - ii) when the vehicle for which the permit is issued has been placed on the tow-away list;
 - iii) when the applicant gives false or incorrect information at the time of application;
 - iv) when the applicant fails to pay monthly parking fee.

3.7 DAILY AND HOURLY PARKING

- 3.7.1 Members of the MacEwan Community and Visitors requiring short-term parking privileges may purchase hourly or full-day parking time on site at the rate provided on the pay machine or parking app at the time of purchase.

3.8 GUEST PARKING PERMITS

- 3.8.1 Departments may purchase, in advance, a voucher for use by Visitors or guests during a limited period, which shall entitle them to park a Motor Vehicle in a predetermined area.

3.9 MOTORCYCLE AND MOTOR SCOOTER PARKING PERMIT

- 3.9.1 A Parking Permit must be purchased while Parked on Campus. Motorcycles must be Parked in designated motorcycle parking areas.

3.10 BICYCLE PARKING

- 3.10.1 Should bicycle cage access become available, bicycle cage access permits will be required to access secure bicycle lockups. Unsecured bicycle lockups would not require permits.

3.11 MULTIPLE VEHICLE USE OF PARKING PERMITS

- 3.11.1 Parking permits are non-transferable. Permit owners may register more than one vehicle on their account.

3.12 ALTERNATIVES IF LOT IS FULL OR RESERVED PARKING STALL IS OCCUPIED

- 3.12.1 When a parking facility is full, permit holders may park in an alternate, available parking facility, and must notify Transportation Services.
- 3.12.2 When a reserved Parking Stall is illegally occupied, the permit holder should park in an alternate available space and contact Transportation Services.

3.13 VISITOR PARKING INFORMATION

- 3.13.1 Visitor parking is subject to space availability. All Visitor vehicles parking on Campus are expected to comply with all University traffic and parking procedures and are required to pay applicable parking fees.

3.14 LOADING ZONE STALLS

- 3.14.1 These Parking Stalls are available for Motor Vehicles requiring short-term parking to load and unload materials. In exceptional circumstances, special arrangements may be made with Transportation Services.
- 3.14.2 Vehicles remaining in a loading zone beyond the allotted time will be issued a Violation as per Section 3.16. Vehicles remaining Parked in a loading zone after the initial Violation is issued, are subject to being towed or cited again at intervals, which are determined by the maximum time limit of the particular loading zone.

3.15 PASSENGER DROP-OFF AREAS

- 3.15.1 Transportation Services may designate passenger drop-off areas at strategic locations around Campus. Vehicles must not be left unoccupied.

3.16 VIOLATIONS

- 3.16.1 A notice or form (hereinafter called a "violation"), may be issued by Transportation Services personnel to any operator or Owner charged with the violation of any parking policies and procedures. The amount of the violation will appear on the violations notice in accordance with the Violation Rates determined by Transportation Services at the time of violation.
- 3.16.2 A violation shall be sufficiently served if served in any of the following ways:
- i) by being handed to the operator of the Motor Vehicle; or
 - ii) by being mailed to the address of the person registered as the Owner of the Motor Vehicle concerned; or
 - iii) by being placed on the vehicle.
- 3.16.3 Further information regarding violations may be obtained from Transportation Services during their regular office hours.

3.17 ENFORCEMENT

- 3.17.1 The recipient of a parking Violation may pay the fine in-person at the Transportation Services Office or on-line through the Transportation Services Website.
- 3.17.2 In the case of a student, the University may withhold application, transcripts or diplomas, or deny registration and registration materials until that student has paid to the University or made arrangements satisfactory to the University to pay all amounts properly due and owing by that student to the University.
- 3.17.3 Any Motor Vehicle Parked or stopped in contravention of these procedures, or City of Edmonton by-laws may be towed away or taken and impounded at the Owner's risk and expense for such towing, booting, removal and impounding. No impounded Motor Vehicle shall be released until the reasonable removal; towing and storing charges have been paid. Circumstances that will result in the towing of a vehicle include, but are not limited to: parking in 24 hour reserved service vehicle areas, parking in front of a fire hydrant, parking in a manner that blocks access routes, parking on a pathway, sidewalk, boulevard or landscaped area, and parking while displaying a counterfeit permit or without a valid permit.

3.18 VIOLATION CANCELLATION OR APPEAL

- 3.18.1 The recipient of a parking Violation may appeal against the charge within five (5) business days from the date of issue of the ticket; appeals made after the five (5) business days will not be considered.
- 3.18.2 Appeals must be made in writing to the Senior Manager responsible for University Transportation Services, stating clearly the reason(s) for appeal and providing all other pertinent information which may substantiate the appeal. Alternatively appeals may be made through the Transportation Services Website.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Accounts Receivable Policy
- Transportation Services - Parking Map
- Transportation Services - Parking Rates

5.0 ACCOUNTABILITY

Responsible Office

Executive Director, Campus Services

6.0 HISTORY

Relevant Dates

Approved: **21.04.20**

Effective: **21.06.03**

Next Review: **26.06**

Modification History

21.04.20: New Procedure. Approved by President's Policy Committee on April 20, 2021 and effective upon approval of the revised Parking Policy by the Board of Governors.