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**Parent Policy: Parking and Traffic Management Policy**

## **Parking Policy Appendix A: Parking Operations**

<b>Office of Administrative Responsibility:</b>	Associate Vice-President (Ancillary Services)
<b>Approver:</b>	Vice-President (Facilities & Operations)

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## **1.0 GENERAL PARKING REGULATIONS**

### **1.1 ADMINISTRATION**

- 1.1.1 As per the Parking Policy, the Board of Governors has delegated to the Vice President (Facilities and Operations) the responsibility to operationalize and enforce the parking bylaws.
- 1.1.2 The Vice President (Facilities and Operations) may from time to time set aside portions of the Campus for parking purposes and shall designate zones, stalls and areas for particular parking purposes.
- 1.1.3 The Vice President (Facilities and Operations) 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.

### **1.2 LIMITATION OF LIABILITY**

Any motor vehicle parked, operated, or driven on the Campus shall be solely at the risk of the owner and the operator. The University of Alberta 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 the servant or agent of the University acting in the course and within the scope of this person's employment.

Where stalls are rented with electrical plug-ins, the University will endeavor to provide reasonable service when temperatures drop below -15 C. (5 F), but shall not be liable in any inconvenience occasioned by power outages, energy peak demand load shedding or defects relating to the electrical plug-ins.

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 regulations 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.

### **1.3 ELIMINATION OF PARKING**

- 1.3.1 The Vice President (Facilities and Operations) 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. Such areas when protected and delineated by a hoarding shall be within the jurisdiction of that contractor and outside the jurisdiction of these regulations. 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.
- 1.3.2 Where it is necessary to erect short-term or emergency "No Parking" signs in areas allotted for parking under these regulations 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 pursuant to these regulations. 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.

## **2.0 AUTHORITY AND APPLICATION**

The bylaws and these operating practices shall apply to all **motor vehicles** on University of Alberta 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 [Parking Services](#), University of Alberta Protective Services, and/or any other person or persons authorized by the Vice-President (Facilities and Operations), are empowered to enforce these regulations. Failure to comply with such bylaws, legislation or regulations while on University of Alberta property shall constitute a violation.

The Vice-President (Facilities & Operations) has delegated the authority to the Associate Vice-President (Ancillary Services) to administer and manage parking operations. All parking on University land is subject to these regulations.

### **3.0 PERMITS**

#### **3.1 APPLICATION FOR PARKING PERMIT**

- 3.1.1 Any person in possession of a valid **operator's** licence may apply for a **parking permit**. The vehicle registered must be owned by the individual or a member of that individual's immediate family. The applicant will be considered the primary operator of the vehicle.
- 3.1.2 Parking permits will not be issued or renewed if the applicant, registered **owner** or permit holder has outstanding fine(s).
- 3.1.3 Parking permits shall remain the property of the University of Alberta until the date on which they expire.
- 3.1.4 The person applying shall:
- i) Be prepared to provide proper identification: proof of registration of the vehicle, and a valid driver's licence.
  - ii) Pay the prescribed fee in effect at the time of application, complete the application form, and give an undertaking in writing that in consideration of being permitted to drive and park a motor vehicle on campus, the applicant will comply with these regulations, including the payment of all fines, charges, levies, and costs which may be assessed against the applicant.

#### **3.2 TERMINATION OF PERMIT**

A parking permit shall become invalid:

- A. on the date of expiration shown on the parking permit;
- B. when the permit is not completely legible or has been altered;
- C. when the permit is not displayed in the motor vehicle, in accordance with Section 3.3;
- D. when the permit has been canceled or revoked in accordance with these regulations;
- E. when the vehicle for which the permit is issued or on which it is displayed has been placed on the tow-away list;
- F. when the applicant gives false or incorrect information at the time of application;

#### **3.3 DISPLAY OF PARKING PERMIT**

The parking permit shall be displayed in a manner so as to be clearly visible from the exterior of the vehicle.

#### **3.4 PRIVATE STALL PARKING PERMIT**

A private stall parking permit shall entitle the **registered motor vehicle** to be parked in the stall specified on the parking permit.

#### **3.5 EVENING PARKING PERMITS**

An evening parking permit shall entitle the registered motor vehicle to be parked in non-restricted lots after 4:30 pm to 7:00 am and all day on weekends and statutory holidays.

#### **3.6 TEMPORARY PERMITS**

Temporary permits are available to accommodate short-term parkers. This permit shall entitle the registered motor vehicle to be parked in the lot or stall specified on the parking permit for the time specified on the face of the permit, during the restricted daytime hours and in any non-restricted parking lot after 4:30 pm to 7:00 am and all day on weekends and statutory holidays.

### **3.7 GUEST PARKING PERMITS**

Deans and department heads may purchase, in advance, a special guest-parking permit for the use by **visitors** or guests during a limited period, which shall entitle them to park a motor vehicle in a predetermined area.

### **3.8 PERMIT SHARING**

**Students** or staff members may apply to share a parking permit at Parking Services. All vehicles using the transferable permit must be registered with Parking Services. The transferable permit must be transferred to the vehicle to be parked on campus, and displayed accordingly. Failure to display permit will require payment for daily parking or result in ticketing of vehicle.

Only one vehicle registered on a shared permit can be parked in the area specified on the permit unless additional parking fees have been paid for the additional vehicles.

### **3.9 SERVICE VEHICLE PARKING PERMITS**

**University Service Vehicle** permits are available for motor vehicles, which provide an emergency or extraordinary service normally of short duration. These permits may only be issued in conjunction with a paid reserved lot-parking permit, subject to prior approval. If parking is required for a period longer than two hours a vehicle displaying a service vehicle permit must then park in the nearest lot. University Services vehicle stalls are 24 hr reserved.

### **3.10 VEHICLE POOL RENTAL PERMIT**

Vehicle Pool may rent or lease vehicles that do not have Vehicle Pool designation and markings. These rentals must display a permit issued by Vehicle Pool.

### **3.11 CAMPUS WIDE PARKING PERMIT**

Campus wide parking permits are available for persons who can demonstrate a need to move frequently between various areas of the University but perform no emergency or repair function. These may also be sold to non-University persons who can demonstrate a need.

A Campus wide permit is valid in any non-restricted lot on campus.

A Campus wide permit, issued in conjunction with a regular parking permit, must be affixed to the registered motor vehicle in accordance with Section 3.3 together with the regular parking permit to constitute a valid permit. Vehicles bearing both permits are restricted to a maximum of two hours parking in any lot other than the lot specified on the regular parking permit.

### **3.12 MULTI-LOT PARKING PERMIT**

Multi-Lot parking permits are available for persons who can demonstrate a need to move frequently between various areas of the University but perform no emergency or repair function. These are also sold to non-University persons who can demonstrate a need.

Multi-Lot Parking Permits may be valid in any combinations of lots on Campus except for restricted lots.

A Multi-Lot Parking Permit, issued in conjunction with a regular parking permit, must be affixed to the registered motor vehicle in accordance with Section 3.3 together with the regular parking permit to constitute a valid permit. Vehicles bearing both permits are restricted to a maximum of two hours parking in any secondary lot other than the lot specified on the regular parking permit.

### **3.13 BOARD OF GOVERNORS AND SENATE PARKING**

Special parking privileges are available to members of the Board of Governors and the Senate while at the University on Board and/or Senate business.

Arrangements for such parking are to be made through the Administrative Director of the Board or Executive Officer of the Senate.

**3.14 JUBILEE PARKING PERMIT**

A Jubilee parking permit shall entitle the registered motor vehicle to be parked in the Jubilee parking facility from 0700 to 1800 hours, Monday to Friday and in any other non-restricted parking lot at other times. This lot is subject to varying conditions and parking may be prohibited for Jubilee Lot permit holders on certain days. On prohibited days Jubilee permit holders should use alternate means of transportation as alternate paid parking spaces cannot be guaranteed.

**3.15 FACULTY CLUB PARKING PERMITS**

Faculty Club Parking permits issued by the Faculty Club are valid in V Lot only during the hours of 11:00 a.m. and 2:00 p.m., and after 4:00 p.m. Monday to Friday and all day Saturday. They are not valid at other times or in other areas on campus except Windsor Car Park when V Lot is full during the hours quoted above.

**3.16 MOTORCYCLE AND MOTOR SCOOTER PARKING PERMIT**

A parking permit must be purchased and displayed on motorcycles and motor scooter vehicles parked on campus.

**3.17 BICYCLE PARKING**

Bicycle Cage Access permits are required to access secure bicycle lockups.

**3.18 MULTIPLE VEHICLE USE OF PARKING PERMITS**

Parking permits are only transferable when and as authorized by [Parking Services](#) at the time of issue.

**3.19 LOST OR STOLEN PERMITS**

Lost or stolen permits must be reported immediately to Parking Services; a fee will be charge for replacement of a lost or stolen permit. If permits are stolen while on campus, the theft should be reported to University of Alberta Protective Services; if permits are stolen off campus, the theft should be reported to the Edmonton Police Service.

Possession of a permit that has been reported as lost or stolen will result in fines and/or charges.

**3.20 MEDIA PARKING PERMITS**

Permits are issued only to fully accredited members of the press/media. These permits are valid in non-restricted lots. Media permits are valid only when the members are conducting legitimate media business on campus.

**3.21 ALTERNATIVES IF LOT IS FULL OR PRIVATE STALL IS OCCUPIED**

When a parking facility is full, permit holders may park in an alternate, available parking facility, and should notify Parking Services.

When a private stall is illegally occupied, the permit holder should park in an alternate available space and contact Parking Services.

## **4.0 VISITOR PARKING INFORMATION**

### **4.1 GENERAL**

Visitor parking is subject to space availability. All visitor vehicles parking on the University of Alberta Campus are expected to comply with all University traffic and parking regulations and are required to pay applicable parking fees.

### **4.2 METERED PARKING STALLS**

4.2.1 Any motor vehicle, which occupies a metered parking stall, is subject to payment of the meter.

4.2.2 [Parking Services](#) should be notified immediately of any problems with a parking meter.

4.2.3 Vehicles remaining parked at an expired meter will be issued a citation. Vehicles remaining at an expired meter after the issuance of the initial citation are subject to being cited again at intervals determined by the maximum time limit of the particular meter.

### **4.3 LOADING ZONE STALLS/METERS**

4.3.1 These parking stalls/meters are available for motor vehicles requiring short-term parking to load and unload materials. In exceptional circumstances, special arrangements may be made with Parking Services.

4.3.2 Vehicles remaining in a loading zone beyond the allotted time or with an expired meter will be issued a citation. Vehicles remaining parked in a loading zone after the initial citation 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.

### **4.4 PASSENGER DROP-OFF AREAS**

Parking Services may designate passenger drop-off areas at strategic locations around campus. Vehicles must not be left unoccupied.

## **5.0 PENALTIES AND ENFORCEMENT**

### **5.1 CITATIONS**

A notice or form (hereinafter called a "citation"), may be issued by Parking Services personnel to any operator or owner charged with the violation of any parking policies, procedures and regulations. The amount of the citation will appear on the citation notice in accordance with the [Schedule D - Citation Rates](#).

A citation 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.

Further information regarding citations may be obtained from Parking Services during their regular office hours.

## 5.2 ENFORCEMENT

Any person guilty of an offense under these regulations who fails or refuses to pay the fines assessed, may be subject to the following:

- In the case of a faculty or staff member: the University may set-off the amount of a fine against salary or other monies due or accruing due from the University;
- In the case of a student: the University may withhold examination marks, 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. Further, the university has the right to institute proceedings before such University tribunal, as may have general jurisdiction over student discipline at the University leading to additional fines or penalties, including suspension or expulsion from the University.
- Any motor vehicle parked or stopped in contravention of these regulations, or City of Edmonton by-laws may be towed away or taken and impounded at the owner's risk and expense for such towing, 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.

## 5.3 CITATION CANCELLATION OR APPEAL

A Parking Services manager may, using discretion, waive the penalty for any parking citations if it appears that there are factual, technical or other mitigating circumstances to justify its cancellation.

Any person who wishes to appeal a citation may do so in writing in accordance with Parking Services appeal process, see [Regulation Enforcement](#) on Parking Services website.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Campus</b>	That area within the established boundaries of the University of Alberta Campus as shown on the <a href="#">Schedule A - Parking Facilities Map</a> and any additions or variations made from time to time in respect thereto, and other properties owned, rented or leased by the University of Alberta.
<b>Motor Vehicle</b>	Every vehicle propelled by any power other than muscular.
<b>Pedestrian</b>	A person on foot or a person in a wheelchair.
<b>Operator</b>	Any person who drives or is in charge of or in possession of a motor vehicle on the campus whether that person is in the motor vehicle or not.
<b>Parking Permit</b>	A permit issued under these regulations.

<b>Owner</b>	<p>(i) In the case of motor vehicles registered under these regulations the person making application for the parking permit; and</p> <p>(ii) In the case of motor vehicles not registered under these regulations the person named as the registered owner under the appropriate legislation of the Province of Alberta.</p>
<b>Parked</b>	Any motor vehicle, which is stationary, except when progress is temporarily impeded by other traffic, traffic signals or pedestrians.
<b>Registered Motor Vehicle</b>	Every motor vehicle for which a parking permit has been issued.
<b>Restricted Daytime Hours</b>	The hours from 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding statutory holidays.
<b>Parking Lots</b>	An area set aside for parking.
<b>Restricted Lot</b>	Any lot that is restricted to permit holders of those specific lots, or visitors paying applicable daily rates. These lots are restricted 24 hours per day, seven days per week.
<b>Staff</b>	Full-time and part-time regular, full-time, and part-time recurring university academic and non-academic staff.
<b>Restricted Evening Hours</b>	The hours from 4:30 p.m. to 7:00 a.m., Monday through Friday, and 24 hours per day on weekends and statutory holidays.
<b>Visitors</b>	Any motor vehicle operators, including staff members and students, who do not have a valid parking permit affixed to their vehicle.
<b>Students</b>	Any registered University of Alberta student regardless of faculty (including Faculty of Graduate Studies)
<b>University Service Vehicle</b>	A vehicle displaying a valid service vehicle permit.
<b>Parking Stall</b>	An area designated for parking one motor vehicle.
<b>Crosswalk</b>	Any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing, by signs, by a line, or by other markings on the road surface.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲ TOP](#)

[Schedule A - Parking Facilities map](#)

[Schedule B - Parking Permit Fees](#)

[Schedule C - Parking Violations and Fines](#)

[Schedule D – Citation Rates](#)

[Regulation Enforcement](#)

[Visitor Rates](#)





## U of A Policies and Procedures On-Line (UAPPOL)

[Parking Services](#)