



**HERITAGE COLLEGE  
POLICY #7**

**CONCERNING  
PARKING**

**COMING INTO FORCE:** September 24, 1999  
**REVISED:** June 17, 2008  
**ADMINISTRATOR:** Director of Building Services/Computer Services

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# HERITAGE COLLEGE POLICY #7 CONCERNING PARKING

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## ARTICLE 1 Purpose

The purpose of this policy is to establish guidelines pertaining to the use of the parking lots and roadways situated at 325 Cité des Jeunes and to determine the fee schedule for parking permits.

## ARTICLE 2 Application

This policy applies to all Heritage College students, employees and visitors who wish to occupy a parking space at Heritage College for any length of time.

## ARTICLE 3 Parking Fees

All persons using a parking space that is under the authority of Heritage College, including space for a motorcycle, are required to pay fees for the use of that parking space.

## ARTICLE 4 Schedule of Fees for Parking

**4.1** Fees for parking are subject to revision by the Board of Governors of Heritage College.

**4.2** Parking fees (including GST and PST) are listed in Cégep Heritage College Annex #P7.1.<sup>1</sup>

**4.3** Effective dates for the issuing of parking permits are:

<b>Annual (A)</b>	August 15 <sup>th</sup> to June 15 <sup>th</sup> of the following year
<b>Annual (B)</b>	Cont-ed. students only <i>(No pre-set date, but for 10 consecutive months.)</i>
<b>Semi-annual (A)</b>	Jan. 1 <sup>st</sup> to June 15 <sup>th</sup> <sup>2</sup>
<b>Semi-annual (B)</b>	August 15 <sup>th</sup> to Dec. 31 <sup>st</sup>
<b>Semi-annual (C)</b>	Cont-ed. students only <i>(No pre-set date, but for 5 consecutive months.)</i>
<b>Monthly</b>	1 <sup>st</sup> day to last day of each month
<b>Daily</b>	

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<sup>1</sup> See Annex #P7.1 at end of the present policy for information.

<sup>2</sup> No parking fees will be charged from June 16<sup>th</sup> to August 14<sup>th</sup> of the following year.

## ARTICLE 5 Parking Permit or Pay and Display

Parking permits are limited to members of the Board of Governors, staff and students of Heritage College.

After completion of the application form and payment of fee, a parking permit will be issued.

### 5.1 Parking Permits

**5.1.1** A parking permit does not provide the holder with a specific/designated parking space or guarantee a parking space.

**5.1.2** The parking permit remains the property of the College and may be revoked at any time.

**5.1.3** Only one permit will be issued per person. If a person owns two or more cars, it is his/her responsibility to switch the permit from one car to the other. If he/she fails to do so, a daily pass will have to be purchased.

**5.1.4** Parking permit holders do not have the right to sell their permit.

**5.1.5** Only the parking permit issued by the College will be recognized as valid.

It is the responsibility of each permit holder to annually renew their permit when need be.

It is the responsibility of the permit holder to ensure that the valid parking permit is affixed to the rearview mirror of his/her vehicle in such a manner as to be visible from the exterior of the vehicle.

Failure to display the parking permit in the stipulated location may result in the vehicle being fined.

### 5.2 Visitor Parking Permit

There are times when the College receives distinguished visitors and community

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volunteers as well as volunteer committee members, etc. These guests generously offer their time and presence freely to the College. The College will therefore supply these guests with a free parking permit during their visit.

### 5.3 Pay and Display

Daily parking pass must be purchased and displayed on the front dash where easily visible: otherwise, a fine will be issued.

## ARTICLE 6 Changes or Loss/Theft of Parking Permit

- 6.1** The parking permit holder must advise the College immediately of any changes to the information given on the application.
- 6.2** The College is not liable for the loss/theft of a parking permit. If lost or stolen, the permit holder will be charged an administrative fee for a new parking permit.

## ARTICLE 7 Regulations

All persons using the roadways and/or a parking space under the authority of Heritage College have the obligation and responsibility to respect and obey the following:

- 7.1** All posted traffic signs, such as "Speed Limit," "One Way," "No Parking," etc.
- 7.2** All persons must drive in a manner that does not endanger him/herself or others while on Heritage College property.
- 7.3** All vehicles and motorcycles must park in designated areas only. Bicycles are to be kept securely locked in bike racks and must not be placed in entrances or other restricted areas.
- 7.4** Parking is strictly prohibited in:
- any designated fire route;
  - delivery areas and loading zones (except by tradespersons);

- beltways/roadways (except in the designated parking zones) or in such a manner as to block entrances or exits to said roadways;
- handicapped parking spaces except by those with special permits from the proper authority.

- 7.5** All visitors must purchase a daily permit.
- 7.6** All vehicles must be parked in such a way as to only occupy one space.
- 7.7** Parking is prohibited between the hours of 12 midnight and 6:00 a.m., seven days a week, except for authorized College personnel whose hours of work coincide with this period.
- 7.8** Anyone else who needs to leave his/her vehicle in the parking lots after 12 midnight and/or before 6:00 a.m. must receive prior authorization from Building Services.

## ARTICLE 8 Failure to Respect Articles in this Policy

Failure to respect any or all of the articles listed in this policy will result in one or all of the following consequences:

- 8.1** Towing at the owner's expense;
- 8.2** Fines issued by the City of Gattineau for violations of the Heritage College policy;
- 8.3** Prohibited vehicle access to College property;
- 8.4** Cancellation of parking permit;
- 8.5** Legal action.

## ARTICLE 9 City of Gattineau Parking Monitoring Contract/Towing Contract

- 9.1** The College has a contract with the City of Gattineau where a control parking officer monitors and issues fines to all illegally parked cars. This monitoring will take place from

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Monday to Friday from 6:00 a.m. to  
10:00 p.m.

- 9.2** All fines issued are under the responsibility of the City of Gatineau and do not involve the College.
- 9.3** Whenever a car is blocking access to another car, a circulation area or any other non-designated parking areas, that car will be towed automatically without warning.

### **ARTICLE 10 Waiver/Disclaimer**

- 10.1** The College is not liable for any theft, damage, vandalism and/or other mishaps to any vehicle or contents of said vehicle while parked on College property, expenses incurred for the towing of the vehicle or for the personal safety of the users.
- 10.2** Municipal regulations will be enforced by the City of Gatineau.

### **ARTICLE 11 Reimbursement**

- 11.1** Reimbursement will be handled under the terms the College administrative *Procedure #1 concerning Parking*.

### **ARTICLE 12 Amendments and Revision**

- 12.1** Heritage College reserves the right to make amendments to any of the articles listed in this policy.
- 12.2** This policy may be amended from time to time, or repealed, in accordance with College procedures.
- 12.3** This policy will be revised by the Director of Building and Computer Services as needed, or when so required by the Director General.

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## HERITAGE COLLEGE POLICY #7 CONCERNING PARKING

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### Annex #P7.1

#### Parking Fees

**Parking Permits:**

Annual (10 months) <sup>3</sup>	\$180.00
Semi-annual (5 months) <sup>4</sup>	\$100.00
Monthly	\$ 35.00
Motorcycles	\$ 40.00 for 5 consecutive months

**Pay and Display:**

Daily	\$4.00
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**Fines:**

No Parking Permit or Daily Pass	\$32.00
Illegal Parking in Handicapped Zone	\$75.00
Fire Lane	\$42.00

**Administrative Fee for  
Replacement of Parking  
Permit**

\$10.00

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<sup>3</sup> There is no pre-set start date for Continuing Education students only; permit is valid for 10 consecutive months.

<sup>4</sup> There is no pre-set start date for Continuing Education students only; permit is valid for 5 consecutive months.