

**CÉGEP HERITAGE COLLEGE
POLICY #7**

**CONCERNING
PARKING**

COMING INTO FORCE: September 24, 1999
REVISED: June 21, 2017
ADMINISTRATOR: Director of Building Services/Computer Services

CÉGEP HERITAGE COLLEGE POLICY #7

CONCERNING PARKING

ARTICLE 1

Purpose

The purpose of the present policy is to establish standards pertaining to the use of the parking lots and roadways on Cégep Heritage College property situated at 325 Cité des Jeunes Boulevard in Gatineau, Quebec.

ARTICLE 2

Application

This policy applies to all Cégep Heritage College students, employees and visitors who park at Cégep Heritage College.

ARTICLE 3

Provisions

3.1 Parking Fees

Excluding the special visitors and volunteers described in article 3.2.3 of the present policy, all persons who park on property that is under the authority of Cégep Heritage College are required to pay fees.

Parking fees (including GST and PST) are listed in Cégep Heritage College Reference Document #P7.1 Parking Fees.

Fees for parking are subject to revision whenever it is deemed necessary by the administration of Cégep Heritage College.

3.2 Parking Permits

Parking permits are only for the use of facilities rental customers, visitors, employees and students of Cégep Heritage College.

With the exceptions of visitor's permits issued by virtue of article 3.2.3 and permits issued by the automated daily "pay and display" dispenser, parking permits are issued only through a facilities rental agreement or upon completion of a parking permit application and payment of the applicable category fee¹.

¹ See Cégep Heritage College Reference Document #P7.1, Parking Fees.

Only parking permits issued under the terms of the present policy with a current effective date will be recognized as valid.

A valid parking permit must be displayed in each vehicle in such a manner as to be visible from the exterior of that vehicle. With the exception of the daily "pay and display" category, the permit must be affixed to the rear-view mirror with the permit validity details facing the windshield. Daily "pay and display" permits are to be displayed according to the instructions printed on the permit.

Failure to display a parking permit in the stipulated location will result in a parking fine and in the vehicle being towed.

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

Each parking permit remains the property of Cégep Heritage College and may be revoked at any time.

Only one parking permit will be issued per person. If a person owns two or more cars, the permit holder must switch the permit from one car to the other. If the permit holder fails to do so, a daily pass must be purchased. Failure to do so will result in a parking fine.

Parking permit holders are not authorized to transfer or sell their permits to others.

Parking permits will be made available as per the criteria indicated in Procedure #7.

3.2.1 Changes to Permit Information

Each parking permit holder must advise Building Services immediately of changes to the information on the permit application.

3.2.2 Loss or Theft of Permit

Cégep Heritage College is not liable for the loss or theft of a parking permit. When a parking permit has been lost or stolen, the former permit holder will be

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charged an administrative fee² for a new one.

3.2.3 Parking Permit for Visitors

Distinguished guests including those invited to the College for regional meetings or sales presentations, College retirees, anyone who has an interview or testing for an interview, and community volunteers who offer their time and presence freely to the College, will be supplied with complimentary parking permits for the duration of their visits or their service to the College.

Any visitors who do not fall into the aforementioned categories must purchase a daily permit.

3.3 Parking Regulation

All persons using either the roadways or a parking space, under the authority of Cégep Heritage College have the obligation to:

- 1) obey all applicable municipal bylaws and posted traffic and directional signs;
- 2) drive in a manner that does not endanger anyone;
- 3) park in designated areas only; bicycles are to be kept securely locked in the racks provided and must not be placed in entrances or other restricted areas;
- 4) avoid prohibited areas such as:
 - any designated fire route,
 - delivery areas and loading zones (trades vehicles are excepted),
 - 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 (vehicles displaying valid handicapped permits issued by a recognized authority are excepted);
- 5) occupy only one designated parking space,

² See Reference Document #P7.1, Parking Fees.

Parking is prohibited between the hours of 12a.m. and 6:00 a.m., seven days a week, except for authorized College personnel whose hours of work coincide with this period, or who have prior authorization from Building Services.

3.4 Parking Penalties

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

- towing at the owner's expense;
- fines issued by the City of Gatineau;
- vehicle access to College property being prohibited;
- cancellation of parking permit;
- legal action.

3.5 Parking Monitoring/Towing Contract

The College has a contract with the City of Gatineau whereby a parking control officer monitors and issues fines to all illegally parked cars. This monitoring takes place from Monday to Friday from 6:00 a.m. to 5:00 p.m.

For more information about parking lot monitoring hours and fees, refer to Administrative Procedure # 1 concerning parking.

All fines issued are under the authority of the City of Gatineau and do not involve the College.

Whenever a car is blocking access to another car, a circulation area or is parked in an area not designated for parking, that car will be towed automatically without warning.

3.6 Waiver/Disclaimer

Cégep Heritage College is not liable for:

- any theft, damage, vandalism and other mishaps to any vehicle or the contents of any vehicle while it is parked on College property;
- expenses incurred for the towing of the vehicle;

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- the personal safety of the users.

Municipal regulations are enforced by the City of Gatineau.

3.7 Reimbursement

All reimbursements will be handled under the terms of Cégep Heritage College Administrative Procedure #1 concerning Parking.

ARTICLE 4 Roles and Responsibilities

4.1 Board of Governors

The Board of Governors approves the present policy and any amendments thereto.

4.2 Director General

The Director General is responsible for the overall management of the present policy and may delegate related responsibilities.

4.3 Director of Building and Computer Services

The Director of Building and Computer Services is responsible for the enforcement of the present policy and for recommending revisions thereto.

4.4 Building Services

Building Services is responsible for the day-to-day implementation of the provisions of the present policy.

4.5 Permit Holder

It is the responsibility of each permit holder to:

- ensure that a valid parking permit is displayed in the holder's vehicle, as stipulated in article 3.2;
- obey the parking regulations stipulated in article 3.3;
- advise Building Services immediately of any changes to the information provided on that

holder's parking permit application, as stipulated in article 3.2.1.

4.6 City of Gatineau

The City of Gatineau is responsible for enforcing municipal regulations and for issuing parking fines on Cégep Heritage College property.

ARTICLE 5 Revision

The present policy will be reviewed at least every five (5) years, and revised, when deemed necessary, by the Director of Building and Computer Services or the Director General.

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Related Document(s)

This document is to be used in conjunction with:

- Cégep Heritage College Administrative Procedure #1 concerning Parking.³
- Cégep Heritage College Reference Document #P7.1, Parking Fees.⁴

³ Copies of this document are available from Building Services.

⁴ Ibid.