

## Parking Regulations and Procedures - Policy: G26

Revised/Reviewed: November 02, 2020

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### **Purpose:**

Assiniboine Community College recognizes that at any given time there is a large number of vehicles driving and parking on campus. In order for the college to maintain orderly conduct of parking of vehicles, parking regulations must be established.

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### **1. Policy Statement:**

This policy statement sets out the rules, fees and remedies available when parking on college property; they apply to all staff, students, and the general public.

The Colleges Act, which is an act of legislature, empowers Assiniboine Community College to govern parking on college property and to make parking regulations. This includes fees and enforcement of parking violations and actions taken for violations.

At this time Assiniboine Community College will follow the provisions of the City of Brandon Traffic By-law in relation to parking issues at the Victoria Avenue East campus and the City of Dauphin Traffic Bylaw as it relates to parking at the Parkland campus.

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### **2. Definitions:**

**2.1 Designated accessible parking** - A parking space designated for individuals with physical disabilities.

**2.2 Violation Notice** - A notice or form issued by the college to any operator or owner charged with violation of any of the provisions of this regulation.

**2.3 Event Parking:** Parking set aside for special events occurring on college property.

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### **3. Permits:**

- 3.1** Parking by staff and students is permitted in designated parking areas only. Student parking will operate by way of “Scramble Parking” while staff parking will be assigned.
- 3.2** Student parking fees are due in advance. Staff parking fees are paid monthly by payroll deduction.
- 3.3** Students will only receive a refund for parking if requested within the allowed withdraw without penalty from college courses time period.
- 3.4** Parking permits must be displayed on all vehicles parked in designated parking areas. Vehicles not displaying a permit or not parked in the designated parking spot or area are subject to ticketing or towing from the property.
- 3.5** Report lost or stolen permits; a new permit will be issued and may be subject to a replacement fee.
- 3.6** Parking permits are not transferable. The owner of a parking permit cannot transfer, sell or assign the permit to any other person and can be held responsible for any parking tickets associated with the permit.
- 3.7** The registrar’s office requires the make, model, year, colour and licence plate number of your vehicle when purchasing your parking permit.
- 3.8** Permit holders are responsible for updating their vehicle information with the Registrar’s Office.

#### **4. Parking Regulations**

##### **4.1 Victoria Avenue East Campus**

- a) The college maintains three parking lots at the north, west, and south sides of the building. Parking regulations are in effect from 7:00 a.m. to 5:00 p.m., Monday to Friday.
- b) The north lot and part of the west lot are reserved for visitor parking. Some parking spots in the west lot are still assigned to staff, but a number of spots of this lot, which are clearly marked, are designated as visitor parking. Visitors will be required to pay for parking in these lots and then display the printed ticket visibly in the front window of their vehicle. Paid parking stands are located near the entrance to the “A” Doors for the north lot and near the “B” doors for the west lot. Visitors can choose between a half hour, one hour, multiple hours or daily parking. The rates for parking are attached to this policy as Appendix “A”.

- c) The south lot is reserved for staff and students. Electrical areas with white painted uprights and non-electrical areas with blue painted uprights are scramble areas for students while the red areas are assigned stalls for staff.
- d) Overnight parking is not permitted unless special arrangements have been made with security. The college assumes no liability for vehicles left overnight.
- e) Large vehicles such as buses or trucks over one ton are not permitted in the visitors parking area. These vehicles will park south of the college as specified by security.
- f) It shall be an offence for any vehicle to be parked without the display of a valid parking permit or a valid parking ticket obtained from the pay and display machine. Vehicles found in violation of the above regulations are subject to the issuance of a parking violation notice and or towing by security personnel. Violation notices are issued under the authority of the City of Brandon bylaws. Fines must be paid at the City of Brandon within the required period of time and in the methods described on the violation notice.
- g) Vehicles which are determined to be unregistered and / or abandoned on the parking lot will be towed. The local police service will be advised of any vehicle being towed including a description and licence plate number.
- h) Special stalls are reserved and identified as accessible parking. The use of these stalls is restricted at all times to vehicles displaying official parking permits for people with disabilities. People with disabilities requiring special parking arrangements should make arrangements with the Chair of Public Safety to whom Security reports.
- i) Vehicles displaying an official parking permit for people with disabilities **will not** be required to purchase a valid parking ticket in visitor parking.

#### **4.2 North Hill Campus**

- a) There are three parking lots at the North Hill Campus, the south lot for staff and visitors to MICA, the east lot for students and the Len Evans lot for staff, students and visitors to LECTT. Parking regulations are in effect from 7:00 a.m. to 5:00 p.m., Monday to Friday
- b) Overnight parking is not permitted unless special arrangements have been made with security. The college assumes no liability for vehicles left overnight.
- c) Special stalls are reserved and identified as accessible parking. The use of these stalls is restricted at all times to vehicles displaying official parking permits for

people with disabilities. People with disabilities requiring special parking arrangements should make arrangements with Manitoba Protective Services.

- e) Manitoba Protective Services patrols the lots at the North Hill Campus and are responsible for the issuing of warnings and parking violation notices.

#### **4.3 Parkland Campus**

- a) Parkland has one lot for staff and student parking with numerous spots available.
- b) Staff and students can pay the prescribed fee for a parking permit or could chose pay and display parking with a purchased parking ticket if they are infrequently on campus. Parkland campus will maintain no less than six (6) parking spots for pay and display parking meant generally to allow of visitor parking.
- c) Visitors will be required to pay for parking in the lot and then display the printed ticket visibly in the front window of their vehicle. The paid parking stand is located near main entrance to the campus adjacent to the parking lot. Visitors can choose between a half hour, one hour, multiple hours or daily parking. The rates for parking are attached to this policy as Appendix "A".
- d) Overnight parking is not permitted unless special arrangements have been made with security. The college assumes no liability for vehicles left overnight.
- f) It shall be an offence for any vehicle to be parked without the display of a valid parking permit or a valid parking ticket obtained from the pay and display machine. Vehicles found in violation of the above regulations are subject to towing by security personnel. If a vehicle is found in violation of the parking provisions one written warning notice will be placed on the vehicle. Second and subsequent violations will result in towing of the vehicle. The local police service will be advised of any vehicle being towed including a description and licence plate number.
- g) Vehicles which are determined to be unregistered and / or abandoned on the parking lot will be towed. The local police service will be advised of any vehicle being towed including a description and licence plate number.
- g) Special stalls are reserved and identified as accessible parking. The use of these stalls is restricted at all times to vehicles displaying official parking permits for people with disabilities. People with disabilities requiring special parking arrangements should make arrangements with Chair of Public Safety to whom Security reports.
- h) Vehicles displaying an official parking permit for people with disabilities will not be required to purchase a valid parking ticket in visitor parking.

## General Information

- Outlets are not equipped for the use of interior car warmers – **block heaters only**.
  - Electrical stalls are temperature activated and will come on at –17C and cycle on and off for 20 minutes.
  - Any motor vehicle and its contents, or bicycle, operated, used or parked on Assiniboine Community College property shall be done solely at the risk of the owner or operator. ACC is not liable for injury, loss or damage.
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## 5 Event Parking

In the situation where it is anticipated that an event at the College would lead to parking issues that exceed the capacity of visitor parking spaces, the President or the person designated by the President could establish an area in the parking lots for event parking.

For special event parking, please look for and follow parking signage to determine where you will be parking.

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Date

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President

## Appendix "A"

### **Parking Fees: Assiniboine Community College Paid Visitor Parking as of November 16th, 2020**

Paid visitor parking will be in place Monday to Friday, 7 a.m. to 5 p.m. at a cost of:

- \$1 for 30 minutes,
- \$1.50 an hour or
- \$6 a day.
- Outside of these hours (evenings and weekends), paid parking is not required.

**These fees are subject to change.**