



FL-03 Appendix A – Medicine Hat Campus Parking and Roadway Rules and Regulations

1. Parking Enforcement

Medicine Hat College (MHC) enforces a pay parking policy for all vehicles parked on the Medicine Hat campus: meaning that a parking permit is required for all vehicles parked on the Medicine Hat campus between the hours of 7am and 5pm, Monday through Friday with the exception of holidays.

The goal of all enforcement activities on campus is to ensure the fair and equitable access to parking for all users. Every effort will be made to educate and alert users of parking and traffic regulations. While permits are only required Monday-Friday, 7am – 5pm, all other parking regulations (stalls reserved for holders of parking placards for persons with disabilities, parking in roadways, etc.) are enforced at all times.

While the college strives to provide as many parking spaces as possible, there are times when demand exceeds availability. Parking is on a first-come, first-served basis. Please note:

- During times of construction, maintenance and special events, it may be necessary to reduce parking availability.
- Student residence parking permits are not valid in parking lots on campus.
- Security must be notified if you wish to park on campus for extended periods of time or overnight.
- Bicycle parking is restricted to the racks provided. Bike storage lockers are available for rent through Facility Operations. Bike parking is not permitted in any college building.
- Parking permits are not required at Brooks campus.

2. Parking Permits

2.1 Permit Types

Open Parking: All lots on campus are “open” except for two lots (north and south lots), and one section at the Cultural Centre, designated as “plug-in”. A site plan detailing the location of designated parking lots shall be maintained. Open permits can be purchased hourly, daily, monthly or annually.

Plug-In Parking: There are three designated electrical plug-in areas: south lot, north lot, and some spaces in the Cultural Centre lot. Plug-in permits are not usable in the open parking area. MHC is committed to energy conservation; the parking lots are subject to load shedding and cycling which means power is not on all day.

“Pay and Display” - Hourly/Daily Parking: These hourly/daily permits are available through the permit dispensers located on parking lots around campus. The permit dispensers accept coins only and do not dispense change. If a dispenser is malfunctioning, please contact security immediately at 529-3911. Daily permits are also for sale in the college bookstore.

Residence Parking: These permits are available to students living in residence and are valid in residence parking lots only. These permits are accessed through Student Development. Students wishing to park in any other lot(s) are required to purchase an appropriate permit.

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Parking for People with Disabilities: MHC offers parking spaces restricted for people with physical disabilities. Vehicles require a valid Alberta Parking Placard for Persons with Disabilities and a valid MHC permit to park in these stalls. “Pay and Display” ticket meters nearest these stalls have barrier-free access.

Complimentary Parking: Free permits are available for individuals providing services to the college at no charge or at a reduced rate (e.g. volunteers, dignitaries, guest speakers etc.) Permits must be requested by the department managing the service to be provided. Permits are usually issued for a maximum period of ten business days. Application for a complimentary parking permit is made through Campus Security. Form available on college website.

Complimentary parking may be provided to individuals performing ongoing volunteer work at the college (e.g. unpaid coaches, etc.) Application for special complimentary parking consideration is made through Campus Security. Such applications require the joint approval of the Manager, Occupational Health and Safety and Director, Facility Operations.

Contractor Parking: Contractors visiting the campus can access a temporary Contractor Parking Permit upon contractor sign-in at the Facility Operations office. As required by the work, contractors may be permitted to park in restricted areas while performing work.

Drop-off and Short-term Parking Zones: Drop-off/pick-up zones at the main building and the Cultural Centre are not to be used for parking; therefore, drivers stopping in these zones must not leave their vehicle. Twenty minute short-term parking areas are available at the main building and Cultural Centre to allow users to drop off and/or pick-up items at the college.

Motorcycle Parking: Users wishing to park a motorcycle on campus may purchase a parking permit and park the motorcycle in the corresponding lot type. (i.e. open parking or plug-in parking lot.) Because the permit cannot be securely displayed on the motorcycle, these users are required to register the motorcycle license plate and permit number with Campus Security to avoid a parking citation.

Special Event Parking: Facility Bookings manages requests for special event parking.

Other: From time to time, unique requests are made to accommodate a variety of unusual parking needs, including, but not limited to: partner groups, lessees, event attendees, program attendees, etc. These requests will be considered collaboratively by the Occupational Health and Safety Manager and Director, Facility Operations, or their designates, and evaluated against the following principles:

- Exceptions to the policy must be unique and rare;
- Feasibility (safety, regulations, available space, administration, etc);
- Fairness; and
- Revenue.

Decisions, and any associated conditions, will be communicated with the requestor, Campus Security, and any other party associated with the request.

2.2 Purchasing Permits

- Daily, monthly, and annual permits are sold at the college bookstore.
- Hourly/daily permits can also be purchased at permit dispensing stations in various locations on the campus site.
- Refer to the Complimentary Permits section for information on the acquisition of complimentary permits.

2.3 Permit Display

Parking permits must be displayed from the rear view mirror and visible from the front of the vehicle, or face up on the driver's side of the dashboard to be valid. Pay and display permits must be face-up on the driver's side of the dashboard and be fully visible from the front of the vehicle. Failure to display a permit will result in a parking ticket/citation. It is the driver's responsibility to move a permit between vehicles.

2.4 Permit Refunds

Parking permits may be refunded for 50 percent of the initial purchase value, minus a \$10 administration fee, if there is greater than 50 percent of the permit duration remaining. No refunds are available for permits purchased for one month or less. No refunds are available for annual permits with less than 50 percent remaining.

2.5 Parking Permit Rates

Parking rates are set annually based on fiscal year. Rates are available on the college website.

2.6 Lost, Stolen or Damaged Permits

Lost, stolen or damaged parking permits are not replaceable. Under exceptional circumstances, replacement may be considered by the Manager, Occupational Health and Safety and Director, Facility Operations. All such losses of permits must be reported immediately, in person, to Campus Security. The permit holder will be required to complete a parking permit replacement request form with detailed statements explaining the circumstances associated with any such losses. All lost / stolen permits will be voided and become invalid. Use of a lost or stolen permit shall be considered fraud and reported to the police. Forms available on college website.

2.7 Forgotten Permits

Permit holders who have forgotten their permit may report to Campus Security and upon validation of permit ownership will receive a complimentary day permit. Failure to display a valid permit will result in a parking violation fine.

3. City of Medicine Hat Parking

In residential areas close to the college, municipal parking restrictions are in effect. Students and employees are responsible to make themselves aware of any municipal restrictions and abide by all applicable bylaws. Vehicles parked in violation with applicable bylaws are subject to being ticketed and/or towed.

4. Regulations

The following regulations apply to parking at MHC.

4.1 Parking for Persons with Disabilities

MHC has designated parking spaces for the use of those drivers displaying a valid parking placard for persons with disabilities. These users must still purchase MHC parking permits but may use designated spaces.

4.2 Vehicles in Pedestrian Areas

No person shall drive, operate, stop, or park a vehicle off a roadway unless it is a service vehicle which has received permission from Facility Operations. In giving such permission, Facility Operations may impose appropriate terms and conditions.

4.3 Directions of Traffic Control Device

No person shall drive, operate, stop, or park a vehicle in a manner inconsistent with the directions of a traffic control device (signs, barriers, cones), except where directed otherwise by a parking enforcement officer.

4.4 Directions of Parking Enforcement Officer

Every person shall obey the directions of a parking enforcement officer in respect of vehicular and pedestrian traffic and parking.

4.5 Nuisance

No person shall drive, operate, stop, or park a vehicle in a manner that constitutes a nuisance to other users (i.e. loud noise.)

4.6 Permit Parking Locations

Parking is only permitted in designated parking lots. Parking in lots without the correct corresponding permit type is not allowed.

4.7 Improper Parking

In a parking lot, a person must park a vehicle completely within the yellow lines or other markings or barriers describing a parking space and shall not stop or park a vehicle in any way that restricts the free flow of traffic or the movement of emergency vehicles.

4.8 Parking Bicycles

No person shall park a bicycle in an area not designated for parking of such vehicles. Bicycles are not permitted within college facilities and shall not be secured to devices not designed for this purpose.

4.9 Parking Motorcycles

No person shall park a motorcycle on campus without a valid permit. The motorcycle license plate number and the permit number must be registered with Campus Security to avoid a parking citation.

4.10 Parking of Trailers or Other Towed Non-Automotive Vehicles

No person shall park a trailer/non-automotive, towed vehicle except with permission from and subject to the terms and conditions imposed by Facility Operations.

4.11 Drop-off / Pick-up areas

No person shall park in drop-off / pick-up zones; these areas designed to allow drop off or pick up of pedestrians only. Vehicles must not be left unattended.

4.12 Building Entrances and Roadways

All building entrances and roadways are designated as “no parking” areas.

4.13 Overnight Parking

No person shall park a vehicle overnight on college property, excluding Student Residence. College users requiring overnight parking must notify Campus Security in advance of leaving a vehicle overnight. Holders of valid residence parking permits may park in residence lots only.

4.14 Abandoned Vehicles

A vehicle shall be deemed as abandoned if it remains on campus; in an inoperative condition; without a valid government issued licence plate; or for more than 24 hours without notifying MHC Campus Security.

4.15 Permits

A valid permit is required to be displayed in the front window of all vehicles parked on MHC property.

4.16 Tampering with a Traffic Control Device

No traffic control device may be altered, moved or damaged. (i.e. barriers, signs, cones.)

4.17 Idling Vehicles:

No vehicle shall idle for a period exceeding five minutes.

4.18 Speed Limit:

No person shall drive or operate a vehicle at a greater rate of speed than 30 km/hr on college roadways.

The Director, Facility Operations may implement additional traffic or parking directions or restrictions for emergencies, special events, construction and similar situations affecting traffic or parking.

Violation of parking regulations may result in receipt of a City of Medicine Hat Police Service citation.

5. Payment of Parking Tickets/Citations

1. Pay the ticket. (Refer to the back of the ticket for complete details.)
2. Appeal the ticket through MHC. Extenuating circumstances can be addressed with the campus security supervisor within 48 hours of receiving the ticket.
3. Appeal the ticket with Medicine Hat Police Services. Tickets must be appealed within 14 days of the issue date. Appeals can be submitted on line at www.mhps.ca/appeal or in person at the Medicine Hat Police Station, 884 2nd Street SE. Details provided on the back of the ticket.

6. Towing

Towing of a vehicle from the campus shall only be used as a last resort when all other avenues for resolution of a violation have been exhausted.

Towing services will be provided by a private vendor and vehicles removed to a compound off campus.

Towing fines will be levied as per the vendor's fee structure. Owners will be responsible to claim their own vehicles and pay the charges.

The violations resulting in towing include, but are not limited to

- parking in the following restricted areas: roadways, crosswalks, loading zones, grassed areas, sidewalks, curbs, on parking bumpers, stalls reserved for persons with disabilities, barricaded areas, or in any manner which obstructs the flow of vehicular or pedestrian traffic.

7. Limitation of Liability

Fees for parking permits are charged for parking space only. MHC does not take custody of vehicles and assumes no responsibility for loss of a vehicle or its contents, due to damage, fire, theft, collision or other hazards. MHC shall not be responsible for loss or damage to a vehicle or its contents resulting from the actions or inaction of college personnel or contractors. Therefore, any motor vehicle parked, operated or driven on the campus shall be solely at the risk of the owner and operator. To limit your risk of loss, lock your vehicle at all times and don't leave valuables in your vehicle.