



Medicine Hat College Policy PARKING

Policy #:	FL-03
Policy Authority:	Director, Campus Planning and Facilities
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	August 24, 2022
Next Mandatory Review Date:	August 24, 2025
Frequency of Review:	Every 3 years

1. OBJECTIVE

This policy regulates campus parking services and assists in meeting the parking needs of the entire college community within available resources and space.

2. SCOPE

This policy applies to anyone parking a motor vehicle or utilizing parking services at the Medicine Hat College (MHC) campus. (Refer to Attachment B for Brooks Campus Parking and Roadway Rules and Regulations.)

3. DEFINITIONS

Motor Vehicle: any self-propelled vehicle that is intended to travel on a roadway, including, but not limited to, an automobile, motorcycle, moped, or electric scooter.

4. PRINCIPLES

4.1 MHC is committed to providing adequate and safe access to parking for all who need to come to campus.

4.2 Ensuring parking fees are set at an affordable rate, but allows for continued operation and maintenance of parking facilities.

5. DIRECTIVES

5.1 MHC constitutes private property and is subject to parking regulations as described in this policy. To manage parking access and to ensure the safety of all college users, the college will allocate parking permits and enforce the regulations described in this policy, Appendix A – Medicine Hat Campus Parking and Roadway Rules and Regulations.

5.2 Parking fees will be reviewed and set annually.

5.3 Pay parking is enforced Monday through Friday 7am to 5pm.

5.4 While permits are only required Monday to Friday during enforcement periods, all other parking regulations are enforced 24 hours/day, seven

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days/week, 365 days/year (e.g., illegal parking in disabled spaces, fire lanes, roadways, etc.)

- 5.5 Campus Security is responsible for parking enforcement.
- 5.6 Parking tickets are issued under the City of Medicine Hat Police Service and are payable to the police service as described on the issued citation.
- 5.7 Parking citations may be appealed, refer to appendices for details on appeals for each campus.
- 5.8 Fees for parking are charged for designated parking spaces only.
- 5.9 Any motor vehicle parked, operated, or driven on the campus shall be solely at the risk of the owner and operator.
- 5.10 MHC does not take custody of vehicles and assumes no responsibility for loss of a vehicle or its contents, due to fire, theft, collision, or other hazards.
- 5.11 MHC is not responsible for loss or damage to a vehicle or its contents resulting from the actions or inaction of college personnel or contractors.
- 5.12 MHC is not liable for any damage to any motor vehicle, operator, occupant, or any other person.

6. RESPONSIBILITIES

Director, Campus Planning and Facility Operations is responsible for

- (a) managing the operation and maintenance of parking facilities;
- (b) designating parking areas, including parking lots and passenger drop-off zones, service vehicle zones and other areas or zones as required by changing traffic and parking needs and conditions on campus;
- (c) establishing terms and conditions for all parking areas;
- (d) establishing categories of permits and the terms and conditions of each category of permit;
- (e) recommending fees or other changes to the respective MHC executive committee member for the purposes of parking and traffic control enforcement;
- (f) reviewing and approving exceptional and/or unique parking requests;
- (g) overseeing the parking enforcement operation and supervising authorized parking enforcement officers;
- (h) managing enforcement related questions and concerns; and
- (i) reviewing parking appeals.

7. APPLICABLE LEGISLATION/REGULATIONS

Alberta Traffic Safety Act
City of Medicine Hat By-Law 4346

8. RELATED INFORMATION

Appendix A: Medicine Hat Campus Parking and Roadway Rules and Regulations
Appendix B: Brooks Campus Parking and Roadway Rules and Regulations
Student Residence Handbook

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: August 24, 2022

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and
Finance

Date: August 24, 2022

DOCUMENT HISTORY

April 2019 Revised policy approved
August 2022 Revised policy approved