

Policy Title: Parking

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	April 25, 2024	Effective date:	April 25, 2024
Policy Sponsor:	Vice President Administration and Finance	Date last reviewed:	April 25, 2024
Date of Mandatory Review (expiry date):	April 2029	Date of last revision of Procedures:	April 25, 2024

1. POLICY

1. Given that CMCC has limited parking facilities:
 - a. student parking is available for those granted permits and who have paid in advance for the year. Priority for parking passes will be given to students who live farthest from CMCC, and students who carpool/share a parking spot.
 - b. employees wishing to obtain a designated space are to contact Human Resources for a parking space that is paid for through authorized payroll deductions.
2. CMCC assumes no liability for any damage, whether direct or indirect, howsoever caused to person or property while on CMCC property or relating to the use of CMCC's parking facilities by CMCC students, faculty, administration, visitors or others.
3. CMCC reserves the right to change fees for parking without notice and may also change the allotted parking spaces.
4. Parking access cards must be used every time to enter or exit CMCC's parking lot. A fee will be issued for any lost Access cards.
5. Parking spaces may not be re-assigned, without written authorization from CMCC, to any other person when not in use (e.g., vacation).
6. Limited visitor parking is available.

2. PURPOSE

To provide guidelines for the use and access of the parking facilities at CMCC in order to manage the limited parking resources, and to outline expectations and responsibilities of all eligible parking permit holders and the consequences of non-compliance.

3. SCOPE

CMCC students and employees

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Parking Violations: Students and employees with parking passes are subject to all rules and regulations as outlined in the Parking Contract obtained at the time they purchase the Parking Pass and signage in the parking lots. Improper parking may be subject to towing, municipal bylaw(s) or civil litigation. Parking spaces are available only for students and employees who have paid their parking fee. Those who park at the premises without appropriate payment will be ticketed and/or towed. Any unpaid fines relating to parking infractions will be added to a student's account and are to be paid as part of tuition cost, or in the case of an employee, deducted from a future payroll remittance.

5. RELATED POLICIES (not a comprehensive list)

- Code of Conduct
- Access to CMCC
- CMCC Facilities Use
- Personal Property Protection
- Smoke Free

6. DEFINITIONS

N/A

New Policy Approved (date):	September 2001
Policy Revision History (dates):	August 31, 2017 January 2019 April 25, 2024

7. PROCEDURES

1. Parking arrangements for students are made through Student Services and for employees through Human Resources.

2. Each year, all interested students are required to submit an application for a designated parking space.
3. Employees wishing to obtain a designated parking space are required to pay a bi-weekly flat fee through payroll deductions (regardless of the number of days per week the spot will be used).
4. Physical Facilities prepares parking access cards and the assignment of parking spaces for students and employees. Student Services distributes parking access cards to students and Human Resources distributes parking access cards to employees.
5. Employees and students with assigned parking spaces must park only in their designated spot and under no circumstances park in a spot not their own.
6. Only registered cars/licenses are permitted in assigned spots and it is the responsibility of the employee/student to advise of any changes to their car/license or if they have multiple cars that need to be registered.
7. Employees sharing a parking spot (e.g., clinicians), must park in their assigned spot on their assigned days.
8. Parking permits/access cards are only valid as long as employees are employed / students are studying at CMCC. Access cards must be returned to CMCC upon termination of employment or completion of studies.
9. Daily rate parking may be available to employees who drive and do not have a designated parking spot. The charge is payable on the day the employee parks either via the payment machine near reception or by prepaid exit passes available from Accounting for single (one) or 20 exits.
10. All drivers using the parking facilities are expected to maintain cleanliness and safety by adhering to the following:
 - Respect others' property
 - No speeding, turning carelessly or driving irresponsibly
 - No tailgating when entering or exiting the parking gates
 - No litter
 - Maintenance or repair is never to be done in the parking areas unless the car will not start
11. Drivers are never to:
 - Block front or back entrances
 - Park in accessible spaces without a provincial accessible parking permit

- Obstruct CMCC loading docks

12. Employees or students who are found parking in unauthorized or prohibited areas or in other ways disregard this policy will receive a warning and a written reprimand. Repeat offence will result in retraction of parking benefit.

New Procedure Approved (date):	September 2001
Procedure Revision History (dates):	August 31, 2017 January 2019 April 25, 2024

8. ATTACHMENTS (As amended from time to time)

Student Parking Application Years I-III – Terms and Conditions

Rotation I Parking Application – Terms and Conditions

CMCC Parking Authorization Form – Staff and Faculty

CMCC Parking Pass Form – Part-time and Casual staff

2024-2025 STUDENT PARKING APPLICATION (Years I – III)
Valid: Academic Year August 19, 2024, to May 24, 2025

Parking for students is available for eligible permit holders only. Since there are a limited number of parking spaces available on campus, priority for parking passes will be first given to students who live farthest from CMCC; and second to students who carpool or share a parking spot (max. 2 students/spot.)

Students sharing a parking spot will receive only one parking sticker and a pass, and if either user is found to violate the parking policy or the terms and conditions of this agreement, both users will forfeit their parking privileges. It costs \$10 for each additional vehicle to receive a parking sticker which must be displayed on the front windshield on the driver's side.

Applications and proof of address must be received in Student Services no later than Friday, **July 19, 2024**. Acceptance proof of address would be a utility bill, credit card statement, lease agreement, etc.; mailed to the name and address indicated on the application). **Driver's License will not be accepted as proof of address.** Only complete applications will be processed.

Students who are granted a parking spot are required to pay the annual non-refundable parking fee of **\$675** in addition to a \$25 access card fee. The card fee is refundable upon return of the card to Student Services at the end of the academic year. If for any reason a replacement card is required, an additional fee of \$25 will be charged. **Please note: There will be no refunds under any circumstances including but not limited to a mandatory college shutdown.**

PAYMENT PROCESS: Students granted parking spaces will be emailed and payment must be made online through any major bank. You will use your CMCC Student ID as your account #. Parking cards will be available for pick up on August 19, 2024, in Student Services.

Primary User (responsible for payment of full parking fee) Name: _____ Year of Study: _____ Student Number: _____ CMCC Email: _____ Local Address: _____ City: _____ Postal Code: _____ Main Intersection: _____	Vehicle Information MAKE: _____ MODEL: _____ COLOUR: _____ LICENCE PLATE # _____
Secondary User (If applicable) Name: _____ Year of Study: _____ Student Number: _____ CMCC Email: _____ Local Address: _____ City: _____ Postal Code: _____ Main Intersection: _____	Vehicle Information MAKE: _____ MODEL: _____ COLOUR: _____ LICENCE PLATE # _____

APPLICANT'S SIGNATURE: _____

DATE: _____

2024-2025 STUDENT PARKING TERMS AND CONDITIONS

- Students are expected to give accurate and current information regarding place of residence. Any misrepresentation will result in the cancellation of the parking application, and the student could be subject to disciplinary action.
- Only the authorized user(s) may use the assigned parking pass. Authorized card holders are not use their card to allow other students' vehicles to gain access to CMCC parking lots.
- Students must park in their assigned spots and under no circumstances shall park in a parking spot that is not their own.
- Vehicles are not to be left overnight in CMCC parking lots.
- Students who are sharing a parking spot must park in their assigned spot on their assigned days.
- Students are not permitted to park in the Visitor lot which is strictly reserved for clinic patients and visitors to CMCC.
- Students parking in the Service Lot is strictly prohibited.

Violations of any of these regulations will result in disciplinary action as outlined below:

First time offenders will have their parking passes automatically deactivated and a \$50.00 fine levied. Only upon payment will parking cards be re-activated.

Second offences will result in permanent deactivation of the parking pass.

CMCC reserves the right to pursue disciplinary action against any student for violations of the CMCC Parking Policy or otherwise within the terms and conditions of the CMCC Discipline Policy.

I, hereby, have read and understand the rules and regulations of CMCC's student parking and will adhere to them.

STUDENT SIGNATURE: _____ **DATE:** _____



2024-2025 Year IV Student Parking Application – 1st Rotation

Policy on Parking at CMCC

- Parking for students is available for eligible permit holders only. Priority for parking passes will be given to students who live farthest from CMCC.
- Eligible applicants will be granted a pass valid for the 3 days only of their 1st rotation at the Main Campus Clinic for the period of Tuesday, May 21, 2024 – Saturday, November 16, 2024.
- At the end of the 6-month rotation, parking passes must be returned to the Student Services Dept. for a card fee refund.
- Visitor parking is reserved for clinic patients and visitors to CMCC, and therefore not available to students.

Eligible applicants are required to purchase a parking pass for **\$250**, (\$225 non-refundable fee plus a \$25 refundable parking card fee). If, for any reason, a replacement card is required, an additional fee of \$25 will be charged. Additional parking stickers and replacements are \$10 each. ***Please note* There will be no refunds under any circumstances including a mandatory college shutdown.**

Applications and proof of your address must be emailed to studentserv@cmcc.ca **no later than Friday, May 10th, 2024.** Proof of address should be a piece of mail (i.e. utility bill or credit card statement) that is sent to the name and address indicated on the application. **Driver's Licence will not be accepted as proof of address.** Your application will only be processed if all documentation is received.

Primary User (responsible for payment of full parking fee)

Name: _____

Student Number: _____

Clinic Days (MWF/TTS): _____

Telephone Number: _____

Local Address: _____

City: _____

Postal Code: _____

Vehicle Information

MAKE/MODEL _____

COLOUR: _____

LICENCE PLATE # _____

Secondary Vehicle Information (If applicable)

MAKE/MODEL _____

COLOUR: _____

LICENCE PLATE # _____

STUDENT SIGNATURE: _____

DATE: _____



2024-2025 STUDENT PARKING REGULATIONS AND WAIVER

PARKING REGULATIONS

- Students are expected to provide accurate and current information regarding their place of residence.
- Only the authorized cardholder (s) may use the assigned parking pass. Authorized cardholders are not to use their card to allow other students' vehicles to gain access to CMCC parking lots.
- Students must park in their assigned spots and under no circumstances shall park in a parking spot that is not their own.
- Students who are sharing a parking spot must park in their assigned spots on their assigned days. One parking card only will be issued for the shared spot.
- Vehicles are not to be left overnight in CMCC parking lots.
- The visitor's lot is strictly reserved for clinic patients and visitors to CMCC. Students must respect this and not park in the visitor's lot.
- Student parking in the Service Lot is strictly prohibited.

Violations of any of these regulations will result in disciplinary action as outlined below:

First-time offenders will have their parking passes automatically deactivated and a \$50.00 fine levied. Only upon payment will parking cards be re-activated.

Second offences will result in permanent deactivation of the parking pass. A refund, pro-rated for the year, will be made, minus a \$75.00 administration fee.

Any student who violates the parking regulation habitually (more than twice) will be subject to disciplinary action in the Standards of Student Conduct policy.

I have read and understand the rules and regulations of CMCC's student parking and will adhere to them.

Student Signature

Date

To be completed by CMCC:

Payment Received: _____

PARKING CARD #: _____

Proof of Address Received: _____

PARKING SPACE # _____

Authorized By: _____

Date: _____

PARKING AUTHORIZATION FORM

In order to secure a parking spot at CMCC, your signature is required below to authorize the deduction of **\$27.50** per pay (or **\$16.50** per pay for Clinician parking options).

Parking is deducted through regular biweekly payroll. You will be provided with a non-transferrable parking access card for which you are responsible and which must be returned when requested.

Name: (Please Print): _____
 Department: _____ Phone #: _____
 Start Date: _____ End Date: _____
 Car Make & Model: _____
 Colour: _____ Plate #: _____

In order to ensure full utilization of the Parking Lot, parking will only be offered to Staff and Faculty working a minimum of 4 days a week or Clinicians working 3 days per week as per the below options:

- Option #1* - Full Week: ☐
- Option #2 - Three Days: ☐ M ☐ W ☐ F (Clinician spot - to be offset by option #3 spots)
- Option #3 - Three Days: ☐ T ☐ TH ☐ S (Clinician spot – to be offset by option #2 spots)

*Option 1 – Full Week:

a) Full-time Staff who have requested a Hybrid Work Arrangement can only apply for the full-week parking option.

b) Part-time Staff/Faculty working a minimum of 4 days/week can only apply for the full-week parking option.

I authorize biweekly payroll parking fee deduction in order to receive a parking spot at CMCC.

I agree that should the access card be lost or stolen, a replacement fee of \$25 will be incurred by the card user.

 Employee Signature (Card Holder)

 Date

To be completed by Physical Facilities

Parking Spot #: _____

Location Area: ☐ Covered Lower Lot ☐ Lower South End Lot ☐ Upper South Service Lot

Proximity Card #: _____

**Please return completed form to HR/Payroll for payroll deduction*

Parking Cancellation:

I have requested to cancel my parking deductions and have returned the assigned proximity card. I understand that by cancelling my parking, I have relinquished the assigned parking spot, and should I request employee parking in the future, it will be based on available space at the time.

 Employee Signature (Card Holder)

 Date

PREPAID PARKING PASS

Prepaid Exit passes for Part-time or Casual staff to park in the Visitor's upper deck of CMCC's parking lot are available for purchase from finance@cmcc.ca.

- 20 exits - \$100.00
- 1 exit - \$7.50

Prepaid pass are to be used when exiting the parking lot, not upon entry. Each exit is validated and subtracted from the balance of parking exits on the card.

(Upon entering patient/visitor upper deck parking, take a ticket from ticket dispensing machine. When exiting, tap prepaid pass on the black pad located to the right of the ticket slot).

I agree that should the 20-exit pass card be lost or stolen, a replacement fee of \$20 will be incurred by the card user.

Card # issued: _____

Employee Name (Card Holder)

Employee Signature (Card Holder)

Date

***Please note parking allocations are dependant on availability only. Parking prices may change at any time.**