

PARKING AND TRAFFIC MANAGEMENT POLICY			
Effective Date	March 11, 2025	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance and Operations	Related Policies	Post-Secondary Learning Act  Highway Traffic and Safety Act
Approval Authority	Executive Council	Review Schedule	5 Years

## 1. Policy Statement:

- 1.1. Northwestern Polytechnic ("NWP" or "Institution") allows members of the Polytechnic community to drive, and park vehicles on NWP premises and may issue permits and visitor parking fees. Through effective parking and traffic management, the Institution ensures compliance with all required municipal and provincial legislation.

## 2. Scope:

- 2.1. This policy applies to all individuals parking on Institution premises.

## 3. Reason for Policy:

- 3.1. NWP maintains parking lots that are used for the purpose of student, faculty, staff, and visitor parking on premises.
- 3.2. The *Post-Secondary Learning Act* empowers NWP to manage parking and certain traffic related matters. While complying with related municipal and provincial legislation, Northwestern Polytechnic may implement additional traffic controls.
- 3.3. The objective of this policy is to provide orderly and safe parking and traffic management for the members of the Institution community.

## 4. Definitions:

- 4.1. "Premises" in this policy means all Institution owned property.
- 4.2. "Director" in this policy means the Director, Facilities – Maintenance and Operations or their designate.

## 5. The Policy:

- 5.1. The guiding principles in this policy are for the control of parking, traffic and transportation on Institution premises and are in effect at all times unless specific exceptions are posted.
- 5.2. All official signs and notices for the control of traffic and parking must be observed. Moving, damaging, defacing, altering, or obstructing any parking or traffic sign, control device, or barricade is prohibited.
- 5.3. Obstructing any fire lane, fire gate, fire hydrant, or emergency zone is prohibited.
- 5.4. A parking lot or stall may be closed at any time for maintenance. If there is a barricade or traffic cones in any lot or stalls, it is considered a no parking area.
- 5.5. Vehicles are not permitted to park on roadways, sidewalks, adjacent yellow curbs, landscaped areas, or blatantly over parking stall lines unless permitted by the Director.
- 5.6. Vehicles must yield right of way to all pedestrians.

- 5.7. NWP will grant priority and designate the appropriate number of stalls to meet the needs of persons with disabilities. A valid Institution parking permit must be purchased if applicable, and provincial disabled parking permit must be displayed for a permit stall.
  - 5.8. Parking lots may be re-designated by the Director.
  - 5.9. Special parking arrangements can be made with the approval of the Director. For larger functions, requests must be received by Facilities – Maintenance & Operations 48 hours prior to date of the function.
  - 5.10. Oversized vehicles (including recreational vehicles) may only park on premises with permission of the Director.
  - 5.11. The parking of bicycles, e-bikes, e-scooters is permitted only in areas specifically designated by the presence of outdoor racks. Bicycles, e-bikes, and e-scooters may not be parked in the vicinity of any handrail, lamppost, signpost, tree, shrubbery, or other objects not maintained or designated for the purpose of securing bicycles, e-bikes, and e-scooters.
  - 5.12. All Institution passenger vehicles are permitted to park in any lot on premises except in reserved stalls.
  - 5.13. Excluding Residence parking lots, non-Northwestern Polytechnic vehicles cannot be parked on Institution property in excess of 48 hours without approval. Vehicles left beyond 48 hours may be considered abandoned and may be ticketed and / or towed at the owner's expense.
  - 5.14. Citations for any violations of the Traffic Safety Act and / or this policy will be enforced by a system of fines involving the issuing of parking citation tickets and, when necessary, tow away actions for serious parking violations, and / or collections.
  - 5.15. Vehicles consistently found in violation of this policy may be placed on a collections list, and / or towed and impounded. This will result in additional fees. All expenses, fines, and levies associated with the tow and impoundment and / or collections will be the responsibility of the owner of the vehicle.
  - 5.16. In the event any damage or inconvenience is occasioned to or by reason of any motor vehicle being removed or towed away or impounded pursuant to these regulations by an independent contractor, neither the Institution nor its staff or agents shall be liable or responsible in any way whatsoever for such damage or inconvenience. Nothing in this paragraph shall affect the liability of any independent contractor for carrying out the removal, towing away or impoundment of any vehicles.
  - 5.17. Ticket payment can be made through the contracted Security provider's processes.
  - 5.18. Ticket appeals can be made through the Institution's website or through the contracted Security provider's processes.
  - 5.19. Any motor vehicle parked, operated, or driven on premises shall be solely at the risk of the owner and the operator. The Institution shall not be liable for any damage occasioned to any such motor vehicle, the operator, other occupant thereof or any person unless such damage has resulted from the negligence of an agent of the Institution acting in the course and within the scope of this person's employment.
  - 5.20. License plates must be legible.
- 6. Grande Prairie Premises Specific Information:**
- 6.1. Parking permits are required for all non-NWP vehicles at Grande Prairie premises only during designated time frames posted on the website and on signage in the parking lots. A valid parking permit for the applicable lots must be purchased. Fees are payable online. Prices are quoted on the Northwestern Polytechnic website. The permit gives the holder access to any one stall within designated lots indicated on the permit. Individual stalls are not assigned. The Institution makes no guarantee that parking will be available.

- 6.2. Personal information collected on the parking application will be shared with Northwestern Polytechnic's contracted security provider for the purpose of managing the parking program. The information provided will be protected under the Freedom of Information and Protection of Privacy Act.
- 6.3. Applicants will receive one permit only per approved application and permits are non-transferable. Vehicles not having permits will be ticketed. Only one of the vehicles connected to the registered plate is entitled to park with the permit at any one time. Permit sharing is not allowed.
- 6.4. At the Grande Prairie Campus, the Building Blocks Daycare Lot is only for drop-off and pick-up use with a maximum of 20-minute parking.
- 6.5. Temporary visitor parking is designated with signage. The maximum time limit allowed in these designated parking stalls is 20 minutes.

### **7. Revision History**

- 7.1. Policy Created June 3, 2013
- 7.2. Revised April 3, 2023