

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	29.2
Section:	Transportation	Issued:	December 15, 2008
Subject:	Complimentary Parking	Effective:	May 16, 2016
Council Resolution # and Date:	Council Resolution No. 0265 of May 16, 2016	Page:	1 of 3
		Replaces:	29.1
Issued by:	Transportation and Traffic Manager, Public Works Department	Dated:	October 27, 2014
Approved by:	Director of Public Works		

1 POLICY

- 1.01 The Mayor's Office may distribute Complimentary Parking Passes to Dignitaries and Elected officials visiting the City of Prince Albert.
- 1.02 City Hall departments may distribute Complimentary Parking Passes for use in the City Hall Parking lot only. City Hall department's may only give complimentary parking passes to people attending City Hall for meetings and to contractors working at City Hall.
- 1.03 Out of province vehicles will be treated as if they have a Complimentary Parking Pass and will not be ticketed.
- 1.04 All vehicles displaying a valid Veteran License Plate issued by SGI may park free of charge at all metered parking stalls or a stall within a parking area regulated by a multi-parking machine.

2 PURPOSE

- 2.01 The purpose of the Complimentary Parking Policy is to establish clear guidelines for the distribution of the passes and the non-issuance of tickets to out of province vehicles.

3 SCOPE

- 3.01 All union and non-union employees of the City of Prince Albert.

4 RESPONSIBILITY

- 4.01 The Transportation and Traffic Manager, the Mayor's office, and staff at City Hall, are responsible for ensuring compliance with this Policy.
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5 DEFINITIONS

- 5.01 Dignitaries - includes persons considered to be important because of high rank or office
- 5.02 Elected Officials - includes persons who are an official by virtue of an election
- 5.03 Complimentary Parking Passes are valid for any metered parking stall with the exception of:

No parking areas (as detailed in Bylaw No. 1 of 2013)
 Handicapped parking stalls
 Loading and unloading zones
 Bus Stops

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Traffic Bylaw No. 1 of 2013.

7 PROCEDURE

- 7.01 Parking Ticket Officers of the City will not ticket vehicles with out of province plates. Out of province vehicles will be treated as if they have a Complimentary Parking Pass. As such, all parking restrictions associated with the Complimentary Parking Pass will apply.
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- 7.02 Parking Ticket Officers of the City will not ticket vehicles with valid SGI issued Veteran's Plates. Vehicles with a valid SGI issued Veteran's Plate will be treated as if they have a Complimentary Parking Pass. As such, all parking restrictions associated with the Complimentary Parking Pass will apply.
- 7.03 Staff in the various departments of City Hall may provide a Complimentary Parking Pass to anyone attending City Hall for meetings, or to any contractors or vendors who may be doing work at City Hall. These passes are to be labelled "City Hall Parking Lot Only" at the top of the pass and are not valid for more than three (3) consecutive days.
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