

City of Prince Albert Statement of PROCEDURE			
Department:	Planning & Development Services	Policy No.	<b>55.1</b>
Section:	Bylaw and Parking Services	Issued:	October 11, 2012
Subject:	<b>City Hall Parking Lot and Parking of City Vehicles at City Hall and in CBD Policy</b>	Policy Effective:	July 31, 2023
Council Resolution # and Date:	Council Resolution No. 0744 dated October 11, 2012	Page:	1 of 5
		Replaces:	55
Issued by:	Trina Wareham, Bylaw Services Manager	Dated:	October 11, 2012
Approved by:	Craig Guidnger, Director of Planning and Development	Procedure Amendment:	July 31, 2023

## **1 POLICY**

- 1.01 To provide standards for the parking of customers, employees and City vehicles in the City Hall Parking Lot and on the streets within the Central Business District.

## **2 PURPOSE**

- 2.01 To ensure that adequate and accessible public parking for customers attending to business at City Hall is available.
- 2.02 To ensure that adequate parking is available for City of Prince Albert Employees.

## **3 SCOPE**

- 3.01 The parking standards will be utilized by all City of Prince Albert Employees.

## **4 RESPONSIBILITY**

- 4.01 The City Manager, or his/her designate, is responsible to authorize procedural changes for the City Hall Parking Lot and the parking of City vehicles at City Hall and on the streets within the Central Business District.

## **5 DEFINITIONS**

- 5.01 City Hall Parking Lot: Attached is a map illustrating the boundaries of the City Hall Parking Lot and available parking stalls.

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- 5.02 City Employee Overflow Parking Lots: Attached is a map illustrating the two City owned parking lots to be utilized as overflow parking for Employees.
- 5.03 Employee is referred to as an employee of The City of Prince Albert.
- 5.04 City Hall Parking Permit is a green permit ("City Hall") issued to Employees who work at City Hall or work at other City facilities but regularly attend to City Hall for City business.
- 5.05 Arenas Permit is a green permit ("Arenas") issued to Employees who work at a City facility other than City Hall, and are not required to attend to City Hall or the downtown area for City business.
- 5.06 City Council Parking Permit is a red permit issued to the Mayor and City Councillors during their term on City Council.
- 5.07 Restricted Permit is a blue permit issued to Employees who work at a City facility other than City Hall. Restricted Permits will be issued only to employees that need to use their personal vehicle for City business in the downtown area other than City Hall. The Employee's Manager or Director must clearly indicate that there is a need for the Employee to be attending downtown locations other than City Hall **on a regular basis** in order for the Employee to qualify for a Restricted Permit.
- 5.08 Top Hat Permit is a yellow permit issued to individuals attending a meeting at City Hall who are not Employees.

## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

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## **7 PROCEDURE**

### **7.01 CITY HALL PARKING LOT**

- 7.01.1 The attached City Hall Parking Lot map illustrates the stalls that are available for the parking of vehicles personally owned by an Employee.
  - 7.01.2 Employees are to park their personal vehicle in any of the “scramble parking stalls” illustrated in the City Hall Parking Lot map. Employees must ensure their City Hall Parking Permit is visible.
  - 7.01.3 Any Employee parking their own personal vehicle in any of the metered parking stalls in the City Hall Parking Lot will be ticketed, unless the meter has been paid by the Employee for the duration of the use. Any Parking Ticket issued will need to be paid by the Employee.
  - 7.01.4 Councillors attending City Hall for business can park in any of the metered parking stalls in the City Hall Parking Lot or any of the scramble free parking stalls with their City Council Parking Permit visible in their vehicle.
  - 7.01.5 Any person without a permit attending meetings arranged at City Hall where parking is required in the City Hall Parking Lot is to park in the metered parking stalls and are eligible to have a Top Hat Permit displayed in their vehicle.
  - 7.01.6 Parking stalls are designated in the City Hall Parking Lot for the Mayor and City Manager. Signs are displayed for those designated parking stalls.
  - 7.01.7 Parking stalls are designated in the City Hall Parking Lot for City vehicles that remain parked at City Hall. Signs are displayed for those designated parking stalls.
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## 7.02 CITY EMPLOYEE OVERFLOW PARKING

7.02.1 If the scramble parking stalls are all occupied in the City Hall Parking Lot, Employees may park their personal vehicle in either of the two City Employee Overflow Parking Lots:

- a) 12<sup>th</sup> Street East (Central – 1<sup>st</sup> Avenue)  
Identified as #5 on the attached City Employee Overflow Parking Lots Map.
- b) 9<sup>th</sup> Street East (Central – 1<sup>st</sup> Avenue)  
Identified as #8 on the attached City Employee Overflow Parking Lots Map.

7.02.2 Employees parking their personal vehicle in any of the identified two City Employee Overflow Parking Lots in 7.02.1, **must park their vehicle at a five (5) Hour Meter and must have their City Hall Parking Permit visible in their vehicle.**

7.02.3 Any Employee parking their personal vehicle in any of the identified two City Employee Overflow Parking Lots in 7.02.1, that do not have their City Hall Parking Permit visible in their vehicle, will be ticketed, unless the meter has been paid by the Employee for the duration of the use. Any Parking Ticket issued will need to be paid by the Employee.

## 7.03 CITY EMPLOYEES ATTENDING CITY HALL FOR BUSINESS

7.03.1 Any City vehicle that is conducting business at City Hall cannot be parked at any of the metered stalls within the City Hall Parking Lot.

7.03.2 City vehicles attending City Hall are to be parked either on 10<sup>th</sup> Street East or 11<sup>th</sup> Street East (at the metered stalls).

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7.03.3 Employees who are not based out of City Hall and have a City Hall Parking Permit and use their personal vehicle for City business and are attending City Hall for a **short** period of time, can park on 10<sup>th</sup> Street East or 11<sup>th</sup> Street East (at the metered stalls) or in the City Hall Parking Lot in a scramble parking stall. They must have their City Hall Parking Permit visible in their vehicle. If the Employee will be at City Hall for an extended period of time, they are to park in scramble parking in the City Hall Parking Lot or one of the City Employee Overflow Parking Lots.

## 7.04 RESTRICTED PERMITS

7.04.1 Restricted Permits will be issued only to employees that need to use their personal vehicle for City business in the downtown area other than City Hall. The Employee's Manager or Director must clearly indicate that there is a need for the Employee to be attending downtown locations other than City Hall *on a regular basis* in order for the Employee to qualify for a Restricted Permit. These permits can be used on any street at a meter with the exception of Central Avenue. The Employee must comply with rules for no parking, loading zones, fire lanes, bus stops and handicapped spaces.

## 7.05 HANDICAPPED ZONES

7.05.1 Any Employee who is found to have parked in a handicapped zone or space, who does not have a valid handicap permit issued by SaskAbilities and displayed in their vehicle properly, will be investigated and dealt with through the progressive discipline process.








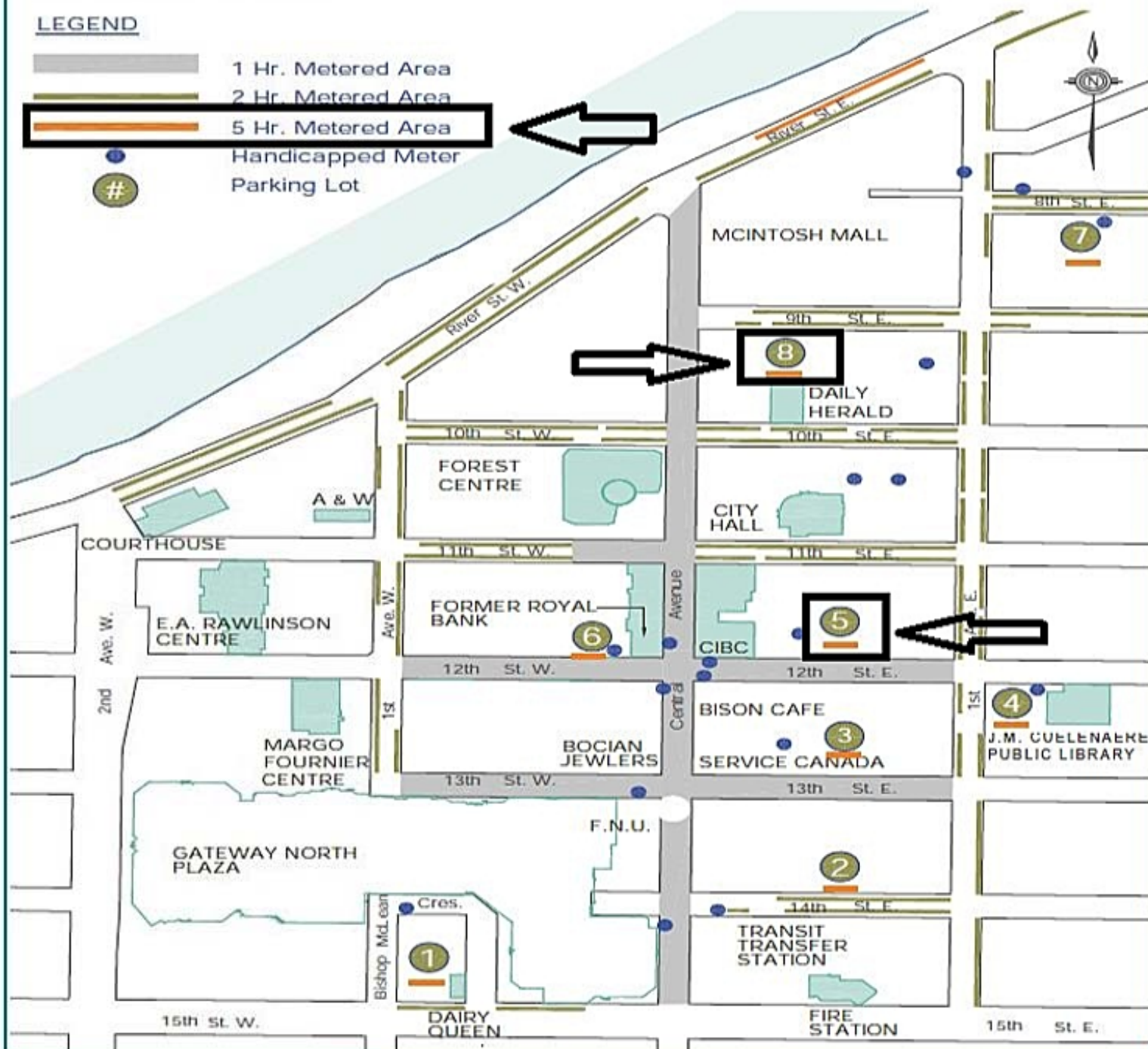
2024 City of Prince Albert Parking Lot

# City Employee Overflow Parking Lots Map

## PARKING METERS

### LEGEND

-  1 Hr. Metered Area
-  2 Hr. Metered Area
-  5 Hr. Metered Area
-  Handicapped Meter
-  Parking Lot



## Downtown Parking Lots and Spaces Available

1. 15th Street West (Bishop McLean Cr)	29	➡	5. 12th Street East (Central - 1 Ave)	54
2. 14th Street East (Central—1st Ave)	10		6. 12th Street West (Central—1st Ave)	34
3. 13th Street East (Central—1st Ave)	26		7. 8th Street East (1st Ave—2nd Ave)	21
4. 12th Street East (J.M. Cuelenaere Library)	30	➡	8. 9th Street East (Central - 1st Ave)	82