



## **ADMINISTRATION POLICY:**

### **Employee Parking Policy**

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**Policy Number:** GN-031 (C)  
**ALT Report:** ALT2010-092  
**Approved By:** Administrative Leadership Team (ALT)  
**Effective Date:** 2017/12/12  
**Next Revision Due:** 2020/12/12  
**Department / BU:** Transportation / Transportation Planning

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#### **BACKGROUND**

The Corporation of The City of Calgary (“The City”) aspires to be a role model with respect to employee parking management. Prudent parking management is important as it:

- Ensures The City is fiscally responsible
- Shows commitment to the Calgary Transportation Plan, Downtown Parking Strategy and using more sustainable modes of travel
- Demonstrates leadership with respect to the environmental impacts of parking supply.
- Recognizes the reduction of parking supply over time in conjunction with development of the East Village lands.

To help achieve these goals, supply targets will be set and each department allocated a total amount of monthly parking passes that they may use at the Municipal Complex. These amounts are set by ALT and may be reviewed periodically.

#### **PURPOSE**

The purpose of this policy is to provide guidance on the issuance of off-street parking passes to City employees.

#### **DEFINITIONS**

1. **Municipal Complex** Includes the Municipal Building, Administration Building, Old City Hall, the Public Building and the Alberta Trade Centre.

## **POLICY**

### **1. Scope / Exceptions**

#### 1.1 Scope

- a. This policy applies to all City of Calgary employees.

#### 1.2 Exceptions

- a. This policy does not apply to Council members and Council staff.

### **2. Policies**

- 2.1 The City's long-term goal will be to reduce and minimize employee parking and associated costs. The strategic direction is to accommodate most (or all) business needs through mobility options other than the single occupant vehicle.
- 2.2 The City will develop and promote efficient and cost-effective mobility alternatives to accommodate employees' work related travel, encouraging the use of public transit, and potentially enhancing transportation options such as carpools, pool stalls, pool bicycles, bicycle parking and/or stations, and shuttles between City offices.
- 2.3 Medium-term parking reduction targets will be set by ALT to guide Departments.
- 2.4 Departments should not acquire any new additional parking at any time beyond ALT approved targets, unless in exceptional circumstances, requiring approval of the GM of Transportation in consultation with the GM of the requesting department.
- 2.5 Employer-provided parking is provided to pass holders specifically for carrying out their duties on behalf of The City of Calgary.
- 2.6 Departments should give parking priority to business use over discretionary uses.
- 2.7 Members of the Senior Management Team are provided parking as part of their compensation.
- 2.8 Employees are responsible for adhering to the Employee Parking Procedures as set by the Transportation Department. No employee shall derive any personal financial benefit from their parking.
- 2.9 Departments are accountable for ensuring parking records are up-to-date and informing Transportation of any changes.

## SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

### References to related corporate-wide procedures, forms and resources

- [Employee Parking Procedures](#)

### References to related [Council policies](#), bylaws and [administration policies](#)

- None

## REVISION HISTORY

Review Date	Description
2010 / 12 / 14	New Policy
2013 / 03 / 26	Addition of new item 2.5
2017 / 12 / 12	Addition of supporting references