

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: EMPLOYEE PARKING POLICY

EFFECTIVE: October 31, 2001

UPDATED: July 5, 2022

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**1 SCOPE**

**1.1 Authority**

This policy is issued under authority of Cabinet Meeting No. #01-37, held October 31, 2001.

**1.2 Application**

1.2.1 This policy applies to all departments as defined in Policy 1.1, with respect to parking stalls at all government facilities.

1.2.2 In this policy, "government facilities" means all buildings and premises owned or leased by the Government of Yukon.

1.2.3 Notwithstanding the foregoing, this policy does not apply to school premises or to the underground parking at the Andrew Philipsen Law Centre.

**1.3 Purpose and Principles**

1.3.1 This policy establishes how parking stalls at government facilities are to be allocated for use by:

- a. members of the public while they are visiting government facilities to conduct business with the government; and
- b. government employees while they are at work.

1.3.2 The Yukon Government does not have enough parking stalls so that all employees can have a dedicated parking stall. This policy establishes

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how available parking stalls will be shared among employees and clients in an orderly fashion.

- 1.3.3 The Government of Yukon is committed to providing the minimum relevant local code requirements for parking at government facilities.

## **2 DESIGNATED PURPOSES FOR PARKING STALLS**

- 2.1 Parking stalls at each government facility may be designated for the following purposes:
- a. Visitor parking;
  - b. For occupants of the facility who are not government employees;
  - c. For accessible parking;
  - d. For government vehicles that are either stored at or require access to the facility (for example fleet maintenance, mail or service vehicles);
  - e. For Deputy Ministers or Heads of Corporations;
  - f. For government employees;
  - g. For charging of electric vehicles;
  - h. For carpool vehicles; and
  - i. Other appropriate purposes.
- 2.2 With respect to parking stalls designated for purpose 2.1 (f), such parking stalls may be allocated to employees of the facility:
- a. on a 'first come first serve basis'; or
  - b. to individual government employees who occupy the facility, on a rotational or lottery basis, in a manner that is fair to all the government employees who occupy the facility.
- 2.3 With respect to parking stalls designated for purpose of 2.1 (g) the Deputy Minister of Highways and Public Works may create rules relating to the use of the charging station to be communicated by signage.

### **3 ROLES AND RESPONSIBILITIES**

- 3.1 The Deputy Minister of Highways and Public Works has the authority to designate parking stalls for specific purposes.
- 3.2 The Deputy Minister of Highways and Public Works may delegate the authority to designate parking stalls and the authority in 2.3 to create rules relating to the use of the electric vehicle charging stations.
- 3.3 The Deputy Minister of Highways and Public Works may delegate the responsibility for erecting signs at designated parking stalls to inform employees and the public how stalls have been designated.
- 3.4 The Deputy Minister of Highways and Public Works may authorize the towing of vehicles parked in violation of this policy and may delegate this authority for specific facilities.
- 3.5 The Deputy Head of each department has the authority to implement a rotational or lottery system, for facilities in their department, pursuant to paragraph 2.2 (b).

### **4 PARKING VIOLATORS**

- 4.1 Government employees and members of the public may only park in parking stalls designated for their use under section 2.
- 4.2 Vehicles parked in violation of this policy may be towed away at the owner's risk and expense.