

Provincial Parking Regulations

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OBJECTIVES

To regulate parking at Alberta Health Services (AHS) owned, leased or operated facilities.

APPLICABILITY

This standard applies to all parkers at Alberta Health Services (AHS) owned, leased or operated facilities.

1. GENERAL

- 1.1 These Parking Regulations govern access to and use of all parking facilities on AHS property or leased space, and are applicable at all sites unless otherwise specified by the Provincial Director, Parking Services in consultation with the Directors of Parking Operations, North and South Sectors. Provisions regarding parking payment and parking privileges apply only to sites where there is a charge for parking and/or where parking is actively managed by AHS Parking Services.
- 1.2 The AHS Executive has delegated authority to Parking Services to create, administer, manage, and from time to time amend Parking Regulations and to prepare, distribute and post official regulatory notices and signs consistent with the Regulations.
- 1.3 Parking is a privilege, not a right. Parking Services will work within the existing policy framework and available parking resources to ensure the fair and equitable allocation of parking, but cannot guarantee parking availability.
- 1.4 Parking Services or its designated agent will be responsible for the allocation of parking at all sites in consultation with site leadership.
- 1.5 Parking Services reserves the right at any time to redistribute and reallocate parking privileges at any site to improve the efficient and effective management of the parking operation.
- 1.6 Parking Services will collect applicable parking charges for all vehicles parking at sites and facilities where parking charges are in effect, either from the parker or from the responsible department, with the exception of parkers who are specifically exempted from parking charges by these regulations such as volunteers and patients who qualify for compassionate permits.
- 1.7 Parking Services reserves the right at any time to change, suspend or terminate monthly or long term parking privileges. While Parking Services will, whenever possible, give thirty (30) days' notice of change, disruption or termination of parking privileges, such change, disruption or termination may occur without notice.
- 1.8 Parking Services, working in cooperation with site, zone and corporate AHS Communications as needed, will be the sole authorized source of information, forms and communication regarding parking matters, and all such information, forms and communication will clearly identify Parking Services as its source. Parkers who rely on information provided by third parties or other sources do so at their own risk.
- 1.9 Parking information, maps, and forms may be obtained online from AHS Insite or from the site's designated Parking Office. A list of Parking Offices is available on Insite and on the AHS external website.

2. RESPONSIBILITIES AND LIABILITIES

- 2.1 It is the responsibility of all parkers to adhere to these parking regulations while using AHS operated or leased parking facilities, and all vehicles at an AHS site are subject to current Parking Services regulations. Parkers are advised that AHS parking areas may be patrolled or under camera surveillance to monitor compliance with parking regulations.
- 2.2 Staff members who apply for and receive parking privileges are bound by these regulations, including, without limitation, Section 4 (Staff Parking).
- 2.3 Visitors and patients parking on AHS property or leased space are also bound by these regulations, including, without limitation Section 5 (Visitor Parking) but excluding Section 4 (Staff Parking).
- 2.4 At sites leased by AHS, it is the responsibility of all parkers to adhere to any parking-related rules or regulations imposed by the property owner or manager in addition to these AHS parking regulations. In the event of conflict between the property owner or manager's rules and these regulations, the rules of the property owner or manager will prevail.
- 2.5 Policies and Regulations may change from time to time without notice. It is the responsibility of the parker to comply with the most current regulations.
- 2.6 Parking rates are set by AHS periodically. Parking Services will provide reasonable notice of changes to staff parking rates. All other parking rates may change without notice.
- 2.7 Payment is made for the use of parking spaces only. Any vehicle on AHS property or leased space shall be parked, operated and driven solely at the risk of the owner and operator. AHS is not liable or responsible for damages or loss to a person, vehicle or property howsoever caused including, without limitation:
 - a) any damage, loss, theft or vandalism to any vehicle or contents, or injury to any parker, vehicle occupant(s), or any other person(s);
 - b) any damage, expense or inconvenience incurred as a result of power outages, energy peak demand load shedding, or defects relating to electrical plug-ins;
 - c) any damage, loss or inconvenience resulting from or to any vehicle being removed, towed away, impounded, or immobilized pursuant to these Regulations; and
 - d) any injury or loss suffered by a pedestrian on AHS property or leased space unless such damage, loss or injury has resulted from the negligence of an employee or agent of AHS acting in the course and within the scope of his or her employment or retainer.
- 2.8 Nothing in these regulations shall affect the liability of any contracted or third party carrying out the removal, towing away, impoundment, immobilization or boosting of a vehicle.
- 2.9 A parking officer or a parking attendant acting under the direction of Parking Services, or a security officer rendering assistance in the removal, towing away, impoundment, or immobilization of a vehicle shall not be liable or responsible for any damage, loss or inconvenience resulting from such action.
- 2.10 The owner and operator of a vehicle shall be jointly liable for penalties or charges levied with respect to the vehicle or permit unless proven that the vehicle or permit had been stolen from the owner, or taken from the owner's possession, or from the possession of the person entrusted by the owner with the care thereof, without the owner's consent, express or implied.

3. OPERATING AND PARKING REQUIREMENTS

- 3.1 Driving or operating a vehicle on AHS sites is restricted to roadways, parking lots/structures and loading zones.
- 3.2 All parkers must enter and exit AHS parking facilities using the proper entrance or exit. Entering or exiting a parking facility by other means such as driving over curbs, driving around access gates, moving barricades, or by any other means other than the proper entrance or exit constitutes a violation of these regulations and may result in loss of parking privileges. For gated facilities, parkers must proceed through entrance and exit gates, one vehicle at a time, allowing the gate to close between vehicles.
- 3.3 Where applicable, parking permits must be clearly displayed in parked vehicles as instructed on the permit.
- 3.4 The operator of a vehicle shall obey all traffic laws, all official signs and notices for the control of parking and traffic, and all posted speed limits. Regardless of the posted speed limits, the operator of a vehicle shall reduce speed to that which is conducive to safety and shall drive with due care and consideration of other road users, pedestrians, and weather conditions.
- 3.5 The obstruction of any fire lane, fire hydrant, or emergency access zone is prohibited.
- 3.6 Officers and attendants acting under the direction of Parking Services or Protective Services are authorized to signal or direct the control of parking and traffic.
- 3.7 The operator of a vehicle shall yield right of way to all pedestrians crossing a roadway at any intersection or pedestrian crosswalk.
- 3.8 Vehicles may only be parked within the boundaries of parking lots or structures or other areas specifically designated for parking and in accordance with any posted signs. Parking on roadways, sidewalks, or landscaped areas is not permitted.
- 3.9 Vehicles parked in "Small Vehicle Only" stalls must be small enough to fit entirely within the stall boundaries, including any attached accessories.
- 3.10 Vehicles must be parked so as not to extend into an adjacent or opposite parking stall, nor to extend beyond a divider, nor in any way to block, obstruct or impede the flow of traffic. The fact that other vehicles are parked improperly shall not constitute a valid reason for parking improperly.
- 3.11 Bicycles may only be parked at and locked to bicycle stands or in designated bicycle cages. Bicycles may not be parked at or locked to trees, signs, parking meters, fences or railings, and must not be parked in such a way as to impede the flow of pedestrian or vehicular traffic. Bicycles that are left in cages or locked to stands for extended periods of time may be removed and managed in accordance with the applicable AHS, site or zone policy regarding lost or abandoned property.
- 3.12 Some AHS sites may have designated areas for motorcycle parking. Motorcycle parkers must contact the appropriate Parking Office for site-specific information. Motorcycles may not be parked in most gated lots or parking structures for safety reasons, as the gates will not operate properly for motorcycles and may descend on the cycle or rider. AHS will not be responsible for any damage or injury associated with a gate descending on a motorcycle or rider.

- 3.13 Any parking permits are valid only for the parking facility or facilities specified by Parking Services or designated on the permit and only for the duration specified on the permit.
- 3.14 Vehicle accidents occurring on AHS sites must be reported promptly to Protective Services.
- 3.15 If a parked vehicle becomes inoperable and cannot be removed before the parking permit expires, Parking Services must be contacted immediately to avoid a citation. A note left on the vehicle does not constitute adequate contact. Temporary parking pending removal of the vehicle may be arranged for a limited period of time at the discretion of Parking Services. Where possible, vehicle removal should be arranged within 24 hours. The temporarily parked vehicle must not create an obstruction or hazard to other parkers or pedestrians.
- 3.16 Any vehicle left on AHS property for more than seven (7) days without being moved may be deemed abandoned by Parking Services; longer time periods may be permitted at the discretion of the responsible Parking Services site manager. Abandoned vehicles will be removed from the property at the owner's expense.

4. STAFF PARKING (*This section available in Insite*)

5. PATIENT AND VISITOR PARKING

5.1 General

- a) Patient/visitor parking charges, where applicable, are in effect 24 hours per day, including weekends and statutory holidays.
- b) Hourly and daily parking rates may vary from one parking facility to another and from one AHS site to another. Rates are posted and/or displayed on equipment in all public parking areas and available on www.albertahealthservices.ca/parking.
- c) Parkers are responsible for complying with posted instructions and for ensuring that parking permits are visibly displayed where required.
- d) Lost or stolen parking permits will not be replaced.
- e) At the discretion of Parking Services, damaged or non-functioning parking permits may be exchanged at the Parking Office.
- f) The improper use or alteration of a patient and visitor parking permit renders it void and subject to citation.
- g) If a patient is transferred from one AHS site to another, any unused portion of weekly or monthly parking permits may be presented at the new site's Parking Office and transferred to the new site.

5.2 Payment for Parking

- a) Depending on the facility and the site, payment for parking may be made at an attended parking booth or office, via unattended parking payment equipment, or using a mobile device where applicable.
- b) Receipts for parking payments are available from all unattended parking payment equipment. Parking Office employees and booth attendants will provide cash register receipts for payments made directly to them, but may not be able to issue or replace receipts for payments made at unattended equipment.
- c) Display of permits on vehicle dashboards or from rear-view mirrors may be required for some types of permits and/or at some locations.

5.3 Weekly Patient/Visitor Parking Permits

- a) Weekly patient/visitor parking permits may be available at some sites. Parkers may inquire at the site's Parking Office or check the AHS website for details, rates, and information on where they can be purchased. Weekly patient/visitor permits are not available to staff for the purpose of parking while at work or for any work-related purpose.
- b) Weekly patient/visitor permits are valid only in the parking area noted on the permit. At some locations, patients and visitors requiring a weekly permit may be required to obtain an authorization form from the patient's nursing unit or clinical area and to bring the form to the Parking Office.
- c) Daily or hourly parking receipts may be credited as partial payment for a weekly parking permit under some circumstances, at the discretion of the zone parking management team. The value of credited parking receipts over and above the value of the weekly parking permit will not be refunded.

5.4 Monthly Patient/Visitor Parking Permits

- a) Monthly patient/visitor parking permits may be available at some sites from Parking Offices or from other site-specific locations. Monthly patient/visitor permits are not available to staff for the purpose of parking while at work or for any work-related purpose.
- b) Patients and visitors requiring a monthly permit may be required to obtain an authorization form from the patient's nursing unit or clinical area and to bring the form to the Parking Office.
- c) The Parking Office will issue a monthly patient/visitor permit upon receipt of a completed authorization form.
- d) Monthly permits may not be available for all patient/visitor parking areas at an AHS site.
- e) Monthly permits for some patient/visitor parking areas may be restricted to drivers with a valid government-issued parking permit for persons with disabilities.
- f) Daily, hourly or weekly parking receipts may be credited as partial payment for a monthly parking permit under some circumstances, at the discretion of the zone parking management team. The value of credited parking receipts over and above the value of the monthly parking permit will not be refunded.

5.5 Upgrading of Weekly Patient/Visitor Permits to Monthly Patient/Visitor Permits

- a) Weekly patient/visitor permits may be upgraded to monthly patient/visitor permits. An authorization form from the patient's nursing unit may be required. The monthly permit start date will be backdated to the first day of the weekly permit and will be valid for thirty (30) consecutive calendar days from the start date. Applicable charges will apply.
- b) Expired weekly permits may be credited towards monthly permits. The monthly permit start date will be backdated to the first day of the expired weekly permit.

5.6 Refunds for Patient/Visitor Parking Permits

- a) Unused portions of patient/visitor parking permits may be refundable in whole or in part at the discretion of the appropriate parking manager. Refund forms must be completed for all refunds and signed by the parking manager.
- b) Weekly or monthly parking permits that are still valid may be returned for partial refund.
- c) Refunds may be issued only by the applicable Parking Office.

- d) Refunds for weekly or monthly parking permits are calculated by deducting from the original price of the permit the value of the days that have passed between the permit's valid start date and the date of the refund, at the applicable daily and/or weekly rate(s).
- e) Refunds should be issued in the same form in which the parking was purchased (cash, debit, or credit card). However, all credit card refunds must comply with AHS PCI guidelines. If these guidelines cannot be followed, credit card purchases may be refunded by other means such as cash or payment requisition.

5.7 Patient/Visitor Parking for Persons with Disabilities

- a) Holders of a valid government-issued parking permit for persons with disabilities or a valid license plate for persons with disabilities may park in designated accessible parking stalls in patient/visitor parking areas.
- b) Regular patient/visitor parking rates apply to accessible parking stalls.
- c) The government-issued parking permit or licence plate must be completely visible and displayed at all times when parked in a designated public accessible parking stall.
- d) Proof of valid government-issued parking permit for persons with disabilities may be required to purchase weekly or monthly parking permits for designated parking areas.

5.8 Oversize and Restricted Vehicles in Patient/Visitor Parking Areas

- a) Parking space for oversize vehicles is not guaranteed at any AHS site. Height restrictions and other size limitations vary by parking facility and are clearly indicated at the entrance of each facility. Contact your local parking office for prior approval.

5.9 Compassionate Parking

- a) Compassionate parking is provided free of charge to patients and families in cases of financial hardship.
- b) Parking Services will negotiate the annual quantities required through consultation with site/zone social workers or other stakeholder(s) designated by zone leadership. Parking Services reserves the right to limit the number of compassionate permits provided.
- c) Compassionate parking permits are issued by Parking Services to AHS site Social Workers or to the staff designated by the site and are provided to patients and families at the discretion of Social Workers or designate.

6. PARKING FOR CONTRACTORS AND CONTRACTED SERVICES

- 6.1 Contractors will be permitted to park in AHS parking facilities, subject to availability.
- 6.2 Contractors are requested to contact the Parking Office for information on parking permit rates, availability, and methods of payment.
- 6.3 Contractors will be charged the contractor monthly permit rate. There will be no prorated fees for partial months. If a contractor is entitled to no-charge parking under its contract, the department responsible for the costs associated with the contract will be responsible for the parking fees.
- 6.4 Refunds for prepaid, unused full months will be issued only upon return of all applicable permits, permits and parking access cards.
- 6.5 Contractors must park in the area designated by the Parking Office.

- 6.6 Employees of contracted (outsourced) service providers who work exclusively on an ongoing basis at AHS sites alongside AHS employees are treated as staff for the purpose of these regulations. Subject to availability, such employees may be provided with parking privileges at AHS staff rates rather than the contractor rate. Examples of such employees may include protective services, laundry, housekeeping, lab and pharmacy workers who work exclusively at AHS sites. This list of examples is not intended to be exhaustive.

7. VOLUNTEER PARKING

- 7.1 Parking Services provides parking permits, including permits and access cards as applicable, to volunteers requiring parking at no cost to the volunteer.
- 7.2 Parking Services reserves the right to limit the number of parking permits provided for volunteer use.
- 7.3 Parking Services provides parking permits free of charge to qualified volunteer members of hospital Auxiliaries and Foundation Boards. Such permits must be renewed annually.
- 7.4 Volunteer Services departments may be charged a fee for replacement of lost or misplaced access cards and permits. It is the responsibility of Volunteer Services departments to retrieve valid permits and access cards from volunteers when they leave their volunteer position.
- 7.5 Staff who are also volunteers are not permitted to use parking permits provided for their volunteer role to access parking while working as a paid staff member.

8. SPIRITUAL CARE PARKING

- 8.1 Parking Services provides parking permits, including permits and access cards as applicable, to community spiritual care providers requiring parking at no charge to the community spiritual care provider.
- 8.2 Parking Services reserves the right to limit the number of parking permits provided for this purpose.
- 8.3 AHS sites will honour spiritual care parking permits issued by partner organizations such as Covenant Health but reserves the right to limit the number of such permits.

9. STUDENT, INSTRUCTOR, VISITING RESIDENT AND TEMPORARY LOCUM PARKING

- 9.1 Medical and other health discipline students, instructors, visiting residents and temporary locums may be issued parking if available, at staff parking rates prorated daily, for the specific date range they require. Parking Services may designate specific parking areas for such permit holders.
- 9.2 Parking permits for students, instructors, visiting residents and temporary locums are not refundable.

10. OTHER PARKING PERMITS

- 10.1 At the discretion of the appropriate Director and if space is available, Parking Services may issue parking permits to suit the needs of a particular patient group or program at a rate approved by AHS Executive.

11. VIOLATIONS AND CITATIONS

11.1 AHS will enforce the following violations by issuing a citation.

- a) Unauthorized use of a plug in
- b) Improper use of parking space / disregarding of lines
- c) Improper display of a public parking permit
- d) Improper display of a staff parking permit
- e) Public permit displayed not valid in lot
- f) Staff permit displayed not valid in lot
- g) Expired public parking permit
- h) Expired staff parking permit
- i) Overtime parking in a loading zone or drop-off zone
- j) Parking a non-motorcycle in a motorcycle-only zone
- k) Parking a motorcycle in a non-motorcycle zone
- l) Parking a propane vehicle in a non-propane parking area
- m) Parking in a driving lane
- n) Parking within five (5) metres of a stop or yield sign
- o) Failure to display a public parking permit (where permit display is required)
- p) Failure to display a staff parking permit (where permit display is required)
- q) Time purchased has expired
- r) No parking time purchased
- s) Parking within posted no-parking or striped area
- t) Unauthorized use of commercial loading zone
- u) Parking within five (5) metres from any fire hydrant, or when the hydrant is not located at the curb, within five (5) metres from the point on the curb nearest the hydrant
- v) Parking within posted or marked fire emergency area
- w) Parking in a reserved area or stall with no valid permit
- x) Display of an altered or counterfeit permit or a permit reported or deemed lost or stolen
- y) Parking in an accessible parking stall without a valid government-issued persons with disabilities permit.
- z) Parking on a landscaped area or area not assigned for vehicles
- aa) Parking on private property with no valid permit
- bb) Parking in small car only stall

11.2 Parking citations must be paid in accordance with the payment procedure printed on the citation. Payment is due within seven (7) days of the date on the citation.

11.3 Unpaid citations may be referred for collection.

12. CITATION APPEALS

12.1 Citations may be appealed by following the process described on the back of the citation. Appeals must be in writing.

12.2 Grounds for appeal are as follows:

- a) Genuine extenuating circumstances over which the appellant had no control.
- b) A factual error in the issuing of a parking citation with regard to location, licence plate number, date or time.
- c) Mechanical failure of a parking device.
- d) The cited vehicle had a valid permit at the time of the citation. Proof of payment must be provided.

12.3 Appeal requirements are as follows:

- a) Appeals must be complete and legible and must include the appellant's name, mailing address, vehicle licence plate number, and citation number.
- b) Appeals must include a brief description of the circumstances of the violation. The appellant should describe why he/she believes the citation should be cancelled and should include all relevant information and documentation, such as parking equipment receipts, copies of handicap permits and associated registration documents, etc.
- c) Appeals must be made within sixty (60) calendar days of the citation date. Appeals received after this time period will not be considered.

12.4 The decision of the Manager, Parking Enforcement is binding and final. Appeal decisions will be communicated to the appellant in writing.

12.5 Parking Services reserves the right to tow away vehicles, in accordance with applicable municipal bylaws, at the owner's expense.

12.6 With the exception of AHS employees who are entitled to parking pursuant to a collective agreement, staff with outstanding citations will not be assigned parking privileges or, if already parkers, will not be permitted to renew their parking privileges until the outstanding citations are paid or resolved.

12.7 If AHS employees who are entitled to no-charge or reduced-charge parking pursuant to a collective agreement have outstanding parking citations, parking may not be withheld or cancelled for that reason. Parking Services will work with the appropriate Human Resources Advisor and the employee to resolve unpaid citations, lost permit fees, and any other amounts owing.

13. DEFINITIONS AND INTERPRETATION

For the purpose of these Regulations, the following definitions apply:

13.1 "Accessible Parking" means stalls designated for use only by persons with disabilities or other mobility limitations who possess a valid government-issued parking permit for persons with disabilities, or a valid license plate for persons with disabilities.

13.2 "AHS" means Alberta Health Services

13.3 "AHS Board Member" means a person appointed by the Government of Alberta to be a member of the AHS, including the chair, in accordance with the Regulations.

13.4 "AHS Department" means a program area, department or division within AHS but not an external entity such as a clinical practice, contracted service, or AHS partner agency or entity. To qualify as an "AHS Department," it must also have the ability to transfer funds between functional centres.

13.5 "AHS Employee" means an individual providing services to AHS who is directly employed by AHS and paid through an AHS payroll system. This does not include employees of wholly owned subsidiaries of AHS.

13.6 "AHS Site" means a facility, clinic, or office location operated by AHS whether owned or leased.

- 13.7 “Carpool / Rideshare” means a group of at least two (2) commuters who are both employees working at the same AHS site and who rideshare to and from work using their personal vehicles.
- 13.8 “Car Share” is a model of car rental where people subscribe to a service that allows them to rent cars for short periods of time, often by the hour. Car sharing is primarily designed for shorter time and shorter distance trips as an extension of the transportation network.
- 13.9 “Citation” means an AHS parking ticket issued to a parked vehicle that is contravening one of the violations listed in the “Violations and Citations” section of these regulations.
- 13.10 “Citation Appeal” means a request to AHS Parking Services to reduce or cancel a citation due to extenuating circumstances described by the appellant.
- 13.11 “Community Spiritual Care Provider” means a provider or religious, spiritual, cultural or emotional support to parents and families who is registered with an AHS spiritual care program or spiritual care visitor program and who attends at AHS sites on a volunteer basis.
- 13.12 “Contractor” includes non-AHS providers of services and their employees where the services provided are of less than permanent duration and where the contractor’s employees will not be working exclusively at AHS sites over the long term. Examples: Construction contractors, elevator maintenance workers, others who are present on-site for a particular job and who will not be at the site on a long-term, ongoing basis.
- 13.13 “Contracted service” means non-AHS entities and their employees who provide long-term services at an AHS site and who work alongside AHS employees on a regular basis. Examples: outpatient pharmacy staff employed by a retail pharmacy company, lab services employees employed by a lab services provider, protective services contracted employees, laundry/linen employees and housekeeping staff where these services have been outsourced to a non-AHS entity.
- 13.14 “Energized stall” means a parking stall equipped with a plug-in that is intended for use by a vehicle block heater only. This does not include stalls equipped with charging stations for electric vehicles. Power to energized stalls may be limited to days where the temperature is below a certain level, and power may be intermittent.
- 13.15 “Fee” includes payment for the provision of parking privileges, and other parking related monetary obligations such as charges for lost or stolen permits.
- 13.16 “Fleet Vehicle” means any motor vehicle owned or leased by AHS and driven by one or more AHS employees in the course of their duties.
- 13.17 “Foundation Board Member” means a Board Member of a registered charity established in Alberta under the Regional Health Authorities Act, Societies Act, Companies Act or other, authorized by law to solicit, receive, invest and manage gifts from community donors for the benefit of its charitable purposes and for the benefit of AHS and Albertans as a whole.
- 13.18 “Instructor” means a teacher within a recognized post-secondary institution who attends at an AHS site for the purpose of educating health care discipline students.
- 13.19 “Parker(s)” means visitors, patients, AHS board members, all AHS employees, members of the medical, dental, podiatry, and midwifery staffs, students, volunteers, and other persons acting on behalf of AHS staff, contractors and all other owners and operators of motor vehicles, motorcycles and bicycles with access to parking on AHS property or leased space.

- 13.20 “Parking facility” means a parking lot or structure owned, leased or operated by Parking Services either directly or through an agent or contractor. An AHS site may have one or more facilities. Parking facilities may be on or off site.
- 13.21 “Parking Office” means the office where the parking is obtained or assigned at a staff member’s home site. This office may or may not be operated by Parking Services; at some sites, some parking related duties may be performed by other departments (such as Protective Services, Facilities Management, or Site Administration) by arrangement with and on behalf of Parking Services.
- 13.22 “Patient” means a person attending at an AHS site to receive health care services.
- 13.23 “Penalty” means the charge levied jointly against a vehicle’s owner and operator pursuant to these regulations for an infraction.
- 13.24 “Permit” means a parking permit issued by AHS Parking Services that is either to be displayed on a vehicle when parked at an AHS site or is a virtual (non-physical) permit that grants parking privileges in a specified parking area for a specified period of time.
- 13.25 “Primary Carpool Member” means the carpool member who is responsible for ensuring that the Parking Services carpool membership records and permits are maintained up to date, or is the primary Parking Services contact for the carpool, and who is responsible for payment of any AHS parking permit fees associated with the carpool.
- 13.26 “Reciprocal Privileges” means access to parking at AHS sites other than an employee’s home site for business related purposes.
- 13.27 “Site Parking Criteria” are eligibility and/or priority guidelines applied by Parking Services at a particular site when allocating staff parking. Such criteria may dictate which staff may be allocated parking in which parking facility based on factors determined by Parking Services.
- 13.28 “Staff” includes AHS employees, members of the medical, dental, podiatry, and midwifery staffs, medical residents, allied health professionals, employees of AHS affiliates such as Covenant Health, Alberta Precision Labs, Carewest and Capital Health, and employees of contracted (e.g. outsourced) service providers whose regular place of employment is an AHS site.
- 13.29 “Student” means a student enrolled in a recognized post-secondary educational program in a health care related discipline.
- 13.30 “Unattended parking payment equipment” means a parking meter, pay station, or other parking equipment designed to sell parking permits to customers either in advance or upon exiting a parking area.
- 13.31 “Vehicle” includes any conveyance defined as a vehicle under the Traffic Safety Act (RSA Chapter T-6). This includes without limitation all motor vehicles, bicycles, tricycles and similar conveyances.
- 13.32 “Violation” means parking in contravention of AHS parking regulations.
- 13.33 “Visitor” means a person attending at an AHS site for the purpose of providing support and comfort to a patient on an unpaid basis.
- 13.34 “Volunteer” is someone who serves in a community primarily because they choose to do so and not for remuneration. Many serve through a non-profit organization – sometimes

referred to as formal volunteering, but a significant number also serve less formally, either individually or as part of a group.