

## 3.9 Parking Policy

### Policy Objective

The objective of this policy is to clearly set out government policy with regard to the operation of government parking lots and parking for employees.

### Policy Directives

#### **GOVERNMENT PARKING LOTS**

For purposes of this policy, government parking lots are the lots at Lower Water Street, Spring Garden Road Courthouse, Upper Water Street Law Courts, Central Services Building, and Gorsebrook.

These parking lots will be operated on a commercial basis by an independent agency, to be determined by means of an RFP (Request for Proposal). The operator will act as an agent for the province and will receive an agreed fee for operation of the above-named parking lots. The remainder of the revenue will be paid to the province (Transportation and Infrastructure Renewal) 12 times per year (end of each month), and a monthly fee will apply to all users regardless of their position in government except as noted in this document.

The Department of Transportation and Infrastructure Renewal (TIR) will maintain the right to adjust the monthly fee from time to time as market conditions warrant.

Departments that do not have parking available to them at the building they occupy will be provided two spaces a monthly fee for their minister and deputy minister in one of the government parking lots.

A waiting list of those desiring parking will be maintained by the operator, and vacancies will be filled from the list as they occur, on a first-come, first-served basis.

Vehicles illegally parked in one of the government lots will be ticketed and may be towed away without warning.

### **EMPLOYEE PARKING**

As a general rule, employees will not be provided with free parking, except as noted following.

Ministers and deputy ministers will be provided with parking. In leased premises, parking will be included, where possible, as part of the lease agreement. If parking is not available at these premises, the required parking will be provided at a charge in one of the government's parking lots or in a commercial parking lot. Such parking will be treated as a taxable benefit.

Senior management may be provided with parking at the discretion of the deputy minister for a charge directly to the department concerned. Such parking will be treated as a taxable benefit.

Employees who are required to use their vehicles in the performance of their duties will be provided with parking. To be considered a requirement, use of their vehicle must be clearly spelled out in their job description and be approved by the employee's deputy minister. Arrangements for such parking will be made by the employee's department in the same manner as for government-owned vehicles. Such parking will be treated as a taxable benefit.

### **GOVERNMENT-OWNED VEHICLES**

If space is available in one of the government lots, departments can apply for parking for their government-owned vehicles on the same first-come, first-served, and fee basis as employee vehicles. The parking fee will be charged by the operator directly to the department concerned.

If no space is available in one of the government lots, departments must make their own arrangements for space in a commercial lot or with the landlord if the department is located in leased premises.

### **PARKING FOR PHYSICALLY DISABLED EMPLOYEES**

Physically disabled employees will be treated the same as other employees and, as such, will not be provided with parking unless they fall into a category for which parking is provided, as referred to previously in this policy, or following in Parking at Government-Owned Buildings.

**PARKING AT GOVERNMENT-OWNED BUILDINGS**

Where parking is available at a government-owned building, other than those buildings referred to previously in this document, visitors' and clients' needs will be considered as the first priority for the available space. Subject to the amount of space available, efforts will be made to set aside a number of spaces for physically disabled employees as close to the building entrance as possible. Any space remaining may be used by employees and for government-owned vehicles on a first-come, first-served basis.

Government does not have a responsibility to provide such space to employees, other than as indicated previously in this policy, and should the amount of available space have to be reduced for any reason in the future, government is not obliged to provide alternative space to maintain the previous level of parking available for employees.

**GOVERNMENT LIABILITY**

Government and/or its agent operating the parking lots assumes no responsibility for damage or loss to employees' vehicles or contents while in a government parking lot, at a government building, in a commercial lot, or while being towed.

**Enquiries**

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