

<b>Number:</b>	ADM-116
<b>Title:</b>	Parking
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	October 14, 2020
<b>Approved:</b>	October 14, 2020 by the Board of Governors
<b>Revision approved:</b>	May 15, 2024 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation establishes guidelines for the allocation and control of parking permits.

## 2. Regulation

- 2.1 No vehicle shall occupy a parking space without a permit. This permit must be displayed inside the vehicle. Violation of this regulation may result in a ticket being issued and the vehicle being towed at the owner's expense.
- 2.2 The Multiservices Centre is the only agent authorized to dispense annual, semester or daily parking permits.
- 2.3 The University assumes no liability in case of damage to a vehicle or theft of a vehicle or its contents.
- 2.4 A parking permit gives access to University parking, but does not ensure a parking space at all times.
- 2.5 Members of the Board of Governors, with the exception of members of the Administration Committee, will be issued with a non-reserved parking permit for the duration of their term of office.
- 2.6 Employees who hold an annual permit can obtain a duplicate by paying the minimum additional annual fee for those who own more than one vehicle. However, it is important to note that only one of the two vehicles may be parked at a time. If both vehicles are used at the same time, an additional daily permit is required.

It is strictly forbidden to use the duplicate to share parking charges with another person.

Any act of fraud could result in sanctions up to and including dismissal.

## 3. Procedure

### 3.1 Annual permit

The form is available at the Multiservices Centre at the end of August.

### 3.2 Semester permit

The form is available at the Multiservices Centre at the end of August, November, and April.

### 3.3 Daily permit

The daily permit is available from the ticket dispenser in the visitors' parking area. Visitors may park only in this area.

A daily permit for a special event or meeting may be obtained from the Multiservices Centre with prior approval from a member of the Administration Committee.

### 3.4 Fees and other conditions

Parking fees are set annually upon budget approval. Full payment is required upon issuance of the permit. University staff may also make their payment through payroll deductions.

A semester permit may not be converted to or exchanged for an annual permit.

No refunds will be made.

The allocation of reserved spaces is made on a first come, first-served basis.

### 3.5 Duplicate of the annual permit

The form can be obtained from the Multiservices Centre from the end of August. Although it can be purchased at any time of the year, the cost of obtaining a duplicate of the annual permit remains the same.