



CITY HALL PARKING POLICY

Policy Number: A-HR-4

Originating Department: Human Resources

*Approved By: CAO, Directors and Managers
Council*

*Date of Approval: May 16, 2006
Amended: May 14, 2018*

1. Policy Statement:

The City of Charlottetown maintains a parking lot behind City Hall for City Councilors, visitors on official business at City Hall, employees who require the regular use of their vehicle during the course of their daily job duties and for employees who require temporary accommodation due to physical limitations. The City also provides optional employer paid parking at the Pownal Street Parkade for all other eligible employees. It is the intent of this policy to provide guidance in administering this taxable parking benefit and to ensure the fair allocation of parking.

2. Scope:

This policy applies to all City of Charlottetown employees working at City Hall, Planning Department employees and elected officials.

3. Guidelines:

3.1. All employer-provided parking (Pownal Street Parkade and City Hall Parking Lot) is considered a taxable benefit and therefore will be subject to income tax and CPP contributions.

3.2. Pownal Street Parkade

3.2.1. Employees who desire the parking benefit will be assigned a hanging tag and parkade swipe card for the Pownal street parkade. Parking tags and swipe cards will be issued by the Charlottetown & Area Development Corporation (CADC) and sourced by the Public Works department at the City. The hanging tag must be displayed when using the parkade and employees must exit the parkade through the left hand side exit, using the swipe card to open the gate. The parkade may charge a refundable deposit or replacement fee for swipe cards at their discretion.

3.2.2. Employees who are on temporary assignment, employees who are on leave for a portion of the year, or are hired part-way through a calendar year will have their taxable benefit pro-rated for the portion of the year they are eligible to use the City's parking.

3.3. City Hall Parking Lot (Appendix A)

3.3.1. City Councilors will be required to provide the license plate number of their regular vehicle to ensure that their vehicle remains on the list of vehicles permitted to park in the City Hall lot. It is the responsibility of each councilor to ensure that the CAO is aware of any changes in plate numbers.

3.3.2. City employees from other workplaces wishing to park **City marked vehicles** while on business at City Hall do not require a parking permit may park in designated areas. City employees from other workplaces who have business at City Hall and wish to park their **personal vehicles** may request to be on the list by contacting the CAO's office and may also park in designated areas. Designated areas are parking spots #11 and #12.

3.3.3. Designated parking spaces are reserved for the use of City Councillors, City employees from other locations with business at City Hall, and City Hall visitors who have been registered by their hosts.

4. Taxable Benefit Administration

4.1. The employer provided parking constitutes a taxable benefit to the employee and is based on the fair market value of the parking.

4.2. There is no taxable benefit for employees who regularly have to use their own vehicles or City-owned vehicles to perform their duties. Currently, the following positions are exempt from being charged the taxable benefit:

- a) Building Inspectors
- b) Economic Development Officer
- c) Events Development Officer
- d) Tourism Officer
- e) Program Coordinator/ Assistant Program Coordinator
- f) Fire Inspector
- g) Fire Prevention Officer

4.3. If an employee has a physical disability and requires parking accommodation, they will be afforded a parking spot at the rear of City Hall for the duration of their disability upon receipt of a medical note stating their limitation and the expected duration. An **updated medical note must be submitted annually** to the Human Resources Department and shall be reviewed by the Chief Administrative Officer for approval.

4.4. As the taxable parking benefit has been calculated to be \$1,200 (plus HST), the prorated benefit will be applied to each biweekly paycheck for applicable employees.

4.5. If an employee is on sick leave for a single period of more than 90 working days he /she may apply to Human Resources to suspend the parking benefit.

4.6. Any employee who has asked for parking and been issued a temporary parking pass will have the taxable parking benefit applied for the period of their parking eligibility.

5. Employee Responsibilities:

5.1. Visitor's parking in the permitted areas is limited to contractors on official City business such as on-site training providers, consultants contracted for a period of days and staff members who work outside City Hall coming to City hall for meetings. Those responsible for the procurement of a temporary permit for a guest must make a request in advance to the Administrative Assistant for Administration.

5.2. The Human Resources Department will maintain a tracking system of the employees who have employer paid parking for the purpose of administering the taxable benefit.

5.3. The Public Works Department will be responsible for the provision of all parking permits and resolving any concerns that arise with regards to the parkade and Charlottetown Area Development Corporation (CADC).

5.4. The Administrative Assistant for Administration will be responsible in maintaining the list of employees, councilors and visitors allowed to park at the City Hall Parking Lot.