

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: EMPLOYEE PARKING AT CITY FACILITIES**

**POLICY NUMBER: ADMIN - 209**

<i>Date of Council Adoption:</i> December 6, 2010	<i>Date of Last Amendment:</i> June 10, 2019
<i>Council Resolution Number:</i> 2010-538, 2013-082, 2015-309, 2019-233	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 27, 2019

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**Policy:**

**Employee Parking Lot Available**

- At City facilities where an employee parking lot is available, employees must park their vehicles in that designated lot and not in the parking area set aside for the public.

**Public Parking Lot Available – Staff Permitted to Park**

- At City facilities where a public parking lot is available and management of the facility has given approval to do so, employees may park in the spaces furthest from the entrance to the building.
- An exception will be made by management of the facility for an employee who has difficulty walking, or who will work alone and leaves the facility after dark.

**Public Parking Lot Available – Staff Not Permitted to Park**

- At City facilities where a public parking lot is available and employees are not given permission to park, employees must park outside the parking lot.
- An exception will be made by management of the facility for an employee who has difficulty walking, or who will work alone and leaves the facility after dark.

**Street Parking**

- Where street parking is available near City facilities, employees may park on the street, except on the south side of Buena Vista Avenue in spaces that have been dedicated “2 Hour Parking” to accommodate customers to City Hall.

**Responsibility**

- It is the responsibility of management to ensure parking around City facilities is easily accessed by customers at all times and that staff members are parking in accordance with this policy.
- Employees are to be made aware they are subject to normal parking bylaw enforcement.

**Rationale:**

To establish procedure that includes Council's expectations and responsibility for enforcement regarding employee parking at City Facilities. First and foremost, consideration must be given to customers who require accessible parking to business with the City.