

**Purpose:**

- 1 To establish guidelines for the provision of parking and compensation to City employees who requires the use of a private vehicle to carry out responsibilities as per their job descriptions.

**Policy Statement(s):**

- 2 Employees who are required to use their private vehicle for City business will be compensated for vehicle use (allowance and/or reimbursement) and for parking (allowance, shared department parking provision, and/or reimbursement).
- 3 In keeping with the principles of *The City of Red Deer Parking Management Strategy*, the intent is for on-street parking to be used for loading and unloading with longer term parking located off-street. On-street parking is intended for short stays for customers and visitors.
- 4 The City has employees working at a variety of locations throughout the city. The availability and location of parking varies with each location and influences compensation options.
- 5 For the General Managers and Department Managers that have their office in areas where pay parking is in place, provision are provided for parking as a perquisite.
- 6 Employees who receive a taxable benefit in the form of parking or allowances will be taxed accordingly as per Canada Revenue Agency Guidelines.
- 7 Positions are assigned a vehicle use frequency code classification by the General Manager or Department Manager. The General Manager or Department Manager is responsible for reviewing, monitoring, and updating this classification with Human Resources and Financial Services.
- 8 Employees with mobility challenges will be provided with special consideration and provide parking arrangements at the discretion of their General Manager or Department Manager. Arrangements may include a:
  - (1) Temporary parking pass in an off-street lot in close proximity to the work site for up to three months regardless whether their private vehicle is normally required; or
  - (2) Preferred parking stall (from a mobility perspective) for employees with permanent or long-term (greater than three months) mobility challenges.
- 9 General Managers can recommend exceptions to this policy to the City Manager for decision.
- 10 Each division and department is responsible for financial costs associated with their employee parking.

**References/Links:**

- 1 5304-CP Travel and Business Expense Reimbursement
- 2 61121-CA Private Vehicle Use and Parking-Compensation
- 3 6120.02 CP Private Vehicle Use and Parking-New Hire and Existing Employees
- 4 6120.03 CP Private Vehicle Use and Parking-Taxable Benefit
- 5 6120.04 CP Private Vehicle Use and Parking-Frequency Code Classification A/B/C/D

**Scope/Application:**

- 1 The policy applies to City employees.

**Authority/Responsibility to Implement:**

- 1 General Managers and Department Managers must ensure that the policy requirements are met and updated as required.
- 2 The General Manager of Planning & Development Services is authorized to develop corporate procedures for the implementation and application of this policy.

**Inquiries/Contact Person:**

- 1 Contact Department Managers with questions about interpreting and applying the policy.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: February 4, 1991		
Revised: January 2001	“Norbert Van Wyk”	City Manager
Revised: July 21, 2010	“Craig Curtis”	City Manager
Revised: August 30, 2018	“Paul Goranson”	Interim City Manager
Revised: July 13, 2020	“Allan Seabrooke”	City Manager