

Corporate Policy and Procedure



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Effective Date 1988 05 26
Supersedes

TAB: PROPERTY AND FACILITIES
SECTION: CIVIC CENTRE
SUBJECT: PARKING

POLICY STATEMENT Underground and outdoor parking is available at the Civic Centre.

All use of the parking areas is at the users' own risk. The City of Mississauga does not accept responsibility for any loss or damage to property or vehicles. Vehicles using the underground parking are restricted to a 6' 5" clearance level.

The operation and control of all parking areas is the responsibility of Security and Operations, Facilities and Property Management, Community Services Department.

GENERAL UNDERGROUND PARKING Underground general parking is provided on the B1 and B2 underground levels of the Civic Centre in the south area of the building.

B1 Level The B1 underground level of the general parking area is designated for use by members of the public visiting the Civic Centre, and some City vehicles as assigned.

There are four parking stalls designated for use by the handicapped on the B1 level. They are located on the north side, close to the elevator.

B2 Level The B2 underground level of the General Parking area is open for use by all City employees.

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Identification	Parking stickers are issued to City staff who use the general underground parking garage. A record of the employee's name and licence plate number is maintained by Corporate Security.
Access	Entrance and exit ramps are provided at the east side of the building. General parking areas may be accessed during the following times: ! 6:30 a.m. to 10:00 p.m. Monday to Friday ! 8:30 a.m. to 6:00 p.m. Saturdays
Elevator Access	Facade elevator free access from the B1 and B2 levels of the general parking area is available as follows: ! 7:00 a.m. to 5:30 p.m. Monday to Friday - all floors ! 8:30 a.m. to 6.00 p.m. Saturday - ground and 2nd floors Facade elevator free access to B1 and B2 levels of the general parking is available as follows: ! 7:00 a.m. to 10: p.m. Monday to Friday ! 8:30 a.m. to 6:00 p.m Saturday Controlled elevator access from the B1 level through the use of an access card is available as follows: ! 10:00 p.m. to 7 a.m. from Monday to Friday ! 8:30 a.m. to 6:00 p.m. Saturdays ! 8:30 a.m. to 4:30 p.m. Sundays and Statutory Holidays Controlled elevator access from the B2 level through the use of an access card is available at all hours except from 7:00 a.m. to 10:00 p.m., Monday to Friday.
RESERVED PARKING	Reserved heated parking is provided for and assigned on a priority basis to elected City officials, City staff and tenants who work at the Civic Centre on a regular basis.

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Location Reserved parking is provided on the B1 and B2 underground levels of the Civic Centre in the north east area of the building.

Entrance to the area is provided by a ramp located at the east end of the north side of the Building.

Access Access is made by use of an access card. Hours of accessibility can be limited if required, by coding the access card.

Identification Parking stickers are issued to vehicles permitted to park in the reserved parking garage. A record of all license numbers and names is maintained by Corporate Security staff.

Exit Exit from reserved parking is provided by the doors at the south west corner of each parking level. These doors give access to the general parking area, from which access to the outside is gained by way of the main exit ramp at the east side of the building.

Elevator Access Elevator access from the B1 and B2 levels of the reserved parking area is available from 7:00 a.m. to 5:30 p.m., Monday to Friday.

Controlled elevator access through the use of access card is available at all other times.

Space Allocation Spaces are allocated and may be changed from time to time as needed. Only spaces indicated will be signed and reserved, unsigned spaces on the B1 and B2 levels will be on a first come space available basis.

Requests for reserved parking must be made in writing, to the Manager, Security and Operations. Requests are approved and parking spaces assigned on a priority basis as follows:

Priority A: level B1, reserved and signed for the Mayor and councillors.

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- Priority B: level B1, reserved and signed for the City Manager and department heads.
- Priority C: level B2, 10 spaces reserved and signed for City vehicles with special requirements or the need to be kept in a secure area when idle.
- Priority D: level B1, reserved and unsigned for the Executive Assistants to the Mayor and the City Manager, members of the Committee of Adjustment, and directors and equivalent.
- Priority E: level B1, 10 unassigned spaces for tenants of Civic Centre.
- Priority F: level B1, 10 open unsigned spaces for managers and supervisors with special requirements. (See note.)
- Priority G: level B2, 27 open unsigned spaces for staff with special requirements. "Special requirements" include:
- the need to return to work or remain at work after normal hours on a regular basis;
 - the need for a secure area to park due to nature of work (e.g. carrying confidential documents or transporting cash);
 - special needs due to temporary or permanent mobility impairments.

OUTDOOR PARKING

Outdoor on-street parking is provided around the perimeter roads to the Civic Centre. This parking is for the use of visitors to the Civic Centre and is of short term duration only, as posted.

Twelve parking spaces are provided and posted adjacent to the West door of the building for employees with oversize vehicles (height over 6'5") that are too large to enter the indoor parking.

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Three parking spaces are provided for contractor permit parking adjacent to the west door.

REFERENCE: SMT - 1988 05 26

LAST REVIEW DATE: April, 2000

CONTACT: For more information, contact Security & Operations, Facilities and Property Management, Community Services Department.