



## **Title: Custodial Parking Policy**

**1. Effective Date:** February 2, 2010

### **2. Cancellation**

This policy supersedes the former version of the Custodial Parking Policy (April 1, 1999).

### **3. Authority**

This policy is issued under the authority of the Assistant Deputy Minister (ADM), Real Property Branch (RPB), Public Works and Government Services Canada (PWGSC).

### **4. Scope**

This policy applies to all parking facilities in the custody of PWGSC, including Crown-owned, lease-purchase and leased facilities within the Federal Accommodation Program and all departments within the meaning of section 2 of the *Financial Administration Act* with respect to their parking requirements.

It does **not** apply to:

- parking rates charged by departments, including PWGSC, to their employees (which are governed by the department's policy and applicable tax law);
- parking rates charged by third parties engaged to operate parking facilities in the custody of PWGSC; nor
- parking in the custody of other government departments that is managed by PWGSC or its service providers.

### **5. Context**

On December 12, 1996, the Treasury Board (TB) rescinded its federal parking policy and the 1994 freeze on parking charges, transferring responsibility for parking to employer and custodian departments. On March 14, 1997, the Treasury Board Secretariat (TBS) issued "once only" guidelines to give general direction to employer and custodian departments on parking facilities occupied by the Crown.

The TBS guidelines stated that custodians are responsible for setting parking rates at market value for their owned or leased properties, are required to meet only the minimum operational requirements of employer departments, and should assess the merits of disposing of excess parking capacity. Employer departments are accountable for determining their operational requirements and establishing internal policies on charging and allocation of parking to employees. Government employees are expected to pay their own commuting costs. The PWGSC Custodial Parking Policy was issued April 1, 1999, pursuant to the TBS "once only" guidelines. It is being updated in order to address inconsistencies in its application and interpretation.



This policy provides direction for the provision of parking to tenant departments and the acquisition, management and disposal of parking facilities under the custodianship of PWGSC and is to be implemented in conjunction with the Custodial Parking Procedure.

## **6. Principles**

RPB as a custodian, and departments that occupy space in PWGSC real property must conform to the TB Policy on Management of Real Property. Departments are expected to manage in a financially responsible manner that maximizes the long-term economic advantage to the Crown and provides best value to the Canadian taxpayer.

PWGSC's RPB operates under the requirements of its Good Neighbour Policy, which requires that consideration be given to local plans and priorities in the delivery of the federal real property program for the provision of general-purpose office space. To the greatest extent possible, PWGSC will respect the legislative authority of municipalities and support municipal objectives in urban planning and development. The quantity and type of parking that building owners must provide is generally outlined in municipal by-laws.

## **7. Policy Statement**

In its roles as custodian of PWGSC's inventory of real property assets, as provider of office accommodation to federal departments, and as Chief Appraiser of Canada, RPB will:

- provide parking to meet the minimum operational requirements of tenant departments (as defined in Section 8.2);
- establish parking charges at market value and in accordance with market practice; and
- manage its parking holdings as a prudent steward and investor.

## **8. Policy Details**

### **8.1 General**

RPB will manage its parking holdings in accordance with the requirements of applicable legislation, TB policies and policy-related documents, and with due consideration to municipal by-laws. All parking provided by RPB will be subject to the availability of parking.

### **8.2 Minimum Operational Requirements**

RPB will provide parking to meet the minimum operational requirements of tenant departments, to the greatest extent possible, subject to the availability of parking.

Minimum operational requirements are limited to parking for:

- government fleet vehicles (as defined in section 9);
- shift workers (as defined in Section 9), where a significant portion of their regular hours of work falls outside the 6 a.m. to 6 p.m. time period, and there is no regularly scheduled public transit service (as defined in Section 9) and no available commercial or municipal parking within a safe proximity of the building, typically no more than 500 metres from the nearest entrance, measured by sidewalk and crosswalk routes;

- visitors and clients, where the purpose of such parking is related to government programs and services, and where there is no available commercial or municipal parking within 500 metres of the nearest entrance to the building, measured by sidewalk and crosswalk routes;
- Ministers' Regional Offices, the allowance for which is one parking space for each minister's office at the location.

Parking provided to meet minimum operational requirements will be charged in accordance with the charging regime for the associated accommodation (i.e., reimbursing or non-reimbursing).

### **8.3 Additional Operational Requirements**

Tenant departments who have parking requirements in addition to minimum operational requirements are encouraged to have their employees deal directly with the building parking authority. Where PWGSC provides parking to tenant departments in addition to minimum operational requirements that parking will be provided on a reimbursing basis.

### **8.4 Non-Central or Remote Locations**

RPB will ensure, where possible, the availability of parking to meet the operational requirements of tenant departments in non-central or remote locations where there is no regularly scheduled public transit service within 500 metres of the nearest entrance to the building, measured by sidewalk and crosswalk routes. Occupants and visitors will be responsible for acquiring their parking and dealing directly with the parking authority, as required.

### **8.5 Accessible Parking**

Where RPB provides parking for the use of government employees and visitors, accessible parking will be provided in accordance with the requirements of the *TB Accessibility Standard for Real Property*. If a tenant department requires additional spaces in order to meet its duty to accommodate, RPB will provide these spaces as additional operational requirements on a reimbursing basis.

### **8.6 Excess Parking**

Excess parking is the amount of parking remaining once parking requirements described in Sections 8.2, 8.3, 8.4, and 8.5 of this policy, have been met. Where there is excess parking capacity, PWGSC will assess the merits of its disposal.

### **8.7 Parking Management**

For all parking retained in the inventory, RPB will determine the best means of managing the facilities and administering the use of the parking, whether that be internally or through a private sector service provider, in a manner that is financially responsible and provides best value to the Canadian taxpayer.

## 9. Definitions

**Custodian:** A department whose minister has administration of real property for the purposes of that department.

**Government fleet vehicle:** Includes passenger cars, vans and light trucks that are Crown-owned or on long-term lease to the Crown, used in support of departmental operations and activities.

**Regularly scheduled public transit service:** Public transit service scheduled at least every half hour during peak hours and at least once an hour during non-peak hours, and available within 500 metres of the nearest entrance to the building, measured by sidewalk and crosswalk routes. For the purposes of this policy, peak hours for shift workers means those hours that such employees normally travel to and from work.

**Shift worker:** An employee whose hours of work are administered in accordance with shift work provisions of their collective agreement.

**Tenant department:** A department or agency occupying real property that is under the administration of PWGSC, including PWGSC in its role as tenant.

## 10. Responsibilities

**10.1 Assistant Deputy Minister, RPB,** is responsible for approving revisions or exemptions to this policy.

**10.2 Director General, Accommodation Portfolio Management and Real Estate Services Sector (APM/RES), Headquarters,** is responsible for ensuring compliance with the policy through the development of the Custodial Parking Procedure and other policy-related documents, if required, as well as ensuring the consistent application of the policy on a national level.

**10.3 Director, National Accommodation Management Directorate, APM/RES,** is responsible for providing advice and guidance on the implementation of this policy, as well as monitoring and evaluating compliance with, and effectiveness of this policy.

**10.4 Chief Appraiser of Canada, APM/RES, Headquarters,** is responsible for providing advice and guidance on the methods for establishing parking charges at market value, and conducting national studies to establish and update market rates for parking.

**10.5 Regional Directors General, Director General, National Capital Area (NCA) Operations, and Director General, NCA Portfolio Management** are responsible for ensuring operational compliance with the policy and any associated policy-related documents, in the regions.

**10.6 Tenant Departments** are responsible for identifying and justifying their parking requirements (as defined in this policy), and developing their own procedures for

allocating and charging for parking to their employees consistent with the principles articulated in the TB *Policy on Management of Real Property* and the *Income Tax Act*.

## **11. References**

[Financial Administration Act](#)

[Income Tax Act](#)

PWGSC [Good Neighbour Policy](#)

Treasury Board [Accessibility Standard for Real Property](#), section 5.1 j.

Treasury Board [Policy on Management of Real Property](#)

[Custodial Parking Procedure](#)

## **12. Enquiries**

Please direct enquiries about this policy to the Director General, Program Management Sector, RPB, PWGSC.