



April 4, 2020

To: Faculty and Staff with Monthly Parking Passes  
From: Michael Emslie, Vice-President Finance and Administration  
Re: Parking Pass Cancellation policy

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We have received a number of questions and feedback about the University's policy with respect to the cancellation of parking passes while we encourage faculty and staff to work remotely. I want to provide some context as to why the current rule on parking passes was implemented.

When staff and faculty purchase a parking pass they make an annual commitment, subject to the terms and conditions associated with the pass. Those terms and conditions include the following term:

“This contract is for the period of Sept. 1, 2019 – August 31, 2020 and is NOT TRANSFERABLE. Cancellation requests will be accepted only if the spot can be re-assigned from our waiting list with a minimum of one calendar month notice.”

In light of the unprecedented circumstances we find ourselves in, the University has loosened the cancellation condition, allowing people to cancel their parking passes with less than a month's notice.

Some faculty and staff have expressed concerns that we cannot guarantee people will be assigned to the same lot they vacate if they cancel their pass. While we will do everything we can to ensure people are assigned to the same lots they vacate, the University leases several parking spots from third parties. If we cancel the contracts for those spots, we cannot guarantee the third parties will lease them back to us when we want them, and this may necessitate some degree of change to parking spot allocations.

If you cancel your parking spot, we will do our best to place you back where your spot is currently when campus reopens. If we are unable to do so, parking spaces will be assigned to those wanting to reacquire a parking spot based on seniority.

During this unprecedented time, the University is focused on ensuring we have the resources to maintain employment for our staff with continuing appointments, and being able to provide the teaching, research, and service of which we are so proud. We respect people's desire to reduce their personal expenses which is why we have made these exceptions to the parking contract to allow the cancellation of parking spots. For those of you who maintain your parking spot during the campus closure, it is an investment in our University and its mission, and for that we thank you.