

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA  
POLICY MANUAL**

<b>SECTION</b>	Members' Policies
<b>POLICY</b>	Legislative Precinct Parking

**Objective** To provide a framework for the allocation and terms of use of parking spaces assigned to Members of the Legislative Assembly and caucus employees.

**Application** This policy applies to Members of the Legislative Assembly and caucus employees.

**Authority** Policies affecting Members of the Legislative Assembly are approved by the Legislative Assembly Management Committee, as per *Policy 1000 – Legislative Assembly Policy Framework*.

**Key Definitions**

“**LAPS**” means the Legislative Assembly Protective Services;

“**Member**” means a sitting Member of the Legislative Assembly;

“**standard business hours**” means from 6:00 a.m. to the scheduled hour of adjournment when the Legislative Assembly is sitting, and between 6:00 a.m. and 5:30 p.m. Monday to Friday (excluding statutory and observed holidays) when the Legislative Assembly is not sitting;

“**passholder**” means an individual who has a valid Legislative Assembly-issued cardlock access pass;

“**user**” means an eligible Member or caucus employee who parks on the Legislative Precinct;

“**vehicle**” means a vehicle that is designed to be self-propelled but does not include mobile equipment or a motor-assisted cycle.

- 1. Eligibility**
- .01 Subject to this policy, every Member is entitled to one (1) assigned parking space on the Legislative Precinct at a location determined and assigned by LAPS.
  - .02 A caucus is eligible for the same number of parking spaces on the Legislative Precinct as there are Members in the caucus, allocated pursuant to sections 1.02 and 1.03.
  - .03 Prior to the commencement of a new fiscal year, or as the need may otherwise arise owing to a dissolution of the Legislative Assembly or the return of the writ of a by-election, every Member will be provided the opportunity to opt in or opt out of an assigned parking space for the duration of the ensuing fiscal year.

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- .04 After the conclusion of the opt in and opt out process, any parking space that is not assigned to a Member will be made available for assignment by the respective caucus to its employees. Such an allocation should be made in consideration of operational reasons (e.g., working late when the Legislative Assembly is sitting) or bona fide business purposes.
  - .05 A caucus employee must relinquish a parking space assigned to them if it is required to be allocated to a Member or owing to a change in the composition of a caucus, if that caucus's parking space allocation is fully utilized at the time of the change.
  - .06 Any unallocated parking space will be pooled and may be made available for an alternative allocation at the direction of the Subcommittee on Administration and Operations of the Legislative Assembly Management Committee.
- 2. Parking on the Legislative Precinct**
- .01 A Member or caucus employee with an assigned parking space must park their registered vehicle in their assigned parking space.
  - .02 Parking in any area not identified as a dedicated parking space in Appendix 1, 2, 3 or 4 of this policy (e.g., in front of the Legislative Library steps) is prohibited.
  - .03 A Member or caucus employee with an assigned parking space who parks on the Legislative Precinct is required to affix a Legislative Precinct parking decal to their vehicle to avoid an enforcement action.
  - .04 A Member with an assigned parking space may permit another passholder to temporarily park in their assigned space while the assignee is not using the space. A temporary parking pass (issued by LAPS) must be provided to the intended user before they are able to park in the space. The application of the taxable benefit, as outlined in section 4, will continue unchanged.
  - .05 Cardlock access to applicable lots will only be granted to eligible users who have registered their vehicle and have been issued a Legislative Precinct parking decal or who have been provided with a temporary pass by a registered user.
  - .06 A Member or caucus employee with an assigned parking space assumes all risk for damage or loss to the vehicle and its contents while parked on the Legislative Precinct. Excepted are any damages

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to the vehicle sustained as a result of the actions of an employee of the Legislative Assembly in the performance of their duties.

**3. Electric Vehicles**

- .01 A Member who has an assigned space is entitled to use an electric vehicle charging station during standard business hours, subject to the posted maximum charging time and availability.

**4. Taxable Benefit**

- .01 An assigned parking space is a taxable benefit for tax purposes. A Member who elects to retain their designated space and caucus employees with an assigned space are subject to a taxable benefit equivalent to the fair market value of the parking space, as calculated by the Payroll Office on an annual basis.
- .02 A Member or caucus employee with an assigned parking space who has a severe and prolonged mobility impairment will not be subject to a taxable benefit, provided that a copy of their valid temporary or permanent parking permit for persons with disabilities is provided to LAPS.
- .03 The taxable benefit will be assessed for the duration of the fiscal year. Splitting taxable benefit assessment among different users or pro-rating for a partial fiscal year is not permitted.

**5. Administration and Enforcement**

- .01 LAPS is responsible for enforcing the provisions of this policy, including:
  - a) reviewing requests for parking on the Legislative Precinct and updating access cardlock credentials, as appropriate;
  - b) liaising with the Payroll Office to ensure that all respective users are incurring the taxable benefit where applicable;
  - c) procuring, issuing, and logging the inventory of Legislative Precinct parking decals;
  - d) maintaining a database of vehicles that have been registered for parking on the Legislative Precinct;
  - e) regularly conducting patrols to ensure that only authorized vehicles are parked on the Legislative Precinct; and
  - f) maintaining a log of any policy violations that have been encountered.
- .02 LAPS will issue a penalty as outlined below if they discover an unauthorized vehicle parked on the Legislative Precinct, a vehicle parked in a non-designated space on the Legislative Precinct, or a vehicle parked in an electric vehicle charging station for longer than the posted maximum duration:

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<b>Infraction No.</b>	<b>Penalty</b>
1	Warning
2	Warning
3	Vehicle will be towed

At the third infraction, vehicle towing and impoundment fees will be the sole responsibility of the vehicle owner.

- .03 LAPS may suspend or rescind parking privileges if an individual:
- a) exhibits unsafe driving practices while entering or exiting the Legislative Precinct;
  - b) repeatedly violates the provisions of this policy; or
  - c) uses an improperly obtained Legislative Precinct parking decal.

**Contact**

Please contact LAPS at [parking@leg.bc.ca](mailto:parking@leg.bc.ca) with any questions regarding the administrative or assignment provisions of this policy.

Please contact LAPS at [Security@leg.bc.ca](mailto:Security@leg.bc.ca) with any questions regarding the enforcement provisions of this policy.

Please contact Payroll at [PayrollOffice@leg.bc.ca](mailto:PayrollOffice@leg.bc.ca) with any questions regarding the taxable benefit provisions of this policy.

Approved and authorized by the Legislative Assembly Management Committee on November 17, 2021.

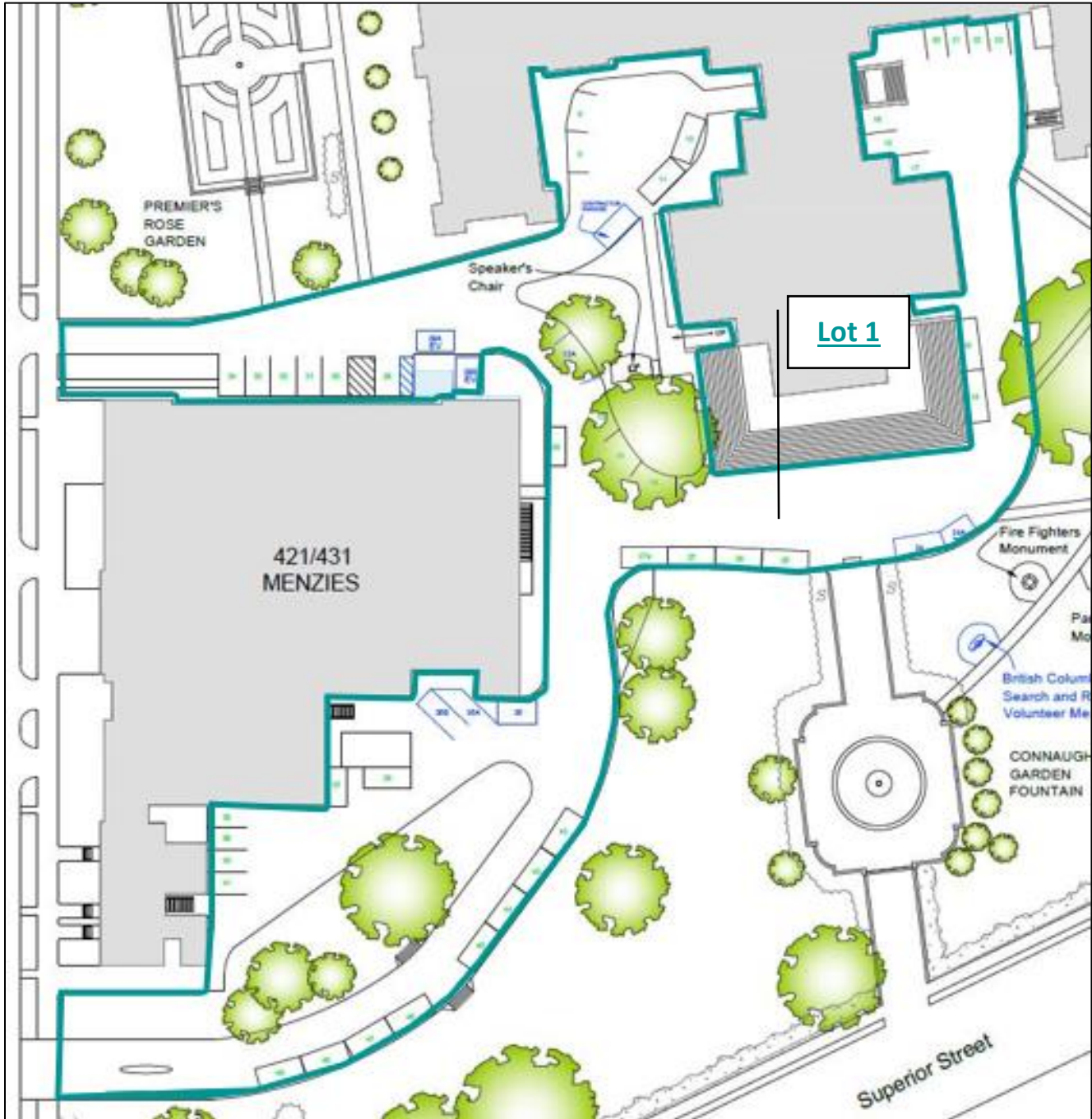
**POLICY HISTORY**

Version 1	November 17, 2021
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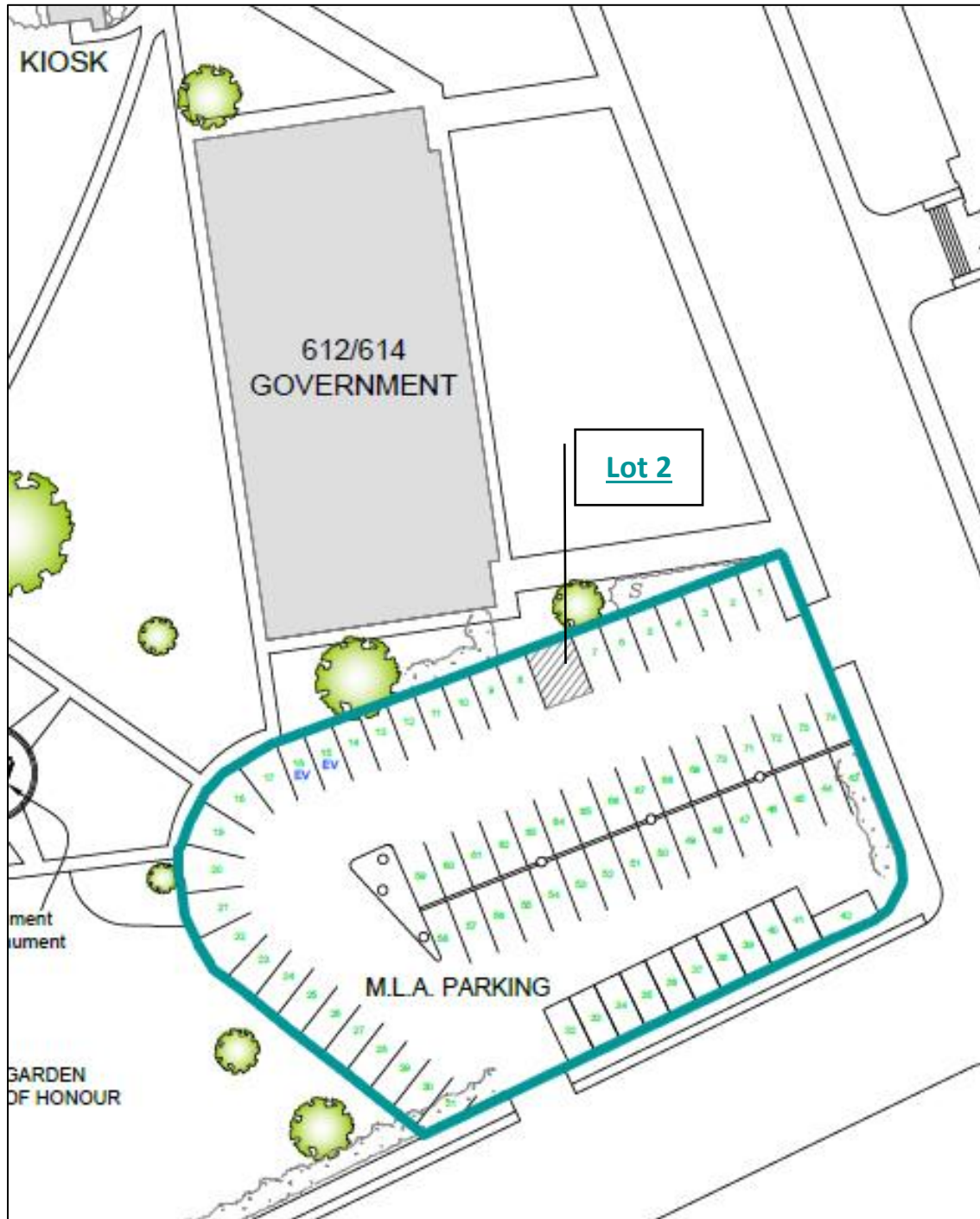
APPENDIX 1 – LOT 1



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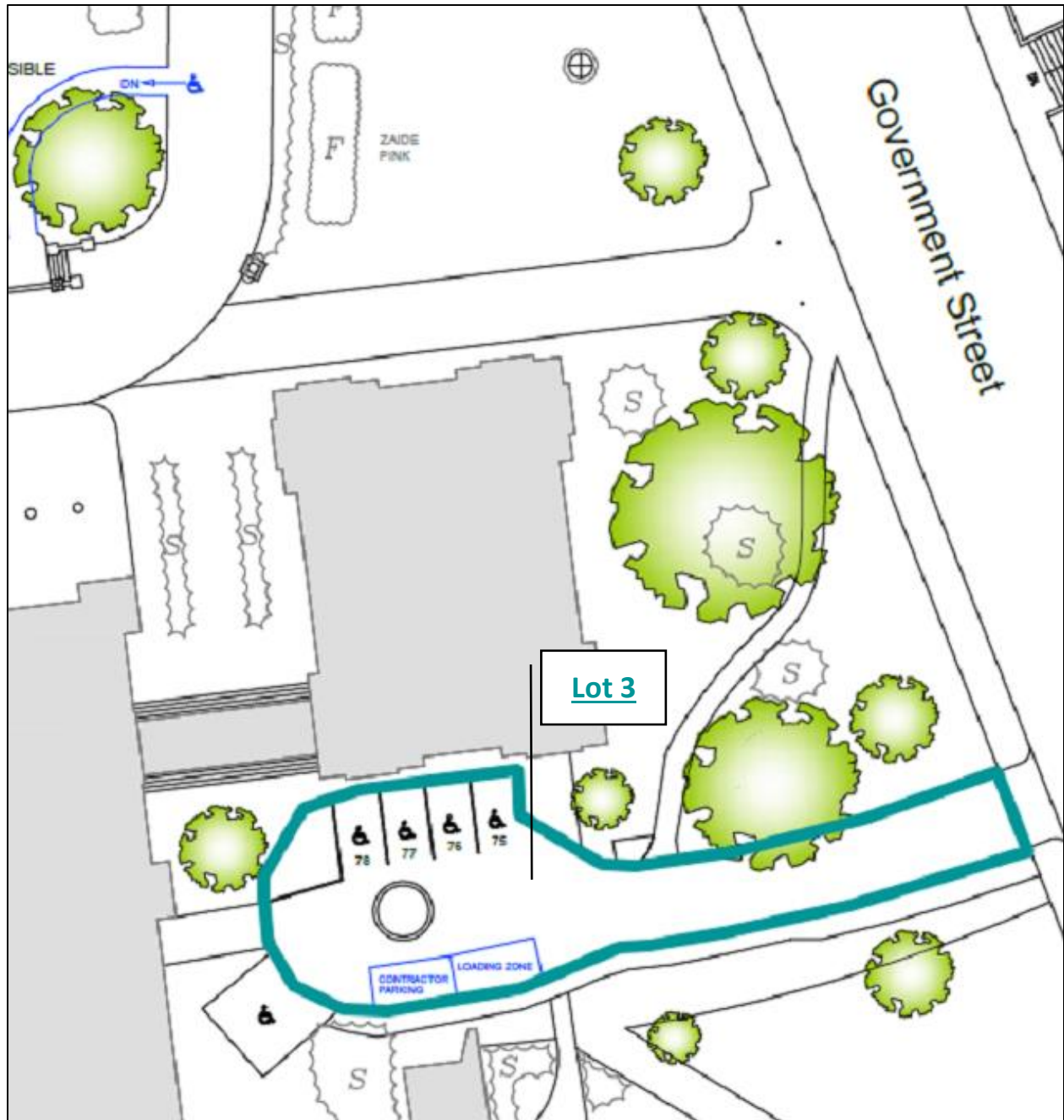
APPENDIX 2 – LOT 2



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APPENDIX 3 – LOT 3



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APPENDIX 4 – LOT 4

