

Parking Procedures for Tenant and Employee Parking

Penticton Airport

Parking Licence Contracts

1. Required and pre-paid.
2. They can be executed for one or two years.
3. You can only park the number of vehicles indicated in the licence at any one time (brief switch out time permitted).

Parking Passes

1. Issued by employee name (initials), once a list is provided by the tenant and contract fully signed and paid. Passes for the validity of the licence.
2. Numbered in sequence, more than one for employees that may use more than one family vehicle.
3. They can be replaced when lost or stolen. Please advise your Manager who will send an email to our Resource Manager. If forgotten the Transport Canada Administration office must be notified.
4. Must be returned to Transport Canada Administration Office when an employee has departed. You should have this included in an employee exit checklist.
5. They must be displayed in the bottom driver's side windshield location. Needs to be visible.
6. These passes are for scheduled work time at CYYF only. They cannot be used for personal travel or reasons and cannot be used by other family members.
7. Parking violations will be recorded and a warning notice issued, with fines for repeat offences.

The Airport Management reserves the right to change the location of the designated parking area at any given time.

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