



# City of Yorkton

<b>POLICY TITLE</b> <b>Gallagher Centre Vehicle Ticketing &amp; Towing Policy</b>		<b>ADOPTED BY</b> Administration	<b>POLICY NO.</b> <b>20.20000</b>
<b>ORIGIN/AUTHORITY</b> Director, Recreation & Community Services	<b>JURISDICTION</b> Gallagher Centre	<b>EFFECTIVE DATE</b> March 18, 2026	<b>PAGE #</b> 1 of 4

## 1. Purpose / Introduction

To ensure safe, unobstructed access for emergency response, facility operations, and public safety by establishing clear authority and procedures for ticketing and/or towing improperly parked vehicles at the Gallagher Centre, including strict enforcement of fire lanes and emergency exiting.

## 2. Scope

This policy applies to:

- The Gallagher Centre facility, including adjacent buildings, the Exhibition Grounds, parking lots, and access roads used for events.
- All events hosted and/or permitted by the City, including third-party rentals occurring at the Gallagher Centre and on Gallagher Centre grounds.
- All vehicles, including private, commercial, rideshare, and service vehicles.

## 3. Policy

Vehicles parked in violation of posted signage, pavement markings, designated restrictions, or event parking controls, especially those obstructing fire or emergency lanes, may be subject to ticketing and/or immediate towing at the owner's expense, without notice.

## 4. Definitions

Term	Definition
Emergency Lane / Emergency Access Route	Any lane or route designated to ensure access for police, fire, EMS, emergency social services, facility emergency response, or operational vehicles.
Fire Lane	An area designated for fire department and emergency operations, typically marked by signage and/or pavement markings, where stopping/standing/parking is prohibited except for emergency vehicles.
Improperly Parked Vehicle	A vehicle parked contrary to posted signs, painted curbs/markings, barricades, cones, temporary event controls, or staff direction, including blocking access routes or occupying restricted stalls.
Owner's Expense	All costs associated with towing, storage, and retrieval, including administrative fees where applicable, are the responsibility of the vehicle owner/operator.
Vehicle Ticketing	The means by which parking is enforced through fines or penalties applied under the City of Yorkton Traffic Bylaw.
Tow / Towing	Removal of a vehicle by a towing company authorized by the City, and relocated on site or removed to an impound/storage location.

## 5. Designated No Parking Areas

The following are strict no-parking zones and may result in immediate towing:

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Fire Lanes	No stopping, standing, or parking at any time, unless actively responding as an emergency vehicle.
Emergency Lanes / Access Routes	Includes access roads, gates, service corridors, and designated emergency ingress/egress routes.
Hydrants and Fire Department Connections	Any parking that obstructs hydrants, or fire suppression connections or access.
Accessible Parking Misuse	Parking in accessible stalls or blocking access aisles/ramps without proper authorization/permit.
Blocking Entrances / Exits and Critical Operations	Includes facility doors, loading zones, and staff/service areas.
Temporary Event Controls	Areas coned, barricaded, or posted with temporary signage for crowd control, snow clearing, emergency planning, or event staging, as may be required.
Blocking Other Vehicles or Traffic Flow	Double-parking or stopping in travel lanes in a manner that impedes safe traffic flow or emergency response.

Designated no parking areas are identified in the attached map.

## 6. **Ticketing and Towing Procedure**

### a. **Assessment**

Authorized staff will determine whether the vehicle:

- i. Presents a safety risk or blocks emergency access;
- ii. Violates posted restrictions or event traffic controls; and/or
- iii. Causes operational disruption (e.g. access for staff, equipment, or crowd flow).

### b. **Ticketing Circumstances**

A vehicle may be ticketed where it:

- i. Is parked in a designated accessible parking stall without valid permit displayed; or
- ii. Is parked in a designated staff or event stall without valid permit displayed.

### c. **Immediate Tow Circumstances**

A vehicle may be ticketed and towed without delay where it:

- i. Is parked in a fire or emergency lane;
- ii. Blocks emergency gates, routes, or response staging areas;
- iii. Blocks accessible access routes/ramps in a way that creates a safety hazard; or
- iv. Creates an immediate risk to public safety or event operations.

### d. **Documentation**

Before ticketing and/or towing staff will record:

- i. Date/time and exact location;
- ii. Photos showing the violation (signage/markings and vehicle position);
- iii. Vehicle description and license plate;
- iv. Name/ID of staff authorizing tow; and
- v. Reason for tow (e.g. "Fire lane obstruction").

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**e. Contacting the Tow Provider**

- i. Only City-authorized towing providers (or those under a standing agreement) may be used, unless an exception is approved by the Director (or designate) due to operational necessity.
- ii. The towing provider will be instructed to transport the vehicle to a designated area on Gallagher Centre property, or to remove the vehicle from the property to the towing provider's impound lot.

**f. Owner Notification**

Where practicable, City staff and/or event organizers will attempt reasonable steps to notify the owner/operator (e.g. facility announcement, event organizer inquiry, etc.) of an improperly parked vehicle. However, vehicles may be towed without notice.

**7. Authorized Staff**

Staff authorized under this policy to ticket vehicles and/or request vehicle towing include:

- a. Director of Recreation & Community Services
- b. Gallagher Centre General Manager
- c. Gallagher Centre & Arenas Maintenance Manager
- d. Recreation Services Manager
- e. Event Services Supervisor
- f. Venue Services Coordinator
- g. Financial Services Supervisor
- h. Water Park Supervisor
- i. Bylaw Enforcement, Community Safety Officers
- j. Fire Department Staff

**8. Fees and Owner Responsibility**

- a. All towing and storage costs are the responsibility of the vehicle owner/operator.
- b. The City is not responsible for costs incurred by the owner/operator to retrieve the vehicle.

**9. Vehicle Retrieval**

Information regarding the relocation site and/or impound location will be available through:

- a. Gallagher Centre Guest Services
- b. Posted notice at events where appropriate
- c. Event organizers and coordinators.

**10. Liability and Damage**

- a. The City's actions under this policy are intended to maintain emergency access and public safety.
- b. The towing company is responsible for towing operations consistent with its legal and contractual obligations.
- c. Claims regarding damage allegedly caused during towing are to be directed to the towing provider.
- d. The City assumes no liability for vehicle damage alleged under the operations of this policy.

**11. Responsibility**

The Director of Recreation & Community Services is responsible for the ongoing review and update of this policy.

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**Schedule A  
Gallagher Centre Designated No Parking Areas**



SHEET 1 OF 1 DRAWING NUMBER SCALE NTS DRAWN BC DESIGNED CHECKED DATE - (YYYY-MM-DD) 2026-03-20	<b>Gallagher Centre Parking &amp; Fire Lanes</b>	<p>City of <b>Yorkton</b></p>
NOTES: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <span style="color: red;">■</span> Fire lane         </div> <div style="text-align: center;"> <span style="color: blue;">■</span> Accessible Parking         </div> <div style="text-align: center;"> <span style="color: yellow;">■</span> Staff/Reserved         </div> </div>	FILE NAME gallagher parking & fire lanes.dwg	