Dear Alberta Health Services (AHS) permit holder,

We are writing to provide an update on Parking and Transportation Services during the COVID-19 outbreak.

As you may be aware, there was a recent announcement to UCalgary staff indicating a suspension of payroll deductions for parking fees beginning April 2020.

At this time, we have been informed that AHS is able to cancel parking permits for staff that would like to discontinue their payments.

Once staff return to work they will be able to request reassignment to their lot. AHS Parking has made the commitment that parking permits will be available for staff who already hold permits in lot 6.

To proceed with permit cancellation, you will need to complete the attached cancellation form AND you will need to return your physical parking pass to AHS. While the completed form can be emailed to [AHS](mailto:parkingcalgary@ahs.ca), **the parking pass must be returned to AHS by mail or in person** as follows:

* 1. **In person:**

FMC parking office located on bottom floor of the Central Parkade. Office hours are Monday - Friday 7:30 a.m. to 3:30 p.m., closed Saturday, Sunday and Stat Holidays.

* 1. **By mail:**

Attn: FMC Parking Services

Foothills Medical Centre, 1403 – 29 St. NW

Calgary, AB T2N 2T9

**Please note that both new passes and those that expire March 31, 2020 must be returned in order for your payments to be discontinued.**

Should you have further questions about Lot 6 parking, please contact Alberta Health Services, Parking directly at [parkingcalgary@ahs.ca](mailto:parkingcalgary@ahs.ca).

We thank you for your patience and cooperation at this time, if you have any other questions or concerns, please contact our office at [parking@ucalgary.ca](mailto:parking@ucalgary.ca)

Sincerely,

University of Calgary Parking and Transportation Services