

TITLE: Vehicle Parking and Traffic Regulations and**Procedures EFFECTIVE DATE: May 2023**

1. REGULATIONS**1.1 General Regulations**

- 1.1.1 All vehicle operators are required to comply with all Parking and Traffic Regulations of the College / University, and are subject to the applicable action for violations. The registered owner is responsible for all violations involving their vehicle or permit.
- 1.1.2 Students, Visitors, Full-time and Part-time employees of the College / University wishing to park a motorized vehicle on the property are required to purchase a parking permit and to display it according to procedures, or purchase hourly parking (where available). This includes all properties (campus, residences, etc.).
- 1.1.3 Canadore College/Nipissing University shall not be responsible for any loss, personal injuries, or damages to motor vehicles, including vehicle contents, however caused. Any such losses and/or damages or injuries to persons should be reported to the security office, which will provide all possible assistance.
- 1.1.4 The issuance of a permit to park does not guarantee the availability of a parking space but rather constitutes a license to park in a designated area, with no bailment relationship.
- 1.1.5 These regulations are applicable year round. A new permit is required for each new academic year. Applicants must complete a new application on an annual basis.
- 1.1.6 A "vehicle" is defined as any motorized device operated on the campus. This includes, but not limited to, cars, trucks, vans, motorcycles, e-bikes and mopeds.
- 1.1.7 The use, parking, or storage of Off-road vehicles is not permitted on campus, except for those used by College/University departments for operational use. This includes, but not limited to, snowmobiles, all-terrain vehicles, pocket motorcycles and off-road motorcycles.
- 1.1.8 Bicycles are exempt from parking charges but shall be parked in designated areas.
- 1.1.9 Person(s) violating this policy are subject to punishments, including fines, towing, locking of student files and removal of parking privileges.

- 1.1.10 Any person who causes willful or malicious damage to parking equipment, parking lots, or grounds shall be liable for the cost of restoration including any legal costs incurred by the College/University in the collection of such restoration costs.
- 1.1.11 Any person(s) that are deemed in gross violation of this policy and its procedures may be banned from parking on any Canadore College & Nipissing University campus for a period to be determined by Security Services.

PROCEDURES

2.1 General Procedures

- 2.1.1 Vehicles must be parked in designated parking areas. Parking is prohibited in any service, emergency or loading zone, bus stop, roadway, lane, driveway, walkway, or on any grassed or landscaped area.
- 2.1.2 Parking is only permitted in lots. Parking in any other area whether identified with no parking signs or not is prohibited.
- 2.1.3 All permits holders will be issued with only one parking permit which shall be displayed on a plastic hanger transferable from one vehicle to another.
- 2.1.4 All permits shall be clearly displayed from the rear view mirror. If the plastic hanger is not displayed, the vehicle may be towed away or the owner ticketed. The ticket will be considered valid. Only one vehicle may be parked on campus at any time.
- 2.1.5 It is the permit holder's responsibility to notify the Security Services office of any change in their registered vehicles (license plate number, model and year of vehicle, etc.).
- 2.1.6 No one may transfer a permit to another person without attending the Security Services office and having the new permit holder complete an application.
- 2.1.7 It is the responsibility of the individual parking their vehicles on campus to ensure that they have paid for their parking. If the automated ticket machine is not functioning, parking arrangements are to be made and paid for at the Security Services office.
- 2.1.8 All vehicles must be removed from parking lots by midnight unless otherwise authorized.
- 2.1.9 A vehicle left on the property for a period of two or more weeks after the termination of a registrant's course, conference, or employment, etc. will be considered "abandoned" and will be treated as such. These vehicles will be removed, to an appropriate storage facility, at the owner's expense. Any applicable storage fees will also be the responsibility of the owner.

- 2.1.10 If the permitted lot is full, the person is authorized to park in that location may park in the alternate lot assigned to them on the back of their permit. If an alternate does not appear on the permit, then there is no alternate available. A vehicle parked in any lot other than its designated lot or alternate is subject to ticketing and/or removal.
- 2.1.11 Paid Parking is in affect at all campuses from 6 a.m. –11 p.m. Evening and Weekend parking is available at no cost, however all other aspects of the policy and regulations are still in effect.
- 2.1.12 Every person operating a vehicle on the college property must obey the direction or signals of the Security Officers.
- 2.1.13 The College/University may designate lots as Reserved and only the holders of passes for those reserved lots are permitted to park in them. Reserved parking is in effect 24 hrs. Per day / 7 days a week.
- 2.1.14 The reproduction of any permit by any means is considered forgery, and anyone using such a reproduction is deemed to be uttering a forged document. Both of these offences are covered by the Criminal Code of Canada. It is the permit holder’s responsibility to ensure that a permit is not reproduced. Persons allowing their permits to be reproduced and anyone using a reproduction shall, in addition to any other penalty imposed by law, have their parking privileges suspended for a period of time to be determined by the parking office.
- 2.1.15 Accessible Parking – the College/University has provided access to parking for person(s) with Accessibility Issues or Physical Challenges. Security Services issues specific tags for those spots.
- 2.1.16 Persons applying for the Accessible parking locations shall supply a copy of their Ontario Government Accessible Parking Permit (issued by the M TO or equivalent for their place of residence). No other items will be accepted.
- 2.1.17 The Accessible Parking spots available in the Visitors Lot are NOT for the use of College/University Accessible Permit holders. They are there for visitors with Accessibility issues to the Campus.
- 2.1.18 Residence Parking – All residence lots, including lower residence lots, require parking passes Non-resident visitors will need to park in the designated parking spaces and purchase a parking pass from the parking machine to display on their dashboard. Residence parking spots are limited and not everyone living in Residence is guaranteed a parking spot. Parking passes for residence lots will only be available to those students and staff that live or work in residence.

3. VIOLATIONS AND PENALTIES

3.1 General Penalties

- 3.1.1. Penalties for violation include fines, towing, locking/flagging of student files and the privilege of parking may be rescinded for contraventions of the regulations or procedures. Vehicles found in violation may be towed away at the owner's risk and cost, or the owner may be fined if:
- Parked on any roadway not specifically signed to allow parking.
 - Parked in unauthorized areas.
 - Blocking or obstruction pedestrian or vehicular traffic.
 - Observed being driven in a careless or reckless manner.
 - The driver fails to obey the directions of a Security Guard.
 - The driver fails to obey regulating signage.
 - Failure to pay parking fines.
 - Other situations, as determined by the Security Services.
- 3.1.2. Students that fail to pay fines may have their files locked. This action may prevent activities like obtaining transcripts, and other financial services.
- 3.1.3. Employees failing to pay fines will have the issue raised with their supervisor.
- 3.1.4. Vehicles may be removed from the property for the above reasons even if they have purchased parking on the day they are removed.
- 3.1.5. Any person(s) that are deemed in gross violation of these policies may be banned from parking on any Canadore College/Nipissing University Campus for a period to be determined by Security Services.

3.1.6. Fine Structure:

| FINE | DESCRIPTION | FULL PAYMENT | PROMPT PAYMENT (WITHIN 24 HRS) |
|-------------|--|---------------------|---------------------------------------|
| 1 | Visitor's Lot – Parked with No/Expired Tag | \$30.00 | \$20.00 |
| 2 | Parked in unauthorized area/No parking display | \$30.00 | \$20.00 |
| 3 | Parked on a roadway | \$50.00 | \$30.00 |
| 4 | Obstructing a loading zone/walkway | \$50.00 | \$30.00 |
| 5 | Parked/driving in a boulevard or landscaped area | \$50.00 | \$30.00 |
| 6 | Unauthorized overnight parking | \$30.00 | \$20.00 |
| 7 | Parked blocking other vehicle(s) | \$50.00 | \$30.00 |
| 8 | Obstructing a disabled access | \$75.00 | \$70.00 |
| 9 | Parked in fire lane or emergency route | \$75.00 | \$75.00 |
| 10 | Parked in disabled space, no permit | \$75.00 | \$75.00 |
| 11 | Causing damage to facilities | \$250.00 | \$250.00 |
| 12 | Using a stolen or fraudulent permit | \$250.00 | \$250.00 |

4. PARKING FEES

4.1 General Parking Fees

4.1.1. Visitor parking and other special parking fees will be set at a level appropriate to discourage long-term use by the general College/University community.

4.1.2. Full-time employees parking fees may be paid through payroll deductions. Any employee wishing to use this option must select other payment option in the parking application. By selecting this option the employee authorizes the College/University to deduct the costs of their parking permit from their pay.

4.1.3. Special Parking Arrangements

- College/University service vehicles and contractor's vehicles will be assigned specific parking locations.
- Commercial vehicles (sales and service representatives, etc.) shall be considered as visitors and may be parked in areas as designated.
- Large Commercial vehicles, including buses, tractor-trailers, etc. may only be parked by special arrangement with the Parking Office.
- Patrons of the College/University services (e.g., dental lab, 100 Elements, Village Senior Services) will be considered as visitors and will be required to pay the applicable parking rates, unless prior arrangements have been made for parking.
- Guests – special parking arrangements can be made (through the Security Services office) to meet the requirements of guests of the College & University, if they align with the Canadore College & Nipissing University Parking Regulations APPENDIX I: Guest and Complimentary Passes, guidelines. Departments making these arrangements may be required to pay for parking.
- Conferencing – those attending the campus for conferences are required to pay for parking. Funds collected for parking through conference fees shall be submitted to Security Services by the applicable Conference organizers.

4.2 Cancellation / Refund of Parking Fees

4.2.1. Refunds are only available on Annual and Semester permits. No refunds will be issued on monthly, weekly, daily, or hourly parking. No refunds will be paid to permit holders whose parking privileges have been rescinded.

4.2.2. Refunds will be calculated according to the following requirements:

4.2.3. Refund will equal price paid for parking permit less an administration fee of \$25.00 and the cost of parking on campus up to the time of the request.

4.2.4. To qualify for a refund, the parking permit must be returned to the Security Services offices with a letter from the client stating reasons for the refund.

4.2.5 Refunds are based on the date of the return of the permit to the Security Services office, not the date of withdrawal or any other dates.

4.3 **Permit Replacement**

- Lost Permits \$25
- Stolen Permits \$25

4.3.1 Requests for replacement of lost or stolen permits are made through the applicable Security Service office. Requests must be accompanied by a letter from the requestor stating that the permit has not been sold to, given to, or otherwise transferred to another person.

4.3.2 Anyone who requests replacement that has sold to, given to, or otherwise transferred to another person, their parking permit, will automatically have their parking privileges rescinded by the Security Services office upon Security becoming aware of the non-permitted transfer.

4.4 **Application Procedure**

4.4.1 All applications shall be completed online by visiting
<https://www.permitsales.net/CanadoreNipu>

4.4.2 Once parking confirmation or sales order number is received; parking permits may be picked up in the Security and Parking Services Department with photo ID.