University of Guelph
Sustainable Transportation & Parking Services
Appeal Procedures
May 2019

www.parking.uoguelph.ca
Email: questions@parking.uoguelph.ca
519-824-4120 x52118
1. Appeal Procedure

1.1 Appealable & Non-Appealable Violations:

<table>
<thead>
<tr>
<th>Appealable Violations</th>
<th>Non-Appealable</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Parking Zone</td>
<td>Abandoned Vehicle</td>
</tr>
<tr>
<td>Premium Parking</td>
<td>Fire Route/Fire Hydrant</td>
</tr>
<tr>
<td>Wrong Colour Zone</td>
<td>Accessible Parking Only</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>No Valid Permit</td>
</tr>
<tr>
<td>Expired Meter</td>
<td>Illegal Permit</td>
</tr>
<tr>
<td>Restricted Overnight</td>
<td>Illegal Permit – Retiree Permit</td>
</tr>
<tr>
<td>No Stopping Zone</td>
<td>Lost Parking Privileges</td>
</tr>
<tr>
<td>Multiple Vehicles</td>
<td>Restricted Bus Area</td>
</tr>
<tr>
<td>License Plate – Unreadable</td>
<td></td>
</tr>
<tr>
<td>Failure to Link Plate</td>
<td></td>
</tr>
<tr>
<td>Valid Permit – Not Displayed</td>
<td></td>
</tr>
<tr>
<td>Arboretum Road</td>
<td></td>
</tr>
</tbody>
</table>

1.2 Grounds for an Appeal: A valid appeal may only be based on the contention that a violation was issued contrary to the Parking and Traffic Regulations or in error. **Ignorance of the University of Guelph Parking and Traffic Regulations does not constitute grounds for an appeal**

1.3 Submit Appeals: Requests may be assessed by Sustainable Transportation & Parking Services (STPS) prior to review by the Parking Appeals Committee.

   1.3.1 Appeals must be submitted online [www.parking.uoguelph.ca](http://www.parking.uoguelph.ca) within fourteen (14) calendar days of the ticket issue date.

1.4 Writing an Appeal: The following are some suggestions for writing an effective appeal.

   1.4.1 Keeping the information as brief as possible while still providing pertinent information and addressing the specific issue for which the violation or decision was issued.

   1.4.2 Tangential matters cannot and will not be considered. Avoid editorializing. The University is well aware that convenient parking and loading zones may be limited at peak times.

   1.4.3 Avoid confusing parking issues with issues of security.

   1.4.4 Remember, decisions are not usually changed and appeals are not usually granted for any of the following or similar reasons:

   - “Everyone parks there, and I am the only one who got a ticket”
   - “I thought it was a parking space” or “I didn’t know (see the sign)”
   - “I’ve parked there for the last 5 weeks (months, years, etc.) and I’ve never
been ticketed before”

- “I(My friend, My sick friend, etc) had to use the washroom” or
- “How was I supposed to know it was going to snow last night?”

1.5 Appeal Outcomes: Correspondence will be sent via email from the Appeal Committee regarding the outcome. All decisions of the Parking Appeals Committee ARE FINAL.

1.6 Re-Appeals: Re-appeals are at the discretion of the Appeal Committee and will only be permitted if new information is requested.

For further information on how to appeal a ticket, refer to the STPS website: https://www.parking.uoguelph.ca/violations-appeals/appeal-ticket-online

2. Payment of Violation Fines
Payment of Parking Violation Tickets issued pursuant to the STPS Regulations can be made at the STPS office or online at www.parking.uoguelph.ca.

The following methods of payment are accepted:

Citation Payment Options:

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>In Office</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Visa Debit</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Visa</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>MasterCard</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

3. Appeal Committee
The Parking Appeals Committee is composed of one representative from each of the following groups:

- Canadian Union of Public Employees Local 1334 (CUPE 1334)
- Canadian Union of Public Employees Local 3913 (CUPE 3913)
- Central Student Association (CSA)
- Exempt Staff Group
- Faculty Association
- Graduate Student Association (GSA)
- Ontario Nurses Association Local 15 (ONA 15)
- Ontario Secondary School Teacher’s Federation (OSSTF/TARA)
- Professional/Managerial Staff Association (PSA)
- Unifor Local 2003
- United Steelworkers Local 4120 (USW Local 4120)
- University of Guelph Food Service Employees Association (UGFSEA)
A representative from each of the groups listed above will be appointed for two years by the Vice-President, Finance.

4. Appeal Committee Terms of Reference

The Appeal Committee follows the University of Guelph Parking Appeals Board, Terms of Reference which is located on the STPS website at www.parking.uoguelph.ca/...