



PR Policy 1.2.23: Traffic & Parking

Responsible Office: Physical Resources

Responsible Officer: Associate Vice-President (Physical Resources)

Effective Date: May 1, 2026

Previous Reviews: See Revision History

Approving Authority: Associate Vice-President (Physical Resources)

Purpose

The purpose of this policy and its associated guidelines is to support the safe, orderly, and compliant movement of pedestrians and vehicles on university property and to ensure that parking services are delivered consistently, effectively, and in alignment with the University's mission and campus master plan. Specifically, this policy and its accompanying documents aim to:

- Support the safe access, entry, circulation, and exit of pedestrian and vehicular traffic on university property;
- Provide parking services that are planned, operated, and maintained in alignment with the University's campus master plan.
- Establish the administrative system—definitions, principles, standards, procedures, and regulations—governing traffic and parking activities on university property.
- Describe the types, purposes, and designated uses of parking facilities available on university property; Outline the University's visitor parking services, including account setup, parking options, and payment processes.
- Set out the permit parking framework, including eligibility, available permit types, purchasing processes, payment requirements, and conditions for cancellation, termination, or suspension.
- Define processes for University-related parking permits, including those issued to University units and other approved groups; and
- Establish the regulations required to maintain a safe, healthy, and functional campus environment by governing pedestrian and vehicular conduct and the use of parking across university property.

Operational Responsibilities:

- **Campus Parking Services** is responsible for parking operations and enforcement at the University's main campus in Guelph, Ontario; and
- The **Campus Safety Office** is responsible for enforcing applicable legislation including the Highway Traffic Act (Ontario) and University policies, including this policy and its regulations, on university property.

The Policy

The Responsible Officer has overall authority for the development, implementation, and administration of this policy, including the enforcement of applicable legislation and University requirements on University property. Operational responsibilities and authorities may be delegated to University units. Specifically:

- **Physical Resources** is responsible for the planning, design, development, and maintenance of University property, including stewardship of the campus master plan;
- **Campus Parking Services**, reporting through Ancillary Operations, is responsible for operating parking services and providing parking enforcement on campus; and
- The **Campus Safety Office** is responsible for enforcing legislation and University policy on university property.

The Responsible Officer establishes an administrative system to regulate pedestrian and vehicular traffic and parking. This system aligns with the University's strategic and operational framework, reflects University values, and draws on best practices from comparable institutional and municipal systems. It also aligns with applicable federal, provincial, and municipal legislation related to traffic and parking. Where appropriate, the University may supplement legislation with additional prohibitions, restrictions, or requirements.

This policy applies at all times to every person on university property and to every vehicle accessing, entering, circulating within, or exiting University property. Individuals who violate legislation or University policy may be subject to sanctions, including monetary fines, revocation of parking privileges, and, for employees, disciplinary action up to and including termination of employment.

Reference Documents

Legislation	
Criminal Code, R.S.C., 1985, c. C-46	Provincial Offences Act, R.S.O. 1990, c. P.33
Highway Traffic Act, R.S.O. 1990, c. H.8	Trespass to Property Act, R.S.O. 1990, c. T.21
O. Reg. 213/07: FIRE CODE, under Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4	Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31

Policies and Procedures	
University Policy 1.2.53 Video Surveillance System Policy	Residence Community Living Standards
University Policy on Protection of Privacy and Access to Information at the University of Guelph	XIV General Information: Policy on Non- Academic Misconduct & Students Rights & Responsibilities
Community Standards Protocol	

Addenda Overview

Guidelines	Section
Traffic & Parking Administrative System	A1 – A5
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Revision History

Rev Date	Description of Changes
May 2026	Review, reorganization and update of document
May 2025	Review and update of document
July 2024	Review and update of document
August 2023	Review, reorganized guidelines, and updated document; including requirements for electric kick-scooters
June 2023	Add new wording – trailer/camper and e-bikes
April 2023	Review and update of document, new green EV permit
October 2022	Updated hours, titles and responsibilities
July 2022	Added new wording – EV charger permits, updated permit information
May 2022	Review and update of document
Jan 2021	Added new legalization regarding EV charging stations
July 2020	Review and update of document

Traffic & Parking Administrative System

A1. Definitions

For the purposes of this guideline, all definitions contained in the *Highway Traffic Act* (Ontario) and all definitions established under the Traffic & Parking Administrative System apply throughout this guideline and all subsequent guidelines.

Unless otherwise specified, the following terms also apply:

General Terms

- **vehicle:** includes, but is not limited to, a motor vehicle, a trailer, a farm tractor, and a bicycle.
- **motor vehicle:** includes, but is not limited to, an automobile and a motorcycle.
- **bicycle:** includes, but is not limited to, a tricycle, a unicycle, and an electric bicycle (e-bike).

Additional Defined Terms

- **account holder:** a person intending to use or park in visitor parking on University property who has registered and set up a parking account through the University's online parking portal or an approved third-party mobile application (e.g., paybyphone, Offstreet or HONK).
- **administrative system:** the Traffic & Parking Administrative System, which consists of the definitions, guidelines, procedures, processes, and regulations required to give effect to this policy.
- **authority:** any person or entity with jurisdiction to act under and enforce legislation, including federal, provincial, and municipal law enforcement agencies and special constables, such as the RCMP, OPP, Guelph Police Service, and the Campus Safety Office.
- **business day:** any weekday, excluding holidays recognized and observed by the University.
- **community member:** any employee, student, member of the Board of Governors or Board of Trustees, member of a University-established board or committee, volunteer, contractor, person or group renting or otherwise permitted to use University property, visitor, applicant, or invited guest.
- **establish:** to implement, manage, and maintain in current form, when used in relation to an administrative system.
- **legislation:** any by-law, law, ordinance, rule, regulation, standard, statute, code, directive, or order enacted, amended, supplemented, or replaced by an authority having jurisdiction, relating to pedestrian or vehicular traffic and parking and applicable to the University or University property.
- **parking facilities:** a parking space or series of parking spaces within a parking lot or lots, or any other area designated for parking, including spaces adjacent to or along a roadway.
- **parking lot:** a series of parking spaces within a designated area; may include the entrance to and exit from the lot.
- **parking space:** a clearly marked space—typically between two parallel yellow painted lines—designated by official signage for parking a vehicle.
- **parking year:** the one-year period beginning May 1 and ending April 30 of the following year.
- **permit holder:** a person who has registered and set up a parking account on the University parking portal for permit parking.

- **policy:** PR Policy 1.2.23: *Traffic & Parking*, including its administrative system and regulations.
- **regulations:** any rule, prohibition, restriction, permission, or requirement enacted, amended, or replaced by the University that forms part of the administrative system under this policy.
- **University:** the University of Guelph; where context allows, includes the approving authority, the responsible officer, and any University authority.
- **University authority:** any person or entity with delegated jurisdiction under this policy, including the approving authority, the responsible officer, Campus Parking Services, parking enforcement officers, the Campus Safety Office, and special constables.
- **University property:** any real property owned, leased, used, or operated under the auspices of the University. This includes all land, buildings, structures, natural environments, landscaped spaces, recreational fields, roadways, shoulders, bike lanes, sidewalks, pathways, walkways, and parking facilities, as well as University furniture, furnishings, equipment, vehicles, and other chattels.
- **University unit:** any academic college or school, research unit, administrative department, or other operational unit of the University.

A2. Definitions

A2.1. Parking, No Obligation

The University has no legal obligation to provide parking. Parking is offered as a licensed privilege—rather than a right—to support designated purposes and uses on University property. Parking services are made available to registered community members in accordance with this policy and its regulations.

A2.2. Parking Principles

The following principles guide the application of this policy, particularly at the University’s main campus in Guelph, Ontario:

- Parking availability on University property is limited—approximately one parking space for every seven or more community members.
- Maintaining green space is considered essential to the University environment and campus experience.
- Most University property is already in use or reserved for future academic, research, ancillary, or administrative development, restricting the ability to expand parking.
- Priority for parking privileges is given to:
 - Regular full-time employees;
 - Full-time commuter students travelling daily from outside Guelph;
 - Community members with physical disabilities requiring accessible parking; and
 - Full-time students with exceptional circumstances.
- Students and employees are encouraged to use public transit. Discounted Guelph Transit passes are available for full-time students (included in student fees) and full-time employees (purchased thru Guelph Transit).
- Campus Parking Services operates as a financially self-reliant ancillary unit and must contribute rent for long-term use of University land designated for parking.

- Parking fees are set to recover the costs of administration, management, safety, security, enforcement, operations, development, and maintenance.
- Fines collected under legislation go to the applicable enforcement authority. Fines collected under University policy—including this policy and its regulations—are collected by Campus Parking Services to support and offset the cost of providing parking. The Campus Safety Office receives no financial benefit from fines issued.

A3. Standards

A3.1. Governing Legislation

Unless otherwise specified, any prohibition, restriction, permission, or other requirement under applicable legislation equally applies on University property. The University may introduce additional prohibitions or requirements where deemed appropriate.

A3.2. Scope

All persons and vehicles on University property must comply with applicable legislation and University policy, including this policy and its regulations.

Purchasing or using parking constitutes acceptance of a parking licence—a privilege, not a right—granted by the University and conditioned on compliance with this policy.

Alleged violations will be addressed using the appropriate sanctioning frameworks, including:

- The Policy on Non-Academic Misconduct & Students' Rights and Responsibilities (students);
- Applicable collective agreements or terms of employment (employees);
- Board governance policy (external Board members);
- This policy and its regulations (all others).

A3.3. University Rights

As the owner of University property, the University of Guelph retains the right to:

- Exercise full jurisdiction and control over all University property and activities on it;
- Plan, design, develop, redevelop, and maintain all aspects of University property, including natural areas, landscaped spaces, buildings, athletic fields, roadways, sidewalks, paths, bike lanes, and parking facilities;
- Set conditions governing the use of University property, including prohibitions, restrictions, and controls;
- Establish administrative systems to operationalize this policy;
- Enact regulations supplementing legislation or introducing new University-specific requirements;
- Enforce legislation and University policy, including issuing sanctions where necessary;
- Restrict, close, or obstruct access to University property—including roads, lots, spaces, and parking facilities—as needed for emergencies, maintenance, construction, special events, or other reasons;

- Prohibit or restrict access to University property for any person or vehicle, temporarily or permanently;
- Modify parking services and facilities, including types, fees, hours, locations, and capacity; and
- Reassign or relocate parking facilities or permit holders, temporarily or permanently, with reasonable notice when feasible.

A3.4. Official Signs

Official signs and traffic control devices may be installed on University property to promote safe and orderly pedestrian and vehicular movement. All persons must comply with the instructions displayed on these signs and devices.

A3.5. Responsibilities for Conduct, Acts and Omissions

- Drivers are responsible for their conduct and that of passengers in their vehicle.
- Passengers are responsible for their own conduct.
- Vehicle owners are responsible for their own conduct and that of any permit holder, driver, or passenger associated with the vehicle.
- Permit holders and account holders are responsible for their own conduct and the conduct of anyone operating or occupying the registered vehicle.

A3.6. Driver Liability for Injury/ Death to Persons and Damage to Property

Drivers assume full liability for injuries, fatalities, and damage to property—including University property—arising from the operation of their vehicle.

A3.7. Permit-Holder/ Account-Holder, Driver and Owner Jointly and Severally Responsible

The permit holder or account holder, the driver, and the vehicle owner are jointly and severally responsible for any violation involving the vehicle, even if the vehicle is operated without the owner's consent.

A3.8. University Neither Responsible Nor Liable

The University assumes no responsibility or liability for:

- Damage to, destruction of, theft of, or loss of any property—including vehicles or their contents—or injury or death of any person;
- The reassignment, relocation, disruption, restriction, termination, or cancellation of parking privileges for any person or vehicle, whether temporary or permanent.

A3.9. Legislation Supersedes

If there is a conflict between this policy and legislation, the legislation prevails and this policy is deemed amended to the extent required to remove the conflict.

A3.10. Privacy Statement

Personal information is collected under the *University of Guelph Act* (1964) for purposes including eligibility verification, parking administration, enforcement, payment processing, and violation review. Information is kept within the University unless required for collection of overdue accounts and is protected under the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

Questions about personal information may be directed to Campus Parking Services

A3.11. Notices

Notices may be delivered by email, placed on a vehicle windshield, or sent by mail to the person's last known address. Windshield notices are deemed received on the date issued; courier notices are deemed received three business days after sending.

A4. Violations

A4.1. University Sanction

If a person violates legislation or University policy, or repeatedly engages in violations, the University may:

- Issue a violation notice and monetary fine.
- Tow, impound, or store a vehicle at the owner's risk and expense.
- Issue a trespass to property notice.
- Suspend, revoke, or cancel driving and parking privileges.
- Impose sanctions under applicable student, employee, or Board policies.
- Apply other disciplinary or remedial measures as permitted.
- Initiate criminal or civil proceedings.

If a violation remains **unpaid**, the University may take additional actions, including:

- **Towing the vehicle** at the owner's risk and expense.
- **Requesting the Registrar** to withhold student records, grades, degrees, transcripts, or refundable fees.
- **Referring the account to Financial Services** for collection, including transfer to an external collection agency.

A4.2. Violation Notice Review

A violation notice may only be withdrawn through the prescribed review process.

- Campus Parking Services reviews violation notices issued under University policy.
- The relevant enforcement authority reviews violation notices issued under legislation.

A4.3. Rates Subject to Change without Notice

Fines and fees for violations may change without notice.

A4.4. MTO Search for Owner

If the violator cannot be identified, the University may use the licence plate number to conduct an Ontario Ministry of Transportation search to determine the vehicle owner, who is then deemed responsible for associated fines and charges. All responsible parties may be held jointly and severally liable.

A4.5. Towing

The University may authorize its contracted towing provider to tow, impound, or store vehicles at the owner's risk and expense. The University assumes no liability for damage, loss, or injury related to towing or storage.

A4.6. Payment of Fines

Fines must be paid within ten business days. Payments may be made online using accepted payment methods. Administrative fees may apply to insufficient-funds transactions, and all outstanding fines remain payable.

A5. General Information and Assistance

A5.1. Campus Emergencies

For emergencies, call extension **52000** or **519-824-4120 ext. 52000**. The Campus Safety Office provides 24/7 emergency response.

A5.2. Parking Information Available Online

Information about parking locations, types, designated uses, hours of operation, and parking rates is available online.

A5.3. Reporting Collisions, Other Problems

Report collisions, missing or stolen property, or disabled vehicles to the Campus Safety Office.

Impounded vehicle inquiries can be made through Campus Parking Services (during office hours) or the Campus Safety Office (after hours).

Leaving a note on a vehicle does not prevent ticketing or towing.

A5.4. Office Hours and Contact Information

Campus Parking Services

- Hours: 8:30 a.m.–4:15 p.m., weekdays (except holidays)
- Phone: 519-824-4120 ext. 52118
- Location: Trent Building, 32 Trent Lane PVT
- Services include parking regulations, applications, permits and fees, violations and fines, daytime release of towed vehicles, and parking maps.

Campus Safety Office

- Hours: 24 hours/day, 365 days/year
- Emergency: 519-824-4120 ext. 52000
- Non-emergency: 519-824-4120 ext. 52246
- Location: Trent Building, 32 Trent Lane PVT
- Services include collision reporting, vehicle break-ins or thefts, and after-hours release of towed vehicles.

Parking Facilities, Types of

A6. University Campus Master Plan

The University Campus Master Plan (CMP) sets the long-term vision for the development of academic, research, ancillary, and administrative facilities. It guides the planning, design, and development of University property by integrating:

- the built environment (buildings and facilities), and
- campus circulation (roadways, walkways, and parking facilities),
- while also preserving natural and landscaped areas.

The CMP aims to create a safe, accessible, welcoming, and sustainable campus environment that supports learning, research, and overall campus life.

A7. Parking, No Guarantee

In alignment with the CMP, all available University property is either already in use or reserved for future academic, research, ancillary, or administrative purposes. As a result, opportunities to add or expand parking are limited, and some existing parking areas may be repurposed for future development.

Therefore, **parking availability cannot be guaranteed at any time**, apart from **black zone premium permit holders**, who are guaranteed space.

A8. Parking Facilities, in General

Parking facilities are located throughout the interior and perimeter of University property and may be designated for:

- general use,
- University-restricted use, or
- a combination of both.

Most parking lots contain multiple designated uses, for example:

- loading zones,
- service vehicle spaces,
- University fleet vehicle spaces,
- yellow, red, or blue permit spaces, and
- black zone premium spaces.

The University is not responsible for any costs, damages, or claims associated with parking facilities, and shall be indemnified for such claims.

A9. Parking Facilities, for General Purpose/ Use

General-use parking facilities include:

Visitor Parking

Intended for the general public, invited guests, employees, students, and others without permits. Visitor parking is pay-as-you-use, available during posted hours.

Permit Parking

Intended for employees, students, permitted contractors, and other approved users who bring personal vehicles to campus. Permit parking requires:

- advance registration,
- issuance of a permit, and
- payment of applicable fees.

Permit types include:

- Yellow Zone — value perimeter
- Red Zone — basic interior
- Blue Zone — plus interior
- Black Zone — premium interior (guaranteed parking)

A9.1. Accessible Parking Facilities

Accessible parking spaces support the University's commitment to accessibility and are available throughout general-use parking areas. To use an accessible parking space, the following requirements must be met:

- A **valid U of G parking permit** *or* **payment through the PayByPhone app** must be completed in advance; *and*
- A **valid ServiceOntario Accessible Parking Permit** must be clearly displayed, and the individual named on the permit must be present (as the driver or passenger), *or*
- **Short-term accessible parking grace** may be provided through **Student Accessibility Services** (students), or **Occupational Health and Wellness** (staff), must be coordinated with **Parking Services**.

Please note that accessible parking availability cannot be guaranteed, as demand may exceed supply.

A9.2. Electric Vehicle Charging Station Facilities

EV charging stations support the University's sustainability goals and may be used **only while the vehicle is actively charging**—meaning the vehicle is drawing electrical current, as indicated by the charging station or the vehicle's onboard charging system. EV charging is permitted **for up to four hours per day in designated locations** and **only during posted hours**.

Parking fees apply to the parking space only; no electricity fees are charged.

Green (EV) permit holders and University fleet EVs **do not** pay additional parking fees while the vehicle is actively charging.

A9.3. Motorcycle Parking Facilities

Motorcycle parking spaces are available within motorcycle designated areas during posted hours on a fee-for-service basis. Motorcycles **must** use a **kickstand support plate** to prevent damage to parking surfaces.

A9.4. Bicycle Stand Facilities

Outdoor bicycle racks and covered bicycle shelters are located throughout campus, typically near major buildings. **E-bikes and e-scooters are not permitted in covered bicycle shelters under any circumstances.**

Outdoor racks are free to use and may accommodate:

- bicycles
- e-bikes
- electric kick-scooters (e-scooters)

Bike shelters and racks are for daily use only and must not be used for long-term storage.

Removing the pedals from an e-bike classifies it as a motor vehicle. Motor vehicles require a **license, insurance, and registration** to operate. These vehicles must have a **motorcycle permit** and park only in designated motorcycle parking areas.

A10. Parking Facilities, for University-Restricted Purpose/ Use

University-restricted facilities are not available for general use. They are reserved for specific operational and service purposes, including:

- emergency services parking,
- loading zones,
- transit terminals,
- bus stands,
- taxi stands,
- University fleet vehicles,
- service vehicles, and
- construction-related parking.

A10.1. Emergency Services Parking Facilities

Reserved exclusively for Campus Safety, the Fire Prevention Office, and authorized police, fire, and paramedic vehicles.

A10.2. Loading Zone Facilities

Used only for receiving or shipping University goods. Vehicles may park briefly (normally ≤ 20 minutes) while loading or unloading.

A10.3. Transit Terminal Facilities

Reserved for approved public transit agencies (e.g., Guelph Transit, GO/Metrolinx) and permitted commercial bus operators for passenger loading/unloading.

A10.4. Bus Stand Facilities

Reserved for City of Guelph Transit and GO/Metrolinx buses.

Other commercial buses must arrange access in advance through Campus Parking Services.

After posted parking hours, buses may use designated visitor or permit lots if approved.

A10.5. Taxi Stand Facilities

Used only by licensed taxi, limousine, or ride-hailing services authorized by the University. Operators must:

- use only designated spaces,
- limit parking duration (normally ≤ 30 minutes),
- stop only for immediate passenger pickup/drop-off, and
- follow all additional University requirements.

If taxi stands are full, other operators may not park elsewhere except for immediate passenger exchange.

A10.6. University Fleet Vehicle Parking Facilities

University fleet vehicles must be registered with both Physical Resources – Transportation Services and Campus Parking Services. Units are responsible for proper operation, storage, and parking of their fleet vehicles in accordance with policy.

A10.7. Service Vehicle Parking Facilities

Restricted to designated University service units and approved third-party contractors providing ongoing service work. Service vehicle permits are required. Employees may not use service permits to park personal vehicles near their work location.

A10.8. Construction Parking Facilities

Physical Resources may designate specific parking areas for construction contractors and subcontractors. The following requirements apply:

- All contractor vehicles must be registered with **Campus Parking Services**.
- Construction materials may be stored **only within approved zones or hoarded areas**.
- All loading and unloading activities must be **coordinated in advance with Physical Resources**.

Please note that **construction parking is not guaranteed**. All contractor vehicles must display a valid parking permit, which may be one of the following:

- Commercial service permit
- Yellow permit
- Paid visitor parking

Contractors **are not permitted** to park in University service-vehicle spaces at any time.

Visitor Parking Services

A11. Visitor Parking Services - Overview

Visitor parking services provide short-term, pay-as-you-use parking options for individuals who do not hold a University parking permit. These services include the setup of visitor parking accounts, selection and purchase of parking time, and associated payment processes.

Visitor parking is intended for:

- members of the general public,
- invited guests,
- students and employees without permits, and
- other community members requiring occasional parking.

Visitor parking operates on a first-come, first-served, fee-for-service model during posted hours. Permit holders may not park in visitor areas without paying the required visitor fee.

A11.1. Visitor Parking Accounts

Visitor parking typically requires advance setup of a parking account. Users may:

- register through an approved third-party mobile app (e.g., PayByPhone, HONK, Offstreet), or
- create an account through the University's online parking portal.

Account setup requires relevant personal information and vehicle details. Information must remain accurate and complete, and account holders are responsible for updating their information prior to purchasing parking.

A11.2. Purchasing Visitor Parking

Visitor parking may be purchased by:

- logging into the University parking portal,
- using paybyphone, HONK, or OffStreet (app or website), or
- calling the paybyphone service number listed on parking signage.

Users must select the correct **location code, duration, vehicle, and payment method**. An electronic receipt is issued to the licence plate registered.

There is **no grace period** for parking. **Payment is required immediately, before leaving your vehicle unattended**. Additional time may be purchased **before** the current session expires. Failure to purchase and maintain valid paid time during posted hours constitutes a violation.

A11.3. Accessible Parking

Accessible visitor parking requires:

- a valid **ServiceOntario accessible parking permit** displayed visibly,
- the named permit holder to be present, **and**

- advance payment through the **paybyphone app**.

As with all parking categories, accessible parking availability cannot be guaranteed.

A11.4. Visitor EV Charging

Visitor EV charging operates on a **pay-as-you-park** basis. Key requirements:

- Parking fees apply to the space only. No electricity fees are charged.
- Only electric vehicles may park in EV charging spaces.
- EV charging stations may be used only during posted hours.
- Four-hour maximum: P4, P12, P23, P31
- No time limit: P15, P48, P49, P30, P59
- Vehicles must be actively charging—meaning they are drawing electrical current as indicated by the charging station or the vehicle’s charging system—while occupying an EV charging space; otherwise, they are in violation.

Permit Parking Services

A12. Permit Parking Services - Overview

Permit parking services establish the process for purchasing, using, and managing University parking permits for employees, students, and approved contractors. The framework includes eligibility, permit options, payment requirements, and rules for cancellations and suspensions.

Permit parking provides **in-and-out privileges** in designated lots during posted hours and requires **advance registration** through a university parking account. Up to **three vehicles** may be registered to a single permit; however, only one registered vehicle may be parked on campus at any given time under that permit. If multiple vehicles registered to the same permit are parked on campus simultaneously without additional payment, each vehicle will receive a ticket.

A12.1. Permit Types

The University offers several types of parking permits. Each permit type has specific rules related to **availability, oversubscription ratios, overflow privileges, and designated parking locations.**

Available Permit Types

- Discounted (P18, P59, Gordon Hall Only)
- Yellow Zone — Value Perimeter
- Red Zone — Basic Interior
- Blue Zone — Plus Interior
- Black Zone — Premium Interior (guaranteed parking)
- Green (EV) — Electric Vehicle
- Motorcycle Zone
- Accessible Zone

Each zone has specific rules regarding availability, oversubscription ratios, and overflow privileges.

Discounted Permit Parking

Discounted permit parking provides **reduced-rate perimeter** parking in designated discounted areas (**P18, P59, and Gordon Hall Only**). Spaces are available on a **first-come, first-served** basis during posted hours; **parking is not guaranteed.**

- Permit holders may park **only** in the specific discounted lots indicated on their permit.
- If their designated lot is full, they must use visitor parking and pay the visitor fee.
- No overflow privileges into other zones are included.
- Discounted permits may be oversubscribed at a ratio of **1.45 permits per 1 space.**
- **No waitlist** is maintained for discounted permits.

Yellow Zone Permit Parking – Value Perimeter

Yellow zone permit parking provides **value perimeter parking** in designated yellow zone facilities. All spaces are **first-come, first-served** and **not guaranteed.**

- Permit holders may park in **any yellow zone facility** across campus.
- If their preferred lot is full, they must park in another yellow zone location.
- If **no** yellow zone spaces are available, they must use **visitor parking** and pay the visitor fee.
- Yellow permits may be oversubscribed at a ratio of **1.45 permits per 1 space**.
- If interest or demand for yellow zone permits exceeds availability, **a waitlist may be maintained**.

Red Zone Permit Parking - Basic Interior

Red zone permit parking provides **basic interior parking** in designated red zones. These spaces are **first-come, first-served**, and **not guaranteed**.

- Permit holders may use any red zone across campus.
- If red lots are full, holders may use yellow zone overflow without additional charge, **except in lots P14 and P19**, which cannot be used for red overflow.
- Oversubscription ratio: **1.35 permits per 1 space**.
- If interest or demand for red zone permits exceeds availability, **a waitlist may be maintained**

Blue Zone Permit Parking – Plus Interior (Staff Only)

Blue zone permit parking provides **enhanced interior parking** with closer proximity to central campus. Spaces are **first-come, first-served**; **no guarantees** are provided. (Blue Zone is available **to staff only**.)

- Blue permit holders may use any blue zone space.
- If no blue spaces are available, they may overflow into red or yellow zones at no additional cost.
- Oversubscription ratio: **1.10 permits per 1 space**.
- If interest or demand for blue zone permits exceeds availability, **a waitlist may be maintained**.

Black Zone Permit Parking – Premium Interior (Guaranteed)

Black zone permit parking provides **premium interior parking** in a **specific, assigned lot** with **guaranteed parking** and **24/7 in-and-out privileges**.

- Permit holders may use any signed space within their assigned black lot.
- If a black facility is unexpectedly full, holders should notify Campus Parking Services and may temporarily use red or yellow zones.
- Black holders may also use red or yellow zones in other parts of campus when attending University business.
- Oversubscription ratio: **1:1 (no overselling)**.
- If interest or demand for black zone permits exceeds availability, **a waitlist may be maintained**.

Green (EV) Zone Permit – Electric Vehicle

The **Green (EV) permit** provides parking for registered electric vehicles at designated EV charging

stations. It allows the use of EV chargers **only while the vehicle is actively charging** during posted hours.

Actively charging means the vehicle is drawing electrical current as indicated by the charging station or the vehicle's charging system. A vehicle that is plugged in **but no longer drawing current** is *not* considered actively charging.

EV: Green/Red Zone Permit

- Access to **all Red Zone** parking areas.
- Access to **EV charging stations** located in Red Zones.
 - 4-hour maximum charging/parking at: **P4, P12, P23, P31**
 - No time limit at: **P48, P49, P59**
- **After completing the active charging cycle**
 - must move their vehicle to **any available Red Zone** designated parking space.

EV: Green/Yellow Zone Permit

- Access to **all Yellow Zone** parking areas.
- Access to **EV charging stations** located in Yellow Zones.
 - No time limit at: **P15, P30**
- **After completing the active charging cycle**
 - must move their vehicle to **any available Yellow Zone** designated parking space.
- No waitlist is maintained for EV permits.

Motorcycle Zone Permit Parking

Motorcycle permits provide access to **designated motorcycle parking areas** on a **first-come, first-served** basis. Motorcycles **must** use a **kickstand support plate** to prevent damage to parking surfaces. No spaces are guaranteed, and **in-and-out privileges are not guaranteed**.

- If motorcycle areas are full, riders must use visitor parking and pay visitor rates.
- Motorcycle permits may be oversold.
- Motorcycle permits are generally annual.
- No waitlist is maintained for motorcycle permits.

Accessible Zone Permit Parking

Accessible zone parking spaces support the University's commitment to accessibility and are located throughout general-use parking areas. To use an accessible parking space, the following requirements must be met:

- A **valid U of G parking permit** *or* **payment through the paybyphone app** must be completed in advance, *and*
- A **valid ServiceOntario Accessible Parking Permit** must be clearly displayed, and the individual named on the permit must be present (as the driver or passenger), *or*

- **Short-term accessible parking grace** may be provided through:
 - **Student Accessibility Services** (students),
 - **Occupational Health and Wellness** (staff),
 - Must be coordinated with **Parking Services**.
- Please note that accessible parking availability cannot be guaranteed, as demand may exceed supply.

A12.2. University Parking Account

Account Requirement

A **University parking account** must be created and activated **before** a person can be assessed for permit eligibility, purchase a parking permit, or park on University property as a permit holder.

Setting up an account in advance also allows the University to contact the permit holder if concerns are observed with their vehicle (e.g., lights left on, flat tire, unsecured vehicle, possible break-in)

Account Registration and Activation

A University parking account is created by completing the online parking account registration form. Campus Parking Services will confirm account setup once all required information has been submitted.

Mandatory information for account activation includes:

- Full name
- U of G student or employee number
- U of G office, home, and/or local address (as applicable)
- U of G email address
- Mobile telephone number
- Pre-registration of up to **three vehicles** (make, model, licence plate, and issuing province/state)
- Acknowledgement and agreement to comply with this policy and its regulations

Once eligibility is assessed and the account is activated, the account holder may:

1. **Purchase a parking permit**, subject to permit rules and availability; or
2. **Purchase visitor parking** at posted rates using their University parking.

A12.3. Accuracy and Updates to Parking Account Information

Permit-holders are solely responsible for ensuring that all information in their University parking account is **complete, accurate, and kept up to date**. Permit-holders are expected to update their University parking account **as soon as any information changes**, and **before purchasing any additional parking** on University property.

The University, including Campus Parking Services, relies on this information and assumes **no responsibility or liability** for any delays or failures in processing payments, providing parking, or enforcing this policy—including these regulations—resulting from incomplete or inaccurate account information.

A12.4. Permit Eligibility

Student Eligibility

Students must be enrolled in degree or diploma programs and be in good standing with Campus Parking Services. Permit availability varies seasonally and by zone. Waitlists may be maintained when demand exceeds supply.

Employee Eligibility

Employees may obtain permits **subject to zone availability**, and a waitlist may be maintained when zones reach capacity. **Students employed by the University are not eligible for staff permits.**

A12.5. Payment and Renewal

Parking permit fees must be **paid in full and in advance** for the selected permit term, unless the permit is authorized for **payroll deduction**.

Regular full-time employees are required to pay for their parking permits through the **payroll deduction program**, under which:

- Payroll-deduction permits **renew automatically each May**, unless the employee opts out.
- Monthly deductions reflect the cost of the corresponding month's permit.

Permit Renewal

- Monthly permits may be renewed, except in May and September, when renewal schedules differ for operational reasons.
- Renewal timing for May and September will be **communicated in advance** by Campus Parking Services.
- Renewal is subject to **permit availability** and **continued eligibility**.

Restrictions on Issuing Parking Permits

A parking permit **will not** be issued if:

- The applicant has **outstanding fines** owed to the University, **or**
- The vehicle being registered has **unpaid fines**, unless the applicant provides one of the following to Campus Parking Services:
 - **A plate transfer and cancellation receipt** from ServiceOntario, or
 - **A vehicle confirmation letter** or **vehicle record search** from the Ministry of Transportation.

A13. Payments, Parking License and Cancellation Rules

A13.1. Payment

Permit holders are required to pay the full applicable permit fee in advance to validate their parking permit, **unless the permit is authorized for payment through payroll deduction**. Payment must cover the entire parking period for the permit being purchased—typically monthly, semesterly, or annually—and must correspond to the specific parking zone selected.

Once payment is received, a **virtual parking permit** is issued and linked to the licence plate(s) registered in the permit holder's University parking account. Unless renewed, the virtual permit **expires at the end of the last fully paid period**.

A valid permit or paid parking session is required **before parking and before leaving your vehicle unattended** on campus. The permit holder is fully responsible for complying with all parking requirements while on University property.

A13.2. Parking License

Upon payment of the required permit fees, the permit holder enters into a license agreement for parking with the University. This license grants the **privilege—not a right or entitlement—to park the registered vehicle** on university property in accordance with this policy and its regulations.

A13.3. Administrative Charge for Insufficient Funds

If a parking-related payment is returned due to insufficient funds, the University may charge the permit holder an **administrative fee for each occurrence**, in addition to the outstanding parking fee. All amounts become **immediately due upon demand**.

A13.4. Withdrawal, Cancellation, or Revocation of Permit Parking

University-Initiated Withdrawal or Revocation

The University may **withdraw, cancel, or revoke** a parking permit—**without notice**—if the permit holder:

- Fails to comply with this policy or its regulations;
- Has unpaid fees or fines; or
- Repeatedly violates parking requirements.

Sanctions may be imposed under **A4.1 University Sanction**.

Voluntary Cancellation (Permit Holder-Initiated)

A permit holder may voluntarily cancel their permit at any time before the end of the prepaid period by submitting a Permit Cancellation Request form online. Refer to **A.14 Determination of Refund or Balance Owning**.

Once cancelled, the University may immediately **reassign** the vacated parking space with **no further obligation** to the former permit holder.

Employee Leave of Absence

Employees taking a leave of absence may choose one of the following options:

- **Option 1 — Cancel the Permit**
 - Submit a cancellation request.
 - The space may be reassigned.

- Upon return, the employee may purchase a new permit if available; availability cannot be guaranteed.
- **Option 2 — Retain the Permit During Leave**
 - Continue paying all permit fees throughout the leave period.
 - Failure to make payments places the employee in violation of this policy and may result in cancellation and related sanctions.

Involuntary Cancellation or Termination

The University will automatically revoke a parking permit if:

- The individual's employment with the University (or a University tenant/contractor) ends; **or**
- The individual's student relationship with the University concludes.

A1.1. Determination of Refund or Balance Owing

When a parking permit is suspended, cancelled, or terminated—whether temporary or permanent, voluntary or involuntary—Campus Parking Services will determine whether the permit holder is owed a refund or owes a balance to the University.

Daily and Monthly permits are **non-refundable**.

Refund / Balance Formula: $a = b - (c \times d) - e$

Where:

- **a** = final balance
- **b** = total fees already paid in the parking year
- **c** = monthly fee for the permit type
- **d** = number of months used (partial-month refunds are not provided)
- **e** = any unpaid fines or penalties

How to read the result

- **If a = 0:** No refund and no balance owing.
- **If a > 0:** A refund is owed.
 - Refunds are typically processed and issued at the end of each calendar month.
- **If a < 0:** The permit holder owes money.
 - Payment is due immediately.
 - Non-payment is a policy violation and may lead to further action.

Other University-Related Parking Permit and Services

A14. University-Related Parking Permit Services

University-related permits support operational needs and include:

- University fleet vehicle permits,
- Service vehicle permits,
- HPC clinic permits,
- External governor and trustee permits,
- Prepaid visitor parking, and
- Special event parking arrangements.

These permits enable short-term or recurring access for University units and affiliated groups.

A14.1. University Fleet Vehicles

Fleet vehicles must be registered with both **Physical Resources – Transportation Services** and **Campus Parking Services**. Units are responsible for ensuring that all fleet vehicles are stored and operated in full compliance with this policy. Fleet vehicles that are not in regular use—particularly during the winter months—must be parked in **P18** or at the **rear of P30**.

A14.2. Service Vehicle Permits

Issued to designated University units and registered employees performing maintenance and service work. Service-vehicle permits may **not** be used for parking personal vehicles **near an employee's workplace**, and personal vehicles may **not** park in **commercial service-vehicle spaces** at any time.

A14.3. HPC Parking Permits

Used by the Health and Performance Centre (HPC) to reserve client parking spaces in designated areas during scheduled appointments. **Availability is not guaranteed**. All vehicles must be **registered with HPC prior to arriving on campus**.

A14.4. External Governor and Trustee Permits

Permit parking is available for external members of the University's Board of Governors and Board of Trustees. As a University unit, the University Secretariat purchases annual permits from Campus Parking Services for this purpose. External governors and trustees must register with Campus Parking Services—registration may be coordinated through the University Secretariat—in order to activate their permit parking privileges.

A14.5. Prepaid Visitor Parking

Allows University units to purchase single-use visitor parking passes for guests or events. **No in-and-out privileges apply**.

A14.6. Special Event Parking

Special parking arrangements for large University-sponsored events or visiting groups—such as convocation—may be requested by submitting a request to Campus Parking Services, typically **at least two weeks in advance**. Approved requests may incur associated parking, signage, or staffing costs.

Advance notice of any parking lot closures or repurposing for University events will normally be posted several days beforehand on the University website and at the affected parking lots.

Any vehicle that remains parked after access to a lot has been closed or otherwise restricted for a University special event is **in violation of this policy** and may be subject to University sanctions, including **immediate towing at the driver's risk and expense**.

A15. Other Parking and Services

Other types of parking and related services may be provided on University property during posted hours. These offerings are typically **first-come, first-served, fee-for-service**, and **do not provide in-and-out privileges** unless otherwise specified.

The University assumes **no responsibility or liability** for any costs or damages related to the use of these services and must be indemnified against any related claims.

A15.1. Continuing Education Parking

Individuals enrolled in University continuing education courses or programs may park in visitor, yellow, or red zone lots:

- Weekdays: 5:00 p.m. to 10:00 p.m.
- Weekends: 8:00 a.m. to 10:00 p.m.

Use is permitted at no additional cost unless restricted by official signage

A15.2. Service Contractor Parking

Service vehicle parking spaces are reserved for university service units and registered service contractors performing ongoing delivery, maintenance, or service work on campus. Approved contractors must purchase:

- Commercial Service Vehicle Permits; or
- Yellow Zone Permits;
- for each registered service vehicle, as required.

Parking availability is not guaranteed. If service-vehicle spaces are full, contractors may park in visitor parking (except in lots P31 and P44) and must pay the applicable fees. Construction contractors may not park in university service-vehicle spaces at any time.

A15.3. Construction Zones/Hoarding Parking

Construction zones/hoarding areas may be established by Physical Resources to support contractor and subcontractor projects on University property.

Contractors must comply with the following requirements:

- Registration with Campus Parking Services is **mandatory**.
- Construction materials **must be stored only within designated construction zones or hoarding areas**.
- Construction vehicles are **not** permitted to park inside hoarding or construction-zone areas.
- **Contractor vehicles require a valid University parking permit**. Refer to **A16.2 Service Contractor Parking** for permit details.
- All loading and unloading activities **must** be coordinated through Physical Resources.

A15.4. Special Exempt Parking

Special exemption parking permits may be issued by Campus Parking Services when unique circumstances require a vehicle to park, stop, stand, or operate in a location normally restricted or prohibited.

Permits specify:

- the purpose,
- the permitted location(s), and
- the authorized time period(s).

No use outside the defined parameters is permitted.

Regulations

A16. Regulations - Overview

The regulations in this section support a safe, healthy, and functional campus environment by ensuring the orderly movement of pedestrians and vehicles entering, circulating within, and exiting University property.

Campus Parking Services is responsible for enforcing all parking regulations established under University policy.

The **Campus Safety Office** enforces applicable legislation—including the *Highway Traffic Act (Ontario)*—as well as all University policies on University property.

Parking violations are issued under **University policy**, while traffic violations are issued under **provincial legislation**.

A16.1. Traffic and Parking to Be Regulated

Unless otherwise stated, any rule governing stopping, standing, parking, or vehicle operation under applicable legislation also applies on university private roads and property. The University may add further restrictions where appropriate.

A16.2. Compliance with Authorities and Signs

All persons on university property must comply with directions from enforcement authorities and with all official signs and traffic control devices installed by the University.

Unless otherwise posted:

- Official roadway signs apply to **both sides** of the roadway.
- The maximum speed limit on university property is **30 km/h**.
- If a posted sign conflicts with these written regulations, the posted sign takes precedence.

A16.3. Warnings

At its discretion, the University may issue warnings without fines.

A16.4. Special Exemption Permits

A special exemption permit may authorize activities otherwise prohibited—such as parking or operating a vehicle in a restricted location—within specified limits.

A16.5. Identification

Any person on University property must produce acceptable identification upon request by an authority. Drivers must present:

- a valid driver's licence,
- vehicle ownership, and
- proof of insurance.
- Failure to do so is a violation of legislation and University policy.

A16.6. Damage or Destruction to University Property

Damaging, vandalizing, or destroying University property is prohibited and subject to enforcement.

A16.7. Skateboarding/ Rollerblading

Riding or operating skateboards and rollerblades is not permitted anywhere on university property, including inside buildings and residences.

A16.8. Vehicle Abandonment

A vehicle is considered abandoned when any of the following conditions are met:

- left for 14 or more consecutive days,
- appearing dismantled, wrecked, or inoperable for more than 48 hours,
- missing a valid licence plate (towing may occur immediately).

Abandoned vehicles are subject to towing at the owner's expense, without prior notice.

A16.9. Sleeping or Residing in Vehicles Prohibited

Sleeping or maintaining residence in a vehicle, trailer, tent, or similar temporary accommodation on University property is strictly prohibited.

A16.10. Tailgating Prohibited

Tailgate gatherings are not permitted unless specifically approved in advance by Campus Parking Services.

A16.11. Environmental Release of Vehicle Fluids

The accidental, malicious, or otherwise unlawful escape, leak, or release of fluids—including gasoline, diesel fuel, motor oil, hydraulic fluid, or engine coolant—from a vehicle onto University property or into the environment (an **environmental release**) is prohibited under applicable legislation and University policy, including this policy and its regulations.

In the event of an environmental release, and **without limiting any other rights or remedies available to the University** under legislation or University policy, the owner of the offending vehicle is **responsible for all costs and expenses** incurred by the University. These may include, but are not limited to, the removal of the vehicle, property or environmental clean-up, remediation, restoration, and any related legal costs.

A16.12. Vehicle Cleaning or Maintenance Not Permitted

Washing, repairing, or performing maintenance on vehicles is **not permitted** on University property unless carried out in **designated and approved areas**.

Exception: Routine **snow removal** from a vehicle is permitted.

A17. Towing and Impoundment

Any vehicle found in violation of legislation or University policy—including this policy and its regulations—may be **towed, impounded, and/or stored** at the discretion of the University. Leaving a message on a parked or abandoned vehicle **does not prevent** it from being ticketed or towed.

Towing, impoundment, and storage are at the **vehicle owner's sole risk, expense, and liability**. The University does **not** become a bailor of any towed or impounded vehicle and assumes **no responsibility or liability** for any damage, destruction, theft, or loss of a vehicle or its contents, or for any injury or death arising from the towing, impoundment, or storage of a vehicle.

Impounded vehicles are released once all towing charges have been paid in full to the **University-approved towing company**. Release arrangements must be made **in advance** with Campus Parking Services. Impounded vehicles are stored at the towing company's leased compound located on the University property.

Payment of towing charges is **in addition to**, and does not limit, any other rights or remedies available to the University under law or these regulations.

A17.1. Towing Charges

Towing-related charges are cost-recovery fees and cannot be appealed. These charges apply in addition to any violations or fines issued under this policy.

Cost Recovery Charge	Fee	Reviewable?
Daily storage of towed vehicle, including any part day	\$20.00	✗ No
Release of towed vehicle between 08:00 and 20:00	\$115.00	✗ No
Release of towed vehicle between 20:00 and 08:00	\$158.00	✗ No
Drop Fee: On-Site Release of Towed Vehicle	\$62.00	✗ No
Per-trip fee for multiple release attempts for the same towed vehicle	\$43.00	✗ No

A18. Traffic Regulations

Violations of the *Highway Traffic Act (Ontario)* or other applicable legislation are enforced by the **Campus Safety Office**, which is authorized to issue provincial offence notices.

Any dispute of a legislative offence must follow the dispute process set out in the applicable legislation—not the University review process.

A18.1. Traffic Redirection and Road Closures

The University or enforcement authorities may redirect traffic or close roadways and walkways when necessary to:

- maintain orderly traffic flow,
- prevent injury or property damage, or
- enable emergency response.

All persons must obey redirection instructions and closures.

A19. Parking Regulations

Parking violations are enforced by **Parking Enforcement Officers** through Campus Parking Services. Fines apply in accordance with this policy.

The registered permit holder, registered vehicle owner, or individual operating the vehicle at the time of the violation is responsible for all fines, towing charges, and administrative fees issued under this policy.

A19.1. Parking Permitted

Parking is permitted only in spaces that are:

- clearly marked (typically with two parallel yellow lines), and
- designated by official parking signage.

Any unmarked or unsigned area is considered **No Parking**, regardless of the absence of signage.

A permit is considered *valid* only when it is active, paid in full, correctly assigned to the vehicle, and displayed or registered in accordance with University requirements.

A19.2. Park multiple vehicles using one permit

Up to three vehicles may be registered to a single permit; however, only one registered vehicle may be parked on campus at any given time under that permit. If multiple vehicles registered to the same permit are parked on campus simultaneously without additional payment, **each vehicle will receive a violation notice**.

A19.3. Bicycle, E-Scooter Parking

- Bicycles must be parked **only** in the designated outdoor bicycle stands/covered bicycle shelters.
- **E-bikes and e-scooters are not permitted** in covered bicycle shelters under any circumstances.

- Bicycles, e-bikes, and e-scooters may **not** be secured to furniture, railings, fences, light posts, trees, waste bins, or any other fixtures.
- Bicycles and e-scooters may **not** be brought into or stored inside University buildings or residences.
 - **Exception:** Standard bicycles (not e-bikes or e-scooters) may be stored in designated indoor bicycle storage rooms.
- Violations of bicycle and e-scooter parking rules may result in fines, impoundment, or removal of the device.

A19.4. Off-Road Vehicles Prohibited

Off-road vehicles including snow machines, ATVs, dirt bikes, and pocket bikes—are prohibited unless a special exemption permit is issued in advance.

A19.5. No Obstruction or Interference

Unless expressly permitted, vehicles may not stop, stand, drive, or park in a manner that obstructs or interferes with:

- roadway access,
- fire routes (on both sides of the road),
- fire hydrants (within 3 metres),
- sidewalks, paths, or walkways,
- building entrances or exits,
- athletic fields or green spaces, or
- any designated pedestrian-only areas.

Emergency vehicles and certain University service vehicles are exempt when performing their duties.

A19.6. Motorcycle Parking

Motorcycles **must use** a kickstand **support plate** to prevent damage to parking surfaces. Failure to use a support plate may result in fines or liability for property damage, as determined by Campus Parking Services.

A19.7. No Parking, Stopping or Standing

Vehicles may **not** park, stop, or stand anywhere on University property unless permitted by official signage or authorized by the University.

A19.8. Parking in Designated Departmental Spaces

Some parking spaces are reserved exclusively for specific University departments. Vehicles without authorization may not use these spaces.

A19.9. Expired paybyphone and HONK Areas / No Payment

When parked in a paybyphone or HONK area, motorists must complete payment before leaving their vehicle unattended and ensure that payment remains valid for the entire duration of their stay.

- **P42** is a designated **one-hour paybyphone area**. Parking is limited to **a maximum of one hour per day**.
- **OVC HONK areas** are reserved **exclusively for OVC clients**. Unauthorized parking is not permitted.

A19.10. Overnight Parking Restrictions

From **December 1 to March 31**, overnight parking may be restricted from **1:00 a.m. to 6:00 a.m.** or **3:00 a.m. to 6:00 a.m.** to allow for snow and ice clearing. Specific restrictions vary by lot and are **published online**.

A19.11. Lost or Revoked Parking Privileges

Parking privileges will be revoked when tickets remain unpaid **beyond 10 business days**, or **10 business days after an appeal decision is issued**. Once privileges are revoked, vehicles are subject to a **fine** and **immediate towing** at the owner's expense (see **Section 18. Towing and Impoundment**).

The University may take further action against individuals who remain in default of fines, including:

- **University sanctions**, as outlined in **Section A4.1 – University Sanctions**
- **Late fees**, which apply when a violation fine remains unpaid for **10 business days** from the issue date or from the date of a review decision.
- Repeated or persistent violations may result in increased fines, towing, and revocation of parking privileges, even if individual violations are otherwise reviewable.

A19.12. Transit Terminal Restricted

Only authorized buses (Guelph Transit, GO/Metrolinx, and approved commercial services) may use transit terminals. Obstructing buses or transit flow is a violation.

Exception: A motor vehicle displaying a valid accessible parking permit may briefly use the *right-hand, outer lane* of University Centre for active passenger loading/unloading when safe to do so.

A20. Summary of Parking Violations, Fines, Late Surcharges, and Review Status

Certain violations of the University's general and parking regulations result in fines that are **not eligible for review**. These violations are classified as **non-reviewable** because they involve clear, objective conditions (e.g., parking in an accessible space without a permit, obstructing emergency access, or abandoning a vehicle). When a violation notice is issued for any of these offences, it is **final**, and a request for review will **not** be considered through the University's violation notice review process.

Other violations may be **submitted for review**, provided they fall within the categories designated as **reviewable** in this policy. These typically include circumstances where additional context may be relevant or where the decision to issue a violation notice involves some degree of situational judgment. Requests

for review of these violations must follow the procedures outlined in **Section A23. Violation Notice Review Process**.

In summary:

- **Non-reviewable violations:** Final upon issuance; no review or appeal is permitted.
- **Reviewable violations:** May be considered for review upon request, subject to the University's established process and timelines.

This system ensures both consistency in enforcement and fairness in cases where context may affect the outcome.

Parking Violation	Fine	Late Fee	Reviewable?
Warning: Violation Identified	\$0.00	\$0.00	✗ No
Damage/ vandalism to university property/ parking lot	\$200.00	\$0.00	✗ No
Administrative fee for insufficient funds	\$45.00	\$0.00	✗ No
Abandoned vehicle	\$45.00	\$5.00	✗ No
Double parked	\$45.00	\$5.00	✗ No
Drive in restricted bus/emergency-only areas	\$100.00	\$10.00	✗ No
Lost or revoked parking privileges	\$100.00	\$10.00	✗ No
Obstruct building fire exit or emergency egress	\$100.00	\$10.00	✗ No
Park in accessible space without valid permit	\$300.00	\$10.00	✗ No
Park at end of aisle	\$45.00	\$5.00	✗ No
Park in premium space	\$70.00	\$10.00	✗ No
Park in designated departmental spaces	\$100.00	\$10.00	✗ No
Park with no valid permit	\$70.00	\$10.00	✗ No
Park over time limit	\$45.00	\$5.00	✗ No
Park in fire route/emergency route	\$100.00	\$10.00	✗ No
Park non-EV in EV charging space	\$125.00	\$10.00	✗ No
Park EV in charging space not actively charging	\$125.00	\$10.00	✗ No
Arboretum Road – exceed 2-hour limit	\$70.00	\$10.00	✓ Yes

Parking Violation	Fine	Late Fee	Reviewable?
Arboretum Road – improper use	\$70.00	\$10.00	✓ Yes
Expired PayByPhone area/no payment	\$45.00	\$5.00	✓ Yes
Expired HONK area/no payment	\$45.00	\$5.00	✓ Yes
Fail to register vehicle	\$45.00	\$5.00	✓ Yes
Failure to update parking account	\$45.00	\$5.00	✓ Yes
Obstruct loading zone	\$45.00	\$5.00	✓ Yes
Obstruct walkway	\$45.00	\$5.00	✓ Yes
Obstruct accessible/disabled access route - bicycle	\$20.00	\$5.00	✓ Yes
Park blocking other vehicles	\$45.00	\$5.00	✓ Yes
Park multiple vehicles using one permit (per vehicle)	\$45.00	\$5.00	✓ Yes
Unauthorized/hashed area	\$45.00	\$5.00	✓ Yes
Park in Restricted overnight area	\$45.00	\$5.00	✓ Yes
Park in Incorrect permit parking zone	\$45.00	\$5.00	✓ Yes
Park on boulevard or sidewalk	\$45.00	\$5.00	✓ Yes
Park/stand/stop/operate vehicle in prohibited area – impeding	\$45.00	\$5.00	✓ Yes

A21. Violation Notice Review Process

The University provides a review process for **certain** parking violations issued by Campus Parking Services to determine whether a notice was issued in error or contrary to policy. This review applies **only** to violations listed as “reviewable.”

A21.1. Eligibility for Review

A violation notice may be reviewed when:

- it was issued under University policy (not legislation), and
- it concerns a violation type designated as reviewable.

Violation notices issued under legislation (e.g., Highway Traffic Act) must be disputed through the provincial process.

A21.2. Review Submission Requirements

- Requests must be submitted online.
- Requests must be made within 10 business days of the violation issue date.
- Requests submitted after the 10 business days will not be considered.

A21.3. Review Decision Process

Normally within five business days, the Manager, Campus Parking Services (or designate):

- reviews the request and all relevant information, and
- issues a written decision choosing one of the following outcomes:
 - Deny the request (violation upheld; fine and sanctions remain).
 - Accept the request in part (violation upheld but fine or sanction reduced/modified).
 - Accept the request in full (violation overturned; fine and sanction removed).
- Decisions are **final, conclusive, and binding**.

Payment of any amount owing after a review decision is due within **10 business days**.

A21.4. Writing an Effective Request for Review

Suggestions for Writing an Effective Request for Review

- Ensure your request is based on the claim that the violation notice was issued **in error** or **contrary to applicable parking regulations**. A lack of awareness or understanding of the regulations **is not** valid grounds for review.
- Keep your submission **brief and focused**, providing only relevant information and addressing the specific reason the violation was issued.
- **Do not include tangential or unrelated matters**. Editorial comments—such as complaints about convenience or parking availability—will not be considered.
- Avoid confusing **parking violations** with unrelated **safety or security concerns**.

Requests for review are generally not considered for reasons such as:

- "Everyone parks there; I'm the only one who got a ticket."
- "I thought it was a parking space,"
- "I didn't see the sign,"
- "I've parked there for weeks (months, years) without a ticket."
- "I was only there for 5 or 10 minutes."
- "A washroom emergency or illness required me or someone with me to stop."
- "How was I supposed to know it was going to snow?"
- "My phone was dead."
- "I was in a meeting/class/exam and was not able to add more time."