

Parking on the Main Campus Policy

PR POLICY 1.2.23: TRAFFIC AND PARKING

CAMPUS PARKING SERVICES

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PR Policy 1.2.23: Traffic and Parking

Responsible Office: Campus Parking Services

Responsible Officer: Director, Business Operations

Effective Date: July 1, 2020 **Draft**

Previous Reviews: See Revision History

Approving Authority: Associate Vice-President (Physical Resources)

Purpose

The purpose of this policy is to facilitate the safe and orderly conduct of University activity by:

- Supporting pedestrian and vehicular traffic accessing, entering onto, circulating within, and exiting from University property; and
- Providing parking services on University property established through the University Campus Master Plan.

The Policy

The approving authority has overall responsibility, authority and jurisdiction for the development, implementation, and administration of this policy, including enforcement of applicable legislation and this policy, on University property. Operational responsibilities and authorities are delegable by the approving authority to other departments. For further clarity, Campus Community Police enforces legislation and University policy, including this policy.

The approving authority develops, implements, and operates a system for the regulation of (pedestrian and vehicular) traffic and parking that meets the purpose of this policy. The system aligns with the University's strategic and operational framework. It reflects University values and is informed by best practices among similar municipal and institutional systems.

The system also aligns with legislation, whether federal, provincial or otherwise, relating to (pedestrian and vehicular) traffic and parking, and applicable to the University, to University property or to activity on University property. The University may supplement applicable legislation with further prohibitions, restrictions or other requirements considered advisable by the University.

This policy applies at all times to every person while on University property and to every vehicle entering, on or exiting University property. Any person found to have violated legislation or University policy, including this policy, may be subject to University sanction, including, but not limited to, incurring financial fines, having parking privileges revoked, and/ or in the case of employment, be subject to disciplinary action, up to and including termination of employment.

Reference Documents

Criminal Code of Canada
Highway Traffic Act (Ontario)
Ontario Fire Code
Provincial Offences Act (Ontario)

Trespass to Property Act (Ontario)
Freedom of Information and Protection of Privacy Act (Ontario)

University Policy 1.2.53 Video Surveillance System Policy
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

Residence Community Living Standards

Addenda

Guideline A: Principles and Standards
Guideline B: Parking Services
Guideline C: Permit Parking

Guideline D: Regulations
Guideline E: Terms of Reference for Parking Appeals Committee

Revision History

Rev No	Rev Date	Description of Changes
	July 2020	Review and update of document

Guideline A: Principles and Standards

Responsible Office: Campus Parking Services

Responsible Officer: Director, Business Operations

Effective Date: July 1, 2020 **Draft**

Approving Authority: Associate Vice-President, Physical Resources

A1. Purpose

The purpose of this document is to establish the principles and standards applicable to pedestrian and vehicular traffic and parking activity on University property.

A2. Definitions

The defined terms in the *Highway Traffic Act* (Ontario) equally apply in this Guideline A: Principles and Standards and subsequent guidelines. The defined terms in this Guideline A: Principles and Standards equally apply in subsequent guidelines.

Authority: A person or entity having jurisdictional authority, whether federal, provincial or otherwise, to act under and enforce legislation. Where the context allows, the term authority includes any law enforcement agency, police service or special constable authority having jurisdiction at the municipal location of the University property, including the Royal Canadian Mounted Police, the Ontario Provincial Police, the Guelph Police Service, and Campus Community Police;

Business day: Any weekday, excluding any holiday recognized and observed by the University;

Community member: An employee, student, member of either the Board of Governors or the Board of Trustees, member of other University-established boards or committees, volunteer, contractor, person or group renting or otherwise permitted to use University property, visitor, applicant or invited guest;

Legislation: Any applicable by-law, law, ordinance, rule, regulation, standard, statute or code now or hereafter enacted, amended, re-enacted, supplemented, revised or replaced, in whole or in part, and promulgated by, or any directive or order issued, or any requirement made of, an authority having jurisdiction, whether federal, provincial or otherwise, and applicable to and enforceable on the University, on activity on University property or at the municipal location of the University property;

Parking lot: A lot or other area of parking spaces, or a series of parking spaces adjacent to a roadway, intended for vehicle parking. Where the context allows, the term parking lot includes the entrance to and exit from such parking lot;

Parking space: A space that has been clearly marked, typically between two parallel red painted line, and designated by official signs from time to time as a space for vehicle parking;

Parking year: The one-year period from May 1st to the immediately following April 30th inclusive.

University: The University of Guelph. Where the context allows, the term University includes any University authority;

University authority: A person or entity having jurisdictional authority to act under this policy, including the regulations. Where the context allows, the term University authority includes Campus

Parking Services, including parking enforcement officers and student enforcement personnel, Campus Community Police, the responsible officer, and the approving authority;

University property: Any real property, either owned or leased, used, occupied or otherwise operated by or under the aegis of the University, including any land together with any building, structure and improvement thereon, including any natural environment, landscaped space and athletic playing field, and any bike path, walkway, roadway and parking lot, as may be altered or added to, subtracted from, or rearranged, in whole or in part, by the University from time to time. When pertaining to any damage to or the destruction of, the term University property includes the furniture, furnishings, equipment, vehicles and other chattels of the University; and

University unit: An academic college or school, research or administrative department or other business unit of the University.

A3. Principles

A3.1. Parking Services, No Obligation

While the University has no legal obligation to provide parking services, parking services are provided in designated parking lots on University property to permitted community members under license (as a privilege rather than an entitlement or right) in accordance with this policy, including the regulations.

A3.2. Parking Principles

The following parking principles are considered in the application of this policy, particularly at the University's main campus in Guelph, Ontario:

- parking services on University property are limited in availability and number at an approximate rate of one parking space for every seven or more community members;
- because all available University land is either in use or reserved for planned academic, research, ancillary or other administrative purposes, opportunities for future parking expansion are limited;
- the University believes it is necessary to maintain green space among campus development as an integral part of our campus environment for the enjoyment of community members;
- students and employees are encouraged to use public transit for transportation to and from the University. Significantly discounted Guelph Transit bus passes have been negotiated for full-time students, the cost of which is included in student fees, and for full-time employees, which may be purchased through Campus Parking Services.
- the University places a priority on providing parking privileges to regular full-time employees, full-time commuter students, who travel daily to campus from outside of the Guelph area, community members with physical disabilities requiring accessible parking, and full-time students who have exceptional circumstances;
- Campus Parking Services operates as a financially self-reliant ancillary operation providing reasonable access to parking for community members. Campus Parking Services further provides a reasonable contribution to the University in the form of rent for the long-term use of University lands as parking lots; and
- parking fees are established to reflect recovery of costs, including, but not limited to, costs of administration, management, safety, security, enforcement, operations, development and maintenance. Parking fee rates may be viewed online.

A4. Standards

A4.1. Governing Legislation

Any applicable prohibition, restriction, permission or other requirement under legislation is, respectively, a prohibition, restriction, permission or other requirement on University property.

A4.2. Scope

Every person on University property and every vehicle entering, on or exiting University property observes and complies with legislation and University policy, including this policy and the regulations.

By purchasing parking, parking a vehicle in a parking space or otherwise using parking, the person purchasing, parking or otherwise using parking is deemed to have entered into a parking license with the University to park the vehicle on University property, such license being a privilege (rather than an entitlement or a right) granted by the University to the person, subject always to the person observing the requirements of this policy, including the regulations.

Where a person is alleged to have contravened this policy, that person will be processed, including any applicable sanction(s) under:

- if a student, University policy: XIV General Information: Policy on Non-Academic Misconduct & Students Rights & Responsibilities and this policy, including the regulations;
- if an employee, any applicable policy, collective agreement or other terms and conditions of employment;
- if a member of the Board of Governors while involved in a Board activity, Board Policy B.1: Good Governance Policy for the Board of Governors; or
- if any other person, this policy, including the regulations.

A4.3. University Rights

University property is the private property of the University of Guelph and, therefore for any reason considered advisable by the University (including emergency, maintenance, repair, construction, special event, prevention or misuse), the University has the right to:

- maintain full jurisdiction and control over University property and all activities thereon;
- use or permit the use of University property for any purpose whatsoever, and for greater clarity, impose any requirement that prohibits, restricts or otherwise controls activities on or in the use of University property;
- develop and implement systems to operationalize and maintain this policy;
- enact regulations summarizing, in whole or in part, any prohibition, restriction, permission or other requirement applicable under the legislation or imposing any further supplementary prohibition, restriction, permission or other requirements of the University;
- enforce, when and as necessary, and take action against persons and/ or vehicles contravening the legislation or University policy, including this policy and the regulations;
- obstruct or close access to University property, in whole or in part, including parking lots or parking spaces, and control or restrict pedestrians or vehicular traffic entering onto, circulating or operating within and exiting from University property and for vehicles parking on University property;

- prohibit or restrict any person or vehicle from accessing or being on University property, or restrict or otherwise terminate, temporarily or permanently, parking privileges to any person or vehicle;
- make any adjustment, temporarily or permanently, on or to University property or to parking services, including the types of parking, parking fees, hours of operation, number, size, orientation, configuration, or location of parking lots or parking spaces; and
- reassign or relocate, temporarily or permanently, parking lots or parking spaces within University property and reassign or relocate, temporarily or permanently, the parking lot or parking space of a permit-holder(s) within the same or a similar or relocated parking lot or parking space. Where the reassignment or relocation is considered to be temporary, the University will, without any obligation whatsoever and compensation therefor, make every reasonable effort to provide advance notice.

A4.4. Official Signs

Official signs and devices may be erected on University property to facilitate the safe and orderly movement of pedestrian and vehicular traffic and the appropriate use of University property, including parking lots and parking spaces, and every person shall observe and comply with the directions of such signs and devices.

A4.5. Responsibilities for Conduct, Acts and Omissions

The driver of a vehicle is responsible to the University for the driver's conduct, acts and omissions and for the conduct, acts and omissions of passengers in the driver's vehicle.

The passenger of a vehicle is responsible to the University for the passenger's conduct, acts and omissions.

The permit-holder is responsible to the University for the permit-holder's conduct, acts and omissions and for the conduct, acts and omissions of the owner, driver and passengers in the permit-holder's registered vehicle.

The owner of a vehicle is responsible to the University for the owner's conduct, acts and omissions and for the conduct, acts and omissions of the permit-holder, driver and passengers in the owner's vehicle.

A4.6. Driver Liability for Injury/ Death to Persons and Damage to Property

The driver of a vehicle is responsible for and assumes all liability for injury to and death of any person and for damage to or destruction of property, including University property, arising from the driver's driving or operation of a vehicle.

A4.7. Driver and Owner Jointly and Severally Responsible

The permit-holder, driver and owner of a vehicle are held jointly and severally responsible for violations involving the vehicle, including any violation that occurs when the vehicle is being driven or operated without the owner's consent.

A4.8. University Neither Responsible Nor Liable

The University does not assume any responsibility or liability whatsoever for:

- damage, destruction to or any theft or loss of any property, including any vehicle or the contents of any vehicle, or for any injury to or any death of any person, however caused; and
- reassignment or relocation of or any disruption, restriction, termination or other cancellation, whether temporary or permanent, or any loss suffered as a result therefrom, of any parking privileges to any person or vehicle, permit-holders included, however caused.

A4.9. Legislation Supersedes

In the event of conflict between applicable legislation and this policy, the applicable legislation shall govern and this policy is deemed to be amended hereby to the extent necessary to eliminate the conflict.

A4.10. Privacy Statement

Personal information is collected by the University pursuant to the University of Guelph Act (1964). It is collected and used to verify eligibility of persons to park on-campus, to maintain current information on persons and motor vehicles parking on campus, to process payments, to enforce and issue sanctions against violators of this policy, including the regulations, to process objections and appeals that may arise from violations, and to maintain a history of violations on campus. This information remains within the University unless required to pursue overdue accounts, in which case it is disclosed to an outside agency. At all times the information will be protected in accordance with the Freedom of Information Act (FIPPA).

Questions about the use and disclosure of this personal information may be referred to Campus Parking Services online or by email (see A7.3 Office Hours and Contact Information).

A4.11. Notices

Any notice required to be given by the University under this policy may be given by email to the person concerned and/ or by placing the required notice on the windshield of the vehicle concerned, in which case the notice shall be deemed to have been received on the date of being given, or by sending the required notice by courier to the last known address of the person concerned from the University's perspective, in which case the notice shall be deemed to have been received three business days after the date of sending.

A5. Violations

A5.1. University Sanction

In the event a person violates this policy, or is in serious or repeated violation of this policy, the University, in addition and without prejudice to any other right or remedy the University may have at law or under University policy, has the right to invoke any or all of the following sanctions, as may be appropriate and applicable:

- issue a violation notice and levy fines. A schedule of violations and respective fines may be viewed online;
- tow a violator's vehicle or an offending vehicle at the owner's sole risk, expense and liability;
- issue a trespass to property notice banning the violator, the violator's vehicle(s) or any offending vehicle from University property;
- revoke any permission to or prohibit any person, group or entity from conducting any activity that may be otherwise permitted under University policy or impose any requirement that

prohibits, restricts or otherwise controls the activities of such person, group or entity while on University property, including the suspension, cancellation, revocation or otherwise termination the violator's driving and parking privileges on University property. If the violator is a permit-holder, the permit-holder shall not be entitled to any refund whatsoever from the University for any outstanding balance that may be owing the permit-holder, such amount representing the University's liquidated damages and acceleration of charges against the permit-holder;

- if the violation involves a student, levy sanctions against the violator under University of Guelph, Students Rights and Responsibilities policy;
- if the violation involves an employee, levy sanctions against the violator under any applicable collective agreement or other terms and conditions of employment;
- if the violation involves a member of the Board of Governors while involved in a Board activity, process the violation under Board Policy B.1: Good Governance Policy for the Board of Governors;
- invoke other remedial or disciplinary action outlined in any terms and conditions applicable to the violator; and
- initiate criminal charges or civil legal proceedings against the violator.

A5.2. Failure to Pay Fines

In the event a violator fails to pay a fine levied by the University under this policy, the University, in addition and without prejudice to any other right or remedy the University may have at law or under University policy, has the right to either or both of the following sanctions, as may be applicable:

- refer the violator's outstanding account to the Office of the Registrar for withholding of the violator's student records, including grades, diplomas, or transcripts, and any refundable fees owing to the violator, until the violator's outstanding account is settled; and
- refer the violator's outstanding account to Financial Services for recovery by a collection agency.

A5.3. Violation Notice Cannot be Withdrawn or Cancelled

A violation notice that has been issued cannot be withdrawn or cancelled except through the prescribed objection or appeal process or, in exceptional circumstances, by the University authority.

A5.4. Rates Subject to Change without Notice

Rates for fines for violations are subject to change without notice.

A5.5. MTO Search for Owner

In the event that the identity of a violator cannot be determined, the owner of the offending vehicle is deemed responsible for any related fines assessed. Under such circumstances, the University has the right to use the licence plate of the offending vehicle in a search of the Ontario Ministry of Transportation database to trace and identify the owner. Unless the identity of the violator can be verified, fines, together with any charges levied by the Ministry for such search and all other penalties and charges, will be applied against the account of the owner. The permit-holder, the driver, a passenger and the owner of an offending vehicle may be held jointly and severally responsible for any fines assessed pursuant to a violation notice.

A5.6. Towing

A person who believes their vehicle is either stolen or impounded, should contact Campus Parking Services during office hours (See section A7.3 Office Hours and Contact Information for hours) or Campus Community Police at any other time for further information or assistance.

If a vehicle is towed, impounded and stored, such actions are at the owner's sole risk, expense and liability. The University does not at any time, by virtue of towing or impounding a vehicle, become a bailor of towed or impounded vehicles.

The University does not assume any responsibility or liability whatsoever for any damage, destruction, theft or loss of any property, including a vehicle or the contents of a vehicle, or for injury to or death of a person, however caused from the towing, impoundment or storage of a vehicle.

Impounded vehicles are normally released after payment of towing charges has been received by the towing company. Arrangements for the release of an impounded vehicle are made in advance with Campus Parking Services. Vehicles are stored at the towing company's leased compound in parking lot P19.

The University may charge the violator an administrative fee for the release of an impounded vehicle outside of Campus Parking Services' office hours.

Towing charges are in addition to any other sanctions levied by the University for violations under these regulations.

A5.7. Payment of Fines

Fines for violations are applied against the violator's account and become due and payable within ten business days after the date of issuance of a violation notice.

Payment to accounts may be made online or in person at the Campus Parking Services office. The following methods of payment are accepted:

	Debit	Visa Debit	Visa	MasterCard
Online	x	✓	✓	✓
In person	✓	✓	✓	✓

If a violator's payment is rejected for non-sufficient funds, the University may charge the violator an administrative fee for each occurrence. Administrative fees, together with all other outstanding fines, become immediately due and payable by the violator to the University.

A6. Objections and Appeals

An objection or appeal request is considered in instances where a violation notice or decision notice, respectively, has been issued contrary to the regulations or otherwise in error. A lack of knowledge or awareness of the regulations does not establish grounds for an objection or appeal request.

A6.1. Objections

A person who has been issued a violation notice and who has reason to object to such notice or the fine or other sanction, may submit an objection request online. See section A6.3 Writing an Objection or Appeal Request below for suggestions for writing an effective objection request.

An objection request must be submitted within ten business days from the issue date on the violation notice; an objection request received after the tenth business day is not considered.

The University appoints an adjudicator to review and rule on an objection request. For objection requests relating to parking, the adjudicator is normally the Director, Business Operations. For objection requests relating to traffic violations, the adjudicator is normally the Director, Campus Community Police.

Normally within five business days after the receipt of an objection request, the adjudicator reviews the request together with any information relevant to the matter and issues a decision notice from among the following:

- deny the objection request, upholding the violation notice, the fine and any sanction;
- accept the objection request, upholding the violation notice, but reducing (not eliminating) the fine and/ or recommending to Campus Parking Services an amendment to (not the elimination of) the sanction; or
- accept the objection request, overturning the violation notice and the fine and recommending to Campus Parking Services the rescission of any sanction.

Any payments owing to the University arising from the decision notice become due and payable within ten business days from the issue date of the decision notice and may be paid online or in person at the Campus Parking Services office.

A6.2. Appeals

A person who has been issued a decision notice and who has reason to object to such notice or to the fine, may submit an appeal request online. See section A6.3 Writing an Objection or Appeal Request below for suggestions for writing an effective appeal request.

An appeal request must be submitted within ten business days from the issue date on the decision notice; any appeal request received after the tenth business day is not considered.

The University has established a parking appeals committee to review and consider an appeal request. Committee membership is established in accordance with terms of reference of the parking appeals committee (Guideline E: Terms of Reference for Parking Appeals Committee).

Normally within five business days after the receipt of an appeal request, the committee chair reviews the request and, based on the merit of the information provided, will either:

- grant an appeal meeting, offering three dates through the committee secretary to the appellant for conducting an appeal meeting; or
- deny the appeal request and issue through the committee secretary a final decision notice upholding the decision and violation notices, the fine and any sanction.

If an appeal meeting is granted, the appeal meeting will be conducted on the date selected by the appellant. There is no further right to reschedule. At the appeal meeting, the appellant submits their case to the committee in attendance. The committee may call upon the issuer of the violation notice to provide further information relevant to the matter.

Normally within five business days following the appeal meeting, and the committee, having weighed the information provided, will render the committee's final decision, and the committee secretary will issue the final decision notice informing the appellant of the committee's final decision from among the following:

- deny the appeal, upholding the decision and violation notices, the fine and any sanction;

- grant the appeal, upholding the decision and violation notices, but reducing (not eliminating) the fine and/ or recommending to Campus Parking Services an amendment to (not the elimination of) the sanction; or
- grant the appeal, overturning the decision and violation notices and the fine and recommending to Campus Parking Services the rescission of any sanction.

Should the appellant either fail to accept one of the appeal dates offered or fail to appear at the appeal meeting, the committee chair will proceed with the appeal meeting and deny the appeal request, upholding the violation and decision notices, the fine and any sanction, and may impose an administrative fee representing the University's administrative costs against the appellant.

Decisions with respect to appeal requests and final decision notices issued by the committee shall be final, conclusive and binding upon the appellant and the University.

Any payments owing to the University arising from the final decision notice becomes due and payable within ten business days from the issue date of the final decision notice and may be paid online or in person at the Campus Parking Services office.

A6.3. Writing an Objection or Appeal Request

The following are some suggestions for writing an effective objection or appeal request:

Be certain the objection or appeal is based on the contention that the violation or decision notice was issued contrary to the regulations or in error. A lack of knowledge or awareness of the regulations does not constitute grounds for an objection or appeal request;

Keep the information as brief as possible while still providing pertinent information and addressing the specific issue for which the violation or decision notice was issued;

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;

Avoid confusing parking issues with issues of security;

Remember, decisions are not usually overturned and objection or appeal requests are not usually granted for any of the following or similar reasons:

- "Everybody 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 was only there for 5 or 10 minutes";
- "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?"

A7. General Information and Assistance

A7.1. Campus Emergencies

For any University emergency, dial **extension 52000** or phone number **519-824-4120 ext 52000**. The University emergency line is staffed 24 hours per day, 365 days per year by Campus Community Police Services.

A7.2. Parking Information Available Online

Parking locations, type of parking, i.e. public parking, permit parking and other parking, hours of operation, and parking rates may be viewed online.

A7.3. Office Hours and Contact Information

Campus Parking Services	Campus Community Police
Trent Building, 32 Trent Lane PVT	Trent Building, 32 Trent Lane PVT
519-824-4120, ext 52118 questions@parking.uoguelph.ca	519-824-4120, ext 52000 (Emergencies only) 519-824-4120, ext 52246 (non-emergency)
Office hours 8:30 a.m. - 4:30 p.m. weekdays, except holidays www.parking.uoguelph.ca	Office hours 24 hours per day, 365 days per year www.police.uoguelph.ca
For information relating to parking, including: <ul style="list-style-type: none">• this policy, these regulations;• parking applications, parking permits and fees;• parking and traffic violations and fines, including day-time release of towed and impounded vehicles; and• parking maps	For information relating to parking and traffic enforcement, including: <ul style="list-style-type: none">• vehicle collisions• reporting vehicle break-ins or thefts• after hours release of towed and impounded vehicles

A7.4. Reporting Collisions, Theft, Other Problems

Motor vehicle collisions, the theft or loss of property, including the vehicle or contents therein, the towing of a vehicle, or vehicle breakdowns on University property should be reported to Campus Community Police. Campus Community Police may elect to further investigate any such incident or call Guelph Police Services.

A message left on a parked or abandoned vehicle does not prevent ticketing or towing.

Guideline B: Parking Services

Responsible Office: Campus Parking Services

Responsible Officer: Director, Business Operations

Effective Date: July 1, 2020 **Draft**

Approving Authority: Associate Vice-President, Physical Resources

B1. Purpose

The purpose of this document is to identify and provide a brief description of the types of parking services that may be established and available on University property.

B2. Definitions

The defined terms in the *Highway Traffic Act* (Ontario) and in the Guideline A: Principles and Standards apply equally in this guideline.

B3. Parking Accounts

Most parking options on University property require a parking account be setup prior to parking. By registering in advance with Campus Parking Services, should the University observe a potential concern with your vehicle, including, but limited to, headlights or interior lights left on, a flat tire or possible evidence of a break-in, etc. Campus Parking Services can notify you of the potential concern immediately.

There are two account types: 1) the University main parking account for students, employees, University units, and permitted service contractors using public and/ or permit parking; and 2) PayByPhone, the University's third party parking app, for visitors using public parking only.

B3.1. University Parking Account Setup

A parking account is required to be setup and activated prior to purchasing permit parking and is optional prior to purchasing public parking. A parking account can be setup online using the Campus Parking Services parking portal with your UofG central login and password; alternatively, a Parking Account Registration form can be completed online and submitted to Campus Parking Services. Campus Parking Services will confirm account setup. Visitors may also create a visitor account in the parking portal.

For employees and students, account setup and activation requires the following mandatory personal information: name, student or employee number, office, home and local address, as applicable, UofG email address, mobile telephone number, pre-registration of up to three vehicles, including the make, model and licence plate number and issuing province/ state, and account-holder's/ permit-holder's acknowledgement and agreement to observe and comply with the requirements of this policy, including the regulations.

For visitors, account setup and activation requires the following mandatory personal information: name, unique id created by the visitor, home address, email address, mobile telephone number, pre-registration of vehicle, including the make, model and license plate number and issuing province/ state, and the prospective permit-holder's acknowledgement and agreement to observe and comply with the requirements of this policy, including the regulations. Visitor parking accounts will have limited access to the types of parking available. If there is interest in a particular permit,

Campus Parking Services may be contacted after the visitor account has been activated to assess providing privileges to additional types of parking.

Once an account has been activated, either: 1) permit parking may be purchased using the University parking account in accordance with any further requirements under this Guideline B: Parking Services and Guideline C: Permit Parking, as applicable; or 2) public parking may be purchased using the University parking account at posted discounted rates.

B3.2. PayByPhone Parking Account Setup

To pay for public parking using PayByPhone first requires a PayByPhone account be setup by downloading the mobile PayByPhone app, using the online PayByPhone website or calling the PayByPhone service number and providing the personal account information necessary to activate the account.

Account setup and activation requires the following minimum personal information: telephone number and vehicle licence plate number and issuing province/ state.

Once an account has been activated, public parking can be purchased using PayByPhone at posted rates without discount.

B3.3. Accuracy and Completeness of Information

The completeness and accuracy of information in a parking account is the sole responsibility of the permit-holder/ account-holder. Campus Parking Services, relying on parking account information being accurate and complete, assumes no responsibility or liability for any delay or failure to process payments, to provide parking and/ or for any enforcement of this policy, including these regulations, that may occur as a result of information provided being incomplete or inaccurate.

B3.4. Notification of Changes

Permit-holders/ account-holders are responsible for notifying Campus Parking Services within five business days of any change to any information provided in their parking account.

B3.5. Virtual Permits

Upon receipt of payment for parking fees, a virtual permit is issued by Campus Parking Services to the permit-holder against the licence plate of the vehicle(s) provided/ registered in the permit-holder's parking account.

For public parking, the virtual permit expires at the end of the parking time purchased; for permit parking, subject to any recurring renewal and/ or further payment being made and received, the virtual permit expires at the end of the period for which payment was last received.

B4. Accessible Parking

To provide a variety of options for community members with physical disabilities, accessible parking is distributed among certain public and permit parking lots. While the University strives to exceed municipal zoning requirements for accessible parking on University property, from time to time the number of applicants requesting accessible parking may exceed the number of accessible spaces available and, therefore, as is the case for parking in general, accessible parking cannot be guaranteed.

The requirements, process or regulations that apply to specific types of public and permit parking apply equally to accessible parking, except that parking in and the use of an accessible parking space is restricted to persons conspicuously displaying in the vehicle's front windshield, their valid accessible parking permit issued by an appropriate authority. Such permits include the following ServiceOntario permits: yellow permits for persons with permanent disabilities; orange permits for persons with disabilities considered to be subject to change; gold permits for short-term disabilities ranging from two to twelve months; and green permits for a company or non-for profit organization transporting persons with disabilities.

B5. Public Parking

Public parking is intended primarily for visitors, invited guests and community members without permit parking.

Public parking is available for use during posted hours of operations on a short-term, first-come/first-serve, pay-as-you-use basis with no in-and-out privileges. Persons using public parking remain solely responsible for purchasing sufficient parking time at all times.

To purchase public parking, login in to either the University parking website online or the PaybyPhone app or online website or call the PayByPhone service number on the applicable parking sign and, following the respective prompts, enter: the 4- to 5-digit location code advertised on the parking lot sign; the day rate or desired (or maximum) amount of parking time; your credit card particulars, including the 3-digit security code; and confirm your selection. Any additional time may be purchased by revisiting your account through the respective online website, downloaded app or by redialing the PayByPhone service number, entering/ providing the additional time desired.

Any vehicle that remains parked after the parking time purchased has elapsed is in violation of this policy, including these regulations, and subject to University sanction.

Should a vehicle park in public parking outside of posted hours of operations and remain parked at the next commencement of posted hours of operation, a payment reminder notice will be placed on the vehicle's windshield and the driver will be required to make payment promptly that same day. Failure to pay the same day constitutes a violation of this policy, including these regulations, and subject to University sanction.

Permit parking permit-holders are not permitted to park in public parking without paying the appropriate public parking fees.

Public parking is monitored for parking enforcement by Campus Parking Services using the PayByPhone mobile enforcement app.

B5.1. Electric Vehicle Charging Station Parking

Public electric vehicle charging station parking can be purchased using PayByPhone only. Electric vehicle charging stations are reserved for electric vehicles to park while being charged. Electric vehicles are only permitted to be parked during the charging cycle up to a daily maximum of four hours. Any electric vehicle that remains parked after the parking time purchased has elapsed is in violation of this policy, including these regulations, and subject to University sanction.

The parking rate charged is for parking only and there will be no charge for electricity as a commodity. Permit parking permit-holders are not permitted to park and charge their electric vehicle in public electric vehicle charging station parking without paying the appropriate parking fees

University fleet vehicles are exempt from the requirement to pay the parking fee while using an electric vehicle charging station parking space.

B6. Permit Parking

Permit parking is available for use during posted hours of operations typically for a fixed parking fee paid in advance on a monthly basis with in-and-out privileges in some instances. Permit parking may be purchased online or in person at the Campus Parking Services office.

Only one registered vehicle may be parked in permit parking at a time. Parking more than one registered vehicle concurrently on University property is not permitted, unless the other registered vehicle is parked in public parking and the applicable public parking fee has been paid.

B6.1. Yellow Zone Permit Parking: Value Perimeter Parking

Yellow zone permit parking is value parking with parking spaces in perimeter parking lots (yellow zone designation) being available on a first-come, first-serve basis to yellow zone permit-holders during posted hours of operation.

Being the most-economically priced parking on campus, yellow zone permit-holders cannot be guaranteed parking will be available in their preferred, or any, yellow zone parking lot, particularly during peak demand periods. In-and-out privileges are subject to the availability of parking in yellow zone parking lots and, therefore, cannot be assured.

Yellow zone permit-holders may park in any available parking space in any yellow zone parking lot. If their preferred yellow zone lot is full, yellow zone permit-holders will be required to find available parking, if any, in another yellow zone parking lot.

Yellow zone permits may be oversubscribed or oversold by up to 35% more than the total number of parking spaces available in the yellow zone parking lots. In the unlikely event that every yellow zone parking lot becomes full, yellow zone permit-holders will be required to use, if available, public parking and pay the applicable parking charges for use.

If interest or demand for yellow zone parking exceeds availability, a wait list may be maintained.

B6.2. Red Zone Permit Parking: Basic Interior Parking

Red zone permit parking is basic parking with parking spaces in interior parking lots (red zone designation) being available on a first-come, first-serve basis to red zone permit-holders during posted hours of operation.

As a basic parking option on campus, red zone permit-holders cannot be guaranteed parking will be available in their preferred, or any, red zone parking lot, particularly during peak demand periods. In-and-out privileges are subject to the availability of parking in red zone parking lots and, therefore, cannot be assured.

Red zone permit-holders may park in any available parking space in any red zone parking lot. If their preferred red zone lot is full, red zone permit-holders will be required to find available parking, if any, in another red zone parking lot.

Red zone permits may be oversubscribed or oversold by up to 20% more than the total number of parking spaces available in the red zone parking lots. In the unlikely event that every red zone parking lot becomes full, red zone permit-holders may use any available yellow zone parking lot, if any, designated as overflow without additional charge. For greater clarity, the following yellow zone

parking lots are not designated as overflow parking and are not available for such overflow: P14, P15 and P19.

If interest or demand for red zone parking exceeds availability, a wait list may be maintained.

B6.3. Black Zone Permit Parking: Premium Interior Parking

Black zone permit parking is premium parking with a parking space in a specific interior parking lot (black zone designation) being reserved for each black zone permit-holder assigned to that specific black zone parking lot.

As a premium parking option on campus, black zone permit-holders are guaranteed parking availability in their assigned black zone parking lot with unlimited in-and-out privileges 24 hours/ day, 365-days/ year.

Black zone permit-holders may park in any available parking space in their assigned black zone parking lot. In the unlikely event that a permit-holder's assigned black zone parking lot is full, the permit-holder is urged to notify Campus Parking Services of the issue and is further encouraged to use any nearby red or yellow zone parking lot while Campus Parking Services investigates and resolves the matter.

This premium parking option further offers black zone permit-holders use of any available red or yellow zone parking in another part of campus while attending a University business function in that part of campus, e.g. a black zone permit-holder, who is assigned black zone parking in parking lot P1, may use any available red or black parking lot on the west side of campus while attending a University business function on that side of campus.

Black zone permits are neither oversubscribed nor oversold resulting in the ratio of parking spaces to permit-holders in each black zone parking lot being 1:1.

If interest or demand for black zone parking exceeds availability, a wait list may be maintained.

B6.4. Motorcycle Zone Permit Parking

Motorcycle zone permit parking is optional parking for motorcycles with parking spaces in motorcycle zone parking lots being available on a first-come, first-serve basis to motorcycle zone permit-holders during posted hours of operation.

Motorcycle zone permit-holders cannot be guaranteed parking will be available in their preferred, or any, motorcycle zone parking lot, particularly during peak demand periods. In-and-out privileges are subject to the availability of parking in motorcycle zone parking lots and, therefore, cannot be assured.

Motorcycle zone permit-holders may park in any available parking space in any motorcycle zone parking lot. If their preferred motorcycle zone parking lot is full, motorcycle zone permit-holders will be required to find parking, if available, in any other motorcycle zone parking lot. A motorcycle kickstand support plate must be used to prevent damage from the kickstand to the parking surface.

Motorcycle zone permits may be oversubscribed/ oversold.

Motorcycle zone parking permits are typically issued on an annual basis subject to motorcycle zone permit availability. No wait list is maintained for motorcycle zone permit parking.

B7. University-Related Permit Parking and Services

University-related permit parking is available for use during posted hours of operations by University units typically for a monthly permit fee with in-and-out privileges in some instances.

The University unit permit-holder is responsible to the University for the University unit permit-holder's conduct, acts and omissions and for the conduct, acts and omissions of the driver and passengers in the University unit permit-holder's registered vehicle.

B7.1. University Vehicle Parking

University vehicle parking spaces are available for parking University vehicles. University vehicles are required to be registered with both Campus Parking Services and University Fleet Services to park on-campus. With the endorsement of the respective University unit leader, University units purchase from Campus Parking Services monthly permits for each University vehicle registered. University vehicle value permit parking is available in yellow zone permit parking lot P30, while University vehicle basic permit parking is available in any red or yellow zone permit parking lot. The University unit leader appoints a University unit permit-holder to administer and assume overall responsibility for the University units' observance and compliance with this policy, including the regulations. Availability of University vehicle parking cannot be guaranteed and University units remain fully responsible for operating, storing and parking their University vehicles in compliance with this policy, including the regulations, and for observing and complying with this policy, including the regulations.

B7.2. Service Vehicle Parking

Service vehicle parking spaces are restricted for use by registered service contractors (See section B8.2 Service Contractor Parking) and certain University service units that routinely perform delivery or maintenance work/ service across University property.

Service vehicle permit parking may be purchased by permitted University service units from Campus Parking Services. University service unit employees are not permitted to use service vehicle permit parking to park personal vehicles in service vehicle parking spaces near their primary assigned work location.

B7.3. HPC Clinic Parking

HPC clinic parking spaces are available to public clinic clients for parking while attending a clinic appointment. As a University unit, the Health and Performance Centre purchases from Campus Parking Services designated premium permit parking for this specific use. While attending a clinic appointment, public clinic clients may park for no additional charge to the public clinic client in any available HPC clinic parking space. To validate users of HPC clinic parking spaces as public clinic clients, HPC will register each public clinic client's vehicle with Campus Parking Services while parked in a HPC clinic parking space. Availability of HPC clinic parking spaces cannot be guaranteed and, should HPC clinic parking become unavailable, public clinic clients may use any available public parking and are required to pay the applicable parking fees. Students, employees and contractors of the University, even if they are clinic clients, are not permitted to use HPC clinic parking at any time.

B7.4. External Governor and Trustee Parking

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 from Campus Parking Services annual permits for this specific purpose. External governors and trustees are required to register with Campus Parking Services (may be through the University Secretariat) to activate their permit parking privileges. When registered, external governors and trustees, while involved in a Board-related activity on University property, may park in available public parking or black and red zone permit parking for no additional charge to the external governor or trustee.

B7.5. Emergency Services Parking

Emergency services parking spaces are restricted for use by Campus Community Police, including Fire Prevention Office, and any emergency service authority, including police, fire and paramedic service vehicles.

B7.6. Prepaid Visitor Parking

Prepaid visitor parking is available for a single use without in-and-out privileges by the invited guests and visitors, including visiting groups and special events, of University units. University units may purchase prepaid visitor parking permits from Campus Parking Services.

To be valid, each prepaid visitor parking permit must be conspicuously displayed face up (with the date of issue showing legibly in permanent marking and matching the date of use) on the driver's side of the vehicle's interior dashboard and clearly visible from outside of the vehicle at all times while on University property. When displayed and marked properly, invited guests/ visitors may park in any available public parking space or designated parking lot indicated on their parking permit for a single use/ single day without in-and-out privileges for no additional charge to the guest/ visitor on the day issued. Any parking permit used that does not strictly meet this requirement will be deemed to be invalid and its use a contravention of this policy, including the regulations.

B7.7. Special Event Parking

Special parking arrangements for large University-sponsored special events or visiting groups, such as convocation, may be requested normally with at least two weeks advance notice to Campus Parking Services. If such request can be accommodated at the University and is approved by Campus Parking Services, the University unit sponsoring the large group or special event may be charged the cost of the parking fees together with any additional costs incurred by Campus Parking Services for directional signage, traffic officers, etc.

Advance notice of parking lot closures/ repurposing will normally be posted several days in advance on the University website and at affected parking lots.

Any vehicle remaining parked at the time access to the parking lot has been closed or otherwise restricted for a University special event is in violation of this policy, including these regulations, and subject to University sanction, including immediate towing at the sole risk and expense of the driver/ owner.

B8. Other Parking and Services

Various types of other parking and services, where and as provided on University property, are available for use only during posted hours of operations by community members, as may be

restricted herein, typically on a first-come, first-served, fee-for-service basis with no in-and-out privileges.

B8.1. Continuing Education Parking

Persons enrolled in a University continuing education course or program may park in public, black or red zone permit parking between the hours of 6:00 p.m. and 10:00 p.m. weekdays and 8:00 a.m. to 10:00 p.m. on weekends, unless otherwise restricted by official signs, for no additional charge to the person.

B8.2. Service Contractor Parking

Service vehicle parking spaces are restricted for use by certain University service units and registered service contractors while engaged and performing delivery or maintenance work or services on University property. Service contractor vehicles must be properly branded or marked and be registered with Campus Parking Services. Permitted service contractors purchase from Campus Parking Services annual permits for each service contractor vehicle registered.

Availability of service vehicle parking cannot be guaranteed and, should service vehicle parking become unavailable, service contractors may use any available public parking, excluding parking lots P31 and P44, and are required to pay the applicable parking fees without any compensation whatsoever from the University.

All other contractor vehicles, including unmarked contractor vehicles (placing a business card or company sign on the interior dashboard is not acceptable marking) and employee personal vehicles, may park in public parking and will be required to pay the applicable parking fees without any compensation whatsoever from the University.

B8.3. Construction Parking

Construction vehicle parking may be established from time to time for use by construction contractor and subcontractor employees while engaged and performing construction on University property and be registered with the University at Campus Parking Services.

Availability of construction vehicle parking cannot be guaranteed. Should construction parking spaces become full, construction vehicles may park in public parking and will be required to pay the applicable parking fees without any compensation whatsoever from the University. Construction contractors and subcontractors are not permitted to use service vehicle parking at any time. Off-loading and loading of construction products, materials, debris, etc. from branded/ marked construction vehicles may only be performed with a special exemption parking permit issued by the Campus Parking Services.

B8.4. Loading Zones

Loading zones are for the express purpose of the receiving or shipping of goods for the University. Loading zones are restricted to authorized vehicles parked, normally no longer than 20 minutes, for off-loading or loading supplies, materials, equipment and product and other goods for the University.

B8.5. Transit Terminal

Except as otherwise permitted by the University, the transit terminal is for use by permitted transit commissions, including Guelph Transit and Metrolinx/ GO Transit, and permitted commercial bus companies, including Greyhound, to park, stop and stand permitted transit/ commercial buses to receive and discharge passengers.

B8.6. Bus Stands

Bus stands are for use by other commercial bus companies to stop, stand or park to receive or discharge passengers for University sponsored or sanctioned events on- or off-campus, including varsity or recreational athletic events and off-campus excursions.

Availability of bus stands cannot be guaranteed and only after posted hours of operations of public or permit parking may buses use public or permit parking for such purpose as identified from time to time in advance by Campus Parking Services.

B8.7. Taxi Stands

Taxi stands are for use by taxi or limousine companies for stopping, standing or parking to receive or discharge passengers, provided always that such companies are: authorized to do so in advance by the University authority; park only in the spaces provided and normally not park for longer than 30 minutes at one time; stop, stand or park where permitted for the immediate receiving or discharging of passengers; and agree to and direct company drivers to comply with any further requirements of this policy, including these regulations.

Availability of taxi stand parking cannot be guaranteed and, should the taxi stand become full, all other taxis or limousines must not stop, stand or park elsewhere on University property, except for the immediate receipt or discharge of passengers.

B8.8. Bicycle Parking

Cyclists may only park their bicycles in outdoor bicycle stands or bicycle racks provided by the University for no additional charge to the cyclist and shall refrain from bringing their bicycles indoors (indoor bicycle storage areas excepted) and from securing bicycles to benches, fences, signposts, trees, waste or recycling receptacles or any other object.

B8.9. Special Exemption Parking

From time to time, special circumstances may arise where a vehicle may be required to park, stop, stand or otherwise be driven or operated in an otherwise restricted location and is only permitted to do so with a special exemption parking permit authorized in advance by the Campus Parking Services for a specific purpose, in a specific location(s) and for a specific time period(s).

Guideline C: Permit Parking

Responsible Office: Campus Parking Services

Responsible Officer: Director, Business Operations

Effective Date: July 1, 2020 **Draft**

Approving Authority: Associate Vice-President, Physical Resources

C1. Purpose

The purpose of this document is to set out the permit parking process, including student and employee eligibility, purchasing permit parking, payment of fees, and cancellation, termination or suspension of permit parking.

C2. Definitions

The defined terms in the *Highway Traffic Act* (Ontario) and in Guideline A: Principles and Standards apply equally in this guideline.

C3. Eligibility for Permit Parking

C3.1. Student Eligibility

Subject to availability, to be eligible for permit parking, a student must:

- be registered in an undergraduate or graduate program proceeding towards a degree, diploma or certificate at the University;
- be in good standing with the University;
- be enrolled on a full-time basis at the University for the upcoming academic year; and
- either travel daily to the University from outside the City of Guelph municipal boundary limits or have exceptional circumstances, determined at the University's sole discretion on an individual, case by case basis. For greater clarity, the University will presume any student who has a permanent address that is at least 45 minutes from campus will have arranged temporary local residential accommodations within the City of Guelph municipal boundary limits. The burden of proof rests with the student to demonstrate accommodation otherwise.

Permit parking for the month of September will normally be available for purchase on a first-come, first-serve basis normally commencing mid-July. Students living in residence will not be permitted to buy permit parking prior to September and may request to be placed on a student wait list.

In an effort to provide first-time students an opportunity to acquire permit parking, the University sets aside up to 20% of the total number of parking permits allocated for eligible students on a first-come, first-serve basis commencing the first week of September.

In the event the desired permit parking is not available, students may purchase another available permit parking zone type and/ or may request to be placed on the respective permit parking zone wait list. If permit parking becomes available, Campus Parking Services, without any obligation whatsoever, will make reasonable efforts to contact students according to their position on the wait list. The student wait list will be cleared of names at the end of each parking year on April 30th.

C3.2. Employee Eligibility

Employees are eligible for permit parking subject to availability and to prioritization in the following rank order: regular full-time employees followed by temporary, part-time or contract employees. Permit parking for employees is subject to the availability of permit parking allocated for employees among permit parking zones.

In the event the desired permit parking is not available, employees may purchase another available permit parking zone type and/ or may request to be placed on the respective permit parking zone waiting list. If permit parking becomes available, Campus Parking Services will, without any obligation whatsoever, make reasonable efforts to contact employees according to their position on the waiting list.

C3.3. Renewal of Permit Parking

Current permit-holders have first right to renew their permit parking between successive periods, such right of renewal expires three business days following the expiration of the permit-holder's then-current permit parking.

Eligible employee permit-holders who have opted into the payroll deduction program will have their permit parking renew automatically monthly until the permit-holder opts-out of the program.

Requests to cancel permit parking or change permit parking zones may be submitted online and must be received by Campus Parking Services at least ten business days prior to the expiry date of the permit parking to provide sufficient time for processing of the request and any payment, thereby preventing any interruption to, cancellation or other termination of the employee's permit parking and reassignment of the parking space or lot.

C3.4. Permit Parking Not Issued for Outstanding Fines

Permit parking will not be issued to any person who has any outstanding fines owing to the University until such fines are paid in full. Permit parking will not be issued for any vehicle which has any outstanding fines owing to the University until such fines are paid in full, unless proof of transfer of vehicle registration has been submitted in a timely fashion to Campus Parking Services.

C4. Payment of Permit Parking Fees

C4.1. Payment

To validate their permit parking, permit-holders are required to pay, in full and in advance, the applicable permit parking fee for the applicable parking period for the applicable permit parking zone being purchased. Upon payment, a virtual permit is issued to the permit-holder against the licence plate of the vehicle(s) registered in the permit-holder's parking account.

C4.2. Employee Payroll Deduction Program

Regular, full-time employees may purchase permit parking through the University's payroll deduction program. To opt into the payroll deduction program, employees simply access their parking account and select the payroll deduction option. The monthly parking fee will be automatically deducted from the second pay each month to pay the parking fee, in full and in advance, on a monthly basis, i.e. the parking fee deducted from the 2nd pay period in March will be for permit parking in April. Monthly payroll deductions, including University-approved rate increases,

will continue until the employee selects to opt out of the payroll deduction program or permit parking is otherwise cancelled or terminated.

C4.3. Administrative Charge for Insufficient Funds

Should any payment be returned by the University's banking institution for insufficient funds, the University may charge the permit-holder an administrative fee for each occurrence of such insufficient funds in addition to the applicable parking fee, due immediately upon demand.

C4.4. Withdrawal, Cancellation or Revocation of Permit Parking

A violation of, or failure to observe and comply with, this policy, including these regulations, including non-payment of fees or fines levied by the University or recurring violations or failures, may result in sanctions in accordance with section A5.1 University Sanction, which may include withdrawal, cancellation or other revocation, without notice from the University, of permit parking.

C5. Cancellation, Termination or Suspension of Permit Parking

C5.1. Voluntary Cancellation or Termination

A permit-holder may voluntarily cancel or terminate their permit parking at any time prior to the expiration of the prepaid period by completing and submitting a permit cancellation form online or in person at the Campus Parking Services office.

C5.2. Voluntary Suspension or Temporary Cancellation

A permit-holder may voluntarily suspend or temporarily cancel their permit parking at any time prior to the expiration of the prepaid period by completing and submitting a permit cancellation form online or in person at the Campus Parking Services.

C5.3. Employee Leave of Absence

In the event an employee permit-holder is granted a leave of absence, the employee permit-holder may choose either:

- to cancel their permit parking by completing and submitting a permit cancellation form online or in person at Campus Parking Services. Upon cancellation, Campus Parking Services may redistribute or reassign such parking without any further obligation to the employee permit-holder. Upon return from leave, the employee permit-holder may purchase permit parking, if available, however, Campus Parking Services cannot guarantee the availability of permit parking at the time of the employee permit-holder's return from leave; or
- to retain their permit parking during leave, the employee permit-holder remains responsible for continuing parking fee payments throughout the leave period. Should the employee permit-holder default in making any payments, the employee permit-holder will be in violation of this policy, including these regulations, and the University may exercise any of the University's rights under this policy.

C5.4. Involuntary Cancellation or Termination

Permit parking will be automatically and immediately revoked, cancelled or otherwise terminated by the University upon either:

- the termination of the permit-holder's employment relationship with the permit-holder's employer (either the University or a tenant or contractor of the University); or
- the conclusion of the permit-holder's student relationship with the University.

C5.5. No Further Rights

Upon suspension, cancellation or other termination of any permit parking, permanent or temporary, voluntary or involuntary, Campus Parking Services has the right to redistribute and reassign permit parking without any further obligation whatsoever to the former permit-holder.

C5.6. Determination of Refund/ Balance Owing

In the event of any suspension, cancellation, or termination of any permit parking, permanent or temporary, voluntary or involuntary, Campus Parking Services determines whether a refund is owed to the permit-holder or if a balance remains owing to the University, using the following equation:

$a = b - (c \times d) - e$, where

a = the balance.

b = total amount of parking fees prepaid or paid during the parking year;

c = monthly parking fee for permit parking type, as appropriate;

d = number of parking months, including part months, used during the parking year;

e = amount of outstanding penalties and fines levied by University;

If $a = 0$, no refund or balance is owing;

If $a > 0$, a refund is owing to the permit-holder. Campus Parking Services normally issues refunds within ten business days following a request for refund, provided such request is made within ten business days following such suspension, cancellation or other termination of permit parking; and

If $a < 0$, a balance remains owing to the University. The permit-holder is required to pay the outstanding balance immediately upon demand by University. Failure to pay an amount owing is in violation of this policy, including these regulations.

Guideline D: Regulations

Responsible Office: Campus Parking Services

Responsible Officer: Director, Business Operations

Effective Date: July 1, 2020 **Draft**

Approving Authority: Associate Vice-President, Physical Resources

D1. Purpose

The purpose of this document is to set out the regulations enacted by the University to facilitate a safe, healthy learning, working, teaching, living and playing environment for community members through the safe and orderly conduct of pedestrian and vehicular traffic entering onto, circulating within, and exiting from University property and of parking on University property.

D2. Definitions

The defined terms in the Highway Traffic Act (Ontario) and in Guideline A: Principles and Standards apply equally in this guideline.

D3. General Regulations

D3.1. Parking and Traffic to be Regulated

Any prohibition, restriction, permission or other requirement regarding the stopping, parking, standing or otherwise operating of a vehicle on a highway under the *Highway Traffic Act* (Ontario) or on property under municipal bylaw is, respectively, a prohibition, restriction, permission or other requirement on University private roadways or on University property.

D3.2. Schedule of Violations and Fines

A schedule of violations and fines may be viewed online.

D3.3. Warnings

The University authority, at the University authority's discretion, may elect to issue warnings relating to violations under these regulations without a fine or penalty.

D3.4. Littering Prohibited

Littering on University property is prohibited.

D3.5. Damage or Destruction to University Property

A person causing damage or destruction, wilful, malicious or otherwise, to University property is in violation of this policy, including these regulations.

D3.6. Environmental Release of Vehicle Fluids

The accidental, malicious or other 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 (environmental release) is contrary to this policy, including these regulations. In the event of an environmental release, in addition and without prejudice to any other right or remedy the

University may have under the legislation or University policy, including these regulations, the owner of an offending vehicle is held responsible for paying and will pay to the University all costs and expenses incurred relating to the removal of the offending vehicle and any property or environmental clean-up, remediation or restoration, including legal costs.

D3.7. Identification to be Produced

Any person on University property, upon request by an authority or University authority, must produce proof of identification acceptable to the authority. For further clarity, the driver of a vehicle on University property must produce their driver's licence, vehicle ownership and proof of insurance coverage. Failure to provide acceptable documentation or to provide false documentation is in violation of this policy, including these regulations.

D3.8. Special Exemption Permit

A special exemption permit may permit certain activities otherwise restricted on University property, including parking, stopping, standing, driving or operating a vehicle, within any parameters for such activities, locations and time periods permitted and authorized in advance in such permit by Campus Parking Services.

D4. Traffic Regulations

D4.1. Compliance with Official Signs

Every person on University property will observe, comply with and obey the directions of official signs and devices erected by the University on University property to facilitate the safe and orderly movement of pedestrian and vehicular traffic and the appropriate use of University property, including parking spaces or lots. Unless otherwise posted by official signs:

- any official sign, including fire route, no parking and other traffic sign on a roadway is applicable to the entire roadway; and
- the maximum speed limit on University property is 30 km/h.

D4.2. Pedestrian Right-of-Way

Pedestrians have right-of-way at pedestrian crossings and crosswalks.

Pedestrians are strongly encouraged to cross roadways only at intersections, using pedestrian crossings and crosswalks provided. Pedestrians are further encouraged to refrain from crossing a roadway at any other point along the roadway. Pedestrian crossing a roadway at a point other than a pedestrian crossing or crosswalk is a violation of this policy, including these regulations.

Pedestrians are encouraged to maintain awareness of their surroundings, including walking surfaces, at all times while walking. Pedestrians are further encouraged to refrain from using or looking down at their hand-held devices while walking or crossing a roadway, particularly at any pedestrian crossing or crosswalk, so as not to be distracted while walking or crossing. A pedestrian walking or crossing a roadway while distracted is a violation of this policy, including these regulations.

D4.3. Emergency Vehicles Right-of-Way

Emergency vehicles, including Campus Community Police and Fire Prevention Office vehicles, have right-of-way on University property. A vehicle parking, stopping or standing in or otherwise being driven or operated so as to cause an obstruction or other interference with any emergency vehicle is prohibited.

D4.4. No Obstruction or Interference

Vehicles (emergency vehicles and certain University service unit vehicles excepted) are not permitted at any time to park, stop, stand or be driven or otherwise operated on University property so as to cause an obstruction or other interference with the use of any entrance onto or exit from University property, or of any roadway, any designated fire route (applies to both sides of the roadway), any fire hydrant (within three metres thereof), any walkway, any entrance into or exit from developed space, landscaped areas, green spaces or any other area on University property where vehicles are prohibited.

For greater clarity, sidewalks, pathways, walkways, natural environments, landscaped spaces and athletic playing fields are designated as pedestrian areas and, therefore, vehicles (emergency vehicles and certain University vehicles excepted) are prohibited from such sidewalks, pathways, walkways, natural environments, landscaped spaces and athletic playing fields.

D4.5. Transit Terminals Restricted

Only buses of permitted transit commissions, including Guelph Transit and Metrolinx/ GO Transit, and permitted commercial bus companies, including Greyhound, are permitted to park, stop, stand or otherwise be driven or operated in transit terminals. Other commercial bus companies are restricted to using available bus stands on University property.

As an exception, a vehicle displaying a valid accessible parking permit may temporarily stand at the University Centre main entrance, using only the outside (right-hand) lane and only if safe to do so, for the explicit purpose of, and while actively engaged in promptly receiving or discharging passengers with physical disabilities.

Any vehicle (emergency vehicles and certain University vehicles excepted) parking, stopping or standing in or otherwise being driven or operated so as to cause an obstruction or other interference with buses or the transit terminal is in violation of this policy, including these regulations.

D4.6. Off-Road Vehicles Prohibited

Motor vehicles intended for off-road use, including snow machines, all-terrain vehicles, dirt bikes and pocket bikes, are not permitted on University property, except by special exception permit issued in advance by a University authority.

D4.7. Hand-Held Devices Prohibited

The use of a hand-held wireless communication device in hands-free mode is permitted while driving or otherwise operating a motor vehicle on University property. Otherwise, the hand-held use of any wireless communication device or electronic entertainment device while driving or otherwise operating a motor vehicle on University property is prohibited. This prohibition does not apply to any authority or University authority.

D4.8. Traffic Redirection and Road Closures

Where either an authority or University authority considers it advisable to:

- ensure orderly movement of traffic,
- prevent injury to persons or damage to property, or
- permit proper action in an emergency;

the authority or University authority may:

- direct traffic, or require traffic be directed, and every person must obey such traffic directions; or
- close, or cause to be closed, any roadways or walkways with or without notice.

D4.9. Driver to Stop and Obey Directions

Either an authority or University authority, in the lawful execution of assigned duties, may require a vehicle to stop. The driver of such a vehicle, when signaled or requested to stop will immediately bring the vehicle to a safe and complete stop and will obey all further directions of the authority or University authority.

D5. Parking Regulations

D5.1. No Parking, Stopping or Standing

Unless otherwise posted or permitted by official signs, vehicles (emergency vehicles and certain University service unit vehicles excepted) are not permitted to park, stop or stand on University property.

D5.2. Parking Permitted

Parking is only permitted in a parking space that has been clearly marked, typically between two parallel red painted lines, posted, signed, and designated for parking purposes. Any area on University property that is not posted, signed, designated or otherwise marked for parking purposes is considered a “no parking” area and parking in such an area is prohibited. The absence of any signage to the contrary does not permit or authorize parking elsewhere on University property.

D5.3. Overnight Parking Restricted

Overnight parking may be restricted to facilitate winter maintenance work, including snow clearing, pushing or removal from December 1st through to and ending March 31st, whether snow is present or not. Information is available online regarding overnight parking restrictions times and locations.

D5.4. Maintaining Residency in a Vehicle Not Permitted

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

D5.5. Vehicle Abandonment

A vehicle left on University property for 14 or more consecutive days is normally considered abandoned and will be towed and treated as such by the University. A vehicle without a valid licence plate or that appears to be dismantled or wrecked, in whole or in part, or otherwise

inoperable, if left on University property for more than 48 hours, will also be considered abandoned and will be towed and treated as such by the University.

D5.6. Tailgating Not Permitted

Unless otherwise permitted in advance by Campus Parking Services, tailgate gatherings (“tailgating”) are not permitted on or around any vehicle or in any parking space on University property.

D5.7. Vehicle Cleaning or Maintenance Not Permitted

Cleaning, washing, polishing, repair, refurbishment or other maintenance of vehicles is not permitted on University property, except when such undertakings are performed in developed spaces intended for and approved by the University authority for such purposes.

Guideline E: Terms of Reference for Parking Appeals Committee

Responsible Office: Campus Parking Services

Responsible Officer: Director, Business Operations

Effective Date: July 1, 2020 **Draft**

Approving Authority: Associate Vice-President (Physical Resources)

The Parking Appeals Committee (committee) is responsible to the Associate Vice-President (Physical Resources).

E1. Purpose

To provide an appeal process for internal parking violations over which the University has sole jurisdiction. For greater clarity, the committee has no standing with respect to any parking or traffic violations issued by an external authority having jurisdiction, whether federal, provincial, or otherwise, including Campus Community Police, municipal bylaw enforcement and provincial offenses enforcement.

E2. Function

To consider an appeal request in instances where a violation notice or decision notice has been issued contrary to Guideline D: Regulations of **Error! Reference source not found.** or otherwise in error. In accordance with section A6.2 Appeals in Guideline A: Principles and Standards of **Error! Reference source not found.**, appeal requests are considered, with appeal meetings being granted and conducted, with appropriate decision notices being issued in accordance with section A6.2 Appeals in Guideline A: Principles and Standards of **Error! Reference source not found.**

To make any recommendations the committee feels necessary concerning additions, deletions or revisions to Guideline D: Regulations of **Error! Reference source not found.** to Campus Parking Services for consideration.

E3. Membership of the Committee

Committee membership shall include one representative from each of the following groups appointed by the Associate Vice-President (Physical Resources), in consultation with their respective union/ association executive:

- 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)

Committee members shall be appointed for a two (2) year term. Appointments for a shorter term may be made where appropriate. When the two (2) year term has expired, the position will be offered to all members of the respective union/ association. Campus Parking Services will contact unions/ associations requesting respective committee representation be provided. If multiple members from their respective union/ association express interest in serving as committee members, that union/association will determine which member will be responsible for representing their union/association. If no new members come forward, then the standing member may be re-appointed for one (1) additional two (2) year term without further reappointment. It is intended that only one-half of the committee memberships expire concurrently in an effort to maintain continuity of the committee between appointment terms.

The appointment of, or the rescission of the appointment of, a committee member may be made, with prior written notice, normally at least five business days in advance, by the respective union/ association of the committee member to the secretary.

In the event a member is unable to participate in meetings or committee-related tasks for an extended period of time, an interim committee member may be appointed. The appointment of, or the rescission of the appointment of, an interim committee member may be made, with prior written notice, normally at least five business days in advance, to the University designate, by respective union/ association. The interim committee member may participate in meetings or committee-related tasks for the time that the replaced committee member remains unable to participate, unless such appointment is rescinded sooner by another appointment by the appointing party, or automatically with return of the replaced member. The secretary will be informed in advance of a meeting of any temporary substitution of committee members.

Appointments for unexpired terms (caused by leave of a member) may be made at any time. The above terms would apply for filling a vacant appointment.

A committee chair shall be elected from among the committee members by the committee members at the beginning of the fall semester for a two (2) year term, and no less than one (1) year, as a non-voting member.

The Assistant Manager, Campus Parking Services, or the Assistant Manager's designate, will be the University representative to the committee ex officio with non-voting rights. The University representative may, in the University representative's reporting capacity, attend any committee meeting to provide clarification, guidance and/ or support to the committee.

The committee secretary shall be provided by Campus Parking Services as a non-voting resource person. The committee secretary shall assume the duties as acting committee chair in the absence of the committee chair or to achieve quorum as set out in section E4. Meetings below.

E4. Meetings

Appeal requests will be appropriately considered and, if appeal requests are to be considered further, appeal meetings will be appropriately granted and conducted with decision notices being appropriately issued, in accordance with section A6.2 Appeals in Guideline A: Principles and Standards of **Error! Reference source not found.** Quorum shall consist of any three (3) committee members, excluding the committee chair. If necessary to achieve quorum, the committee secretary shall assume the duties as acting committee chair to allow the committee chair to assume the duties of a committee member with voting rights.

Meetings will be conducted periodically to review and provide recommendations, if any, for consideration for any additions, deletions or revisions proposed to Guideline D: Regulations of PR Policy 1.2.23: Parking and Traffic and for any additions, deletions or revisions to Guideline D: Regulations of **Error! Reference source not found.** that the committee believes necessary. Quorum shall consist of 50% plus one (1) committee members, not including the committee chair. If necessary to achieve quorum, the committee secretary shall assume the duties as acting committee chair to allow the committee chair to assume the duties of a committee member with voting rights.

The committee is advisory to Campus Parking Services.

Committee members are responsible for maintaining confidentiality of personal information disclosed to them during the course of performing their duties, except where disclosure of information is specifically required by law.

E5. Review

The Terms of Reference for the Parking Appeals Committee shall be reviewed at least every three years by the Associate Vice-President (Physical Resources).

APPROVED: _____ DATE: _____

Associate Vice-President (Physical Resources)

Appendix A: Parking Summary of Violations and Fines

Schedule of Violations and Fines

General Violations & Fines (Non-Appealable)

Violation Code	Violation	Violation Fine
	Warning: Violation identified	\$0.00
	Damage/ vandalism to University property/ parking lot	\$200.00
	Administrative fee for insufficient funds or NSF cheque	\$40.00
	Administrative late fee for collecting fines	\$50.00
	Cost recovery fee for University conducted MTO searches	\$20.00
	Administrative fee for failure to appear at appeals meeting	\$50.00
	Littering on University property	\$45.00
	Park/ store bicycle inside building	\$45.00
	Pedestrian crossing roadway, distracted – not in safety	\$45.00

Summary of Certain Traffic Violations & Fines (Appealable)

Violation Code	Section	Traffic Violation	Set Fine
	128	Speeding	\$75.00
	130	Careless driving	\$200.00
	134(1)	Disobey officer/ University Authority directing traffic	\$200.00
	140(1)(a)	Fail to yield to pedestrian	\$100.00
	141(2)	Improper right turn	\$45.00
	141(6)	Improper left turn	\$45.00
	142(1)	Turn not in safety	\$45.00
	142(1)	Change lane - not in safety	\$45.00
	142(2)	Start from parked/ stopped position - not in safety	\$45.00
	144(29)	Cyclist - ride in or along crosswalk	\$45.00
	150(1)	Pass in right - not in safety	\$45.00
	150(2)	Pass - off roadway	\$45.00
	151(1)	Disobey official sign	\$45.00
	154(1)(a)	Unsafe lane change	\$45.00
	156(1)(a)	Drive wrong way - divided roadway	\$45.00
	158(1)	Follow too closely	\$45.00
	159(1)(a)	Fail to stop on right for emergency vehicle	\$200.00
	159(1)(b)	Fail to stop - nearest curb/ edge of roadway - for emergency vehicles	\$200.00
	180	Litter roadway	\$45.00
	180(2)	Disobey sign	\$45.00
	199(1)	Fail to report collision/ accident	\$45.00
	199(1)	Fail to furnish required information	\$45.00

Violation Code	Section	Traffic Violation	Set Fine
	218(2)	Cyclist - fail to stop	\$45.00
	218(2)	Cyclist - fail to identify self	\$45.00
		All other violations under Highway Traffic Act	\$45.00

Parking Violations & Fines (Non-Appealable)

Violation Code	Parking Violation	Violation Fine
	Abandoned vehicle	\$45.00
	Double parked	\$30.00
	Drive in restricted bus area/ emergency vehicle only areas	\$100.00
	Lost/ revoked parking privileges (unpaid fines, repeat tickets)	\$100.00
	Obstruct building fire exit or emergency egress	\$100.00
	Park at expired paybyphone area	\$30.00
	Park in accessible space/ no disability permit displayed	\$300.00
	Park at end of an aisle	\$45.00
	Park in a reserved space/ no permit	\$70.00
	Park over time limit permitted	\$30.00
	Park vehicle in a fire route/ emergency route	\$100.00
	Cost recovery daily fee for towed vehicle storage (per day, including any part day)	\$20.00
	Cost recovery fee for towed vehicle release between 08:00 and 20:00	\$115.00
	Cost recovery fee for towed vehicle release between 20:00 and 08:00	\$158.00

Parking Violations & Fines (Appealable)

Violation Code	Parking Violation	Violation Fine
	Arboretum Road – 2 hr limit per day	\$70.00
	Arboretum Road – improper use	\$70.00
	Fail to pay parking fee at kiosk	\$30.00
	Fail to register vehicle	\$30.00
	Failure to notify change in parking account	\$30.00
	Obstruct a loading zone	\$45.00
	Obstruct a walkway	\$30.00
	Obstruct a disabled access route – bicycle	\$20.00
	Park blocking other vehicles	\$30.00
	Park multiple vehicles on University property linked to one permit without payment (each vehicle)	\$30.00
	Park in an unauthorized/hash lined area	\$45.00
	Park in restricted overnight area	\$30.00
	Park in incorrect permit parking zone	\$30.00
	Park on boulevard or sidewalk	\$30.00
	Park, stand, stop, operate vehicle in prohibited area	\$45.00

