

Parking and Traffic Enforcement Regulations

1.0 Parking Areas

Parking is only allowed in designated areas. Absence of signage does not mean that parking is permitted.

2.0 Permits

All parking permits are issued subject to the following restrictions and conditions:

- Parking Permits are issued, as physical evidence of a specific contract, for display when entering and parking on Campus.
- Parking Permits remain the property of the College and may be cancelled and parking privileges revoked at any time by the college.
- The responsibility of finding a parking space in an authorized area rests with the vehicle operator
- The College assumes no responsibilities at all for loss or damage to the vehicle or its contents however caused.
- The College assumes no responsibilities for personal injury however caused.
- Parking Services will not issue a parking permit to a driver who is suspended, has outstanding fines or for a vehicle against which outstanding parking or / and traffic violations.

3.0 Enforcement of Regulations

It is a criminal offence to duplicate, counterfeit, alter or otherwise use unauthorized Cambrian College parking permits.

Parking Services may proceed with criminal charges of fraud in any of these cases. Non enforcement of any regulation, in any one instance, will not be interpreted as a waiver for the future.

Failure to comply with the College Parking and Traffic Regulations can result in fines and / or tow away and storage of the vehicle at the owners risk and expense and / or cancellation of parking privileges. In any violation of the Parking and Traffic Regulations, a parking violation notice will be issued.

3.1 Parking Violations and Penalties

The Traffic and Parking Regulations are strictly enforced by Parking Services, which prohibits the unauthorized parking or leaving of motor vehicles on private property. All violations are issued in accordance with the Trespass to Property Act.

Traffic Regulations

Parking privileges may be rescinded for any contravention of these Parking and Traffic Regulations.

The owner / driver may also receive a parking violation notice and the vehicle may be towed if any one of the following violations exist:

- Displaying a lost, stolen forged or altered permit;
- Parked on a roadway;
- Parked in unauthorized areas; eg. Fire routes, driveways, walkways;
- Blocking or obstructing pedestrian or vehicular traffic;
- Failing to obey regulating signage;
- Failing to obey the directions of parking attendants;
- Failing to park in a delineated space.

QUESTIONS ?

Any comments or suggestions can be directed to the Parking Office at Room 2415A between 12-2 p.m. or by calling extension 7986. If further assistance is required, please call the Ancillary Business Operations Office at extension 7925.



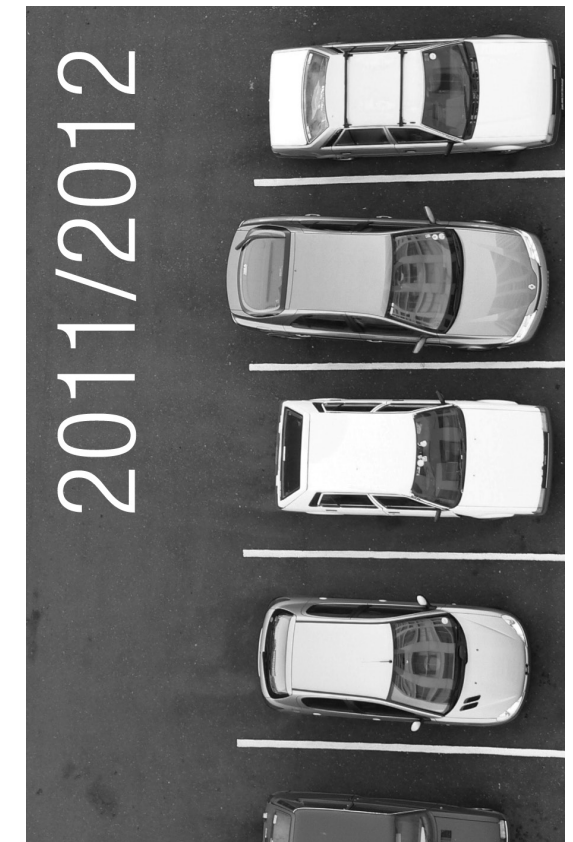
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**CAMBRIAN
COLLEGE**

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3.2 Violations, Fines and Penalties

All fines will be reduced by \$15 if paid within 7 days of date of issue at the parking office, room 2415A, or online at <http://www.targetpark.ca/eservice.html>

For each violation, the following fines and penalties shall apply:

Parking in a non designated parking area

\$35.00 Fine only

Failing to display a valid Cambrian permit

\$35.00 Fine only

Failing to park in accordance with lot layout

\$35.00 Fine only

Failing to obey regulatory signs

\$35.00 Fine only

Parking '3 deep' in lots

\$35.00 Fine +relocation

Blocking or obstructing roadway traffic, sidewalk, fire hydrant, building entrance / exit or stopping in 'No Waiting' Zone

\$50.00 Fine + tow

Displaying a lost or stolen permit

\$125.00 Fine, tow + suspension*

Displaying a forged or altered permit

\$125.00 Fine, tow + suspension*

Parking in a designated accessible area without proper permits

\$150.00 Fine, tow + suspension*

*Note: Upon issue of this violation ticket, vehicle is subject to be towed.

Parking privileges will be suspended. Photos will be taken by Enforcement Officer of all vehicles that are ticketed to clearly show the parking infraction.

3.3 Additional Fees

- All outstanding parking fines, fees and interest incurred, will remain a debt to Cambrian College until paid in full.

- Disregarding Parking Violation Notices may result in the suspension of College parking privileges, the tow away of the vehicle and prosecution under the Trespass to Property Act of Ontario.

- All NSF (returned) cheques will be subject to a \$25.00 administration fee.

3.4 Towing of Vehicles

In addition to any other penalty, a vehicle may be towed away and stored at the owner's expense if it is parked in violation of these Parking & Traffic Enforcement Regulations if applicable.

If you believe your vehicle may have been towed please contact Parking Services either in person or by telephone (705-665-0048), to verify whether or not it has been. Costs of towing and storage of the vehicle are the responsibility of the vehicle owner and must be paid in full in order for the vehicle to be released.

3.5 Suspension of Parking Privileges

Suspended vehicles are not allowed to enter or park on the College Campus for any reason. Suspended vehicles found on campus will be towed away and are subject to additional fines and fees.

Parking privileges may be suspended for:

- Non-payment of fines;
- Repeat violations or obvious disregard or regulations;
- Determined and misuse of permit; and / or
- Using altered, duplicated or otherwise unauthorized permit.

3.6 Reinstatement of Parking Privileges

Reinstatement of parking privileges for reasons other than outstanding fines must be applied for in writing.

Parking Services shall reinstate parking privileges provided that:

- All outstanding fines and fees have been paid;
- The period of suspension time has lapsed;
- All requirements for reinstatement as determined by the Parking Appeals Committee have been met.

4.0 Parking Violation Appeal Process

Students, Faculty, Staff and visitors have a right to appeal a parking violation notice on the grounds that in spite of displaying proof of payment and parking legally in an authorized parking lot, they were issued a parking violation.

The Director Ancillary Operations shall establish a Parking Appeal Committee to hear parking violation appeals following the principles of natural justice and administrative fairness. As a minimum, membership of the committee shall include: one student, one member of faculty, one member of the support staff, a representative from college administrators, the Manager of Security, a representative of the working operations company and the Director Ancillary Operations.

Persons wishing to appeal a violation may register their appeal by completing a parking violation appeal form available, at the parking office, room 2415A.

The notice violation must be paid prior to submitting the appeal and a copy of the receipt showing payment must be attached to the appeal form. Completed appeal forms are to be returned to the Ancillary Business Office for subsequent consideration by the Parking Appeals Committee.

Appeals may be heard by written submissions, oral hearing, or can be limited to the "Reason for Appeal" section on the appeal form. If the Campus Appeals Committee determines that the ticket was wrongly issued the appellant shall be provided with a full refund of the ticket amount.

4.1 Procedure for Filing an Appeal

The appeal process provides drivers who feel they have been unfairly or inappropriately ticketed, with access to a fair and impartial hearing designed on the principles of administrative fairness and natural justice. The process provides drivers with three options for presenting their issues to the Appeal Committee beginning with a simple statement of appeal included in the Appeal Form. For those who wish a more comprehensive approach Written Submissions and Oral Hearing processes are available.

Appeal Form

Drivers who wish to appeal their parking violation must first pay the fine indicated on the violation notice. The first step in the appeal process is to complete the appeal form and submit it to the Ancillary Business Operational Office as indicated on the form.

Written Submission

The written submission process provides drivers with a comprehensive process for presenting argument and submitting evidence. To provide time for appellants to adequately develop arguments and prepare their written submissions, appellants who select a written submission hearing process are given seven (7) days from the date they submit their appeal to submit their written submissions. In the event that written submissions are not received by this deadline the Parking Appeal Committee shall consider the appeal based solely on the argument included on the Appeal Form.

Oral Hearings

Appellants who choose their appeal to be considered by oral hearing are given thirty (30) days from the date of their appeal to prepare their case.

Disposition of Appeal

The Parking Appeal Committee will provide appellants with their decision no later than forty- five (45) days from the date the appeal was submitted.

Critical Timelines

The following timelines will apply to all submissions to ensure an effective and timely process.

Appeal Deadline

10 Days from the date on ticket

Written Submission Deadline

7 days from the date of appeal notice

Appeal Hearing

No Later than 30 days from appeal notice

Appeal Decision

No later than 45 days from date of appeal notice