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1. **Introduction**

The University of Guelph main campus is considered private property. The University reserves the right to control parking and traffic on the campus, to prohibit access to any vehicle, and to restrict parking privileges at any time, in any parking lot, for any reason. In such instances every attempt will be made to provide alternate parking, and when possible, advance notice will be given.

Refer to the STPS Policy

Refer to the STPS General Information Document

Refer to STPS Accessible Parking Procedures

Refer to STPS Appeal Procedures

2. **Definitions**

2.1. **Abandoned Vehicle:** Any vehicle that is partially dismantled or wrecked, does not display a valid permit or license plate and does not appear to be operable; and remains in this condition in excess of 48 hours, shall be considered abandoned and will be subject to tow away at owner’s expense. Included in this definition are vehicles, trailers or other chattels occupying University streets, parking lots and laneways.

2.2. **Electric Vehicles (EV):** Any hybrid or electric vehicle may use the provided electric vehicle charging stations with the purchase of a permit valid for the designated areas that the EV charger is located. Payment for hourly and daily use of the charging stations can be made through PaybyPhone. **NOTE:** Vehicles must be moved from the electric vehicle charging station once the vehicle has been charged.

2.3. **Faculty or Staff:** Any person holding an appointment at the University.

2.4. **Parking Fiscal Year:** means the period from May 1st to the following April 30th. For purposes of these regulations the parking semesters begin and end as follows:

   - **Summer:** May 1 - August 31
   - **Fall:** September 1 - December 31
   - **Winter:** January 1 - April 30

2.5. **Parking Enforcement Officer:** Any authorized member of the Campus Community Police, Campus Fire Prevention, Parking Enforcement Officers including student enforcement personnel.

2.6. **Police:** The Campus Community Police and/or any member of an authorized police service. Campus Community Police should be contacted regarding:

   - **2.6.1. Traffic accidents**
   - **2.6.2. Thefts or other offences**
   - **2.6.3. Towed vehicles (after hours)**

2.7. **Student:** A person registered in an undergraduate or graduate program proceeding towards a degree, a diploma or a certificate at the University of Guelph, or otherwise taking credit and/or non-credit courses offered by the University.

2.8. **Sustainable Transportation & Parking Services:** will be referred to as STPS throughout this document.
2.9. **Vehicle:** Includes any motor vehicle, motorcycle or other motor-driven conveyance.

2.9.1. **University Vehicle:** Any vehicle owned by the University and identified as such. Vehicles rented or leased by the University and registered with the Sustainable Transportation & Parking Services and identified as such.

2.9.2. **Service Vehicle:** Any private vehicle displaying an authorized service vehicle permit engaged in University business. A commercial vehicle displaying an authorized commercial/service permit being operated by a firm engaged in University business.

3. **Regulations**

3.1. **Authority:** The University of Guelph Reserves the right to amend these regulations and will publicize any changes. These regulations supersede all previous regulations. It is the responsibility of the owner or operator of a vehicle to be aware of signage posted at parking lots and individual parking spaces, and to comply with these regulations.

3.2. **Environmental or Safety Hazard:** Any vehicle considered an environmental or safety hazard (i.e. leaking gas, etc.) will be subject to immediate tow away at owner/operator's risk and expense.

3.3. **Fire Route/ Fire Hydrant:**

   3.3.1. **Fire Route:** vehicles are not permitted to park in a designated Fire Route. Fire Routes are located across campus and are clearly identified by signage. All roadways on campus are designated as fire routes, this includes both sides of the roadway.

   3.3.2. **Fire Hydrant:** Parking within three (3) meters of a fire hydrant is subject to violation and immediate tow away at the owner/operator's risk and expense.

   3.3.3. **Enforced:** Fire Routes/Fire Hydrants are enforced twenty-four (24) hours per day and seven (7) days per week. Parking in a fire route is subject to violation and immediate tow away at the owner/operator’s risk and expense.

3.4. **Motorcycles:** must have the permit displayed on the rear license plate, and be clearly visible. Motorcycles must park in designated motorcycle areas.

3.5. **Sleeping in Vehicles:** Sleeping in, or maintaining residence in vehicles, trailers, tents or similar temporary accommodation is prohibited on campus.

3.6. **Snowmobiles:** The use of snowmobiles is forbidden on University property.

3.7. **Special Events:** From time to time the University of Guelph may re-allocate parking areas (in case of construction, emergency or special events). Notices will be posted on the Parking Services website and at the lots effected. Any vehicle(s) parked in areas closed for special events will result in a violation and subject to tow away at the owner/operator’s risk and expense.

4. **Parking Allocations**

4.1. **Permit Areas/Zones:** For the purpose of assigning parking on the campus, all parking zones will be assigned as:

   4.1.1. **Staff Parking (Black/Orange Areas):** Core lots situated in the campus core available to all Faculty and Staff
4.1.2. Student Parking (Blue Areas): perimeter lots situated in the campus periphery to all Student
4.1.3. Visitor: lots available to University visitor only

For more information regarding which lots are available in these zones, refer to the STPS General
Information Document

4.2. No Parking Areas: Areas throughout the campus not posted or designated as parking areas will be
considered as “No Parking Areas”. A designated parking space consists of parking between 2 yellow lines.

4.2.1. Parking in Non-Designated Parking Spots: The operation or parking of any motor vehicle
(including delivery or pick-up) on lawns, pedestrian walkways or other landscaped areas on
University property is prohibited unless prior authorization has been received from Parking
Services in consultation with Physical Resources.

4.2.2. Parking, stopping or abandonment: Any vehicle parked, stopped or abandoned in such a way as
to interfere with the normal business of the University on any of its property, or contrary to signs
or parking lot lines is a violation.

4.2.3. No Stopping: Motorists are not permitted to stop, whether occupied or not, for any reason except
to avoid conflict with other traffic or in compliance with the directions of a Police Officer,
Parking Enforcement Officer, or a traffic control sign or signal.

4.3. Restricted Overnight Night Parking: To facilitate snow removal (whether snow is present or not), the
following parking restrictions will apply between December 1 and March 31.

Please reference the STPS General Information Document or the following link
https://www.parking.uoguelph.ca/employee/restricted-overnight-parking for detailed information regarding
restricted overnight parking and restricted overnight parking locations.

5. Permits

5.1. Permit Availability: STPS reserves the right to discontinue or limit the number of permits available to
purchase at any time.

5.2. Permit Displayed: All permits must be displayed above the dashboard, preferably hanging from the rear
view mirror, and clearly visible through the windshield. Permits displayed on dashboard, must be
displayed on the driver's side, with expiry date, month and/or day clearly visible.

5.3. Permits Lost/Stolen/Damaged/Forged:

5.3.1. Lost/Stolen Permits: should be reported immediately to STPS. Permits may be replaced upon
completing an affidavit, including an administrative fee of thirty-five dollars ($35.00) at the
Parking Services office.

5.3.2. Illegible/Damaged Permits: Illegible or damaged permits may be replaced free of charge at the
STPS, providing identifiable parts of the old permit are produced at the time of replacement.

5.3.3. Displaying Lost/Stolen/Forged Permits: The possession of any cancelled, lost, stolen, forged or
altered permits is an offence and will result in the vehicle being towed at the owner’s expense
and immediate seizure of the permit. The vehicle owner/operator, and/or the registered owner of
the permit, may be charged under these Regulations with Lost Parking Privileges on campus.
The responsibility of establishing the validity of parking permits shall lie with the individual.
5.4. **Refunds:** Permit holders leaving the University and requesting a pro-rated refund must do so by bringing in their permit in person to STPS.

5.4.1. **Pro-Rated Permits:** returned to STPS will be refunded on a pro-rated basis calculated from the first day of the month following surrender. Permit holders who retain their permits, during their absence from campus, will not receive a refund until the permit is returned to Parking Services. Calculations for a refund will be determined upon the date of return. Partial months are non-refundable.

5.4.2. **Payroll Deduction Permits:** Faculty/Staff members, on approved leave of absence and paying parking fees via payroll deduction, must surrender their permit to STPS for suspension of the payroll deduction. Permit holders who retain their permits, during their absence from campus, will be responsible for all accrued parking fee(s). Any outstanding parking fees will be deducted from wages upon return to work. To suspend new permit issuance for the forthcoming year we require notification prior to April 25th via email.

5.4.3. **Permits Not Returned:** Permit holders who terminate from the University and retain their parking permit are hereby advised that the permit will be revoked and any individual found using the permit will be charged for displaying an illegal permit (ref to sec 8.11.3 & sec 8.11.4 of the STPS General Information Document.). The individual registered to the permit will also be responsible for any outstanding fees.

5.4.4. **Non-Refundable Permits:** The following permits are non-refundable: all flat rate permits (including Premium Permits, and Motorcycle Permits), Visitor Scratch Booklets, Monthly Scratch Permits, Commercial Service Permits, Daily, Online Daily, and Online Monthly Permits. Any permit(s) that is seized due to Lost Parking Privileges is non-refundable.

5.5. **Required Permit Hours:** Only vehicles displaying a valid University of Guelph parking permit are allowed to park in the colour-coded parking zones between the hours of 0800 to 1700 (8:00 a.m. to 5:00 p.m.) Monday through Friday, except statutory holidays recognized by the University.

6. **Accessible Parking**

Accessible Parking is designated for Visitors, Staff/Faculty or Students with a valid Ministry of Transportation of Ontario (MTO) Accessible Permit. Accessible Parking follow the Rules and Regulations of STPS.

Accessible Parking permit areas are enforced twenty-four hours a day (24 hours a day) seven days a week (7 days/week).

Refer to the STPS Accessible Parking Procedures for additional information or online at https://www.parking.uoguelph.ca/employee/medicalaccessible-parking.

7. **Visitor Parking**

7.1. **Pay-As-You-Park Parking/ Short Term Parking:** refers to the following areas:

7.1.1. **Metered Zones:** any portion of a street, or parking lot allotted for the purpose of parking vehicles in respect of which a parking meter system, a pay by phone system, or a pay by license plate system may be established and maintained to collect fees for use of a metered space.
7.1.1.1. A person who parks a vehicle in a metered zone must make payment in the electronic parking meter installed in the metered zone using the currency indicated on the parking meter head.

7.1.1.2. Upon completing the insertion of coin, the window in the parking head displays a time period of greater than 0 (zero), the metered space, or zone, may be lawfully occupied by a vehicle during the period of time shown, subject to all other conditions and restrictions of the Parking and Traffic Regulations.

7.1.1.3. Permits are not valid at meters/metered zones.

7.1.2. **Parking Meter:** refers to an electronic appliance designed for the purpose of gauging and indicating a length of time within which a vehicle is, or may be parked in a metered space.

7.1.3. **PaybyPhone:** or grammatical variations of the term, refers to a system established by, or on behalf of the university under which a person may:

7.1.3.1. Set up an account with the 3rd Party PaybyPhone system authorized by Parking Services

7.1.3.2. A person who parks a vehicle in a PaybyPhone spot/zone must call the telephone number, or use the mobile application indicated on the parking meter or designated parking lot sign. They will be required to enter the following info: cell phone number, vehicle license plate, the amount of parking time requested, and the location code indicated on the parking meter or specific parking lot sign. PaybyPhone offers flat day rate parking in specific lots (refer to parking services website for current locations) as well as metered parking on campus. Payment must be made through PaybyPhone, and can be made using Visa or Mastercard.

7.1.3.3. PaybyPhone is monitored by the Sustainable Transportation & Parking Services mobile enforcement app. When all required mandatory information has been input into the PaybyPhone system you may lawfully occupy by a vehicle during the period of time shown, subject to all other conditions and restrictions of the Parking and Traffic Regulations.

7.2. **Visitor Kiosk Booth:** refers to the two Visitor Kiosk Parking Booths located in P31 and P44. Visitors may park at these locations paying a flat rate by cash, Visa, MasterCard or Debit. Permit holders are not permitted to park in Visitor pay-as-you-park areas without paying the appropriate fees. Refunds are not issued in these lots.
### 8. Violation & Fine Reference Chart

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>1st Offence Amount</th>
<th>2nd Offence Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Parking Only</td>
<td>$300.00*</td>
<td>$300.00*</td>
</tr>
<tr>
<td>Arboretum Road - (over 2 hours daily)</td>
<td>$70.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Arboretum Road – Improper Use</td>
<td>$70.00*</td>
<td>$100.00*</td>
</tr>
<tr>
<td>Blocking/Parking Side Walks</td>
<td>$30.00*</td>
<td>$45.00*</td>
</tr>
<tr>
<td>Driving on Unauthorized Areas</td>
<td>$30.00* plus repair fees</td>
<td>$45.00* plus repair fees</td>
</tr>
<tr>
<td>Expired Meter (coin or PaybyPhone)</td>
<td>$30.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Failure to Link Vehicle</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Fire Route</td>
<td>$100.00*</td>
<td>$100.00*</td>
</tr>
<tr>
<td>Fire Hydrant (park within 3 meters)</td>
<td>$50.00*</td>
<td>$50.00*</td>
</tr>
<tr>
<td>Illegal Permit</td>
<td>$300.00*</td>
<td>$500.00*</td>
</tr>
<tr>
<td>Illegal Permit - Retiree Permit</td>
<td>$100.00*</td>
<td>$100.00*</td>
</tr>
<tr>
<td>Impeding University Business</td>
<td>$45.00*</td>
<td>$45.00*</td>
</tr>
<tr>
<td>• Abandoned Vehicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No Parking Zone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No Stopping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>License Plate - Unreadable</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Lost Parking Privileges</td>
<td>$100.00*</td>
<td>$100.00*</td>
</tr>
<tr>
<td>• Unpaid Fines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Repeat Tickets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Multiple Vehicles (each vehicle)</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>No Valid Permit</td>
<td>$70.00</td>
<td>$100.00*</td>
</tr>
<tr>
<td>Premium Parking Only</td>
<td>$30.00*</td>
<td>$45.00*</td>
</tr>
<tr>
<td>Restricted Bus Area/Emergency Vehicles Only</td>
<td>$100.00*</td>
<td>$100.00*</td>
</tr>
<tr>
<td>Restricted Overnight</td>
<td>$30.00*</td>
<td>$45.00*</td>
</tr>
<tr>
<td>Service Vehicles</td>
<td>$70.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Valid Permit - Not Displayed</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Wrong Colour Zone</td>
<td>$30.00</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

*Immediate tow away at the owner/operator’s risk and expense any time the vehicle is found on campus.

For definitions of violations, refer to STPS General Information Document
9. **Withdrawal of Parking Privileges**

9.1. **Outstanding Fines**: Until all outstanding fines are paid, a new parking permit will not be issued. Outstanding fines can be applied to accounts through vehicle license plate numbers. Registered owners of vehicles are traced through the Ontario Ministry of Transportation. Any applicable search charges will also be applied to the account. The University may take action against persons found in default of fines through:

9.1.1 **Lost Parking Privileges**: Withdrawal of parking privileges and subsequent towing of offending vehicles at the owner/operator’s expense.

9.1.2 **Sanctions**: Account transferred to Student Financial Services for Academic Sanction.

9.1.3 **Collections**: Submission of account to an outside 3rd party collection agency.

For more information regarding **Violations and Fine Schedules**, refer to [https://www.parking.uoguelph.ca/violations-appeals](https://www.parking.uoguelph.ca/violations-appeals)

10. **Payment of Violations**

Payment of Parking/Traffic Violation Tickets issued pursuant to these Regulations is to be made at Sustainable Transportation & Parking Services, Trent Building, Trent Lane, University of Guelph or online at [www.parking.uoguelph.ca](http://www.parking.uoguelph.ca) by Visa or MasterCard within fourteen (14) calendar days of the date the ticket was issued.

11. **Towing Information**

Vehicles will be released upon payment to the Towing Company via cash, Visa or MasterCard only. Towing charges do not include payment of parking fines. Arrangements must be made with the Sustainable Transportation & Parking Services or Campus Community Police (after hours) for vehicle release prior to attending the vehicle storage compound.

11.1. **Towing Fees**

<table>
<thead>
<tr>
<th>Compound Hours (8 am - 8 pm)</th>
<th>Fee (HST included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towing Fee</td>
<td>$95 + 20 (storage fee) = $115.00</td>
</tr>
<tr>
<td>Vehicle Drop Fee</td>
<td>$62.00</td>
</tr>
</tbody>
</table>

**After Hours (8 pm - 8 am)**

<table>
<thead>
<tr>
<th>Evening Release 8 pm - 8 am (Additional Charge)</th>
<th>$43.00 plus tow fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Charges</strong></td>
<td></td>
</tr>
<tr>
<td>Storage/Per Day Fee (fee starts at midnight)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Two or More Trips on the same vehicle (each trip)</td>
<td>$43.00 (each trip) plus tow fee</td>
</tr>
</tbody>
</table>

All prices include the applicable taxes and are subject to change.
For Information regarding the **Tow Procedure**, refer to [https://www.parking.uoguelph.ca/faq/my-vehicle-has-been-towed-how-do-i-get-it-back](https://www.parking.uoguelph.ca/faq/my-vehicle-has-been-towed-how-do-i-get-it-back)

12. **Appeal Process**

Limited Violations of the parking regulations may be appealed to the Appeals Committee within 14 calendar days of the date of issue.

Refer to the STPS Appeal Procedures for additional information