



CAMBRIAN  
COLLEGE

# Parking and Traffic Regulations

## QUESTIONS?

Any comments or suggestions can be directed to the Parking Office in **Room 2269** or by calling (705) 566-8101, extension 7925.

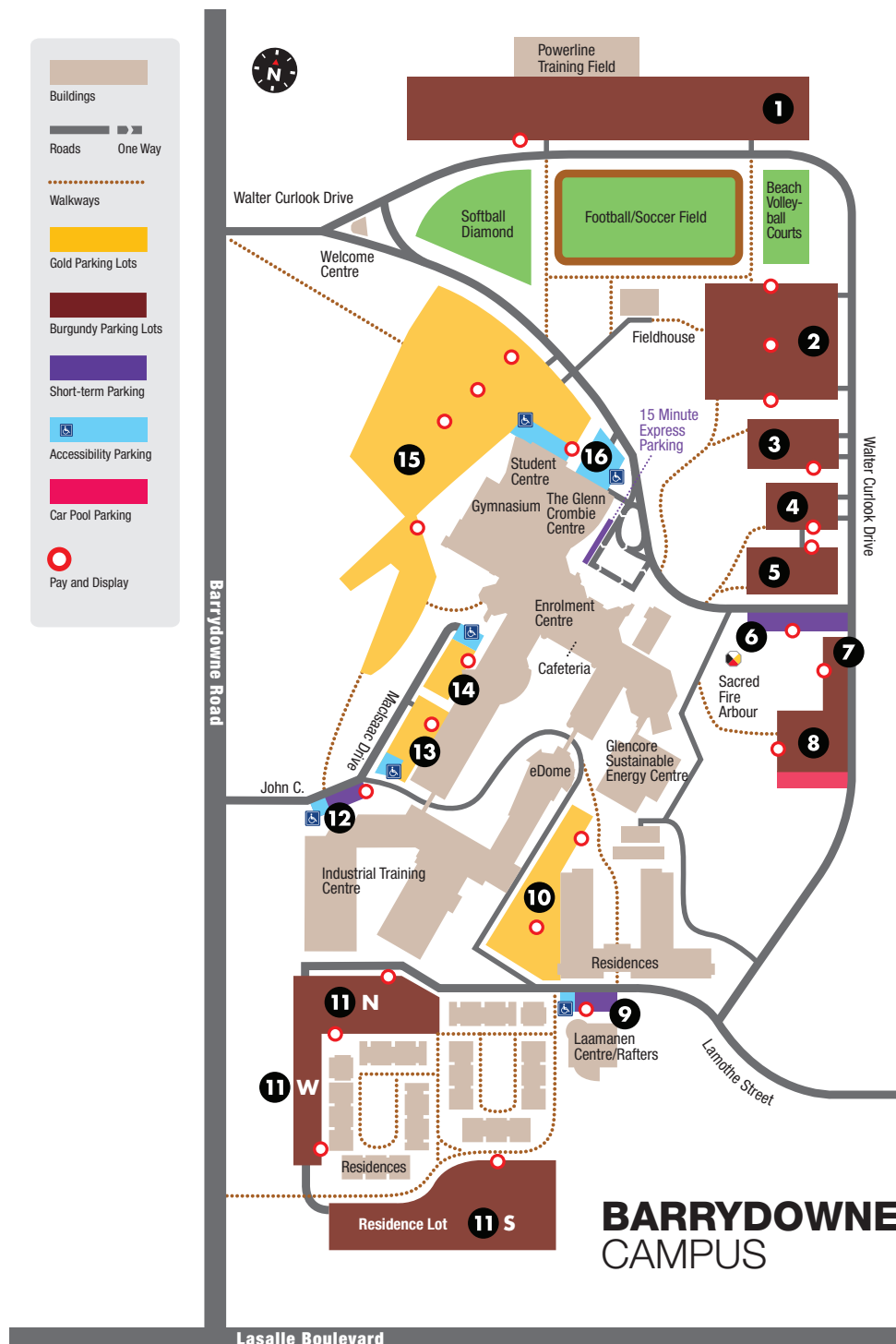


**Cambrian College  
of Applied Arts  
and Technology**

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Canada P3A 3V8  
[www.cambriancollege.ca](http://www.cambriancollege.ca)



September 2014



There are a number of important things that you need to know about parking on the Cambrian College campus.

**All vehicles on the premises must clearly display a valid gold or burgundy parking permit or a pay and display receipt. All vehicles without a valid permit or receipt will be ticketed. Unpaid fines will result in your vehicle being towed or booted and tickets will be sent to collections.**

**PERMIT FEES**

**Annual Permit**

Gold = \$474     Burgundy = \$325

**Four Month (Semester) Permit**

Gold = \$260     Burgundy = \$190

**Monthly Permit**

Gold = \$99     Burgundy = \$64

**FREE PARKING**

Parking is free from 6 p.m. on Friday to 6 a.m. Monday

**GENERAL INFORMATION**

- 1.1 These Parking and Traffic Regulations (hereinafter called “the Parking Regulations”) are applicable all year round. Cambrian College’s parking operations exist to provide a service that best meets the needs of the College community. It is a service that is available only to those persons having a reason to come to the College.

**For the purpose of these regulations:**

- a) “Business Days” means all days except Saturday, Sunday, and statutory holidays;
- b) The words “park” and “parking” shall be taken to mean the halting of a vehicle, even momentarily, whether or not the vehicle is occupied;
- c) “Parking Office” means the designated office at Cambrian College where all College Parking operations are controlled;
- d) The term “Parking Officers” means uniformed parking attendants working in the Cambrian College Parking Department provided to the College under the terms of a contract.

Parking regulations for Cambrian College were established to encourage the safe, orderly, and equitable use of the parking spaces that are available to students, staff, faculty, and visitors on campus.

It is important to remember that the operation of a vehicle on Cambrian College property, or parking on the property, are privileges that have been granted by the College. Please be respectful of these privileges.

**Please purchase your parking permit at Parking Operations, room 2269 or at the Enrolment Centre.**

**HOURLY/DAY RATES**

**Gold**

Lots 6, 9, 10, 12, 13, 14, 15

Hourly: \$2     Daily: \$8

*Note: Lots 6, 9, 12 are for short-term pay and display use only. No permits are allowed in short-term lots.*

**Burgundy**

Lots 1, 2, 3, 4, 5, 7, 8, 11

Hourly: \$1     Daily: \$5

*All prices include HST*

- 1.2 Vehicles shall be parked only in designated parking areas. Parking is prohibited in any service, emergency or loading zone, bus stop, roadway, land, driveway, walkway, or any grassed or landscaped area or any other area not specifically designated for parking.

- 1.3 As the College grounds are private property, the right is reserved to maintain full jurisdiction over all vehicle parking and to take action for violations of the Parking and Traffic Regulations (as amended from time-to-time and authorized by the Board of Governors). The College reserves the right to invoke general law, including the Highway Traffic Act, the Trespass to Property Act, and the Greater City of Sudbury Private Parking By-law No. 2010-1 Sect. 39 at its discretion.

- 1.4 Cambrian College is not responsible for any loss, personal injuries, or damages to motor vehicles, including vehicle contents, however caused. Nevertheless any such losses and/or damages or injuries to persons must be reported to Security as soon as possible after the event. Drivers and pedestrians use our lots at their own risk.

- 1.5 All vehicle operators are required to comply with all parking and traffic regulations of the College and are subject to applicable action for violations. Failure to comply with Cambrian College Parking and Traffic Regulations can result in fines, tow away, and storage of the vehicle at the owner’s risk and expense or booting and the cancellation of parking privileges.

- 1.6 The permit holder is responsible for all violations involving any vehicle displaying their permit which may include ticketing, towing or booting, and/or revoking College parking privileges.

- 1.7 All vehicles left on College property for a continuous period of 48 hours will be considered “Abandoned,” unless Security and the Parking Office are notified, and will be treated as such by the College and may be tagged and/or towed away.

- 1.8 All costs and charges associated with the towing of a vehicle from Campus shall be the responsibility of the operator/registered owner of the said vehicle and absolutely no liability shall be attached to Cambrian College of Applied Arts and Technology for any damage caused during the towing operation.

- 1.9 Parking regulations are in effect 24 hours per day, 7 days per week.

- 1.10 Overnight parking is permitted in all lots between April 1 and November 15 only. All vehicles must park in lot 1 and 11 South at all other times to allow for snow removal.

- 1.11 All students living in Residence must park in Lot 11 South and may not leave vehicles overnight in other lots.

- 1.12 Where a boot has been fitted to a wheel to immobilise the vehicle by Parking Operations. absolutely no liability shall be attached to Cambrian College for any damage caused by the owner operator of said vehicle in any attempt to move or drive away the vehicle with the wheel immobilising device still affixed.

Permits are available for sale at the Parking Office, room 2269 and at the Enrolment Centre.

**PARKING PERMITS**

1. A parking permit hanging from your rear view mirror entitles you to park in designated parking lots.
2. Hourly permit – a pay and display receipt that indicates a current, clearly visible, authorized receipt must be displayed in your windshield. This entitles you to short-term parking in all lots.

If you forget your regular parking permit, you must purchase a single day ticket from the pay and display machines.

**SPECIAL NEEDS PARKING**

Those in possession of a Ministry of Transportation Accessible Parking Permit should only park in those Accessible Parking Spots designated as such and must clearly and visibly display the Ministry Permit along with a Cambrian College Parking Permit or pay and display receipt.

All students and staff members requiring a Special Needs parking permit because of a short-term disability must first be approved for such a permit by the Medical Clinic, room 2208. Short-term disabled parking requires a Cambrian College permit or pay and display receipt.

**PICK UP AND DROP OFF AREA**

There is a drive loop in front of the main doors of the campus that can be used as a drop off area. Vehicles must not be left unattended in the drop off area.

**EXPRESS PARKING SPACES**

There are designated 15 minute esxpress parking spaces on the right hand side of the drop off loop. These spaces are monitored by Campus Security and are to be used for short-term stopping only. Tickets will be issued if the vehicle is left for longer than 15 minutes.

**REFUNDS**

Refunds may be obtained for annual parking permits within 30 days of purchase only and are subject to a \$100 administration fee. Refunds may be obtained for semester parking permits within 10 days of purchase only and are subject to a \$50 administration fee. The parking permit must be returned to receive a refund. There are no refunds on monthly parking permits.

**LOST OR DAMAGED PERMITS**

**Lost or damaged parking permits must be immediately reported to the Parking Office, room 2269.**

**MOTORCYCLES**

Motorcycles are entitled to park in a vehicle parking space (a maximum of two per space) or directly in front of the Student Centre. Motorcycles are not required to display a parking permit, but a permit must be purchased and the motorcycle registered with the Parking Office.

**OPEN TOP VEHICLES**

You must purchase a parking permit or pay and display ticket and register your vehicle with the Parking Office to avoid receiving an infraction.

**CONTRACTORS**

College service vehicles and contractors’ vehicles will be assigned contractor passes by registering with the facilities office.

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.

Persons wishing to appeal a violation may register their appeal by completing a parking violation appeal form available, at the Parking Office, room 2269.

The parking 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 Parking Office for subsequent consideration.

If it is determined 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 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 Parking 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 final decision will be communicated 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

Appeal of Parking Violation Notice

Please forward your completed form to the Parking Office in room 2269 for review.

Status:   ☐ Student   ☐ Staff   ☐ Faculty   ☐ Other

Cambrian College ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Email address: \_\_\_\_\_

Appeal Information: \_\_\_\_\_

Violation Number: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Date and Time of Violation: \_\_\_\_\_

Violation Description: \_\_\_\_\_

Violation Fee: \_\_\_\_\_

Offence Location: \_\_\_\_\_

Parking Permit Number: \_\_\_\_\_

Reason for Appeal: \_\_\_\_\_

\_\_\_\_\_

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# 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.

## 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, booting, 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, or booted 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.

### 3.2 Violations, Fines and Penalties

*Parking infractions may be paid at the Parking Office in room 2269.*

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

<b><i>Parking in a non designated parking area</i></b>		
	\$35.00	Fine only
<b><i>Failing to display a valid Cambrian parking permit</i></b>		
	\$35.00	Fine only
<b><i>Failing to park in accordance with lot layout</i></b>		
	\$35.00	Fine only
<b><i>Failing to obey regulatory signs</i></b>		
	\$35.00	Fine only
<b><i>Blocking or obstructing roadway traffic, sidewalk, fire hydrant, building entrance / exit or stopping in ‘No Waiting’ Zone</i></b>		
	\$50.00	Fine + tow
<b><i>Displaying a lost or stolen permit</i></b>		
	\$125.00	Fine, tow + suspension*
<b><i>Displaying a forged or altered permit</i></b>		
	\$125.00	Fine, boot + suspension*
<b><i>Providing permit to be forged</i></b>		
	\$125.00	Fine + suspension*
<b><i>Parking in a designated accessible area without proper permits</i></b>		
	\$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, booting, 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 \$45.00 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 the Parking Office either in person or by telephone – **(705) 566-8101, extension 7925**, 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 Booting of Vehicles

A vehicle may be booted due to multiple unpaid parking infractions or fraudulent activity. If your vehicle is booted you must contact security to have it removed once all unpaid infractions are paid.

### 3.6 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.

### 3.7 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 have been met.