

University of Calgary

**Parking & Transportation Services
Policies and Regulations**

**Issued under the authority of the Governors of the University of Calgary
Revised 2014**

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1. Authority

1.1 The Parking and Transportation Regulations (hereafter called "the Regulations") are the Regulations of the Governors of The University of Calgary prescribed and issued under the authority of the Universities Act, Chapter U-5, RSA (1980), and amendments thereto.

1.2 The Regulations herein are for the control of parking, traffic and transportation on the campus of The University of Calgary and are in effect at all times unless specific exceptions are posted.

1.3 The Governors of The University of Calgary have delegated authority to the Vice-President (Finance and Services) of The University of Calgary to administer and manage the Regulations, and to cause and direct the preparation, distribution, and posting of official regulatory notices and signs consistent with the Regulations.

2. Definitions

In the Regulations the following words and phrases will have the meaning set forth in each case:

2.1 An "attendant" is a person from the Department of Parking and Transportation Services of The University of Calgary whose specific duty is to collect revenue and/or monitor the movement of traffic. A Traffic Officer is a person from the Department of Parking and Transportation Services whose specific duty is to issue enforcement tickets and direct vehicle movements.

2.2 The term "campus" means that area within the established boundaries of the University situated in the City of Calgary, Alberta, including McMahon Stadium parking facilities and the Mechanical Engineering parking facilities (located within Research Park) as designated for University parking purposes in the Agreement between the Governors of the University of Calgary and the McMahon Stadium Society and the Agreement between the Governors of the University of Calgary and the Petro-Canada Incorporated respectively. "Campus" also includes University property located on the south campus (Foothills Medical Centre), Spy Hill site (85th street NW), the area known as West Campus and any further additions to or variations from time to time made thereto.

2.3 A "Campus Security Officer" is a person from the Campus Security Office of The University of Calgary or any other persons or agencies designated by the Vice-President (Finance and Services) of The University of Calgary.

2.4 The "Governors" are the Governors of The University of Calgary.

2.5 The phrase "multi-vehicle group" means two or more permits requested by the permit holder for a designated parking lot. These permits may be obtained under the provision that only one of the vehicles is to be parked in the designated lot at any particular time.

2.6 An "operator" is any person who drives or is in charge of or in possession of a vehicle on campus, whether that person is in the vehicle or not.

2.7 An "owner" is:

- (i) in the case of vehicles registered with the University under the Regulations, the person making application for the parking permit; and
- (ii) in the case of vehicles not registered with the University under the Regulations, the person named as the registered owner under the appropriate legislation of the Province of Alberta or any other jurisdiction where the vehicle is registered.

2.8 The term "parking" means parking as defined in the traffic by-laws of the City of Calgary, Alberta, and

amendments thereto.

2.9 The "Parking Appeals Officer" is the person appointed to consider and adjudicate complaints regarding alleged infractions or offenses under, or violations of, the Regulations.

2.10 A "parking lot" and the term "zone" refers to areas within a lot established for parking and is shown on a current University of Calgary Buildings and Parking Lots map and/or such other areas as may be so designated by signs and/or by a Traffic Officer.

2.11 The phrase "Parking and Transportation Services" means the Department of Parking and Transportation Services of The University of Calgary.

2.12 "Parking and Transportation policies and regulations" means this document and revisions thereof as approved from time to time.

2.13 A "Traffic Officer" means a person from the Department of Parking and Transportation Services of The University of Calgary or any other persons or agencies designated by the Vice-President (Finance and Services) of The University of Calgary.

2.14 A "permit" is a parking permit in the form of a hanger, transponder, access card or temporary card issued in pursuant to the Regulations.

2.15 The phrase "restricted daytime hours" means the period from 07:00 to 17:00 hours, Monday through Friday, excluding statutory holidays.

2.16 A "road" or "roadway" means "highway" as defined in the Highway Traffic Act of Alberta and amendments thereto.

2.17 A "hanger," "hangtag," transponder," or "temporary card" is a specific type of parking permit which is designed to be attached to the vehicle according to the instructions which accompany the permit.

2.18 The term "University" means The University of Calgary in the City of Calgary, Alberta.

2.19 A "vehicle" means a "motor vehicle" as defined in the Highway Traffic Act of Alberta and amendments thereto.

2.20 "Idling" means the running of a motorized vehicle engine while said vehicle is not in motion.

2.21 The "Vice-President (Finance and Services)" is the Vice-President (Finance and Services) of The University of Calgary, or the duly authorized delegate thereof.

3. Vehicle Parking Permit Registration

3.1 To obtain the privilege of assigned parking a person shall register the vehicle with the University, pay the applicable fee, and properly display the current permit.

3.2 The registration for vehicle parking shall be undertaken in accordance with the priorities set forth in Schedule "A" attached hereto.

3.3 Waiting lists, if required, shall be maintained according to the priorities set forth in Schedule "A" attached hereto.

3.4 The Vice-President (Finance and Services) may allow any person(s) to be exempt from vehicle parking

permit registration when it may be deemed expedient and advisable.

3.5 A permit for assigned parking will not be issued to any person who owes payment of a fine or penalty for violation of the Regulations, nor for any vehicle which has any unpaid penalty ticket(s).

3.6 Parking permits may be required for motorcycles which park in designated areas or zones established for this purpose. Motorcycles parked in pay per entry or hourly lots are subject to the posted parking fees.

3.7 Parking permits are not required for bicycles which may be parked at no charge in open bicycles parking areas. Secure Bicycle parking will require a fee to be paid prior to utilizing the facilities.

4. Termination of Permit

A parking permit shall be deemed invalid:

4.1 on the date of expiration as stated on the parking permit;

4.2 when displayed on a motor vehicle other than the one for which it was issued; unless otherwise stated or authorized by Parking and Transportation Services;

4.3 when it is not completely legible or has been altered;

4.4 when it is not affixed to the motor vehicle in accordance with Regulations 5.1 hereof;

4.5 when it has been cancelled or revoked in pursuant to these Regulations;

4.6 when the owner of the said permit fails to notify Parking and Transportation Services of any changes in vehicle registration information and/or license plate;

4.7 when the owner of the permit sells or otherwise disposes of his or her vehicle;

4.8 when relinquished by the holder of the permit.

5. Display of Permit

5.1 In order to be valid, an assigned permit must be affixed only on the vehicle for which it is issued and according to the instructions which accompany it, unless otherwise stated or authorized by Parking and Transportation Services.

6. Transfer and Replacement of Permit

6.1 Assigned parking permits will generally be issued to individual persons only. Under special circumstances, departments, institutions, facilities or offices either on or off campus may be issued a parking permit(s).

6.2 Assigned parking permits shall not be transferred between persons. Permits may be transferred from one vehicle to another only with the prior approval of Parking and Transportation Services.

6.3 Assigned parking permits remain the property of the University, and must be returned upon request.

6.4 Permits that are illegible, lost or stolen must be replaced immediately. A replacement fee will then be required.

6.5 A current permit that is replaced for any reason shall immediately become invalid.

7. Permit Fees

7.1 Parking permit fees are required to be paid as established from time to time by the Governors based on recommendations from the Vice-President (Finance and Services). Current fees are available at the office of Parking and Transportation Services or on the website: www.ucalgary.ca/parking.

7.2 Assigned parking permits are issued annually. The renewal date for each lot is as established by Parking and Transportation Services. Notwithstanding the permit renewal date, any changes in assigned parking fees will take effect on the date specified by the Governors, subject to the provision that in no case will less than thirty (30) days notice be given to existing permit holders of an increase in assigned parking fees.

8. Permit Fee Refunds

8.1 When a permit for parking is cancelled, the permit holder who has paid in advance, shall be entitled to a refund of one-twelfth of the annual fee for each full month remaining until the expiry date of the permit. The physical permit must be returned by the third working day of the month to be entitled to a refund for that month.

8.2 Before a refund is granted, all issued permits must be returned to Parking and Transportation Services or evidence acceptable to Parking and Transportation Services must be presented to show that the permit(s) is no longer usable.

8.3 Additional vehicle permit and replacement fees are not refundable.

8.4 Individuals paying monthly parking fees by payroll deduction and who are terminating their employment with the University must return the permit(s) no later than three working days after the termination in order to cancel remaining deductions. Permits not returned directly to Parking and Transportation Services will have the balance of the permit, up to expiry date, deducted from their final cheque from the University or be invoiced for same.

9. Entitlements and Requirements of Parking Permit Holders

9.1 (a) An assigned parking permit will, during restricted daytime hours, entitle the registered vehicle to be parked in the designated lot specified on the parking permit.

(b) Assigned parking may be over-subscribed for optimum utilization of space. Therefore, assignment to a specific lot does not imply that the space will always be available. If the parking lot is full, the permit holder shall contact Parking and Transportation Services to make alternate arrangements. The unavailability to park in the regularly assigned space is not considered valid justification for violation of the Regulations.

(c) A limited number of assigned parking permits for reserved stalls may be issued in accordance to procedures and conditions approved by the Vice-President (Finance and Services).

(d) After restricted daytime hours, the posted parking fee shall be paid either with the attendant or at a pay station within certain lots by all users except those who have an assigned parking permit for any University parking lot. Permit holders for Residence and McMahon Stadium are only allowed free evening entry at their designated lot. Availability of space during evening hours cannot be guaranteed. McMahon Stadium permits are not valid on Stampeder Football Game Days.

(e) The holder of an assigned parking permit, prior to leaving on sabbatical, leave of absence (for a period of six months or longer), or taking authorized maternity leave, shall arrange in writing with Parking and Transportation Services to receive the same parking lot assignment, or suitable replacement if lot is no longer available, upon the holder's return to campus. Other approved leave of less than six months is subject to the decision of the Vice President (Finance and Services) or designate. Failure to provide such arrangements may result in loss of the parking lot assignment upon the holder's return to campus.

9.2 Rover Permits

In accordance with conditions and practices approved by the Vice-President (Finance and Services), a rover permit may be restricted to:

- (a) those who qualify to apply for one,
- (b) the number of lots for which it may be valid,
- (c) its applicability for service zone areas.

9.3 Multi-Vehicle Group or Carpool Permits

(a) Application for multi-vehicle group parking permits requires all vehicles be registered with Parking and Transportation Services. Payment of the full parking fee is required for one vehicle and an "additional vehicle fee" is required for each additional vehicle registered.

(b) All vehicles in a multi-vehicle group will be assigned to the same parking lot or zone.

(c) If two or more vehicles from the same multi-vehicle group are parked in the assigned lot or zone at any time, all such vehicles will be considered unregistered and subject to penalties hereafter defined.

(d) Carpool permits. All vehicles registered as part of a carpool will be considered to have equal responsibility for the pool. One full parking rate must be paid either by one member or divided among the members of the carpool. Upon termination of the pool, members who previously had individual parking will be reassigned to parking lots as available.

9.4 Visitor Permits

One-day temporary Visitor Permits may be purchased by University departments and issued to visitors. Visitor Permits are valid only when used in accordance with the accompanying instructions from Parking and Transportation Services.

9.5 Special Parking

(a) Physical Disability: A person with a physical disability may apply to Parking and Transportation Services for special parking privileges. Proof that a current Alberta Government disability permit has been issued will be needed to issue a parking permit under these conditions. Alternately, a statement from a medical doctor may be required, verifying the degree of the disability and assessing the length of time for which the disability is expected to persist. A disability assessment form completed by the person's doctor may be required. This form is available at Parking and Transportation Services.

(b) Other special parking permits designed to accommodate exceptional circumstances may be issued with the approval of the Vice-President (Finance and Services).

9.6 Vendor/Contractor Parking

Vendors, sales representatives, and contractors providing sales and services to the University can park at the University using one of the following methods:

- (a) Obtain a Visitor Permit in accordance with Regulation 9.4
- (b) Park in a pay lot at the specified rate.
- (c) Park at an hourly lot at the specified rate.
- (d) Purchase a rover permit in accordance with Regulation 9.2
- (e) Utilize the loading zones in accordance with Regulations 10.2
- (f) Make special arrangements with Parking and Transportation Services, subject to the approval of the Vice-President (Finance and Services).

9.7 Cash Entry and Hourly Parking

(a) Consistent with the approved objectives and planning principles of the University Master Plan, a reasonable amount of cash entry parking stalls shall be provided for general usage.

(b) Hourly parking areas shall be established subject to the approval of the Vice-President (Finance and Services), to fulfill short-term parking requirements on campus.

(c) Parking fees are required for cash entry parking lots and hourly parking as established from time to time by the Governors, based on recommendations from the Vice-President (Finance and Services). Current fees are available at the office of Parking and Transportation Services or on the website: www.ucalgary.ca/parking

10. Service and Loading Zones

10.1 The use of service zones is limited to holders of valid rover permits and other vehicles for which circumstances may warrant special consideration, subject to the approval of the Vice-President (Finance and Services). In accordance with Regulation 9.2, however, the applicability of rover permits to use service zones may be restricted.

10.2 Loading zones may be used without authorization for loading equipment and goods for a time period not exceeding the posted time period or a period not exceeding fifteen (15) minutes if not otherwise stated. Vehicles must engage their hazard lights and be identifiable as a company vehicle or by a note or sign visible through the windshield identifying the operator and department involved as well as indicating the reason for parking in a loading zone. Authorization of the Department of Parking and Transportation Services is required for use of loading zones beyond fifteen (15) minutes.

11. Parking Requirements

11.1 All official signs and notices for the control of parking and traffic on campus must be observed. Moving, damaging, defacing, altering, or obstructing any parking or traffic sign, control device, or barricade is prohibited.

11.2 Obstructing any fire lane, fire hydrant, or emergency zone is prohibited.

11.3 A Traffic Officer, Parking Attendant acting under the direction of Parking and Transportation Services, or a Campus Security Officer is authorized to signal or direct the control of parking and traffic.

11.4 Vehicles may only be parked within the boundaries of parking lots or any other areas specifically designated for parking. Parking on roadways, sidewalks, or landscaped areas is not permitted.

11.5 Bicycles must be parked in designated bicycles racks or in facilities designed for bicycle parking.

11.6 Vehicles must be parked so as not to extend into an adjacent or opposite parking stall or vehicle space, nor to extend beyond a divider, nor in any way to block, obstruct, hinder or impede the movement of traffic in any passageway or roadway. Vehicles must not be parked backwards into a parking stall. The fact that other vehicles are parked improperly shall not constitute a valid reason for parking improperly.

11.7 The entire vehicle and accessories must be parked within stall boundaries when parked in stalls marked "small vehicles only".

11.8 An assigned parking permit is only valid for the lot(s) designated on the permit. The use of a reserved stall [see Regulation 9.1(c)] is restricted to the holder of the permit designated for that reserved stall.

11.9 A vehicle may not be parked longer than any posted time limit specified for that area. No vehicle may be parked for a continuous period exceeding 24 hours unless the vehicle is registered with the University and is owned by a person authorized to reside on campus or special approval has been received from Parking and Transportation Services.

11.10 Where an electrical outlet is installed in any parking lot or area, electrical power will normally be supplied only when the outside temperature falls below -10C. In the interest of energy conservation the electrical power may be interrupted, cycled or temporarily discontinued without notice. The use of the electrical plug-ins other than for engine block heaters is not permitted.

11.11 Vehicles including campers, trailers, motor-homes or other like units cannot be used for sleeping or living purposes while parked on campus unless specific approval is obtained from Parking and Transportation Services.

11.12 If a vehicle is inoperable, Parking and Transportation Services must be contacted. A Traffic Officer or a Campus Security Officer will either render assistance or authorize temporary parking. Temporary parking shall not exceed twenty-four (24) hours and must not create an obstruction or a hazard to other motorists. Such vehicles must not be left on campus without permission from Parking and Transportation Services. Notes left on or in such vehicles are not considered valid justification for violation of the Regulations.

11.13 Entering or exiting a parking facility other than through the proper entrance or exit and/or using any other card or transponder other than the issued access card or transponder, or by the improper use of access cards, transponders, decals, or passes constitutes a violation of the Regulations.

12. Operating Requirements

12.1 Driving or operating a vehicle on campus is restricted to roadways, parking lots and loading zones.

12.2 The maximum speed limit on campus is 40 km/h. The operator of a vehicle shall reduce speed to that which is conducive to safety and shall drive with due care and consideration for other road users and pedestrians.

12.3 The operator of a vehicle shall yield the right of way to all pedestrians crossing a roadway at any intersection or pedestrian crosswalk.

12.4 Vehicle accidents occurring on campus must be reported promptly to Campus Security.

12.5 The University of Calgary is an Idle Free Zone. Operators of vehicles on University property are required to adhere to the Idling policy.

13. Liability

13.1 Any motor vehicle or bicycle parked, operated or driven on campus shall be done solely at the risk of the owner and operator. The University shall not be liable for any damage or loss occasioned to any such motor vehicle or bicycle and its contents, the operator, other occupant(s) thereof, or any person(s), unless such damage or loss has resulted from the negligence of an employee or agent of the University acting in the course and within the scope of his/her employment.

13.2 The University shall not be liable for damages, expenses or inconveniences as a result of power outages, energy peak demand load shedding, or defects relating to the electrical plug-ins.

13.3 Notwithstanding Regulation 13.1 herein, the University shall not be liable or responsible in any way whatsoever for any damage, loss, or inconvenience occasioned to or resulting from any motor vehicle or bicycle being removed, towed away, impounded and/or immobilized in pursuant to the Regulations. Nothing in this paragraph shall affect the liability of any independent contractor carrying out the removal, towing away, or impoundment of a vehicle.

13.4 A Traffic Officer, a Parking Attendant acting under the direction of Parking and Transportation Services, or a Campus Security Officer rendering assistance through the Motorist Assistance Program is not liable for any damages resulting from any such action.

13.5 No person shall distribute or instruct any other person to distribute any form of printed material or literature on motor vehicles parked on campus, without first having obtained the written permission of the Vice-President (Finance and Services).

14. Withdrawal of Parking

14.1 The Vice-President (Finance and Services) may withdraw parking rights in any area required for construction or for any other purposes he/she so deems fit. In such cases, alternative parking will be provided if available or the unused parking fees will be refunded.

14.2 Any person operating, parking, or intending to operate a vehicle on campus for the sole purpose of using the roads or parking lots as a thoroughfare or for any other personal use may be denied the right to proceed, enter, or remain on the campus on the order or direction of a Traffic Officer or Campus Security Officer and shall leave immediately by the specified route and exit as ordered by a Traffic Officer or Campus Security Officer.

14.3 In the event of a fire, any other emergency situation, or where it may be otherwise considered necessary,

a Traffic Officer, a Parking Attendant acting under the direction of Parking and Transportation Services, or a Campus Security Officer is authorized to signal or direct the control of parking and traffic whether or not the signal or direction is in conformity with the Regulations, and every person shall comply with any such signal or direction.

15. Parking and Traffic Infractions

The specific infractions in this section are subject to the penalties set forth in Schedule "B" of the Regulations. No person shall commit the following infractions:

- 15.1 Infractions not listed in this section, but which are contained elsewhere in the Regulations or a schedule affixed hereto.
- 15.2 Permit incorrectly displayed (Regulation 5.1).
- 15.3 Illegible, lost or stolen permit not replaced (Regulation 6.4).
- 15.4 Parking in loading zone areas longer than 30 minutes without authorization (Regulation 10.2).
- 15.5 Parking incorrectly in a lot or metered area (Regulation 11.4, 11.5).
- 15.6 Parking at an expired parking meter, or with a time expired pay station ticket, or remaining at a parking device while the device is inoperable, during posted hours when parking is in effect [Regulation 9.7 (c)].
- 15.7 Parking longer than 24 hours without authorization (Regulation 11.8).
- 15.8 Parking in excess of posted time limit (Regulation 11.8).
- 15.9 Parking within lots when not authorized [Regulations 3.1, 9.3(c), 11.7].
- 15.10 Parking on a roadway or other location outside the boundaries of parking lots (Regulation 11.4).
- 15.11 Parking in a reserved stall or service zone without appropriate permit or authorization (Regulations 10.1, 11.7).
- 15.12 Parking when the right to park has been suspended (Regulation 19.4).
- 15.13 Parking or driving on a sidewalk or landscaping (Regulation 11.4, 12.1)
- 15.14 Parking with a stolen, counterfeit, altered or illegally transferred permit (Regulation 4.3, 6.2).
- 15.15 Reckless or careless driving or exceeding the speed limit, or traveling at an unreasonable speed (Regulation 12.2).
- 15.16 Moving, damaging, defacing, altering, or obstructing any parking or traffic sign, control device, or barricade (Regulation 11.1).
- 15.17 Failure to comply with a traffic control sign or signal (other than speed control sign), or a signal or direction of a Traffic Officer, or Parking Attendant, or Campus Security Officer (Regulations 11.1, 11.3, 11.12, 14.2, 14.3).
- 15.18 Obstructing a posted fire lane, fire hydrant, or emergency zone (Regulation 11.2).

15.19 Failure to yield right of way to pedestrian (Regulation 12.3).

15.20 Failure to comply with "No Idling" signage or policy (Regulation 12.5)

16. Infraction Tickets

16.1 A notice or form (hereafter called an "infraction ticket") having a printed wording approved by the Vice-President (Finance and Services) may be issued and served by a Traffic Officer, a Campus Security Officer, a Parking Attendant and/or any other persons or agencies designated by the Vice-President (Finance and Services), to any person believed, on reasonable and probable grounds, to have committed an infraction of any of the Regulations.

16.2 An infraction ticket shall be deemed to have been served in any of the following ways:

- (a) if a copy of the infraction is personally served;
- (b) By mailing a copy of the infraction ticket to the address as indicated by Alberta Registries (or Government agencies from other provinces) records of the registered owner of the vehicle concerned;
- (c) By attaching a copy of the infraction ticket to, or securing on, or placing inside the vehicle with respect to which an infraction is alleged to have been committed.

16.3 An infraction ticket resulting from the operation of a vehicle in violation of the Regulations shall be deemed to have been charged to both the owner and the operator of the vehicle specified in the infraction ticket even in the event neither the owner nor the operator is specifically named therein.

16.4 No person other than the owner or operator shall tamper with or remove from a vehicle, an infraction ticket or any other notice issued under the provisions of the Regulations.

16.5 Section 5 of the Summary Convictions Act, (Chapter S-26, RSA 1980) or any subsequent enactment of the provisions thereof, applies mutatis mutandis to the notice, form, service, and effect of an infraction ticket. The person charged with the infraction set forth in this ticket shall have the option of admitting the commission of the infraction specified by payment of the prescribed penalty. Such payment may be made any time up to the date and time of hearing.

16.6 Courtesy warning tickets shall be given in place of infraction tickets at the sole discretion of the Vice-President (Finance and Services) or designate with the number of tickets and frequency of issue not restricted in any manner.

17. Objection or Discount of Infraction Tickets

17.1 Grounds for appeal

- a. Infraction tickets can be appealed on the basis of:
 - i. Mechanical failure of a parking device but only if all devices within a lot have failed.
 - ii. A factual error in the issuing of a parking infraction, with regards to location, license plate number, or date and time.
 - iii. Genuine extenuating circumstances over which the appellant had no control

17.2 Requirements for making an appeal.

- a. Appeals must be complete and legible and must include the appellant's name, address and University identification number (if applicable).
- b. As the onus is on the appellant to demonstrate the validity of their appeal, a brief explanation regarding the circumstances of the infraction ticket should be included. The appellant should describe why they believe they were wrongfully tagged, and include all information relevant to their appeal
- c. The infraction ticket number and license plate shown on the ticket must be quoted. If appealing an infraction ticket issued at a parking meter, the meter number must be included.
- d. A mailing address must be included in the appeal letter as notice of the result of the appeal will be provided to the appellant by mail if an email address is not provided
- e. Appeals made seven consecutive calendar days after the issuing of an infraction ticket will not be considered until the ticket is paid
- f. Appeals made thirty consecutive calendar days after the issuing of an infraction ticket will not be considered for review.
- g. The decision of the Parking Appeals Officer is binding and final.
- h. Any appealed filed using the above process will be reviewed and a decision provided within 60 days of the date of the filing.
- i. After a decision is given, a second appeal may be presented only if new information or evidence is available to support the original appeal. The Associate Director, Parking and Transportation Services will conduct the second review process.

17.3 Failure to file an objection within the said period of time shall be deemed an admission of the offense by the person alleged to have violated the Regulations and the appropriate penalty as provided in Schedule "B" of the Regulations shall apply. A person who files an objection with the Parking Appeals Officer within the said period of time shall be deemed to have denied the alleged infraction and shall be entitled to a hearing as hereinafter described.

17.4 The discount for payment within 7 days of the date of infraction is for voluntary payment.

17.3 A fine may be paid and a Notice of Objection may be filed by any person or any agent on behalf of that person who is alleged to have violated the Regulations, and that person or agent may appear on behalf of any such person at a hearing set by the Parking Appeals Officer.

17.4 An owner of a vehicle who pays a fine and files a Notice of Objection shall be deemed to have filed such a Notice of Objection also on behalf of the operator of the vehicle, unless specifically stated to the contrary.

17.5 Notwithstanding the foregoing, the Parking and Transportation Services Associate Director or delegate may, using discretion, waive the penalty for any parking infraction notice if it appears that there are factual, technical or other mitigating circumstances to justify canceling the infraction notice.

18. Parking Appeals Officer

18.1(a) The Vice-President (Finance and Services) shall appoint a Parking Appeals Officer. A list of candidates will be provided for review to the Presidents of the Students Union and Graduate Students Association by Parking and Transportation Services with the final selection to be made by the VP Finance & Services or delegate.

(b) Appointment of the Parking Appeals Officer shall be for a term of one year coinciding with the academic year of the University (July 1 to June 30 of the following year). The Officer is eligible for

reappointment.

(c) For consideration of services provided below, the Parking Appeals Officer will be entitled to an honorarium, value directed by the Vice-President (Finance and Services).

18.2 (a) The Parking Appeals Officer shall receive the appeals regularly from the Parking Office to consider and adjudicate alleged infractions or offenses under, or violations of, the Regulations in cases where a Notice of Objection has been filed.

(b) The onus shall be on the appellant to establish the infraction to the satisfaction of the Parking Appeals Officer, on the balance of probabilities.

(c) The Parking Appeals Officer shall determine his/hers own procedures, provided, however, those such procedures shall be fair and in accordance with the Regulations.

18.3 At any hearing, the Parking Appeals Officer may make any of the following determinations:

(a) The person to whom the infraction ticket was directed has committed the alleged infraction specified therein and shall not receive a refund (if applicable) on the appropriate penalty set forth in Schedule "B" of the Regulations.

(b) The person to whom the infraction ticket was directed has not committed the alleged infraction specified in the infraction ticket and the said infraction is waived. A refund of fees paid shall be initiated (if applicable).

(c) The person to whom the infraction ticket was directed has committed the infraction specified therein, but the penalty specified in Schedule "B" of the Regulations with respect to the said infraction is waived or a lesser penalty is levied. A refund or partial refund of fees paid shall be initiated (if applicable).

(d) Any person against whom removal and storage charges have been assessed shall be reviewed on the same basis as above.

18.4 Where any person who has filed a Notice of Objection within the time period, hereinbefore described, fails to appear before the Parking Appeals Officer on the date specified by the Parking Appeals Officer, the Parking Appeals Officer has the following options:

(a) may adjourn the hearing and subsequently review the matter at the next hearing.

(b) may hear the matter in the absence of any such person(s) and make any of the determinations set forth in Regulation 18.3.

19. Payment of Fines or Penalties

19.1 Except as provided in Regulation 21.1, the owner and operator of a vehicle in respect of which an infraction has been committed shall be jointly responsible for the payment of any penalties imposed under the Regulations.

19.2 A penalty assessed against a person constitutes a debt to the University.

19.3 All violations must be appealed within seven(7) calendar days of the date of violation; otherwise the penalty due must be paid before an appeal will be considered. Appeals which are not submitted within thirty (30) days from the date of the issuance will not be considered regardless of whether or not the fine has been paid.

19.4 Payment of the penalty must be paid within thirty (30) days after the date of infraction set forth on the infraction ticket, in the case where no Notice of Objection has been filed, in accordance with Section 17.

19.5 Where any person is deemed liable, or is found liable, or admits liability for the payment of a penalty for any violation of the Regulations, and while such penalty remains outstanding, any right or privilege of operating or parking a vehicle on campus the vehicle will be immediately and automatically suspended until the penalty is paid. The vehicle will be considered subject to tow.

20. Removing and Impounding Vehicles

20.1 Any vehicle or bicycle parked in apparent violation of these Regulations may be removed from campus and impounded as necessary and/or immobilized by a wheel-locking device at the risk and expense of the owner and/or operator of the vehicle. Any vehicle found obstructing a posted fire lane, fire hydrant, emergency zone, or parked without authorization in a reserved stall or a lot designated for assigned parking will be subject to immediate removal and impoundment and/or immobilization of the vehicle.

20.2 The right of removal and impounding and/or immobilizing the vehicle shall be in addition to the right of the University to issue an infraction ticket in accordance with these Regulations.

20.3 In order to move a vehicle or bicycle a Traffic Officer, Campus Security Officer, or an authorized person may unlock and open a door of a vehicle, cut or otherwise remove a bicycle lock or take any other action as may be reasonably required.

20.4 Any vehicle which has been impounded may be held until payment has been received for the removal and storage charges (see Schedule "B"). Whether or not an infraction ticket has been issued in addition to the removal and impounding of the vehicle, any person liable for such payment may follow Notice of Objection procedures as stated in 19. In the event the Parking Appeals Officer determines that the University was not so entitled, the said removal and storage charges shall be refunded to the person who has paid the same.

20.5 If a vehicle on campus is suspected to be abandoned, Parking and Transportation Services shall make reasonable attempts to contact the owner or operator. If after reasonable attempts are made to locate the owner or operator without success, the vehicle may be removed, impounded and/or immobilized. Any vehicle so impounded and/or immobilized may be held until payment of the removal and storage charges has been received. The provisions of Regulation 20.4 with respect to filing a Notice of Objection to the said removal, impounding and/or immobilization shall apply mutatis mutandis to this Regulation.

20.6 Any impounded and/or immobilized vehicle not claimed within fourteen (14) days, or any vehicle adjudged to have been abandoned on the campus, may be turned over to a City of Calgary By-Law Enforcement Officer as an abandoned vehicle.

21. Liability of Owner

21.1 The owner and the operator of a vehicle shall be jointly liable for penalties levied for any infraction with respect to such a vehicle unless proved to the satisfaction of the Parking Appeals Officer that at the time of the commission of the infraction, the vehicle had been stolen from the owner, or taken out of the owner's possession, or out of the possession of the person entrusted by the owner with the care thereof, without the owner's consent, expressed or implied.

22. Bicycles

22.1 Bicycles shall be operated on roadways in accordance with the Regulations and any applicable Legislations of the Province of Alberta.

22.2 A person may operate a bicycle on any sidewalk on campus provided that the person uses due caution subject to the right of way to pedestrians at all times.

22.3 Bicycles shall not be parked on landscaped areas nor taken into any building on any campus location of The University of Calgary.

SCHEDULE "A"

Vehicle Parking Registration: Allocation Priorities/Waiting Lists

1. Parking permits shall be issued in accordance with the following priorities:

- (a) Priority 1: faculty, staff, graduate students (full-time) including those in the Faculty of Environment Design;
- (b) Priority 2: graduate students (part-time), undergraduate students.

Persons with a physical disability may be exempted from these priorities.

2. Waiting Lists

- (a) Separate waiting lists shall be maintained for each parking lot, consistent with the priorities noted in 1(a) and 1(b) of Schedule "A".
- (b) Initial application must be made in person with Parking and Transportation Services. The initial date of application will constitute the effective date in terms of priority.
- (c) A person may be permitted to be on two lists at any time.

SCHEDULE "B"

Infractions and Penalties

The following table lists the penalties applicable to the infractions detailed in Section 15:

15.1 Infractions not listed in this section, but which are contained elsewhere in the Regulations or a schedule affixed hereto.

15.2 Permit incorrectly displayed (Regulation 5.1).

15.3 Illegible, lost or stolen permit not replaced (Regulation 6.4).

15.4 Parking in loading areas longer than 30 minutes without authorization (Regulation 10.2).

15.5 Parking incorrectly in a lot (Regulation 11.4, 11.5).

15.6 Parking at an expired parking meter, or remaining at a parking meter while the signal "expired meter" is in view on the meter, during posted hours when metered parking is in effect [Regulation 9.7(c)].

15.7 Parking longer than 48 hours without authorization (Regulation 11.8).

15.8 Parking in excess of posted time limit (Regulation 11.8).

15.9 Parking within lots when not authorized [Regulations 3.1, 9.3(c), 11.7].

15.10 Parking on a roadway or other location outside the boundaries of parking lots (Regulation 11.4).

15.11 Parking in a reserved stall or service zone without appropriate permit or authorization (Regulations 10.1, 11.7).

15.12 Parking when the right to park has been suspended (Regulation 19.4).

15.13 Parking or driving on a sidewalk or landscaping (Regulation 11.4, 12.1).

15.14 Parking with a stolen, counterfeit, altered or illegally transferred permit (Regulation 4.3, 6.2).

15.15 Reckless or careless driving, or exceeding the speed limit, or traveling at an unreasonable speed (Regulation 12.2).

15.16 Moving, damaging, defacing, altering, or obstructing any parking sign, control device, or barricade (Regulation 11.1).

15.17 Failure to comply with a traffic control sign or signal (other than speed control sign), or a signal or direction of a Traffic Officer, or parking attendant, or Campus Security Officer (Regulations 11.1, 11.3, 11.12, 14.2, 14.3).

15.18 Obstructing a posted fire lane or emergency zone (Regulation 11.2).

15.19 Failure to yield right of way to pedestrian (Regulation 12.3).

15.20 Failure to comply with "No Idling" signage or policy.

Discount

The penalty specified above will be discounted by \$10.00 provided that payment is received in the Department of Parking and Transportation Services within 7 days of the "Date of Infraction" set forth on the Infraction Ticket. The \$10.00 discount will not apply to penalties issued under infraction codes: 15.14, 15.18 or Tow. For penalties other than these three infractions, the discount may also apply where a ticket is paid and a Notice of Objection has been filed.

Towing, Immobilization and Storage Charges

Towing/Immobilization charges must be paid at time of the release. Storage charges commence on the day following removal and/or immobilization of the vehicle.