



2023/2023
Confederation College
Traffic & Parking Regulations

Public Safety

1.0 GENERAL

1.1 Purpose

Confederation College provides vehicle parking areas on College property for the use of students, employees, visitors and contractors. Parking costs are absorbed by the users.

1.2 Definitions

Accessible Parking Space:	A parking space that is delineated by pavement markings, signs and/or curb markings, and is for the use of vehicles displaying an Accessible Parking Permit, or a Special Parking Pass.
Contractor Parking Pass:	A parking pass which allows a contractor to park in a parking space in a general (green) parking lot; or in a service vehicle parking space, for a specified period of time.
Designated Parking Lot:	A parking lot in which only vehicles with a corresponding designated (ex. blue) parking permit may park during normal operating hours.
Designated Parking Permit:	A parking permit which allows the permit holder to park a vehicle in a parking space in a specific designated (blue) parking lot or in a parking space in general (green) parking lots during normal operating hours.
Emergency / Service Vehicle Parking Lot or Space:	A parking space that is assigned to the exclusive use of emergency, College or service vehicles, and is identified by signs.
General Parking Lot:	A parking lot in which vehicles with general (green) parking permits may park during normal operating hours.
General Parking Permit:	A parking permit which allows the permit holder to park a vehicle in a parking space in a general (green) parking lot during normal operating hours.
Metered Parking Lot:	A portion of the campus allocated for parking vehicles, in which parking is controlled and regulated by parking meters.
Metered Parking Space:	A parking space in a metered parking lot.
Normal Operating Hours:	<p>In all parking lots and spaces, except the Red Lot G normal operating hours are Monday to Friday, 8:00 AM to 5:00, excluding College holidays.</p> <p>Normal operating hours for Red Lot G are 24 hours per day, year-round.</p>
Parking Lot:	A portion of the campus allocated for parking vehicles, in which parking is controlled and regulated by parking permits and/or passes.
Parking Space:	A space within a parking lot or a metered parking lot, delineated by pavement markings, in which a single vehicle can park.
Pass Holder:	The named individual (either the owner of a vehicle or the operator of a vehicle) who holds a Confederation College reserved parking pass.

Permit Holder:	The individual (either the owner of a vehicle or the operator of a vehicle) named on the parking application who holds one or more Confederation College parking permits.
Reserved Parking Lot or Space:	A parking lot or space in which only vehicles with a corresponding reserved parking permit or pass may park during normal business hours.
Reserved Parking Pass:	A parking pass which allows the pass holder to park a vehicle in a parking space in a specific reserved parking lot or space during normal operating hours. A vehicle may also be required to display a current, valid parking permit.
Reserved Parking Permit:	A parking permit which allows the permit holder to park in a specified reserved parking lot Red Lot G; or, Children & Family Centre: pink portion of lot P), and in overflow parking Red Lot G overflow parking in Lots C, D, E & F; Children & Family Centre: overflow parking in (P and Q).
Special Parking Pass:	A parking pass issued by the Senior Manager of Human Resources and Labor Relations to any person associated with the College, who requires an accommodation for a disability or a medical condition but who does not qualify for a Ministry of Transportation “Accessible Parking Permit”. The pass allows the pass holder to park a vehicle: (1) in an accessible parking space in a general, designated or reserved parking lot or space, provided that he/she holds a current, valid parking permit; or (2) in an accessible parking space in a metered parking Lot Gt an unexpired parking meter.
Vehicle:	A car, truck, van, motorhome, moped, motorcycle or scooter, or other motorized vehicle.

1.3 Effective Date

The *2022/2023 Traffic and Parking Regulations* are in effect for the period from September 1, 2022 to August 31, 2023.

All sections of the *Traffic and Parking Regulations* are in effect 24 hours per day. Tickets will not be issued for *parking permit* violations, **except in Red Lot G**, between September 6, 2022 and September 09, 2022. **(Note: Red Lot G parking permits are required at all times, 24 hours per day**

1.4 Application

The *Traffic and Parking Regulations* apply to all persons operating and/or parking a vehicle at the main Confederation College Campus, and the Aviation Centre of Excellence.

1.5 Authority

The *Traffic and Parking Regulations* are issued by authority of the President of Confederation College, who reserves the right to amend them from time to time. The Director – Public Safety advises the Vice President, Student and Corporate Services, in the establishment and amendment of the *Traffic and Parking Regulations* and associated parking fees. Notice of changes to the *Traffic and Parking Regulations* will be deemed to have been given to the College community by e-mail notice to all users, and by posting to the Confederation College website.

Because the College grounds are private property, the College reserves the right to maintain jurisdiction over all vehicle traffic and parking on the grounds of the College, to develop and implement *Traffic and Parking Regulations* which govern vehicle traffic and parking, and to take action for violations of the College's *Traffic and Parking Regulations*.

The College reserves the right to make special parking arrangements in any area, on a temporary basis, to accommodate special circumstances or emergencies. The College reserves the right to make changes in the operation of parking facilities on campus.

In addition, as the College grounds are private property, the College is authorized by the Thunder Bay Parking Authority to enforce parking pursuant to Chapter 987 of the Thunder Bay Municipal Code as enabled by By-Law 39-1988. Chapter 987 states: "No person shall park or leave any motor vehicle on private property without the consent of the owner or occupant of the property..."

1.6 Responsibility

Public Safety is responsible for the implementation and enforcement of these regulations in accordance with Parking Policy number 3-2-01B:

- Public Safety staff issue Confederation College Traffic and Parking Infraction Notices to the operator of any vehicle violating the College's *Traffic and Parking Regulations*.

All vehicle operators are responsible for knowing and complying with the *Traffic and Parking Regulations*. The owner and/or operator of the vehicle is subject to the applicable fines and penalties for violations of the *Traffic and Parking Regulations*.

Confederation College is not responsible for the loss of, or damage to, any vehicle or its contents, however caused, while operated or parked on College property. Vehicles (including their contents) are operated and/or parked on College property solely at the owner's risk.

1.7 Availability

A parking permit does not guarantee that space will always be available, nor that a parking space in a particular parking lot will be available. Reasonable means, including enforcement of the *Traffic and Parking Regulations*, are applied to prevent unauthorized parking, and thus maintain parking facilities for permit holders.

2.0 TRAFFIC REGULATIONS

2.1 Permits and Licenses

The owner and/or operator of a vehicle on College property must be in possession of all valid permits and licences required by the College and by the Province of Ontario for the operation of that vehicle.

2.2 Speed Limit

Unless otherwise posted, the speed limit on College roads is 30 kilometers per hour.

2.3 Traffic Control

Vehicle operators are required to obey directions given by sign, device or person charged with responsibility for traffic control on College property.

2.4 Manner of Vehicle Operation

Any person operating a vehicle on College property will operate the vehicle in a manner considered by those in authority for traffic control not to be hazardous to persons or property.

3.0 PARKING REGULATIONS

3.1 Parking Lots

A vehicle parked on College property must be parked in a parking space in a parking lot or in a metered parking lot, and must be parked such that it does not obstruct other vehicles (including emergency and service vehicles), cause danger to pedestrian traffic, block entrances, or in any other way impede proper traffic movement.

Vehicles cannot be parked on any part of the College property that is not a parking lot, or a metered parking lot. Vehicles cannot be parked on roadways, paths, sidewalks, medians, lawns or grounds.

3.2 Parking Space

A vehicle must be parked between the lines delineating a parking space. Only one vehicle can be parked in a parking space. A vehicle cannot be parked such that it is situated in more than one parking space.

3.3 Metered Parking Space

A vehicle may park at a metered parking space between 8:00 AM and 5:00 PM, Monday to Friday, excluding College holidays, provided that the meter does not indicate "Time Expired" or "0:00". (Note: 2 hour limit)

3.4 Parking Where Prohibited, Limited or Restricted by Signage

Vehicles may not be parked in areas prohibited by signage, including (but not limited to) areas signed as no parking, no standing or no stopping; as a drop-off zone, or as a fire or emergency route.

Vehicles may not be parked in areas designated by signage for limited use, including (but not limited to) areas signed as 'Visitor Parking: 1 Hour Maximum', or 'Loading Zone: 15 Minutes Maximum', for a period of time longer than indicated on the sign.

Vehicles may not be parked in areas designated by signage for restricted use if the vehicle does not display corresponding permits and/or passes.

3.5 Restricted Parking Hours

No vehicle may be parked on campus during the snow removal season, between November 15 and March 31 (inclusive), between the hours of midnight and 7:00 am. This regulation does not apply to:

- vehicles parked on campus, when the operator is a resident on campus
- vehicles parked in any campus lot, when the operator is an employee who is required to work between midnight and 7:00 AM
- vehicles parked in any campus lot, when the operator is a student who has an entry permit allowing him/her into a building between midnight and 7:00 AM

3.6 Parking Permits and / or Passes: When Required

A current Confederation College parking permit and/or pass that is valid for the parking lot or space in which the vehicle is parked, must be displayed during the following hours:

- in all lots except Red Lot G Lot (ie. in lots A,B, C, D, E, F, M, N, O, P, Q, R, and ACE), between the hours of 8:00 AM and 5:00 PM, from Monday to Friday (except on official College holidays); and in Red Lot G , 24 hours per day, 7 days per week.

3.7 Parking Permit Exclusion Areas

Confederation College parking permits and passes are **not valid** in the following locations:

- the parking lot of the Thunder Bay Art Gallery,
- fire access routes,
- areas designated for standing, and/or as a drop-off zones,
- parking spaces designated for emergency and/or service vehicles
- any part of the College property, including roadways, paths, sidewalks, medians, lawns or grounds, which is not designated as a parking space.

3.8 Parking Permits: Type Required

There are various types of parking permits, each valid in different areas on campus:

- general (green) parking permits;
- designated (blue) parking permits;
- designated (red) parking permits;
- reserved parking permits

Refer to Schedule 1: "Parking Permits", for a list of permit types and corresponding lots in which the permits and passes are valid.

3.8.1.1 General (Green) Parking Permits

The general (green) parking permits allow parking in general (green) lots A, C, D, E, F, M, N, O, P, Q and ACE. They are also valid at all accessible parking spaces on campus, with an accompanying barrier free pass.

3.8.1.2 Part-time, Post-Secondary Continuing Education General (Green) Parking Permits

3.8.1.3 Day Permits for General (Green) Lots

Day permits may be purchased for general (green) lots at the "Pay and Display" machine located at the parking kiosk located at Golf Links Road entrance, Balmoral Street entrance and at the "Pay and Display" at the A.C.E campus. Permits may be purchased using cash (exact change) or a Smart Card. (**Smart Cards, valid for 20 entries**).

Day permits may also be purchased at Public Safety, Room B106 of the Shuniah Building.

3.8.1.4 Complimentary General (Green) Parking Permits

Complimentary general (green) parking permits are available to:

- Non staff members of the Confederation College Board of Governors,
- Individuals **volunteering** their services to the College, including high school co-op students, non-College students on unpaid training placements at the College, and guest lecturers. Requests for complimentary parking permits (including complimentary day parking permits) are made by the sponsoring individual, via the web form @ <https://www.confederationcollege.ca/safe-campus/forms>

Complimentary parking permits are not issued to employees of the College or individuals being compensated in any way by the College.

3.8.1.5 Complimentary General (Green) Parking Permit Endorsements

Parking endorsement stickers are provided to students enrolled in the Collaborative Nursing Program at Lakehead University, who take classes at Confederation College. Students must present their Lakehead University parking permit, vehicle license plate number and their Lakehead University student card. The endorsed permits allow parking in general green lots. They are also valid at all barrier free parking spaces on campus.

Parking endorsement stickers are provided to faculty of the Collaborative Nursing Program at Lakehead University who teach Collaborative Nursing Program courses at Confederation College. Faculty must complete a Confederation College Parking Application, and present their Lakehead University parking permit and their Lakehead University employee card. The endorsed permits allow parking in general green lots. They are also valid at all barrier free pass parking spaces on campus.

3.8.2 Designated (Blue) Parking Permits

The designated Blue parking permits allow parking in the blue Parking Lot and in general green lots and in barrier free parking spaces.

3.8.3 Carpooling Parking Permits

Carpooling Parking Permits are under development and are not available at this time.

3.8.4 Reserved (Red or Pink) Parking Permits

The reserved (red) parking permits allow parking in the Red Lot G and in overflow parking in lots A, C or D, E, F or O.

The reserved (pink) parking permits allow parking in the Children and Family Centre portion (i.e. the pink portion) of parking lot P, and in overflow parking in lots Q & P

3.9 Parking Passes: Special Circumstances

Parking passes are required in a number of special circumstances.

There are three classes of parking passes:

- contractor parking passes;
- reserved parking passes; and
- guest parking passes.

Refer to Schedule 2: "Parking Passes", for a list of pass types and corresponding lots in which the passes are valid.

3.9.1 Contractor Parking Passes

Contractor parking passes are for the use of contractors providing services to Confederation College. The passes allow contractors' vehicles to be parked in all general and designated parking lots, and at all parking spaces designated for service vehicles, while the contractor is providing services to the College.

3.9.2 Reserved Parking Passes

Reserved parking passes are allocated for specific individuals for specific parking locations. A vehicle may also be required to display a current, valid parking permit of a specific type. (See schedule 2.)

3.9.3 Special Parking Passes

Special Parking Passes are available to persons associated with the College (eg. students, employees, etc.) who require accommodation for a disability or a medical condition, but who do not qualify for a Ministry of Transportation "Accessible Parking Permit" (eg. an individual whose mobility is impaired because of a broken leg, etc.). These passes are valid only in combination with a current, valid Confederation College parking permit when the vehicle is parked in a Confederation College parking lot, or at an unexpired meter in a Confederation College metered parking lot. (These passes are not valid off the property of Confederation College.)

3.10 Display of Parking Permits and Passes: Text Visible

All parking permits must be hung on the rear-view mirror. The front of the permit, including the permit number, must face the windshield. The text of the permit must be clearly visible from the front of the vehicle.

All paper parking passes must be placed on the lower left side of the front dash, in such a way that the complete text of the pass is visible through the windshield.

All cling-type parking permits or passes must be affixed to the lower left hand portion of the front windshield, in such a way that the complete text of the permit or pass is visible through the windshield.

3.11 Use of Lost, Stolen, Duplicated, Altered or Unauthorized Parking Permits/Passes

The use of a stolen, lost, duplicated, altered and/or otherwise unauthorized parking permit or parking pass is strictly prohibited. Any incidents will be considered fraud and the violating vehicle fined, and towed off campus.

6.0 PARKING FEES & REFUNDS

6.1 Parking Fees

Refer to "Schedule I: Parking Permits and Passes" for prevailing rates.

6.2 Refunds

Parking refunds are only available to holders of 12 month and 4 month parking permits, provided that the permits were not complimentary. No refunds are available for day permits, monthly permits, replacement permits, multiple permits, or campus entries purchased through a Smart Card.

The Smart Card deposit (\$10, included in the purchase price of the Smart Card) is fully refundable when the card is returned in good condition.

6.2.1 Refund Procedure

Requests for refunds for parking permits must be made at Facilities/Public Safety Office, Room B106, Shuniah Building, and must be submitted together with the original parking permit. The amount of the refund will be equal to the cost of the permit, less the cost of parking up and until the end of the winter semester. The spring semester is not available for refund as the fee was waived upon the purchase of the annual pass. Please Note: there is a \$10.00 administration fee.

The \$10 deposit on Smart Cards can be reimbursed at the Facilities/Public Safety Office B106, Shuniah Building

SCHEDULE I: PARKING PERMITS

TYPE:	VALID IN LOT(S):	SUBJECT TO FOLLOWING RESTRICTIONS:	VALID FOR PERIOD:	RATE:	AVAILABLE AT:
Carpooling Permit	Under development	Under development	Under development	Under development	Under development
Designated Permit (Blue)	Blue Lot: B Green Lots: D, E, F, M, N, O, P, Q; Aviation Centre of Excellence	Available to all full-time students and staff, on a first come/first served basis.	Annual (Sept. 1 to Aug. 31)		Online/Public Safety
General Permit (Green)	A,D, E, F, M, N, O, P, Q and Aviation Centre of Excellence	Available to all full and part time students and staff.	12 Month (Sept. 1 to Aug. 31)		Online/Facilities/Public Safety
			4 Month (Sept. 1 to Dec. 31; Jan. 1 to April 30 or May 1 to Aug. 31)		Online/Facilities/Public Safety
			Smart Card (20 entries to campus: Smart Card is used at the Pay & Display Parking Permit Machine located at the Parking Kiosk)		B106 Shuniah Building
			Day Permit: Date of Issue		Pay & Display at Parking Booth; Facilities/Public Safety
6 week apprentice	Green Lots: A, D, E, F, M, N, O, P, Q	Available only to apprenticeship students	6 Weeks		Facilities /Public Safety
8 week apprentice	Green Lots: A,D, E, F, M, N, O, P, Q	Available only to apprenticeship students	8 Weeks		Facilities /Public
9 week Apprentice	Green Lots: A, D, E, F, M, N, O, P, Q	Available only to apprenticeship students	9 Weeks		Facilities /Public Safety
10 week apprentice	Green Lots: A, D, E, F, M, N, O, P, Q	Available to apprenticeship students	10 Weeks		Facilities /Public Safety
Reserved Permit - Children & Family Centre (Bright Pink)	Reserved (Bright Pink) Spaces: Lot P	Available only to clients of the Children and Family Centre, excluding Confederation College staff and students	Period of registration (Between September 1 and August 31)		Children & Family Centre
Reserved Permit - Wellness Centre (Red)	Red Lot: G	Available only to Community Members of the Wellness Centre, excluding Confederation College staff and students	Period Noted on the Permit (Varies)	Included with membership	Wellness Centre

SCHEDULE 2: PARKING PASSES

TYPE:	VALID IN LOT(S):	SUBJECT TO FOLLOWING RESTRICTIONS:	VALID FOR PERIOD:	RATE:	AVAILABLE AT:
Contractor Pass	All general & designated parking lots All parking spaces designated for service vehicles	Available only to contractors providing services to Confederation College.	Period Noted on the Permit (Varies)	Complimentary	Facilities Services
Reserved Pass - Northwestern Ontario Innovation Center	McIntyre Building Green Lot P	Available only to clients of Northwestern Ontario Innovation Centre	Day Pass: September 1 to August 31		Facilities /Public Safety
Special Parking Pass (White)	Accessible Parking Spaces in general, designated or restricted parking lot, or metered parking lot.	Available to persons associated with the College who require accommodation for disability or medical condition & do not qualify for a Ministry of Transportation “Accessible Parking Permit”. Valid only in combination with a current, valid parking permit in a parking lot, or at unexpired meter in a metered parking lot.	Period Noted on the Permit (Varies)	Compimentary	Facilities/Public Safety