

## UNIVERSITY OF MANITOBA REGULATION

<b>Regulation:</b>	<b>PARKING</b>
<b>Effective Date:</b>	March 20, 2012
<b>Revised Date:</b>	May 1, 2016
<b>Review Date:</b>	March 20, 2022
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<i>The University of Manitoba Act, section 16(1)</i>
<b>Responsible Executive Officer:</b>	Vice-President (Administration)
<b>Delegate: (If applicable)</b>	Manager, Parking Services
<b>Contact:</b>	Manager, Parking Services
<b>Application:</b>	Students; All External Parties; All Employees

### Part I Reason for Regulation

- 1.1 The University of Manitoba recognizes that at any given time there is a large number of Motor Vehicles driving and parking on campus. In order for the University to maintain orderly conduct of parking of Motor Vehicles, Parking Regulations must be established. Furthermore, as an ancillary service, parking must be operated on a cost recovery basis. These regulations set out the rules, fees and remedies available in association with parking on University Property, and they apply to all staff, students, and the general public. The University of Manitoba Act, which is an act of legislature, empowers the University of Manitoba to govern parking on University Property and to make parking regulations. This includes fees and charges for parking violations and actions taken for failure to pay fees and charges.

### Part II Regulation Content

#### Introduction

- 2.1 Responsibility for the overall administration and implementation of the Parking Regulations (the “Regulations”) of the University of Manitoba (the “University”) rests with the Vice-President (Administration), who may from time to time

delegate to others aspects of the administration or implementation of the Regulations.

- 2.2 All members of the University community and persons attending on University Property are required to familiarize themselves and comply with the Regulations.
- 2.3 The Regulations are in addition to any bylaws of the City of Winnipeg and any legislation and regulations of the Province of Manitoba regulating the operation or use of Motor Vehicles or regulating the crossing of or walking upon roadways by pedestrians.
- 2.4 Nothing contained in these Regulations shall be deemed to limit the University's remedies or actions, either at law or through the University's policies, in respect of any matter arising under these Regulations.

## **General**

### **Definitions**

- 2.5 The following terms have the following defined meaning for the purpose of this Regulation:
  - (a) **Designated Accessible Parking Area** means a parking space designated for individuals with physical disabilities.
  - (b) **Event** means any event being held at the Investors Group Field with an expected attendance of 15,000 or more individuals.
  - (c) **Event Day** shall mean the date on which there is a scheduled Event at the Investors Group Field.
  - (d) **Investors Group Field Event Designated Parking Lots** shall mean any parking lot on University Property, on Event Day, designated and posted by the University as such, and shall not include University Designated Parking Lots.
  - (e) **Motor Vehicles** includes reference to motorcycles, mopeds and scooters, and where appropriate, snowmobiles, bicycles, golf carts and all-terrain vehicles.
  - (f) **Parkade** means a multilevel structure located on University property designed for the parking of Motor Vehicles
  - (g) **Parking Fee** means the fee corresponding to the rates set annually by the Vice-President (Administration) or designate for all available parking permits.

- (h) **Parking Services** means the persons or administrative unit of the University to whom the Vice-President (Administration) may from time to time delegate responsibility for administration of parking permits and for the designation and assigning of parking areas.
- (i) **Public Pay Parking Area** means any parking area on University Property, excluding the Parkade, designated by the University with signage as visitor or casual parking with a parking meter, pay and display dispenser, pay-by-plate parking meter, or mobile payment application, or such other similar technology as may become available.
- (j) **Reserved Parking Areas** means areas designated by the University as reserved 24 hour parking areas located in various parking lots on University Property.
- (k) **University Designated Parking Lots** shall mean any parking lot on University Property, on Event Day, designated and posted by the University as such, and all shall not include Investors Group Field Event Designated Parking Lots.
- (l) **University Property** means property owned and occupied or under the charge or control of the University, including roadways and including property at Investors Group Field and SmartPark.
- (m) **University Security Services** means the administrative unit of the University, the members of which are provincially licensed security guards and may include others contracted by the Vice-President (Administration) from time to time to assist in the implementation of the Regulations.
- (n) **Violation Notice** means a notice or form issued by the University to any operator or owner charged with violation of any of the provisions of this Regulation.

### **Headings of Paragraphs**

2.6 All headings in the Regulations are inserted solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

### **Scope of Regulations**

2.7 The Regulations, without any exceptions, apply to:

- (a) all persons who park, stop or leave a Motor Vehicle on University Property; and
- (b) all owners of Motor Vehicles which are parked, stopped or left on University Property.

## **Procedure Where No Assigned Parking Space Available**

- 2.8 Subject to sections 2.36-2.38 on Event Parking, holders of a valid staff parking permit who find their assigned parking area fully occupied may park in the next most convenient parking area (other than a reserved parking area, an accessible parking area, a residence student parking area, a metered parking area, a Public Pay Parking Area or a Parkade) and must immediately report the matter to Parking Services. The report should include the Motor Vehicle license number and staff permit number.
- 2.9 Subject to sections 2.36-2.38 on Event Parking, holders of any other valid parking permit who find their assigned parking area fully occupied should contact Parking Services for directions on where to park without penalty.

## **Rates**

- 2.10 Rates for all forms of available parking permits at the University (including rates for parking permit replacements) are set annually by the Vice-President (Administration) or designate and are posted at [umanitoba.ca/parking](http://umanitoba.ca/parking).

## **Parking Permits – General**

### **Eligibility and Priority**

- 2.11 All persons are eligible to apply for a parking permit as hereinafter provided. Priority in allocation of parking permits will be given to full-time staff members and students of the University. Any person applying for a parking permit may be required to provide identification in order to establish eligibility.

### **Authorization**

- 2.12 On Monday to Friday from 7:30 a.m. to 4:30 p.m, a parking permit is required for any Motor Vehicle parked or left on University Property in an assigned parking area, unless the Motor Vehicle is otherwise parked at a meter, Public Pay Parking Area or Parkade in compliance with the Regulations. A parking permit conveys the authorization by the University for a specific Motor Vehicle, registered with Parking Services, to be parked in an assigned parking area. Registration includes an application form and payment of the Parking Fee. Each permit will indicate the category of parking authorized and, if appropriate, the area on campus where that Motor Vehicle is authorized to park.

### **Reserved Twenty-Four (24) Hour Parking**

- 2.13 Subject to sections 2.36-2.38 on Event Parking, certain areas in various parking lots will be designated by the University as Reserved Parking Areas. Parking in a Reserved Parking Area is limited to Motor Vehicles displaying a valid parking permit for that specific Reserved Parking Area. Reserved Parking Areas are appropriately signed and identified.

## **Alternate Parking Permit**

- 2.14 Effective September 13, 2013, alternate parking permits will no longer be issued by Parking Services. All current alternate permit holders may keep their eligibility until such time as they cancel their parking privileges or their termination of employment with the University. Eligible staff members who may be using an alternate vehicle on University Property and previously applied for alternate parking permits may retain their alternate permit upon payment of the appropriate fee in effect at the time of application and provided the second Motor Vehicle is registered and the staff member complies with any University policies, procedures, regulations and other rules then in effect. Where an alternate parking permit has been issued, only one (1) registered Motor Vehicle at any time is authorized to park on University Property at any given time (unless the second registered Motor Vehicle is otherwise parked at a metered or Public Pay Parking Area or Parkade in compliance with the Regulations).

## **Affixing or Displaying Parking Permits**

- 2.15 Parking permits must be properly affixed or displayed on the Motor Vehicle as follows:
- (a) parking permit decals issued by the University must be affixed on the lower corner of the front windshield on the driver's side of the Motor Vehicle. The backing must be removed from the permit and the permit affixed to the glass using the adhesive which is on the permit; and,
  - (b) parking permit hang tags issued by the University must be displayed according to directions printed on the permit.
- 2.16 Expired, invalid and cancelled parking permits must be removed from Motor Vehicles immediately after the expiry, invalidation or cancellation date and not displayed in conjunction with a valid parking permit.

## **Parking Permit Replacement**

- 2.17 Parking permit replacements may be issued, at a predetermined rate, to eligible permit holders when parking permits have been lost or stolen.
- 2.18 Parking permit replacements may be issued, at no cost, to eligible permit holders where parking permits, through weather damage or fading, are in need of replacement, as determined by Parking Services.
- 2.19 Where a parking permit replacement is issued, the original parking permit must be returned to Parking Services, unless lost or stolen. If the parking permit has been lost or stolen, an affidavit will be required from the permit holder.

## **Term of Permit**

- 2.20 Parking permits are issued for a specified period of time, but immediately become invalid upon the happening of any of the following events:
- (a) on the date of expiration shown on the parking permit (if applicable);
  - (b) when the parking permit is displayed on a Motor Vehicle other than the Motor Vehicle for which it was issued;
  - (c) when the parking permit is not legible or has been altered;
  - (d) when the parking permit has been cancelled or revoked;
  - (e) when the parking permit is lost or stolen;
  - (f) when the Motor Vehicle for which the parking permit is issued has been placed on the University's tow away list;
  - (g) when the applicant for a parking permit gives false or incorrect information at the time of application; and
  - (h) when a residence student of the University vacates or is required to vacate a residence located on University Property (even if the property is leased from the University).

## **Permits Not Transferable**

- 2.21 Parking permits are not transferable and may be used only for the Motor Vehicle in which the permit was issued unless otherwise authorized in writing by Parking Services. Parking permits remain the property of the University and must be destroyed when the permit expires or becomes invalid.

## **Permits for Persons with Physical Disabilities**

- 2.22 Any persons with physical disabilities may apply to Parking Services for a parking permit for Designated Accessible Parking Areas as determined by Parking Services. In order to qualify for a parking permit for Designated Accessible Parking Areas, a valid Society for Manitobans with Disabilities ("SMD") parking permit must be presented by the permit applicant. The SMD permit expiry date will be relied upon by Parking Services to determine the length of time for which the parking permit for Designated Accessible Parking Areas is required.
- 2.23 Holders of valid University accessible parking permits who find no signed Designated Accessible Parking Area is available, may park in the next most convenient parking area (other than a residence student parking area, or parking lots N, O and V, as designated by the University) and must immediately report

the matter to Parking Services. The report should include the vehicle license number and accessible parking permit number.

## **Bicycles**

- 2.24 Bicycles should be parked only in proper University bicycle racks or the University Parkade Bike Station. Parking and storing of bicycles inside any University building, or in any manner which may create a problem related to pedestrian safety, building access or maintenance, as determined by the University, is prohibited. Bicycles parked in such a fashion are subject to removal by the University and their owners may be subject to a fee or charge, at rates established by the University, from time to time.

## **Rights of Cancellation**

- 2.25 Notwithstanding any other provision of these Regulations, the University may withdraw areas normally used for parking and cancel any parking permit if the parking area referred to therein is required for construction or other purposes. If the assigned parking area or any portion thereof for which the parking permit is valid is deemed by the University to be required for other purposes and if alternative parking is not provided by the University, the unearned portion of the Parking Fee, minus any amounts due and owing to the University as fees or charges incurred as a result of parking or leaving Motor Vehicles on University Property in contravention of the Regulations, will be refunded to the registered parking permit holder.

## **Staff and Student Parking**

### **Application for Parking**

- 2.26 Staff members intending to park a Motor Vehicle, other than a bicycle, on University Property must apply for assigned parking at Parking Services, unless the Motor Vehicle is otherwise parked at a metered parking area, Public Pay Parking Area or Parkade in compliance with the Regulations.
- 2.27 Students intending to park a Motor Vehicle on University Property must apply for assigned parking at Parking Services or through any other valid registration system authorized by the University, unless the Motor Vehicle is otherwise parked at a metered parking area, Public Pay Parking Area or Parkade in compliance with the Regulations.

### **Conditions of Parking**

- 2.28 Parking permits authorize the registered permit holder to park in the parking area designated by the parking permit in accordance with the terms and conditions displayed on the parking permit or in the parking contract signed by the permit holder.

- 2.29 In some parking areas, electricity is supplied to electrical outlets depending on climatic conditions.

### **Summer Parking Permits**

- 2.30 Summer parking permits may be issued upon application and authorize the registered permit holder to park in the parking area designated by the parking permit during the period of May 1 to August 31 upon payment of fees, to be set by the University and posted on [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking).

### **Residence Student Parking**

- 2.31 Residence student parking areas are reserved on a twenty-four (24) hour basis for residence students of the University. Residence students who own and operate a Motor Vehicle, while maintaining approved residence on University Property, may apply for available residence parking permits and must submit proof of ownership of the Motor Vehicle acceptable to Parking Services. These permits will be withdrawn by the University if the residence student vacates or is required to vacate residence on University Property, and the unearned portion of the Parking Fee, minus any amounts due and owing to the University as fees or charges incurred as a result of parking or leaving Motor Vehicles on University Property in contravention of the Regulations, will be refunded to the registered parking permit holder.

### **Visitor Parking**

#### **Visitors**

- 2.32 Subject to sections 2.36-2.38 on Event Parking, and unless otherwise posted by the University, visitors may park in metered and Public Pay Parking Areas or a Parkade at the posted rate, on Monday to Friday from 7:30 a.m. to 4:30 p.m. Monday to Friday from 4:30 p.m. to 7:30 a.m. and on Saturdays and Sundays, visitors may park in all parking areas without charge, unless otherwise posted by the University. Visitors must at all times comply with the Regulations.
- 2.33 Any visitor (including contractors, trades people, and persons attending conferences and seminars) who wishes to park other than at a metered parking area, Public Pay Parking Area or Parkade must obtain written parking authorization through Parking Services in advance and must comply with the Regulations.
- 2.34 On an Event Day, visitors may not park or leave a Motor Vehicle in any parking area or parkade, except as designated by the University with signage and/or on [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking), beginning ninety (90) minutes before an Event until one (1) hour after an Event.



## **Couriers**

- 2.35 Courier companies making deliveries to the University are to use designated building loading zones and must comply with the Regulations. Parking is not to exceed the posted allowable time in duration and courier vehicles must be visibly identified as such.

## **Event Day Parking**

### **Investors Group Field event Designated Parking Lots**

- 2.36 Notwithstanding anything else in these Regulations, beginning ninety (90) minutes before the scheduled start of an Event and until one (1) hour after the end of any Event, no person shall stop, park or leave any Motor Vehicle in any Investors Group Field Event Designated Parking Lot, except in accordance with the authorization granted by a valid Investor's Group Field parking pass or paid Event parking ticket.

### **University Designated Parking Lots**

- 2.37 Notwithstanding anything else in these Regulations, beginning ninety (90) minutes before the scheduled start of an Event and until one (1) hour after the end of any Event, no person shall stop, park or leave any Motor Vehicle in any University Designated Parking Lot without displaying a valid University of Manitoba parking permit. University Designated Parking Lots will be available to University of Manitoba parking permit holders on a first-come, first served basis and space will not be guaranteed.

### **Visitor Parking on Event Day**

- 2.38 Notwithstanding anything else in these Regulations, visitor parking areas at the University of Manitoba during Events will be temporarily unavailable except as designated by the University with signage and/or on [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking). This will include all Public Pay Parking Areas, metered areas and Parkades.

### **Stalls Equipped With Heater Plugs**

#### **Restriction on Use of Power**

- 2.39 No person shall use any plug except for the sole purpose of drawing power for a Motor Vehicle block heater or to charge an electric vehicle in the appropriately designated stall and no device may be used to supply power to another Motor Vehicle.

## **Faulty Heater Plugs**

- 2.40 Faulty plugs should be reported as soon as possible to the University's Physical Plant Department, or such other or substitute office as may be instituted in its place by the University from time to time.

## **Liability**

- 2.41 The University, its employees, servants and agents assume no responsibility for any inconvenience, loss of, or damage to, a Motor Vehicle or its contents while on University Property, including, but not limited to any inconvenience, loss or damage caused by or attributable to fire, theft, collision electrical surges or interruptions of the supply of electricity or otherwise.

## **Parking and Operation of Motor Vehicles**

### **Prohibitions**

- 2.42 No person shall stop, park or leave any Motor Vehicle, except for bicycles, upon any part of University Property except in accordance with the authorization granted by a valid parking permit and the Regulations provided that, bicycles shall remain subject to all other Regulations and policies of the University.
- 2.43 Except as specifically authorized by a valid parking permit, no person shall stop, park or leave a Motor Vehicle alongside any building on University Property.
- 2.44 No person shall stop, park, leave or operate a Motor Vehicle on sidewalks, paths, loading zones, landscaped areas or within three (3) meters of a fire hydrant on University Property except in the course of the performance of essential University business.
- 2.45 No person shall stop, park or leave a Motor Vehicle in specific areas and roadways on University Property identified and signed as fire lanes.
- 2.46 No person shall stop, park or leave a Motor Vehicle in a metered space on University Property when the meter at that space is hooded.
- 2.47 No person shall stop, park or leave a Motor Vehicle idling in an area designated by the University as a "No Idling" Zone, on University Property as indicated by appropriate signage.
- 2.48 No person shall stop, park or leave a Motor Vehicle in a metered space, Public Pay Parking Area, Parkade or in any parking stall on University Property in such a manner that the Motor Vehicle is not wholly within the metered space or parking stall.
- 2.49 No person shall move, disfigure, or in any way tamper with any parking control signs posted or erected on University Property.

- 2.50 No person shall stop, park, leave or operate a snowmobile on University Property, unless specifically authorized by the Vice-President (Administration), or designate, who may set terms and conditions in connection with such authorization wherever appropriate.
- 2.51 No person shall stop, park or leave a Motor Vehicle in a reserved parking area, a signed Designated Accessible Parking Area or a residence parking area at any time without a valid parking permit for that area unless otherwise posted.
- 2.52 No person shall permit a Motor Vehicle to be stopped, parked or left in a metered space on University Property when the violation signal of the meter indicates a violation or when the pay parking ticket has expired.
- 2.53 No person shall stop, park or leave a Motor Vehicle within a Public Pay Parking Area, a metered space or a Parkade, without purchasing parking from a pay & display parking dispenser, parking meter, or mobile payment application on University Property.
- 2.54 No person shall stop, park or leave a Motor Vehicle from 7:30 a.m. to 4:30 p.m., Monday through Friday, in a signed parking area on University Property, without displaying a valid parking permit for that area.
- 2.55 Prohibitions 2.42 through 2.50 and 2.56 through 2.59 shall be in effect at all times. Prohibitions 2.51 through 2.54 shall apply at all times except on Saturday, Sunday and holidays, unless otherwise posted or noted in the Regulations.

### **Theft of Service**

- 2.56 No person shall deposit or cause to be deposited in a single or multi-space parking meter, parking pay station or pay & display machine, any substitute for a coin of Canada; or, deface, damage, tamper or impair the working of any single or multi-space parking meter, meter pole, electronic parking pay station, pass card reader, transponder or reader, Parkade ticket terminal, pay & display machine or pay parking lot gate.
- 2.57 No operator of a Motor Vehicle shall, during the hours of operation, on entry into a Parkade, proceed without first obtaining a pay parking ticket from either the attendant or the automated ticket dispenser for that Parkade. On exiting from that Parkade, no Motor Vehicle operator shall proceed to exit without stopping and submitting the pay parking ticket to either the attendant or an automated pay station or terminal and paying the required fee.
- 2.58 No operator of a Motor Vehicle shall, during the hours of operation, as posted by the University, on entry into a Public Pay Parking Area, or a multi-space meter area, park without first paying for parking from either the attendant or the automated machine for that area.

- 2.59 No operator of a Motor Vehicle shall, during the hours of operation, display an altered, forged, copied or stolen parking permit and/or pay & display receipts or any other type of ticket normally issued for parking on University Property.

### **Parking Signs**

- 2.60 Operators of Motor Vehicles shall obey any parking signs on University Property erected by either the University or with the consent of the University.

### **Temporary “No Parking” Signs**

- 2.61 Where it is necessary to erect temporary “No Parking” signs in areas normally allotted for parking under the Regulations for such reasons as snow removal, cleaning, construction, special events or other good reasons, as same may be deemed by the University, such “No Parking” signs shall be observed and have priority over normal parking privileges. Wherever possible, persons temporarily displaced by the erection of such emergency signs will be assigned to other locations.

### **Fees and Charges**

- 2.62 Authority. Pursuant to subsection 16(1) of *The University of Manitoba Act*, the University is authorized to impose fees and charges to be paid by owners or operators of Motor Vehicles stopped, parked in or left on University Property in contravention of the Regulations.
- 2.63 Notice of Parking Violation. A Violation Notice may be issued by the University to any operator or owner charged with violation of any of the provisions hereof. The owner of a Motor Vehicle may be responsible for payment of any fees or charges in connection with the Violation Notice issued to that vehicle unless the owner can prove to the satisfaction of the University that the Motor Vehicle was not being operated by and/or was not parked or left by the owner or by any other person with the owner’s express or implied consent
- 2.64 Failure to Pay Fees or Charges. Violation Notices must be settled within ten (10) days from the date of issue, failing which the University shall proceed to take all necessary legal action to receive payment of such fees and charges together with any costs incurred by the University in taking such legal action.
- 2.65 Service of Violation Notices. A Violation Notice shall be sufficiently served if served in any of the following ways:
- (a) by being handed to the operator of the Motor Vehicle;
  - (b) by being mailed ,either by regular mail or by electronic mail, to the address of the person registered as the owner of the Motor Vehicle concerned; or,

- (c) by such violation notice being attached to, or left under, the windshield wiper or attached to the windshield of the Motor Vehicle.

2.66 Content of Violation Notice. The Violation Notice shall have endorsed thereon the following:

- (a) "This parking violation is issued pursuant to section 16 of The University of Manitoba Act by authority of the Board of Governors of the University, or such other substitute office as may be instituted in its place by the University, from time to time, for a contravention of the Parking Regulations".

2.67 Amount of Fees and Charges. Fees and charges for parking violations are as follows:

- (a) for all violations other than those listed in subsections (b) to (h):
  - (i) Option "A" – THIRTY FIVE DOLLARS (\$35.00) if paid within ten (10) days of the date the contravention occurred; and
  - (ii) Option "B" – SEVENTY DOLLARS (\$70.00) if paid thereafter.
- (b) for possession and/or display of a stolen altered, copied or forged parking permit or pay & display parking ticket or receipt or any other type of ticket normally issued for parking on University Property – THREE HUNDRED AND FIFTY DOLLARS (\$350.00) and a charge in an amount equal to the costs that would have been incurred for the purchase of a parking permit or pay parking ticket for the period during which the stolen or forged parking permit or pay parking ticket was being used upon order of the Vice-President (Administration) under section 2.74;
- (c) for a violation of sections 2.56 through 2.58 - THREE HUNDRED AND FIFTY DOLLARS (\$350.00) and such amount as the University may deem appropriate in order to compensate the University for losses suffered as a result of damage to property caused by the person, upon order of the Vice-President (Administration) under section 2.75;
- (d) for stopping or parking in an Accessible Parking Space:
  - (i) Option "A" – ONE HUNDRED AND FIFTY DOLLARS (\$150.00) if paid within ten (10) days of the date the contravention occurred; and
  - (ii) Option "B" – THREE HUNDRED DOLLARS (\$300.00) if paid thereafter;
- (e) for stopping or parking in a fire lane:

- (i) Option “A” – FIFTY DOLLARS (\$50.00) if paid within ten (10) days of the date the contravention occurred; and
  - (ii) Option “B” – ONE HUNDRED DOLLARS (\$100.00) if paid thereafter; and
- (f) for violations of sections 2.36 and/or 2.37:
- (i) Option “A” – FIFTY DOLLARS (\$50.00) if paid within ten (10) days of the date the contravention occurred; and
  - (ii) Option “B” SEVENTY FIVE DOLLARS (\$75.00) if paid thereafter.
- (g) for displaying an invalid permit or pay parking ticket:
- (i) Option “A” – SEVENTY FIVE DOLLARS (\$75.00) if paid within ten (10) days of the date the contravention occurred; and
  - (ii) Option “B” ONE HUNDRED AND FIFTY DOLLARS (\$150.00) if paid thereafter.
- (h) for violations of section 2.48:
- (i) Option “A” – TWENTY DOLLARS (\$20.00) if paid within ten (10) days of the date the contravention occurred; and
  - (ii) Option “B” – FORTY DOLLARS (\$40.00) if paid thereafter.

The University may require payment of fees and/or charges for parking violations under more than one of the above noted subsections, with respect to a single incident, as the University, within its sole discretion may determine is appropriate.

2.68 Voluntary Payment. Any fees or charges issued under sections 2.42-2.59 on Prohibitions may be paid within the time limit indicated on the notice thereof as follows:

- (a) by on-line payment, on a twenty-four (24) hour basis, by visiting the University’s website at [www.umanitoba.ca/parking](http://www.umanitoba.ca/parking);
- (b) by mail or after hours deposit (cheques only) at Parking Services at the Welcome Centre, 423 University Crescent, or such other location as the office may be located in from time to time;
- (c) in person Monday to Friday, between the hours of 8:00 a.m. and 4:30 p.m. at Parking Services at the Welcome Centre, 423 University Crescent, or such other location as the office may be located in from time to time.

2.69 An administration fee will be assessed by the University for all returned NSF cheques and stop payments.

2.70 Stolen, Altered, Copied or Forged Parking Permits and Pay Parking Tickets. Where a person has been found in possession of and/or displaying a stolen, altered, copied or forged parking permit or pay parking ticket any other type of ticket normally issued for parking on University Property:

- (a) the unauthorized parking permit or pay parking ticket shall be confiscated;
- (b) the person shall pay a fine in accordance with section 2.67 of:
  - (i) Option "A" - SEVENTY-FIVE DOLLARS (\$75.00) if paid within ten (10) days of the date the contravention occurred; and
  - (ii) Option "B" – ONE HUNDRED AND FIFTY DOLLARS (\$150.00) if paid thereafter; and
- (c) upon the order of the Vice-President (Administration), the person:
  - (i) shall pay a fee of THREE HUNDRED AND FIFTY DOLLARS (\$350.00);
  - (ii) shall be required to make payment to the University in an amount equal to the costs that would have been incurred for the purchase of a parking permit or pay parking ticket for the period during which the stolen or forged parking permit or pay parking ticket was being used or in order to compensate the University for losses suffered as a result of damage to property caused by the person that violated one or more of sections 2.56-2.59; and
  - (iii) shall not be entitled to, and shall be prohibited from, parking a Motor Vehicle on University Property for a period of up to twelve (12) months, during which time any Motor Vehicle registered to that person may be towed away and impounded under Sections 2.76-2.79 on Removal, Impoundment and Liability.

2.71 Violation of Sections 2.56 - 2.59. Where a person has violated one or more of sections 2.56 – 2.59:

- (a) the person shall pay a fine in accordance with section 2.67 of:
  - (i) Option "A" - SEVENTY-FIVE DOLLARS (\$75.00) if paid within ten (10) days of the date the contravention occurred; and
  - (ii) Option "B" – ONE HUNDRED AND FIFTY DOLLARS (\$150.00) if paid thereafter; and
- (b) upon the order of the Vice-President (Administration), the person:

- (i) shall pay a fee of THREE HUNDRED AND FIFTY DOLLARS (\$350.00);
- (ii) shall pay such amount as the University may deem appropriate in order to compensate the University for losses suffered as a result of damage to property caused by the person that violated one or more of sections 2.56-2.59; and
- (iii) shall not be entitled to, and shall be prohibited from, parking a Motor Vehicle on University Property for a period of up to twelve (12) months, during which time any Motor Vehicle registered to that person may be towed away and impounded under Sections 2.76-2.79 on Removal, Impoundment and Liability.

### **Appeals and Extenuating Circumstances.**

- 2.72 Those persons wishing to appeal and outline extenuating circumstances, or appeal a Parking Fee or Violation Notice issued under section 2.67 (excluding clauses e-f of section 2.73), may do so as follows:
- (a) with respect to fees or charges for parking in contravention of the Regulations – attend to Parking Services at the Welcome Centre, 423 University Crescent, (or such other location as the office may be located in from time to time), Monday through Friday, 8:00 a.m. to 4:30 p.m. respecting a fee or charge; or
  - (b) with respect to appeals of decisions under (a) above and with respect to the other decisions issued under sections 2.71 through 2.73 inclusive – appeal to the Vice-President (Administration) or such person or body designated by the Vice-President (Administration) in accordance with procedures established from time to time.

### **Revocation of Parking Permits**

- 2.73 Revocation of Parking Permit. In addition to any other fees or charges provided by the Regulations, a parking permit of an individual violating the Regulations, may be revoked by the Vice-President (Administration) at his/her sole discretion.
- 2.74 Prohibition from Parking on University Property. Any person whose parking permit is revoked may also be prohibited by the Vice-President (Administration) from parking, stopping or leaving a Motor Vehicle on University Property for a period of up to twelve (12) months, during which time any Motor Vehicle registered to that person may be removed and impounded under sections 2.76-2.79 on Removal, Impoundment and Liability.



## **Failure to Pay**

2.75 Failure to Pay Fees or Charges. Where a person does not pay the fees or charges owing under sections 2.67, 2.70 or 2.71, any one (1) or more of the following actions may be taken by the University:

- (a) discipline (including dismissal) of faculty and staff members;
- (b) discipline of students under the Student Discipline Bylaw;
- (c) withholding of examination marks, transcripts, diplomas, or denying registration and registration materials until the outstanding fees or charges have been paid in full or other arrangements have been made which are satisfactory to the University;
- (d) revocation of a parking permit under section 2.71 and prohibition from parking on University Property under section 2.72;
- (e) withholding of the issuance of any new parking permits;
- (f) removal and impoundment of a Motor Vehicle under sections 2.76-2.79 on Removal, Impoundment and Liability; and
- (g) collection activities by the University or by others at the request of the University, including the issuance of a Statement of Claim in a civil court against the owner or operator of a Motor Vehicle for the amount of the fee or charge and all costs relating to and including the costs of removal, impoundment and storage of the Motor Vehicle, as well as any legal costs incurred by the University in taking such collection activities and/or legal action.

## **Removal, Impoundment and Liability**

2.76 Motor Vehicles parked or left on University Property may be removed, impounded and stored if such Motor Vehicles are considered by the University to be impeding snow removal operations or any other essential operation whatsoever or where removal or impoundment of the Motor Vehicle is deemed to be reasonable in the sole discretion of the University.

2.77 Motor Vehicles parked or left on University Property on an Event Day may be removed, impounded and stored if such Motor Vehicles are parked in contravention of these Regulations, as determined by the University in its sole discretion.

2.78 In addition to any other fee, charge or consequence provided by these Regulations, a Motor Vehicle removed and impounded under these Regulations shall be at the owner's risk. The owner or operator shall be responsible for the

charges incurred for removal, impoundment and storage, which charges must be paid before the Motor Vehicle will be released.

- 2.79 Neither the University, nor its employees, servants or agents, shall be liable in any way whatsoever for such damage or inconvenience in the event of any damage or inconvenience caused by reason of any Motor Vehicle being towed away, removed, stored or impounded in accordance with these Regulations.

### **Liability for Lost, Stolen or Damaged Property**

- 2.80 Neither the University, nor its employees, servants or agents, shall be liable in any way whatsoever for any lost, stolen or damaged property contained within the Motor Vehicle or any loss, damage or theft to the Motor Vehicle, notwithstanding that the loss, theft or damage may have occurred while on University Property.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Regulation is required.
- 3.2 The Manager, Parking Services is responsible for the implementation, administration and review of this Regulation.
- 3.3 Students, External Parties and All Employees are responsible for complying with this Regulation.

### **Part IV Review**

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Regulation is March 20, 2022.
- 4.2 In the interim, this Regulation may be revised or repealed if:
- (a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
  - (b) the Regulation is no longer legislatively or statutorily compliant; and/or
  - (c) the Regulation is now in conflict with another Governing Document.
- 4.3 If this Regulation is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

- (a) comply with the revised Regulation; or
- (b) are in turn repealed.

**Part V**  
**Effect on Previous Statements**

- 5.1 This Regulation supersedes all of the following:
- (a) Parking for Invited Guests, Visitors, Conference and Special Events Policy;
  - (b) Parking Regulations (2011)
  - (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (d) all previous Administration Governing Documents on the subject matter contained herein.

**Part VI**  
**Cross References**

- 6.1 This Regulation should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) <http://www.umanitoba.ca/parking>