

UNIVERSITY OF ALBERTA

CAMPUS TRAFFIC AND PARKING REGULATIONS – 1996

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1.0 JURISDICTION AND APPLICATION

1.1 These regulations shall apply to the use, operation and parking of all motor vehicles within the boundaries of the Campus as hereinafter defined, and are in addition to any by-laws of the City of Edmonton or any legislation or regulations of the Province of Alberta regulating the operation or use of motor vehicles or regulating the crossing of or walking upon roadways by pedestrians. Members of [Parking Services](#), Campus Security, and/or any other person or persons authorized by the Vice-President (Facilities and Operations), are empowered to enforce these regulations. Failure to comply with such by-laws, legislation or regulations while within the boundaries of the Campus shall constitute a violation of these regulations.

1.2 All parking of and the movement of all vehicles on University land is subject to these regulations.

1.3 DEFINITIONS

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

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- 1.3.1 **“CAMPUS”** means that area within the established boundaries of the University of Alberta Campus as shown on the [Parking Facilities Map](#) attached hereto and any additions or variations made from time to time in respect thereto, and other properties owned, rented or leased by the University of Alberta.
- 1.3.2 **“MOTOR VEHICLE”** means every vehicle propelled by any power other than muscular.
- 1.3.3 **“UNIVERSITY SERVICE VEHICLE”** means a vehicle displaying a valid service vehicle permit.
- 1.3.4 **“OPERATOR”** means any person who drives or is in charge of or in possession of a motor vehicle on the Campus whether that person is in the motor vehicle or not.
- 1.3.5 **“OWNER”** means:
- (i) In the case of motor vehicles registered under these regulations the person making application for the parking permit; and
 - (ii) In the case of motor vehicles not registered under these regulations the person named as the registered owner under the appropriate legislation of the Province of Alberta.
- 1.3.6 **“PARKED”** means any motor vehicle which is stationary, except when progress is temporarily impeded by other traffic, traffic signals or pedestrians.
- 1.3.7 **“PARKING PERMIT”** means a permit issued under these regulations.
- 1.3.8 **“PARKING STALL”** means an area designated for parking one motor vehicle.
- 1.3.9 **“PARKING LOTS”** means an area set aside for parking in which there are no designated parking stalls.
- 1.3.10 **“REGISTERED MOTOR VEHICLE”** means every motor vehicle for which a parking permit has been issued.
- 1.3.11 **“RESTRICTED DAYTIME HOURS”** means the hours from 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding statutory holidays.
- 1.3.12 **“RESTRICTED EVENING HOURS”** means the hours from 4:30 p.m. to 7:00 a.m., Monday through Friday, and 24 hrs. per day on statutory holidays and on weekends.
- 1.3.13 **“VICE-PRESIDENT (Facilities and Operations)”** means Vice President (Facilities and Operations) or person designated by the Vice President (Facilities and Operations) unless specifically stated otherwise, or unless the context renders delegation impossible.
- 1.3.14 **“VISITOR”** means any motor vehicle operator who does not have a valid parking permit affixed to their vehicle. Staff members and students are included in this definition.
- 1.3.15 **“PEDESTRIAN”** means a person on foot or a person in a wheelchair.
- 1.3.16 **“CROSSWALK”** means any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing - by signs or by a line or by other markings on the road surface.
- 1.3.17 **“PARKING APPEALS OFFICER”** means the University administrator charged with implementing the appeals procedure outlined in Sections 6.3 and 6.4.

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- 1.3.18 “**STAFF**” means full time and part time regular and full time and part time recurring University academic and non-academic staff.
- 1.3.19 “**STUDENT**” means any registered University of Alberta student regardless of faculty (including Faculty of Graduate Studies).
- 1.3.20 “**ATTENDED**” means that a [Parking Services](#) employee is present to collect posted casual parking fees.
- 1.3.21 “**CONTROLLED**” means the parking lots or spaces controlled by means of parking meters, devices, signs or equipment.
- 1.3.22 “**RESTRICTED LOT**” means any lot that is restricted to permit holders of those specific lots, or visitors paying applicable daily rates. These include all lots that are operated by means of card access (Extension, Southfield, Timms) and/or any residential parking lot (GA, 87, 88, T) and/or the X Lot (Jubilee Auditorium). These lots are restricted 24 hours per day, seven days a week.

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2.0 PERMITS

2.1 APPLICATION FOR PARKING PERMIT

- 2.1.1 Any person in possession of a valid operator's licence may apply for a parking permit. The vehicle registered must be owned by the individual or a member of that individual's immediate family. The applicant will be considered the primary operator of the vehicle.
- 2.1.2 Parking permits will not be issued or renewed if the applicant, registered owner or permit holder has outstanding fine(s).
- 2.1.3 Parking permits shall remain the property of the University of Alberta until the date on which they expire.
- 2.1.4 The person applying shall:
- i) Be prepared to provide proper identity; present proof of registration of the vehicle; a valid driver's licence; and establish proper classification within [Schedule B](#).
 - ii) Pay the prescribed fee in effect at the time of application as approved by the Board of Governors, and complete the application form and give an undertaking in writing that in consideration of being permitted to drive and park a motor vehicle on Campus, the applicant will comply with these regulations, including the payment of all fines, charges, levies, and costs which may be assessed against the applicant pursuant hereto.

2.2 TERMINATION OF PERMIT

A parking permit shall become invalid:

- 2.2.1 on the date of expiration shown on the parking permit;
- 2.2.2 when it is not completely legible or has been altered;
- 2.2.3 when it is not displayed to the motor vehicle in accordance with 2.3 hereof;
- 2.2.4 when it has been canceled or revoked in accordance with these regulations;

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- 2.2.5 when the vehicle for which the permit is issued or on which it is displayed has been placed on the tow-away list;
- 2.2.6 when the applicant gives false or incorrect information at the time of application;
- 2.2.7 an alternate permit(s) may be revoked whenever two or more vehicles registered by an individual are found parked on campus at the same time, and where the daily rate has not been paid for one or more of these vehicles. Such illegally parked vehicles are also subject to tow-away action.

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2.3 **DISPLAY OF PARKING PERMIT**

The parking permit shall be displayed in accordance with directions given at time of issue, and must be displayed in a manner so as to be clearly visible from the exterior of the vehicle.

2.4 **RESERVED STALL PARKING PERMIT**

- 2.4.1 A reserved stall parking permit shall entitle the registered motor vehicle to be parked in the stall specified on the parking permit during restricted daytime hours and in any parking lot or stall at other times, except 24 hour reserved stalls and restricted lots.
- 2.4.2 The holder of a reserved stall parking permits may obtain a 24 hour reserved designation for the stall. This shall entitle the registered motor vehicle to the use of the parking stall at all times and all days. Such stalls shall be appropriately marked by the University.
- 2.4.3 The 24 hr reserved stall designation privilege will be issued only in those cases where the Vice-President (Facilities and Operations) is satisfied by a statement in writing annually from the appropriate dean or department head that the interests of the University will be served thereby. An additional charge will be made for this privilege at the rate in effect at the time of application as approved by the Board of Governors.

2.5 **RESERVED LOT PARKING PERMIT**

A reserved lot parking permit shall entitle the registered motor vehicle to be parked in the designated areas in the lot specified on the parking permit during restricted daytime hours and in any parking lot or stall at other times except 24 hr reserved stalls and restricted lots.

2.6 **X LOT (JUBILEE AUDITORIUM) PARKING PERMIT**

An X Lot parking permit shall entitle the registered motor vehicle to be parked in X Lot from 0700 to 1800 hours, Monday to Friday and in any other parking lot at other times, except for 24 hour reserved stalls and restricted lots. This lot is subject to varying conditions and parking may be prohibited for X Lot permit holders on certain days. On prohibited days X Lot permit holders should use alternate means of transportation as substitute parking space cannot be guaranteed.

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2.7 ALTERNATE PARKING PERMIT

Effective April 1, 1997, alternate parking permits will no longer be issued. All current alternate permit holders may keep their eligibility until such time as they cancel their parking privileges or their termination of employment from the University.

Eligible Faculty and staff who have been issued a reserved stall or lot parking permit may retain their additional permit for an alternate motor vehicle(s) upon payment of the appropriate additional fee in effect at the time of application as approved by the Board of Governors. The alternate vehicle(s) must be registered at the same household as the primary vehicle. Such additional parking permit(s) shall (clearly and legibly) state the same parking lot or stall for which the primary permit was issued.

Such additional parking permit(s) shall entitle the alternate registered motor vehicle(s) to be parked in the place of the registered motor vehicle for which the primary parking permit was issued. Two (2) or more vehicles cannot be parked on Campus at any time, unless additional parking fees have been paid for the additional vehicles.

2.8 EVENING PARKING PERMITS

An evening parking permit shall entitle the registered motor vehicle to be parked during restricted evening hours in regular daytime parking lots except E Lot and/or 24 hour reserved stalls and/or restricted lots.

2.9 TEMPORARY PERMITS

Temporary permits are available to accommodate short-term parkers. This permit shall entitle the registered motor vehicle to be parked in the lot or private stall specified on the parking permit for the time specified on the face of the permit, during the restricted daytime hours and in any parking lot at other times, except for 24 hour reserved stalls and/or restricted lots.

2.10 GUEST PARKING PERMITS

Deans and department heads may arrange in advance, with the Vice-President (Facilities and Operations) for a special guest parking permit for the use by distinguished visitors during a limited period which shall entitle the special guest to park a motor vehicle in a predetermined area without charge.

2.11 DISCRETIONARY PARKING PERMITS

Discretionary parking permits designed to fit peculiar circumstances may be issued by the Vice-President (Facilities and Operations).

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2.12 MOTOR VEHICLE POOL PARKING PERMITS

2.12.1 Students or staff members may apply for car pool parking permits at [Parking Services](#). All vehicles using the transferable pool permit must be registered with [Parking Services](#). The transferable permit must be transferred to the vehicle to be parked on Campus, and displayed accordingly. Failure to display permit will require payment for daily parking or result in ticketing of vehicle.

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2.12.2 Only one registered vehicle in a vehicle pool can be parked in the area specified on the transferable permit at the same time unless additional parking fees have been paid for the additional vehicles.

2.13 PARKING PERMITS FOR PHYSICALLY HANDICAPPED PERSONS

2.13.1 A physically handicapped person may apply to [Parking Services](#) for a reserved stall parking permit. Handicapped stalls are specially identified and 24 hr reserved.

2.13.2 A statement from a medical doctor and/or a government issued placard will be required verifying the degree of disability and assessing the length of time for which it is expected the disability will persist. Such persons will be given priority in assignment and location.

2.14 UNIVERSITY SERVICE VEHICLE PARKING PERMITS

University Service Vehicle permits are available for motor vehicles which provide an emergency or extraordinary service normally of short duration. These permits may only be issued in conjunction with a paid reserved lot parking permit, subject to prior approval. If parking is required for a period longer than two hours a vehicle displaying a university service vehicle permit must then park in the nearest lot. University Services vehicle stalls are 24 hr reserved.

2.15 CAMPUS WIDE PARKING PERMIT

2.15.1 Campus Wide parking permits are available for persons which can substantiate a need to move frequently between various areas of the University but perform no emergency or repair function. In all cases of University staff, the dean or department head must submit written proof of need annually. These are also sold to non-University persons who can substantiate a need.

2.15.2 A Campus Wide permit is valid in any reserved lot on campus except for 24 hour reserved stalls and restricted lots.

2.15.3 A Campus Wide permit, issued in conjunction with a regular parking permit, must be affixed to the registered motor vehicle in accordance with Section 2.3 together with the regular parking permit to constitute a valid permit. Vehicles bearing both permits are restricted to a maximum of two hours parking in any lot other than the lot specified on the regular parking permit.

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2.16 MULTI-LOTS PARKING PERMIT

Multi-Lots parking permits are available for persons who can substantiate a need to move frequently between various areas of the University but perform no emergency or repair function. In all cases of University staff, the dean or department head must submit written proof of need annually. These are also sold to non-University persons who can substantiate a need.

Multi-Lots Parking Permits may be valid in any combinations of lots on Campus except for lots A, B, C, E, and all restricted lots.

A Multi-Lot Parking Permit, issued in conjunction with a regular parking permit, must be affixed to the registered motor vehicle in accordance with Section 2.3 together with the regular parking permit to constitute a valid permit. Vehicles bearing both permits are restricted to a maximum of two hours parking in any lot other than the lot specified as the regular parking permit.

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2.17 BOARD OF GOVERNORS AND SENATE PARKING

Special parking privileges are available to members of the Board of Governors and the Senate without cost while at the University on Board and/or Senate business.

Arrangements for such parking are to be made through the Administrative Director of the Board or Executive Officer of the Senate.

2.18 MOTORCYCLE, MOTOR SCOOTER AND BICYCLE PARKING PERMIT

A parking permit must be purchased and displayed on motorcycles and motor scooter vehicles parked on campus. Motorcycles and motor scooters may be parked on campus only in areas specifically designated for that purpose. They may not be parked in regular vehicle parking space.

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2.19 BICYCLE PARKING

Bicycles should be stored only in proper bicycle racks. Parking and storing of bicycles inside any university building, or in any manner which creates a pedestrian safety, building access, or maintenance problem is prohibited. Bicycles parked in such a fashion are subject to removal and their owners may be fined. Bicycle parking regulations are issued separately by the Board of Governors.

2.20 FACULTY CLUB PARKING PERMITS

Faculty Club Parking permits issued by the Faculty Club are valid in V Lot only during the hours of 11:00 a.m. and 2:00 p.m., and after 4:00 p.m. Monday to Friday and all day Saturday and Sunday. They are not valid at other times or in other areas on Campus except Windsor Car Park when V Lot is full during the hours quoted above.

2.21 RESIDENTIAL PARKING PERMITS

Residential Parking Permits are available to residents of the University Housing Facilities in areas as shown on the [Parking Facilities Map](#). (Lot 87, Lot 88, Lot 89, Lot T). Such permits entitle the registered vehicle to be parked in authorized parking spaces in the area shown on the [Parking Facilities Map](#), and any parking lot or stall at other times, except 24 hr reserved stalls and restricted lots. Other parking permits are not valid in the Residential areas at any time.

2.22 MULTIPLE VEHICLE USE OF PARKING PERMITS

Parking permits are only transferable when and as authorized by [Parking Services](#) at the time of issue.

2.23 LOST, STOLEN OR DAMAGED PERMITS

Lost, stolen or damaged parking permits will only be replaced when it can be demonstrated unequivocally by the permit holder that such loss/damage was genuine. All such losses of permits must be reported immediately, in person, to [Parking Services](#). The permit holder will be required to sign statements explaining the circumstances attending any such losses. A fee will be levied for replacement permits. Such fee will not exceed one (1) month's parking at the rate established by the lost permit.

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2.24 PRESS PARKING PERMITS

Permits are issued only to fully accredited members of the press/media. These permits are valid in areas displayed on the permits except restricted lots. Press permits are valid only when the members are conducting legitimate media business on campus.

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3.0 GENERAL PARKING REGULATIONS

3.1 ADMINISTRATION

- 3.1.1 The Board of Governors hereby delegates to and vests in the Vice President (Facilities and Operations), responsibility for the administration of these regulations.
- 3.1.2 The Vice President (Facilities and Operations) shall from time to time, set aside portions of the Campus for parking purposes and shall designate zones, stalls and areas for particular parking purposes.
- 3.1.3 The Board of Governors hereby delegates to the Vice President (Facilities and Operations) the authority to determine the type, wording and location of the parking control signs, marking and meters or traffic control devices, and the duty to see that they are so placed and that a record of the locations is kept.

3.2 LIMITATION OF LIABILITY

- 3.2.1 Any motor vehicle parked, operated, or driven on the Campus shall be solely at the risk of the owner and the operator. The University of Alberta shall not be liable for any damage occasioned to any such motor vehicle, the operator, other occupant thereof or any person unless such damage has resulted from the negligence of the servant or agent of the University acting in the course and within the scope of this person's employment.
- 3.2.2 Where stalls are rented with electrical plug-ins, the University will endeavor to provide reasonable service when temperatures drop below -10 C. (14 F), but shall not be liable in any inconvenience occasioned by power outages, energy peak demand load shedding or defects relating to the electrical plug-ins.
- 3.2.3 In the event any damage or inconvenience is occasioned to or by reason of any motor vehicle being removed or towed away or impounded pursuant to these regulations by an independent contractor, neither the University nor its servants nor its agents shall be liable or responsible in any way whatsoever for such damage or inconvenience. Nothing in this paragraph shall affect the liability of any independent contractor carrying out the removal, towing away or impoundment of any vehicles.

3.3 CANCELLATION OF PARKING

- 3.3.1 Notwithstanding anything herein contained, the Vice President (Facilities and Operations) 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. Such areas when protected and delineated by a hoarding shall be within the jurisdiction of that contractor and outside the jurisdiction of these regulations. Permit holders affected by the cancellation of parking may, if alternate parking is not provided, obtain a refund on the unused portion of the permit fees paid.

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3.3.2 Where it is necessary to erect emergency "No Parking" signs in areas allotted for parking under these regulations for such things as maintenance, construction, special events, and other valid reasons, such emergency "No Parking" signs shall be strictly enforced and shall have absolute priority over parking privileges granted pursuant to these regulations. Whenever possible, persons whose space is displaced by such emergency "No Parking" signs will be assigned other temporary locations for the time during which the emergency "No Parking" signs are in force.

3.4 PROCEDURE WHEN PARKING SPACE IS ILLEGALLY OCCUPIED

When the stall of a valid permit holder is illegally occupied, or the assigned zone is full. The permit holder may park in the next closest available lot and immediately telephone a complaint to [Parking Services](#).

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4.0 VISITOR PARKING INFORMATION

4.1 GENERAL

All visitor vehicles parking on the University of Alberta Campus are expected to comply with all University traffic and parking regulations and are required to pay applicable parking fees.

4.2 METERED PARKING STALLS

4.2.1 Any motor vehicle which occupies a metered parking stall, is subject to payment of the meter in accordance with the hours posted. General meter hours are 24 hours a day, 7 days a week or as posted.

4.2.2 [Parking Services](#) should be notified immediately of any meter problem by contacting the [Parking Services](#) Office and identifying the meter number and location.

4.2.3 Vehicles remaining parked at the expired meter after the issuance of the initial tag, are subject to being tagged again at intervals determined by the maximum time limit of the particular meter.

4.3 LOADING ZONE STALLS/METERS

4.3.1 These parking stalls/meters are available for motor vehicles requiring short-term parking to load and unload materials. In exceptional circumstances special arrangements may be made with [Parking Services](#).

4.3.2 Vehicles remaining parked in a loading zone after the initial ticket is issued, are subject to being towed or tagged again at intervals which are determined by the maximum time limit of the particular Loading Zone.

4.4 PASSENGER DROP-OFF STALLS

These stalls are located at strategic locations on Campus to provide an area where passengers can be dropped off or picked up. Vehicles must not be left unoccupied.

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5.0 OFFENCES

5.1 GENERAL

No person shall park a motor vehicle on Campus without displaying a valid parking permit or parking legally at a meter or loading zone.

5.2 SPEED LIMIT

No person shall operate a motor vehicle on Campus at any greater rate of speed than 30 kilometers per hour or as otherwise posted.

5.3 SIGNS

Operators of motor vehicles shall obey all traffic and parking signs erected pursuant to these regulations. Parking is permitted only in designated areas.

5.4 PROHIBITIONS

5.4.1 No motor vehicle displaying a parking permit shall be parked in places or at times not in accordance with that parking permit.

5.4.2 Only those motor vehicles entitled to be parked in areas specially designated for residence students shall be permitted to be parked continuously for more than 72 hours.

5.4.3 No person shall:

(i) Connect electrical devices in or on a motor vehicle to any outlet other than the plug-in provided in the stall or zoned parking area in which the motor vehicle is authorized to be parked;

(ii) Park a motor vehicle within 15 feet of a Stop sign, Yield sign or fire hydrant;

(iii) Park a motor vehicle within a crosswalk; or in a path, sidewalk, boulevard or landscaped area; driveway or driving lane;

(iv) Park a motor vehicle in "No Parking" areas or adjacent to a yellow marked curb;

(v) Park a motor vehicle in such a way as to impede maintenance, construction, or the free flow of normal traffic;

(vi) Park a motor vehicle in a designated loading area except when it is being loaded and unloaded in such case it may only be parked for the maximum time indicated on the sign;

(vii) Park or operate a motor vehicle in such a manner as to contravene parking instructions contained in a parking or traffic sign or device;

(viii) Park a vehicle in a posted or marked Fire Lane/Emergency route or in any posted area reserved 24 hours;

(ix) Park a vehicle in any area for which such motor vehicle is not specifically authorized to be parked under these regulations;

(x) Operate or park a motorcycle or motor scooter on paths, sidewalks or other pedestrian areas;

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(xi) Move, disfigure or in any way tamper with any signs posted or erected pursuant to these regulations;

(xii) Operate snowmobiles on any Campus area;

(xiii) Take up residence in a motor vehicle, motor home, camper, trailer, or otherwise, on University property;

(xiv) Alter or counterfeit parking permits, or display such permits on a motor vehicle;

(xv) Operate, park or store a bicycle inside a University building or in such a manner as to create a pedestrian, safety or maintenance problem;

(xvii) Park a propane powered vehicle within a car park not designated for that use;

(xviii) Leave a motor vehicle running in an area that is signed prohibiting such action.

5.5 PEDESTRIANS RIGHT OF WAY

The rights-of-way of pedestrians and vehicles are as defined in the Highway Traffic Act of Alberta and the City of Edmonton Traffic Bylaws as amended from time to time.

5.6 LIABILITY

5.6.1 Any person who contravenes any provision of these regulations is guilty of an offense.

5.6.2 The owner of a motor vehicle is guilty of an offense and liable for any contravention of these regulations in connection with the motor vehicle unless the owner proves to the satisfaction of the Parking Appeals Officer that the motor vehicle was not being driven or was not parked or left by the owner or by any other person with the owner's consent expressed or implied.

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6.0 VIOLATION NOTICES

6.1 VIOLATION NOTICES

A notice or form (hereinafter called a "violation notice"), may be issued by [Parking Services](#) personnel, Campus Security Officers, and/or any other persons or agencies designated by the Vice President (Facilities and Operations), to any operator or owner charged with the violation of any of the provisions hereof, and such [Parking Services](#) personnel or Campus Security Officer shall endorse the amount of the fine on the violation notice in accordance with the Schedule of Fines as set forth in [Schedule D](#) attached hereto.

6.2 SERVICE OF VIOLATION NOTICES

A violation notice shall be sufficiently served if served in any of the following ways:

(i) By being handed to the operator of the motor vehicle; or

(ii) by being mailed to the address of the person registered as the owner of the motor vehicle concerned; or

(iii) by being attached such violation notice to, or leaving such violation notice under the windshield wiper or attached to the windshield of the motor vehicle.

The violation notice shall have endorsed thereon the following: "This violation notice is issued by authority of the Board of Governors of the University of Alberta for a contravention of the Traffic and Parking Regulations. Payment of the amount endorsed hereon must be made within seven (7) days of the date of violation to [Parking Services](#). Payment by mail should be by money order or cheque payable to the University of Alberta."

"All violations must be appealed within seven (7) days of the date of violation; otherwise the fine due must be paid before an appeal will be considered. Appeals which are not submitted within thirty (30) days from the date of a violation notice will not be considered whether or not the fine has been paid. Any appeal should be made in person or in writing to [Parking Services](#) in the case of an incorrectly completed parking ticket. In all other cases, any appeal must be made in writing to the Parking Appeals Officer, c/o [Parking Services](#), and the appellant may request to appear in person before the officer."

"The University reserves the right to withhold indications of academic performance and to deny registration or access to registration materials for non-payment of fines incurred by students."

Further information regarding violations may be obtained from [Parking Services](#) during their regular office hours.

6.3 TICKET APPEAL PROCEDURE

An appeal may be made against a charge of any violation, or against the assessment of any penalty under [Schedule D](#), or the amount of any such penalty. The Parking Appeals Officer, delegated by the Vice President (Facilities and Operations) pursuant to the traffic and parking regulations of the Board of Governors, as amended from time to time, may find a person guilty, not guilty or may impose a lesser penalty, or waive the penalty. Appeals must be made within seven (7) days from the date of issue of a ticket.

6.3.1 In cases where the ticket is incorrectly completed, (date or time not indicated, etc.), in person or in writing to [Parking Services](#).

6.3.2 In all other cases, in writing to the Parking Appeals Officer, c/o [Parking Services](#).

Appeals made after the seven (7) day period will not be considered until the traffic violation is paid. Appeals which are not submitted within thirty (30) days from the date of issue of a violation notice will not be considered whether or not a fine has been paid. Appellants may appear in person to present their cases.

The decision of the Parking Appeals Officer shall be binding and final. However, notwithstanding the Parking Appeals Officer's decision being binding and final, the Parking Appeals Officer may, using absolute discretion and upon written application no later than 10 days after a decision is initially issued entertain a new appeal, if it appears to the Parking Appeals Officer that sufficient new evidence is available to materially affect the outcome of the original appeal and that such new evidence could not reasonably have been made available at the original hearing.

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6.4 TICKET CANCELLATION

Notwithstanding the foregoing, the [Parking Services](#) manager may, using discretion, waive the penalty for any parking violation notice if it appears that there are factual, technical or other mitigating circumstances to justify canceling the violation notice.

7.0 PENALTIES AND ENFORCEMENT

- 7.1 Any person guilty of an offense under these regulations is liable to a fine in the amount set forth in [Schedule D](#) attached hereto in respect of such offense.
- 7.2 In addition to paying the fine assessed pursuant to paragraph 7.1 hereof, the parking permit of a person guilty of an offense under regulations may be revoked by the Vice President (Facilities and Operations).
- 7.3 In addition to the fine and revocation referred to in paragraphs 7.1 and 7.2 hereof, any person guilty of an offense under these regulations who fails or refuses to pay the fines assessed may, without restricting any right the University may have to enforce payment of such fines at law, be subject to the following:
- 7.4 In the case of a faculty or staff member; to a right in the University to set-off the amount of such fine against salary or other monies due or accruing due from the University to such faculty or staff member.
- 7.5 In the case of a student; to a right in the University to withhold examination marks, transcripts or diplomas, or to deny registration and registration materials until that student has paid to the University, or made arrangements satisfactory to the University to pay all amounts properly due and owing by that student to the University; and the further right to institute proceedings before such University tribunal as may have general jurisdiction over student discipline at the University leading to additional fines or penalties, including suspension or expulsion from the University.
- 7.6 Any motor vehicle parked or stopped in contravention of these regulations, may be towed away or taken to and impounded at such place as is designated by the Vice President (Facilities and Operations) at the owner's risk and expense for such towing, removal and impounding. No impounded motor vehicle shall be released until the reasonable removal, towing and storing charges on the said motor vehicle have been paid. In the event that such costs are not paid at the time of such release, such costs may be added to any fine otherwise imposed under these regulations. Detailed regulations with respect to tow away procedures may be issued by the Vice President (Facilities and Operations) from time to time ([Tow Away Procedure](#)).

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