

**General Regulations:**

1. The purpose of these regulations is to facilitate the safe and orderly conduct of traffic and parking on Lakehead University premises within the limits of available space.
2. These regulations apply to all persons operating and parking a motorized vehicle on the Lakehead University campus and are in effect twenty-four hours per day each and every day of the year.
3. Because the University grounds are private property, the University reserves the right to maintain jurisdiction over all vehicle traffic and parking and to take action for violations of these regulations. All vehicle operators are responsible for knowing and complying with these traffic and parking regulations. The operator and/or owner of the vehicle is subject to the applicable penalties for violations, including fines, towing and/or withdrawal of parking privileges.
4. A parking permit does not guarantee that space will always be available.
5. Proper notice of changes to the parking regulations, as may from time to time be necessary, will be deemed to have been given to the University community by posting the changes in the Communication Bulletins by Lakehead email and Security Services website.

**Traffic Regulations:**

1. The owner and/or operator of a vehicle on University property must be in possession of all valid permits and licenses required by the University and the Province of Ontario for the operation of that vehicle.
2. Unless otherwise posted, the speed limit on University roads is 25 kilometers per hour.
3. Vehicle operators are required to operate their vehicles and to obey any direction given by sign, device or person charged with the responsibility of traffic control on University property. Violators may be fined and/or have their parking privileges revoked.
4. All persons shall operate their vehicle on University property in a manner considered by those in authority for traffic control not to be hazardous to persons or property. Those found to be operating a vehicle on University property in an unsafe manner may be fined or barred from vehicle access to campus.

**Parking Permits:**

1. Permits are not required between the hours of 5:00 pm and 7:00 am Monday through Friday and at any time on Saturdays, Sundays, or official University holidays.
2. Parking permits cannot be resold. If the permit is no longer required by the owner, please contact Security at the HUB for instructions on how to obtain a refund.
3. A permit holder who owns more than one vehicle can transfer the permit to his/her other vehicles, but cannot obtain duplicate permit(s) for any additional vehicles without paying the full fee for such other permits.
4. **Accessible & Carpool Parking** - A number of spaces are designated for **Accessible** parking only. There are 28 designated **Carpool** spaces. Users require appropriate designation and a valid University parking permit.
5. All parking permits must be hung on the rear-view mirror and/or be visible on the dash. The permit number must be visible from the outside of the vehicle. Improper placement of a parking permit will result in a parking ticket being issued.
6. If a permit is lost or stolen, please advise Security at the HUB immediately. You will be responsible for any fines or violation charged against such permit until notification is given. *Note:* The use of a parking permit which has been stolen, lost, duplicated, or which is otherwise unauthorized is strictly

prohibited. Violators are subject to fines or other penalties as deemed appropriate. The possession of such a permit is also an offense under The Criminal Code of Canada.

7. Duplication of a parking permit is prohibited. The owner and/or operator of a vehicle in which a duplicate permit is displayed and the permit holder whose permit has been duplicated are subject to a fine and for other penalties as deemed appropriate.

#### **Parking Violations:**

1. Vehicles which are parked on fire access routes, illegally parked in *No Parking Zones*, obstructing the passage of emergency or service vehicles, blocking entrances, in handicapped areas, or in any other way impeding proper traffic movement will be ticketed or may be towed off campus. If your vehicle is towed off campus, the operator and/or owner of the vehicle will be responsible for all costs involved.
2. Failure to pay parking violations shall result in the cancellation/suspension of parking privileges or the vehicle being towed off campus. If such action is necessary, the operator and/or owner of the vehicle will be responsible for all costs involved and will be liable for any damage incurred to the vehicle. Furthermore, it should be noted that all parking violations are recorded and remain outstanding until paid. Hence, tickets received in one year are carried forward to the next and will be taken in account with respect to towing.
3. In the case of a student, unpaid parking fines shall be posted as owing on the student's account.
4. Registered owners of vehicles are traced through the Ontario Ministry of Transportation and any search charges may be also applied to the account.

#### **Payment of Fines:**

1. All Lakehead University parking and traffic fines must be paid at the Security Office in person, or mail a cheque along with the parking ticket to:

**Lakehead University Orillia  
c/o Security Services  
500 University Avenue  
Orillia ON L3V 0B9**

**Office Payment Method: Debit, charge card, cash or cheque. Please do not send cash in the mail.**

2. Fines must be paid within seven (7) calendar days of the date of violation. However, the fine for most parking infractions will be reduced if the ticket is paid within 48 hours of the time of issue. The reduced fine, if applicable, is clearly marked on the face of the ticket

#### **Parking Violation Appeals:**

1. If a permit holder and/or owner has reason to appeal a Lakehead University violation, he/she must do so via (Park Admin) on line. Please visit (Park Admin) <http://lakeheadu-orillia.parkadmin.com>.
2. The appeal must be submitted within five (5) days of the date of the violation (Saturdays, Sundays, and official University holidays excluded). After such time, any outstanding violation appeal is not subject to consideration.
3. Once an appeal has been received and a decision has been made, no further appeal will be considered.
4. Comments or further information concerning parking should be directed in person or in writing to:

**Lakehead University Orillia  
c/o Security Services  
500 University Avenue  
Orillia ON L3V 0B9  
orsecure@lakeheadu.ca**