



2021/2022
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 Q and V3).
Special Parking Pass:	A parking pass issued by the Senior Manager, Public Safety and Security 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 *2021/2022 Traffic and Parking Regulations* are in effect for the period from September 1, 2020 to August 31, 2021.

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 7, 2021 and September 10, 2021. **(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 in green Lot Q ,
- 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, S 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

Limited use general (green) parking permits are available to part-time, post-secondary Continuing Education students (excluding Confederation College employees) taking courses during the day. Costs are included in part-time student fees. The permits allow parking in general (green) lots A, D, E, F, M, N, O, P, Q and ACE. They are also valid at all accessible parking spaces on campus.

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.

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.

3.12 Transfer of Parking Permits and Passes between Individuals Prohibited

Confederation College parking permits are for the exclusive use of the individual named on the parking application and in the case of carpooling permits, for the exclusive use of the individuals named on the carpooling parking application. A permit holder may not transfer, loan, sell or otherwise convey his/her parking permit(s) to another individual.

Confederation College parking passes are for the exclusive use of the individual to whom the parking pass was originally conveyed. The pass holder may not transfer, loan, sell or otherwise convey his/her parking pass(es) to another individual.

3.13 Barrier Free Parking Space

Only a vehicle displaying a current Accessible Parking Permit, or a Special Parking Permit, may park in an accessible parking space, and:

- in the case of a vehicle parked in a accessible parking space in a parking lot, the vehicle must also display a current Confederation College green parking permit and/or a pass valid for the lot in which the vehicle is parked,
- in the case of a vehicle parked in a accessible parking space in a metered parking lot, there must be time showing on the meter (ie. the meter does not indicate "Time Expired" or "0:00").

3.14 Contractor/Service Vehicle Parking

A contractor/ Service Vehicle is defined as any external company vehicle that provides construction, construction-related maintenance and repair, utility infrastructure services, or any other types of service to Confederation College.

A Contractor/Service Vehicle displaying a current valid Contractor Parking Pass must be parked in a general green lot. The Contractor Parking pass can be obtained at Public Safety (B106)

3.15 Emergency Vehicle Parking

Emergency vehicles (ie. police, fire or ambulance vehicle) may park in any location on campus for the purpose of carrying out emergency services.

3.16 Parking Permits & Passes Property of College

All parking permits and parking passes remain the property of Confederation College and must be surrendered upon request.

4.0 FINES AND PENALTIES

4.1 General

Any violation of the *Confederation College Traffic and Parking Regulations*, or failure to pay a traffic or parking fine, shall make the operator and/or the owner of the vehicle subject to a fine and/or other penalties that may include:

- (1) The removal of the vehicle from campus, and/or
- (2) The suspension or cancellation of parking privileges, and/or
- (3) The suspension or cancellation of vehicle access privileges to campus.
- (4) Public Safety may conduct a Ministry of Transportation inquiry and bill the cost

In addition, failure to pay traffic or parking fines within the time specified on the face of the ticket may result in the placement of an encumbrance/hold on the operator and/or owner's student or employee account.

When circumstances warrant, violations of the *Confederation College Traffic and Parking Regulations* may be dealt with through the *Student Code of Conduct* or the *Workplace Discipline* policy.

4.1.1 Towing

Any vehicle, regardless of where it is parked, may be towed off campus at the discretion of Parking Services staff. If such action is necessary, the owner/operator of the vehicle will be responsible for all costs involved and will be liable for any damage incurred to the vehicle.

Confederation College parking and traffic violations remain outstanding until paid. Tickets received in one year will be carried forward to the next year, and will be taken into account with respect to towing.

4.2 Traffic Violations

Any violation of the Traffic Regulations shall make the operator, and/or the owner of the vehicle subject to a fine and/or other penalties which may include the removal of the vehicle from campus, or the suspension or the cancellation of vehicle access privileges to campus. (See also section 4.1 and 4.1.1.)

When circumstances warrant, violations of the *Confederation College Traffic and Parking Regulations* may be dealt with, as applicable, through the *Student Code of Conduct* or the *Workplace Discipline* policy.

4.2.1 Fines for Traffic Violation

Fines for violation of the Traffic Regulations are set, as follows in 4.3.1:

4.2.2 Payment of Fines for Traffic Violations

Traffic fines are payable

- Online through SSB Banner or;
- At Public Safety, Room B106 of the Shuniah Building.

To pay through Banner SSB:

- (1) Log in to your College Banner account by visiting the website <http://banner-ssb.confederationc.on.ca> and selecting **Enter Secure Area**, or logging into the College Portal at <http://portal.confederationc.on.ca> and selecting the Parking icon.
- (2) Enter your USERNAME.
- (3) Enter your PASSWORD.
- (4) Click the parking tab.

- (5) Click Parking Ticket Information.
- (6) Click view to review ticket information.
- (7) Proceed with payment.

Traffic fines must be paid within five (5) business days of the date of violation (not including the date of violation).

4.2.3 Discussion & Cancellation of Traffic Violation Notices

Any persons wishing to discuss a traffic ticket may email parking@confederationc.on.ca within (5) business days with their concern and to schedule an appointment for discussion.

Traffic violation notices (ie. traffic tickets) may be cancelled, or fines reduced, in a limited number of circumstances.

In certain situations, an administrative charge of \$5.00 may apply.

4.3 Parking Violations

Any violation of the Parking Regulations shall make the operator, and/or the owner of the vehicle subject to a fine and/or other penalties that may include:

- (1) The removal of the vehicle from campus, and/or
- (2) The suspension or cancellation of parking privileges, and/or
- (3) The suspension or cancellation of vehicle access privileges to campus. (See also section 4.1 and 4.1.1.)
- (4) Public Safety may conduct a Ministry of Transportation inquiry and bill for the cost.

In addition, failure to pay traffic or parking fines within the time specified on the face of the ticket may result in the placement of an encumbrance/hold on the operator and/or owner's student or employee account.

Parking infraction notices (ie. parking tickets) for all parking violations will be issued for all parking violations with the following exception:

- Infraction notices will not be issued for parking permit and pass violations in parking lots B, C, D, E, F, M, N, O, P, Q and ACE, during orientation week as advertised on the College website.

Note: Parking permits are required in Red Lot G, 24 hours per day, 7 days per week.

4.3.1 Fines for Parking Violations

The current schedule of fines for parking violations issued by Confederation College follows:

Parking Violations	Fine
For Meter Violation	\$20.00
For All Other Violations	\$30.00
For Barrier-free (Accessible) Zone Violation	\$305.00
Use of a fraudulent pass	\$100.00
Operating a vehicle in an improper or unsafe manner (eg. speeding, driving on sidewalks, failing to stop at crosswalks or stop signs, etc.)	\$30.00

Discounts are provided if tickets are paid within two business days at the Facilities Office B106.

The current schedule of fines for parking violations issued under Chapter 987 of the Thunder Bay Municipal Code follows. (Fines are subject to change at any time, further to the Thunder Bay Municipal Code.)

Parking Violations	Fine
For Meter Violation: "Overtime Parking – Meter Expired"	\$ 20.00
For Barrier-free (Accessible) Zone Violation: "Park In Space for Handicapped"	\$305.00
For All Other Violations: "Park on Private Property Without Consent"	\$ 30.00

4.3.2 Fines / Penalties for Unauthorized Use of Parking Permit / Pass

A vehicle displaying a stolen, lost, duplicated, altered, and/or otherwise unauthorized parking permit or pass will immediately be towed off campus. The vehicle will be subject to further towing from campus until the owner has spoken with Parking Services staff, and paid the designated fine.

4.3.3 Other Parking Penalties

Between November 15 and March 31 (inclusive), vehicles parked on campus between 12:00 a.m. and 7:00 a.m. may be towed away at the owner's expense, if they impede snow removal operations. (See also 4.1 and 4.1.1.)

Vehicles that are:

- parked in fire access routes; or
- obstructing the passage of emergency or service vehicles; or
- blocking entrances; or
- in any other way impeding proper traffic movement,

may be towed away at the owner's expense. (See also 4.1 and 4.1.1.)

Any false declaration on a parking application form may result in the cancellation of the applicant's parking application, parking privileges and/or vehicle access privileges to campus.

4.3.4 Payment of Fines

Confederation College parking fines must be paid within five (5) business days of the date of violation (not including the date of violation) at Public Safety Department, Room B106, Shuniah Building, or online in Banner SSB with credit card. (Reduced rates apply to parking fines paid in person within two (2) business day of the date of violation, not including the date of violation.) Business hours are Monday to Friday, excluding College holidays, 8:00 AM to 4:30 PM.

City of Thunder Bay parking tickets may be paid at the Thunder Bay Parking Authority.

4.3.5 Discussion and Cancellation of Parking Violation Notices

- 5 Any persons wishing to discuss a traffic ticket may email parking@confederationc.on.ca within (5) five business days with their concern and to schedule an appointment for discussion. Parking violation notices (ie. parking tickets) may be cancelled, or fines reduced, in a limited number of circumstances.

In certain situations, an administrative charge of \$5.00 may apply.

5.0 APPLICATION PROCEDURES

5.1 Parking Application Form

Application for all long-term parking permits (ie. longer than one day), with the exception of carpooling permits, are made on-line at Banner SSB.

Applications for carpooling permits – Carpooling permits are under development and are not available at this time.

Refer to "Schedules 1 and 2" for rates, and additional information on acquiring other types of parking permits and passes.

5.2 Issuance of Permits

A parking permit is issued on completion of the appropriate application form and payment of the required parking fee; and/or, in certain cases, on verification of the status of the applicant as:

- an Apprentice,
- a Physician or Nurse Practitioner at Health Services,
- a Lakehead University Collaborative Nursing Student attending Nursing classes at Confederation College, or
- a Lakehead University Collaborative Nursing Faculty Member teaching Nursing classes at Confederation College.

Parking permits will be processed and available for pick-up at Facilities Services (B106) after submitting an application online. Special pick up locations will be in effect during orientation the first week of September.

Validation of Lakehead University parking permits for Lakehead University students in the Collaborative Nursing Program taking classes at Confederation College, or for Lakehead University faculty in the Collaborative Nursing Program teaching classes at Confederation College is completed at Public Safety, Room B106, Shuniah Building. (Please note: students must present their LU parking permit, vehicle license plate number and their LU student card at the time of validation; faculty must present their LU parking permit and their LU employee card at the time of validation.)

5.2.1 Carpooling Permits

Carpooling permits are under development and are not available at this time.

5.2.2 Replacement Permits

Replacements for permits which have been lost or stolen may be obtained from Public Safety.

All replacement permits are supplied at full fee, unless the applicant is able to provide a police occurrence number as verification of the loss of the permit to theft or motor vehicle accident. These replacements will be subject to an administration charge.

5.3 Damaged Permits

Damaged permits are replaced free of charge at the Public Safety Office, Room B106 of the Shuniah Building. The damaged permit must be turned in at the time of replacement.

5.4 Theft or Loss of Permit

The theft or loss of a permit must be reported immediately by the permit holder to the Public Safety Office, Room B106. It is recommended that the permit holder report the loss of their parking permit to theft or motor vehicle accident to the Thunder Bay Police Service. (See also, section 5.2.4.)

5.5 Change of Information

Permit holders must keep their parking information current on Banner including change of vehicle license plate numbers.

5.6 Smart Cards

Smart Cards are purchased from Parking in B106 Shuniah Building. No application is required for the purchase of a Smart Card.

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