

Traffic and Parking

PROCEDURE

Procedure #:	CS - 010		
Related Policy Name:	Traffic and Parking Policy		
Type:	☐ Academic	☒ Administrative	☐ Board
Effective date:	July 18, 2025		
Approved by:	Vice President, People and Culture	Date: July 18, 2025	
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Purpose

To facilitate the safe and orderly conduct of vehicular traffic movement on college property and to provide parking services within the limits of available designated parking spaces.

The lands and grounds of Georgian College are considered to be private property, and the College reserves the right to control motor vehicle use on its campuses.

All persons using college parking facilities are subject to the terms and conditions set out in the applicable College Policies and Procedures, including the Student Code of Conduct, Employee Code of Conduct and the regulations detailed hereunder.

Definitions

Word/Term	Definition
Accessible Parking Permit	Accessible parking permits are issued by Service Ontario to either a driver or passenger with an eligible disability or health condition.
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.
Bicycle	includes a tricycle, a unicycle and a power-assisted bicycle but does not include a motor assisted bicycle.
Business day	Any weekday, excluding statutory holidays.

Crosswalk	A specially marked place where pedestrians can cross a street or roadway and where drivers must stop to let them cross. It is typically marked with white lines or other indicators to ensure visibility and safety for both pedestrians and drivers. Crosswalks can be found at intersections, mid-block locations, and other areas where pedestrian traffic is common.
Honk	The Honk parking app is used by Georgian College as a convenient solution for drivers to find and pay for parking at the Barrie Campus. It eliminated the need for pay stations, coins, or paper tickets. Users can search for parking spots and pay directly through the app using various payment methods like credit cards, PayPal, Apple Pay and the college ONEcard. The app also offers features like notifications before parking sessions expire, and the ability to extend parking time remotely. https://www.honkmobile.com
Motor Vehicle	An automobile, motorcycle, motor-assisted bicycle and any other vehicle propelled or driven other than by muscular power.
Park and Parking	Refers to the standing of a vehicle whether occupied or not. Parking may be permitted in prohibited areas for the purpose of, and while actually engaged in, loading or unloading merchandise or passengers.
Parking Permit	An agreement between the permit-holder and the College granting the permit-holder a license to park a registered vehicle on Georgian College property subject to compliance by the permit-holder with the terms and conditions contained in the agreement;
Parking Lot	A lot or other area, or a series of parking spaces adjacent to a roadway, intended for vehicle parking. Where the context allows, the term parking lot includes the entrance to and exit from such parking lot.
Parking Portal	An online interface for users to manage parking accounts and process parking related transactions, which can be accessed at https://georgianparking.t2hosted.com/Account/Portal
Parking Office	Means the designated administrative body by which all parking services are controlled.
Parking Space	A space that has been clearly marked, posted, signed and designated by official signs from time to time as a space for vehicle parking
Parking ticket or citation	Means a notification and applicable fine(s) informing that a person has parked or operated a motorized vehicle contrary to Georgian College's Traffic and Parking Procedure and may be subject to a fine.

Power Assisted Bicycle - (E Bikes)	E-bikes are covered under the term “power-assisted bicycle” and have been defined under Ontario’s <u>Power-Assisted Bicycles Regulation</u> to include the following characteristics: • Weight of no more than 120 kilograms; • Has wheels with a diameter of at least 350 mm and width of at least 35 mm; • The battery and motor must be securely fastened to the bicycle; The motor must cease to propel the bicycle forward if pedaling stops, the accelerator is released, or the brakes are applied; The brakes must be capable of bringing the bicycle, while being operated at a speed of 30 kilometers per hour on a clean, paved and level surface, to a full stop within nine meters from the point at which the brakes were applied; and It must comply with the limits set in federal regulations on e-bikes. If the e-bike is modified in a way, such as increased power/speed, the e-bike will no longer meet the definition of a “power-assisted bicycle”.
Roadway	Includes all designated campus roads, service roads, loading areas, and ways of access to, from and through designated parking lots, which are intended to be used for vehicular traffic.
Signs or signage	Includes road markings, signs and other devices either temporarily or permanently erected by the College to regulate the movement of traffic, to designate or prohibit parking, and to direct vehicular, transit or pedestrian traffic on campus.
Vehicle	A motor vehicle, trailer, traction engine, farm tractor, roadbuilding machine or any vehicle drawn, propelled or driven by any kind of power, including muscular power. The definition does not include motorized snow vehicles.

Procedure(s)

1. General

- 1.1 The Georgian College Parking and Traffic Regulations are authorized by the Board of Governors and the President of the College within the powers granted by the Ontario Colleges of Applied Arts and Technology Act of 2002.
- 1.2 The lands and grounds of Georgian College are private property, and the college reserves the right to control motor vehicle access and operation on campus. The college permits

parking and driving on campus grounds only upon the terms and conditions set forth in this procedure. The speed limit on college roads is 25 km per hour, unless otherwise posted. Pedestrians have the right-of-way at all crosswalks. All motor vehicles must park in a designated parking space and have a valid permit or hourly/daily validation. Parking and Traffic Regulations are in effect and enforced year-round, 24 hours a day, 7 days a week.

- 1.3 In addition to this procedure, all statutes, regulations and by-laws governing the operation of a motor vehicle in the Province of Ontario as outlined in the *Highway Traffic Act* are applicable on Georgian College campuses.
- 1.4 It is understood that vehicle operators park at their own risk on Georgian College property and are responsible for the safe custody of persons and/or contents of parked vehicles. The College is not responsible for damage, theft, or loss to any vehicle or its contents.
- 1.5 In an effort to uphold environmental responsibility and maintain air quality on the premises, vehicle idling should be minimized to the greatest extent possible. Drivers are kindly requested to turn off their engines while parked to conserve fuel, reduce emissions, and promote a cleaner and more sustainable environment."
- 1.6 The college reserves the right to remove or impound, at the owner's risk and expense, any abandoned vehicle or vehicle found in violation of the Georgian College Traffic and Parking Procedure.
- 1.7 The college reserves the right to authorize or suspend parking privileges temporarily or permanently in any parking area.
- 1.8 Except in circumstances authorized by Campus Safety Services, all parking on college property is provided on a first-come first-serve basis.
- 1.9 Requests for individual parking accommodation must be routed to the Manager, Security and Parking Operations through the applicable college department.
- 1.10 Georgian College is pleased to offer accessible parking options. There is a requirement to have a Ministry of Transportation of Ontario Accessible Parking Permit, and the vehicle must be parked in the designated accessible parking spaces and clearly display the Ministry permit, along with a valid form of Georgian College parking permit.
- 1.11 Georgian College assumes no responsibility for any damage to a vehicle or the security of its contents, while it is on college property, or while it is being removed from college property.
- 1.12 Camping or overnight accommodations using a vehicle on college property is strictly prohibited at all Georgian College campuses.

- 1.13 All parking permits (decals, cards, key fob, passes, etc.) are issued by and remain the property of Georgian College. Parking permits are intended solely for the use of the party to whom they were issued, and valid only for the vehicle(s) registered in the parking portal. Transfer by sale or exchange renders the permit invalid. Unauthorized use may result in confiscation and additional remedies or sanctions as deemed appropriate by the Manager, Security & Parking Operations.
- 1.14 Purchase of a parking pass constitutes permission to park in designated areas but does not guarantee the availability of a parking space. Unavailability of a parking space does not relieve the vehicle owner and or driver of their responsibilities with respect to this procedure.
- 1.15 Georgian College service vehicles may be assigned designated parking locations. Unauthorized vehicles parking in these designated locations are subject to a fine and/or towing without notice, at the owner's risk and expense.
- 1.16 A parking permit will not be issued to any registered owner/driver if they, or any vehicle registered in the parking system associated with them, have outstanding parking violations.
- 1.17 All motorists who park on campus and do not have parking permits are required to pay a daily/hourly parking fee. Payment is required prior to or immediately upon arrival.
- 1.18 All vehicles parked in an accessibility parking space must display the Ontario Accessible Parking Permit issued to them, and must have a valid parking permit, or valid daily/hourly validation. The college may request proof of permit validity at any time. Vehicles parked in these designated locations without displaying a valid Accessible Parking Permit are subject to a fine and/or towing without notice, at the owner's risk and expense.
- 1.19 Permit holder parking is restricted to designated parking lots for daily use. Permits are not valid in designated hourly visitor parking spaces.
- 1.20 A missing/broken gate or a gate in the "up" position does not authorize entry or imply free parking in any parking lot controlled by a gate. Permit or hourly parking is required in these areas as per posted signage.
- 1.21 Only one vehicle per parking permit holder is permitted to park on college property at a time.
- 1.22 Full rate monthly parking permits are valid at all campus locations except for the Barrie Downtown location.
- 1.23 Parking at the downtown location is restricted to students, staff and faculty who are enrolled at or scheduled to work at this location on a regular basis. Barrie downtown

location parking is sold by the semester only and a hangtag is required to validate parking at this location.

1.24 Daily/hourly parking is valid only at the campus location it was purchased.

1.25 The college does not offer complimentary parking. Internal departments shall follow the established internal parking sales process to purchase parking for their events.

2. Application for Pass Cards and Parking Fees

2.1 The Parking Services representative located at the corresponding campus will issue applicable parking pass cards. Pass card holders are responsible for ensuring their vehicle information is accurate in the parking portal.

2.2 For pass cards where a security deposit was required, the deposit will only be refunded if the card is returned within 60 days of the parking permit expiring.

3. Regulations

3.1 These regulations are intended to provide all drivers with the maximum parking service and convenience within the limits of available space and to ensure pedestrian safety while on each campus. In addition to the college's rules and regulations, all statutes, regulations and by-laws governing the operation of a motor vehicle in the province of Ontario as outlined in the *Highway Traffic Act* and those enacted by each municipality are in force on each college campus.

3.2 All vehicle operators on campus property shall comply with the parking and traffic regulations of the college and are subject to the applicable fines for violations. The operator who registers the motor vehicle on their account, in addition to the vehicle owner, is responsible for all traffic and parking violations involving that vehicle, regardless of the driver of the vehicle.

3.3 Failure to comply with these regulations may result in the following:

Students

- Monetary fines, the withholding of a degree, diploma, certificate or transcript, denied access to course registration, cancellation of parking privileges, and/or towing and storage costs for the vehicle
- Sanctions under the Student Code of Conduct
- Unpaid accounts being forwarded for collection
- Offenders and or vehicles may be trespassed from Georgian College property

Faculty and Staff

- Fines, cancellation of parking privileges, and/or towing and storage costs of the vehicle at the owner and/or applied owner's expense
- Unpaid accounts forwarded for collection and/or referral to People & Culture or sanctions under the Employee Code of Conduct

Visitor/Non-community Member

- Fines, cancellation of parking privileges, and/or towing and storage costs of the vehicle at the owner and/or applied owner's expense
- Unpaid accounts forwarded for collection

- 3.4 Failure to observe posted signs or directions, speeding and/or reckless driving will result in a fine, towing, or suspension of parking privileges. Gross recklessness or dangerous operation of a motor vehicle may be referred to the police.
- 3.5 Permit holders shall update their parking account through the online portal should there be any change of vehicle/licence plate, address, office location or contact telephone number.
- 3.6 It is the responsibility of the registered owner/driver of any vehicle parked on Georgian College property to ensure that the vehicle is maintained so that fluids including but not limited to gasoline, diesel fuel, motor oil, hydraulic fluid and coolant are not allowed to escape into the environment. Vehicles found to be in contravention will be ticketed and/or towed from the college property and all costs incurred by the college in cleaning and disposal of leaked fluids and removing the vehicle shall become the responsibility of the driver and/or registered owner.
- 3.7 Parking permits will not be issued to accounts with outstanding parking fees.
- 3.8 No person shall park any motor vehicle:
- On any college parking lot without a valid parking permit or validation
 - On campus driveways or access routes
 - In campus loading area and zones
 - In campus shipping and receiving areas
 - On campus sidewalks/walkways
 - In front of building entrance ways
 - On raised curbs
 - On campus grassed areas (save and except when permitted for special events such as the Georgian Auto Show)
 - In any area not designated as a parking space
 - On campus construction or renovation sites
 - In other areas designated as prohibited from time to time by the college
 - In spaces designated for college service vehicles
 - In fire routes without prior authority from Campus Safety Services

- 3.9 Parking privileges may be revoked for parking accounts that have outstanding balances for more than 14 calendar days.
- 3.10 The college reserves the right to revoke or suspend an individual's parking privileges at any time.
- 3.11 Parking permits will not be sold for a time period that is past the end of the business fiscal year (e.g. May-April).
- 3.12 Any person, who by any method assists others to gain access to or exit from a parking lot in contravention of the regulations, may face one or more of the following consequences:
- a fine
 - rescinding of parking privileges
 - sanctions under the Student or Employee Code of Conduct • vehicle being towed from college property at owner's expense.
- 3.13 Snowmobiles, ATV's, dirt bikes and recreational skateboarding are not permitted on Georgian College property.
- 3.14 There is no charge for Bicycles and Power assisted bikes (E-bikes) to park on campus but must be parked in a designated bicycle rack or shelter.
- 3.14.1.1 Electric bikes are prohibited from connecting to college electrical outlets.
 - 3.14.1.2 Bicycles/E-bikes/E-scooters are not to be stored indoors or secured to benches, fences, signposts, trees, waste or recycling receptacles or any other object.
 - 3.14.1.3 Any E-bikes/bicycles/E-scooters left unattended or apparently abandoned will be removed at the owner's expense.
 - 3.14.1.4 Bike racks and shelters are for daily use only. They are not intended to be used as bike storage.
- 3.15 Motorcycles are subject to the same regulations as other motorized vehicles and must also provide asphalt protection to prevent kick-stand damage.
- 3.16 Overnight parking is only permitted on campus when travelling for college-sanctioned events or in the event of an emergency. Security must be notified in advance when vehicles are left overnight, and vehicles must be parked in the appropriate designated location as directed by security.
- 3.17 When parking on college property, vehicle licence plates must be in good repair, visible and clear of obstructions including but not limited to snow, ice and dirt when parking on college property.

3.18 Vehicles must be parked in a manner that a licence plate is displayed in the direction of the travelled portion of the parking lot.

3.19 Vehicles towing a trailer must obtain permission from the Parking Office or Security Office before parking on college property. Once approved, such vehicles are only permitted to park in the designated area at the back of lot F.

3.20

4 Violations and Penalties

4.1 Persons who violate parking regulations are subject to fines. (See Appendix A – Schedule of Violations and Penalties)

4.2 Vehicles parked in designated pay per use areas without paying the associated fees shall be ticketed and/or towed at the owner's sole risk, expense and liability.

4.3 All fines shall be paid within 14 calendar days unless an appeal is filed within the same time period.

5 Enforcement

5.1 The parking regulations are enforced at the discretion of the Executive Director of Campus Safety Services or designate.

5.2 Parking violations and directives to have a motor vehicle towed at the owner's expense shall be authorized by the Manager, Security and Parking Operations or their designate.

5.3 Traffic Regulations are in effect and enforced year-round, 24 hours a day, 7 days a week.

5.4 In all cases, towing (removal) of a vehicle requested by Georgian College from college property is conducted at the owner's sole risk, expense and liability.

6 Appeals

- An individual may appeal a Parking Violation Notice within 14 calendar days of the notice date online only through the parking portal.
- Appeal submissions will only be considered where the violation was issued contrary to the Georgian College Parking Regulations, or in error.
- Unawareness or ignorance of Georgian College parking regulations does not constitute grounds for an appeal.
- Payment timelines do not lapse pending the outcome of the appeal.
- Any fines that are reduced during the appeal process must be paid within five calendar days of the reduction or the fine will revert to the full amount.

- Parking appeals are normally reviewed for consideration within 10 business days; however, this time period may vary due to workload.
- Correspondence will be sent directly to the appellant via email only.
- A request to have the decision of the Appeals Officer reviewed by the Manager, Security and Parking Operations may be filed within five calendar days of issuance of the Appeals Officer's response. All decisions rendered by the Manager, Security and Parking Operations are final.
- Lack of signage is not grounds for appeal for the violations listed in section 3.8

7 Refunds

Refunds of monthly permits are calculated on a pro-rated basis. If the number of available parking days in a month exceeds the value of the monthly permit when calculated at the daily rate, the permit is considered fully used and is non-refundable. Conversely, if the number of available days does **not** exceed the monthly value, a refund may be issued based on the unused portion, calculated at the current daily rate

Refunds of internal parking sales vouchers will not be considered if they have expired.

References

Highway Traffic Act of Ontario

Ontario Colleges of Applied Arts and Technology Act of 2002.

Appendices

Appendix A - Schedule of Violations and Penalties

Contact	Email
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