



FLEMING COLLEGE PARKING REGULATIONS

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FLEMING COLLEGE PARKING REGULATIONS

1. PURPOSE AND SCOPE

1.1 The grounds of Fleming College, including all parking areas, parklands, roads, and pathways are private property. The College reserves the right to control parking and traffic on campus, prohibit access to any vehicle, temporarily suspend parking arrangements, close parking areas, and restrict parking privileges at any time for emergencies, special events, maintenance, construction, operational requirements, or other College purposes.

1.2 These Parking Regulations are established to promote the safe, fair, and orderly use of parking facilities on Fleming College property.

1.3 Fleming College and its employees, agents, contractors, and representatives assume no responsibility for loss, theft, damage, personal injury, or harm involving vehicles or vehicle contents while on College property, however caused. Any incident involving damage, loss, safety concerns, or injury should be reported to Campus Security or Parking Services as soon as reasonably possible to support appropriate documentation and investigative processes. Where appropriate, individuals are encouraged to contact law enforcement, emergency services, or collision reporting services.

1.4 These regulations apply to all vehicles entering, stopping, standing, or parked on College property, including those operated by students, employees, contractors, and visitors.

Vehicles present within designated parking areas, roadways, or controlled access points are subject to these regulations during enforcement periods.

1.5 All persons operating or parking a vehicle on College property are responsible for complying with these regulations, posted signage, traffic controls, speed limits, and directions issued by Parking Services, Campus Security, or other authorized College personnel.

1.6 Lack of available parking does not exempt a vehicle from compliance with parking authorization requirements while present within parking-controlled areas.

1.7 These Parking Regulations are based on applicable Ontario laws, including the Ontario Highway Traffic Act, the Trespass to Property Act, and other provincial requirements related to accessibility and privacy. By parking on College property, all users agree to follow these regulations and understand that the College may manage parking, restrict access, and enforce compliance using parking systems such as Automatic License Plate Recognition (ALPR).

2. PARKING AREAS AND LOT TYPES

2.1 Fleming College designates parking areas by campus, lot type, and permit eligibility. Parking is permitted only in areas authorized for the applicable permit or parking authorization.

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2.2 General Parking

General parking areas are available to individuals holding a valid parking permit or valid daily paid parking, subject to posted signage.

2.3 Premium Parking

Premium parking areas are designated locations requiring a premium parking permit or applicable authorization.

2.4 Residence Parking

Residence parking areas are reserved for individuals holding a valid residence parking permit. Overnight parking is primarily intended for residence permit holders.

2.5 Visitor Parking

Visitor parking areas are designated for short-term use by visitors. Daily paid parking or validation is required. Visitor parking may be purchased through mobile pay systems (including QR codes available in parking lots), or parking kiosks, where available.

2.6 Electric / Hybrid Parking

Electric and hybrid parking spaces are designated for eligible vehicles. A valid parking permit or active daily paid parking is required to park in these spaces. Electric or hybrid designation does not exempt vehicles from standard parking authorization requirements.

2.7 Unauthorized

Parking authorization does not permit parking in fire routes, accessible spaces without authorization, reserved areas, or locations where parking is otherwise prohibited under these regulations or the *Ontario Highway Traffic Act*.

2.8 Accommodated Parking

Students and employees with temporary injuries or medical conditions requiring parking accommodation may request temporary accommodated parking. Additional information regarding accommodated parking is available through Parking Services.

2.9 Vehicle Maintenance and Repairs

Vehicle maintenance, servicing, or repairs are not permitted on College property except within approved instructional spaces, designated facilities areas, or where specifically authorized by the College. Prohibited activities include, but are not limited to, oil changes, mechanical repairs, vehicle servicing, or other maintenance activities not associated with emergency circumstances.

2.10 Micromobility Devices and Charging

Bicycles, electric bicycles (e-bikes), scooters, and similar micromobility devices must be parked only in designated areas where provided and must not obstruct entrances, exits, walkways, accessibility routes, or building operations. Use of College electrical outlets or infrastructure for charging personal transportation devices is prohibited unless specifically authorized by the College.

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3. PARKING PERMITS

3.1 Permit Types and Eligibility

3.1.1 Fleming College offers parking permits subject to eligibility, availability, and location.

3.1.2 There are no motorcycle specific parking permits or College-issued accessible parking permits.

3.1.3 Motorcycles may park on College property provided they comply with all applicable parking requirements and maintain valid parking authorization where required. Recreational vehicles, trailers, boats, snowmobiles, ATVs, utility trailers, and other non-standard or oversized vehicles may not be parked, stored, or left on College property except with prior written authorization from Parking Services or Campus Security.

3.2 Permit Purchase and Payment

3.2.1 Parking permits must be purchased online only through the Fleming College parking management system.

3.3 Permit Use, Display, and Vehicle Registration

3.3.1 Fleming College uses an Automatic License Plate Recognition (ALPR) system to manage and enforce parking.

3.3.2 Physical permits, decals, or receipts are not issued and are not required to be displayed.

3.3.3 Vehicles present within or making use of parking facilities during enforcement periods must be associated with a valid parking permit or valid daily paid parking for the entire duration of their presence.

3.3.4 Vehicles must be accurately registered in the Fleming College parking management system with correct licence plate information.

3.3.5 Parking authorization is valid only in areas designated for the permit type held.

3.3.6 Parking authorization must be active and valid at the time of use. Payments made after a vehicle has been present without authorization do not constitute compliance.

3.4 Permit Responsibility and Vehicle Use

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3.4.1 Parking permits are issued to an individual and linked to registered vehicle licence plates.

3.4.2 A permit holder may register up to two (2) vehicles on their parking profile.

3.4.3 Only one (1) registered vehicle may be parked on college property at any given time under a single permit.

3.4.4 Fleming College does not permit sharing, carpooling, or rotation of permits between multiple users.

3.4.5 The registered permit holder or registered plate owner is ultimately responsible for any parking violations issued to that vehicle.

3.4.6 Lending a vehicle or allowing another individual to operate it does not transfer responsibility for parking compliance.

3.5 Permit Suspension and Revocation

3.5.1 Parking permits may be suspended or revoked for repeated violations, misuse, inaccurate information, or non-compliance with these regulations.

3.5.2 Permit suspension or revocation does not entitle the holder to a refund.

3.5.3 Parking on College property is a privilege and not a right. Fleming College reserves the right to suspend, revoke, restrict, or deny parking privileges at any time where necessary for operational, safety, disciplinary, or compliance purposes.

3.6 Appeals

3.6.1 Parking violations may be appealed in accordance with procedures established and communicated by Parking Services. Information regarding the appeal process will be made available through College parking resources and related communication channels.

3.6.2 Appeals must be submitted by the registered permit holder or registered plate owner.

3.6.3 Appeals must be submitted within fifteen (15) working days from the date the parking violation was issued. Appeals submitted after this period may not be considered.

3.6.4 Appeal decisions are final.

3.6.5 Submission of an appeal will void any discounted payment rate associated with the parking violation. If the appeal is denied, the full penalty amount will be due.

3.6.6 The Automatic License Plate Recognition (ALPR) system and associated records constitute official enforcement evidence. In the absence of verifiable evidence demonstrating an error, ALPR records are considered accurate and reliable.

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3.6.7 Parking Services may rely on all available system records, including data not included in the original notice, when reviewing violations and appeals.

3.7 Refunds

3.7.1 General Refund Policy

Parking permits may be eligible for a partial refund, subject to the conditions outlined below. All refund requests must be submitted through Parking Services.

3.7.2 Eligibility for Refunds

Refunds may be considered under the following circumstances:

- Withdrawal from the College
- Program completion
- Employment termination
- Exceptional circumstances, as approved by Parking Services

3.7.3 Prorated Refunds

Approved refunds for parking permits will be issued on a prorated basis, calculated from the date the refund request is received. No retroactive refunds will be issued.

3.7.4 Minimum Usage / Administrative Fee

Fleming College reserves the right to apply an administrative fee or minimum usage period when processing refunds.

3.7.5 Non-Refundable Periods

No refunds will be issued:

- After a specified point in the academic term (e.g., Day 10), as determined by Parking Services
- For short-term or promotional permits
- For permits that have been suspended or revoked due to violations

3.7.6 Daily Paid Parking

All daily parking payments are non-refundable.

3.7.7 Outstanding Violations or Fees

Refunds will not be issued if there are outstanding parking violations or unpaid fines associated with the permit holder's account. Any eligible refund may be applied to outstanding balances.

3.7.8 Processing Time

Approved refunds will be processed within a reasonable timeframe, as determined by the College's financial procedures.

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3.7.9 Final Determination

All refund decisions are made at the discretion of Manager of College Services and are final.

4. PARKING ENFORCEMENT

4.1 Parking Enforcement – General

4.1.1 The purpose of enforcement is to promote compliance and ensure the safe and effective use of parking facilities.

4.1.2 Enforcement is conducted using the ALPR system and on-site monitoring by Parking Services and Campus Security.

4.1.3 Proof of payment or permit authorization is not required to be displayed.

4.1.4 Warnings may be issued as an educational measure, and guidance may be provided on how to obtain valid parking authorization.

4.1.5 Parking regulations remain in effect at all times, including evenings, weekends, holidays, academic breaks, and periods of reduced operational activity, unless otherwise communicated by Parking Services.

4.1.6 Paid parking requirements may vary by day and time. While paid parking may not be in effect on weekends, overnight parking requirements remain in effect at all times.

4.1.7 Overnight parking for individuals who do not hold a valid residence parking permit must be approved in advance through the overnight parking process established by Parking Services. Overnight parking that has not been approved through this process is not considered valid, regardless of day or time.

4.1.8 Presence-Based Enforcement

Parking compliance is determined through the Automatic License Plate Recognition (ALPR) system and supporting records.

A vehicle may be deemed non-compliant where:

- It is present on College property or within a parking-controlled area during enforcement periods; and
- No valid parking authorization is associated with the vehicle for that duration.

Physical observation of a vehicle occupying a marked parking stall is not required to establish non-compliance.

4.1.9 Vehicles that are stopped, standing, or idling within parking-controlled areas are considered to be using parking facilities and must have valid authorization.

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4.1.10 Continuous or repeated circulation within parking areas or college property without exiting campus may be considered use of parking facilities and subject to enforcement.

4.1.11 Parking Services may apply operational grace periods to account for transient circulation, based on system thresholds and enforcement practices.

Vehicles exceeding this threshold, as determined through system records, may be subject to enforcement.

4.1.12 Parking Services may assess multiple entries and exits within a given timeframe cumulatively when determining compliance with parking authorization requirements.

4.1.13 Vehicles must display a licence plate that is valid, legible, visible, and maintained in a condition suitable for enforcement purposes at all times while on College property. Licence plates must not be obstructed by snow, ice, dirt, covers, accessories, or other materials that impair readability. Intentionally obscured, altered, concealed, or unreadable licence plates may be treated as non-compliant and subject to enforcement action.

4.1.14 Vehicles must be parked in a manner that allows licence plates to remain reasonably visible and capable of being read by enforcement systems. Failure to park in a manner that prevents effective identification does not exempt a vehicle from compliance or enforcement action.

4.1.15 The absence of enforcement in specific instances does not constitute a waiver of these regulations or establish precedent for non-enforcement.

4.1.16 Parking Services retains the authority to interpret and apply these regulations in alignment with operational practices and enforcement systems.

4.1.17 System-generated records, including Automatic License Plate Recognition (ALPR) data, constitute primary enforcement evidence and will prevail in the absence of verifiable proof of error.

4.1.18 Enforcement determinations may be based on a combination of entry and exit timestamps, location-based system reads, duration of presence, and parking authorization status.

4.1.19 Parking Services may consider additional institutional records, operational information, or supporting system data where relevant to investigate, verify, or review parking-related matters.

4.2 Parking Violations and Citations

4.2.1 Parking violations may be issued for non-compliance with these regulations, including failure to maintain valid parking authorization while present within parking-controlled areas.

4.2.2 Violations may be issued with or without prior warning.

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4.2.3 Responsibility for violations rests with the registered permit holder or registered plate owner.

4.2.4 The following violations and associated penalties are established by Fleming College and may be applied where non-compliance with parking regulations is identified:

Unauthorized Parking – \$35

Includes, but is not limited to:

- Parking without valid payment or permit
- Being present within a parking-controlled area without valid authorization during enforcement periods
- Parking in multiple spaces
- Parking in a non-designated or restricted space

Accessible Parking Violation – \$350

- Parking in an accessible parking space without a valid and properly displayed accessible parking permit, in accordance with the *Ontario Highway Traffic Act*.

Fire Route Violation – \$50

- Stopping, standing, or parking in a designated fire route or area that may impede emergency vehicle access, contrary to these regulations and the *Ontario Highway Traffic Act*.

Parking Services may apply violations based on the nature of non-compliance, even where specific examples are not explicitly listed above.

4.3 Escalation and Towing

4.3.1 Repeated violations or serious violations may result in escalated enforcement action, including increased penalties, permit suspension or revocation, or towing without notice.

4.3.2 Vehicles may be towed without warning if they pose safety risks, obstruct operations, occupy restricted areas, or demonstrate ongoing non-compliance.

4.3.3 All towing and storage costs are the responsibility of the vehicle owner or permit holder.

4.3.4 Vehicles may be removed in accordance with applicable provisions of the *Ontario Highway Traffic Act* where they are parked in violation of posted signage, create a hazard, or interfere with traffic flow or emergency operations.

4.3.5 A vehicle left on College property for a continuous period exceeding seventy-two (72) hours may be considered abandoned unless prior authorization or notification has been

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provided through Parking Services or Campus Security. Abandoned vehicles may be subject to enforcement action, including ticketing, towing, or removal at the owner's expense.

4.3.6 Vehicle owners are responsible for ensuring vehicles parked on College property are maintained in a safe operating condition and do not create environmental, operational, or safety hazards through leaks, spills, damage, or unsafe conditions. Any costs incurred by the College relating to cleanup, remediation, containment, or removal may be charged to the vehicle owner or registered permit holder.

4.3.7 Repeated, serious, or deliberate misuse of parking privileges or non-compliance with these regulations may be referred through applicable College administrative processes, including student conduct procedures, employee processes, or other institutional review mechanisms where appropriate.

4.4 Parking Fines and Payment

4.4.1 Parking violations may result in penalties established by Fleming College.

4.4.2 Parking fines must be paid within the prescribed timeframe.

4.4.3 Outstanding or unpaid fines may affect eligibility to obtain or renew a parking permit.

4.4.4 Failure to pay Fleming College Parking Violation penalties within the designated timeframe will result in an additional administrative fee of \$25.00 being added to the original penalty.

4.4.5 Penalties for Fleming College Parking Violations must be paid within 15 working days of the date the violation was issued.

4.5 Authority, Amendments, and Interpretation

4.5.1 Parking Services and Campus Security are authorized to administer and enforce these regulations.

4.5.2 Fleming College reserves the right to amend parking regulations, enforcement practices, parking availability, or operational procedures at any time.

4.5.3 The most current version of the parking regulations shall prevail in the event of any inconsistency or dispute.

4.5.4 By entering College property, users consent to monitoring, data collection, and enforcement through systems including Automatic License Plate Recognition (ALPR) technology.

4.5.5 These Parking Regulations operate in conjunction with applicable College policies and procedures. Conduct occurring in connection with parking, vehicle use, or interactions on College property may also be addressed through other College processes, including student

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conduct, workplace, safety, respectful community, or violence prevention procedures where applicable.

5. DEFINITIONS AND INTERPRETATION

5.1 Definitions

College – Fleming College and all property owned, leased, or operated by the College.

Parking Services – The department responsible for parking administration and enforcement.

Campus Security – College personnel (employed by the college or contracted via third party) authorized to support parking enforcement.

Parking Permit – Authorization issued through the College's parking management system.

Daily Paid Parking – Short-term parking purchased through a parking machine, mobile pay system, or kiosk.

Parking Management System (ParkAdmin) – The online system used to manage parking permits, payments, and enforcement.

Automatic License Plate Recognition (ALPR) System – The system used to verify parking authorization through licence plate scanning.

Registered Vehicle – A vehicle registered in the parking management system with an accurate licence plate.

Registered Permit Holder – The individual responsible for a parking permit and its registered vehicles.

Parking Violation – Failure to comply with parking regulations or posted signage, including but not limited to:

- Parking without valid authorization
- Being present within a parking-controlled area without valid authorization during enforcement periods
- Occupying restricted or unauthorized areas

Enforcement Periods – Parking regulations are enforced at all times unless otherwise communicated by Parking Services. Paid parking requirements may be limited to specific days or times; however, overnight parking requirements apply at all times. Overnight parking by individuals without a residence permit requires prior approval through Parking Services.

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Use of Parking Facilities – The presence of a vehicle within any designated parking area, lot, or controlled campus roadway for any duration beyond transient circulation, including entering, stopping, waiting, idling, or occupying space within a parking-controlled area.

Transient Circulation – The continuous movement of a vehicle through a parking area or campus roadway for the sole purpose of exiting, without stopping, waiting, or remaining within the area beyond a reasonable short duration.

Extended Presence – A vehicle remaining on College property or within parking-controlled areas beyond a duration reasonably associated with transient circulation, as determined through ALPR records and operational thresholds established by Parking Services.

Stopping / Standing – A vehicle that is stationary for any period of time, whether occupied or not, including waiting, loading, or idling.

Repeated Presence / Split Sessions – Multiple entries and exits within a defined timeframe may be assessed cumulatively to determine compliance with parking authorization requirements.

Readable Licence Plate – A licence plate that is unobstructed, clearly visible, and legible under normal operating conditions for enforcement systems.

Valid Parking Authorization Period – The full duration of time during which a vehicle is present on College property and required to maintain valid parking authorization.

Parking-Controlled Areas – All areas within College property where parking regulations apply, including parking lots, internal roadways, entrances, exits, and adjacent operational zones unless otherwise designated.

Enforcement Record – System-generated data used to assess compliance, including entry/exit timestamps, location-based reads, duration of presence, and associated authorization status.

Serious Violation – A parking violation that poses a safety risk, obstructs operations, involves misuse of designated or restricted areas, demonstrates repeated non-compliance, or otherwise requires immediate or escalated enforcement action.

Serious violations may include, but are not limited to:

- Parking in fire routes
- Unauthorized use of accessible parking spaces
- Obstruction of emergency access, roadways, or operational areas
- Use of fraudulent, altered, or unauthorized parking authorization
- Repeated or ongoing non-compliance with parking regulations

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Determination of a serious violation is at the discretion of Parking Services based on the nature, impact, and frequency of the infraction.

Ontario Highway Traffic Act (HTA) – Provincial legislation governing the operation, stopping, standing, and parking of vehicles in Ontario, including enforcement provisions applicable to accessible parking, fire routes, and obstruction.

Abandoned Vehicle – A vehicle left unattended on College property for a continuous period exceeding seventy-two (72) hours without prior authorization, notification, or circumstances known to Parking Services or Campus Security.

Micromobility Devices – Small personal transportation devices including bicycles, electric bicycles (e-bikes), scooters, and similar devices intended for individual transportation.

Authorized College Personnel – Individuals designated by Fleming College to direct traffic, manage operations, support events, or carry out duties related to campus operations.

5.2 Interpretation

5.2.1 Headings are for convenience only and do not affect interpretation.

5.2.2 Where a conflict exists between these regulations and posted signage, posted signage shall prevail.

Posted signage at parking lot entrances and within parking areas constitutes official notice of parking requirements.

By entering College property, drivers are deemed to have accepted and are bound by posted parking conditions and these regulations.

5.2.3 Failure to read or understand these regulations does not exempt compliance.

5.2.4 Where interpretation is required, determinations will be made by Parking Services based on system records, operational thresholds, and enforcement practices.