

**NSAC/NSDA Parking Policy**  
**General Principles for Parking at NSAC**  
Approved by Senior Management July 15, 2009

**Basic Policy**

- The current policy of the NSDA/NSAC Grounds Policy and Traffic Control Committee(GPTCC) is set out in a document entitled General Principles for Parking at NSAC
- Generally, parking restrictions are enforced under the direction of the Safety & Security Coordinator during the daytime hours, by contract security, and at all times by NSAC Security officers. Although the campus roadways are not public highways, the Motor Vehicle Act permits private roadway owners to control parking with the placement of signs authorized by the Provincial Traffic Authority.

**GENERAL PRINCIPLES FOR PARKING AT NSAC**

1. All employees, students, and visitors shall be treated the same with no special parking privileges for any one group, except as noted in 2. Parking privileges are provided on a first-come basis.
2. Students living in residence have access to adequate parking in the lots located behind Chapman House. Parking in front of Fraser House is reserved for visitors, to a maximum time limit of six hours. Parking behind Trueman House is restricted to authorized persons only, including Residence Dons and their guests. All cars must be parked in parking lots, not on roadways, lawns, fire lanes, walkways (including those that are marked (crosshatched) on the pavement), or disabled parking spaces (unless identified by an authorized Permit/Plate for Mobility Disabled Persons).
3. Automobiles abandoned on the roadways are subject to tow-away action.
4. Fire Lanes, Disabled Parking Spaces, Short-Term Parking Spaces, and Loading Zones will remain designated as such. Parking in these areas will be strictly enforced by Parking Enforcement Staff, and parking without authorization or in violation of posted time limits will result in a Traffic Offense Violation being issued to the offending vehicle owner.
5. Vehicles found violating the above parking restrictions may have a “Vehicle Boot” placed on the front wheel to restrict movement. This will be removed after a \$35.00 removal fee is paid and outstanding fines are paid in full. Any damages incurred will be the responsibility of the vehicle owner.

6. Vehicles parked in a Short-Term Parking Space will be allowed 30 minutes maximum to attend to business on campus. A violation of the 30 minute time limit will result in a Traffic Offense Report, as a warning. On second and subsequent offenses the offending vehicle is subject to a Traffic Offense Report as a \$ 15.00 fine. If fine is not paid within a 30-day period from date of issued ticket, on next violation, offending vehicle is subject to having a "Vehicle Boot" placed on the front wheel to restrict movement. There will be a \$35.00 removal fee plus full payment of all outstanding fines. Any damages incurred will be the responsibility of the vehicle owner.
7. Any new parking lots should be at the edge of the campus and the central areas should be retained for open green space with attractive landscape treatment.
8. When resources permit, the new gravel lots should be sized, paved, lighted and lined to show the recommended parking plan.
9. Bicycle racks should be positioned near most building entrances.
10. Walking, not driving, to other campus buildings should be encouraged unless making deliveries.
11. Any NSDA vehicles not in active use should be parked in the fenced area at the rear of Cox Institute, so that space near the other buildings is available for the day to day convenience of others. Research vehicles at Cox Institute should be parked at the south end of Cox Institute behind the Header House greenhouses.
12. This policy does not restrict the removal of any offending vehicle by means of towing by a reputable towing company. If this occurs, the vehicle owner will be responsible for all incurred costs.
13. Unauthorized long-term parking (more than two consecutive nights) in non-designated areas will be subject to enforcement.
14. Any change from these principles should be announced two months prior to implementation.

## **Payment of Fines**

All Traffic Offense Report fines must be paid at Financial Services, Cumming Hall, second floor.

Updated April 27, 2009

## **ENFORCEMENT POLICIES**

1. The only authority for enforcement of parking regulations comes from the Motor Vehicle Act, therefore any remedies for violations must be those authorized by the act. Vehicles parked in violation of Fire Lanes, Short-Term Parking, Disabled Spaces or in a loading zone may be issued with a warning ticket, vehicle owners may be issued a Traffic Offense Report as a warning, issued a \$15.00 monetary ticket, or the offending vehicle will have a “Vehicle Boot” placed on the front wheel to restrict movement. The boot will be removed after a \$35.00 removal fee is paid and all outstanding fines are paid in full. Any damages caused by booting or towing will be the responsibility of the vehicle owner.

### **Directive 1**

In the case of a vehicle parked in a Fire Lane, the vehicle shall be towed by a reputable towing company and securely impounded with all related costs being the responsibility of the offending vehicle owner.

In the case of a first offense of a vehicle parked in a Disabled Space or a loading zone at the NSAC, Parking Enforcement Staff shall issue a Traffic Offense Report as a warning ticket. In cases of a known repeat offense, the offending vehicle may have a “Vehicle Boot” placed on the front wheel to restrict movement. This will be removed after a \$35.00 removal fee is paid and all outstanding fines are paid in full. Any damages caused by booting or towing will be the responsibility of the vehicle owner.

2. All enforcement provisions of the Motor Vehicle Act are based on proper installation of appropriate signage to indicate the restrictions. Fire Lane, Disabled Parking, Short-Term Parking, and Loading Zone signage must be authorized, installed and visible.

### **Directive 2**

The NSAC parking Enforcement Staff shall not enforce any limitation if the appropriate signage is not installed and clearly evident to drivers. If a temporary parking restriction is to be enforced by them, a written request shall be provided to the Parking Enforcement Staff (Campus Safety & Security Coordinator) who shall advise on the required signage/markings.

3. Unauthorized parking in Disabled Spaces and Fire Lanes causes unacceptable problems for mobility disabled persons and emergency vehicles regardless of time of day or day of week and, by law, these signs must be very visible in order to be enforced. Loading zone signs must be visible and unless otherwise indicated, are enforceable 6am until 6pm on weekdays, excluding holidays.

### **Directive 3**

The NSAC shall enforce parking restrictions on Disabled spaces and Fire Lanes 24 hours per day, 7 days per week. Loading Zones, Service Vehicle spaces and Short-Term Parking spaces will be enforced 6am until 6pm on weekdays only, excluding holidays, unless otherwise indicated.

4. Vehicles parked in pedestrian safety zones and in hatched areas of parking lots generally do not present an immediate hazard to the movement of vehicles but are a source of aggravation and potential frustration for mobility disabled persons who cannot manoeuver between vehicles. Parking in these areas is prohibited by the Motor Vehicle Act. These vehicles will be issued a Traffic Offense Report as a warning.

**Directive 4**

Vehicles parked in crosswalks and hatched areas will be ticketed with a Traffic Offense Report as a warning on the first offense. Known repeat offenders will be ticketed with a \$15.00 parking fine. Offenders have 30 days to pay fines. If a fine is not paid in 30 days, *upon re-offending*, the offending vehicle will be subject to having a “Vehicle Boot” placed on the front wheel to restrict movement, until outstanding fines are paid in full and a \$35.00 removal fee for “Vehicle Boot” has been paid. Any damages occurred will be the responsibility of the vehicle owner.

5. Frequently, private/government vehicles of staff members, contractors of Physical Plant Department, and Department of Transportation and Infrastructure Renewal are used for regular duties or emergency situations. These vehicles will be furnished with a service permit at the discretion of the Safety & Security Coordinator. While they are expected to abide by parking regulations generally, it may be necessary on occasion to park their vehicles in Loading Zones, Fire Lanes or Service Vehicles spaces.

**Directive 5**

Private or government vehicles of staff members, contractors of Physical Plant Department, and Department of Transportation and Infrastructure Renewal that are used on campus from time to time shall be appropriately indicated with a Service Permit displayed in the front dash of vehicle. These indicators shall be respected by the Parking Enforcement staff.

6. The “General Principles” prohibit parking along roadways, on grassed areas, and generally in any place where parking spaces are not clearly indicated. The Motor Vehicle Act, section 149 (2) specifically provides for a peace officer to have the offending vehicle removed if he/she is satisfied that it has been so located for one hour or longer. Any damages caused by towing will be the responsibility of the vehicle owner.

**Directive 6**

Vehicles parked along roadways, on grassed areas, and generally in any place where parking spaces are not clearly indicated shall be issued with a Traffic Offense Report as a warning. Depending on the judgement of the Parking Enforcement staff based on the hazard presented to other drivers and the impediment to movement of other vehicles, the offending vehicle may be towed after at least one hour of being in violation.

7. Short-Term Parking spaces are available between the hours of 6am and 6pm, Monday to Friday (excluding statutory holidays). The parking spaces are intended to provide parking availability for persons who require brief amounts of time on campus.

---

**Directive 7**

Vehicles parked in Short-Term Parking spaces longer than 30 minutes are considered to be in violation of the parking policy and will be issued with a Traffic Offense Report as a warning. Second offenses will be handled by issuing the violating vehicle with a Traffic Offense Report in the amount of \$ 15.00. Subsequent violations will result in either towing of the offending vehicle or the placement of a “Vehicle Boot” on the front wheel to restrict movement. Vehicle owner will be responsible for a \$35.00 removal fee and full payment of all outstanding fines. Any damages caused by booting or towing will be the responsibility of the vehicle owner.

Vehicles left parked illegally for a period in excess of 4 hours immediately following the issuance of a first Traffic Offense Report, will be deemed to have committed a second offence and will automatically receive their second violation report resulting in a fine of \$15.00.

Visitor vehicles parked in the “Visitor Parking” at Fraser House will be ticketed and or towed after 6 hours. The first violation will be a warning, second violation will be issued 4 hours after the first one and will be a monetary fine of \$ 15.00. If it is not paid within 30 days, vehicle will have a “Vehicle Boot” placed on the front wheel to restrict movement. Vehicle owner will be responsible for paying a \$35.00 removal fee and all outstanding fines must be paid in full. Any damages caused by booting or towing will be the responsibility of the vehicle owner.

**Directive 7 of the Parking Policy will be strictly enforced.**