
Title: Parking Ticket Review

Department/Division: Parking

Purpose

1. Parking rules help to ensure smooth traffic flow, safe streets and that reserved spaces are available for specific users (i.e. accessible parking for persons with disabilities or delivery vehicles while loading and unloading).
2. When a parking ticket is issued, the set fine and instructions for payment are listed on the ticket. There are also instructions for those who wish to request a trial on the back of the ticket.
3. The City of Owen Sound has established a parking ticket review process, as an alternative to the traditional court process, as set out in this policy.
4. The City's parking ticket review process does not limit anyone from requesting a trial.

Scope

5. This policy applies to all Parking Tickets issued by officers or agents of the City.

Policy

6. Each request for City staff to review a parking ticket must be submitted in person using the required form at City Hall, located at 808 2nd Avenue East, Owen Sound.
7. The processes and conditions set out in Appendix A serve as a reference to provide an understanding of the circumstances in which a City issued parking ticket may be cancelled and to outline the evidence or documentation required to support a request for parking ticket cancellation.
8. Ticket cancellations are subject to the discretion of City's parking system supervisor or designate.
9. Any ticket issued for an offence where the vehicle was blocking vehicular or pedestrian traffic, loading areas or was parked in any a way that poses a **safety risk** (i.e. near schools, fire lanes) will not be cancelled.

Title: Parking Ticket Review

- 10. As part of the review, staff may consider any of the following matters;
 - a. the nature of the infraction and circumstances of the ticket;
 - b. any passes, pictures, documentation or other evidence provided;
 - c. signage, or any other relevant features at the location to which the ticket relates;
 - d. temporary considerations such as construction zones, special events or other road closures.

Definitions:

- 11. For the purposes of this policy,
 - “City” means the Corporation of the City of Owen Sound
 - “Parking Ticket” means a parking ticket issued on behalf of the City for a parking offence or infraction.

Related Policies & Legislation:

Traffic By-law No. 2009-075
 Unauthorized Parking By-law No. 2014-094
 Policy No. CrS-BL3 – Exemptions from Parking By-laws

Appendices:

Appendix A. Parking Ticket Review Guidelines

Revision History:

By-law No. 2015-147	November 2, 2015

Appendix A: Parking Ticket Review Guidelines

Policy: CrS-BL5

Situation	Basis for Ticket Cancellation	Required Evidence / Process
<p>Valid Parking Permit</p>	<p>Where a permit provides an exemption from the parking infraction, such as:</p> <ul style="list-style-type: none"> • Accessible Parking Permits • Monthly Parking Lot Permits • Volunteer/Committee Parking Permit • Other official City issued parking permits. 	<p>A valid copy of the permit must be provided, where the permit was issued before the ticket was issued.</p>
<p>Valid Pay and Display Receipt</p>	<p>Where a valid pay and display receipt was purchased for the parking time.</p>	<p>A valid pay and display receipt covering the time of the parking infraction must be provided.</p>
<p>Broken or Missing Meter or Equipment</p>	<p>Where pay and display machine or parking meter was broken or missing, following staff inspection to determine if the situation warrants cancellation of the parking ticket.</p>	<p>On the day of the infraction, indicate the location where the vehicle was parked at the time of infraction.</p>
<p>Parking Ticket Data Incorrect or Missing</p>	<p>Where certain information was incorrect or missing from the parking ticket, following staff inspection to determine if the situation warrants cancellation of the parking ticket.</p>	<p>Indicate the information that is incorrect or missing.</p>
<p>Sign Missing or Illegible</p>	<p>Where parking signage was missing or illegible, following staff inspection to determine if the situation warrants cancellation of the parking ticket.</p>	<p>Indicate the location where the vehicle was parked at the time of infraction if the location is not clear on the parking ticket.</p>

Appendix A: Parking Ticket Review Guidelines

Policy: CrS-BL5

Situation	Basis for Ticket Cancellation	Required Evidence / Process
<p>Continuing Infraction</p>	<p>Where more than two (2) Parking Tickets were issued:</p> <ul style="list-style-type: none"> • For the same offence; • At the same location; • To a vehicle with the same licence plate; and • On the same date, within 2 hours. 	<p>Provide all Parking Tickets that are continuing infractions.</p>
<p>Courier and Delivery Vehicles</p>	<p>Courier and delivery vehicle drivers who received a ticket for the following offences while actively loading goods or passengers and while working in or near the vehicle:</p> <ul style="list-style-type: none"> • Park in a loading zone; • Park at expired meter. <p>Note: tickets will not be cancelled for:</p> <ul style="list-style-type: none"> • No Parking/No Stopping/No Standing; • Park in a fire route / accessible parking space; • Any other offence of the City's Traffic By-law. 	<p>Provide a copy of the parking ticket and a delivery receipt or other document showing the delivery time, date and location.</p>
<p>Emergency or Public Utility Vehicles</p>	<p>Emergency Vehicles or Public Utility Vehicles where the driver was on duty and performing their job at the time the ticket was issued.</p>	<p>Provide any documentation or evidence to confirm the basis for ticket cancellation have been met.</p>
<p>Other / Extenuating Circumstances</p>	<p>For certain offences in extenuating circumstances including, but not limited to:</p> <ul style="list-style-type: none"> • Medical emergency; • Vehicle breakdown; and • Other circumstances not otherwise included in this policy where parking legally was not possible. 	<p>Provide any documentation, evidence or explanation to confirm the basis for ticket cancellation have been met.</p>