

PARKING TICKET APPEAL PROCESS

All Conservation Areas are privately owned by the Lakehead Region Conservation Authority. A valid Explore Card (annual parking/day-use pass), Pay-and-Display payment receipt or payment in a coin box is required to enter and remain in a Conservation Area, per Ontario Regulation 688/21: Rules of Conduct in Conservation Areas. Areas with only coin boxes, cash payment is based on the honor system. Payment is required seven days a week.

Mission Island Marsh Conservation Area and Cascades Conservation Area

Within the City of Thunder Bay, parking on LRCA Private Land is enforced under the City of Thunder Bay's Parking By-Law No. 100-2007. Areas with active Pay-and-Display units, visitors must display the printed Pay-and-Display receipt or Explore Card in their vehicle. Note that online parking payment is not valid for Cascades or Mission Island Marsh Conservation Areas; an Explore Card or Pay-and-Display slip must be visible. Vehicles without a valid parking payment displayed will be subject to a parking ticket under the City of Thunder Bay Parking By-Law.

Appeal Process

If a ticket has been issued and is considered to be unjustified, the following process must be completed to initiate the appeal process:

1. Complete the Parking Ticket Appeal Form.
2. Submit the form via email to info@lakeheadca.com indicating *Parking Ticket Appeal* in the subject line, or in person at 130 Conservation Road.

The appeal must be received within 5 days of receiving the ticket.

The appeal will be reviewed by staff and responded to in writing within 5 business days. All decisions are final.

In the future, we encourage you to purchase an Explore Pass or use the pay-and-display system to ensure compliance and avoid fines.



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APPEAL FORM:

NAME:
PHONE:
E-MAIL:
DATE TICKET ISSUED:
TICKET #:
ISSUING OFFICER ID #:
REASON FOR PARKING TICKET APPEAL: