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## **TRAFFIC AND PARKING REGULATIONS**

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### **PART 2.0 INTRODUCTION**

- 2.1 The Traffic and Parking Regulations outlined here are essential for the orderly movement and parking of vehicles on the University of Victoria campus. The regulations are designed to respond to the uniqueness of the University of Victoria and, for this reason, may be distinct from parking regulations in downtown Victoria and other municipalities.
- 2.2 As the University of Victoria is primarily a pedestrian-oriented campus, the University encourages the use of Transportation Demand Management initiatives such as the use of bicycles, public transit, and carpools.

- 2.3 The budget for parking services is approved by the Board of Governors and is applied to the University of Victoria's ancillary enterprises in order that the revenue budget covers the cost of providing services.

### **PART 3.0 AUTHORITIES**

- 3.1 The Board of Governors of the University of Victoria, under authority of the *University Act*, empowers the Vice-President, Finance and Operations, to carry out the mandate of regulating traffic and parking on the University of Victoria campus. (See BOG Policy No. 1715)
- 3.2 The Director, Campus Security Services, is delegated by the Vice-President, Finance and Operations, to administer the management and enforcement of these Regulations.
- 3.3 The Director reports to the Vice-President, Finance and Operations.
- 3.4 The Director shall appoint or delegate management responsibilities to others within the Department as are deemed necessary.
- 3.5 The Director has the authority to suspend a person's privilege of parking a motor vehicle on Campus and to review written appeals made against Citations to determine their admissibility in light of:
- a) the time frame of the appeal;
  - b) the accuracy of information contained in the Citation; and
  - c) the information presented in the written appeal.
- 3.6 The Director has the authority to regulate parking areas designated by the Vice-President Finance and Operations.
- 3.6.1 The Director may make changes in designated parking areas assigned to the authority of the Director as are deemed necessary in order to meet changing needs and conditions.
- 3.6.2 Designated parking areas shall be outlined on the campus map as published by the Facilities Management Department of the University, available on the University of Victoria website, and/or designated by University approved signage.
- 3.7 These Regulations shall be enforced by personnel of Campus Security Services, and its designates, under the authority of the Director.
- 3.8 A Traffic and Parking Committee, advisory to the Vice-President, Finance and Operations, shall be constituted to act as an impartial forum to render decisions concerning appeals made against Citations. (see Appendix A)

- 3.9. A Bicycle Users' Committee, advisory to the Director, Campus Security Services, shall be constituted to make recommendations pertaining to issues of cycling on campus. (see Appendix J)

#### **PART 4.0 DEFINITIONS & INTERPRETATIONS**

"appeal" means a formal petition of Citation through a written plea, submitted to the Traffic and Parking Committee, for cancellation of the ticket.

"bicycle" includes all vehicles propelled by muscular power and/or electric motor assistance rated at 500 watts or less and not capable of propelling the cycle at a speed greater than 32 km/hr on level ground.

"Board of Governors" means the Board of Governors of the University of Victoria.

"bus" means a vehicle designed to carry more than fifteen (15) persons.

"bus stop" means any area identified as such by marking and/or sign.

"campus" shall mean all lands owned by the University of Victoria that are designated as the Gordon Head campus.

"cancel" means to void a Citation so that the recipient is not liable for any fine or suspension that would otherwise result from the issuance of Citation.

"Citation" is a form, produced either in writing or by electronic means, which sets out an alleged violation of these Regulations, and includes any notice entitled "Traffic Violation Ticket" regardless of when the Citation was issued.

"commercial vehicle" means any vehicle owned and operated by a business and used in the operation of business while on Campus.

"cyclist" means a person sitting astride and actively engaged in the operation of a bicycle and does not include a person walking a bicycle.

"Director" means the Director, Campus Security Services of the University of Victoria, an appointed delegate, or any person authorized to act on behalf of the Director for purposes of the administration of these Regulations.

"disabled parking space" means a parking space that has been designated by a University approved sign displaying a wheelchair symbol, solely for use by persons with a disability.

"disabled parking vehicle" means any passenger vehicle in which an approved sign or permit with a wheelchair symbol has been clearly displayed.

"emergency vehicle", for the purposes of these Regulations, means a vehicle that has been clearly marked and identified as

- a) an ambulance;
- b) a rescue vehicle;

- c) a vehicle operated by a Fire Department; or
- d) a vehicle operated by a Police Department and is used on campus for official business.

"in-line skates" - see "skateboard"

"Loading Zone" or "Passenger Drop-off Zone" is designated by a white painted curb and/or an appropriately worded sign.

"mo-ped" means an internal combustion motor-assisted bicycle as defined in the Insurance Corporation of British Columbia safety standards.

"motor vehicle" includes all vehicles self-propelled by an internal combustion engine, such as an automobile, truck, motorcycle, motor scooter, mo-ped, etc., and shall also include any vehicle that is self-propelled by electric battery power.

"No Parking/Tow-away Zone" is designated by a yellow painted curb and/or an appropriately worded sign.

"owner" includes a person who is in possession of a motor vehicle as defined herein, or a person who is in possession of a motor vehicle as defined herein under a lease or by which the person may become the owner of the motor vehicle, upon full compliance with a contract.

"parkade" means the University Centre Parkade.

"Parking Area or Lot" means those areas on Campus designated as such by the Vice-President, Finance and Operations, and marked as such by a University approved sign.

"parking space" means any space or area that has been designated as such by appropriate signage and/or white-painted delimitation lines.

"peace officer", for the purposes of these Regulations, means a provincial constable, police constable, or special constable who is a member of any Police Department in the Greater Victoria area, or the Royal Canadian Mounted Police.

"pedestrian crosswalk" means:

- a) that portion of road designated by sign or markings for use by pedestrians for the purpose of crossing the roadway; or
- b) in the absence of any sign or marking, the portion of roadway at an intersection that is included within the connection of the lateral lines of the sidewalks on the opposite sides of the roadway, or within the extension of the lateral lines of the sidewalk on one side of the roadway.

"permit" and "parking permit" means a card or other form as may be issued by Campus Security Services to indicate that the prescribed parking fee has been paid and includes hourly or daily parking tickets purchased from an automated dispensing machine on campus.

"person" shall include a Corporation, Firm, Association, or Society.

“printed material or literature” means printed advertisements, announcements, letters, etc., and does not include Citations utilized for enforcement of the University of Victoria’s Traffic and Parking Regulations.

"registered", for the purposes of these Regulations, means a vehicle that has been recorded on account with Campus Security Services and displays a valid parking permit, as well as a valid licence plate for the province or state of its registration.

"regulations" means the Traffic and Parking Regulations of the University of Victoria as contained in this Policy.

"roadway" means and includes a highway as defined in the *Motor Vehicle Act* as well as every travelled portion of space that is open to the public on campus, as a matter of right or invitation, for the purpose of vehicular traffic.

"Security Officer" means any member of the University of Victoria Campus Security Services and, without limiting the generality of the foregoing, includes any person appointed by the University to assist in the direction and control of traffic and parking on campus.

"skateboard", within the context of these Regulations, means any platform under which are mounted small wheels and which is intended for stunting or personal recreation, and includes roller skates and in-line skates.

“Superintendent of Motor Vehicles” means the provincial licensing agency for motor vehicles in British Columbia and shall include any other province or state of origin where a motor vehicle is registered.

“trailer” means a vehicle that is drawn at any time on a roadway by a motor vehicle.

“Traffic and Parking Committee” means the Traffic and Parking Committee as set out in Appendix F of these Regulations.

"traffic control device" means any sign, signal, line, barrier, or other device erected by the University of Victoria or by the Districts of Saanich or Oak Bay for the purpose of controlling traffic.

"University" means the University of Victoria as constituted under the *University Act*.

“vehicle” means any device in, on, or by which a person or thing is or may be transported or drawn on a roadway and does not include a device designed to be moved by human power or a motor assisted cycle.

“wheel immobilizer” means an external locking device that, when affixed to one of the wheels of a motor vehicle, is intended to prevent the vehicle from being driven.

"working day" means Monday to Friday inclusive, when the Office of Campus Security Services is open for business.

## **PART 5.0     VEHICLE PERMITS**

## Registration of Vehicles

- 5.1 All motor vehicles parked on campus 24 hours Monday through Saturday by any faculty or staff member, student, or employee whose normal place of work is at the University, shall be registered with the University, except if the vehicle:
- a) is parked at a parking meter displaying valid time;
  - b) displays a valid "Visitor" or "Temporary" parking permit or;
  - c) displays a valid hourly or daily parking permit purchased from an automated dispensing machine on Campus.
- 5.1.1 A motor vehicle shall be deemed not to be registered if:
- a) it does not bear a valid licence plate or licence decal from the Superintendent of Motor Vehicles, another Canadian Province, or one of the States of the United States or Mexico; or
  - b) it has not been issued a valid permit by the University.

## Issuance and Designation of Permits

- 5.2 The University shall issue permits with respect to the registration of motor vehicles that, when properly displayed on a motor vehicle, entitles the vehicle to be parked in those areas defined in Appendix D of these Regulations.
- 5.3 Parking permits may be issued on a calendar monthly basis or on a yearly basis, from September 1 to August 31.

## Attachment of Permits

- 5.4 Subject to the provision of subsection 5.2, the permit for each motor vehicle shall be displayed:
- a) in the case of a motor vehicle where the permit issued is self adhesive, by affixing the permit by its own adhesive backing to the inside lower left (driver's) corner of the windshield so that both the permit number and the expiry date are clearly visible through the windshield or;
  - b) in the case of a motor vehicle where the permit issued is designed to hang from the rear view mirror, by hanging the permit from the rear view mirror so that both the permit number and the expiry date are clearly visible through the windshield or;
  - c) in the case of a motorcycle or mo-ped, by affixing the permit decal in plain view, by its own adhesive backing, to the left or right front fork or similar portion of the vehicle, where it can be readily inspected by a Security Officer.

## Permits Not Transferable

- 5.5 All permits remain the property of the University.
- 5.5.1 Permits are issued only to individuals and are not transferable to any other person. Permits are portable to whichever vehicle the registered permit holder brings to campus provided neither the vehicle nor its owner has been suspended from parking on campus.

5.5.2 Permits must be removed from motor vehicles that are sold or traded.  
Unauthorized Sale or Attempted Sale of Permit

- 5.6 Any person who sells, attempts to sell, or gives their parking permit to another person shall be liable to:
- a) a fine as indicated in the Schedule of Fees in Appendix E; and/or
  - b) suspended parking privileges for a period of not less than one (1) month and not more than one (1) year

#### Lost or Damaged Permits

5.7 Lost or damaged permits may be replaced on payment of a prescribed fee (see Appendix E) as determined by the Director.

5.7.1 Damaged permits, or scrapings thereof, must be turned in to the Campus Security Services Office before a replacement permit is issued. If for any reason it cannot be produced, evidence of loss in the form of an Affidavit must be submitted or the full fee for a new permit will be charged.

#### Responsibility of Owner of Motor Vehicle

5.8 The owner of a motor vehicle is deemed liable for any violation of these Regulations committed by or with a vehicle registered with the University, or, if not registered with the University, registered in accordance with the Motor Vehicle Act of British Columbia, or, where the vehicle bears licence plates from another jurisdiction, under the laws of that jurisdiction.

#### Temporary Permits

5.9 Temporary permits may be issued at the discretion of the Director, Campus Security Services.

#### Fees

5.10 A fee shall be charged for the registration of all motor vehicles in accordance with the Schedule of Fees. (Appendix E)

#### Refund for Unused Portion of Permits

5.11 Twelve (12) month permit holders who no longer wish to use their vehicles on campus may apply for a refund from the date of purchase as follows:

- 80% during the first month;
- 60% during the second month;
- 40% during the third month;
- 20% during the fourth month;
- nil thereafter.

5.11.1 Refunds will not be granted where parking privileges have been suspended.

5.11.2 Refunds of \$5.00 or less will not be issued.

5.11.3 Permits must be returned to the Campus Security Services Office in order to obtain a refund.

#### Permits and Parking for Contractors

5.12 All employees and agents of a Contractor whose services have been retained under contract to the University shall comply with these Regulations at all times while on campus.

5.12.1 For contracts with the University of one (1) month or longer, annual commercial parking permits may be purchased from the Campus Security Services Office at the rates applicable to University employees, subject to the refund schedule listed in 5.11.

5.12.2 For contracts with the University of less than one (1) month, daily or weekly parking permits may be purchased from the Campus Security Services Office or from any of the automated permit dispensing machines on Campus.

5.12.3 Private vehicles of employees and agents of Contractors shall be parked in designated parking areas and must display a valid parking permit.  
Counterfeiting, Duplicating, or Altering Permit

5.13 It is a contravention of these Regulations to counterfeit, duplicate, alter, or tamper with a permit.

#### Displaying Counterfeited, Duplicated, Altered, Lost, or Stolen Permit

5.14 It is a contravention of these Regulations to display in or on any motor vehicle, a parking permit that has been counterfeited, duplicated, altered, or tampered with in any way, or a permit that has been reported lost or stolen.

5.14.1 Any motor vehicle found in contravention of Section 5.14 will be immediately towed from the campus at the expense of the registered owner. In addition, the registered owner or operator of the motor vehicle will be liable to:

- a) a fine as indicated in the Schedule of Fees (Appendix E); and
- b) suspended parking privileges for a period of not less than one (1) month and not more than one (1) year.

#### Displaying Obscured or Obstructed Permit

5.15 It is a contravention of these Regulations to display, or cause to be displayed, a parking permit in such manner that it cannot be properly inspected by a Security Officer.

#### False Declaration or Report



- 5.16 Any person who makes a false declaration in an application for a parking permit or in a report of a lost or stolen permit shall be liable to:
- a) a fine as indicated in the Schedule of Fees (Appendix E); and
  - b) suspended parking privileges for a period of not less than one (1) month and not more than one (1) year.

## **PART 6.0 PARKING VIOLATIONS**

### Criteria for Parking

- 6.1 No person shall park a motor vehicle on campus 24 hours Monday through Saturday, unless the vehicle is:
- a) registered with the University and displaying a valid parking permit;
  - b) parked in the area for which the permit is assigned;
  - c) parked at a meter that is displaying valid time;
  - d) owned by the University;
  - e) an emergency vehicle; or
  - f) covered by a reciprocal parking agreement with another institution (see Appendix I).

### Parking Contraventions

- 6.2 Notwithstanding Section 6.1, no motor vehicle shall be parked on campus:
- a) unless the vehicle is parked in a designated parking space between two white delimitation lines;
  - b) in an area not designated for parking (such as, but not limited to, roadways, landscaped areas, undeveloped areas, service roads, boulevards, sidewalks, and building entrances);
  - c) on any grassed area or verge of grassed area;
  - d) in a "No Parking/Tow-away Zone";
  - e) in a "Loading Zone" unless the operator is actively engaged in the act of loading or unloading the vehicle. In such case the vehicle may be parked only for the time limit posted, or, when no time limit is posted, for the minimum time required to complete the loading or unloading;
  - f) in a "Passenger Drop-off Zone" unless the vehicle is in the process of dropping off or awaiting the return of a passenger. In such case the vehicle must not be stopped for longer than the posted time limit and at no time shall the vehicle be left unoccupied;
  - g) in a "Loading Zone" that has been designated for the exclusive use of commercial vehicles, unless the vehicle is a commercial vehicle;
  - h) in a "bus stop", other than a bus. Buses that are not operated by B.C. Transit may not park in bus stops that are reserved for B.C. Transit buses, unless otherwise authorized by B.C. Transit;
  - i) in any area designated for "Visitor" parking where the operator or registered owner of the vehicle is:
    - a student registered in any course at the University,
    - a person employed by the University, or
    - a person whose normal place of employment is at the University;
  - j) in any space that has been reserved for "Carpool" parking, unless:
    - the vehicle has a valid Carpool permit displayed in the windshield, and

- the vehicle is occupying the proper numbered space to which it has been assigned, in accordance with the permit;
- k) in a parking space that has been designated for persons with a disability, or so as to encroach in any way on a space reserved for persons with a disability. This regulation is in effect 24 hours, 7 days a week;
- l) in a metered parking space without paying the proper fee or conforming with the regulations stated on the meters. A vehicle will be deemed to be illegally parked at a meter flashing "Fail";
- m) on a roadside. Where parking is permissible, the right side tires must be parallel to that side and within thirty (30) centimetres (1 ft) of the curb or pavement edge;
- n) alongside island planters in any parking lot unless there are white lines or other delimitation marks indicating that such parking is permissible;
- o) in a designated fire lane;
- p) within five (5) metres of a fire hydrant;
- q) in any Parking Area or Lot other than in the manner indicated by sign or marking as to the proper positioning of the vehicle;
- r) in such manner as to use more space than is reasonably required for a vehicle to park;
- s) where the vehicle presents a physical danger or an environmental hazard to others;
- t) in contravention of the instructions of a Security Officer.

#### Storage of Vehicles and Trailers on Campus

6.3 No vehicle or trailer shall remain parked on campus in excess of seventy-two (72) hours without permission of the Director, Campus Security Services, regardless if a valid permit is displayed.

6.3.1 A trailer for the transport of off-road vehicles, boats, construction materials, waste or household goods, must not remain on any University property, including a designated parking lot, except while actively loading or unloading unless otherwise authorized by the Director, Campus Security Services.

6.3.2 Vehicles and trailers that appear abandoned are subject to being towed at the expense of the registered owner. In such case, the Director, Campus Security Services shall make every attempt to first notify the registered owner and shall provide a reasonable amount of time, as determined by the Director, for the owner to remove the vehicle.

#### Parking of Motorcycles

6.4 No person shall park a motorcycle, motor scooter, or mo-ped in any area other than those designated for the parking of such vehicles.

#### Occupying a Parked Vehicle on Campus

6.5 No person shall utilize a motor vehicle on campus as a dwelling place.

- 6.6 No person shall occupy a parked vehicle on campus overnight, regardless of whether or not a valid parking permit is displayed.
- 6.7 A motor vehicle found in contravention of either Section 6.4 or 6.5 shall be subject to tow-away from campus at the expense of the registered owner.
- 6.7.1 Notwithstanding the restriction of Subsection 6.6, a commercial vehicle arriving on campus during the night for the purpose of fulfilling a delivery obligation the next business day may be considered exempt from this Regulation.

#### Unauthorized Distribution of Printed Material

- 6.8 No person shall distribute, or cause to be distributed, any printed material or literature by placing such material or literature on any motor vehicle parked on campus, without prior written permission from the Director.

#### Removal of Citation from Vehicle

- 6.9 No person shall tamper with or remove from a motor vehicle, unless it is driven by that person, a Citation or written Warning issued under the provisions of these Regulations.

#### Contravention of Regulations Subject to Penalty

- 6.10 Every person who commits any act in contravention of these Regulations, or omits to carry out any act required by these Regulations, shall be liable to the penalties herein contained.

## **PART 7.0 MOVING VIOLATIONS**

### Driving on Other than Roadway or Parking Area

- 7.1 No person shall operate a motor vehicle in any area not designated as a roadway or parking area without first having obtained authority to do so in writing from the Director or designate in the form of a Restricted Area Permit.

### Compliance with Conditions of Permit

- 7.2 A person receiving such authority in writing shall comply with the terms and conditions set forth on the permit.

### Exemption of Emergency Vehicles

- 7.3 The driver of an emergency vehicle as defined in Part 4.0 of these Regulations is exempt from the requirement of Section 7.1. However, the driver shall drive with due regard for safety, having regard to all circumstances, including:
- a) the nature, condition, and use of the area;
  - b) the amount of pedestrian traffic that is present, or might reasonably be expected to be present in the area; and
  - c) the nature of the response being made by the emergency vehicle at the time.

### Speed Limits

- 7.4 No person shall operate a motor vehicle on campus:
- a) on any roadway at a speed in excess of 30 km/hr except where authorized signs are posted indicating that a higher speed is permissible;
  - b) on any service road or parking area at a speed in excess of 15 km/hr;
  - c) in any area not formally designated as a roadway or parking area at a speed in excess of 10 km/hr for which a Restricted Area Permit has been issued.

### Littering

- 7.5 No person shall throw, deposit, or drop any litter or other materials from a motor vehicle onto property owned by the University.

### Tampering with Signs

- 7.6 No person shall tamper with, destroy, damage, deface, or remove any traffic or parking sign posted by the University.
- 7.6.1 Such person(s) shall be held liable for all costs incurred to restore or replace any damaged sign.

#### Obedience to Directions by Security Officer

- 7.7 Every person shall obey the instructions or directions given by a Security Officer, or other member of Campus Security Services, concerning the movement of pedestrian and vehicular traffic.

#### Obedience to Traffic Control Devices

- 7.8 Except where otherwise directed by a member of Campus Security Services or a peace officer, every operator of a motor vehicle, cyclist, and pedestrian shall obey the instructions of an applicable traffic control device.

### **PART 8.0 BICYCLES**

#### Rights and Duties of Cyclists

- 8.1 In addition to the duties imposed by this section, a person operating a bicycle on Campus has the same rights and duties, and is subject to the same penalties, as a driver of a motor vehicle.

#### Cycling at Unsafe Speed or Without Due Care and Consideration

- 8.2 No person shall operate a bicycle on Campus:
- a) at a speed greater than is reasonable and safe in the circumstances;
  - b) without due care and consideration for others who are, or may be expected to be, present;
  - c) in a manner which causes damage to University property or the property owned by any other person;
  - d) in a manner which is reckless or dangerous to public safety;
  - e) which creates a disturbance; or
  - f) impedes the lawful use and enjoyment of property by others.

#### Bicycle Helmets Required

- 8.3 Any person riding a bicycle on campus shall wear an approved safety helmet as required under the British Columbia *Motor Vehicle Act*.

#### Areas for Cycling

- 8.4 Bicycles may be ridden on roadways, designated bicycle paths, and walkways on campus.

#### Cycling on Right Side of Road

- 8.5 Every person operating a bicycle on a roadway where traffic is travelling in both directions shall ride as near as practicable to the right side of the roadway.

#### Provision for Cycling on Left Side of One-Way Road

- 8.6 On a roadway that has been designated for one direction only, a cyclist who intends to make a left turn at an intersection or parking area shall ride as near as practicable to the left side of the roadway and shall provide an adequate visible signal of the intention to turn left.

#### Riding on Right Side of Bicycle Paths and Walkways

- 8.7 Every person operating a bicycle on a bicycle path or pedestrian walkway shall, except when overtaking and passing a pedestrian or cyclist proceeding in the same direction, confine the course of the bicycle to the right side of the path or walkway.

#### Riding Two Abreast

- 8.8 No person shall ride a bicycle on any roadway, path, or walkway abreast of another cyclist.

#### Riding with Additional Person

- 8.9 No person riding a bicycle on campus shall carry an additional person, except in the case of a bicycle so designed for the carriage of more than one (1) person.

#### Riding without Hands on Handlebars

- 8.10 Every person operating a bicycle shall have at least one (1) hand on the handlebars at all times.

#### Lighting Requirements

- 8.11 No person shall operate a bicycle during the period from one-half hour after sunset to one-half hour before sunrise, or at any other time when conditions of poor visibility exist, unless the bicycle is equipped with, and displays, an operating headlamp and a red tail light as required under the British Columbia *Motor Vehicle Act*.

#### Cyclist to Yield to Pedestrian

- 8.12 The operator of a bicycle must yield the right-of-way to pedestrians.

#### Use of Bicycle Racks

- 8.13 Bicycles shall only be parked in bicycle racks as provided.

#### Prohibited Securement of Bicycles

- 8.14 No person shall secure a bicycle:
- a) to a wheelchair ramp;
  - b) to an emergency exit ramp;
  - c) to a parking meter;

- d) to any tree, shrubbery, sign, or lamp post; or
- e) in any manner that may pose a risk to others, particularly those persons with a disability.

#### Storing Bicycle Inside Building

- 8.15 No person shall store or park a bicycle in any corridor, office, or storage area in any building on campus, except in approved bicycle storage areas.

#### Authority to Impound Bicycle

- 8.16 Bicycles parked in contravention of these Regulations are subject to impoundment by Campus Security Services. The University is not liable for damage or loss to any locking devices or bicycles so impounded.

#### Skateboarding/In-line Skating

- 8.17 No person shall ride on in-line skates or skateboard in any building on campus.
- 8.18 No person shall ride on in-line skates or skateboard on campus in a manner that:
- a) is at a speed greater than is reasonable and safe in the circumstances;
  - b) is without due care and consideration for others who are, or may be expected to be, present;
  - c) is in a manner which causes damage to University property or the property owned by any other person;
  - d) is reckless or dangerous to public safety;
  - e) creates a disturbance; or
  - f) impedes the lawful use and enjoyment of property by others.
- 8.19 Any person engaged in rollerblading and/or skateboarding on campus has the same duties, obligations, and responsibilities as a cyclist under these Regulations.

### **PART 9.0 FINES & PENALTIES**

#### Contravention of Regulations Liable to Penalty

- 9.1 Every person who commits any act in contravention of these Regulations, or omits to carry out any act required by these Regulations, commits an offence against these Regulations and is liable for the penalties provided herein.

#### Liability for Payment of Fines

- 9.2 A Citation may be issued:
- a) personally to the operator of a motor vehicle;
  - b) against a motor vehicle and placed upon the vehicle in the event the vehicle is parked and unoccupied;
  - c) by mail to the person who has registered a motor vehicle with the University; or

- d) by mail to the registered owner of the motor vehicle where the vehicle is not registered with the University.

- 9.2 The fine(s) imposed under these Regulations shall be paid by:
- a) the person who has registered the vehicle with the University;
  - b) the registered owner of the vehicle, if the vehicle is not registered with the University; or
  - c) the Department that is leasing or renting the vehicle, if such vehicle is owned by the University.

#### Time Limit for Payment of Fines

- 9.3 All fines shall be paid no later than fourteen (14) calendar days from the date of issue of the Citation regardless of whether or not an appeal of Citation is being made.

#### Removal of Motor Vehicles from Campus

- 9.4 A motor vehicle may be towed from the campus at the risk and expense of the owner of the motor vehicle if:
- a) the vehicle is owned or operated by a person whose parking privileges have been suspended;
  - b) the vehicle is displaying a counterfeited, duplicated, altered, lost, or stolen parking permit; or
  - c) the vehicle is parked in an unauthorized area as included in Part 6.0 of these Regulations, or where the vehicle is interfering or impeding the safe, proper, or lawful use of the area in which the vehicle is parked.

#### Authority for Towing Vehicle Contravening Regulations

- 9.5 In addition to any penalty provided by these Regulations, the Director or designate of the Director, may remove any vehicle parked in contravention of these Regulations at the risk and expense of the owner of the motor vehicle.

#### Suspension of Parking Privileges for Non Payment

- 9.6 Any person who fails to pay any fine(s) as required under these Regulations is subject to the withdrawal of parking privileges on campus until such time as the fine(s) is paid. Such notice shall be in writing from the Director.

#### Authority to Immobilize Vehicle for Outstanding Fines

- 9.7 A Security Officer may affix a wheel immobilizer to any motor vehicle owned or operated by a person whose parking privileges have been suspended as provided in Section 9.6 until such time as:
- a) the outstanding fines have been paid in full; or
  - b) an agreement in writing for restitution for the outstanding fines has been Approved by the Director.



## Grounds for Parking Suspension

- 9.8 A person's parking privileges on campus may be suspended for a period of not less than one (1) month or more than one (1) year if:
- a) that person repeatedly fails to resolve outstanding Citations;
  - b) that person displays a counterfeited, duplicated, altered, lost, or stolen permit in a motor vehicle;
  - c) that person makes a false declaration in the report of a lost or stolen permit, or in the application for a permit; or
  - d) normal enforcement of these Regulations proves to be ineffective.

## Appeal against Suspension

- 9.9 Any person wishing to dispute suspended parking privileges may file an appeal in accordance with Appendix A – Appeals Process, of these Regulations.

## Suspension in Effect Pending Committee Decision

- 9.10 The suspension will remain in effect until such time as the Traffic and Parking Committee meets to consider the appeal.

## Action by Traffic and Parking Committee

- 9.11 The Traffic and Parking Committee shall, after deliberation, direct the suspension be either upheld or withdrawn.

## Reinstatement of Privileges

- 9.12 The suspension of parking privileges may be withdrawn:
- a) if that period of time for which the suspension was made has lapsed;
  - b) upon settlement of all outstanding fines; or
  - c) upon direction of the Traffic and Parking Committee subsequent to the granting of an appeal.

## APPENDIX A APPEAL PROCESS

### Period for Appeal

- A.1 Subject to Section 9.3., any person wishing to appeal a Citation or suspended parking privileges must do so within fourteen (14) calendar days from the date of issue of the Citation or the Notice of Suspension of Parking Privileges.
- A.2.1 An appeal of a Citation shall be entered online through the Parking Services website at <https://web.uvic.ca/security/parking/>
- A.2.2 An appeal of suspension of parking privileges shall be by letter and forwarded to the Traffic and Parking Committee, c/o Campus Security Services.
  - A.2.2.1 The appeal will not be considered unless it is submitted in legible form.
- A.3 All fines must be paid in accordance with the terms in Part 9.0 of these Regulations, regardless of whether or not an appeal has been entered.
- A.4 After review of the written appeal, in conjunction with the related facts and circumstances, the Traffic and Parking Committee shall:
  - direct that the Citation be recorded as a valid violation;
  - direct that the Citation be reduced to a Warning;
  - direct that the Citation be cancelled; or
  - in the case where a person's parking privileges have been suspended, direct that the suspension be either upheld, reduced, or lifted.
- A.5. Where the Traffic and Parking Committee rules the Citation be reduced to a Warning or that it be cancelled, the ruling will be so entered on the appellant's account and the fine shall be reimbursed to the appellant.
  - A.5.1 Where the appeal is related to a Citation, The Traffic and Parking Committee Secretary shall notify the appellant of the Committee's decision through the email address provided on the appeal.
  - A.5.2 Where the appeal is based on a suspension of parking privileges the Traffic and Parking Committee Secretary shall notify the appellant by letter of the Committee's decision
- A.6 The ruling by the Traffic and Parking Committee shall be final unless new information to support the appellant's case, not presented in the first appeal, can be brought forward.
  - A.6.1 The request for re-appeal shall be made by letter within fourteen (14) days of notification of the Traffic and Parking Committee's decision and shall detail the new relevant information to be presented to the Committee.

- A.6.2 Provision for the appellant to appear before the Traffic and Parking Committee in person, if so desired, shall be made available upon written request.
  - A.6.3 The appellant shall be provided with notice through the email address provided on the appeal from the Traffic and Parking Committee Secretary advising of the date, time, and location for appearing.
  - A.6.4 The process for notification of the Traffic and Parking Committee's decision shall be the same as previously detailed for first appeal.
- A.7 If the appellant is not satisfied with the second ruling by the Traffic and Parking Committee, a letter requesting a review of the appeal must be forwarded to the Vice-President, Finance and Operations, within fourteen (14) days of notification of the Traffic and Parking Committee's decision.
- A.7.1 The Vice-President, Finance and Operations, shall conduct a review of the circumstances of the appeal and render a final determination by letter to the appellant.

## **APPENDIX B ENFORCEMENT PROCEDURES**

- B.1 Upon contravention of any of these Regulations, a person may be issued a Citation or a written Warning as hereinafter provided, by Director, Campus Security Services or designate(s) of the Director.
- B.2 A Citation or written Warning may:
- a) be given personally to the operator of a motor vehicle found in contravention of these Regulations;
  - b) be placed upon an unoccupied motor vehicle found parked in contravention of these Regulations; or
  - c) be mailed to the registered owner of the motor vehicle found parked in contravention of these Regulations.
- B.3 A Citation may be mailed to the registered owner of a motor vehicle contravening these Regulations:
- a) where the operator of the motor vehicle refuses to accept personal service of the Citation;
  - b) where the Citation has been discarded from the vehicle and later found;
  - c) where a Citation is issued subject to the formal complaint of a third party;  
or
  - d) where a Citation is issued subject to the provision of Section B.5.
- B.4 Citations shall be completed by the issuing Security Officer, or other member under the authority of the Director, and shall clearly set out the substance of the alleged contravention for which the registered owner of the motor vehicle is charged, as well as the fine.
- B.5 A written Warning shall be recorded and may be raised to a Citation if a previous Warning has been issued for the same or similar offence. Where such action is taken, written notice shall be provided by the Director.
- B.6 A Citation may not be cancelled or withdrawn except by:
- a) the Director; or
  - b) the Traffic and Parking Committee.

## APPENDIX C PARKING AREAS

- C.1 Parking areas are designated as follows, in accordance with the Parking Permit Classifications defined in Appendix D.
- C.1.1 "General Parking" - For the use of any person who has purchased a General parking permit, including an hourly/daily dispenser permit.
  - C.1.2 "Reserved Parking" - Reserved for the holders of General/Reserved permits from 7:00 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays. After 4:30 p.m., General parking permits and daily dispenser permits are valid in all Reserved areas and lots, except in 24-hour Reserved areas.
  - C.1.3 "Reserved Parking - 24 Hours" - Portions of parking lots may be identified as "Reserved 24 Hours" from Monday to Friday (excluding statutory holidays).
  - C.1.4 "Carpool Parking" - Reserved from 7:00 a.m. to 6:00 p.m., Monday to Friday, for the exclusive use of vehicles registered and assigned a parking stall in the University's Carpool program.
  - C.1.5 "Motorcycle Parking" - Reserved for the exclusive use of motorcycles, motor scooters, or mo-peds 24 hours every day. Monday through Saturday, 24 hours, parking permits or "M/C" decals must be displayed.
  - C.1.6 "Metered/Visitor Parking" - Effective hours for Visitor stalls within the Reserved areas and lots inside Ring Road are governed by the designation of the areas and lots themselves. That is, in areas and lots designated 7:00 a.m. to 4:30 p.m., parking is permitted in Visitor stalls after 4:30 p.m., but the meters must still be paid until 6:00 p.m., Monday to Friday. From 6:01 p.m. to 6:59 a.m., either meters or tickets purchased from a campus dispenser may be used at metered parking stalls.
    - C.1.6.1 Visitor parking areas within Lot 12, Lot 2, and University House 1 are intended for the use of persons who have business to conduct in the Saunders Building and Annex, Campus Security Services, and Development and External Relations. As such, it is permissible for permit holders, other than employees of Facilities Management, Purchasing Services, Campus Security Services, and Development and External Relations to park in this area for the purpose intended.
  - C.1.7 "Rideshare" – From 7:00 AM – 10:00 AM an area reserved in General Parking for registered Rideshare participants who shall carry a minimum of three (3) persons in their vehicle when arriving on campus. From 10:00 AM – 7:00 AM, this area is General Parking.
  - C.1.8 "Family Housing" – Each unit in the David and Dorothy Lam Family Student Housing Complex will have one (1) stall within the complex assigned to the unit.

- C.1.9 “Residence” – An area reserved for Residence permit holders from September to April. From May to August, General Parking regulations apply.
- C.2. Ian Stewart Complex - Parking permits are required 24 hours every day, including weekends and statutory holidays. All University parking permits, except Student Family Housing permits and Carpool permits, are valid at the Complex. Rates are posted.
- C.3 “Passenger Drop-off Zones” - To be utilized only for the purpose of dropping off or picking up passengers. Vehicles may be stopped in these areas only for the minimum time required for such purpose and must not be left unattended.
- C.4 “Bicycle Parking” - Bicycles may be parked at any time in any University bicycle rack.

## APPENDIX D PARKING PERMIT CLASSIFICATIONS

- D.1 Permits for the various types of parking are allocated as follows, subject to available space.
- D.1.1 “Parkade Reserved” (Yellow):
- a) available only to full-time members of the faculty and staff or persons whose normal place of work is at the University;
  - b) valid 24 hours every day in the University Centre Parkade as well as in any General (blue-coded) or Reserved (red-coded) parking areas on Campus, including the Ian Stewart Complex; and
  - c) not valid at parking meters or Carpool spaces.
- D.1.2 “General/Reserved” (Red):
- a) available only to full-time members of the faculty and staff or persons whose normal place of work is at the University;
  - b) valid 24 hours every day in any General (blue-coded) or Reserved (red-coded) areas on Campus, including the Ian Stewart Complex;
  - c) not valid at parking meters, Carpool spaces, or in the University Centre Parkade.
- D.1.3 “Commercial” (Violet):
- a) available only to commercial businesses and contractors;
  - b) the same provisions as General/Reserved apply.
- D.1.4 “Reserved Disabled” (Red):
- a) available only to an employee or student who has been issued with a provincial permit for persons with a disability (wheelchair logo);
  - b) valid 24 hours every day in any space reserved for persons with a disability, including the University Centre Parkade and the Ian Stewart Complex;
  - c) should all Reserved Disabled spaces in a parking area be in use, this permit is valid in any General (blue-coded) or Reserved (red-coded) areas, as well as in metered spaces and the University Centre Parkade;
  - d) not valid in Carpool spaces or Loading Zones.
- D.1.5 “General” (Student) (Blue):
- a) available to any student of the University or frequent visitor;
  - b) valid only in General (blue-coded) areas on Campus and the Ian Stewart Complex;
  - c) not valid in metered spaces;
  - d) valid in Reserved (red-coded) areas after 4:30 p.m.
- D.1.6 “General” (Employee) (Blue):
- a) available to any employee of the University or frequent visitor;
  - b) the same provisions as General (Student) apply.
- D.1.7 “Motorcycle” (Decal):

- a) available to any employee, student, or regular visitor to the University who owns and operates a motorcycle, motor scooter, or mo-ped.

D.1.8 "Carpool" (Green):

- a) available to students or employees of the University who meet the criteria for forming a Carpool;
- b) valid only in the assigned parking space that corresponds to the permit number (see Appendix H).

D.2 SPECIAL PERMITS

D.2.1 Board of Governors (Yellow):

- a) issued, via the University Secretary's Office, to members of the Board of Governors and the Senate;
- b) the same provisions as General/Reserved apply. In addition, this permit is valid in temporary designated spaces in Parking Lot 4 and the University Centre Parkade when the Board of Governors convenes.

D.2.2 Media (White):

- a) issued, via UVic Communications Services, to members of the media for the sole purpose of covering an event being held at the University;
- b) the same provisions as General/Reserved apply.

D.2.3 Medical (Temporary):

- a) available to any University employee or student who presents a letter from a physician stating the person specifically requires closer parking for medical disability reasons;
- b) valid for General/Reserved parking, including the University Centre Parkade (to a maximum of three (3) months). A longer duration requires re-application and submission of another letter from the physician;
- c) not valid in metered spaces or in spaces reserved for persons with a disability.

D.2.4 "Night Parking" (Purple):

- a) these are General parking permits that are valid only from 4:30 p.m. to 8:00 a.m., Monday to Friday, and 24 hours on weekends and statutory holidays;
- b) not valid anytime in the University Centre Parkade or in metered spaces when "pay parking" is in effect.



- D.2.5 “President’s Council” (Decal):
- a) issued to certain individuals, upon recommendation from the Development and External Relations Office;
  - b) the same provisions as General/Reserved apply.
  - c) valid for only five (5) individual usages during a calendar year.
- D.2.6 “Retiree Reserved” (Red):
- a) issued, via the University of Victoria Retirees’ Association, to retired members of the faculty or staff for their occasional visits to the Campus (up to a maximum of thirty-six (36) days per calendar year);
  - b) the same provisions as General/Reserved apply;
  - c) retired members who visit the Campus on a more frequent and regular basis are eligible to purchase a General/Reserved or General (Staff) permit on the same basis as serving faculty and staff.
- D.2.7 “Volunteer” (Turquoise):
- a) available to volunteers who provide a service to the University on an ongoing basis, without any form of remuneration, who require parking on an annual basis;
  - b) the same provisions as General/Reserved apply;
  - c) available for purchase by the applicable Department at the current General parking rate;
  - d) research projects are each assigned a “project number” by the University. Departments must quote the respective project number in order to be issued with Volunteer permits.
- D.2.8 “Family Housing” (Teal):
- a) available only to residents of the David and Dorothy Lam Family Student Housing Complex and in General Parking at the Ian Stewart Complex;
  - b) one (1) permit per Housing Unit;
  - c) may only park in the designated stall in the David and Dorothy Lam Family Student Housing Complex.
- D.2.9 “Residence (RZ)” (Gold):
- a) available to students living in the student residences as distinguished from those living in the David and Dorothy Lam Family Student Housing Complex;
  - b) may only park in designated residence parking and in General Parking at the Ian Stewart Complex.
- D.2.10 “Rideshare” (Blue with a circled “R”):
- a) if the conditions for Rideshare have been met, the rideshare parking privileges may be used on that day;
  - b) if the conditions for Rideshare have not been met, the rideshare permit is valid as a General Parking Permit only.

## **APPENDIX E TRAFFIC AND PARKING COMMITTEE TERMS OF REFERENCE**

- E.1 The Traffic and Parking Committee is advisory to the Vice-President, Finance and Operations.
- E.2 The Traffic and Parking Committee's roles and responsibilities are:
- a) To act as an appeal body to decide on the disposition of contested Citations issued in accordance with the Traffic and Parking Regulations (Policy No. 6800);
  - b) To review and advise the Vice-President, Finance and Operations, or designate on proposals for changes to regulations with regard to
    - enforcement issues, including changes in registration and in guidelines for the regulation of vehicular traffic and parking;
    - advise and inform on user-related issues, parking lot usage and access; and
    - issues concerning safety that are consistent with and foster University Transportation Demand Management and Campus Planning initiatives.
  - c) To advise the Vice-President, Finance and Operations, or designate on issues concerning the standard of facilities for vehicular traffic and for parking, including parking lots, roadways, walkways, signs, etc.
- E.3 Membership
- E.3.1 The Committee shall consist of:
- a) Nominee of the Vice-President, Finance and Operations
  - b) 3 full-time members of the faculty or staff
  - c) 2 full-time undergraduate students
  - d) 1 full-time graduate student
  - e) Director, Campus Planning (ex-officio, non voting)
  - f) Director, Campus Security Services (ex-officio, non voting)
  - g) Transportation and Parking Coordinator (ex-officio, non voting).
- E.4 Method of Appointment
- E.4.1 Full-time members of the faculty or staff are appointed by the Vice-President, Finance and Operations.
- E.4.2 Full-time undergraduate students, appointed by the Vice-President, Finance and Operations, after consultation with the Chair of the University of Victoria Students' Society.
- E.4.3. Full-time graduate student appointed by the Vice-President, Finance and Operations, after consultation with the President of the Graduate Students' Society.
- E.5 Terms of Office
- E.5.1 The ex-officio appointees shall be members of the Committee for the period of their tenure of office.

- E.5.2 The three (3) full-time members of the faculty or staff shall be appointed for staggered two (2) year terms, effective October 1.
- E.5.3 All student members shall be appointed for a one (1) year term.
- E.5.4 The nominee of the Vice-President, Finance and Operations, shall serve for not less than two (2) years.
- E.6 Officers
  - E.6.1 The Committee shall have a Chair and a Secretary.
  - E.6.2 The Committee shall elect a chair annually from among the members.
  - E.6.3 The Transportation and Parking Coordinator shall serve as Secretary.
- E.7 General Procedures
  - E.7.1 The Committee shall meet at the call of the Chair.
  - E.7.2 Meetings shall be called during the University sessions at intervals allowing appeals of Citations be dealt with within six (6) weeks of notice of appeal being given.
  - E.7.3 The Secretary shall be responsible for presenting to the Committee a list of all appeals made against citations and shall be prepared to provide details of the circumstances under which the Citations were issued.
    - E.7.3.1 The Committee shall decide on the disposition of appeals by majority vote.
    - E.7.3.2 The Secretary shall advise the appellants of the Committee's decision.
    - E.7.3.3 Where an appellant is not satisfied with the Committee's decision, that person may refer the appeal to the Vice-President Finance and Operations for review.
    - E.7.3.4 When a Committee member wishes to make recommendation for a review consistent with Section E.2 (b) and (c), such a recommendation will be submitted, in writing, through the Secretary which will be presented to the Committee members at the next meeting called by the Chair.
    - E.7.3.5 The Committee shall review the recommendations submitted as per Section E.7.3.4 and submit, in writing, any requests for amendment to the Regulations, procedures and policies that fall within the guidelines of Section E.2 (b) and (c), to the Vice-President, Finance and Operations, or designate.

E.7.3.6 The Chair shall be responsible for forwarding all recommendations of the Committee to the Vice-President, Finance and Operations, and when the Committee is not unanimous in its recommendation, the split vote shall be indicated.

## **APPENDIX F CARPOOL & RIDESHARE POLICY**

F.1.0 The Carpool and Rideshare programs each provide incentives to decrease the number of single-occupant vehicles coming to campus. Both programs require a minimum of three (3) occupants arriving together in the same vehicle.

F.1.1 The Carpool and Rideshare programs are administered and enforced by the Director, Campus Security Services.

F.1.2 Contravention of any of the regulations for either program may result in the issuance of a citation and the possible dissolution of the Carpool or Rideshare.

F.1.3 Further regulations and criteria for these programs are found at <http://web.uvic.ca/security/>

### **F.2.0 Carpool**

F.2.1 Carpools are assigned their own reserved stall in prime parking areas on campus. These stalls are in effect from 7:00 a.m. to 6:00 p.m., Monday to Friday.

F.2.2 All participants must be licensed drivers and have possession of their own vehicle which they would otherwise be bringing to campus every day.

F.2.3 All participants must reside within a reasonable proximity of each other and must arrive and leave together in the same vehicle. The Director, Campus Security Services reserves the right to determine what "reasonable proximity" in each case is.

F.2.4 Participants are ineligible to purchase any other type of parking permit while being registered to a Carpool. Conversely, people who own a different type of permit are ineligible to apply for a Carpool without exchanging their permit.

F.2.5 Once the criteria have been satisfied, the Carpool shall be issued one permit to be shared amongst the vehicles registered in the Carpool.

F.2.6 Carpool permits are only valid in their assigned stall. If the Carpool permit is not displayed in the vehicle for any reason, the driver must purchase a dispenser permit and park in a regular General stall.

F.2.7 Any unauthorized vehicle found parked in a Carpool stall is subject to being issued a citation as well as being towed away at the risk and expense of the driver or registered owner.

### **F.3.0 Rideshare**

F.3.1 Various numbered lots outside Ring Road have areas reserved exclusively for Rideshare-endorsed General permits from 7:00 a.m. to

10:00 a.m., Monday to Friday. After 10:00 a.m., these stalls and permits revert to regular General parking.

- F.3.2 Rideshare permits are not assigned their own stall, but the number of permits sold does not exceed the number of reserved stalls.
- F.3.3 Participants do not all have to be licensed drivers or own their own vehicle.
- F.3.4 Only one driver and vehicle is required to register to be issued a Rideshare-endorsed permit. The permit holder is held accountable to ensure no less than two passengers will be in the vehicle when parking in Rideshare areas during the time frame they are in effect.
- F.3.5 Two contraventions of section 3.4, where a citation has been issued, may result in the cancellation of the Rideshare endorsement.

## **APPENDIX G RECIPROCAL PARKING AGREEMENTS BETWEEN THE UNIVERSITY OF VICTORIA AND OTHER INSTITUTIONS**

- G.1 Standing agreements to honour parking permits of other institutions are made between the Presidents of the various institutions.
- G.1.1 Reciprocal parking agreements with the University of Victoria apply only to faculty and staff permits.
- G.1.2 Updated permit samples from each institution are provided annually.
- G.2 Reciprocal parking agreements between the University of Victoria and the following institutions are currently in effect:
- a) The University of British Columbia
  - b) The British Columbia Institute of Technology
  - c) Simon Fraser University
  - d) Royal Roads University.
- G.3 At the University of Victoria, any vehicle displaying a valid parking permit from one of the above noted institutions, consistent with the sample permit provided, is authorized to park in any General (blue-coded) or Reserved (red-coded) area on campus, but excludes the University Centre Parkade and parking meters.
- G.4 This agreement only allows faculty and staff of qualifying organizations to park for up to three consecutive days free of charge at the University of Victoria for such activities as attending meetings or seminars of a departmental, academic or administrative nature between the University of Victoria and the qualifying institution.
- G.5 Reciprocal parking is not provided for such activities as, but not limited to:
- a) attending classes
  - b) duties related to project-specific research or study
  - c) the use of library, athletic, dining or theatre facilities
  - d) employment activities (including salaried or contract faculty, staff and assistants)
  - e) matters of a personal nature not specified above.
- G.6 University of Victoria employees planning to attend the campus of a reciprocal partner should first contact the institution to ascertain what their specific rules and procedures are concerning display of permits and where to park.

## **APPENDIX H BICYCLE USERS' COMMITTEE: TERMS OF REFERENCE**

- H.1 The Bicycle User's Committee is advisory to the Director, Campus Security Services.
- H.2 The Bicycle User's Committee's role and responsibilities are:
- a) To encourage bicycle use as a transportation/commuting alternative
  - b) To generate and implement proposals for maintenance and improvement of facilities for campus bicycle users
  - c) To promote educational programs for pedestrians, cyclists, and motorists in an effort to foster mutual understanding and improve safety
  - d) To communicate with the campus community and surrounding neighbourhoods on cycling related issues.
  - e) To participate in data collection, analysis, and policy determination with regard to bicycle use on campus.
- H.3 Membership
- H.3.1 The Committee shall consist of:
- a) 1 full-time member of professional staff;
  - b) 1 full-time member of union or support staff;
  - c) 1 full-time member of the faculty;
  - d) 1 full-time undergraduate student;
  - e) 1 full-time graduate student;
  - f) Transportation Demand Management Coordinator or designate of the Director, Campus Planning (ex-officio, non voting);
  - g) Director, Campus Planning and Sustainability, or designate (ex-officio, non voting).
- H.4 Method of Appointment
- H.4.1 Full-time member of the professional staff, appointed by the Vice-President Finance, and Operations, after consultation with the Professional Employees Association with approval of their respective supervisors.
- H.4.2 Full-time member of union staff, appointed by the Vice-President, Finance and Operations, after consultation with the CUPE Union Locals with approval of their respective supervisors.
- H.4.3 Full-time member of the faculty, appointed by the Vice-President, Finance and Operations, after consultation with the Faculty Association.
- H.4.4 Full-time undergraduate student, appointed by the President after consultation with the Chair of the University of Victoria Students' Society.
- H.4.5 Full-time graduate student, appointed by the Vice-President, Finance and Operations, after consultation with the President of the Graduate Students' Society.



## H.5 Terms of Office

H.5.1 Ex-officio members, or designates, shall be members of the Committee for the period of their tenure of office.

H.5.2 Faculty and staff members shall be appointed for staggered two (2) year terms, effective October 1.

H.5.3 Student members shall be appointed for one (1) year terms, effective October 1.

## H.6 Officers

H.6.1 The Committee shall have a Chair and a Secretary.

H.6.2 The Chair and Secretary shall be drawn from and elected by the other members of the Committee.

H.6.3 The positions of Chair and Secretary shall be held by different Committee members.

H.6.4 The position of Secretary shall be held for a minimum three (3) month period.

## H.7 General

H.7.1 Funding for this Committee must be approved in the Parking Services Budget.

## **APPENDIX I FAMILY HOUSING PARKING POLICY**

- I.1 A user pay parking program will be effective as of September 1, 2005 and will be administered by Parking Services.
  - I.1.1 Except where provided by the following specific sections of this policy related to Family Housing, the University's Traffic and Parking Regulations (Policy 6800) will be enforced.
- I.2 Policy
  - I.2.1 Enclosed lots are reserved exclusively for assigned permit parking. Unauthorized vehicles are subject to being ticketed and towed.
  - I.2.2 Unenclosed parking areas immediately adjacent to Lam Circle are designed "General" Parking. All vehicles parked in these stalls, 24 hours Monday to Saturday, must display a valid General parking pass or a valid hourly/daily permit from any automated dispenser on campus.
    - I.2.2.1 This regulation also applies to visitors of residents in Family Housing.
  - I.2.3 All vehicles must display a valid licence plate. Unlicensed vehicles will be towed at owner's expense.
  - I.2.4 Trailers of any type are not permitted to be stored or parked in Family Housing or in any other place on University of Victoria property. (See Section 6.3)
  - I.2.5 Parking Permits and Rates
    - I.2.5.1 Each unit is entitled to purchase 1 "FH" (resident) permit at 50% of the regular cost of a General parking permit. This permit is valid only in the assigned Family Housing stall bearing the permit number and in General parking at the Ian Stewart Complex. It is not valid anywhere else on campus.
    - I.2.5.2 In the event of a unit being vacated or if a "FH" permit is no longer required, a refund will be provided upon receipt of the permit. Such refund is calculated on the number of months remaining in the twelve (12) month period from the month of purchase.
    - I.2.5.3 Additional vehicles attributed to a unit must park in "General" parking and display a valid annual General parking permit at the regular cost. This pass is valid in all "General" parking areas on campus including the Ian Stewart Complex.
    - I.2.5.4 If an annual General pass is returned for any reason, refund is pro-rated at 20% depreciation for the first four (4) months after with no refund will be given.

I.2.5.5 Permits are not transferable between persons or units and provide resale if prohibited.

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