

## Traffic and Parking Regulations

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### Definitions

1.00 For the purposes of this policy:

**“accessible 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.

**“bus”** means a vehicle designed to carry more than 15 persons.

**“citation”** means a form, produced either in writing or by electronic means, which sets out an alleged violation of these Regulations, and includes any notice entitled Citation Notice, 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 university property.

**“cycle”** means a device propelled by muscular power using either pedals or hand cranks, and/or by electric motor assistance rated at 500 watts or less and not capable of propelling it at a speed greater than 32 km/hr on level ground. It does not include devices powered by internal combustion.

**“cyclist”** means a person sitting astride and actively engaged in the operation of a cycle and does not include a person walking a cycle.

**“Director”** means the Director, Campus Security of the University of Victoria, an appointed delegate, or any person authorized to act on behalf of the Director for the purposes of administering these Regulations.

**“emergency vehicle”** means a vehicle that has been clearly marked and identified as an ambulance, police, fire, or rescue vehicle and is on university property for official business.

**“electric vehicle”** means an automobile propelled by one or more electric motors using only energy stored in batteries.

**“loading zone”** or **“passenger drop-off zone”** means a space that is designated by a white painted curb and/or an appropriately worded sign.

**“micromobility device”** means any platform under which are mounted small wheels and which is intended for stunting, personal recreation, or transportation, and includes (but is not limited to) kick scooters, skateboards, roller skates, and in-line skates, but does not include cycles.

**“moped”** means an internal combustion motor-assisted cycle as defined in the Insurance Corporation of British Columbia safety standards.

**“motor vehicle”** means all vehicles self-propelled by an internal combustion engine, such as an automobile, truck, motorcycle, motor scooter, moped, etc., and also includes any vehicle that is self-propelled by electric battery power.

**“no parking/tow-away zone”** means a space that is designated by a yellow painted curb and/or an appropriately worded sign.

**“owner”** means a person who is the owner or operator of a motor vehicle.

**“parking area”** or **“parking lot”** means those areas on university property 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.

**“permit”** and **“parking permit”** means a card or other form as may be issued by Campus Security to indicate that the prescribed parking fee has been paid, or parking is permitted. Permit and permit parking also include the use of virtual parking permits. Virtual permits use the vehicle licence plate number to allow the registered vehicle to be parked on university property, as set out in this Regulation.

**“person”** includes 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 Regulations.

**“registered”** means a vehicle that has been recorded on account with Campus Security and has paid to park, as well as displaying a valid licence plate.

**“Regulations”** means these Traffic and Parking Regulations.

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

**“security officer”** means:

- (a) a member of Campus Security, and
- (b) any person appointed by the university to assist in the direction and control of traffic and parking on university property.

**“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 B of these Regulations.

**“traffic control device”** means any sign, signal, line, meter, marking, space, barrier, or other device, placed or erected by authority of the Ministry of Transportation and Infrastructure, a municipality, or a person authorized by them, for the purpose of controlling traffic.

**“transit stop”** means any area identified as such by a marking and/or sign.

**“university property”** means the Gordon Head campus of the University of Victoria, but does not include Queenswood Campus.

**“utility vehicle”** means a vehicle marked as belonging to a public or private utility company.

**“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.

### **Scope**

2.00 This policy applies to the use of vehicles, cycles, and micromobility devices and their parking on university property.

2.01 Anyone who operates a motor vehicle, cycle, or micromobility device on university property is also required to comply with the BC *Motor Vehicle Act* and regulations where applicable.

### **Vehicle Permits**

3.00 Registration of Vehicles

3.01 All motor vehicles parked on university property 24 hours Monday through Saturday by any faculty or staff member, student, or person whose normal place of employment is at the university, shall be registered with the university, except if the vehicle has paid to park through other means, including but not limited to:

- (a) a parking dispenser;
- (b) a mobile payment application; or

(c) other methods provided by the university.

3.02 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.

4.00 Issuance of Permits

4.01 Parking permits may be issued on an hourly, daily, weekly, or monthly basis.

5.00 Permits Not Transferable

5.01 All permits remain the property of the university.

5.02 Permits are sold to individuals and any vehicle parked on university property must have a valid parking permit. Permits are valid on whichever vehicle the registered permit holder brings, provided that:

- a) neither the vehicle nor its owner has been suspended from parking on university property; and
- b) the vehicle's licence plate is recorded with Campus Security.

5.03 A single parking permit or session allows parking for one vehicle only.

5.04 Any person who sells, attempts to sell, or gives their parking permit to another person shall be liable to:

- a) a citation as indicated in these Regulations; and/or
- b) suspended parking privileges for a period of not less than one (1) month and not more than one (1) year.

6.00 Responsibility of Owner of Motor Vehicle

6.01 The registered owner of a motor vehicle is deemed liable for any violation of these Regulations.

6.02 A valid license plate must be affixed to a vehicle parked on university property and visible in an unobstructed manner so as to be readable by electronic or manual means as detailed in the *Motor Vehicle Act* Regulations.

6.03 Permit holders cannot register a vehicle to their account that they do not drive to university property.

7.00 Temporary Permits

7.01 Temporary permits may be issued at the discretion of the Director.

8.00 Refund for Unused Portion of Permits

8.01 Monthly permits are fully refundable if the time period for which they have been purchased for has not started. There is no refund for any other length of permit.

8.02 Permits will not be refunded where parking privileges have been suspended.

8.03 A permit holder whose account has a balance due to the university outstanding will have the applicable permit refund applied first to the outstanding balance, with any amount of the refund remaining after payment of the outstanding balance being paid to the permit holder.

9.00 Counterfeiting, Duplicating, Altering, Tampering With, or Fraudulently Obtaining a Permit

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

10.00 Using Counterfeited, Duplicated, Altered, Lost, or Stolen Permit

10.01 It is a contravention of these Regulations to use 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.

10.02 Any motor vehicle found in contravention of section 10.01 will be immediately towed from university property at the expense of the owner. In addition, the owner or operator of the motor vehicle will be liable to:

- a) a citation as indicated in these Regulations; and
- b) suspended parking privileges for a period of not less than one (1) month and not more than one (1) year.

11.00 Displaying Obscured or Obstructed Permit

11.01 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.

12.00 False Declaration or Report

12.01 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; and
- b) suspension of parking privileges for a period of not less than one (1) month and not more than one (1) year.

**Parking Violations**

13.00 Criteria for Parking

13.01 No person shall park a motor vehicle on university property 24 hours Monday through Saturday, unless the vehicle is:

- a) registered with the university;
- 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) insured with a valid decal;
- f) an emergency vehicle; or
- g) covered by a reciprocal parking agreement with another institution (see Appendix C).

#### 14.00 Parking Contraventions

14.01 Notwithstanding section 13.00, no motor vehicle shall be parked on university property:

- a) unless a valid permit is purchased;
- b) unless the vehicle is parked in a designated parking space between two white delimitation lines;
- c) 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);
- d) on any grassed area or verge of grassed area;
- e) in a "No Parking/No Stopping/Tow-away Zone";
- f) 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;
- g) 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;
- h) in a "Loading Zone" that has been designated for the exclusive use of commercial or University vehicles, unless the vehicle is a commercial vehicle or marked as a University vehicle;
- i) in a transit stop, other than a bus. Buses that are not operated by B.C. Transit may not park in transit stops that are reserved for B.C. Transit buses, unless otherwise authorized by B.C. Transit;
- j) in any area designated for "Visitor" parking where the operator or owner of the vehicle is:
  - i. a student enrolled in any course at the university,
  - ii. a person employed by the university, or
  - iii. a person whose normal place of employment is at the university;
- k) in any space that has been reserved for carpool or rideshare parking, unless displaying the proper permit.

- l) 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;
- m) in a metered, short term 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 which is inoperable.
- n) on a roadside, unless there are signs indicating that parking is permissible. Where parking is permissible, the right side tires must be parallel to that side and within 30 centimetres (1 ft) of the curb or pavement edge;
- o) alongside island planters in any parking lot unless there are white lines or other delimitation marks indicating that such parking is permissible;
- p) in a designated fire lane;
- q) within five metres of a fire hydrant;
- r) in any parking area or lot other than in the manner indicated by sign or marking as to the proper positioning of the vehicle;
- s) in such manner as to use more space than is reasonably required for a vehicle to park;
- t) where the vehicle presents a physical danger or an environmental hazard to others;
- u) in contravention of the instructions of the Director; or
- v) in contravention of posted signage.

#### 15.00 Storage of Vehicles and Trailers on University Property

- 15.01 No vehicle or trailer shall remain parked on university property in excess of 72 hours without permission of the Director, regardless if a valid permit is associated with said vehicle and/or trailer. This section does not apply if the vehicle owner is a resident or visitor in university residence or family housing.
- 15.02 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.
- 15.03 Vehicles and trailers that appear abandoned are subject to being towed at the expense of the owner. In such case, the Director shall make every attempt to first notify the owner and shall provide a reasonable amount of time, as determined by the Director, for the owner to remove the vehicle.

#### 16.00 Uninsured vehicles

- 16.01 No vehicle or trailer shall be parked on university property without valid registration and insurance coverage. Storage insurance is not an accepted level of coverage.

## 17.00 Parking of Motorcycles

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

## 18.00 Occupying a Parked Vehicle on University Property

18.01 No person shall utilize a motor vehicle on university property as a dwelling place.

18.02 No person shall occupy a parked vehicle on university property overnight, regardless of whether or not a valid parking permit is in use.

18.03 A motor vehicle found in contravention of either section 18.01 or 18.02 shall be subject to tow-away from university property at the expense of the owner.

18.04 A commercial vehicle arriving on university property during the night for the purpose of fulfilling a delivery obligation the next business day may be considered exempt from section 18.01 and 18.02.

## 19.00 Unauthorized Distribution of Printed Material

19.01 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 university property, without prior written permission from the Director.

## 20.00 Removal of Citation from Vehicle

20.01 No person shall tamper with or remove from a motor vehicle, unless it is driven by that person, a citation issued under these Regulations.

### **Moving Violations**

## 21.00 Driving in Restricted Areas

21.01 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 in the form of a Restricted Area Permit.

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

## 22.00 Exemption for Marked University, Utility, and Municipal Vehicles

22.01 The driver of a marked University, utility, or municipal vehicle as defined in these Regulations is exempt from the requirement of section 21.00. 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; and

- b) the amount of pedestrian traffic that is present, or might reasonably be expected to be present in the area.

## 23.00 Speed Limits

23.01 No person shall operate a motor vehicle on university property:

- 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.

## 24.00 Directions of a Security Officer

24.01 Every person shall follow the instructions or directions given by a security officer, or other member of Campus Security, concerning the movement of pedestrian and vehicular traffic.

## 25.00 Traffic Control Devices

25.01 Except where otherwise directed by a member of Campus Security, every operator of a motor vehicle, cyclist, and pedestrian shall follow the instructions of an applicable traffic control device.

### **Tampering with Signs**

26.00 No person shall tamper with, destroy, damage, deface, or remove any traffic or parking sign posted by the university.

- a) Such person(s) shall be held liable for all costs incurred to restore or replace any damaged sign.

### **Cycling and Micromobility**

## 27.00 Rights and Duties

27.01 In addition to the duties imposed by this section, a person operating a cycle or a micromobility device on university property is expected to use caution at all times and follow the rules as laid out in the *Motor Vehicle Act* Regulations.

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

28.01 No person shall operate a cycle or micromobility device on university property:

- 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) in a manner which creates a disturbance; or
- f) in a manner which impedes the lawful use and enjoyment of property by others.

## 29.00 Usage of Cycle Racks

- 29.01 No person shall secure a cycle other than to a cycle rack, within a designated cycle locker, or within a cycle storage room. Cycle racks shall not be used for long-term cycle storage (more than 72 hours), except in the Residence complex and Family Housing. The purpose of this time limit is to ensure rotation at the cycle racks so that other community members have a fair opportunity to use the cycle racks.
- 29.02 Cycles or locking devices that appear to be abandoned, whether due to the length of time they have been left secured to a cycle rack or due to damage, may be tagged for removal by Campus Security. If a tagged cycle or locking device has not been moved after 14 days, Campus Security may impound it pursuant to section 29.03 below. Cycles that are damaged, have missing parts, or present a safety risk may be removed without being tagged first.
- 29.03 Cycles parked in contravention of these Regulations are subject to impoundment by Campus Security. The university is not liable for damage or loss to any locking devices or cycles so impounded.
- 29.04 After 30 days, cycles impounded by Campus Security will be disposed of through a number of methods including: recycling, donation, disposal, or sale through the UVic Surplus Asset Disposal Program. Any monies received will be donated to student bursaries.

### **Citations and Penalties**

## 30.00 Contravention of Regulations Liable to Penalty

- 30.01 Every person who contravenes these Regulations is liable for the penalties provided herein.
- 30.02 If a motor vehicle is found in contravention of these Regulations, a citation or written warning may:
- a) be given personally to the operator of the motor vehicle;
  - b) be placed upon the motor vehicle if it is parked and unoccupied;
  - c) be mailed to the person who has registered the motor vehicle with the university; or
  - d) be mailed to the owner of the motor vehicle if the motor vehicle is not registered with the university, if the operator refuses to accept personal

service of the citation, or if the citation has been found discarded from the vehicle.

30.03 Citations shall be completed by the issuing security officer, or other person under the authority of the Director, and shall clearly set out the substance of the alleged contravention for which the owner of the motor vehicle is charged, as well as the fine.

30.04 Citations may be cancelled or reduced to a warning by the Traffic and Parking Committee or the Director.

### 31.00 Liability for Payment of Fines

31.01 The fine(s) imposed under these Regulations shall be paid by:

- a) the person who registered the vehicle with the university;
- b) the 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.

### 32.00 Time Limit for Payment of Fines

32.01 All fines shall be paid no later than 14 calendar days from the date of issue of the citation regardless of whether or not an appeal of a citation is being made.

### 33.00 Grounds for Towing or Immobilizing Motor Vehicles

33.01 A motor vehicle may be towed from university property or immobilized 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 using a counterfeited, duplicated, altered, lost, fraudulently obtained, or stolen parking permit or a stolen code; or
- c) the vehicle is parked in an unauthorized area as included in sections 13.00-18.00 of these Regulations, or where the vehicle is interfering with or impeding the safe, proper, or lawful use of the area in which the vehicle is parked.

### 34.00 Authority for Towing Vehicle Contravening Regulations

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

### 35.00 Suspension of Parking Privileges for Non Payment

35.01 Any person who fails to pay any fine as required under these Regulations is

subject to the withdrawal of parking privileges on university property until such time as the fine is paid. Such notice shall be verbal or in writing from the Director.

#### 36.00 Grounds for Parking Suspension

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

#### 37.00 Appeal against Suspension

- 37.01 Any person wishing to dispute suspended parking privileges may file an appeal in accordance with Appendix A – Appeals Process.

#### 38.00 Suspension in Effect Pending Committee Decision

- 38.01 The suspension will remain in effect until such time as the appeal is resolved.

#### 39.00 Action by Traffic and Parking Committee

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

#### 40.00 Reinstatement of Privileges

- 40.01 Parking privileges may be reinstated:
- a) if that period of time for which the suspension was made has lapsed;
  - b) upon settlement of all outstanding fines;
  - c) if an appeal is resolved in the appellant's favour or causes the suspension to be reduced to a warning, or
  - d) upon direction of the Traffic and Parking Committee.

#### **Authorities and Officers**

- i) Approving Authority: Vice-President Finance and Operations
- ii) Designated Executive Officer: Vice-President Finance and Operations
- iii) Procedural Authority: Vice-President Finance and Operations
- iv) Procedural Officer: Director, Campus Security

**Related Policies and Documents**

[BP3105 Buildings and Grounds Usage Policy](#)

[BP3200 Policy on the Use of Vehicles and Parking on the University of Victoria Campus](#)

**Relevant Legislation**

[Motor Vehicle Act Regulations](#)

## **Appendix A: Appeal Process**

### Period for Appeal

- A.1 Subject to section 32.00, any person wishing to appeal a citation, immobilization, or suspended parking privileges must do so within 14 calendar days from the date of issue of the citation or the Notice of Suspension of Parking Privileges.
- A.2 An appeal of a citation shall be entered online through the Campus Security website.
  - A.2.1 An appeal of suspension of parking privileges shall be by letter to the Traffic and Parking Committee, c/o Campus Security.
    - A.2.1.1 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 section 32.00 of these Regulations, regardless of whether or not an appeal has been entered.
- A.4 If the Traffic and Parking Committee cannot meet within a reasonable time after receiving an appeal, then Campus Security may review the appeal and, if appropriate, reduce the citation, immobilization, or suspension to a warning.
- A.5 After review of the written appeal, in conjunction with the related facts and circumstances, the Traffic and Parking Committee shall:
  - (a) direct that the citation be recorded as a valid violation;
  - (b) direct that the citation be reduced to a warning;
  - (c) direct that the citation be cancelled; or
  - (d) in the case where a person's parking privileges have been suspended, direct that the suspension be either upheld, reduced, or lifted.
  - A.5.1 The Committee shall decide on the disposition of appeals by majority vote.
  - A.5.2 The Committee secretary shall advise the appellants of the Committee's decision.
- A.6 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.6.1 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.7 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. 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.7.1 The request for re-appeal shall be made by letter within 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.7.2 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.7.3 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.7.4 The process for notification of the Traffic and Parking Committee's decision shall be the same as previously detailed for first appeal.
- A.8 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 14 days of notification of the Traffic and Parking Committee's decision.
- A.8.1 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:  
Traffic and Parking Committee Terms of Reference**

- B.1 The Traffic and Parking Committee hears appeals from any fine, immobilization, or suspension of privileges that is assessed under the Regulations.
- B.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;  
and
  - b) to advise the Vice-President Finance and Operations, or designate, on proposals for regulation, procedure, or policy changes based on the disposition of appeals.
- B.3 Membership
- B.3.1 The Traffic and Parking Committee shall be comprised of a balanced group representing a cross section of the university community and shall be appointed by the Director, Campus Security for a period of three years. Appointments may be automatically renewed upon review and at the recommendation of the Director.
- B.3.2 The Committee may consist of members representing the following:
- a) full-time member(s) of the faculty or staff;
  - b) full-time undergraduate student(s); and
  - c) full-time graduate student(s);
- and will include a Campus Security representative.
- B.4 Officers
- B.4.1 The Committee shall elect a chair from among the members.
- B.4.2 The Campus Security representative shall serve as secretary.
- B.5 General Procedures
- B.5.1 The Committee shall meet at the call of the chair.
- B.5.2 Meetings shall be called regularly at intervals allowing appeals of citations to be dealt with within 60 days of the notice of appeal being given.
- B.5.3 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.

- B.5.4 When a Committee member wishes to make a recommendation consistent with section B.2 (b), 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.
- B.5.5 The Committee shall review the recommendations submitted as per section B.5.4 and submit to the Vice-President Finance and Operations (or designate), in writing, any requests for amendment to procedures, policies, or the Regulations.
- B.5.6 The chair will forward 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 C:**  
**Reciprocal Parking Agreements between the University of Victoria and Other Institutions**

- C.1 Standing agreements to honour parking permits of other institutions are made between the presidents of the various institutions.
  - C.1.1 Reciprocal parking agreements with the University of Victoria apply only to faculty and staff permits.
  - C.1.2 Updated permit samples from each institution are provided annually.
  
- C.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; and
  - d) Royal Roads University.
  
- C.3 At the University of Victoria, any vehicle displaying a valid parking permit or proof of parking from one of the above noted institutions, consistent with the sample permit provided, is authorized to park in any General or Reserved area on university property, excluding short term (90 minutes or less) parking locations.
  
- C.4 This agreement only allows faculty and staff of qualifying organizations to park for up to three consecutive days at no 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.
  
- C.5 Reciprocal parking is not provided for activities including, 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); and
  - e) matters of a personal nature not specified above.
  
- C.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.