



## TRAFFIC AND PARKING REGULATIONS

**University Policy No.:** BP3205  
**Classification:** Buildings and Properties  
**Approving Authority:** Vice-President  
Finance and Operations  
**Effective Date:** September 2017  
**Supersedes:** September 2007  
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### PURPOSE

- 1.00 The purpose of this policy is to:
- provide regulations that are designed to respond to the uniqueness of the University of Victoria;
  - provide direction for the orderly movement and parking of vehicles on the University of Victoria campus;
  - promote the use of Transportation Demand Management initiatives; and
  - enforce Campus Security Services' ability to issue a citation to any vehicle found in contravention of these regulations.

### DEFINITIONS

For the purposes of this policy:

- 2.00 **Appeal** means a formal petition of Citation plea, submitted to the Traffic and Parking Committee, for cancellation of the ticket.
- 3.00 **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.
- 4.00 **Board of Governors** means the Board of Governors of the University of Victoria.
- 5.00 **Bus** means a vehicle designed to carry more than fifteen (15) persons.
- 6.00 **Bus stop** means any area identified as such by marking and/or sign.
- 7.00 **Campus** shall mean all lands owned by the University of Victoria that are designated as the Gordon Head campus.
- 8.00 **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.
- 9.00 **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.

- 10.00 **Commercial vehicle** means any vehicle owned and operated by a business and used in the operation of business while on Campus.
- 11.00 **Cyclist** means a person sitting astride and actively engaged in the operation of a bicycle and does not include a person walking a bicycle.
- 12.00 **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.
- 13.00 **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.
- 14.00 **Emergency vehicle**, for the purposes of these Regulations, means a vehicle that has been clearly marked and identified as an ambulance, police, fire or rescue vehicle and is on campus for official business.
- 15.00 **In-line skates** - see **Skateboard**
- 16.00 **Loading Zone** or **Passenger Drop-off Zone** is designated by a white painted curb and/or an appropriately worded sign.
- 17.00 **Mo-ped** means an internal combustion motor-assisted bicycle as defined in the Insurance Corporation of British Columbia safety standards.
- 18.00 **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.
- 19.00 **No Parking/Tow-away Zone** is designated by a yellow painted curb and/or an appropriately worded sign.
- 20.00 **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.
- 21.00 **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.
- 22.00 **Parking space** means any space or area that has been designated as such by appropriate signage and/or white-painted delimitation lines.
- 23.00 **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.

- 24.00 **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.
- 25.00 **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, 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 the grounds of the University, as set out in this Regulation.
- 26.00 **Person** shall include a Corporation, Firm, Association, or Society.
- 27.00 **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.
- 28.00 **Registered**, for the purposes of these Regulations, means a vehicle that has been recorded on account with Campus Security Services and has paid to park, as well as displaying a valid licence plate for the province or state of its registration.
- 29.00 **Regulations** means the Traffic and Parking Regulations of the University of Victoria as contained in this Policy.
- 30.00 **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.
- 31.00 **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.
- 32.00 **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.
- 33.00 **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.
- 34.00 **Trailer** means a vehicle that is drawn at any time on a roadway by a motor vehicle.

- 35.00 **Traffic and Parking Committee** means the Traffic and Parking Committee as set out in Appendix B of these Regulations.
- 36.00 **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.
- 37.00 **Utility Company Vehicle** means a vehicle marked as belonging to a public or private utility company
- 38.00 **University** means the University of Victoria as constituted under the *University Act*.
- 39.00 **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.
- 40.00 **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.
- 41.00 **Working day** means Monday to Friday inclusive, when the Office of Campus Security Services is open for business.

## SCOPE

- 42.00 This policy applies to the use of vehicles and bicycles and their parking on the University of Victoria's Gordon Head Campus.

## POLICY

### 43.00 Vehicle Permits – Registration of Vehicles

- 43.01 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:
- is parked at a parking meter displaying valid time; or
  - purchases a valid hourly, daily or weekly virtual or physical parking permit from an automated dispensing machine on Campus.
- 43.02 A motor vehicle shall be deemed not to be registered if:
- 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
  - it has not been issued a valid permit by the University.

#### 44.00 Vehicle Permits – Issuance and Designation of Permits

44.01 Parking permits may be issued on an hourly, daily, weekly, monthly, term, semester or annual basis. Annual permits shall be issued from September 1 to August 31.

#### 45.00 Vehicle Permits – Permits Not Transferable

45.01 All permits remain the property of the University.

45.02 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. Permits are sold to individuals and any vehicle parked on campus must have a valid parking permit

45.03 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

#### 46.00 Vehicle Permits – Responsibility of Owner of Motor Vehicle

46.01 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 license plates from another jurisdiction, under the laws of that jurisdiction.

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

46.03 Permit holders cannot register a vehicle to their account that they do not drive to campus.

#### 47.00 Vehicle Permits – Temporary Permits

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

#### 48.00 Vehicle Permits – Refund for Unused Portion of Permits

48.01 Twelve (12) month annual 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.

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

49.00 Vehicle Permits – Counterfeiting, Duplicating, or Altering Permit

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

50.00 Vehicle Permits – Displaying Counterfeited, Duplicated, Altered, Lost, or Stolen Permit

50.01 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.

50.02 Any motor vehicle found in contravention of Section 50.01 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 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.

51.00 Vehicle Permits – Displaying Obscured or Obstructed Permit

51.01 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.

52.00 Vehicle Permits – False Declaration or Report

52.01 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.

53.00 Parking Violations – Criteria for Parking

53.01 No person shall park a motor vehicle on campus 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) an emergency vehicle; or
- f) covered by a reciprocal parking agreement with another institution (see Appendix C).

#### 54.00 Parking Violations – Exemption for Emergency, Utility and Municipal Vehicles

54.01 The driver of a marked emergency, utility or municipal vehicle as defined in Part 4.0 of these Regulations is exempt from the requirement of Section 63.01. 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.

54.02 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 where the operator refuses to accept personal service of the citation or where the citation has been found discarded from the vehicle and later found.

54.03 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.

#### 55.00 Parking Violations – Parking Contraventions

55.01 Notwithstanding Section 53.01, 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:
    - i. a student registered 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;
  - j) in any space that has been reserved for "Carpool" parking, unless:
    - i. 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 which has been rendered inoperable.
  - 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 the Director or designate, Campus Security Services

55.02 Citations may be cancelled or reduced to a warning by the Traffic and Parking Committee or the Director or designate, Campus Security Services.

#### 56.00 Parking Violations – Storage of Vehicles and Trailers on Campus

56.01 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.



56.02 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, Campus Security Services.

56.03 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.

#### 57.00 Parking Violations – Uninsured vehicles

57.01 No vehicle or trailer shall be parked on campus without valid registration and insurance coverage. Storage insurance is not an accepted level of coverage.

#### 58.00 Parking Violations – Parking of Motorcycles

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

#### 59.00 Parking Violations – Occupying a Parked Vehicle on Campus

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

59.02 No person shall occupy a parked vehicle on campus overnight, regardless of whether or not a valid parking permit is displayed.

59.03 A motor vehicle found in contravention of either Section 59.01 or 59.02 shall be subject to tow-away from campus at the expense of the registered owner.

59.04 Notwithstanding the restriction of Subsection 59.01 and 59.02, 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.

#### 60.00 Parking Violations – Unauthorized Distribution of Printed Material

60.01 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 campus, without prior written permission from the Director.

#### 61.00 Parking Violations – Removal of Citation from Vehicle

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

62.00 Parking Violations – Contravention of Regulations Subject to Penalty

62.01 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.

63.00 Moving Violations – Driving on Other than Roadway or Parking Area

63.01 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 or designate in the form of a Restricted Area Permit.

64.00 Moving Violations – Compliance with Conditions of Permit

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

65.00 Moving Violations – Speed Limits

65.01 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.

66.00 Moving Violations – Tampering with Signs

66.01 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.

67.00 Directions of a Security Officer

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

68.00 Moving Violations – Traffic Control Devices

68.01 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 follow the instructions of an applicable traffic control device.

69.00 Bicycles, Skateboards, inline skates – Rights and Duties of Cyclists

69.01 In addition to the duties imposed by this section, a person operating a bicycle on Campus is expected to use caution at all times and follow the rules as laid out in the Motor Vehicle Act Regulations

70.00 Bicycles, Skateboards, inline skates – Cycling at Unsafe Speed or Without Due Care and Consideration

70.01 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.

71.00 Bicycles, Skateboards, inline skates – Prohibited Securement of Bicycles

71.01 No person shall secure a bicycle other than to a bicycle rack, within a designated bicycle locker or within a bicycle storage room

72.00 Bicycles, Skateboards, inline skates – Authority to Impound Bicycle

72.01 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.

72.02 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.

72.03 Any person engaged in rollerblading and/or skateboarding on campus has the same duties, obligations, and responsibilities as a cyclist under these Regulations.

73.00 Citations & Penalties – Contravention of Regulations Liable to Penalty

73.01 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.

74.00 Citations & Penalties – Liability for Payment of Fines

74.01 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.

74.02 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.

75.00 Citations & Penalties – Time Limit for Payment of Fines

75.01 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.

76.00 Citations & Penalties – Grounds for Towing or Immobilization of motor vehicles

76.01 A motor vehicle may be towed from the campus 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 displaying a counterfeited, duplicated, altered, lost, or stolen parking permit; or
- c) the vehicle is parked in an unauthorized area as included in Sections 53.00-59.00 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.

77.00 Citations & Penalties – Authority for Towing Vehicle Contravening Regulations

77.01 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.

78.00 Citations & Penalties – Suspension of Parking Privileges for Non Payment

78.01 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 verbal or in writing from the Director of designate.

79.00 Citations & Penalties – Grounds for Parking Suspension

79.01 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.

80.00 Citations & Penalties – Appeal against Suspension

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

81.00 Citations & Penalties – Suspension in Effect Pending Committee Decision

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

82.00 Citations & Penalties – Action by Traffic and Parking Committee

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

83.00 Citations & Penalties – Reinstatement of Privileges

83.01 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

## **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](#)

## **OTHER RESOURCES**

[Motor Vehicle Act Regulations](#)

## APPENDIX A – APPEAL PROCESS

### Period for Appeal

- A.1 Subject to Section 75.01., 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 An appeal of a Citation shall be entered online through the Campus Security Services website
- A.2.1 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.2.1.1 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 75.01 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 – TRAFFIC AND PARKING COMMITTEE TERMS OF REFERENCE**

- B.1 The Traffic and Parking Committee is advisory to the Vice-President, Finance and Operations.
- 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 issued in accordance with the Traffic and Parking Regulations;
  - b) To review and advise the Vice-President, Finance and Operations, or designate on proposals for changes to regulations with regard to
    - i. enforcement issues, including changes in registration and in guidelines for the regulation of vehicular traffic and parking;
    - ii. advise and inform on user-related issues, parking lot usage and access; and
    - iii. 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.
- B.3 Membership
- B.3.1 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)
  - c) full-time graduate student(s)
  - d) Campus Security representative
- B.4 Method of Appointment
- B.4.1 The Traffic and Parking Committee shall be comprised of a balanced group representing a cross section of the Campus community and shall be appointed by Campus Security for an undetermined period of time after consultation with the UVSS, GSS and various employee unions.
- B.5 Officers
- B.5.1 The Committee shall have a Chair and a Secretary.
- B.5.2 The Committee shall elect a chair from among the members.
- B.5.3 The Campus Security representative shall serve as Secretary.
- B.6 General Procedures
- B.6.1 The Committee shall meet at the call of the Chair.
- B.6.2 Meetings shall be called monthly during the University session at intervals allowing appeals of Citations be dealt with within 60 days of the notice of appeal being given.

- B.6.3 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.6.3.1 The Committee shall decide on the disposition of appeals by majority vote.
- B.6.3.2 The Secretary shall advise the appellants of the Committee's decision.
- B.6.3.3 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.
- B.6.3.4 When a Committee member wishes to make recommendation for a review consistent with Section B.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.
- B.6.3.5 The Committee shall review the recommendations submitted as per Section B.6.3.4 and submit, in writing, any requests for amendment to the Regulations, procedures and policies that fall within the guidelines of Section B.2 (b) and (c), to the Vice-President, Finance and Operations, or designate.
- B.6.3.6 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 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
  - 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 (blue-coded) or Reserved (red-coded) area on campus, but excludes the University Centre Parkade and parking meters.
  
- C.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.
  
- C.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.
  
- 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.