

<b>Title</b>	<b>Parking and Traffic Management</b>		
<b>Classification</b>	Administrative	<b>Oversight Responsibility</b>	Office of Vice-President Finance and Operations
<b>Category</b>	Facilities and Properties	<b>Responsible Office</b>	Operations & Resilience
<b>Approval</b>	Executive Committee	<b>Effective Date</b>	2023-Apr-03
		<b>Document No.</b>	1089

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the University's policies are posted on the policy and procedure website. If you've printed this policy, check the website to ensure you have the current version.

**NOTE:** The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

## 1.0 POLICY STATEMENT

Royal Roads University ("University") is committed to providing fair, safe, cost-effective, and efficient operation of parking services and traffic management on its owned and/or operated property ("campus(es)"). In support of this commitment, the University establishes and adopts regulations to govern the privilege of campus parking and traffic management in a manner that supports safety, financial sustainability and environmental stewardship.

The University provides direction for the management and use of its roadways and parking facilities for motorised and non-motorised traffic and ensures that the management of parking and traffic on University campus(es) supports its commitment to climate action goals.

## 2.0 SCOPE AND COMPLIANCE

This Policy extends to the University's students, employees, contractors and volunteers and the public on University campus(es). The authority to establish requirements for motorised and non-motorised traffic and parking is established in s.10 and s.12 of *the Royal Roads University Act* and s.27(2)(t) of the *University Act*. The President's delegated authority to regulate the campus was confirmed by a Board of Governors resolution at their October 6, 2022, meeting.

## 3.0 POLICY TERMS

The University will monitor best practices and relevant government legislation and revise this Policy as required. In any event, this Policy will be reviewed on an annual basis.

### 3.1 Requirements

- a. Vehicle owners and/or operators, and vehicles, motorised and non-motorised, are required to comply with all legal and statutory licensing and motor vehicle operation requirements while on campus. Notwithstanding, Royal Roads University may regulate the operation and parking of vehicles on its campus(es), including the adoption of sustainable practices to reduce greenhouse gas emissions and protect the environment.
- b. Vehicles are operated and parked at the risk of the owner and/or operator. The University is not responsible for loss, damage, expense, or inconvenience, including but not limited to that which result from accident, theft, towing, impoundment, removal,

- immobilisation, and/or power outages or defects related to electrical outlets.
- c. As an ancillary operation, Royal Roads University's parking operations and associated infrastructure are required to operate in a financially sustainable manner, including by developing and implementing operating strategies, initiatives and systems to monitor and report activity.
  - d. Traffic control and allocation of parking sites, spaces, structures, and assessment of fees, including fines, are required to balance the needs of employees, students, contractors, volunteers, and visitors with that of operational requirements.
  - e. Parking fee structures and rates are determined in consideration of factors such as supply, demand, type of parking space and location and are required to reflect fair value based on a market analysis that is reviewed annually.

### **3.2 Parking and Traffic Management Standards**

- a. The parking and traffic management standards ("Standards") is posted on the University's Policies and Procedures webpage, made available upon request, and provided upon issuance of a parking permit.
- b. The Standards must include, but is not limited to, the following:
  - i. Identification of program management contact information;
  - ii. designate parking and no-parking sites;
  - iii. allow for accessible, emergency vehicle, and/or temporary parking;
  - iv. provide for restricted areas used by motorised and non-motorised vehicles;
  - v. establish standards for the safe operation of motorised and non-motorised privately owned and University-owned vehicles, including golf carts, on campus;
  - vi. set out provisions for traffic management during disruptions to normal operation, e.g., construction, special events, and other circumstances;
  - vii. set out rules and processes regarding parking permit issuance, revocation, and termination;
  - viii. provide information regarding approved parking permit structure, schedule of fees, fines for violations, and enforcement provisions; and
  - ix. establish a process for appeal of decisions made related to violation issuance and parking suspension, revocation, and enforcement.

## **4.0 AUTHORITIES, ROLES AND RESPONSIBILITIES**

The following outlines roles and responsibilities for parking and traffic management on the Royal Roads University campus(es).

### **4.1 Board of Governors**

The Board of Governors ("Board") is responsible for the oversight and governance of the University, including management of its real property and operational activities.

### **4.2 Executive**

- a. The President, as delegated by the Board, has accountability for campus use including the management and implementation of the University's parking and traffic management program.
- b. The President and Vice-Presidents are accountable for promoting a safe and effective parking and traffic management program.
- c. The Vice-President, Finance and Operations, as delegated by the President, leads the coordination of the University's parking and traffic management program.

#### 4.3 Vice-President Finance and Operations

Administration of the Parking and Traffic Management policy and processes are delegated to the Vice-President, Finance and Operations, whose responsibility it is to:

- a. coordinate parking and traffic management program activities and procedures;
- b. establish a budget, permit structure, annual parking rates, and violation fine schedules for Executive approval;
- c. develop, approve, and implement parking and traffic management standards;
- d. monitor and report on parking and traffic management through periodic review of program activities and trends to determine necessary mitigation plans; and
- e. provide guidance and advice to those involved in the operational management of parking and traffic management.

#### 4.4 Responsible Office

The Vice-President, Finance and Operations, delegates the interpretation, application and management of this policy to the Associate Vice-President, Operations and Resilience (the "Responsible Office"). The Responsible Office's primary responsibilities are to comply with the parking and traffic management standards set out in alignment with this policy.

- 4.5 Academic and administrative managers are responsible for implementing good parking and traffic management practices in compliance with the established standards and maintaining appropriate internal controls that support safety and effective parking and traffic management practices on University campus(es).

## 5.0 DEFINITIONS

Not applicable for this Policy.

## 6.0 INTERPRETATION

Questions of interpretation or application of this Policy or its Standards shall be referred to the Vice-President, Finance and Operations, whose decision is final.

## 7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Royal Roads Parking and Traffic Management Standards
- *Royal Roads University Act*, RSBC 1996, c.409

Legislation and Information

- *Motor Vehicle Act*, RSBC 1996, c.318
- *University Act*, RSBC 1996, c.468

**Review, Revision and Approval History**

<u>Date</u>	<u>Activity</u>
2022-Nov-15	Approved by Executive
2023-Apr-03	Initial implementation

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2024-Apr-03	Next review
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