

Standard

Title	Parking and Traffic Management		
Parent Policy	Parking and Traffic Management	Responsible Office	Operations and Resilience
Classification	Administrative	Effective Date	2023-Apr-03
Category	Facilities and Properties	Document No.	1089-S
Approval	Vice-President Finance and Operations		

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

The most up-to-date versions of the University's Standards are posted on the policy and procedure website. If you've printed this procedure, 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 PURPOSE

1.1 The Parking and Traffic Management Standards (“Standards”) govern access to and use of Royal Roads University’s (“University”) owned and/or operated property and designated areas for traffic and parking (see Appendix A).

1.2 Contact

For questions, comments and concerns regarding these Standards, contact the Director of Operations at 250.391.2600 ext. 4528 or by campus phone at 4528. For urgent matters, contact Campus Security at 250.391.2525 or by campus phone at 2525.

Call 911 if police, fire or ambulance is required.

2.0 SCOPE

2.1 These Standards apply to all persons (employees, students, contractors, volunteers, and visitors) who drive, park, stop, or leave a motorised, motor-assisted, or non-motorised vehicle on Royal Roads owned and/or operated property.

3.0 RESPONSIBILITIES AND LIABILITIES

3.1 The operator or registered owner of a vehicle accessing or parking on campus property is

- a. responsible for complying with applicable legislative requirements for the licensure, insurance, and operation of motorised and non-motorised vehicles in British Columbia and with applicable Royal Roads’ policies and requirements set out in these Standards;
- b. required to familiarize themselves and comply with these Standards;
- c. may be held financially liable for damage to campus property caused as a result of the operation or parking of a vehicle on campus, or as a result of other violations or other non-compliance with these Standards; and
- d. responsible for payment of costs associated with violations (including fines), impoundment, and towing.

3.2 The parking and operation of vehicles on campus is solely at the risk of the owner and/or the operator. Royal Roads and its employees and/or agents are not responsible and shall not be held liable for any loss, injury, or damage to persons and/or motorised and non-motorised vehicles,

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including contents, caused as a result of fire, theft, vandalism, acts of God, collision, the impoundment and/or removal of vehicles, or other while on campus.

- 3.3 Nothing in these Standards limits remedies or actions permitted by law, legislation, or applicable Royal Roads' policies.
- 3.4 Information collected in fulfillment of these Standards is collected, used, and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* ("FOIPPA") and Royal Roads' policies.

4.0 FORMS

- 4.1 Forms referenced in these Standards are available at the Welcome Desk in the Sequoia building (see Appendix A) or online: <https://www.royalroads.ca/about/campus-parking>.

PARKING

5.0 DESIGNATED PARKING AND NON-PARKING AREAS

- 5.1 Royal Roads offers the following types of parking and non-parking areas on campus:
 - a. **Accessible**

Persons with temporary or permanent mobility challenges may use designated accessible parking spaces by displaying a valid government-issued or Royal Roads' accessible parking permit.
 - b. **Bicycle**

Bicycle racks are provided in key locations on campus based on demand. Bicycles may park at any time in any bicycle rack; no permit is required. End-of-trip facilities are available in the Recreation Centre and the Garry Oak, Sherman Jen and Sequoia buildings.
 - c. **Electric or Hybrid Vehicle**

Electric and hybrid vehicles are required to display a valid parking permit. Pending implementation of a fee-to-charge system, parking privileges include the use of the charging stations for up to four hours, after which time the vehicle must be moved to a regular vehicle parking space.
 - d. **Emergency Vehicle**

An emergency vehicle is defined as one that is clearly marked and identified as ambulance, police, fire, or other emergency response/rescue service. Emergency vehicles can park anywhere on campus as required.
 - e. **General**

General parking is for use by any person who has purchased a general parking permit, including an hourly/daily permit.
 - f. **Motorcycle**

Designated parking spaces are reserved 24 hours a day, seven (7) days a week (including holidays) for the exclusive use of motorcycles, motor scooters, and mopeds.
 - g. **Overnight**

Overnight parking is available only in the Central parking lot south of Hatley Castle (see Appendix A), and parking is restricted to use as set out in the Standards.
 - h. **Reserved**

Designated parking spaces are reserved 24 hours a day, seven (7) days a week (including holidays) for vehicles displaying a valid parking permit.

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- i. **Service Vehicle**
Designated parking spaces are reserved 24 hours a day, seven (7) days a week (including holidays) for the use of Royal Roads' fleet vehicles (including golf carts), contractor service vehicles, and employee vehicles with a valid permit authorized by the Director of Operations (or designate).
- 5.2 In addition to designated parking areas identified in s.5.1, the following courtesy access and restricted zones are provided:
- a. **Electric/Hybrid Vehicle and Bicycle Charging Stations**
Charging stations may only be used for the purpose of charging a vehicle/bicycle for the posted maximum time limit. All-day parking at a charging station is not permitted.
 - b. **Loading/Unloading Zone**
Designated loading zones are only for the purpose of dropping off or picking up. RRU fleet vehicles and service provider vehicles are permitted to stop in these areas only for the minimum time required for such activity and must not exceed posted time allowed.
 - c. **No Parking Zone**
No parking is permitted.
 - d. **Passenger Pick-Up/Drop-Off Zone**
Designated passenger pick-up/drop-off zones are only for the purpose of picking up or dropping off passengers or for loading and unloading materials and/or equipment. Vehicles may be stopped in these areas only for the minimum time required for such purpose and must not be left unattended.
 - e. **Restricted Zone**
Parking is restricted to the posted time allotted (e.g., 20, 60, 90 minutes).
- 5.3 The designated parking areas, courtesy access zones, and restricted zones are subject to change to address unexpected, emerging, or changed circumstances. Where feasible, reasonable advance notice of changes will be provided.
- 5.4 Unless specifically permitted by signage, parking off-road, on roadside areas, in areas designated for bicycles, in loading zones, beside buildings, on sidewalks, or on pathways is not permitted and subject to impoundment/immobilisation, towing, and/or fine.

6.0 PERMITS

- 6.1 Parking permits are available based on the type of parking to meet the needs of students, employees, contractors, volunteers, and visitors. Parking permit applications are available at the Welcome Desk and online: <https://www.royalroads.ca/about/campus-parking>.
- 6.2 Parking permits are valid for a period not to exceed 12 months from the date of issue.
- 6.3 With the exception of emergency and Royal Roads' fleet vehicles, vehicles parked on campus must display a current, valid parking permit seven (7) days a week, 24 hours a day, and in accordance with the type of lot and space in which the vehicle is parked. The permit number and expiration date (or time in the case of a metered parking permit) must be clearly visible for inspection by a Security Officer. Permits for motorcycles, mopeds, or scooters are required to be provided upon request.
- 6.4 It is a contravention of the Standards to display a permit that:
 - a. is counterfeit, duplicated, transferred to an unregistered vehicle, altered, or tampered with in any manner;
 - b. is obscured or obstructed in a manner that prevents inspection by a Security Officer; or

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- c. has been reported as lost or stolen.
- 6.5 Any vehicle found in contravention of s.6.4 is subject to penalty and/or fine as set out in s.23 of these Standards.
- 6.6 Permits remain the property of Royal Roads and become invalid when the
 - a. permit is suspended, cancelled, or revoked in accordance with these Standards;
 - b. term allotted for the permit expires;
 - c. permit is displayed on an unregistered vehicle; or
 - d. applicant provides false, misleading, or incorrect information at the time of application.
- 6.7 Permits are non-transferrable. The sale, trade, or donation of a permit is prohibited. Persons found in contravention of this requirement are subject to parking permit revocation.
- 6.8 Report lost, stolen, or damaged permits to the Welcome Desk or Campus Security. A replacement permit may be provided for a reported lost, stolen, or damaged permit, and is subject to a replacement fine (see s.23.1). Replacement permits retain the expiration date of the originally issued permit.
- 6.9 Permits are not issued or renewed if the applicant, registered owner, or permit holder has an outstanding (unpaid) fine for a violation citation issued by Royal Roads (see s.23).

7.0 RATES

- 7.1 Parking rates are set annually and, unless otherwise specified, are in effect from April 01 to March 31. Rates and rate changes may vary according to the location or type of parking. Reasonable notice of a change in parking rates is made using communication channels such as campus publications, posters, email messages, and website notices. The current rates are set out below and are published online at <https://www.royalroads.ca/about/campus-parking>.

Parking Permit Type	Rate (\$)
Hourly (meter)	2.00
Daily (meter)	8.00
Weekly	35.00
Monthly	100.00
Annual	
- General	240.00
- Motorcycle	200.00
- Scooter under 50 cc	120.00
- Accessibility	75.00

- 7.2 Payment for hourly and daily parking permits is accepted at metered dispensers. Payment for other permit types may be made at the Welcome Desk or online. Employees may apply to pay for parking by payroll deductions by submitting the applicable form.

- 7.3 A prorated refund for the unused portion of an annual parking permit fee may be made upon submission of a completed parking refund application, except when the permit has been suspended, revoked, or not returned upon request. The annual permit must be returned to the Welcome Desk before a refund is processed. Prorated refunds for annual permits are issued as follows:
- 80% within 0 to 30 days from date of purchase
 - 60% within 31 to 61 days from date of purchase
 - 40% within 62 to 92 days from date of purchase
 - 20% within 93 to 123 days from date of purchase
 - No refund 124 days or more after the date of purchase
- 7.4 In the event the permit holder has an outstanding fine, the fine must be paid before the refund is processed.

8.0 REGISTRATION

- 8.1 Registration of vehicles parked on campus is required for permit holders, except:
- for bicycles (motorised and non-motorised) and
 - when paying for parking at a meter.
- 8.2 Vehicles can only be registered by the vehicle's owner, a member of the vehicle owner's immediate family, or the legal lessor or renter of the vehicle. Only one (1) permit is provided per applicant.
- 8.3 Changes to the vehicle registration may be made by completing and submitting the form provided at the Welcome Desk or online. Notification of a change is required prior to transferring the permit. Displaying a valid, current permit on an unregistered vehicle constitutes a contravention of these Standards and is subject to fine and/or penalty.
- 8.4 In addition to having valid, current vehicle registration, vehicles are required to display a current, valid license plate from a province in Canada, a state in the United States of America (including Puerto Rico), or Mexico. Vehicles from other countries must receive approval of the Director of Operations (or designate) prior to the issue of a permit.
- 8.5 The following information is required upon registration of a vehicle:
- name
 - mailing address
 - phone number
 - affiliation to Royal Roads
 - type of parking permit requested
 - vehicle information – make, model, colour, year, registered owner, license plate number, and issuing province/state.

9.0 COURTESY OR COMPLIMENTARY PARKING

- 9.1 Courtesy or complimentary (free) parking is only permitted
- for guests of a member of the Executive or Board, or

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- b. with prior written approval of the Director of Operations (or designate).
- 9.2 Written requests for courtesy or complimentary parking must be submitted to the Supervisor, Campus Security, a minimum of:
- a. five (5) business days in advance for up to a maximum 10 parking permits for a single request;
 - b. 10 business days for up to a maximum 50 parking permits for a single request; and
 - c. one (1) month for more than 50 parking permits for a single request.
- 9.3 Written requests must include the following information:
- a. type of event
 - b. date for parking, including start and end times
 - c. reason for waiver request
 - d. number of parking permits requested
 - e. expected attendance at event
 - f. location of event
 - g. special requests to consider
 - h. organiser/key contact (name, phone, email, and contact number during event).
- 9.4 The Supervisor, Campus Security reviews the information, assesses the capacity to accommodate the request, forwards qualifying requests for consideration to the Director of Operations and notifies the requester of the decision. Submitting a request does not guarantee approval.
- 9.5 Notwithstanding the foregoing, courtesy or complimentary parking is not provided for:
- a. attendees at meetings or events that are part of normal university academic or administrative operations, such as monthly meetings, advisory committees, conferences, workshops, symposiums;
 - b. revenue-generating events; or
 - c. general audience at special events (e.g., convocation, building commemoration, recognition).

10.0 ACCESSIBLE PARKING

- 10.1 Accessible parking is reserved 24 hours a day, seven (7) days a week, for individuals who hold and display a current, valid accessible provincial parking permit.
- 10.2 An employee, faculty member, student, and contractor who holds a current, valid accessible provincial parking permit is eligible to apply for a designated accessible parking space permit on an annual or temporary basis. Visitors are eligible to apply for an accessible parking space permit on a temporary daily basis only. Rates are as published in s.7.
- 10.3 If no accessible parking spaces are available, the permit is valid in any general or metered parking space. If transportation to the campus destination is required, contact Campus Security for an escort. The accessible permit is not valid in restricted zones or reserved parking spaces.
- 10.4 A temporary accessible parking permit may be issued to an employee or student on presentation of a physician's letter stating the individual requires accessible parking due to a medical reason.

The temporary permit is valid to a maximum of six (6) months. Re-application and resubmission of a physician's letter is required for temporary parking past the initial time limit.

11.0 BICYCLE PARKING

- 11.1 Parking permits and registration are not required for individuals parking a bicycle on campus.
- 11.2 Bicycles, non-motorised and motor-assisted, are required to park in bicycle racks provided on campus or in designated areas or stations. Owners are responsible for providing their own locking mechanisms. Locking mechanisms must not damage Royal Roads property.
- 11.3 Parking or storing bicycles inside any campus building or in a manner that compromises safety or impedes pedestrian, building, emergency vehicle, or roadway or parking access, as determined by Campus Security, are not permitted. Bicycles found in contravention are subject to removal, and owners may be subject to a fine.
- 11.4 End-of-trip facilities are available in the Recreation Centre and the Sherman Jen, Garry Oak and Sequoia buildings.

12.0 HYBRID AND ELECTRIC VEHICLE PARKING

- 12.1 Hybrid and electric vehicle parking includes the use of the charging stations provided on campus. Use of these parking spaces at a charging station is for the exclusive use of electric and/or hybrid vehicles for the sole purpose of charging the vehicle for a maximum four (4) hours per day per vehicle. Once the vehicle is charged, or at the end of the four (4) hour time limit, the vehicle must be moved to a general parking space to allow others to charge their vehicles.
- 12.2 Hybrid and electric vehicle charging is currently provided as a complimentary service. Royal Roads reserves the right to transition its electric vehicle charging stations to a fee-for-service model; reasonable notification will be disseminated in the event of such a change.

13.0 EMERGENCY AND SERVICE VEHICLE PARKING

- 13.1 Emergency response vehicles and Royal Roads fleet vehicles have priority parking when responding to emergencies or conducting business on campus and are exempt from parking fees.

14.0 EVENT PARKING

- 14.1 Provision of parking for events on campus is based on availability, feasibility, and cost considerations. Arrangements for event parking must be made in advance of the date of the event as set out below:
 - a. no later than 30 days in advance for events up to a maximum 50 attendees, and
 - b. no later than 60 days in advance for events for more than 50 attendees.
- 14.2 Event organisers are required to submit written requests to the Supervisor, Campus Security and include the following information:
 - a. event name
 - b. type of event
 - c. date of event
 - d. location of event

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- e. anticipated number of attendees
 - f. special considerations – e.g., accessible parking spaces, traffic control personnel, signage
 - g. event management key contact – name, phone number, email address, contact number during event.
- 14.3 The Supervisor, Campus Security assesses the capacity to accommodate the request and considers space requirements, impact on parking and traffic management, and anticipated costs (e.g., extra staffing, signage, traffic control equipment) and determines the most appropriate disposition. The event organiser is notified of the decision at the earliest opportunity.
- 14.4 Decisions regarding the disposition of an event request may be appealed in writing to the Director of Operations. The decision of the Director of Operations may be appealed to the Associate Vice-President, Operations and Resilience, who will advance a recommendation to the Vice-President, Finance and Operations, whose decision is final.
- 14.5 Event attendees, except those exempted under these Standards, are responsible for paying the posted parking fees.

15.0 MOTORCYCLE AND SCOOTER PARKING

- 15.1 Parking for motorcycle and scooters (including mopeds) is permitted only in spaces designated for motorcycles. If designated spaces are not provided specifically for motorcycles, such vehicles may be parked only in a designated vehicle parking space within a parking lot.

16.0 OVERNIGHT PARKING

- 16.1 Overnight parking is restricted to use by:
- a. registered guests staying in on-campus accommodations;
 - b. university employees, students, contractors, or visitors who are required to leave their vehicle overnight; and
 - c. commercial vehicles that arrive at night and are delivering goods the following day as part of approved procurement/shipment.
- 16.2 Those listed in 16.1.b and 16.1.c must obtain prior written approval of the Supervisor, Campus Security, before parking overnight.
- 16.3 Vehicles parked overnight are required to park in the Central parking lot, south of Hatley Castle, and to display a valid parking permit or metered ticket, except commercial vehicles and vehicles as exempted by the Supervisor, Campus Security.
- 16.4 Occupying a vehicle parked overnight is not permitted.
- 16.5 Vehicles found in contravention of these Standards are subject to fine, immobilisation, and/or towing.

17.0 RECIPROCAL PARKING

- 17.1 Standing agreements to honour parking permits of employees from other post-secondary institutions may be made between the presidents of relevant institutions.
- 17.2 A reciprocal parking agreement may be in effect between Royal Roads University and the University of Victoria. For more information, contact the University Welcome Desk.
- a. If in effect, the reciprocal parking agreement with the University of Victoria is as follows:

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- i. A vehicle displaying a valid parking permit from the University of Victoria is authorised to park in any general area on campus for a period up to three (3) days.
- ii. Reciprocal parking is only valid for business purposes, e.g., attending a meeting between Royal Roads and the above-noted institution(s). It does not extend to attendance at a class, employment activities, and matters of a personal nature or use of the library, bookstore, athletic facilities, and dining facilities.
- iii. The University of Victoria's reciprocal parking procedures are published in Appendix "C" of their Traffic and Parking Standards:
https://www.uvic.ca/universitysecretary/assets/docs/policies/BP3205_6800_.pdf.

TRAFFIC MANAGEMENT

18.0 GENERAL TRAFFIC REQUIREMENTS

- 18.1 Vehicles and bicycles (motorised, motor-assisted, and non-motorised) travelling on campus roads and parked in campus parking lots must be operated in a safe and respectful manner and in compliance with applicable legislation, posted traffic control signage, and instructions given by Security Officers or other authorised persons.

19.0 AUTHORITY OF SECURITY OFFICERS

- 19.1 Persons driving and/or parking and pedestrians on campus shall comply with instruction or direction with regard to pedestrian and/or vehicular traffic given by a Security Officer or other member of Campus Security.
- 19.2 Campus Security Officers are authorised to enforce speed limits, traffic control signage, and vehicle legislation requirements and may use strategies including, but not limited to:
- a. issuance of violation citations, including fines;
 - b. impoundment of vehicles;
 - c. use of vehicle restraints (e.g., vehicle boot);
 - d. removal (towing) of vehicles;
 - e. suspension of vehicular access to campus; and
 - f. requesting police assistance.
- 19.3 Actions described in (b), (c), (d), and (e) above will be taken in consultation with the Director of Operations.

20.0 ROYAL ROADS FLEET VEHICLES

- 20.1 Royal Roads fleet vehicles, including golf carts, are required to comply with posted traffic control signs, parking signage, and other driving conventions.
- 20.2 Golf cart use on campus contributes to Royal Roads' commitment to its climate action objectives and provides a reliable option to transport people and goods across campus. Only golf carts for the express use of Royal Roads are permitted to operate on campus. They are restricted to on-campus property and are to be driven only by authorised operators certified by the Director of Operations.
- 20.3 Service vehicle operators found in violation of these Standards and/or the Golf Cart Use Policy may have their golf cart permissions revoked.



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21.0 NON-MOTORIZED TRAFFIC

21.1 Bicycles

Bicycles (motorised and not) must be operated safely with care and consideration for pedestrians and other vehicles on campus and in compliance with legislative requirements, these Standards, and posted traffic control signage.

21.2 Bicycles are permitted on roadways and designated trails only and are not permitted on pedestrian-only pathways or on undisturbed, natural lands.

21.3 Pedestrians

Campus walkability is important at Royal Roads. Pedestrians have the right of way at all roadway intersections and designated crosswalks. Designated pathways and areas are for pedestrians only. Use of motorised and non-motorised means of travel other than by foot is not permitted.

21.4 Wheeled Sports Equipment

The use of bicycles, rollerblades, roller skates, skateboards, and/or longboards is permitted on campus property as long as the use of this equipment is limited to transportation purposes only and is not used for recreational sport or stunts.

22.0 CONSTRUCTION

22.1 Occasionally, construction on campus disrupts roadways and parking lots. Except in the case of unforeseen or urgent circumstances, if significant disruption, including the relocation of parking spaces or re-direction of roadway traffic, is required, the Director of Operations (or designate) will provide reasonable advance notice to parking permit holders and general traffic affected by the planned construction.

22.2 Alternative parking spaces are provided for permit holders affected by relocation requirements due to construction.

22.3 Compliance with all construction traffic control signage and flag personnel is required.

COMPLIANCE

23.0 VIOLATIONS: CITATIONS, PENALTIES AND FINES

23.1 In accordance with the *Parking and Traffic Management Policy*, the Director of Operations, working with Campus Security, has the authority to enforce these Standards. Persons who contravene these Standards, including an act of omission, are subject to penalty and/or fine. The types of violations are subject to change to reflect emerging or changed circumstances. Where feasible, reasonable notice of changes in parking and/or traffic management will be provided.

Violations include, but are not limited to:

Violation	Fine (\$)	Fine (\$) If paid within 14 calendar days
Valid permit not displayed or permit improperly displayed	20.00	10.00
Improperly parked within a lot	20.00	10.00
Contravention of posted traffic control sign	50.00	25.00
Exceedance of time limit indicated on metered parking ticket	30.00	15.00

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Not in process of loading/ unloading in designated loading zone	30.00	15.00
Parked in a reserved space without valid permit	50.00	25.00
Parked in No Parking area (e.g., on grass, landscaped area, roadway)	30.00	15.00
Parked within five (5) meters of stop sign, yield sign, or fire hydrant	30.00	15.00
Parked in a BC Transit bus zone	50.00	No discount
Parked in designated fire lane	50.00	No discount
Parked during permit suspension or revocation	100.00	No discount
Parked in accessible space without valid permit	50.00	No discount
Lost, stolen, altered, counterfeit, or transferred permit displayed	100.00	No discount
Motor vehicle license search fee	10.00	No discount
NSF and stopped payment cheque	25.00	No discount
Replacement permit	10.00	No discount

- 23.2 Payment of fines is required no later than 30 days from date of issue, regardless of whether an appeal of the violation has been initiated (see s.24). Fines may be paid at the Welcome Desk located in the Sequoia building, seven (7) days a week during routine operating hours, or by internal mail addressed to the Director of Operations. A reminder notice is issued for outstanding fines past 15 days.
- 23.3 Fines paid within 14 calendar days from the date of issue may be reduced by an amount determined by the Vice-President, Finance and Operations. No time extensions are permitted for a reduction.
- 23.4 Fines that remain unpaid beyond 30 days from date of issue are subject to one or more of the following actions:
- a. suspension of permit until payment in full is received;
 - b. deduction from monthly billing in the case of a contractor;
 - c. in the case of a student, withholding examination marks, transcripts, or diploma, or denial of registration and registration materials, or initiate proceedings before a body that has jurisdiction over student discipline; and
 - d. follow up with a debt collection agency.
- 23.5 Royal Roads fleet vehicles and emergency vehicles are exempt from fines and violation citations, except as provided in these Standards. The Director of Operations will follow up on incidents directly with parties involved.
- 23.6 Penalties for violations, in addition to levying a fine, include:
- a. written warning;

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- b. revocation or suspension of parking permit;
 - c. vehicle towing and/or impoundment;
 - d. use of vehicle restraint, on approval of the Director of Operations; and
 - e. vehicle ban from university-owned and/or operated property.
- 23.7 Violation citations are considered as served if delivered in any of the following manners:
- a. handed directly to the operator of a vehicle,
 - b. mailed to the address of the individual permit holder, or
 - c. placed on the vehicle.
- 23.8 Violation citations will identify the license plate number of the vehicle receiving the citation, the specific violation for which the citation is being issued, and the amount of the fine levied for the violation.
- 23.9 Penalties and fines for parking are subject to appeal as set out in s.24, Violation Appeals.
- 23.10 Removing or tampering with a violation citation or written warning issued by Campus Security under these Standards is not permitted unless done by the driver or registered owner of the vehicle.
- 23.11 Employees leaving the employ of Royal Roads are required to pay outstanding fines on departure; relevant arrangements may be made through the Payroll office.

24.0 VIOLATION APPEALS

- 24.1 A violation citation may not be cancelled or withdrawn prior to a formal appeal review and determination unless it is written in error or as authorised in writing by the Supervisor, Campus Security.
- 24.2 The right of appeal of a penalty and/or fine levied is available to any person served with a violation citation. Notwithstanding the right of appeal, payment of a fine for a violation must be paid in full while awaiting the outcome of the appeal decision. If the fine is not paid at the time of filing the appeal, the appeal is not considered.
- 24.3 The request to appeal a violation must be:
- a. filed within 14 calendar days from the date of issue of the violation citation by the person receiving the citation, and
 - b. submitted in writing, and be legible, on the Violation Appeal Request form (Appendix B).
- 24.5 Appeals filed after the specified time period and/or not in the required format are not considered.
- 24.5 Upon receiving a valid appeal request, the Supervisor, Campus Security reviews the facts and circumstances of the matter and determines the appropriate disposition:
- a. reduce the violation to a written warning,
 - b. cancel the violation, or
 - c. deem the violation valid and forward to the Director of Operations (or designate) for review and determination of disposition.
- 24.6 After review of the appeal, the Director of Operations (or designate) may direct to:
- a. record the violation citation as valid,
 - b. reduce the violation citation to a written warning,

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- c. cancel the violation citation, or
 - d. in the case of suspended parking privileges, uphold or reduce the violation or reinstate parking privileges.
- 24.7 The Director of Operations (or designate) notifies the Supervisor, Campus Security of the disposition decision. Within 10 business days of receiving the disposition notification, the Supervisor, Campus Security notifies the person filing the appeal regarding the disposition determination. In the event the violation citation is reduced or cancelled, the fine is reimbursed to the person filing the appeal.
- 23.8 **Right of Appeal**
 Within 10 business days of receiving notification of the decision of the Director of Operations (or designate), the person who filed the appeal may file a further appeal to the Associate Vice-President, Operations and Resilience. Within 20 business days of receiving a valid appeal, the Associate Vice-President reviews the matter and recommends a final disposition to the Vice-President, Finance and Operations, whose interpretation or application of the policy or these Standards and related decisions are final.

Review, Revision and Approval History

<u>Date</u>	<u>Activity</u>
2022-Nov-15	Approved by Vice-President, Finance and Operations
2023-Apr-03	Initial implementation
2023-Apr-18	Administrative revisions to s.16
2024-Apr-03	Next review

APPENDIX A

Campus Map

RRU



UPPER CAMPUS

- A Gate House
- B Arbutus
- C Garry Oak

CENTRAL CAMPUS

- D Sequoia Building
- E Grant Building
- F Nixon Building
- G Millward Building
- H Hatley Castle
- I Library

WEST CAMPUS

- J Rose Garden House
- K Commandant's House
- L Vice Commandant's House
- M Recreation Centre
- N Dogwood Auditorium
- O Sherman Jen Building
- P Justice Institute of BC (Cedar Building)

LOWER CAMPUS

- Q Sneq'wa e'lun
- R Boathouse

APPENDIX B

Parking violation appeals form:



Parking_violation_ap
peal_form_fillable.pdf