

Title	PARKING AND TRAFFIC MANAGEMENT		
Parent Policy	Parking and Traffic Management	Responsible Office	Operations and Resilience
Classification	Administrative	Effective Date	2024-Jul-30
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 have printed this standard, check the website to ensure you have the current version.

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

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1.0 PURPOSE

- 1.1 The Parking and Traffic Management Standard ("standard") governs access to and use of Royal Roads University's ("University") owned and/or operated property ("campus(es)") and designated areas for traffic and parking, as noted on the [campus map](#).
- 1.2 **Contact**
- For questions, comments and concerns regarding this standard, contact the [Responsible Office](#).
 - For urgent matters, contact Campus Security at 250-391-2525.
 - Call 9-1-1 if police, fire or ambulance is required.

2.0 SCOPE

- 2.1 This standard extends to **members of the University Community** who operate a motorized, motor-assisted, or non-motorized vehicle (collectively "vehicle") on campus(es).
- 2.2 Non-compliance with this standard may result in disciplinary action, up to and including fines and penalties and termination of employment, contract, or other relationship with the University. Allegation of a breach and any disciplinary action are managed according to applicable legislation and to the University's established policies, standards and procedures, collective agreements, and contracts.

3.0 RESPONSIBILITIES AND LIABILITIES

- 3.1 The operator or registered owner of a vehicle accessing or parking on University campus(es) is:
- responsible for complying with applicable legislative requirements for the licensure, insurance, and operation of vehicles in British Columbia and with applicable University policies, standards and procedures;
 - required to familiarize themselves and comply with this standard;
 - may be held financially liable for damage to University campus(es) caused as a result of the operation or parking of a vehicle on the campus(es) or as a result of other violations or other non-compliance with this standard; and
 - responsible for payment of costs associated with violations (including fines and penalties) and impoundment, immobilization and towing of their vehicle.
- 3.2 The parking and operation of vehicles on University campus(es) is solely at the risk of the operator or registered owner. The University, its employees and contracted agents are not responsible and shall not be held liable for any loss, injury, or damage to persons and vehicles, including contents of vehicles, caused as a result of fire, theft, vandalism, unforeseen events, collision, the immobilization, impoundment and removal of vehicles, or other while on University campus(es).
- 3.3 Nothing in this standard limits remedies or actions permitted by law, legislation, or applicable University policies.

- 3.4 Information collected in fulfillment of this standard is collected, used, and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* and University policies.

4.0 SUPPLEMENTS

- 4.1 Forms referenced in this standard are available at the Welcome Desk in the Sequoia building or online at royalroads.ca/parking.
- 4.2 The University campus(es) map, including locations of parking areas, is available online at maps.royalroads.ca.

A. PARKING

5.0 DESIGNATED PARKING AND NON-PARKING AREAS

- 5.1 Parking of motorized vehicles is permitted on University campus(es) with the purchase of a weekly, monthly or yearly parking permit or an hourly or daily parking pass.
- 5.2 Emergency vehicles can park anywhere on University campus(es) as required. An emergency vehicle is defined as one that is clearly marked and identified as ambulance, police, fire, or other emergency response or rescue service.
- 5.3 Emergency response vehicles, University fleet vehicles (s.19.0), and registered or identified service vehicles have priority parking when responding to emergencies or conducting business on University campus(es) and are exempt from parking fees.
- 5.4 The University offers the following types of parking and non-parking areas on University campus(es):

a. Accessible	Spaces designated for persons with temporary or permanent mobility challenges who display a valid disabled parking permit or have special permission of the University.
b. Bicycle	Racks for bicycle parking provided in key locations on University campus(es) based on demand.
c. Electric or Hybrid Vehicle	Spaces designated for the exclusive use of electric or hybrid vehicles.
d. General	General parking spaces for use by any person parking a vehicle on University campus(es).
e. Motorcycle	Spaces designated for the exclusive use of motorcycles, motor scooters, and mopeds.
f. Reserved	Designated parking spaces reserved for University use.
g. Fleet Vehicle and Service Vehicle	Designated parking spaces reserved 24 hours a day, seven (7) days a week (including holidays) for the use of University fleet vehicles (including golf carts) and registered or identified service vehicles.

- 5.5 The following courtesy access and restricted zones are provided on University campus(es) and indicated with signage and asphalt painting:

a. Loading/Unloading Zone	Designated loading zones for the purpose of dropping off or picking up items or passengers. University fleet vehicles and service
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	vehicles are permitted to stop in these areas only for the posted time allowed.
b. No Parking	No parking is permitted.
c. Passenger Pick-Up/Drop-Off Zone	Designated passenger pick-up/drop-off zones for the purpose of picking up or dropping off passengers or for loading and unloading materials and equipment. Vehicles may be stopped in these areas only for the minimum time required for such purpose and must not be left unattended.
d. Restricted Zone	Parking is restricted to the posted time allotted (e.g., 20, 60, 90 minutes).

5.6 The designation of parking areas is subject to change at the discretion of the University. Where feasible, reasonable advance notice of change will be provided.

5.7 Unless specifically permitted by signage or as directed by flag personnel, parking off-road, on roadside areas, in areas designated for bicycles, in loading zones, beside buildings, on sidewalks, or on pathways is not permitted.

6.0 PERMITS AND PASSES FOR MOTORIZED VEHICLES

6.1 A variety of parking permits (i.e., weekly, monthly, yearly) and passes (i.e., hourly, daily) are available based on the type of parking and vehicle.

6.2 Parking management and enforcement is done by license-plate recognition by the University and its contracted agents. The license plates of motorized vehicles parked on University campus(es) must be registered with the University and its parking management technologies. Registration is done at the time of purchasing a permit or pass (see s.9.0).

6.3 Short-term Parking Passes

- a. Short-term parking passes (i.e., hourly, daily) are available for purchase at parking meters in Upper campus and in the Central, Lower and West parking lots, and through internet-based applications as shown on signage.
- b. Passes become invalid when the:
 - i. pass is suspended, cancelled, or revoked in accordance with this standard;
 - ii. term allotted for the pass expires; or
 - iii. pass holder provides false, misleading, or incorrect information.

6.4 Long-term Parking Permits

- a. Long-term parking permits (i.e., weekly, monthly, yearly) are available for purchase in person at the Welcome Desk and online at royalroads.ca/parking. University employees may request to purchase by payroll deduction following instructions provided online.
- b. Parking permits are valid for a period not to exceed 12 months (one year) from the date of issue.
- c. The type of long-term parking permit purchased must match the type of vehicle and space in which the vehicle is parked.
- d. Long-term parking permits 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. It is prohibited for a user to register a vehicle for a long-term parking permit if their name is not listed on the insurance or registration papers.

- e. Vehicles must have valid, current vehicle registration and 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 Responsible Office.
 - f. A permit holder may register up to two vehicles per parking permit. The vehicle operator or registered owner must apply to the Welcome Desk to register a second vehicle and provide evidence that the vehicle driver's name is listed on the insurance or registration papers. If a vehicle operator or registered owner is registering two types of vehicles (e.g., sedan and motorcycle), the permit at the higher rate must be purchased.
 - g. Permits become invalid when the:
 - iv. permit is suspended or revoked in accordance with this standard;
 - v. term allotted for the permit expires;
 - vi. permit type (e.g., motorcycle) does not match the vehicle parked on University campus(es) (e.g., sedan); or
 - vii. permit holder provides false, misleading, or incorrect information.
- 6.5 Permits and passes 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 suspension or revocation.
- 6.6 Permits and passes may not be issued or renewed if the applicant, registered owner, or permit holder has an outstanding (unpaid) fine for a citation issued on University campus(es) (see s.22).

7.0 RATES

- 7.1 Pay parking for motorized vehicles is in effect at the University seven (7) days a week, 24 hours a day.
- 7.2 Parking rates are set by the University and are subject to change. Reasonable notice of a change in parking rates is made using communication channels such as University publications, email messages, and website notices. The current rates are listed Appendix A and [published online](#).
- 7.3 Rates for electric vehicle charging are covered in s.13.

8.0 REFUNDS

- 8.1 Short-term parking passes (i.e., hourly, daily) are non-refundable.
- 8.2 Weekly, monthly and yearly parking permits are fully refundable if the time period for which they have been purchased has not started.
- 8.3 Yearly parking permits are eligible for refund on a monthly basis except when the permit has been suspended or revoked. Permits are not pro-rated, and no refund will be issued for a permit which is valid, or remains valid, for less than one month. Permits must be cancelled in advance and the date of cancelation is considered the date the refund was requested in writing to the Responsible Office. Any outstanding parking fines must be paid before the refund is processed.
- 8.4 Parking permit refund requests are to be directed, in writing, by the operator or registered owner to the Responsible Office.
- 8.5 An appeal for parking permit refund decision may be made in writing to the Responsible Office.

9.0 MOTORIZED VEHICLE REGISTRATION

- 9.1 Registration of motorized vehicles parked on University campus(es) is required.

- 9.2 The following information may be required at the time of purchasing a parking permit:
- name
 - student or employee number
 - department or program
 - mailing address
 - email address
 - phone number
 - affiliation to the University
 - type of parking permit requested
 - vehicle information – license plate number and issuing province/state.
- 9.3 Changes to vehicle registration may be made in person at the Welcome Desk. Proof of the vehicle's insurance or registration papers may be required.

10.0 COURTESY OR COMPLIMENTARY PARKING

- 10.1 Courtesy or complimentary (free) parking is only permitted:
- for guests of the Board of Governors or the Executive, or
 - with prior written approval of the Responsible Office.
- 10.2 To request courtesy or complimentary parking, submit the form available at royalroads.ca/parking. The form must be submitted a minimum of:
- five (5) business days in advance for up to a maximum 10 parking permits for a single request;
 - 10 business days for up to a maximum 50 parking permits for a single request; and
 - one (1) month for more than 50 parking permits for a single request.
- 10.3 Individuals requesting courtesy or complimentary parking may be required to provide the following information about the individual or group:
- name
 - phone number
 - email address
 - type of event
 - University employee contact name
 - student or employee number
 - date for parking, including start and end times
 - reason for waiver request
 - number of parking permits requested
 - expected attendance at event
 - location of event
 - special requests to consider
 - organiser/key contact (name, phone, email, and contact number during event).
- 10.4 Submitting a request does not guarantee approval. Requests are approved, denied, cancelled or amended by the Responsible Office.
- 10.5 Notwithstanding the foregoing, courtesy or complimentary parking is not provided for the following, except in special circumstances as approved by the Responsible Office:

- 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 activities;
 - c. general audience at events (e.g., building commemoration, recognition, speaker); and
 - d. third-party visitors to University campus(es).
- 10.6 Courtesy or complimentary parking is provided for the following:
- a. a one-week parking pass for new employees;
 - b. the University's convocation days; and
 - c. National Indigenous Peoples Day events on University campus(es).

11.0 ACCESSIBLE PARKING

- 11.1 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. Pay parking is in effect in accessible parking spaces.
- 11.2 An employee, student, or contractor who holds a current, valid accessible provincial parking permit is eligible to apply for a designated accessible parking permit to park on University campus(es) on an annual or temporary basis. Application information is available at royalroads.ca/parking and at the Welcome Desk.
- 11.3 If no accessible parking spaces are available, the permit is valid in any general parking space. The accessible permit is not valid in restricted zones or reserved parking spaces.
- 11.4 A temporary accessible parking permit may be issued to a user without a provincial parking permit. Requests for temporary accessible parking can be submitted online at royalroads.ca/parking. Applicants may be required to present a physician's letter stating the need for accessible parking due to a medical reason. The temporary permit is valid to a maximum of six (6) months. Re-application is required for temporary parking past the initial time limit.

12.0 BICYCLE PARKING

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

13.0 HYBRID AND ELECTRIC VEHICLE PARKING AND CHARGING STATIONS

- 13.1 Parking spaces designated for hybrid and electric vehicles are reserved 24 hours a day, seven (7) days a week, for those types of vehicles. Pay parking is in effect in hybrid and electric vehicle spaces, including when a vehicle is charging at an electric vehicle charging station (EVCS).
- 13.2 Parking spaces at a charging station are for the exclusive use of electric and 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.
- 13.3 University EVCSs are temporarily authorized to be used for the purpose of obtaining the basis of a charge for electricity, under terms and conditions established by [Measurement Canada](#). Electric vehicle charging is provided for a fee per kilowatt hour (see Appendix A), as displayed on the EVCS. Charging rates are subject to change. Where feasible, reasonable notice of a change in EV charging rates will be provided.
- 13.4 **EVCS Complaint Investigation Process**
- a. Complaints about the performance of the University's EVCS should be directed, in writing, to the Responsible Office. The Responsible Office will investigate the complaint, including by testing the performance of the EVCS in question, if an initial attempt at resolution fails.
 - b. Based on the results of the investigation, the Responsible Office will establish corrective measures to address any failures, including the return of overpayments.
 - c. Results of each investigation and all correspondence with complainants will be recorded and made available to Measurement Canada upon request.

14.0 EVENT PARKING

- 14.1 Event attendees are responsible for paying posted parking rates except as noted in s.10.6.
- 14.2 Provision of parking for events on University campus(es) is based on availability, feasibility, and cost considerations. To request event parking, organisers are required to submit a request to RRU Security, at rru-security@royalroads.ca. Submitting a request does not guarantee approval. Requests are approved, denied, cancelled or amended by the Responsible Office. Appeals may be directed to the Vice-President, Finance and Operations.
- 14.3 Arrangements for event parking must be made in advance of the date, as follows:
- 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.

15.0 OVERNIGHT PARKING

- 15.1 Overnight parking is permitted only in the Central parking lot. Overnight parking in accessible spaces may be permitted by the Responsible Office for vehicles displaying a valid accessible parking permit.
- 15.2 Overnight parking is restricted for use by:
- a. registered students staying in University on-campus accommodations;
 - b. University employees, students, contractors, or guests 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.
- 15.3 Overnight parking requires prior written approval of the Responsible Office. Guests staying in University on-campus accommodations receive permission to park overnight when they check-in for their stay.

- 15.4 Users parking overnight are required to purchase a parking permit or pass and register their vehicle's license plate. Complimentary parking may be provided to commercial vehicles and others in special circumstances upon request (see s.10.0).
- 15.5 Occupying a vehicle parked overnight is not permitted.

16.0 RECIPROCAL PARKING

- 16.1 Standing agreements to honour parking permits of employees from other post-secondary institutions may be made between the Presidents of the relevant institutions.
- 16.2 A reciprocal parking agreement may be in effect between Royal Roads University and the University of Victoria (UVic). UVic permit holders should contact the University Welcome Desk to register their vehicle for reciprocal parking. If in effect, the reciprocal parking agreement with UVic is as follows:
 - a. A vehicle with a valid UVic parking permit is authorised to park in any general area at the University for a period up to three (3) consecutive days.
 - b. Reciprocal parking is only valid for business purposes, e.g., attending a meeting between the University and UVic. It does not extend to attendance at a class, employment activities, matters of a personal nature, or use of the library, bookstore, athletic facilities, and dining facilities.
 - c. UVic's reciprocal parking procedures are published in Appendix C of their Traffic and Parking Standards: [UVic Traffic and Parking Standards](#).

B. TRAFFIC MANAGEMENT

17.0 GENERAL TRAFFIC REQUIREMENTS

- 17.1 Vehicles travelling on University campus(es) roads and parked in University campus(es) 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 Campus Security or other authorized persons.
- 17.2 The *Motor Vehicle Act*, the *Insurance Act* and the *Highways Act* apply to all roads, parking areas or lots on University campus(es). These may be enforced by Campus Security, an authorized police agency, or by any other authorized agency.

18.0 FLEET VEHICLES

- 18.1 University fleet vehicles, including golf carts, are required to comply with posted traffic control signs, parking signage, and other driving conventions.
- 18.2 Only golf carts for the express use of the University are permitted to operate on University campus(es). They are restricted to on-campus property and are to be driven only by authorised operators certified by the Responsible Office.
- 18.3 Fleet vehicle operators found in violation of this standard and/or the *Golf Cart Use Policy* may have their golf cart permissions revoked.

19.0 NON-MOTORIZED TRAFFIC

- 19.1 Bicycles

- a. Bicycles must be operated safely with care and consideration for pedestrians and other vehicles on University campus(es) and in compliance with legislative requirements, the *Parking and Traffic Management Policy*, this standard, and posted traffic control signage.
- b. Bicycles are permitted on roadways and designated trails only and are not permitted on pedestrian-only pathways or on undisturbed, natural lands.

19.2 Pedestrians

Pedestrians have the right of way at all roadway intersections and designated crosswalks.

19.3 Wheeled Conveyance

- a. The use of bicycles, scooters, rollerblades, roller skates, skateboards, longboards and other wheeled means of travel is permitted on University campus(es) as long as the use of this equipment is for transportation purposes only and is not used for recreational sport or stunts.
- b. Use of motorised, motor-assisted and non-motorised means of travel, other than by foot and accessible means of conveyance such as wheelchairs and mobility scooters, is not permitted on designated pedestrian-only trails and pathways.

20.0 CONSTRUCTION AND SPECIAL EVENTS

- 20.1 Occasionally, construction activities and special events on University campus(es) disrupt roadways and parking lots. Except in the case of unforeseen circumstances, if significant disruption is required, the Responsible Office will provide reasonable advance notice to parking permit holders and general traffic affected by the planned construction or special event. Significant disruptions could include, but are not limited to, relocation of parking spaces or re-direction of roadway traffic.
- 20.2 Alternative parking spaces are provided for permit holders affected by relocation requirements due to construction and special events.
- 20.3 Compliance with all construction and special event traffic control signage and flag personnel is required.

C. COMPLIANCE

21.0 VIOLATIONS: CITATIONS, FINES AND PENALTIES

- 21.1 In accordance with the *Parking and Traffic Management Policy*, the Responsible Office, working with Campus Security and contracted agents, has the authority to enforce this standard.
- 21.2 Persons who contravene this standard, including an act of omission, are subject to a citation, fine and/or penalty. The types of violations are subject to change to reflect emerging or changed circumstances. Where feasible, reasonable notice of changes in parking and traffic management will be provided. A list of violations and fines are provided in Appendix B.
- 21.3 Citations are considered as served if delivered in any of the following manners:
 - a. placed on the vehicle;
 - b. handed directly to the operator or registered owner of a vehicle; or
 - c. mailed to the address of the individual permit holder.
- 21.4 Citations will identify the license plate number of the vehicle receiving the citation, the specific violation for which the citation is being issued, the amount of the fine levied for the violation, and instructions for how to pay and appeal the fine.

- 21.5 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. in the case of a student, withholding examination marks, transcripts, or diploma, or denial of course or program registration, or initiation of proceedings before a body that has jurisdiction over student discipline; and
 - c. follow up with a debt collection agency.
- 21.6 University fleet vehicles, registered or identified service vehicles and emergency vehicles are exempt from citations, fines and penalties, except as provided in this standard. The Responsible Office will follow up on incidents directly with parties involved.
- 21.7 Penalties for violations, in addition to a written warning and a fine, may include, on approval of the Responsible Office:
- a. suspension or revocation of parking permit;
 - b. vehicle towing and impoundment;
 - c. use of vehicle restraint (e.g., immobilizing boot); and
 - d. vehicle ban from University campus(es).
- 21.8 Fines and penalties for parking are subject to appeal as set out in s.22, Violation Appeals.
- 21.9 Removing or tampering with a citation or written warning issued by the University or its contracted agents under this standard is not permitted unless done by the operator or registered owner of the vehicle.

22.0 VIOLATION APPEALS

- 22.1 A citation may not be cancelled or withdrawn prior to a formal appeal review unless it is written in error or as authorised in writing by the Responsible Office.
- 22.2 The right to appeal a fine or penalty levied is available to any person served with a citation. Notwithstanding the right of appeal, payment of a fine for a violation may be required in full while awaiting the outcome of the appeal decision.
- 22.3 The request to appeal a violation must be submitted as outlined on the violation notice. The University's appeal process is managed the University's contracted agent.

D. GENERAL

23.0 AUTHORITY, ROLES AND RESPONSIBILITIES

- 23.1 The Responsible Office
- The Responsible Office has the authority to enforce this standard and will:
- a. regularly review this standard for relevancy and operational effectiveness;
 - b. investigate complaints and respond to appeals related to the terms of this standard;
 - c. determine courtesy, complimentary and event parking requests that do not meet the requirements of this standard; and
 - d. inform the Vice-President, Finance and Operations of any significant issue or matter related to parking and traffic management that affects the safety or function of the University.
- 23.2 Campus Security

- a. Campus Security has the authority to enforce this standard, including parking, speed limits, traffic control signage, and vehicle legislation requirements and will:
 - i. manage courtesy and complimentary parking requests that meet the requirements of this standard; and
 - ii. inform the Responsible Office of any significant issue or matter related to parking and traffic management that affects the safety or function of the University.
- b. To enforce this standard, Campus Security may use strategies including, but not limited to:
 - i. issuance of citations;
 - ii. impoundment of vehicles;
 - iii. use of vehicle restraints (e.g., immobilizing boot);
 - iv. removal (towing) of vehicles;
 - v. suspension of vehicular access to University campus(es); and
 - vi. requesting police assistance.
- c. Actions described in (b) (ii), (iii), (iv), and (v) above will be taken in consultation with the Responsible Office.

23.3 Contracted Agents

- a. Contracted agents are authorised to enforce parking regulations outlined in this standard.
- b. Contracted agents may use strategies including, but not limited to:
 - i. issuance of citations;
 - ii. impoundment of vehicles;
 - iii. use of vehicle restraints (e.g., immobilizing boot); and
 - iv. requesting police assistance.
- c. Actions described in (b) (ii), (iii), and (iv) will be taken in consultation with the Responsible Office

23.4 Members of the University Community

Persons driving or parking and pedestrians on University campus(es) shall comply with instruction or direction with regard to vehicle or pedestrian traffic given by Campus Security.

24.0 REVIEW

This standard will be reviewed at least once every three years.

25.0 INTERPRETATION

Questions of interpretation or application of this standard shall be referred to the Responsible Office.

26.0 DEFINITIONS

For the purposes of this policy:

Members of the University Community means members of the Board of Governors, employees, students, contractors, volunteers, guests, visitors, and others who participate in any activity, program or operation on a University campus.

27.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- *Parking and Traffic Management Policy*

Legislation and Information

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

Appendices

- Appendix A – Parking Rates
- Appendix B – Violations and Fines

Review, Revision and Approval History

<u>Date</u>	<u>Action</u>
2023-Apr-03	Initial approval by VP, Finance and Operations and implementation
2024-Jul-30	Revised and approved by VP, Finance and Operations; new effective date
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2025-Jul-30	Next Review (one-year post-implementation)

APPENDIX A

Parking Rates

Parking rates are effective on Royal Roads University campus(es) as of July 30, 2024.

1. Motorized Vehicles (s.7)

Parking Type	Rate (\$)
Hourly (meter)	2.25
Daily (meter)	9.00
Weekly	36.00
Monthly	105.00
Yearly	
- General	340.00
- Motorcycle	200.00
- Scooter under 50 cc	120.00
- Accessibility	90.00

2. Hybrid and Electric Vehicles (s.13)

Use	Rate per kWh
Charging an electric vehicle	\$0.2828

APPENDIX B

Violations and Fines

1. Fines are effective on Royal Roads University campus(es) as of July 30, 2024.
2. Violations include, but are not limited to:

Violation	Fine (\$)	Fine (\$) if paid within 14 calendar days
Minor		
Vehicle license plate not registered	40.00	20.00
Improperly parked within a lot	40.00	20.00
Parking in excess of time limit purchased	40.00	20.00
Parking in contravention of posted signage	40.00	20.00
Not in process of loading/unloading in designated loading zone	40.00	20.00
Parking in a designated, restricted, or reserved space with incorrect permit type	40.00	20.00
Parked in No Parking area (e.g., on grass, landscaped area, roadway)	40.00	20.00
Parked within five (5) meters of stop sign, yield sign, or fire hydrant	40.00	20.00
Major		
Contravention of posted traffic control sign	75.00	No discount
Parked in a BC Transit bus zone	75.00	No discount
Parked in designated fire lane	75.00	No discount
Serious		
Parked during permit suspension or revocation	100.00	No discount
Parked in accessible space without valid permit	100.00	No discount
Registering counterfeit vehicle information	100.00	No discount
Other		
Motor vehicle license search fee	10.00	No discount
NSF and stopped payment cheque	30.00	No discount