

Title	PARKING AND TRAFFIC MANAGEMENT		
Classification	Administrative	Oversight Responsibility	Office of Vice-President Finance and Operations
Category	Facilities and Properties	Responsible Office	Operations and Resilience
Approval	Executive Committee	Effective Date	2024-Jul-30
		Document No.	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 have printed this policy, 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.

1.0 POLICY STATEMENT

Royal Roads University ("University") is committed to providing 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 standards to govern campus parking and traffic management in a manner that supports safety, financial sustainability, accessibility, sustainable modes of transportation, and environmental stewardship.

In alignment with the University's commitment to climate action and sustainability, **members of the University Community** should consider sustainable modes of transportation to travel to, on, and from University campus(es).

2.0 SCOPE AND COMPLIANCE

- 2.1 This policy extends to members of the University Community who operate a motorized, motor-assisted, or non-motorized vehicle (collectively "**vehicle**") on University campus(es).
- 2.2 The authority to establish requirements for vehicle 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*.
- 2.3 Non-compliance with this policy 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 POLICY TERMS

- 3.1 The University will monitor best practices and relevant government legislation and revise this policy as required. In any event, this policy will be reviewed at least once every three years.
- 3.2 University campus(es) are idle-free zones with the exceptions as noted in Appendix A.
- 3.3 Requirements
 - a. Vehicle owners and/or operators are required to comply with all legal and statutory licensing and motor vehicle operation requirements while on campus. Notwithstanding,

- the 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, defects or damage related to electric vehicle charging stations.
 - c. As an ancillary operation, the 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, and assessment of fees, including fines, are required to balance the needs of the University Community with that of operational requirements.
 - e. Parking fee rates are determined based on analysis of factors such as supply and demand and are required to offset costs and meet parking demands based on a market analysis that is reviewed regularly.

3.4 Parking and Traffic Management Standards

- a. The parking and traffic management standard ("standard") is posted on the University's policies and procedures webpage.
- b. The standard must include, but is not limited to, the following:
 - i. parking and traffic management contact information;
 - ii. designation of parking and no-parking sites;
 - iii. accessible, emergency vehicle, and temporary parking;
 - iv. regulations for the safe operation of vehicles on University campus(es);
 - v. provisions for traffic management during disruptions to normal operation, e.g., construction and special events;
 - vi. standards and procedures regarding parking permit issuance, enforcement, suspension, and revocation;
 - vii. information regarding approved parking rates, fines for violations, and enforcement provisions; and
 - viii. a process for appeal of decisions made related to violation issuance and parking enforcement, suspension, and revocation.

4.0 AUTHORITIES, ROLES AND RESPONSIBILITIES

4.1 Vice-President, Finance and Operations

The Vice-President, Finance and Operations:

- a. ensures relevant policies, standards, procedures and other documents are in place to manage parking and traffic management activities and procedures;
- b. proposes parking rates, and violation fine schedules for Executive approval; and
- c. acts on reported parking and traffic management issues, including informing the Executive, as appropriate.

4.2 Responsible Office

The Vice-President, Finance and Operations, delegates the implementation and management of this policy and related standards, procedures and processes to the Responsible Office.

5.0 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.

6.0 INTERPRETATION

Questions of interpretation or application of this policy will be referred to the Vice-President, Finance and Operations.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Royal Roads Parking and Traffic Management Standards

Legislation and Information

- *Motor Vehicle Act*, RSBC 1996, c.318
- *Royal Roads University Act*, RSBC 1996, c.409
- *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	Effective date and initial implementation
2024-Jul-30	Revised and approved; new effective date
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2027-Jul-30	Next review

APPENDIX A

Idling Exceptions

The exceptions to idling on University campus(es) have been identified for the following circumstances:

1. Police, fire or ambulance vehicles while engaged in operational and/or emergency activities.
2. Vehicles for which idling is required as part of a repair or regular pre-check maintenance process.
3. Armoured vehicles in which a person remains inside the vehicle while guarding the contents of the vehicle or while the vehicle is being loaded or unloaded.
4. Vehicles required for using heating or refrigeration systems powered by the motor or engine for the preservation of perishable cargo.
5. Under extreme weather conditions or any other time when the health and safety of an individual or others may be jeopardized (below -25 C or above 38 C).
6. If the vehicle is not expected to be able to restart due to a mechanical problem.