

 CAPILANO UNIVERSITY		POLICY		
Policy No.		Officer Responsible		
OP.423		Vice President Finance and Administration		
Policy Name				
Parking and Parking Services Policy				
Approved by	Replaces		Category	Next Review
SLC	ARM 1032 Parking and Special Permits		Safety	October 2028
Date Issued	Date Revised	Date in effect	Related Policies	
October 15, 2025	n/a	October 15, 2025	OP.422 Facilities Access Policy	

1. PURPOSE

- 1.1 The purpose of this policy is to regulate access to Capilano University (the “University”) Parking Areas, for Vehicle parking during and after business hours.
- 1.2 This policy establishes guidelines for authorized access and outlines procedures for enforcing parking regulations and prohibitions, both during and after operating hours, including Trespassing regulations.
- 1.3 This policy is designed to enable the enforcement of appropriate access protocols to protect the University Community and the integrity of University Property and Premises.
- 1.4 All individuals accessing University Property and Premises are required to adhere to this policy.

2. DEFINITIONS

“Neighbour” a resident in the immediate vicinity of a University Property or Premises.

“Parking Area” is University Premises or Property which is open to University Community Members, Neighbours, and the public for the purpose of parking vehicles and cycles.

“Parking Contractor” is the company that the University has assigned the management of a University Parking Area.

“Pay Parking Zone” is a Parking Area where use is permitted subject to payment of a fee.

“Parking Services” include but are not limited to management of Parking Areas and functions; monitoring parking; collecting and remitting fee payments; enforcing parking fees, rules and prohibitions, including ticketing and towing and signage of lots and areas.

“Prohibitions” are exclusions and bans.

“Student” an individual enrolled in any course (credit or non-credit) at the University.

“Trespass” being found on/in University Property or Premises without the consent of the University; remaining on the property after being asked to leave; engaging in activity on/in the premises after receiving notice that the activity is prohibited; disobeying signs or verbal instructions from the University; or, doing something on the property that is prohibited.

“University Community Members” University employees, Students, board members and volunteers.

“University Premises or Property” any University owned or rented/leased lands, facilities, or conveyance, including on-line forum.

“Vehicles” in this policy refers to motorized (including electric) vehicles and also to bicycles and scooters (including electric e-unicycles, e-scooters, e-bikes or e-boards).

“Visitor or Guest” non-University Community Members (including alumni and donors) visiting any University Property or Premises or participating in a University-Event.

3. SCOPE

- 3.1 This policy applies to all Capilano University Parking Areas and applies to University Community Members, University contractors and subcontractors, Visitors or Guests and Neighbours.
- 3.2 Not all University Property or Premises will have designated Pay Parking Zones.
- 3.3 This policy does not apply to other area outside of the University’s control such as streets, roadways, and parking areas under the jurisdiction of a landlord and/or a local government adjoining University Property or Premises.

4. POLICY STATEMENT

Authority

- 4.1 Under the BC University Act, the University is considered private property.
- 4.2 The University reserves the right to identify prohibitions or restrictions to the use of University Property or Premises.
- 4.3 The University has authority under Section 27(t) of the University Act to manage parking on University Property or Premises including:
 - a) imposing regulations including prohibitions

- b) establishing and collecting parking fees, and
 - c) removing, immobilizing, impounding or recovering Vehicles in contravention of the parking regulations. During operating hours, the priority for the use of Parking Areas is for University Community Members.
- 4.4 Accessible parking will be maintained at the minimum standard required by provincial and local government laws.
- 4.5 The University does not sell parking space; it provides parking spaces for the use, rent or lease on an *“as-is-where-is”* basis without guarantee of availability.
- 4.6 Where practicable, the University will delegate the management of Parking Areas to a contractor with authority to rent or lease blocks of parking for short-term use on a for charge use to approved third-parties using a University authorized written agreement.
- 4.7 Refusal to rent to a third-party group will be at the discretion of the Director responsible for this policy, and in relation to any other existing agreement where there is conflict, for example stipulations in an existing property agreement.

Pay parking zones, rates, and hours

- 4.8 The University will establish and regularly review, annually or more frequently as required, Pay Parking Zones and parking associated fees based on current market conditions and in relation to other post-secondary institutions of similar composition.
- 4.9 The University may offer “free” parking, in designated areas, on occasions where it is determined that this will benefit the University Community, by absorbing the cost for that day, as approved by the Designated Officer for this policy, or their delegate.
- 4.10 Primary parking hours are for daytime and evening, 7-days per week, 365-days of the year:
- a) Daytime: 6am to 11pm
 - b) Evening: 5pm to 11pm
 - c) Overnight: 11pm to 6am
- 4.11 There are no multiple-day overnight parking passes available, with the exception of:
- a) Student Housing 24-hour passes
 - b) Guests residing in University lodging may purchase multi day 24-hour parking passes for the duration of their stay
 - c) Neighbour overnight and weekend 24-hour passes
 - d) Special permits, issued with permission by the Director responsible for this policy.

Prohibitions

- 4.12 All Vehicles parked on University Property or Premises must be in visible good working order.
- 4.13 In addition to the prohibitions listed in OP.422 Facilities Access Policy, Parking Area prohibitions include:
- a) No reckless driving (i.e. doing burnouts, speeding)
 - b) No loud noises or disruptions
 - c) No camping/sleeping in Vehicle
 - d) No overnight parking, except as set out in section 4.11
 - e) No Vehicle storage
 - f) No leaking fluids, in accordance with environmental laws
 - g) No idling, in accordance with local bylaws
 - h) No driver training
- 4.14 Electronic Vehicles, including e-unicycles, e-scooters, e-bikes or e-boards are not permitted to be stored inside University buildings.

Bicycle Specific

- 4.15 The University provides a variety of bicycle storage options including racks, accessible cages, access controlled outdoor and indoor spaces. Some access-controlled bicycle storage spaces may be specific to Student Housing:
- a) Outdoor bicycle rack
 - b) Outdoor accessible cages
 - c) Access controlled indoor parking
 - d) Access controlled outdoor parking
- 4.16 Not all University Properties or Premises have all forms of bicycle parking.
- 4.17 Some access-controlled bicycle parking will be specific to Student Housing.

Management

- 4.18 Parking Services falls under the jurisdiction of the Office of Safety & Emergency Services.
- 4.19 The University may inhibit the removal of parked Vehicles through a demobilizing device, if they are abandoned, in violation of prohibitions or have outstanding parking fees until such time they are paid.

- 4.20 The University does not accept responsibility for loss, theft, damage to, or theft of contents of Vehicles.
- 4.21 Pay Parking Zones and regulations apply to all parking under this policy.
- 4.22 Vehicles and/or Vehicle owners not in compliance with University parking permits or safety permitting and policies are subject to issuance of parking violations and/or may be towed from University Property or Premises without notice and at the owner's expense.
- 4.23 The University may, at its sole discretion, refuse parking to any person or organization and require the removal of the Vehicle(s) and/or other materials and equipment deposited in a Parking Area regardless of payment having been made, or not.
- 4.24 The University may, at its sole discretion, change the terms and conditions of parking fee rates and passes, provided that reasonable, public, notice is given.
- 4.25 Continued failure to comply with this policy may result in:
- a) University Community: revocation of parking privileges on University Property or Premises and/or discipline under either B.701 Student Code of Conduct Policy or B.506 Standard of Conduct Policy.
 - b) Visitor or Neighbour: revocation of parking privileges on University Property or Premises and/or legal notice.

5. DESIGNATED OFFICER

- 5.1 The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Safety and Emergency Services.

6. RELATED POLICIES AND GUIDANCE

OP.422 Facilities Access Policy
OP.420 Safety & Emergency Services
B.506 Standard of Conduct Policy
B.701 Student Code of Conduct Policy

7. REFERENCES

BC Environmental Management Act
BC Motor Vehicle Act and Regulation
BC University Act

City of North Vancouver Bylaw 6234 Street and Traffic Bylaw

District of North Vancouver Bylaw 7125 Street and Traffic Bylaw

District of Sechelt Bylaw 516 Highways and Parking Bylaw

District of Squamish Bylaw 2220 Regulation of Traffic within the District of Squamish