



Title	Parking Regulations (Under Review)
Issuing Department(s)	Ancillary and Business Services
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For use by	Safety, Security and Emergency Management staff Contractors
See also (related policies)	<u>Freedom of Information and Protection of Privacy Act</u> <u>College and Institute Act</u>

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Revision	Date	Revision Notes	Originator
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1. Definitions

For the purposes of these Regulations, the following definitions apply:

- 1.1. "Accessible Parking Space" means a parking space designated for individuals with mobility limitations who hold a SPARC Pass and which space is marked by a Traffic Control Device displaying the international wheelchair symbol;
- 1.2. "Annual Permit" holder means a parking permit that is purchased for a one year period, usually from April 1st to March 31st. Parking payroll deduction and taxable benefit participants are 'annual' permit holders
- 1.3. "Campus" means, the Kelowna Campus, the Penticton Campus, the Vernon Campus or the Salmon Arm Campus
- 1.4. "College and Institute Act" means the College and Institute Act, R.S.B.C. 1996, c. 52, as amended or replaced from time to time;

- 1.5. "Department" means the service unit(s), or department(s) of Okanagan College designated by executive to administer and manage traffic and parking at all Okanagan College facilities and locations.
- 1.6. "Director" means the person appointed by Okanagan College to be responsible for the Department
- 1.7. "Disputant" means,
 - a) Person who was issued a Traffic Notice in respect of section 17(a)(i),
 - b) the Owner in respect of section 18(a)(ii) and in respect of a Vehicle moved, towed or immobilized pursuant to the Regulations, and
 - c) the person liable for the penalty in respect of any other penalty imposed pursuant to the Regulations;
- 1.8. "Dispute" means a dispute arising in relation to a Traffic Notice issued pursuant to section 17, the moving, towing or immobilization of a Vehicle pursuant to section 18 or to a penalty imposed pursuant to the Regulations;
- 1.9. "Dispute Process" means the process set out in section 20;
- 1.10. "Emergency Vehicle" has the meaning set out in the Motor Vehicle Act;
- 1.11. "Fee Schedule" means the schedule listing the parking and administrative fees established by the Director pursuant to section 4(c)(ix);
- 1.12. "Holiday" means any statutory holiday recognized by Okanagan College
- 1.13. "Impoundment" means to seize and keep in custody by towing and/or wheel locking for an alleged violation of these Regulations;
- 1.14. "Motorcycle" is a Motor Vehicle and has the meaning set out in the Motor Vehicle Act, but does not include an Emergency Vehicle;
- 1.15. "Motor Vehicle" has the meaning set out in the Motor Vehicle Act, but does not include an Emergency Vehicle;
- 1.16. "Motor Vehicle Act" means the Motor Vehicle Act, R.S.B.C. c. 318, as amended or replaced from time to time;
- 1.17. "Non-Motorized Vehicle" includes, but is not limited to all recreational devices propelled by muscular power such as skateboards, rollerblades, roller skates, scooters, and bicycles;
- 1.18. "OC" means Okanagan College as defined by the College and Institute Act of British Columbia
- 1.19. "Owner" includes a person:

- a) in possession of a Vehicle (A) as a lessee, (B) under a contract by which the person may become the owner of the vehicle on full compliance with the contract, or (C) with the express or implied permission of the owner, lessee or person contractually entitled to use the Vehicle;
 - b) who is a Permit holder in respect of the Motor Vehicle registered pursuant to section 10; and
 - c) who has purchased Short Term Parking for a Motor Vehicle in respect of that Motor Vehicle.
- 1.20. "Parking Fees" means any fees associated with parking permits, hourly parking rates, fines/penalties associated with a traffic notice, or impoundment fees relating to these regulations
- 1.21. "Parking Lot" means a portion of space designated by the Director and marked by a Traffic Control Device for the purpose of Motor Vehicle and Motorcycle parking with a Permit or purchase of Short Term Parking;
- 1.22. "Passenger Zone" means a portion of space on Campus designated by the Director and marked by a Traffic Control Device for loading and unloading passengers into or from Vehicles;
- 1.23. "Patrol Person" means a member or designate of the Parking Services Department, Okanagan College, and includes any person having the authority of a patrol person;
- 1.24. "Pay by License Plate", or grammatical variations of that term, means a system established by or on behalf of Okanagan College whereby the operator of a vehicle may pay the fee for parking on Campus at a pay station in accordance with the requirements as indicated on or at the pay station.
- 1.25. "Pay by Phone", "Mobile Payments", or grammatical variations of the term, means a system established by or on behalf of Okanagan College under which a person may:
- a) Set up a cash or credit card account with the College or designate, and
 - b) Pay the required fee for parking a vehicle on campus remotely by phone, tablet, or other mobile device or app in accordance with the requirements of the College's system regarding PaybyPhone
- 1.26. "Pay Station" means an electronic appliance designed for the purpose of accepting payment for and indicating a time within which the operator of a vehicle may park in a lot on campus.
- 1.27. "Peak hours parking" is defined as the period between 7:00 am and 4:00pm Monday to Friday excluding statutory holidays;
- 1.28. "Pedestrian Area" means an area in which vehicular traffic is not permitted and is so designated by signs or obstructions as pedestrian walkways or access areas;
- 1.29. "Penalty Schedule" means the Penalty Schedule to the Regulations;

- 1.30. "Permit" means a permit of the category established by the Director pursuant to section 4(c)(viii) and issued under section 7 and includes a renewal of the permit;
- 1.31. "Printed Material" means printed or written advertisements, letters, announcements, flyers, brochures, booklets or similar printed or written materials, but does not include traffic notices used by the Department to enforce the Regulations;
- 1.32. "Regulations" means these Traffic and Parking Regulations;
- 1.33. "Roadway" includes a highway as defined in the Motor Vehicle Act, as well as every traveled portion of space on Campus which is open to the public as a matter of right or by invitation, for the purpose of vehicular traffic;
- 1.34. "Service Zone" means a portion of space on Campus designated by the Director and marked by a Traffic Control Device for loading or unloading of material, or for exclusive use by Service Vehicles;
- 1.35. "Service Vehicle" includes Motor Vehicles with government issued commercial licence plates and Okanagan College Vehicles;
- 1.36. "Short Term Parking" means the parking of a Motor Vehicle on Campus by purchasing parking space from OC for a period of one day or less;
- 1.37. "SPARC Pass" means a parking permit issued by the Social Planning and Research Council of BC under its Parking Permit Program for People with Disabilities or by a comparable organization in another jurisdiction under a comparable program;
- 1.38. "Traffic Control Device" means a sign, signal, line, meter, marking, space, barrier, or device placed or erected for the purpose of directing, permitting, prohibiting or otherwise controlling traffic or parking;
- 1.39. "Traffic Notice" means a notice of an alleged contravention of the Regulations in the form approved by the Director (commonly referred to as a "parking ticket" or "traffic citation");
- 1.40. "Trailer" has the meaning set out in the Motor Vehicle Act;
- 1.41. "Vehicle" includes Motor Vehicles, Trailers, a device having any number of wheels that is propelled by human power or is electric or motor-assisted and on which a person may ride and includes motor-assisted cycles, bicycles scooters and skateboards and similar conveyances, as well as roller and in-line roller skates, and other conveyances; and
- 1.42. "Vice President" means the Vice President, Employee & Corporate Services.

2. Purpose of the Regulations

The purpose of the Regulations is to regulate vehicle and pedestrian traffic and parking in parking lots, paths and roadways owned or operated by Okanagan College. The Regulations are designed to provide and maintain safe and sustainable Campus environments. For this

reason, the Regulations may be different from municipal parking by-laws or other parking Regulations.

3. Application

The Regulations apply on any Campus, including, without limitation, all student residences, roadways, parking lots, leased parking lots, walkways and paths, at all times and in addition to any specific contract or licence that Okanagan College may enter into with, or grant to, any person in respect of traffic or parking on Campus or the use of property generally.

4. Authorities

- 4.1. The Vice President has enacted the Regulations under the authority of the College and Institutions Act. The Vice President may revise the Regulations, including the Penalty Schedule, in accordance with OC policies, regulations, rules and applicable laws.
- 4.2. The Vice President delegates the administration, management and enforcement of the Regulations to the Director. Where a power to act is conferred onto the Director, it includes the power to alter or revoke such actions from time to time and to take other actions.
- 4.3. In addition to the specific powers set forth in the Regulations, the Director is authorized to:
 - a) regulate or direct traffic and parking consistent with the Regulations and to enforce the Regulations;
 - b) delegate management or administrative responsibilities to members of the Department as considered necessary or appropriate by the Director;
 - c) designate a member of the Department as the acting director, if the Director expects to be absent or is absent, for the period of the Director's absence;
 - d) appoint and supervise Patrol Person(s);
 - e) designate parking areas, including Parking Lots, Passenger Zones, Service Zones and other areas or zones as may be required by changing traffic and parking needs and conditions on any Campus;
 - f) cause Traffic Control Devices to be erected;
 - g) establish terms and conditions for Short Term Parking;
 - h) establish categories of Permits as may be required from time to time to meet the needs of specific groups using Roadways or parking facilities and the terms and conditions of each category of Permit; and
 - i) establish fees or other charges for the purposes of these Regulations, including fees payable with respect to purchasing Permits and Short Term Parking and to the immobilization, moving, towing and storage of Vehicles and any associated administration fees.

- 4.4. The individual designated under section 4(c)(iii) shall have all the powers and may perform all the duties of the Director.
- 4.5. A Patrol Person is authorized to enforce the Regulations under the supervision of the Director by:
 - a) directing vehicular and pedestrian traffic and parking;
 - b) issuing Traffic Notices for alleged contraventions of the Regulations;
 - c) cause a Vehicle to be moved, towed or immobilized; and
 - d) doing any other act specifically authorized in or pursuant to the Regulations.

5. Business-like Behaviour in Dealings with the Department

In dealing with the Department, no person shall use abusive or threatening language, threatening, intimidating, violent or dangerous behaviour or any other conduct inconsistent with proper business etiquette. The Director is authorized to refuse services to a person displaying such conduct.

6. Accessible Parking

- 6.1. SPARC Passes. SPARC Pass holders whose Motor Vehicle displays a valid SPARC Pass are entitled to park in Accessible Parking Spaces. SPARC Pass holders must abide by all applicable Regulations including the payment of posted fees and charges at all times. Kelowna employees may park on Campus, in an Accessible stall, with a taxable benefit permit and a SPARC Pass.
- 6.2. Short Term Accessible Parking. If an individual needs accessible parking for less than one month they may contact Parking Services and apply.

7. Permits

- 7.1. Permits may only be sold or issued by or under the authority of the Director.
- 7.2. A person wishing to apply for a Permit may do so by using the online application and payment process provided on the Department's website. The applicant shall provide the following in connection with a Permit application, if requested:
 - a) the applicant's full name, address, telephone number and, where available, email address;
 - b) information supporting the applicant's eligibility for the Permit;
 - c) Vehicle information as the Director may require such as the make, type, colour, vehicle identification number and/or government issued licence plate number of all Vehicles to be registered under the Permit;
 - d) payment of the applicable fee in accordance with the Fee Schedule;
 - e) payment in full of any fees, penalties or any other amounts owed to OC pursuant to these Regulations by the applicant or in respect of the Vehicle to be registered under the Permit; and
 - f) any other documentation or information required by the Director.

- 7.3. The Department may refuse to sell or issue a Permit of a particular category if:
- a) the applicant does not meet the eligibility requirements established by the Director for that Permit category;
 - b) the applicant fails to comply with the application requirements provided in section 7(b);
 - c) the number of Permits allocated to that category is limited and a Permit is not available;
 - d) parking space allocated to that category is not available; or
 - e) the Director has refused services to the applicant pursuant to section 5.
- 7.4. Application for a Permit by the applicant shall be conclusive evidence of the applicant's consent to be bound by the Regulations and the terms and conditions of the Permit.
- 7.5. A Permit is not transferable to another person and may only be transferred to another Vehicle pursuant to section 10(b).
- 7.6. A Permit becomes invalid if:
- a) it has expired;
 - b) it is cancelled by the Director pursuant section 8;
 - c) the Permit holder no longer meets the eligibility requirements for the Permit; or
 - d) the Permit holder terminates the Permit.

8. Director May Cancel Permits

- 8.1. The Director may cancel a Permit if:
- a) the Permit holder is not or no longer eligible for the Permit;
 - b) the Permit holder has made a false statement in the Permit application or in registering a Vehicle pursuant to section 10;
 - c) a Permit is used by a person other than the Permit holder;
 - d) a Permit is used for a Vehicle other than a Vehicle registered under the Permit;
 - e) the Permit holder contravenes the terms and conditions of the Permit;
 - f) the Vehicle registered with the Department under the Permit is no longer registered or licensed by a government authority responsible for the registration and licensing of Motor Vehicles; or
 - g) Department records indicate that the penalties for three or more Traffic Notices issued to the Permit holder or in respect of a Vehicle registered under the Permit are payable and remain unpaid.
- 8.2. If the Director cancels a Permit pursuant to section 8(a), the Permit holder is not entitled to a refund of the fee paid for the Permit.

9. Short Term Parking Fees

The current parking fees for Short Term Parking are posted on Pay Stations and, online via parking payment applications, and the OK parking website.

10. Vehicle Registration

- 10.1. The Vehicle identified in a successful Permit application pursuant to section 7(b) is automatically registered under the Permit for as long as such Permit remains valid and the Permit holder does not change the registration in accordance with this section
- 10.2. A Permit holder may de-register a Vehicle referred to in section 11(a) and register a different Vehicle under the Permit or make changes to an existing registration in the manner approved by the Director from time to time provided there are no outstanding Parking Fees owed.
- 10.3. A Permit holder shall inform the Department in respect of a Motor Vehicle registered with the Department of any change:
 - a) in the status of the government registration or licence, or
 - b) to the government issued registration documents, for such Motor Vehicle by using the process described in section 10(b) immediately after the Permit holder has become aware of the change.
- 10.4. The primary permit holder can register a maximum of four (4) vehicles under a parking permit. Written requests for an exception to the four-vehicle limit will be considered by the Director. The primary permit holder is responsible for all traffic offence notices written to any vehicle registered under their parking permit.

11. Traffic and Parking on Campus

Traffic and parking on Campus is subject to the following Regulations:

- 11.1. Speed Limit. The following speed limits are in effect:
 - a) no person shall drive or operate a Vehicle at a greater rate of speed than 30 km/h or as indicated by a Traffic Control Device.
 - b) Where the Director has caused a Traffic Control Device to be placed on or above a Campus Roadway, no person shall drive or operate a Vehicle on that portion of the Roadway at a greater rate of speed than that indicated on the Traffic Control Device.
- 11.2. Vehicles Off-Road. No person shall drive, operate, stop, stand or park a Vehicle off a Roadway unless it is a Service Vehicle which has received the written permission from the Director. In giving such permission, the Director may impose appropriate terms and conditions.
- 11.3. Directions of Traffic Control Device. No person shall drive, operate, stop, stand or park a Vehicle in a manner inconsistent with the directions of a Traffic Control Device placed upon or over a Roadway, except where directed otherwise by a Patrol

Person. The existence of a Traffic Control Device purporting to regulate the use of a Roadway in any manner is evidence the Traffic Control Device was duly erected and maintained in accordance with the Regulations.

- 11.4. Directions of Patrol Person. Every person shall obey the directions of a Patrol Person in respect of vehicular and pedestrian traffic and parking.
- 11.5. Motor Vehicle in Pedestrian Area. No person shall drive, operate, stop, stand or park a Motor Vehicle in the Pedestrian Area except with the written permission of the Director. In giving such permission, the Director may impose appropriate terms and conditions.
- 11.6. Motor Vehicle in Service Zone. No person shall stop, stand or park a Motor Vehicle in a Service Zone for a period exceeding 15 minutes except with the written permission from the Director. In giving such permission, the Director may impose appropriate terms and conditions.
- 11.7. Nuisance. No person shall drive, operate, stop, stand or park a Vehicle in a manner that constitutes a nuisance.
- 11.8. Permitted Parking Locations. Parking is only permitted in Parking Lots, or as otherwise authorized by a Traffic Control Device.
- 11.9. Proper Parking. In a Parking Lot, a person must park a Vehicle completely within the white lines or other markings delimiting a parking space, and shall not stop, stand or park a Vehicle in any way that restricts the free flow of traffic or the movement of Emergency Vehicles.
- 11.10. Authorized Parking. Unless authorized by the Director or a Traffic Control Device, all parking requires a
 - a) valid Permit,
 - b) other valid parking permit recognized by the Regulations or
 - c) the purchase of Short Term Parking. A person who has parked a Motor Vehicle without a valid Permit or another valid parking permit recognized by the Regulations, or without purchasing Short Term Parking shall be deemed to have parked the Motor Vehicle without OC's consent.
- 11.11. Compliance with Terms and Conditions. A Permit holder must drive, operate, stop, stand or park a Vehicle registered pursuant to section 10 in compliance with the terms and conditions of the Permit. A person holding another valid parking permit recognized by the Regulations must stop, stand or park his or her Vehicle in compliance with the Regulations and the terms and conditions, if any, for such parking permit.
- 11.12. Parking Motorcycles/Bicycles. No person shall park a Motorcycle or bicycle (or similar conveyance or device having any number of wheels that is propelled by human power or is electric or motor assisted) in an area not specifically designated for parking of such category of Vehicles.

- 11.13. Parking Trailers. No person shall park a Trailer except with written permission from and subject to the terms and conditions imposed by the Director.
- 11.14. Sleeping or Living in Vehicles. No person shall sleep, live or reside in a Vehicle or Trailer parked anywhere on any Campus.
- 11.15. Parking in Accessible Parking Space. No person shall stop, stand or park a Motor Vehicle in a Accessible Parking Space on Campus unless the person is a SPARC Pass holder.
- 11.16. Changing Licence Plate to Avoid Payment. No person shall change, or cause to be changed, the licence plate of a Motor Vehicle for the purpose of avoiding paying fees, penalties or any other amount owed to Okanagan College pursuant to the Regulations in respect of the Motor Vehicle.
- 11.17. Additional Directions by Director. The Director may implement additional traffic or parking directions or restrictions for emergencies, special events, construction and similar situations affecting traffic or parking.

12. Abandoned Vehicles

- 12.1. A Vehicle shall be deemed as abandoned if it remains on Campus:
- a) in inoperative condition;
 - b) without a valid government issued licence; or
 - c) for more than 24 hours without consent of OC.

13. Tampering with Traffic Control Devices

- a) No person shall tamper with, destroy, damage, deface, move or in any way alter a Traffic Control Device.
- b) In addition to being liable for the penalty imposed by the Regulations, a person acting in contravention to this section 13 shall be liable for all damage, injury, loss or harm resulting from the contravention, including, but not limited to, parking revenue lost by OC, damage to the property of OC or another person, and the costs incurred by OC in restoring, repairing or replacing the affected Traffic Control Device.

14. Unauthorized Distribution of Printed Material

- 14.1. No person shall distribute, or cause to be distributed Printed Material by placing it on Vehicles or posting it in or on Parking Lots, or any other area designated for parking without the written permission of the Director. In giving such permission, the Director may impose appropriate terms and conditions.
- 14.2. In addition to being liable for the penalty imposed by the Regulations, any person who acts in contravention of section 14(a) or of the terms and conditions imposed by the Director pursuant to section 14(a) shall be jointly and severally liable for the costs incurred by OC for removing such Printed Material.

15. Liability of Okanagan College

Fees for Short Term Parking and Permits are charged for parking space only. OC does not take custody of Vehicles and assumes no responsibility for loss of, or damage to, through fire, theft, collision or otherwise, a Vehicle or its contents. OC shall not be responsible for loss of, or damage to, a Vehicle or its contents resulting from the actions or omissions of a Patrol Person acting pursuant to, and within the powers granted by, the Regulations or from a Vehicle being moved, towed, immobilized or stored pursuant to the Regulations.

16. Contravention of Regulations and Early Payment

16.1. A person who contravenes, or who is deemed to have admitted the contravention of a provision of these Regulations is liable for the penalty set out in the Traffic Notice.

16.2. If a penalty is paid on or before the 5th day from the date on which a Traffic Notice is received, the penalty for the contravention alleged in the Traffic Notice shall be reduced to half the penalty set out in the Traffic Notice.

17. Traffic Notices

17.1. A Patrol Person may issue a Traffic Notice for an alleged contravention of the Regulations:

- a) by handing the Traffic Notice to a person, immediately after the alleged contravention;
- b) in case of a Vehicle stopped, standing or parked in alleged contravention of the Regulations:
 - i. by attaching the Traffic Notice to the Vehicle; or
 - ii. by causing a copy of the Traffic Notice generated from the Departments records to be mailed by regular mail or by electronic mail to the Owner.

17.2. A Traffic Notice shall be deemed to have been received by the Owner of a Vehicle on the day of attachment, if it is attached to the Vehicle; on the third business day following the date of mailing if it is mailed by regular mail; or on the date it was sent if sent by electronic mail.

17.3. The Traffic Notice issued under this section 17 shall indicate:

- a) the provision of the Regulations alleged to be contravened;
- b) a general description of the alleged contravention including its location date and time;
- c) the following information with respect to the Vehicle involved in the alleged contravention:
 - i. if affixed or otherwise displayed on the Vehicle in a manner clearly visible to a Patrol Person, the license plate number of the Vehicle;
 - ii. if the license plate is not affixed, the vehicle identification number; or

- iii. if the license plate or vehicle identification number are neither affixed nor visible to the Patrol Person, any two or more of the following: the make, model, colour of the Vehicle and its style (e.g., two-door, van, etc.)
- d) the penalty for the alleged contravention;
- e) by when and how the penalty may be disputed;
- f) in case of a penalty, when and where it may be paid, including a statement that a penalty shall be reduced as provided by section 16(b) if paid on or before the 5th day from the date the Traffic Notice is received; and
- g) the identification number of the Patrol Person.

17.4. The issuance of a Traffic Notice may be proven by an endorsement upon the Traffic Notice or a copy of the Traffic Notice by the issuing Patrol Person or by reference to the business records of the Department. The endorsement by the Patrol Person or the business records of the Department are proof of the facts stated therein and proof of the authority of the Patrol Person issuing it without further proof of the person's appointment.

17.5. A person who pays a penalty indicated on a Traffic Notice issued pursuant to this section 17 is conclusively deemed to have admitted the contravention alleged in the Traffic Notice.

17.6. The Director may waive or cancel a Traffic Notice at any time and prescribe the instances in which Patrol Persons may waive or cancel a Traffic Notice under the Director's authority.

18. Towing and Immobilizing Vehicles

18.1. In addition to issuing a Traffic Notice pursuant to section 17, a Patrol Person is authorized to move, tow, or cause to be moved or towed, to a place of storage an unoccupied Vehicle, which is:

- a) impeding or obstructing traffic or parked Vehicles;
- b) parked in contravention of sections 11(i) or 11(j);
- c) stopped, standing or parked in contravention of sections 11(b), 11(c), 11(e), 11(f), 11(g), 11(h), 11(j), 11(l), 11(m), 11(o) or 11(q); or
- d) abandoned pursuant to section 12; and to arrange for the Vehicle's storage at the Owner's expense.

18.2. Where the Department records indicate that the penalties for three or more Traffic Notices are payable and remain unpaid and the time period in which to dispute the Traffic Notices under section 23(a) has expired, a Patrol Person is authorized, at the Owner's expense, to immobilize or move or tow, or cause to be immobilized, moved or towed, to a place of storage the Vehicle and to arrange for its storage.

- 18.3. the Owner agrees to be liable for any moving or towing and storage costs under this section 18.
- 18.4. A Vehicle immobilized, moved or towed and stored under this section 18 or section 12 shall be released only to the Owner and after all fees, penalties or any other amounts owed to OC pursuant to the Regulations by the Owner or in respect of the Vehicle have been paid.

19. Authority to Open a Vehicle

A Patrol Person is authorized to open or unlock, or cause to be opened or unlocked, a Vehicle or to take any other action that may be reasonably required to:

- 19.1. move a Vehicle which is stopped, standing or parked in contravention of the Regulations and which restricts the movement of traffic or the movement of Emergency Vehicles, or
- 19.2. move or tow, or cause a Vehicle to be moved or towed under section 18.

20. Appeals

Any person wishing to dispute the issuance of a Traffic Notice, or other incurred penalty may submit a written appeal online for consideration by the Parking Coordinator. The appeal should include all relevant facts pertaining to the incident/issue and normally must be submitted within 14 calendar days but in no case later than 30 days of the date of the incident or decision. The appeal will either be granted by the Parking Coordinator or forwarded to the Director to review and make a final and binding decision.

21. Parking Hours

- 21.1. Parking is restricted 24 hours daily, including weekends and holidays. All vehicles parked on campus must either:
 - a) have a valid permit, or,
 - b) have paid for parking at a pay station via pay-by-license plate, or
 - c) have paid for parking using the Pay by Phone system, or,
 - d) have paid for parking through an alternative means approved by the Director for the area in which they are parked.
- 21.2. During peak hours vehicles may only park in the area that they are designated by the parking permit paid for and/or issued, the payment made at a pay station, or the payment made via the Mobile Payments system.
- 21.3. During Non-Peak Hours valid permit holders may roam and park outside of the areas designated by their parking permit into other parking areas on campus.
- 21.4. Hourly parking evening flat rates begin at 5:00 pm.

22. Availability of Parking

- 22.1. When demand exceeds supply for a particular parking permit or permit area a waiting list may be put in place.
- 22.2. At the discretion of the Director, the sale of parking permits may be discontinued at any time.
- 22.3. While every effort will be made to allow all permit holders to park, a parking spot is not guaranteed.

23. Ownership of Parking Permits

All parking permits remain the property of Okanagan College. Permits are issued to an individual person and are not transferable. A primary permit holder who transfers or re-sells their permit, along with the individual to whom the permit was transferred or sold, may be subject to fine and/or have their parking privileges suspended.

24. Refunds

Where a person has paid the appropriate fee for a semester, or two semester parking permit, and through circumstances will not be bringing a vehicle to the campus or attending Okanagan College, a refund may be approved according to the number of days the permit was used:

- Less than 30 days 75% of the fee (from start of semester)
- Less than 60 days 50% of the fee
- Less than 90 days 25% of the fee
- Over 90 days No refund

Where students are enrolled in a course or program that doesn't follow the semester academic schedule similar criteria will be used to determine the amount of refund that may be eligible.

It is the responsibility of all employees who participate in the parking payroll deduction plan and the taxable benefit plan to submit a request for cancellation of payroll deduction using their account on the Parking Services website when they no longer wish to hold a parking permit. This request must be submitted at least 15 calendar days prior to month end for the next deduction period.

Employees participating in the taxable benefit or payroll deduction program are committed to an annual permit and may only register for the program in March of each year (excluding the year they join). If an employee opts out they are not eligible to rejoin until the following April. The only exception is for employees who go on an extended leave (not vacation) or whose employment is terminated. It is the responsibility of employees to monitor their pay advice to ensure that the correct deduction is being made.