

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

**1.22 ADVISORY COMMITTEE ON PARKING & TRAFFIC (ACPT)
and PARKING APPEALS COMMITTEE**

Classification: General

Effective Date: 04MAR03

Supersedes: 18DEC00

ADVISORY COMMITTEE ON PARKING AND TRAFFIC

- 1.00 The Advisory Committee on Parking and Traffic was established by the Board of Governors to advise the Vice-President (Resources & Operations) on campus parking and traffic matters.
- 2.00 It shall be the responsibility of the Committee to advise and make recommendations to the Vice-President (Resources & Operations) on the following:
- (a) campus parking and traffic issues, regulations and policies;
 - (b) new construction projects which have campus parking and traffic implications; and
 - (c) the Parking and Traffic Regulations and any amendments thereto.
- 3.00 The Committee will be involved at the project planning stage of any construction project which has parking and traffic implications.
- 4.00 The composition of the Advisory Committee on Parking and Traffic will be:
- (a) Members (and one alternate in each case) shall be appointed as follows:
 - 2 members of the Faculty of the University named by the Faculty Association;
 - 1 member of staff named by the Professional & Managerial Association;
 - 1 member of staff named by the Staff Association;
 - 1 member of staff named by the Unions
 - 1 graduate student of the constituent University, named by the Society of Graduate Students;
 - 3 undergraduate students of the constituent University, named by the University Students' Council;
 - (b) *Ex officio* members:
 - The Manager of the University Police Department, or designate
 - The Associate Vice-President (Human Resources) or designate
 - (c) Resource persons:
 - The Associate Vice-President (Facilities Management) or designate
 - The Manager of Parking Services
- 4.01 The membership year shall be from July 1 - June 30.
- 4.02 Members of the Committee, other than *ex officio* members, will hold office for two-year terms and will not be eligible for reappointment for more than two consecutive terms (four years), but will be eligible for reappointment following a lapse of two years after the expiration of the second of two consecutive terms.

- 4.03 The Committee will elect a Chair and a Vice-Chair annually from among the members.
- 4.04 All members shall have the right to move/second motions, to participate in discussion, and to vote.
- 4.05 Six (6) members shall constitute a quorum.

PARKING APPEALS COMMITTEE

- 5.00 There shall be a Parking Appeals Committee with the following terms of reference:
 - (a) To make decisions on all appeals against tickets issued on University property;
 - (b) To make recommendations to the Advisory Committee on Parking and Traffic, as may be appropriate, for changes to the Parking Regulations.
- 6.00 The composition of the Parking Appeals Committee will be six members appointed annually as follows:
 - ° 1 member of the Faculty of the University named by the Faculty Association;
 - ° 1 member of staff named by the Professional & Managerial Association;
 - ° 1 member of staff named on a rotating basis by the Staff Association, CUPE Local 2361 (Facilities Management), and CUPE Local 2692 (Food Services);
 - ° 1 graduate student of the constituent University, named by the Society of Graduate Students; and
 - ° 2 undergraduate students of the constituent University, named by the University Students' Council.
- 6.01 The membership year shall be from July 1 - June 30.
- 6.02 Members of the Committee will hold office for two-year terms and will not be eligible for reappointment for more than two consecutive terms (four years), but will be eligible for reappointment following a lapse of two years after the expiration of the second of two consecutive terms.
- 6.03 The Committee will elect a Chair and a Vice-Chair annually from among the members.
- 6.04 Three (3) members shall constitute a quorum.
- 6.05 All members must vote on all appeals.