

Riverview Lands

Parking, Mobility & Vehicle Traffic Protocol

Rev 1 – August 17, 2018

INTRODUCTION

The property known as the Riverview Lands are currently owned and operated by BC Housing. As owner, BC Housing may from time to time establish Regulations governing parking, mobility and vehicle traffic to provide for safe and orderly movement and parking of both motorized and non-motorized vehicles.

This **Riverview Lands – Parking, Mobility & Vehicle Traffic Protocol** (the “Parking & Traffic Protocol”) serves expectations for all users of parking and streets outside of specified lease and or tenanted areas of the site.

Separate from this Parking & Traffic Protocol, all newly created parking associated with new construction or development at the Riverview Lands must minimally comply with the City of Coquitlam’s appropriate parking bylaw and regulation requirements regarding parking ratios, dimensions and access. This will apply to all parking within tenanted areas and is subject only to new development after January 1, 2019.

Table of Contents

INTRODUCTION.....	1
DEFINITIONS.....	2
REFERENCE DOCUMENTS	3
A. GENERAL.....	3
1. Prohibitions	3
2. Liability of BC Housing	4
3. Liability of Parkers	4
4. General	4
5. Unauthorized Distribution of Printed Materials.....	4
B. PARKING.....	4
1. Reserved Parking.....	4
2. Special Circumstances	5
3. Correct Parking	5
4. Availability of Parking	5
5. Disabled Parking	5
6. Parking Passes	5
7. Contravention of Signs or Instructions	6
8. Exemption of Emergency Vehicles	6
9. Towing/Impoundment of a Vehicle.....	6

C. PARKING AND TRAFFIC RESTRICTIONS	7
1. Where Parking is Prohibited	7
2. Loading Zones.....	7
3. Service Areas	7
4. Parking Bicycles	7
6. Trailers/Campers/Storage.....	7
7. Speed Limits.....	8
8. Traffic and Parking Signs.....	8

DEFINITIONS

The following definitions shall apply to the Riverview Lands Parking & Traffic Protocol:

"BICYCLE" includes all vehicles propelled by muscular power such as a bicycle, cycle, tricycle

"DISABILITY PARKING SPACE" means the reserved parking spaces designated for persons with disabilities and/or those requiring wheelchair access

"IMPOUNDMENT" means to seize and keep in custody by towing and/or wheel locking for an alleged violation of these regulations;

"MOTOR VEHICLE" includes all vehicles propelled other than by muscular power such as an automobile, motorcycle, truck, motor scooter, van, bus

"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

"OPERATOR" means the driver of a vehicle

"OWNER" means the person in whose name a motor vehicle or trailer is registered

"PARKING" means the halting of a vehicle, whether occupied or not

"PARKING AREA OR LOT" means the entire driving and parking area of any area designated as a parking area

"PARKING PASS" means a parking permit or pass that has been issued by BC Housing.

"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

"PERSON" means an individual, partnership, unincorporated or any incorporated entity

"PRINTED MATERIAL OR LITERATURE" means printed advertisements, announcements, letters, etc., but does not include the Traffic Offence Notices, Warning Notices, and Impoundment Notices, utilized by BC Housing

"RESERVED PARKING ZONE" means a row or area of parking designated by erected signs and colour code for a specific user type

"RIVERVIEW LANDS" means all of the property legally described as:

Civic Address: 2601 Lougheed Highway, Coquitlam, BC V3C 4J2
Legal Description: Lot 1, District Lot 470 & 305, Group 1, NWD Plan LMP22802
PID: 023-052-716

"**ROADWAY**" includes any street, boulevard, highway, or road as well as every travelled way of open space which is open to the public, as a matter of right of way or by invitation for the purpose of vehicular traffic

"**STOPPING**" means the halting of a vehicle even momentarily whether occupied or not

"**TRAFFIC**" means pedestrians, vehicles, and other conveyances, either singly or together, using any street

"**TRAFFIC CONTROL DEVICE**" means any sign, signal, marking or other device, painted or erected, for the purpose of regulating traffic

"**USER**" means any person, company or corporation, group, tenant, licensee, development, contractor or similar entity that is active, occupies or is actively using parking stalls or Streets at the Riverview Lands.

"**VISTOR**" means any person, company or corporation, group, tenant, licensee, developer, contractor or similar entity that is visiting the Riverview Lands.

REFERENCE DOCUMENTS

These documents and any amendments or updates thereto issued from time to time will serve as design references to this Parking & Traffic Protocol:

- BC Housing Riverview Lands Site Rules & Regulations as posted on site
- BC Housing Riverview Lands Rules & Regulations Protocol
- BC Housing Riverview Lands Sign Protocol

Any and all BC Housing Riverview Lands Protocols as developed and implemented over time.

A. GENERAL

1. Prohibitions

This Parking & Traffic Protocol applies to both motorized and non-motorized vehicles.

This Parking Traffic Protocol also prohibits the use of non-motorized vehicles in some pedestrian locations, including:

- a. Inside buildings;
- b. On loading docks, stair banisters, railings, landings, ramps, walls, sculptures, benches, interior parking areas, and other seating areas;
- c. On exterior parking areas
- d. On recreational playing areas; and
- e. Anywhere such activities are posted as prohibited.

Prohibited use of non-motorized vehicles also includes, but is not limited to: performing acrobatic maneuvers, stunts, trick riding or similar movements; using excessive speed; jumping on or over steps, benches, rails, walls, or other permanent or temporary fixtures; skating or riding on access ramps for the disabled; participating in any activity which reasonably presents a risk of injury to persons or damage to property.

2. Liability of BC Housing

BC Housing, nor the Provincial Rental Housing Corporation shall be held responsible for any loss, injury or damage to persons and/or motor vehicles, including contents, through fire, theft, vandalism, Acts of God (i.e.: earthquakes, weather conditions, etc.), collision or otherwise.

3. Liability of Parkers

For liability reasons, all motor vehicles must be properly licensed, display a valid license plate or temporary operators permit, and have current insurance when parking at the Riverview Lands. Motor vehicle operators must hold a valid driver's license. Persons to be found to be in violation of this requirement may be held financially liable for any damage caused to the Riverview Lands.

4. General

All vehicle operators are required to comply with this Parking & Traffic Protocol of the Riverview Lands. Vehicles parked in marked tenant parking lots may be removed daily and cannot be left for extended periods (i.e., beyond 24 hours) unless authorized under lease or license agreement.

5. Unauthorized Distribution of Printed Materials

No person shall distribute or cause to be distributed printed material or literature by placing it on motor vehicles parked on at the Riverview Lands.

B. PARKING

1. Reserved Parking

BC Housing has a designated parking pass and reserve system. All long term (i.e.: tenants) and temporary (i.e.: film and construction) parking areas are designated by coloured zones and administrated by BC Housing Facilities Management – Operations. These areas are considered reserved under a formal lease or license agreement.

The Riverview Lands does not currently employ a Pay by Use/License/Phone system. **All motor vehicles parked in reserved areas must clearly display the corresponding coloured pass on their dashboard.** Any vehicles parked in reserved zoned areas not presenting the

corresponding coloured pass as issued by BC Housing is subject to towing at the owner's expense.

All unmarked parking spots are available for visitor or general public use.

2. Special Circumstances

Under special circumstances (e.g. during heavy snow falls); during times of construction (per BC Housing Development & Asset Strategies); and/or for special events or filming (per BC Housing's Film & Special Events), an area of parking or traffic route may be restricted. These restrictions may include but are not limited to: the closure of lots restricting entrance and/or exit, the authorization of general parking in reserved spaces, and any other restriction deemed necessary for the orderly movement and parking of vehicles on the Riverview Lands, and at the sole discretion of BC Housing.

3. Correct Parking

Vehicles must be parked correctly in all parking lot spaces either within the concrete headers, curb stops, or other delimitation markings and shall not be parking in any way that restricts the free flow of traffic or the movement of other vehicles or pedestrians.

No vehicle shall be parking in an area which is not designated for parking.

No vehicle, except for BC Housing or contracted BC Housing service vehicles, are permitted to drive or park on any lawn areas, or over tree root systems.

Roadway parking is prohibited unless otherwise designated.

4. Availability of Parking

When demand exceeds supply of parking, sale of parking passes may be discontinued at any time.

BC Housing reserves the right to charge for reservation of parking stalls as part of a lease or license agreement.

5. Disabled Parking

Some spaces have been designated as reserved spaces for those with physical limitations. A permitted disabled space requires a valid disabled placard.

6. Parking Passes

All parking passes remain the property of BC Housing. Passes are issued to leasees or licensees and are not transferrable to other leases or licensees or any other than the signing entities affiliated with a subject lease or license agreement.

Subletting or parking spaces without the authorization of BC Housing will not be permitted.

Where a parking pass is displayed on a motor vehicle other than that for which it was issued, or if it is not properly displayed, the pass may be requested back by BC Housing, upon which the parking pass holder must immediately surrender the pass.

Lost or stolen parking passes must be reported to BC Housing Facilities Management – Operations and subsequently may be replaced at a charge to the pass holder and as determined by BC Housing. It is a contravention of this Parking & Traffic Protocol to duplicate, deface, alter, sell, rent, exchange, or falsely declare a pass stolen or lost.

7. Contravention of Signs or Instructions

No motor vehicle shall be parked or operated on the campus in such a manner as to contravene instructions on a traffic and/or parking sign or, as such as issued by a patrol person.

8. Exemption of Emergency Vehicles

Emergency vehicles tending to an emergency (i.e.: not under a tenant or lease agreement) are exempt from the provisions of this Parking & Traffic Protocol.

9. Towing/Impoundment of a Vehicle

BC Housing may tow any vehicle at any time if it is deemed necessary. The reason for which a vehicle may be impounded (wheel locked and/or towed) at an additional expense to the operator, include but are not limited to:

- a. obstructing the free flow of traffic;
- b. blocking movement of other parked vehicles;
- c. occupying a reserved space without the required parking pass;
- d. occupying a handicapped or disabled space without a valid disabled placard;
- e. parked in contravention of a sign, yellow curb, crosswalk, sidewalk or on an improved boulevard;
- f. parked on a roadway unless such parking has been authorized via signage;
- g. parked on a roadway other than facing in the direction of traffic;
- h. parked other than in a designated space or in a manner as to occupy more than one space;
- i. displaying a forged, altered or counterfeit parking pass;
- j. displaying a reported lost or stolen permit or parking access card.
- k. causing a disturbance due to an audible device (e.g., horn, anti-theft alarm, etc.);
- l. parked on the Riverview Lands property while under an issued suspension or banning from site, at the sole discretion of BC Housing; or
- m. parked in an area other than outlined on an issued parking restriction form.

Any *vehicle* removed from the Riverview Lands can be retrieved by calling **Coquitlam Towing** at 604.939.6474.

Any vehicle which has **three or more** documented contraventions tickets issued to it and is parked or stopped on any street or open space in contravention of this Parking & Traffic Protocol, shall be subject to a site wide ban at the sole discretion of BC Housing.

C. PARKING AND TRAFFIC RESTRICTIONS

1. Where Parking is Prohibited

No motor vehicle shall be parked on a Riverview Lands roadway, shoulder, fire lane, service lane, grassed area, building entrance, sidewalk, crosswalk, undeveloped area, adjacent to yellow curbs, or in any area or on any surface which is not designated by BC Housing as a parking area.

2. Loading Zones

No motor vehicle shall be parked in a loading zone unless it is in the process of loading or unloading and in such case, it may be so parked for the minimum time required to a maximum of 15 minutes to load or unload the vehicle.

3. Service Areas

No motor vehicle shall be parked in an area marked for service vehicles unless it is a BC Housing, or a vehicle designated by BC Housing as being a BC Housing service vehicle, engaged in the service, repair or maintenance of Riverview Lands facilities, equipment or grounds.

4. Parking Bicycles

The locking of bicycles to handrails or any structure that impedes pedestrian traffic is not permitted. Securing of bicycles to handrails, stairs or any means of exit from buildings is a violation of the BC Fire Services Act and/or Occupational Health & Safety Regulations and is prohibited. Riding of bicycles in an area not designated to be used as a roadway is strictly prohibited.

Bicycles parked in authorized locations cannot be left for extended periods (i.e., beyond 24 hours) unless authorized by Campus Safety and Security Services.

6. Trailers/Campers/Storage

No person shall park a trailer, camper or store a vehicle on the Riverview Lands. No person shall use a trailer, camper, or any other vehicle for sleeping or living accommodations on the campus, unless authorized by BC Housing.

7. Speed Limits

The speed limit in the parking lots is 15 km/hr. The speed limit elsewhere on the Riverview Lands is 25km/hr unless otherwise posted.

Provincial motor vehicle regulations may be enforced by authorized police agencies.

BC Housing reserves the right to remove parking privileges, and privileges of operating a vehicle on campus from those individuals who repeatedly disregard campus speed limits.

8. Traffic and Parking Signs

No person shall tamper with, destroy, damage, deface, or move any traffic or parking sign erected by BC Housing. Any person doing so shall be liable for all costs incurred to restore and repair such signs. In addition, the matter may be reported to the RCMP.

Documentation Control:

Revision	1
Date for Reference	August 17, 2018

AUTHORED BY:

- Director, Land Development & Lands Administration – Riverview – BC Housing

REVIEWED BY:

- Director, Operations & Facilities Manager – Riverview – BC Housing
- Sr. Manager, Film & Special Events – BC Housing