



# Canadian Forces Sailing Association

## Parking Policy

### **1. Purpose/Scope**

- 1.1 The purpose of the CFSA Parking Policy is to define the responsibilities and describe the methods for allocating, dedicating and determining vehicle parking processes and procedures at the Canadian Forces Sailing Association. This procedure provides the information for, and is applicable to, all users of CFSA parking lots, whether they are CFSA Members/Guests, CFSA Race Crews, Employees of CFSA, Staff of the Disabled Sailing Association of BC, Staff of L'école Victor-Brodeur, CFSA employed Contractors, or Non-resident Boating Contractors.
- 1.2 CFSA has parking for approximately 100 vehicles. With over 400 members and other users, controls must be placed on use of the parking lots. The goal of this policy is to maximize the availability of parking for all authorized users.
- 1.3 All parking at CFSA is at the owner's risk. CFSA assumes no liability for damage to vehicles while parked on Club property. It should be noted that any vehicle that enters into the CFSA Facility (EGD Property) is subject to search.
- 1.4 Failure to comply with this policy may warrant the issuance of a "Parking Violation Citation" (see "Parking Violation Citation" section 4, for further details).

### **2. Roles and Responsibilities**

- 2.1 CFSA is a tenant of the Esquimalt Graving Dock, Public Services and Procurement Canada. As the landlord, EGD has overall responsibility for parking in common areas at the EGD and each tenant is responsible for their own specific areas. In this case, CFSA has requested that PWGSC take on the responsibility for monitoring and enforcing vehicle parking within CFSA's footprint at the EGD. This Parking Policy is structured to compliment and be compliant with EGD's Parking Standard Operating Procedure, No. EGD-SOP-RSK-00.
- 2.2 The EGD Commissionaires are responsible for enforcing the CFSA Parking Policy.
- 2.3 CFSA Members/Guests, as well as all users of the CFSA parking lots, are responsible for complying with this CFSA Parking Policy.
- 2.4 CFSA will maintain a vehicle parking list, indicating authorized vehicles, including licence plate numbers.



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### **3. Parking Procedures**

#### **3.1 CFSA Members**

- 3.1.1 Members must register their vehicles with the CFSA Bar Manager.
- 3.1.2 Members may register more than one vehicle.
- 3.1.3 Licence plate numbers are required at the time of registration.
- 3.1.4 Members are required to provide updates/changes/amendments/additions or cancellations by re-registering with the CFSA Bar Manager when necessary.
- 3.1.5 Members that register vehicles will be issued a CFSA Member parking decal and must affix it on the windshield in the lower left hand corner as viewed from inside the vehicle.
- 3.1.6 The parking decal is valid for the current fiscal year only.

#### **3.2 Guests/Visitors Parking**

- 3.2.1 Guest/Visitor parking, if available, will be allocated by the CFSA Bar Manager, Foreshore Chairman, or Wharfinger. If parking is unavailable, guests/visitors will be required to park off-site.
- 3.2.2 The CFSA Bar Manager, Foreshore Chairman, or Wharfinger will record licence tag/plate numbers.
- 3.2.3 Guests/Visitors will be issued a temporary parking pass which must be hung on the mirror of the vehicle with the information facing outwards.
- 3.2.4 Guests/Visitors must return the temporary parking pass when exiting CFSA.

#### **3.3 Race Crew Parking**

- 3.3.1 Race Crew parking, if available, is allowed only on designated race days. On non-race days, race crews will be required to park off-site.
- 3.3.2 Race Crew parking is not allowed in the lower parking lot.
- 3.3.3 CFSA Member Skippers must ensure that their race crews are aware of the CFSA Parking Policy.
- 3.3.4 The CFSA Bar Manager will inform the EGD Security Department of CFSA's designated race days.



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### 3.4 Staff Parking

- 3.4.1 Staff parking passes are available for employees of CFSA, staff of the Disabled Sailing Association of BC, and staff of L'école Victor-Brodeur sail training program.
- 3.4.2 Staff parking will be allocated by the CFSA Bar Manager, Foreshore Chairman, or Wharfinger.
- 3.4.3 The CFSA Bar Manager, Foreshore Chairman, or Wharfinger will record licence tag/plate numbers.
- 3.4.4 Staff will be issued a Staff parking pass which must be hung on the mirror of the vehicle with the information facing outwards.
- 3.4.5 Staff parking passes must be renewed prior to their expiry date.
- 3.4.6 Staff must return the Staff parking pass when their staff tenure at CFSA ends.

### 3.5 Contractor Parking

- 3.5.1 Contractor parking passes are available for CFSA employed Contractors or Non-resident Boating Contractors.
- 3.5.2 Contractor parking will be allocated by the CFSA Bar Manager, Foreshore Chairman, or Wharfinger as applicable, with respect to the relevant contract.
- 3.5.3 Non-resident Boating Contractors may register one vehicle for each boat moored at CFSA.
- 3.5.4 The CFSA Bar Manager, Foreshore Chairman, or Wharfinger will record licence tag/plate numbers.
- 3.5.5 Contractors will be issued a temporary parking pass which must be hung on the mirror of the vehicle with the information facing outwards. Contractor parking passes must be renewed prior to their expiry date.
- 3.5.6 Contractors must return the temporary parking pass when their contract with CFSA ends.



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## 4. Parking Violation Citation

- 4.1 Parking Violation Definition: a parking violation is defined as the act of parking a motor vehicle in a restricted or unauthorized location or for parking in an unauthorized manner.
- 4.2 Initial Parking Violation: Commissionaires will issue a “Parking Violation” citation complete with the infraction details. The citation will be issued during the regular vehicle monitoring cycles.

		<b>PARKING VIOLATION</b>	
This vehicle is illegally parked. Reason for violation:		No. 1146	
<input checked="" type="checkbox"/> Vehicle has no valid Parking Permit	<input checked="" type="checkbox"/> Blocking Driveway or Access		
<input checked="" type="checkbox"/> Parked in No Parking Area/Space	<input type="checkbox"/> Blocking other Vehicle		
<input type="checkbox"/> Parked in Fire Lane	<input checked="" type="checkbox"/> Parked Inside Crane Rails		
<input type="checkbox"/> Parked in Handicapped Space	<input type="checkbox"/> Other: _____		
Your license number has been recorded. Additional violations may result in towing at owner's expense.			
DATE: Feb 9 2017			
TIME: 08:05			
LOCATION: BUMPHOUSE CRANE RAILS			
ISSUED BY: DUGUAY 07472			
LICENSE PLATE NO.	Vehicle Color	VEHICLE MAKE AND MODEL	
H2-0783	BLUE	FORD F150 2/4	

Parking Violation Citation Sample

- 4.2.1 This citation is considered the initial violation.
- 4.2.2 The licence number of the vehicle is recorded.
- 4.3 Subsequent Parking Violation (Secondary Citation)
- 4.3.1 If the vehicle continues to be in violation during any subsequent regular vehicle monitoring cycles, a secondary citation will be issued, a photograph taken and (if possible) phone call made to the vehicle operator/owner.
- 4.3.2 The EGD Parking Commissionaire will determine what constitutes a reasonable timeline between noted violations.
- 4.3.3 The subsequent violation is recorded.
- 4.4 Final Parking Violation (Third and Final Offence)
- 4.4.1 If no action is taken by the vehicle operator to remedy any issued parking violations at this stage, the Parking Commissionaire is authorized to have the vehicle towed.
- 4.4.2 The towing and any subsequent charges will be at the owner's expense.



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### 4.5 Vehicle Recorded History (Data)

- 4.5.1 All vehicle citations are recorded and become searchable data. In the event that a vehicle is towed, the justification for vehicle removal is based on any reoccurring offences or citations against the vehicle (licence tag number) and the timeframe between those incidents. This will be the basic criteria for the towing decision.
- 4.5.2 Vehicle removal may also be warranted based on other circumstances but in all cases the reason(s) will be documented.
- 4.5.3 Any vehicle parked in a designated handicapped parking stall, but not displaying a valid window card permitting use of such a stall, will be towed immediately, without warning.
- 4.5.4 Vehicles parked in fire lanes or on the roadway will be towed immediately, without warning.

### 5. General

- 5.1 Motorcycles, motorbikes, and scooters are entitled to a full motor vehicle parking space.
- 5.2 Bicycles are to be “parked” outside in the racks provided. They are not to be parked on docks, decks, inside buildings, or hinder access to any part of the CFSA facility.
- 5.3 Members absent for an overnight cruise or longer, must not park in the two rows directly in front of the clubhouse.
- 5.4 The lower parking lot must not be used if the member intends to be away from CFSA for more than four (4) hours.
- 5.5 Overnight parking is not allowed in the lower parking lot, without the permission of a CFSA Flag Officer.
- 5.6 At dusk, or after dark, the last vehicle leaving the lower parking lot is responsible for closing and locking the vehicle gate.