**4 WING COLD LAKE RECREATIONAL VEHICLE COMPOUND STANDARD OPERATING PROCEDURES**

1. The guidelines contained within replace any preceding 4 Wing Cold Lake Recreational Vehicle Compound (RV Compound) Standard Operating Procedures (SOP’s) and are effective immediately.

# PURPOSE:

1. The purpose of this directive is to outline the policy with respect to the parking of Recreational Vehicles (RV) within the confines of 4 Wing Cold Lake and defines the procedures for the operation and administration of the Recreational Vehicle (RV) Compound.

# GENERAL:

1. The RV Compound was established on September 1, 1989 in order to provide secure, permanent Recreational Vehicle storage facilities to all military personnel located at 4 Wing Cold Lake. The RV Compound is managed/administered by the PSP Community Recreation Department, located at the Welcome Desk of the Col J.J. Parr Sports Centre, Building #720, Phone # 780-840-8000 local 7823. The PSP Community Recreation Department is responsible for maintaining administrative procedures and for verifying proper use of the RV Compound. This includes the completion of necessary paperwork, ensuring payments are received, data entry, files and data base maintenance, for emailing confirmation of renewal reminders, conducting regular physical inspections, ensuring regular member maintenance up to date, and for bringing concerns to the attention of the Community Recreation Coordinator for resolution.

# MEMBERSHIPS:

1. 4 Wing RV Compound memberships have a set duration. They begin on 1 April and end on 31 March of each year. All members are required to renew their membership beginning in April of each year; time frame will be communicated by PSP each year and is based on your priority allocation (see below).

# PRIORITY ALLOCATION:

1. Sites in the RV Compound are available to Military and civilian personnel accordingly as designated in the allocation priority. The priority for allocation of sites will be as follows:
2. **Priority 1 -** Occupants of Single Quarters (SQs);
3. **Priority 2 -** Military Members living in Residential Housing Units (RHUs);
4. **Priority 3 -** DND and NPF employees of 4 Wing living in RHUs;
5. **Priority 4 -** Military Members employed at 4 Wing who are not occupants of RHUs or SQs;
6. **Priority 5 -** DND and NPF employees of 4 Wing who are not occupants of RHUs or SQs. Note that once a site is approved for a Priority 5 individual, it is allocated only until 30 April of the following year and will only be reallocated to that Priority 5 individual once it has been determined that space will be available following allocation for Priority 1-4 individuals. It will not be considered a continuous right for a Priority 5 individual to hold a site once allocated; and
7. **Priority 6 -** Retired Military members who are residing in the geographical area of Cold Lake. Sites will only be offered to a Priority 6 individual, if space is available after 30 April of each year with the same conditions as stated in the above for Priority 5 individuals (paragraph 4 e).

# POLICY:

1. Vehicles being stored in the RV Compound must be in good running condition. All items (vehicles and trailers) must be registered within the province of Alberta and hold valid insurance. Each household shall be entitled to no more than 2 RV storage sites. Storage site allocation will be allocated in 2 phases:
	1. Phase 1: allocation of Priority 1 – 6 for 1 site; and
	2. Phase 2: allocation of Priority 1 – 6 for second site, based upon availability. Please note that only one storage site will be allowed until all Priority categories have been allocated.
2. Additional storage sites will be permitted depending on availability of parking stalls. Fees for additional sites will be charged in accordance with Annual Site Fees. (Refer to 13.h.)
3. Vehicles, RVs, boats, etc. in the process of being restored are not permitted under any circumstances.
4. Temporary/permanent structures will not be erected anywhere within the RV Compound under any circumstances, as these structures may encroach upon other sites and present a liability.
5. Members on TD or UN Duties of 6 months or longer may store recreational vehicles, cars and/or trucks in the RV Compound for their duration of their duty as space will be provided for them. An emergency contact/sponsor must be identified during this time frame.

# REGISTRATION:

1. Members may register recreational vehicles, trailers, boats, snowmobiles, etc. with the PSP Community Recreation Department online at CAF Connection using the following link; <https://www.cafconnection.ca/Cold-Lake/Facilities/4-Wing-RV-Storage-Compound.aspx>.
2. The following information must be provided at the time of registration:
	1. rank, service number/retired military/PRI number and name(s);
	2. residential address, phone number and email address;
	3. work location and phone number;
	4. the make, model, color, year, size (hitch to back bumper), serial/VIN number, license plate number;
	5. insurance policy number (a current insurance slip must be shown. It is the individual’s responsibility to adequately protect his or her own property with appropriate insurance. This must be shown during the annual RV Compound membership renewal and or whenever insurance is renewed, if required 2 times a year) , insurance expiry date, registration number. Members must ensure PSP has a copy of their current insurance certificate. Upon renewal of your insurance policy, please submit your new insurance certificate online at CAF Connection using the following link:

<https://www.cafconnection.ca/Cold-Lake/Facilities/4-Wing-RV-Storage-Compound/RV-Compound-Insurance-Policy-Renewal.aspx>;

* 1. emergency/sponsor contact information (alternate contact agreement);
	2. a $50.00 security deposit will be paid by all members who register a vehicle with the 4 Wing Cold lake RV Compound. This is for each registered site. These monies will be returned on determination that the issued RV Compound parking stall is clean and acceptable for re-issuance. Site is considered clean when all items and garbage is removed;
	3. each member under Priority Allocation 1-5 will be entitled to no more than 2 free RV storage sites (max of 2 free sites per household). Regular fees are applicable for additional sites and members falling under the Priority 6 Allocation:
1. North Compound Sites (Full Year)- $30.00 + GST = $31.50;
2. North Compound Sites (1/2 Year)- $15.00 + GST = $15.75;
3. South Compound Elongated Sites (Full Year) - $50.00 + GST = $52.50; and
4. South Compound Elongated Sites (1/2 Year) - $25.00 + GST = $26.50.
	1. members who have not completed the renewal process will not have access to the RV Compound after 31 May of the current fiscal year. A late fee of $50 per site, per month, will apply beginning 1 June of the current fiscal year; and
	2. there are 2 different RV Storage Compounds. The South elongated RV Compound is for trailers over 26 feet from back bumper to front of hitch inclusive. The North RV Compound site is for trailers 25 feet and under.
5. Enforcement of documentation, updates, and payments will be done via email starting with 30-day notice, and 2nd notice will be 15 days. After this, your item(s) will be removed/towed at the member’s expense.
6. No slides are to be left in the out position. Must be parked within the lines, not on the lines.
7. Access to the RV Compound is controlled by the PSP Community Recreation Department. The member must go to the MP detachment to sign out the key.
8. To gain access to the RV Compound, the member will exchange his/her Community Card for the key to the compound. After parking or removing his/her vehicle, the member should immediately return to MP detachment and exchange it back for his/her ID.
9. To withdraw your vehicle from the 4 Wing RV Compound, please submit your request online CAF Connection using the following link;

<https://www.cafconnection.ca/Cold-Lake/Facilities/4-Wing-RV-Storage-Compound/RV-Site-Withdrawal.aspx>. Once we receive your request and confirm that your site is clean and acceptable for re-issuance, we will return your security deposit.

# SECURITY:

1. The compound is patrolled regularly by the Military Police. However, it is the member’s responsibility to maintain adequate insurance to cover possible loss or damage of his/her recreational vehicle (s), snowmobiles, boats, trailers, etc. while parked in the RV Compound.

# INSURANCE:

1. All items in the RV Compound must have valid insurance and a copy will be retained by PSP. If your vehicle is under your home insurance policy, you must provide PSP with a letter from your insurance company that indicates that they are aware that your vehicle is stored at the ‘4 Wing RV Storage Compound” or “at an alternate location”.

**ALTERNATE CONTACT AGREEMENT:**

1. An alternate Contact Agreement is used by the PSP Community Recreation Department to ensure that someone is available to action any maintenance or vehicle relocation issues, should the registered member be unavailable or away.

# COMPOUND MAINTENANCE:

1. Each member is required to maintain a clean appearance of their registered site(s) at all times.
2. Each May, July, August and September Long Weekends the compound(s) will be maintained. This includes grass cutting. Therefore, if you require your site to be maintained, it is recommended you remove your vehicle(s). During the winter months the compound is **not** maintained; no snow removal will be done.

Formerly WSAO 218/4.018

**OPI:** Sr Mgr PSP

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