

# **22 WING AUTO HOBBY CLUB**

## **Member Standard Operating Procedures**

**Current as of: 13 November 2025**



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**Note:**

Due to fire, safety and environmental regulations it is crucial that the following procedures be adhered to. If any member of the 22 Wing Auto Hobby Club requires further information or explanation regarding any item in this SOP, they are to contact the President or Vice President of the Club directly.

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## **1 Conditions of Use**

- a. **Intent:** The 22 Wing Auto Hobby Club is operated as a military community entity and shall operate in the best interest of military members and their families. The intent of the Club is to foster a social community for hobbyists to participate in vehicle maintenance, improvements and passion for growing the Club's interests.
- b. **Club Use:** Health, safety and future prosperity of the Club must be always considered by all members. At no time will these items be overlooked or disregarded. All members are expected to treat others with kindness, respect and dignity.
- c. **Training:** The 22 Wing Auto Hobby Club and its members shall not provide any formal or informal training using Club facilities, equipment and tools. The Club Executives, Stewards and Members are not permitted to qualify or certify any individual on any item within the Club. However, Executives and Stewards have the right to order members to cease any actions they deem unsafe for themselves and other members in addition to damaging Club facilities and assets.
- d. **Alcohol/Cannabis Products:** At no time shall any member, regardless of position with the Club, attend the premises while under the influence of alcohol or cannabis/THC products. Furthermore, at no time shall alcohol or cannabis/THC be consumed or exchanged between members while on the DND property the Auto Club is situated on.
- e. **Cleanliness:** The Club operates as a hobby club, not as a commercial or private garage. As such, special attention is mandatory during all aspects of use. At no time shall any member leave any fluid spills/stains on floors, work benches, tools or any other Club surface. Should a member be found leaving the Club's facility and/or inventory in an unclean state, they will face administrative actions including suspension of use of the Club.
- f. **HAZMAT:** At no time will any items that are not listed on the Club's HMRA Holdings binders be kept at the Club. The only time any HAZMAT item can be brought in to the Club is when the item is actively in use by members working on their vehicles. When the member is done their work or the Club is closed, the HAZMAT items must be removed by the member. Any member found to have stored HAZMAT at the Club without the express permission of the President will be subject to membership suspension and review of Executive Team. Examples of HAZMAT items include (but are not limited to): Additives, fuels, oils, lubricants, cleaners, aerosols, paints, primers, undercoating and coolants (new or used). This also includes soiled rags; when a member uses a rag and it

becomes contaminated in any capacity with the aforementioned HAZMATs, the rag is to leave the Club with the member. For additional information, see ANNEX B of this SOP.

- g. **Wi-Fi/Internet Usage:** When free Wi-Fi is provided by the 22 Wing Auto Hobby Club, members acknowledge and agree to use the internet service solely for lawful and appropriate activities. Members shall not engage in any illegal or harmful activities, including but not limited to those prohibited by Federal, Provincial, Municipal, PSP, or DND laws and policies. Any violation of these terms may result in the suspension of Wi-Fi access, Club membership and potential further action in accordance with applicable regulations.
- h. **Disciplinary Actions:** Members must abide by the Club's Constitution, By-laws and SOPs at all times. Infractions are considered counter-productive to the Club's efficient operation and may also pose a health or safety hazard. Should a member not abide by the Club's policies, Executive Committee is to take the actions as described in the 22 Wing Auto Hobby Club Constitution, Para 14, a – c.
- i. **Compliance:** Failure to comply with any items listed in the Standard Operating Procedures (this document), 22 Wing Auto Hobby Club Constitution & Bylaws, Steward Terms of Reference (for Stewards), 22 Wing Commander's Code of Conduct, NPF Workplace Harassment and Violence Prevention Policy, 22 Wing Standing and Routine Orders, 22 Wing Fire Orders, Federal, Provincial, Municipal, DND Laws and Policy will result in immediate membership suspension and possible termination as determined by the 22 Wing Auto Hobby Club Executive Committee.

## 2 **Oil Receptacle**

- a. **Types:** Only oil-based products taken out of vehicles while in the Club are permitted to go into the Oil receptacle such as engine, transmission, and steering fluids. All other fluids that are not acceptable for disposal in oil receptacle must be removed from Club by member. Examples: Coolant, gasoline, diesel, brake fluid and varsol.
- b. **Waste Containers:** It is the responsibility of the Club Member to supply proper waste containers for fluids not accepted by the Club which are to be taken to the Waste Recycle Facility or other legal waste disposal entity. Members are responsible for removal and personal disposal of all used and empty oil containers and filters.
- c. **Capture Basin:** Prio to and after use, the oil receptacle capture basin shall be cleaned of Oil, sludge and sediment to ensure the strainer does not become obstructed.
- d. **Fees:** Oil changes and disposal fees shall be charged per the pricing list posted at the Auto Hobby Club.

- e. **Resources:** For more info WRT waste disposal, visit:  
<https://www.cityofnorthbay.ca/cityhall/department/environmental-services/household-hazardous-waste/>

### **3 Fluid Spills onto Floor and Ground**

- a. **Actions to Take:** Any time a waste product such as oil, coolant, gasoline, varsol, diesel or any HAZMAT material comes in contact with the floor, work bench or other Club item/surface, the waste product must be cleaned up **immediately** to prevent a slip, environmental or fire hazard issues. Using best judgement, wipe up initially with rags and crush in a thin coat of absorbent which then must be swept up and deposited into an approved container. Do not only place absorbent on top of oil product and continue working as it will result in the oil being tracked into the cement and tile floor which is very difficult to remove. All spills shall be addressed immediately.
- b. **Large Spills:** Where large quantities of waste product make contact with the floor immediate action must be taken to prevent product from entering floor drains. Wipe up initially with rags then crush in absorbent which must be swept up and deposited into approved container. Any fluid (other than water) entering the drain(s) must be reported and investigated.
- c. **Spill Kits:** Spill kits located in critical areas are provided to capture very large spills and must not be used to clean up small spills on the floor. Members shall make themselves aware of location and contents of spill kits in areas they are using the Club.
- d. **Outdoor Procedures:** Draining of any type of vehicle oils, fluids or coolant outside the Club is prohibited to prevent environmental contamination of the soil and water table.
- e. **Drain/Drip Pans:** A drain pan must be placed under any vehicle that is stored inside or outside the Club that is dripping any type of waste product. The drip pan shall not be left with large quantity of waste product in it. Replace the drip pan to prevent spillage onto the ground, especially if rain or water can gain access to the drip pan. Contents of drip pan must be disposed of the correct manner and must not be deposited into the oil receptacle if it is not an oil-based product. Drain/Drip pans should be used to the maximum extent to prevent any fluid or HAZMAT spillage onto Club surfaces; if a task is being performed where the risk of a spill, stain or contamination can occur, the member **MUST** pre-emptively utilize a drip tray to catch any contaminants.
- f. **Cleanliness:** Drip pans must be used any time fluids are being drained from a vehicle, in the event the fluid travels along the vehicle structure and starts to drip in other locations, add more drip pans. Where fluids have hit the floor immediately clean up the fluid in the correct manner with rags and absorbent. Do not only throw down absorbent and continue to work in the affected area. Tracking oil throughout the Auto Club will result in a slip hazard and jeopardize health and safety of other members. Cleanliness and adherence to

spill/HAZMAT response is of the utmost importance of the Club and any disregard for cleanliness will not be tolerated (applies to after-hours use as well).

- g. **Saturated Absorbent:** The Club will always have absorbent available to perform spill cleaning. The absorbent shall be re-used until such a time it is no longer capable of absorbing fluids. A key indicator that absorbent is fully saturated and no longer usable is when the absorbent turns dark in colour and/or will no longer “crush” down to perform as intended. Any time that absorbent is deemed saturated and no longer usable, it shall be placed into a specific container that indicated the absorbent is saturated and not for use. The Club Executive will ensure that the saturated absorbent container is co-located with the usable absorbent, is clearly labelled, contains an approved Safety Data Sheet per the CAF HMRA/22 Wg Env O guidelines, is not stored at the Club for a period exceeding 6 months, and is disposed of correctly at the local hazardous waste depot. At no time shall saturated or non-saturated absorbent be disposed of in Club garbage, swept outdoors or disposed into the Club’s floor drains.
- h. **Non-Compliance:** Any member – Executives, Stewards, Regular, Ordinary or Associate – that violates any HAZMAT/Spill response guidelines as outlined in this SOP may be subject to Club Access and/or membership suspension or termination.

## 4 **Painting**

- a. **Permission:** No painting shall be completed at the Club – regardless of complexity of work – unless approved by the Club President or Vice President. This includes spot painting, priming or undercoating of any motorized vehicle or trailer.
- b. **Request Process:** An email shall be sent to the President or Vice President requesting permission to paint in the Club. The President and/or Vice President will identify a date and time that the member can complete the requested painting. Caution will be exercised to ensure painting is not completed when other members are present due to air quality and ventilation limitations. The Executive will also determine the best workspace to use for the painting that is requested.
- c. **Upon Approval:** Members who receive approval for painting will exercise sufficient preparation to the workspace where they are completing the painting. The use of tarps, plastic and cardboard shall be utilized to ensure walls, floors and other Club equipment is not painted.
- d. **When Painting Starts:** Member shall verify with Steward on duty that it is safe to proceed with painting task. During painting, the members shall frequently re-assess air quality and check for overspray or staining of Club facilities and equipment. If any spray, contamination or air quality issues arise, painting shall immediately cease until the areas are adequately cleaned and safe to continue.

- e. **Completion:** Upon completion of painting, members shall leave all protective coverings in place until the paint/primer/undercoating is adequately dried. When the painted item is removed, member is to remove all protective items and do a very thorough assessment to identify any areas of overspray or staining. Should a member find any mess left behind from painting, they are to immediately clean the affected areas.
- f. **Personal Protective Equipment (PPE):** At all times during the painting process, members shall wear adequate ventilators, body covers and eye protection. Should a member not wear the proper PPE, the Steward on duty has the right to order the painting to cease. Additionally, if a member completes any painting actions and does not use PPE, the member accepts all responsibility for any health and safety outcomes of the member.
- g. **Storage of Supplies:** At no time shall any paint, primer, undercoating, spray guns, spray cans, rags or any other item that has contacted HAZMAT be left at the Club when the member is not present and actively working on their painting tasks. Failure to comply will result in possible membership suspension and review by the Executive Team.

## 5 **Tool Usage**

- a. **Proper Use:** Use the right tool for the right job. For example, pounding on a screwdriver instead of using a chisel with a hammer can shatter the plastic handle and cause personal injury, tool damage and cost the Club valuable funds to replace.
- b. **Breaker Bars:** Do not use the torque wrench as a breaker bar, breaker bars have been provided.
- c. **Eye Protection:** Use eyeglasses, face shield, or welding gloves when using the grinder, drill press, chop saw, welder(s), torch, sawzall, Arber press, grinder, or any other equipment where the user's eyes can be negatively impacted.
- d. **Shop Lights:** LED portable shop lights are not to be placed on hot exhaust parts to prevent the plastic lens from being melted.
- e. **Cleaning:** Clean all tools, extension cords, air hoses, lights or electronic equipment prior to returning them to the tool crib. It is unacceptable to return dirty tools. Steward on duty has authority to determine cleanliness of tools and equipment. Cleaning regulations are to be always adhered to, including after hours.
- f. **Damaged Tools:** If you find a damaged tool or damage a tool do not return it to the tool crib. Notify the Steward on duty who will lock out tool, place in tool lockout locker and notify the Club's Facility Manager(s).
- g. **Locations:** It is up to the Steward and Club Member to ensure all tools are placed in the proper location and not left in incorrect locations.

- h. **Tool Degradation:** If a tool or piece of equipment stops working properly do not continue working with it. Make no attempt to repair Club tools or equipment due to safety hazards. Further use may cause personal injury or further damage to the equipment. Inform the Steward on duty who will conduct the “Tool Lock-Out” Procedures which are posted in the front lobby of the Club.
- i. **Tool Lock-Out:** For Stewards, when any member indicates a tool is either broken or degraded, they must take appropriate actions as directed in the “Tool Lock-Out” Procedures which are posted in the front lobby of the Club.

## **6 Acetylene Torch and Welders:**

- a. **Permitted Use:** Only trained or experienced personnel should be allowed to use the Oxy-Acetylene torches or welders while wearing the correct PP & E. A “High-Risk” binder containing a waiver and acceptance of risk for these items is kept at the Club and must be signed by any member utilizing torches or welders.
- b. **Prior to Use:** The torch and hoses should be inspected for leaks or damage prior to use.
- c. **Torch Settings:** For general heating the acetylene tank setting should be at 5 psi and the oxygen tank valve setting at 15 psi. Variety of small torch tip can be used. Note that these are recommended settings and are not a “one size fits all”. Proper experience and understanding of utilization and theory should be exercised by users.
- d. **Thick Cutting Applications:** For torch cutting of thick steel, the acetylene valve setting should be at 5 psi and the oxygen valve setting should be 20 psi. The cutting torch head is to be used. Note that these are recommended settings and are not a “one size fits all”. Proper experience and understanding of utilization and theory should be exercised by users.
- e. **During Use:** The torch or welder shall not be used in proximity to other personnel working with flammable products such as gasoline, contact brake cleaner, varsol, oil under coating, spraying of WD40 and other types of highly flammable aerosols. Ensure use of the welder smoke eater.
- f. **Smoke-Eater:** The welder smoke eater shall not be used during spraying of paint or oil undercoating; it should only be used while welding.
- g. **After Use:** Torch valves must be closed off and hoses drained prior to Torch being cleaned and put away. Ensure all PP & E is returned to welding locker.
- h. **Cleaning:** Ensure that any time equipment in the welding bay is used that the drill press, grinder, cut saw and work bench is cleaned afterwards.

## 7 MAP-Pro Torch:

- a. **Permitted Use:** Only trained or experienced personnel should be allowed to use the MAP-Pro Torch while wearing the correct PP & E.
- b. **Prior to Use:** The torch head and tank shall be inspected for leaks or damage prior to use.
- c. **Torch Settings:** The torch has an adjustable knob for increasing or decreasing tip heat. Proper care will be exercised to ensure the correct settings are utilized for the task at hand.
- d. **Permissible Use:** MAP-Pro torch shall only be used for heating nuts, bolts or fasteners in addition to brazing or heat-shrinking. The torch shall not be used for thick metal or prolonged applications.
- e. **During Use:** The torch shall not be used in proximity to other personnel working with flammable products such as gasoline, contact brake cleaner, varsol, oil under coating, spraying of WD40 and other types of highly flammable aerosols.
- f. **After Use:** Torch valve must be closed completely off and head removed from tank prior to Torch being cleaned and put away. Ensure all PP & E are returned to welding locker.
- g. **Cleaning:** Ensure that any time equipment in the welding bay is used that the drill press, grinder, cut saw and work bench is cleaned afterwards.

## 8 Hoists and Jacks:

- a. **Permitted Use:** Only trained or experienced personnel shall be allowed to use the 2 post and 4 post (drive on) hoists. A “High-Risk” binder containing a waiver and acceptance of risk for these items is kept at the Club and must be signed by any member utilizing torches or welders.
- b. **Malfunctions:** If either one of the hoists malfunctions or is damaged it must be tagged and locked out. A lock must be placed on the power switch and a tag put in place by the Steward. The Steward on duty shall be notified and the Facility Manager or Contracts informed via phone or Email. A mass Email will be sent to inform all Stewards referencing hoist status and once the hoist is repaired. A lock and tag are stored in the lock-out locker.
- c. **Safety Locks:** The hoist must be lowered onto its safety locks prior to going beneath it.
- d. **Lowering:** The correct method of lowering the hoist is to raise the hoist up off of all safety locks prior to lowering it.

- e. **Setup:** Have someone guide the vehicle onto the drive-on hoist ensuring the tires are centered on the ramp. Ensure the lift points on the two-post hoist are in the correct pick-up points beneath the vehicle prior to raising it.
- f. **Jacks:** No Steward or Club member will use the portable jack, or jack stands outside of the Club. The jack or jack stands could sink into the sand trapping or crushing the individual beneath the vehicle.

## **9 Parking & Storage of Parts and Equipment**

- a. **Intent:** Parking and bay rental is intended for short-term use while working on the vehicle in question.
- b. **Periods of Use:** The intention of parking in the Auto Hobby Club is for short-term durations while parts or items are procured to complete a task on the item being parked in the Club. Parking and storage of all items must be communicated to and approved by the Club President. In the event of an emergency fix where parking is required, a member may park a vehicle at the Club but must immediately notify the President.
- c. **Permits:** All items parked at the Club must contain a permit that is affixed to the item and have all required fields completed. No parking permit will exceed 7 calendar days. Members requiring extensions to existing parking permits must apply to the President for an extension to their permit prior to the expiry of their current permit.
- d. **Personal:** All Club members – including Stewards and Executives - shall not store personal items in the Auto Club such as tires, vehicle engine parts, batteries, tools, supplies, and waste products such as coolant brake cleaner, paint, etc. They must be removed and stored elsewhere. The only exceptions are when items are being actively worked on (example: sanding/painting rims, auto parts, etc.) which can be stored on Club shelving with the approval of the President or Vice President. Additionally, the storage of personal tools and parts (must be non-HAZMAT) may be stored in a parked vehicle at the Club. These items must be secured inside the vehicle, and the Club accepts no liability for any missing or damaged personal items kept in vehicles at the Club. The intent is for the Club not to be used as a personal storage facility. Any requests for deviations from this rule shall be sent to the President for approval.
- e. **Disposal of Personal Items:** Leaving any personal items at the Club may result in disposal of the items by the Executive and/or suspension of Club membership.
- f. **Work Benches:** At no time shall any work bench contain personal items of a Club member unless the space is being actively used and the member is present.
- g. **Overhaul Room:** The overhaul room is the only location where an engine can be stored as long it is actively being worked on. Old engines, transmissions, transfer cases,

differentials, etc. that are non-serviceable shall not be left in the Auto Club and should be disposed of correctly.

- h. **Outside/Long Term:** Long term storage of vehicles or trailers outside the Club for extended periods of time is not permitted. If a member wishes to seek long-term parking outdoors, they must apply for approval to the President. During winter months, it is unlikely that the President will approve long term outdoor parking as it will impede with snow removal processes.
- i. **Short Term:** Short term inside and outside parking of trailers or vehicles is permitted by payment only. A parking permit shall be filled out and displayed on vehicle at all times. Parking fees are to be captured on a Daily Sales Report with parking fees enclosed in envelope for Treasurer to process.
- j. **Outside Locations:** Parking a trailer or vehicle outside is restricted to the right (east) side of the building so as to not impede access for snow removal. Do not restrict access to the garage doors and ensure the vehicle is parked just to the right of the main man door. All vehicles will have a parking permit form placed in the window and posted on the info board in the Club. For trailers, a parking permit is not required to be placed in/on trailer but must still be noted on the parking information board located inside the Club.
- k. **Welding Bay:** At no time shall any vehicle, snowblower, ATV, snowmobile, dirt bike or any other similar item be parked in the welding bay due to the risk of sparks from welders, torches, drill press and saws.
- l. **Exemptions:** Executive and Stewards on the Key Access List who are in good standing and are current with their volunteer requirements (minimum 8 hours per calendar month) are permitted to park items at the Club at no cost during after-hours. During open hours, Executives and Stewards must pay fees per the Club's posted Price List. A permit must still be displayed and parking intentions relayed to the Club President. Should an Executive or Steward not complete their volunteer requirements for the Club, they will forfeit this exemption and will be required to pay for parking per the Price List which is listed in the Club. Executives and Stewards shall make all attempts to avoid disruption of use for other members by parking their items in a reasonable location. For example, parking an ATV or snowmobile in any of the hoist bays is unreasonable, a single vehicle left in the middle of the wash bay or any immobile vehicle that is blocking overhead or interior doors.
- m. **Calculations:** Parking is reckoned in calendar days and charged at the rates posted in the front office regardless of whether the Club is open or closed. The Steward on duty may approve parking in any bay EXCEPT for the project bay. Instructions for parking are provided on the Parking Permit form. Aside from a car or truck on the lift bays, a parked vehicle must be movable within the Club at the request and discretion of the Steward. Vehicles may only remain parked on a lift in case of emergency such as securing parts or tools to finish a task. If the emergency cannot be resolved the next open day the vehicle must be pushed off the lift and parked elsewhere (parking rates apply).

- n. **Additional Information:** Refer to the parking permit sheet for more clarification for areas that parking is permitted.
- o. **Failure to Comply:** Failure to post a parking permit form could result in the trailer or vehicle being towed away at the owner's expense. Only the Club Executive are responsible for determining who the vehicle belongs to and whether it needs to be towed away. The Executive committee may vote to terminate parking if no visible progress is made over the prepaid parking period without explanation. At this point, if not promptly removed by the owner, the vehicle and/or items will be removed and/or disposed of at the owner's expense.

## **10 Tire Machine and Balancer**

- a. **Permitted Use:** Only trained or experienced personnel shall be allowed to use the tire machine and tire balancer. A "High-Risk" binder containing a waiver and acceptance of risk for these items is kept at the Club and must be signed by any member utilizing torches or welders.
- b. **Weight Disposal:** Old weights shall be placed in the white bucket on the floor and not left in the trays with the new weights.
- c. **Cleaning:** Wash off dirty tires & rims first as this can cause a negative result with the balancing as well as keeping the equipment clean.
- d. **After Use:** The tire machine work area shall be swept up and pressure washed if sand, mud, slush or leaves are deposited on the tire machines or floor.
- e. **Old Tires/Rims:** The Club does not provide storage or disposal of tires. Members are responsible for disposal of these items.
- f. **Failure to Comply:** Will result in administrative actions and/or suspension of membership.

## **11 Vehicles Permitted in Auto Club**

- a. **Admissibility:** Only Club members are allowed to bring in their own personal or their families vehicles as defined in the PSP Policy Manual, Annex A (attached at end of this document). No member shall bring a vehicle into the Club of an individual who falls outside of the definitions in Annex A, unless otherwise approved by the Club President.
- b. **Families:** Defined in PSP Policy Manual, Annex A (attached at end of this document).

- c. **Non-Members:** A Steward or Club Member shall not bring in the vehicle of a non-member.
- d. **Accepting Payment:** Stewards or Club Members shall not run a repair business out of the Auto Club. Stewards and Club Members found to be charging money for fixing others' vehicles will result in loss of their Membership permanently.
- e. **Providing Access:** At no time shall a Steward or Executive make the Club available for non-members to work on their vehicles. Even if no payment is accepted, making the Club and its equipment and tools available to provide a facility for non-members vehicles to be serviced is strictly prohibited.
- f. **Emergency Circumstances:** Only in an emergency situation can a Steward or Club Member do repairs to visiting family members vehicle in the event no garage is open, and the family member requires immediate use of their vehicle.
- g. **Compliance:** Should any Member be found to have allowed access to the Club to a non-member without the express consent of the President or Vice President, they will have their membership and key access (in the case of Stewards/Execs) suspended immediately and reviewed by the Executive for possible termination.

## 12 **Project Bay Rental Procedures**

- a. **Approval:** Bay rental must be pre-approved by the Club President or their delegate. Fees are based on the Price List posted in the front office. Members are to refer to the "Project Bay Application Form" for additional details. Applications for subsequent extensions must be approved by majority vote of the Executive Committee and are not guaranteed to the current renter.
- b. **During Rental:**
  - a. While rented, the bay doors may be locked (decision of renter).
  - b. Access to Project Bay must be requested through Steward on duty who will provide the renting member with key to bay.
  - c. The Steward on duty will access the bay to conduct open/closing checks and as needed to ensure club safety and assess for HAZMAT incidents or violations.
  - d. The rental application form shall be placed on the interior access door with any extensions noted on the original form.
  - e. At the end of rental, the Steward on duty will report to the Club President that the renting member has vacated the Project Bay.
  - f. All other members who are not renting the Project Bay shall not touch or use anything in the Project Bay unless approved by renter, Steward on duty or a Club Executive Member.

- g. At no time during rental shall any fluid spills be un-addressed. Renters will take all precautions to utilize drip drays to capture fluids when renter is not currently working in Project Bay.
  - h. When they occur, all spills will be immediately contained, cleaned properly (including use of absorbent) and floors pressure washed. At no time will the Project Bay floors be left in a “working” state where any mess or spill is present.
  - i. The Project Bay state/cleanliness will be at the same standard of every bay in the Club following use – no exceptions.
  - j. When cleaning the Project Bay floors, no body filler, sanding residue, dirt, sand, hazardous materials, vehicle rust, metal fragments, plastic fragments or debris of any kind shall enter the water drains of the bay. Users are required to sweep up these items into Club garbage bins and then complete proper pressure washing of bay, ensuring all water is directed to and squeegeed towards the floor drain.
  - k. For instances of extreme cold or concern for proper heat circulation in the winter/cold months, the Project Bay doors may need to be left open, regardless if a project is ongoing.
- c. **Termination:** The Executive committee may vote to terminate rental if no visible progress is made over the prepaid rental period without explanation. At this point, if not promptly removed by the owner, the vehicle and/or items will be removed and/or disposed of at the owner’s expense. The renter shall remove all property from the bay at the end of their approved duration; any contents remaining in the bay thereafter may be disposed of at the discretion of the Club Executive and at the owner’s expense.
- d. **Early Completion:** If a member completes their project early and leaves before the designated time, the member will notify the Steward on duty who will notify the Club President.
- e. **Painting:** All painting shall be pre-approved by the Club President or Vice President. Members caught painting without approval will have their Project Bay Rental immediately terminated and their vehicle removed from the bay. When approved, only small painting projects are allowed in the Project Bay due to limited venting. When painting, the floor and room equipment will be covered, or the floor sprayed with water to prevent the paint from adhering to the concrete. Individuals are required to use tarps, cardboard or any other adequate items to prevent overspray or staining of Club surfaces and equipment. For additional painting information, see Para 4 of this SOP.
- f. **Co-Usage:** In certain circumstances, sharing of the bay may be required to maximize fair use by all members. The President may allow sharing of the space at any given time and those renting the Project Bay shall understand that they may be required to share the area. If there are any extenuating circumstances where a member prefers not to share the space, they shall notify the President who will make an assessment and judgement on how to best allocate usage of the Project Bay. The President has final authority in these matters.
- g. **Personal Items:** Where a member uses personal tools/items to complete work in the Project Bay, the Club strongly suggests the removal of said items when the Project Bay is

not actively in use. Items are permitted to be stored in Club with the understanding that risk of damage, loss and/or theft is not the responsibility of the Club or Executive Committee. If a member chooses to leave items inside their vehicle or Project Bay, they are accepting this risk.

- h. **HAZMAT:** No hazardous materials of any type are to be left in the Project Bay when the member is not currently using the space. This includes but is not limited to gas, oil, paint, aerosols, coolant, brake fluid, etc. See ANNEX B of this SOP for further information.
- i. **Payment:** No pre-payment is to be completed by the Club or member. During rental period, members must pay hourly usage fees as indicated on the Price List on the Club Information Board which will then be captured on a Daily Sales Report by the Steward on duty. If a Steward opens the Club during “silent hours”, the renter of the project bay must still pay the hourly fees unless the renter is a Club Steward or Executive in good standing (shift fulfilment) with the Club. At the end of the Project Bay rental, the Steward on duty will notify the Club President who will then coordinate with the Club Treasurer to issue a final invoice for rental fees to the member. Project Bay rental fees will be subject to the Price List posted on the Club Information Board and will not include hourly usage of space as these fees would have already been captured on previous DSRs.

## **13 When Fees Must Be Paid**

- a. **Items Requiring Payment:** During open hours, any item that is detailed on the Auto Hobby Club’s Daily Sales Report shall be captured as a fee payable by the member to the Club. Refer to “Price List” posted at the Club for pricing details.
- b. **After Hours:** Executive and Stewards are not required to pay for any fees other than consumables (wheel weights, welding wire, torches) when utilizing the Club after hours. Any Executive or Steward who opens the Club after hours may permit non-key holders to attend the Club, but they must be a current member, create a Daily Sales Report to capture Club usage and perform tasks normally expected of a Steward during regular open hours.
- c. **Non-Members:** Non-members are permitted to use the Club under the following conditions:
  - i. Must have written approval by Club President
  - ii. A Steward or Executive must escort and supervise a non-member to use the Club during open and after-hours (not the Steward on duty)
  - iii. A \$25.00 drop-in fee will apply, plus all fees related to bay rental, equipment usage and consumables. These fees shall be captured on a DSR and deposited per regular open hours procedures, even if access is during closed Club hours.

- iv. If an individual has a pending Ordinary or Associate Membership Application that is waiting in queue, their sponsor may escort and supervise the non-member.
- v. All individuals escorting and supervising non-members automatically assume responsibility for all non-members actions.

## 14 Paying for Club Usage

- a. **Methods of Payment:** The Auto Club does not accept debit or credit. All fees must be paid with cash or coin.
- b. **Cash Limitations:** Bills larger than \$20 will NOT be accepted. It is best to pay with coin when fees are low and pay with fives, tens or twenties when fees are over twenty dollars.

## 15 Ordinary and Associate Memberships

- a. **Lapse:** Should Ordinary and Associate members lapse their membership expiry date they will be required to submit a new application for membership to the Club.
- b. **Prioritization:** Ordinary and Associate memberships are not automatically renewed, nor are their applications for new membership automatically approved or placed above previously submitted applications by others
- c. **Member Responsibility:** Members are responsible for renewing their Associate Memberships before their expiry date to maintain continuous status.
- d. **Renewals:** Renewals may be completed within 30 days prior to expiry; renewals earlier than 30 days will not be accepted unless authorized by the Executive. The new expiry date will be one year from the date of renewal purchase (e.g., if renewed on 22 Nov 2025, the new expiry will be 22 Nov 2026).
  - a. **Renewal Limitations:** If, during the 30-day renewal window, a member is unable to renew due to Club closure, limited Steward availability, or verified operational, medical, or emergency reasons as determined by the 22 Wing Auto Hobby Club Executive, they may renew after their expiry date, but must do so at the earliest practical opportunity. Members who allow their membership to lapse without approved justification must re-apply as new Associate Members and are not guaranteed re-admission, as the Club must comply with the 20% Associate membership limit.

## 16 Partially and Non-Serviceable Club Equipment

- a. **Intent:** To prevent any further damage to equipment which could cause potential injury to Club member and/or cause the Club undue financial strain.
- b. **Reporting:** Reporting partially or non-serviceable Club equipment such as tools, tire machines, hoists high pressure washer, air compressor, furnace, washer & dryer, and welding equipment shall be reported to the Steward on duty. The Steward will then immediately send an email to the Facility Manager(s) with status of equipment who will then make an assessment for repair or replacement. The Facility Manager will send an email out to all Stewards informing them of equipment failure. An additional email will be sent once the item is repaired and/or replaced.
- c. **Tagging/Locking Out:** Any piece of partially or non-serviceable equipment must be shut off, tagged and locked out as applicable/if possible. If the item in question cannot be unplugged, the breaker shall be shut off and note left on the info board until the facility manager can make repairs. The Steward who is operating the Club during equipment failures shall also attempt to place lock-out kit on tools.

## **17 Loaning Club Tools**

- a. **Limitations:** The only tools that are to be loaned out are the booster cables, portable battery charger-starter and the portable air bottle for inflating tires.
- b. **Exceptions:** Other items may be requested via email to the Club President. When approved and loaned, the President (or Vice President in their absence) shall email all Stewards to enable effective accountability of all Club equipment.

## **18 Cleaning of Club Bays**

- a. **Prior to Use:** Vehicles with excess mud, ice and snow shall be cleaned off outside prior to entering the bay.
- b. **Post Use:** Prior to departing the Club, the bay floor shall be swept or hosed down depending on scope of material on the floor (dry vs wet). If the floor is wet and hosed down, the member shall use a shop squeegee to move excess water into drains after cleaning. There shall be no tire tracks, fluid spills, dirt, absorbent or any other mess left in the Club after use. Should a mess be found, the individual responsible will be subject to administrative actions.
- c. **Containment:** When cleaning Auto Club bays, at no time shall debris, fluids, sand, dirt, etc. be swept outside. All the aforementioned items are considered contaminants and once they touch the Auto Club floor, they must be disposed of correctly.

## 19 General Cleaning of Club

- a. **Responsibility:** The Auto Club does not have cleaning staff. Club Members are fully responsible for the cleaning of their work bay area. Work bench and floor must be left clean prior to departing the Club. Additionally, the Club does not have mechanisms in place to dispose of used vehicle parts, scrap metal, cardboard, or any other item requiring recycling. The only general garbage that can be disposed of in Club garbage bins are those items considered daily use such as drinking containers, food wrappers, wrapping from packages and any other items categorized as general (non-HAZMAT) household waste.
- b. **Scope:** Cleaning practices shall take place any time the Club is used, including after hours. The Club shall always be left in a clean state with no messes or tools left out/behind.
- c. **Penalties:** Club usage may be suspended at the discretion of the Executive Committee should members not comply with proper cleaning practices. It is understood that the Club's cleanliness directly correlates to health and safety of all members.
- d. **Resources:** Should members need to dispose of items not accepted at the Club, below are examples of options available:
  - a. Oil/Fluid Containers: Any local part store
  - b. Used Filters: Any local parts store
  - c. Used Tires: Local landfill
  - d. Used Aerosol Cans: North Bay Household Hazardous Waste Depot
  - e. Cardboard: 22 WG/PSP dumpster (in PSP Parking Lot)
  - f. Used Car Parts/Metal: Local metal recycling facilities

## 20 Membership Cards

- a. **Admission to Club:** Stewards must first check membership cards prior to any work being started. No work will be allowed by members whose Membership Card has expired and will have to re-new their membership and sign a new waiver form prior to commencing any work.
- b. **Ordinary/Associate Memberships:** Should Ordinary and Associate Members lapse their Membership expiry date, they will be required to submit a new application for membership to the Club. Ordinary and Associate memberships are not automatically renewed, nor are their applications for new membership automatically approved or placed above previously submitted applications by others. There will be no exceptions to this rule.

- c. **Family Memberships:** Per PSP Policy Manual, Annex A (found at the end of this document), family members may purchase their own, separate membership to the Club. Ordinary and Associate membership applications by family members are subject to membership percentage limitations: Associate membership shall not exceed 20% of the total Club membership and Associate + Ordinary memberships shall not exceed 50% of the total Club membership.
- d. **Definitions:** Definitions of membership types can be found in PSP Policy Manual, Annex A which is located at the end of this document.

## 21 **Varsol Bath**

- a. **Proper Use:** There will be no cleaning of paint brushes in the varsol bath.
- b. **Cleaning:** The varsol bath must be cleaned and the strainer removed and cleaned when excessive sand, sediment, paint chips, rust, etc. enters the bath.
- c. **Malfunctions:** Any lack of functionality shall be reported directly to Steward on duty.

## 22 **Clothing When Attending Club**

- a. **Acceptable:** Club Members should wear appropriate clothing that can provide protection. T-shirt, jeans and running shoes are acceptable. It is highly encouraged to wear items of clothing that cover all exposed skin and eyes depending on scope of use of the Club. For the wash bays and front lobby, shorts are permitted.
- b. **Not Acceptable:** Sandals or other open-toe footwear (examples: “croc’s”, flip-flops, slippers, etc.) are not acceptable, even if only using wash bays or non-high-risk items. Coverage from heel to toe (including top of foot) is mandatory.
- c. **Shorts:** The wearing of shorts is prohibited in Hoist bays and Project Bay, regardless of scope of work. Additionally, when using any high-risk items (including tire machine, tire balancer, bench grinder, angle grinder, floor jacks, welders, hoists, torches and drill press) pants must be worn. At no time will a member wearing shorts use these aforementioned items.

The only tasks that can be completed at the Club while wearing shorts are:

- i. Attendance in front lobby
- ii. Passing through bays to assess availability of wash bays
- iii. Operation of vacuums
- iv. Operation of pressure washer/garden hoses and attachments
- v. Floor brooms
- vi. Floor squeegees

- d. **Steward Discretion:** If any member is attending the Club and is not wearing proper clothing, the Steward on duty has the right to refuse use of the Club to said member(s).

## 23 **Providing Technical Assistance**

- a. **Scope:** Stewards are not obligated to provide technical assistance to Club Members. Each Steward has their own personal experience in vehicle maintenance and should not go beyond their technical expertise when giving assistance or advice. For example, if you do not know the correct torque spec for a part do not guess, consult your vehicle manual or access the internet.
- b. **Priority:** The Steward's main responsibility is to the safety of Club Members and building.

## 24 **Long Term Hoist Usage**

- a. **Moveable Vehicle:** If major work is being conducted on a vehicle that renders it non serviceable but can be pushed, it should be relocated outside to the right of the building to allow the hoist bay to be used during quiet hours.
- b. **Non-Movable Vehicle:** If the vehicle cannot be relocated due to no tires or any other circumstance that deems it immovable, the vehicle should be lowered onto the last safety latch or lowered onto four jack stands when using the two-post hoist.

## 25 **Working Outside of Club**

- a. **Restrictions:** At no time shall work be done outside the Auto Club due to risk of soil contamination. This includes paint, fluids, rust, parts, etc.
- b. **Washing of Vehicles:** Per the 22 Wing Environmental Officer's direction, rinsing vehicles with water only outside of the Club is permitted, provided that:
  - i. All storm drains in area need to be avoided/protected from dirt/mud/debris that is rinsed off vehicles
  - ii. No water from rinsing shall enter any streams or natural water bodies
  - iii. Excessive road salt is not to be washed outside of the Club; salt is harmful to wildlife and vegetation and thus, should be collected in the appropriate drains inside the Auto Hobby Club
  - iv. Verify erosion is not occurring prior to and following rinsing. If erosion is present, notify Auto Hobby Club Executive immediately.
  - v. Verify rinsing does not create new pathways for water to enter vegetated areas

- vi. Adding fill to eroded soil needs to be reported through Auto Hobby Club Executive who will notify RP Ops; as outdoor rinsing is self-inflicted, RP Ops may not support re-filling of eroded areas.
- vii. If visible damage is caused to rinsing area or any Auto Hobby Club grounds, the rinsing shall cease immediately.

## 26 After Hours Usage

- a. **Permission:** Only Auto Club Executive Members and Stewards can open and access the Club after hours. The aforementioned individuals are not required to open the Club for non-Stewards/Execs and have no obligation to do so. Executives and Stewards accessing the Club after hours must meet the following criteria:
  - a. Hold a current, non-expired membership;
  - b. Currently meeting all volunteer requirements (no less than 8 hours/month without communication to President); and
  - c. Not have their key access suspended or revoked.
- b. **Safety:** When the Club is open after hours, the individual using the Club must leave the front door unlocked for safety purposes. It is also recommended that the individual using the Club after hours lets someone know they are at the Club.
- c. **Non-Stewards/Executives:** If a Steward or Executive Members chooses to open the Club, a daily sales report must be initiated, and the Steward/Exec must collect payment for Club usage. The Steward/Exec is also responsible for the members using the Club similarly to when they operate the Club during normal working hours.
- d. **Family Members:** Family members holding their own membership who attend the Club after hours, must pay regular usage and consumable fees per the Price List posted at the Club. The only exception is if the family member's vehicle being worked on is registered or co-registered to the Key Holder.
- e. **Non-Members:** At no time will an individual who is eligible for a Regular membership use the Club without a current membership (during and after hours). For non-members who have a pending membership application or are not current members of the Club: the Steward/Exec who wishes to allow them use of the Club shall obtain written approval from the President prior to entry and non-member must pay drop-in fees as described in Para 13. c. of this SOP.
- f. **Compliance:** Any individual who has key access to the Club and does not comply with the After-Hours rules described in this document will be subject to immediate membership suspension and review for termination by the Club Executive Team.

**Reviewed & Approved By:**

<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>	<b>DATE</b>
RICHARD, JOHN	PRESIDENT		
LEBEL, TROY	VICE PRESIDENT		

## 27 ANNEX A: CAF NPP Eligibility Matrix

CANADIAN FORCES

PERSONNEL SUPPORT PROGRAMS POLICY MANUAL

### Annex A: CANADIAN FORCES NON-PUBLIC PROPERTY – ELIGIBILITY MATRIX PROGRAMS AND SERVICES

Categories	Code	Who's Included	Code	Who's Included	Code	Who's Included
Canadian Armed Forces Members	CF	<ul style="list-style-type: none"> <li>Regular Force Members</li> <li>Reserve Force Members</li> </ul>	CF-F	<ul style="list-style-type: none"> <li>Families of Serving Members</li> </ul>	CF-U	<ul style="list-style-type: none"> <li>CF Units</li> <li>BATUS</li> <li>Canadian Cadet Organization</li> </ul>
Foreign Military Serving with CAF	FF	<ul style="list-style-type: none"> <li>Members of Foreign Military currently serving with the CF</li> </ul>	FF-F	<ul style="list-style-type: none"> <li>Families of Foreign Military serving with the CF</li> </ul>		
Veterans, Canadian Armed Forces	V	<ul style="list-style-type: none"> <li>Veterans (Former Members of the CAF)</li> <li>Veterans (Peace Officer in a Special Duty Area or on a Special Duty Operation)</li> </ul>	V-F	<ul style="list-style-type: none"> <li>Families of Veterans</li> <li>Families of the Deceased</li> </ul>		
Extended Security & Defence Team	D	<ul style="list-style-type: none"> <li>Current DND Public Servants, Staff of the NPF, Staff of MFRCs, DRDC, CSE, DCC</li> <li>Serving RCMP and the Canadian Coast Guard</li> <li>Honorary Colonels / Captains (N) and Honorary Lieutenant-Colonels / Commanders</li> </ul>	D-F	<ul style="list-style-type: none"> <li>Families of current Public Servants, Staff of the NPF, MFRCs, DRDC, CSE, DCC</li> <li>Families of serving RCMP and the Canadian Coast Guard</li> <li>Families of Honorary Colonels / Captains (N) and Honorary Lieutenant-Colonels / Commanders</li> </ul>		
Pensioners	P	<ul style="list-style-type: none"> <li>Former Staff of the NPF in receipt of a pension</li> <li>Former DND, CSE, DRDC, DCC, RCMP and Canadian Coast Guard in receipt of a pension</li> </ul>	P-F	<ul style="list-style-type: none"> <li>Families of former Staff of the NPF, DND, CSE, DRDC, DCC, RCMP and Canadian Coast Guard in receipt of a pension</li> </ul>		
Associates of the CAF	AC	<ul style="list-style-type: none"> <li>Parents of CF and V</li> <li>Children of CF and V (&gt;26 years of age)</li> <li>AC1 - Long-time Casual Employees of the NPF</li> <li>AC2 - CFMWS Concessionaires (Principals Only)</li> <li>AC3 - All others who pay or are invited to belong to clubs and programs</li> </ul>				

**Summary of Program Eligibility**

<b>Program</b>	<b>Eligibility</b>	<b>Coding</b>
<b>PSP - Community Recreation</b> <ul style="list-style-type: none"> <li>Programs/Events</li> <li>Membership</li> <li>Retail</li> <li>Facility/Equipment Rental</li> </ul>	Canadian Forces Members and their Families - Regular Members Foreign Military Members and their Families - Regular Members Veterans and their Families - Regular Members Extended Security & Defence Team/Families – Ordinary Members Pensioners and their Families – Ordinary Members Associates of the CF – are those that join as Associate Members <sup>1,2</sup>	CF, CF-F, CF-U FF, FF-F V, V-F D, D-F P, P-F, AC <sup>1,2</sup>
<b>PSP – Leisure Services</b> (formally known as Specialty Interest Activities)	Canadian Forces Members and their Families - Regular Members Foreign Military Members and their Families - Regular Members Veterans and their Families - Regular Members Extended Security & Defence Team/Families – Ordinary Members Pensioners and their Families – Ordinary Members Associates of the CF – are those that join as Associate Members <sup>1,2</sup>	CF, CF-F FF, FF-F V, V-F D, D-F P, P-F AC <sup>1,2</sup>
<b>Messes</b> <ul style="list-style-type: none"> <li>Membership</li> <li>Bar</li> <li>Meal Chits</li> </ul>	Canadian Forces Members – Ordinary Members Foreign Military Members – Ordinary Members Veterans – may be invited to join as Associate Members Extended Security & Defence Team - may be invited to join as Associate Members Associates of the CF – may be invited to join as Associate or Honorary Members <sup>1</sup>	CF <sup>1</sup> FF V D AC <sup>1</sup>
<b>CANEX</b> <ul style="list-style-type: none"> <li>Loyalty Program</li> <li>Concessions</li> <li>E-commerce</li> </ul>	Canadian Forces Members and their Families Foreign Military Members and their Families Veterans and their Families Extended Security & Defence Team/Families Pensioners and their Families Associates of the CF	CF, CF-F, CF-U FF, FF-F V, V-F D, D-F P, P-F AC
<b>CANEX</b> <ul style="list-style-type: none"> <li>The Personal</li> <li>Home Heating</li> </ul>	Canadian Forces Members and their Families Foreign Military Members and their Families Veterans and their Families Extended Security & Defence Team/Families Pensioners and their Families Associates of the CF	CF, CF-F FF, FF-F V, V-F D, D-F P, P-F AC
<b>CANEX Credit Plan</b>	Canadian Forces Members Foreign Military Members Veterans (includes surviving spouses) Extended Security & Defence Team Pensioners	CF FF V D P
<b>SISIP</b> <ul style="list-style-type: none"> <li>Long Term Disability insurance</li> </ul>	Canadian Forces Members (mandatory)	CF
<b>SISIP</b> <ul style="list-style-type: none"> <li>Term Life insurance</li> </ul>	Canadian Forces Members and their spouses <sup>1</sup> Veterans and their spouses <sup>1</sup> (includes surviving spouses)	CF, CF-F <sup>1</sup> V, V-F <sup>1</sup>
<b>SISIP</b> <ul style="list-style-type: none"> <li>Travel Insurance</li> </ul>	Canadian Forces Members and their Families Foreign Military Members and their Families Veterans and their Families Extended Security & Defence Team/Families Pensioners and their Families Associates of the CF	CF, CF-F FF, FF-F V, V-F D, D-F P, P-F AC

<b>SISIP</b> • CAF Savings Plan	Canadian Forces Members and their Families Foreign Military Members and their Families Veterans and their Families Extended Security & Defence Team/Families Pensioners and their Families	CF, CF-F FF, FF-F V, V-F D, D-F P, P-F
<b>SISIP</b> • Financial planning service • CF Group RSP plan	Canadian Forces Members and their Families Veterans and their Families Extended Security & Defence Team/Families Pensioners and their Families <sup>1</sup>	CF, CF-F V, V-F D, D-F P <sup>1</sup> , P-F <sup>1</sup>
<b>SISIP</b> • Financial Counselling	Canadian Forces Members and their Families <sup>1</sup>	CF <sup>1</sup> , CF-F <sup>1</sup>
<b>Military Family Services Program (MFSP)</b>	Canadian Forces Members and their Families Foreign Military Members and their Families	CF, CF-F FF, FF-F
<b>Military Family Services</b> • Camps	Canadian Forces Members and their Families	CF, CF-F
<b>Military Family Services</b> • Scholarships	Canadian Forces Members and their Families Veterans and their Families	CF, CF-F V, V-F
<b>CF Appreciation Program</b>	Canadian Forces Members and their Families Foreign Military Members and their Families Veterans and their Families Extended Security & Defence Team/Families Pensioners and their Families Associates of the CF	CF, CF-F FF, FF-F V, V-F D, D-F P, P-F AC
<b>Canadian Defence Community Banking (CDCB) Program</b>	Canadian Forces Members and their Families Foreign Military Members and their Families Veterans and their Families Extended Security & Defence Team/Families Pensioners and their Families Associates of the CF	CF, CF-F FF, FF-F V, V-F D, D-F P, P-F AC

## Notes:

1. There may be certain eligibility restrictions that apply.
2. Municipal agreements may exist whereby members of the Public are invited to join as Associates of the CF.

## Definitions:

- CF, Regular Force Members: includes officers and non-commissioned members who are enrolled for continuing, full-time military service. Includes students on full-time study status (such as Regular Officer Training Program) and the Military Ordinariate of Canada.
- CF, Reserve Force Members: includes the Primary Reserve (serving on one of three classes of service – A, B and C), the Canadian Rangers and the Cadet Organization Administrative and Training Service.
- Canadian Forces Veterans: The Government of Canada officially recognizes as "Veterans" - for public recognition purposes only- those members of the Canadian Forces who have successfully completed Basic Military Training; and, have been released from the Canadian Forces with an honourable discharge. Veterans may also include a Peace Officer who served in a Special Duty Area or on a Special Duty Operation. These requirements apply equally to those Canadian Forces members who have served in the Reserves.

- Canadian Cadet Organization: refers to the actual cadet corps and squadrons within the Royal Canadian Sea Cadets, the Royal Canadian Army Cadets and the Royal Canadian Air Cadets.
- Foreign Military Members Serving with the CF: includes members of foreign military service, either posted to, or on training at a CF installation (Base, Wing, Unit, College). This includes Foreign Defence, Naval, Army and Air attachés.
- Families: includes:
  - The member's spouse or common-law partner who is normally residing with the member at the member's place of duty or who, if living separately, is doing so for military reasons;
  - A relative by blood, marriage, common-law partnership, adoption legally or, in fact, who is normally residing with the member and for whom the member may claim a personal exemption under the Income Tax Act;
  - A child who is normally resident with the member and for whom the member would have been eligible to claim a personal exemption under the Income Tax Act if the child were a relative by blood, marriage, common law partnership, adoption legally or, in fact, for whom the member has accepted full financial responsibility and has commenced adoption proceedings;
  - A child or legal ward of the spouse or common-law partners and the member who is single and in full-time attendance at school or university and is under the age of 26;
  - Dependant adults dependent by virtue of special needs;
  - A family member who is permanently residing with the member, but who is precluded from qualifying as a dependant under the Income Tax Act because the family member receives a pension; and
  - For Currently Serving and Veterans (CF and V) members only, family also includes mother and father.
- Families of Veterans: includes family members as defined above.
- Families of the Deceased: includes:
  - Surviving spouses, common-law partners and children; and
  - For deceased members without dependants as per above, their parents/guardians.
- Current DND Public Servants: refers to full-time and part-time employees of the Public Service of Canada, employed within DND (excludes employees on casual employment status and students on the Federal Student Work Experience Program (FSWEP)).
- Current full-time and part-time staff of:
  - Communications Security Establishment of Canada (CSE);
  - Defence Research and Development Canada (DRDC); and
  - Defence Construction Canada (DCC).

- Former DND, CSE, DRDC and DCC Public Servants: refers to Former Public Servants having served at least ten years and in receipt of a pension. The ten year minimum service criterion will need to be validated by the local CAF/HR authorities where the former member worked.
- Current Staff of the Non Public Funds (NPF): refers to the full-time and part-time workforce that contributes to the delivery of Non Public Property programs and activities, reflected as a Separate Agency listed under Schedule V of the FAA.
- Former Staff of the Non Public Funds (NPF): refers to Former Staff of the Non Public Funds (NPF) employees having served at least ten years and in receipt of a full or reduced pension.
- Long-time Casual Employees of the NPF: refers to casual employees with no less than ten consecutive years of recurring casual NPF employment within a CFMWS organization/unit.
- Current Staff of Military Family Resource Centers (MFRCs): refers to full-time and part time employees of the MFRC (excludes members of the Boards, employees on casual employment status and volunteers though they may still qualify under another category).
- RCMP: refers to uniformed and civilian police officers within the Royal Canadian Mounted Police Force.
- Canadian Coast Guard: refers to the auxiliary and retired members of the Canadian Coast Guard for their commitment to maritime service and significant contributions to national and environmental security.
- Honorary Colonels / Captains (N) and Honorary Lieutenant-Colonels / Commanders: refers to those who are appointed by the Minister of National Defence, on the recommendation of the Chief of Defence Staff, to work behind the scenes to provide a connection between the community and the Canadian Forces.
- CFMWS Concessionaire (Principals Only): refers to the individuals that are legally bound in partnership with CFMWS through a Concession Agreement (i.e. Franchisee or Concession owner/operator).

## 28 ANNEX B: HAZARDOUS MATERIALS

### PROHIBITED HAZARDOUS MATERIALS

(No Storage or Retention Permitted on Site)

Category	Examples (Non-Exhaustive)
Flammable & Combustible Liquids/Solids	Gasoline, diesel, kerosene, acetone, xylene, mineral spirits, brake cleaner, carb cleaner, starting fluid, paint, primer, clear coat, lacquer, varnish, adhesion promoter, spray adhesive, Bondo/body filler, hardeners, reducers, thinners, lubricants, oils, greases, WD-40, propane, butane, MAPP gas
Corrosive Materials	Battery acid, brake fluid, coolant/antifreeze, rust removers, wheel acid, aluminum brighteners, caustic degreasers, bleach, ammonia, oven cleaner
Toxic / Harmful Substances	Paint strippers, gasket removers, epoxy resins, isocyanate coatings, fuel additives, octane boosters, engine flush, pest control agents, adhesives, sealants, fillers, fiberglass kits
Compressed Gases / Aerosols	Aerosol cans (any type), oxygen, acetylene, argon, CO <sub>2</sub> , nitrogen, refrigerants (R-134a, R-1234yf), propane cylinders
Automotive Fluids	Engine oil, transmission fluid, gear oil, power steering fluid, brake fluid, differential oil, hydraulic fluid, coolant/antifreeze, windshield washer fluid, fuel additives
Household Cleaners / Consumer Products	Dish soap, degreaser, floor cleaner, glass/window cleaner, disinfectant, bleach, vinegar solutions, polishes, detergents
Explosive / Reactive / Oxidizing Materials	Peroxide-based cleaners, oxidizers, ammonium nitrate, fireworks, flares, reactive resins, curing agents
Environmental / Waste Materials	Used oil, oily rags, contaminated PPE, waste solvent, used filters, used coolant, aerosol cans (including empty), unlabeled containers
Miscellaneous Prohibited Items	Batteries (lead-acid, lithium), mercury bulbs/switches, adhesives, unlabeled containers, any product lacking SDS, used rags of any type containing any HAZMAT substance (rags, t-shirts, paper towels, cloths, etc.)

- a. **Exceptions:** The only exceptions to the usage and allowance of the items above are:
- When work is actively being completed on a vehicle. Example: oil changes, body work, painting, changing batteries, cleaning vehicles, etc.
  - When fixing/maintaining vehicles in the Club that in their current state, hold fluids, batteries, exterior finishes, etc.

- b. **Non-Compliance:** Given the nature of legalities, personal injury risk and environmental threats for non-compliance of Auto Hobby Club HAZMAT directions, members could be subject to membership suspension or revocation, in addition to disciplinary actions resulting in investigations from the 22 Wing Environmental Officer, PSP Senior Manager, 22 Wing Military Police Flight or 22 Wing Real Property Operations.
- c. **HMRA/HAZMAT Holdings:** Should any member wish to store items at the Auto Hobby Club, they must submit a request to the Club President via email containing the following information:
  - i. Name and brand of HAZMAT item
  - ii. Period in which storage will take place
  - iii. Reason for request

**Note:** as the process to add items to the 22 Wing Auto Hobby Club's HMRA/HAZMAT holdings is time consuming – and sometimes requires approval/assistance of the 22 Wing Environmental Officer – members should not expect items to be approved for addition for short term periods. Additionally, all HMRA/HAZMAT items must be stored in approved lockers/cabinets at the Club. Due to limited space for storage, members may be refused storage of HAZMAT items if the Club President deems the lack of adequate space for storage.

## **29 ANNEX C: Winter Operations Requirements**

### **STEWARD RESPONSIBILITIES:**

Stewards are responsible for maintaining safe, clean, and efficient winter operations throughout the facility. The following tasks shall be completed during each assigned shift:

- **Snow and Ice Control**
  - ✓ Shovel all overhead doors and entrances prior to allowing any vehicles to enter the club (packed snow can turn to ice).
  - ✓ Clear snow from the gas meter; adjust arrival time as required to complete this task before the start of shift.
  - ✓ Manage “slushsickles” that fall from vehicles inside the bays. Remove these from the club as they fall and engage members for assistance as needed.
- **Interior Door Management**
  - ✓ Keep all interior doors open except:
  - ✓ The mechanical room door, which must remain closed.
  - ✓ The project bay door, which may be locked if rented out.
- **Drain and Floor Maintenance**
  - ✓ Keep sand out of round drains in Hoist Bay #2.
  - ✓ Flush both drains using cold water for five (5) minutes at the end of each shift.
  - ✓ Shovel sand into the wheelbarrow as necessary to prevent buildup.
  - ✓ Use pressure washers to wash down floors and effectively move sand toward square drain pits in all bays.
  - ✓ Note: Squeegees alone are not adequate for effective results.
  - ✓ A water hose may be used to wash down both hoists (pressure washer recommended).
  - ✓ Pay special attention to cleaning drive-on hoist bridge jack rails and two-post hoist sliding legs, as these areas are prone to trapping sand.
- **Ventilation and Heating**
  - ✓ Do not leave overhead doors open for extended periods, as this places unnecessary stress on the heating system.
  - ✓ For ventilation due to paint, solvent/cleaner fumes, or welding by-products, use windows instead.
- **Vacuum Canister Maintenance**

- ✓ Inspect both vacuum canisters frequently, as they can become saturated with water from wet vehicle interiors.
- ✓ Empty after each use and leave lids open to allow canisters to dry.

### **STEWARD RESPONSIBILITIES:**

All members are expected to maintain a clean and safe environment when using the club during winter operations:

- **Vehicle Preparation**

- ✓ Remove excessive snow and slush from vehicles before entering the club.
- ✓ Remove and dispose of “slushsickles” that fall from the vehicle to minimize sand contamination.

- **Tool and Equipment Care**

- ✓ Keep tools off the floor; use tool trays.
- ✓ Ensure tool trays and other club equipment remain clear of melting slush or pooled water.

- **Clean-Up Standards**

- ✓ Wash down hoists and bays after use.
- ✓ If unsure about cleaning requirements, consult the Steward on shift to verify adequacy.