

3 CDSG GRN Wx AI 2.022, Recreational Vehicle Compound

Identification

Date of Issue	2015-09-01
Application	This is a directive that applies to 3 Canadian Division Support Base (CDSB) Garrison (Grn) Wainwright (Wx), employees of the Department of National Defence (DND), and Wainwright Lodger Unit's officers and non-commissioned members of the Canadian Armed Forces (CAF).
Supersession:	BSO 1713 CFB WAINWRIGHT COMMUNITY RECREATIONAL VEHICLE COMPOUND
Approval Authority	This AI is issued under the authority of the Base Commander 3 CDSG/ Commander 3 CDSG
Enquiries	Manager FS&R (Wx)
References:	A. CFHA Conditions of Occupancy B. Grn AI 3.016 - Traffic Control and Vehicle Regulations C. Town of Wainwright Bylaw 2011-01

General As stipulated in reference A, no recreational vehicles, such as trailers or boats, may be parked on any Residential Housing Units (RHU) property. Reference B states that all recreational vehicles will be parked in the RV Compound. As stipulated in reference C, Section 3.8, no trailers or recreational vehicles shall be parked on a highway for more than loading and unloading purposes. Therefore, a recreational vehicle parking area has been established on the garrison with 33 available lots.

Aim To detail the operating procedures governing the 3 CDSB Garrison Wainwright Community Recreational Vehicle Compound.

Organization

1. The RV Compound is located next to building 593 vehicle lot on Gurkhali Rajmarg Road and is accessible 24 hours a day, seven days a week.

Policies and Procedures

2. RV Compound Manager. The RV Compound will be managed by the Community Recreation Supervisor (Comm Rec Supr), under the general direction of the Community Recreation Coordinator (Comm Rec Coord). The Manager will be responsible for regulating administrative procedures, ensuring maintenance and repair of the RV Compound.

Administration

3. The Community Recreation Supervisor is responsible for maintaining administrative procedures and verifying proper use of the RV Compound. This includes the completion of the necessary paperwork for a client to access and rent a RV Lot in the compound, for ensuring payment for use is received, for data entry, file and database maintenance, to prepare expiry letters and to bring concerns to the attention of the Comm Rec Coord.

Occupants

4. The RV Compound is primarily available to those individuals who reside on the Garrison. This includes anyone in the Regular Force, Class A, B or C Reserve service and/or DND Civilians residing in 3 CDSB Garrison Wainwright RHUs or Single Quarters. Military members who reside off-garrison may be granted access; however, first priority will be given to members residing on the Garrison.

Compound Fees

5. RV Compound fees will be reviewed on an annual basis. Changes in RV Compound fees are recommended by the Mgr, FS&R and approved by the 3 CDSB Garrison Wainwright Base Fund Committee. Monthly rental revenue will be directed to the CRA Fund to support employee wages, administrative costs and the overall CRA program.

Registration Form

6. The Comm Rec Supr is responsible for ensuring the applicant's registration form is complete. Registration forms can be found at the Garrison Fitness Centre. Each section of the registration form must be completed before access to the RV Compound will be granted. Members using the RV Compound will receive notification that their rental agreement expiry date is approaching and that to keep the RV Lot they must action a renewal. Occupants will be given a registration tag to be displayed for Comm Rec Supr monthly verification.

7. An individual RV Lot is rented for a minimum of six months. This length of time may vary when circumstances occur that do not fall within the guidelines expressed within this AI. Situations such as these will be reviewed on a case by case basis by the Comm Rec Coord.

8. As of 1 April 2016, RV Lot occupants will be required to pay by monthly allotment.

Access

9. The 3 CDSB Garrison Wainwright RV Compound is fully fenced with one locked gate entrance. Access to the gate key is controlled by 1 MP Regt Det. Once an RV Lot has been rented, the occupant, (and spouse if requested) is added to the key access list. The keys for the compound can be signed out from 1 MP Regt Det, Building #605 on Gurkhali Rajmarg Road. Once an occupant has left the RV Compound, and locked the gate behind him/herself, the key must be returned immediately.

Compound Checks

10. Using a print out of the complete occupancy of the RV Compound, a physical check of the entire RV Compound is conducted by the Comm Rec Supr monthly. This check ensures that:

- a. the accuracy of the list of vehicles, maintained by the CRA Office, matches the actual vehicles located in the RV Compound;
- b. that all vehicles are in their proper location; and
- c. that damage or maintenance requirements are noted on a regular basis.

Maintenance

11. All concerns or problems resulting in the maintenance of the fence or gate of the RV Compound are to be directed to the Comm Rec Supr at 780-842-1363 ext 1617. The Comm Rec Supr will contact the appropriate department to initiate repairs.

General Occupant Requirements

12. Occupants of the RV Compound must adhere to the following requirements:
- a. prior to registering for the RV compound, any potential occupant must show proof of clearing in to Sports Stores;
 - b. proof of residency address is required at time of registration;
 - c. proof of vehicle insurance and licensing is required at all times;
 - d. a RV Lot will be allocated to the occupant at time of registration; and
 - e. each vehicle must occupy the correct sized RV Lot and may not occupy a RV Lot sized larger than the vehicle's respective size.

Off-Garrison Resident Occupant Requirements

13. Occupants of the RV Compound that reside off-garrison must be aware that:
- a. lots will be given to off-Garrison military applicants on a first come, first served basis, with the understanding that members living on-Garrison have first priority; and
 - b. if an off-Garrison member occupies a lot in the RV Compound, and space is required to make room for an on-Garrison member, the off-Garrison occupant will be given 2 weeks notice to have the recreational vehicle removed, and the lot will be reassigned to an on-Garrison occupant. This will be done on a "last in/first out" basis.

Occupant Responsibilities

14. Occupant Responsibilities. The occupant is responsible:
- a. for the control and general condition of all items stored within the designated RV Lot;
 - b. for the security of the RV Compound while there and shall ensure the 'entry gate' is secured when leaving;

- c. for the cleanliness and maintenance (including grass, weed and snow removal) of the designated RV Lot and access to and from the RV Compound circulation routes,;
- d. for the renewal of his/her contract prior to expiry, should a further term be required/requested;
- e. for the payment of fees, if any, for the above mentioned RV Lot, prior/upon renewal; and
- f. for vacating the occupied spot at the end of his/her contract agreement and when so notified in writing.

General Conditions

15. Only one item will be stored per occupied RV Lot unless specified and agreed to herein and subject to the following restrictions;

- a. motor vehicles must be operable and not derelict. Items such as wheeled vehicles, trailers, boats may be stored in the individual RV Lot as well as canoes and kayaks resting, and tied down, on trailers or RVs;
- b. occupants will not be permitted to erect any type of cover or shelter on the RV Lot;
- c. the RV Lot is for storage only. No work of any type is to be carried out on any item within the RV Compound;
- d. acceptable items to be stored in the open RV Lots include larger wheeled items. Unacceptable items include but are not limited to any smaller item that could be carried/carted away, fishing huts, derelict vehicles, shed and/or BBQs;
- e. an occupied RV Lot or registration cannot be transferred, assigned, or sub-contracted; and
- f. the Comm Rec Supr must be notified immediately in writing of all changes of address, service status, location of work and/or details pertaining to stored items.