

EDMONTON GARRISON RV COMPOUND TERMS & CONDITIONS

1. CFB Edmonton Base Commander has authorized the Community Recreation (CR) to accept and grant applications for occupancy based on the following categories:

For the purpose of this agreement the term "Families" shall refer exclusively to **legal spouse** and **your children**. No other relatives, including extended family or friends, shall be recognized under this definition

Regular Members:

- Canadian Armed Forces (CAF) personnel: Currently serving Regular and Reserve Forces personnel and their families;
- Members of Foreign Military currently serving within the CAF and their families
- Veterans (former members of the CAF who have successfully completed basic military training and have been honourably discharged) and their families.

Please Note: Active CAF personnel (Regular and Reserve who are currently serving) will have priority to the RV Lot spaces.

Ordinary Members:

- Current Department of National Defense (DND) Public Servants, Staff of Non Public Funds (NPF), Staff of Military Family Resource Centres (MFRC's), Staff of Defense Research Development Canada (DRDC) and Defense Construction Canada (DCC) and their families;
- Serving Royal Canada Mounted Police (RCMP) and their families;
- Currently serving Honorary Colonels/Captains (Navy) and Honorary Lt Colonels/Commanders and their families;
- Former Staff of NPF in receipt of a pension and their families;
- Former RCMP in receipt of an annuity and their families.

Associate Members:

- All others.

2. "Ordinary and Associate members occupying a stall may be required to vacate should a Regular member require space. Vacating orders will be issued in reverse priority order (Associate first, then Ordinary). Failure to remove a vehicle by the specified deadline will result in the vehicle being tagged and/or towed at the **owner's** expense. Requests to vacate will follow a "Last in – First Out" procedure in order of priority by eligibility criteria.

Hereinafter the occupant will be referred to as the "Lot Holder"

3. Parking Space Requirements.

The following vehicle guidelines are to be adhered to:

- a. up to two vehicles may be registered for the same RV parking space. These two vehicles together must not exceed the length of the assigned parking space.
- b. each vehicle must occupy the correct sized RV Compound parking space and may not occupy a RV Compound parking space sized larger or smaller than the vehicles' respective size (RV parking space is determined by type and size of the vehicle);
- c. not sublet, assign, or transfer any portion of the assigned lot or this agreement to any other party. This lot is for the exclusive use of the Lot Holder and their family as defined in this contract. The lot is intended solely for the storage of vehicles owned and registered to the Lot Holder or their family
- d. space allocations are limited as follows:
 - i. **Regular:** Max 2 spaces.
 - ii. **Ordinary/Associate:** Max 1 space.

4. Occupant Requirements and Responsibilities.

Occupants of the RV Compound must adhere to the following requirements and responsibilities:

- a. to provide proof of identification or annuity that verifies entitlement into a specific RV Compound category at the time of registration and renewal;
- b. to provide current copies of insurance and registration upon registration and at times from that point forward. **The name on the vehicle registration and insurance must match the Lot Holder or a defined Family member;**
- c. to ensure vehicle license plate(s) are visible, even if the vehicle is covered with a tarp;
- d. to secure the RV Compound, occupants shall ensure the ‘entry gate’ is closed and secured at all times;
- e. for cleanliness and maintenance, of the designated RV parking space(s);
- f. please report any and all issues with the operation of the gate, or your key fob, to Community Recreation at 780-973-4011 ext.4392 or the Military Police at 780-973-4011 ext.4044 after-hours;
- g. failure to provide current registration and insurance on an on-going basis will automatically cease your access to the RV Lot and the FOB will become deactivated. Monthly payments for RV Lot will continue during this period and a \$25.00 monthly late fee will need to be paid in full upon document renewal. Failure to comply will result in the RV Lot contract being terminated and the vehicle(s) being removed from the RV Lot;

Please Note: The following courtesy steps will be taken in the event the paperwork is not renewed as per Para 4(g). If all the following attempts are unsuccessful and the occupant does not rectify their past due account, the vehicle(s) may be towed at the owners’ expense;

- i. first attempt - 7 days past expiry to contact the occupant
 - ii. second attempt - 14 days past expiry to contact the occupant
 - iii. final attempt - 21 days past expiry to contact the occupant via registered mail
- h. for advising CR of all changes of address, phone number, service status, location of work, as well as all details pertaining to stored items.

5. Both parties agree that:

- a. vehicles will be stored as detailed above unless otherwise specified and agreed to herein and are subject to the following restrictions;
 - (i) the RV Compound is for storage of functioning vehicles only. No work or residency of any type is to be carried out on any item within the RV Compound;
 - (ii) there will be **limited access** to the RV Compound in the winter months (first snow fall until spring thaw). If you require access due to operational needs (i.e. posting), please contact CR 14 days in advance. The Sng PSP Manager has final authority on all requests requiring snow removal;
Please note: Entering the RV Compound during the winter months will be at the risk of the occupant.
 - (iii) acceptable items to be stored in the open RV parking spaces include items such as wheeled vehicles, trailers as well as boats, truck campers separated from the support vehicle, canoes and kayaks that are tied down on utility trailers;
 - (iv) unacceptable items include, but are not limited to, vehicles that are not road worthy (derelict), smaller items that could be carried/carted away, fishing huts, furniture, sheds, BBQ’s, propane tanks, and hazardous materials, flammable liquids and explosives. Please enquire with staff for a full listing of prohibited storage goods.
 - (v) **Liability:** CR and CFB Edmonton assume no responsibility for loss or damage to property caused by theft, vandalism, weather, or the actions of other occupants. CR will not provide

any form of compensation for any inconvenience caused by the gate having to be operated manually or becoming inoperable.

b. Right to Inspect

The CFB Edmonton PSP staff, Military Police, and Base Authorities reserve the right to enter and inspect any assigned RV parking space at any time, without prior notice, for the following purposes:

- (i) **Compliance:** To verify that stored vehicles match the registration on file.
- (ii) **Safety:** To identify hazardous materials, leaks, or potential fire risks.
- (iii) **Maintenance:** To assess the cleanliness and general condition of the lot.
- (iv) **Security:** To ensure the integrity of the compound perimeter and gate systems.
- (v) If an inspection reveals a violation of the Terms and Conditions, the Lot Holder will be notified and must rectify the issue within the timeframe specified by CR. Failure to comply may result in the immediate termination of the contract.

- c. occupants will not be permitted to erect any type of shelter on the designated RV parking space; and
- d. RV ACCESS FOBS are purchased for \$25.00; \$50.00*refundable deposit is required for the RV loaner FOB (*Loaner FOB is to be returned within the same day, if not the \$50.00 refund **will not be** refunded). Broken, malfunctioning, stolen or lost FOB replacement is the responsibility of the member. Clients are responsible for the cost of replacement batteries for their FOB. Personal information such as your first and last name, email address and phone number will be used to administer RV compound gate FOB registration and your access to the lot.
- e. Clients no longer in need of their Access Fob, may sell the unit to new or current clients. Community Recreation needs to be informed of all FOB sales, for the purpose of reactivation/reassignment.
- f. Lost or stolen ACCESS FOBS must be reported to Community Recreation as soon as possible. This is for deactivation, and maintenance of compound security. Clients are accountable, for any unauthorized use of a lost or stolen FOB.

g. Transfer of Possession and Maintenance

In the event of the death of the Primary Lot Holder, the family member of the lot holder as defined in section 1.0, shall be entitled to possession of the lot and assume responsibility for the continued maintenance of the lot and the contract. They would also maintain seniority of the lot based on the contract start date of the previous primary lot holder.

- i. **Payment Termination:** All automatic renewal payments associated with the deceased member’s account shall be terminated immediately.
- ii. **New Agreement:** The New Lot Holder must execute a new agreement in their own name and provide updated payment terms. Upon the execution of this new agreement, the original contract shall be deemed terminated.

Non-Family Secondary Contacts

If the Secondary Contact is not an immediate family member, a six-month grace period is granted solely for the following purposes:

- Removal:** To dispose of or remove any vehicle(s) stored within the compound;
- Transition:** To secure alternative storage arrangements; or
- Waitlist:** To apply for placement on the waitlist, where applicable.

h. Terms of Payment for Occupants of the RV Lot include:

Monthly fees are continuous and remain the responsibility of the Lot Holder until the contract is formally terminated. No partial refunds will be issued for mid-month departures.

- (i) Defined Term: Occupancy and prepayment for a defined period of time agreed upon at the beginning of occupancy.
 - a. Payments may be made via cash, debit, or credit card.
 - b. Refunds will be offered for any full, unused months to either debit or credit.
- (ii) Continuous Term: Occupancy and payment on a monthly basis for an undetermined period until the occupant vacates the compound and provides proper notification to Community Recreation.
 - a. Payments must be made via pay deduction, credit card, or pre-authorized bank debit.

STATEMENT OF AGREEMENT:

I hereby certify that I have read and understand the policies and responsibilities outlined above:

Occupant Signature: _____ Date: _____

Print Name: _____

CSA Signature: _____ Date: _____