

PEO Basic Training

Module: Evidence

2018-10



An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several multi-story apartment buildings with glass and concrete facades are visible, some featuring balconies and greenery. The background shows more high-rise buildings under a clear blue sky with a few wispy clouds. A semi-transparent blue horizontal band is overlaid across the middle of the image, containing the word "Evidence" in white text.

Evidence

What is Evidence?

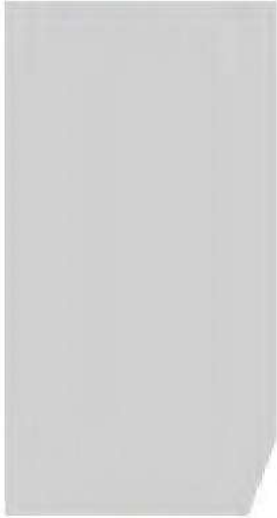


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Publically viewable facts that support your charge

Who views evidence, and how?



The Public

On the ticket
and online



Supervisors & Ticket Inquiry

POEB data
management
software



Adjudications

Covered in
detail later

What is Evidence comprised of?

Facts



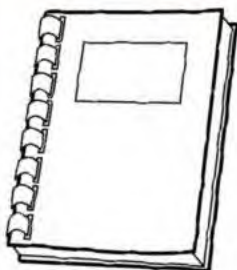
Written



Photographic



Your Word



An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several multi-story residential buildings with glass facades and balconies are visible, some with green roofs. The background shows more high-rise buildings under a clear blue sky with a few clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Evidence – Critical Details



Partial view of text in the left margin, mostly obscured by the redaction box.

How do you remember what evidence to gather?

s.15(1)(c)

An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several high-rise apartment buildings with glass and concrete facades are visible, some featuring balconies and green roofs. The background shows more city buildings under a clear blue sky with a few wispy clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the text "Evidence – Notes".

Evidence – Notes



There are a number of elements you need to find the balance in

Written Evidence (sample abbvs.)

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Written Evidence (sample evidence)

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An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several high-rise apartment buildings with glass and concrete facades are visible, some featuring balconies and green roofs. The background shows more city buildings under a clear blue sky with a few wispy clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Evidence – Photographic

Most important points about Photos



What does this Rebus Puzzle mean?



An aerial photograph of a modern city waterfront. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several multi-story apartment buildings with glass and concrete facades are visible, some featuring balconies and green roofs. The background shows more high-rise buildings under a clear blue sky with a few wispy clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Additional Use of Camera

Use camera to Ask Supervisor Questions

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- Take photos
- Ask question in comments
- Print ticket
- Bring to supervisor attention at the end of day
(or leave on the desk of your Team Lead)

Use camera to Report Signage Issues

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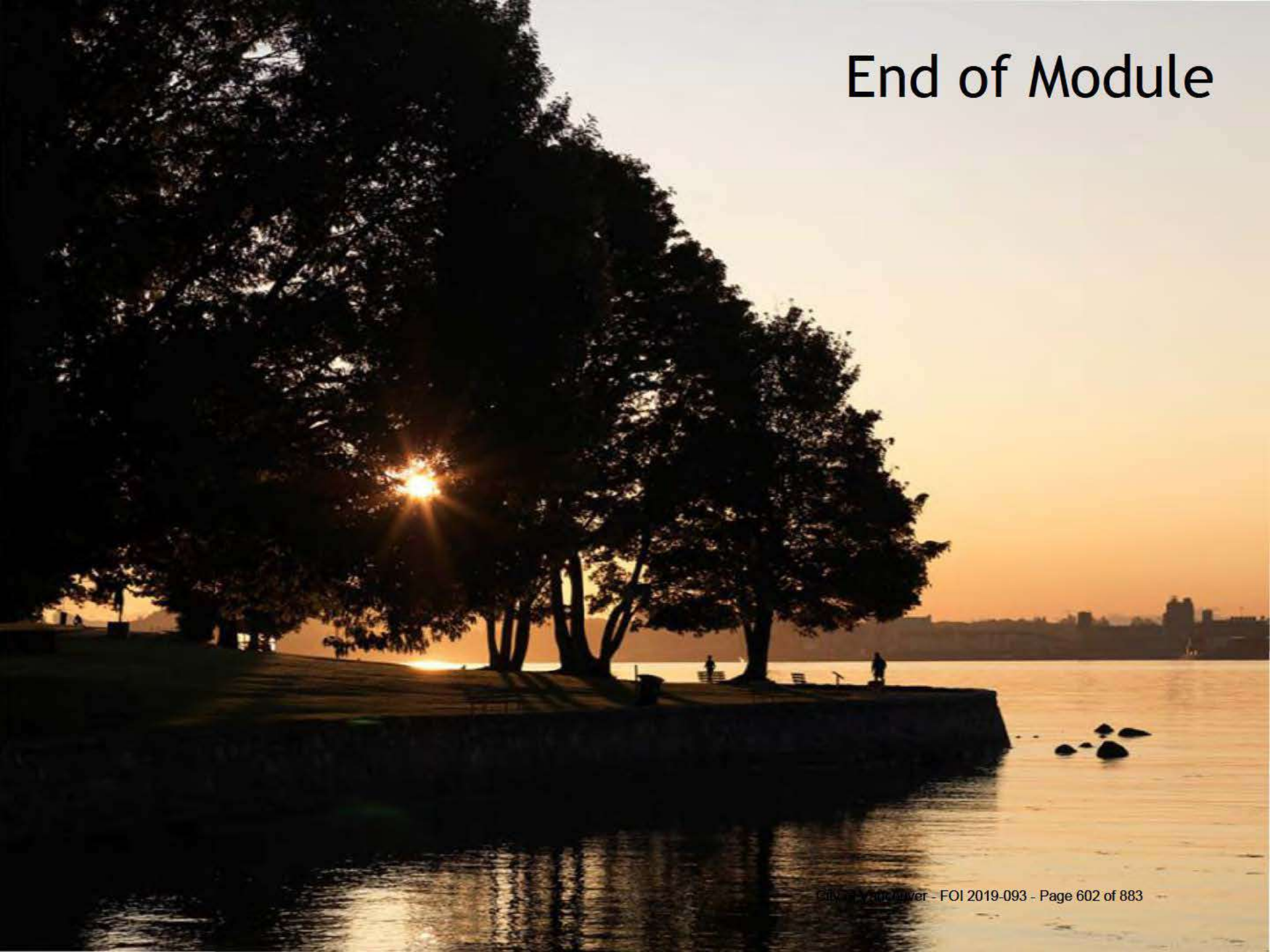
-
- Take photos
- Enter relevant info in comments
- Print ticket
- Bring to supervisor attention at the end of day
(or leave on the desk of your Team Lead)

An aerial photograph of a waterfront city, likely Vancouver, showing modern high-rise buildings, a marina with many sailboats, and a curved promenade. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Photographic Evidence Examples

Note for trainer

End of Module



PEO Basic Training

Module: Complete Process - Purpose Assessment Ticketing

2018-10



PEOs in the Field – Complete Processes



Repeat processes for 6 months



Make good habits now



Keep up to date over time

Every Time You Approach a Case

AT ALL TIMES

- Be an Ambassador
- Use your Discretion
- Know your Purpose

1) SAFETY CHECK

s.15(1)(c)



2) VIOLATION ASSESSMENT

3) TICKETING PROCESS

AT ALL TIMES

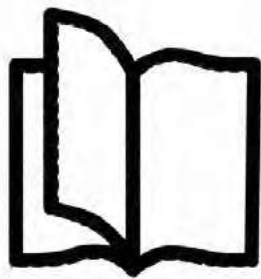
Ambassador Discretion Purpose

SAFETY CHECK

s.15(1)(c)



Inform



Educate



Issue ticket

VIOLATION ASSESSMENT

s.15(1)(c)

TICKETING PROCESS

s.15(1)(c)

An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. To the right, a large, modern high-rise building with a light green roof and many windows stands prominently. In the background, several other high-rise buildings are visible against a clear blue sky with some light clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Guidelines for Other Ticketing Scenarios

Vehicles Already Ticketed

Always review the ticket

s.15(1)(c)

Answering Questions about Disputing a Ticket

What is the full cost of a ticket? For Meters? For Street & Traffic?

\$70 for Meter Violations (2952)

\$100 for Street and Traffic Violations (2849)

If a ticket is paid within 14 days, the City gives what % discount?

40%

If a customer files adjudication, is there a fee?

\$25 if they lose

If a customer does not file adjudication or pay within 30 days...?

Add 50% of full ticket cost (Meter will = \$105 S&T will = \$150)

What to Say:

If you pay within **14 days**, you will pay a **discounted rate**.

You can **dispute** the allegation within **14 days**.

A By-law Notice Dispute Request **must be completed online** at vancouver.ca/parking on or before the discounted penalty date shown on the front of the By-law Notice.

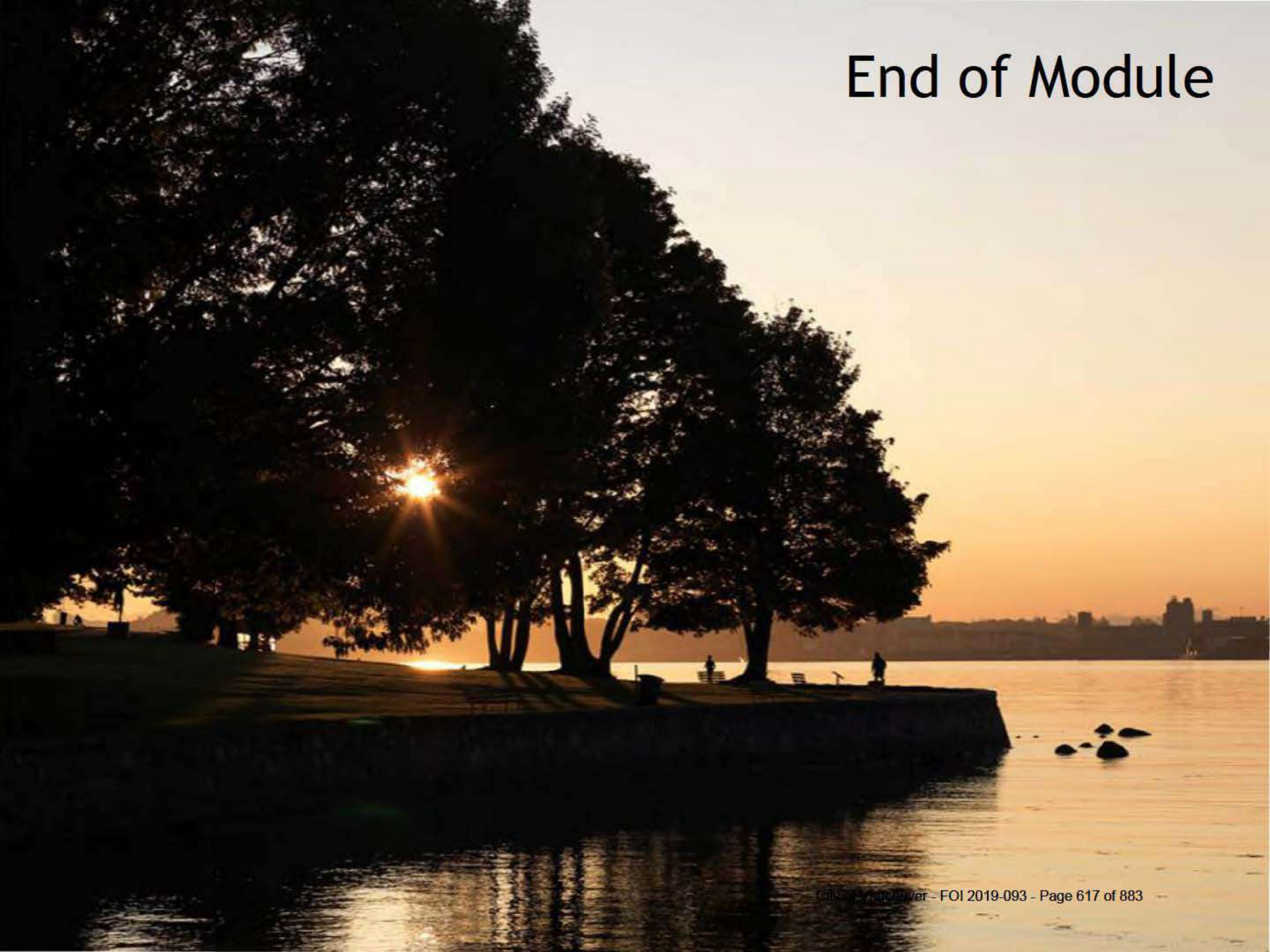
Refer to your ticket for dates and what you owe.

A **surcharge** will be added if the penalty amount is not paid.

Summary of Costs

Scenario	2952	2849	Notes
Pay early	\$42	\$60	40% discounted rate
Pay after 14 days	\$70	\$100	
Succeed in dispute	\$0	\$0	no cost to citizen - City will pay for adjudication
Not succeeding in dispute	\$95	\$125	total of full cost of ticket + adjudication fee
Not disputing and not paying	\$105	\$150	

End of Module



PEO Basic Training

Module: Occupational Health & Safety – Review & In- Class Discussion

2017-09



An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous white sailboats. To the left, a multi-story parking garage is visible. The middle ground is dominated by several high-rise apartment buildings with glass and concrete facades. Some buildings have distinctive curved or stepped designs. In the background, more skyscrapers rise against a clear blue sky with a few wispy clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

OH&S Review of At-Home Reading

FROM THE OCCUPATIONAL HEALTH AND SAFETY MANUAL

- ☐ Refusal of Unsafe Work Procedure
- ☐ What PEO's can Expect on the Street
- ☐ Violence Prevention

SAFE WORK PROCEDURES

- ☐ Preparing for violence before it occurs
- ☐ PEOs encountering physical threats and/or assault
- ☐ De-escalation Summary
- ☐ Reporting and investigating violent incidents
- ☐ Street Staff Working Alone
- ☐ Physical threats and/or assault in the office
- ☐ Verbal abuse/threats in the office

SAFE WORK PROCEDURES

- ☐ Dealing with radio transmission problems
- ☐ POEB – Disaster Response Procedures
- ☐ Section 17: Disability Management and Work Place Accommodation

An aerial photograph of a modern waterfront city. In the foreground, a curved promenade with a white railing runs along a dark waterway. Several sailboats are docked at a marina on the left. To the right, a large, modern apartment building with a green roof and many windows is visible. In the background, more high-rise buildings are visible against a blue sky with some clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the text "OH&S In-Class Discussion".

OH&S In-Class Discussion

Key Point About Keeping Yourself Safe

You may find yourself at the scene of an incident.

Citizens may perceive you in a way that you do not expect.

For example, they may presume and ask you to assist by directing traffic.

Do not take actions outside of PEO duties.

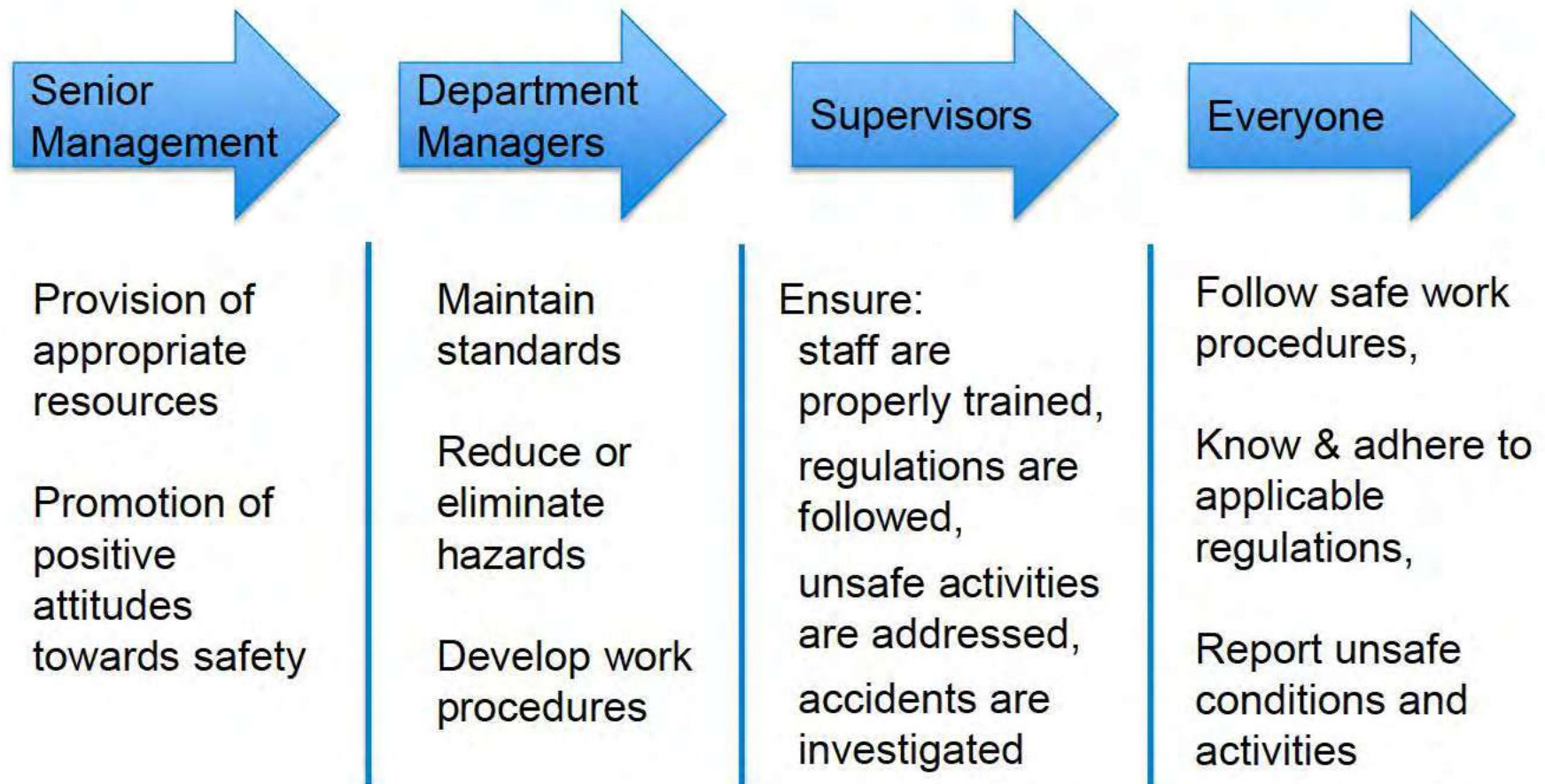
You are not trained for traffic control or such duties.

What you can do is radio in to Dispatch and request assistance.

Policy Summary

The goal of occupational health and safety
in our workplace
is to create an environment
where people demonstrate a strong commitment to the
safety,
health,
and wellbeing
of themselves and others.

Employee and Employer Roles and Responsibilities



Employee Reporting Requirements

- Missing or defective protective equipment, devices, or clothing
- Hazards you feel may endanger yourself or others
- Any contravention of:
 - Workers Compensation Act (Part 3),
 - OHS Regulation,
 - City of Vancouver OH&S Program
 - Any applicable order of which the worker is aware

OH&S Committee

- Key roles: Prevention and Disability Management
- Safety committees bring workers and management together to proactively deal with workplace health & safety issues
- See your department safety bulletin board for current list of OHS members

This is on CityWire under Safety Management System and contains...

[“Safety Excellence Program”](#) for City of Vancouver:

Provides detailed information on all components of the SMS Program

[“WSBC Compliance Safety Responsibilities”](#):

Safety committee members, managers, supervisors, and employees can see their responsibilities associated with the SMS

[“City of Vancouver Occupational Health and Safety Policy”](#):

Where additional responsibilities are described
(e.g. rehabilitation of injured workers)

[Safety Rules](#)

[Safety Metrics](#)

[Audit Questions](#)

Prohibition of Discriminatory Action

- You will not be discriminated against for exercising your rights
- Complaints can be made through the appropriate grievance procedure or by filing a written complaint to WorkSafeBC.
- Examples of discriminatory action:
 - suspension, layoff, or dismissal
 - demotion or loss of opportunity for promotion
 - transfer of duties (excluding temporary reassignment due to the refusal of unsafe work), change of location of workplace, reduction in wages, or change in working hours
 - coercion or intimidation
 - imposition of any discipline, reprimand, or other penalty
 - discontinuation or elimination of the worker's job.

Discriminatory Action Claim Process

- 1) If you believe you have been discriminated against, you may contact your OH&S to investigate
- 2) The City will conduct an internal investigation to determine if discriminatory action has taken place and take corrective action where required.

For more information see the CoV OH&S Program Manual

NOTE: this is not a legislated process and you may elect to file a grievance through the union or through WCB

Injury/Illness Reporting Procedure

- 1) Seek **First Aid** without delay
- 2) Call in ALL work-related injuries or illness immediately to **Supervisor**
- 3) Provide info to **First Aid Attendant**
- 4) Report to **Supervisor** about return to duties or alternate duties
- 5) Attend **First Aid** for any follow up treatments

NOTE: You can decline First Aid and see your doctor instead, but First Aid must be offered.

For emergencies, contact **911** first and then contact First Aid.

First Aid Options – 814 Richards

- Level II First Aid attendants on site
Monday-Friday 7am-6:30
Phone numbers posted on door if room empty
- Supervisors and some clerical staff are trained as Level I Attendants so someone is always on shift (Level I Attendants are listed on OH&S bulletin board)

First Aid Options – In the Field

- First Aid at Manitoba Yards, National Yards, City Hall
- For serious injury, Dispatch has list of medical facilities
- For minor injury, you may request car pickup from nearby officer

Footwear

- Footwear purchased by PEO
- Clothing allowance details (look up current policy)
- Footwear is black, closed-toe, adequate support for walking, sufficient tread
- Routine checks of footwear tread during the winter months

Protection from Environment

- Gore-tex uniform pants & jackets protect from rain and wind
- Fleece uniform coats are an insulating layer
- Uniform hats available to provide protection from sun and rain
- Sun screen provided in change rooms – apply at regular intervals

WHMIS information is given in **three** ways:

- **Labels** on hazardous materials and their containers.
- Material Safety Data **Sheets** (MSDS) – technical documents that provide detailed hazard and precautionary information on the product.
- **Education** and Training – provides instruction on the hazards and training in work procedures.

All of the controlled products and consumer products that are in Parking Enforcement have either a MSDS or SDS available on VanDocs.

- MSDS Search can be done online.
- Notify your supervisor of any new products to ensure MSDS information is updated and available.

HOW TO USE A FIRE EXTINGUISHER

P A S S

Hazard Reporting Requirement

- Correct any unsafe work conditions or actions identified during every workday
- **Incident:** an accident or other occurrence, which resulted in, or had the potential for causing an injury or occupational disease
examples: near misses, minor injuries, medical aid treatments, doctor visits, injuries resulting in lost time accidents
- **Near Miss:** does not involve injury to a worker, or involves a minor injury not requiring medical treatment BUT had the potential to cause serious harm to a worker.
example: first aid treatment only

Common Hazards for PEO

Trips and Falls Cuts and Abrasions

Ergonomic Stresses Working Outdoors

Threats of Violence from Members of the Public

What is a Bloodborne Pathogen?

- Organisms that are present in human blood and that can cause disease in humans...
Hep B Hep C HIV
- Viruses carried in the blood and in other body fluids including...
tissues and organs, semen, vaginal secretions, breast milk, saliva
and any body fluid contaminated with blood

PEO risk of exposure to blood borne agents through:

- a needle stick injury or puncture wound
- broken skin
- mucous membranes of the eye, nose or mouth
- surfaces contaminated with blood

Blood Borne Pathogens Exposure Procedure

- 1) Skin/Needle: Allow bleeding. Wash with soap & water. DO NOT SQUEEZE.
Eye/Mouth : Flush thoroughly with water.
- 2) Report to Supervisor
- 3) Go to Saint Paul's Hospital (show wallet card)
- 4) Within 3 days, report to City's doctor
- 5) Counselling is available

Bomb Threat Procedures

- Notify Manager / Supervisor as soon as possible. They will notify City Hall Security asking for direction
- Save all evidence (envelopes, containers, etc.) but, avoid unnecessary handling of these materials.
- Note descriptions of delivery/suspicious people involved

Earthquake Immediate Response Review



DROP, COVER, HANG ON (better safe than sorry)

When do you get out from the table?

- 30 seconds after the last aftershock

Myths to know about: Doorways & Triangles-of-Life

WorkSafe BC's working Alone Regulation states that "the procedure for checking a workers well-being must include the time interval between checks"

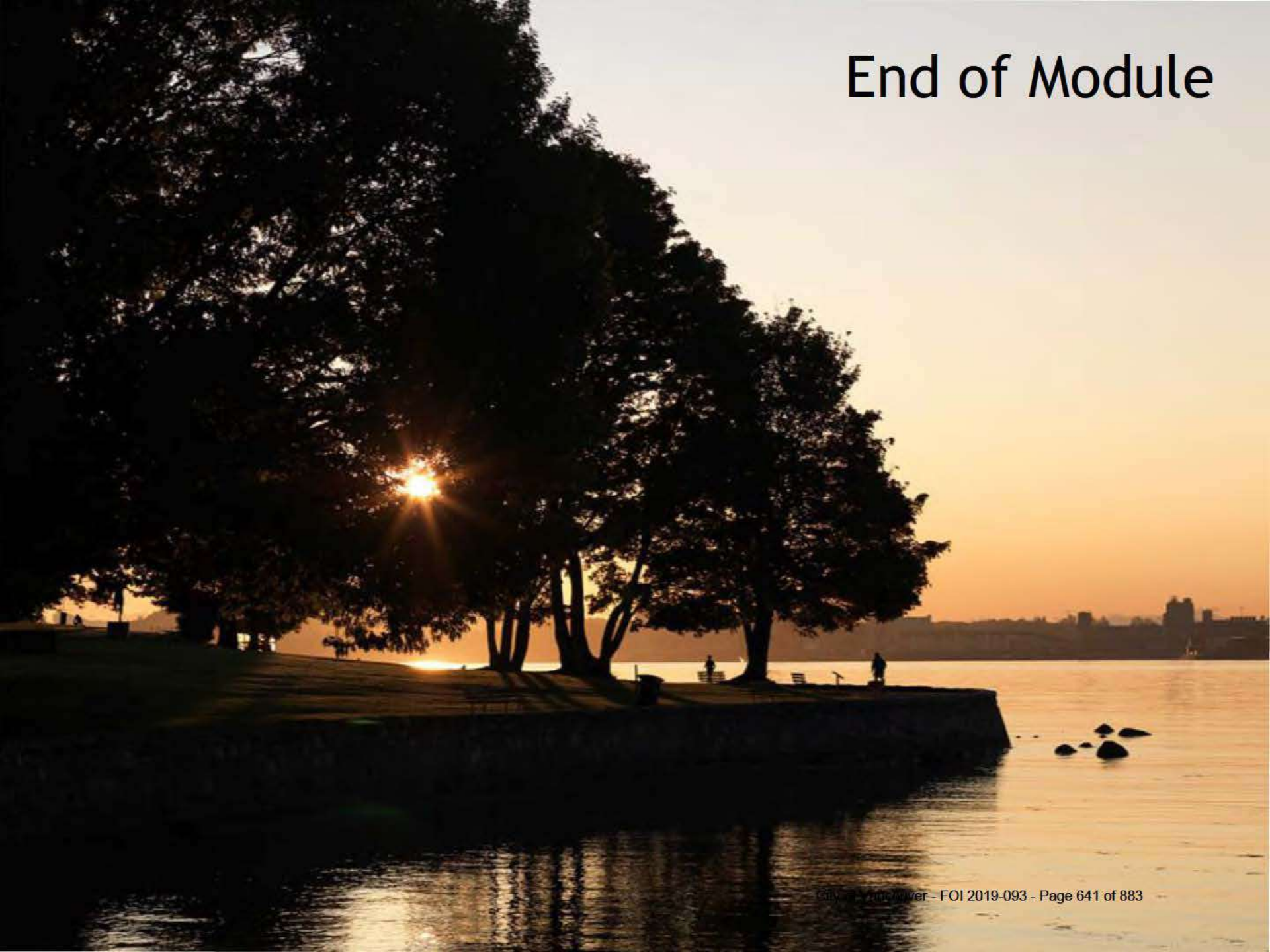
- Taking attendance at the beginning and end of shift is one
- Having Officers call off and on from their lunch/dinner breaks is another
- Officer Tracking Monitor is how we monitor Officer Safety on the street

Practice:

- Make sure your Handhelds are "on-line" before leaving the office. This will initiate the timers for the alert.
- If you are "off-line" at shift start, the Officer Tracking Monitor will not be functional. When this occurs, the Officer is to notify Dispatch and call in every 1.5 hours to confirm that he or she is safe.
- Officers should not log off their Handhelds while on lunch or in meetings. To maintain battery strength, Officers may power off using the red button, if desired.
- Officers are to inform Dispatch of any prolonged breaks such as meetings in their day.

- Make sure that your two way radio is turned on with volume up at the start of shift
- Radios are only to be turned off during lunch and meetings (not during paid breaks)
 - You must call off/on the air for your meal break
- Ear phones for CD players, MP-3s, radio tuners or phones are not to be worn while working

End of Module





The Voice of Our Members



What is a union?

- A **union** is an organized group of workers who come together to make decisions about the conditions of their work. Through **union** membership, workers can impact wages, work hours, benefits, workplace health and safety, and other work-related issues.



The Voice of Our Members



Why does a union matter?

- Having a Union means that you can collectively meet and negotiate with management over any issues that affect you and your job, including wages, benefits, and working conditions. A Union contract is a legally binding document where these agreements are put in writing. Having a Union gives you a stronger voice in working with management to make the company stronger, more prosperous, and better place to work.



The Voice of Our Members



Who runs a union?

You do. The Union is a democracy at every level. You elect your negotiating committee and leadership for the local, district, and international union. Our Union is made up of thousands of people like you -- standing together to make a difference.



The Voice of Our Members



Aren't there already laws that protect us?

Laws governing employment, safety, discrimination, and overtime all exist because millions of Union members fought for them. A Union grievance process ensures that everyone is treated fairly and equally, without favoritism and discrimination. A Union contract, with the aid of Union resources and staff, ensures that these laws and rules are enforced.



The Voice of Our Members



History...

- The forerunner of CUPE Local 15 - the Vancouver City Hall Employees' Association, was founded in 1918 and affiliated with the Trades and Labour Congress of Canada in the same year. F.D. Corrin was the first President.
- The Association joined with the Policemen's Union, the Vancouver Firefighters, and the Outside Workers to form the Civic Federation. By 1920 the Federation became the major bargaining agent for the municipal workers. By 1927 the Federation had an agreement with the City for its first Pension Plan, later known as the Provincial Superannuation Plan for all provincial government employees in 1928.
- During the Great Depression the Association came to an agreement with the Council that all employees would work every other week, with their wages cut back accordingly, in order to keep the workers off the welfare rolls.
- Although women had been asked to become members they refused, preferring to form their own Women's Auxiliary. It was not until 1944 when one woman, Minnie Lazarus, talked the women into joining the Association. Sister Lazarus became the only women executive member from that year until her retirement 23 years later.
- The Association became the Vancouver Municipal and Regional Employees' Union (VMREU) in 1970. The membership was adamant that it wanted to remain independent but agreed the Association must be ready to expand in other areas that needed organizing.



The Voice of Our Members



CUPE's Roots

- The Canadian Union of Public Employees was created in 1963. Before that there were two major organizations representing public employees - The National Union of Public Employees (NUPE) and the National Union of Public Service Employees (NUPSE). We were members of NUPSE at the time.
- In September of 1963 in Winnipeg delegates to the convention of NUPSE and NUPE decided to dissolve their respective unions and merge into one large union for public sector employees. We were present at that convention, however we decided not to join CUPE in 1963. CUPE decided to reserve the number Local 15 for us in case we ever changed our minds.

Merger

- In June 1995, the VMREU members voted to merge with the Canadian Union of Public Employees (CUPE). After over 30 years, Local number 15 was now ours. We became known as CUPE Local 15 - VMECW (Vancouver Municipal, Education & Community Workers). The Canadian Union of Public Employees (CUPE) is Canada's largest union with a membership of 618,000 members across Canada.



The Voice of Our Members

Where is our Union Office located?



CUPE Local 15
545 West 10th Avenue
Vancouver, BC
V5Z 1K9
Phone: 604-879-4671
Fax: 604-879-7582
Email: email@cupe15.org



The Voice of Our Members



Who are our Shop Stewards:

- Kamal Gautam
- Ravina Lal
- Michelle Alexander

*You can ask for a shop steward from another department as well.



The Voice of Our Members



For more information?

Check out the website: www.cupe15.org

Phone: 604-879-4671

Fax: 604-879-7582

Email: email@cupel5.org





PEO Basic Training

Module: Exemptions - Decals, Placards, and Cards

2018-10

An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several high-rise apartment buildings with glass and concrete facades are visible, some featuring balconies and greenery. The background shows more city buildings under a clear blue sky with a few wispy clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Exemption Decals & Cards - Intro

What are Decals vs Placards vs Cards

Decals

- assigned to a particular **plate**



Placards

- Assigned to a **person**
- Can move **from one vehicle to another**
- On **rear-view mirror or dashboard**



Cards

- Like placards
- Do not hang from rear-view mirror
- Must be **visible from exterior windshield**



The term “Card” and “Placard” are often used interchangeably

Most Important Points

s.15(1)(c)

Most Important Points

There is a wide variety of decals and cards...

What do most of them have in common?

- Expiry date

- Ownership (e.g. plate)

- Permit / Exemption details

What's unique for some of them in certain cases?

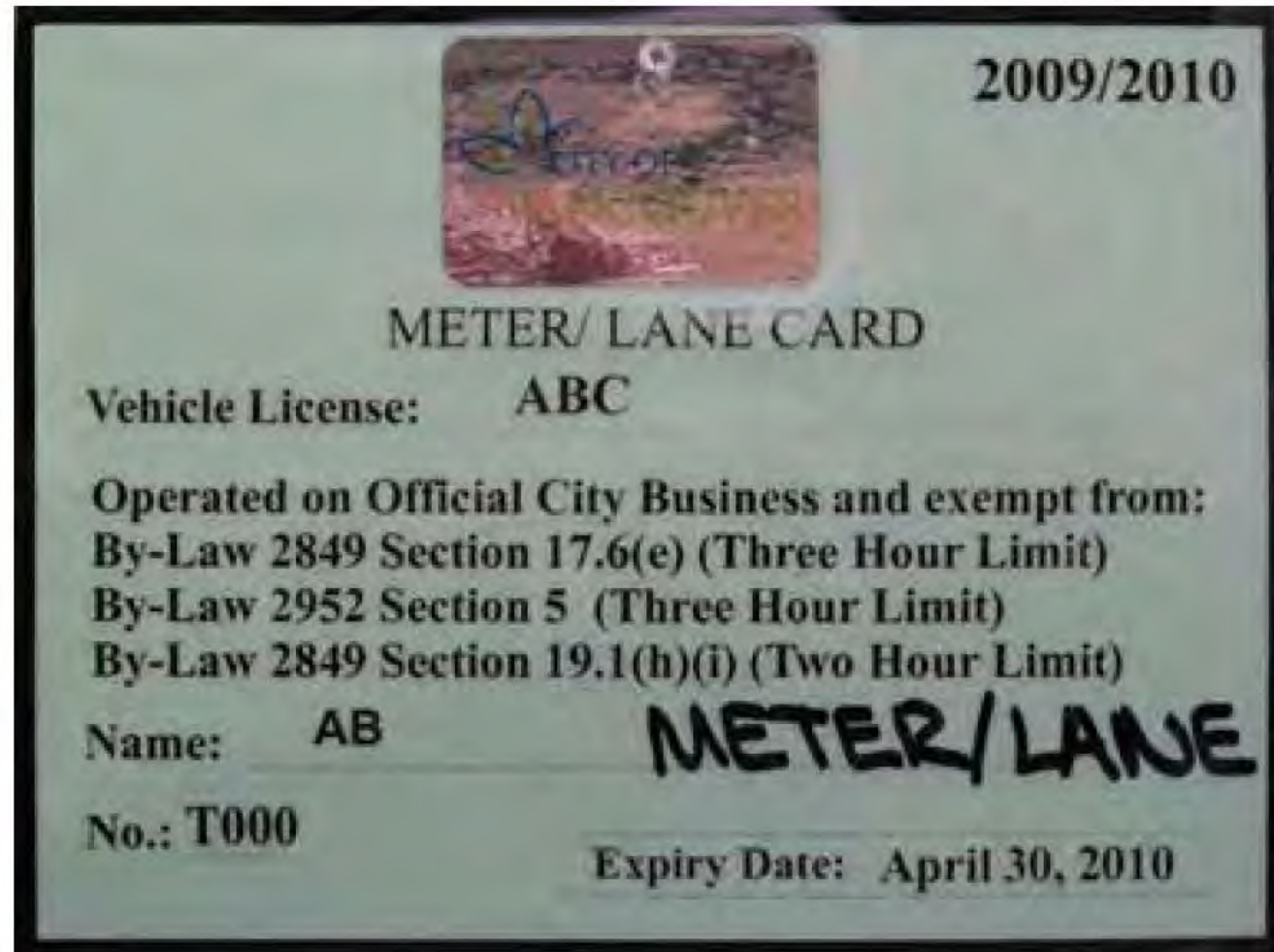
- Trainers to provide current examples

An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several high-rise apartment buildings with glass and concrete facades are visible, some featuring balconies and greenery. The background shows more city buildings under a clear blue sky with a few clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Exemption Cards - Samples

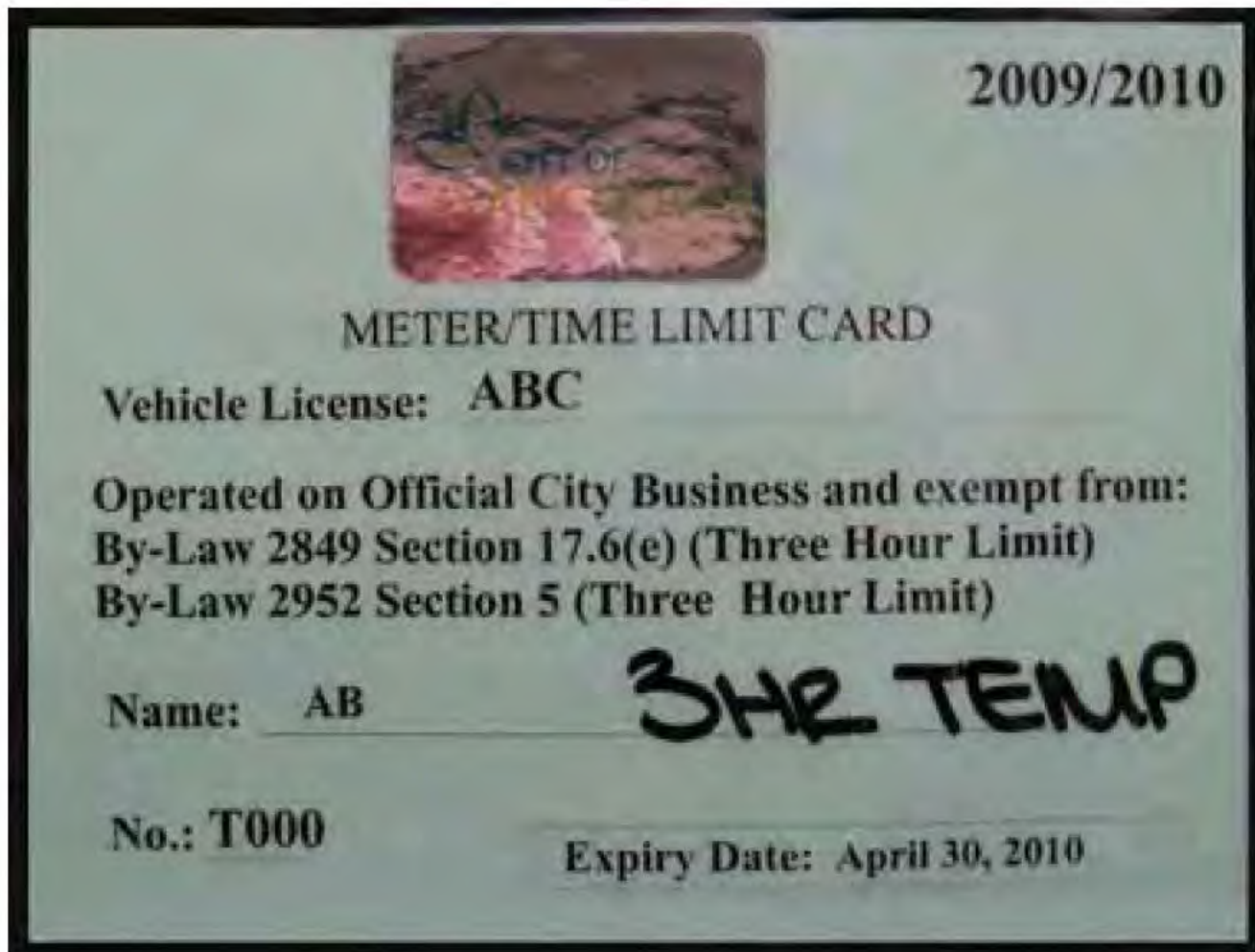
Meter/Lane Exemption Card

- What exemptions are listed?
- What does this allow the vehicle operator to do?



Meter/Time Limit Card

- What exemptions are listed?
- What does this allow the vehicle operator to do?



2009/2010

METER/TIME LIMIT CARD

Vehicle License: ABC

Operated on Official City Business and exempt from:
By-Law 2849 Section 17.6(e) (Three Hour Limit)
By-Law 2952 Section 5 (Three Hour Limit)

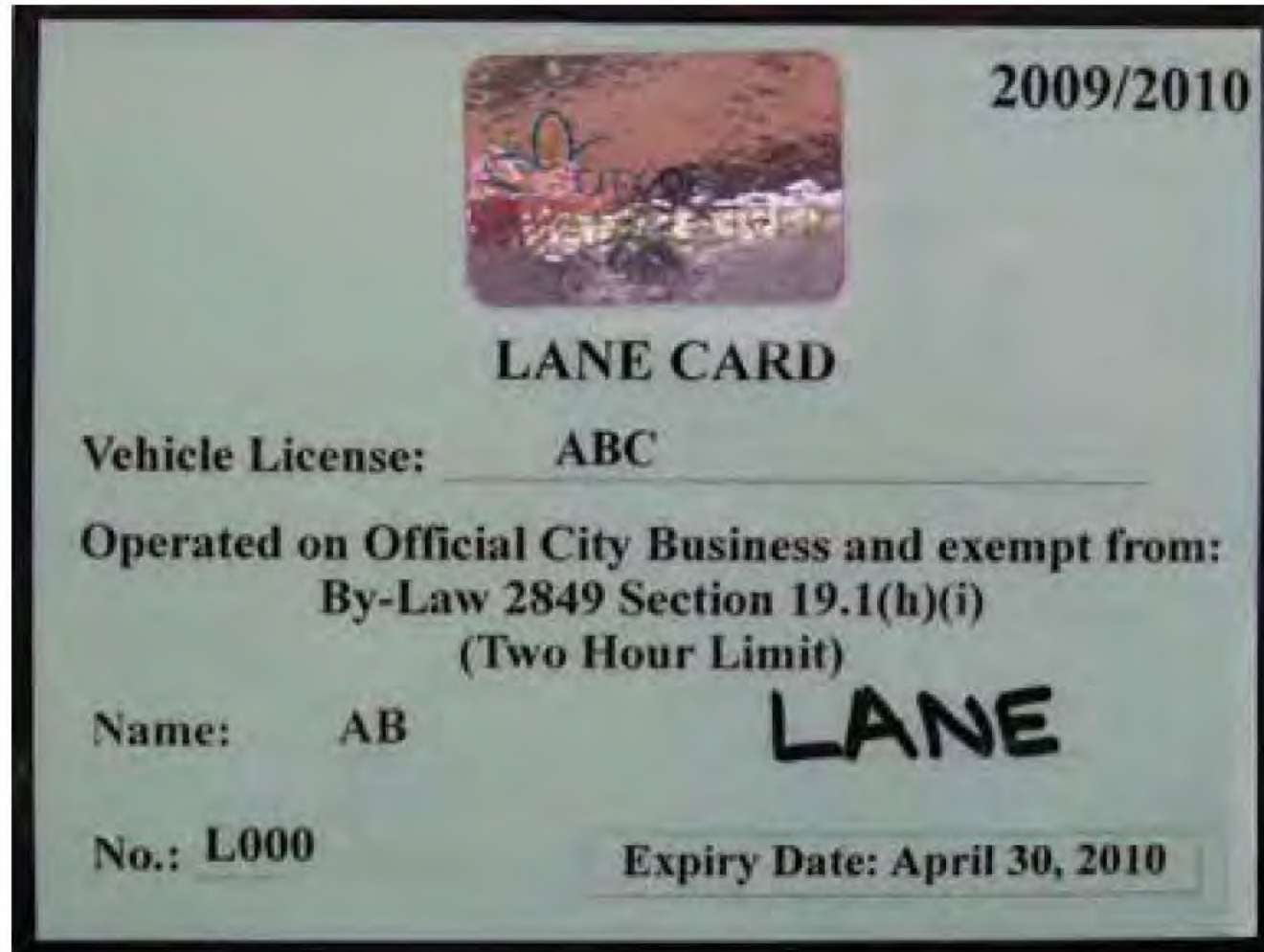
Name: AB **3HR TEMP**

No.: T000

Expiry Date: April 30, 2010

Lane Card

- What exemptions are listed?
- What does this allow the vehicle operator to do?



2009/2010

LANE CARD

Vehicle License: ABC

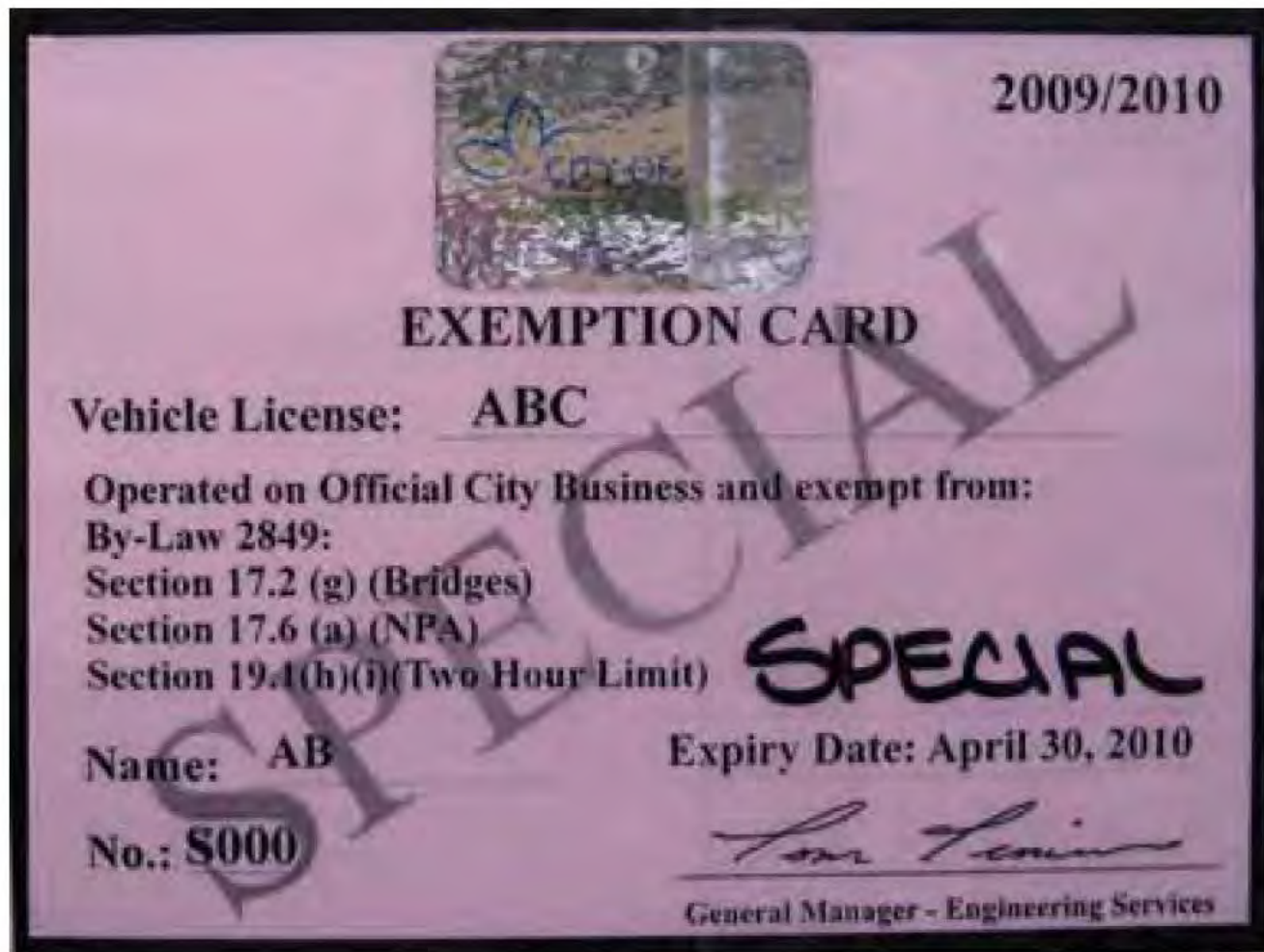
Operated on Official City Business and exempt from:
By-Law 2849 Section 19.1(h)(i)
(Two Hour Limit)

Name: AB **LANE**

No.: L000 Expiry Date: April 30, 2010

Special Exemption Card

- What exemptions are listed?
- What does this allow the vehicle operator to do?



2009/2010

EXEMPTION CARD

Vehicle License: ABC

Operated on Official City Business and exempt from:
By-Law 2849:
Section 17.2 (g) (Bridges)
Section 17.6 (a) (NPA)
Section 19.4(h)(i) (Two Hour Limit)

SPECIAL

Name: AB Expiry Date: April 30, 2010

No.: S000

Tom Lewis
General Manager - Engineering Services

Exemption Cards – Samples


s.15(1)(c)



Exemption Cards - Samples

Construction Exemption Card

**IMPORTANT: REMOVE BEFORE
DRIVING VEHICLE**



**OPERATED ON OFFICIAL CITY
BUSINESS AND EXEMPT FROM:**

BY-LAW 2849: SECTION 17.1,
17.6(b)(e)
BY-LAW 2952: SECTION 5

(SEE REVERSE FOR DEFINITIONS)

THIS VEHICLE BELONGS TO A
CITY EMPLOYEE THAT IS
WORKING AT A CITY
CONSTRUCTION JOB IN THIS AREA.
IT IS NECESSARY THAT THIS
VEHICLE BE PARKED IN THIS AREA
WHILE WORK IS IN PROGRESS.

IF A RESIDENT FINDS THAT THIS
PARKED VEHICLE CREATES A
PROBLEM, THAT RESIDENT CAN
CONTACT THE WORK CREW AND
REQUEST THAT THE VEHICLE BE
MOVED, OR CALL THE CITY
DISPATCHER AT 604-326-4820.

THANK YOU FOR YOUR
CONSIDERATION

NUMBER:

BRANCH:

EXPIRY DATE: APRIL 30, 2011

**Must be
filled out**

**DISPLAY THIS TAG BY HANGING FROM THE
REAR-VIEW MIRROR OTHER SIDE FACING OUT**

**IMPORTANT: REMOVE BEFORE
DRIVING VEHICLE**

**THIS PERMIT TO BE USED BY CITY
OF VANCOUVER STAFF FOR PARKING
AT A JOB SITE ONLY WHEN NECESSARY
AND WHEN AUTHORIZED BY THE
APPROPRIATE JOB SUPERVISOR.**

SECTION 5 - THIS VEHICLE MAY BE
PARKED AT A PARKING METER
ADJACENT TO A CITY WORKSITE

SECTION 17.1 - THIS VEHICLE MAY BE
PARKED WITHIN A "CONSTRUCTION
TEMPORARY NO STOPPING ZONE" AS
DESIGNATED BY THE SITE SUPERVISOR

SECTION 17.6(a) - THIS VEHICLE MAY
BE PARKED IN A "TIME LIMITED ZONE"
FOR A PERIOD LONGER THAN
INDICATED IF ADJACENT TO A CITY
WORKSITE

SECTION 17.6(b) - THIS VEHICLE MAY
BE PARKED IN A "RESIDENTIAL PARKING
ONLY ZONE" ADJACENT TO A CITY
WORKSITE. (SEE ALSO SECTION 22.1)

**-NOTE - NOT TO BE USED IN NO
STOPPING ZONES SUCH AS CORNER
CLEARANCES, RUSH HOUR ZONES,
FIRE HYDRANTS AND BUS ZONES.
VEHICLES PARKED ILLEGALLY AND
NOT IN ACCEPTANCE WITH THIS
PERMIT ARE LIABLE FOR TICKET
AND TOWING.**

**Key word:
Adjacent
Worksite**

**Important
Restrictions**

SPARC

What does SPARC stand for?

**Social Planning and
Research Council of BC**

Time Limited Exemptions:

- Loading Zone
- Passenger Zone
- No Parking Zone
- Permit / RPO
- 2 Hours EWP



An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several high-rise apartment buildings with glass and concrete facades are visible, some featuring balconies and greenery. The sky is blue with scattered white clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Exemption Decals - Samples

Exempted 3-Hour Time Limit

- Common
- AKA: the 3 hour decal
- City / Park Board Staff
- 2849 17.6E
- 2952 section 5
- What does this decal allow?
- What else do you need to know?



Exempt Vehicle

- Same as the previous “3 hour decal”
- For people with severe disabilities (who are unable to handle coins or a cell phone) for which they are the principal operator of a vehicle



Freedom of the City

What is different
compared to the
previous decal?

No Time Limit



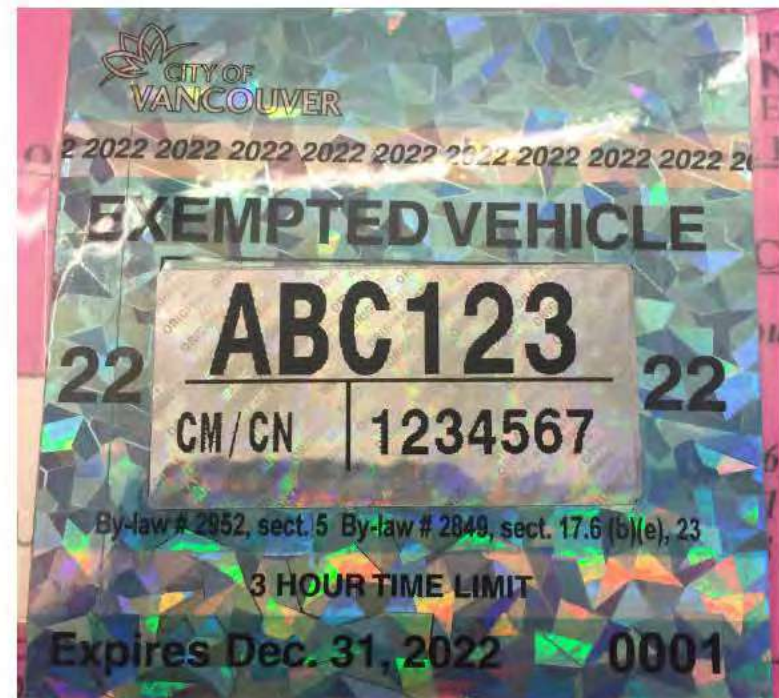
Begins with F



Exemption Decals – Samples

Exempted from Permit Parking

Draft...



Exemption Decals - Samples

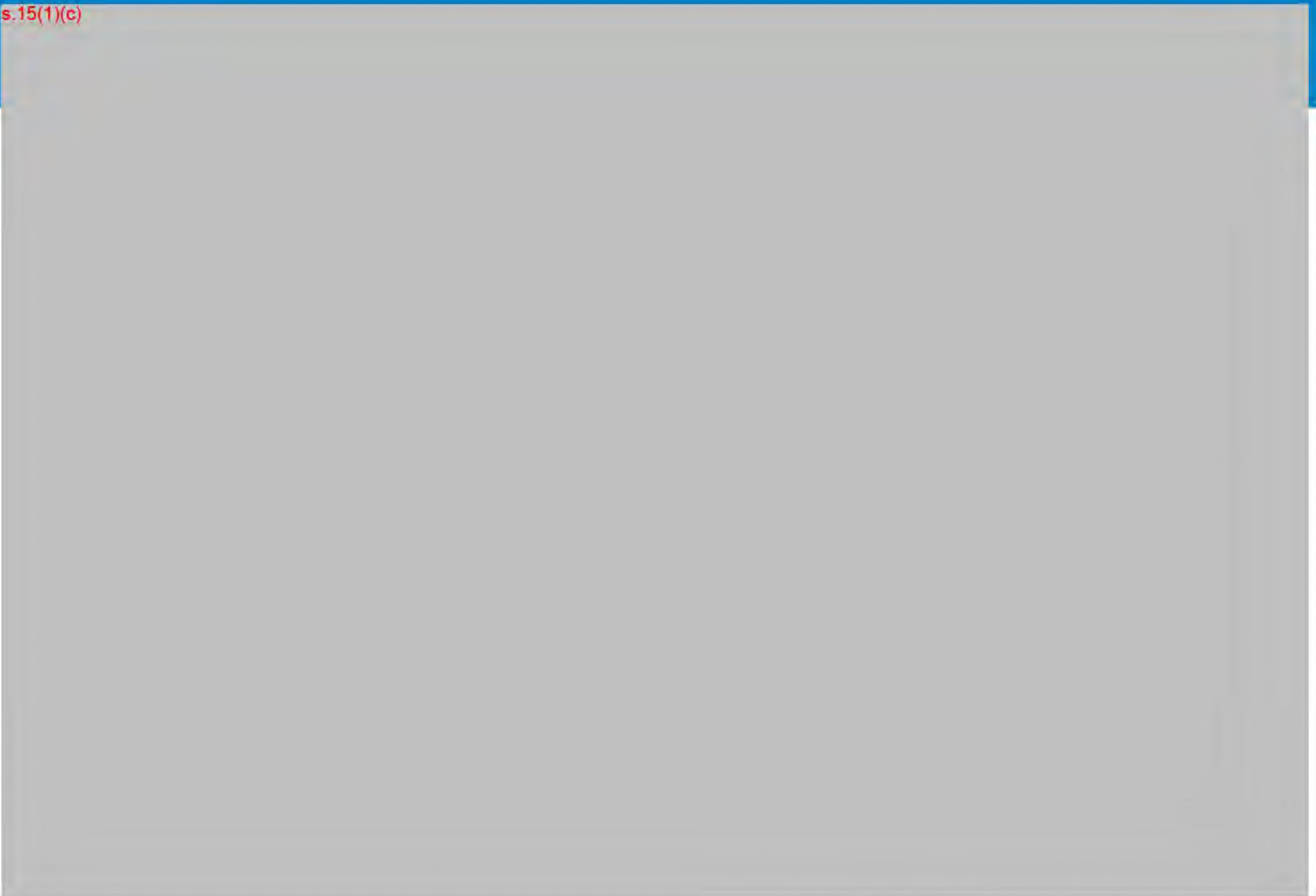
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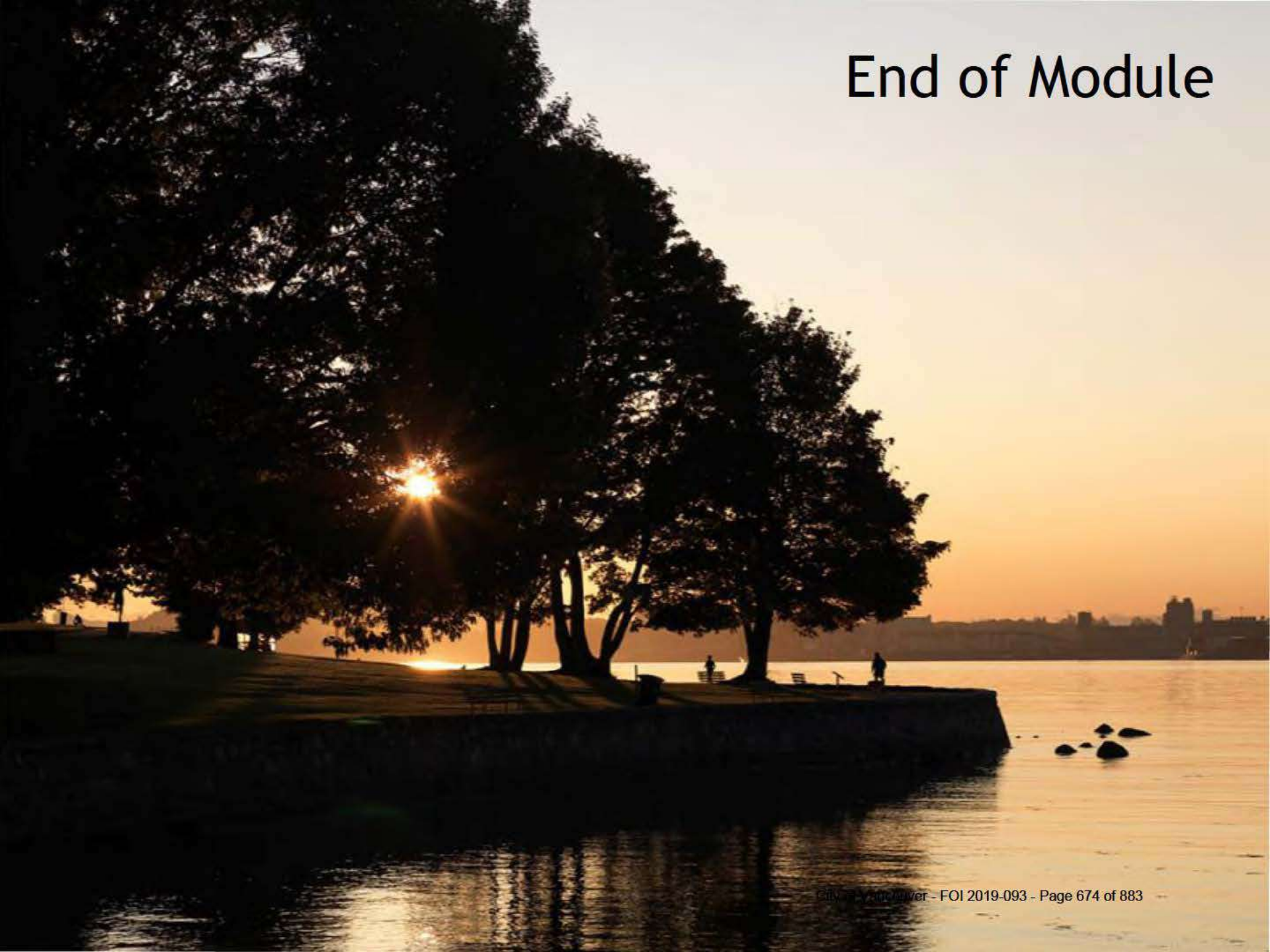
An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several multi-story apartment buildings with glass facades and balconies are visible, some with green roofs. The background shows more high-rise buildings under a clear blue sky with a few clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

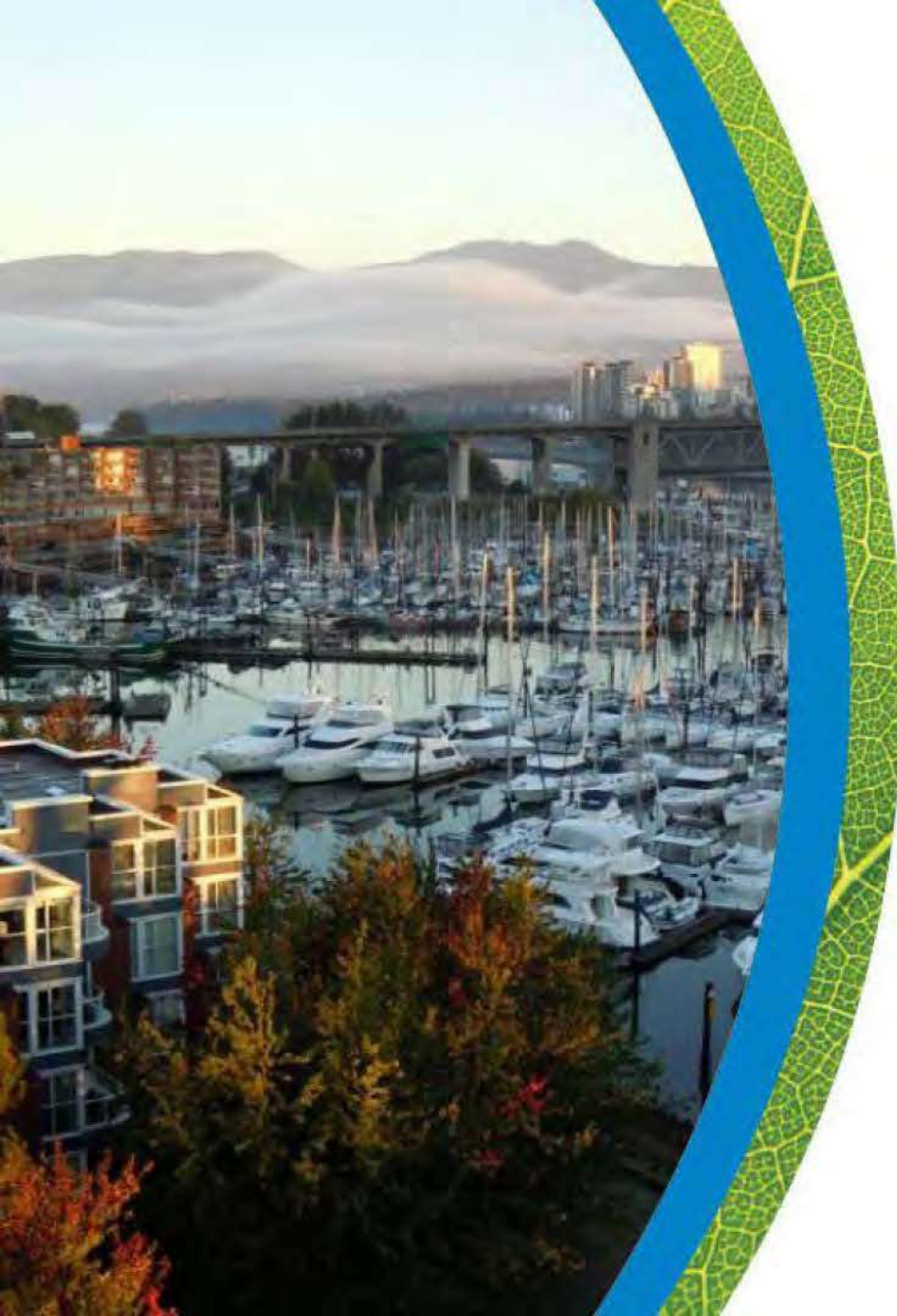
Enforcement Guidelines





End of Module





PEO Basic Training

Module: Exemptions - Vehicles

2018-10

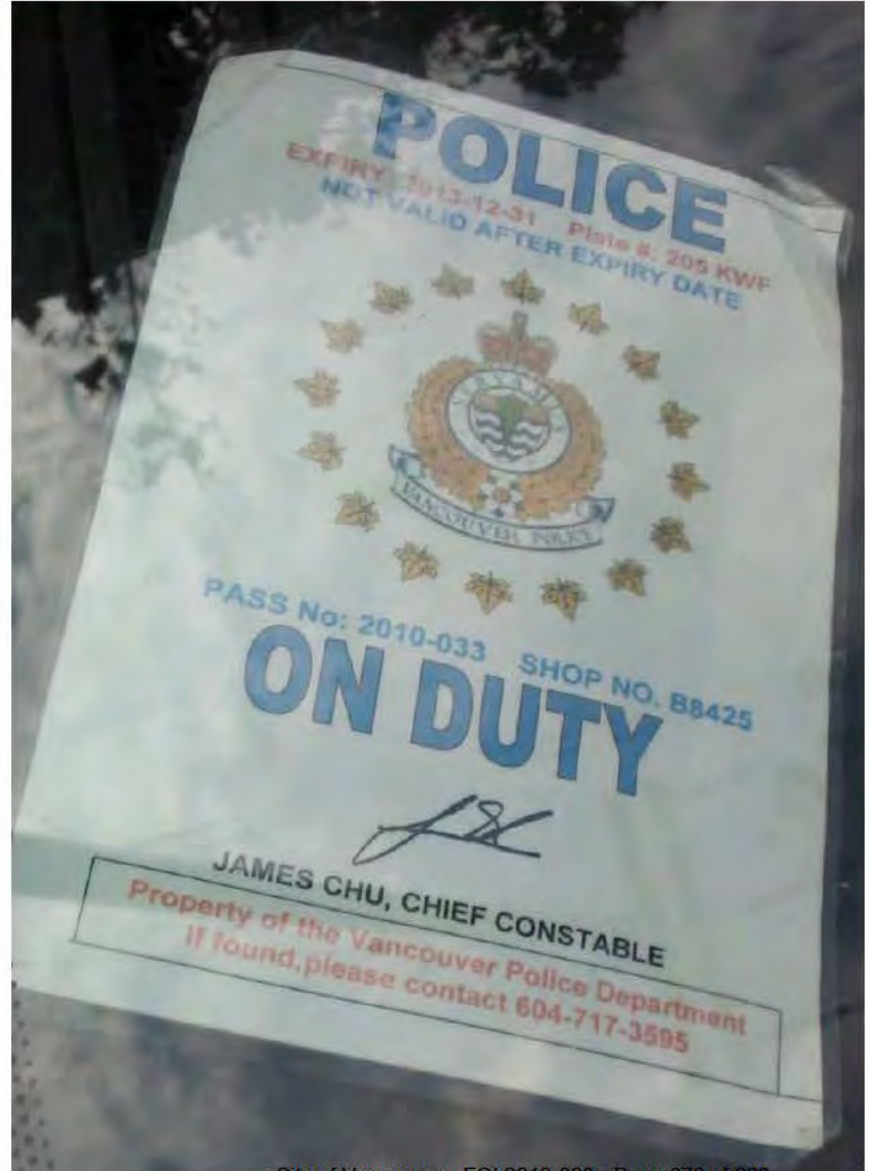
An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several high-rise apartment buildings with glass and concrete facades are visible, some featuring balconies and green roofs. The background shows more city buildings under a clear blue sky with a few wispy clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Exemptions – Vehicles

s.15(1)(c)

Vehicles

s.15(1)(c)



Enforcement around Police Stations

Both of the locations below operate Public Service Counters.

VPD Mailing Address

3585 Graveley St.
Vancouver, B.C.
Canada V5K 5J5

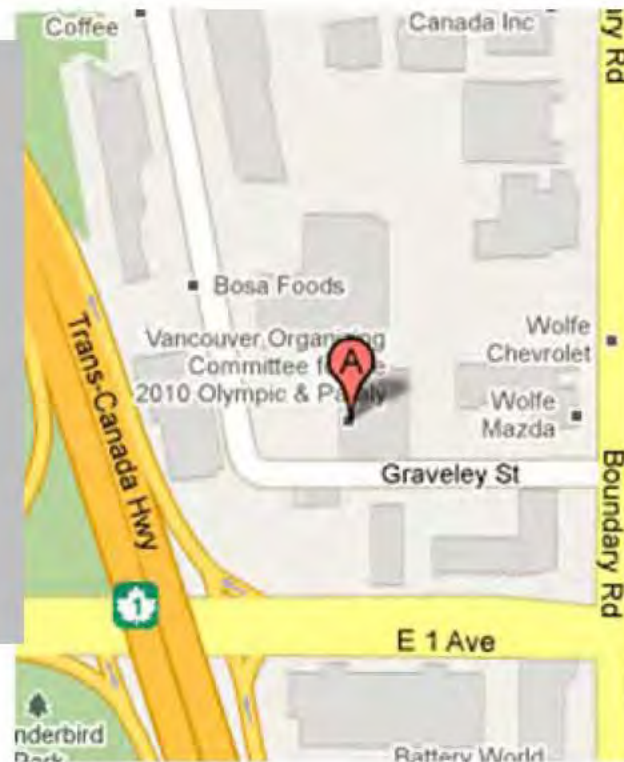
8 a.m. to 5 p.m. Monday to Friday

VPD Headquarters

2120 Cambie St.
Vancouver, B.C.
Canada V5Z 4N6

8 a.m. to 5 p.m. daily

s.15(1)(c)



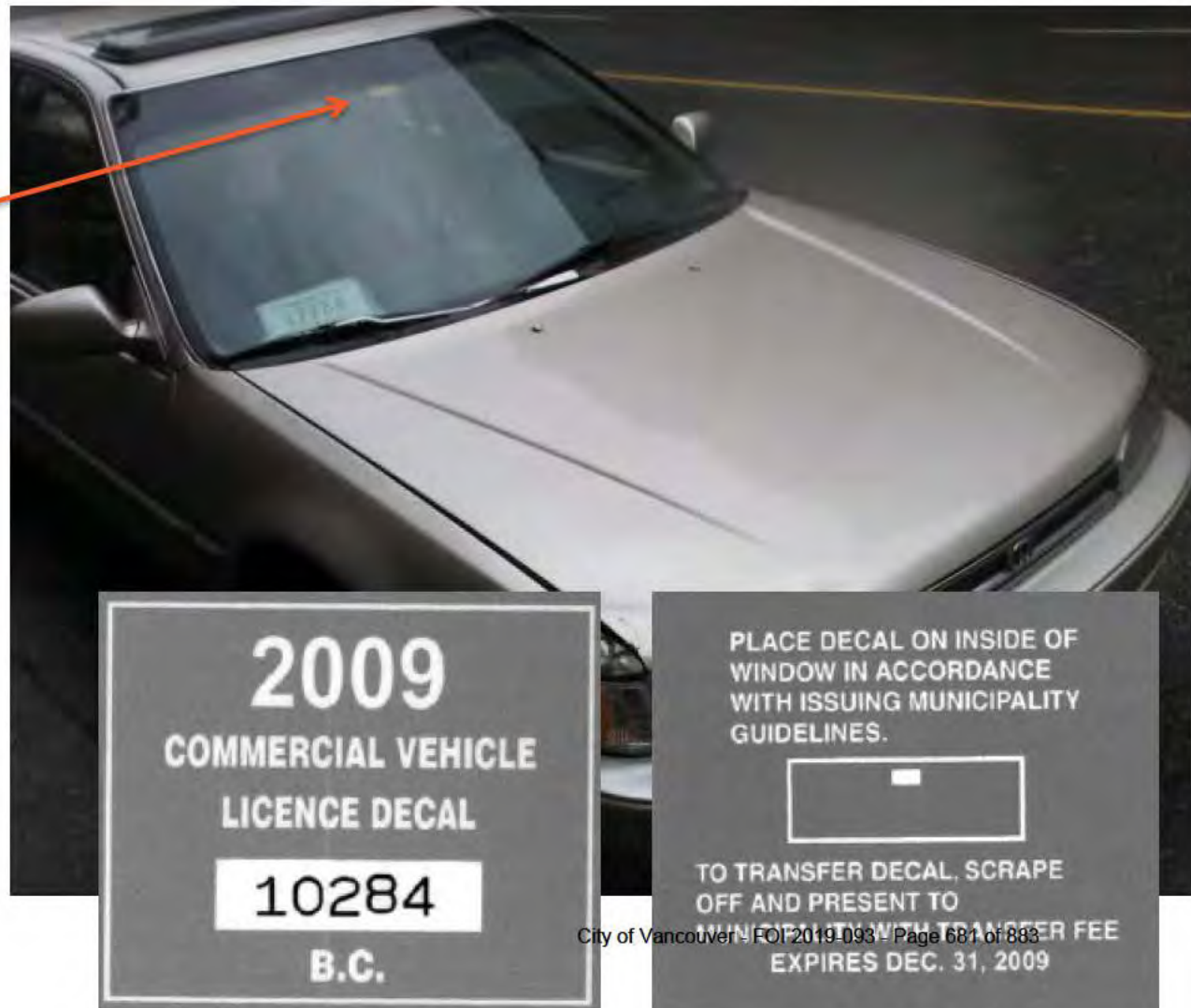
Commercial Vehicles

Commercial
Plate




Commercial Vehicles

Commercial Decal



Commercial Status

The permits you need depend on your vehicle's signage

If your vehicle has:	It needs:
<p>Permanent signage that:</p> <ul style="list-style-type: none"> Includes the business name and address Is on both sides of the vehicle Is no less than 5 cm (2 in) high Is affixed to the vehicle with: <ul style="list-style-type: none"> High-performance pressure sensitive vinyl Reflective sheeting Painted enamel <p> Magnetic signage is unsuitable.</p>	<ul style="list-style-type: none"> BC municipal decal
No signage	<ul style="list-style-type: none"> BC Municipal decal Commercial permit plate

Commercial Vehicle Privileges

s.15(1)(c)



Consular Vehicles

s.15(1)(c)



Provincial & Federal Government Vehicles

s.15(1)(c)



City of Vancouver marked vehicles

- Department markings
- Car Share vehicles



Public Utility Vehicles

s.15(1)(c)



Vehicles

s.15(1)(c)



Canada Post

s.15(1)(c)



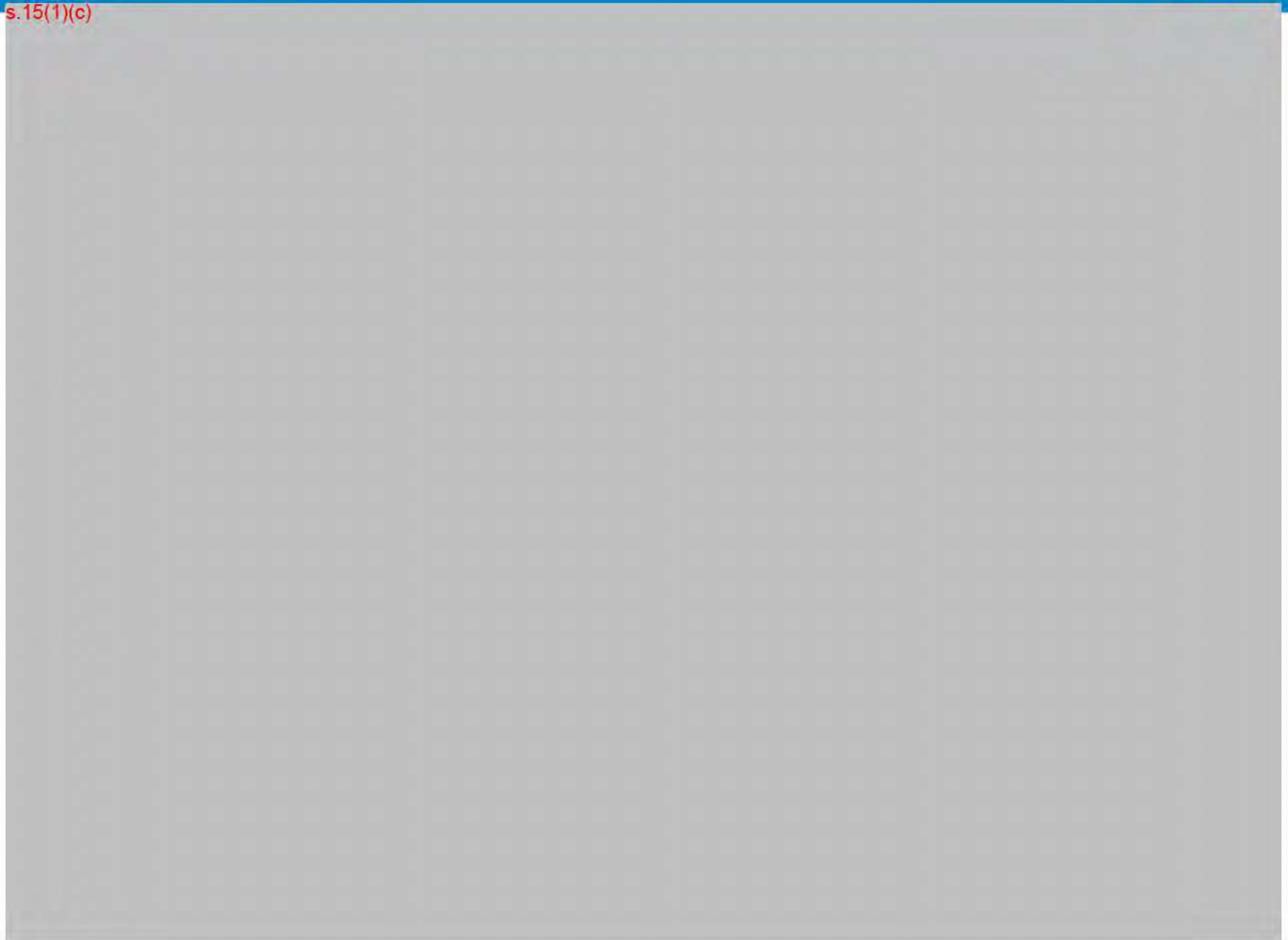
Agricultural Vehicles

s.15(1)(c)

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Vehicles

s.15(1)(c)



An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several high-rise apartment buildings with glass facades and balconies are visible, some with green roofs. The background shows more city buildings under a clear blue sky with a few clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Special Vehicles

Special Vehicles

Car Share / Co-op

Zipcar

Modo

Evo

Car2Go



CAR
2GO



modo.



zipcar

Electric Bicycles

Motor-Assisted Cycle (MAC)

Limited Speed Motorcycle (LSM)

LSM:

Relies on motor power

Usually don't have bicycle pedals

Have a plate

Valid Driver's License required
(doesn't have to be class 6
motorcycle license)

MAC:

No license required



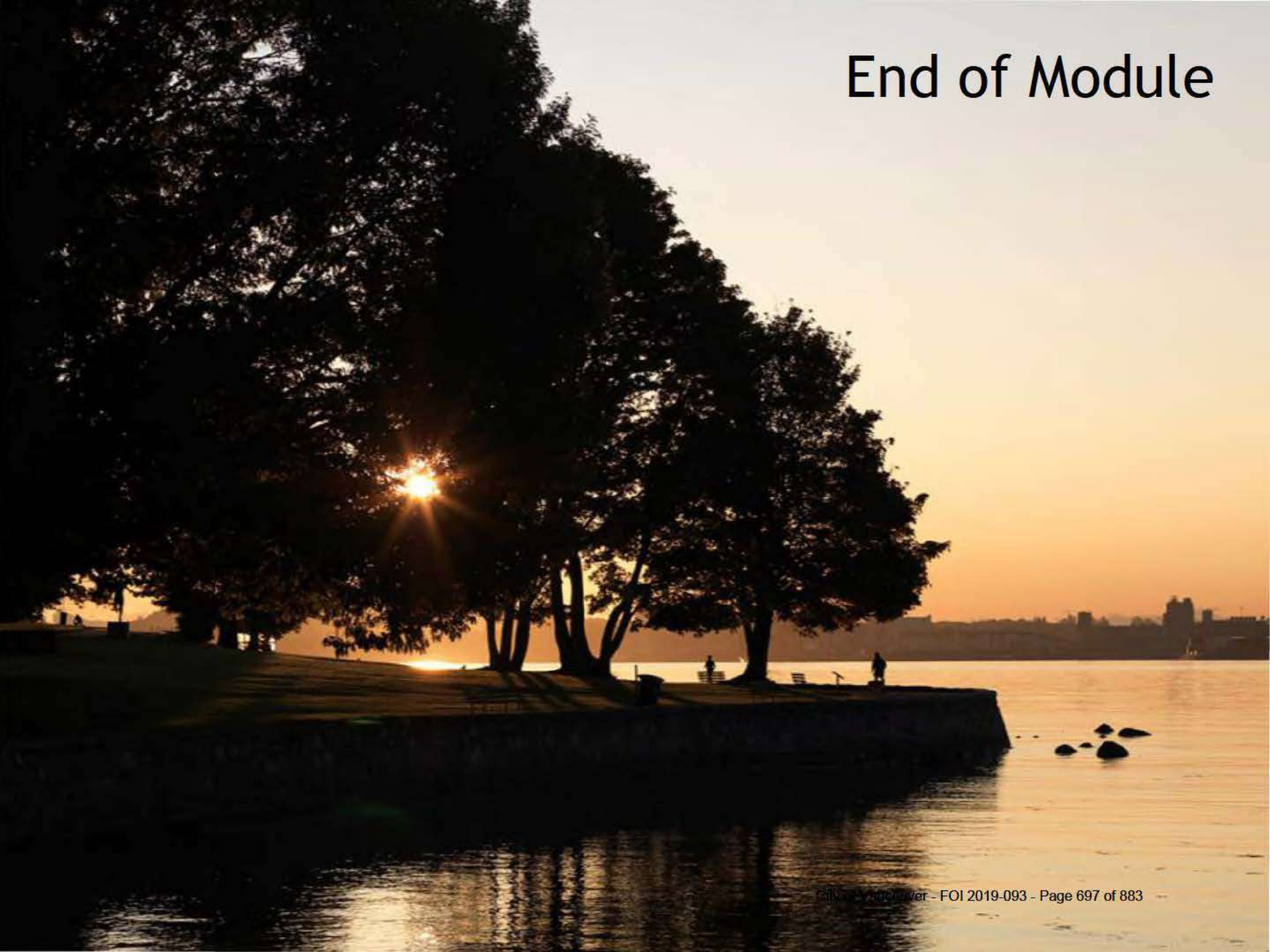
Motorcycle and scooter parking discounts

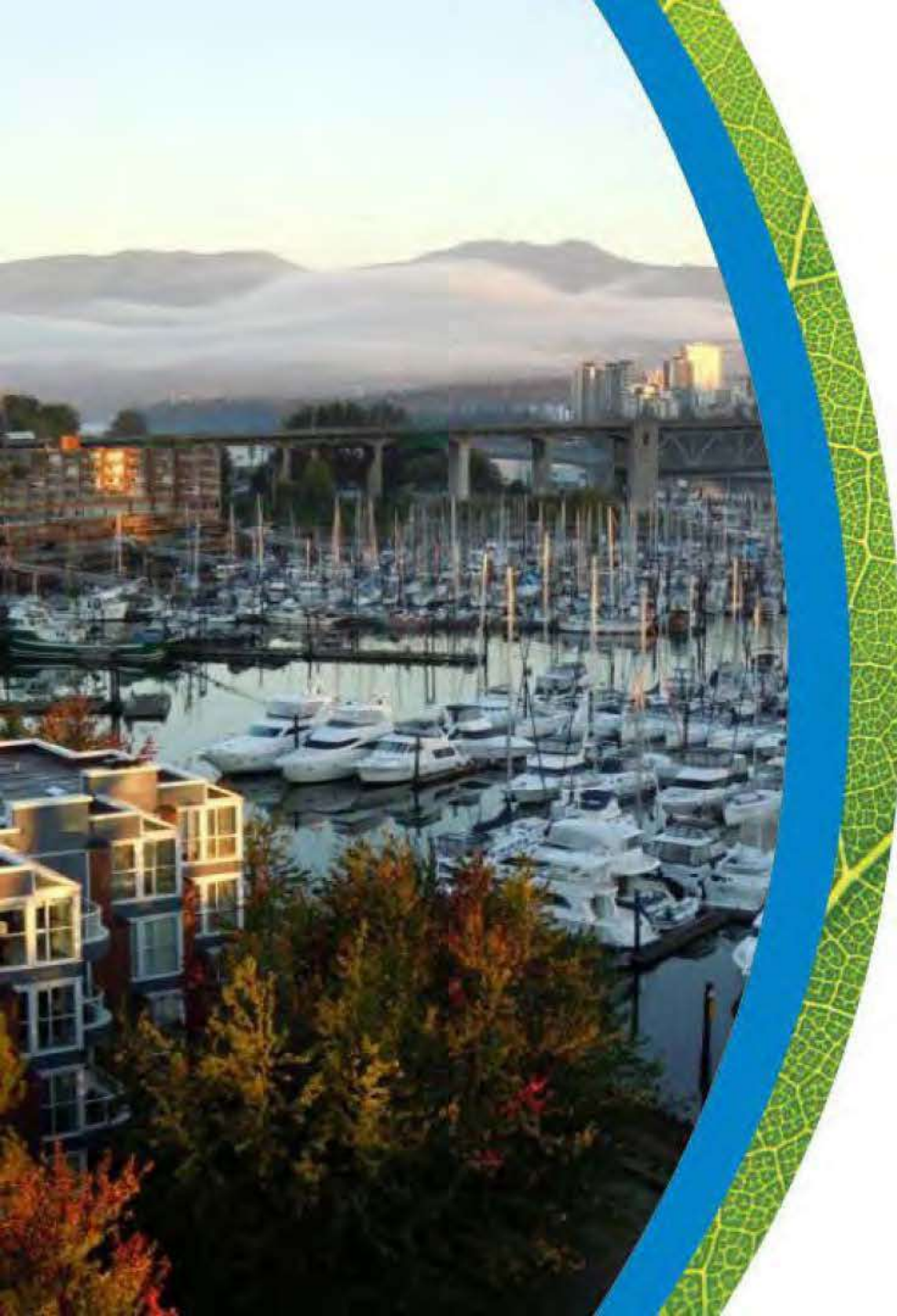
Vehicle	Motorcycle and scooter meter spaces	Regular parking meter spaces
Gas-powered motorcycles and scooters	<ul style="list-style-type: none"> • PayByPhone: 50% off listed rate • Pay by coin: Regular rate 	<ul style="list-style-type: none"> • PayByPhone: 50% off listed rate • Pay by coin: Regular rate
Electric scooters with license plate (registered)	Free (normal meter rules apply)	<ul style="list-style-type: none"> • PayByPhone: 75% off listed rate • Pay by coin: Regular rate
Electric scooters without license plate (unregistered)	Free (normal meter rules apply)	Not permitted

Special Vehicles – of all varieties



End of Module





PEO Basic Training

Module: Permits & Licenses

2018-10



Introduction

Permits

- generally means annually renewed area-based residential parking;
- there are about 12 common larger areas

Licenses

- generally means city-wide area, but specific to a special event or business such as vendor or commercial vehicle
- validity will range from one day up to a year

An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several multi-story apartment buildings with glass and concrete facades are visible, some featuring balconies and greenery. The background shows more high-rise buildings under a clear blue sky with a few wispy clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the word "Permits" in white text.

Permits

Why they exist?

To prevent the **non-residential** traffic from monopolizing the on-street parking which is required by the residents and their visitors

Examples: near colleges and Skytrain stations

Types of Parking Zones & Permits

Type of Zone		Zone Size	Decal Type	Permit Term
RPO				
VRPP				
RPP				
TPP				

What do these acronyms stand for?

Types of Parking Zones & Permits

Type of Zone		Zone Size	Decal Type	Permit Term
RPO	Resident Parking Only (grandfathered)			
VRPP	Vancouver Residential Parking Permit			
PPO / RPP	Permit Parking Only Residential Parking Permit			
TPP	Temporary Parking Permit			

Which zones are large areas vs blocks?

Types of Parking Zones & Permits

Type of Zone		Zone Size	Decal Type	Permit Term
RPO	Resident Parking Only (grandfathered)	Blocks		
VRPP	Vancouver Residential Parking Permit	Blocks		
PPO / RPP	Permit Parking Only Residential Parking Permit	Area		
TPP	Temporary Parking Permit	Area		

Which permits are decals vs cards?

Types of Parking Zones & Permits

Type of Zone		Zone Size	Decal Type	Permit Term
RPO	Resident Parking Only (grandfathered)	Blocks	n/a	
VRPP	Vancouver Residential Parking Permit	Blocks	Decal	
PPO / RPP	Permit Parking Only Residential Parking Permit	Area	Decal	
TPP	Temporary Parking Permit	Area	Card	

Which permits are annual vs limited vs other?

Types of Parking Zones & Permits

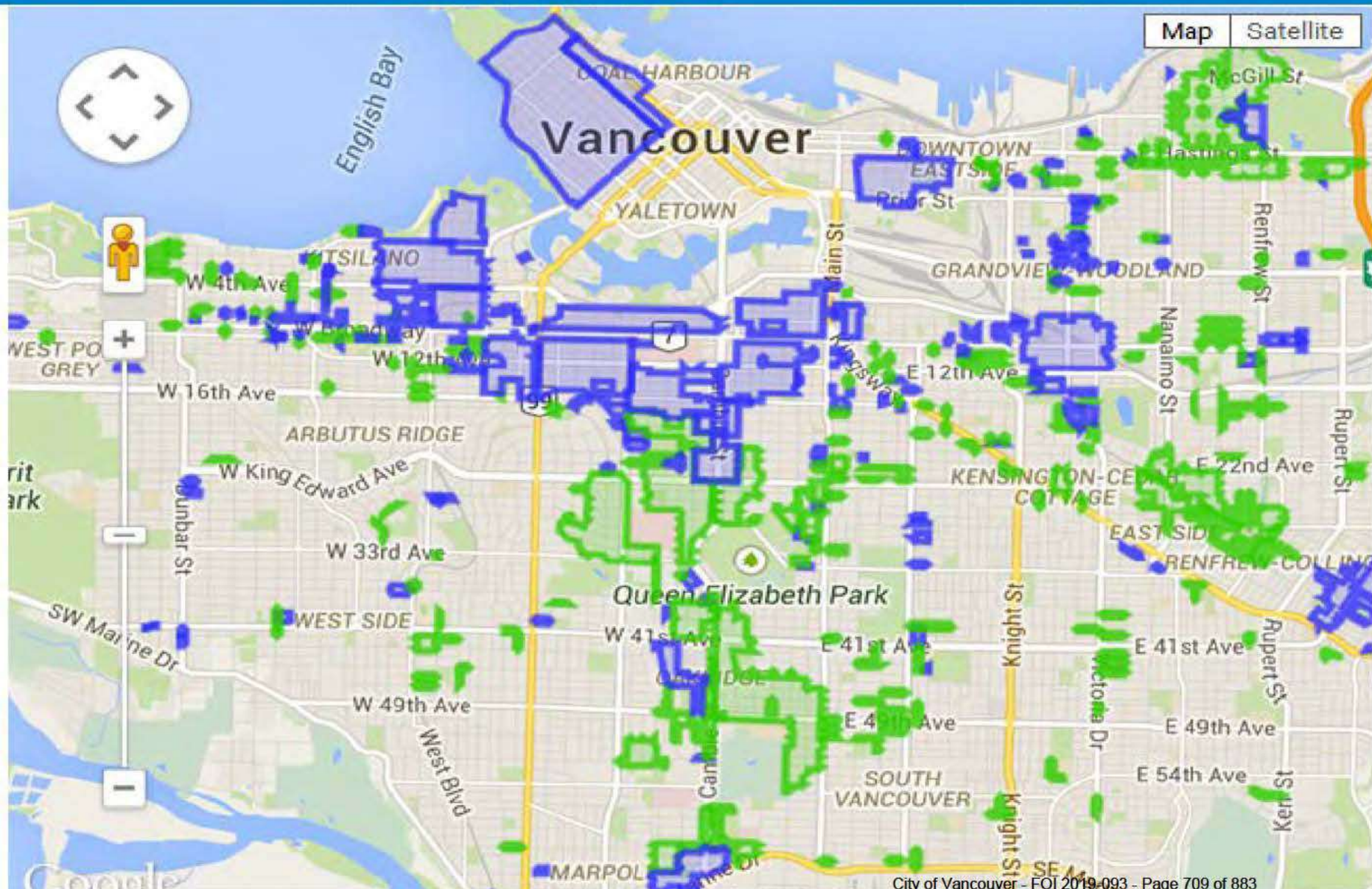
Type of Zone		Zone Size	Decal Type	Permit Term
RPO	Resident Parking Only (grandfathered)	Blocks	n/a	n/a
VRPP	Vancouver Residential Parking Permit	Blocks	Decal	Annual
PPO / RPP	Permit Parking Only Residential Parking Permit	Area	Decal	Annual
TPP	Temporary Parking Permit	Area	Card	Limited

Which permits are annual vs limited vs other?

New RPO zones?

- As of January 2010, no more new RPO zones to be created.
- Old zones are “grandfathered” and will remain but they will not be expanded.

Maps of Resident Parking Zones (RPP / RPO)



An aerial photograph of a waterfront city, likely Vancouver, showing modern high-rise buildings and a marina with several sailboats. A blue semi-transparent banner is overlaid across the middle of the image, containing the text "Permits - RPO".

Permits - RPO

- RPO areas are usually signed by the block and pertain to only the residents of that block.

s.15(1)(c)



Caller calls 3-1-1



3-1-1 transfers call to Parking Enforcement Dispatch



Dispatcher takes down information and checks License on Ticket Manager for any history on License



Officer is dispatched to the location on the same day and enforces the vehicle

RPO Enforcement Process

s.15(1)(c)

RPO Sample Ticket

Bylaw No: 2849

Subsection: 176B

Park On A Street Where A Traffic Sign Restricts Parking, Except
In Accordance With Such Restriction

Vehicle License: ABC123	Offence Date: Sunday, October 25 2009
Make: HYUNDAI	Time: 17:29
Province / State: BC	PEO: 0327
Colour: Blue	Impounded: no
Permits:	Priority:
Outstanding Ticket Count: 0	
Courtesy Cancellations: 4	
Warning Tickets: 0	

Location: In the South Side 0000 50th Ave E.		
Meter #:		
Sign Type: NP ex. RES. OF	<u>Days in Effect</u>	<u>Times in Effect</u>
	1:	1: ANYTIME
	2:	2:
	3:	3:

Signage

<u>Time Limit Actions</u>	<u>Type:</u>	<u>Position</u>
Marking Officer:	1:	1:
Entitlement: 0 Minutes	2:	2:
Odometer: 0	3:	3:
Mark Time: :		

Std Comments: 1: OBSERVED@LEAST 5 MIN:	3:
--	----

Drop Down
menu

Fines: \$50.00	If Paid Before: November 28, 2009
\$100.00	If Paid After: November 28, 2009

<u>Officer's Notes</u>
[>] 2cl [veh] 4cl [<] santa fe [ac-e ad]-24 *obs @ 1227 *req123456 *r/p ex. res. of 000 e50th

No Sparc

An aerial photograph of a waterfront city, likely Vancouver, showing modern high-rise buildings and a marina with sailboats. A semi-transparent blue banner is overlaid across the middle of the image, containing the text "Permits – RPP / TPP / VRPP".

Permits – RPP / TPP / VRPP

RPP - Resident Permit Parking



Where does an RPP decal allow you to park?

You can park on multiple blocks in the neighborhood you reside in with this annual permit



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What if you have a friend (and their car) in town for a few weeks?

Temporary Parking Permits (TPP) are available

TPP - Temporary Parking Permit

TEMPORARY PARKING PERMIT

OAK WEST


P-57990119


VALID TO: JAN. 19, 2009

LOCATION: 1200 WEST 10TH AVE.

PLATE NO: 616CKE

SAMPLE

 CITY OF
VANCOUVER



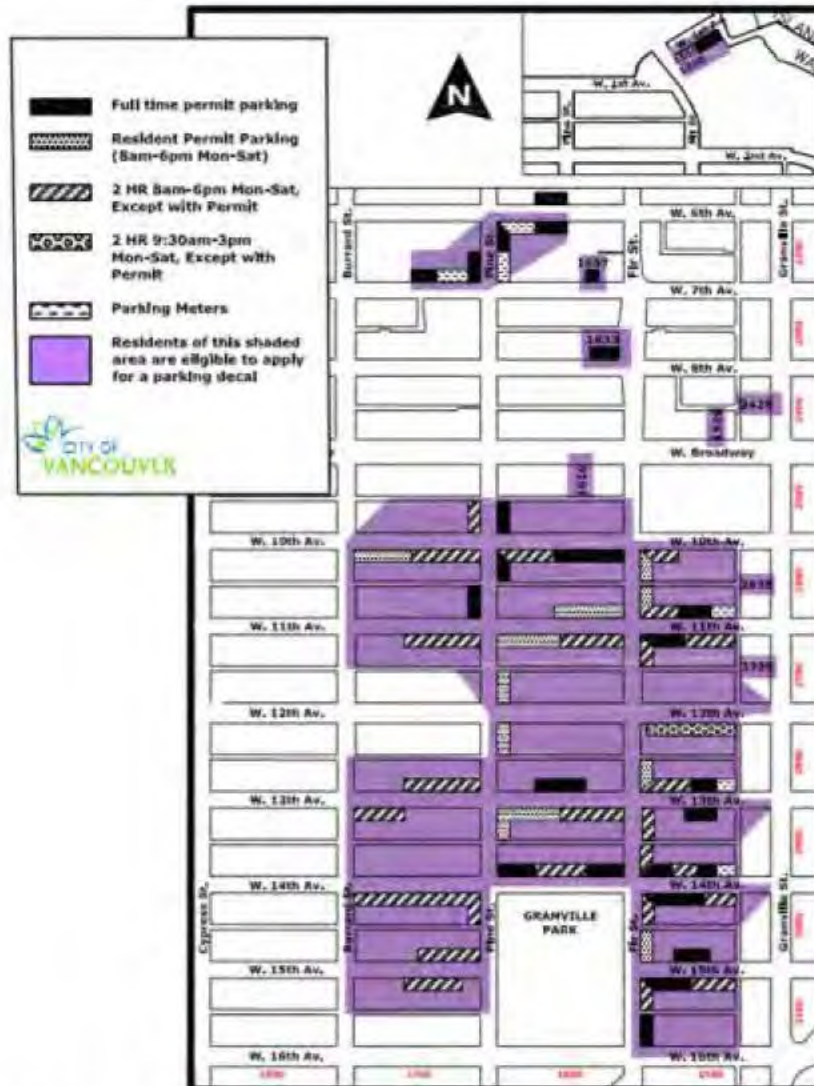
JAN. 13, '09

AUTHORIZATION - CITY OF VANCOUVER

TPPs can be used for out-of-town visitors, house-sitters, homecare providers, and contractors that need street parking in your zone

Example of a Permit Area

SOUTH GRANVILLE RESIDENTIAL PERMIT ZONE



What do you notice about the boundaries of this permit area?

How do you know where to enforce?



VRPP - Vancouver Resident Permit Parking

Basically a new form of **RPP** and the City's new answer to **RPO**.

s.15(1)(c)



Buying a Permit – What Citizens are Told

“How it works” from the CoV Website

Regardless of how one chooses to purchase a permit, every application is treated the same way:

- 1) Complete purchase either online, by phone, or in person
- 2) **Three hours** after applying, license plate number is transferred into parking enforcement database, and you may begin parking on the street in your zone (next slide covers grace period)
- 3) Within 10 business days, new permit mailed to your address.
- 4) Stick decal to windshield immediately after you receive it, otherwise your vehicle may be ticketed.

“Parking Permit Conditions” from CoV Website

To make sure everyone has access to available on-street parking in their neighbourhoods:

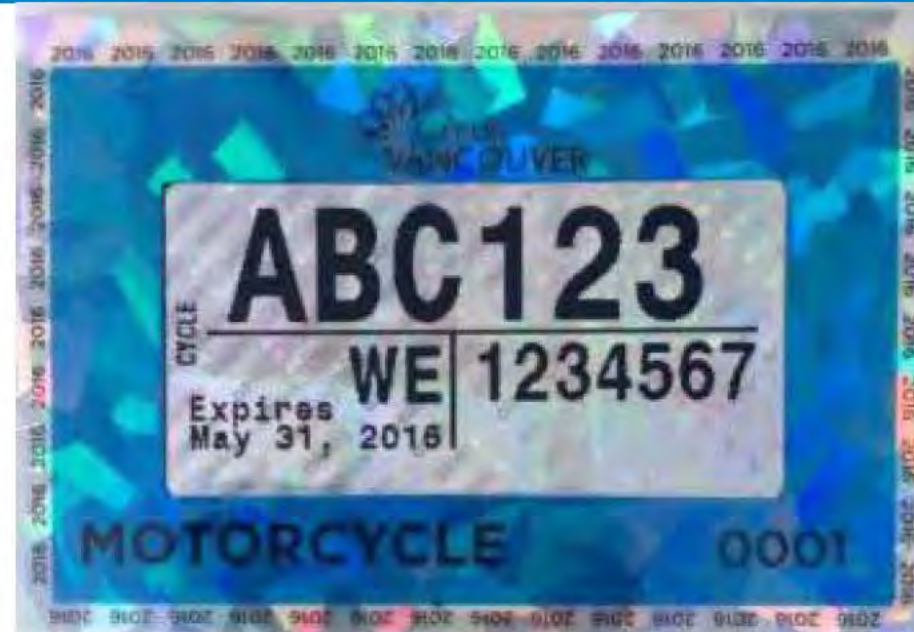
- Permit only valid in zone indicated on decal
- Cannot alter permit in any way
- Vehicle plate must match plate listed on decal
- If you move, change your vehicle, or change your license plate, your permit is no longer valid
- If your permit has not yet expired, you must return your decal in person to our parking permit office

An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several multi-story residential buildings with glass facades and balconies are visible, some with green roofs. The background shows more high-rise buildings under a clear blue sky with a few wispy clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the text "Permits – Other".

Permits – Other

Universal Motorcycle Permit

- Began May 2015
- Area specific
- Left front fork
- Colour changes annually and will coincide with universal VRPP decal colors



Cooperative Auto Network - CAR-SHARE



What is the purpose of car shares?:

To reduce traffic

What exemptions and conditions come with car share vehicles?

Can park in Permit and RPO Zones

Designated spots for each car company

Must pay meters and adhere to all other bylaws



Unusual Permits will come up sometimes... E.g.

s.15(1)(c)

Permit hangs on
rearview mirror



An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous sailboats and yachts. Several multi-story apartment buildings with glass facades and balconies are visible, some with green roofs. The background shows more high-rise buildings under a clear blue sky with a few clouds. A semi-transparent blue banner is overlaid across the middle of the image, containing the title text.

Ticketing Process

Permit Zone Ticket – Photo Evidence

s.15(1)(c)



Close-up of the
sign.

This is useful at
night time and
whenever the
signage is not
clearly visible in
any other
photos.



s.15(1)(c)





Licenses

- 21.7 An owner, registered owner, lessee or operator of a vehicle must not cause, allow or permit that vehicle to stop in a tour bus zone except for a bus with the name and address of its operator or owner plainly displayed in letters and figures not less than 5 cm high in a conspicuous place on both sides of the vehicle, which may, unless otherwise indicated on a sign, stop in a tour bus zone for a maximum duration of 15 minutes.

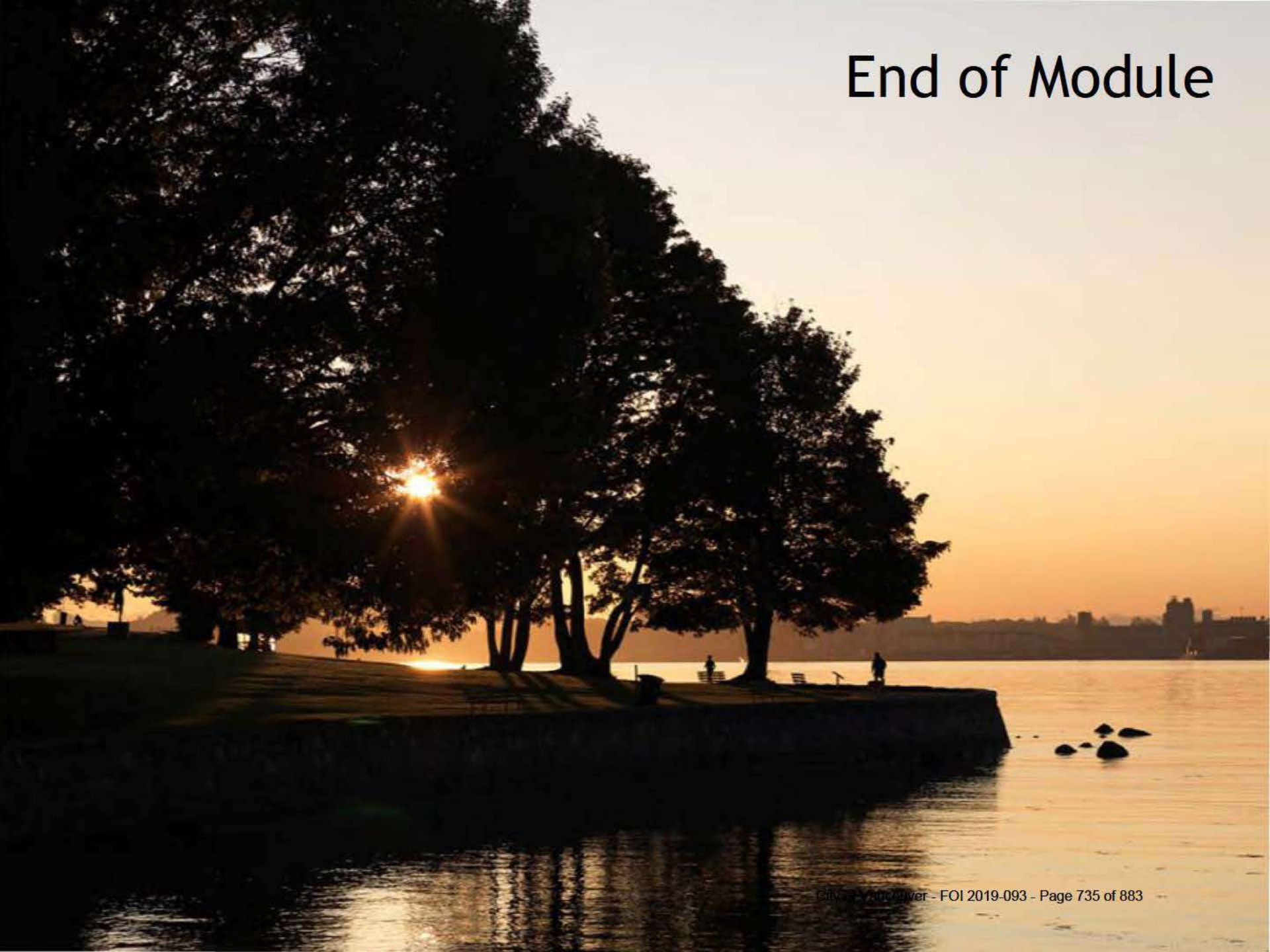
"Bus" means a motor vehicle having a seating capacity of more than 12 persons, including the driver, that is operated for hire or for public transportation.



Tour Bus Zone 21.7 – Q's

- Do Tour Buses need a Commercial Decal?
- Bylaw 21.7 says Tour Buses only get 15 minutes in a Tour Bus Zone. How long do they get in a posted 2-hour Tour Bus Zone?
- If a Tour Bus is parked overtime in a 2 hour Tour Bus Zone what do you write it up under, 2 hour zone (17.6E) or 21.7?
- In 15 minute Tour Bus Zone, how long would you wait before you returned and issued a ticket? What charge would you use?
- What if the charge is a Commercial truck parking in a Tour Bus Zone?
- If a Tour Bus leaves the zone, goes around the block, and parks in the same zone again, what do you do?
- Can a BC Transit Bus stop in a Tour Bus Zone?
- Can a Tour Bus stop in a BC Transit Bus Stop?

End of Module





Training






PEO Level 2


City of Vancouver

Parking Operations & Enforcement

Revised Apr 2017

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Introduction

Welcome to the PEO Level 2 training course. This course is designed for those individuals that are currently employed by the Parking Enforcement Branch and who have shown the ability to use sound judgment. If you succeed in completing this course, you will be authorized to impound vehicles for any offence. On some rare occasions it may be necessary to seek Supervisory approval to authorize an impound. However, for the most part it will be up to your own discretion.

History

~~Prior to 1997 the Parking Enforcement Branch had a two tier Officer system. The Officers were classified as either Parking Checkers or Meter Checkers.~~

~~Meter Checker - the primary responsibility was to write meter tickets. They were also able to write other infractions, but had no impounded authority. The Meter Checker would have to call for a Parking Checker to re-issue (even for rush hour). Checkers were only able to enforce on foot.~~

~~Parking Checker - the primary responsibility were to write and impound safety violations, and rush hour regulations. The Parking Checker had impound authority, and therefore had to re-issue tickets that were written for impound by a Meter Checker. Parking checkers were permitted to enforce by vehicle, bicycle or on foot.~~

Reason for Change

~~The old PCR (parking checker re-issue) method was very time consuming, and the same infraction would have to be written on two separate accounts. It was a waste of time and resources. Very often the vehicle would be gone by the time the Parking Checker could attend.~~

All One Officer

~~It was decided there was no longer a need for the Meter Checker class specification. If we were all able to impound it wouldn't matter if we were working a walking route or driving route. In 1997, all the Officers became Parking Enforcement Officers Level 1 and Level 2.~~

~~PEO 1 - Introductory level Officer. After new candidates are trained they are able to~~

~~impound out of no stopping zones as well as bus and rush hour zones only.~~

PEO 2 - At this stage the officer has full impound authority. At this level you will be asked to enforce all bylaws, including lane charges. PEO 2 can be asked to work all shifts, therefore they will work early morning and evening shifts, on occasion, added responsibilities include vehicle maintenance, rush routes assignment, and a larger variety of street and traffic bylaws.

Vehicle Use and Maintenance

The following details the daily periodic requirements for vehicle maintenance and cleanliness.

Daily: *Start of Shift (Reference page 8A&B)*

- Fill in the Daily Equipment Sign In / Out Sheet:
 - PEO Number
 - Signature
 - Time Out
 - Mileage Out
 - Car Number
 - Shift
- Walk around the vehicle to see for damage
- Report any damage on vehicle immediately
- Gas up vehicle if needed (when gas tank is less than half full)
- **Fill out Vehicle check list information (Black binder in car)**

Daily: *Before End of Shift*

- Clean out vehicle (remove: garbage, uniform/clothing items, tickets, etc.)
- Always back into parking stall @ **814 Richards Street** and leave vehicle locked
- Fill in the Daily Equipment Sign In/Out Sheet:
 - Time Out / In
 - Mileage Out / In
 - Return car keys

Exterior Care of the Vehicle

- Periodic car wash (automated machine at National Yard)
- Vacuum interior (vacuum at gas pump at National Yard)
- Clean interior and exterior windows
- Check and adjust air pressure in tires
- Fill up windshield washer fluid
- Check oil levels

Use of City Vehicle

- Unless you receive permission from a Supervisor or Manager, you must only use the Parking Enforcement vehicle within the boundaries of the City of Vancouver
- The vehicle is to be used for City of Vancouver business only. While on your break ensure that the vehicle is always parked legally
- At all times abide by the laws pertaining to the driving of a vehicle
- You are responsible for any tickets that you incur while operating a City of Vancouver vehicle (speeding, not wearing your seat belt, etc.)
- You are not permitted to smoke in the vehicle
- Should the vehicle sustain any damage (MVA, Vandalism, etc.) the Operator of the vehicle is required to report the damage by filling out a Vehicle Accident Report, LL8 and a Critical Incident Report on the same day with a Supervisor.
- If the vehicle is involved in an MVA (motor vehicle accident) be sure to get the pertinent information from the other driver(s) (driver's license, plate number, name and phone number of the driver and any witness (es) if any). You are also requested to fill out LL8 and WCB Forms and a Critical Incident Report.



Guidelines for Responsible Vehicle Operations

- Strict adherence to all relevant sections of the Motor Vehicle Act (speed limits, employing appropriate care and attention, safe turning, seat-belt usage, etc.).
- Acceptance of the responsibility of “setting a standard for the public”, regarding appropriate behaviour and actions while operating a City vehicle.

- Courteous, considerate, and safe operation of all City equipment, both marked and unmarked.
- Awareness that even the perception of impropriety is sufficient to call the reputation of the City of Vancouver and its workforce into dispute, and that all reasonable action should be taken to prevent such perception.
- Parking/stopping in accordance with all applicable By-laws, in all cases other than where required to contravene them as a result of enforcement-related timeliness or for worker or public safety, and whenever stopped in contravention of a By-law, to limit that situation to the period while actively providing works of necessity on behalf of the City of Vancouver.
- Activation of beacon lights each time the vehicle is stopped in a manner which will obstruct traffic, in the course of either enforcement or emergency-response.
- Parking/ Stopping the City vehicle only in manner which does not compound or have any adverse impact to the flow of traffic created by any other vehicle which has been inappropriately parked/ stopped.
- Understanding that the Branch would prefer that each Officer behave prudently and take all necessary precautions when operating City vehicles, both while on routine patrol and when attending Parking Enforcement Requests - even if such action will prolong the time required to attend an Enforcement Request or a worker's return to work.
- Whenever practical, place the Enforcement vehicle ahead of any vehicle(s) stopped in contravention of the Rush Hour regulations, thereby providing a barrier for the worker against the flow of traffic, and allowing easier assimilation back into traffic once the violation notice has been served.
- Refrain from excessive idling (achieving By-law compliance), in conjunction with the City's commitment to a reduction of all vehicle-idling.
- Report to the appropriate authority, in a timely manner, any vehicle and all vehicle accidents, and maintenance or repair issues.



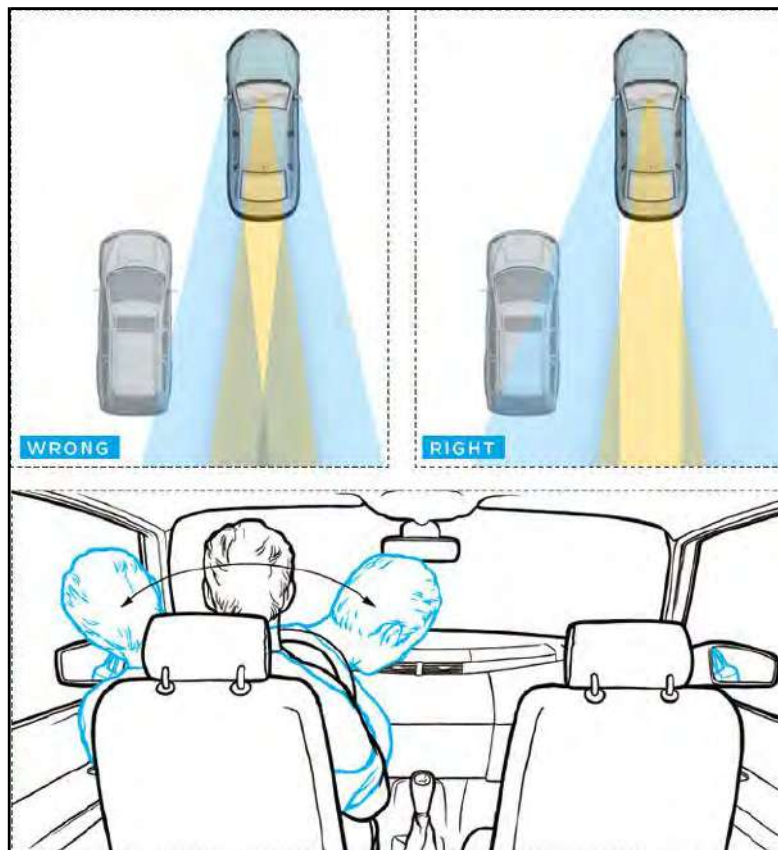
~~How to Make Your Rear-view Mirrors Blind Spot-Proof~~

~~The interior mirror should be set to see straight back along the road. Most drivers set the side mirrors to duplicate this view. The proper use of these side mirrors is to~~

let you visualize the blind spots flanking your car, not to see straight back.

Procedure for adjusting the side mirrors:

Adjust the driver's seat to the correct position. Lean your head and torso over to the left until your head contacts the window glass. Now, adjust the left side mirror outward until you can barely see your own fender in it. Next, lean over to the right a similar distance, and adjust the right side mirror so you can just see your own rear fender. Sit up straight. Your mirrors are now set to allow you to see other cars in your blind spot.



s.15(1)(c)

Review Shift Guidelines (Assigned Breaks)

Effective Communication

When relaying information over the radio, be clear, concise and to the point

- Simple questions may be directed to the dispatcher, however, more complex enquires should be made directly to a Supervisor.
- Do not hesitate to ask for clarification if you don't understand.

15(1)(c)



Lane Enforcement

Definition of a lane

“Lane” means any street not more than 10.06 meters in width.

It is important to remember that a lane can be a street, but a street cannot be a lane.

A lane...

- Is no more than 10.06 meters wide
- Is on average about 6 meters / 20 feet wide
- Has no specific direction of traffic (e.g. 18.1(b) charge in lane)
- Is NOT used by the fire department for access
- Can vary several times in terms of its usable portion. In most cases, the Officer should be able to use landmarks to determine usable portions and property lines. When in doubt, call A Supervisor for measurements regarding property

lines.

The lanes west of Burrard Street are signed as commercial loading zones. There are 10 lane charges. 9 of these charges are in Section 19 (Stopping and Parking - Lanes) of the Street and Traffic Bylaw No 2849, the tenth one is in Section 17.2(e) (Garbage Container) of the same bylaw.

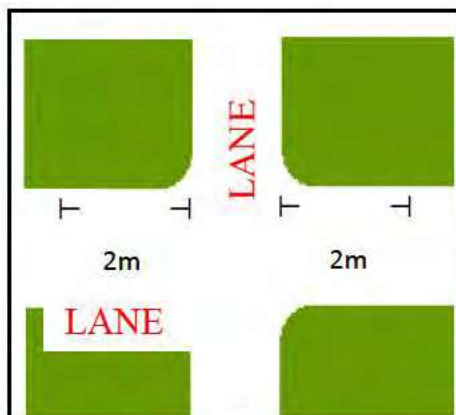
Locations

When in a lane you can use the location of the street to determine your whereabouts. The lane behind 1125 Howe Street could be the west lane of 1100 Howe Street or east lane of 1100 Hornby Street.

Make sure to include in your notes where in the lane the vehicle is situated (e.g. side of as well as 1/3 south, mid lane or 1/3 north of the lane).

Lane Charges

19.1(a) No person shall stop a vehicle on a lane within 2 meters of that portion of an intersecting street or lane that is usable for travel.

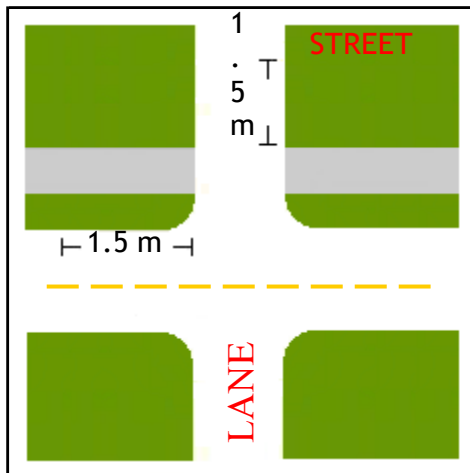


19.1 (b) No person shall stop a vehicle on a lane within 2 meters of the nearest edge of the closest sidewalk on an intersecting street.

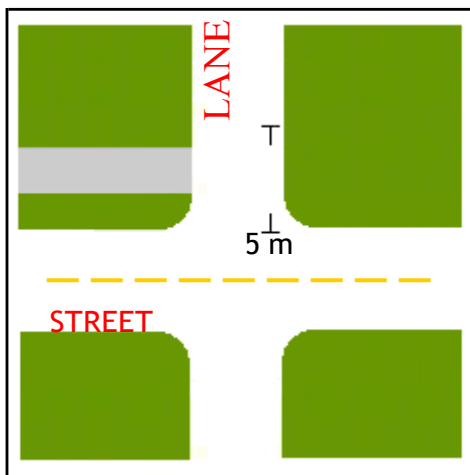
17.5 (a) is the comparable street charge however because a street is wider than a lane, the distance allowed on the street is only 1.5 meters.

s.15(1)(c)





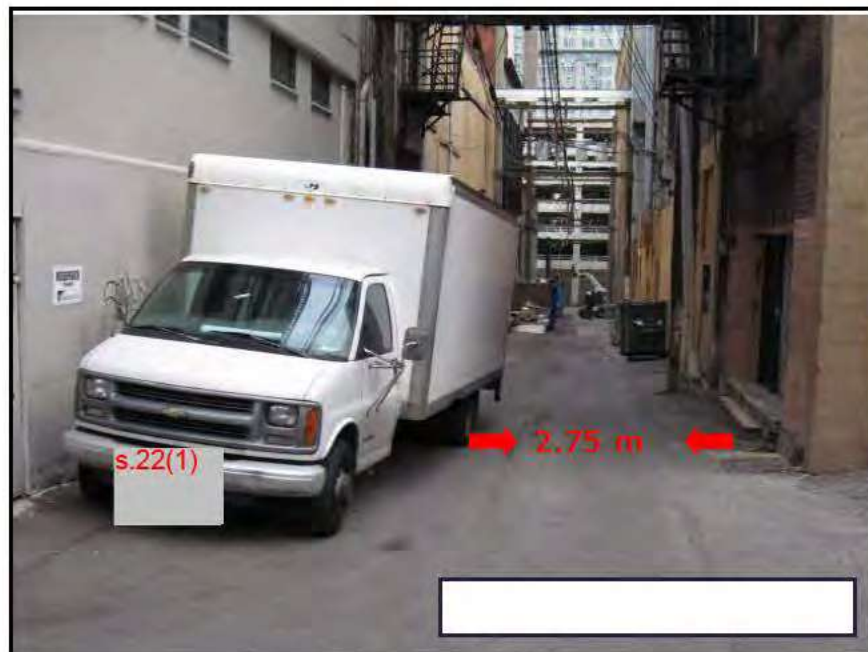
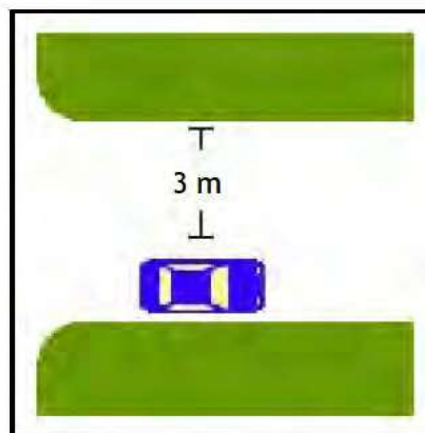
19.1(c) No person shall stop a vehicle on a lane within 5 meters of the nearest edge of the pavement on an intersecting street where no sidewalk exists.



19.1(d) No person shall stop a vehicle on a lane in such a manner or under such conditions as to leave available less than 3 meters of usable travelled portion of such lane for the free movement of vehicles.

s.15(1)(c)

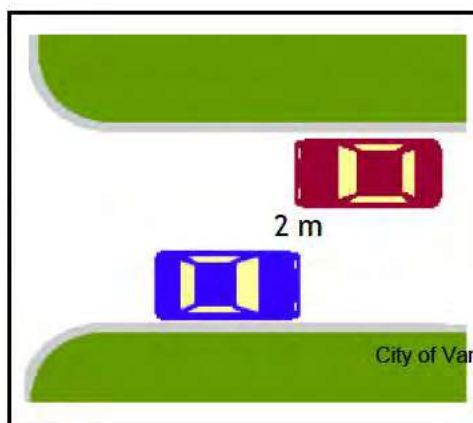
Stopped on a Lane - 19.1 (d)





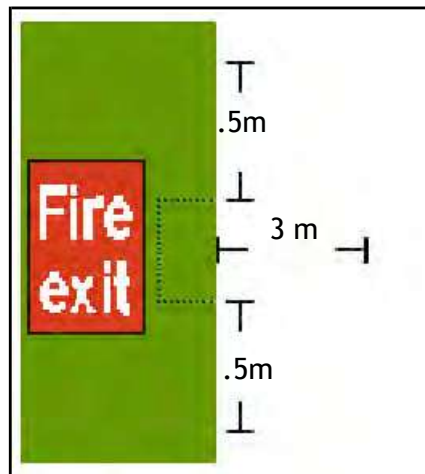
19.1 (e) No person shall stop a vehicle on a lane opposite to or in close proximity to another vehicle already stopped in a lane in such a manner as to obstruct the free movement of other vehicles.

s.15(1)(c)



19.1 (f) No person shall stop a vehicle on a lane within an area extending .5 meters from either edge of and 3 meters directly in front of a door, gate or opening in a wall or other barrier that permits pedestrian access between public and private property.

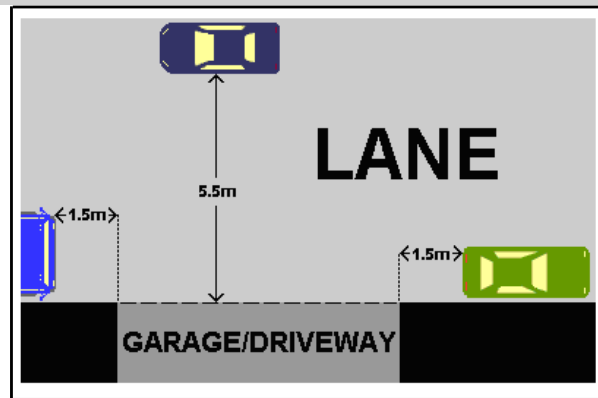
s.15(1)(c)





19.1 (g) No person shall stop a vehicle on a lane within an area extending 1.5 meters from either side of and 5.5 meters directly in front of a driveway or private road adjoining such lane or the vehicular access of a garage abutting such lane.

s.15(1)(c)



19.1 (h) No person shall stop a vehicle on a lane except as provided in clause (j) on either side of a lane which abuts commercially used property, except that the prohibition does not apply to lanes located in the area bounded by Burrard Street, English Bay, Stanley Park and Coal Harbour if the vehicle is otherwise lawfully parked.

19.1 (j) No person shall stop a vehicle on a lane within those areas described as "West End" and "Robson North" in Schedule D to this By-law, unless the vehicle is permitted to be parked there pursuant to section 23.1.

Street Enforcement



Street Charges

~~17.2 (c) No person shall stop a vehicle within 5 meters of a fire hydrant, measured either side from the point at the edge of the curb or roadway which is closest to the hydrant.~~

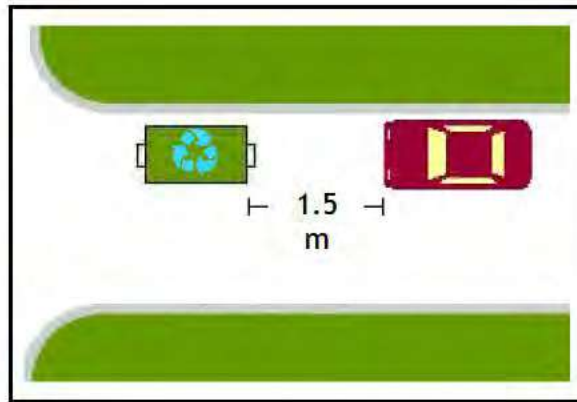
17.2 (d) No person shall stop a vehicle in front of or within 1.5 meters of the nearest side of a private road, boulevard crossing or sidewalk crossing.

s.15(1)(c)

17.2 (e) No person shall stop a vehicle in front of or within 1.5 meters of a garbage container. (This is one of two bylaws that apply on both the street and the lane).

s.15(1)(c)

s.15(1)(c)





1.5 meters of a garbage container 17.2 (e)

17.2 (f) No person shall stop a vehicle alongside or opposite a street excavation or obstruction where to do so would obstruct the movement of traffic.

s.15(1)(c)

17.2 (j) No person shall stop a vehicle on any portion of a street indicated by a sign as reserved for one or more particular class of vehicle, except for vehicles of that class and readily recognizable as such.

s.15(1)(c)



17.3 No person shall stop a vehicle on any portion of a street designated as a bus stop unless the vehicle is a BC Transit bus or a bus operated by a person permitted by the City Engineer to use the bus stop.

s.15(1)(c)



Th

17.4 (f) No person shall stop within an intersection

s.15(1)(c)



17.6 (a) No person shall park a vehicle at any place where a traffic sign prohibits parking. "Park" when prohibited means, the standing of a vehicle, whether occupied or not.

17.6 A Despite section 17.6, a person may:

- (a) park a vehicle, for more than 5 minutes, while loading or unloading persons or materials; and
- (b) despite section (a), park a custom transit vehicle or a vehicle that displays a disabled person's parking placard authorized by the City, for no more than 30 minutes while loading or unloading persons or materials.

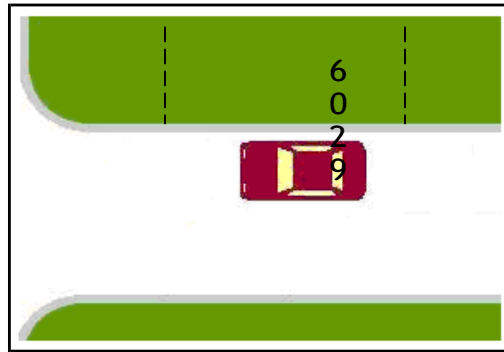
17.6 (b) No person shall park a vehicle at any place where a traffic sign restricts parking except in accordance with such restriction.

s.15(1)(c)



- 17.6 (f) No person shall park a vehicle on a street abutting premises used for residential or commercial purposes for more than 3 hours between 8:00 and 18:00 (3-Hour bylaw)

s.15(1)(c)



6000 Block Lanark
Street

s.15(1)(c)

Two by-laws define the regulations for parking large vehicles:

20.1 Except for a vehicle which is designed primarily for the conveyance of passengers and has a seating capacity not exceeding 9 people, an overall height not exceeding 2.2 m and an overall length not exceeding 6.4m, no person shall park a vehicle on a street...

Adjacent to a business

Those vehicles which:

- seat less than 9 passengers and
- are less than 2.2 meters in height and
- are less than 6.4 meters in length may park on the street

...for longer than 3 hours, including those hours between

22:00 and 6:00. Those vehicles which do not meet all

three criteria, may not park on a street:

- a) abutting premises used for business purposes for more than 3 hours unless the person, or an employer of the person, owns or leases the premises, or
- b) between the hours of 10:00 p.m. and 6:00 a.m. of the following day.

20.2 No person shall park a vehicle on a street abutting property used for a public park, school, church or residential purposes for more than 3 hours between the hours of 6:00 and 22:00, unless the vehicle is needed for a service call or the property is a construction site.

- seat less than 9 passengers and
- are less than 2.2 metres in height and
- are less than 6.4 metres and
- are less than 5500 kg may park on the street

...for longer than 3 hours, including those hours between 6:00 and 22:00.



Unattached Trailer / No Motive Power

20.3 No person shall park a trailer or a semi-trailer on any street without the motive power unit attached in such a manner as to allow the safe transportation of the trailer or semi-trailer in the standards established in the Motor Vehicle Act.

s.15(1)(c)

s.15(1)(c)



Disabled Persons Parking Placard (SPARC)

s.15(1)(c)

~~SPARC placard allows limited exemptions in the following zones:~~

- ~~• Loading Zone (other than Commercial Loading Zones)~~
 - ~~▪ For no more than 30 minutes while loading or unloading persons or materials~~
- ~~• Passenger Zones~~
 - ~~▪ For no more than 30 minutes while loading or unloading persons or materials~~
- ~~• No Parking Zones~~
 - ~~▪ For no more than 30 minutes while loading or unloading persons or materials~~



- ~~• Residential Permit Parking & Resident Parking Only Zones~~
~~For no more than 3 hours~~

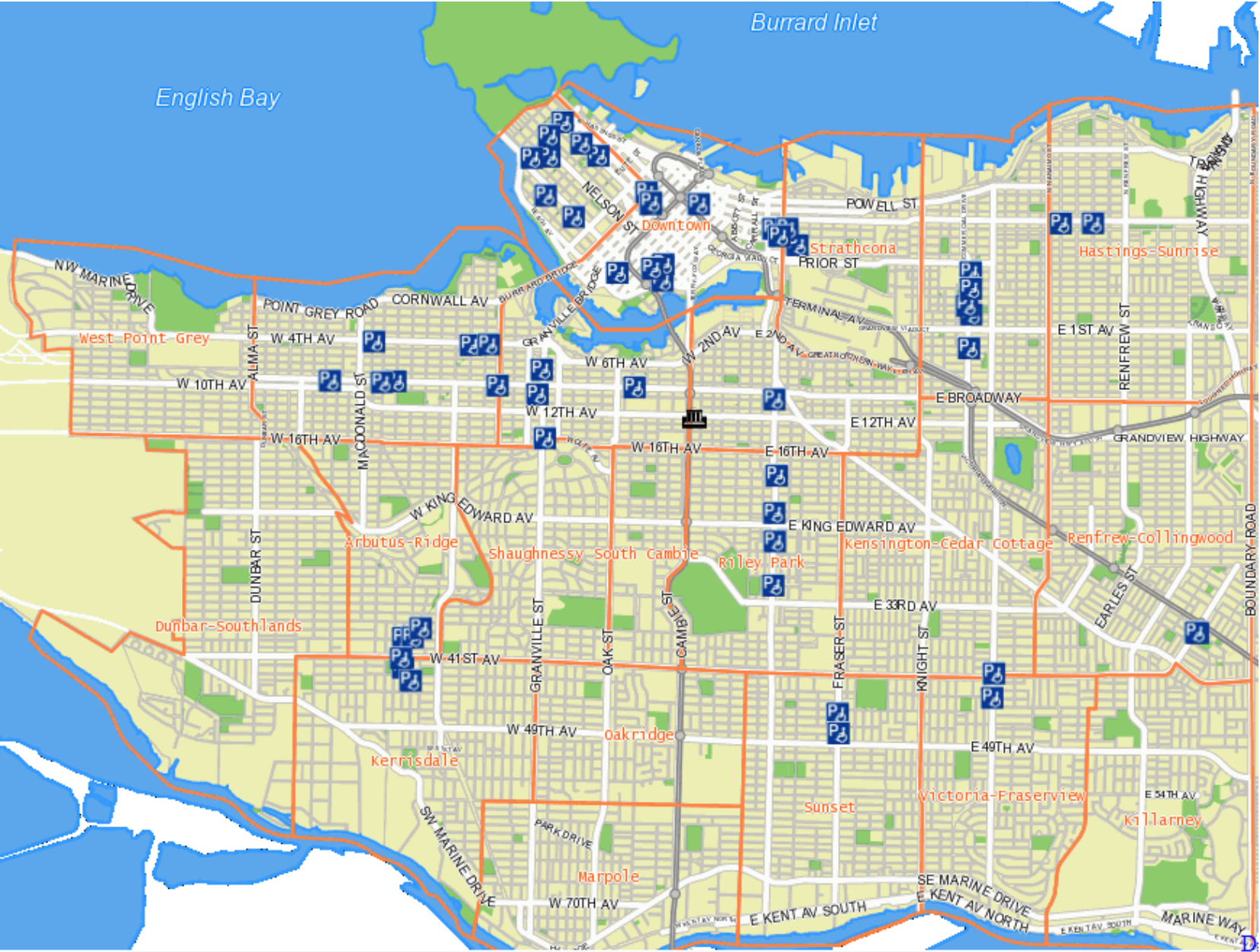
- ~~Marked Disability stalls in private parking lot~~
- ~~Parking Meter Zones & Time Limit Zones designated for disabled~~

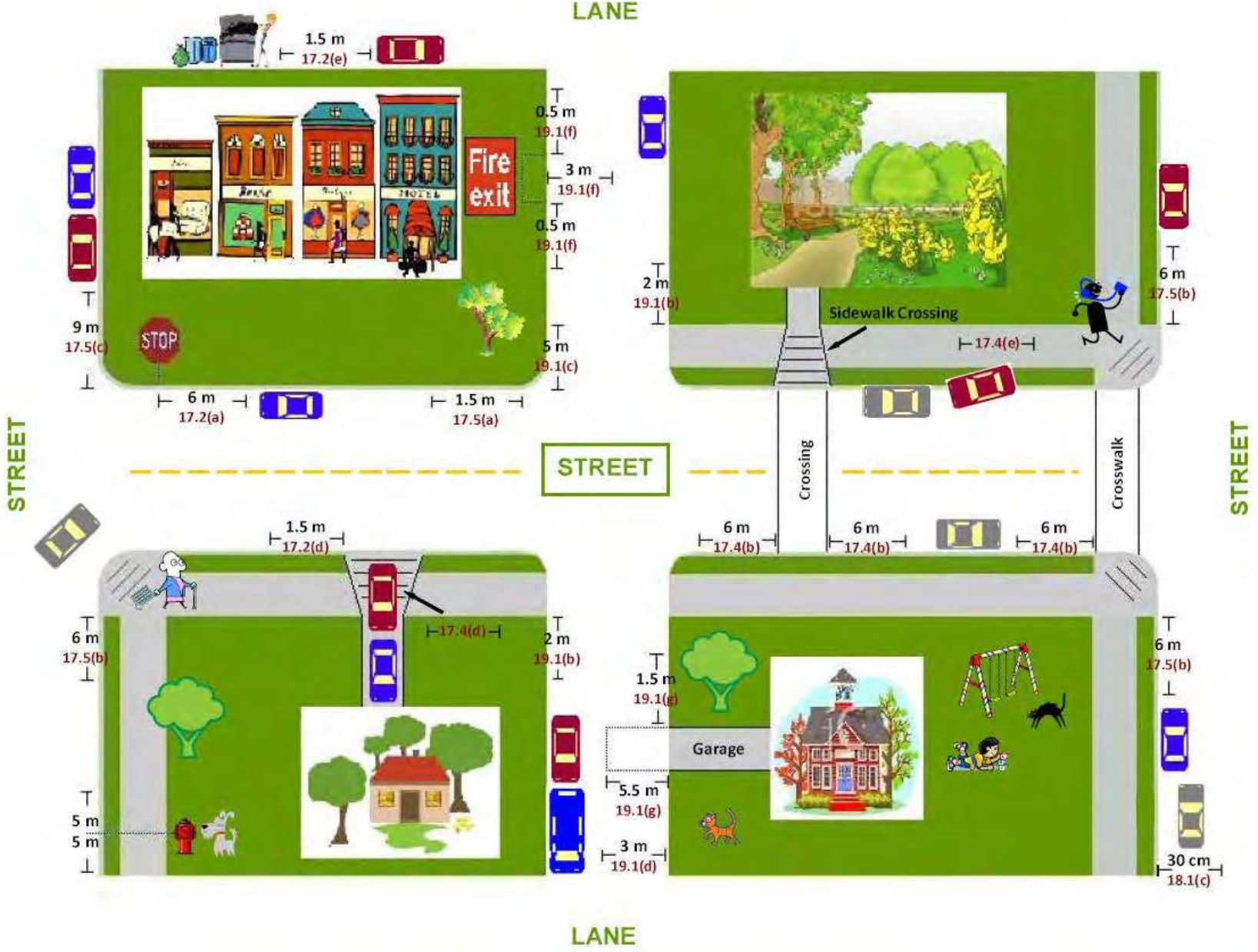
~~Unfortunately, the SPARC Placard does not exempt a vehicle from payment at meters~~



Parking Meter Zones designated for disabled

Disability Parking Map







Top 10 Ways to Avoid Getting a Parking Ticket (On City of Vancouver Website)

1. Watch for signs

As the pressure for on-street parking continues to build, more areas of Vancouver have posted parking restrictions. New permit and resident only zones are added each year, time limit areas expand and rush hour signing multiplies. When you throw in additional “temporary” signing for construction zones, street cleaning and film shoots it means even the quietest side street can have regulated parking. Signs without specific times listed are in effect 24 hours a day.

2. Read the meters

Hurried motorists often forget to check the information on the meter before depositing coins. Some of the important things they might miss include:

- the days and hours the meter is in effect (in Vancouver, meters are in effect seven days a week, to 8:00 p.m., including holidays)
- whether there are rush hour restrictions which require the vehicle to be moved
- time and date of any special events or construction which would require the parking spot
- a phone number to report any meter malfunctions: 604-871-6219

3. Be careful in lanes

In Vancouver all lanes (except in the area bounded by Burrard Street, Coal Harbour, Stanley Park and English Bay) that abut commercial property (e.g. stores, hotels, restaurants, parking lots) are classified as commercial. The only vehicles allowed to stop in these laneways are properly licensed commercial vehicles. In busy business areas (the downtown core, Broadway corridor, West 4th Avenue, Kingsway, Kerrisdale, South Granville), many of the lane entrances have warning signs, but under the by-law signing is not required.

There are several other parking restrictions in lanes. Vehicles will be ticketed and may be impounded for:

- blocking the lane (leaving less than 3 metres clearance)
- blocking a private driveway or garage
- blocking access to garbage containers
- blocking a signed fire door or gate
- parking too close (within 2 metres) to an intersecting street or sidewalk

All of these violations, including commercial lane, are in effect 24 hours a day, seven days a week.

4. Stay away from corners.

The space at the end of the block is an inviting temptation to the frustrated driver looking for parking. Beware! The City of Vancouver requires vehicles to park 6 metres from the inside edge of the intersecting sidewalk.

How far is 6 metres? It's roughly 20 feet, which is over a car length. The "corner clearance" by-law is intended to provide pedestrians, cyclists and motorists with both a clear field of vision and plenty of space when approaching intersections.

5. Leave bus stops for buses

Drivers often pull into bus stops to wait for a friend, buy a cup of coffee or use a bank machine. Even a quick stop blocks the zone, forcing Translink drivers to unload or load passengers on the street. This is a potential hazard for elderly and handicapped passengers and an inconvenience for other motorists when the bus is unable to pull into the zone.

Parking Enforcement has a zero tolerance policy for bus stop violators. No warnings, no explanations, just a ticket and tow.

6. Park safely at schools

It's 3:00 p.m., Thursday afternoon. Hundreds of elementary school children are heading home. Parents are waiting to pick them up. Where should these vehicles safely park?

Most schools have No Parking 8:00 to 17:00. School Day signing that is designed to accommodate motorists dropping off or picking up children.

Drivers should not use the No Stopping 8:00 to 17:00. School Day zones. These areas are located outside major entrance and exit doors and are to be kept clear to provide clear visibility for motorists and students.

Drivers should never double park to load or discharge children from their vehicles. This puts kids in the dangerous position of crossing a lane of traffic without seeing or being seen by other motorists.

Parking Enforcement frequently monitors school zones. Motorists using No Stopping areas or double parking to load or discharge children will be ticketed.

7. Use off-street parking

Do your meetings run late? Does the doctor keep you waiting? Utilizing off-street parking options will avoid the hassle of worrying about an expired meter or moving your vehicle out of a time limit area or use the Pay-by-Phone option.

The purpose of metered and time limit areas is to encourage the turnover of vehicles in places where there is a high demand for on-street parking. If your appointment requires longer term parking, save the cost of a ticket and use a private lot.

8. Know the difference between: “no parking” and “no stopping”

The No Stopping Anytime symbol is the most restrictive parking regulation in Vancouver. Once a vehicle has ceased moving, even if occupied, it is deemed stopped. Bus, Tour Bus, Taxi, Commercial and No Stopping Anytime zones are all off limits to unauthorized vehicles.

If a driver chooses to stop in any of these zones they can be ticketed and towed.

The No Parking Anytime symbol is less restrictive. Drivers are allowed to use these zones (e.g. Passenger, Loading, and No Parking Anytime) to load or unload goods or to pick up or discharge passengers for a period up to five minutes.

9. Respect residential parking restrictions

In responding to neighborhood concerns about parking pressures, the City of Vancouver has established dozens of permit and resident only parking zones. These areas are clearly posted and for the exclusive use of area residents. Other parking alternatives are available for visitors and service people.

Parking Enforcement patrols these areas seven days a week to ensure residents have access to on- street parking in their neighborhood.

10. Err on the side of caution

Have I parked too close to the corner? What do those signs mean? Am I blocking another vehicle? If you're not sure, find another spot. Parking Enforcement receives thousands of complaints each year from people inconvenienced by a poor parking decision.



Commercial Vehicles

Become "Commercially Correct"

A vehicle recognized by the City of Vancouver as having commercial status receives the following loading privileges:



- May stop in commercial loading zones and commercial lanes for up to 30 minutes for the purpose of loading or unloading materials.
- May stop in passenger zones for up to 30 minutes (until noon only) for the purpose of loading or unloading materials.
- May use a metered space without charge on any day up to 10:30 (excluding 7:00 - 9:30 AM rush hour zones).

In Commercial lanes, all vehicles must obey No Stopping and No Parking signs and must not violate by-laws not requiring signs

For a vehicle to be recognized as a Commercial Vehicle all of the following conditions must be met:

- a) The vehicle must be identified as a "commercial" vehicle by displaying a permanently affixed BC Provincial "municipal decal" (which can be purchased at City Hall) AND permanent business identification* on both sides of the vehicle.

* Business identification must be in letters and figures not less

than 5 cm. high. OR

- b) A permanently affixed BC Provincial "municipal decal" AND a City of Vancouver commercial permit (plate issued by City Hall). In this case no signage is required.

What is a commercial lane?

In Vancouver, all lanes (except in the area bounded by Burrard St., Coal Harbour, Stanley Park and English Bay) that abut commercial property (e.g. - stores, hotels, restaurants, parking lots) are classified as commercial. The only vehicles allowed to stop in these laneways are properly licensed commercial vehicles. In busy business areas (the downtown core, Broadway corridor, West 4th Avenue, Kingsway, Kerrisdale, South Granville), many of the lane entrances have warning signs, but under the by-law signing is not required.



Unsigned Street and Lane Regulations

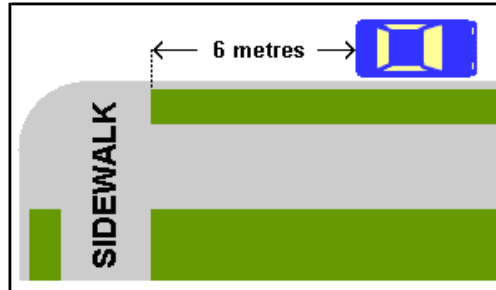
Streets

Many parking by-law violations have signs indicating that stopping or parking is prohibited or restricted. There are however many by-laws which do not have signs posted. Vehicles parked in violation of these by-laws create a hazard for the safe passage of other vehicles and/or pedestrians. The most common of these parking by-laws include:

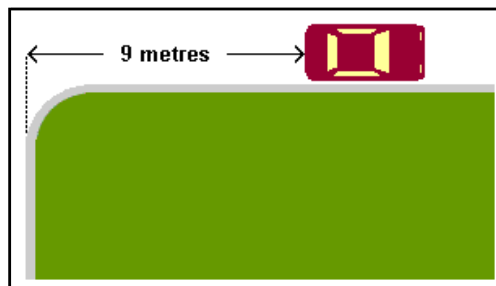
- Too close to a crosswalk - vehicles are not allowed to stop on or within 6 metres of either side of a crosswalk.

- Too close to a stop sign - vehicles are not allowed to stop within 6 metres of the approach side of a stop sign.
- Lane clearance - vehicles must not be stopped within 1.5 metres of an intersecting lane.

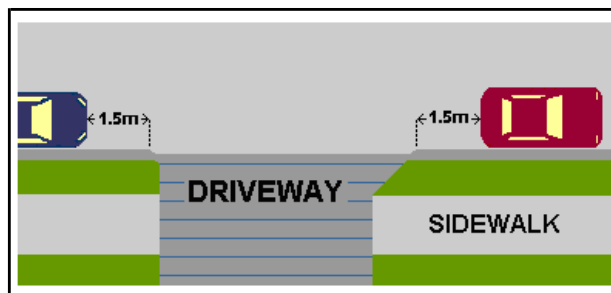
- **Corner clearance** - vehicles must not be stopped within 6 metres of the inside edge of the closest intersecting sidewalk. The "corner clearance" by-law is designed to provide clear visibility and ease traffic flow at intersections:



- **Streets without sidewalks** - on streets without sidewalks vehicles must not be stopped within 9 metres of the nearest edge of the pavement of an intersecting street:



- **Blocked driveway** - vehicles are not allowed to block or stop within 1.5 metres of a private road, boulevard crossing or sidewalk crossing:



- **Blocked fire hydrant** - vehicles are not allowed to stop within 5 metres of a fire hydrant.
- **On a sidewalk** - vehicles are not allowed to stop on sidewalks, sidewalk crossings or boulevards.

- On a boulevard - vehicles are not allowed to stop on a boulevard unless it is specifically designated for the parking of motor vehicles.

What is a Boulevard?

- On a street with curbs, it is the portion of the street between the outside curb and the adjoining property line.
- On a street without curbs, it is the portion of the street between the edge of the roadway and the adjoining property line.
- On a street where traffic is separated by a median, it includes the median.

- Double parking - vehicles must be stopped or parked within 30 cm. of the curb or the edge of the roadway.
- Facing the wrong way - vehicles must be stopped or parked headed in the direction of traffic.
- Angle parking - vehicles must be stopped or parked parallel with the curb or edge of the roadway unless there are marks or signs which require angle parking (such as in parts of Yaletown).
- Three Hour by-law - prohibits non-resident parking in front of any property for more than 3 hours between 8:00 and 18:00. This by-law is designed to reduce outside parking pressures.

Lanes

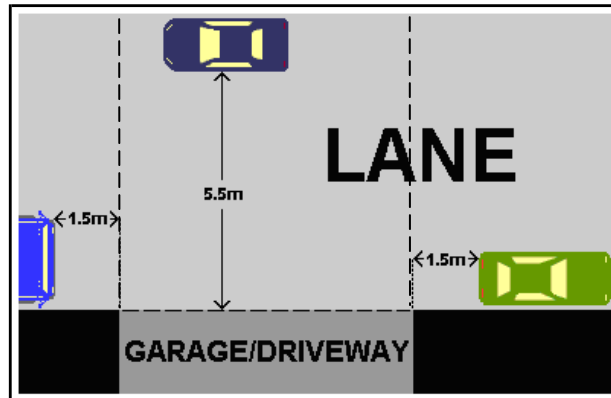
Dozens of parking by-laws within the City of Vancouver do not require signed zones. Most lane violations fall into this category and include:

- Commercial lane - any lane that abuts commercial property is classified as commercial. Only vehicles with commercial identification are allowed to stop in these lanes. In busy commercial areas, warning signs have been posted in most lane entrances. But beware! There is no signing within most commercial lanes.
- Blocking the lane - vehicles must leave at least 3 metres (roughly 10 feet) clearance in lanes to allow for the free movement of other vehicles.
- Blocking access to garbage containers - vehicles are not allowed to stop in front of or within 1.5 metres of either side of a garbage container.
- Too close to an intersecting street or sidewalk - vehicles are not

allowed to stop within 2 metres of the inside edge of the closest sidewalk, an intersecting street or lane.

- Blocking a marked fire door or gate - vehicles must leave 1.5 metres on either side of and 3 metres directly in front of an identified fire door or gate.

- Blocking a private driveway or garage - vehicles must leave 1.5 metres on either side of and 5.5 metres directly in front of private driveways, roads, and garage entrances:



These by-laws discourage motorists from leaving their vehicles in a manner that would pose a safety threat or inconvenience other drivers or pedestrians.



Designated parking zones for people with disabilities

Park Smart with Your SPARC Placard

Vehicles displaying a permit for people with disabilities (SPARC placard) are given parking exemptions in the following zones:



- Regular loading zones: are allowed 30 minutes while actively loading or unloading persons or materials.
- Passenger zones: are allowed 30 minutes while actively loading or unloading persons or materials.
- Residential zones: are allowed up to 3 hours in Resident Permit Parking & Resident Parking Only zones.
- No parking zones: are allowed 30 minutes while actively loading or unloading passengers or materials.

NOTE: Motorists with SPARC placards must still deposit coins in all parking meters and are not exempted in commercial loading zones or in commercial lanes.

Vehicles parked in zones designated for people with disabilities that do not display a SPARC placard or another recognized disabled exemption will be ticketed and towed.



Leave Bus Zones for Buses

Translink Buses are very large vehicles, requiring a lot of room to stop, load and unload passengers. With the exception of emergency vehicles "Bus Zones" are exclusively reserved for Translink vehicles.

Unauthorized vehicles in bus zones are an inconvenience to transit drivers and a potential hazard for both pedestrians and motorists. If the bus is unable to park parallel to the curb, the persons exiting at the back door cannot step safely down to the sidewalk. Here's what can happen when a motorist leaves their vehicle in a bus zone to use a bank machine or to buy a cup of coffee.



1. People with physical challenges are forced to board or leave the bus on the roadway instead of curbside.
2. Buses equipped with wheelchair lifts are designed for loading and unloading at curb heights. People confined to wheelchairs or with other physical limitations may not be able to board/exit the bus safely.
3. A bus forced to load or unload passengers on the roadway blocks the flow of traffic for other motorists. Vehicles behind the bus are forced to wait or merge into another lane.
4. A bus forced to pull into a small portion of the bus zone may overhang into a crosswalk or intersection. This forces passengers to unload into an unsafe spot, pushes other pedestrians out of the crosswalk and creates visibility problems for motorists.

Parking Enforcement has a zero tolerance policy towards bus zones. We urge motorists to PARK SMART and leave bus zones for buses.



Meters, Meters, Everywhere

The first parking meters in Vancouver appeared on city streets in 1947. A thousand meter spaces were set aside to help deal with the city's increased parking pressures. Motorists were charged a nickel per hour with a few penny meters at a rate of a cent every 15 minutes. The meters were installed to control the use of street space to provide short-term parking and to encourage long-term parkers to utilize off-street parking.

There are now over 8,500 meter spaces in Vancouver and even though the rates

have gone up, the goal is still the same - to encourage the turnover of vehicles in areas where there is a demand for short-term parking.

What you need to know about metered parking

- Hours of operation - Meters are in effect from 9:00 to 22:00 daily. On some streets, rush hour and other regulations restrict meter availability. (Always check the meter for rush hour and other restrictions.)
- Days of operation - Meters are in effect seven days a week, including statutory holidays.
- Time limit - All meters in Vancouver have at least a two hour time limit, with some now allowing three hour parking.
- Overparking - When a parking meter is in effect, motorists shall not leave a vehicle in a metered space for a continuous period longer than the time limit indicated on the meter.
- Rate - \$1.00 to \$6.00 per hour depending on the area.
- Out of order Meters - Drivers are not allowed to leave their vehicles at a malfunctioning meter or one that displays "Out of order", unless the meter has been paid by phone.
- Vehicles are required to pay meters when meter space is occupied.

Information on the Meter May Save you a Ticket

Motorists often forget to read informational decals on meters before depositing coins. In addition to informing the public on the hours and days of operation, the time limit and the rate, meter decals also indicate:

- Rush hour restrictions. It's not much fun to find your car has been towed away because it was left in a rush hour lane.
- Special event / construction zone restrictions. Film shoots often occur at night. A legal parking spot in the day might become a no stopping area after dark. Metered blocks that turn into restricted zones are indicated by signing on the block and on the meter.
- A phone number to report a meter that is malfunctioning: 604.871.6219.

Meter Requests & Installation

The purpose for parking meters is to encourage on-street parking turn-over to allow business patrons to find parking. Parking Management staff handles meter requests year round. Each year businesses, business associations and community groups

request for short-term parking for their area and the City will investigate the demand for parking and suggest whether meter installation is an option. If a request is suitable for parking meters, and is located within an approved meter zone, the request will go for approval and if approved, be forwarded to Parking Operations for installation. If you would like to request for a review on parking meters in your area please call: 604.873.7340.

Meter Maintenance

Parking Operations staff work seven days a week to maintain Vancouver's 8,500 meters. Each year maintenance staff conduct several preventative programs to ensure meters are kept in good running order. The City also spends significant capital to update meter heads and mechanisms. The Meter Maintenance Section checks and repairs out of order meters within 24 hours of a public complaint. Malfunctioning meters or requests for refunds can be reported to: 604.871.6219. Please do not park at a malfunctioning meter; this makes it easier to conduct repairs and it may save you a parking ticket. It is a violation of City of Vancouver By-Law #2952 to park in a meter space with an out of order meter.

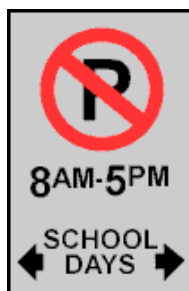
Meter Collections

The revenue from the City of Vancouver's parking meters is collected seven days a week. These daily collections reduce the number of "jammed" meters and incidents of theft.



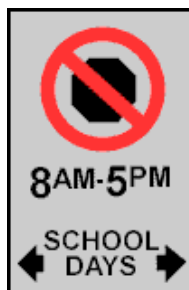
Obey School Zone Parking Restrictions

As Vancouver's school population continues to grow, so do the traffic and parking problems around schools. For the safety of children, and to avoid traffic congestion, motorists dropping-off or picking-up students should pay special attention to the following restrictions:



No parking - 8 PM to 5 PM - School Days

These zones are set aside for motorists to drop-off and pick-up students. Vehicles may stop for up to 5 minutes only.



No stopping - 8 AM to 5 PM - School Days

These zones are usually adjacent to a school's main entrance and are designed for pedestrian safety. They are particularly busy around dismissal time, and should remain clear at all times.

At no time should motorists "double-park" in roadways. It is illegal for vehicles to stop more than 30 cm. from the curb, and it is a hazard for both students and other motorists.

Both the Vancouver City Police and Parking Enforcement patrol school zones on a regular basis and have responded to School Board concerns with a "no-tolerance" policy towards motorists loading or discharging children in an unsafe manner. Please PARK SMART and keep our streets safe.



Stopping vs. Parking - What's the Difference?



"Stopping" - is the coming to rest or the state of being at rest of a vehicle. It is the stopping or standing of a vehicle whether occupied or not.

"Parking" - is the standing of a vehicle, whether occupied or not, other than up to 5 minutes for the purpose of and while actually engaged in loading or unloading of merchandise or discharging or taking on passengers.



In a "No Stopping Anytime" zone, vehicles are not allowed to stop for any reason. This includes letting passengers out, picking a friend up from work, running to the bank machine, buying a cup of coffee or picking up dry cleaning.

The "No Stopping" symbol is used in bus, taxi, commercial, tour bus, rush hour, special event, police, parking for people with disabilities and temporary zones.



In a "No Parking Anytime" zone, vehicles are allowed to park to load or unload goods, or to take on or discharge passengers for up to 5 minutes. NOTE: Motorists displaying a valid permit for people with disabilities (SPARC placard) are allowed to park in "No Parking Anytime" zones for up to 30 minutes while actively loading and/or unloading passengers or materials.

The "No Parking" symbol is used in passenger, permit, resident only, loading and consular zones.

Any "No Parking" or "No Stopping" Zone without times on the signs indicate an area in effect 24 hours a day.

Enforcement Practice & Procedure

Enforcement Practice for School Zones




ENGINEERING SERVICES
Parking Operations & Enforcement

s.15(1)(c)

s.15(1)(c)



Enforcement Practice - Parked Other than in the Direction of Traffic

	ENGINEERING SERVICES Parking Operations & Enforcement
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ENFORCEMENT PRACTICE

PARKED OTHER THAN THE DIRECTION OF TRAFFIC:
18.1(B)

03/05 (July 4, 2005)

s.15(1)(c)



Branch Instruction - Canada Place Enforcement

		ENGINEERING SERVICES Parking Operations & Enforcement
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BRANCH INSTRUCTION 04-2002
CANADA PLACE ENFORCEMENT 2004

W/S 200 Howe Street

LoadingZone (The FairmontWaterfrontHotel)

s.15(1)(c)



s.15(1)(c)



~~Procedure Relating to Heather Marina Decals~~



~~ENGINEERING SERVICES
PARKING OPERATIONS & ENFORCEMENT~~

~~File 405-10.02~~

~~PARKING ENFORCEMENT PRACTICE
RELATING TO HEATHER MARINA DECALS~~

~~"NO STOPPING EXCEPT WITH PERMIT" ZONE AT STAMPS LANDING
(2001-01)~~

s.15(1)(c)

Enforcement of Loading Zones - Upon Request



ENGINEERING SERVICES
PARKING OPERATIONS & ENFORCEMENT

File 405-10.02

PARKING ENFORCEMENT PRACTICE
ENFORCEMENT OF LOADING ZONES - UPON REQUEST
(2001-09)

CommercialLoadingZone

s.15(1)(c)

RegularLoadingZone

s.15(1)(c)

s.15(1)(c)



s.15(1)(c)



s.15(1)(c)



Maps - Vehicle Routes

► To Be Updated

s.15(1)(c)



s.15(1)(c)



s.15(1)(c)

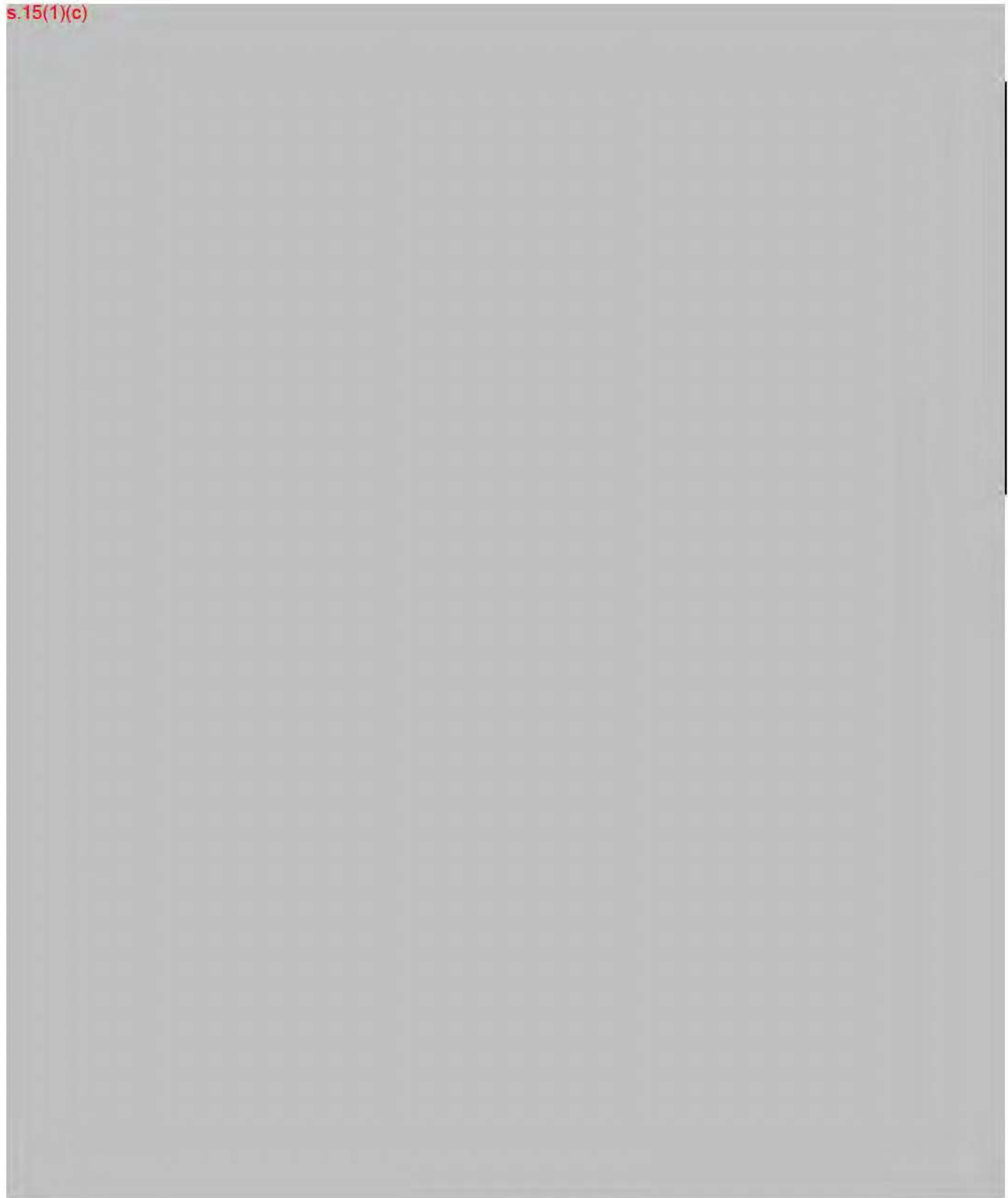


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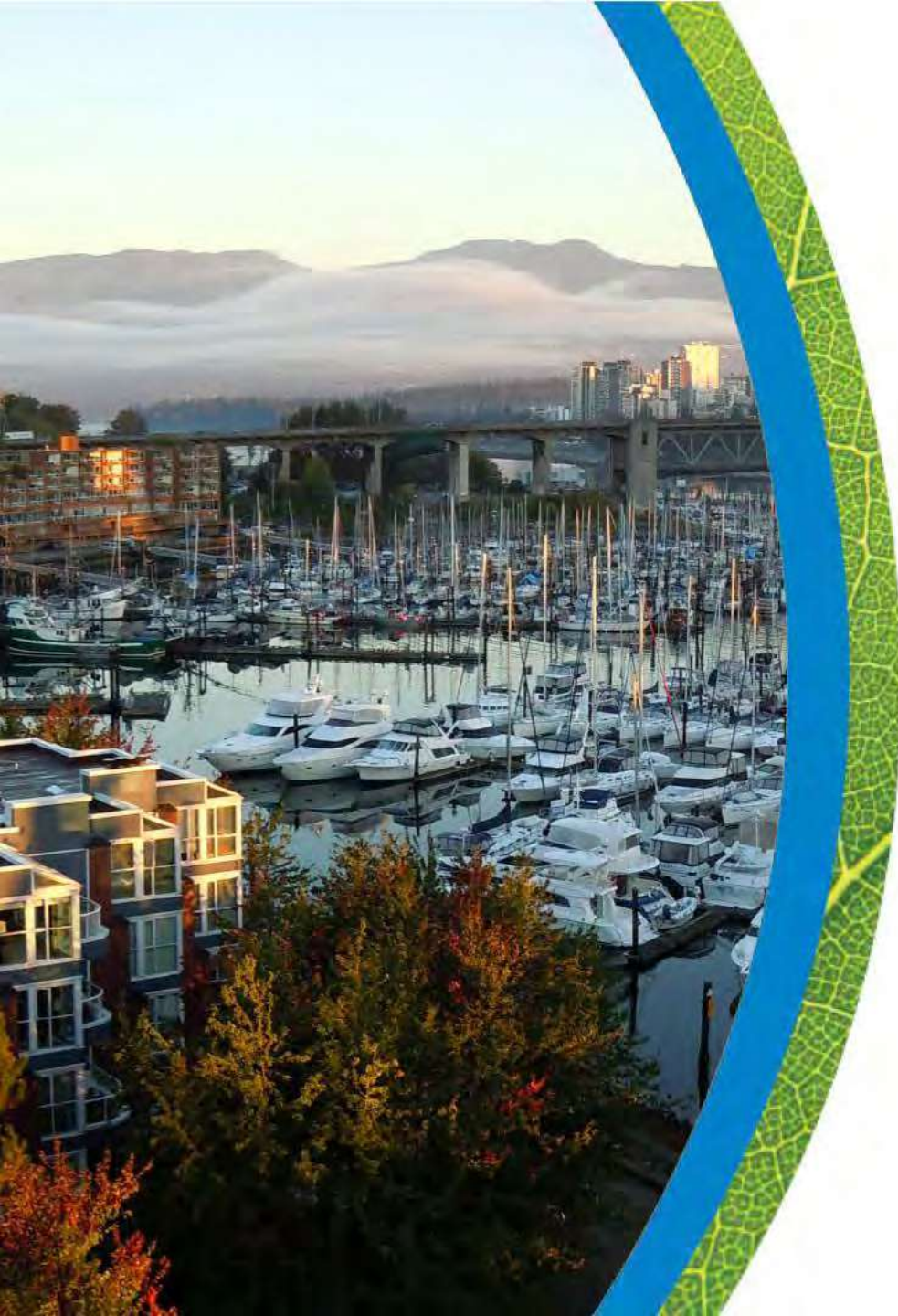
s.15(1)(c)





Maps - Afternoon Rush Routes

► To Be Updated



PEO Job Shadow Guidelines

March 26 – 28, 2018

(Document created 3/22/2018 by Leslie Cortner)



CITY OF

VANCOUVER

An aerial photograph of a modern waterfront city. In the foreground, a curved concrete promenade runs along a marina filled with numerous white sailboats. To the left, a multi-story building with a light-colored facade and many windows stands near the water. In the center, a tall, cylindrical glass skyscraper rises prominently against a clear blue sky. To the right, another large building with a green-tiled roof and multiple levels of balconies is visible. The background shows more city buildings and a distant horizon under a bright sky.

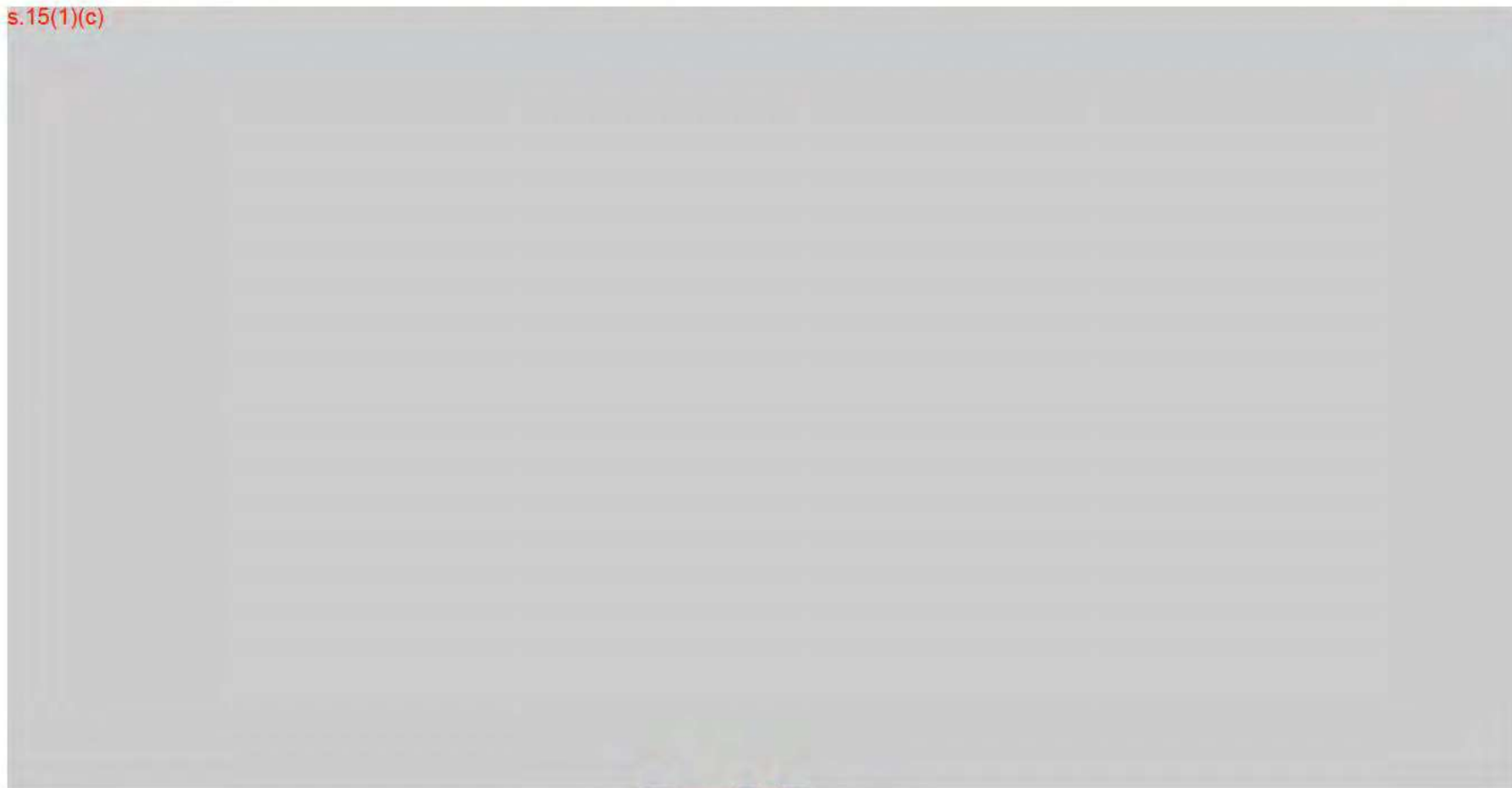
March 26, 2018

Full Day of Job Shadowing

s.15(1)(c)

Full Day of Job Shadowing continued...

s.15(1)(c)





March 27, 2018

Half day of Job Shadowing (1900-2230)

Guidelines:

s.15(1)(c)





March 28, 2018

Guidelines:

s.15(1)(c)



Finished....



"Feedback is always encouraged. Let me know what worked or what could use some tweaking. You all did a great with the job shadowing and your time and effort is appreciated. "



Till next time... Leslie

BRANCH PROCEDURE
ATTENDING ENFORCEMENT REQUESTS
(2016-04)

Effective Date: Apr 01/16

Last Updated: Jun 02/16
Last Reviewed: Jun 02/16

s.15(1)(c)



s.15(1)(c)



Revisions: Jun 02/16 Added reference to Priority Enforcement Requests (PERs)

IMPOUNDING GUIDELINES

2014/05/24 Updated versions will be posted on “Branch Practices” with the new date

s.15(1)(c)



These are guidelines and do not replace discretion and judgment.

2014/05/24

s.15(1)(c)



These are guidelines and do not replace discretion and judgment.

2014/05/24

s.15(1)(c)



Tow the right thing and the Force will be with you.

BRANCH GUIDELINE

SHIFT GUIDELINES FOR PARKING ENFORCEMENT OFFICERS

(#2014-07)

Effective Date: Sep 05/14

Last Revised: Feb 10/17

Last Reviewed: Feb 10/17

This document sets out Branch expectations for PEOs daily routine according to their shift. Recognizing the uniqueness of each shift, separate guidelines have been drafted. These guidelines identify the following Branch expectations regarding:

- Shift start
- Briefings
- Start of route enforcement
- Break times
- End of shift

The following general guidelines are common to each shift:

1. PEOs are authorized to take two 15 minute Coffee Breaks for each regular full working shift (10 minutes identified by the current contract, plus an additional five minutes as sanctioned by the Branch).
2. 15 minute Coffee Breaks are not to be taken in conjunction with Meal Breaks, and the two 15 minute Coffee Breaks per shift are not to be combined into one extended break. Coffee breaks must be taken within your scheduled route/area.
3. Breaks are not to be used to adjust end of shift times. For example: Officers cannot leave prior to the end of shift because they chose not to take a break during their shift.
4. Meal Breaks can be only be taken in your assigned route or at 814 Richards. If taking Meal Break at 814 Richards, it is expected that you will enforce to and from your assigned route, taking the most efficient/direct route.

s.15(1)(c)



s.15(1)(c)



s.15(1)(c)



s.15(1)(c)



s.15(1)(c)



Feb 04/17 - Meal break to 2000 to ensure coverage until 1930 (when 1100 shift ends)

PEO Level 2 Training - Job Shadow & Checklist

Before job shadowing

- Ask trainer which checklist columns to complete

After job shadow days, bring back to training

- This completed sheet
- Any questions about your job shadowing

About your Job Shadow Checklist

- It's your responsibility to complete it.
- Ask PEO to show you any items not yet seen (especially on job shadow day 2)
- Not all items need to include issuing a ticket (example: it's still valuable to simply see a particular zone and discuss situations)

Name: _____

Date: _____

	Observed	Ticket Issued
Charges or Areas		
2849 distance charge		
Bus Zone		
Oversized vehicle		
Loading Zone		
Canada Place		
Building Site		
3-Hour Bylaw		
Enforcement Request		
Unattached Trailer		
Other:		

Lane Charges		
19.1a		
19.1b		
19.1c		
19.1d		
19.1e		
19.1f		
19.1g		
19.1h		

Try to complete a ticket process for each of the following:

- ☐ Lane Charge
- ☐ Enforcement Request
- ☐ _____

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Photo Expectations



s.15(1)(c) 5(4)(a)(ii) Four Flashing Zeros

on
s)

s.15(1)(c)





17.1 No Stopping

15(1)(c)



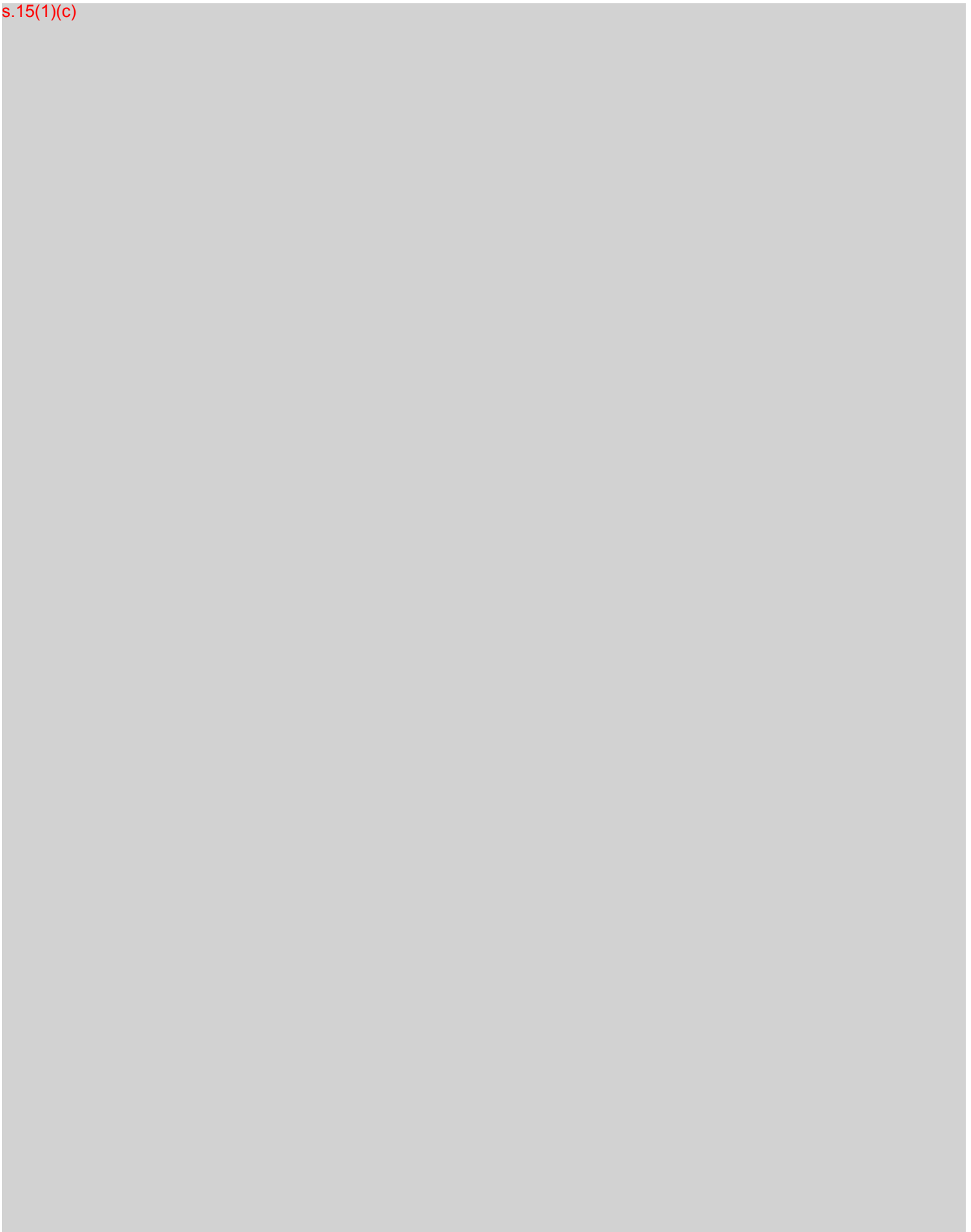
s.15(1)(c)



Temporary No Stopping

s.15(1)(c)

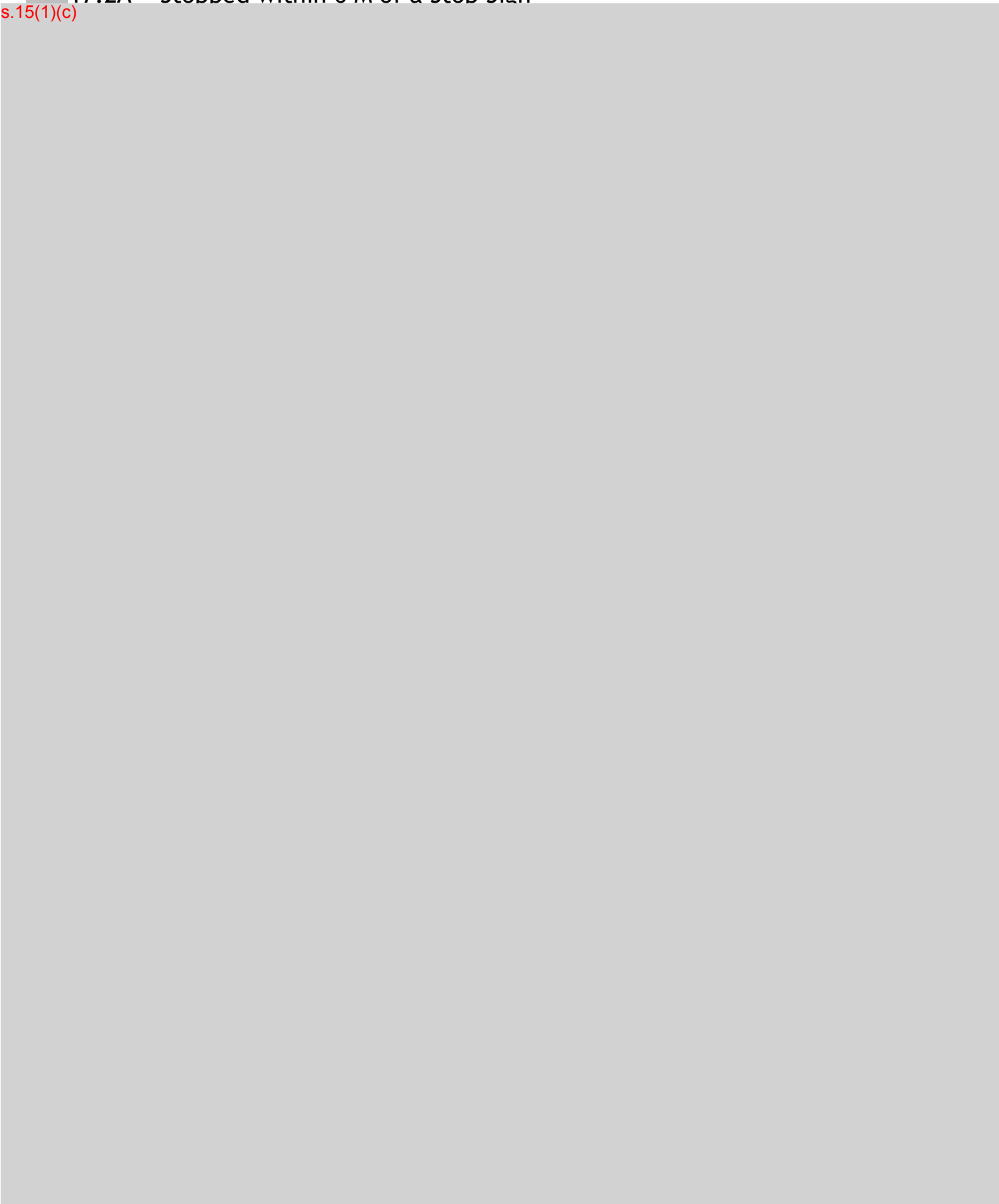


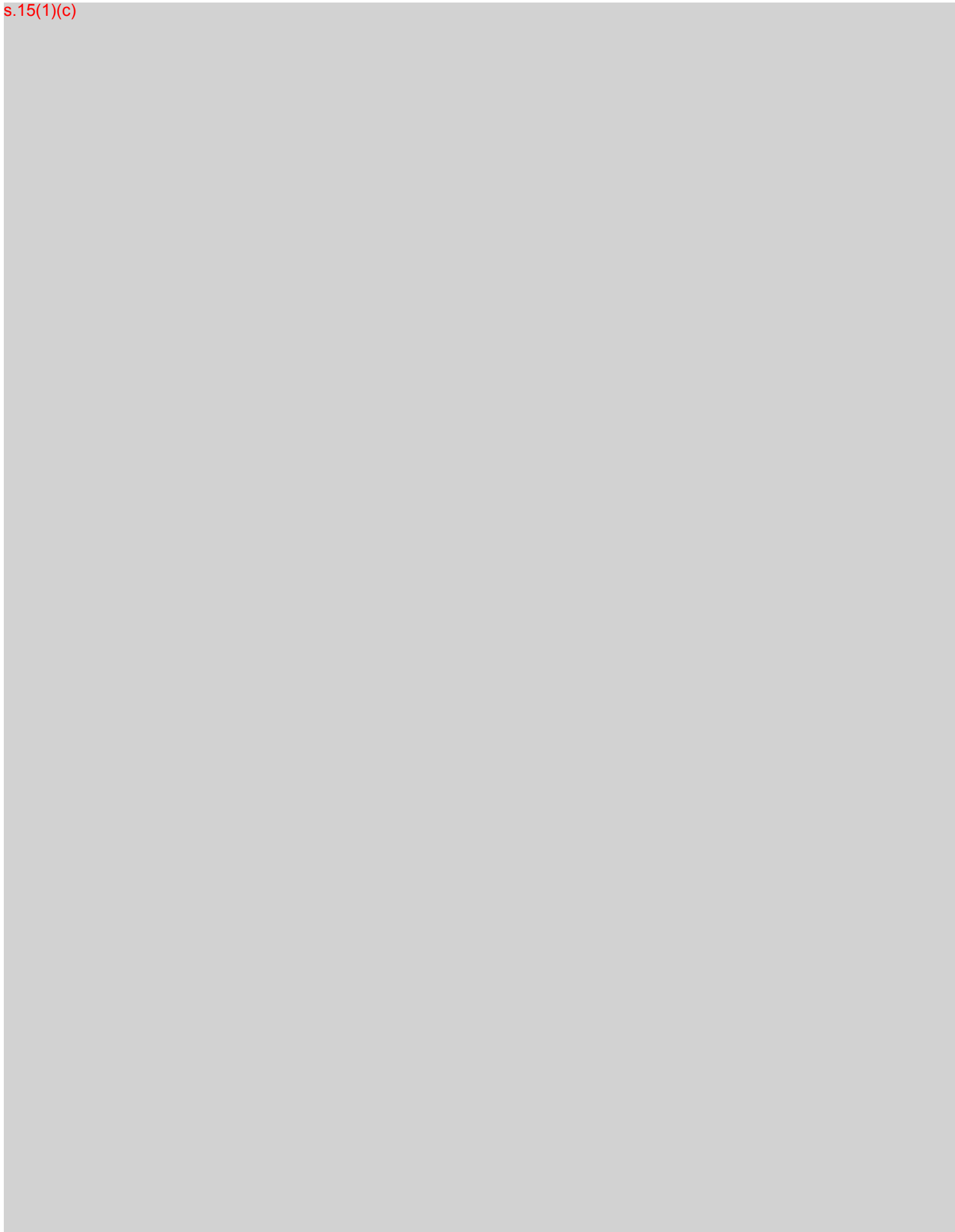




17.2A Stopped within 6 M of a Stop Sign

s.15(1)(c)

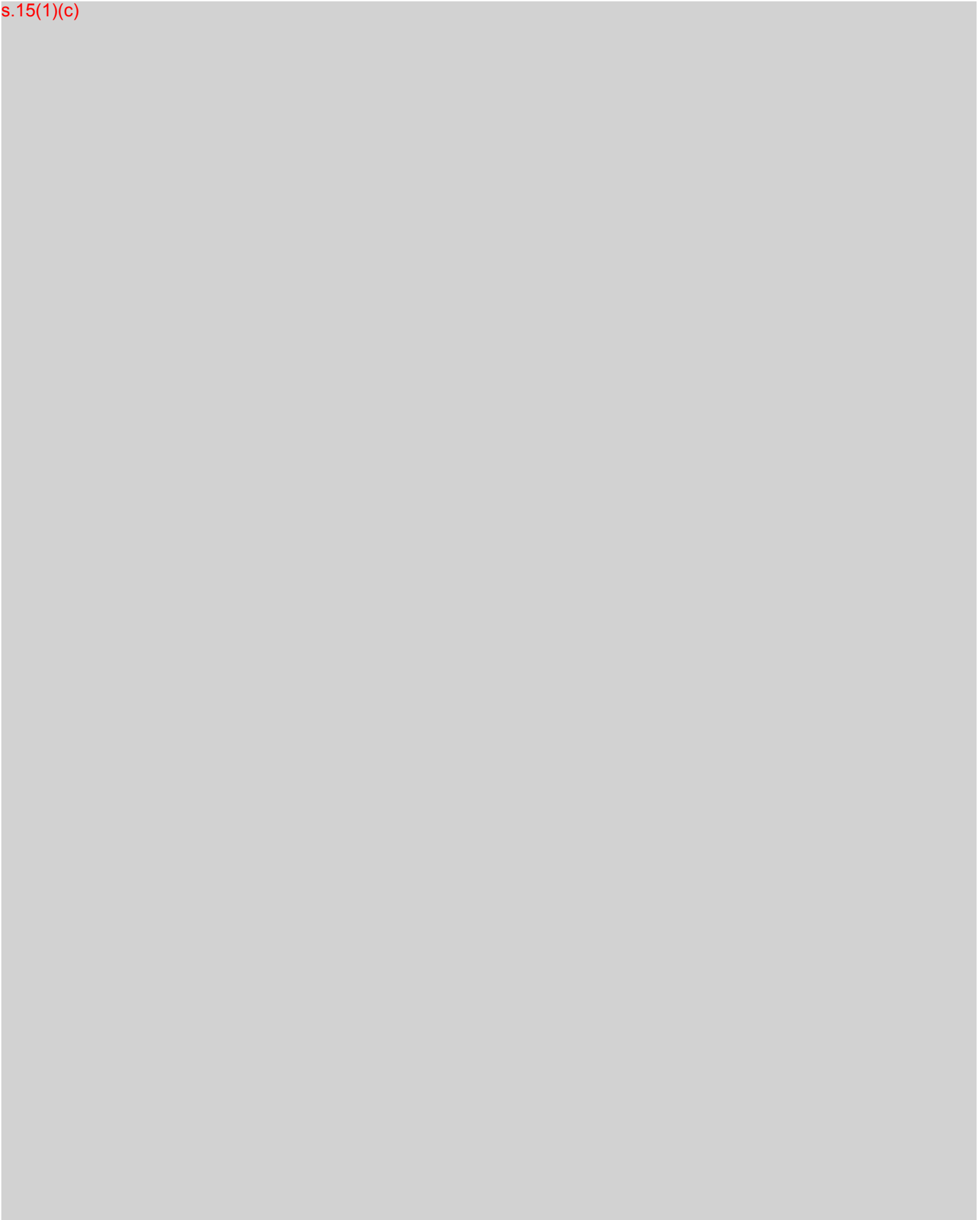






17.2D within 1.5 m Crossing

s.15(1)(c)




s.15(1)(c)



17.2E within 1.5 m Garbage Container

s.15(1)(c)



s.15(1)(c)





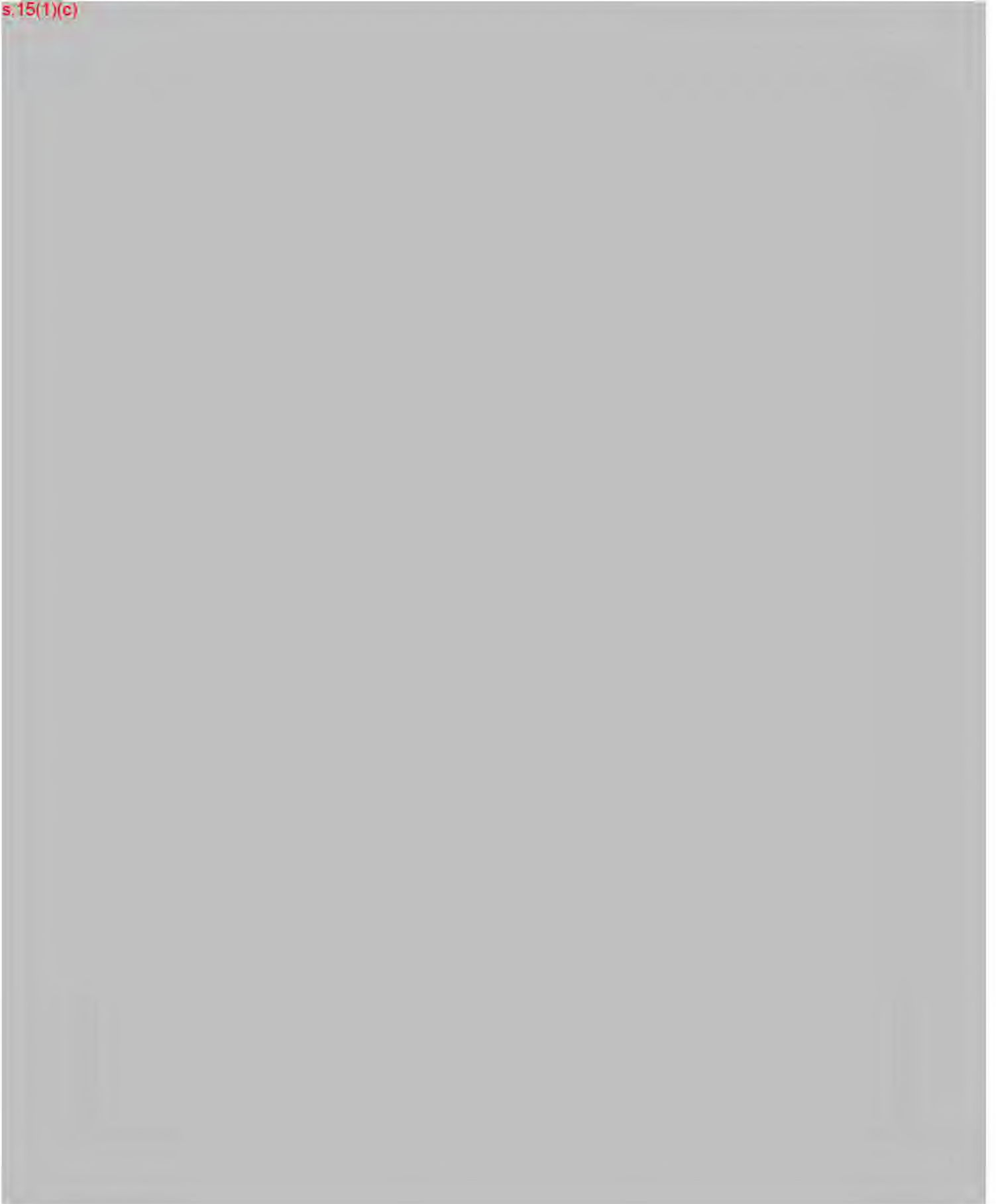
17.3 Bus Stop

s.15(1)(c)

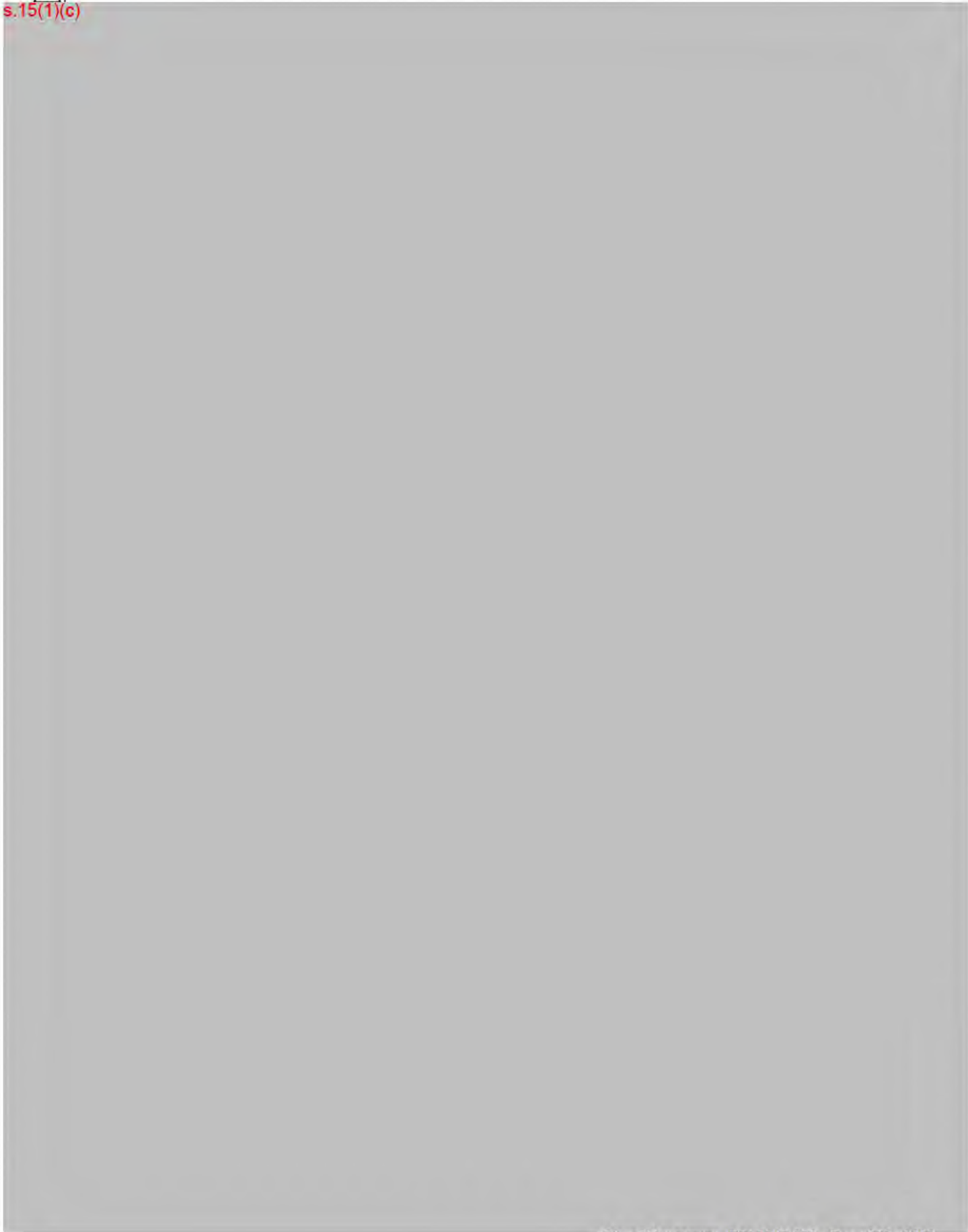




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s.15(1)(c)




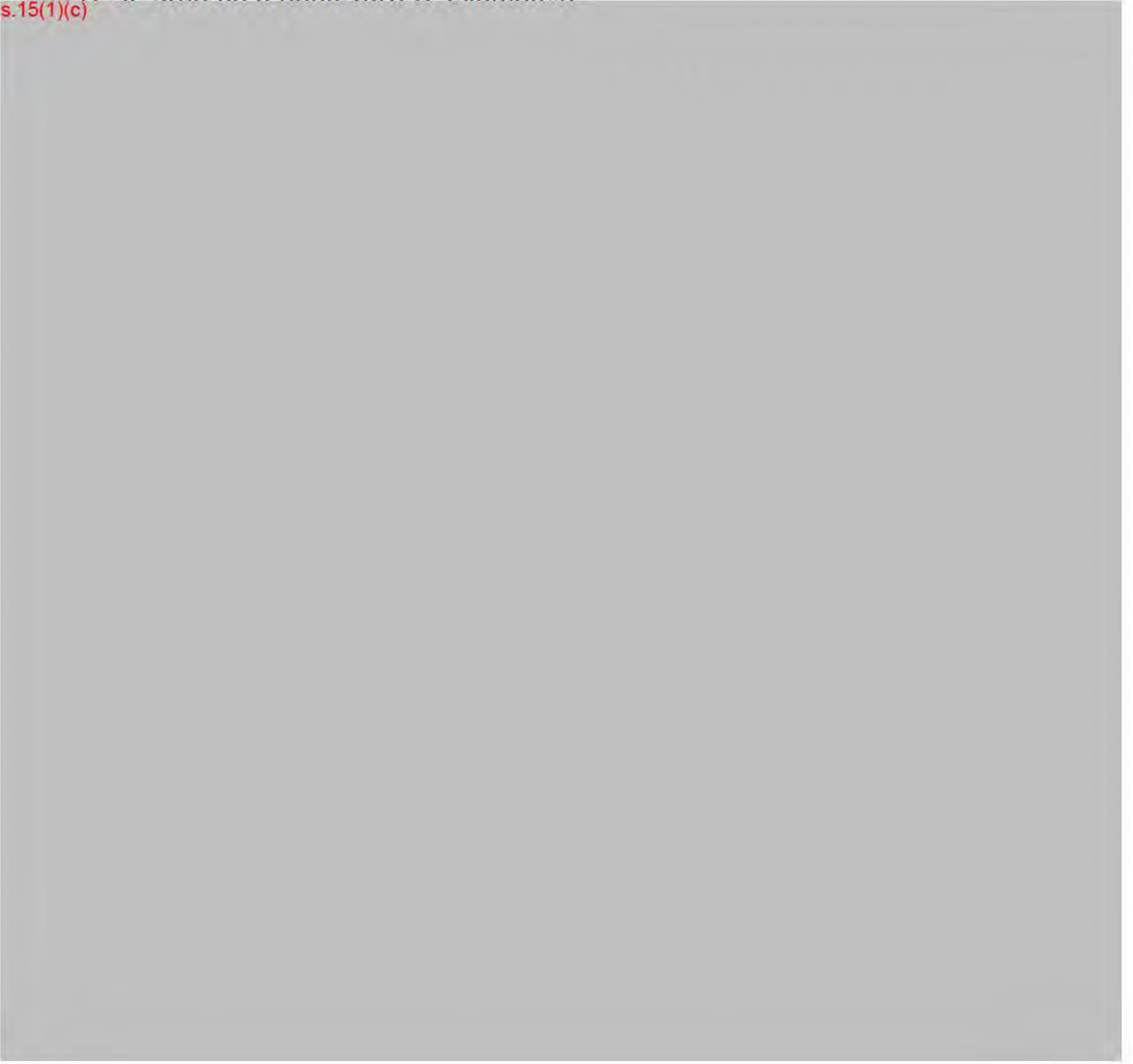
s.15(1)(c)




17.4D Stop on sidewalk crossing

s.15(1)(c)

 17 4F Stop on a boulevard (2 examples)
s.15(1)(c)



s.15(1)(c)

 17.5A 1.5M to the Lane
s.15(1)(c)

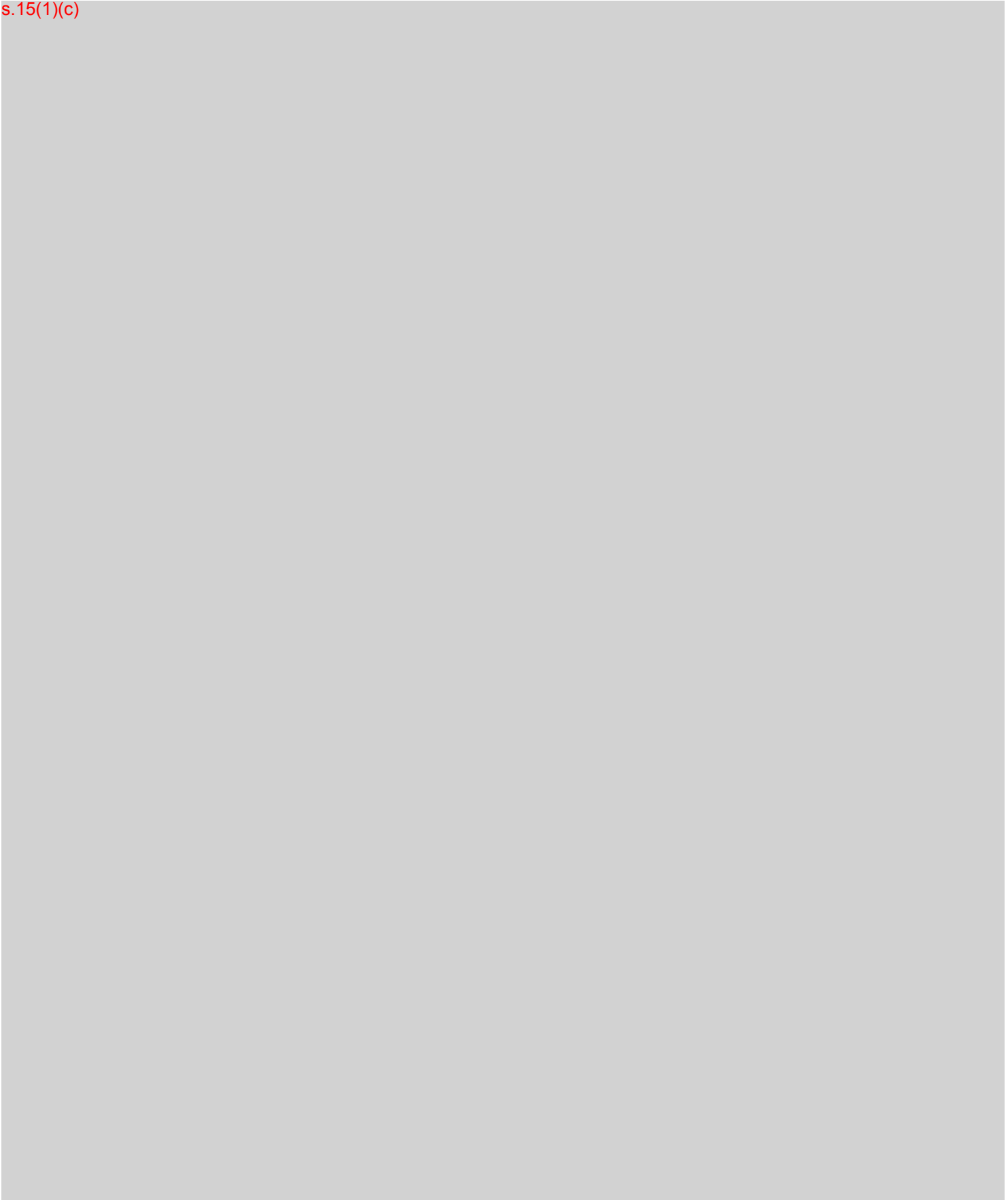
s.15(1)(c)






17.5B
s.15(1)(c)

Sidewalk 6 Metres

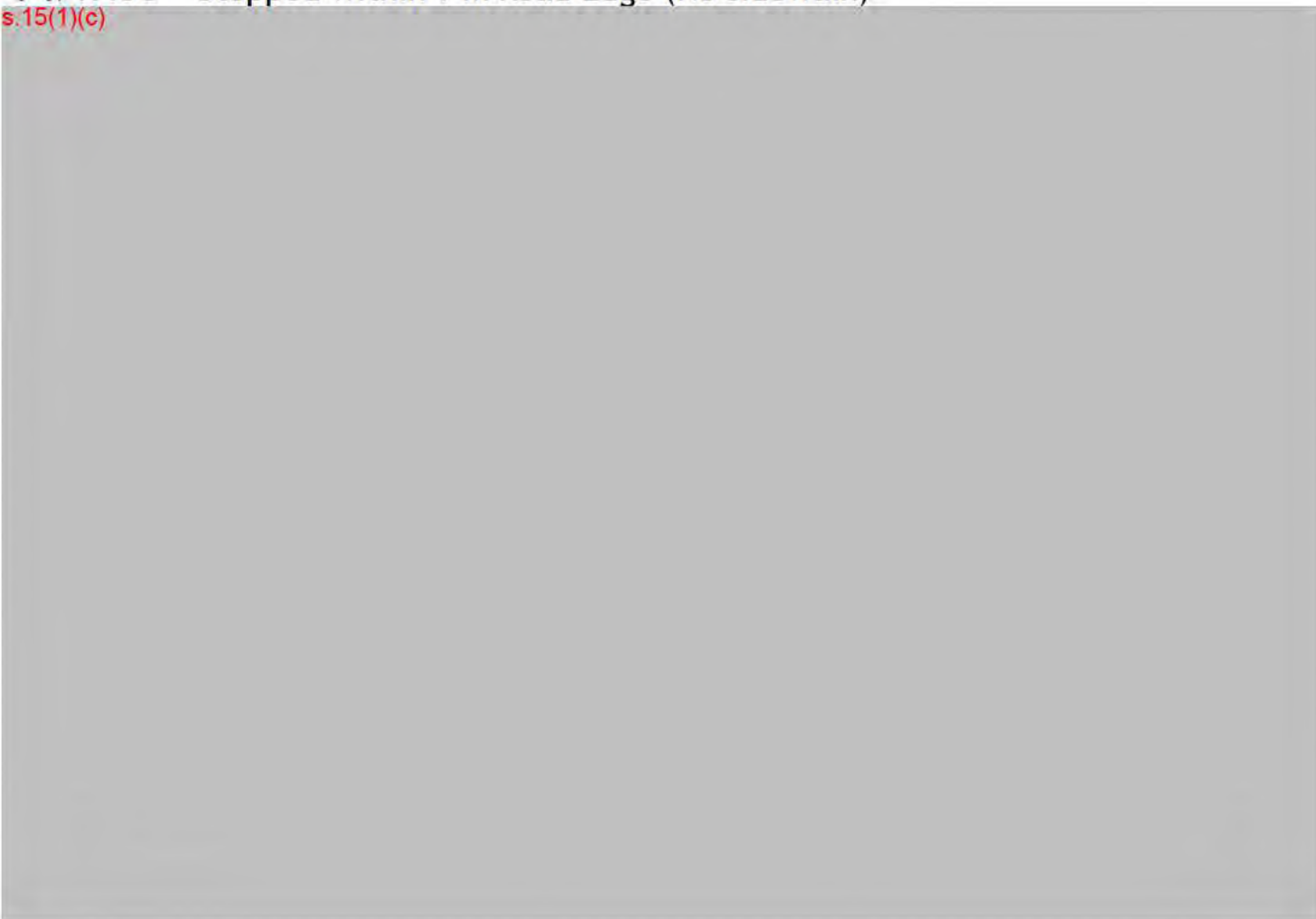


s.15(1)(c)



 17.5C Stopped within 9 M Road Edge (No sidewalk)

s.15(1)(c)

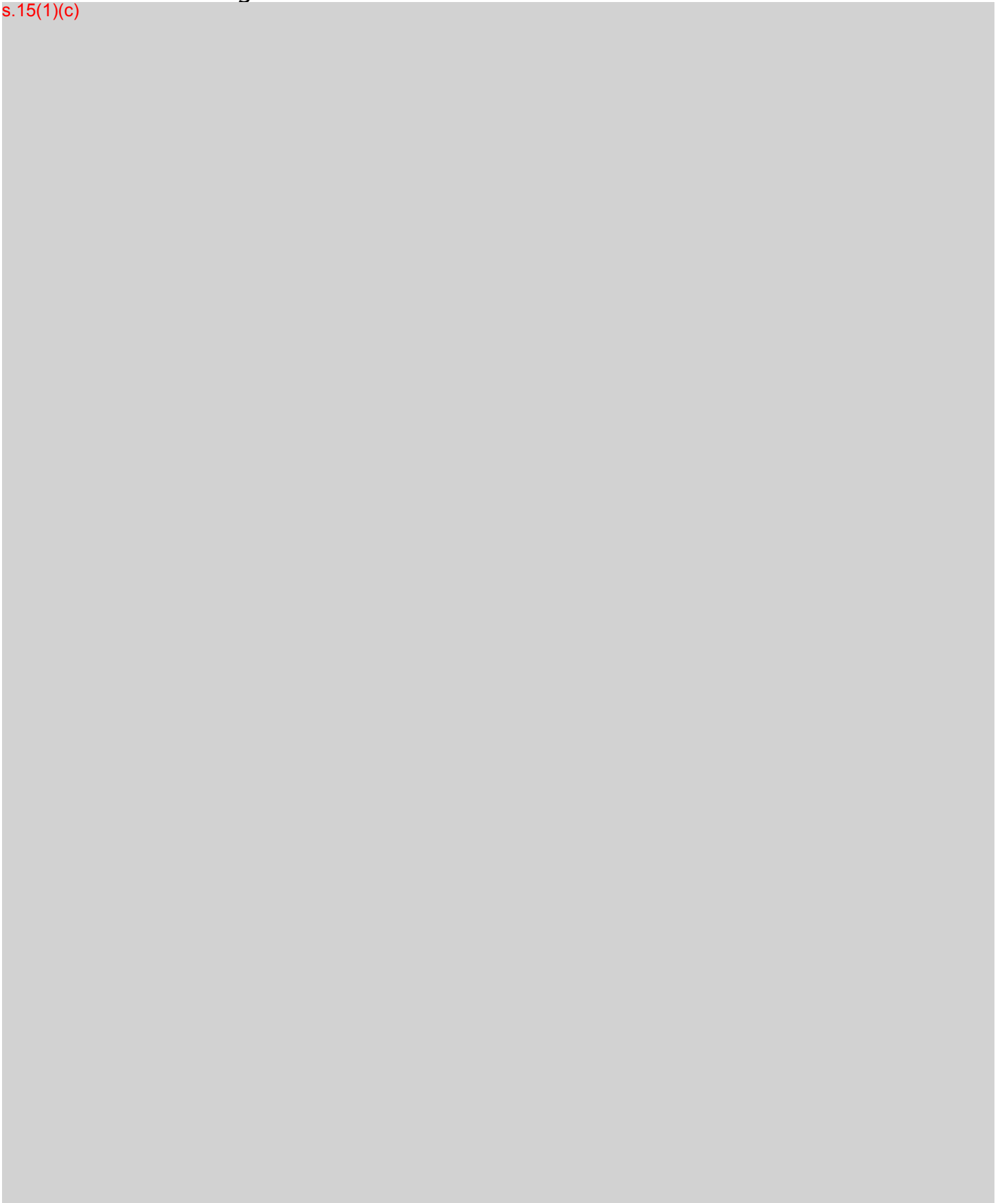






17.6A No Parking

s.15(1)(c)





17.6B Permit Parking / Residents Parking Only

s.15(1)(c)

s.15(1)(c)

17.6E Time Limit

s.15(1)(c)

s.15(1)(c)



s.15(1)(c)

T
R
P



17.6F 3 Hour By-law

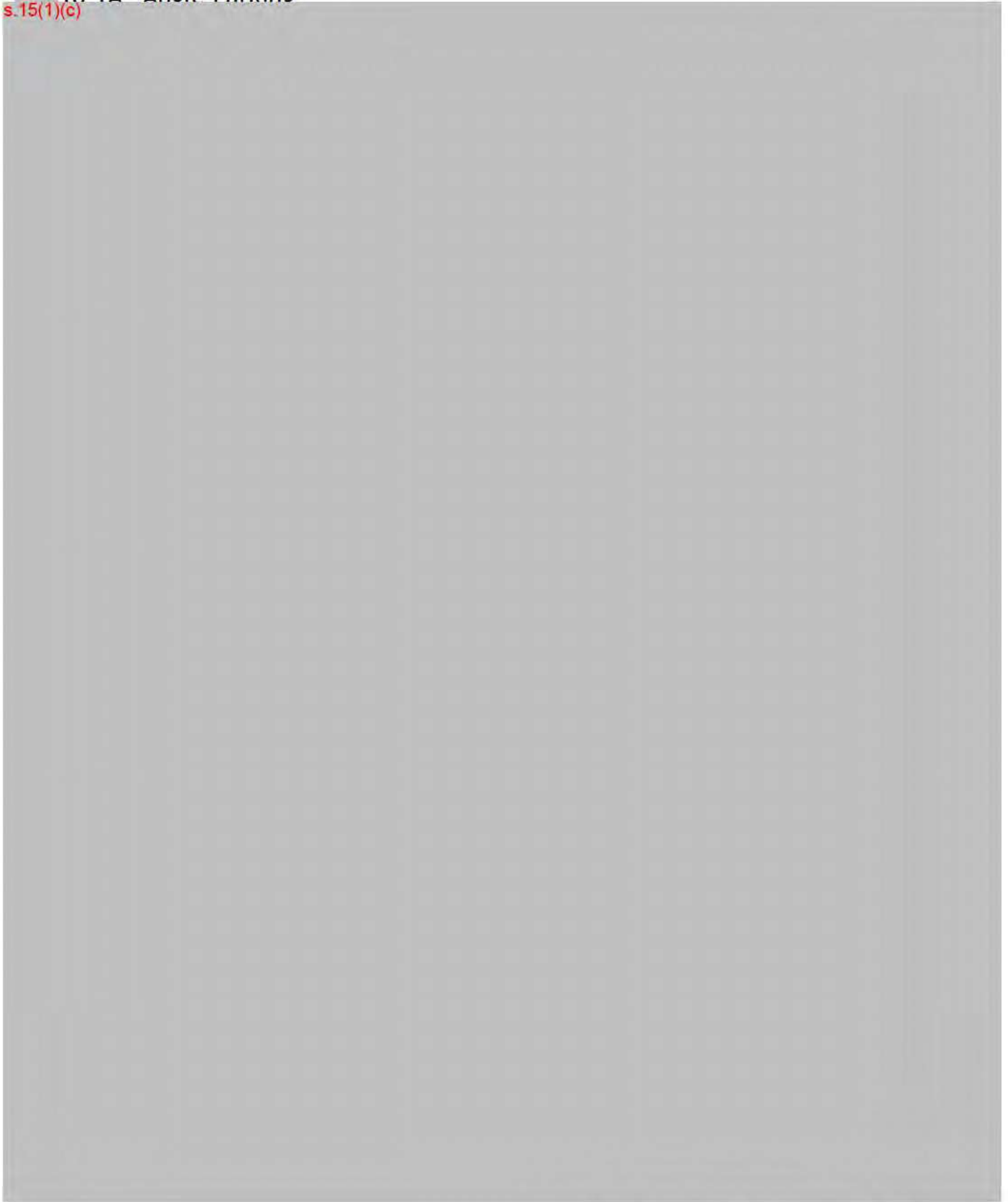
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s.15(1)(c)





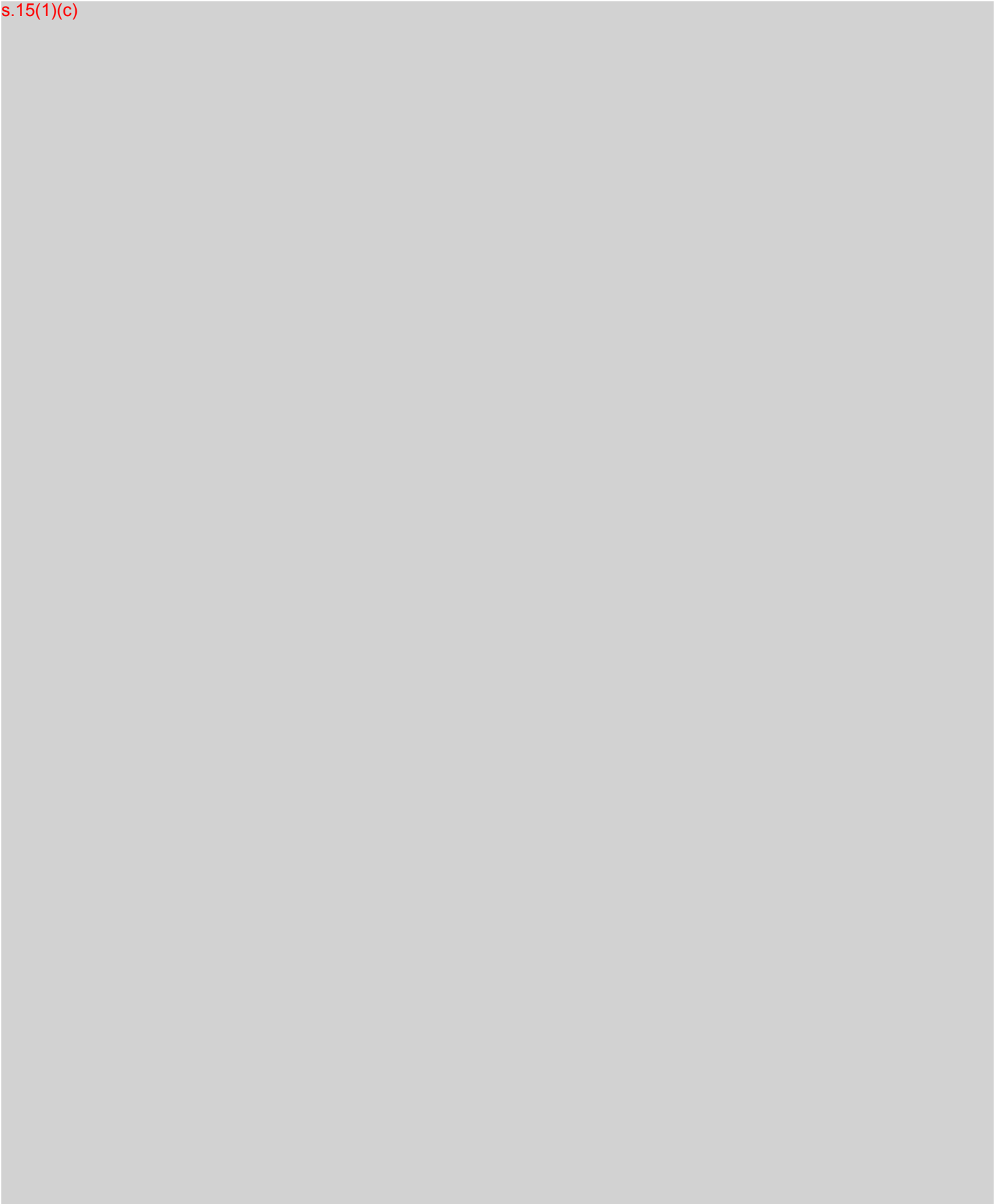
18 1A Anole Parking





18.1B Opposite Traffic

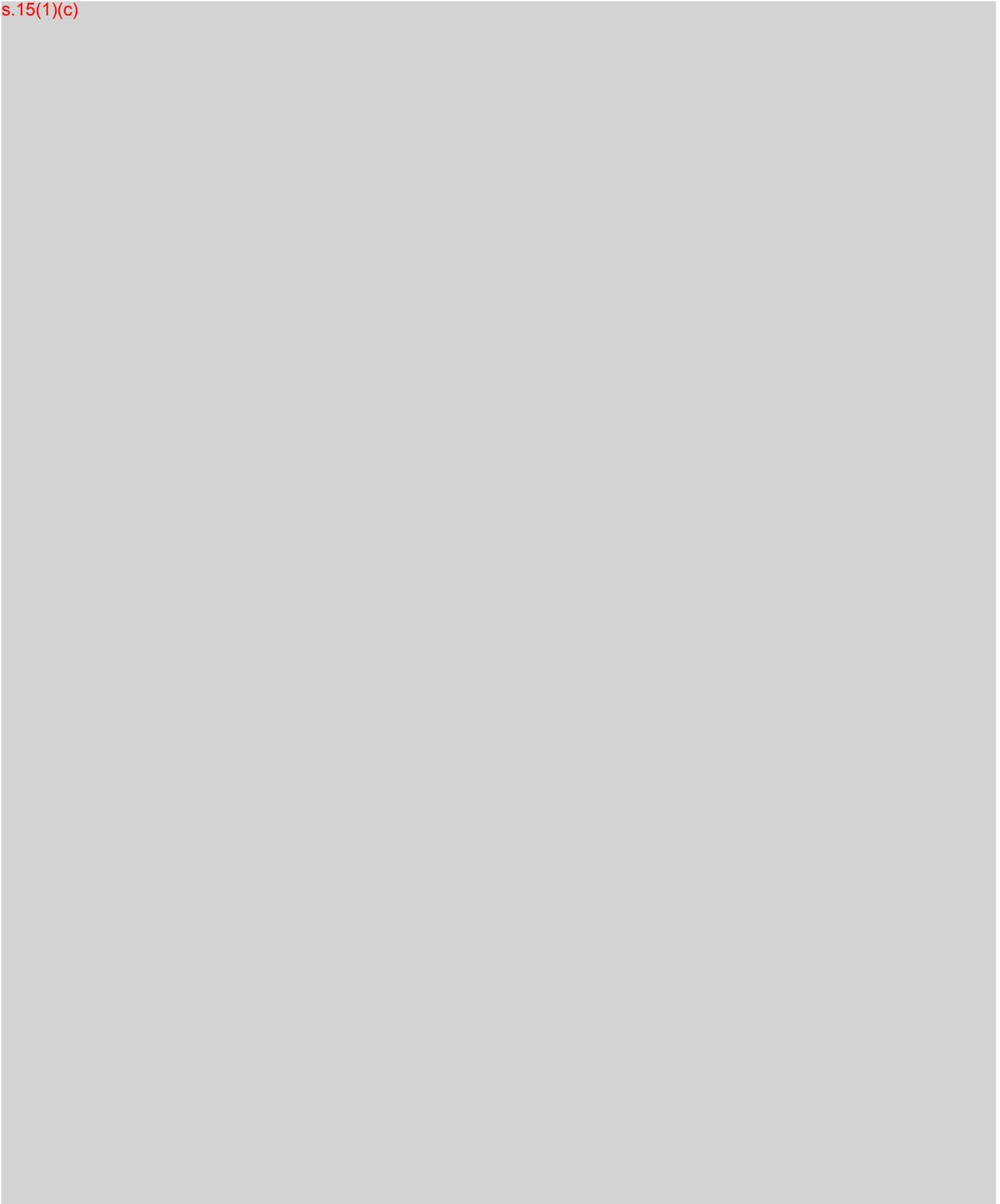
s.15(1)(c)





18.1C >30 cm to the Curb

s.15(1)(c)



Double Parking

s.15(1)(c)



19.1A In Lane, less than two meters to LANE

s.15(1)(c)



s.15(1)(c)



19.1B In Lane, less than two meters to sidewalk

15(1)(c)

1.

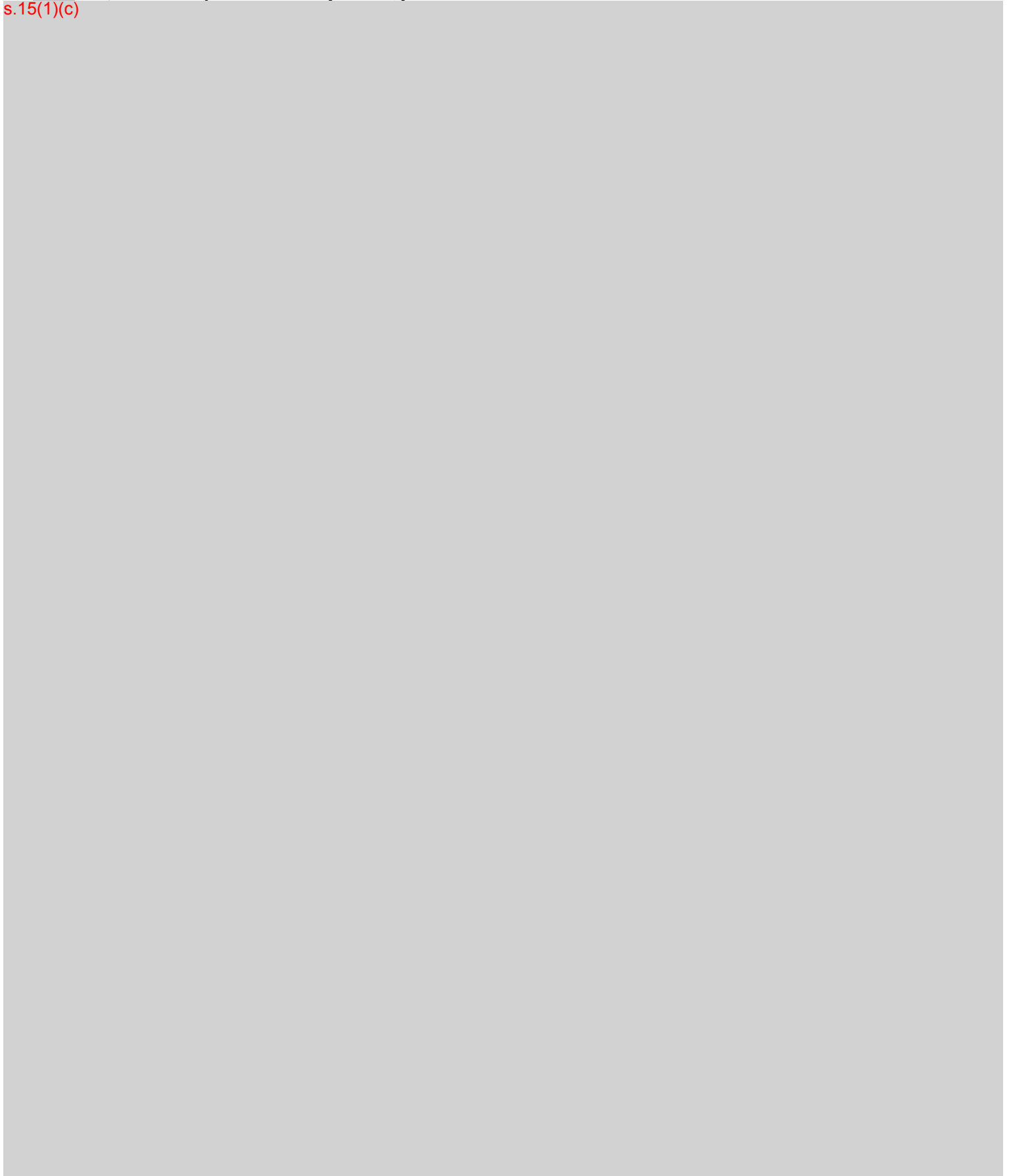


s.15(1)(c)



s.15(1)(c)

19.1F Door, Gate or Opening for Pedestrian Access - LANE



s.15(1)(c)

tations - 42



19.1G Garage / Driveway - LANE

s.15(1)(c)

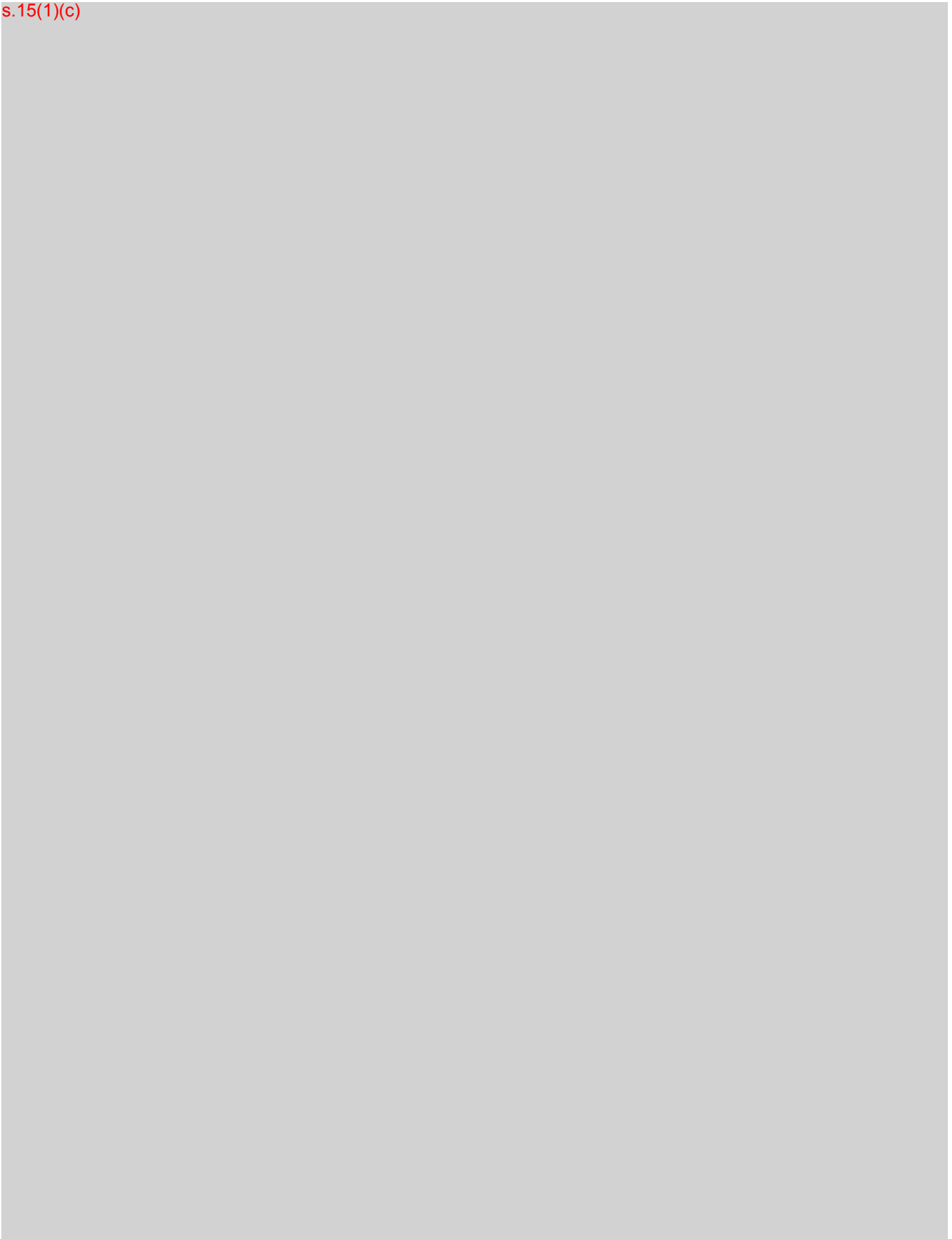
s.15(1)(c)





19.1H Commercial Lane

s.15(1)(c)





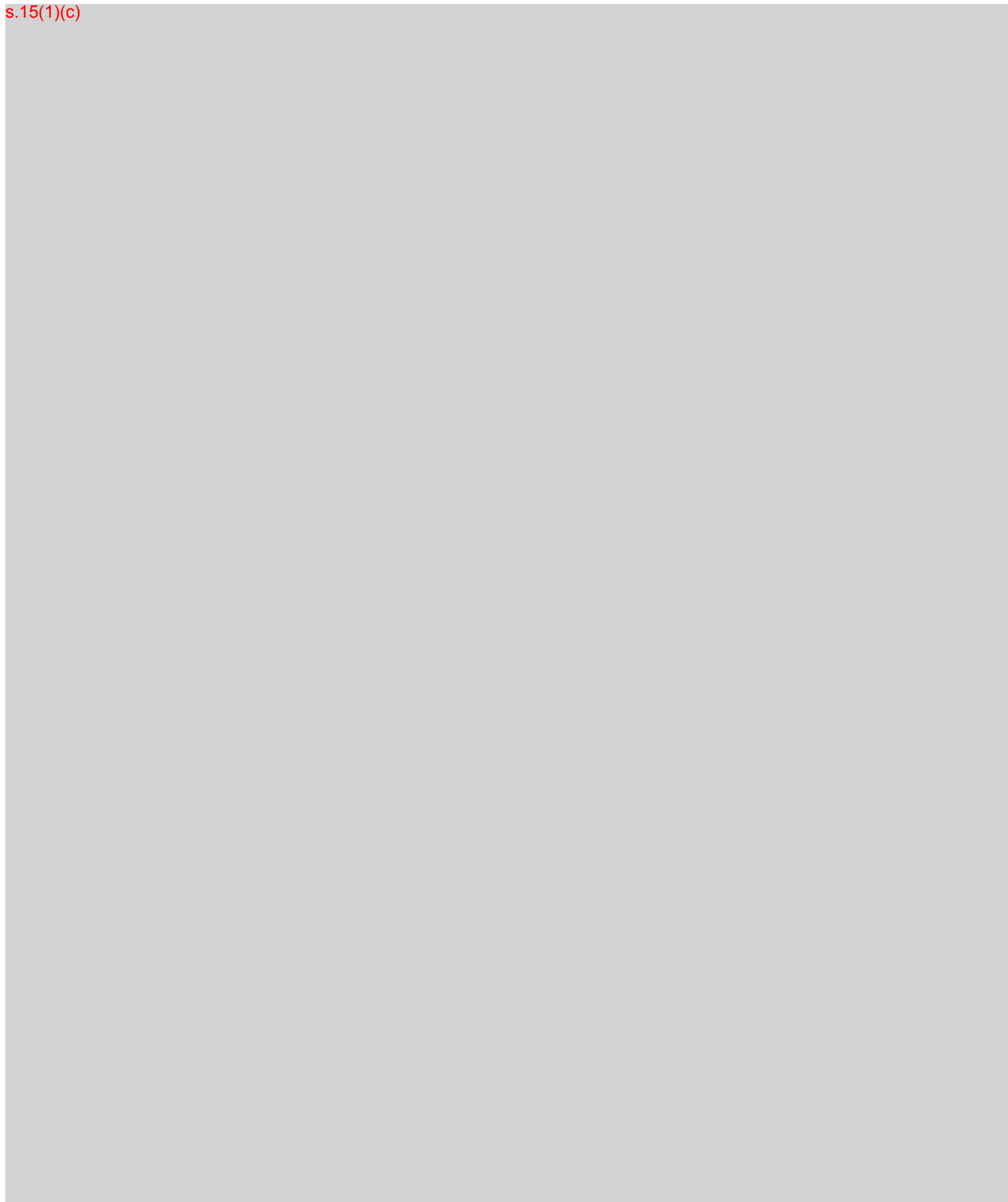
20 1A & 20 2 Oversize over 3 hours (6am-10pm)

s.15(1)(c)



20.3 No Motive Power (Unattached trailer)

s.15(1)(c)



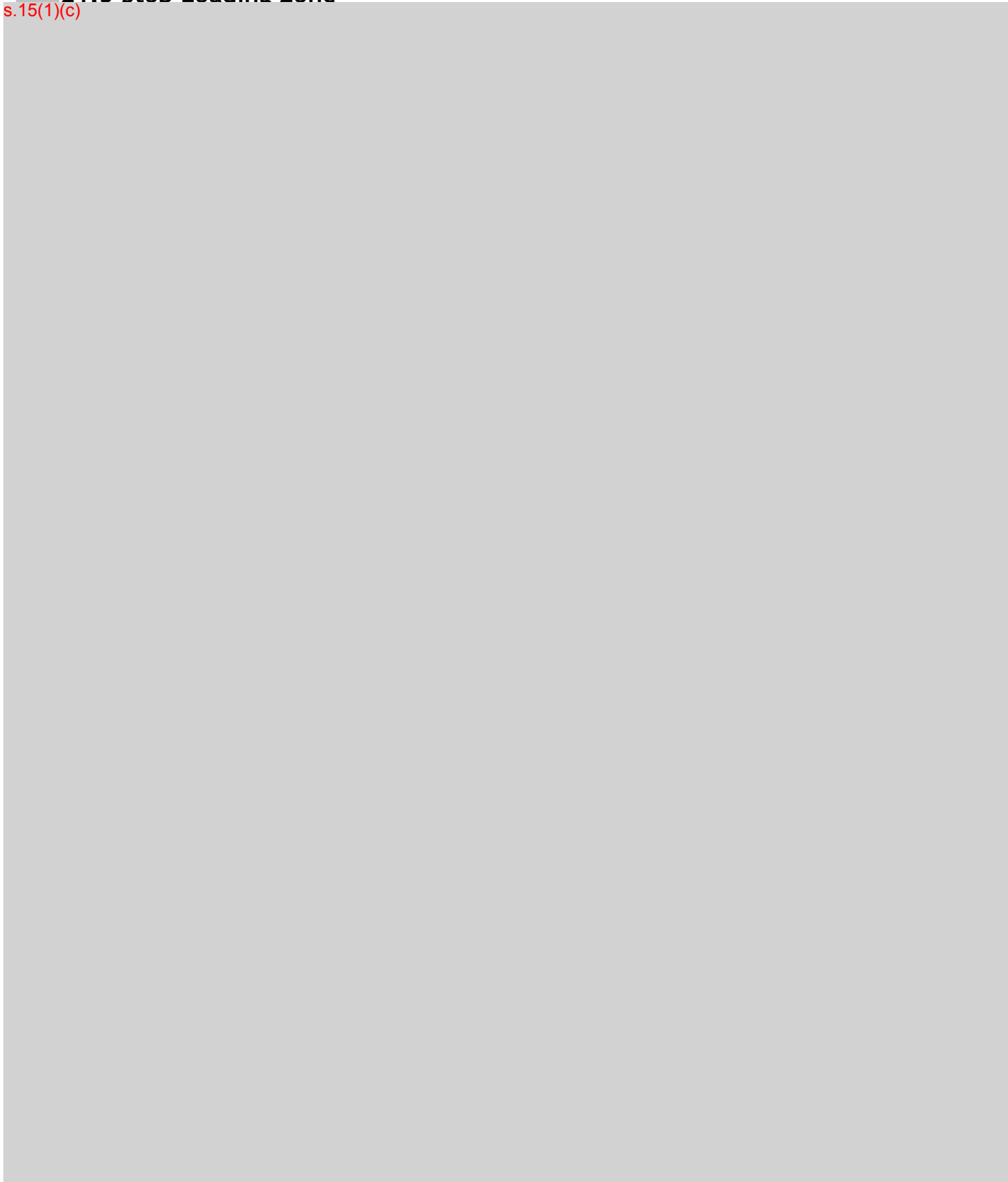
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21.3 Stop Loading Zone

s.15(1)(c)



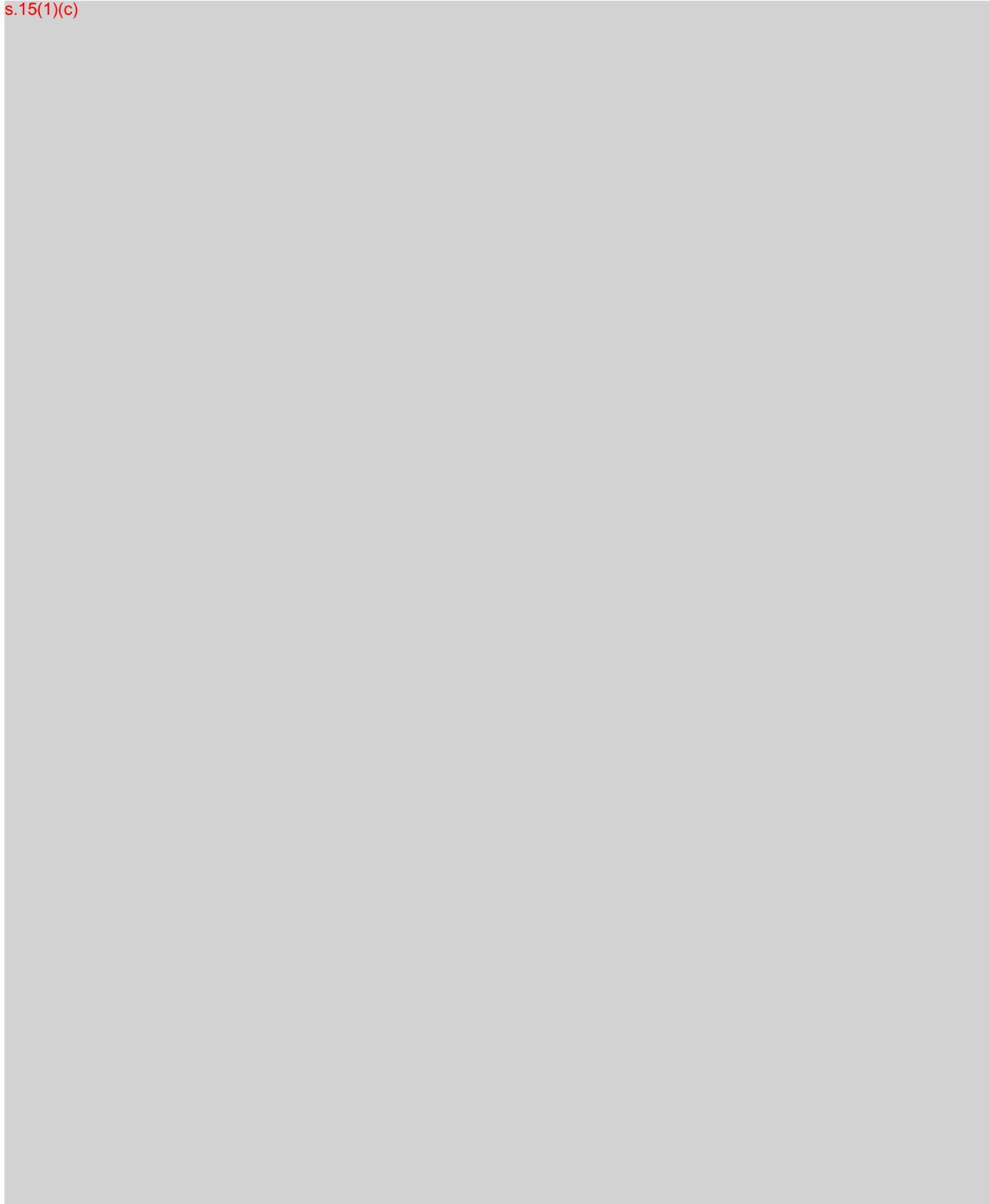
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21.5 Commercial Loading Zone

s.15(1)(c)






s.15(1)(c)



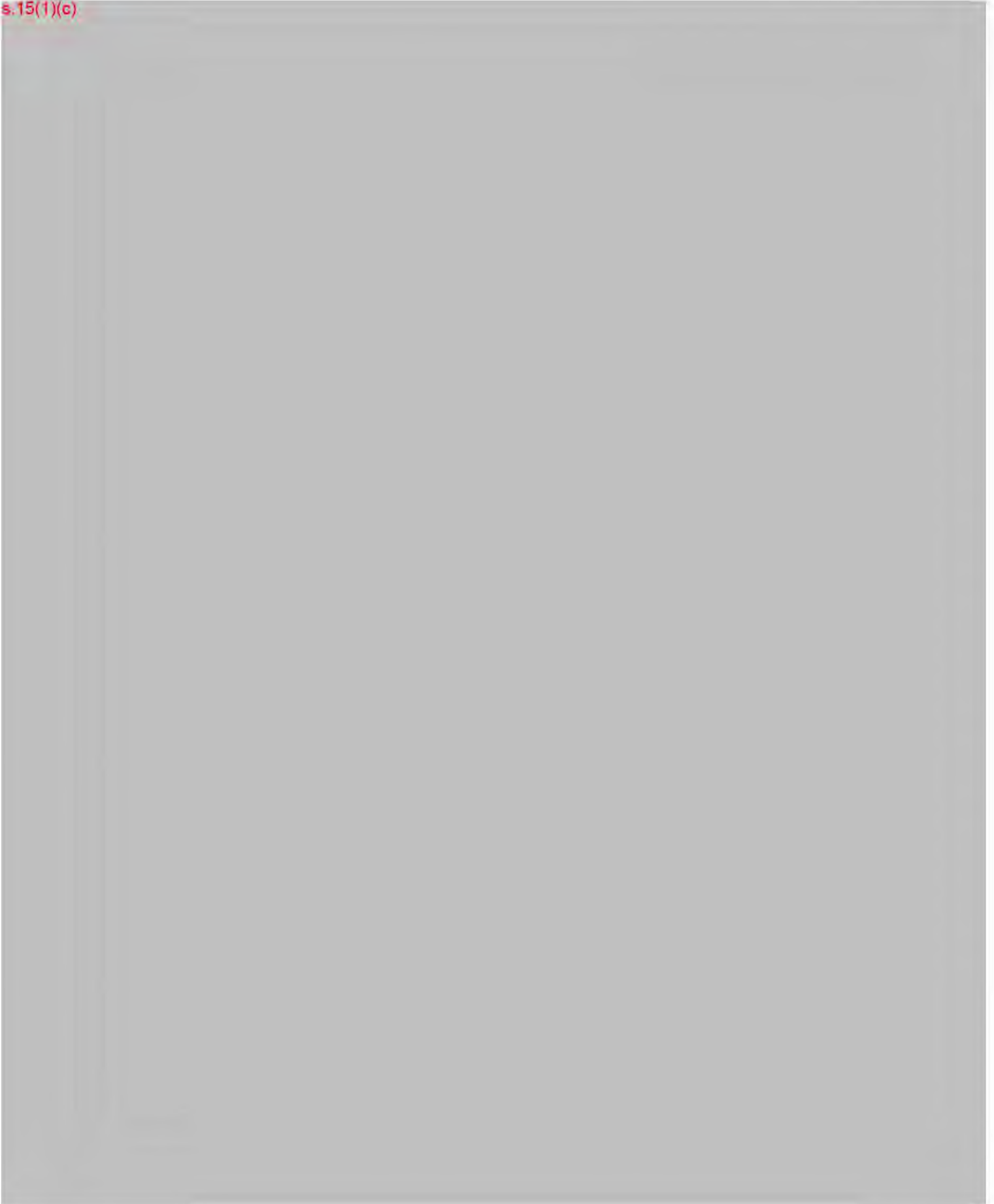
2849-17.2J - RESERVED CLASS



17.2J Disabled Zone

s.15(1)(c)


s.15(1)(c)

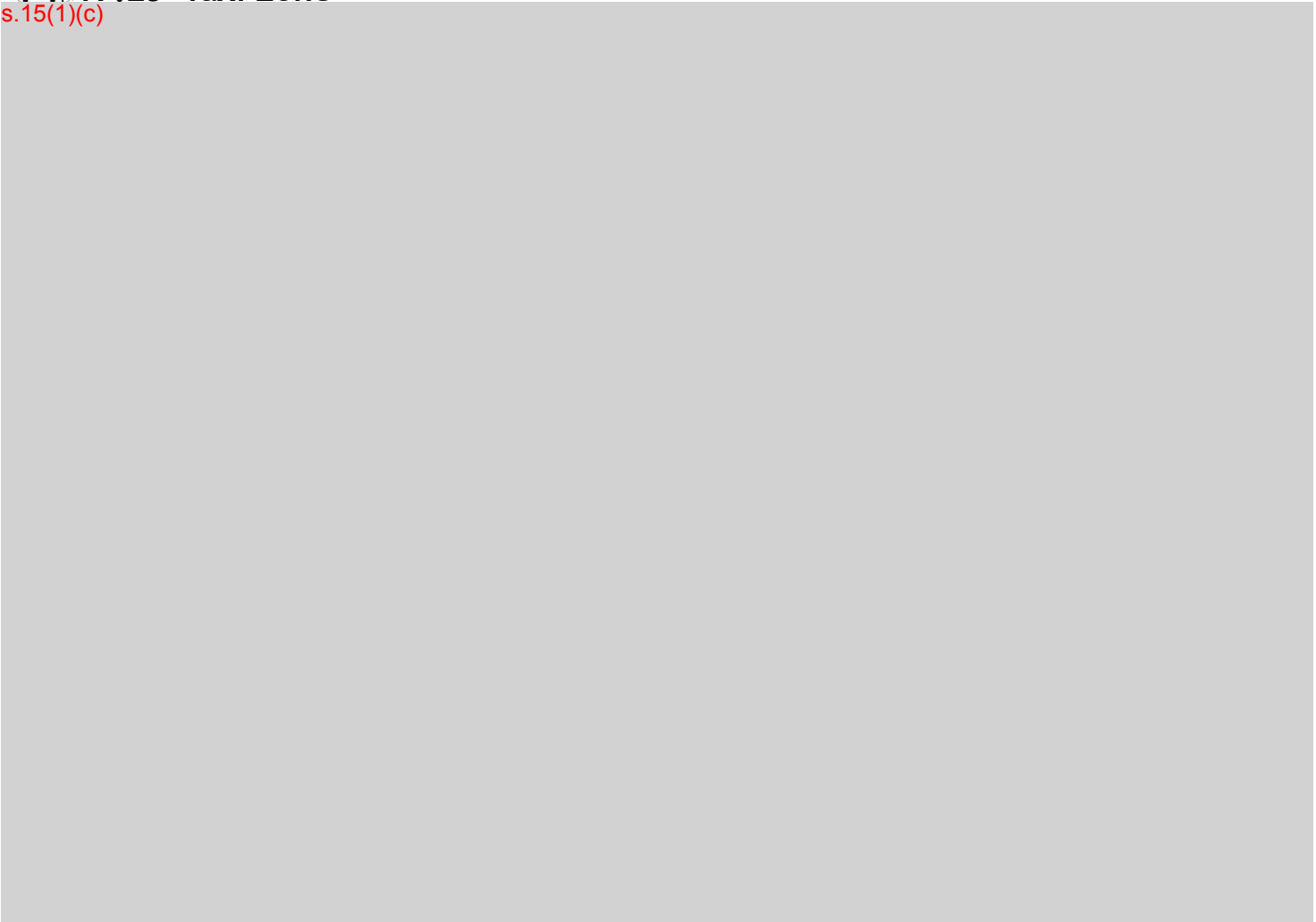


s.15(1)(c)



17.2J Taxi Zone

s.15(1)(c)



s.15(1)(c)



17.2J Car Share - EVO zone

s.15(1)(c)

s.15(1)(c)



s.15(1)(c)



s.15(1)(c)

