

	Policy Title: Sooke Potholes Gate Closure	Policy No: CO-009
	Authority: Council	Classification:
	Date Adopted: June 14, 2021	Motion No:
Historical Changes:		

Purpose:

This policy defines the parameters for opening and closing the traffic-control gate located at the south entrance of the municipally owned parking lot in the 3400 block of Sooke River Road (Sooke Potholes).

Scope:

This policy is designed to provide guidance to District of Sooke staff and contractors in the development of operational procedures related to gate closure, and for public reference to determine parking lot accessibility and closure hours.

Definitions:

Defined word	Definition
<i>"gate"</i>	Refers to the traffic-control gate located at the south entrance of the municipally owned parking lot in the 3400 block of Sooke River Road (Sooke Potholes.)
<i>"parking lot"</i>	The municipally owned parking lot in the 3400 block of Sooke River Road (Sooke Potholes).

Principles:

1) Nightly closure

- a) The gate will be closed and locked each evening at dusk and re-opened each morning at dawn.
- b) Vehicles remaining in the parking lot after dusk will be towed at the owner's expense.
- c) Associated operational procedures will ensure at a minimum:
 - i) Identified resources remain in place to ensure compliance with this policy.
 - ii) Documentation procedures include record of nightly closure times.
 - iii) Detailed towing procedures, including location to which vehicles will be towed.
- d) Signage advising of nightly closure procedures, including towing location, will be posted on-site.

2) Non-routine closure:

- a) The gate may be closed outside of posted hours as deemed necessary.

References:

Policy Number:	CO-009
Policy Owner:	Director of Operations
Endorsed by:	Leadership
Final Approval:	Council
Date Approved:	June 14, 2021
Review Date:	June 14, 2026
Revision Date:	
Related Policies:	
Related Publications:	District of Sooke Community Parks Regulation Bylaw District of Sooke Traffic and Highways Regulation Bylaw

Contact Information:

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