



# 2023 Safe Park Program Responsibility Agreement

The Safe Park program is designed to provide individuals who work in the Bow Valley and who reside in their vehicle with a safe and legal place to park overnight. The program operates nightly from 8 p.m. to 8 a.m. in select designated community lots. Each participant in the program has the right to fair treatment and respect, and each participant has a responsibility to treat community members, staff, and other participants with respect.

To help maintain a successful Safe Park program, the Participant(s) and the Town of Canmore must agree to abide by the following responsibilities for the duration of the Safe Park program:

## **Town of Canmore responsibilities:**

- Provide Safe Park participants with a safe place to park.
  - Security company will monitor sites twice per evening
  - Any suspicious and/or illegal activity will be reported to the RCMP immediately
- Provide a designated program contact person within the Town of Canmore who can hear concerns, connect individuals with services, and provide information as needed.
- Provide participants with access to a porta potty and bear-safe garbage bin.
- Ensure that only individuals who are part of the program are parked overnight in designated Safe Park stalls.
- Treat all Safe Park participants with respect.
- Share program grievance procedure with all Safe Park participants.

- Respond to all participant questions and concerns within three business days.
- Provide participants with written documentation of any concerns and/or program violations, including violation of Safe Park Participant Responsibilities.

### **Safe Park Participant responsibilities:**

- Know, understand, and adhere to current public health directives, this may include but is not limited to physical distancing requirements, gathering limits, and mask requirements.
- Respect the Town of [Canmore Community Standards Bylaw](#), this includes maintaining quiet hours between 10 p.m. and 7 a.m. daily.
- Only use safe park stalls between 8 p.m. and 8 a.m. daily.
- Keep area clean and free of animal attractants by using local bear-safe garbage bins and porta potties. This includes but is not limited to grey water, garbage, human waste, and food.
- Always keep personal belongings inside your vehicle. This includes but is not limited to leaving clothing, lawn chairs, and cooking-related items outside the vehicle.
- Sleep no more than two people in a Safe Park participant vehicle.
- Maintain valid driver's license, insurance, and registration while participating in the program.
- Pay program fees and deposit to the Town of Canmore. Program deposit will be reimbursed to the participant's credit card at the end of the program (September 30) dependent upon adherence to the Program Agreement. Credit card information is not kept on file with the Town of Canmore. A phone call to provide credit card details is required to reimburse the deposit.
- Provide the Town of Canmore with proof of employment.
- Notify program staff if you are no longer participating in the Safe Park program.
- Provide the Town of Canmore with a valid phone number and email address and respond to inquiries within three business days.
- Only park registered Safe Park vehicles in a designated Safe Park site.

I agree to adhering to all Safe Park participant responsibilities. I understand that if I or anyone in my vehicle fails to comply with program responsibilities, I may be unable to participate in the Safe Park program, and any fees or deposit paid may not be reimbursed. I understand that the consequence of not complying with the above responsibilities will be evaluated on a case-by-case basis. If a participant has not complied, the Town of Canmore commits to providing clear written documentation outlining areas of the participant's non-compliance.

**Safe Park Grievance Procedure:**

All Safe Park program participants have the right to fair treatment and respect, and each participant is responsible to treat community members, staff, and other participants with respect. Participants who do not comply with the Program Responsibility Agreement may be withdrawn from the Safe Park program. The Town of Canmore commits to providing clear written documentation to program participants outlining areas of participant's non-compliance.

If a participant feels that a Town of Canmore decision related to the Safe Park program is not fair or equitable, they are encouraged to share these concerns with a representative from the town's Community Social Development department.

If a participant is not satisfied with this representative's response, this representative will share the participant's concerns with the Manager of Community Social Development. Any outcome/decision made by the Manager of Community Social Development is final.