



LIVEABOARD POLICY & GUIDELINES

(effective September 2002, latest revision November 2011)

Policy Statement

To promote responsible conduct and policies to liveaboard members which enhance Club security, protection of Club facilities, control of pollution, and assistance to other Club members and visitors.

LSYC LIVEABOARD POLICY

The membership has approved in-water liveaboards at a recommended maximum of six and minimum of two boats per winter [Special General Meeting, 17 Sep 01]. This represents fewer than 4% of available slips. Each vessel must be approved annually (with proof of liveaboard insurance). The application form contains a statement that this policy document forms part of the application and it is required that each page is initialed and the document be signed on the last page.

Only LSYC members in good standing will be permitted to live aboard. A liveaboard applicant must have been a member of LSYC for a minimum of two years. Each vessel must meet all requirements pertaining to safety, environment and aesthetics. Winter liveaboards will be responsible for ensuring that docks and ramps are kept free of snow and ice; installing winter safety lines and/or rails; providing basic security for docks and compound; and cleaning all washroom/shower, kitchen and other clubhouse facilities after personal use noting the clubhouse shall not be considered an extension of the vessel upon which the member is living aboard.

The winter liveaboard fee is \$1,500 per vessel. Dock hydro consumption is considered to be 60% of the total cost so all vessel and bubbler power cords will be metered from 1 November through 15 March the following year. Electricity consumption will be calculated according to the rates charged on monthly Club hydro invoices and any amount in excess of the 60% will be charged back to the vessel owner. As of 1 August 2005, Article 4(1) (w) of the Club's lease requires us to comply with all City directives or policies, including those that may be introduced during the term of the lease, relating to liveaboards. In addition, the lease allows the Landlord the right to implement directives pertaining to the collection and payment of additional fees which, when introduced, will be consistent with a payment in lieu of taxes.

POLICY ADMINISTRATION

The Club's Winter Liveaboard Policy shall be reviewed each year by the Board and shall be in keeping with relevant stipulations set by any person from which the Club Premises are leased.

Submission of an application to winter liveaboard does not guarantee approval which will be at the sole discretion of the Board.

Should more than six applicants be received in any year, and all else being equal under the Bylaws, approval shall be granted first to those applicants who lived aboard at the Club in a previous winter season and then by seniority.

The Board shall set an annual winter liveaboard fee that is reasonably based on utility consumption, additional Club infrastructure expenditures to meet the requirements of the authority from which the Club Premises are leased, and facility use that is deemed above and beyond routine use for a winter season. That fee shall be published on the Winter Liveaboard Application Form and posted on Club premises on or around May each year. This fee is above and beyond any charges that may be levied by or on behalf of the Landlord (City of Toronto).

VESSEL REQUIREMENTS

There are four overall requirements that LSYC liveaboard vessels must meet:

1. safety
2. environment
3. aesthetics
4. administration

Safety

At a minimum, all vessels must meet the following safety requirements:

- approved portable fire extinguishers in sleeping area, galley and companionway;
- carbon monoxide detector;
- an appropriate detector for gas/alcohol powered cooking and heating appliances;
- CSA marine grade exterior electrical cords;
- all through-hulls properly winterized;
- cell phone;
- first aid kit;
- emergency flashlights and extra batteries;
- alternate egress plan in event that main companionway cannot be used;
- emergency numbers readily accessible;
- emergency horn; and
- appropriate tools for cutting through shrink wrap.

With respect to the compound, the following emergency precautions are in place:

- emergency services have access keys and are familiar with the compound and docks;
- emergency services shall be informed (by the Board) of liveaboard information;
- City is responsible for snow removal to the main gate (416-338-7669);
- the Club contracts snow removal in compound;
- shovels and snow blower are available to maintain a clear pathway from clubhouse to person gate;
- night lighting in compound and walkway; and
- 4 serviceable fire hydrants.

The following items are available in the Clubhouse:

- telephones at the OD Station, bar, upstairs and on exterior south wall (emergency numbers posted at each);
- marine radio at OD Station;
- flashlights;
- security and smoke alarm system;
- first aid station; and
- portable fire extinguishers.

During winter months, the docks must have the following safety features (* indicates liveaboard supplied):

- general member access is restricted from 1 Dec through 31 Mar for safety reasons (i.e., liveaboards are not permitted to grant unauthorized access with the occasional exception of family members as defined under the Bylaws);
- dock lights functioning;
- handrails on ramp extended to gate using either wood or appropriately attached rope guideline*;
- traction strips installed on ramp (optional)*;
- hand hold system installed along docks from gate to all boats*;
- auxiliary pump on each vessel*;
- reaching poles and life rings*;
- ladders in vicinity of all boats;
- bubblers (may be rented from the club at \$150.00 each)
- hard shell dinghy with heaving line (optional)*;
- shovels to remove snow from docks and ramp; and
- boats will be in close proximity but not sharing water (so boats can be properly secured on all sides).

Environment

- at no time is a vessel permitted to discharge, or have any functional means of discharging, black water or dangerous substances overboard;
- environmentally-friendly ice melters only; and
- no garbage or debris is to be stored onboard or on the docks (must be taken to the dumpster).

Aesthetics

- all vessels must be covered in a like manner using wood or plastic-pipe framework and shrinkwrap that is clear or white (opaque).

It is essential that members do not perceive liveaboard use of the Clubhouse as an extension to the vessel 'home' during the winter season. Activities that are considered above routine winter season use will be permitted:

- daily use of washroom and shower facilities;
- use of the laundry facilities at a rate of \$1 per load (honor system) payable in a lump sum no later than launch;
- preparation of meals using clubhouse kitchen facilities and dining in the clubhouse unless it conflicts with a Club event or rental; and
- use of the Great Room up to 10 PM when there is no Club event or OD scheduled.

Administration

In order for any vessel to be permitted to remain in the water over the winter, the following must be met:

- the occupants must be Wet Members in good standing and a member for at least two years;;
- payment of any City levied fees by the issued deadlines; and
- upon approval, the owner must provide proof of liveaboard insurance.

Application Timeline

- Liveaboard applications must be submitted to the Board on or before June 01.
- A board member will ensure that all items listed in the VESSEL SAFETY REQUIREMENTS are present on board.
- The Board will inform the applicant of the decision on or before July 15th and if in the affirmative will grant PROVISIONAL APPROVAL
- The applicant must fulfill the following requirements by August 1st:
 - Submit payment of \$1500.00 (or such other amount as may be in effect due to a club adjustment or charges levied by the City of Toronto) in the form of a certified cheque or bank draft.
 - Submit an additional payment for rental of bubblers at \$150.00 each
 - Supply valid evidence of liveaboard insurance.
- On receipt of the fees and confirmation of compliance with all conditions the Board will give FINAL APPROVAL on or before August 15th.
- The Board may, upon the application of a member citing extraordinary circumstances, vary the timeline.

LIVEABOARD OBLIGATIONS

1. Act in a safe and responsible manner at all times.
2. Keep docks, ramp and path to clubhouse door clear of snow, ice and other obstructions.
3. Keep washrooms/showers clean and tidy through scheduled cleaning (does not extend to other Clubhouse use such as a social event).
4. Notify Vice Commodore if yard needs to be cleared of snow for safety/emergency reasons (emergency services require clear access to boats in yard, Clubhouse and docks).
5. Ensure security of the Clubhouse and property by sharing daily security walks to ensure the integrity of the perimeter fencing, as well as inspecting the compound, boats and Clubhouse for any security breaches or suspicious activity (to be scheduled with winter OD Duty as applicable).
6. Complete all OD duties on evenings that an OD is not scheduled.
7. Inspect all buildings to ensure that all doors are locked.
8. Check to ensure that all gates latch behind you (at dock and walkthrough gate).
9. If you suspect a problem with a member's boat on land or in the water, contact that individual as soon as possible (roster is at OD Station).
10. The washer/dryer is for standard loads (i.e., no heavy loads such as comforters or cushion covers).

11. There are no pumpout facilities or water after haulout. If water is required for personal use, you must carry water from the Clubhouse to the boat in containers. Dock water will remain turned on until there is a threat of freezing. Liveboards will assist in winterizing dock water lines.
12. Liveboards are responsible for installing winter safety features on the docks and ramps.
13. Winter living aboard is a privilege that, if abused, will be subject to immediate disciplinary action.
14. The safety and security of our members, Club property, and the environment is of the highest priority. Any action and/behavior that jeopardizes such safety and security will be the subject of immediate disciplinary action.

EMERGENCY PROCEDURES

Vessel or Dockside

In the event of a vessel or dockside emergency (for the purpose of locating occupants):

- provide a copy of each occupants' routine work schedule and phone number to other liveboards;
- list of occupants, vehicle make and license number to the Board (copy at OD Station);
- list of all occupants' cell phone numbers to the Board; and
- inform at least one other liveboard if you are leaving for a period of time (e.g., day, weekend, evening) and expected time of return (it is your obligation to ensure that another liveboard will regularly check your vessel in your absence).

In the event of a fire or other emergency that will require evacuation:

- contact emergency services (see below);
- sound horn to warn others;
- attempt to extinguish the fire or mitigate other emergency (only within your capability);
- ensure all occupants have exited vessels;
- inform them of the emergency;
- unless there is a medical emergency that precludes moving someone, all parties should leave docks together in a calm and orderly fashion;
- if someone is unable to leave, he/she is to be moved out of danger and at least one person is to remain with that person;
- assemble in one location at the Clubhouse; and
- send one person to the gate to direct emergency services.

First Aid Emergency

In the event of an accident or sudden illness, first consideration must be given to the injured or incapacitated. First aid is the immediate and temporary care given to the victim in order to sustain life, to prevent the condition from worsening, and to promote recovery.

Remember, it is best not to move seriously injured persons, but rather have medical assistance brought to them as soon as possible.

First aid supplies are available in the Maintenance Building and central hallway of the Clubhouse. In addition, all boats must be adequately equipped with first aid supplies.

Medical Emergency

Should a medical emergency arise, immediately call out for assistance and as soon as possible, telephone for emergency response. Do not leave the victim unattended.

- telephone 911
- state "Emergency ... ambulance required at Lakeshore Yacht Club, located at the base of Kipling Avenue south of Lakeshore Blvd at 76 Colonel Sam Smith Park Drive. Someone will meet you at the entrance."
- known details should be briefly stated;
- have someone go directly to the front entrance to direct emergency responders.

While awaiting assistance:

- provide first aid, within your capabilities, and remain with the victim;

- obtain as much personal information as possible (e.g., locate OHIP card, personal contact); and
- render further assistance as directed by the emergency medical responder.

General Precautions

At the docks, liveaboards are responsible for:

- keeping docks, ramp, and walkway to Clubhouse free of ice and snow (shovels will be provided but an appropriate ice melter for the docks must be supplied by the liveaboards);
- the snowblower is not to be used on the docks or public walkway;
- routinely inspecting guardrails, docks and ramps;
- ensuring bubblers are functioning and reporting any malfunction to the Board;
- exercising caution at all times when on the docks;
- reporting any incidents, including suspicious activity or vandalism, as soon as possible to the Board;
- having flashlights, throw lines, fire extinguishers and other emergency equipment readily available;
- acting in a safe and responsible manner while on the docks;
- watching out for each other; and
- ensuring that any visitor permitted on the docks is taken safely off the docks and out of the compound.

SIGNED.....DATED.....

SIGNED.....DATED.....

Winter Liveboard Application

This form must be submitted to the Board prior to June 01 and the attached copy of The Liveboard Policy and Guidelines forms part of the application must be initialed on each page and signed.

I _____ am a Senior Wet Debenture holder at Lakeshore Yacht Club and a member in good standing for more than two (2) years. I am applying to be a liveboard for the winter season, following the date of this application and I understand that the following Timeline will be applied to my application.

Application Timeline

- Liveboard applications must be submitted to the Board on or before June 01.
- A board member will ensure that all items listed in the VESSEL SAFETY REQUIREMENTS are present on board.
- The Board will inform the applicant of the decision on or before July 15th and if in the affirmative will grant PROVISIONAL APPROVAL
- The applicant must fulfill the following requirements by August 1st:
 - Submit payment of \$1500.00 (or such other amount as may be in effect due to a club adjustment or charges levied by the City of Toronto) in the form of a certified cheque or bank draft.
 - Submit an additional payment for rental of bubblers at \$150.00 each
 - Supply valid evidence of liveboard insurance.
- On receipt of the fees and confirmation of compliance with all conditions the Board will give FINAL APPROVAL on or before August 15th.
- The Board may, upon the application of a member citing extraordinary circumstances, vary the timeline.

Rules and Obligations

- 1 Act in a safe and responsible manner at all times.
- 2 Keep docks, ramp and path to clubhouse door clear of snow, ice and other obstructions.
- 3 Keep washrooms/showers clean and tidy through scheduled cleaning (does not extend to other Clubhouse use such as a social event).
- 4 Notify Vice Commodore if yard needs to be cleared of snow for safety/emergency reasons (emergency services require clear access to boats in yard, Clubhouse and docks).
- 5 Ensure security of the Clubhouse and property by sharing daily security walks to ensure the integrity of the perimeter fencing, as well as inspecting the compound, boats and Clubhouse for any security breaches or suspicious activity (to be scheduled with winter OD Duty as applicable).
- 6 Complete all OD duties on evenings that an OD is not scheduled.
- 7 Inspect all buildings to ensure that all doors are locked.
- 8 Check to ensure that all gates latch behind you (at dock and walkthrough gate).
- 9 If you suspect a problem with a member's boat on land or in the water, contact that individual as soon as possible (roster is at OD Station).
- 10 The washer/dryer is for standard loads (i.e., no heavy loads such as comforters or cushion covers).
- 11 There are no pump out facilities or water after haul out. If water is required for personal use, you must carry water from the Clubhouse to the boat in containers. Dock water will remain turned on until there is a threat of freezing. Liveboards will assist in winterizing dock water lines.
- 12 Liveboards are responsible for installing winter safety features on the docks and ramps.
- 13 Winter living aboard is a privilege that, if abused, will be subject to immediate disciplinary action.
- 14 The safety and security of our members, Club property, and the environment is of the highest priority. Any action and/behavior that jeopardizes such safety and security will be the subject of immediate disciplinary action.

If PROVISIONAL APPROVAL is given I/We undertake, by August 1st to

1. Submit payment of \$1500.00 (or such other amount as may be in effect due to a club adjustment or charges levied by the City of Toronto) in the form of a certified cheque or bank draft.
2. Submit an additional payment for rental of bubblers at \$150.00 each
3. Supply valid evidence of liveboard insurance.

By signing this application I/We acknowledge the receipt and understanding of the Liveboard Policy, the rules and obligations and the mandatory safety precautions that must be taken.

Signed _____ Signed _____

Dated _____ Dated _____