

**HARBOUR AUTHORITY  
OPERATIONS DIRECTIVE # 5  
VIOLATION NOTICES**

**I. INTRODUCTION**

**A. PURPOSE**

To provide guidelines on enforcing violations of the following Acts, regulations or directives:

- a. Fishing and Recreational Harbours Act and Regulations
- b. Government Property Traffic Act
- c. National Fire Code
- d. HA Operational Directives

**B. APPLICATION**

This directive applies to all Harbour Authority personnel.

**II. POLICY**

**A. PROCEDURES**

1. Violation Notices are only to be issued by HA personnel.
2. When a Violation Notice is issued, it is to be filled out completely with the following information:
  - a. Violation date and time.
  - b. Location of violation.
  - c. Vehicle make / vessel name.
  - d. Vehicle license plate / vessel CFV/VRN number (if applicable).
  - e. Details of infraction.
  - f. Violation Name and Directive #.
  - g. Issuer's signature.
3. Violation Notices are two part forms. The white original is issued to the offender and the yellow copy is returned to the HA office. After the original has been issued, the duplicate must be removed from the book and passed on to the office for filing.
4. Each violation should be made the subject of an Occurrence Report.

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Harbour Authority

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Date