

**Title: Campground Policy & Procedure**

**Policy No: REC 001**

**Approval: Village Council**

**Effective Date:** Sept 18/14

**Supersedes Policy No.: NIL**



**Revised Date:** \_\_\_\_\_

**Policy Statement:** The Village of Lougheed recognizes in order to ensure the comfort, enjoyment, safety and security of our guests and to facilitate the operation of the Campgrounds within the Village of Lougheed municipal borders it is beneficial to establish a policy and procedure relating to the operating of these campgrounds.

**Purpose:**

This policy will govern the operation of municipal campgrounds within the Village of Lougheed.

**Procedures:**

Procedures will be developed that will be adhered to by staff and guests related to the use and conduct of activity within the Village of Lougheed designated Campgrounds.

**Lougheed Lion's Campground – location: Village of Lougheed Recreational Park**

*Hours of Operation:*

- *Open:* May long weekend or as weather permits until October 1<sup>st</sup> annually or as weather permits.
- *Check-In:* First come first serve basis through the self check-in. No reservations will be taken for this campground. The self check-in will be comprised of a lock box which will hold envelopes that will identify the following:
  1. Site Number
  2. Name of guest & contact address and information
  3. Vehicle & RV Identity – to include license plate number of RV & make/ model & corresponding vehicle – registration plate, make/model.
  4. Number of nights staying
  5. Payment for those nights of stay as per the Village of Lougheed Master Rate Bylaw in effect.

The Park/Campground Attendant will on a daily basis check the lock box and create a daily master list of those guests in the campground through the self check-in. This form will be an addendum to this policy. Funds collected from the self check-in will be turned into the Municipality along with a copy of the daily master list and self check-in envelopes.

- *Check-out:* Check-out will be considered as NON-payment of that night's stay. All RV's that are in a site past noon will be considered to be staying that evening and payment for that day's stay will need to be paid. NON payment of that night's stay will enforce the Park/Campground Attendant to require the guest to leave. Enforcement will be set by the Village of Loughheed Parks & Campground Bylaw 739/14 and all penalties outlined in this Bylaw.

#### *Vehicles:*

The Village of Loughheed requires roadways to be clear in case of an emergency. The sites in the Loughheed Lion's Campground will allow for one vehicle to be parked in the site. Guest vehicles will also be required to park in the area allocated for parking.

- Absolutely no parking is allowed on roadways, grass or unoccupied campsites.
- The speed limit within the Loughheed Lion's Campground is 20 kph.

#### *Noise:*

As per the Village of Loughheed Parks & Campground Bylaw 739/14 quiet time is regulated between 10:00p.m. to 7:00 a.m. daily. All music and group conversation is to be kept to a reasonable level at ALL times. Camping guests with complaints about noise levels will contact the Park/Campground Attendant via phone. The Park/Campground Attendant will provide (1) warning to the individual(s) and if more warnings are required it will be grounds for dismissal from the campsite, loss of payment for those nights of stay and further penalties as governed by Bylaw 739/14 if required at the discretion of the Park/Campground Attendant.

- Generators are not be used in the park or campground at any time. These sites are equipped with power for the quiet enjoyment of our guests.

#### *Campsite Tidiness:*

All campsites must be kept tidy in appearance during your stay and left clean upon departure.

- Garbage is to be disposed of as "bagged" garbage in the disposal bin provided by the Village of Loughheed located in the Campground area. There are also recycle containers provided for the proper disposal of cans and bottles. Campers are not to use the fire pits to dispose of rubbish.
- Smokers – Cigarette butts are regarded as garbage, they are not be thrown on the ground or fire pit. All campers are required to bring appropriate "ash cans" to extinguish their cigarettes and once cool discard in the garbage accordingly.

The Park/Campground Attendant will check on a daily basis to ensure all unoccupied campsites are tidy and awaiting for the next camper's usage. Fire pits will be cleaned out, grass will be maintained and the gravel will be raked and level.

### *Fire Pits:*

Not ALL sites are equipped with a fire pit, however those sites that do have fire pits are to be left in the designated area that they are found in. Fire pits are not to be removed from a campsite at any time. Campers must bring their own wood.

- In the case of a Provincial Fire Ban or Local Fire Ban – NO FIRES ALLOWED. All penalties and charges will be given to those operating a fire during these times and shall be governed by the Bylaws of the Province and local Municipality.
- Only firewood can be burnt in fire pits
- No fires are to be left unattended. When campers leave all fires must be put out and all coals/embers are to be cool to the touch.

### *Alcoholic Beverages:*

Drinking of this nature is to be consumed within the confines of the camper's site. No alcoholic beverage is to be consumed outside of the camper's site. Open beverages of this nature found to be consumed anywhere outside of this designated area will be governed by Bylaw 739/14 and enforced by the Park/Campground Attendant. Excessive consumption will not be tolerated and if it creates a disturbance at any time campers can notify the Park/Campground Attendant and dismissal from the campground will be conducted by the Park/Campground Attendant and forfeiture of all night's paid camping.

### *Pets:*

As per Section 11(e) of Bylaw 739/14 the Park/Campground Attendant will have the authority to restrict the entry or dismissal of any dog/cat found to be a nuisance or threat.

- All pets are to be kept on a leash or tethered line while in the park/ campground. They are not allowed to roam freely at anytime.
- Pets may not be left unattended at any time.
- Droppings must be picked up immediately and disposed of in garbage receptacles.

### *Emergency:*

In case of an emergency – all campers are to call 911 then notify the Park/Campground Attendant.

### *Public Liability:*

The Village of Lougheed is not responsible for any loss or damage to personal or private property, whatsoever. The management or Park/Campground Attendant reserve the right to refuse entry to the campground by any person or animal without notice or reason.

Joe Cameron  
Mayor's Signature

Sept 23/2014  
Date