

DISTRICT OF HOPE

POLICY MANUAL

DEPARTMENT:	Corporate Services	POLICY NUMBER:	100-04
POLICY TITLE:	GROUP EVENT CAMPING ON DISTRICT PROPERTY		
Authority:	Legislative: X (Council) Administrative: X	Effective Date:	June 28, 2004 Date for Review:
Council Resolution Number: 279RC/04/06/28		Approval Date: June 28, 2004	

A. Policy Statement

The District of Hope wishes to regulate the conditions under which group camping on District property is permitted.

B. Definitions

1. 'Youth Event(s)' means functions where two-thirds or more of the registered participants are aged seventeen (17) and under.
2. 'Adult Event(s)' means functions where one-third or more of the registered participants are aged eighteen (18) and over.
3. 'Prime Season' means that period between and including June 15 to September 15 of any year.
4. 'Non- Prime Season' means that period between and including September 16 to June 14 of any year.
5. 'Camper Unit(s)' means any one of the following with seven (7) or less people per unit: one pull-type or fifth wheel holiday trailer with one vehicle; one motor home or other self propelled camper vehicle; one truck-truck camper combination, or one tent with one vehicle.
6. 'Group(s)' means any registered non-profit or profit organization that has been approved by the District to host an event on District lands.
7. 'Registered Participant(s)' means any individual that is registered to compete or partake in a group sponsored event approved to take place on District lands, whether as an individual or official member of a registered team.
8. 'District' means the municipal corporation of the District of Hope.

9. 'District Council' means the duly elected municipal Council of the municipal corporation of the District of Hope.

C. Policy Guidelines

1. The only District property that is subject to consideration of group camping applications is that portion of Lot A & B, Plan 6938 as outlined in Schedule 'A' hereto. Camping on all other District lands and streets, including the golf course and parking lot, not otherwise specified as camping areas by the District, is prohibited.
2. Groups, as defined in this policy only, may apply for consideration under this policy.
3. Adult Events shall only be considered under this policy if they occur during Prime Season.
4. Youth Events shall be considered during both Prime and Non-Prime Season.
5. No group may apply for consideration under this policy more than twice in any calendar year.
6. The maximum stay for a camper unit of any group on the property identified in paragraph one (1) of this part of the policy is a period of six (6) days and four (4) nights, for any one event, or commencing at 5:00 p.m. the night before the group event begins up to 10:00 a.m. the day after the group event concludes, whichever period is less.
7. The maximum number of camper units allowed on the District Property at any one time for any event is forty (40).
8. No camper units will be allowed unless at least one (1) member of their party is a registered participant of the group's event.
9. The District will not supply any electrical, water or sewer services to camper units. The District will supply garbage containers for camper use.
10. The amount of the Security/Damage Deposit returned to the group will be at the discretion of the Director of Operations, or designate, upon inspection of the site. Said inspection to take place within seventy-two hours after all the camper units have left the site.
11. Any or all of the Security/Damage deposit may be kept by the District in the event that the site is damaged in any way by any participant or camper, there is garbage or other debris left on the site, there is effluent left on the site by any of the camper units or if the District incurred overtime from any of its staff, including the RCMP, not included or identified in the application and approval of the group's event.
12. The collection or retention of the Security/Damage deposit does not in any way limit the District from collecting, by whatever means necessary, additional funds from the group or any participant for remediation costs for damage that exceeds the amount of the Security/Damage deposit.

13. All applications for group camping permission shall be submitted on the form attached hereto as Schedule 'B'.
14. The District will consult with the Recreation Commission prior to approval of any group camping application.
15. In the event that a group camping application is fully compliant with this policy, the Department of Corporate Services of the District has the authority to consider the application.
16. In the event that a group camping application is not fully compliant with this policy it will be referred to District Council for consideration.
17. Even if a group application for camping is fully in compliance with this policy, the District retains the right to deny any application without having to state the reasons for the denial.
18. Fully compliant applications under this policy which are denied by District staff may be appealed to District Council.
19. Applications under this policy will be considered on a first-come-first-served basis.
20. The Security/Damage deposit outlined below must accompany an application for group camping privileges before the application will be considered as received or considered for approval by the District.
21. Any illegal activity conducted on District property by the group, its participants or campers, may result in the immediate cancellation and revocation of camping approval and/or an order to any or all campers to immediately vacate District property, without compensation.

D. User Fees and Payment

1. User fees for camper units of registered participants of group events that have been approved for camping on District property have been established as follows:

Adult Events\$10.00 per night per camper unit
Youth Events\$5.00 per night per camper unit
Security/Damage Deposit\$500.00 payable by the host group (regardless of number of camper units participating)
2. The host group shall be responsible for the collection of user fees from participating campers and said fees shall be submitted in full to the District no later than seventy-two (72) hours after the conclusion of the group event. A report of the number of camper units for each night shall accompany the submitted fees. The fees shall be submitted by cash and/or upon a cheque from the user group. Cheques from participating campers will not be accepted by the District.

3. If participating campers do not submit user fees to the host group, the host group shall be responsible to the District for such fees.
4. In the event that a group does not submit any or all of the fees owing in accordance with this policy, subsequent applications for group camping privileges from the group will not be considered by the District for a period of five (5) years from the date the group's fees were due and payable. The District also retains the right to collect the outstanding fees from the group by whatever means available to the District.
5. The District retains the right to verify the number of camper units per night by whatever means necessary. In the event of a discrepancy between the number of camper units per night identified by the District and that identified by the user group, the number identified by the District shall prevail.

E. End of Policy

The map shows the following details:

- Streets:** Hudson Bay St., Sixth Avenue, Seventh Avenue, Kawkawa, A705, A431, A430, and Lake.
- Addresses:** 635, 641, 649, 657, 665, 669, 685, 687, 695 (along Hudson Bay St.); 930, 930A, 960, 964, 966, 990, 995, 1148 (along Sixth Avenue); 1100, 1175 (along Seventh Avenue).
- Landmarks:** Hope Arena, Sandwich Tree Restaurant, Swimming Pool/Library, 1055 Curling Rink.
- Shaded Area:** A large rectangular area on the east side of Sixth Avenue, between Hudson Bay St. and Kawkawa, is shaded with diagonal lines.

District of Hope Policy #100-04

SCHEDULE 'B'

**DISTRICT OF HOPE
APPLICATION FOR GROUP CAMPING ON DISTRICT PROPERTY**

DATE: _____

NAME OF GROUP: _____

NAME OF GROUP EVENT: _____

NAME OF APPLICANT(S): _____

I/we hereby request, under District of Hope Policy #100-04, group camping privileges for the registered participants of our event as follows:

Dates and times requested: _____

Estimated Number of Camper Units: _____

As defined by District of Hope Policy #100-04 this is a: ___ Youth Event ___ Adult Event

Number of Garbage Receptacles Requested: _____

Other Requests: _____

I/we have read District of Hope Policy #100-04 and agree upon behalf of the applicant group that our group will be bound by said policy and inform our camper participants of said policy; and that I/we am/are authorized by the applicant group to covenant said group to the terms and conditions of this application and District of Hope Policy #100-04.

Signed: _____

DISTRICT USE ONLY:

Date Application Received in Full (including damage deposit): _____

Application Complies Fully with District Policy #100-04: ___ Yes ___ No

Date Approved / Denied by Staff: _____

Approved / Denied by: _____

Date Approved by Council (if applicable): _____ Resolution #: _____