



# CULTUS LAKE PARK

## Sunnyside Campground Administrative Policy

Section:		
Sub-Section:		
Title:	Sunnyside Campground Administrative Policy	

### APPROVALS

<b>Approval Date:</b>	<b>Approved by:</b>
Amended: February 15, 2023	Approved by: Cultus Lake Park Board
Amended:	Approved by:
Amended:	Approved by:

## PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff, Overnight Campers, Seasonal Campers, Guests and Visitors regarding the rules and regulations of Sunnyside Campground.

## DEFINITIONS

**“Barbeque”** means a device that cooks food by applying heat from below, fueled by propane.

**“Board”** means the elected Board for Cultus Lake Park.

**“Bylaw Compliance and Enforcement Officer”** means the Persons duly appointed by the Board as such and will include any Peace Officer.

**“CAO”** means the Chief Administrative Officer; a position appointed by the Board.

**“Camper”** means any Person included in site occupancy.

**“Campground”** means Sunnyside Campground including all public areas, individual sites, campground buildings, foreshore, beaches, wharves and any other area within Sunnyside Campground.

**“Campground Buildings”** means buildings including but are not limited to: washrooms, recreation hall, laundry room, campground store, outhouses, offices and storage buildings.

**“Campground Staff”** means any Person employed by Cultus Lake Park.

**“Designate”** means a Person appointed by the Manager of Sunnyside Campground and Accommodations.

**“Foreshore”** means the area under the Lease Agreement from the Ministry of Forests, Lands and Natural Resource Operations within Cultus Lake Park along the lakeshore and 100 meters or 328 feet into the lake from the high-water mark.

**“Guest”** means any Person(s) included in site occupancy.

**“Overnight Camper”** means any Person(s) the reservation information states the site is registered to and who is registered on a nightly basis.

**“Park Staff”** means any Person employed by Cultus Lake Park.

**“Person”** has the same meaning as in the *Interpretation Act* (British Columbia).

**“Seasonal Camper”** means any Person(s) the reservation information states the site is registered to on a seasonal basis.

**“Season”** means the seasonal camping season and will be from the second Sunday in April until the 30<sup>th</sup> of September of each calendar year.

**“Trailer”** has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“**Vehicle**” has the same meaning as in the *Motor Vehicle Act* (British Columbia).

“**Visitor**” means any Person visiting an Overnight Camper or Seasonal Camper.

## **1. GATE CLOSURE AND VISITOR DEPARTURE**

- 1.1 Seasonal Campers will have the option of card-swipe entry for the electronic gate outside of gatehouse operational hours.
- 1.2 No Guests or Visitors are permitted entry after 10:00 pm.

## **2. CAMPERS AND VISITORS**

- 2.1 Campsite fees include two adults and multiple children.
- 2.2 Extra Guests 19 years and older will be considered adults and charged an additional fee.
- 2.3 It is the responsibility of the Overnight Camper or Seasonal Camper to ensure that their Guest and Visitor comply with all requirements of the current Cultus Lake Park Sunnyside Campground Bylaw and any other relevant Cultus Lake Park Bylaws and amendments.
- 2.4 The Overnight Camper or Seasonal Camper will be held responsible and accountable for their conduct and the conduct of their Guests and Visitors. Unacceptable conduct will be subject to the Evictions section of the current Cultus Lake Park Sunnyside Campground Bylaw, at the discretion of the Manager of Sunnyside Campground and Accommodations or Designate and in consultation with the CAO.
- 2.5 If an Overnight Camper or Seasonal Camper refuses to pay any outstanding charges, Campground Staff will prohibit the removal of camping materials or unit from the Campground and/or be subject to eviction.
- 2.6 The Manager of Sunnyside Campground and Accommodations or Designate, and Sunnyside Campground Bylaw Compliance and Enforcement Officers reserve the right to refuse admittance to any Person.

## **3. VEHICLES & TRAILERS**

All Seasonal Campers must sign the Indemnity, Insurance & Hold Harmless Agreement; attached Schedule A of this Policy.

## **4. PETS**

- 4.1 Refer to the current Cultus Lake Park Animal Control and Regulations Bylaw for off-leash areas and dog swim areas.
- 4.2 All Seasonal Campers must register their pet(s) with the Campground gatehouse and pay the fee prior to the end of April of each season.
- 4.3 All Seasonal Campers must ensure registered pet(s) have the Campground issued ID tag conspicuously affixed to the pet when in the Campground.

## **5. INFORMATION**

- 5.1** To protect the privacy of Campers, Staff will not release any information about Sunnyside Campground registered customers. If Campers expect Guests, it is required that they ensure that the Guests and Visitors know the Overnight Campers' or Seasonal Campers' site number and the name of the Person under which it is registered, or entry will be denied.
- 5.2** Phone Messages: Only messages of extreme urgency will be delivered to individual sites.

## **6. CAMPFIRES AND FIRE BANS**

- 6.1** CSA-approved free-standing propane and natural gas fire pits, barbeques and camp stoves are permitted on registered sites.
- 6.2** Campfire regulations may be relaxed during inclement weather with the approval of the Manager of Sunnyside Campground and Accommodations or Designate.

## **7. WATERCRAFT**

- 7.1** Please refer to the current Cultus Lake Park Boating and Foreshore Bylaw and all amendments, for the rules and regulations relating to watercraft, boating, moorage, and the Foreshore.
- 7.2** All Overnight Campers, Seasonal Campers, Guests, and Visitors with a boat, that do not have a registered buoy within the Cultus Lake Park Foreshore, must complete the Boat Registration Form; attached Schedule B of this Policy.

## **8. SEASONAL OCCUPANCY**

- 8.1** Change of site occupancy name is allowed only between spouses and requires the consent of the Manager of Sunnyside Campground and Accommodations or Designate.
- 8.2 Vehicle Passes:**
- (a) A motorcycle is considered a Vehicle for the purposes of parking passes. A pass may be issued in respect to licensed motorcycles or motor scooters provided that the Vehicles are parked on the seasonal site or in the additional parking space(s) as provided by the current Cultus Lake Park Sunnyside Campground Bylaw and all amendments.
  - (b) In order to obtain passes, proper identification (e.g. driver's licence) and the Seasonal Camper's signature will be required at the time such passes are issued and are to be affixed on the Vehicle windshield immediately.
  - (c) In the situation of a registered Vehicle being sold or a windshield being replaced, the old pass must be removed and exchanged for a replacement pass, at no additional charge. If the old pass is not provided for exchange, a new pass must be purchased and will be subject to availability.
- 8.3** See Schedule C for the Seasonal Calendar of important dates.

## **9. SITE SET-UP AND ALTERATIONS**

- 9.1** When determining approval for any deck built on site, the Manager of Sunnyside Campground and Accommodations or Designate will take in consideration the size, location, and material of the deck.
- 9.2** Relinquished grandfathered sites will be returned to their natural state prior to a new Seasonal Camper registration unless Park Staff deem it unsafe to do so.

## **10. SATELLITE DISH/ANTENNAE**

- 10.1** When determining approval for any satellite dish or antennae, the Manager of Sunnyside Campground and Accommodations or Designate will take in consideration the location of proposed installation and the manner of which it will be installed.
- 10.2** Satellite dishes in violation of the current Cultus Lake Park Sunnyside Campground Bylaw are subject to removal without notice.
- 10.3** Sunnyside Campground is not responsible for any theft of satellite signal or piracy of media content.

## **11. LIQUOR**

The *Liquor Control and Licensing Act* will be strictly enforced.

## **12. BUOY RENTALS**

Sunnyside Campground has two buoys available for Overnight and Seasonal Campers to rent on a daily or weekly basis. Buoys will not be rented to an Overnight or Seasonal Camper for more than seven (7) days per calendar month and are subject to a daily cancellation fee. See the current Sunnyside Campground Bylaw, Schedule A, for the daily and weekly fees and the cancellation fee.

## **13. DEPARTURE PROCEDURES**

- 13.1** A clean-up fee will be applied to Seasonal Campers whose site is not cleaned upon departure. The clean-up fee will be added as a site charge levied in the following year to the returning Seasonal Camper.
- 13.2** Failure to comply with the departure procedures, as per section 20 of the Sunnyside Campground Bylaw 1222, 2023, may jeopardize future site occupancy.

## **14. CANCELLATION POLICY FOR SEASONAL SITES**

- 14.1** Final seasonal site payment is due the second Monday in March. If payment is not received in full a penalty charge will be charged each day for a maximum of seven (7) days. After seven (7) days the seasonal site is forfeited.
- 14.2** Deadline for seasonal deposit is September 15<sup>th</sup>. If payment is not received in full a penalty charge will be charged each day for a maximum of seven (7) days. After seven (7) days the seasonal site is forfeited.

## SCHEDULE A

### INDEMNITY, INSURANCE & HOLD HARMLESS AGREEMENT

*The **Seasonal Camper** shall indemnify and hold harmless **Cultus Lake Park** and its officers, officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recoverable against it or them by reason of any negligent act, negligent error, or negligent omission of the **Seasonal Camper**, his/her Guests or agents, for the use of the facilities of **Cultus Lake Park**, including, but not limited to **Sunnyside Campground** and the **Cultus Lake Park Foreshore**.*

*Furthermore, the **Seasonal Camper** shall procure and maintain for the duration of this annual agreement, insurance against claims for injuries to Persons or damages to property which may arise from or in connection with the use of **Cultus Lake Park** facilities, by the Registered Camper, his/her Guests or agents, representatives, employees or subcontractors.*

*It is the **Seasonal Camper** responsibility to adhere to all **Cultus Lake Park** bylaws and to ensure that any Vehicle, motorized watercraft, RV or trailer registered to your site or parked on your site will maintain adequate liability insurance for the entire duration of your stay at **Sunnyside Campground**.*

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ at \_\_\_\_\_, BC

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**Seasonal Camper Signature**

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Please Print Name

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**Witness Signature**

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Please Print Name

**SCHEDULE B**  
**BOAT REGISTRATION FORM**

**For Overnight Campers and Seasonal Campers - Without a Buoy**

**Boat Owner Name:** \_\_\_\_\_

**Government Registration Number:** \_\_\_\_\_

**Trailer Plate Number:** \_\_\_\_\_

**Boat Make:** \_\_\_\_\_ **Boat Model:** \_\_\_\_\_

**Boat Description:** \_\_\_\_\_

(Length, Color, etc.)

**Site Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **SCHEDULE C**

### **Seasonal Calendar**

<b>Second Friday in January</b>	Deadline for refunds on Seasonal site deposit
<b>First Monday in February</b>	Partial non-refundable site payment due date
<b>Second Monday in March</b>	Final seasonal site payment is due. If payment is not received in full a penalty charge will be charged each day for a maximum of seven (7) days. After seven (7) days the seasonal site is forfeited.
<b>Second Sunday in April</b>	Seasonal move-in day
<b>September 15</b>	Deadline for seasonal deposit. If payment is not received in full a penalty charge will be charged each day for a maximum of seven (7) days. After seven (7) days the seasonal site is forfeited.
<b>September 30, 12:00 pm</b>	End of season camping season