

CITY OF MORDEN
POLICY & PROCEDURES MANUAL

<i>Section</i>	Community Services	<i>Classification</i>	Procedure
<i>Subject</i>	Lake Minnewasta Campground Procedure	<i>Pages</i>	6
<i>Authority</i>	Management	<i>Effective Date</i>	October 3, 2013
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Policy Statement

All short-term and seasonal campers at Lake Minnewasta are required to follow the Lake Minnewasta Campground Policy for their safety and for the safe and pleasant camping experience of others. This policy is divided into three sections: all campers, short-term campers, and seasonal campers.

All Campers

Registering/Checking in

- All registered campers—both seasonal and short term—must check in at the Campground Office when they first arrive.
- Overnight guests need to register at the Campground Office.

Campsites

- Four adults or one family are allowed on a campsite. A family is generally defined as parent(s), with children under the age of 18. The addition of a grandparent or similar relative is also allowed. All persons must fit into the allowable camping units.
- Each campsite is designed to accommodate one camping unit. If campers want to set up an additional tent, they need the permission of the Campground Office. An additional fee may apply.
- Every site comes with one picnic table. If an additional picnic table is needed, campers can ask at the Campground Office.

- Lake Minnewasta Beach & Campground is not responsible for any damages or for theft that occurs on campground property. Campers are encouraged to lock up valuables.

Campfires

- Campfires are allowed on all sites but must be contained within the campfire ring.
- Campers must ensure that campfires are extinguished before they leave their sites or go to bed.
- Campfires are intended for firewood only. Garbage, debris, and scrap lumber should not be burned in the campfires. Campfire wood can be purchased at the office.

Pets

- Pets are welcome at the Campground; however, owners must
 - a. Notify the Campground Office of their pets when they check in.
 - b. Ensure their pets have up-to-date shots and vaccines.
 - c. Not keep more than two pets on their site.
 - d. Be with their pets at all times and keep them inside at night.
 - e. Ensure their pets do not go into campground buildings.
 - f. Ensure their pets do not go on the boardwalk or the beach.
 - g. Clean up after their pets immediately.
 - h. Take responsibility for any damage caused by their pets.
- The owners of aggressive or generally disruptive dogs will be asked to remove the dog from the Campground.

Cleanliness

- Campers are expected to dispose of garbage regularly and properly. Campers are encouraged to recycle aluminum cans, plastic bottles, glass, and other materials in the designated recycle areas.
- Hazardous waste items are not allowed in the garbage and recycle bins.
- Campers must leave their sites in a clean and tidy condition.
- Campers in electric/water sites must dispose of black and grey water at the dumping station. A dump cart is available at the office for a nominal fee.

Motor vehicles

- The Campground speed limit is 10 km/hr. Drivers who violate the speed limit or drive recklessly will be reported to the local police or to Campground Security.
- Parking is allowed in the beach parking lot or on assigned campsites.
- Roadways must be kept clear for emergency vehicles and for other traffic. Vehicles cannot be parked on the roadway.
- ATVs and dirt bike are not allowed on campground property.

Lake Minnewasta and Colert Beach

- Fishing is allowed in permitted areas. Fishing is governed by Manitoba Conservation Rules and Regulations. A valid fishing license is required.
- The lake at Colert Beach is open for swimming during daylight hours. Swimming at Lake Minnewasta is at your own risk.
- Boats may be stored at a campsite. If a parked boat takes up space on a neighbouring site or the roadway, it will have to be moved to the parking lot by the boat dock.

Conduct

- Quiet hours are from 11:00 p.m. to 8:00 a.m.
- Registered campers—both seasonal and short term—are responsible for the conduct of their guests.
- Alcohol is permitted on campsites only. Alcohol is not permitted on playgrounds, parking lots, roadways, public buildings, the beach, or the boardwalk.
- Drunken, disruptive, and disorderly behavior will not be tolerated and may result in eviction from the Campground. No refund will be provided.
- Alcohol may only be transported off a campsite in its original, unopened packaging.
- Persons must be over the age of 18 to consume alcohol on campground property and must obey the rules of the Manitoba Liquor Commission.
- Fireworks of any kind, including fire crackers, are not permitted.
- Vandalism and theft are not tolerated. Campground Security and local police will take necessary action to curb vandalism and theft.
- Weapons are not permitted on campground property. Fish-cleaning knives are allowed, but must be safely stored when not in use.

Short-term Campers

Reservations/registration

- Campers must leave a credit card number when making reservations.
- Upon arrival, all campers must register at the Campground Office.
- Campers can pay using cash, debit, MasterCard, or Visa. With sufficient identification, personal cheques may be accepted. Upon arrival, campers pay in full for their entire stay.
- The Campground does not offer currency exchange. All payments are received at par.
- Check-in time is 2:00 p.m. Check-out time is noon. If campers wish to extend their stay at that time, they can check at the Campground Office for campsite availability.
- Sites can be booked for a minimum of one night, except during long weekends; then the minimum stay is two nights. There are no early departure refunds when a minimum-stay requirement is in effect.

Cancellations and no shows

- The Campground will modify or cancel a reservation if contacted by phone or email:
 - a. With four days' notice (or more), campers receive a full refund, less a \$10 administration fee
 - b. With two or three days' notice, campers receive a refund, minus the first night's camping fee and a \$10 administration fee
 - c. With 24-hours or less notice, all fees are forfeited
- If guests do not cancel a reservation or do not show up, all fees are forfeited.
- If campers do not show up on the first day of a multi-day reservation, the Campground Office will hold their site until 11:00 a.m. the next day before cancelling. If the campers cannot arrive by 11:00 a.m. the next day, they must contact the Campground Office to determine if a later check-in can be accommodated.
- Sites will not be held as a late arrival for more than one night, but will be cancelled as a no-show with all fees forfeited.
- Early departures are refundable at the discretion of the Campground Manager.

Campsites

- One vehicle is allowed on each campsite. Requests for additional vehicles at a site will be reviewed by the Campground Office and approved at their discretion.

- Tenting is allowed in designated areas only.

Seasonal Campers

Reservations/registration

- The Seasonal Agreement allows for four months' residency from May 15 to September 15. The Seasonal Agreement is renewable yearly, and in all instances, the Seasonal Rate shall be payable on or before the arrival date (the date that the seasonal lease begins). Payment can be made at the City of Morden Community Service Department, 111 Gilmour Street, Morden, MB R6M 1N9 or at the Campground Office.
- Residents must inform the Campground Office if they wish to remain at their site past September 15. Fees apply.
- To hold a seasonal site for the next camping season, the Campground Office needs to be notified by September 15 in writing (either by letter or email.) A non-refundable deposit is required.
- Seasonal sites are not transferable. Only the individuals listed on the seasonal camping contract can camp on that site. The site cannot be rented out again (by the contracted individuals or by the Campground).
- Friends or relatives may occupy the resident's unit in the resident's absence, but must register at the Campground Office and provide a written letter of permission from the resident. All guests are subject to the Lake Minnewasta Campground Policy. Registered residents are held responsible and accountable for their guests' actions.

Seasonal sites

- Seasonal sites are intended for one camping unit only. If residents would like an additional unit on their site, they need to contact the Campground Office. Additional charges will apply.
- Seasonal sites have room for two vehicles. If additional parking is needed, the beach parking lot closest to the site can be used. Parking on roadways is not permitted; they need to stay clear for emergency vehicles.
- Underbrush cannot be removed or cleared without permission of the Campground Manager. Failure to do so will result in a fee charged to the resident.

- When sites are closed down for the season, seasonal residents must take all personal belongings and leave the site in a clean and tidy condition.

Sheds and decks

- Seasonal residents may put up a shed that is not larger than 8 feet by 10 feet. All shed plans must be approved by the Campground Manager before a shed is assembled.
- Seasonal residents may put up a deck alongside their camping unit that is not larger than 16 feet by 8 feet. All deck plans must be approved by the Campground Manager before a deck is built.
- Any construction or waste lumber must be removed or stored in a closed container, under or beside a resident's camping unit.
- Sheds and decks can be left up at the end of the season. However, the Minnewasta Campground is not responsible for any damage to sheds or decks and is not held accountable for any accidents that they may cause. A deposit is required to leave a shed or deck up at the end of the season.
- Seasonal lawn care equipment must be locked up or stored when not in use, preferably in a shed.

Maintaining a seasonal site

- All lights must be shut off by 11:00 p.m. and when residents are not occupying their site.
- Grass mowing, power tools, and construction noise are only allowed from 9:00 a.m. to 8:00 p.m. in June, July, and August.
- Seasonal sites must be kept in a clean and tidy condition.

Responsibility

The Campground Manager is responsible for enforcing the Lake Minnewasta Campground Policy and ensuring all Campground Staff understand the policy. Any concerns or questions should be brought to the attention of the Community Service Department.