



**POLICY NO. 7200-001**

**JANUARY 9, 2024**

**TITLE: FEE BASED CAMPGROUNDS**

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**PURPOSE:** The following policy will pertain only to the County Campgrounds where a Park Caretaker is assigned either to live at the campground or to attend the campground either daily, several days a week, or weekly. In reserving campsites, emphasis will be placed on meeting the requests of County residents prior to meeting the demands of other users.

## **1.0 DEFINITIONS:**

- 1.1 "CAO" means the person appointed by Council as Chief Administrative Officer for Westlock County.
- 1.2 "Campsite" means a designated or assigned area in a Campground.
- 1.3 "Campground" means a designated site on which daytime or overnight camping is permitted.
- 1.4 "County Manager" means a person designated by Westlock County or their designate to manage the recreation service delivery.
- 1.5 "Customer" means a paid user or "General Public" of the respective park.
- 1.6 "Park Caretaker" means a person appointed under authority of the Recreation Bylaw for the express purpose of monitoring activities and enforcing the rules and regulations.
- 1.7 "Park Officer" means a Peace Officer as appointed under the authority of Peace Officer Act, a Park Caretaker, or a person designated by the CAO.
- 1.8 "Permit" means Westlock County's expressed written permission to use an area within the Park or Campground, via a formal Permitting system with fees or authorization of free use through a sign.
- 1.9 "Reservation" or "Non- Refundable Reservation Fee" means a paid reservation for campground usage through the electronic booking system or a manual booking system that is documented through Westlock County.
- 1.10 "Westlock County Residents" means ratepayer that holds a residency with legal land description, rural address, or tax roll within Westlock County.

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## **2.0 BOOKING PROCEDURE:**

2.1 Reservations made by the customers must be the same name when redeeming their permit at the campground. Weekend bookings must include the full weekend or long weekends, no partial booking reservation(s) will be accepted.

2.1.1 Westlock County Residents (Ratepayers); Customer Reservations will be made available by electronic booking system (or if not available by telephone) upon the discretion of the County Manager and announced annually electronically. The Customers must provide the following in order to make a reservation:

- i. Westlock County Residents (Ratepayer) Identification (Tax Roll #/ LLD/ Rural Address)
- ii. Name and mailing address
- iii. Telephone number/email
- iv. Arrival date and departure date
- v. Site # request
- vi. Type and size of camping unit (i.e., tent, tent trailer, travel trailer, motorhome, etc.) and number of units
- vii. License Plate # of vehicle and/or trailer entering the campground
- viii. Credit Card number

2.1.2 General Public; Reservations will be made available by electronic booking system (or if not available by telephone) at the discretion of the County Manager and announced annually electronically. Customers must provide the following in order to make a reservation:

- i. Name and mailing address
- ii. Telephone number/email
- iii. Arrival date and departure date
- iv. Site # request
- v. Type and size of camping unit (i.e., tent, tent trailer, travel trailer, motorhome, etc.) and number of units
- vi. License Plate # of vehicle and or trailer entering the campground
- vii. Credit Card number

2.1.3 Full pre-payment of the entire campsite fees for each booking will be required. A non-refundable reservation fee will be charged for each booking.

2.1.4 The maximum stay is for fourteen (14) consecutive nights. Must vacate park for a minimum of fourteen (14) consecutive nights between reservations, lasting longer than 10 nights. Stays of five to thirteen nights,

  
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must vacate for a minimum of seven nights. Stays of one to four nights, must vacate for a minimum of three nights.

- 2.1.5 Failure to check in by 9:00 p.m. or give notice to late check-in on the first night of reservation will result in the forfeiture of any current or future right to the reservation. No refund will be made for the reservation.
- 2.1.6 The Park Caretaker and/or the County Manager may authorize bookings and make other decisions outside the scope of this policy in special circumstances.

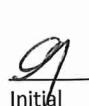
2.2 Changing a Reservation(s) must be made by emailing or calling the Park Caretaker or Westlock County Manager:

- 2.2.1 A non-refundable reservation fee will be charged for each booking.
- 2.2.2 If a change is made to a booking reservation that is more than seven (7) days before 2:00 pm of the scheduled arrival date, a change fee will be charged for each booking.
- 2.2.3 If a change is made less than seven (7) days but more than three (3) before 2:00 pm of the scheduled arrival date, a change fee and one night's fee will be forfeited.
- 2.2.4 Changes to a reservation will not be accepted less than three (3) days before 2:00 pm of the scheduled arrival date and camping fees and site will be forfeited and no refund will be issued.
- 2.2.5 Changes cannot be made to a reservation falling on or within a long weekend.
- 2.2.6 Changes to a Group Campsite reservation or booking must be made (14) days prior to the date of arrival.

2.3 Cancelling a Reservation(s) must be made by emailing or calling Westlock County:

- 2.3.1 The reservation fee is non-refundable.
- 2.3.2 If a cancellation is made more than seven (7) days before 2:00 pm of the scheduled arrival date, the camping fees will be refunded.
- 2.3.3 If a cancellation is made less than seven (7) days but more than three (3) before 2:00 pm of the scheduled arrival date, one night's camping fee will be forfeited. Any remaining camping fees will be refunded.
- 2.3.4 If a cancellation is made less than three (3) days before 2:00 pm of the scheduled arrival date camping fees will be forfeited and no camping fees will be refunded.
- 2.3.5 Notwithstanding Section 2.3 (ii and iii), no refunds of any kind will be made for cancellations that fall on or within a long Weekend.
- 2.3.6 Cancellations for the Group Campsite must be made fourteen (14) days prior to the arrival date.

  
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2.4 Late Arrivals/No Shows:

2.4.1 Failure to check in by 9:00 pm or give notice to a late check-in on the first night of the reservation will result in the forfeiture of any current or future right to the reservation and no refund will be made for the reservation.

**3.0 GENERAL REGULATIONS:**

3.1 All overnight camping reservations made by the customer must be in the same name when redeeming their permit at the campground. Weekend bookings must include the full weekend (Friday and Saturday nights) or long weekends (Friday, Saturday, and Sunday nights, with the exception of when the holiday is Friday, then Thursday, Friday and Saturday nights must be booked), no partial booking reservation(s) will be accepted.

3.1.1 Guaranteed check-in time is 6:00 p.m.; checkout time is 4:00 p.m.

3.1.2 Quiet time is between the hours of 11:00 p.m. to 7:00 a.m. Turn off all music, generators, and refrain from any loud activities.

3.1.3 If the sound emitted from a generator is causing patron complaints or disrupting the peace and enjoyment and is deemed unacceptable due to the decibels output by the Park Officer or their designate the patron may be requested to discontinue use.

3.1.4 A maximum of six (6) individuals (adults and dependent children) may occupy a campsite.

3.1.5 Each permit is valid for one (1) camping unit and two (2) motorized vehicles or one (1) camping unit (1) motorized unit and one (1) towed equipment combination for a maximum of three (3) pieces. All units must be contained to the site area. Any additional units are subject to a permit fee.

3.1.6 A small tent may be put up for children.

3.1.7 Some sites hold more than one camping accommodation. The Park Caretaker and/or the County Manager may allow additional units with a permit for an additional full camping fee.

3.1.8 Permit holders are responsible for the actions of all camping party members and any visitors to the campsite. Each additional vehicle is required to purchase a day use permit and shall park in the site or in designated public parking lots.

3.1.9 Only the person whose name is on the reservation has access to change or cancel.

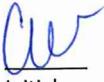
3.1.10 Permit holders must be 18 years of age or older to register for a campsite.

3.1.11 Only registered campers are permitted in the park after 11:00 pm.

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## **4.0 CAMPING FEES:**

- 4.1 Individual Campsites:
  - 4.1.1 A nightly fee will be charged per site/per camping unit.
  - 4.1.2 Fee for a second unit in a campsite will be a nightly fee. All units must be on the campsite. A second unit will only be permitted if the Park Caretaker and/or the County Manager determines that the campsite has capacity for a second unit. Small tents used as part of an immediate family unit for children (with no additional vehicles) are exempt from additional charges.
  - 4.1.3 Additional vehicles are required to obtain a day use permit.
  - 4.1.4 Additional Tents will be charged.
  - 4.1.5 Boat trailers that cannot be contained within the permitted site must obtain a day use boat trailer permit and park within the designated area.
  - 4.1.6 Group-overflow permits apply for each night/per unit.
  - 4.1.7 A charge back fee equal to one nights camping fee will be charged back to the permit holder for early entry, late departures or if the site is deemed uncleaned by the Park Officer or their designate.
- 4.2 Group Campsite:
  - 4.2.1 Group Campsite areas may hold up to (14) units with shared pit/table combinations. The permit holder is responsible to arrive first and is responsible for all campers within the group. All members of the group entering the campground must register with the Park Caretakers under the permit holder's name.
  - 4.2.2 Each additional unit over fourteen (14) camping units will be charged a fee per additional night.
  - 4.2.3 50% of the permit value will be held as a non-refundable deposit in the event of a cancellation.
  - 4.2.4 If the Group Campsite area is not booked within 7 days of the weekend, the site becomes open to the public as an overflow area and permitted as a campsite permit for each unit as a first come first in basis.
  - 4.2.5 A charge back fee equal to one nights camping fee will be charged back to the permit holder for early entry, late departures, or if the site is deemed uncleaned by the Park Officer or their designate.

  
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4.3 Tent Area:

- 4.3.1 A nightly fee will be charged per tent with one vehicle.
- 4.3.2 In sites designated for three or more tents two (2) vehicles will be permitted.
- 4.3.3 If the customer wishes to obtain the entire tenting area under one reservation all tenting sites must be purchased for their maximum allotted usage.

4.4 Day Use Area:

- 4.4.1 A day use permit must be obtained as access to the Park and facilities from the hours of 7:00 am - 11:00 pm for a school group bus.
- 4.4.2 A day use permit must be obtained as access to the Park and facilities from the hours of 7:00 am - 11:00 pm.
- 4.4.3 A day use Permit to reserve the Picnic Area with Shelter, access to the facilities and four (4) vehicles from the hours of 7:00 am - 11:00 pm may be purchased and reserved.
- 4.4.4 A day use Permit for the Campground Permit holder over-flow area may be purchased by the patron holding the permit for additional vehicles, early arrivals, late departures daily upon availability.

4.5 Stay and Play Daily Permit:

- 4.5.1 Allows for vehicle/boat/trailer permit, Family picnic, or overnight camping.
- 4.5.2 Maximum of fourteen (14) permits will be available daily within the Group Area if not already booked, with access to boat launch and water from the group area, and if possible, beach access.
- 4.5.3 Daily access time of 9:00 am – 9:00 pm excluding the hours of 4:00 pm – 7:00 pm during check out and check in for camping permit holders. Booking of two or more consecutive dates will allow for this permit to be transferred into an overnight permit.
- 4.5.4 Stay n' Play Day Pass Permit fees apply.

4.6 Vehicle and Boat Trailer parking area:

- 4.6.1 A day use permit must be obtained as access to the vehicle/boat trailer designated parking area from the hours of 7:00 am - 11:00 pm.
- 4.6.2 A seasonal parking permit (subject to availability) may be purchased as access to the vehicle/boat trailer designated parking area from the hours of 7:00 am - 11:00 pm.

  
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- 4.7 Septic Disposal Fee:
  - 4.7.1 Registered campers will be charged a disposal fee within their reservation or upon their booking.
  - 4.7.2 Non-Registered campers will be charged a service fee for disposal upon entering.
- 4.8 All fees listed in Section 4 are listed in the Fees, Rates & Charges Bylaw 51-2023 and are subject to GST where applicable.

## 5.0 REVIEW:

- 5.1 This policy will be reviewed on an annual basis by the CAO or their designate and will determine if changes are required and make recommendations to Council for said changes.

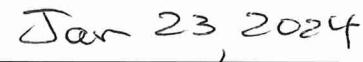
## 6.0 END OF POLICY.



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Chief Administrative Officer



Date Signed

## POLICY HISTORY:

First Enacted: March 28, 2017  
Reviewed: February 11, 2019  
Revised: February 11, 2019  
Revised: July 14, 2020  
Revised: March 9, 2021  
Revised: January 24, 2023  
Revised: January 9, 2024



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