

Policy Title: **SEASONAL SITES**

Approval Date: December 10, 2022

Review Date: December 10, 2022

POLICY: Obtaining a seasonal site (whether on the waiting list or a current/past site holder) and surrendering a seasonal site.

PURPOSE: To clearly define who can obtain a seasonal site and the process to do so. To clearly define the process to surrender a seasonal site.

PROCEDURE:

A. Term of Permit

- 1.) Seasonal site permits and seasonal site allocations are only valid for the camping season specified in the permit. No permit or site allocation extends past the expiration of the permit.

B. Necessity for Application

- 1.) No seasonal site will be allocated and no permit offered until such time as an application has been received and approved by the Park Authority.
- 2.) Applications will be first received and approved or rejected from those persons who have occupied a site for the previous camping season for a permit to occupy that site.
- 3.) In the event that there are unallocated sites available after consideration of applications pursuant to the previous paragraph, then those who have applied, and been placed on the waiting list, will be given an opportunity to obtain a seasonal camping permit.
- 4.) In the event that a campsite should be vacated during the camping year, those persons referenced in the previous paragraph shall be given an opportunity to obtain a permit for the vacated site.

C. Applications by Prior Year Permit Holders for Same Site:

- 1.) On or before April 1 of each year, any person who held a seasonal site permit at the end of the previous camping season may submit an application in the prescribed form for a permit to occupy the same site for the forthcoming camping season;
- 2.) Upon receipt of an application the Authority will review the application to determine whether to grant the applicant a permit for the forthcoming camping season for use of the same site as

occupied during the previous camping season. The Authority shall have full discretion to consider all matters, including, but not being limited to:

- a. Any past complaints made to the Park Office regarding the prior permit holder or anyone occupying or using their permitted site;
- b. Whether the prior permit holder and persons occupying or using their permitted site have complied with all Park Bylaws, policies, and permits in the past;
- c. Any history of non-compliance with the permits, leases or Park Bylaws of any other regional park;
- d. Whether the prior permit holder has been disrespectful of or have harassed Park staff, Board members, or other campers or users in of the park in the past;
- e. Whether the prior permit holder and those using and occupying their permitted site have been a good steward within the Park in the past;
- f. Whether the permit holder or anyone who is reasonably expected to use the applicant's permitted site (if granted) is indebted to the Park Authority with respect to previous camping seasons or violations;
- g. Any other fact or circumstance which the Park Authority, in its sole discretion, considers relevant.

The Appeal provisions of the Bylaws apply to any determination by the Board to refuse an application.

- 3.) Upon acceptance of an application made pursuant to the foregoing process, the applicant shall be issued a seasonal camping permit for the forthcoming camping season, which shall be valid only if signed and returned with the required camping fee by the date specified thereon.
- 4.) Where an application is denied, the applicant may apply to be added to the waiting list in accordance with the policies set out herein.

D. Application for Waiting List

- 1.) The Authority shall maintain a waiting list of those persons wishing to be allocated a seasonal camping permit.
- 2.) To be placed on the waiting list an applicant must complete the form provided by the Authority and pay a fee as may be determined by the Authority from time to time (the fee is presently \$25.00). The form can be obtained from the Park Office via email, with payment.
- 3.) Upon receipt of an application the Authority will review the application to determine whether to place the applicant on the waiting list. The Authority shall have full discretion to consider all matters, including, but not being limited to those matters the Park Authority may consider on applications by prior year permit holders for the same site as set forth above.
- 4.) Where an application is approved, the applicant shall be placed on the waiting list and the application fee shall become non-refundable. Where the applicant is not approved, the fee will be returned.

- 5.) When a seasonal site becomes available the first person on the list shall be offered the site and their name will be removed from the waiting list. If not accepted within 7 days, the offer will expire and the next person on the waiting list will be offered the site. If accepted, a permit will be issued and the permit holder will be responsible to tender the fees required for the permit year.
- 6.) If a person offered a site does not accept within the required time, unless they otherwise direct, they shall retain their place on the list.
- 7.) A person holding a seasonal site permit may apply to be added to the seasonal site transfer list for the purposes of seeking a different site. In the event that they should be offered a different site when offered, they shall be required to surrender their current site.

The Appeal provisions of the Bylaws apply to any determination by the Board to refuse an application

E. Vacating Seasonal Sites

- 1.) Where a prior year permit holder does not apply for a camping permit for the same site by the deadline date set forth above, or where a prior year permit holder makes application to withdraw, or is denied a permit for the forthcoming camping season, that person must remove all personal property and improvements on the site on or before April 8, or within 7 days of the application date, whichever is later.
- 2.) Where an existing permit holder surrenders their existing site or transfers to a new site, they shall remove all personal property and improvements from the site within 7 days of occupying their new site;
- 3.) Any property or improvements left on the site after the aforementioned deadlines shall be deemed abandoned and forfeited to the Park Authority, which may dispose in its sole discretion without providing any notice or compensation. If the Park Authority incurs any costs in removing same, such costs shall be paid by the previous site holder.
- 4.) Season site holders may transfer their permit for the current year to their immediate family including legal spouse, child, parent, or siblings. No other relative is eligible for a permit transfer. After the current season permit expires, the transferee must apply for a permit for the seasonal site again the following year pursuant to the process described above.

F. Camping Units

The size of the camping unit placed on a site must be appropriate for the size of the camp site.

G. Utilities

Any site that is a metered (power) site, will receive an invoice for the power consumed by that camp site holder, in the fall of the current year. All meters are read by the Park and an invoice will be generated. Any holder who has not paid their power invoice from the previous camping season will

be ineligible for a seasonal site the following year, until the invoice is paid. This may result in a site being forfeited if the invoice is not paid prior to the application date for the next season.

H. Early Termination

Without limiting in any way the discretion of the Park Authority to terminate a permit before expiry, where any person shall make a complaint about a breach of a permit or of the Park Bylaws by a seasonal permit holder, and the Park Authority determines the complaint is valid, the complaint shall be put in writing by the Park Authority and a warning may be issued to the permit holder, or an eviction notice will be served. In general, the Park maintains a zero tolerance policy.

The foregoing provisions do not limit the rights of the Park Authority to exclude any person from the Park for breach of Park Bylaws.

The Appeal provisions of the Park Bylaws apply to any early termination.

I. Surrendering a Seasonal Site

- 1.) If a seasonal site holder chooses to surrender their site, they must inform the Park Office in writing or by email.
- 2.) If a seasonal site is surrendered any time after May long weekend of the current year, there will be no reimbursement of any fees paid for the current season.
- 3.) If a seasonal site is surrendered between April 1st and May long weekend of the current year a 50% refund of any fees paid will be issued.
- 4.) If a seasonal site is surrendered before March 31st of the current year a full refund of only the seasonal site fees paid will be issued.
- 5.) The seasonal site must be cleared of all improvements and items/personal property prior to April 15th of the current year. If items remain in the site from November 1 of the previous year to April 15th of the current year, or any period thereof, a \$125.00 storage fee will apply.
- 6.) Nothing is to be left behind on the site past April 15th of the current year.
- 7.) Any property or improvements left on the site after the aforementioned deadlines shall be deemed abandoned and forfeited to the Park Authority, which may dispose in its sole discretion without providing any notice or compensation. If the Park Authority incurs any costs in removing same, such costs shall be paid by the previous site holder.

(Year) Seasonal Camping Permit

WITH: _____

This Permit/Agreement is for a Seasonal Site for the present camping season only.

Your Site Number: _____

Terms:

- 1.) This permit is valid for the current camping season only, which camping season runs from the May long weekend to September 30. At the expiration of this permit at the end of the camping season, the seasonal site holder no longer holds a site within the Park. No seasonal site holder is entitled to a site year after year.
- 2.) A permit holder who held a permit in the immediately preceding camping season may apply to the Park Authority for use of the site they occupied during the next camping season by following the application process set out in the Seasonal Site Policy included with this permit. The decision of whether to issue a new permit for the upcoming camping season lies entirely within the discretion of the Park Authority.
- 3.) Permit holders shall **NOT** rent, sell, sublet, assign or otherwise transfer the assigned site or the site with the camping unit on it. Camping units must be registered to the permit holder of the site and are for the use of the permit holder and immediate family unless permission is granted from the Park Manager.
- 4.) Only one camping unit shall be allowed per site. Sites are allowed one tent for accommodation of minor children; dining tents are acceptable.
- 5.) Piggybacking (Extra Camping units): An extra camping unit is a tent for adults or a tent trailer or other camping unit, that has been preapproved by the Park Manager. The site must allow enough space within all its boundaries for piggybacking (the extra camping unit cannot obstruct traffic or infringe on neighbours). The daily fee for an extra camping unit on a site the daily rate for non serviced sites for as long as the extra camping unit remains on the site, whether it is in use or not, or \$750.00 for the season. Only one extra camping unit per lot will be allowed. The extra camping unit must NOT be hooked up to services provided in the Park.
- 6.) Sites are not to be surrounded by tarps. No item is to be NAILED to a tree.
- 7.) The permit holder is responsible for hooking up to the Park services provided in their area. The permit holder is responsible for maintenance from the Park's service hook up, to the trailer. The water and sewer facilities will be shut off on Sept. 30, of each year at 10am in order to complete winterization before freezing up. The Park reserves the right to shut off the water or sewer earlier, in case of emergency, weather, etc.
- 8.) Sites are to be kept clean. Fixtures such as steps, patios, fences, or sheds, must not be permanent, and must be removable along with the camping unit upon a 24-hour notice.

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- 9.) All vehicles within and/or entering the park, must purchase **and display** a seasonal pass or a daily pass, on the upper left-hand corner of the windshield so it can be easily visible. The pass must be attached to the windshield or the provided mirror hanger.
- 10.) The permit holder, his/her guests, and their families shall always comply with all permit conditions, regulations, and bylaws.
- 11.) All campers must always observe Quiet Time (11:00 p.m. – 7:00 a.m.) and refrain from loud and disruptive gatherings at their campsite. Permit holders will be held responsible for any violations of their invitees.
- 12.) All pets at the campsite must be kept under physical control by a leash or enclosed pet run. Two pets per site only. Owners are responsible for cleaning up after their pets. Pets are not permitted to be left unattended. Dogs must be kept under control, including excessive barking.
- 13.) Alcoholic beverages may be consumed only in the permit holder's campsite and in accordance with the requirements of *The Alcohol and Gaming Regulation Act, 1997*. **Please note, there is a ban on alcohol in the Park for the May long weekend each year.**
- 14.) PERMITS – Any alteration or improvement to a site or other land within the Park will require a 'Permit to Alter a Site' and must be obtained from the Park Office and must be approved before any work commences. In addition, a building permit is required whenever work regulated by *The Construction Codes Act* is to be undertaken.
- 15.) SHEDS - Maximum size must be less than 100 square feet and overall height from the ground to the tallest point of the shed under 10 feet. Sheds must be on skids for quick removal or relocation on 24 hours' notice, if required. Only one shed per site. Sheds must be only used for storage. At no time is a shed to be used as guest quarters. Exterior must be finished with prefinished wood, vinyl, metal/tin, or paintable. Shed must not obstruct your neighbor's view. Approval is required before any shed can be erected or placed on a site.
- 16.) FENCES - All fences must be no taller than 6'. Fences can only be erected on the rear and sides of the site and the front must remain open. The finish must be in earth tones or white. Approval is required before any fence can be erected.
- 17.) DECKS - Must be 1.5 meters set back from the rear of the campsite and both sides. The deck is to be set on the ground unless the lay of the land prevents this, at which time the Park Manager must be consulted. The underside of all decks must be closed in on all sides to prevent rodents and other pests. Only new material can be used on the deck. No roof is allowed on the deck. Approval is required before any deck can be erected or placed on a site.
- 18.) PARKING – All Vehicles, boats, and watercraft, must be parked on the site. The parking of vehicles, boats, and watercraft, cannot obstruct traffic or infringe on neighbours. Designated public parking areas and designated boat and watercraft areas are available in the Park.
- 19.) TREES – Crown Lease prohibits the cutting or removing of any tree within the Park without consent from the Park Authority.

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NOTE:

Failure to comply with any condition, regulation, policy, or bylaw could result in eviction and/or loss of the camping site and permit. Awarding of permits is under annual review.

Payment of your seasonal site fees is deemed Acceptance of all terms stated above.

For clarification on these and any other regulations please contact the Park Manager at 306-353-4604.

**Seasonal Camping Permit for Site # _____ for the _____ Season.
(Year)**

By signing this Permit:

1. I agree to comply with all permit conditions, regulations, policies, and bylaws of the Park and understand that failure to comply with any of the foregoing, could result in eviction and/or loss of the camping site.
2. I acknowledge that I have read a copy of the enclosed General Bylaw for the Park and Seasonal Site Policy.
3. I acknowledge that the unit listed below is the only unit authorized within this permit.

A copy of this completed and signed form must be returned to the Park Office prior to the seasonal campsite being occupied by the permit holder. If the completed and signed form is not returned to the Park Office by April 1 along with payment of the seasonal site fees, on or before April 30 of each year, this permit shall be deemed to expire.

Permit Holder (all names to be listed who are to be named on the permit)

_____ Date _____

Signature _____

Phone: _____ Cell: _____

Address: _____

_____ Postal Code _____

Email address: _____

(PRP preferred method of contact)

Model & type of camping unit: _____ License # _____

(Model – Prowler/Scamper/Terry Taurus/etc. Type – cabin/5th wheel/tent trailer)

***Please Note: Please return this completed copy of your camping permit along with your signature to the office via email(pdf) to office@palliserregionalpark.com or mail to: Box 89 Riverhurst, SK S0H 3P0**