



Policy Code: RO - 001

Campground Reservation & Regulation Policy

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REVISION RECORD

Date	Version	Revision description
December 17 th 2020	1	Original Campground Reservation Policy
June 24 th 2021	2	Reviewed and Revised Campground Reservation Policy

1. TITLE:

1.1 Campground Reservation & Regulation Policy

2. POLICY STATEMENT:

- 2.1 Campground reservations can be made through the Village of Heisler Office; a Campground Reservation Permit Agreement must be filled out full payment completed in order to gain a campground reservation permit. Permit-holders and Campground Occupants must adhere to campground regulations and policies.**

3. PURPOSE:

- 3.1 To ensure every Campground Occupant is treated equally when making a reservation and when staying at the Village of Heisler Campgrounds. Every Campground Occupant must adhere to campground regulations and policies.**

4. SCOPE:

- 4.1 The scope of this policy includes all campground Permit-holders, Campground Occupants, and the Staff and Councillors within the Village of Heisler.**

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 If an individual request a reservation for the campground, the individual must fill out a Campground Reservation Permit Agreement to gain a campground permit from the Administration Department of the Village of Heisler, the Permit-holder must make a full payment to confirm reservation.**
- 6.1.1 The Permit-holder must include their name and mailing address, reservation dates and their phone number.**
- 6.1.2 The Permit-holder must adhere to the rules and regulation in place for the campgrounds and public spaces.**

- 6.5 Fires must adhere to the Village of Heisler's fire regulations.**
 - 6.5.1 Open fires must be in designated fire pits and must be attended to at all times by a competent, sober individual. Fire must be fully extinguished before being unattended.**
- 6.6 Alcoholic beverages must only be consumed in the campsites. No open beverages are allowed outside of campsites.**
- 6.7 Campsite Occupants must adhere to the speed limit and parking regulations.**
 - 6.7.1 Campsite speed limit is 10 km/h and failure to comply will result in being asked to leave park immediately with no refund.**
 - 6.7.2 One motor vehicle is allowed per campsite and must fit within the campsite parameters.**
 - 6.7.3 No parking is allowed on roadways and grass without permissions from Administration of the Village of Heisler.**
- 6.8 Public washrooms and showers must be respected by all Campsite Occupants.**
 - 6.8.1 No smoking is permitted within the public washrooms and showers facility.**
 - 6.8.2 No pets are allowed in the Public washrooms and showers facility.**
- 6.9 If campsites are not reserved, they are available on first-come-first-serve bases. Full payment must be paid upon arrival and all rules and regulations must be adhered to.**

7. ROLES AND RESPONSIBILITIES

- 7.1 It is the role of the Administration Department of the Village of Heisler to uphold this policy.**
- 7.2 It is the role of the Administration Department of the Village of Heisler to book reservations, administer permits and record payments.**

- 7.3** It is the responsibility of the Permit-holders to accurately fill out Campground Reservation Agreement, make full payment upon reservation.
- 7.4** It is the responsibility of all Campground Occupants to adhere to municipal bylaws, fire regulations and Campground Rules and Regulations.
- 7.4** It is the role of the Public Works Department of the Village of Heisler to maintain Campgrounds and ensure they are prepared for reservations.

8. MONITORING, EVALUATION AND REVIEW

- 8.1** The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS

- 9.1** All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

10. ASSOCIATED DOCUMENTS

- 10.1** Attached to this document is the Reservation Permit Agreement, which must be completed and submitted to The Village of Heisler Office to make a campsite reservation. Agreement is accepted through mail, e-mail, or in person at the Village of Heisler Office.



Village of Heisler Campground Permit Agreement

Between:

Village of Heisler, Box 60, Heisler, AB, T0B 2A0

And:

RENTER'S

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____ CELL PHONE: _____

DATE(S): _____

RENTAL RATES: Please indicate specific facilities being reserved

Camping – Fully Serviced Lots (6 lots) _____ sites \$ 25.00/night

Total Amount: _____

Acceptable Payment Methods: Cash, Cheque, or E-transfer to administration@villageofheisler.ca

Conditions: Payment must be paid to make reservations.

Renter Signature: _____ Date: _____

CAO Signature: _____ Date: _____



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Council Approved: June 24, 2021
Responsibility: Administration
Next Review Date: June 2023

Motion # _____