

## Gracefield Christian Camp and Retreat Centre Policy

<b>Subject:</b> On-Site Tent and Trailer Community		
<b>Category:</b> Tents and Trailers	<b>Policy Number:</b> PO:-OSC-001.01	
<b>Administrator:</b> Executive Director	<b>Owner:</b> Sustainability Committee	<b>Approver:</b> Board of Directors

### VISION

Gracefield Christian Camp and Retreat Centre is dedicated to helping all people experience spiritual discovery, growth, and renewal. It is a community that nurtures a deeper love of Christ, provides comfort and support, builds leadership, develops meaningful relationships, and practices stewardship of the environment.

### CONTEXT

The on-site (Tent and Trailer) Community at Gracefield Christian Camp and Retreat Centre is one of the things that make Gracefield unique. The opportunity that families may be present onsite while their children are in the Children and Youth Cap program is strength that sets Gracefield apart from many other Summer Camps. The on-site community is a close-knit group that has given sacrificially of their time, their talents, and their treasures over the years. Gracefield would not be the place it is today without their tireless work and efforts.

We also acknowledge that many of the Seasonal site holders have invested their time and money to make their sites the way they are today, including in some cases making sites where there were no sites before. We also acknowledge that every effort has been made by seasonal site holders to obtain permission from the Managing Director or the Executive Director before making most changes to their sites. The intention of the Board of Directors for Gracefield Christian Camp and Retreat Centre in writing this On-Site Community policy is to foster growth strengthen the onsite Tent and Trailer Community as an important part of our ministry together at Gracefield.

There are also challenges that come with being a community, continuing what so many have experienced in the past, and growing to bring more people into this experience of God’s grace as we seek to fulfil our Vision for Gracefield in a sustainable way.

### PURPOSE

The purpose of this policy is to document Gracefield Christian Camp and Retreat Centre’s rules and regulations for the on-site community.

The objectives of the policy are to ensure that:

- Tent and trailer camping rates are consistent with rates of campgrounds offering similar amenities in Western Quebec and Eastern Ontario.
- Campsite site infrastructure, not part of Gracefield Christian Camp and Retreat Centre infrastructure is removable.
- Gracefield onsite facility users are treated fairly and consistently.
- A transparent and fair process is used to allocate seasonal and overnight campsites.

### SCOPE

This policy applies to all people that use the tent and trailer sites at Gracefield Christian Camp and Retreat Centre.

## DEFINITIONS

- Gracefield - Gracefield Christian Camp and Retreat Centre
- Gracefield Property – anything that is owned by Gracefield Christian Camp and Retreat Centre
- Off Season – October 16 – May 14
- On-Site Community – individuals and families that use the tent and trailer sites at Gracefield Christian Camp and Retreat Centre
- Priority List – List of families and individuals who are not current seasonal site holders who would like to hold seasonal sites
- Seniority List – List of current seasonal site holders listed by the date they, the current seasonal site holder, started paying seasonal site fees.
- Seasonal Site Holder – A family or individual who reserves a camp site for one season for a seasonal fee starting May 15 and closing October 15
- Short Term Site Holder – A family or individual who reserves a campsite from one to thirty days.

## POLICY DIRECTIVES

### Decks:

- New decks will only be constructed after written approval (of size, location, material and design) of the Executive Director.
- Decks will not exceed the length of the body of the trailer and will not be wider than 8 feet.
- Decks must be built in sections that are easily removable if need be for maintenance and tree removal.
- Decks will comply with local building codes.
- Any current decks that do not comply with the new policy will be grandfathered for size but must conform to building codes.

### Landscaping:

- Gracefield will be responsible for site maintenance including grass cutting.
- Any landscaping must be approved in writing by the Executive Director.
- There will be no transplanting of trees and plants on the site by site holders.
- Planters will be removable and kept in good repair.

### Off-season access to seasonal-site-holder stored trailers:

- Seasonal site holders will have access to their stored trailers over the off-season months for the purposes of maintenance and or snow removal
- Those wishing to access their stored trailers will confirm beforehand that the Gracefield roads are accessible and if not at which Gracefield parking spot will vehicles need to be parked.

### Price:

- Overnight camping and Seasonal Site Holder rates will be consistent with tent and trailer camping rates at campgrounds offering similar amenities in Western Quebec/Eastern Ontario.
- Rates will be reviewed annually by the Board and set by September for the following year.

### Short-term site use:

- There will be no stays longer than one month on the same site. If a person wishes to stay longer they will need to change sites.
- There will be no more than one trailer and one tent, or two tents per campsite.
- Sites must remain uncluttered and tidy at all times.

### Sheds:

- New sheds will only be allowed upon written approval of the Executive Director.
- Shed will not exceed four feet in height and will be kept in good repair.
- Sheds not in good repair will be removed by the seasonal site holder.

### Priority List:

- Gracefield Executive Director will maintain and administer a Priority List of families and individuals who are not current seasonal site holders who would like to hold seasonal sites.
- The highest priority on the Priority list will be the earliest family/individuals to register for the Priority List.
- The Priority List will be rolled over from year to year. However, names of the listed family/individuals will only be retained on the list if they confirm in writing to the Executive Director their desire to do so by the start of each camping season (May 15). Failure to do so will mean removal from the Priority List.
- As a seasonal site become available, the site will be offered by seniority to current seasonal site holders.

**NOTE:** A list of current seasonal site holders will be created. Current seasonal site holders will be listed by the date they, the current seasonal site holder, started paying seasonal site fees. Seniority on the list will be determined by the length of time the seasonal site holder has paid seasonal site fees. The list will be created, validated with the seasonal site holders and administered by the Executive Director and referred to here after as the Seniority List.

- After the Seniority List is exhausted, the last vacated seasonal site will be offered to the next family/individual on the Priority List.
- If that person on the Priority List declines, that person's name will move to the bottom of the Priority List with the date the person declined use of the vacant seasonal site serving as the new date of registration.

**NOTE:** With agreement of the Executive Director, those on the Priority List can remain at their rank if the current vacant site offered to the family/individuals on the Priority List a) does not address family/individual's mobility needs. For Example the site is not close enough to the washroom or b) does not meet practical needs. For example, the site does not fit the size of the family/individual's trailer.

- The vacant seasonal site will then be offered to the next family/individual on the Priority List.
- If a trailer on a current seasonal site is sold to a current seasonal site holder, upon written approval of the Executive Director, the trailer may remain on its current site. The seasonal site holder will vacate their current site to do this.
- If the trailer is sold to a family/individual not a current seasonal site holder and not the next family/individual on the Priority List, the trailer will be moved by the owner off the site.
- **NOTE:** The opportunity to be a seasonal site holder does not come automatically with the purchase of a trailer occupying a current seasonal site.

### Sites:

Gracefield will provide to all of the tent and trailer site users:

- Road access to each site except for wilderness camping sites;
- Access to waste bins as well as regular waste bin collection;
- Ongoing maintenance of the site;
- Period checks on site property to check for storm or snow damage.

**Tenting sites** – Gracefield will provide to the tent site users:

- Close access to a standpipe for the provision of cooking water;
- Close access to a community washroom offering showers and toilet facilities;
- Access to waste bins as well as regular waste bin collection;
- A campfire pit
- A picnic table on level ground;
- Level ground for one or two tents
- Space for the parking of one vehicle on the site

**Trailer Sites** – Gracefield will work towards providing to the trailer site users:

- On-the-site access to a water standpipe for connection to the trailer (connecting hoses will be the responsibility of the trailer owner);
- On-the-site access to 15 amp electrical outlets (connecting electrical wires to be provided by the trailer owner);
- Access to waste bins as well as regular waste bin collection;
- Close access to a community washroom offering showers and toilet facilities;
- A picnic table;
- Level ground for one trailer and a picnic table;
- Space for the parking of one vehicle on the site.

**New Sites** – Gracefield will:

- Modify some existing sites or create new sites.
- Modify some existing sites or create some new sites to accommodate various sized trailers;
- Designate new sites as either short-term sites or seasonal sites
- Maintain the ratio of seasonal sites to short term sites at ½ seasonal sites and ½ short-term sites

**Seasonal Site use:**

- Seasonal sites will be rented for the season (May 15 to October 15)
- Seasonal sites will be kept neat and tidy including behind and under trailers.

**Storage:**

- Trailers can be stored at Gracefield in the off-season for a fee; to be prepaid by the trailer owner
- The trailer storage fee will be reviewed annually and will be consistent with tent and trailer storage rates at campgrounds offering similar amenities in Western Quebec/Eastern Ontario.

**Tent Platforms:**

- New tent platforms will only be constructed after written approval (of size, location, materials and design) of the Executive Director.
- Tent platforms will not exceed 10 feet by 20 feet and will not be more than 2 feet off the ground.
- There will be only one tent platform per site.
- Tent platforms will be removable.
- Tent platforms will be kept in good repair.
- Tent platforms will comply with local building codes.
- Any current tent platforms that do not comply with the new policy will be grandfathered for size but must conform to building codes.

**Trailer Profiles:**

- Seasonal site trailers will not exceed 30 ft. in length (body of trailer) and 8 feet in width. Slide outs beyond the 8 foot width are acceptable, but the slide outs need to remain operational. Certain sites will have smaller trailer size limits depending on the size of the site.
- Current seasonal site holder trailers that exceed these limits will be grandfathered for size, but not for movability and maintenance of slide out sides.
- Trailers will be on wheels and moveable with a ball or a fifth wheel hook-up. Gracefield cannot be responsible for moving people’s trailers. For maintenance and other reasons Seasonal Site holders need to be prepared to move or have their trailers moved with 7 days’ notice.
- Short-term site holder trailers will be accommodated on the sites that suit their trailer size.
- There will be no more than one trailer and one tent or two tents per campsite.

**Vehicles:**

- There will be no more than one motorized vehicle parked on a site. Any other vehicles need to be parked in the clearly designated parking areas.
- Exceptions can be made by the Executive Director if need be for those with mobility issues.
- This does not apply to motorized scooters or other assist vehicles for those with special mobility needs.
- There will be no storage of motorized vehicles on seasonal sites in the off-season.

**Waste:**

- Garbage will not be kept outside the tents or trailers on site but disposed of each night in the covered waste bins provided throughout the site.
- Waster bins will be emptied regularly.
- Trailer black water will be disposed at the dumping station.

**RELATED POLICIES, PROCEDURES and REFERENCE DOCUMENTS:**

On-site Community Guidelines  
Seasonal site payment policy  
Waterfront use policy

**APPROVAL HISTORY**

<u>Revision</u> .00	Release Date: 06/25/2011	Approved By:  _____ Chair, Board of Directors	Effective Date: 06/25/2014
<u>Revision</u> .01	Revision Date: 02/22/2012	Approved By:  _____ Chair, Board of Directors	Effective Date: 02/22/2012

Scheduled re-affirmation

Policy Owner Name: Sustainability Committee	02/22/2013
---	------------