

	POLICY / PROCEDURE		No.	3.14
	Cottonwood Municipal Campground Management		Effective Date	February 14, 2023
			Revision Letter	B
			Council Approval	2023-03-03

1.0 Purpose

- 1.1. This policy establishes the operational guidelines for the rental and overall management of the Cottonwood Municipal Campground (the Campground) located at 821 Lakeshore Drive. The goal of this policy is to provide guidance to District employees in the operation of the Campground.
- 1.2. Campers are required to adhere to the rules and procedures set out in the policy and in **Schedule A** to the policy.

2.0 Scope

- 2.1. This policy governs use of the Cottonwood Municipal Campground.

3.0 Procedure

General

- 3.1. The Campground is open year-round and is staffed by the marina/campground attendant for the operating season from May through October.

Check-in

- 3.2. Check in time is 12:00 pm.
- 3.3. During the operating season the marina/campground attendant will greet campers at their site, take payment of fees, and advise campers of Campground rules and regulations.
- 3.4. Campers arriving at the Campground outside of the operating season must pay camping fees at the District Office.

Reservations

- 3.5. A 50% non-refundable deposit is due at the time of reservation.
- 3.6. Campers making a reservation must notify the marina/campground attendant at least 48 hours in advance to cancel their booking.
- 3.7. Campers with a reservation have priority over those without a reservation.

- 3.8. A camper occupying a site without a reservation must relocate to another site or leave the campground if a camper holding a reservation for that site arrives.
- 3.9. A maximum of one RV unit or two tents are permitted per site.
- 3.10. Campers agree to adhere to all campsite rules as posted at the Campground.

Check-out

- 3.11. Check out time is 11am.
- 3.12. Campers must ensure their site is clear of all garbage and refuse prior to checkout time.
- 3.13. The marina/campground attendant will verify that campers have left the site tidy at check-out time.

4.0 Definitions

- 4.1 ***District staff*** means a person employed by the District of Fort St. James either in the Municipal Office or Public Works Department.
- 4.2 ***Marina/campground attendant*** means a person employed or contracted by the District who is responsible for attending to the Municipal Marina and Cottonwood Municipal Campground.
- 4.3 ***Recreational vehicle*** means a motor vehicle or trailer which includes living quarters designed for accommodation.
- 4.4 ***Operating season*** means the period of time between the long weekend in May and the long weekend in September.

5.0 Responsibilities

- 5.1 Prior to the marina/campground attendant's start date, District office staff will be responsible for taking all phone calls, booking requests, and accepting camping fees for the Cottonwood Municipal Campground. District office staff will notify Public Works staff to turn on power to a booked campsite.
- 5.2 During the term of their contract, the marina/campground attendant is responsible for the above tasks in addition to those duties specified in their contract
- 5.3 The marina/campground attendant will be responsible for enforcing campground rules according to the policy issued at the time of arrival.
- 5.4. The marina/campground attendant or other District staff may refuse admittance to the Campground or evict a camper from the Campground for failure to obey the Campground rules.
- 5.4. The CAO or designate may approve changes or amendments to the campsite rules.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer			
Reviewer	Corporate Officer			14 February 2023
Final Approver	Mayor and Council			14 February 2023

8.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
May 16, 2023	A	Gwendolyn Kennedy, CO	Replaces Marina Manager with marina/campground attendant.
April 29, 2025	B	Rachelle Willick, CAO	Schedule A, all sites 14 days, addition of rules 10 -12

Schedule A

Cottonwood Municipal Campground Rules and Regulations

1. Check in is 12:00 pm.
2. Check out 11:00 am.
3. Campers who have not paid for a reservation will relinquish their campsite to a camper who has paid a reservation fee.
4. Campers must pick up after their dog(s) and keep dog(s) leashed at all times.
5. Campers must ensure all garbage and refuse are removed from their campsite and disposed of properly on check out.
6. The maximum length of stay at the four waterfront sites is two weeks (14 nights). The maximum length of stay at the sites located along Lakeshore Drive is two weeks (14 nights).
7. Campers must not access power from an adjacent site.
8. Campers will respect all provincial campfire bans. Portable, propane fueled fires are permitted.
9. Campers will respect noise bylaw regulations. Quiet time is from 11:00pm to 8:00 am.
10. Recreational Vehicles must be CSA-Z240 RV series certified including certification label.
11. All Recreational Vehicles must be registered and have Recreational Vehicle Insurance.
12. Campers must adhere to the District's Unsightly Bylaw rules and regulations.

Contact the marina/campground attendant at 778-978-4003 or District office at 250-996-8233