

# NANOOSE BAY PENTECOSTAL CAMP - POLICIES & GUIDELINES

1. For the purpose of the Policies & Guidelines, a “Recreational residence” is defined as a cabin or a recreational vehicle used for the temporary accommodation of one or more persons.
  - 2.a. “Cabin Temporary Accommodation” is defined as the occupation of a recreational residence for fewer than 180 consecutive days in a calendar year and fewer than 240 days in total during the same calendar year.
  - 2.b. “RV Temporary Accommodation”, is defined as the occupation of a “recreational residence” for fewer than 90 consecutive days in a calendar year followed by a minimum of 7 consecutive days off site, and fewer than 180 days in total during the same calendar year.
- Exceptions may be granted by the Board for a specific time and purpose. A verifiable primary residence must be maintained for the full term of the lease agreement.
3. The Leaseholder who has signed the lease agreement is responsible for the care of the property and areas surrounding his/her recreational residence. He/she agrees to be responsible for the actions of and/or any damage caused by their family or guests.
  4. There may be only 1 (one) primary Leaseholder(s) who meets the criteria for leaseholder and who will be the contact for the Lease. This may be a couple or an individual. A leaseholder shall not hold more than one lease at a time, including a lease held by their spouse.
  5. Lease fees are reviewed and set each year by the Board of Nanoose Bay Pentecostal Camp. The term of the lease is for one year beginning January 1 and ending December 31 of the same year. There is no refund of lease fees should you terminate your lease or remove your RV prior the end of the term of the lease.
  6. Hydro meters are read in March and October. You will be sent an invoice for your hydro usage. Please pay invoice promptly to avoid service charges of 2% per month..
  7. Cabin Owners Only: Property Tax invoices will be sent to you in June each year. Property taxes on privately owned cabins are levied by the Nanaimo Regional District. The camp pays the taxes on behalf of the Cabin owners and invoices the amount assessed by the Provincial Tax Assessor for each cabin to the Leaseholder. Please pay invoice promptly to avoid service charges of 2% per month.
  8. Please notify the Camp Office if you are allowing guests to use your recreational residence – either by phone (250-468-7644), email ([office@nanoosebaycamp.ca](mailto:office@nanoosebaycamp.ca)) or fax (250-468-7453). As the Camp staff needs to be aware of all those on the campgrounds, this would assist greatly. The Camp staff is **NOT** responsible for giving your guests keys to the gate or to your recreational residence; please do not ask them to do so. Please advise your guests to leave the gate as they found it.
  9. The Lodge is available for the Leaseholders use (when not booked by a rental group). Donations for the use of the Lodge are appreciated. Sports equipment, including canoes, is available for use. Laundry facilities are available seasonally. Please see Camp staff in regard to these.
  10. Leaseholders are encouraged to leave a key to their recreational residence with the Camp office for emergencies only. In the event of an emergency, the Camp staff will endeavor to contact the leaseholder.
  11. Quiet time at Nanoose Bay Camp starts at 11:00 pm and ends at 8:00 am. Please advise the Camp staff should you expect any late night guests. **The main access gate will be locked at the discretion of the Camp staff.**
  12. The possession and use of firearms, weapons, alcoholic beverages and non prescription drugs is strictly prohibited anywhere on Nanoose Bay Pentecostal Camp grounds.  
**Smoking, vaping &/or Cannabis of any kind is not permitted** in the buildings, private or camp owned, nor on the grounds of Nanoose Bay Pentecostal Camp. Please advise any guests using your recreational residence of this prior to their arrival.
  13. All youth and children must have adequate adult supervision. Children riding bikes on the campgrounds must be aware of others using the roads and common areas. Bikes are not permitted on the walkway in front of the Tabernacle. Nor should they be dropped on the ground outside the canteen and dining hall areas during camp time or when a rental group is using the campgrounds.
  14. Nanoose Bay Camp has a Pet Policy for those bringing their pets on the campgrounds. A copy of the Pet Policy is available from the Camp Office or can be found on the camp website: [www.nanoosebaycamp.ca](http://www.nanoosebaycamp.ca) – under Leaseholders on the drop down menu. If you are bringing your pet to your recreational residence, please complete a Pet Policy and leave at the Camp office. Please advise anyone using your recreational residence that they must

register their pet with the Camp staff and adhere to the Pet Policy. Failure to comply with the Pet Policy may forfeit your ability to have a pet at the camp. This will be enforced by the Camp Staff.

15. **Prior written consent** of the Nanoose Bay Pentecostal Camp's Board of Directors is required before any additions or modifications are made to the leased site, or any recreational residences located thereon. A completed & signed NBPC construction permit application, including proper drawings of proposed changes must be submitted for approval of Board of Directors before proceeding. This includes decks of any kind and replacement of any RV. **Applications for standalone storage sheds and fencing (permanent or temporary) will not be approved.** Lease sites #321 - #330 - the maximum total RV length is 31 feet due to the size of the site. All other RV leased sites are subject to a maximum 40' total length of RV. **Failure to comply with this section will result in a \$300.00 penalty. All NBPC construction permit applications must be submitted to the Lease Coordinator.**

16. A NBPC Construction Permit Application can be obtained from the Lease Coordinator, Lands & Development portfolio holder or from the Camp office or on the website under Leaseholder: Forms.

17. Please advise Camp staff if any early construction is planned and if you are expecting deliveries of materials or equipment. Construction may begin at 8:00 a.m.

18. All satellite dishes must be attached to your own recreational residence only. Please do not attach to camp buildings, poles or trees.

19. Please do not use equipment and/or supplies from any of the sheds on the campgrounds. The supplies and equipment stored in these areas are specific for repairs on camp buildings.

20. Grounds and areas surrounding your recreational residence must be maintained and kept clean and tidy. Equipment and tools must be stored under or inside your recreational residence. Please keep the lawns trimmed and mowed. It is not the Camp staff's responsibility to maintain the areas around leaseholder's recreational residences.

21. Campgrounds are not to be used for storage of boat trailers, utility trailers or vehicles. The Lessor reserves the right to impound, remove or otherwise dispose of such vehicles and trailers at the Lessee's expense following 60 days written notice.

22. Lawnmowers are available for Leaseholders use - please see the Camp staff. If you borrow a lawnmower from the camp to use in your leased area, please return it where and as you found it.

23. **NBPC July Camps:** The playground is available only when not in use by the campers of the camp in operation. The week of Kids / Preteen Camp is a closed camp for the protection of the children attending. Please advise the staff of the camp if you are expecting guests during this time. There will be security on the gate during the weeks of Camp in July. Leaseholder's children or guests are not permitted to interact in the activities of the camp in operation unless they are registered campers or staff. Please keep your children away from areas that are in use by the camp in operation.

24. **During peak camp times (JULY & AUGUST)** - please limit the number of vehicles at your recreational residence to one. This allows emergency access if the need arises. Extra vehicles may be parked in the parking area in front of the Tabernacle.

25. When a rental group is on the grounds, please be considerate of the space they are occupying. Please refrain from using the playgrounds or areas where a rental group is using them.

26. There are no open fires, fire pits or wood burning devices like chimineas allowed on Nanoose Bay Pentecostal Campgrounds. The use of CSA approved manufactured propane self contained burners are allowed on the grounds of Nanoose Bay Pentecostal Camp at any time, following the Ministry of Forests guidelines of Forest Fire Ratings.

27. Use the appropriate composting, recycling and garbage bins and follow the Compost Collection & Recycling Guides. Copies available at the Camp office.

28. Large items for disposal must be removed from the campgrounds by leaseholders (ie renovation debris, old furniture, lamps, fridges, microwaves etc). Please do not place in or near garbage containers or dumpsters on the campground.

29. Shells collected at the beach should be returned to the beach. Do NOT place in camp garbage cans or dumpster or leave around your recreational residence.