



National Defence

Défense nationale

Canadian Forces Base/Area
Support Unit Petawawa

Base des Forces canadiennes/Unité
de Soutien de Secteur Petawawa

P.O. Box 9999, Stn Main
Petawawa, Ontario
K8H 2X3

C.P. 9999, succ. Main
Petawawa, Ontario
K8H 2X3



1150-1 (B3)

30 November 2005

Distribution List

**CFB PETAWAWA BLACK BEAR AND KISKA BEACH
CAMPGROUND DEVELOPMENT – PHASE 1 DECISIONS**

References: A. 1150-1 (B3) Establishment Of The CFB Petawawa Base Commander's Advisory Committee On Campground Development July 05
B. 1150 – 1 (B3) Base Commander's Committee on Campground Development – Phase 1 Recommendations Oct 05

BACKGROUND

1. Reference A established an advisory committee to make recommendations to the Base Commander on the future development of the Black Bear Beach and Kiska Beach Campgrounds. The Terms of Reference along with the timelines for the committee were clearly established in that reference. Specifically, the committee was created to:

- a. Provide the Base Commander with advice and options on the management and development of the campground sites at Black Bear and Kiska Beaches;
- b. Provide an opportunity to generate focused discussion on key concerns to all stakeholders and provide a forum to arrive at recommended measures that most effectively address these concerns; and
- c. Bring issues to the attention of the Base Commander that could impact on the long-term sustainable development and or operation of the campground.

2. The work of the Committee was to be undertaken in two Phases. Phase 1 includes the following tasks:

- a. A Vision Statement that summarizes why the campsite exists and how it is going to be used;
- b. A governance structure for the day-to-day management of the campground to include mechanisms for allocating sites;
- c. A comprehensive set of rules and regulations to include standards of aesthetics of individual sites in the campground and the overall appearance and layout of the campground; and
- d. A proposed fee structure for the 2006 Camping Season.

1/15

The intent of Phase 1 was to provide a detailed understanding of the operations of the campgrounds commencing in 2006. Phase 2 will focus on the development of a longer-term strategy to sustain the campground consistent with its Vision Statement.

3. The Committee submitted their Phase 1 recommendations to the Base Commander in reference B. The recommendations from Phase 1 are the basis for this decision document.

AIM

4. The aim of this document is to outline my decisions respecting Reference B.

VISION AND MISSION STATEMENT

5. The vision and mission statement for the campground will be as follows:

a. Vision Statement:

To be a campground which offers a family oriented environment in which our military community may enjoy the recuperative benefits of a relaxing atmosphere in a natural setting.

b. Mission Statement:

That the campground is run in an environmentally and economically sustainable manner in order to ensure a high quality of camping experience.

SITE ALLOCATION MECHANISMS

6. Unlike many Provincial and National parks, our campgrounds at CFB Petawawa have never been required to turn away a transient or seasonal camper due to lack of space. However, consistent with good stewardship and in anticipation of future growth in demand, I am taking this opportunity to outline an allocation process, which will guide future decisions around site allocation, and more closely reflect the Vision we have for the campground.

(Note: As background information there are currently 68 seasonal campers at both campgrounds. Of that number, 40 are serving military, 20 are retired military, four are civilian base employees, and four are civilians with no military affiliation.)

a. Campsite Designation: Seasonal /Transient.

Specific sites will not be designated as seasonal or transient at this time. Rather, the Campground management will ensure that the following totals at Black Bear Campground are maintained:

- (1) Seasonal Sites 65; and
- (2) Transient Sites 48.

(Note 13 sites are being designated as unusable for environmental reasons. These sites are listed in Annex A and will be closed at the beginning of the next camping season. Any existing seasonal campers affected by this will be given the first opportunity to select a new site next season.)

- (3) Kiska Beach Campground was not designated in the same manner. It is used far less than Black Bear Beach and currently experiences numerous empty sites. As a consequence, all sites will be available for either seasonal or transient camping.

b. Seasonal Campsite Allocation.

- (1) Seasonal campers who had seasonal use of the campgrounds in 2005 will be deemed to be existing seasonal campers and will be guaranteed seasonal usage of their site (see para (2) below and Campground By laws for exceptions) for three years commencing April 1, 2006.
- (2) Any existing seasonal camper who is displaced because of the closure of 13 designated environmentally sensitive sites will have priority over potentially new campers.
- (3) New potential seasonal campers may submit a seasonal site application form to PSP as of 1 April each year. All applications will be placed in the order submitted into one of four groups. In order of priority, these groups are: i) serving military personnel; ii) retired-military; iii) DND-civilians; and iv) others. Within each group priority will be given to CAC members.
- (4) On 15 May each year, the new seasonal applicants, in order of priority will be allowed to select an available site for seasonal use in the order in which their applications were submitted.
- (5) Once awarded a site for seasonal use, the new seasonal camper will be guaranteed that site for three years. Following that three year period, the seasonal camper may renew their site on an annual basis so long as there are sufficient sites to meet the demand from military personnel for seasonal sites. If, however, the demand from military personnel exceeds the number of available sites, there would be a requirement for sites to be forfeited based on reverse order of the four categories listed above, starting with those who have been seasonal campers the longest.

The intent of this policy is to ensure serving military personnel have priority to the seasonal use of the campground.

c. Transient Campsite Allocation. The following system will be used to allocate transient campsites:

- (1) All transient campsites are reservable except for five, which will be used on a first-come first-served basis.
- (2) Reservations for transient sites will be accepted for the entire camping season as of 1 January of that year through the PSP web page or. No reservations will be taken prior to that time. PSP will work towards an on line booking system.
- (3) All reservations must be made with a credit card. If a camper who has made a reservation fails to show up they will be billed for the site regardless. Cancellations of less than 48 hours notice will be billed for 50% of the cost, while there will be no charge for cancellations with more than 48 hours notice.

- (4) The minimum age to stay in the campground as a camper will be 18, unless the camper possesses a military ID card. Campers under 18 must be accompanied by an adult.
- (5) The check in time for the campground will be 1400hrs and the check out time will be 1100hrs.

CAMPGROUND BY-LAWS (*Compliance No later than 15 June 2006*)

7. The by-laws below are intended to be passed out to each camper when they arrive at the campground. During Phase 2 the committee will develop a 'Campground Manager's Handbook' that will provide further detail on the application of the following by-laws to ensure compliance. Enforcement of these by-laws and the penalties for non-compliance will be addressed during Phase 2.

8. The following by-laws will be implemented, commencing in the 2006 camping season:

Applicable to All Campers:

- a. The Campground will open on the Victoria Day Long Weekend in May and close on the Thanksgiving Day Long Weekend in October each year. Camping before the campground has opened or after it has closed is strictly prohibited.
- b. Excessive Noise: Excessive noise, which is defined as any noise that disturbs a fellow camper, is not permitted at any time. The campground quiet time is between 11:00 p.m. and 9:00 a.m.
- c. Consumption of Alcohol: Alcoholic beverages may be consumed only in the permit holder's camping unit and on his / her assigned site, and in accordance with the requirements of *The Liquor Control Act*.
- d. Pets: Licensed pets (cats and dogs only) are welcome, but must be kept on a leash, under control, and not left unattended at any time. All pet waste must be picked up and no pets are allowed on beach or in the playground area.
- e. Disturbances: Any disturbance that intrudes on another camper is not permitted. Campers shall ensure that nothing done by themselves or others using their site will obstruct, interrupt, or interfere with the quiet, peaceful use and enjoyment of the campground by any other person. This includes damaging property, fighting, screaming, playing loud music, using insulting or obscene language, drunkenness etc.
- f. Entering the Campground after 11 p.m.: Only permit holders returning to their designated campsites are allowed into the campground after 11 p.m. No visitors will be allowed after this time.
- g. Persons on site: The number of persons allowed on a campsite cannot exceed five persons or one family unit. A family unit is generally defined as a mother, father and children under the age of 18; however, the possible addition of a grandparent or similar relative is allowed. Site holders will be required to register the names of all persons who will reside at the campsite.
- h. Guests: Visitors to the campsites must register at the office. A campsite may be occupied after 11 p.m. only by the permit holder and his / her immediate family or group

as indicated on the camping permit. Campers are responsible for the observance of the campground rules by any guests visiting their site with their permission or knowledge. Guests of seasonal campers may spend the night as long as the number of persons on the site does not exceed five, but must be registered at the main gate and will be charged a fee to do so.

- i. Equipment on campsite: Only three structures are permitted on each site - one principle sleeping unit (tent, tent-trailer, camper, camper-truck/van, camping trailer, or motor home) parked on the designated site, and two other shelters, such as a tent, a cooking shelter, or a patio. Seasonal campers can also have a shed, which would count as one of their three structures. No other structures, use of tarps, or military kit is permitted. The campground manger has discretion on the type of structure, but not the number allowed.
- j. Children at play: Children regularly play in our campground. Please use caution when driving your vehicle or moving your camping unit. Don't endanger others.
- k. Maximum speed in Campground: The speed limit in the campground is 15 km/hr. All motor vehicles operated in campgrounds must meet the requirements of *The Highway Traffic Act*. Motor vehicles not defined by the Act (e.g. dirt bikes / ATV's, snowmobiles and golf carts) are prohibited in the campground.
- l. Campfires: Campfires are prohibited except in designated fire pits and must be attended at all times until extinguished. The unauthorized collection of any living or dead vegetation is prohibited in the campground. Pressure treated or painted lumber is not to be burnt.
- m. Firewood: Firewood is to be piled neatly in one area of the campsite.
- n. Firearms: Possession of a firearm within the campground is prohibited at all times.
- o. Disposal of wastewater: Disposal of wastewater onto or into the ground is not permitted. A list of acceptable options for disposing of wastewater will be provided to campers when they arrive at the campground.
- p. Disposal of garbage: Use refuse containers for the disposal of all discarded material. Littering can destroy the campground's natural atmosphere and attract nuisance animals such as bears. All campsites must be kept clean and tidy at all times.
- q. Care for trees: No structures are to be affixed to trees; no nails or other devices are to be placed into trees. Nothing is to be strung from trees surrounding the campsite. Trees and vegetation are not to be disturbed or removed from the designated camping site. No trees or vegetation are to be planted within the campsite except by designated personnel.
- r. Vehicles:
 - (1) All vehicles must stop at the office and display a valid permit before entering.
 - (2) The purchase of a seasonal or transient camping permit entitles the purchaser access for two vehicles.

- (3) Only two vehicles are permitted to park at the same campsite; additional vehicles must park in the visitor parking area. Vehicles are not permitted to park on a vegetated area of campsite or into wooded areas. Boats and boat trailers are not allowed into the campground – they are to be parked at the marina.
- s. All campers are to be energy conscious and minimise the amount of power that they use if staying in a serviced site. All lights and appliances should be turned off when the site is not occupied.

9. Applicable to Seasonal Campers:

- a. All camping units and vehicles, other than tents and truck campers, must be legally registered and roadworthy at all times.
- b. Campsites are to maintain their nature look – no landscaping will be permitted. Flower boxes or other contained fixtures are allowed.
- c. A removable deck or patio up to a maximum of 80 square feet will be permitted. An awning is permitted over the deck or patio, but is not to be higher than the trailer it is attached to. This would count as one of the three structures allowed on each site. No permanent structures are authorized.
- d. One metal or barn style shed, no larger than 8 x 8 x 8, is permitted per site. If the shed is made of wood it must be painted a neutral colour and repainted on a regular basis. This would count as one of the three structures allowed on each site. No hazardous materials are allowed to be stored in the shed.
- e. No privacy fences are permitted. Removable decorative fences no greater than 3 ft in height are permitted along the front of each site.
- f. Satellite dishes may be mounted on 4 x 4 posts driven into the ground. These posts must not interfere with vehicle or pedestrian traffic.
- g. Major appliances are restricted to those fixed in the camping unit /contained within the original unit's construction plus a maximum of one bar fridge, not to exceed 8 cubic feet, per site as long as installed as per the Canadian Electrical Code.
- h. Use of patio lights of any kind are not permitted. Candle or battery powered lanterns or citronella candles are permitted.
- i. Any of the improvements to campsites listed above must receive approval by the campground manager prior to commencement.
- j. At the end of each season, storage will be allowed for seasonal campers. The campsite must be left clean and tidy, and everything must be packed up and stored in either the camping trailer or in the shed. Firewood may be left out but must be neatly stacked. No boats, vehicles, utility trailers, or hazardous materials are allowed to be left on the site. Propane tanks that are connected to the trailer / camping unit are allowed as long as they have been shut off.

- k. Seasonal campers moving sites or vacating will be marched out by the campground manager. All excessive damage to the site must be repaired before being absolved of campsite responsibility.

2006 FEE STRUCTURE

10. The fee structure for 2006 will be as follows:

Black Bear Campground

	Serviced		Unserviced	
	CAC	Non-CAC	CAC	Non-CAC
Overnight	\$25	\$30	\$20	\$25
Weekly	\$140	\$180	\$110	\$140
Seasonal	\$900	\$1000	\$600	\$700

Kiska Campground

	All Sites	
	CAC	Non-CAC
Overnight	\$20	\$25
Weekly	\$125	\$160
Seasonal	\$700	\$850

Other Fees

Winter Storage	\$100
Fee for Seasonal Guest	\$5 per person per night

Note: All fees include taxes

THE WAY AHEAD

11. With these decisions the committee can now reconvene to commence work on its Phase 2 tasks. Those tasks are:

- a. A master land-use plan for both campsites;
- b. An enforcement policy for the above mentioned by-laws and regulations;
- c. Methods of monitoring, evaluating and updating the recommendations made in Phase 1;
- d. Identify opportunities for further economic development of the campsites; and

- e. A sustainable development plan that identifies measures to ensure the campsites will continue to meet the Vision Statement well into the future.

Recommendations from Phase 2 are due to the Base Commander no later than 31 March 06, to provide sufficient time to implement necessary changes prior to the 2006 Camping Season. .

CONCLUSION

12. The campgrounds at CFB Petawawa are situated in one of the most appealing locations in Eastern Ontario. The decisions contained in this document will provide clarity and guidance to the immediate operations of the campground. Variance from these decisions will require the approval of the Base Commander. Further work in Phase 2 will chart a course that will ensure the Vision for the campgrounds is sustainable over the long term.

original signed by

D.A. Rundle
Lieutenant-Colonel
Base Commander

Annex

Annex A – Campsite Scheduled for Closure

Distribution List

Action

All Current Seasonal Campers (through PSP Manager)
Campground Manager (through PSP Manager)
PSP Manager
Campground Committee Members (through B3)

Info

Lists A/C/D/E

PHASE 2 DECISIONS



National Defence

Défense nationale

Canadian Forces Base/Area
Support Unit Petawawa

Base des Forces canadiennes/Unité
de Soutien de Secteur Petawawa

P.O. Box 9999, Stn Main
Petawawa, Ontario
K8H 2X3

C.P. 9999, succ. Main
Petawawa, Ontario
K8H 2X3

1150-1 (B3)

25 May 2006

Distribution List

CFB PETAWAWA BLACK BEAR AND KISKA BEACH CAMPGROUND DEVELOPMENT – PHASE 2 DECISIONS

References: A. 1150-1 (B3) Establishment Of The CFB Petawawa Base Commander's
Advisory Committee On Campground Development July 05

B. Advisory Committee on Campground Development – Phase 2 Recommendations Apr 06

BACKGROUND

12. Reference A established a committee to make recommendations to the Base Commander on the future development of the Blackbear Beach and Kiska Beach Campgrounds. The Terms of Reference and milestone dates for the committee were clearly established in that reference. The scope of the committee was to include the following:

- a. Provide the Base Commander with advice and options on the management and development of both campground sites;
- b. Provide an opportunity to generate focused discussion on key concerns to all stakeholders and provide a forum to arrive at recommended measures that most effectively address these concerns; and
- c. Bring issues to the attention of the Base Commander that could impact on the long-term sustainable development and operation of the campground.

13. These three general areas were further divided into more detailed tasks, which were broken into two Phases, with the first Phase being completed and submitted in October 2005. The second Phase tasks were due in April 2006 and are as follows:

- a. A governance structure for the day-to-day management of the campground, to include methods of monitoring, evaluating and updating the recommendations made in Phase 1 (the future of the Committee);
- b. Methods of payment for seasonal campers; and

- c. A master land-use plan that contains improvements for the sustainable development of the campground.

3. The intent of the Phase 2 tasks was two-fold. First was to provide direction with respect to how the campground is to be managed both at the executive level and the operational level. The second intent was to identify those issues that were affecting both the short-term and long-term sustainability of the campground and develop a list of solutions to those problems.

AIM

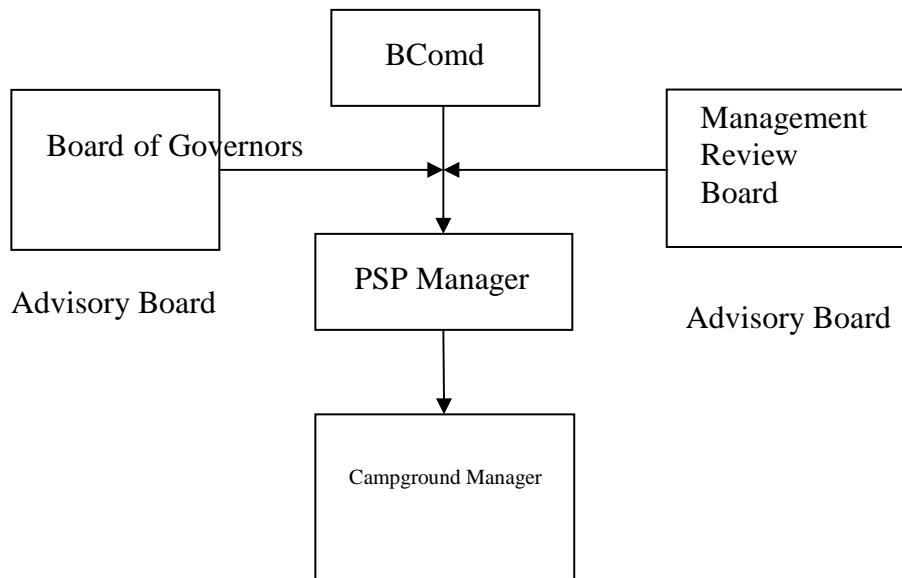
4. The aim of this document is to outline my decisions based on the recommendations that the committee made in regard to its Phase 2 tasks (reference B).

CAMPGROUND GOVERNANCE STRUCTURE

5. Phase 1 determined the rules and regulations that would be imposed on users of the campgrounds, which was followed up in Phase 2 by how we intend to enforce these rules and manage the campground. Upon reviewing how the campground is managed it became apparent that there were two distinct aspects that needed to be considered, so for clarity the committee broke the governance structure into two parts as follows:

- a. Executive Governance the management structure above the Campground Manager; and
- b. Operational Governance the management structure from the Campground Manager down.

6. Executive Governance. This refers to the structure in place above the Campground Manager. Currently that structure is as follows:



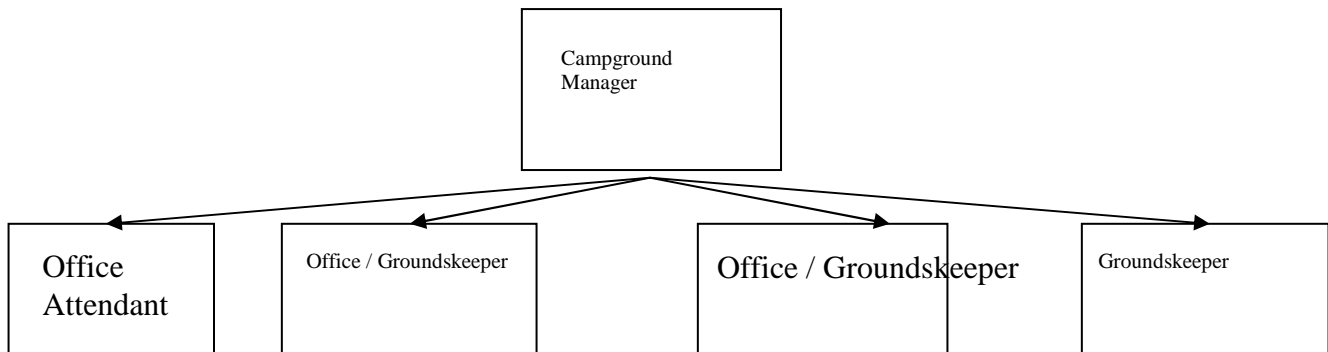
The BComd has the final say on all matters related to the campground and all other PSP activities. To assist him there are two advisory boards; the Board of Governors, made up of all COs and RSMs from Petawawa based units, and the Management Review Board, made up of the unit DCOs. The BComd considers the advice from these two boards and then passes on his direction through the PSP Manager for implementation.

7. The above structure works well, but is focused on PSP / NPF activities as a whole and not on the campground specifically. To fill that gap a Campground Development Committee will be added as a permanent addition to the above structure as the only advisory committee that is solely focused on the campground.

8. Decisions. The Campground's executive governance structure will be as follows:

- a. All elements of the existing structure will remain as they are with no change. Both the Board of Governors and Management Review Board will continue to provide strategic advice on all NPF / PSP activities to the BComd who will then pass direction to the PSP Manager for implementation.
- b. The Campground Development Committee will be retained as an advisory committee that focuses only on the campground itself and reports directly to the BComd. It will meet at least three times a year - prior to, during, and the at end of the camping season - with the purpose of reviewing, and if necessary recommending changes to all campground policies, rules, regulations and development plans. The committee will continue to be chaired by a Sr Officer from the ASU, and be made up of six voting members – three military from the base and three seasonal campers. The Base Environment Officer, Base Safety Officer and the Campground Manager will also be on the committee in non-voting capacities for their expertise.

9. Operational Governance. This refers to the structure in place below the Campground Manager. Currently that structure is as follows:



Currently the Campground Manager runs the campground on a day-to-day basis with four employees – one fulltime office attendant, two fulltime groundskeepers who also occasionally work in the office, and one casual groundskeeper who works strictly outside the office. The office opens each day at 0700hrs and closes at 2100hrs on weeknights and 0300hrs on weekends. During normal working hours there are multiple employees working at any given time, while in the evening hours there is only one employee on

duty. Whenever the Campground Manager is not working, such as evenings and nights, the responsibility for the campground rests with the employee who is on duty.

13. The Campground Manager is tasked to run the campground in accordance with the direction he receives from the PSP Manager. He has limited spending authority for minor maintenance issues and for larger expenditures he requires the approval of the PSP Manager. The manager enforces the current by-laws and whenever he encounters a situation that he cannot resolve, he brings it to the attention of the PSP Manager.

14. Decisions. The Campground's operational governance structure will be as follows:

- a. The number of employees required to effectively run the campground will be determined by the Campground Manager and approved by the PSP Manager. All scheduling and other personal matters are to be done by the Campground Manager within the PSP HR policy framework. All staff positions will have Terms of Reference outlining their duties and responsibilities along with what qualifications and / or experience the person holding that position should have.
- b. The office at the campground will remain open for two hours after the time when the campground stops accepting new transient campers. This will mean that the office will be open every night until 0100hrs. There will also always be two employees on duty whenever the office is open.
- c. Enforcement of campground by-laws will remain with the Campground Manager or his on-site representative. In the event that the by-laws are broken, the following sanctions will be imposed:
 - (1) Transient Camper: Final warning, followed by eviction - both given verbally by the Campground Manager or his on-site representative. A short written chit will be used to formalize the process and to ensure that it is clear to the camper.
 - (2) Seasonal Camper: Initial warning, given verbally by the Campground Manager, followed by final warning, given in writing by the PSP Manager, followed by eviction, given in writing by the BComd.

PAYMENT METHODS FOR SEASONAL CAMPERS

15. The campground will adopt the same payment system that is currently in use at the marina. Under that system the annual fees are divided by the number of months that the facility is open - in this case five - and that amount is paid on a monthly basis. For military personnel payment can either come directly off their pay check or out of their bank account while civilians can have their fees come out of their bank account only. This system is the same one as the CANEX uses and is administered by NPF Accounts. They have established rules and regulations dealing with non-payments and after a reasonable period anyone who missed a monthly payment would be evicted. Any seasonal camper, of course, can pay in full at the beginning of the season if they wish.

16. A policy addressing how to deal with seasonal campers that leave mid-season or arrive mid-season will be created. Other parts of PSP have the ability to pro-rate the annual fees based on how much time is remaining in the season and/or how much time has elapsed. For standardisation the same policy should be implemented within the campground.

LAND USE PLAN FOR SUSTAINABLE DEVELOPMENT

17. Improvements for the campground fell into many categories including safety, environmental, capital improvement and security. What did become clear however was that there was no requirement for the creation of new sites or any expansion of the campground itself for the foreseeable future. All of the changes listed are to improve the existing infrastructure of the campground without expanding the footprint of the campground itself. The projects are broken into short-term and long-term projects and are listed in priority.

18. Decisions. The following improvements / changes will be made to the campground (listed in priority):

a. Short Term Projects. To be completed this year if possible.

- (1) There have been many concerns noted about the state of the trees within the campground, specifically that many of them are dead or have hanging broken limbs that pose a hazard to people using the facility. As part of the campground opening-up process, a contractor will be hired to inspect the campground forest and conduct whatever 'maintenance' is required to keep the forest in a safe condition.
- (2) Ideally the campground office would be manned 24 hours a day whenever the campground is in use. Unfortunately that is not feasible due to the cost, but for the safety of all campers there is a requirement for a method to be able to contact emergency personnel in the event of an incident within the campground. Therefore an emergency telephone that contains a direct line to the Base MPs, similar to those in the training area which automatically link the caller to Range Control, will be placed outside the campground office. This provides all campers with a way of contacting help whenever the office is closed.
- (3) The campground has a service provider who pumps out black water holding tanks of individual campers (at their cost), but there is currently no environmentally safe manner for disposing of grey water within the campground. In order to ensure campers adhere to the campground by-laws, the campground will provide a method of disposing of this waste. Therefore the Base Environmental Officer will investigate possible solutions to this problem and the costs associated with them. PSP would then have to conduct an environmental assessment, but once a solution is decided upon the Campground Manager will move quickly to implement it.
- (4) There is currently no recycling program at all within the campground. A cursory review of other local campgrounds reveals that most have well established recycling programs that have dramatically reduced the amount of waste they produce. Therefore the Campground Manager will fully review the recycling programs at other campgrounds in the area and develop a proposal on how to implement one in our campground. Since BCE already has a contract in place to collect recyclable materials on the base itself it should not be difficult to extend this to the campground.

- (5) The campground currently has no access control preventing people from entering the campground at any time. This has led to situations where unauthorized people have entered the campground after hours during the camping season or at anytime once the campground has been closed in the fall. In order to establish some form control over who comes and goes, an electronic barrier will be built. Since many campsites are outside the entrance at the main office, the gate will be built near the intersection with Lievin Road (see annex A). The gate would be left open during the day when the office is manned, and closed from 0100hrs to 0700hrs when the office is closed. Each registered camper would be provided an electronic key card which would open the gate from either side when they were entering and exiting the campground. This would also control access to the Black Bear Beach area after hours. In addition, there is a requirement to build a more permanent style gate at the office itself that would be closed at the end of the camping season and opened at the start of the season. This gate, envisioned as being similar to the crash gates in the training area, would be paddle locked whenever the campground is closed to ensure that people were not entering when they should not be.
- (6) There is currently nowhere for guests to the campground to park whenever they are visiting one of the campers. This has resulted in make-shift parking spots being created as people try and park wherever they can, which in turn has led to the environmental degradation of some areas as people park where they should not. This issue was addressed in Phase 1 by the creation of a by-law restricting parking within the campground. The next step is to build a proper parking lot so that people are able to park legally when they are visiting friends or relatives. Therefore the campground will construct two 10-space parking lots within the campground, one on each of the two main loops. The Campground Manager can recommend the exact location and then PSP will have to conduct an environmental assessment.

b. Long Term Projects. To be completed in the next two to five years.

- (1) During Phase 1 it was necessary to close 13 sites for environmental reasons. This summer the seasonal campers who are currently on those sites will be moved off them and the sites will be left vacant for the remainder of this season. These sites have been identified as being suitable in the future for tent camping only. Therefore next season, tent platforms will be constructed on each of the sites so that they can be reopened as transient tent sites only. The Base Environment Officer is to determine what, if any, other work is required to ensure that these sites are environmentally sound prior to reopening them for use.
- (2) Several years ago the campground built a new ablution building in the centre of the North loop. This building has been very well received by the campers and has made a big difference to the quality of the camping experience. Given the size of the campground, the committee recommends that a second ablution building be constructed in the South loop (see annex A). This will achieve two things - the first is that it reduces the distance people have to walk to use the washroom, but second and more important, is that it will reduce the current heavy use of the existing facility and lead to more sanitary conditions for all users.

CONCLUSION

20. With the decisions contained in this document the Campground Advisory Committee has responded to all of the issues tasked in the Terms of Reference provided in July 2005. These policy changes, combined with the work completed in Phase 1, will allow us to be able to live up to our vision of what both campgrounds should be. Also, by adding the committee as a permanent addition to the governance structure of the campground, this group will be able to continue to review and revisit its recommendations in the future to ensure that all decisions made thus far are having the desired effect of improving the camping experience for all users of the CFB Petawawa campgrounds.

Original Signed by

D.A. Rundle
Lieutenant-Colonel
Base Commander

Annex

Annex A – Campground Schematic

Distribution List

Action

All Current Seasonal Campers (through PSP Manager)
Campground Manager (through PSP Manager)
PSP Manager

Info

List A
List C
List D
List E