

19 Wing Comox

TEE PEE PARK & AIR FORCE BEACH



Standard Operating Procedures

Revised:
15 Nov 18

STANDARD OPERATING PROCEDURES (SOPs)

19 WING - TEE PEE PARK CAMPGROUND/AIR FORCE BEACH

FOREWORD

The Standard Operating Procedures are written under the authority of the 19 Wing Commander.

The aim of Tee Pee Park Campground/Air Force Beach is to provide a camping, accommodation, and beach facility for military personnel, their families, authorized users and guests.

The following Standard Operating Procedures are applicable and will be reviewed each fall after the closing of the summer season.

The term "Park" or "Facility" in this document refers to Tee Pee Park Campground/Air Force Beach.

The term "Park Staff" in this document refers to the Campground Supervisor and any other paid personnel that carry out duties within Tee Pee Park Campground/Air Force Beach. Members of the Park Advisory Committee are volunteers.



A.C. Moorhead
Sr Mgr PSP

37 Nov 18

Date



P.J. Fraser
LCol
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17 Dec 18

Date



M.C. Atkins
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20 Dec 2018

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19 WING - TEE PEE PARK CAMPGROUND / AIR FORCE BEACH SOPs
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GENERAL

1. Tee Pee Park Campground management, under direction from the 19 Wing Comox chain of command, is dedicated to preserving the beauty of Tee Pee Park and Air Force Beach area while providing recreational experiences for campers and cabin guests. The Tee Pee Park Standard Operating Procedures (SOP) ensuring a quality experience for all visitors, both today and in years to come.

The priority use of Tee Pee Park Campground/Air Force Beach are military personnel, their families, authorized personnel and guests; however, the general public may book a campsite or purchase a Beach Parking Pass for access to Air Force Beach services provided by Tee Pee Park.

Only members of the CAF Military and 19 Wing Comox community may book one of the cabins.

2. The Tee Pee Park/Air Force Beach facility shall follow the principles of the BC Parks Facility Standards whenever possible. Please see Annex A for a copy of 19 Wing Air Force Beach Rules and Regulations.

FACILITY OPERATION

- 3.
- a. Regular Season – camping facilities shall be open from March through to the weekend following the October long weekend (subject to change by order of Sr Mgr PSP).
 - b. Winter Season – limited camping facilities may be designated for winter camping November through February.
 - c. The cabins are operational year-round.

AUTHORITY

4. All facilities at the Park are under the control of the 19 Wing Manager Fitness, Sports and Recreation (Mgr FS&R) and Recreation Coordinator (Rec Coord) through the direction of the Senior Manager PSP (Sr Mgr PSP). Guidance is provided by the Tee Pee Park Advisory Committee.

PARK ADVISORY COMMITTEE

5. The duties and responsibilities of the Tee Pee Park Advisory Committee are outlined at Annex B.

CAMPGROUND

General

6. The campground consists of 79 individual campsites, one group campsite (7 sites) and 3 cabins. The campsites are broken down into alphanumeric sections, A through D.

Authorized Users

7. Authorized users are listed at Annex C; proof of status may be kept on file or may be required for each visit. 19 Wing military members are to be given priority.
8. A camping party is an eligible family (parents and dependants) from the same residence; or two persons sharing the same accommodation.
9. Youths between the ages of 14 and 18 years of age may be considered a camping party if the following terms are met:
 - a. eligible parents must book for youths between the ages of 14 and 18 years of age;
 - b. the youths must be sponsored by a residing camper who will be held responsible for their actions and conduct; and
 - c. the camper sponsoring the youths must be present within the same section of the campground, and identify themselves to the park staff.
10. Special interest groups must have one adult (19 years of age or older) per 5 youths.

Guests

11. Guests are persons who are not part of the camping party of two or a dependent family member and are staying with or are being signed in to the campground by an eligible camper for a fee. A single eligible camper's partner is not subject to guest fees.
12. The eligible camper shall register guests with the Park Staff immediately upon the arrival of the guest and shall be held accountable for their conduct.
13. Guests are entitled to use either the eligible camper's accommodations, or his or her own RV/tent, both at a separate cost. Campers must contact the office staff prior to booking and occupying site.

Reservations and Fees

Daily/Weekly/Monthly Campsites

14. Eligible campers can make reservations through the Park Staff during the normal season. All reservations require a deposit paid at the time of reservation, as follows:

- Daily – first night stay or 50% for bookings 3 – 6 days
- Weekly – 50% of stay
- Monthly – 50% of first month

Visitors have until 1100 hrs after the first reserved night, to claim the reserved campsite, after which the reservation is considered a no-show.

15. Cancellation fees will be applied as follows:

- Cancellation 21 days prior to booking – No penalty

- Cancellation 20 – 14 days prior to booking – 50% of deposit
- Cancellation less than 14 day – No refund of deposit
- Cancellations due to operational commitments or serious illness will be considered for refund on a case by case basis.

Only the party creating the reservation may check into a reserved site. Identification will be required upon checking in.

16. Daily, weekly and monthly campsites may be reserved on the established official opening day, according to the established seasonal opening procedures, with the following priorities within the current camping season:

	Regular	Ordinary	Associate
19 Wing	<p>Regular 1 May reserve 180 days in advance.</p> <p>Regular 2* May reserve 90 days in advance</p>	<p>Ordinary May reserve 90 days in advance.</p>	<p>May reserve campsites 30 days prior to the date of occupancy.</p>
Other Bases	<p>1 & 2 May reserve 90 days in advance.</p>	<p>May reserve 90 days in advance.</p>	<p>Note: Associates are limited to the maximum of a one-month reservation.</p>

The Park reserves the right to change campsite locations due to unforeseen circumstances.

- Regular 2 = Former CAF military members and their families

Categories and Definitions – see Annex C

17. Check in time is 1400 hrs; check out time is 1100 hrs. See Annex D for Tee Pee Park Payment Policy.

18. a. Campsite A1 is reserved as a seasonal site for the Wing Commander. If the W Comd chooses not to use A1 as a seasonal site, the Mgr FS&R will determine whether to include it in the seasonal lottery or add it to the regular campsite inventory.
- b. Campsite C19 is reserved as a seasonal site for the Wing Chief Warrant Officer. If the WCWO chooses not to use C19 as a seasonal site, the Mgr FS&R will determine whether to include it in the seasonal lottery or add it to the regular campsite inventory.
- c. Campsite C31 is reserved as seasonal site for the Campground Supervisor. If the TP Pk Spvr chooses not to use C31 as a seasonal site, the Mgr FS&R will determine whether to include it in the seasonal lottery or add it to the regular campsite inventory.

Group Campsite

19. A \$100.00 refundable clean-up deposit is required.
20. A \$100.00 refundable clean-up deposit is required for daytime Sqn/Unit functions however:
 - a. if individuals from a Sqn/Unit function wish to use the facility overnight then regular camping charges shall also apply;
 - b. registration for the campsite must be made prior to the event.

Seasonal Campsites/Lottery

21. Seasonal Campsites are available during the Regular Season, March – October only. The Tee Pee Park Lottery will normally take place in March to assign seasonal campsites. Sites will be allocated for one season only. A two-part draw will be used to determine who receives a site:

First Draw: Includes military members from the CAF posted to 19 Wing Comox, including Reservists from 19 Wing (on contract on date of draw), WRT lodger units, and Reservists who work throughout the year for HMCS Quadra and the Gliding School.

Second Draw (if required): Regular Force members from other Bases, retired CAF members and Ordinary members (Annex C).

Eligible campers may have a representative attend the Lottery to choose their campsite, however proof of eligibility in one of the three categories is required before entry into the Lottery. **A maximum of one name per household is allowed in the draw.** Both draws will be conducted as follows:

- a. names of eligible campers will be put in a container and drawn one at a time by FS&R staff;
 - b. each individual chooses an available campsite when their name is drawn; and
 - c. a deposit cheque, and a void cheque for the pre-authorized debit, for the total amount must be presented on the day of the draw. Failure to do so relinquishes the site back into the draw.
22. Designated seasonal campsites will be available for the lottery with the exception of those assigned in Item 18 a – c.
23. Seasonal campsites are contracted to the individual who draws and registers the site the day of the seasonal draw. Seasonal sites cannot be subleased or rented out by a seasonal camper. Guests, who are verified by the Seasonal Camper, must register with the office and pay the appropriate fee according to their category in Annex C. For more than one RV in a site refer to Item 47.

24. A waiting list from the seasonal draw will be kept in the event that a seasonal campsite becomes available later in the year. Priority shall be given to military members from 19 Wing.
25. The cancellation of a seasonal site will result in a pro-rated refund and the site will be offered to the next eligible party on the Seasonal Site waitlist or returned to the daily/weekly/monthly campsite inventory.

REGULATIONS

Alterations

26. Cutting of any standing trees or bush in the campground is prohibited. Local flowers and plants shall not be picked or otherwise disturbed. Use of chainsaws within Tee Pee Park is prohibited (designated staff or Advisory Committee volunteers exempt). The W Environment Officer must be consulted for any removal of trees, branches or bush.
27. No camper will alter a campsite. A campsite is considered to be the open camping area where there is a fire pit, a pad or location for a trailer and a picnic table. Fire pits, as well as brush and trees that are outside the layout of the campsite are not to be altered in any way. There will be a zero tolerance for the removal/destruction of brush of any kind in the park.

Any damage to site infrastructure may be charged to the registered camper.
28. Satellite dishes and camper accessories must be contained within the camper's site, no less than 3 m (10 feet) from any road or entrance way. They must not be located in the brush around a site. Campers will receive one warning prior to being required to vacate the park for any alterations to the natural flora and fauna within Tee Pee Park.
29. One portable gazebo or dining tent (max 13' x 13') permitted per site.
30. Small refrigerators, up to 5cu.ft. in capacity, are permitted only when latched, locked and out of sight lines.
31. All donations of furniture to Tee Pee Park shall be monitored by the guidelines in the Tee Pee Park Furniture Donation Program (Annex G).

Noise

32. Silent hours are from 2300 – 0700 hours. Excessive noise and loud music will not be tolerated at any time.
33. The use of motorized tools in the campground area is allowed between 1000 – 1700 hrs.
34. Generators are allowed only between 1400 – 1700 hrs daily and are not to be left unattended.
35. The Park Staff can ask a camper to vacate the facilities if he/she ignores the excessive noise rule and has been previously warned by the Park Staff of the offence.

Cleanliness

36. It is the responsibility of campers to keep campsites tidy; store coolers, cooking devices, garbage, recycling, and all other personal belongings when they are not physically present in the site.

37. It is the responsibility of campground guests to remove all personal belongings and garbage from the site upon check out. All garbage and recyclables shall be placed in the waste containers provided. Failure to comply may result in the inability to reserve a future campsite at Tee Pee Park Campground.

38. Campers will keep the washroom and laundry areas clean and tidy at all times.

Fires

39. Campfires are restricted to designated fire pits/rings. Fire pits/rings can only be moved by Park Staff. Fires must be less than 30 cm (about 1ft) in height and be properly extinguished prior to vacating a campsite. Fires must never be left unattended. The burning of beach driftwood is prohibited by the Town of Comox Bylaw No. 1556. Burning of driftwood is not allowed due to the likely formation of dioxin when salt laden wood is burnt. Dioxin is a strongly suspected human carcinogen. No burning of pallets or refuse.

40. Tee Pee Park management will observe all Coastal Fire Centre fire ban directives unless otherwise directed by the Wing Commander. Open fires are prohibited when fire ban signs are posted.

Smoking and Vaping

41. Smoked or vaporized tobacco and cannabis products are forbidden inside every building on Tee Pee Park including cabins, washrooms, Beach Pavilion and Main Office IAW 19 Wing Standing Order 2-36. This ban extends to include all the area within 9 metres of any door, window and air vent. Smoked or vaporized cannabis is not permitted in common areas such as playgrounds, Picnic Shelter, trails, roads or parking lots. Smoked or vaporized cannabis products are only permitted in registered campsites.

Electricity

42. Consumption of electricity is authorized only for registered campers who have paid for the service.

43. If two camping parties are sharing a site and electricity, both camping parties will pay for electrical power.

44. The running of extension cords from one camping party's site or unit to another camping party's site, unit or the beach is prohibited.

Sewer

45. The use of a sewer hook up is only authorized for the camper who has paid for the service.

46. If two camping parties are sharing a site and sewer, both parties will pay for the sewer hook up.

Pets

47. Domestic animals are allowed in the campground areas but must be kept on a leash (no longer than two meters - about 6 1/2 feet) and under control, at all times.

48. Para 43 does not apply to beach areas that are not congested with users. Common sense must prevail and though the animal is not leashed, it must still be under the control of the owner at all times. The definition of a non-congested area is at the discretion of the Park Staff.

49. Campers and beach users are responsible for the behaviour of any domestic animal they bring into the camping area or beach and must dispose of its excrement in a manner that does not inconvenience or annoy other campers or beach visitors. Pet waste bags are provided in the campground and at the beach.

50. If the Park Staff concludes a domestic animal is a nuisance to the park then the owner will be advised to remove the domestic animal. If the owner refuses to remove the animal, the Park Staff can take appropriate action to remove the owner from the park.

Motor Vehicles, Trailers and Recreational Equipment

51. Only two motor vehicles are allowed per campsite. Exceptions to this policy are:

- a. a vehicle that is towed into the campground behind a camping unit;
- b. a vehicle in which a camping party member commutes to the park separately from the rest of the camping party. The commuter vehicle must be registered to the same address as the registered party;
- c. site A1;
- d. one trailer, with/without recreational equipment permitted per site; and
- e. sites deemed appropriate for two RVs, and approved by Campground Supervisor at time of reservation or check in. Specific guidelines for two RVs in a site are found in Annex I.

52. Licensed motor vehicles, including motorcycles, are restricted to vehicle roads and parking areas.

53. ATVs or similar vehicles are prohibited in the park, with the exception of the vehicle used by Park staff.

54. ALL motor vehicles or trailers in the park MUST BE INSURED.

55. Vehicles must park in designated campsite or in the Air Force Beach parking lot. No parking on the shoulder of the roadway. Vehicles parked in a “no parking area” or parked in areas designated for “special parking” may be towed away at the owner’s risk and expense.

56. The Park Staff can ask the operator of a vehicle to vacate the facilities if he/she ignores posted speed limits and has been previously warned by the Park Staff of the offence.

Security

57. The Military Police will inspect the Park during their normal patrols.

58. The Park Staff will perform some security duties. (i.e. noise, pet complaints, fire bans) and if so warranted will ask a camper to vacate the facilities.

59. A Park Advisory Committee member must advise the Park Staff of any incident and what action they carried out. Serious incidents shall be reported to the Recreation Coordinator.

60. The Military Police will be contacted if a camper becomes abusive to the Park Staff or any of the committee members.

LIABILITY

61. Campers are to be reminded that Tee Pee Park management and the DND will not assume liability or responsibility for personal damages, loss or theft associated with the use of any facility.

POL OPERATION

62. Only authorized Tee Pee Park Campground Staff and Advisory Committee members may access the campground fuel supply. Procedures for use and maintenance of the Fuel Supply Tank (FST) and spill response are found in Annex E.

AIR FORCE BEACH

Boundaries

63. Air Force Beach is defined from the northerly point where the 19 Wing boundary fence extends to the shoreline and the southerly point of the shoreline where the 19 Wing boundary fence extends to the shoreline.

64. The beach area extends out to the high tide mark. Below the high tide mark is under the authority of the Department of Fisheries and Oceans.

Alterations

65. The Wing Environment Officer must be notified of any plans to modify the beach area.

Alcohol, Smoking & Vaping

66. Consumption of alcohol is not permitted anywhere on Air Force Beach. See Item 41 for Smoking and Vaping.

Fires

67. Fires may be allowed on the beach. A permit must be obtained by contacting the Park Staff. A copy of the signed permit must be kept at the Campground office. All fires must be located below the high tide line and shall be less than 90 cm (about 3 feet) in height. The burning of beach driftwood is prohibited by the Town of Comox Bylaw No. 1556.

68. Fires on the beach are prohibited when fire ban signs are posted.

69. Fire pit rings located by the beach shelter do not require a fire permit.

Silent Hours

70. Silent hours begin at 2300 hrs.

BEACH PAVILION & PICNIC SHELTER

71. The Beach Pavilion and Picnic Shelter are situated adjacent to the campground overlooking Air Force Beach. The facilities are available for use by authorized personnel and approved non-profit groups from April 1 until the end of the long weekend in October.

Reservations

72. The FS&R Facility Coordinator will coordinate reservations. A rental agreement must be completed and signed to confirm the reservation.

Booking Priorities

Authorized users categories are defined as per Annex C.

Note: Lodger Units are considered 19 Wing Comox personnel.

Priority booking as follows:

*See next page for special considerations.

	Regular	Ordinary	Associate
19 Wing	Regular 1 May reserve 180* days in advance. Regular 2 May reserve 90 days in advance	Ordinary May reserve 90 days in advance.	May reserve 30 days prior to the date of occupancy.
Other Bases	1 & 2 May reserve 90 days in advance.	May reserve 90 days in advance.	

- Regular 2 = Former CAF military members and their families

***For major events requiring more than 180 days advance booking requests may be submitted for approval.**

Alcohol, Smoking & Vaping

73. Pavilion Only - Consumption of alcohol must be IAW WSO 2-15. No alcohol permitted at the Picnic Shelter. See Item 41 for Smoking and Vaping.

Hours

74. The Pavilion should be vacated prior to 2230 hours under normal circumstances. Requests for an extension of Pavilion hours must be forwarded to the Sr Mgr PSP.

Fires

75. Fires in the Pavilion fireplace are prohibited when fire ban signs are posted. The charcoal pits may be used during a fire ban. All fires must be attended to at all times.

Misconduct

76. Any disturbances or violation of Park SOPs involving the use of the pavilion will be addressed with the applicant. Future requests could be denied in the case of serious violations.

CABINS

General

77. The cabins are available for use by authorized personnel year-round.

Capacity

78. Each cabin consists of two bedrooms, one bathroom, kitchen and living room for a total of 672 sq ft. The two bedrooms will sleep four adults with additional space on the futon in the living room. This arrangement allows for a maximum capacity of six adults, but excess capacity to allow for small children may be made at the discretion of the FS&R Staff.

Booking Priorities

	Regular	Ordinary	Associate
19 Wing	Regular 1 May reserve 180 days in advance. Regular 2 May reserve 90 days in advance	Ordinary May reserve 90 days in advance.	May not reserve cabins
Other Bases	1 & 2 May reserve 90 days in advance.	May reserve 90 days in advance.	

- Regular 2 = Former CAF military members and their families

Categories and Definitions – see Annex C

Note: Proof of status (ID) is required at the time of the reservation and check in.

79. Reservations are limited to one cabin per household per booking, a minimum stay of two nights and a maximum of two weeks per booking. Requests for reservations less than the two night stay and longer than the maximum 2 weeks stay may be approved by the Mgr FS&R on a case-by-case basis.

80. Associate members are not allowed to reserve Tee Pee Park cabins.

81. Regular/Ordinary members may request a reservation for visitors. The Reg/Ord member completing the reservation is responsible for any liability or damage incurred by the occupants. Occupants (other than Regular with ID) will be charged the applicable Ordinary rates.

82. Reservation fees are 50% of stay, will be paid upon booking and will be applied to the balance owing upon check in.

83. Cancellation fees will be applied as follows:

- Cancellation 21 days prior to booking - no penalty
- Cancellation 20 – 14 days prior to booking – 50% of deposit
- Cancellation less than 14 day – No refund of deposit
- Cancellations due to operational commitments or serious illness will be considered for refund on a case by case basis.

Regulations

84. Cabin guests are subject to Tee Pee Park Campground regulations, as applicable, IAW paras 26 – 56. Parking is restricted to one vehicle per cabin in the designated area. Visitors must use the upper beach parking lot.

Pets

85. Pets are permitted in our units. Maximum (2) pets per unit. There is an additional one time, per stay fee for additional cleaning. Visitors must complete a Tee Pee Park Cabins Pet Agreement (Annex F).

86. Dogs are not permitted on beds or upholstered furniture. Dogs cannot be left in the cabins unattended, unless they are kenneled. Owners are responsible for collection and disposal of their pets' waste. Dogs must be on leash while in public areas of Tee Pee Park Campground and Air Force Beach.

Security

87. The cabin security system will be engaged and disengaged by FS&R or Park Staff.

Check In/Check Out Procedures

88. A list of in/out procedures will be issued to cabin guests on their arrival. A Staff member will ensure all requirements are met upon check-in and check-out.

89. Damage to the cabin and/or the furniture and effects therein will be assessed against the occupant. The occupants are expected to replace broken items such as appliances, furniture or kitchenware.

ADMINISTRATION

Recreational Equipment

90. All recreational equipment at the Park is the responsibility of the 19 Wing Fitness, Sports and Recreation staff. Canoes and kayaks may be booked from the campground office during the summer season Apr – Oct. See Use of Loaner Equipment Agreement (Annex H).

Budget

91. The Tee Pee Park management team and the chair of the Advisory Committee shall meet in November to draft the next fiscal year budget and plan all projects for the next season. The draft budget and Capital Expenditure Requests (CERs) will be submitted to the Mgr FS&R.

19 WING COMOX AIR FORCE BEACH RULES AND REGULATIONS

Beach Access -

Access to Air Force Beach is restricted to vehicles displaying either a current Base decal or an Air Force Beach Yearly Beach Parking Pass Holder decal — as well as:

- Registered Campers and their guests
- Seasonal Campers
- Registered Cabin Guests

Yearly Beach Parking Passes

- Decals must be permanently attached and may not be transferred from vehicle to vehicle.
- The vehicle must be registered to the decal holder.
- When vehicle is sold/disposed of, decal must be removed.
- Display decals on the passenger side of the front windshield.

Daily Beach Parking Passes

- Daily Beach Parking Passes may be purchased at the Tee Pee Park Office.

Tee Pee Park Campground

- The Campground and Cabin areas, including the showers and laundry facilities are for registered guests only. Sand showers are available at the Tee Pee Park Office facility.

Security

- The military police will inspect the Park during normal patrols.
- Maximum speed limit in the Park is 15 km/h.
- Silent hours begin at 2300 hrs. **All guests except for registered campers must vacate the premises NLT 2200 hrs.**

Conduct

- The consumption of alcohol is **not permitted** anywhere on Air Force Beach.
- Smoked or vaporized cannabis is not permitted in common areas such as playgrounds, Picnic Shelter, trails, roads or parking lots. Smoked or vaporized cannabis products are only permitted in registered campsites.
- Help keep our beach clean, place all litter in proper receptacles provided.

Swimming

- Unsupervised Beach – Swim at your own risk.

Pets

- Domestic animals are allowed on the beach and in the campground but must be kept on a leash (no longer than 2 meters - about 6 1/2 feet) and under control, at all times.
- Beach users are responsible for the behaviour of any domestic animal they bring onto the beach and must dispose of its excrement in a manner that does not inconvenience or annoy other beach visitors.
- If the Park Staff concludes a domestic animal is a nuisance to the park then the owner will be advised to remove the domestic animal. If the owner refuses to remove the animal, the Park Staff can take appropriate action to remove the owner from the park.

Fires

- Fires may be allowed on the beach. A **permit must be obtained** by contacting the Park Staff. A copy of the signed permit must be kept at the Camp office. All fires must be located below the high tide line and shall be less than 90 cm (about 3 feet) in height.
- Fires must not be left unattended.

PARK ADVISORY COMMITTEE

General

1. The Tee Pee Park Advisory Committee is a volunteer committee which is established to advise the Sr Mgr PSP through the FS&R staff on campground issues. The financial management of the facility is the responsibility of the Mgr FS&R. Further, the day-to-day operation is the responsibility of the Recreation Coordinator. The Committee is expected to make recommendations on such things as improvements or maintenance concerns. In addition, season opening and season closing duties shall be carried out by the Committee, with the assistance of paid Park staff. Committee duties, as deemed by the Chairperson may include but are not limited to site maintenance. Specific tasks are listed in paras 12-17.

2. The Park Advisory Committee shall consist of a Chairperson who shall be a serving military member (Regular or Reserve), appointed by the W Comd (see Addendum i to Annex B). The remainder of the Committee may consist of a maximum of three volunteer members including two Ordinary members. Associates may not serve on the Tee Pee Park Advisory Committee. Members are to ensure the park facilities continue to meet the interests of all authorized users. Appointees will serve staggered terms as follows:

- Chairperson 3 years
 - One Committee Member 3 years
 - Two Committee Members 3 years
- Members may apply for and serve two consecutive terms.*

3. Application process for Tee Pee Park Advisory Committee is as follows:

- a. call for applications – December;
- b. review of applications by Mgr FS&R and recommendations forwarded to the Sr Mgr PSP – January;
- c. Mgr FS&R forwards recommendation for Chairperson to Sr Mgr PSP for approval and appointment by Wing Commander – February;
- d. Committee is announced – February;
- e. term commences 1 April ; and
- f. in the event that a Committee member must leave their position before the end of their term the Mgr FS&R will recommend a replacement.

4. Criteria for choosing Tee Pee Park Advisory Committee members will include:

- a. the category of the applicant - two serving Reg/Reserve, two Ord;
- b. skills that may assist in the operation of Tee Pee Park Campground;
- c. commitment to campground operations including volunteer service to Tee Pee Park; and
- d. recommendations/references.

5. Park Advisory Committee membership shall be considered a secondary duty. The Committee should reflect a cross section of members from 19 Wing.

6. The Recreation Coordinator shall sit on the Committee as the Technical Advisor.

ANNEX B

7. The Mgr FS&R shall act as the liaison with the Sr Mgr PSP.
8. The Chairperson, any three Park Advisory Committee members or the representative from the 19 Wing Fitness, Sports and Recreation staff may convene a meeting of the Park Advisory Committee at any time. The Secretary thereupon shall give proper notice verbally, by phone, email or by memo to all Committee members of the timing and place of the meeting.
9. All members of the Park Advisory Committee will have an equal vote at meetings. If a tie occurs, the issue will be forwarded to the FS&R Recreation Coordinator for direction.
10. A maximum of four campsites will be allocated as seasonal sites for the Tee Pee Park Advisory Committee. Members who wish to have a seasonal campsite and are committed to staying in the campground during the open season to provide additional supervision on a rotating schedule will be allocated a site prior to the annual lottery. Members shall be dispersed throughout the campground. The Committee members may receive an in-kind amount, not exceeding \$500.00, towards the cost of the total owed for a seasonal site. Maximum benefit to the Committee shall not exceed \$2,000.00 per year.
11. If the Park Advisory Committee concludes by a vote that a fellow Committee member is not contributing to the welfare of the park, the Chairperson will advise the FS&R Recreation Coordinator who may terminate that member's participation on the Advisory Committee.
12. The Mgr FS&R and the Rec Coordinator shall be co-signers for the facility's financial accounts under the guidelines of NPF.
13. The Chairperson shall be allocated a spending limit of \$300 for approved budgeted items. The Rec Coordinator shall hold the DA account under the guidelines of NPP.

Season Opening

14. The committee may carry out the following in February/March:
 - a. inspect all facilities for damage;
 - b. inspect all campsites for dead fall trees and remove them; and
 - c. inspect all campsites for overall condition.
15. The committee may carry out the following during the last two weeks of March:
 - a. perform tractor maintenance;
 - b. contact RP Ops Plumbing Shop to reinstate water system;
 - c. install washers and dryers;
 - d. contact the Refuelling Section and request diesel for Tidy Tank at the Park Staff Office;
 - e. contact Heavy Equipment and arrange for the rental of an excavator; and
 - f. contact Heavy Equipment for road grading if required.
16. Park Staff will prepare all sites and buildings for the season opening.

ANNEX B

Season Operation

17. The Chairperson and Committee members will manage complaints and requests from campers when park Staff are not on duty.

Season Closure

18. The committee and Park Staff will carry out following utility close outs:
- a. contact RP Ops Plumbing Shop to shut off main water supply, drain and blow out all water lines, remove all water faucet valves, elbows on sink drains removed in washrooms and drain all hot water tanks;
 - b. turn off all electrical power supplies at each fuse panel;
 - c. drain and store washers and dryers;
 - d. ensure that garbage pickup is cancelled;
 - e. gather and store all picnic tables, and
 - f. close/secure the office building including installation of window covers.



TEE PEE PARK CAMPGROUND ADVISORY COMMITTEE

POSITION DESCRIPTION

CHAIRPERSON

The Chair of the Tee Pee Park Campground Advisory Committee provides leadership to the volunteers in Tee Pee Park Campground. Duties include, but are not limited to, screening volunteers, scheduling volunteer work parties, record keeping, safety orientations, communicating and working as a team with the staff at Tee Pee Park Campground and 19 Wing Comox. The Chair reports to the Recreation Coordinator.

Time Commitment: 3 years

Eligibility: Currently serving Regular or Reserve Canadian Armed Forces members

Criteria: As per the attached Standard Operating Procedure the criteria for the Tee Pee Park Advisory Committee Chair is as follows:

- a. the category of the applicant – *Chair must be a Regular or Reserve serving Military Member;*
- b. skills that may assist in the operation of Tee Pee Park Campground;
- c. commitment to campground operations (including volunteer time contributed); and
- d. recommendations/references.

To apply: E-mail a Letter of Application to the Recreation Coordinator.

The Tee Pee Park Advisory Committee Chairperson is approved by the Wing Commander.

CATEGORIES OF AUTHORIZED USERS

PATRON	CATEGORY	EXCEPTION	AUTHORIZED USERS As per 5590-1 NM DSRM 2013 RATIONALE
Regular Force	Regular		
Regular Force dependants	Regular	Include families here unaccompanied (IR), divorced/separated spouse is associate, but dependent children can be Reg members while military member is posted in the geographical area.	Dep. 18 – 25 yrs old full time student/living @ home
Reserve A, B & C	Regular		
Reserve B & C dependants	Regular		5590-1 NM DSRM 2013
Reserve A dependants	Regular		
Foreign Military	Regular		
Foreign Military dependants	Regular	For duration of exchange	
Former CAF Mil Members & dependants	Regular		
Widows of Former CAF Members & dependants	Regular		
RCMP & dependants	Ordinary		
Civilian Employees (DND/NPF)	Ordinary	full time, pt, term, Casual (pass=length of term)	
MFRC Employees (incl KCCC)	Ordinary		
Civilian Employees w/annuity & dependants (DND/NPF)	Ordinary		
Commissionaires & dependant	Ordinary		
Former CAF/service in war	Regular		
Pension from time of war	Regular		
Retired US military	Associate		
Cadet Instructors Cadre fulltime (11 mos)	Regular	working at Quadra or Gliding School	Dependants pay as ordinary members
Cadet Instructors Cadre - other	Ordinary	For length of call-out	Dependants pay as Ordinary for length of call-out
Cadets - official visitors	Associate	while at Quadra or Gliding School	
Canadian Rangers	Regular	Only while on call out	Dependants pay as Ordinary members only when mbr on call-out
Defense Construction Canada	Ordinary		
Contractors (full time)	Associate	Includes IMP, Wing Hospital	
Retired RCMP	Ordinary		
DFO	Associate		
Customs	Associate		
Environment Canada	Associate		
Coast Guard	Associate		
All other government departments	Associate		IAW CFAO 50-20 and CFP 110

DESCRIPTION OF GROUP CLASSIFICATION

Ref: 5590-1 22Jul13 Categories of Membership Community Recreation and Specialty Interest Activities

Definition of categories for the purpose of pricing:

(ref:5590-1 Categories of Membership Community Recreation Clubs and Specialty Interest Activities Jul13):

Regular:

Currently-serving Regular and Reserve Force personnel and their families, members of Foreign Military currently serving with the CAF and their families, Veterans (Former members of the CAF who have successfully completed Basic Military training and have been honourably discharged) and their families;

Ordinary:

Current DND Public Servants, Staff of NPF, Staff of MFRCs, Staff of DRDC and DCC and their families, serving RCMP and their families, currently-serving Honorary Col/Capt, Lt Col/Comd and their families, former staff of NPF/DND receiving a pension and their families, Former RCMP in receipt of an annuity and their families.

Associate:

All other including the general public

Definition of Families:

Families include:

- The member's spouse or common-law partner who is normally residing with the member at the member's place of duty or who, if living separately, is doing so for military reasons;
- A relative by blood, marriage, common-law partnership, adoption legally or, is normally resident with the member and for whom the member may claim a personal exemption under Income Tax Act;
- A child who is normally resident with the member and for whom the members would have been eligible to claim a personal exemption under the Income Tax Act if the child were a relative by blood, marriage, common-law partnership, adoption legally or, in fact, for whom the member has accepted full financial responsibility and has commenced adoption proceedings;
- A child or legal ward of the spouse or common-law partners and the member who is single and in full-time attendance at school or university and is under the age of 26; and
- A family member who is permanently residing with the member, but who is precluded from qualifying as a dependant under the Income Tax Act because the family member receives a pension.

PAYMENT POLICY

General

1. All fees must be paid in advance at the time of check-in/registration. Fees will be charged according to the category of the camper/renter checking in as per the Matrix (Annex C). Fees paid as a deposit at the time of reservation will be deducted from the balance owing.
2. Fees for TP Park Campground and facilities are subject to change without notification.
3. Seasonal Campers have three options for payment:
 - a. a cheque for the full amount owed may be collected on the day of the draw; or
 - b. payments by either a credit card (Visa, MasterCard, Amex) or debit card; or
 - c. a payment plan whereby the seasonal camper immediately pays a deposit of one-sixth the seasonal rate. In addition, a voided cheque for pre-authorization plan must be submitted with the form for pre-authorization for the remaining five months. The last payment may be adjusted to include the remainder of funds required
4. An NSF cheque denotes immediate forfeit of the camper's site.
5. Guests over the age of 16 staying overnight at any campsite shall pay a nightly charge as per the established rates.

Pavilion Rental

6. Pavilion rental charges are levied as per the established rate plus a refundable damage deposit (SqN/Unit exempt).
7. There is no rental charge for SqN/Unit or MFRC functions that have been approved by a Commanding Officer/Executive Director.

POL - PREVENTIVE MAINTENANCE PROCEDURES

Introduction

Preventive maintenance will include four tasks: fuel inventory records, monthly inspections, annual inspection and fuel contamination evaluation. The first two procedures will be completed by Tee Pee Park Staff/Committee members and the last two will be conducted by 19 Wing Environmental/HAZMAT staff.

Checklist for Monthly Inspections:

Site - Assess the general site for fuel product stains on the tank or ground. Fuel stains should be cleaned up so that future spills are easier to observe. Spills greater than 10 litres or that present an environmental concern must be reported to the Wing Fire Hall.

Pass = site shows no signs of fuel staining or spillage

Fail = fuel staining observed, cleanup is required.

Tank Condition - Inspect the exterior surface of the Tidy Tanks for shell distortion, condition of paint, corrosion, surface dirt and other defects. Excessive pitting or denting is to be reported for further testing to confirm integrity of the tank. Cleaning of the Tidy Tanks can be done with a pressure washer and mild detergent.

Pass = tank exterior is in good condition

Fail = tank requires corrective maintenance, describe in work order

Tank NPTs – National Pipe threads (NPTs) must be inspected for any sign of damage, corrosion or paint deterioration. Repairs can be made by removing damaged paint, cleaning and repainting with rust resistant paint e.g. rust-oleum.

Pass = Tank NPTs are in good condition

Fail = Tank NPTs require repairs, describe in work order

Overfill Box – Inspect the spill containment box surrounding the fill point for any sign of spillage. Cleanup should be conducted during the inspection.

Pass = Overfill box is clean, or has been cleaned up

Fail = Action is required, describe in work order

Interstice – The interstice is the space between the primary tank and secondary containment. Inspect the interstice for leaked petroleum, and/or water with a dry dipstick.

Pass = Interstice is dry

Fail = Water or fuel is detected, isolate source and describe in work order

Fire Prevention – Inspect the area surrounding a POL site for potentially combustible material e.g. rags and vegetation. Action may include the removal and disposal of combustibles and the cutting of grass.

Pass = FST is clear of potential fire hazards

Fail = Action is required, describe in work order

Signage – Area is to be clearly marked with NO SMOKING and either FLAMMABLE for heating oil and diesel or COMBUSTIBLE for gasoline. Signage must be visible from all traffic approaches. Signage can be stenciled on with paint.

Pass = Signage is in good condition

ANNEX E

Fail = Action is required, describe in work order

Fill Equipment – Overfill protection valves and level detector gauges are to be checked for operational integrity and biological growth. Both gauges and valves are to be removed from the tank during inspection and cleaned with a petroleum-based solvent.

Pass = Gauges are operational and clean

Fail = Action is required, describe in work order

Dispensing Equipment – Inspect nozzles, hoses, pumps and fittings for leaks and/or wear that could lead to a potential spill. Check strainers in nozzles, and lubricate mechanical parts where applicable.

Pass = Equipment is in good condition

Fail = Equipment requires work, describe in work order

Spill Kit - Verify that an approved spill kit is within 15m from a fuel dispensing system.

Pass = Spill kit or absorbent material adequate

Fail = Action required, describe in work order

The maintainer must sign and date the checklist. Inspection checklists and fuel records, Annexes F and G, must be kept as a cumulative record for five years. These records will be important logs to new employees, supervisory staff and maintenance engineers.

POL - SPILL RESPONSE PROCEDURES

General

1. The purpose of this section is to instruct personnel on the action to be taken when he/she is the first person on the scene of a fuel spill. An efficient response will ensure personal safety as well as by-standers and reduce any damage to property and the environment.
2. The Spill Response Procedures were developed with WSO 6-12, Spill Reporting and Initial Response Procedures, and other environmental regulations as guidelines as provided by the 19 Wing Environmental Technologist.

Initial Response

3. The first person on the scene of a fuel spill shall take the following action, **only if safe to do so**:
 - a. identify the spilled product;
 - b. identify immediate hazards;
 - c. warn people in the vicinity;
 - d. stop the source if safe to do so; and
 - e. immediately report the spill to the Wing Fire Hall, 250-339-8333.

Notification

4. Any fuel spill that represents a potential threat to health, life, property, or the environment shall be reported immediately to the Wing Fire Hall at local 8333 or 250-339-8333. Every spill

ANNEX E

is different, but as a general guideline all fuel spills greater than 10 litres should be reported to the Wing Fire Hall.

5. The following information should be provided to the Wing Fire Hall:
 - a. date and time of spill;
 - b. identify the substance and quantity spilled;
 - c. describe the location of the spill;
 - d. describe the cause of the spill;
 - e. identify any possible hazards;
 - f. describe any action taken, and
 - g. Name and contact number of person reporting the spill.

Subsequent Action

6. Personnel should remain at the scene, and provide assistance as directed by the On Scene Commander. After the emergency, a short written report should be prepared, and sent to the Wing Fire Hall and the W Env O through the Tee Pee Park Supervisor. The incident will be reviewed at the next staff/safety meeting to discuss lessons learned and areas for improvement. Any material from the spill kit should be restocked as soon as possible.

POL – FUELLING STATION OPERATION

Introduction

7. Tee Pee Park Campground utilizes two Transport Canada certified 230 Litre Tidy Tanks to store diesel and gasoline for Campground equipment.

8. **Only authorized campground staff/committee members may access the fuel in the tanks.**

Operating Instructions

9. Operating instructions for the fuelling station are as follows:
 - a. no smoking in area;
 - b. shut off engine ignition;
 - c. close valve on secondary spill containment during pumping;
 - d. clean any residual fuel in secondary containment area using spill kit provided;
 - e. open valve on secondary spill containment after pumping;
 - f. record fuel used on Fuel Inventory Record; and
 - g. report any observations regarding the safety of the FST to the Tee Pee Park Supervisor (April – Oct) or the Recreation Coordinator (Oct – Mar).



19 Wing Comox Tee Pee Park Cabins Pet Agreement

Name: _____

Check In Date: _____ Cabin #: _____

Check Out Date: _____

We require the following information about your pet to identify your pet and to ensure the safety and security of the guests, the pet, and the employees of Tee Pee Park Cabins.

Pet Name:

Description:

Please read the pet policies below.

- 1. Dogs must be on a leash while in Tee Pee Park or Air Force Beach.**
- 2. Owners are responsible for the collection and disposal of their pet's waste. Waste disposal bags are provided for your convenience.**
- 3. Do not leave your pet unattended in the cabin unless it is kennelled.**

Please sign below to acknowledge that you have read and will adhere to the policies as outlined:

Signature: _____

Staff Initials: _____



TEE PEE PARK FURNITURE DONATION PROGRAM GUIDELINES

General

This policy covers donated park furnishings only.

Your donation becomes public property and part of Tee Pee Park for visitor's enjoyment. TP Park staff does their best to maintain all of the features of the park in good conditions, and will make repairs as needed, but donated furniture items cannot be given priority treatment. If circumstances arise that require a donated item to be relocated or removed, the FS&R Department staff will make all effort to contact the donor and advise them of the relocation. The FS& R Department will make the final determination.

1. All costs incurred to prepare site, purchase and install the park furniture are the responsibility of the donor.
2. All wording on plaques must be approved by the Mgr FS&R.
3. Preference will be given to donations in memory of Canadian Armed Forces members.
4. The property surrounding the donated park furniture may not be altered. *19 Wing Comox understands that the furniture item may have sentimental value; however, it is not to be considered a memorial or shrine. No placement of flowers, wreathes, pictures, etc. at the site, or adding fixtures to the donated item is permitted and will be removed.*
5. Application process for Tee Pee Park Furniture Donation is as follows:
 - a. Complete the Park Furniture Donation Request Application;
 - b. Review of application by Mgr FS&R, and recommendations forwarded to the Sr Mgr PSP;
 - c. Upon approval, the donor will be contacted by FS&R staff to coordinate an on-site meeting to determine the location of the bench or table;
 - d. Once location is decided, you will be asked to purchase the furniture;
 - e. Once delivery date is determined, the installation date will be established.



TEE PEE PARK FURNITURE DONATION PROGRAM APPLICATION

If you have any questions, please call the Recreation Coordinator, 250-339-8211 L6989.

Name:
Address:
City:
Postal Code:
Phone Number:
E-mail:

Relationship to Canadian Armed Forces:

Donation Furniture Information:

Bench: _____ Picnic Table: _____

Plaque Information:

Application Submission:

Mail:
Tee Pee Park Furniture Donation Program
19 Wing Comox
Fitness, Sport & Recreation (FS&R)
PO Box 1000, Stn Main,
Lazo, BC, V0R 2K0

E-mail:

Janice.sandholm@forces.gc.ca

I have read, fully understand, and agree to abide by the TP Park Furniture Donation Program Guidelines. My signature below indicates that I have read this document in its entirety and I agree to the guidelines as set forth in the policy.

Signature of Applicant Donor: _____

Date: _____

Approved by: _____

Date: _____

Sr Manager PSP, 19 Wing Comox



**Tee Pee Park Campground Canoe Kayak Program
Use of Loaner Equipment Agreement**

In consideration of the privilege of using a kayak or canoe belonging to Tee Pee Park Campground (a division of CFMWS PSP) all users must agree to the conditions as listed below.

Please initial before each statement to indicate that you have read and understand the statement.

I agree to:

Initial _____ Abide by all rules and regulations of the Province of BC in regards to boating safety and operation of watercraft.

Initial _____ Ensure that all persons in the canoe or kayak are wearing a Personal Flotation Device (PFD). Tee Pee Park does not provide PFDs for children. It is the responsibility of parents or guardians to provide correctly fitted PFDs for all minors.

Initial _____ Operate the watercraft in a safe manner that will not endanger the lives of others or myself; this will include coming in off the water in the event of threatening winds, storms or inclement weather.

Initial _____ Allow Tee Pee Park Campground to reclaim damage expenses or loss incurred to the canoe, kayak or other gear during the loan period, by charging my credit card or other means necessary.

Initial _____ Adhere to the geographic limitations of Little River – Kye Bay. **Loaner equipment cannot be taken by vehicle outside of Tee Pee Park geographic location.**

Equipment Loan Information:

- **Deposit \$50.00 per canoe or kayak**
- **Canoes and kayaks must remain in designated area**
- **All boats and accessories must be returned to the Tee Pee Park office attendant no later than 7:00 pm or at agreed upon time**
- **Late fee is loss of \$50.00 deposit**
- **Any damage to the equipment or accessories will result in damage fees at replacement cost**
- **Only ADULTS 19yrs or over, Regular or Ordinary, may sign out canoes or kayaks**
- **Persons signing out equipment are required to provide a Driver's License or equivalent ID which will be returned to them when the equipment is returned.**

Signature: _____ Date: _____

Staff Use Only:

BookKing Invoice #: _____

Time of Checkout: _____ Time of Return: _____

Boat Condition on Checkout: _____

Boat Condition on Return: _____

Staff Signature: _____



TWO RVs IN ONE SITE GUIDELINES

These guidelines are set in place to ensure that the camping experience for all Tee Pee Park guests is safe, high quality and sustainable for the future of the campground.

All arrangements for a second RV in a given campsite must be approved in advance, before reserving for guests or occupying the campsite. The size of the RVs, the size and location of the campsite will be taken into consideration in each individual request.

1. ALL arrangements MUST be PRE-APPROVED by the Tee Pee Park Campground Supervisor.
2. When no other campsites are available, a second RV may occupy a campsite for up to 15 consecutive days, up to a maximum of 30 days per season.
3. A second RV may occupy a campsite for more than 15 days up to a maximum of 30 days per season, provided the occupants are members of the same household (i.e. parents and dependant children).
4. All motor vehicles must be parked as per the SOP Items 47 – 52.
5. All RVs must be located a minimum of 5 metres from the edge of the roadway.