

## Facility Operators - Campsite Management Directive Update

### Background Information (INTERNAL USE)

- The Campsite Management Directive has been updated to ensure clarity and alignment with online communications and regulatory requirements in relation to campsite occupancy limits and charging of additional fees for second accommodation units.
- The directive update has been scoped to address issues such as: language alignment, trends, current practices, correct authorities, and providing the correct fee references and authorizations.
- This update applies to campgrounds operated by the Government of Alberta or a Facility Operator through a Facility Operating Agreement (FOA). It is necessary that the Alberta Parks fee structure is applied consistently across all Provincial Parks and Provincial Recreation Areas.
- Under the General Responsibilities section of the FOA contract, Operators have the responsibility to comply with the provisions of any operational standards, manuals, policies, directives and maintenance requirements applicable to the Premises supplied by the Province as amended from time to time.
- To minimize impacts for Operators, it is expected that all Operators will be fully compliant by May 1, 2024.
- This directive will be available for Facility Operators to review in the FOA portal. Any questions or concerns should be directed to the relevant Contract Manager.
- The main intent of this document is to provide clarification for staff and Operators to use in order to ensure consistent application of policy regarding fee charges for second accommodation units, and understand what is permitted by regulation across the Alberta Parks system. This helps minimize negative impacts to the land base and ensures a positive and more consistent visitor experience.

### Key Messages (INTERNAL USE)

#### What is the maximum number of units permitted on a campsite?

- The maximum number of camping accommodation units, motor vehicles, and towed equipment (units) on a site (in any combination) is 3 units. Only 2 of those 3 may be accommodation units. Exception: if the only accommodation units are 2 tents, then 2 motor vehicles or, 1 motor vehicle and 1 piece of towed equipment (that is not an accommodation unit) are allowed on a site.
- A campsite must be large enough to accommodate the maximum number of allowable units. Depending on a campsite's design and dimensions, a Conservation Officer may decide (or authorize campground staff to communicate, if the Conservation Officer is not present in the campground) that only one camping accommodation unit may be assigned to that campsite. Campers are encouraged to contact the campground directly to find out if a second unit will be permitted upon check-in.

#### When is a second camping accommodation unit fee charged?

- A second camping fee will only be charged when the second accommodation unit is not a tent. For example, if there are 2 RVs on a campsite, 2 camping fees apply. (Please see chart 1.0 for further examples.)
- If 1 or both of the accommodation units on a campsite are tents, no second camping fee is charged.
- A tent is considered an accommodation unit and is included in the total number of units for the campsite.

- No additional fees are charged for secondary units if they are a vehicle or towed equipment (non-accommodation). The second vehicle or towed equipment may need to be parked in a separate designated parking if it does not fit in the campsite and the camping permit holder must park it in a designated parking area.

### How many people are allowed on a campsite?

- The maximum number of people on a campsite is 6, unless they are part of a single family unit.
- If a camping party is identifying themselves as a single family unit, it should be taken at face value. The composition of the group does not require further defining. Due to societal changes in the composition of families, nuclear, blended, mixed, or extended families may all be appropriate in this situation.
- Single family units greater than 6 people are eligible to occupy a single site at the discretion of the campground staff if all allowable units can fit within the campsite. However, If a single family unit exceeds the allowable number of units on a site, they should be asked to book a second campsite (if available) or relocate to overflow camping (if available) as appropriate.
- Registered overnight guests of the camping party may be allowed on the campsite as long as the total number of people on the site is 6 people or less, and the number of units on a campsite is not exceeded.

**Chart 1.0: Examples of Fee Charges**

Accommodation Unit (Motorhome, truck camper, van camper, RVs, trailer, fifth wheel trailer, tent trailer, roof top tent, tent)	Motor Vehicle (Car, truck, SUV, van, car camper, motorcycle, scooter)	Towed Equipment (Boat, horse trailer, OHV trailers, utility trailer)	Allowable on Campsite	Fees to be applied
1 (non-tent)	1	1	Yes	1 Fee
1 (non-tent)	2	0	Yes	1 Fee
1 (non-tent)	0	1	Yes	1 Fee
2 (non-tent)	1	0	Yes	2 Fees
2 (non-tent)	0	0	Yes	2 Fees
2 (non-tent)	0	1	Yes	2 Fees
1 (non-tent) + 1 tent	1	0	Yes	1 Fee
2 tents	1	0	Yes	1 Fee
2 tents	2	0	Yes	1 Fee
2 tents	1	1	Yes	1 Fee
2 (non-tent)	2	0	No	2 <sup>nd</sup> campsite permit to be purchased.
1 (non-tent)	3	0	No	1 Fee, 3 <sup>rd</sup> vehicle moved to designated area & no-charge permit issued for it.
1 (non-tent)	1	2	No	1 Fee, 1 piece of equipment moved to designated area & no-charge permit issued for it.
2 roof top tents	2	0	Yes	1 Fee
2 tents	2 motorcycles	0	Yes	1 Fee