



COMMUNITY LIFE AT WESLEY ACRES

Wesley Acres Inc.

(Policies & Procedures)

These policies and procedures apply to anyone on the property of Wesley Acres Inc. (WAI), including Lot Leaseholders of Wesley Acres Trailer Park Inc. (WATPI). Such persons are herein referred to as guests. The thrust behind these policies and procedures is that we should love our neighbour as ourselves and act accordingly.

1. **Registration:** All overnight guests are encouraged to register at Guest Services, located in the Welcome Centre, upon arrival at Wesley Acres Retreat Centre and Camp Grounds, (hereafter called 'Wesley Acres'). In the event of an emergency it is important to know who is on the property.
2. **General:** Guests must not commit, permit or carry on anything on WAI's property that would be considered by a reasonable person to result in a nuisance or which a reasonable person would consider to be offensive or an annoyance to another reasonable person.
3. **Personal Conduct:**
 - a) **Worth of Persons:** Guests should not demean, abuse, or depersonalize others, but should respect the worth, rights and needs of others. Inappropriate action of this nature will result in disciplinary action by ED or designate.
 - b) **Attire:** Modesty in attire and conduct, suitable to each particular activity, must reflect Christian standards.
 - c) **Profanity:** Wesley Acres is a Christian and family camp. Please refrain from using any profanity while on the property.
 - d) **Sunday Guidelines:** Sunday is a special day at Wesley Acres. We join the long faith tradition of seeing the first day of the week as a day of rest. Worship, fellowship and relaxation replace work projects here. (Our Maintenance Department is closed on Sundays but projects begin again at 7:00 am Monday). Worship services are a highlight in our community's life. No activity should interrupt the corporate worship of God.
 - e) **Quiet Time:** Quiet time is from 11:00 p.m. to 7:00 a.m. The accommodations at Wesley Acres are close together and many people keep their windows open at night. Noise levels during this time should be low enough so as not to disturb a neighbour,
 - g) **Pets:** People are discouraged from bringing pets to Wesley Acres. Should it be necessary to do so, pets must be leashed at all times and must be kept inside your accommodation at night. Cats may not roam free. Pet owners must stoop and scoop after their pets. Pets must not disturb neighbours.

4. **Smoking and Alcohol:** All Wesley Acres programs and public spaces are smoke and alcohol free. (There is a smoking zone at the west end of the Deyo Centre.) Drunkenness and illicit use of drugs are prohibited, even in private residences.
5. **Damage Reporting:** All damage to WAI's property must be reported to the Executive Director.
6. **Bulletin Boards:** Items may be posted on WAI's bulletin boards only after being initialled by the Executive Director, Registration, or the Office.
7. **Age of Guests:** Any minor who is not registered for an organized event, and/or is not staying in the same unit as a parent or guardian, must provide a written statement to the office from an adult who is over 25, on the property, and accepts responsibility for the minor. A minor is any person who has not reached his/her eighteenth birthday.
8. **Trees:** Wesley Acres trees and shrubs may not be cut down except with written permission from the Executive Director, regardless of location – shoreline, greenbelt, forest, and any major trees/shrubs situated on Leaseholder lots that would be considered public.
9. **Greenbelt Guidelines:**
 - a) **Greenbelt:** The greenbelt extends around the entire shoreline of the WAI property. It extends inland 150 feet from the top of the shoreline bank. Unless pre-approved by WATPI and/or Executive Director and/or the Wesley Acres Board, no structure or building are permitted on the greenbelt.
 - b) **Parking on Greenbelt:** Parking is prohibited on the greenbelt. The greenbelt is not to be used for parking or temporary storage of boats, trailers, campers, or other vehicles.
 - c) All docks and lifts, stored on the Greenbelt over the winter, must be removed by June 1st and not replaced before Labour Day.
10. **Fire and Fire Pits:** Campfires are subject to Ministry of Natural Resources and any seasonal restrictions that may from time to time be put into place. Any such fire restrictions in force in the area will apply to all guests at Wesley Acres. Be sure to check the fire ban sign by Guest Services before lighting a campfire.
 - a) All fire pits must be set away from any mobile, trailer, building, deck, or shed by a minimum distance of 10 feet.
 - b) Guests must ensure that a fire pit is able to safely contain the fire.
 - c) Fires **MUST** be attended at all times.
 - d) Fires **must be completely extinguished** before leaving the area.
 - e) Enforcement Guidelines: For protection of the Wesley Acres community, the following enforcement guidelines have been established when fires are left unattended:

If a fire is left unattended, Lessee or his invitees or guests will be contacted and asked to douse the fire appropriately. Security will wait while this occurs and a written report will be submitted to Lessor. On the occasion of a second offence, Lessee or his invites or guests will be contacted and asked to douse the fire appropriately. Security will wait while this occurs and a written report will be submitted to Lessor. In addition, Lessee will be required to meet with Lessor to ensure a full understanding of this policy and understand the consequences for a 3rd offence, in which case Lessee will be informed

that the lease will not be renewed and Lessee will not be permitted to have any more fires. Any further consequences will be at the discretion of Lessor.

11. Motorized Vehicles

- a) **Provincial Regulations:** Provincial highway regulations apply to all cars, motor bikes and All-Terrain-Vehicles (ATVs) operated on WAI's property.
- b) **Other Motorized Vehicle Policies:** In addition to Provincial laws, WAI has adopted its own policies regarding various types of vehicles most commonly in use on the property.
 - i) **Cars and Trucks:** All Ontario age, license, and insurance regulations apply. Absolutely no non-licensed driving is permitted on WAI's property. The vehicle must be, licensed for the highway, have a minimum of \$1,000,000 liability insurance, and may only be driven on roads within Wesley Acres. Children are forbidden to ride on their parents lap in cars and trucks on camp property.
 - ii) **Golf Carts, All Terrain Vehicles (ATV), Dirt Bikes and Mopeds** must be registered and licensed with WATPI for Lot Leaseholders. Proof of valid insurance must be provided at that time. The registration number must be featured prominently on the vehicle. **Note: unregistered golf carts will be removed.**
 - (1) Drivers **MUST BE AT LEAST 16 YEARS OLD**
 - (2) All appropriate insurance must be maintained on vehicles in operation on the property.
 - (3) The vehicle **MUST BE EQUIPPED WITH PERMANENTLY AFFIXED LIGHTS** if it is operated after dark. Handheld flashlights are not acceptable as a lighting system for golf carts.
 - (4) The number of people permitted on the vehicle will be determined by the number of seats provided.
 - (5) Standing passengers and passengers with no seats will be asked to dismount from the vehicle immediately. Repeated offences will be reported to the Executive Director and dealt with appropriately as this is a safety issue.
 - (6) All vehicles must obey posted speed limits.
 - (7) The vehicle's owner will be responsible for any activity of that vehicle on WAI's property.
 - (8) The driver and all riders of ATV's, dirt bikes or mopeds must wear protective helmets.
 - iii) **Scooters:** Gas-powered scooters are not permitted at Wesley Acres. Only battery-powered scooters are allowed. Drivers for electric scooters must be 10 years old. A helmet is mandatory, as are lights if the scooter is being operated after dark. Other safety gear is at the operator's discretion. Scooters must obey all posted speed limits.

12. Non-Motorized Vehicles

- a) Non-motorized vehicles are permitted on Wesley Acres property provided they do not pose any danger to other guests.
- b) A helmet is mandatory for all persons under 18 years of age to conform to Provincial regulations.
- c) Non-handheld lights are mandatory if the vehicle is operated after dark.
- d) Other safety equipment is at the discretion of the operator.
- e) Non-motorized vehicles are **NOT** permitted on designated walking paths at any time.

13. Vehicle Parking and Storage

- a) Multiple vehicles may be parked on an individual's lot as long as the entire vehicle is on the Leaseholder's lot, and no part of that vehicle crosses the property line on to another lot or any public access area.
- b) Vehicles which do not fit properly onto a lot, or any other vehicle, may be parked in one of the many areas designated as **Overflow Parking**. These areas are signed and marked on the campground map.
- c) Parking is strictly prohibited on the greenbelt unless a pre-approved temporary permit is obtained from the Office for special circumstances.
- d) There is to be no parking on the beach area.
- e) Parking is strictly prohibited on identified tile bed areas.

14. Docks and Waterfront Guidelines

- a) **General:** The waterfront on WAI's property is there for the enjoyment of all guests. Ministry of Natural Resources, Federal Fisheries and Oceans, and Quinte Conservation Authority guidelines and rules apply which WAI is committed to upholding. The shoreline is the natural habitat for many types of wild life, and modifications to it or the destruction of it threaten the delicate balance of the eco-system, both on land and in the water.
- b) Wesley Acres provides and maintains several waterfront areas for public use. These facilities are clearly marked as CAMP facilities (main Beach swimming area, beach, water trampoline, and play area), Dock 1 Fishing– Motel, Dock 2 – Teen Dock – Swimming Only, Dock 3 Boating only Gregory Lane, Dock 4 – by Tenting Area, Dock 5 – Camp use only for pontoon Boat near boat launch. Please read and adhere to any posted rules at each individual location. Since these facilities are for the enjoyment of all guests, please report any safety or maintenance concerns immediately to the Office.
- c) All other docks at Wesley Acres are **PRIVATE PROPERTY** and should be treated as such.
- d) Water can be a very dangerous place for children. Although many of the water safety rules are common sense, it is important that rules be reviewed and reinforced especially for children. Absolutely no children should be swimming without adult supervision.

15. Boating and Personal Watercraft

- a) Water sports are an integral part of the Wesley Acres experience. Guests enjoy boating, water skiing, kayaking, canoeing, personal water crafts, etc. Very few Wesley Acres rules apply regarding water sports as it is primarily an area for individual/family participation. However, Wesley Acres asks that the following guidelines be respected at all times.
- b) Be considerate of others while using the boat launch. Day parking for trailers is permitted provided the trailer is stored well back of the area in use by others to launch their boats. Absolutely **NO OVERNIGHT PARKING** is permitted at the boat launch. Trailers left overnight will be towed at the owners risk and left in the trailer storage area. WAI and WATPI assume no responsibility for damage or theft of trailers in the launch or storage areas.
- c) WAI upholds all Municipal, Provincial, and Federal laws regarding the safe and legal operation of watercraft. It is the sole responsibility of individual watercraft owners to ensure that anyone operating their vehicles meet all legal requirements, and that their vehicle is safe for operation on the water. The boater is responsible for protecting the shoreline and avoiding any serious disturbances thereof due to wakes created by his/her watercraft.
- d) Watercraft operators must stay clear of swimming areas.

16. Swimming Areas: In addition to swimming off the shoreline and/or personal docks, there are several designated swimming areas for the enjoyment of all guests. Watercraft operators are asked to stay clear of these areas.

17. Garbage Disposal and Municipal Dump

- a) **Garbage Bins:** Several major bins are available for general household garbage disposal. These are for **regular bagged household garbage only**. Please close the bins after depositing garbage and do not leave any garbage on the ground to discourage raccoons and other unwanted animals.
- b) **Non-Household Garbage:** Dumping of furniture, paint cans, construction or building materials, as well as other large items is **NOT** permitted. Such items must be taken by the guest to the municipal dump/transfer station. Contact the municipal transfer station or Quinte Waste to determine appropriate locations to dispose these materials. Please note that a dumping charge may be applicable. A map is available at the Office.
- c) **Recyclables:** Bins are available for a wide variety of recyclables, including corrugated cardboard, thin boxboard, newspapers, plastics, cans, glass bottles, and more. All bins are clearly marked to ensure recyclables are placed in the proper bin. Incremental sorting fees cost everybody more in the long run.
- d) **Metal:** Behind the maintenance shop is a bin for the disposal of small to mid-size metal items. Only non-combustible and non-pressurized items may be placed in this area. This area is **NOT** for the disposal of appliances.
- e) **Compost:** A small compost pile is available for leaves and grass clippings. Nothing else should be placed on this pile.
- f) **Burn Pile:** There is **NO** burn pile at the garbage disposal area for safety and environmental concerns. Absolutely **NO** garbage should be burned at/by the dump, or at any other location on Wesley Acres property.
- g) Any guest found to be dumping materials that are not permitted will be subject to enforcement as per Section 25.

- 18. Camp Resources:** Borrowing equipment or supplies from the maintenance team is not permitted.
- 19. Hunting and Firearms Prohibition:** Hunting is strictly forbidden on WAI's property. Any suspicious activity of this nature should be reported immediately to the office. Firearms, hunting bows and other hunting items are not permitted on the grounds, except with specific written permission from the Executive Director.
- 20. General Safety and Other Considerations:** All guests are expected to adhere to general safety expectations for their own safety and the safety of others. These include but are not limited to the following:
- a) Guests are not to adjust, change or modify any camp electrical breakers or panels under any circumstances.
 - b) Any extension cords used outdoors must be approved for outdoor use and be used in such a way as to be safe for all. This includes not being in the way of lawn mowing equipment, lying over walkways, etc.
 - c) Bunkhouses (additional structures in which people sleep) are strictly forbidden at WAI's property and by the Prince Edward County.
 - d) Tents and tent trailers on leased lots are permitted, but are not allowed to be in use on a permanent basis (i.e. more than two weeks).
 - e) Coverall type structures are not permitted for storage anywhere on WAI's property.
- 21. Hosts' Responsibility:** Visitors of a Lot Leaseholder are the full responsibility of the Lot Leaseholder who has invited them. It is the Lot Leaseholder's responsibility to ensure that all of their guests are aware of the policies and procedures and are willing to adhere to them.
- 22. Fireworks:** Personal fireworks are strictly forbidden on WAI's property.
- 23. Security Procedures:** Security teams will patrol the park nightly and are there for the benefit of all. Please take the opportunity to ask them for help or to report inappropriate behaviour.
- 24. Complaints:** Complaints may be made by any guest through submitting a written report at the Office in the Welcome Center.
- 25. Enforcement:** For protection of the Wesley Acres community, the following procedures have been established when Wesley Acres Policies and Procedures are contravened:
- First Time:** The guest will be informed by the Executive Director or Chair of the WAI or WATPI Board regarding the contravention. A record of the incident will be kept on file in the Office.
- Second Time:** The guest will be informed by the Executive Director regarding the contravention and every attempt will be made to ensure a full understanding of the policy in question as well as an understanding of the possible consequences should there be a third occurrence. A record of the incident will be kept in the Office.
- Third Time:** The guest will meet with Executive Director, WAI Chair, and WATPI Chair for a hearing. At this time, this Committee may revoke the privilege of future participation as a member of the Wesley Acres community.