



Laurel Creek Conservation Area Quick Reference Guide

Welcome to Laurel Creek Conservation Area! As you start your role as the new superintendent, we've prepared this quick reference guide to provide you with essential insights and information about this beautiful Conservation Area. Use this guide as a foundational resource to familiarize yourself with the specifics of Laurel Creek, enabling a smooth transition into your role. Additionally, we encourage you to keep this guide updated ensuring a seamless handover to the next superintendent.

Good Luck

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About Laurel Creek CA

CA Address

625 Westmount Rd. N.
Waterloo, ON N2J 2Z4
519-884-6620

Mailing Address/Workshop

290 Laurelwood Dr.
Waterloo, ON N2J 2Z4

- ❖ Total Campsites: 114
 - Serviced campsites: 76
 - Unserviced Campsites: 38
 - Seasonal Campsites: 36
 - Total Nightly Campsites: 78
 - Total Nightly Serviced Campsites: 40
- ❖ Two campgrounds
 - Area one: includes all serviced sites available, seasonal campers and bathroom
 - Area two: unserviced campsites only, radio-free and has premium waterfront sites
- ❖ Three Pavilions
 - Lakeview: Hydro and a water tap nearby
 - Critter Hydro, water and an attached bathroom – electric water heater
 - Baseball: simple pavilion
- ❖ Two washrooms
 - Lakeview: Cold water only, no showers
 - Area One Washroom: Normal park bathroom with six showers, electric start propane water heater.
- ❖ All drinking water is treated, city-supplied water
- ❖ Approx. 6 km of trails
- ❖ No motorized watercraft permitted on the lake
- ❖ Approx. 550 Acres
- ❖ Approx. 5.8 km of roads

Important to do's for Laurel

Yearly

- ❖ Backflow inspections: Water pit, Cricket & Shop. Also, one in the LCNC
- ❖ Event agreements, the usual agreements include Camp K (St. Andrews Presbyterian Church), Hike for Heart, Waterloo District School Board Canoe Storage/Instruction Program, Waterloo Paddling Club, Portuguese Water Dogs, Juvenile Diabetes Walk, and City of Waterloo Cricket.
- ❖ Asbestos Inspection: Cricket Building window caulking and shop washroom drywall compound
- ❖ Goose egg collection from the island (Mid-April)
- ❖ Fuel Cards for staff and vehicles (start of season)
- ❖ Rent porta potties for the beach (two singles) Usually already have an accessible porta potty that gets moved from the beach to the gatehouse for the winter season and back to the beach for the summer season.

- ❖ Arrange snow removal for Woolwich Reservoir (October)
- ❖ Seasonal Camper paperwork/Payment (See [Appendix F](#) for the Schedule of Events)

Monthly

- ❖ Water sample collection (gatehouse and area one washroom)
- ❖ Sewage inspection
- ❖ Propane tank inspection (Area one washroom and workshop)

By-Weekly

- ❖ Sewage transfer & holding tank inspection

Weekly

- ❖ Chlorine residual testing at the gatehouse and area one washroom

Water Management

Major Dams

Woolwich dam:

Location: 7224 Reid Woods Dr. Elmira, ON N0B 1S0

- Complete daily inspections and reports
- Control Changes
- The gate at the road is open from May 1st to Nov 1st – during this period, keep the gate at the dam closed/locked.
- Arrange snow removal at Woolwich for the winter months. When doing so, ensure the contractor can complete the job seven days a week and before 9 a.m. every day.
 - o Last contractor used: Perry Martin 6630 Line 86 Elmira, ON N3B 2Z2 tel: 519-569-0469 email: perry@cleanfield.biz
- Pick up loose litter around the parking lots.

Laurel Dam:

Location: 625 Westmount Rd. N Waterloo, ON N2J 2Z4 (Laurel Creek Conservation Area)

- Complete daily inspections and reports
- Control Changes

Small Dams

Columbia Lake Dam is no longer under the responsibility of GRCA staff. It is now operated by the City of Waterloo staff.

St. Jacobs Dam

Location: Upstream of the low-level bridge in St. Jacobs along Three Bridges Road (Township Road 21)

- Conduct a weekly inspection via ENG Forms App

Floradale Dam

Location: On road 19 in the town of Floradale at the southern bridge.

- Conduct a weekly inspection via ENG Forms App

River Gauges

Total of eight river gauges

- Below Elmira
- Bridgeport
- Clair Creek
- Elmira
- Erbsville
- Floradale
- St. Jacobs
- Weber Street

See [Appendix A: River Gauge Locations](#) for Locations

River Watch

See [Appendix B](#) for Riverwatch Map

Laurel Creek's River Watch Area is number 8

Gatehouse

Automatic Gates

There are a total of three gates in this area: two for entry and one for exit. The entry gate situated on the far right side serves a dual purpose. It functions as an automatic gate, allowing individuals to scan their membership cards and camping barcodes for self-entry into the conservation area. Additionally, those without memberships or camping barcodes can utilize this gate to pay a standard day-use fee for admission. For day-use payments, visitors utilize the fee station located in the white tower, while individuals with membership cards, camping barcodes, and staff cards use the yellow box.

In case of a power outage, the exit gate will automatically lock open.

Programming

The following elements can be programmed: the intercom call list and permissions for gate access through texting or calling. To program these features, use SMS messaging with the gate. Instructions for this can be found in the "Auto Access Gates" section of your files.

Intercom

Situated above the yellow scanner box is an intercom that allows individuals to reach out to park staff in case of any concerns. Initially, the call is directed to the security cell, followed by the Superintendent's cell, and then the Assistant Superintendent's cell. To initiate gate opening during a call, simply press 11. Alternatively, you can use text messages to command the auto gate for gate opening and closing.

To hold open: ;+OS1=1;ORC1=1;

To close: ;+ORC1=0;OS1=2;

Hours of Operation

The automatic gate will only accept memberships and/or payments between the following hours of operations

April 1st to Oct 31st: 7 a.m. to 9 p.m.

Nov 1st to March 31st: 8 a.m. to 5:30 p.m.

These hours can be changed at the park level.

A manual can be found in the Laurel Creek Files or in [Appendix C](#)

Operations

This guide offers essential information to kickstart your understanding. For a deeper dive into details regarding water, sewage, and general infrastructure, refer to the comprehensive Laurel Creek infrastructure manual stored in your office's red binder.

Yearly event agreements

Laurel Creek runs multiple, recurring events every year. The following are the usual organizations that come to Laurel Creek every year.

- Camp K: a day camp that runs every July and August and they occupy the Lakeview and Critter shelter from Monday through Friday. This camp is organized by St. Andrews Presbyterian Church. They also have two sheds at Lakeview and one shed at the Critter shelter and are the primary users of the storage section of the Critter shelter. They change camp directors every couple of years.
 - o Last contact email: campdirector@campk.on.ca
- Waterloo Paddling Club: They own the container and the dragon boats at the boat launch. They purchase membership passes for access and use of area. They come in throughout the season, mostly morning and evening practices.
 - o Last contact: Mary Power email: mary.power@uwaterloo.ca
- WRDSB Canoe Storage and Instruction Program: WDSB stores all their canoes in the canoe storage building located near the boat launch for which they pay a yearly rental fee. The instruction program usually runs in May, June, Sept, Oct for which they pay a per person fee which is invoiced.
 - o Last Contact: Scott McCulloch email: scott_mucculloch@wrdsb.ca
- Juvenile Diabetes Walk: A Charity walk organized by the Juvenile Diabetes Research Foundation. Usually in June.
 - o Last Contact: Danielle Hornung email: dhornung@jdrf.ca
- Portuguese Water Dog: a group that organizes two or three training days throughout the summer and an official Portuguese water dog trial, usually in August. The boat launch closes for each of their events.
 - o Last Contact: Carolynne Issa email: lunanovapwds@gmail.com
- Hike for Heart: A charity walk organized by the St Mary's Hospital Foundation. Usually in September.
 - o Last Contact: Nico Giorgio email: ngiorgio@supportstmarys.ca
- Cricket: a yearly agreement between the City of Waterloo and the GRCA to allow cricket at Laurel Creek. This Agreement is usually worked on with the Manager of CA's

Septic Systems

Laurel Creek has four weeping beds, five outhouses, and one force main that pumps out to the city sewer.

Weeping beds:	Force Main	Outhouses
Gatehouse	Area One Washroom	Baseball Field
Cricket Building (pumped)	Dumping Station	Area 2
Lakeview Washroom		Area 1 (two flush outhouses)
Critter Shelter		Group Camp

See [Appendix D](#) for bed locations

Water System

The Conservation area is fed from the city and supplied water from two different lines.

- One line feeds the Cricket building, which feeds the gatehouse
- The second line feeds the rest of the park.
- There is a booster pump/pressure tank system located at the area one washroom to supply the area one campground with adequate pressurized water.
- Weekly chlorine residual tests are required (gatehouse & washroom in area one)
- Monthly water samples are required (gatehouse & washroom in area one)

See [Appendix E](#) for a water line map

Canoe Rentals

Presently, Laurel Creek offers six canoes available for rental. The rental process and equipment issuance take place at the front gatehouse. Renters receive essential equipment, including paddles, a safety kit, and life jackets. A key to unlock the canoe is provided along with the equipment. It's the renter's responsibility to securely lock the canoe after use, and the canoes are situated at the beach.

Fueling

Laurel Creek uses the Hogg Fuels depot to fuel up the vehicles and jerry cans. In order to pump fuel a driver's card and a fuel or truck card is required.

Location: 70 Frobisher Dr. Waterloo, ON

- Driver cards for all security guards will need to be ordered at the start of the season.

Trailer Storage

At Laurel Creek, we provide trailer storage at our shop. Storage periods typically span six months, covering May 1st to Oct 1st for the summer term, and Oct 1st to May 1st for the winter term. Priority for winter storage spots is given to seasonal campers. After accommodating all seasonal trailers, any remaining spots are open for allocation to other individuals.

Mail

The mailing address for the CA is the same as the workshop address, not the CA's

The mailbox is at a community mailbox located at Laurel Gate Dr (the road across from the shop). Laurel's mailbox is located top left cubby of the far-right mail unit.

Seasonal Camping

Laurel Creek has 36 seasonal campers. All paperwork and payment are completed through an online portal which can be found here: <https://apps.grandriver.ca/SeasonalCampsite/admin/>

See [Appendix F](#) for Seasonal Camping Schedule of Events

Boat Launch

Laurel Creek has a boat launch with one dock. Only non-motorized watercraft are permitted.

Banking

All banking including deposits, change, etc. are conducted at the CIBC located near Conestogo Mall.

Address: 550 King St. N Waterloo, ON

Shopping/Supplies

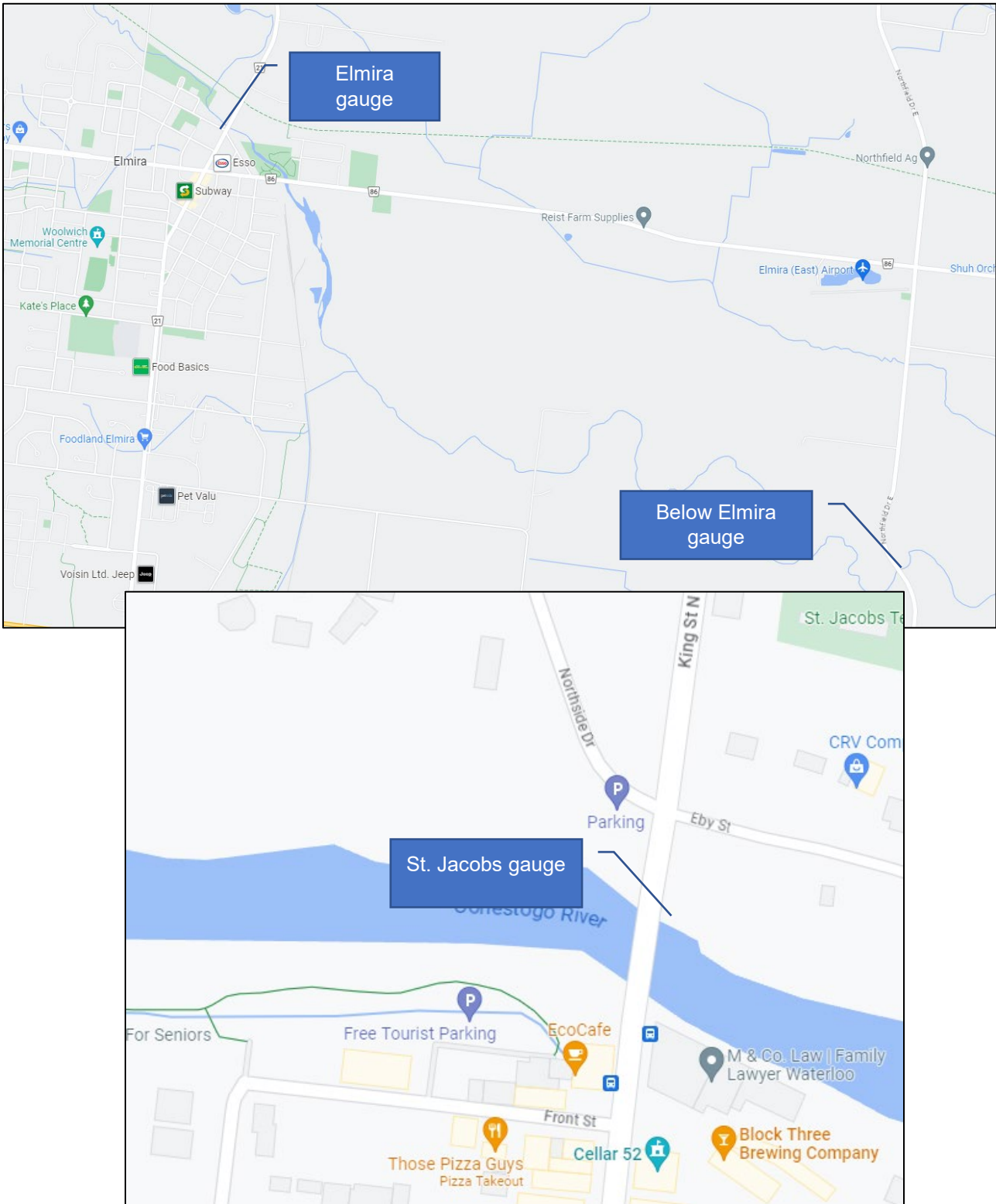
The following are the retailers with house accounts

- **Peavey Mart:** St Jacobs, 849 Weber St N, Waterloo, ON N2J 4G8
- **Premiere John Deere:** 275 Church St W, Elmira, ON N3B 2Z6
- **Noble:** 663 Colby Dr Units 14, Waterloo, ON N2V 1C2 (Plumbing Parts)
- **Canadian Tire:** 325 Arthur St S, Elmira, ON N3B 3L5
- **Bolts Plus:** 215 Frobisher Dr, Waterloo, ON N2V 2G4
- **Battlefield Equipment:** 496 Weber St N, Waterloo, ON N2L 4E8 (Compressor)
- **Mar-Span Home Hardware:** 5 Duke St, Elmira, ON N3B 2W2 or 7873 Wellington 8, Drayton, ON N0G 1P0

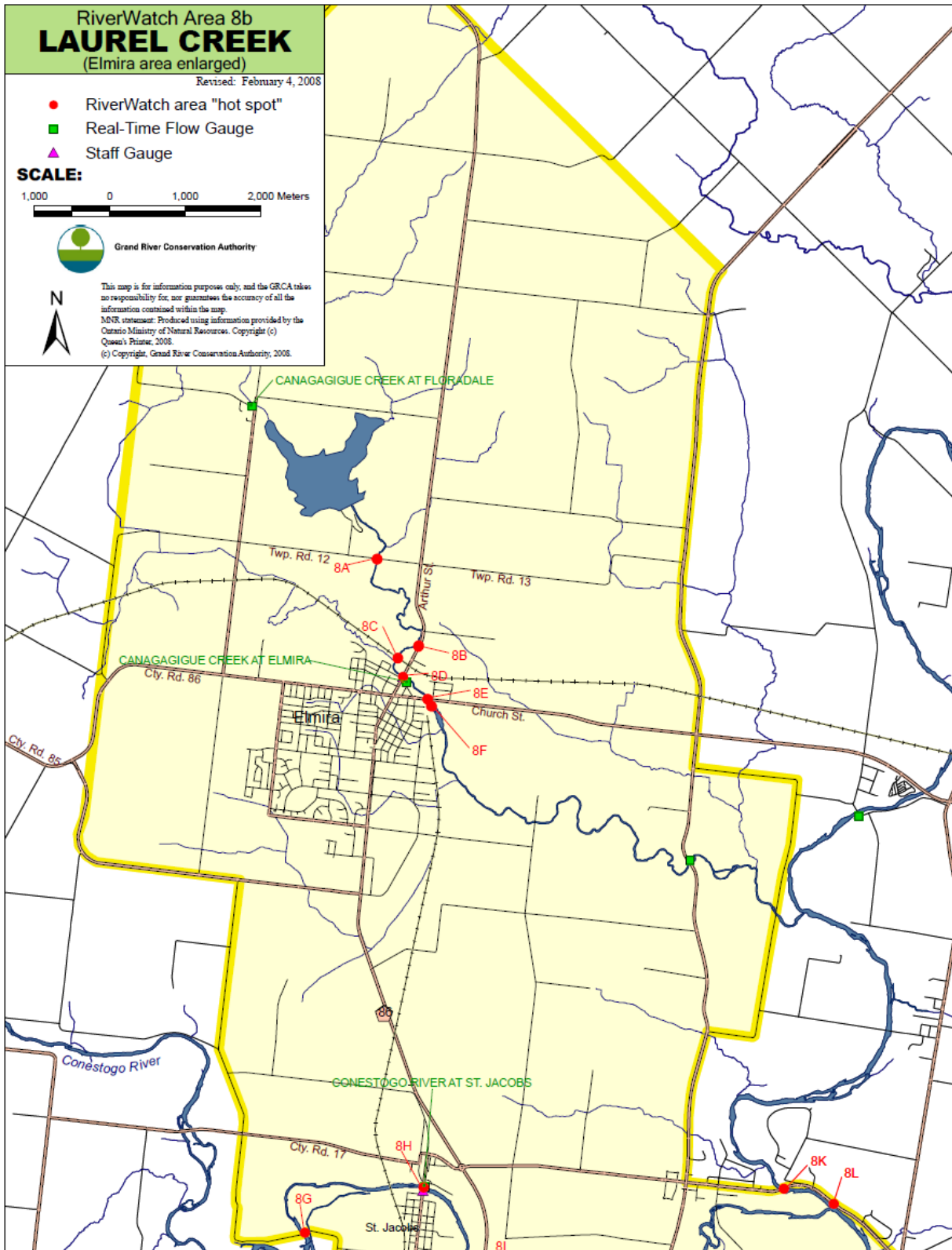
Blowdown/Winterization

Please see [Appendix G](#) for procedure

Appendix A: River Gauge Locations



Appendix B: River Watch Maps and Report Form



RiverWatch Area 8a LAUREL CREEK

Revised: February 4, 2008

- RiverWatch area "hot spot"
- Real-Time Flow Gauge
- ▲ Staff Gauge

SCALE:

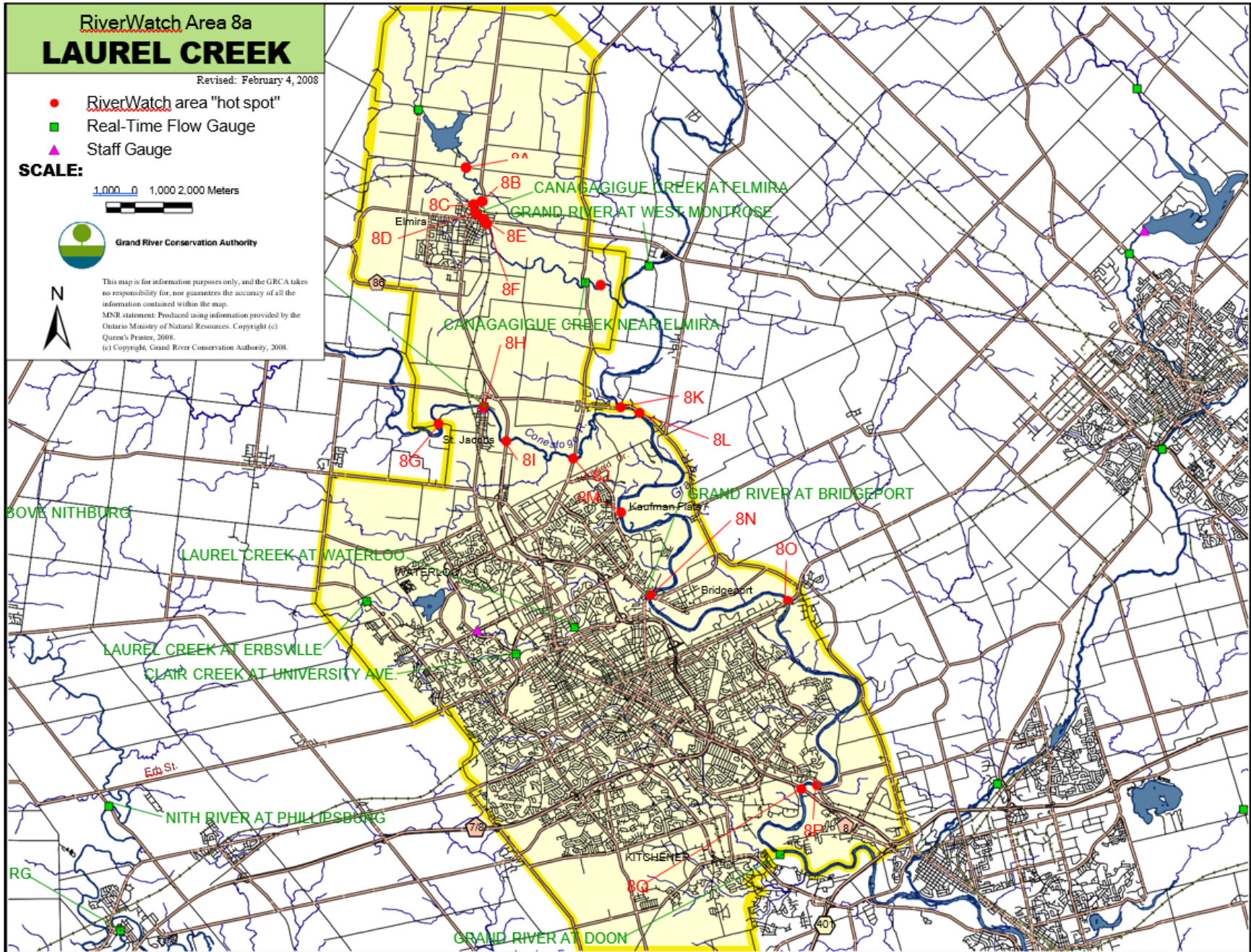
1,000 0 1,000 2,000 Meters



Grand River Conservation Authority



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Canagagigue Creek

Location	Area Description	Time	U/S % Ice Covered	D/S % Ice Covered	Other Comments
8-A	Bridge on Reids Wood Dr.				
8-B	Box culvert crossing, Arthur St. Upstream of Elmira				
8-C	Railtrail bridge, Victoria St. Elmira				
8-D	Elmira Gauge Station Riverside Drive, Elmira				Gauge reading _____
8-E	Bridge & Bolender Park, Hwy 86, Elmira				
8-F	Lanxess Pond Elmira				

Conestogo River

8-G	St. Jacobs Dam Three Bridges Rd.				
8-H	St. Jacobs Gauge Station King St. N., St. Jacobs				Gauge reading _____
8-I	Hwy 85 - Bridge North of Waterloo				
8-J	Regional Rd. 22 - Bridge North of Waterloo				

Grand River

8-K	Regional Rd. 17, south of Conestoga Golf Course				
8-L	Confluence of Conestogo & Grand rivers along Reg. Rd. 17				
8-M	Kaufman Flats				

	Woolwich place, Waterloo				
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Grand River

Location	Area Description	Time	U/S % Ice Covered	D/S % Ice Covered	Other Comments
8-N	Bridge Street Gauge Waterloo				Gauge reading _____
8-O	Hwy 7 Bridge east of Kitchener Near Breslau				
8-P	Freeport Bridge King St. E. Kitchener				
8-Q	Hwy 8 Bridge south of Kitchener				

Gauges Stations

1	Floradale Gauge Ruggles Rd. Floradale				Gauge reading _____
2	Below Elmira Gauge Regional Rd. 22 N. of Waterloo				Gauge reading _____
3	Weber St. Gauge Waterloo				Gauge reading _____
4	Clair Creek Gauge University Ave. Waterloo				Gauge reading _____
5	Erbsville Gauge Erbsville Rd. Erbsville				Gauge reading _____

Appendix C: Automatic Gate User Manual

Automatic Gate Terminal Access

To get on the automatic gate terminal follow the following steps.

1. Click on Windows Icon
2. Click on VNC viewer
3. Click on Connect
4. Enter user name and password

Closing Automatic Gate Batch

The following is the process to close a batch on the automatic gate and submitting reports to accounting department for reconsolidation.

1. Push audit button inside automatic gate payment box
2. Empty bills and coin from machine
3. Verify cash removed to audit report
4. Log into automatic gate terminal from inside
5. Right click mouse button
6. Click on refill bills/coin to open refill change screen
7. Click on coin box on screen
8. Click apply and okay to zero coins payment box
9. Click on bill acc on screen
10. Click apply and okay to zero bills in payment box
11. Determine amount to restock to float by taking total money (bills & coin) taken from machine minus revenue taken on that batch.
12. Click coin fill
13. Feed coin into machine through coin slot
14. Click coin fill off and pick up printout from pay box
15. Attach audit report and coin fill slip together and submit to accounting department
16. Log out of refill change screen
17. Log into Parking Boxx Reports
18. Click on cashier shift report
19. Select date of report wanted
20. Print and submit report to accounting department

Adding Membership & Seasonal Camper Cards

The following steps will assist you in adding a Grand River Parks membership to the automatic gate software that has not been previously entered.

1. Log into automatic gate terminal
2. Push windows key on keyboard
3. Click on Ease program
4. Enter user name and password
5. Click on access button
6. Click on card button
7. Click on search and enter card number to ensure it is not in the Ease System
8. If not found in system, click on Add new card
9. It will ask if entering multiple card numbers, click no for single card
10. Enter card information, active date, expiry date, card type and customer information
11. Click save
12. Card then will be on file

Removing Membership & Seasonal Cards

The following are the steps for removing a Grand River Parks membership from the automatic gate software. **DO NOT EVER CHOOSE TO DELETE THE CARD.** If they are looking for a replacement card because of lost card they will have to go through Head Office.

1. Log into automatic gate terminal
2. Push windows key on keyboard
3. Click on Ease program
4. Enter user name and password
5. Click on access button
6. Click on card button
7. Click on search and enter person name/phone number/card number to find it in the system
8. Modify the expiry date to be transaction date
9. Click save
10. Card will then be expired in system at end of that day

Issuing Replacement Membership & Seasonal Card

The following procedure will allow you to deactivate a current membership card and replace with a new membership. This should only be done if you are switching cards because the current one the customer has is damaged and not working. **DO NOT DELETE OLD CARD FROM SYSTEM.**

1. Log into automatic gate terminal
2. Push windows key on keyboard
3. Click on Ease program
4. Enter user name and password
5. Click on access button
6. Click on card button
7. Click on search card number to find it in the system
8. Modify the expiry date to be transaction date
9. Click save
10. Card will then be expired in system at end of that day

11. Click on Add new card
12. It will ask if entering multiple card numbers, click no for single card
13. Enter card information, active date, expiry date, card type and customer information
14. Click save
15. Card then will be on file

Locking Gate Arm Open

The following procedure will allow you to lock the entrance gate arm in the open position, until you decided to release it. This is good if there is an issue with the system and you want to leave the gate open until you can get in to fix the system.

1. To open gate text intercom from your cellphone
2. `;+OS1=1;ORC1=1;`
3. You should then receive a text back confirming the gate is locked open
4. To close the gate text the intercom from your cellphone
5. `;+ORC1=0;OS1=2;`
6. You should then receive a text back confirming the gate will close after set time or next vehicle passing through

Programing Access Phone Numbers

The following procedure will allow you to enter phone numbers into the intercom system so that when the individual calls the automatic gate it will open for them without scanning a card or paying to enter. You will need to maintain a list of phone numbers and names to know who has been assigned which numbers.

1. To add a number text intercom from your cellphone (x is the number in system and * is the persons cell phone number)
2. `;+CLPx=*****;`
3. You should then get a text back confirming the number was added
4. To remove a number text intercom from your cellphone (x is the number in system)
5. `;+CLPx=;`

Programing Intercom Calling Tree

The following procedure will allow you to setup the call tree for the intercom at the automatic gate if someone pushes the help/emergency button.

1. To set call tree text intercom the phone number to be called (x is number in call tree, * is the phone number to be called)
2. `;+ATNx=*****;`
3. You should then get a text back confirming the number was added

4. If you need to adjust the delay between next number to be tried text the following to intercom (x is a number between rings for example 20)
5. ;+RTNA=xx;
6. You should get a text back confirming the change in the timing

Camping & Day Pass Barcode

This section will assist you in the setup, deleting and managing of barcodes for camping and day pass users.

Setup of Access Levels and Pass Types

The following procedure is how to setup up types of access levels and pass types to be used with the card print program for issuing barcodes to customers. All access levels and pass types are to be the same at all Grand River Parks so if additional access or pass type is required please discuss with head office. See Table 1 & 2

1. Log into Gate Setup program
2. Click on Access tab
 - a. Select: New Access and Edit
 - b. Uses: will be set to 0
 - c. Name: set the name you want it to be called (e.g. Camping)
 - d. Date Range: if you want to have pass only good for certain date range you can check box and set range if wanted
 - e. Ignore Passback: if you want passback which is normally set to 15 mins deactivated check box, otherwise leave unchecked
 - f. Start/End times: set the start and end times you want the pass to work for. If 24 hrs set to 00:00:00 to 23:59:59
 - g. Check boxes beside all your readers
 - h. Click save
 - i. The new access level should now appear in the drop down box
 - j. Click Devices and select update
 - k. Select all devices
 - l. Click begin
3. Click on Pass Types tab (26 different Pass types can be set)
 - a. Select Add
 - b. Select Pass Type letter (normally start with A and work through to Z)
 - c. Enter description of what the pass will be (e.g. 3 day Camping Pass)
 - d. From drop down select access level (e.g. camping)
 - e. Duration (days) is the number of days you want barcode good for (e.g. 3)
 - f. Expiry Time is the time you want it to expire that day (e.g. 21:00:00)
 - g. If you click Expiry type you can switch to number of use expiry instead of number of days (e.g. 1 scan at gate)
 - h. Once setup completed click ok
 - i. Click Devices and select update
 - j. Select all devices
 - k. Click begin

Deleting Barcode

If you have a barcode that has been issued to someone and need to deactivate the card you can do so following the below procedure.

1. Click on Deleted Passes tab
2. Click Add
3. Enter Pass Number
4. Select pass type
5. Click ok
6. Click Devices and select update
7. Select all devices
8. Click begin
9. The pass will now be deactivated in the system

Barcode Transactions

Under the tab for Transactions it will show you all the scans that have been done with the automatic gate. Any that are showing unknown type will most likely be Park Membership cards. The barcodes will show the type, pass number, date and time along with the status of that barcode. You may also choose to run a report on the transactions if you only want a certain period of time by clicking on Reports.

Printing Barcodes

After the barcode pass access and types are setup you can then begin to print barcodes off your standard printer onto either paper or stickers. The following is the process for printing barcodes.

Printing from Template

1. Open CardPrint program
2. Click Load
3. Select File you template you would like to use
4. Set Expiry month and year (Note: expiry is the 1st of month)
5. Enter the Quantity of sheets to print
6. Click on Print
7. When asked to save number sequence, click yes

Creating Print Template

1. Open CardPrint program
2. Set print Margins
 - a. Single barcode to sheet left: 2.5 top: 4.5
 - b. 10 barcodes to sheet left: 0.75 top 0.5
3. Row and column pixels set to 0
4. # of Cards
 - a. Single barcode across: 1 down: 1
 - b. 10 barcodes to sheet across: 2 down: 5
5. Select text, size and enter text as you would like to appear on barcode. You can have 3 lines above and 3 lines below the actual barcode

6. Set Type: This will be the pass type you setup up when doing the Pass Type setup. (e.g. A – 1 night stay, B – 2 night stay, C – 3 night stay)
7. Set Site Code: will be your site number (e.g. Shade’s 40)
8. Set Expiry month and year (Note: expiry is the 1st of month)
9. Enter the first barcode number a 1
10. Enter quantity of sheets required
11. Click on print
12. When asked to save number sequence, click yes

SOS Opening Testing

Twice per year the SOS device on the automatic gate should be tested by going to www.sosgate.com and download the “Yelp” Mp3 file. Then play the yelp file near the gate and the gate should automatically open. If gate fails to open contact gate service provider. All checks should be documented.

Fee Station Test Mode

Troubleshooting

Gate arm will not rise

Check both fuses inside the top of the gate controller. They are T3.15AL 250V fuses

Membership Scanner Active

To know if the membership scanner is active and verifying card data you should see a flashing “*” on the display screen. If the * is missing you will know that the system is working off line and needs to be restarted by shutting the power down to the unit and restarting it. This should bring it back online when everything starts back up.

Bill accepter will not accept bills

The red light will be on solid or flashing after pressing the start button. Open cabinet and check nothing jammed in accepter by opening up the cover and removing the bill box. If nothing jammed then unplug bill accepter for 10-15 secs on the bottom right side of accepter. Plug back in and close cover, replace bill box. Closed cabinet door and press start button and green light should come on.

Table 1: Access Levels

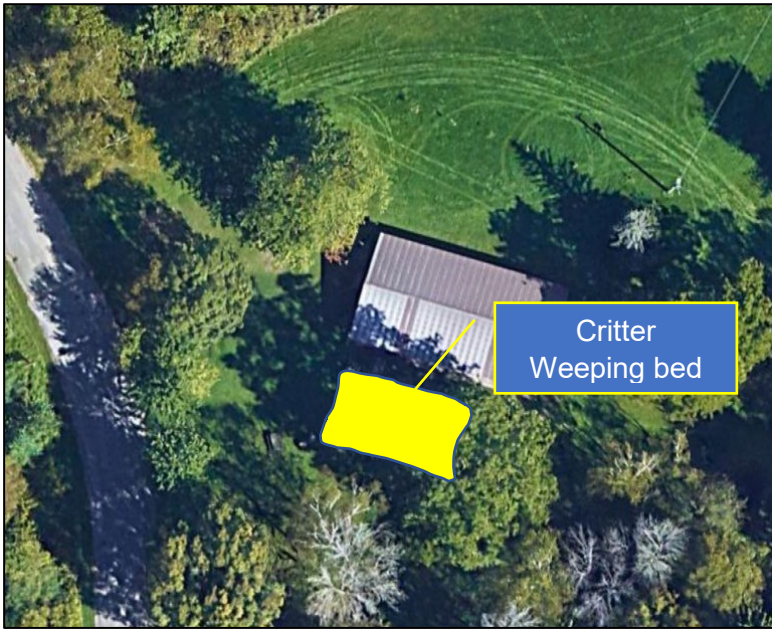
Name	Times	Ignore Passback
24 HOUR	00:00:00 to 23:59:59	No
DAY USE	06:00:00 to 22:00:00	No
WEEKDAY DAY	07:00:00 to 18:00:00 Monday to Friday	No
NATURE CENTRE	07:00:00 to 21:00:00	Yes

CONTRACTOR	06:00:00 to 21:00:00	Yes
WEEKDAY EVENING	17:00:00 to 22:00:00 Monday to Friday	No

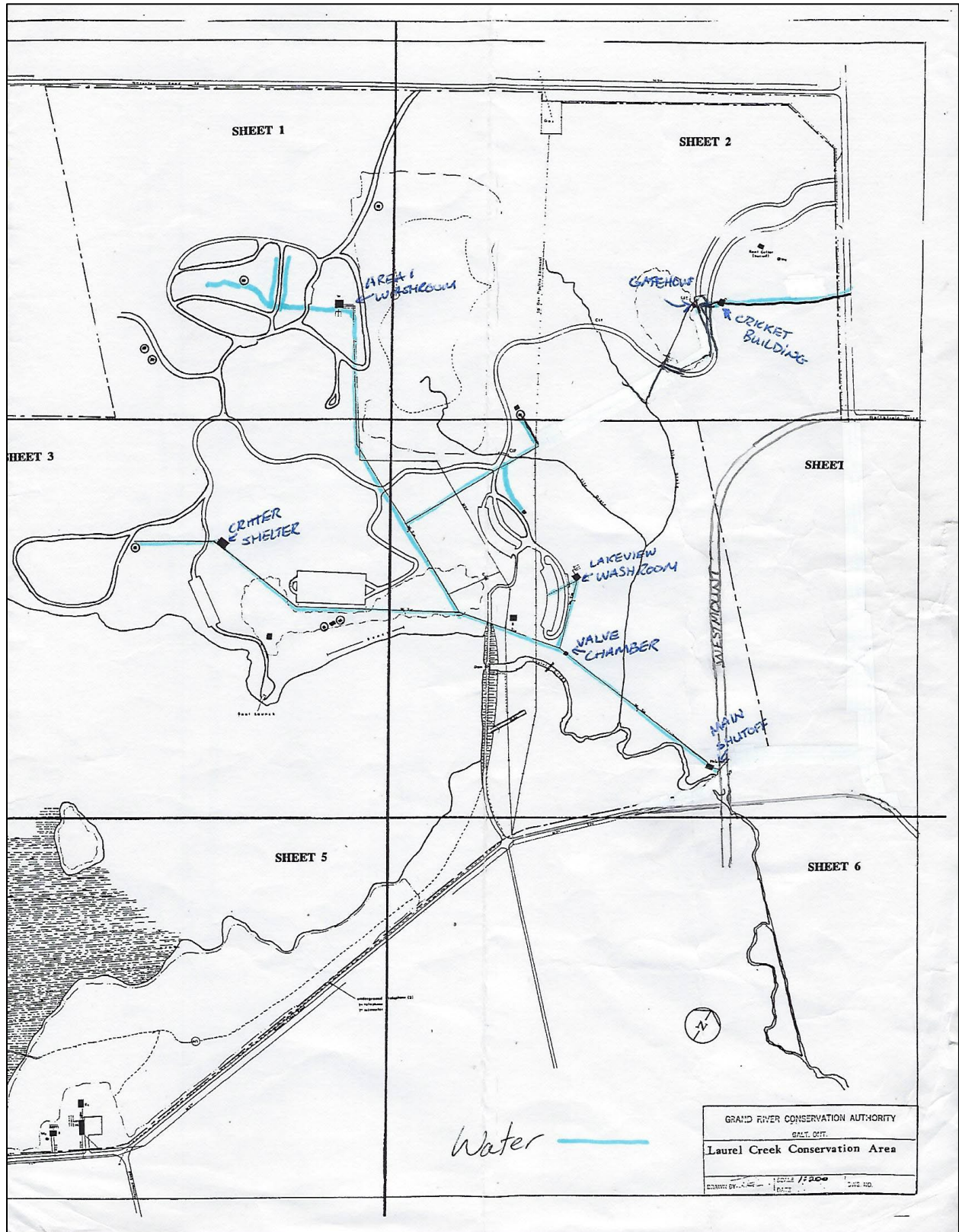
Table 2: Pass Types

Pass Letter	Description	Access Level	Duration	Expiry
A	NATURE CENTRE PASS	NATURE CENTRE	1 DAY	21:00:00
B	DAY USE PASS	DAY USE	1 DAY	21:00:00
C	CONTRACTOR 7 Day	CONTRACTOR	7 DAYS	21:00:00
D	DAY CAMP PASS	WEEKDAY DAY	5 DAYS	18:00:00
E	1 NIGHT CAMPING	24 HOUR	1 DAY	13:00:00
F	2 NIGHT CAMPING	24 HOUR	2 DAYS	13:00:00
G	3 NIGHT CAMPING	24 HOUR	3 DAYS	13:00:00
H	4 NIGHT CAMPING	24 HOUR	4 DAYS	13:00:00
I	5 NIGHT CAMPING	24 HOUR	5 DAYS	13:00:00
J	6 NIGHT CAMPING	24 HOUR	6 DAYS	13:00:00
K	7 NIGHT CAMPING	24 HOUR	7 DAYS	13:00:00
V	Night Program	WEEKDAY EVENING	365 DAYS	22:00:00
W	1 Year Pass	DAY USE	365 DAYS	22:00:00
X	VISTITOR PASS	DAY USE	1 USE	N/A
Y	PROMO PASS	DAY USE	1 USE	N/A
Z	SINGLE USE PASS	DAY USE	1 USE	N/A

Appendix D: Weeping bed locations



Appendix E: Laurel Creek Water Line Map



Appendix F: Seasonal Camping Schedule of Events

Dates	Events
January	<ul style="list-style-type: none"> • <i>Letter to Seasonal Campers</i> are sent out to those holding a seasonal campsite reservation
March 1	<ul style="list-style-type: none"> • Final day for cancellation of seasonal campsite reservation without losing the \$250 deposit • Online portal opens for Seasonal License Agreement submissions.
March 30	<ul style="list-style-type: none"> • Deadline for completed <i>Seasonal Campsite Licence Agreements</i>
March 30 – April 30	<ul style="list-style-type: none"> • Review of <i>Seasonal Campsite Licence Agreements</i>: CA staff to review applications to identify what errors or missing information exist; for seasonal campers to complete or correct before they can occupy their campsite
May 1	<ul style="list-style-type: none"> • Camping Season Opens - Seasonal Campsite occupancy begins. Only those that have paid and have an approved agreement can occupy their site
May 15	<ul style="list-style-type: none"> • Seasonal camping payment fees due • Before seasonal campers take occupancy <i>Seasonal Campsite Licence Applications</i> are reviewed, completed and signed (for those identified to have been incorrectly completed during the review) and fees paid in full • Proof of valid Liability Insurance must be provided by this date otherwise Seasonal Campsite Licence Agreement may be terminated by the Area Superintendent • Deadline: All <i>Seasonal Campsite License Applications</i> must be returned to GRCA Administration Center for signatures from the Duty CAO. Note that the agreements can be returned earlier, this is the absolute latest that these should be returned to Head Office. • Vacant campsites will be offered to standby-list of previously drawn but unsuccessful applicants s or on a first-come-first serve basis when all other options have been exhausted. • All new seasonal campers must submit a completed Camping Equipment & Structures Permission Form by this date for record
May 30	<ul style="list-style-type: none"> • Failure to pay fees by this date will result in cancellation of the campsite reservation.
August	<ul style="list-style-type: none"> • Review and make updates to program documents in preparation for the lottery applications/lotteries • Online registration system opens for returning seasonal campers to pay seasonal deposit for following season
Labour Day Monday	<ul style="list-style-type: none"> • Deadline for renewal of reservation for current year's seasonal campers looking to return in the following season. • Deposit for returning seasonal campers is due (\$250)
September 1 st - September 15th	<ul style="list-style-type: none"> • Shuffling of returning seasonal campers • Staff compile list of available campsite for the lottery
September 15th	<ul style="list-style-type: none"> • Complete list of available campsites for the lottery is posted online • Seasonal Campsite Lottery Application form is posted online (applications will not be accepted until the available sites are released)

September 15-30th	<ul style="list-style-type: none"> • Lottery application window opens (for those interested in being a new seasonal campers). We will not be accepting application before this time, or maintaining a list of those interested in applying. • Preparation for lottery beings, all applicants are required to submit a Seasonal Campsite Licence Application by completing the form found on the GRCA's website and emailing it to appropriate park.
September 30 th -October 15th	<ul style="list-style-type: none"> • The lottery will be held during this time frame and is dependent upon individual park schedules. • Parks then reach out to successful applicants and offer them a site
October 15th	<ul style="list-style-type: none"> • End of the current years camping season • Expiration of current camping seasons' camping permits • Seasonal campers move their equipment off their campsites, with the exception of those in areas where a justified exception has been agreed upon, and vacate the conservation area for the duration of the off-season.
October 15 th – October 22nd	<ul style="list-style-type: none"> • Seasonal deposit for new campers (\$1000) is due
December	<ul style="list-style-type: none"> • Update the Seasonal Letters: When we send out the renewal letter to our seasonals we should re-enforce the concept that they must submit an application anytime they wish to change camping units, sheds, decks or any other make any other addition to their site. • Update the fees in the Seasonal Camping Guide and review document for any other required updates

Appendix G: Laurel Creek Blowdown/Winterization Procedure

Blowdown/Winterization Procedure Laurel Creek

Revised 2023

Purpose-To remove residual water from the distribution system which will freeze during the winter period. The depth frost will travel varies on a yearly basis and consistent effort must be taken to prevent unnecessary damage to equipment and save time during start-up. This action is undertaken immediately after the Park closes as overnight frosts damage above-ground taps.

Equipment required **Water line book-** indicating water system layout

- Compressor 185 cfs unit, diesel-RENTAL
- 50 feet of rubber flex airline hose made up with “Chicago” fitting – (RENTAL) and hose bib connector (100psi line)
- Pintle hitch, wheel blocks, ¾ ton pickup
- Walkie-talkies /cell phone
- Curb stop wrench
- Flashlight
- Plumbers Antifreeze -50 18-4L jugs
- Adjustable wrenches

Safety hazards

- Weather-rain, cold, wind
- Noise from compressor- continual noise, loud noise
- Transporting the compressor - reversing
- High-pressure air- direct exposure to skin, burst lines, hot lines
- Hitching /moving compressor, rollback/ahead (blocking), pinch points, foot injury, lifting injury
- Uneven, wet ground –slips, trip/ falls
- Fueling- spills
- People- distraction

PPE

- hearing protection
- gloves,
- eye protection
- foot protection
- Weather-appropriate clothing

Rental Compressor 185 c.f.s Operation and Safety

- **Different units each season. Confirm understanding of operation with the rental company representative.**
- **Pre-set rental compressor to the maximum output pressure of approx. 75psi**
- **Familiarize yourself with rental unit operation by reading the manual**
- **Follow fueling/maintenance routine for diesel equipment, daily**
- **Starting as indicated by direction on the unit**

- **Warm-up as indicated by direction on the unit**
- **Airline connection -50 feet of rubber flex hose - Chicago connection only**
- **Shut down as indicated by direction on the unit**
- **Store the unit in the compound when not in use to prevent tampering during off hours.**

Process

The intent is to remove water from lines above ground, below ground and trapped in equipment after the water system is shut down. A thorough understanding of the system is vital. At season end, gravity draining should be utilized to remove as much water from the system as possible. "Gravity draining" is simply shutting down the water supply, opening the taps/outlets at the lowest and highest points in the system and permitting the water to fall out of the system by gravity.

Shut down the propane-fired hot water heater in Area #1 washroom, disconnect the power supply and drain water completely from the tanks before starting the blowdown. The electric water heater in the Critter shelter should be turned off and drained at this time as well.

Patience is an important aspect of blowdown. This process should take no less than seven work days at Brant Park! To confirm a line is clear wait until no "puffs" of water are emitted from the taps. Waterlines are not at uniform depths in the ground. Water can be trapped in the unseen hills and valleys created by the trench the line was laid in. When waterlines are cleared, it is important to isolate campgrounds which are complete. This will prevent water from re-entering the line unintentionally during the freeze period. Start at the point water enters the system (also the highest point) and push out to the furthest taps. Water in lines cannot be pushed uphill. Water can only be moved downhill.

Laurel Creek Water system winterizing is started at the Valve chamber. Start by closing both large ball valves on either side of the backflow preventer located in the chamber. Gravity drain the system on the final day of operation. Isolate/shut the main valve off to each building (Area #1 washroom, Lakeview washroom, Critter shelter) and valve to Area #1 campground located in booster pump house; open taps in buildings, throughout campgrounds and picnic areas to permit air to displace the water leaving the water lines. Leave to drain overnight.

***BEFORE CONNECTING COMPRESSOR TO WATER SYSTEM* - shut all taps in Area #1 campground, make sure all buildings are isolated and the tap at the Baseball shelter and Area #2 campground are open. Remove flexible water supply lines to Marine toilets in flush vaults, and hold the flush lever open until water drains from toilets and flex lines.**

Compressor use begins at this point

Always make sure that taps are open so air and water have a pathway to escape. Water cannot be compressed, air can be compressed. Water lines have a design limit of 100 psi maximum pressure.

1. **Position the compressor at the water tap next to Lakeview shelter, (block wheels, steep incline). Go to the valve chamber and pump any water in the chamber out using a portable generator and sump pump. Go back to the**

- compressor, start the compressor and allow the engine to warm up. Connect the airline to tap and apply air. Push water downhill through the beach area, to Area #2 campground and to the Baseball shelter tap. When these lines are clear go to step #2.
2. Open taps on site #1 and at the Group site, open taps along this stretch until lines are clear, move to step #3.
 3. Open taps at sites #28 and #23A, open the valve to Area #1 campground in the booster pump house and push water out of all campsites on that road, once done move to step #4.
 4. Open taps on sites #91 and #79, close #28, #23A and clear the taps on this road. Once clear move to step #5.
 5. Open taps on site #36 and #45, closing #79 and #91, work your way along this road to site #50 and #43, then tap at entrance site #48. Once clear move to step #6.
 6. Open taps on sites #113 and #66, closing others behind you work through this road and then open taps and toilet valves in flush vaults. Once these are clear open the valve at the dumping station, once the dumping station is clear move to step #7.
 7. Repeat steps #1 through #6 to ensure water has been pushed out, this should complete the first day of blowdown.
 8. All Washroom buildings will be completed individually on the second day of the process. Water must be removed from building supply lines completely. When no evidence of water remains isolate the supply valve and move on. Make sure the compressor is refuelled and coolant, oil levels and flex hose are all good, reconnect the compressor to the tap next to the Lakeview shelter, and start the compressor, while the compressor is warming up open the valve to the Lakeview washroom and then apply air.
 9. Starting with the Lakeview Washroom building, push water to all taps, urinals and toilets. Care must be taken to conserve sufficient pressure to complete toilets when nearing completion. Toilet lines, tap supply lines urinals must be followed up with connections broken to prevent any trapped water from remaining in small lines. Move on to step #10.
 10. Open the valve at the Critter shelter, and push water to all taps (hot and cold), water heater, urinals and toilets. Care must be taken to conserve sufficient pressure to complete toilets when nearing completion. Toilet lines, tap supply lines urinals must be followed up with connections broken to prevent any trapped water from remaining in small lines. Move on to step #11.
 11. Open the valve at the Area #1 washroom building, and push water to all taps (hot and cold), water heater, urinals, toilets and showers. Care must be taken to conserve sufficient pressure to complete toilets and showers when nearing completion. Toilet lines, tap supply lines urinals must be followed up with connections broken to prevent any trapped water from remaining in small lines. Move on to step #12.
 12. Repeat steps # 9 to #11 if time permits in 2nd day, if not repeat steps on 3rd day. Move on to step #13.

- 13. With the compressor running and hooked up to the tap next to the Lakeview Shelter, open the tap in the valve chamber on the park side of the backflow preventer and clear the water. Move to step #14**
- 14. Move compressor to valve chamber, attach air hose to tap on City supply side of backflow preventer. Drive out to the City supply curb stop next to Westmount Road. Locate the curb stop and use a large curb stop wrench to close off the water supply from the City, open the tap next to the curb stop. Return to the park turn on the compressor and apply air to the line, monitor the tap near Westmount Road until it is clear, shut down the compressor and disconnect the air hose. Move on to step #15**
- 15. Using an adjustable wrench remove plugs from all 4 valves at the backflow preventer in the valve chamber, open the valves and allow water to gravity drain out of the backflow preventer. Pump any remaining water from the bottom of the chamber using a portable generator and sump pump, close the lid to the chamber and lock it. Move on to step #16.**

- 16. Anti-freeze will be used liberally in all unheated buildings - toilets, tanks, urinal flexible traps and all floor drains to prevent trapped water from damaging sites which cannot be blown out. Remove the shower mixer valve and freezable items to heated storage. Place mouse baits in pipe chases to protect electrical panels. Move to step #17.**

- 17. Shut off all non-essential power at electrical panels inside all buildings and campgrounds. Leave power to pipechase lights in buildings and sewer pumps at the dumping station.**