

Camp Wilabosca Users Guide

Revised January 2017

Please Read carefully BEFORE/DURING & AFTER using the camp

The keys for Camp Wilabosca are available from the camp committee key holders, please make arrangements in advance to get keys & return them as soon as possible after the camp is over.

Camp Committee Key Holders		
Name	Phone Number:	Email
Thomas McGibbon	705-560-0118	scouter.tom@sympatico.ca
Earl Mumford	705-692-9520	e.m.mumford@sympatico.ca

This Camp is to be utilized as much as possible for your group's enjoyment, but please remember to take care of it...and don't forget to have FUN!! A good camper will leave Wilabosca cleaner than when they arrived.

Food Preparation:

In order for Scouts Canada – Camp Wilabosca to comply with the legislated requirements of the Fire Protection & Prevention Act, 1997 and Fire Code O.Reg 213/07 there is to be no cooking of food in the kitchen that produces smoke or grease laden vapours. The cooking of such food is to be done out of doors on the provided propane barbeque.

Upon Arrival

- All vehicles are to be parked in the upper parking lot. If because of supplies, a car must drive to the lower parking lot, it is to be unloaded and moved back to the upper parking lot as soon as possible. **No vehicle should be left in the lower parking lot during your stay.**
- On the east wall of the dining hall (just inside the front door), you will find the electrical panel. **IF** you are using Windy Point, turn on the breaker marked Windy Point. The light switches for the dining hall are at the left side of the double steel doors. The Thermostat for the heat is on the wall between the kitchen & the ladies washroom. **IF** needed, adjust it to 20 °C the red mark, but **NO** higher.
- The water pump, hot water tank, & UV system must be turned on. Instructions are posted in the pump room.
- The propane for the kitchen stove is on and the pilot lights are lit.
- The main source of power for all the cabins is in Cabin 3. All breakers (in the cabins) should be in the OFF position before throwing the main switch in cabin 3. The breaker for each cabin is marked. Only turn on breakers for the cabins that will be used. Each cabin has its own breaker panel that supplies power to the lights, heaters & electrical outlets. If you are using the cabin, turn on the main breaker and the breaker for whatever equipment you wish to use.
- **The heaters were installed in the cabins to take the chill off the room**, not to provide a shirt sleeve environment. Please use accordingly by setting the thermostat to 16 – 18 ° C.
- Become familiar with the locations of all fire extinguishers in ALL buildings being used.
- Keep all doorways & walk paths clear of snow. Be aware of overhanging icicles.

During your stay

- All dishes are to be air-dried. This is a health department regulation. NOTE: Use only 3 drops of javex in the second rinse.
- **Conserve energy!** The showers are to be used only if necessary. Keep the thermostat as low as possible in the dining hall & cabins. **This is a camp – not home.**
- No masking tape is to be used on painted surfaces and all posters, signs, menus, maps, etc. are to be removed when leaving. No nails/tacks/pins are to be put into any surfaces or wall.
- Sleeping accommodations are to be in the cabins only. There are 5 cabins (including Windy Point) & lots of room for tents.
- There is to be NO cutting of live trees -- no matter what the circumstances. There is dead dry and standing wood in the bush area **or you may wish to bring in your own wood.**
- Please no long distance calls charged to our number, you will be requested to pay these charges at a later date.
- The main breaker in each cabin being used is to be turned off upon rising in the morning and turned on after supper. This is to reduce hydro costs.
- ALL breakers in the main lodge are to remain in the ON position, except for Windy Point (as needed).
- **No food is allowed in the cabins.**

General Terms and Conditions

- ❖ ***A \$50 clean-up fee will be charged to any group not leaving the camp cleaned. This is to cover items such as the stove (grill), garbage left behind, food left in kitchen, etc. This does not include general maintenance items. Until this fee has been paid, the group will not be accepted for further rentals.***
- ❖ ***If there is ANY maintenance required or broken/damaged items, please indicate those items in the appropriate section below. This would include items like, taps/toilets leaking, light bulbs burnt out, appliances not working, etc. If there are ANY issues or concerns that need to be addressed during your stay, please contact any member of the Wilabosca Camp Committee.***

Name	Phone #	Email
Thomas McGibbon	705-560-0118	scouter.tom@sympatico.ca
Earl Mumford	705-692-9520	e.m.mumford@sympatico.ca
Doug Goodale	705-522-1639	dhgoodale@gmail.com
Greg Clausen	705-560-2548	gregclausen4@gmail.com
Mike Johnson	705-692-4734	705-562-6055
Susan Teague	705-692-4734	705-507-6055

THANKS FOR TAKING CARE OF YOUR CAMP!!!

CLOSING CHECKLIST (to be returned with key)

Group: _____ Section(s): _____

Date(s) of Camp: _____

Leaders/Parents Present: _____

Please check the off the boxes below upon completion tasks

Cabins

- Garbage removed, floors swept and damp mopped (if required). Main breaker in each cabin turned off. All windows to be shut & locked, doors locked.
- Breaker for Windy Point is turned OFF in main lodge; main breaker in Cabin # 3 is OFF.

Main Lodge

- Clean the stove & grill, the required cleaning products are below the sink & instructions are posted on the wall, near the back door.
- PLEASE REMOVE ALL FOOD & EQUIPMENT.
- Sleep cabins:** Swept out, windows shut and locked, doors locked, ALL breakers are off including man panel in sleep cabin 3.
- Kitchen, washroom and dining hall floors are swept and mopped; mop & pail rinsed out and put away in proper location. ALL tables are washed off and put back in the proper place.
- ALL garbage bags are to be taken home. Please do not leave newspaper or card board boxes for others.
- Exhaust fans in the kitchen and washrooms are off. ALL lights are turned OFF in all buildings.
- ALL toilets are flushed (including urinals), washroom doors are left open.
- Thermostat in dining hall is turned down to 10 degrees.
- Windy Point, breaker panel is OFF; doors and windows have been locked and checked.
- Breaker in main lodge for Windy point is off, remainder of breakers in main lodge are to be left on.
- The grounds are cleaner than when you arrived, including fire pit, tenting sites & beach area.
- Water pump, hot water tank fan & UV system has been turned off (power bars turned OFF).
- All Windows shut & locked, doors have been locked, kitchen, pump room, double doors and end door in the dining hall
- ALL door locks have been double checked from the outside.
- IF canoes were used, they have all been placed back in the storage area, with paddles & marine safety kits & make sure the padlock is locked.
- If there are ANY maintenance issues, (toilet paper, paper towels, light bulbs, taps/toilets leaking, appliance not working etc.) please list below:
- SUMMER ONLY: Be sure to lock the gate on your way out.

Maintenance or issues of concern

- ❖ This section of the user guide is to provide feedback to the Wilabosca Camp Committee with regards to conditions of the camp upon arrival and maintenance issue or supplies needed.

Comments or Concerns upon Arrival:
Maintenance or Supply Concerns:

PLEASE RETURN THIS COMPLETED DOCUMENT WHEN YOU RETURN THE KEY.