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**Procedure Title:** Parks & Campgrounds Policy  
**Policy:** 7000-03  
**Adopted:** March 18, 2025  
**Amended:** July 15, 2025  
December 9, 2025

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## **POLICY STATEMENT:**

The Village of Mannville's bylaw authorizes the establishment of rules governing access to and conduct within, Village of Mannville Parks or Campgrounds. All persons accessing the Village of Mannville Parks or Campgrounds are subject to the following rules and requirements.

## **DEFINITIONS**

In these rules:

a. **"Camping Accommodation Unit"** means:

- i. A tent;
- ii. A camper trailer;
- iii. A 5<sup>th</sup> wheel camper trailer;
- iv. A tent trailer;
- v. A motor home;
- vi. A van; or
- vii. A truck camper;

Intended to be used by a person as shelter while camping;

- b. **"Clubhouse Manager"** means a person appointed as the Clubhouse Manager, pursuant to the Parks & Campground Bylaw, as amended, or repealed and replaced, from time to time.
- c. **"Council"** means the Council of the Village of Mannville;
- d. **"Chief Administrative Officer"** means the Chief Administrative Officer of the Village of Mannville, or their designate;
- e. **"Motor Vehicle"** has the same meaning as in the *Traffic Safety Act*, as amended or repealed and replaced, from time to time;
- f. **"Off-Highway Vehicle"** has the same meaning as in the *Traffic Safety Act*, as amended or repealed and replaced, from time to time;
- g. **"Parks or Parkland"** means lands used for picnic grounds, campgrounds, playgrounds, playing fields, or any other public space, including all bicycle and hiking trails, whether or not the custody, care, or management or control of such areas or facilities has been delegated to another body or agency and regardless of whether all members of public have the right to access thereto;
- h. **"Registered Camper"** means a person that has reserved a campsite in accordance with these Rules;
- i. **"Village"** means the municipal corporation of the Village of Mannville;
- j. **"Weapon"** includes, but is not limited to, a rifle, shotgun, pistol, handgun, target pistol, air rifle, pellet gun, hunting bow, cross bow, sling shot, and paint ball gun.

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## **CAMPING REGISTRATIONS**

### **Camping Reservations**

1. No person shall camp in a Park or Campground unless that person has first made a reservation in the manner required by the Village and paid any applicable fees and charges, or that person is residing on a camp site with the Registered Camper and the reservation made by the Registered Camper contemplates that person residing on the campsite.
2. When accepting a camping reservation, the Village may impose any terms, conditions or requirements that the Village considers necessary, and all person camping pursuant to that reservation shall comply with such terms, conditions or requirements.
3. A Registered Camper shall always keep a copy of the receipt issued for a camping reservation with the Registered Camper while present in a Campground and shall present that receipt to a Park or Clubhouse Manager for inspection upon request.
4. No person shall camp in a portion of a Park or Campground other than a campsite assigned to that person, unless they have first obtained permission by the Clubhouse Manager or the Chief Administrative Officer.
5. Camping reservations may be made online through the Village's camping reservation system, by phone call or in person at Mannville Riverview Golf Course Clubhouse or in any other manner that the Village may advise. A reservation fee will be applied to all reservations.
6. A person wishing to make a camping reservation shall provide the Village with:
  - a. A valid credit card number;
  - b. Payment, in advance, of any camping fees and charges that have been imposed by the Village, for each day and site reserved (as per the Village's Master Rates Bylaw as amended from time to time);
  - c. The persons name;
  - d. The number of guests accompanying that person;
  - e. A contact telephone number;
  - f. License plate numbers for any vehicles and Camping Accommodation units to be brought into a Park or Campground.
  - g. Financial information required to make payment to the Village;
  - h. Information regarding any animals that will be residing in the campsite(s) occupied by that person;
  - i. If requested by the Village, photograph identification enough to satisfy the Village that the person in question is eighteen (18) years of age or older; and
  - j. Any other information that the Village may request.
7. No person may make a camping reservation unless that person is eighteen (18) years of age or older.
8. On-line camping reservation for a given year will be open as of January 1<sup>st</sup> of that year. By phone call or in-person reservations at the Mannville Riverview Golf Course Clubhouse, for a given year, will open during the month of April for that year. See the Village's website for further details on

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specific dates and times. Seasonal Site Reservations for a given year will open as of January 1<sup>st</sup> of that year by phone to the Chief Administrative Officer or their designate.

9. All reservations shall be on a first-come, first-served basis.
10. A Registered Camper may, on the last day of his or her camping reservation, make a further reservation for an additional period, though this shall be subject to the availability of campsites.
11. The check-in time for persons camping at the campground is 3:00 p.m. and check-out time is 1:00 p.m.
12. The Chief Administrative Officer and/or Clubhouse Manager may, at their discretion, allow a person to reserve a portion of a Park or Campground for a private special event. A person making such a reservation must pay, in advance, all fees and charges imposed by the Village. The cancellation requirements set out in subsections (15) and (16) apply to a reservation made under this subsection.
13. A Registered Camper must provide the Village with at least seventy-two (72) hours' notice in order to cancel a camping reservation. An administrative fee equivalent to a one (1) night stay per site will be placed on the Registered Camper's credit card for any cancellations made with less than seventy-two (72) hours.
14. Cancellation fees described in subsection (15) may be waived at the discretion of the Clubhouse Manager or the Chief Administrative Officer.
15. Anyone over the age of sixteen (16) staying in a tent on the same campsite as another Camping Accommodation Unit will be charged the non-powered fee. Only one tent will be permitted per site.
16. If two Camping Accommodation Units are on one campsite where only one power pedestal exists, one Camping Accommodation Unit will be charged the power rate and the other(s) will be charged the non-powered rate.
17. The number of tents permitted in a tenting site will be at the discretion of a Park or Clubhouse Manager.

### **Campsite Occupation**

1. The number of Motor Vehicles, Camping Accommodation Units that will be permitted at a campsite is at the discretion of the Clubhouse Manager and will depend on the size of the campsite.
2. No Registered Camper shall bring onto, or permitted to remain upon, a campsite more Motor Vehicles, Camping Accommodation Units than have been permitted by the Clubhouse Manager.
3. No person that is attending the Mannville Riverview Golf Course and RV Resort shall park a vehicle at the Registered Camper's campsite:
  - a. In a manner or at a location that impedes traffic; or
  - b. In a location prohibited by a sign.

### **Seasonal Sites**

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1. The Village of Mannville and the Riverview RV Resort require that each new and returning seasonal tenant complete the Campsite Agreement, as shown in Schedule 'A' attached.
2. Returning tenants will be given the opportunity to renew their same lot, if the agreement has been completed and full payment has been received by May 1 each year.
3. If a tenant is planning to renew their agreement for the next camping season, the Village asks that the tenant notify the Clubhouse Manager, or the Chief Administrative Officer, at their earliest convenience.
4. To ensure that all seasonal tenants and campers at the Riverview RV Resort have a comfortable and enjoyable stay, the following rules and regulations (and as attached) must be adhered to by everyone at the Resort. It is an essential requirement of this Resort that everyone is particularly concerned about the comfort and convenience of their neighbors and park users. Any action or conduct that interferes with others' rights to peaceful enjoyment will not be tolerated.
5. It is the responsibility of the tenant to maintain an overall visual pleasing presentation of their designated lot and meet the standards as identified by the Clubhouse Manager. It is also agreed that Riverview RV Resort maintains the right to regulate the operation, including but not limited to, acceptable noise or speed limits as well as hours of operation of all motorized vehicles, including Golf Carts.
6. Therefore, it is understood and agreed that upon acceptance of this agreement, either by signature and/or payment, the undersigned shall be bound by the terms herein. It is further agreed upon that breach of any of the terms set forth herein and upon receiving notice from the Clubhouse Manager to rectify such breach, the undersigned shall have fourteen (14) days within which to comply with the terms of such notice, failing which, the Clubhouse Manager reserves the right to terminate this agreement upon expiry of the 14-day period.

### **Process for Vacant Lots and Mid-Season Lot Transfers for Seasonal Campers**

To ensure fairness and consistency in the allocation of seasonal campsites, the following procedure will be followed when a seasonal lot becomes available and/or a seasonal camper wishes to transfer to a different lot during the camping season:

#### **1. 7-Day Advertising Period**

Any campsite that becomes available mid-season will be posted for up to 7 days and offered to current seasonal campers, ensuring everyone has equal opportunity to express interest.

- Notices will be posted in the clubhouse (if open) and emailed to all current seasonal campers.
- Campers who wish to be considered must submit their interest in writing within the 7-day posting period.

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- If more than one camper expresses interest in the same site, the selection will be made using a lottery system.
- If no current seasonal campers' express interest, the available site(s) will then be advertised to the general public.

## 2. Public Advertising Period (if no seasonal interest)

If no existing seasonal campers' express interest during the initial 7-day posting period, the available campsite(s) will be advertised to the general public for 7-days.

- The Village will publicly advertise the available site(s) for 7-days.
- Interested members of the public must submit their interest in writing within the 7-day advertising period.
- If multiple individuals express interest in the same site, the Village will use a lottery system to determine the successful applicant.
- If no interest is received from the public, the site may remain available and will be offered at a first come first serve basis.

## 3. Notification and Approval

- Once the Advertising period has closed, the Clubhouse Manager and/or CAO will review all requests.
- Approved campers will be notified in writing.
- Upon notification of approval for mid-season transfers, campers will have 7 calendar days to submit full payment for the new lot.
- If payment is not received within the required timeframe, the lot will be entered into the lottery system.
- Campers must not move to a new lot until official written approval is provided by the CAO.

## 4. Lot Transfer Guidelines

- Campers must vacate and clean their current lot before occupying a new one.
- All lot changes must be completed within 7 days of approval, unless otherwise authorized.
- Campers may only transfer once per season unless special circumstances are approved by campground management.
- Previous campers will be required to pay power usage fees up to the date of transfer or departure.

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## 5. Documentation and Records

All lot changes will be documented and filed with the CAO for record-keeping. The campground's master lot list will be updated accordingly.

## GENERAL RULES AND PROHIBITIONS

### Nuisance and Noise

1. A person present in the RV Resort must remain quiet between the hours of 11:00 p.m. and 8:00 a.m.
2. No person shall cause or participate in any activity that, in the opinion of the Clubhouse Manager, constitutes a public nuisance.
3. Without limiting subsection (2), a person within a Park or Campground shall not cause or permit any noise that is reasonably likely to disturb the peace of another individual, which may include, without limiting the generality of the foregoing, noise caused by a dog or other animal that the person has caused or permitted to be present in a Park or Campground. For greater certainty, this prohibition also always applies, including when the quiet time referred to in subsection (1) is not in effect.
4. Without limiting subsections (1) to (3), no generators shall be used within a Park or Campground between the hours of 11:00 p.m. and 7:00 a.m., and a Park or Clubhouse Manager may, at any time, require a person to turn off or relocate a generator being used within a Park or Campground.

### Waste Disposal and Clean-up

1. A person shall not leave any garbage, litter, liquid waste or other refuse within a Park or Campground, except in a receptacle designated by the Village for that purpose.
2. Wastewater generated within a Camping Accommodation Unit shall only be discharged into an appropriate and sealed portable wastewater holding tank or into a wastewater dumping station designed and designated for such a purpose.
3. Where waste disposal receptacles have not been provided in a Park or Campground, or a portion thereof, a person shall remove all garbage, litter, liquid waste or other refuse and properly dispose of it outside of a Park or Campground.
4. A person shall, prior to exiting a Park or Campground, restore any portion of a Park or Campground that the person has used or occupied, including a campsite, to the condition that it was in prior to the persons use or occupation, and, for greater certainty, the person shall leave a Park or Campground or portion thereof, in a condition that is satisfactory to a Park or Clubhouse Manager.



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5. A person who fails to comply with this section may, in addition to any other remedy contemplated by these rules, or available at law, be charged for any costs incurred by the Village to clean, repair or restore the portion of Campground in question.
6. In the case of a campsite reserved by a Registered Camper, the costs referred to in subsection (5) may be charged to the Registered Camper if the Clubhouse Manager inspected the campsite in question within eight (8) hours of the time at which the campsite was vacated by the Registered Camper and that inspection reveals that, at the time of inspection, the campsite was left in a state that is contrary to the requirements of this section 6.

#### **Water Use**

1. No person shall bathe, or wash clothing, cooking or eating utensils, vehicles or other equipment at or near a drinking fountain, standpipe, well or pump at a Park or Campground.
2. No person shall remove, from a Park or Campground, any water that has been provided by the Village within a Park or Campground, other than water that is being held, for personal use, within that person Camping Accommodation Unit, while the person exits a Park or Campground.

No person, other than a Registered Camper, or persons camping with that Registered Camper in accordance with their camping reservation, shall utilize shower/laundry facilities within a Park or Campground.

#### **Business and Advertising**

1. No person shall carry on any business or commercial activity within a Park or Campground, unless that person has first obtained the written permission of the Chief Administrative Officer.
2. No person shall display or post any sign, notice or advertisement within a Park or Campground, unless that person has first obtained the written permission of the Chief Administrative Officer.

#### **Fire and Burning**

1. No person shall light, or cause to be lit, any fire within a Park or Campground, except in accordance with the Village's Fire Services Bylaw, as amended or repealed and replaced, from time to time.

#### **Vehicles**

1. No person shall operate a Motor Vehicle in a Park or Campground, except upon a designated roadway.
2. No person shall park or leave, or permit to be parked or left, a Motor Vehicle, trailer or Camping Accommodation Unit in any portion of a Park or Campground, other than in parking areas that have been designated for that purpose by the Chief Administrative Officer.

#### **Animal Control**

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1. The Chief Administrative Officer or Clubhouse Manager may prohibit a person from bringing an animal into a Park or Campground, or may require an animal to be removed from a Park or Campground, if, in the opinion of the Chief Administrative Officer or Clubhouse Manager, the animal is not under control, may constitute a nuisance or may pose a danger to the life, safety, health, property or comfort of any person in a Park or Campground.
2. A person who has the care, charge, custody, possession or control of an animal shall not allow the animal to be present in a Park or Campground unless the animal is restrained by a leash that is not greater than two (2) meters in length or confined within a secure enclosure.
3. A person who has the care, charge, custody, possession or control of an animal shall not bring the animal into, or allow the animal to enter, or remain in, or on, any area in a Park or Campground that is:
  - a. A public washroom, change house, concession, public shelter, or other public building or structure; or
  - b. An area where signs are posted prohibiting animals.
4. No person shall bring into, or permit, to enter a Park or Campground, a horse, pony, or donkey without having obtained written approval of the Chief Administrative Officer.
5. No person occupying a campsite shall allow more than two (2) dogs to be present at, or reside upon, that campsite.

### **General Prohibitions**

1. No person shall:
  - a. Contravene, or fail to comply with, any instruction, direction or rule communicated by the Clubhouse Manager or set out on a sign or notice posted by the Village;
  - b. Discharge fireworks;
  - c. Cut, clear, or remove trees or other vegetation (excluding regular seasonal site maintenance);
  - d. Damage, deface, injure or destroy any land, structure, sign or other improvements;
  - e. Use or discharge a Weapon;
  - f. Use or consume cannabis, use or consume alcohol, or possess open alcohol containers in any portion of a Park or Campground other than a campsite for which the person is the Registered Camper or a campsite that the person is occupying with the permission of the Registered Camper.

### **ENFORCEMENT**

#### **Enforcement**

1. Without limiting any other legal remedy available to the Village, a person who violates these Rules, or otherwise acts in a manner that is considered, by the Village, to be dangerous or detrimental, may be required to leave a Park or Campground and/or be prohibited from access a Park or Campground for a specific period of time. In such a case, a camping reservation for that



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person may be cancelled or revoked by the Village. Any refunds of camping fees will be considered on a case-by-case basis by the Village.

2. A person required to leave pursuant to subsection (1) shall vacate a Park or Campground within one (1) hour of being instructed to do so, and shall remove all equipment, vehicles, and other items that were brought into a Park or Campground by that person.
3. For the purpose of these rules, a Registered Camper is responsible for the conduct of both the Registered Camper and other persons present at their campsite with the permission of the Registered Camper.

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## **SCHEDULE 'A'**

### **Annual Riverview RV Resort Seasonal Campsite Agreement May 1 to September 30**

**Village of Mannville**

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The Village of Mannville and the Riverview RV Resort require that each new and returning seasonal tenant complete this agreement annually.

**It is important that the tenant reads and understand the following parameters.**

Returning tenants will be given the opportunity to renew their same lot, if the agreement has been completed and full payment has been received by May 1 each year.

If you are not planning to renew your agreement next year, we ask that you please notify the or the Village of Mannville as soon as possible.

To ensure that all seasonal tenants and campers at Riverview Park have a comfortable and enjoyable stay, the following rules and regulations (and as attached) must be adhered to by everyone at the Resort. It is an essential requirement of this Resort that everyone is particularly concerned about the comfort and convenience of their neighbors and park users. Any action or conduct that interferes with others' rights to peaceful enjoyment will not be tolerated.

It is the responsibility of the tenant to maintain an overall visual pleasing presentation of their designated lot and meet the standards as identified by the Clubhouse Manager. It is also agreed that Riverview Park maintains the right to regulate the operation, including but not limited to, acceptable noise or speed limits as well as hours of operation of all motorized vehicles, including Golf Carts.

Therefore, it is understood and agreed that upon acceptance of this agreement, either by signature and/or payment, the undersigned shall be bound by the terms herein. It is further agreed upon that breach of any of the terms set forth herein and upon receiving notice from the Clubhouse Manager to rectify such breach, the undersigned shall have 14 days within which to comply with the terms of such notice, failing which the Clubhouse Manager reserves the right to terminate this agreement upon expiry of the 14-day period.

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**Terms: Premises:**

In consideration of the rent and obligation on the part of the tenant, the landlord agrees to rent to the tenant and the tenant agrees to rent from the landlord the properties known as:

**Lot Number:** \_\_\_\_\_ **For the term May 1 – September 30**

1. The Tenant understands that this annual agreement allows the tenant to occupy the designated Seasonal Lot from May 1 to September 30;

And; the landlord will endeavor to provide water service to the designated lot by May 1, however, this cannot be guaranteed, due to weather conditions, ground thaw and or other contributing factors;

2. The Tenant understands that this agreement is for only one RV unit in the designated lot and any extra units parked on the lot will be charged additional regular camping rates. Tenants will be responsible for these fees as well as the actions of their guests.
3. The Tenant is responsible for the metered cost of electricity to their designated lot.
4. The Landlord reserves the right to disconnect utility services from October 1 to April 30 each year.

5. Use of Premises

Any changes/improvements etc. to the lot require approval in advance from Riverview Clubhouse Manager. Improvements of a permanent nature or whose removal would cause physical damage to the property will become and remain the property of Riverview Park (i.e. decks, patios, retaining walls, etc.).

Approval in advance is required for placement or removal of sheds, decks, patios, retaining walls, etc.

6. Access to and use of Park Property and Premises

- a. Clubhouse Manager or the Village of Mannville will not be responsible for loss or damage to any personal property; for any injuries, accidents or damage sustained on or about the premises; for acts of God.

**Tenant is advised to carry adequate insurance.**

- b. Clubhouse Manager shall always have the right to:
  1. Control and prevent access to the campground of all persons deemed undesirable.
  2. Eject without notice any persons who become objectionable, creates a disturbance, or causes a nuisance.
- c. The tenant will be responsible for all costs of any damage, replacement or repair (ordinary wear and tear is acceptable) by the careless or negligent use of the tenant. Tenants shall also be

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responsible for any damage caused by their guests.

- 7. Pets  
 For the protection, comfort and enjoyment of all park users; **Pets must always be kept on a leash.** Pets that are noisy, unruly, dangerous, or cause complaints will not be allowed to remain. At NO time may pets run loose in the campground.

8. Mid-Season Termination Policy

In the event a seasonal tenant chooses to terminate their lease agreement before the end of the contracted season, the following conditions will apply:

- a. **Notice Requirement**  
 A written notice of intent to vacate must be submitted to management **no less than 30 days** prior to the intended move-out date.
- b. **Fees**  
 Seasonal site fees are based on a full-season agreement. Requests from Tenants for refunds must be in writing and will be pro-rated, if approved by the Village of Mannville Council.
- c. **Site Condition Upon Departure**  
 The site must be vacated in clean and orderly condition as indicated in section 5 of the Annual Riverview RV Resort Seasonal Campsite Agreement.
- d. **Re-Rental Clause**  
 The Landlord reserves the right to re-rent any vacated site after early termination without compensation to the original leaseholder.

**Exceptions**

Exceptions may be considered for extenuating circumstances (e.g., medical emergencies) and are at the sole discretion of Clubhouse Manager and the Chief Administrative Officer. Documentation may be required.**PAYMENT DETAILS** .....

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- ☐ 30 Amp Seasonal Sites – Annual Lot Rent Total: \$3,400 (Incl. GST & Couples' Membership)  
Full Payment is due on or before May 1<sup>st</sup>
- ☐ 50 Amp Seasonal Sites – Annual Lot Rent Total: \$3,500 (Incl. GST & Couples' Membership)  
Full Payment is due on or before May 1<sup>st</sup>
- Cost of Electricity - \$0.07 per kilowatt (Incl. GST)  
Due on or before October 1<sup>st</sup>

**Optional:**

- Off season storage of 1 RV Unit – October 1<sup>st</sup> to April 30<sup>th</sup>: \$315.00 (Incl. GST)  
Due on or before October 1<sup>st</sup>

☐ Cash      ☐ Visa      ☐ Mastercard      ☐ Chq # \_\_\_\_\_

Total Amount Payable: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

**Make cheque payable to: Village of Mannville**

Failure to meet payment deadlines will result in immediate cancellation of this agreement and any obligations.

Tenants in default may be subject to having their RV Units placed in storage by the Clubhouse Manager.

**This agreement is non-transferable**

Requests from Tenants for refunds must be in writing and will be pro-rated, if approved by the Village of Mannville Council.

.....  
I/We the Tenant/undersigned have read and understand and agree to abide by the guidelines and rules contained (and attached) in this agreement.

Lot Number: \_\_\_\_\_ For the term May 1 to September 30

Name (please print): \_\_\_\_\_

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Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone (Res): \_\_\_\_\_ Cell: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Consent to Share Contact Information**

The municipality is seeking your permission to share your contact information (name, phone number, and/or email address) with the **Mannville Riverview Recreation and Campground Society** for **internal communication purposes only**. This information would be used solely to provide updates, notices, and relevant information related to campground activities and operations.

By granting consent, you acknowledge that your contact details will **not** be shared outside the Campground Society and will **not** be used for any external or commercial purposes.

- ☐ Yes, I consent to my contact information being shared with the Campground Society for internal communication only.
- ☐ No, I do not consent.