

Superintendent's Rules

The following Superintendent's Rules apply to those persons residing in staff residences within Killarney Provincial Park. The term "residents of park accommodations" includes those persons residing at any park owned building within the park. The term "park accommodation" refers to all park buildings. All rules as outlined below apply and are inclusive regardless of residence, age, seniority or affiliation.

The Superintendent's Primary Designate responsible for Operation of Park Accommodations is Assistant Park Superintendent, Cameron Hoepp. Secondary Designates will be Assistant Park Superintendent, Shawn Spencer, and the campground Park Wardens/Park Duty Officer. Please refer all concerns and questions related to the Operation of Park Accommodations to Assistant Park Superintendent, Cameron Hoepp.

The attached list of staff house rules is to enhance respect for other residents and park property. Disrespect for other people, damage to property and any rendering of safety equipment inoperable is not permitted.

1. Consumption/Storage of Alcohol

- a. The consumption or storage of alcohol by all persons is strictly prohibited in Park Accommodations regardless of age. This prohibition includes common areas, individual rooms, any surrounding or public area (land) within the park. This restriction applies to all residents of park accommodations and their guests, and will be enforced.
- b. The above also includes the storage of alcohol in any park facility.

2. Cleanliness

- a. A cleaning schedule will be posted and adhered to. Each resident is assigned cleaning duties. Cleaning duties must be followed as per the posted "Cleaning Duties" in respective locations and is to include both indoor and outdoor facilities.
- b. If you are not available for a shift on the cleaning schedule, you are required to switch or have someone cover your shift.
- c. If altering the cleaning schedule, names on schedule must be changed and initialled by each person involved.
- d. Bedrooms must remain clean and neat. If food is kept in your room, keep it in a manner as not to attract mice (e.g., in a Rubbermaid container, etc.)
- e. Storage of personal possessions outside assigned rooms is not permitted.
- f. Personal possessions may not be left in common areas.
- g. Toiletries must be kept in self contained units under the bathroom cupboards. All personal products found on bathroom counters will be removed. Personal hygiene products (ex. toothbrushes) left out will be disposed of.
- h. Any "sudden mess" (i.e., spill) or untidy area must be cleaned without delay by the persons/s responsible.
- i. The grounds surrounding Park Accommodations must remain free of garbage.

- j. Any damage to park property must be reported to the Superintendent or their Designate(s) immediately.

3. Use of Kitchen / Food Storage

- a. Kitchen, floor, cupboards, counters, stove and fridges must be kept clean as per posting.
- b. The dining area must be kept clean and free of clutter.
- c. Residents of the Research Building are to use the main kitchen.
- d. If the main kitchen is not kept clean, the main kitchen will be closed and residents will need to cook at the Ranger Camp.
- e. Dishes must be washed and air-dried immediately after use. A high temp dish washer is available and residents will be instructed on its use.
- f. Use of the kitchen is a privilege. Misuse of the kitchen or failure to adhere to kitchen rules will result in loss of kitchen privileges.
- g. Consumption of another person's food without the owner's permission is considered theft and will be treated as such by parks enforcement staff, and may also result in loss of kitchen or residence privileges.
- h. Know where your food is stored or label your food – do not label the cupboards or shelves with any adhesive product (tape / labels) – you can use a twist tie and tag on the door handle.
- i. The walk-in cooler / freezer will have assigned areas for the storage of food. Please keep your food items in the assigned space. You may wish to bring 2 small Rubbermaid containers for this purpose: one for the freezer and one for the fridge.
- j. Cleanliness of both walk-ins is the responsibility of all residents.
- k. The locked cupboards are for catering use only – summer staff have their own set of dishes or pots. All commercial cooking hardware is off-limits.

4. Garbage and Recycling:

- a. Garbage and recyclable items must be sorted, bagged, tied and brought to the warehouse or left inside the kitchen for maintenance staff (Kitchen Waste).
- b. Items for recycling must be bagged according to "stream" and must be brought to the warehouse when full or left inside the kitchen for maintenance staff.
- c. Glass must be kept separate from other recyclables.
- d. Bags for garbage / recyclables should be kept at a reasonable weight and size.

5. Telephone and Internet

- a. "Nortel" internal phone sets are for internal paging and emergency use only.
- b. There are no direct dial phones available to staff.
- c. There are 2 pay phones located outside the park office.
- d. Cell service with data is available in the Killarney area but limited within the buildings, other than the kitchen which does have a cell booster.

- e. There is no regular internet available to park staff and you should consider enrolling in a data plan for personal use. The park internet is also on a limited data plan that we must adhere to.
- f. The exception to the above is for emergency reasons or for school (i.e., signing up for fall classes) – please see your supervisor or the Park Duty Officer prior to any personal use of the internet.
- g. There is to be no streaming or downloading of non-work related items using park internet.

6. Quiet Hours

- a. There will be no excessive noise at any time.
- b. Strict quiet hours apply between 10 pm and 10am remembering that some staff work late shifts.

7. Assignment of Rooms / Furniture

- a. Rooms will be assigned by the Superintendent or his or her Designate.
- b. It is not permitted for a staff house resident to move rooms or sides without the permission of the Superintendent or his or her Designate.
- c. Cohabitation is not permitted in staff facilities.
- d. Residents are required to confirm and sign a report on the condition of the room and amenities upon arrival and departure.
- e. Furniture is not to be moved or rearranged within any room, building or between buildings.
- f. Nothing is to be posted or stuck to any walls in any building.

8. Room Security and Privacy

- a. Rooms must be kept clean as per posting.
- b. Entry into rooms other than your own is allowed only with the permission of both occupants.
- c. The assigned rooms are the responsibility of the occupants.
- d. The park is not responsible for lost or stolen items. Keep valuables in a locked box or other secure storage unit. It is suggested that you bring a lockable tote such as an Action Packer for this.
- e. Persons are not permitted to display any material that violates the park WDHP policy.
- f. Room checks by the Superintendent or his or her Designate shall take place and are not required to be scheduled, nor are both residents required to be present.
- g. Scheduled monthly room checks will occur.

9. Health and Safety including the OHSA

- a. All Occupational Health and Safety Act (OHSA) regulations, including the Workplace Hazardous Materials and Information System (WHMIS), are in effect in and around Park Accommodations. This applies to staff engaged in completing their assigned cleaning chores.
- b. All residents of Park Accommodations must comply with the OHSA.

- c. Smoking, by Government Policy, is not permitted in any, or within 10m (30 feet) of any government building. The designated smoking area is the campfire pit at the Ranger Camp and at the edge of the parking lot at the Research Building. A receptacle will be provided for cigarette butts. Smoking at the park office is only permitted behind the office and NO STAFF are to smoke in the presence of the public or in vehicles. This includes the use of E.Cigarettes or Vapourizers.
- d. Use of candles, incense, propane, naphtha and kerosene lanterns or similar devices is prohibited in all government buildings
- e. Rough housing is not permitted.
- f. Smoke alarms must be maintained in working order at all time. If they start to “chip” you must Inform the maintenance staff.
- g. The first aid kit must be kept in order at all times. If you use items from a first aid kit you must notify a Park Warden.
- h. Fire extinguishers must remain mounted to the walls at each exit. Possession and use of firearms and weapons is prohibited under the *Provincial Parks and Conservation Reserves Act*.
- i. No one may keep weapons, explosives, or fireworks in their room. Weapons include firearms, pellet guns, BB guns, knives, switchblades, bows and crossbows.

10. Use of T.V., DVD, VCR, etc.

- a. Depending on the facility, a VCR/DVD or TV may or may not be supplied.
- b. The WDHP policy applies to staff house TV programming and recorded medium, i.e., VCR/DVD (see detailed section in the WDHP policy below).

11. Campfires

- a. Campfires must be attended at all times.
- b. Wood must be purchased during regular business hours at the George Lake Park office unless supplied by maintenance (dead-fall). Use of any accelerant, such as propane, naphtha, kerosene, or gas, is prohibited on the campfire or for any other use as an accelerant.
- c. Staff or residents are not permitted to remove wood OR PALLETS from the wood storage area.
- d. Staff or residents are not permitted to gather deadfall from the bush as this is contrary to the *Provincial Parks and Conservation Reserves Act*.
- e. The same criteria as in the campground applies in regard to cleanliness, size, containment, noise, and is subject to any Restricted Fire Zone rules or regulations in effect.

12. Laundry Facilities

- a. There are no laundry facilities available at any of the park buildings for residents. Pay washers and dryers are available at the parks comfort station and in the town of Killarney.

13. Parking of Personal Vehicles

- a. All vehicles in the park require a valid parking permit.
- b. Residents of Park Accommodations with vehicles will receive a Park Accommodation Parking Permit from the Superintendent or his or her Designate.
- c. Park Accommodation Parking Permits must be displayed on the dashboard of the vehicle.
- d. Guest Vehicles will require a Daily Vehicle Permit which can be purchased at the park office or a short-term entry permit signed by the park duty officer.
- e. All unauthorized vehicles will be reported to the Duty Officer.

14. Guests

- a. All guests must check in with the park duty officer and fees will apply. (See below.)
- b. No overnight guests are permitted either in a facility or in a tent at or near any facility.

15. Park Vehicles / Groceries / Living in a remote location

- a. MECP vehicles are not available for personal use.
- b. Killarney Provincial Park is located 10 minutes from the town of Killarney with a limited grocery selection and Sudbury is approximately 100 km / 1hr 40min away by car.
- c. By accepting a position at the park it will be the responsibility of the employee to arrange for their own groceries either by car-pooling or through the delivery of groceries.

16. Staff House Committee

- a. A staff house committee / staff house representative will be formed / appointed by the Assistant Superintendent to oversee day-to-day staff house operations and act as a liaison between staff and the Designate.
- b. The committee will perform regular Health and Safety checks of the Staff House and Area, and will report violations of the OHS Act immediately upon such discovery.
- c. Staff members designated to perform regular Health and Safety checks will be paid to complete these Staff House duties.
- d. The committee may be called upon to discuss options for conflict resolution. In such cases all discussion will remain confidential.
- e. The committee will hold an internal meeting with Staff House residents biweekly to discuss Staff House operations.

17. Use of Park Facilities

- a. As a staff member and resident we encourage you to explore and enjoy all of the opportunities that the park can provide. Please take advantage of hiking the trails, biking, fishing, swimming, etc. You must keep in mind that our visitors will remember you as a staff member and will notice everything that you do in the park; on or off duty. So please use the facilities in a respectable manner.

- b. Park visitors who are not registered to a campsite must exit the park by 10pm as stated under provincial legislation. This also applies to staff. Unless you are registered to a campsite you **MUST** exit the campground by 10pm or you may be charged. If you would like to attend a campsite after 10pm and are registered to a campsite you **MUST** inform the Park Superintendent or representative.
- c. After 10pm, you may only be in or around staff accommodation, the amphitheater, or outside the park. If you are found outside of these areas within the park after 10pm you will be escorted back to the staff house immediately and dealt with accordingly.
- d. The use of park facilities is a privilege and not a right; please respect and follow this rule closely. The Park Superintendent or representative has the right to further restrict your privileges or ban them altogether. Failure to comply with this rule may result in eviction from the staff house.
- e. Free camping is not provided to staff; full rates apply unless approved by the Park Superintendent or Assistant Park Superintendent.
- f. All staff and guests are required to pay the appropriate fees for use of park facilities, including day use, interior and campground camping, unless otherwise mentioned.
- g. Guest vehicles are required to obtain and display a Daily Vehicle Permit, A Campsite and Vehicle Permit or an Interior Camping Permit for use of parks facilities (including day use)
- h. Resident staff items at no charge include (use does not include use by Guests of live-in staff):
 - i. Day use within normal non-mechanized travel from the staff house (i.e., If you drive and park at the Crack or Chikanishing Parking Lot you will need to **PURCHASE** a DVP.)
 - ii. Staff orientation trips organized by supervisors
 - iii. Interior camping as part of an MECP work or volunteer related trip
 - iv. Firewood supplied from deadfall removed by maintenance and left to staff
- i. Items for fee/cost or that are not available include:
 - i. MECP vehicles are not available for personal use
 - ii. Use of Government Internet Resources is highly restricted and is not available. Only staff with User Accounts may access the Internet for work related purposes.
 - iii. Standard fees will apply for any guest using park day use and camping facilities.
 - iv. Use of any park facility for personal use by staff not residing at staff house
 - v. All personal camping

18. Corona Virus Policies and Procedures

- a. Ontario Parks will put in place COVID 19 policies and procedures required for Ontario government facilities and all staff and residents are required to abide by such additional rules put in place by the Park

Superintendent. Non-adherence to such policies and procedures may result in eviction or in the case of staff, disciplinary measures.

These rules have been put in place to ensure respect of other residents and of park property and resources.

