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A. DEFINITIONS

- i) “cabin owner” shall mean the owner of a cabin which is a dwelling place presently situated on the Society land, or a trailer site which has been assigned to a particular person on a consecutive yearly basis.
- ii) “camp services” shall mean services conducted on the Society land in the nature of church services and related activities.
- iii) “church member” shall mean a person who is 18 years or older and has signed membership papers with a church and has been accepted by such church as a member.
- iv) “Society land” shall mean the land owned by the Society known municipally as Highway 3, Rodney, Ontario and registered by Deed Instrument #387230 on July 24, 1998 at the Registry Office for Elgin (11) St. Thomas. Society land may be referred to as Camp grounds from time to time.
- v) “Society” shall mean the Ontario Bethel Park Bible Camp Society
- vi) “Society Management” shall mean either the Board of Directors or a sub-committee or a person(s) appointed by the Board of Directors for a particular purpose to manage that particular matter.

B. OWNERSHIP OF CABIN

B.1 QUALIFICATION CRITERIA FOR OWNING A CABIN

A person qualifies to become and remain a cabin owner if he or she qualifies under one or more of the following criteria:

- i) is a church member or adherent in good standing and a current and regular attendee of an Associated Church of the Society. An Associated Church of the Society is:
 - Christian Life Assembly - Port Colborne, Ontario
 - Cumberland Christian Assembly - Hamilton, Ontario
 - Full Gospel Assembly of Lachine - Lachine, Quebec
 - Full Gospel Church - St. Catharines, Ontario
 - German Pentecostal Church - Harrow, Ontario
 - Gospel Church - Waterloo, Ontario
 - Immanuel Pentecostal Church - Kitchener, Ontario
 - Living Word Pentecostal Assembly - Windsor, Ontario
 - River Oaks Community Church - Oakville, Ontario
 - Warden Full Gospel Assembly - Toronto, OntarioApplicants who are not members of an Associated church must provide written acknowledgment that they accept the PAOC *Statement of Fundamental and Essential Truths*.
- ii) is a church member or adherent in good standing and a current and regular attendee of a church, which is within the fellowship of the Pentecostal Assemblies of Canada.

- iii) is a current and regular attendee of an evangelical church who has received special approval by a resolution of the board to own a cabin. Applicants who are not members of a PAOC church must provide written acknowledgment that they accept the PAOC *Statement of Fundamental and Essential Truths*.

B.2 CONDITIONS FOR OWNING A CABIN

In addition to meeting the qualification criteria to be a cabin owner, the following conditions must also be satisfied and complied with in order to become and remain a cabin owner:

- i) An applicant must complete and sign an Application form.
- ii) Applicant must submit one reference letter from a person currently a cabin owner who is not related to the applicant or their spouse. “Not related” means not a (grand) parent, (grand) child, or brother or sister. The person who is the reference must not be in arrears of taxes and there must be no building infractions.
- iii) Primary reason for owning a cabin must be for the spiritual development of the owner and his or her household. Cabin ownership must be primarily for spiritual objectives because the government regulations do not allow a recreational priority.
- iv) Cabin owner must demonstrate a visible commitment to the Pentecostal Assemblies of Canada faith and doctrine as indicated in the *Statement of Fundamental Essential Truths*. Cabin owner and their household must participate in all camp services.
- v) A cabin owner, who for more than one season, fails repeatedly to participate in camp services, shall have their privilege of cabin ownership reviewed.
- vi) A cabin owner shall not make any exterior renovations to their cabin without first receiving written approval from Society Management.
- vii) Cabin owner shall maintain the cabin and the immediately surrounding land in good and acceptable state of repair and upkeep.
- viii) Cabin owner shall display a cooperative Christian spirit and attitude in all matters.
- ix) Cabin owner shall abide by all policies, rules, regulations and building codes in force at all times. All taxes must be paid by the due date. Failure to do so will jeopardize the privilege of cabin ownership.
- x) Named cabin owner must occupy the cabin at least as often as their guests. Where people own more than one cabin: the named cabin owner must be at the camp grounds when others occupy their other cabin.

B.3 SOCIETY LAND

All Society land remains the property of the Society. A person who owns a cabin does not have any ownership claim in any of the Society land.

B.4 APPLICATION FOR OWNERSHIP (transfers/new building)

A person who desires to be and remain a cabin owner and who believes they qualify to be a cabin owner pursuant to this Policy and Procedures Manual, shall complete and sign the appropriate Application and submit the Application to the Society Management. Amongst other items, the Application also requests the following, which must be included:

- i) Signature of Applicant's church pastor certifying that Applicant is a member and/or current and regular attendee of that church;
- ii) Applicant must submit one reference letter from a person currently a cabin owner who is not related to the applicant or their spouse. "Not related" means not a (grand) parent, (grand) child, or brother or sister. The person who is the reference must not be in arrears of taxes and there must be no building infractions.
- iii) Applicants who are not members of a PAOC church must provide **written acknowledgment** that they accept the PAOC *Statement of Fundamental and Essential Truths*.

The Society Management shall review all items of the Application. Note that in the case of transfers, there must be no building infractions and all taxes, levies and charges must be paid. Any building infractions still existing at the time of transfer application will be corrected by the Society Management with time and material charged to that cabin as a levy which must be paid prior to valid transfer.

Caution: No transfer of ownership is effective until Application is approved in writing by the Society Management. It is therefore advisable not to exchange significant moneys until such written approval has been received by the Applicant.

These procedures and conditions apply for all categories of ownership applicants, whether by sale, by gift, by will, by inheritance or by any other proposed transfer of ownership.

B.5 BUILDING CODES

Any new cabin or any exterior renovations to an existing cabin must first receive the written approval of the Society Management.

Please complete the appropriate Application and abide by all regulations.

C. REGULATIONS FOR PARTICIPANTS (will be updated from time to time)

The primary purpose of this Society is to promote and enhance the spiritual life of its participants. Participants at Bethel Park Camp must observe the following regulations that have been set forth by the Society Management.

1. The speed limit for all vehicles (including bicycles) is 5 mph (8 km/h). Drivers are liable for any personal and/or property damage.
2. Fire Regulations prohibit the blocking of roads by vehicles. Therefore, parking is allowed only in parking spaces beside cabins or designated parking areas.
3. No littering. Garbage not collected (ie., when there are no camp services going on) must be deposited in the large containers at dump site.
4. Please take care to keep the washrooms clean at all times. Sanitary napkins should be deposited in garbage receptacles.
5. Participation at all camp services is required by all, and recreational activities are not permitted during services.
6. A noise curfew shall be observed between 11:00 p.m. and 7:00 a.m. Anybody arriving into Camp grounds during these noise curfew hours must be extremely quiet.
7. Tents and trailers may be parked in areas specially designated for them.
8. Smoking and alcoholic beverages are strictly prohibited.
9. Hunting and target practice is prohibited.
10. Breaking and entering into any buildings will result in the forfeiting of camp privileges.
11. All camp facilities (eg. electrical circuits, water pumps, sound systems, yard equipment, and musical instruments) may only be used by assigned persons.
12. Parents are responsible for their children at all times. They shall assume full responsibility for any damages caused by them.
13. Generally display a cooperative and obedient attitude and spirit.
14. At all times while on the Camp grounds, owners of dogs shall ensure that their dog is on a leash, that their dog is not creating a noise problem, and that droppings from their dog are picked up and properly disposed.

15. Recreational hobbies, such as all-terrain vehicles and horses and similar hobbies, are not permitted on the Camp grounds.
16. Upon leaving the Camp grounds, whether temporarily or for a longer period, you are entirely responsible for yourself.

D. INFRACTIONS AND ENFORCEMENT

D.1 It is recognized that a Director, or the Camp Maintenance Supervisor, or the Society Management, or some other person or persons having responsibility and charge over a particular group of people who are in attendance at the Camp grounds at a given time, shall have the power, to make a ruling as they see fit, and to expel or suspend any cabin owner or camp participant or person on the Camp grounds whose conduct is determined in their sole discretion to be improper, unbecoming, or likely to endanger the interest or reputation of the Society or who is in breach of any By-Law or policy or procedure or rules or regulations of the Society. A person may therefore lose his/her privilege of participation at camp functions and/or lose his/her privilege of being on the Camp grounds.

D.2 BOARD OF DIRECTORS

The Board of Directors shall have the power, by a vote of majority of those present at a meeting, to make a ruling as they see fit, and to expel or suspend any cabin owner, society member or camp participant or person on the Camp grounds whose conduct is determined by the Board of Directors in their sole discretion to be improper, unbecoming, or likely to endanger the interest or reputation of the Society or who is in breach of any By-Law or policy or procedure or rules or regulations of the Society. A cabin owner may therefore lose his/her privilege of ownership and a person may lose his/her privilege of participation at camp functions and/or lose his/her privilege of being on the Camp grounds. A camp Society member may therefore lose his/her privilege of society membership. A society member shall be notified in writing of the reasons for the intent to revoke membership and be given the opportunity to be heard by the board or a designated board representative prior to the revocation. The exercise of the discretion of said decision shall be with reference to the Local Church Constitution of the Pentecostal Assemblies of Canada Article VI.

D.3 Society Management reserves the right to assess a cabin owner with administrative charges for overdue tax invoices.

D.4 Director Nominations:

Nominations for directors must be submitted in writing by a member and must include the member's signature. Nominations are to be submitted prior to January 1 of the year of the election. No person may nominate more than 11 persons for

the board of directors. The person nominated must meet the requirements for directorship, including:

- Be a society member in good standing (paid all taxes, no outstanding infractions).
- Owned a cabin (or permanent trailer site) continually for the three years prior to the nomination (exception for persons with PAOC credentials).
- Meet the qualifications for a church board as set out in Clause VI.2(c) of Bylaw One (except that a female is permitted on the Board of Directors notwithstanding a female person may not be permitted to be on a specific local church board).
- Have a record of actively participating in Society activities and functions.
- Must be a person of mature experience, sound judgment, recognized ability, and Christian character.

A nominating committee (which shall be appointed by the board and may include society members that are not on the board) will review the list of nominations to ensure that the individuals meet the requirements as set out. The committee may also nominate other society members that they deem appropriate and in the best interests of the Society. The committee shall recommend a list of society members to the board for board nominees. *{This list shall generally include, to the extent possible, 17 to 23 names in order of priority. The board shall, in their sole discretion, approve a final nomination list, and ensure that the nominated individuals are willing to stand for election. The formal list for the board elections shall include, to the extent possible, between 3 and 6 names in excess of the number of board positions (i.e. for a 12 member board, the nomination slate should be between 14 and 17 individuals).}*

D.5 Society Membership

All cabin owners may apply for society membership. The board shall approve a standard form(s) for the application process. The criteria that will be considered by the board include the following:

- Record of involvement in Society activities and attendance at camp services.
- Reference letter from pastor of their home church.
- Reference letter from non-related cabin owner.
- Must provide written confirmation that they accept the Pentecostal Assemblies of Canada faith and doctrine as indicated in the *Statement of Fundamental Essential Truths*.
- Record of maintaining their cabin and the immediately surrounding land in good and acceptable state of repair and upkeep.
- Person shall display a cooperative Christian spirit and attitude in all matters.
- Track record of abiding by all policies, rules, regulations and building codes in force at all times.
- All taxes must be paid by the due date.

- Ownership of a cabin for 12 months immediately preceding the application (condition waived for PAOC credential holders and for new cabin owners by transfer of ownership from parent or spouse who as owners can demonstrate pre-existent participation at Society functions and activities).
- Such other criteria that may be adopted from time to time by the Board.

The board of Directors, in their sole discretion, shall approve or not approve all applications for membership, and advise applicants of their decision. The decisions shall be by a majority vote of the board of directors. The board shall ensure that a list of Society members is maintained and current at all times. This list shall be available to be viewed by all cabin owners at a time that is mutually acceptable to the cabin owner and the person charged with the responsibility of maintaining the list. It will generally be available at all official camp functions.

Any society member who sells their cabin will have their membership revoked automatically as soon as they cease to be a cabin owner. The board of Directors, in their sole discretion, may revoke a cabin owner's membership in the society. A society member shall be notified in writing of the reasons for the intent to revoke membership and be given the opportunity to be heard by the board or a designated board representative prior to the revocation. The decision to revoke society membership shall be by a majority vote of the board of directors.

E. FORFEITURE

If a cabin owner is no longer eligible to be a cabin owner pursuant to Society By-laws, policies, procedures, rules and regulations, then such a person must sell the cabin (or remove it without any damage to any other property) within 24 months of being notified by registered mail by the Society management. Failure to do so will automatically revert all rights, interest, privileges and ownership of the cabin into the name of the Ontario Bethel Park Bible Camp Society upon expiry of the 24 month period and upon payment (providing the cabin has been kept in a good state of repair) by the Society of \$1.00 per square foot to such ineligible owner.

F. DISSOLUTION

Upon the dissolution of the Society and after payment of all its debts and liabilities, the remaining property of the Society shall be dealt with as hereinafter prescribed, subject to possible court approval.

The owners of private cabins may remove their cabins from the Society land at their own expense, provided that the cabins are removed prior to the sale of the Society land and the lands are restored to their original condition.

The owners of private cabins who do not wish to remove their cabins from the Society land may leave their cabins on the Society land and receive reimbursement for the value of the cabins after the completion of the sale of the Society land as hereinafter determined.

The Society land and other Society property shall be appraised prior to the sale of such property by three different appraisers who have real estate experience in the geographical vicinity of the camp, and they shall apportion the value of such property as follows:

- i) the value of the Society land;
- ii) the value of the buildings and other property owned by the Society; and
- iii) the value of the private cabins remaining on the Society land.

The average of the three appraisals for each category shall be the value used for calculation purposes in this section.

Upon completion of the sale of the Society land and other Society property and the private cabins remaining, the net proceeds of the sale after all expenses are paid shall be apportioned as follows:

- 1) the owner of a private cabin who has left his cabin on the Society land shall, after the completion of the sale, be paid the sum calculated by multiplying the amount representing the total proceeds allocated to all of the private cabins by the fraction using as the numerator the number of square feet of the cabin owned by the cabin owner divided by the total number of square feet for all private cabins as the denominator;
- 2) the net value of the amount allocated to the Society land and the buildings and other property owned by the Society shall be paid to the Pentecostal Assemblies of Canada directed towards Foreign Missions

Example: Property sold for \$ 1,600,000.
The average of the three professional's estimates is:
Land \$ 400,000
Camp owned buildings 200,000
Private cabins 1,000,000
Assume camp debts 20,000
Assume private cabin square footage is 70,000 square feet.

Therefore, 1) A cabin owner with 400 square feet gets:

$$\frac{400}{70,000} \times 1,000,000 = \$5,714.20$$

- 2) $400,000 + 200,000 - 20,000 = \$ 580,000$
Goes to the PAOC (foreign missions).

APPENDICES

All Appendices are subject to modification from time to time by Society Management.

- Appendix A1 -

Dear Applicant to be a Cabin Owner:

We understand that you wish to become a cabin owner at Ontario Bethel Park Bible Camp Society (hereafter referred to as the Society).

Because of strict government regulations, all requests for cabin ownership transfers must be reviewed by the Society Management.

Please complete the enclosed Application and send it to the Society at 100 Hoffman Street, Kitchener, ON, N2M 3N1. The Society Management will review your Application and inform you of its response. Please be certain each item is correctly completed or we may have to send it back to you requesting further information.

CAUTION: NO TRANSFER OF OWNERSHIP IS EFFECTIVE UNTIL APPLICATION IS APPROVED IN WRITING BY THE SOCIETY MANAGEMENT. IT IS THEREFORE ADVISABLE NOT TO EXCHANGE SIGNIFICANT MONEYS UNTIL SUCH WRITTEN APPROVAL HAS BEEN RECEIVED BY THE APPLICANT.

The focus and primary purpose of the Society is to develop and enhance the spiritual faith and life of its participants as taught by the Pentecostal Assemblies of Canada. This must also be your primary motive for purchasing a cabin at this Society. We encourage you to enhance and develop your spiritual life, and pursuant to that goal, we look forward to reviewing your Application for cabin ownership.

God Bless,

ONTARIO BETHEL PARK BIBLE CAMP SOCIETY

Subject to modification

- Appendix A2 -
ONTARIO BETHEL PARK BIBLE CAMP SOCIETY

APPLICATION FOR CABIN OWNERSHIP TRANSFER

CABIN ADDRESS _____

FROM VENDOR: _____

TO PURCHASER: _____

Name _____

Name _____

Home Address _____

Home Address _____

Phone (____) _____

Phone (____) _____

Email _____

Price \$ _____

VENDOR SIGNATURE

NOTE: All land remains under the ownership of the Society.

Date _____

The Purchaser hereby acknowledges that the primary purpose of Ontario Bethel Park Bible Camp Society is to promote and enhance the spiritual life of its participants as taught by the Pentecostal Assemblies of Canada. The Purchaser hereby confirms that the Purchaser shall:

- a) make every effort possible to attend Camp services,
 - b) abide by all Society By-Laws, Policies, Procedures, Rules and Regulations passed from time to time,
 - c) accept the Pentecostal Assemblies Of Canada faith and doctrine as indicated in the Statement of Fundamental Essential Truths,
 - d) not make any exterior renovations to the owned cabin without first receiving written approval from Society Management,
 - e) pay all taxes, charges, and assessments on the cabin,
 - f) support the camp activities in prayer and financially with donations with God's help,
 - g) maintain the cabin and surrounding land in good and acceptable state of repair and upkeep,
- and h) generally display a cooperative Christian spirit and attitude in all matters.

The Purchaser hereby confirms that the Purchaser is a member or adherent (circle one applicable) in good standing and a regular attendee with the church stated below, which is affiliated with the Pentecostal Assemblies of Canada, or which has met the qualifications of

B.1.iii (special board approval); (if requested by the Board, a letter of reference confirming church membership or adherence in good standing must be provided).

Church Name _____

Church Address _____

Phone (____) _____

Date became a member: _____ Sr. Pastor Certification _____

Purchaser Signature: _____ Date: _____

NOTE: Applicant must also submit one reference letter from a person currently a cabin owner who is not related to the applicant. "Not related" means not a (grand) parent, (grand) child, or brother or sister. The person who is the reference must not be in arrears of taxes and there must be no building infractions.

FOR SOCIETY MANAGEMENT:

check item: response:

building infractions - _____

taxes and assessments paid - _____

church membership/adherence - _____

APPROVED Yes NO

Not approved because: _____

Signature _____ Name _____

Date _____

Revised July 2009
Subject to modification

- Appendix A3 -

Dear Cabin Owner:

The Society Management has reviewed your Application for cabin ownership. We are pleased to inform you that your Application is approved.

With the privilege of ownership also comes responsibility. Enclosed in an ownership package which summarizes your responsibilities. You might also wish to contact your insurance agent to have insurance for your cabin. (The Society does not insure private cabins).

Please review this package. If there is anything that you do not understand, it is your obligation to contact us to be sure you fully understand everything.

We look forward to having you and your household become actively involved in Society functions and services. May the Lord bless and strengthen you in the years ahead.

Sincerely,

ONTARIO BETHEL PARK BIBLE CAMP SOCIETY

Enclosure: Policy & Procedures Manual

Subject to modification

APPLICATION FOR CABIN RENOVATION/BUILDING

(AND WATER/WASTE DISPOSAL RENOVATIONS OR INSTALLATIONS)

Name _____ Date _____

Home Address _____ Phone _____

City _____ Postal Code _____

Cabin Address _____

Renovation _____ or New _____

Name & Address of Applicant's Church: _____

REGULATIONS

3. **New Cabins on New Lots**

- The Building Lot will be assigned by the Camp Building Committee. The lot will always remain property owned by the Ontario Bethel Park Bible Camp Society (Society).

- Maximum Size of Cabin is to be no more than 800 square feet under roof including porches.

- New Cabin setbacks: Front 15 feet, Minimum Rear 20 Feet. Sides minimum clearance between cabins, 3 feet from Lot Line one side and 10 feet Lot Line on the other side. Minimum clearance between cabins 13 feet.

- Cabin Owner must submit to the Camp Building Committee complete detailed drawings showing: plot site plan, sideyards, front and backyards, all dimensions, elevation plan, side profile and end profile view, pitch of roof, height off ground.

* - after receiving permission from the Camp Building Committee, Cabin Owner must apply for, pay for and receive a CERTIFICATE OF APPROVAL from the appropriate local HEALTH UNIT, for the supporting sewage/water disposal system; and also Cabin Owner must apply for, pay for and receive a BUILDING PERMIT from the Township.

4. **Existing Cabins and Existing Cabin Lots**

- No cabins to be extended to the front, even after renovations or after new construction.
- No cabins to be extended to the sides, even after renovations or after new construction
- Maximum size no more than 800 ft under roof including porches
- Minimum clearance between existing cabins or existing cabin lots to be no less than 10 feet
- Centre line between two streets to be considered rear lot line.
- Minimum rear setback of 20 feet to be maintained.
(Exception: Between Bethlehem and Emmaus Streets, there 10 feet rear setback is recommended).
- Exceptions allowed on individual basis.
- Cabin Owner must submit to the Camp Building Committee complete detailed drawings showing: plot site plan, sideyards, front and backyards, all dimensions, elevation plan, side profile and end profile view, pitch of roof, height off ground.
SUBMIT APPLICATION AND DRAWINGS IN TRIPLICATE!!
- CAMP PERMISSION is required for ALL exterior construction renovations.
- no sheds shall be constructed or made larger without prior written approval of Building Committee; location of the shed upon approval as well; maximum size is 64 square feet
- Township Building Permit is required for construction which exceeds 10 square meters space.
- If Applicant wishes to tear down the outside structure of an existing portion of a cabin, and the square meters of space for new materials construction exceeds 10 sq m, even if the square meters of the total cabin space did not grow by more than 10 sq m, you must still get a Township Building Permit. This is necessary even if you decide to tear down more than you first anticipated.
- * - after receiving permission from the Camp Building Committee, cabin owner must still apply for, pay for and receive a BUILDING PERMIT from the Township, if applicable; and if applicable also a CERTIFICATE OF APPROVAL from the appropriate local HEALTH UNIT.
Cabin owner must arrange for appropriate government Inspection, and final re-Inspection.

5. **Health Unit**

- * If it is desired to install or change any water and/or waste disposal system, then cabin owner must apply for, pay for and receive a CERTIFICATE OF APPROVAL from the appropriate local HEALTH UNIT. All construction or changes must then comply precisely with the instruction given pursuant to that APPROVAL. Additions to existing buildings must have Health Unit Approval prior to construction where plumbing fixtures are to be involved. New cabin on an existing lot also require Health Unit Approval.
NOTE: the Health Unit CERTIFICATE OF APPROVAL is required prior to applying for the Township BUILDING PERMIT.

6. **General Information**

- * **- Regarding the Township Office and the Health Unit Office: Cabin owner will have to complete an appropriate Application Form and submit a certified cheque or money order for the fee. These documents should then be given to a Camp Building Sub-Committee Member who will submit the Application documents at the appropriate Office.**
 - All building and renovation applications to be submitted in writing and permissions will be returned in writing.
 - No person shall have the right to cut down trees without written approval.
 - All Electrical Work in cabin must be inspected by Ontario Hydro before closing walls and an Ontario Hydro Final Inspection is then also required.
 - # _____ page(s) of Detailed Drawings dated and signed, are attached.

I, _____, Cabin Owner, agree to comply with all the above regulations, and I will follow and comply with the permissions and PERMITS and APPROVALS as may be granted.

Signature

Date

policy manual

FORM A

Printed May 2007
Subject to modification

**CONDITIONAL PERMISSION FOR
CABIN RENOVATION _____
CABIN BUILDING _____**

Cabin Owner Name _____

Permanent Address

Camp Address

Conditional permission granted by Camp Building Committee subject to cabin owner:

- completing the application form, paying for, receiving and complying with a CERTIFICATE OF APPROVAL from the appropriate local HEALTH UNIT.
- completing the application form, paying for, receiving and complying with a BUILDING PERMIT from the Township.
- adhering to the information shown on the attached # _____ page(s) of drawings,
as submitted _____ OR
as marked up _____
(initialed and dated by Camp Building Committee Member)

Ontario Bethel Park Bible Camp Society (Society) makes no decision on whether your building or waste water system complies with government regulation, which is the responsibility of the cabin owner. The permission of the Ontario Bethel Park Bible Camp Society is limited to permission as it relates to the internal regulations of Ontario Bethel Park Bible Camp Society only.

Date: _____
Ontario Bethel Park Bible Camp Society

Per: _____
Camp Building Committee Member

FORM B

Printed May 2007
Subject to modification

POLICY AND PROCEDURES MANUAL

ONTARIO BETHEL PARK BIBLE CAMP SOCIETY

As Amended on July 25, 2009