

# THE CORPORATION OF THE TOWNSHIP OF BROCK

## BY-LAW NUMBER 2383-2011-PP

### A BY-LAW TO REGULATE THE DESIGN, LICENSING AND OPERATION OF CAMPGROUNDS WITHIN THE CORPORATION OF THE TOWNSHIP OF BROCK FOR CAMPING VEHICLES AND CAMPING TENTS OF ALL VARIATIONS

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**WHEREAS** pursuant to the provisions of Part IV of the *Municipal Act*, S.O. 2001, as amended, the Council of the Township of the Brock may provide for a system of licences with respect to businesses;

**AND WHEREAS** Section 391 of the *Municipal Act*, S.O. 2001, as amended, authorizes a municipality to pass by-laws imposing fees or charges for services or activities provided or done by them;

**NOW THEREFORE** THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BROCK ENACTS AS FOLLOWS:

#### 1.0 Definitions for Campground By-law

- 1.01 **Applicant** means a person or company applying for a licence to operate a campground in the Municipality.
- 1.02 **Campground** means land, designated by the Municipality, in a restricted area by-law on which camping vehicles or camping tents, plus accompanying towing or carrying vehicles can be parked and used; and on which ancillary facilities, such as an administration office, clubhouse, snack bar, laundry, convenience and souvenir or tuck shop, swimming pool, bath house, washrooms, manager's quarters and other recreational and support facilities, housed in permanent structures can be erected and operated.
- 1.03 **Campground Administrator** means the person designated from time to time by the Council to administer the implementation of and adherence to this by-law, to supervise the activities of the campground inspector and to issue licences to operate a campground in the Municipality. The campground administrator may also act as campground inspector at the discretion of Council.
- 1.04 **Campground Inspector** means the person or persons designated from time to time by the Council to inspect and report on the development and operation of campgrounds.
- 1.05 **Camping Vehicle** means any vehicle designed to be used and, in fact, is used on the campgrounds under the jurisdiction of this by-law as a temporary dwelling for personal accommodation while travelling from place to place, while on vacation, or while on a recreational outing. Such vehicles may be attached to a self-propelled motor vehicle for the purpose of either being towed or carried from place to place, or be capable of self-propulsion, and shall include those camping vehicles commonly known as "Recreational Vehicles," "Rec Vee's," "R.V.'s," "Travel Homes," "Campers" (vehicle), "Travel Trailers," "Truck Campers" and "Tent Trailers," provided that they are suitably equipped to provide temporary accommodation but shall not include vehicles generally classified as "Mobile Homes."
- 1.06 **Camping Tent** means any structure which has a soft, readily foldable fabric or fabric-like material as its basic component and is designed to be used as a temporary dwelling by persons travelling from place to place while on vacation or while on a recreational outing.
- 1.07 **Campsite** means an area of land in the campground accessible by road and designated for the use of one camping vehicle or camping tent.

- 1.08 **Electronic Power Inspector** means the person or persons designated as such by the Hydro Electric Power Commission of Ontario, or its successor.
- 1.09 **Fire Inspector** means the Chief of the Fire Department of the Municipality or his designate.
- 1.10 **Health Inspector** means the person or persons appointed as such by the Durham Regional Health Unit.
- 1.11 **Manager** means a person designated by the operator to manage the campground on a day-to-day basis. The designation of a manager does not relieve the operator of the responsibility of adhering to all aspects of this by-law.
- 1.12 **Operator** means the owner(s) of the campground lands and the facilities thereon or, if leased, the lessee(s) to whom those lands and/or facilities have been leased.
- 1.13 **Recreational Vehicle** - see definition for camping vehicle (Section 1.05).
- 1.14 **Regulations** means the regulations of the Municipality with all amendments applying as such amendments become effective.
- 1.15 **Service Buildings** means those buildings situated on the campground which house the administrative offices, manager's or operator's living quarters, clubhouse, toilets, showers, laundry, cooking, snackbar, tuck shop, convenience retail store, maintenance equipment storage, pumping facilities and the various recreational facilities provided for the use of registered campers and their guests.

## 2.0 Design Requirements

### 2.01 Compliance with By-Laws

Every campground shall conform to this by-law and all other applicable by-laws of the Municipality. In the event that an amendment is required to the zoning by-laws of the Municipality, the applicant shall first enter into a site plan agreement with the Municipality satisfactory to the Municipality.

### 2.02 Provincial and Federal Laws

Every campground shall conform to all applicable provincial and federal laws and to the Official Plan of the Regional Municipality of Durham.

### 2.03 Building Permit and Other Approvals

No person shall establish a campground without first obtaining the necessary building permit and such other approvals as are necessary. As a prerequisite for the issuance of a building permit, the applicant shall provide the Municipality with a site plan satisfactory to and approved by the Municipality showing all necessary details as set out in the design requirements contained in this by-law. The Municipality may further require that the site plan shall be approved by all or any of: the Lake Simcoe Region Conservation Authority, the Durham Regional Health Unit, the Regional Municipality of Durham and such other agencies as deemed appropriate and necessary by the Municipality.

### 2.04 Minimum Area

Every campground shall be no less than 4 hectares (10 acres) in area.

### 2.05 Minimum Park Area

Every campground shall set aside a minimum of ten percent of the total area of the campground or 0.4 hectares (1 acre), whichever is greater, as a private recreational park for the exclusive use of registered campers and their guests.

## 2.06 Campsite Area

Every campsite shall have a minimum frontage of 12 metres (40 feet) and a minimum land area of 186 square metres (2000 square feet).

## 2.07 Roadway Width

Each roadway in the campground shall have a minimum clear width of 3.5 metres (12 feet) for one-way traffic and a minimum clear width of 7 metres (24 feet) for two-way traffic.

## 2.08 Roadway Surface

All roadway surfaces in the campground shall be constructed so as to prevent vehicles from becoming mired and treated to prevent dust from being generated by the vehicles travelling on them or by the wind.

## 2.09 Speed Limit

Speed of vehicles within the confines of the campground shall be limited to a maximum speed of 25 kilometres (15 miles) per hour, and an adequate number of signs shall be posted indicating maximum speed.

## 2.10 Road Signs

Every campground shall have "Stop" or "Yield" signs posted at all roadway intersections to show which vehicles have the right of way over others.

## 2.11 Pedestrian Walkways

Any location at which a pedestrian walkway crosses a roadway shall be clearly marked with a sign to show that the pedestrian has the right of way.

## 2.12 Washroom Facilities

Campsites not served by an individual sewer hookup shall be provided with washroom facilities housed in permanent structures in accordance with the requirements of Section 2.18 and such washrooms shall have an adequate supply of hot or cold running water to supply the needs of the campground clientele. Any tap which does not supply potable water shall be clearly marked as such.

## 2.13 Washroom Facilities for Individual Hookups

Where all campsites are served by an individual sewer hookup, communal washroom facilities shall be provided for at least ten percent of the campsites in accordance with Section 2.18.

## 2.14 Washroom Separation

Washroom facilities for men and women shall be either in separate buildings at least 6 metres (20 feet) apart or, if in the same building, be separated by a solid soundproof wall.

## 2.15 Privacy Partitions

Washrooms shall have privacy partitions at the entrance for the purpose of preventing people who may be standing or passing by outside from seeing inside them.

## 2.16 Flush Toilet Compartments

Every flush toilet shall be enclosed in a private compartment with a door that can be latched from the inside.

#### 2.17 Shower Compartments

Showers and dressing areas shall be situated in private compartments with doors that can be latched from the inside.

#### 2.18 Washroom Fixtures

Wash basins, flush toilets, urinals and showers shall be provided in the required numbers as stipulated by the Durham Regional Health Unit and/or the Ministry of the Environment.

#### 2.19 Sewage System

Sewage disposal facilities shall meet the requirements of the Durham Regional Health Unit and/or the Ministry of the Environment.

#### 2.20 Discharge

Every campground shall have as part of its sewage disposal system, facilities into which the contents of camping vehicle holding tanks may be discharged. Each facility for the discharge of waste shall have a pipe or inlet set in the centre of the concrete pad not less than 1.5 metres by 1.5 metres (5 feet by 5 feet), the surface of which shall be sloped to the centre to ensure that any spillage will flow to the inlet. A tap and pressure hose shall be provided for the washing down of the facility which shall also be disinfected at regular intervals.

#### 2.21 Drinking Fountain

Every campground shall have at least one drinking fountain and one cold water tap from which water can be drawn, which are centrally located to every twenty campsites where individual campsite water hookups are not provided and shall also have drinking fountains located adjacent to park and playground areas.

#### 2.22 Service Building

Every service building shall be a permanent structure meeting the requirements of the *Ontario Building Code*. Service buildings shall be adequately lighted and heated at all times, shall be maintained in a clean and sanitary condition and properly ventilated.

#### 2.23 Location of Service Buildings

Service buildings shall be located not less than 7.5 metres (25 feet) from the outer boundaries of the campground lands and not less than 15 metres (50 feet) from the nearest campsite. No washroom facility shall be located more than 150 metres (500 feet) from the centre of any campsite not served by an individual sewer connection.

#### 2.24 Location of Camping Vehicles, Tents and Tow Vehicles

Camping vehicles, camping tents and/or towing vehicles shall be parked not less than 3 metres (10 feet) from a campground boundary or public road.

#### 2.25 Picnic Tables

Each campsite shall be equipped with not less than one picnic table.

#### 2.26 Fire Extinguishers

A tri-rated fire extinguisher with a minimum rating of 2A 10BC C.S.A. or U.L.C. approved shall be located not more than 60 metres (200 feet) from the centre of each campsite. The location of each fire extinguisher shall be clearly marked and shown in such a manner as to be visible from a distance of 15 metres (50 feet).

#### 2.27 Surface Water Drainage

Every campground shall have a surface water drainage system which will prevent flooding of any part of the campground that may result from rainfall or runoff from melting ice and snow.

#### 2.28 Fencing

The perimeter of every campground shall be enclosed by a fence of sufficient strength and height to keep agricultural livestock from crossing the property line separating the campground lands from adjacent lands and to discourage the intrusion of persons other than registered campers and their guests.

#### 2.29 Garbage and Trash Receptacles

Every campground shall have a sturdy receptacle at each campsite or one or more centrally located sturdy receptacle(s) of adequate size for groups of campsites to be used for the temporary storage of garbage and trash. These receptacles shall be made of material which cannot be penetrated by rodents and which are nonporous, nonabsorbent and capable of being washed and disinfected. Such receptacles shall be equipped with fly-tight covers and lids which cannot be removed or opened by dogs or other animals.

#### 2.30 Swimming

Every campground shall, in the construction and operation of any swimming pool, comply with regulations made under the *Laboratory and Specimen Collection Centre Licensing Act*, R.S.O. 1990, c. L.1, as amended, regarding public swimming pools, and each pool or pools shall be fenced in accordance with the Municipality's Fence By-Law.

#### 2.31 Housing

One permanent dwelling unit may be located on the campground lands to be used as the permanent or seasonal residence of the operator or manager and his family.

### **3.00 Licensing and Licence Transfer Requirements**

#### 3.01 Licence to Operate

No person, persons, partnership or corporation shall operate a campground within the Municipality without first obtaining a municipal campground licence from the campground administrator of the Municipality.

#### 3.02 Information to Accompany Application

The applicant shall complete and submit to the campground administrator five copies of the application form, together with the following:

- (1) five copies of the plan of development of the campground showing the location and dimensions of all the campsites, buildings, roadways, footways, hydro supply and sewage disposal facilities, drainage culverts and ditches.

- (2) five copies of a key plan showing the location of the campground lands, together with a legal description of these lands and such other information that may be requested by the campground administrator.

### 3.03 Distribution of Application

Distribution of the five copies of the application is as follows:

- the Municipality,
- the Regional Health Unit,
- the Hydro Electric Power Commission,
- the Fire Department.

### 3.04 Approval - Campground Administrator

The campground administrator shall review all applications and where, in the opinion of the campground administrator, the proposed campground meets with the provisions of this by-law and all other appropriate by-laws of the Municipality, the licence to operate shall be granted.

### 3.05 Right to Refuse Licence

Where requirements of this by-law or any other by-law of the Municipality are not met with satisfactorily, the campground administrator shall reject the application.

### 3.06 Right of Appeal

Where the campground administrator has refused to grant a licence to operate, the applicant may appeal the administrator's decision to Council.

### 3.07 Hearing

An appeal may be made by the applicant within 30 days of the date of such refusal. The Council of the Municipality or a committee of Council members being composed of the Head of Council and two other Council members, shall hear the applicant and shall obtain a written report from the campground administrator.

### 3.08 Power of Council

Council may dismiss the appeal or may make any decision that the campground administrator could have made on the original application.

### 3.09 Effective Date and Term of Licence

A licence to operate shall be effective from the date of issue to the succeeding 31st day of December when it shall become renewable.

### 3.10 Transfer of Licence

A licence to operate may be transferred from one party or entity to another on the approval of the campground administrator. Such approval may be granted at any time provided that the administrator is satisfied that the conditions prevailing at the campground are in compliance with this by-law at the time the application for transfer is submitted.

## 4.00 Operation of Campground

### 4.01 Operator Responsibility and Accountability

The operator has direct responsibility for and will be held directly accountable for implementing and adhering to the terms and conditions of this by-law. Such direct responsibility and accountability shall apply to the operator even in matters where a subordinate or designate of the operator has acted or failed to act in accordance with this by-law, whether with or without the consent or knowledge of the operator.

### 4.02 Period of Operation

The operator of a campground shall be permitted to keep the campground open for business continuously throughout the whole of the calendar year.

### 4.03 Occupancy Time Limit

The operator of a campground shall restrict the occupancy period of any person (adult or child) to a maximum of fifteen consecutive days in any calendar month between the 1st day of November and the 1st day of April of the following year, the operator and his staff being exempted from this regulation.

### 4.04 Supervision of Facilities

The operator shall have a responsible adult, who is familiar with the campground, on duty at all times during the periods when the campground is open for business.

### 4.05 Occupancy Register

It shall be the duty of the operator to keep an occupancy register containing a record of all the owners and occupants of the camping vehicles or camping tents located within the campground. This register shall contain the following information:

- (1) the name and address of each occupant, adults and children included;
- (2) the make, model, year, licence number and province or state issuing such licence for each motor vehicle, camping vehicle and other motorized licensed vehicles such as snowmobiles and motorcycles;
- (3) the date of arrival and departure of each camping vehicle and/or camping tent;
- (4) the identification number of the campsite(s) occupied.

### 4.06 Inspection of Register

The register shall be available for inspection at all times by law enforcement officers, public health officers, the administrator and inspector of campgrounds and other officers whose duties necessitate the acquisition of information contained in the register. This register may not be destroyed for a period of four years following the date of registration.

### 4.07 Posting of Licence

The campground licence together with a copy of this by-law shall be posted on a continuous basis in a conspicuous place in the administrative offices on the campground premises so as to be visible and accessible to registered campers.

#### 4.08 Posting of Emergency Help Listing

A notice shall be posted on a continuous basis in a conspicuous place indicating how to contact the police, fire department, ambulance and campground administrator.

#### 4.09 Garbage Removal

The operator shall be responsible for having garbage and trash removed from temporary storage receptacles when such receptacles become full or at intervals of not less than once every forty-eight hours during periods when the maximum daily temperature in the sun exceeds 15 degrees Celsius (60 degrees Fahrenheit).

#### 4.10 Extensions to Camping Vehicles

The operator shall prohibit extensions of any form from being added to any camping vehicle unless such extensions have been specifically designed as an accessory for that camping vehicle. All such accessory extensions shall require the written approval of the campground administrator prior to installation.

#### 4.11 Removal of Wheels

The operator shall prohibit the removal of wheels from any camping vehicle except when necessary to make repairs to the vehicle.

#### 4.12 Sheds or Outbuildings

Structures other than camping vehicles, camping tents or service buildings shall not be permitted on the campground, save and except storage structures not exceeding 9.29 square metres (100 square feet) in area accessory to a camping vehicle. Such storage structure shall not be installed without the prior written approval of the campground administrator.

#### 4.13 Discharge of Waste

The operator shall not permit the discharge of waste or refuse of any kind on any part of the campground except into the receptacles and systems installed thereon and approved by the Durham Regional Health Unit to accept such waste or refuse.

#### 4.14 Cleanliness

The operator shall maintain the grounds, service buildings and facilities in the service buildings in a tidy, clean and sanitary condition.

#### 4.15 Quiet Hours

The operator shall be responsible for establishing periods of quiet hours that will serve the majority of occupants of campgrounds with a notice of such quiet hours being posted in a conspicuous place in the campground office.

### **5.00 Administration**

#### 5.01 Campground Administration

This by-law shall administered by the campground administrator.

#### 5.02 Campground Inspection

Campground inspection shall be the responsibility of the campground inspector. The responsibilities of the campground inspector may also be carried out by the campground administrator.

#### 5.03 Inspector's and Administrator's Rights

The campground inspector and/or campground administrator shall have the right at any time and from time to time to inspect the campground to ensure that it is being operated in a clean, safe, quiet and orderly manner and that the campground is being maintained in a good condition and repair. Where the inspector is in doubt as to the adequacy or suitability of any sanitary facilities, he shall report the condition to the Medical Health Officer of the Durham Regional Health Unit. When necessary, the inspector shall be accompanied by a male or female, whichever is appropriate when inspecting washroom facilities.

#### 5.04 Penalties

Any person contravening any provision of this by-law is guilty of an offence and shall, upon conviction, be liable to a penalty as prescribed by the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

#### 5.05 Repeal

That By-Law Number 2018-2006-PP be and the same is hereby repealed.

#### 5.06 Effective Date

This By-law shall come into force and effect on the date of its passage.