



The Corporation of the
City of Kawartha Lakes
Municipal Law Enforcement & Licensing
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Date

Dear Seasonal Trailer Park Owner;

This letter is being sent to you to provide notification of the intention to amend by-law 2013-148 being the Seasonal Trailer Parks By-Law and the Consolidated Fees By-Law.

On September 7, 2021 staff from the Municipal Law and Licensing Division presented report MLE2021-009 to the Committee of the Whole.

Staff made the following **Recommendation(s)**:

That Report MLE2021-009, By-Law 2013-148 as amended, to License, Regulate and Govern Seasonal Trailer Park Businesses – review and amendments, be received;

That staff provide notification to all park owners indicating the intention of amending By-Law 2013-148 as amended, being a By-Law to License, Regulate and Govern Seasonal Trailer Park Businesses be amended;

That staff provide notification to all park owners indicating the intention of amending By-Law 2018-234 as amended, being a By-law to Establish and Require Payment of Fees for Information, Services, Activities and Use of City Property in The City of Kawartha Lakes (known as the Consolidated Fees By-law); and

That the recommended By-Law to amend By-Law 2013-148 be brought forward to Council for consideration at the Regular Council Meeting on October 19, 2021.

That this recommendation be brought forward to Council for consideration at the Regular Council Meeting on September 21, 2021.

This letter serves as notification of Council recommendations.



Licensing Staff are proposing the following changes to the **Seasonal Trailer Park By-Law 2013-148**.

Definitions:

- “Licensing Enforcement Officer ” means the municipal Licensing Enforcement Officer for the City, responsible for the issuing, administration and approval of licenses in accordance with provincial legislation and City policies and procedures, or their delegate.
- “Manager of Municipal Law Enforcement and Licensing” means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council.
- “Municipal Law Enforcement Officer” is a person duly appointed within the City’s administration to enforce the by-laws of the City, and includes the Licensing Officer Enforcement Officer.

Licensing Procedures:

- 3.02 Application Process: Applicants are able to submit their completed licence or renewal application package starting January 2nd of each calendar year.
- 3.03 Application Review: The Licensing Enforcement Officer or delegate shall review the application package, collect associated fees, provide circulation internally and externally to various agencies and provide a response back to the applicant within 90 days.
- 3.04 Review Period: No person or business save and except the park owner and or park manager shall operate or occupy a seasonal site within a seasonal trailer park during the application and review process.
- 3.05 Application Requirements and Documentation: The application form shall require information to be provided, and other necessary document or approvals to be completed or submitted by the applicant in conjunction with their application in support of the application as outlined below:



- d. Proof that the Environmental Compliance Approval for any communal private water system, septic system and/or storm water system has been issued and is in good standing, indicating the period of any mandatory shutdown period (which shutdown period will be a condition of the business license), that there are no outstanding Provincial Officers Orders with respect to the construction, repair or maintenance of any of these communal systems.
- e. Proof that the drinking water system has been inspected and tested and results provided to the Haliburton, Kawartha, Pine Ridge District Health Unit as per the Small Drinking Water System Regulation under the Health Protection and Promotion Act (HPPA) and the Ontario Small Drinking Water Regulation 319 as may be amended, which requires the owner/operator to notify the Medical Officer of Health of their intent to open for the season.

Additional Documents Required:

- 3.06 In addition to the requirements prescribed in subsection 3.05, the applicant shall, at the request of the Licensing Enforcement Officer, or when application is being made for a new or altered business, provide the following:
- b. a scalable site plan drawing outlining the location of all roads and campsites and their names and or numbers, all buildings, the buildings dimensions and their proximity to other buildings, campsites and property lines;
 - e. any other documents or approvals deemed appropriate by the Licensing Enforcement Officer

Administration of the By-law:

- 10.01 The Manager of Municipal Law Enforcement and Licensing is responsible for the administration of this by-law.

Consolidated Fees By-law



Staff are proposing the following changes to the Fees By-law Section B-3:

The Fees By-law currently lists the Seasonal Trailer Parks License Fees:

Classification	Current Rate	Proposed Rate
Licence Fee per year or part year	\$243.00	\$400.00
Licence Replacement	\$16.00	\$20.00

If you wish to make comments regarding the proposed amendments, please contact the undersigned.

Yours truly,

Joseph Aguanno, Licensing Enforcement Officer
Municipal Law Enforcement and Licensing
City of Kawartha Lakes