

Good Day Trailer Park Owners,

I am sharing this email to update all interested parties about the progress being made by the City of Kawartha Lakes, with respect to our Trailer Park By-law.

## **FYI...**

The fee increase to \$400 has been approved by Council as part of the Fees By-law report on November 16, 2021 and will be in effect for 2022 applications/renewals. Staff did provide justification regarding the approximately \$160.00 increase to the Season Trailer Park License application fee. The meeting can be reviewed on the City's YouTube channel and by accessing the minutes from the meeting at [www.kawarthalakes.ca](http://www.kawarthalakes.ca)

In MLE2021-018 coming to Council December 14, 2021, staff will be proposing the following changes (in red) which will replace the earlier changes also listed below:

Section 3.05 Application Requirements and Documentation: The application form shall require information to be provided, and other necessary papers to be completed or submitted by the applicant in conjunction with their application in support of the application as outlined below:

- d. signed acknowledgment indicating that any communal water system, septic system and/or storm water system:
  - a. was shutdown during the seasonal shutdown period (90 days commencing January 1<sup>st</sup>; during the application review and response period); and
  - b. that there are no outstanding Orders with respect to the construction, repair or maintenance of any of the communal systems.

For clarity, section 3.05 is simply an acknowledgment that will contain two yes/no check boxes on the application and renewal form. We understand that the previous wording presented some interpretation issues and could be viewed as a requirement to complete an ECA in order to open the Seasonal Trailer Park for the season. Staff continued to review the issue and concerns presented by Seasonal Trailer Park owners and their association. A full ECA or other system testing was not the intention of this process, the City is only seeking to gather information that will be used in the application review circulation process. Circulation includes the Medical Officer of Health and the MOECP inspector.

Section 3.07 Additional Criteria Considered: The Licensing Enforcement Officer may deny a licence or issue a licence with specific licencing conditions based on, but not limited to, the following criteria:

- d. the applicant's premises requires corrective action pursuant to a Ministry of Environment, Conservation and Parks, Provincial Officers Order with

respect to the communal private water system, septic system and/or storm water systems.

For clarity, section 3.07 d.) (similar to 3.07 c.) received this wording to reflect that a licence may be issued, issued with specific conditions or denied based on the circulation process and the responses received from the circulation group. This is not new to the process, simply a clarification of what is occurring. It may be helpful to review section 3.07 in its entirety to see the wording in context, but a licence is subject to specific requirements such as compliance with the Building Code, Property Standards by-law, Area Zoning by-law, Health Protection and Promotion Act (Medical Officer of Health, Fire Prevention (Fire Code) etc.

In these proposed amendments, we are allowing the applicant to acknowledge good standing and we are improving the circulation process wording. These proposed changes will not increase the park owners work load or information submitted to satisfy the application requirements.

#### **Previous proposal for reference.**

**3.05** Application Requirements and Documentation: The application form shall require information to be provided, and other necessary papers to be completed or submitted by the applicant in conjunction with their application in support of the application as outlined:

- e. a fully completed application form as supplied by the City;
- f. the appropriate licence fee required in accordance with Schedule B-3 to the Consolidated Fees By-law; and
- g. proof of insurance by way of a certificate of insurance showing a minimum limit of \$2,000,000 (two million dollars) in general liability as outlined in Section 6.00.
- h. New or existing systems owners shall provide a copy of the most recent Environmental Compliance Approval for their communal private water system, septic system and/or storm water system as issued and in good standing, or provide a system inspection report from a 3rd party such as a Licensed Septic Installer, verifying function of an existing system following the period of mandatory shutdown (which shutdown period will be a condition of the business license);
  - i. Systems owners shall provide documentation advising that there are no outstanding Provincial Officers Orders with respect to the construction, repair or maintenance of any of these communal systems.
- i. 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.

With thanks,

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