

**BYLAW NO. 5 - 2017**

**DISTRICT OF LAKELAND NO. 521**

**A BYLAW RESPECTING PERMIT FEES FOR TRAILER PARKS, CAMPGROUNDS,  
RECREATION VEHICLE PARKS AND MOBILE HOME PARKS**

The Council of The District of Lakeland No. 521, in the Province of Saskatchewan enacts as follows:

**Part I General Matters**

**TITLE**

1. This bylaw shall be referred to as the *“The Trailer Licensing Fee Bylaw”*

**PURPOSE**

2. The purpose of this Bylaw is to permit the operation of Trailer Parks, Campgrounds, RV Parks and Mobile Home Parks so as:

- (a) to ensure compliance with land-use and building regulations;
- (b) to provide for a service fee for the operation;
- (c) to gather land-use information; and
- (d) to facilitate planning decisions.

3. **Definitions**

In this bylaw;

- a. **“Administrator”** means the Administrator of the Municipality or designate.
- b. **“Council”** means the council of The District of Lakeland No. 521;
- c. **“Designated Officer”** means a person appointed by the Municipality to enforce this Bylaw and shall include a Peace Officer;
- d. **“Municipality”** means The District of Lakeland No. 521;
- e. **“Peace Officer”** means a peace officer as defined in *The Summary Offence Procedures Act*.
- f. **“Occupied”** means with respect to a site that has any item related to the use of the property, or any other items so stored or placed, on or within that site for any period of time between January 1 and December 31;

- g. **“Operation”** means any and all Trailer Parks, Campgrounds, RV Parks and Mobile Home Parks located or operated within the municipality.
- h. **“RV”** means recreation vehicle.
- i. **“Site”** shall have the meaning as defined by the Zoning Bylaw for the Municipality
- j. **“Unit”** means a single recreational vehicle, trailer coach, mobile home, truck camper motor home, fifth wheels and travel trailers or other such approved accommodation intended for use in a trailer park, campground, RV park or mobile home park.

## **Part II General Licensing**

- 4 The owner or operator of every Trailer Park, Campground, Mobile Home Park or RV Park used for seasonal, long term and/or residential purposes within the Municipality shall obtain an Operation Permit from the Administrator of the municipality prior to any operation of a Trailer Park, Campground, Mobile Home Park, or RV Park.
- 5 The application of, or issuance of, any Operational Permit is required in addition to any other municipal, provincial or federal licence or permit that may be required.
- 6 The applicant must apply in writing for the Operational Permit and complete the application in a form as approved by the Administrator.
- 7 The Administrator shall issue an Operational Permit once the application is completed to the satisfaction of the Municipality.
- 8 If an Operational Permit holder contravenes any term or condition of the permit or of this Bylaw, or any municipal or provincial law or a requirement of that operation, the Municipality may suspend or cancel the Operational Permit providing 60 day notice is provided.
- 9 The Operational Permit shall be in the form as approved by the Municipality as attached in Schedule “A”.
- 10 Each Operational Permit holder is responsible for remitting a per site service fee to the Municipality. Such service fee shall be incurred each year for the period January 1 to December 31 inclusive.
- 11 In addition to the site service fee to be submitted to the Municipality, a site registration form shall be required for each occupied site. The municipality shall provide to each operation the registration form as prescribed in Schedule “C”.
- 12 Every Operational Permit holder shall be required to have registration forms completed in their entirety prior to allowing any site to be occupied.

- 13 Every original registration form shall be filed with the municipality within 48 hours of a site being occupied.
- 14 A new registration form is required anytime there is
  - a. a change in registered occupant(s) on a site;
  - b. a change in the registered occupant(s) address, telephone number or contact information;
  - c. a change in Unit occupying a site;
  - d. a new Operational Permit issued;
  - e. At a request of a designated officer.
- 15 The service fee shall be in an amount as approved by Council and attached to this bylaw in Schedule "B"
- 16 Every Operational Permit holder shall be entitled to retain an administration fee, in the amount as listed on Schedule "B", for administering and filing the service fee and registration forms with the municipality.
- 17 The service fee, less the Operational Permit holders retained administration fee, shall be paid to the Municipality on or before June 30<sup>th</sup> of the year in which the fees are imposed.
- 18 Any service fee payment must accompany a list identifying what sites the fees are being remitted for.
- 19 Any service fee not paid by the prescribed time shall be subject to a late payment financial penalty as listed in Schedule "B"
- 20 The administration and enforcement of this Bylaw is hereby delegated to a Designated Officer for the Municipality
- 21 The inspection of any property in the Municipality to determine if this Bylaw is being complied with is hereby authorized.

## **Offences and Penalties**

- 22 No person shall:
- a. obstruct or hinder any designated officer or any other person acting under the authority of this Bylaw; or
  - b. fail to comply with any provision of this Bylaw.
- 23 Except where, or in addition to, a penalty is specifically provided for in this Bylaw, every person who contravenes any provision of this bylaw is guilty of an offence and liable on summary conviction:
- a. in a case of an individual, to a fine not less than \$250.00 and not exceeding \$10,000.00 and, in the case of a continuing offence, to a further fine not exceeding \$10,000.00 for each day during which the offence continues; and
  - b. in the case of a corporation, to a fine not less than \$450.00 and not exceeding \$25,000.00 and, in the case of a continuing offence, to a further fine not exceeding \$25,000.00 for each day during which the offence continues. And
  - c. not more than one year in jail.

## **Coming into Force**

- 24 No prosecution for a contravention of this bylaw may be commenced more than two years after the date of the alleged offence.
- 25 Bylaw 9 - 2016 is hereby repealed.
- 26 This Bylaw comes into force and takes effect on final passing.

“Cheryl Bauer Hyde”  
REEVE

“Tammy Knuttila”  
ADMINISTRATOR

Read a third time and  
Adopted the 10<sup>th</sup> day of  
May, 2017.

# **Schedule "A"**

## **Bylaw 5 - 2017 Operational Permit**

\_\_\_\_\_ of \_\_\_\_\_  
*Person or representative of the operation*                      *Name of company or operations (if applicable)*

has received permission from The District of Lakeland No. 521 to operate a Trailer Park, Campground, Mobile Home Park, RV Park, as the case may be, within the Municipality. All fees, and penalties if applicable, are to be paid in full on or prior to June 30<sup>th</sup> in the year that the service fees are levied. This Permit shall remain in effect from the date of issue and continues forthwith from year to year. The District of Lakeland No. 521 may rescind or revoke the permit at its discretion upon providing not less than a 60 day notice to the property owner.

You are permitted to operate not more than \_\_\_\_\_ sites, with not more than one unit per site.

*This Operational Permit is Non-Transferable*

Issued this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 201\_\_\_\_, Christopher Lake, SK.

\_\_\_\_\_  
Administrator

## **Schedule “B”**

The service fee shall be **\$425.00** for each occupied site calculated as follows:

➤ Fire Service Fee	\$100.00
➤ Sanitation Fee	\$ 30.00
➤ Municipal/School Fee	<u>\$295.00</u>
	<b>\$425.00</b>

Operational Permit Holder retained administration fee shall be 5% (five per cent) of the municipal/school portion of the service fee cost – 5% of \$295.00/site

Late Payment Penalty shall be 12% per annum, calculated monthly, of outstanding monies owed to the municipality.

**SCHEDULE "C"**

**NAME OF OPERATION / COMPANY OPERATING;**

\_\_\_\_\_

**Name of Applicant(s)** \_\_\_\_\_

\_\_\_\_\_

**Other registered names for site;**

\_\_\_\_\_

\_\_\_\_\_

**Permanent Address / Contact information of applicant(s);**

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

*Residence*

*Cellular*

*Other*

**Type of Unit occupying Site;**

**Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Year** \_\_\_\_\_

**Description of unit** (*colour etc.*) \_\_\_\_\_

**Site Number Occupied** \_\_\_\_\_ **Date Arriving at Site** \_\_\_\_\_

**Expected Departing Date** \_\_\_\_\_  *Indeterminate end date (Long Term rental)*

**Declaration of Applicant (s)**

I certify that all statements contained within this application are true and I make this application knowing and believing them to be true.

\_\_\_\_\_  
**Applicant(s) Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Operation Permit Holder Signature**

\_\_\_\_\_  
**Date**