

# CAMPGROUND

Bylaw No. 2779, 2018 – Regional District of Okanagan-Similkameen

# REGULATIONS BYLAW



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# Regional District of Okanagan-Similkameen Campground Regulations Bylaw No. 2779, 2018

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**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**  
**CAMPGROUND REGULATIONS BYLAW NO. 2779, 2018**

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A Bylaw to regulate campgrounds  
under Section 298 of the *Local Government Act*.

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WHEREAS the *Local Government Act* enables regulations that apply to the construction and layout of campgrounds and the provision of facilities therein;

NOW THEREFORE the Regional Board of the Regional District of Okanagan-Similkameen in open meeting assembled HEREBY ENACTS AS FOLLOWS:

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# 1.0 INTERPRETATION AND ADMINISTRATION

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## 1.1 Title

This bylaw may be cited for all purposes as the “Regional District of Okanagan-Similkameen Campground Regulations Bylaw No. 2779, 2018”.

## 1.2 Application

This bylaw shall apply to Electoral Areas “A”, “C”, “D”, “E”, “F” and “H” of the Regional District of Okanagan-Similkameen.

## 1.3 Transition

The processing of any application made prior to the date of adoption of this bylaw shall be continued and dealt with by the Board in accordance with the provisions of this bylaw.

## 1.4 Definitions

In this bylaw:

“**Board**” means the board of directors for the Regional District of Okanagan-Similkameen;

“**Campsite**” means an area in a campground used or intended to be used, leased or rented for seasonal occupancy of tents, recreational vehicles or tourist cabins;

“**Campground**” means a parcel of land occupied and maintained for temporary accommodation (maximum 30 days) of the traveling public in tents, tourist cabins or recreation vehicles which are licensed for the current year and have been brought to the site by the traveler. May include an office as part of the permitted use but does not include hotels, manufactured homes, manufactured home parks or motels;

“**Chief Administrative Officer**” or “**CAO**” means the person appointed by the Regional Board as CAO and any person who, from time to time, is the deputy CAO or is appointed by the Regional Board to act in the capacity of the CAO in the CAO's absence;

“**Development Services**” means the Regional District’s Department of Development Services;

“**FCL**” means flood construction level;

“**Fees and Charges Bylaw**” means the Regional District’s Fees and Charges Bylaw;

“**Inspector**” means the CAO or authorised designate appointed to administer this Bylaw;

**“Medical Health Officer”** means the Medical Health Officer appointed under the *Health Act*;

**“Owner”** means the registered owner’s listed on the State of Title of the subject property; or a person authorised in writing as the owner’s agent;

**“Permit Application”** means an application for a Campground Permit;

**“recreational vehicle”** means a vehicle designed to be towed behind a motor vehicle or self-propelled, and includes such vehicles commonly known as travel trailers, fifth wheels, camper trailers, pick-up coaches, motorized campers, motorized homes, park model trailers and other similar vehicles, which provide temporary recreational accommodation for the traveling public;

**“Secretary”** means the Deputy Corporate Officer, or equivalent, of the Regional District, or his or her deputy;

**“tourist cabin”** is the use of land for a detached building containing a maximum of one sleeping unit used exclusively for tourist accommodation for the temporary accommodation of the traveling public, and may include cooking facilities and washroom facilities;

**“Zoning Bylaw”** means a Zoning Bylaw or Land Use Bylaw adopted by the Regional District.

## **1.5 Interpretation**

.1 A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time, and a reference to any bylaw of the Regional District is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.

## **1.6 Prohibitions**

.1 No person shall locate, establish, construct, alter, extend, expand, subdivide, or operate a Campground in contravention of this Bylaw.

## **1.7 Exclusions**

.1 No persons shall be compelled to upgrade existing Campgrounds to the standards of this Bylaw but any upgrading shall not lessen the compliance with this Bylaw and expansion shall meet Bylaw provisions.

## 1.8 Administration

- .1 The Manager of Development Services, Regional District Building Inspectors, and such other officers, employees or agents designated from time to time by the Regional Board to act in the place of the Manager and Inspectors, subject to applicable enactments, are authorized at all reasonable times to enter on any property that is subject to regulation under this Bylaw, to ascertain whether the regulations, prohibitions or requirements under this Bylaw are being observed.
- .2 A person shall not prevent or obstruct, or attempt to prevent or obstruct, a person, an officer or an employee authorized under section 1.8.1 from entering property to ascertain whether regulations, prohibitions or requirements of this Bylaw are being met or observed.
- .3 Each person who violates any of the provisions of this Bylaw commits an offence and is liable on summary conviction to a fine not exceeding \$10,000.00 and the costs of prosecution.
- .4 Each day's continuance of an offence under this bylaw constitutes a new and distinct offence.
- .5 If any section, subsection, sentence, clause or phrase of this Bylaw is, for any reason, held to be invalid by decision of any court of competent jurisdiction, the invalid portion must be severed and the decision that it is invalid will not affect the validity of the remaining portions of this Bylaw.

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## 2.0 APPLICATION AND PERMIT

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This information is meant as a general guide only and is not regarded as the right to development approval if the steps indicated are followed.

### 2.1 Application Requirements

#### .1 Authorisation

- (a) An application for a Campground Permit shall be made to the Chief Administrative Officer in writing and on the appropriate form, and shall be:
  - (i) made by the owner(s) of the subject property or by a person authorized by all property owner(s);
  - (ii) if a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director;
  - (iii) made on the appropriate form designated by the CAO; and
  - (iv) accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

#### .2 Proposal Summary

- (a) An outline of the development proposed, including demonstration of substantial compliance with the current zoning bylaw.

#### .3 State of Title Certificate

- (a) a copy of the Land Title Office search print, issued not more than thirty (30) days prior to the application date for any parcel of land subject to the application; and
- (b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject property(s).

#### .4 Development Plan (drawn to scale, in metric)

- (a) a development plan(s) of the proposed campground drawn to scale and showing dimensions, shall include the following (as applicable):
  - (i) north arrow and scale;
  - (ii) boundaries of property lines, rights-of-way, covenant areas and other easements;
  - (iii) location and dimensions of proposed structures (i.e. washroom and laundry facilities, garbage facilities) and setbacks (including projections and overhangs) to parcel lines, rights-of-way, and easements;
  - (iv) location, dimensions and area of proposed campsites;



- (v) location and dimensions of required buffer area, including the types of screening and landscaping to be applied;
  - (vi) location and dimensions of required amenity area;
  - (vii) location of existing and proposed access roads, driveways, vehicle parking spaces and pathways;
  - (viii) natural and finished grades of site (indicate source of grade data);
  - (ix) location of any physical or topographical constraints (e.g., watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.);
  - (x) location of all existing and proposed utilities, including water system, sewage treatment and disposal systems and storm drain facilities, including sizes.
- (b) a project summary sheet outlining density and number of campsites.
- .5 Site Surveys
- (a) if a proposed development involves a variance to the siting or building envelope of an existing structure a current sketch plan, certified by a BC Land Surveyor, in metric, shall be required.

## 2.2 Processing Procedure

A Campground Permit application submitted in accordance with this bylaw will be processed as follows:

- .1 Upon receipt of an application accompanied by the required fees and attachments, Development Services staff will open a file and issue a fee receipt to the applicant.
- .2 Development Services staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant.
- .3 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.
- .4 Development Services staff will refer the application to all applicable Regional District departments, government ministries and agencies for comment. Development Services staff will also notify the relevant Area Director(s).
- .5 The referral agencies' comments will then be incorporated into a staff report to the CAO.
- .6 The staff report and draft Campground Permit will be provided to the CAO, or their delegate for review.
- .7 Where all relevant conditions have been satisfied (e.g. a letter of credit has been submitted for security), the CAO, or their delegate will issue the Campground Permit.

- .8 Development Services staff shall administer any further conditions of the Campground Permit as specified within each individual permit as required. Development Services staff may conduct inspections, on an as-required basis, to ensure that the terms of the Campground Permit are being satisfied

## **2.3 Form of Permits**

- .1 The Chief Administrative Officer may designate the form of permits.

## **2.4 Form of Application Forms**

- .1 The Chief Administrative Officer may designate the form of application forms and in so doing may prescribe different forms for different categories of applications based on the nature or complexity of the application.

## **2.5 Change of Ownership**

- .1 If there is a change of ownership of a parcel of land that is the subject of an Amendment Application or a Permit Application, the Regional District will require an updated title certificate and written authorisation from the new owner prior to proceeding further with the application.

## **2.6 Lapse of Application**

- .1 If Development Services staff determines that an application is incomplete, the applicant will be requested to provide the required information. If an applicant does not provide the required information within three (3) months of the request, the application and fee will be returned.
- .2 In the event that an application made pursuant to this bylaw is one (1) year old or older and has been inactive for a period of six (6) months the application will be deemed to be abandoned and will be closed.
- .3 If applicable, a refund will be paid to the applicant in accordance with Section 3.0 of this bylaw for proposals that have been deemed to have lapsed.
- .4 In order for an application that has lapsed under sub-sections 2.6.1 or 2.6.2 to proceed, a new application (including fee), will be required.

## **2.7 Renewal**

- .1 A Campground Permit which has expired before construction begins may be renewed for a period of 6 months from the date of expiry provided a request for renewal is made in writing within 30 days of the expiry date, and a renewal fee is paid in accordance with the Regional District's Fees and Charges Bylaw. A permit may only be renewed one time.

## 2.8 Notice of Approval

- .1 Written notice of a permit approval shall be mailed or otherwise delivered to an applicant at the address provided on the application form within thirty (30) days immediately following the date of the decision.

## 2.9 Performance Security

- .1 Security required by permits shall be in the form of cash or an irrevocable letter of credit, effective for the term of the permit. Such irrevocable letter of credit shall be clean and unconditional, automatically renewing and redeemable at a local bank.
- .2 The amount of security may be calculated using:
  - (a) such methodologies as the CAO may prescribe from time to time; or
  - (b) an estimate or quote provided at an applicant's expense by a professional qualified to undertake or supervise the works for which the securities are required.
- .3 Where security is a condition of a permit,
  - (a) in the case of a condition in a permit respecting landscaping, the amount shall be 120% of the cost of the landscaping works, payable before the permit will be issued;
  - (b) in the case of an unsafe condition that might result from a contravention of a permit condition, the amount of security shall reflect the nature of the permit condition, the nature of the unsafe condition, and the cost to the Regional District of entering on the land, undertaking work to correct the unsafe condition, including the cost of repairing any damage to land and improvements that may have been caused by the unsafe condition or that may have occurred in connection with the repair work; and
  - (c) in the case of damage to the natural environment that might result from a contravention of a permit condition, the amount shall reflect the nature of the permit condition, the nature of the damage, and the cost to the Regional District of entering on the land, correcting the damage to the environment, and restoring or enhancing the natural environment to compensate for the damage that has been caused by the contravention of the permit condition.
- .4 In accordance with Section 502 of the *Local Government Act*, the amount of security required under Sections 2.9.3(b) or 2.9.3(c) shall be determined by the CAO using the following guidelines:
  - (a) the amount of security may be calculated using such methodologies as the CAO may prescribe from time to time; or

- (b) an estimate or quote provided at the applicant's expense by a professional qualified to undertake or supervise the works for which the securities are required. An estimate or quote under this subsection may be obtained by the applicant and submitted with the application.

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## 3.0 APPLICATION FEES

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### 3.1 Application Fees

- .1 At the time of application, the applicant shall pay to the Regional District an application fee in the amount as set out in the Fees and Charges Bylaw.
- .2 The fees prescribed in the Fees and Charges Bylaw apply to each parcel of land for which the application is made, as follows:
  - (a) if an application involves two or more contiguous parcels of land, they shall be treated as one proposal;
  - (b) if an application involves two or more parcels of land that are not contiguous, they will be treated as separate applications and the fee prescribed in the Fees and Charges Bylaw applies to each parcel of land for which the application is made.

### 3.2 Refund of Application Fees

- .1 If an application is incomplete or withdrawn prior to formal assessment by staff, 80% of the application fee shall be refunded.

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# 4.0 REGULATIONS & STANDARDS

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## GENERAL LAYOUT STANDARDS

### 4.1 Parcel Area Requirements

- .1 The minimum area on which a campground use may be undertaken shall be specified in the applicable Electoral Area zoning bylaw.
- .2 Where more than one parcel of land is required to accommodate a proposed campground, a campground permit shall not be issued until:
  - a) the parcels are consolidated by plan of subdivision or by cancellation of interior parcel lines; or
  - b) a statutory covenant under Section 219 of the *Land Title Act* between the Regional District and the owner is registered in the Land Title Office against the titles of the parcels required for the campground, which would prevent the parcels from being sold or transferred separately.

### 4.2 Campsite Space

- .1 Each campsite within a campground shall:
  - a) be clearly distinguishable from adjacent campsites on a campground plan;
  - b) be accessible from the internal road system of the campground; and
  - c) not be directly accessible from a highway.

### 4.3 Maximum Number of Recreational Vehicles per Campsite Space

- .1 The maximum number of recreational vehicles permitted within a campsite space shall be one (1).

### 4.4 Maximum Campsite Density

- .1 The maximum campsite density in a campground shall be specified in the applicable Electoral Area zoning bylaw and shall be calculated on the total area of the parcel on which the campground is located.

## ON-SITE FACILITIES

### 4.5 Washroom Facilities

- .1 Washroom facilities shall be provided in every campground, and:
- shall be located in a separate building or buildings;
  - shall be located a maximum of 150.0 metres from any camping space and a minimum of 4.5 metres from any camping space;
  - the quantity of toilets, urinals, wash basins and showers shall be provided in accordance with the following table:

Number of Camping Spaces	Toilets		Urinals	Washbasins		Showers	
	Male	Female	Female	Male	Female	Male	Female
1 – 15	1	1	1	1	1	1	1
16 – 30	1	2	1	2	2	1	1
31 – 45	2	2	1	3	3	1	1
46 – 60	2	3	2	3	3	2	2
61 – 80	3	4	2	4	4	2	2
81 - 100	3	4	2	4	4	3	3
101 - 130	4	5	3	5	5	4	4
131 – 150	5	6	3	5	5	5	5

#### 4.6 Laundry Facilities

- .1 Laundry facilities shall be provided in every campground that contains more than 60 camping spaces in the following ratio:
- one (1) clothes washing machine for every 30 camping spaces; and
  - one (1) clothes dryer for every 30 camping spaces.

#### 4.7 Garbage Disposal

- .1 The owner of a campground shall dispose or arrange for disposal of garbage or refuse.
- .2 If the owner of a campground establishes one or more garbage disposal areas within the campground for the collection of garbage and refuse, they shall:
- provide fly-tight metal containers in ample number; and
  - maintain the containers so that they shall not become foul-smelling, unsightly, or a breeding place for flies.

## LANDSCAPING AND AMENITY AREAS

## 4.8 Screening and Landscaping

- .1 Every campground shall have immediately within all its boundaries, a 4.5 metre wide buffer area comprising a landscape screen in the form of a hedge or other similar vegetation that will create a visual barrier about the campground within which the following are not permitted:
  - a) required recreation or amenity areas;
  - b) buildings or structures, except permitted signs and fences;
  - c) garbage disposal areas;
  - d) private sewage disposal system, other than the underground part of the system;
  - e) vehicle parking area(s).
- .2 Except where a hazard has been identified by a suitably qualified individual (e.g. arborist), no plant material may be removed nor may any substance of which land is composed be deposited or removed from a buffer area except as part of an approved landscaping plan.
- .3 The only roads permitted in a buffer area are those which cross it as close to right angles as practical and connect directly with the road system contained within the remainder of the manufactured home park. No road shall traverse a buffer area and give direct access from a public highway to a manufactured home park.

## 4.9 Amenity Area

- .1 A campground shall have open space for playground, park, sports, games and similar amenity areas to serve the campground in the amount of not less than 5% of the area of the campground.
- .2 The recreation areas shall not include buffer areas, parking areas, ancillary buildings, camping spaces, driveways, and storage areas.

## ROADWAYS, ACCESS AND PARKING

### 4.10 Roads

- .1 Access to and from a campground shall have a minimum roadway width of 13.0 metres and a minimum hard surfaced or gravelled width of 6.7 metres. No parking shall be allowed on the access roadway.
- .2 All camping spaces, owner's or operator's residence, service buildings, as well as other facilities where access is required shall have access by an internal roadway system.
- .3 Roadways giving access to and from camping spaces shall have a minimum roadway width of 6.7 metres and a minimum hard surfaced or gravelled width of 4.3 metres.



- .4 Roadways in a campground shall be well drained, and maintained in such a manner as to render them free from dust at all times.
- .5 Dead end roadways and cul-de-sacs shall have a turning circle at the end with a radius of at least 12.0 metres.

#### **4.11 Access**

- .1 At least one highway access shall be provided to a campground containing eighty (80) or less camping spaces.
- .2 A second access from a public highway, separated by at least 50.0 metres from the first access shall be provided to each campground containing eighty-one (81) or more camping spaces.

#### **4.12 Vehicle Parking**

- .1 Within 30.0 metres of the campground entrance or office, there shall be provided customer's parking/holding area in an amount of 18.0 m<sup>2</sup> for each ten (10) camping spaces up to a maximum of 140.0 m<sup>2</sup> for the convenience and safety of the customers.

### **UTILITIES**

#### **4.13 Water Supply**

- .1 The owner of the campground shall provide a potable water system in compliance with the *Drinking Water Protection Act*.

#### **4.14 Sewage Treatment and Disposal Systems**

- .1 The owner of the campground shall provide for the disposal of all wastewater to be discharged into a community sewer system or into a private sewerage system in compliance with the Sewerage System Regulation (*Public Health Act*) or *Municipal Wastewater Regulation* (Environmental Management Act).
- .2 The disposal of waste generated by recreational vehicles may be provided through connection to a wastewater system at individual campsites or centralized sewage disposal stations.
- .3 Recreational vehicle sewage disposal stations shall be located in an area apart from any roadway and out of which a recreational vehicle may be easily and conveniently moved.
- .4 Tourist cabins within a campground must be connected to a wastewater system for the disposal of sewage.

- .5 Despite sub-sections 1-4, privies may be permitted in accordance with the Interior Health Privy and Vault Privy Guidelines and Sewerage System Regulation (*Public Health Act*) if there is an insufficient supply of water available within the campground to operate flush toilets.
- .6 Holding tanks are not a permitted form of liquid waste disposal.

**4.15 Storm Water Drainage**

- .1 All campground shall be provided with a storm water drainage system installed according to a design by an appropriately registered professional to contain runoff on site, or discharge it to a storm runoff system in accordance with relevant provincial guidelines.

READ A FIRST TIME on the \_\_ day of \_\_\_\_, 2018.

READ A SECOND TIME on the \_\_ day of \_\_\_\_, 2018.

READ A THIRD TIME on the \_\_ day of \_\_\_\_, 2018.

ADOPTED this \_\_ day of \_\_\_\_, 2018.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Chief Administrative Officer

**SUMMARY OF AMENDMENTS**

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<b>Bylaw No.</b>	<b>Adopted</b>	<b>Amendment</b>	<b>Purpose</b>

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