

## Staff Report

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**Report To:** Community Services Committee  
**Report From:** Adam Parsons, Manager of Parks and Open Space  
**Meeting Date:** February 15, 2023  
**Report Code:** CS-23-023  
**Subject:** Campground Rules – Amendment to the Parks Bylaw

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### Recommendations:

THAT in consideration of Staff Report CS-23-023 respecting an update to Schedule A of the Parks By-law - Campground Rules, the Community Services Committee recommends that City Council approve the updated campground rules as attached to this report.

### Highlights:

- Camping has been enjoyed at Harrison Park since 1921. Harrison Park was Ontario's first motor camping destination!
- Kelso Beach Campground is suitable for tents, small RVs and trailers.
- There were 6668 nights of camping booked at Owen Sound's municipal campgrounds in 2022 based on 2400 unique booking contracts.
- The average stay at Owen Sound's Municipal Campgrounds is 2.7 nights.
- Updated Campground Rules will assist in the orderly operation of the Campgrounds.

### Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service

## **Previous Report/Authority:**

[CS-22-146 Campground Refund Policy Update](#)

[CS-22-066 Kelso Campground – Formalizing Campsites and Operational Considerations](#)

## **Background:**

The purpose of this report is to:

1. Update Schedule A of the Parks bylaw (attachment 1) with updated campground rules that are responsive to today's consumer expectations and the City's customer service goals; and
2. Establish rules for the Harrison Park Cabin in preparation for 2023 cabin bookings;

The City's By-law to regulate and control parks ([The Parks By-law](#)) has been in force since 1994, and was last amended in 2003. A fulsome update to the Parks Bylaw is planned in 2023 (included in the Parks and Open Space 2023 work plan for Q3/Q4 of this year).

In the interim, it is necessary to update Schedule A of the Parks bylaw, Harrison Park and Kelso Beach Family Camping Campground Rules, to ensure current rules and practices are reflected for managing the campgrounds during the 2023 operating season that begins May 5<sup>th</sup> and include provisions for renting the new Cabin accommodation.

Online Campground bookings for Harrison Park Family Campground for 2023 are available now. The new Cabin at Harrison Park and Kelso Beach Campground bookings are planned for on line availability April 1<sup>st</sup> for the camping season that begins May 5, 2023.

The campground rules for Harrison Park and Kelso Beach Family Camping are Schedule A to the Parks Bylaw that has been in force since 1992. In practice, several updates to camping rules have occurred over that time that has yet to be administered through a By-law process.

A review and update of the City's camping rules are needed to ensure users and staff expectations are aligned at the time of booking, and inclusion as a schedule of the Parks By-law supports enforcement of the rules by staff with a goal to ensure all campers who respect the rules enjoy their stay.

## Analysis:

### Campsite Rules

The proposed updated camping rules are included with this report as Attachment 2. For the purpose of clarity for customers and staff, rules have been separated for Harrison Park Family Campground, the Harrison Park Heritage Cabin, and the Kelso Beach Family Campground. Although most rules are the same for both campgrounds and the cabin, each one has aspects that require some rules that are unique to each property.

Table 1 outlines the key proposed changes to camping rules for Harrison Park and Kelso Beach campgrounds.

Cabin rules are addressed in Table 2.

**Table 1.**

<b>Current Rule (1992)</b>	<b>Proposed Harrison Park Rule Change</b>	<b>Proposed Kelso Beach Rule Change</b>	<b>Rationale</b>
Only one Camping unit per site	1 camping unit and 1 tent per site	No change – 1 camping unit per site	This practice has been permitted and posted as a rule at the campground to support the maximum occupancy of each site of 2 adults and 4 children or 4 adults.
Up to 2 Adults and 4 children OR 4 adults	New addition	New Addition	This practice has been permitted and posted as a rule at the

Are permitted per campsite			campground previously.
Visitors must leave by 11:00 p.m.	New addition	New addition	Visitors who are not registered as overnight campers on the booking contract must leave by 11:00 p.m. to help maintain quiet hours and campsite occupancy limits.
Alcohol is confined to campsites only	New Addition	New Addition	Included to ensure AGCO regulations are clear. A campsite is considered a dwelling during a registered stay. The grounds outside the limit of a campsite including campground roadways are subject to the same regulations set by AGCO as any other

			public property.
Please observe quiet hours – 11:00 p.m.-8:00 a.m.	Quiet Time- 11:00 p.m. to 8:00 a.m. Excessive noise or abusive language will not be tolerated at anytime. Courtesy and consideration for all campers must be exercised	Quiet Time- 11:00 p.m. to 8:00 a.m. Excessive noise or abusive language will not be tolerated at anytime. Courtesy and consideration for all campers must be exercised	Additional language is meant to support staff response to complaints by campers who are disturbed by the excessive behaviour of others.
N/A	Campfires must be inside rings provided	Campfires must be inside rings provided	Added to ensure camping rules for fires are aligned with the City’s <a href="#">Open Air Fire By-Law</a>
N/A	Cancellations are subject to a 15% cancellation fee	Cancellations are subject to a 15% cancellation fee	As approved by <a href="#">CS-22-146 Campground Refund Policy Update</a>

### **Cabin Booking Rules**

In 2023 the City is looking forward to offering a new camping experience at Harrison Park. The heritage building formerly known as “The Kitchen” is currently under renovation and is expected to be available for booking on April 1<sup>st</sup>, for first use when the Campground opens May 5<sup>th</sup>.

The Capital detail sheet for this project, approved as part of the City’s 2022 capital budget is attachment 3 to this report.

Proposed booking rules for the cabin are included as attachment 4.

The cabin will be available for booking by phone or in person (during the regular season operations) for 7-day bookings only, Sunday to Sunday.

General procedure rules for operational items like visitors, vehicles, alcohol, pets, and quiet time, are the same as the Harrison Park Family Campground. Rules specific to the Cabin are outlined in Table 2.

**Table 2**

<b>Cabin Specific Rule</b>	<b>Rationale</b>
Reservations are Sunday to Sunday 7-day rental	Cabin rentals are an emerging and popular trend in camping. Staff anticipate strong demand that will support 7-day rentals. 2023 is the inaugural season for cabin rentals. staff will monitor uptake and adjust the booking structure if cabin revenue becomes a concern.
Check in time is 4:00pm Sunday Check in out time is 11:00am the following Sunday	Cabin cleaning requirements between rentals require an extended period of vacancy on change over days to permit staff to prepare the cabin for the next rental.
No additional tents or dining tents are permitted	Cabin occupancy is limited to 6 people, matching campsites
Smoking and vaping are prohibited in the cabin	For the comfort and enjoyment of all cabin renters, the cabin is proposed to not be designated for smoking and/or vaping as per the <a href="#">Smoke Free Ontario Act</a>
Cabin Amenities	Items and key furnishings are listed in the cabin rules to ensure customers know what to expect and pack ahead of their arrival
What to Bring	A suggested list of items to bring are included in the Cabin rules

## **Financial Implications:**

There are no financial implications contemplated with this report.

The cabin is expected to generate additional funds for the Harrison Park Campground that generates a net surplus each year.

The campground and cabin rates are included in the City's Fees and Charges Bylaw. The weekly rate for the cabin is \$1400 plus HST.

## **Communication Strategy:**

This Report

The City's online booking platform forces users to acknowledge campground rules in order to complete their booking, and acknowledgement is reflected on the campsite rental booking contracts.

Direct email communication with all campers who booked sites in 2021 or 2022

[January 27, 2022 Media Release – Campground Reservations Opening Soon for 2023](#)

## **Consultation:**

Campground Staff  
Manager of Parks and Open Space  
Director of Community Services  
Manager of IT Services

## **Attachments:**

Attachment 1 - Schedule A to Bylaw No. 1992-014 Harrison Park and Kelso Beach Family Camping Campground Rules

Attachment 2 - Proposed Updates to Schedule A of Bylaw No. 1992-014 Harrison Park and Kelso Beach Family Camping Campground Rules

Attachment 3 - Cabin Renovation Capital Detail Sheet (22D.11)

Attachment 4 – Harrison Park Cabin Campground Rules and Regulations

## **Recommended by:**

Adam Parsons, Manager of Parks and Open Space

Pam Coulter, Director of Community Services

**Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Adam Parsons, Manager of Parks and Open Space at [aparsons@owensound.ca](mailto:aparsons@owensound.ca) or 519-376-4440 x 1221.