

## Lakefield Campground Operating Agreement Q & A

### What are the highlights of the Lakefield Campground Operating Agreement?

Highlights of the agreement include:

- The existing footprint of the campground remains the same with the exception of the elimination of camping in the overflow area and the elimination of site 18 in Area 1 (through attrition).
- Areas 1 and 2 (yellow and green) would remain as seasonal sites.
- Area 3 (blue) would transition to transient camping use over time through attrition.\*
- Area 4 would remain as tent camping sites.

*\*Note: Registered campground users with trailer sites in Area 3 (blue) will be given the opportunity to move to Area 1 (yellow) or Area 2 (green) as spaces become available. However, the trailer must meet the size and setback requirements of the particular site to which they are moving.*

*\*Note: The 2022/2023 seasons will be a transition period, bringing all current owners into compliance with the existing rules and regulations. This includes the removal of all accessory buildings, structures, fixtures and, alterations that are not permitted on sites (ie. sunrooms, add-ons, landscaping, light fixtures, and hard-topped gazebos).*



**When will the Lakefield Campground Operating Agreement take effect?**

The Agreement with Otonabee Conservation (ORCA) will come into effect on November 1, 2022. The initial term of the agreement is for a period of five years and provides for automatic renewal for successive 5-year terms, subject to mutual agreement of the parties.

**Will the rules of the Campground change as a result of the new Agreement?**

**Minimum** campground rules have been established and include provisions such as care and control of pets, prohibition on use of fireworks, site maintenance/upkeep, maximum trailer size, maximum sizes for decks and sheds, prohibition of motorized vehicles, campfire restrictions, proof of insurance, etc.

Click here for [ORCA's Rules and Regulations developed for the Lakefield Campground](#).

Click here for ORCA's [General Rules and Regulations](#).

**Will the maximum trailer size affect me when the Agreement comes into effect?**

Seasonal trailers that existed as of November 1, 2022 may remain on the campsite of the registered trailer site for the duration of the trailer owner's occupation on the registered site.

New seasonal trailers (new trailer owner or existing trailer owner who is replacing a trailer as existed on November 1, 2022) must adhere to the maximum trailer size for the respective site as determined by the Operator.

**"Park Model Trailers" designed and constructed in conformance with CAN/CSA-Z241 are prohibited**

**As a trailer owner, what am I permitted to store over the winter on my site (e.g. boats, canoes, lawn furniture etc.)?**

During the period of November 1<sup>st</sup> to April 30<sup>th</sup>, there will be no camping/occupancy permitted. Permitted storage at each site will include winter storage of a trailer, a deck and a shed.

Trailers can also be removed from the site over the winter (deck and shed can be left on site).

Payment of the Winter storage fee is required hold the site for the following season.

No other items will be permitted to be stored on the sites, including camping incidentals such as chairs, tables, canoes, unless these items can be stored within the trailer, deck or shed. Exception: during the 2022/2023 transition period non-compliant structures are permitted to be stored. Commencing on November 1, 2023 only compliant structures are permitted to be stored.

No motorized boats or boat trailers are permitted to be stored (commences November 1, 2022) over the winter.

ORCA would manage the execution of winter storage agreements and collection of fees and the Township would be responsible for oversight of the area during the winter months.

**Will docking facilities be made available, and if so, will they be available to the general public?**

ORCA will manage the dock rentals as part of the campground operation.

Docking facilities would be provided to accommodate up to 24 small watercraft (maximum 20 feet). **These docking spaces would be available only to registered campground users (not the general public).**

ORCA will give priority to campers who have rented a dock in the past. New seasonal dock rentals will be available to campers on a first come first served basis.

**Can I store my boat trailer at the Campground during the camping season?**

Yes, registered campground users with a seasonal dock space will be permitted to store their boat trailer at the Campground during the camping season.

**Can I store my boat and boat trailer at the Campground during the winter season?**

No - winter boat and boat trailer storage **will not** be permitted. This is effective as of November 1, 2022.

**Can I sell my trailer on-site?**

Seasonal camping site permits **are not** transferrable i.e. the sale of a seasonal trailer in combination with a seasonal trailer site **is not permitted** (i.e. the sale of trailer is independent from the rental of the seasonal trailer site on which the trailer is located)\*. Refunds will be issued for the balance of the seasonal permit fee should your trailer be sold mid-season.

*\*There may very specific circumstances where a trailer can be purchased and the trailer can stay on the existing campsite e.g. a Camper in Area 3 who wants to buy a trailer from a seasonal in Area 1 or 2 and is next on the waiting list to move to Area 1 or 2. **ORCA will discuss a specific request with relevant campers on a case by case basis.***

**Is there a minimum trailer age required for seasonal sites?**

There is no restriction on the age of a trailer, however trailers must be maintained in good condition.

**My site has more than just a trailer, deck, and shed (ie. hard-topped gazebo, sunroom, additional landscaping, etc.). Can I keep these?**

Accessory buildings, structures, fixtures and, alterations are not permitted on sites such as sunrooms, add-ons, landscaping, light fixtures, and hard-topped gazebos. These non-compliant structures were not permitted under the previous agreement and all current owners will need to come into compliance with the rules and regulations. **The 2022 and 2023 Campground season will be a transition period, allowing all current seasonal trailer owners to come into compliance.**

**Any existing non-compliant structures must come into compliance no later than October 31, 2023, otherwise the winter storage agreement will not be issued commencing November 1, 2023.**

#### **What about flower gardens, yard ornaments etc... ?**

Generally anything that is planted or permanent is not permitted, example a flower garden, tree, shrubs, concrete pads etc...

Patio stones to get in and out of trailer that can be easily moved are permitted. Flower planters, bird feeder, or a yard ornament that can be removed and stored in the winter would be permitted.

ORCA will work with Campers who have specific questions about these types of scenarios.

#### **Does my existing deck and shed also have to come into compliance?**

Yes, non-compliant decks and sheds must come into compliance with the existing rules and regulations. The 2022 and 2023 Campground season will be a transition period, allowing all current owners to come into compliance.

- Decks are permitted and must comply with the [trailer deck specifications](#). Permission to install a deck is required and if necessary, subject to obtaining a building permit.
- Sheds are permitted. The base of the shed is not to exceed 3'-7" wide, 7'0" long and 7'6" high. One shed is allowed per site. The Operator will approve the location of the shed on each site.

#### **How will trailer owners be informed of non-compliance issues?**

An assessment of the seasonal campsites will be made prior to Thanksgiving weekend and a written notice will be left in the door of your trailer.

In early 2023, ORCA and Township staff will follow-up again with relevant trailer owners who have compliance issues.

#### **Can I use a golf cart in the Lakefield Campgrounds?**

No, golf carts are not permitted. All motorized equipment (ie. off-road vehicles (ORVs), all-terrain vehicles (ATVs), dirt bikes, etc.) are not permitted in the Lakefield Campground. This does not include motorized wheelchairs or scooters for mobility purposes. This will come into force for the 2023 camping season.

**Will there be amenities that the general public can utilize?**

Canoe/kayak rentals will be provided and managed by ORCA as part of the campground operation. Rentals would be available to registered campground users and the general public. Other amenities/ancillary services may be added in the future through mutual agreement of the Township and ORCA.

ORCA plans to have some retail sales at the Gatehouse – ice, wood, snacks

**Will any infrastructure improvements (ie. water or wastewater, hydro, etc.) be completed?**

The Township will be coordinating improvements to the water, sewer and hydro system over the 5 year contract term. The Township will work with ORCA to ensure that Campers are kept up-to-date.

**Will anything be done to create a visual separation between the Lakefield Campground and the Lakefield Trail?**

The Township plans to establish a vegetative buffer between the campground and the park/trail areas. We will work through this process in conjunction with ORCA and will seek input from Curve Lake First Nation to ensure vegetation varieties chosen are appropriate to contribute to the natural habitat in this area. As part of this process we will also take the opportunity to establish interpretative signage to enhance the park and trail areas for all users.

**Are visitors and guests permitted?**

Yes – the seasonal permit holder is responsible for the conduct of visitors/occupants.

Guest must be registered when staying at the site including registered occupants, day visitors, or overnight guests.

Anyone under 19 years of age must be accompanied by an adult.

**Can I take my trailer off site during the camping season to use at another location?**

Yes – you can take your trailer off site if you are planning to use it at another location during the camping season. The Winter Storage Fee must be paid to hold the site for the following season.

**Will there be contracted night security?**

A third-party company that specializes in security will be hired to provide night-time security services on weekends/busy periods.

No one will be living on-site for security purposes.

**Will there be an extra hydro rate charged?**

ORCA will include all hydro costs in the seasonal camping fees to avoid extra collections and billings.

**Will once a week pump outs be offered?**

Yes – a third party will provide a pump out once per week for seasonal permit holders. Costs for this service will be included in the seasonal camping fees to avoid extra collections and billings. ORCA will provide a schedule for pump out days to seasonal campers at the beginning of the 2023 camping season.

**How will the seasonal permitting work?**

Seasonal trailer owners will be required to complete a winter storage agreement and a camping seasonal agreement separately.

The agreements will set out the terms and conditions for the use of the Campground and include verification that the permit holder will abide by the Campground Rules and Regulations.

**How to I pay the winter storage fee?**

The winter storage agreement and fee for 2022/23 are **due by October 28, 2022**. The winter storage fee is **\$400 plus tax – total \$452**.

Here is the [link to the winter storage agreement](#).

The winter storage agreement can be **mailed, emailed or brought to the ORCA administrative office**. The payment of **\$452.00** can be paid by **credit card, cash or cheque**. See below for more detail.

**Payments:** In-person (credit card - visa, mastercard, American express, cash, cheque)

ORCA Office: 250 Milroy Drive, Peterborough  
Mon – Fri, 8:30 to 4:30 pm.

By phone (credit card only) 705-745-5791 ext. 0

Email agreement to:

[otonabeeca@otonabeeconservation.com](mailto:otonabeeca@otonabeeconservation.com)

By mail (cheque only)

Mail to: Otonabee Region Conservation Authority,  
250 Milroy Drive, Peterborough, ON K9H 7M9

**Please note: If the agreement and fee are not received by ORCA by the due date the site will not be held for the following camping season.**

**What if I paid the winter storage fee to the current Campground Operator?**

If you paid your winter storage fee to the current operator you should remit the difference owed to ORCA i.e. if you paid \$300 to Cindy please pay ORCA the remaining \$152 by October 28<sup>th</sup>. The Township and ORCA will collect the pre-paid winter storage fees from Cindy.

**What if I decide I don't want to camp the following camping season?**

If a camper decides over the winter period that they don't want to camp the following season please inform ORCA as early as possible in order to offer the site to anyone on a waiting list.

**What are the seasonal Camping rates for the 2023 season?**

The ORCA Board will be establishing the seasonal rates at the end of October, 2022 and the rates will be communicated to seasonals including details on the timing of payments.

**How can Campers stay-to-date?**

This Q&A is posted on the Township website and will be updated to reflect further questions that may arise. Check [here](#) regularly for any updates.