



REQUEST FOR DECISION

File # 3900-20, 6630-01

Report To: **Mayor and Council**
From: **Jennifer Decker, Director of Development Services**
Presenter: **Charly Caproff, Planner II**
Subject: **Administration Report No. 0102/25**
Manufactured Home Park Bylaw No. 2598, 2025
Meeting: **Regular Council**
Meeting Date: **July 28, 2025**

RECOMMENDATION:

"THAT, Manufactured Home Park Bylaw No. 2598, 2025 be introduced and read for the first, second, and third time by title only."

CAO'S COMMENTS:

This proposed bylaw update aligns bylaw language with wording in the BC Building Code as well as harmonizing with our existing bylaws.

ALTERNATIVE RECOMMENDATION:

"THAT, Manufactured Home Park Bylaw No. 2598, 2025 as presented in Administration Report No. 0102/25 be amended in the following way:

indicate amendments

AND THAT, the bylaw be introduced and read for the first, second, and third time by title only."

OR

"THAT, Manufactured Home Park Bylaw No. 2598, 2025 as presented in Administration Report No. 0102/25 be received for information."

KEY ISSUES(S)/ CONCEPTS DEFINED:

This proposed bylaw replaces the current Factory-Built Bylaw No. 2412, 2019. The main reasons for updating the bylaw are to ensure greater consistency with the Manufactured Home Park Tenancy Act and BC Building Code and to improve Manufactured Home Park design and safety

standards. The City's Building and Fire Departments were consulted in the drafting of this bylaw and staff referred to similar bylaws in various municipalities. A summary of key changes can be found as Attachment 1. The draft bylaw can be found as Attachment 2.

RELEVANT POLICY:

Official Community Plan

The current OCP does not provide a land use designation or description of Manufactured Home Parks. Staff have included Manufactured Home Park as a proposed land use designation, directing readers to refer to the Manufactured Home Park Bylaw and Zoning Bylaw for development requirements.

Zoning Bylaw

The corresponding zone for Manufactured Home Parks is R-3 Manufactured Home Park. Subsection 11.4(4) of the Zoning Bylaw states that *Manufactured Home Park development must meet the requirements of the City of Fort St. John's Manufactured Home Park Bylaw.*

Manufactured Home Park Tenancy Act

The MHPTA governs the rights and obligations of landlords and tenants in manufactured home parks. It provides regulations for tenancy agreements, rent and rent increases, rules and community standards, ending a tenancy, subletting, and dispute resolution.

BC Building Code

Manufactured and modular homes installed or reinstalled on the manufactured home site must comply with the BC Building Code. Water, sewer, and electrical services must meet code requirements. Any additions must also comply with the BC Building Code.

IMPLICATIONS OF RECOMMENDATION

COMPLIANCE WITH STRATEGIC PILLARS:

Managing Assets – Build and manage assets that support the current and future needs of the community.

COMPLIANCE WITH STRATEGIC OBJECTIVES:

Managing Assets – This strategic pillar emphasizes investment in building, improving, and maintaining physical and digital assets. The Manufactured Home Park Bylaw is an asset that impacts residential development in the City. Therefore, it is important that the requirements for Manufactured Home Park development are straight-forward and that website application process is clear. Additionally, it is important that staff are clear on how to administer the bylaw and where appropriate documents are located.

GENERAL:

Manufactured homes and modular homes may provide a more affordable housing option for young professionals, families, and seniors in comparison to fee simple single-detached dwellings.

According to the Fort St. John Housing Needs Report (2024) median income households could afford row housing, apartments, and manufactured homes but single-detached, duplex, triplex, or fourplex homes may be unattainable. In addition to affordability, housing should be safe, visually appealing, and well-designed. This bylaw aims to provide clear direction to developers as to the Manufactured Home Park development requirements and to better align with City bylaws and provincial legislation.

ORGANIZATIONAL:

Should Council adopt the Manufactured Home Park Bylaw at a future Council meeting, Development Services staff will administer the bylaw.

FINANCIAL:

No changes were made to the existing application fees for manufactured home parks and manufactured home sites.

FOLLOW UP ACTION:

Should the bylaw receive first, second, and third reading, it would receive adoption at a subsequent meeting.

COMMUNITY CONSULTATION:

An Open House was held on July 15, 2025 at Festival Plaza from 6PM - 8PM, with 7 people in attendance.

Questions received at the Open House:

1. If adopted, does the bylaw apply to existing manufactured home parks, or only to new manufactured home parks? Staff responded that the bylaw, if adopted, will only apply to manufactured home parks developed after the bylaw is in effect. However, the bylaw will apply to any manufactured homes or modular homes established in a manufactured home park after the bylaw is in effect, whether the manufactured home park pre-dated the bylaw or not.
2. Would the resident or owner pay for development fees associated with additions to a manufactured home or modular home? Staff responded that the residents would be responsible for the development fees in this circumstance.

Comments received at the Open House:

1. A comment was made that Section 31 - Storage Compounds was unclear. Staff revised Subsection 31 (f) to improve clarity.
2. A comment was made that it was great to see Section 40 - Access and Roadways included in the bylaw.

COMMUNICATION:

Notice of the proposed bylaw was communicated through the City's social media platforms.

DEPARTMENTS CONSULTED ON THIS REPORT:

Referrals were sent to all applicable City Departments for review of the proposed bylaw.

ATTACHMENTS:

Attachment 1: Summary of key changes made to the Factory-Built House Park Bylaw No. 2412, 2019

Attachment 2: Draft Manufactured Home Park Bylaw No. 2598, 2025

RESPECTFULLY SUBMITTED:

Charly Caproff, Planner II



Summary of Major Changes

Manufactured Home Bylaw No. 2598, 2024

Bylaw Title

- The bylaw name was changed from Factory-Built House Park to Manufactured Home Park, consistent with the Manufactured Home Park Tenancy Act, BC Building Code, and Zoning Bylaw.

Definitions

- To avoid misinterpretation between parcel line and lot line, definitions for “Internal Lot Line” and “Manufactured Home Site” were added.
- Definition of a “Carport” added.
- Definitions for “Manufactured Home” and “Modular Home” were added, consistent with the City’s *Zoning Bylaw*.
- Definition of a “Manufactured Home Park” added, replacing “Factory-Built House Park.”

General Provisions

- A siting exemption for attached garages and carports was added to make clear that detached accessory buildings cannot be sited in front of the manufactured home or modular home.

Development Standards

- Manufactured home site development standards provided in a table format for improved readability.

Changes to Setbacks, Area, and Floor Area

- The manufactured home site minimum area is increased from 308 m² to 407 m², following conversations with the Building Department regarding typical manufactured home dimensions. The minimum area was increased to allow sufficient area for a manufactured home or modular home, potential additions, and accessory buildings.
- The manufactured home site minimum lot depth is increased from 28 m to 37 m for the reasons described above.
- The rear internal lot line setback was reduced from 6.5 m to 4.5 m for manufactured homes or modular homes as this may prohibit their installation. The reduction was discussed with the Building Department and Engineering Department to ensure compliance with the BC Building Code and other regulations.

- The rear internal lot line setback was reduced from 3.0 m to 1.5 m for an accessory building. The reduction was discussed with the Building Department to ensure compliance with the BC Building Code.
- The minimum distance between manufactured homes and modular homes sited on a manufactured home site was reduced from 6.0 m to 3.0 m to allow for more flexibility. The reduction was discussed with the Building Department to ensure compliance with the BC Building Code.
- The minimum setback between manufactured homes and modular homes and accessory buildings was reduced from 3.0 m to 1.5 m to allow for more flexibility. The reduction was discussed with the Building Department to ensure compliance with the Building Code.

Changes to the Additions Section

- Restrictions on exits for room additions, consistent with other bylaws regulating manufactured homes or modular homes, added.

Changes to the Signs Section

- From feedback received from the Fire Department the sign section was updated to align with the proposed *Community Safety-Fire Prevention Bylaw*.

Development Servicing and Safety Standards

- A Fire Hydrants section was added to the Bylaw.

Access and Roadways

- Roadway standards have been added to the Bylaw, in consultation with both the Building and Engineering Departments and in reference to other manufactured home park bylaws.

Soil Excavation and Deposit

- Should soil excavation and deposit be required for the development of a manufactured home park, then it shall comply with the Soil Excavation and Deposit Bylaw.



FORT ST. JOHN

The Energetic City

THE CITY OF FORT ST. JOHN

Manufactured Home Park Bylaw No. 2598, 2025



CITY OF FORT ST. JOHN

Manufactured Home Park Bylaw No. 2598, 2025

A Bylaw to regulate manufactured home parks pursuant to Section 63 of the Community Charter.

WHEREAS Section 63 of the Community Charter, provides that Council may, for the protection of persons and property, regulate manufactured home parks within the City of Fort St. John,

NOW THEREFORE Council of the City of Fort St. John, in open meeting assembled hereby enacts as follows:

TITLE:

This Bylaw may be cited as "**Manufactured Home Park Bylaw No. 2598, 2025**".

CONTENTS

PART ONE – INTERPRETATION & ADMINISTRATION 4

 CITATION..... 4

 REPEAL 4

 INTERPRETATION 4

 DEFINITIONS 4

 ADMINISTRATION 6

 SEVERANCE 6

 GENERAL PROVISIONS 6

 DEVELOPMENT STANDARDS 8

 DEVELOPMENT SERVICING AND SAFETY STANDARDS 11

 ACCESS AND ROADWAYS..... 12

PART TWO - PERMITS..... 13

 APPLICATIONS, APPROVALS AND PERMITS..... 13

PART THREE – VIOLATIONS 14

 OFFENCES 14

 DEEMED KNOWLEDGE AND LIABILITY..... 14

 TICKETS 15

SCHEDULES 17

 SCHEDULE A – OFFENCES AND PENALTIES 17

PART ONE – INTERPRETATION & ADMINISTRATION

CITATION

- 1) This bylaw may be cited as “City of Fort St. John Manufactured Home Park Bylaw No. 2598, 2025”.

REPEAL

- 2) Factory-Built House Park Bylaw No. 2412, 2019 is repealed.

INTERPRETATION

- 3) A reference in this bylaw to an enactment is a reference to an enactment of the Council of the *City*, or of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time.
- 4) A reference in this bylaw to a bylaw, policy or form of the *City* is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

DEFINITIONS

- 5) In this Bylaw, the following words have the following meanings;
 - a) “Accessory Building” – means a building separate from and subordinate to the principal building that is located on the same *manufactured home site* as the principal building.
 - b) “Amenity Space” – means outdoor or indoor space provided in a *manufactured home park* and specifically designed for the tenants’ use for cultural, social and recreational activities and, except as specifically permitted in the zone, not used for commercial purposes. Such spaces may include, but are not limited to, communal meeting spaces, plazas, sports and fitness facilities, cultural facilities, gardens, tennis courts, swimming pools, garden plots, open space and children’s play structures. Amenity spaces do not include hallways or indoor or outdoor alcoves or other similar spaces.
 - c) “Building Official” means the municipal official appointed by Council from time to time to administer the building and plumbing bylaws that apply throughout the *City*
 - d) “Director” means the Director of Development Services for the *City*, or their designate.
 - e) “Carport” means a structure where the total area between the roof and the ground is no more than 60 per cent enclosed by walls and that is used or intended to be used to provide covered parking for vehicles.
 - f) “City” means the City of Fort St. John, or the lands lying within the corporate boundaries of the City of Fort St. John, as the context may require.
 - g) “Internal Lot Line” means the boundary of the *manufactured home site* as follows:

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

1. “front” means the internal lot line common to the *manufactured home site* and abutting an internal access road right-of-way. Where there are two or more such *internal lot lines* the shortest is considered the front.
 2. “interior” means the *internal lot line* between two (2) or more *manufactured home sites* that is not a *front* or *rear internal lot line*.
 3. “rear” means the internal lot line which is opposite to, and does not intersect the *front internal lot line*.
- h) “Manufactured Home” means a dwelling built under CSA standards Z240 MH designed to provide residential accommodation, whether ordinarily equipped with wheels or not, that is designed or constructed to be moved from one place to another by being towed or carried, but does not include recreational vehicles, travel trailers or campers.
- i) “Manufactured Home Park” means any parcel of land under one ownership which has been planned, divided into *manufactured home sites* and improved for the placement of *manufactured homes* or *modular homes* for permanent residential use, containing three or more *manufactured home sites* or upon which is located three or more *manufactured homes* or *modular homes* and includes all buildings, structures or accessories used or intended to be used as equipment for the *manufactured home park*.
- j) “Manufactured Home Site” means an area set aside and designated within a *manufactured home park* for the installation or placement of one *manufactured home* or *modular home*, including space for permissible additions and/or an *accessory building(s)*.
- k) “Modular Home” means a dwelling, the components of which have been built off-site in a factory under CSA standards A277, designed to provide residential accommodation, whether ordinarily or not, that is designed or constructed to be moved from one place to another by being towed or carried.
- l) “Owner” means the registered owner or owners listed on the title of a parcel or a person authorized in writing as an owner’s agent.
- m) “Parcel” means any lot, block of land or other area that is recorded in the Land Title Office.
- n) “Qualified Professional” means an individual who is registered with or accredited by the Province, Canada, or an entity created by the Province or Canada to register or give accreditation to an individual who carries on a profession that is regulated by that entity, and includes an individual who is certified by a government-recognized entity to carry on a profession. Typical professions include but are not limited to engineers, landscape architects, planners and surveyors.
- o) “Zoning Bylaw” means the current *City’s Zoning Bylaw*.

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

- 6) Words and phrases in this bylaw that are defined in the *City's Zoning Bylaw* but not defined in this bylaw have the meaning set out in the *City's Zoning Bylaw*.

ADMINISTRATION

- 7) The *Director, Building Official*, or other officers or employees of the *City* who are designated by Council, are authorized to enter, at all reasonable times, any day of the week, on any real property that is subject to regulation under this bylaw to ascertain whether the provisions of this bylaw are being adhered to.
- 8) The provisions of this bylaw do not apply to a *manufactured home park* or any part of a *manufactured home park* existing prior to the enactment of this bylaw, but do apply at all times to a *manufactured home* or *modular home* prior to its location within a *manufactured home park*.
- 9) No person shall be compelled to upgrade existing *manufactured home parks* to the standards of this bylaw, but all *manufactured home park* upgrading undertaken by an *owner* and all *manufactured home park* expansion shall comply with this bylaw.

SEVERANCE

- 10) If any section, subsection, sentence, clause, definition or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

GENERAL PROVISIONS

- 11) No person shall locate, establish, construct or alter:
 - a) a *manufactured home park* unless that person has written approval from the *City* of the plans and specifications for the *manufactured home park*;
 - b) a *manufactured home park* in contravention of the requirements or development standards imposed by this bylaw;
 - c) a *manufactured home*, a *modular home* or a building or structure accessory thereto in contravention of the requirements or development standards imposed by this bylaw.
- 12) All contiguous parcels or portions of parcels of land proposed for the development of a *manufactured home park* shall be consolidated into one registered parcel of land prior to the issuance of any permits or approvals.
- 13) The *owner* of a *manufactured home park* shall obtain a building permit from the *City* to locate, alter or relocate a *manufactured home* or *modular home* within a *manufactured home park*.

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

- 14) No *manufactured home* or *modular home* shall be located anywhere in a *manufactured home park* other than on a *manufactured home site* that complies with this bylaw and the *City's Zoning Bylaw*.
- 15) Each *manufactured home site* shall be clearly identified on a site plan prepared by a *qualified professional*.
- 16) No more than one *manufactured home* or *modular home* shall be permitted on a *manufactured home site* that complies with this bylaw and the *City's Zoning Bylaw*.
- 17) All connections to services shall comply with the BC Building Code and *the City's Subdivision and Development Servicing Bylaw*.
- 18) All buildings, structures and additions shall comply with the BC Building Code and all applicable *City* Bylaws.
- 19) Tenants shall obtain a written letter of permission from the *owner* of a *manufactured home park* and a building permit from the *City* prior to the commencement of any alterations or additions to a *manufactured home* or *modular home* or construction of a separate building or structure within a *manufactured home park*.
- 20) A *manufactured home* or *modular home*, or an approved addition to a *manufactured home* or *modular home* shall not be occupied until an occupancy permit has been issued by the *City*.
- 21) Display homes for sale within a *manufactured home park* shall be permitted only if installed on *manufactured home sites* in accordance with this bylaw.
- 22) The following building or structure features may project 3.5 m into the minimum *front internal lot line* setback required by this bylaw:
 - a) attached garage; and
 - b) *carport*.

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

DEVELOPMENT STANDARDS

23) Manufactured Home Site Development

1. Minimum area	407 square metres
2. Minimum width	11.0 metres
3. Minimum depth	37.0 metres
4. Maximum coverage	55%
5. Minimum setbacks	<i>Manufactured home or modular home, including addition</i>
	<i>Front</i> 6.5 metres
	<i>Interior</i> 1.5 metres
	<i>Rear</i> 4.5 metres
	<i>Accessory buildings</i>
	<i>Front</i> 6.5 metres
	<i>Interior</i> 1.5 metres
	<i>Rear</i> 1.5 metres
6. Minimum distance between <i>manufactured homes</i> and <i>modular homes</i> , including additions	3.0 metres

24) Maximum Building Height

- a) No *manufactured home* or *modular home*, *accessory building*, or addition shall exceed 10.5 metres in height.
- b) *Accessory buildings* and additions shall not exceed the height of the principal structure.

25) Accessory Buildings

- a) All *accessory buildings* shall comply with the BC Building Code and applicable *City* Bylaws.
- b) No *accessory buildings* shall be located within the area of a *manufactured home site* that is in front of a *manufactured home* or *modular home*.
- c) No *accessory buildings* shall be located within 1.5 metres of a *manufactured home* or *modular home*.
- d) All *accessory buildings* shall be factory prefabricated units certified by CSA or of equivalent quality, and be finished so that the design and construction shall complement the *manufactured home* or *modular home*.

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

- 26) Skirting and Ventilation of Crawl Space
- a) Skirting shall have at least one easily removable access panel providing access for periodic inspections and maintenance of service connections to the *manufactured home* or *modular home*. The access panel must be a minimum of 0.5 by 0.7 metres in dimension and shall be located near the sewer and water connections.
 - b) Skirting shall be factory prefabricated or of equivalent quality and shall be prefinished or painted so that the design and construction complements the *manufactured home* or *modular home*.
 - c) Year-round ventilation of the crawl space enclosed by skirting shall be provided according to the *BC Building Code* and CSA standards.
- 27) Additions
- a) The following are permitted additions to *manufactured homes* or *modular homes*:
 1. garages or carports;
 2. sun and rain shelters;
 3. rooms added to a *manufactured home* or *modular home*, provided that:
 - i. any such added room has an exit or access to an exit other than through the *manufactured home* or *modular home*;
 - ii. any such room is not used as an exit or access to an exit from any *manufactured home* or *modular home*; and
 - iii. in all cases, the means of egress from the *manufactured home* or *modular home* or room is not restricted or diminished by any part of the addition; and
 4. patios and decks.
 - b) All additions shall require a building permit and shall comply with all requirements of the BC Building Code and applicable *City* bylaws.
 - c) No addition shall exceed the height of the principal building.
 - d) All additions shall be factory prefabricated units certified by CSA or of an equivalent standard and be finished so that the design and construction shall complement the *manufactured home* or *modular home*.

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

- 28) Parking shall be provided in accordance with the *City's Zoning Bylaw*.
- 29) Fencing & Landscaping
- a) Landscaping shall be provided in accordance with the *City's Zoning Bylaw* and the *City's Subdivision and Development Servicing Bylaw*.
 - b) The entire perimeter of any *manufactured home park* parcel shall be buffered from neighbouring properties in the following manner, in addition to all requirements in the *City's Zoning Bylaw*:
 - 1. solid wood fencing; and
 - 2. massed planting.
 - c) Fencing of individual *manufactured home sites* shall be in accordance with the *City's Zoning Bylaw*.
- 30) Amenity space shall be provided in accordance with the *City's Zoning Bylaw*.
- 31) Storage Compounds
- a) One storage compound may be provided within the *manufactured home park* for the storage of boats, travel trailers, recreational vehicles or other large items or equipment owned by the *owner* or residents of the *manufactured home park*, which are not appropriate to store on a *manufactured home site*.
 - b) A storage compound shall be a minimum of 25 square metres per *manufactured home site* in the *manufactured home park*.
 - c) A storage compound shall be located at the rear of the *parcel* and shall be screened from view from within the *manufactured home park* by solid wood fencing and a massed planting landscaped buffer around the entire perimeter of the compound on the outside of the fence.
 - d) A storage compound shall be securely fenced, gated and lighted, in such a manner that the lighting does not impact any *manufactured home sites* within the *manufactured home park* or neighbouring parcels of land.

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

- e) The only buildings permitted within a storage compound are buildings owned by the *owner* of the *manufactured home park* for the use of the *manufactured home park* residents. Such buildings shall comply with the standards for *accessory buildings* in the *Zoning Bylaw*, in addition to all applicable BC Building Code regulations, and shall not exceed 10.5 metres in height.
- f) No boats, travel trailers, recreational vehicles or other large items or equipment shall be stored anywhere within the *manufactured home park* other than within a *manufactured home site* or, if they are not appropriate to store on a *manufactured home site*, within a designated storage compound within the *manufactured home park*.
- g) No outdoor portion of a *manufactured home park* shall be used for or permitted to be used for the wrecking or storage of derelict vehicles or equipment, lumber, inflammable debris, refuse, or other unused items as identified in the *City's Property Standards Bylaw*.

32) Signs

- a) Signs shall be permitted on a *parcel* in accordance with the *City's Sign Bylaw*.
- b) To assist emergency response, the *owner* of a *manufactured home park* shall ensure that site plan:
 - 1. be posted near the entrance of the *manufactured home park*;
 - 2. be visible at all times of day and night upon entry to the *manufactured home park*;
 - 3. indicate the location and number of each *manufactured home* or *modular home* and the points of access to each *manufactured home* or *modular home* within the *manufactured home park*; and
 - 4. be of a size that allows emergency responders to easily read and determine the location and address of each *manufactured* or *modular home* without having to exit the emergency response vehicle.

DEVELOPMENT SERVICING AND SAFETY STANDARDS

- 33) Standards for Manufactured Homes and Modular Homes, Foundations and Home Installations
 - a) All *manufactured homes* or *modular homes* shall be certified by the CSA and hold the appropriate label.
 - b) Installation of *manufactured homes* or *modular homes* and foundation requirements shall meet all BC Building Code and applicable *City* Bylaw requirements.

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

- 34) All driveways shall comply with the *City's Subdivision and Development Servicing Bylaw*.
- 35) Water and Sewer
 - a) All *manufactured home parks* shall be connected to *City* water and sewer service in compliance with the *City's Subdivision and Development Servicing Bylaw* and all other *City* bylaws and regulations.
 - b) A heated utility shed shall be installed near the front entrance and along the property line of every *manufactured home park* to provide access to the sewer and water main connections, and shall be constructed using building materials that exhibit superior characteristics in terms of durability, performance, strength, resilience, longevity, and resistance to wear and tear.
- 36) Fire hydrants in compliance with the *City's Subdivision and Development Servicing Bylaw* shall be installed and connected to the internal water supply of a *manufactured home park*.
- 37) The drainage system for *manufactured home parks* shall comply with the *City's Subdivision and Development Servicing Bylaw*.
- 38) Soil excavation and deposit required for *manufactured home park* development shall comply with the *City's Soil Excavation and Deposit Bylaw*.
- 39) Solid Waste Disposal - the owner of a *manufactured home park* shall comply with the *City's Solid Waste Management Bylaw*.

ACCESS AND ROADWAYS

- 40) Access
 - a) No *manufactured home park* shall be established or extended unless the highway access to the *manufactured home park* is approved by the authority having jurisdiction.
 - b) A *manufactured home park* containing 50 or more *manufactured home sites* shall have two accesses to a public highway, which are at least 60.0 metres apart.
- 41) Roadways
 - a) Two-way roads in a *manufactured home park* shall be a minimum of 7.5 metres wide.
 - b) All roads in a *manufactured home park* shall be paved, well drained and maintained.
 - c) One-way roads in a *manufactured home park* shall not exceed 90.0 metres in length.

PART ONE – INTERPRETATION & ADMINISTRATION (continued)

- d) Dead-end cul-de-sacs in a *manufactured home park* shall not exceed 90.0 metres in length.
 - e) Where dead-end roads or cul-de-sacs exceed 90.0 metres in length, there shall be a turning circle right-of-way at the dead-end with a radius of at least 20.0 metres.
 - f) Roads shall be adapted to the topography and have a suitable gradient for the safety of traffic that shall not exceed 12%.
- 42) Pathways & Sidewalks
- a) A sidewalk shall be provided on at least one side of the access driveway into a *manufactured home park* and comply with the *City's Subdivision and Development Servicing Bylaw*.
 - b) Where applicable, pathways shall be constructed in a *manufactured home park* to maintain connectivity to existing trail networks or public areas as identified in the *City's Parks and Recreation Master Plan* or other applicable bylaws.

PART TWO - PERMITS

APPLICATIONS, APPROVALS AND PERMITS

- 43) Applications for Approval
- a) The *Director* may, upon application, issue a *manufactured home park* permit that authorizes the establishment or expansion of a *manufactured home park*.
 - b) Every application for approval to establish, reduce, or expand a *manufactured home park* shall be made in writing to the *Director* using the forms prescribed by the *Director* and shall include a site plan prepared by a *qualified professional*.
 - c) The *Director* may refuse to issue a *manufactured home park* permit if the *Director* determines that:
 - 1. the applicant has not complied with a requirement of this bylaw; or
 - 2. the manufactured home park to be established or expanded will not comply with this bylaw or another bylaw or enactment.

PART TWO - PERMITS (continued)

- 44) Fees - each application submitted for a permit to establish or expand a *manufactured home park* shall be accompanied by an application fee of one thousand five hundred (\$1500.00) plus fifty dollars (\$50.00) for each new *manufactured home site* shown on the plan.
- 45) Securities - pursuant to the *City's Development Approval Procedures Bylaw, Subdivision and Development Servicing Bylaw* or any other applicable bylaw or policy, securities may be required prior to issuance of a permit.

PART THREE – VIOLATIONS

OFFENCES

- 46) Every person who:
 - a) violates a provision of this bylaw;
 - b) permits, suffers or allows any act to be done in violation of any provision of this bylaw; or
 - c) neglects to do anything required to be done under any provision of this bylaw;
 - 1. commits an offence and, upon conviction, is subject to a fine of not more than \$50,000.00, in addition to any costs of prosecution that the court may order.
- 47) Every person who fails to comply with any order or notice issued by the *Director*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 48) Every person who commences work requiring a building permit or an approval under this bylaw without first obtaining such a permit or approval must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional fee as described in Schedule A of this bylaw.

DEEMED KNOWLEDGE AND LIABILITY

- 49) An *owner* is deemed to have knowledge of and be liable for any contravention of this bylaw in respect of any *manufactured home* or *modular home* the *owner* owns or permits to be located within a *manufactured home park*.
- 50) A person who establishes before a court or adjudicator that a contravention of this bylaw occurred before they became the *owner* of the *manufactured home park* shall not be deemed liable under Section 49.

PART THREE – VIOLATIONS (continued)

- 51) Nothing in Section 49 affects:
 - a) the *City's* right to require, or the *owner's* obligation to obtain a permit or approval under this bylaw; or
 - b) the *owner's* obligation to comply with this bylaw.

TICKETS

- 52) The offences in Schedule A are designated for enforcement under Section 264 of the *Community Charter*.
- 53) The following persons are designated as bylaw enforcement officers under Section 264(1) (b) of the *Community Charter* for enforcing the offences in Schedule A:
 - a) the *Director*;
 - b) the *Building Official*;
 - c) a fire inspector; and
 - d) any other person designated by Council as a bylaw enforcement officer.
- 54) The words or expressions set forth in Column 1 of Schedule A are authorized pursuant to Section 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
- 55) The amounts appearing in Column 3 of Schedule A are the fines established pursuant to Section 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.



READ FOR THE FIRST SECOND AND
THIRD TIMES THIS

XXrd DAY OF MONTH, YEAR

ADOPTED THIS

XXrd DAY OF MONTH, YEAR

LILIA HANSEN
MAYOR

BONNIE MCCUE
CORPORATE OFFICER

SCHEDULES

SCHEDULE A – OFFENCES AND PENALTIES

Offence	Section	Penalty
Siting infringement	General Provisions Development Standards	\$100.00
Height infringement	Development Standards	\$100.00
Over height fence	Development Standards	\$100.00
Accessory building/addition infringement	Development Standards	\$100.00
Non-compliant parking	Development Standards	\$100.00
Failure to provide landscaping	Development Standards	\$100.00
Coverage infringement	Development Standards	\$100.00
External storage of products/materials/containers	Development Standards	\$100.00
Improper storage	Development Standards	\$100.00
Insufficient parcel or manufactured home site size	General Provisions Development Standards	\$100.00
Insufficient provision of amenity space	Development Standards	\$100.00
Failure to provide pathways/sidewalks	Access and Roadways	\$100.00
Improper/inadequate installation of signs	Development Standards	\$100.00
Improper skirting/ventilation	Development Standards	\$100.00
Failure to provide fire hydrants as required	Development Servicing and Safety Standards	\$100.00
Failure to provide roadways as required	Access and Roadways	\$100.00