



VILLAGE OF VALEMOUNT
MANUFACTURED HOME PARK REGULATIONS BYLAW NO 880, 2023.

A By-law to regulate the establishment, extension, design and servicing of manufactured home parks.

WHEREAS the Local Government Act enables regulations that apply to the construction and layout of manufactured home parks and the provision of facilities therein;

Therefore, the Village of Valemount Council, in open meeting assembled, enacts as follows:

1. CITATION

- 1.1 This bylaw may be cited for all purposes as “Village of Valemount Manufactured Home Park Regulations Bylaw No. 880, 2023”.

2. REPEAL

- 2.1 Village of Valemount Residential Mobile Home Park Bylaw No. 139, 1977, and all amendments, are hereby repealed.

3. INTERPRETATION AND ADMINISTRATION

3.1 Definitions

Ancillary Building means a building for the common use of the tenants, and includes recreation buildings, laundry and other service facilities.

Approval means approval in writing.

Buffer Area means the area of land between the Manufactured Home Park Spaces and the property line of the Manufactured Home Park.

Council means the Council of the Village of Valemount.

Fees and Charges Bylaw means the Village of Valemount Fees and Charges Bylaw.

Inspector means the Planner, CAO or such other person appointed to administer this Bylaw.

Manufactured Home means a building built in an enclosed factory environment in one or more sections, intended to be occupied as a dwelling unity in a place other than of its manufacture and conforming to the CSA Z240 or CSA A277



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certified standard. The term "manufactured home" does not include a recreational vehicle.

Manufactured Home Park means any parcel of land, upon which three or more manufactured homes are located on individual manufactured home sites that are occupied exclusively for residential purposes on a rental basis. Includes all buildings and structures used or intended to be used as part of such manufactured home park.

Manufactured Home Park Permit means a permit issued by the inspector allowing the construction or expansion of a manufactured home park in accordance with approved plans.

Manufactured Home Park Space means an area of land for the installation of one manufactured home with permissible additions and situated within a manufactured home park.

Medical Health Officer means the Medical Health Officer appointed under the Health Act.

Municipality means the Village of Valemount.

Owner means the registered owners 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 Manufactured Home Park Permit.

Roadway means an allowance within a mobile home park part or all of which is made suitable for normal vehicular traffic so vehicles can gain access to abutting spaces.

Skirting means detachable panels fitted between the ground surface and the base of the manufactured home to enclose the pad;

Tenant means the person(s) who inhabits a manufactured home in the manufactured home park. The tenant may be the owner of the manufactured home.

Utility Service Buildings means a building or structure providing for public utility facilities for water, sewer, electrical, telephone and other similar services established by the municipality, regional district, by another government body or by a company regulated by statute.

Zoning Bylaw means the Village of Valemount Zoning Bylaw or Land Use Bylaw adopted by the Municipality.

3.2 Interpretation

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 Village of Valemount is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.

3.3 Prohibitions

No person shall:

- a. locate, establish, construct, alter, extend, expand, subdivide, or operate a Manufactured Home Park; or
- b. cause or allow a Manufactured Home to be parked or to remain in a Manufactured Home Park

in contravention of this Bylaw.

3.4 Exclusions

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

3.4.2 Existing Manufactured Homes that do not meet Canadian Standards Association's Standard Z-240 standards/specifications shall be permitted to relocate or move into any Manufactured Home Park only if brought up to Z-240 standards with respect to electrical service and if the gas and heating systems are in accordance with this Bylaw.

3.5 Administration

3.5.1 The Planner, CAO, or such other person appointed by the Council shall administer this bylaw.

3.5.2 Persons appointed under subsection (3.5.1) may enter any mobile home park at any reasonable time for the purpose of administering or enforcing this bylaw.

4. APPLICATION AND PERMIT

4.1 Application Requirements

4.1.1 Authorization

- a) An application for a Manufactured Home Park Permit shall be made to the Inspector in writing, 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; and
 - iv. accompanied by the appropriate application fee outlined in the Fees and Charges Bylaw.

4.1.2 Proposal Summary

- a) an outline of the development proposed, including demonstration of substantial compliance with the current Zoning Bylaw.

4.1.3 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).

4.1.4 Site Plan

- a) a site plan of the proposed development drawn to scale and showing dimensions, and include the following (as applicable):
 - i. north arrow and scale;
 - ii. dimensions and boundaries of property lines, rights-of-way, covenant areas and other easements;
 - iii. the dimensions and location of buffer areas.

- iv. the number, location, dimensions of all manufactured home spaces and recreation areas.
- v. location and dimensions of existing and proposed structures and setbacks (including projections and overhangs) to parcel lines, rights-of-way, and easements;
- vi. location of existing and proposed access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
- vii. the locations and details of all on-site garbage and refuse disposal areas.
- viii. a landscaping plan for the site.
- ix. natural and finished grades of site, at buildings & retaining walls (indicate source of grade data);
- x. location of any physical or topographical constraints (e.g., watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.);
- xi. location of all existing and proposed water lines, and sanitary sewer lines (including sizes), and storm water plan; and
- xii. proposed covenant areas (if any).

4.2 Processing Procedure

- 4.2.1 No person shall establish, construct or alter or subdivide a Manufactured Home Park until written approval of detailed plans and specifications is received and permit issued by the Inspector.
- 4.2.2 Upon receipt of an application accompanied by the required fees and attachments, the Inspector will open a file and issue a fee receipt to the applicant.
- 4.2.3 The Inspector will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant.
- 4.2.4 The Inspector will evaluate the proposal for compliance with relevant Municipal bylaws and policies. The Inspector may conduct a site visit to view the property as part of the evaluation process.

- 4.2.5 The Inspector will refer the application to all applicable municipal departments, external agencies, and government ministries or agencies for comment.
- 4.2.6 Where all relevant conditions have been satisfied the Inspector will issue the Manufactured Home Park Permit.
- 4.2.7 The Inspector shall administer any further conditions of the Manufactured Home Park Permit as specified within each individual permit as required. The Inspector may conduct inspections, on an as-required basis, to ensure that the terms of the Manufactured Home Park Permit are being satisfied.
- 4.2.8 If the issuance of a mobile home park permit is refused, the Inspector shall notify the applicant in writing of the reason for refusal.

4.3 Form of permits and Application

- 4.3.1 The Inspector may designate the form of permits.
- 4.3.2 The Inspector 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.

4.4 Change of Ownership

- 4.4.1 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 Municipality will require an updated title certificate and written authorization from the new owner prior to proceeding further with the application.

4.5 Lapse of Application or Permit

- 4.5.1 If the Inspector 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.
- 4.5.2 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.

- 4.5.3 Upon written request by the applicant prior to the lapse of the application, the Inspector may extend the deadline for a period of six (6) months.
- 4.5.4 If applicable, a refund will be paid to the applicant in accordance with this bylaw for proposals that have been deemed to have lapsed.
- 4.5.5 In order for a lapsed application to proceed, a new application (including fee), will be required.
- 4.5.6 A Manufactured Home Park 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 Fees and Charges Bylaw. A permit may only be renewed one time.

5. APPLICATION FEES

5.1 Application Fees

- 5.1.1 At the time of application, the applicant shall pay to the Municipality an application fee in the amount as set out in the Fees and Charges Bylaw.
- 5.1.2 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.

5.2 Refund of Application Fees

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

6. REGULATIONS AND STANDARDS

6.1 Manufactured Home Park Space

- 6.1.1 Each Manufactured Home Park Space shall be clearly marked off by permanent, flush stakes, markers or other suitable means.

6.1.2 Each Manufactured Home Space will be designed and constructed in accordance with the *Zoning Bylaw*.

6.1.3 All Manufactured Home Park Spaces shall:

- a) be drained to a storm water system constructed in accordance with accepted engineering practice and meet any applicable building code requirements;
- b) be clearly numbered;
- c) have a clearly discernible manufactured home pad constructed in accordance with the BC Building Code.

6.2 Manufactured Home

6.2.1 All manufactured homes shall meet or exceed the Canadian Standards Association Standard Z240, Z241 or A277, as the case may be and shall be designed and constructed to meet local climatic data as per BC Building Code requirements.

6.2.2 All connections to services shall be in accordance with the BC Building Code and the BC Plumbing Code.

6.2.3 In manufactured homes located in a manufactured home park:

- a) the installation and maintenance of all gas and fuel burning equipment and appliances using inflammable liquids as fuel;
- b) the storage and disposal of inflammable liquids and oils; and
- c) the installation, maintenance, carriage, and use of compressed gas systems;

shall be in accordance with the regulations of the Safety Standards Act or Technical Safety BC, as the case may be.

6.2.4 No manufactured home shall be located elsewhere in a manufactured home park than in a manufactured home area on a manufactured home space that has been approved by the Inspector.

6.2.5 No more than one Manufactured Home shall be located on a Manufactured Home Space.

6.2.6 No more than one unoccupied manufactured home for every 10 manufactured home spaces in a park may be located in a designated storage area.

6.2.7 All Manufactured Homes will be placed in accordance with the Zoning Bylaw.

6.3 Skirting

6.3.1 Skirtings shall be installed within 60 days of installation of a Manufactured Home on a Manufactured Home Space, and shall have two easily removable access panels of a minimum width of 1.2 metres. One panel shall provide direct access to the area enclosed by the skirting for inspection or servicing the service connections to the manufactured home, and the other providing access to the area enclosed by the skirting for storage.

6.3.2 Spaces shall be ventilated, as required pursuant to the BC Building Code.

6.4 Recreation Areas

6.4.1 Not less than 5% of the gross site area of the manufactured home park shall be devoted to tenants' recreational uses, and shall be provided in a convenient and accessible location. For the purpose of calculating recreational space requirements, any indoor recreational space provided shall be counted as double its actual area.

6.4.2 The recreation areas shall not include yard areas, parking areas, Ancillary Buildings, mobile home spaces, driveways and storage areas.

6.4.3 In Manufactured Home Parks where more than 1,000 metres² of recreation space is required, two or more recreational areas may be provided.

6.4.4 Recreation areas in the Manufactured Home Park, except indoor recreation facilities, shall be of a grass, concrete or asphaltic surface and shall be properly landscaped.

6.5 Buffer Areas

6.5.1 Every manufactured home park shall have immediately within all its boundaries, a Buffer Area that meets requirements outlined in the *Zoning Bylaw*.

6.5.2 Within a Buffer Area 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).

6.5.3 Buffer Areas will be suitably landscaped as per an approved landscaping plan.

6.5.4 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.

6.5.5 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.

6.6 Access

6.6.1 A second access from a public highway separated by at least 60.0 metres from the first access, shall be provided to each manufactured home park containing 50 or more manufactured home spaces, up to a maximum of 3 accesses.

6.7 Roadways and Walkways

6.7.1 All manufactured home spaces, owner's residential plot, storage areas, and service buildings as well as other facilities where access is required shall have access by internal street systems.

6.7.2 Minimum roadway width requirements shall be as follows:

- a) Access to and from a Manufactured Home Park
 - i. shall be by a roadway with a minimum paved width of 7.0 metres and a right-of-way of 15.0 metres.

- b) Internal Roadways:
 - i. shall be by a roadway with a minimum paved width of 6.0 metres and a right-of-way of 12.0 metres.
- c) One-way roads shall not exceed 150.0 metres in length;
- d) Dead-end cul-de-sacs shall not exceed 150.0 metres in length; and
- e) Dead-end roads and cul-de-sacs shall have a turning circle right-of-way at the dead-end with a radius of at least 15.0 metres

6.7.3 Roads shall be adapted to the topography, and shall have suitable gradient for safety of traffic that shall not exceed a grade of 12%.

6.7.4 Minimum speed for road design shall be 30 km/h.

6.7.5 Pedestrian walkways shall provide safe, convenient, all season pedestrian access. They shall be of adequate width for intended use and shall be durable and convenient to maintain.

6.7.6 Pedestrian walkways shall be located in areas where pedestrian traffic is concentrated; e.g., the park entrance, park office, and other important facilities. Pedestrian walkways should preferably be through interior areas removed from the vicinity of streets.

6.7.7 Alignment and gradient of walkways shall be appropriate for safety, convenience, and appearance, and shall be suitable for use both by pedestrians and for the circulation of small wheeled vehicles such as baby carriages, service carts and wheelchairs.

6.7.8 Width of pedestrian walkways shall be at least 2.0 metres.

6.8 Flood Mitigation

6.8.1 All Manufactured Home Parks will be designed and constructed in accordance with Part 4 of the Zoning Bylaw.

6.9 Drainage

6.9.1 All manufactured home parks 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.

6.10 Water Supply

- 6.10.1 The owner of the manufactured home park shall supply the Municipality with proof of adequate water quantity and quality, as specified by The *Village of Valemount Subdivision and Development Servicing Bylaw* and by the Ministry of Health requirements.
- 6.10.2 The community water distribution system design must be prepared under the direction of a design professional who has the appropriate experience and is registered with Engineers and Geoscientists of British Columbia.
- 6.10.3 Waterworks systems shall be designed, fabricated and installed in accordance with good engineering practice and to the water standards as set by the Municipality.
- 6.10.4 Potable water shall be distributed to:
- a) each manufactured home space;
 - b) Ancillary Building, if required; and,
 - c) standpipes or hydrants, if required.
- 6.10.5 The design and installation of the waterworks system shall be approved by the Municipality.

6.11 Sewage Treatment and Disposal Systems

- 6.11.1 The owner of a manufactured home park shall provide for the disposal of all wastewater effluent that is generated within the manufactured home park by providing a community sewage system connected to all plumbing fixtures and sewage laterals in the manufactured home park.
- 6.11.2 The community sewer collection system design must be prepared under the direction of a design professional who has the appropriate experience and is registered with Engineers and Geoscientists of British Columbia.
- 6.11.3 This community sewage system shall be designed, fabricated and installed in accordance with good engineering practice and to the sewer standards as set by the Municipality. The design and installation of a private sewage system shall be subject to the approval of the Municipality and the applicable provincial agency.

6.11.4 In each Manufactured Home Space, a lateral sewer terminus shall be gas-tight, protected from mechanical damage and protected from storm water infiltration.

6.11.5 For the purpose of determining pipe sizes, each manufactured home space shall be considered as having a hydraulic load according to requirements of the BC Plumbing Code.

6.12 Garbage Disposal

6.12.1 The owner of a manufactured home park shall dispose or arrange for disposal of garbage or refuse.

6.12.2 The owner of a Manufactured Home Park shall establish a plan for solid waste collection in accordance with the Village of Valemount Solid Waste Collection Bylaw.

6.13 Fire Hydrants

6.13.1 Fire hydrants meeting the requirements of the municipality shall be installed and connected to the internal water supply of a manufactured home park such that no manufactured home space is beyond 120.0 metres from a fire hydrant, as measured along the internal and/or external roadway system.

6.13.2 Fire Hydrants will be maintained on a bi-annually basis as per National Fire Protection Association regulations.

6.14 Street Lighting

6.14.1 Street lighting shall be installed and maintained to adequately illuminate the traveled portion of the roadway at the following locations:

- a) the intersection of access roads and public highways;
- b) all internal intersections;
- c) the turning circle of cul-de-sacs;
- d) any point at which an internal roadway changes direction 30° or more; and
- e) pedestrian walkway entrances.

6.15 Supervision and Reporting

- 6.15.1 The owner shall maintain all park equipment in or on the Manufactured Home Park in a clean, safe and sanitary condition.
- 6.15.2 Every Manufactured Home Park shall be kept free of inflammable debris and rubbish at all times.
- 6.15.3 The owner shall report the installation or replacement of permitted additions in the Manufactured Home Park, with the exception of skirtings to the Municipality.
- 6.15.4 The tenant shall first obtain a letter of permission from the Manufactured Home Park owner/operator and then a building permit before commencement of construction of additions, including separate buildings/structures on a Manufactured Home Space.

7. OFFENSE AND PENALTY

7.1 Offense

- 7.1.1 It shall be unlawful for any person to cause, suffer, or permit the establishment, extension, or operation of a Manufactured Home Park in contravention of this bylaw or otherwise to contravene or fail to comply with this bylaw.
- 7.1.2 It shall be unlawful for any person to prevent or obstruct any official appointed under section 3.5.1 from carrying out his duties under this bylaw.

7.2 Penalty

- 7.2.1 Every person who violates a provision of this Bylaw, or who consents, allows, or permits an action to be done in violation of this Bylaw, or who neglects or refrains from doing anything required by a provision of this Bylaw:
 - a) Shall be liable to any conditions set out in the Village of Valemount Bylaw Notice Enforcement and Dispute Adjudication System Bylaw.
 - b) Shall be liable, upon summary conviction, to the penalties provided under the Offence Act.
- 7.2.2 Each day's continuance of an offence under this bylaw constitutes a new and distinct offence.



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7.2.3 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.

Read a First Time this

27th day of June, 2023

Read a Second Time this

27th day of June, 2023

Read a Third Time this

25th day of July, 2023

Adopted this

13th day of September, 2023



Mayor, Owen Torgerson



Corporate Officer, Eric Depenau

Certified to be a true copy of "Village of Valemount Manufactured Home Park Regulations Bylaw No. 880, 2023", as adopted by Council Resolution # 264/23.



Corporate Officer, Eric Depenau