



**RURAL MUNICIPALITY OF ALONSA
TRAILER PARK BY-LAW
BY-LAW NO. 1555**

BEING A BY-LAW TO REGULATE THE PLACING AND LOCATING OF MOBILE HOMES, TRAVEL TRAILERS, TRAVEL TRAILERS WITH ADDITIONS, TRAVEL TRAILER PARKS, MOBILE HOME PARKS, AND TOURIST CAMPS WITHIN THE RURAL MUNICIPALITY OF ALONSA. THIS BY-LAW SHALL BE KNOWN AS THE RURAL MUNICIPALITY OF ALONSA TRAILER PARK BY-LAW.

NOW THEREFORE Council of the Rural Municipality of Alonsa hereby enacts as follows:

1. Definitions:

- a. **Applicant** – means the person or corporation applying to the Municipality to operate a mobile home park, travel trailer park, or tourist camp and shall be the owner or authorized representative of the owner of the subject land.
- b. **Camping Unit** – means a tent, vehicle, or travel trailer equipped with sleeping facilities.
- c. **CAO** – means the Chief Administrative Officer of the Rural Municipality of Alonsa.
- d. **Council** – means the elected members of the Rural Municipality of Alonsa.
- e. **Developer** – means the person or corporation applying to the Municipality to operate a mobile home park, travel trailer park, or tourist camp.
- f. **Development Agreement** – means an agreement pertaining to the development of certain lands entered between the Developer of the lands and the Rural Municipality of Alonsa.
- g. **Development Permit** – means a permit issued under a planning scheme or zoning by-law, authorizing development, and may include a building permit.
- h. **Dwelling** – means a building or portion thereof designed for residential occupancy.
- i. **Licence Inspector** – means the Chief Administrative Officer (CAO) of the Rural Municipality of Alonsa or any other designate to administer and enforce this by-law.
- j. **Mobile Home** – means a portable dwelling which is designed or used for residential occupancy, built upon or having a frame or chassis to which wheels may be attached by which it may be moved upon a highway, whether or not such a structure actually has at any time such wheels attached, or is jacked up or skirted and which conforms to the structural standards of *The Buildings Act*.
- k. **Mobile Home Park** – means an area that is intended to be used for the accommodation of two or more mobile homes and includes any buildings or other structures or facilities.
- l. **Mobile Home Site** – means a site in a mobile home subdivision for the placement of a mobile home.
- m. **Mobile Home Space** – means a space in a mobile home park for the placement of mobile home.
- n. **Mobile Home Subdivision** – means a parcel of land subdivided to provide mobile home sites in accordance with the subdivision approval procedure under *The Planning Act*.
- o. **Municipality** – means the Rural Municipality of Alonsa.
- p. **Owner** – means the registered owner or beneficial owner of real property.
- q. **Tourist Camp** – means a camping area, whether a rental or other charge is made for the use of and is maintained and used primarily for:
 - i. The accommodation of tourists or persons other than their own residence; and
 - ii. Camping purposes, during the whole part of the months of May to October by such persons, and includes any buildings or other structures or facilities intended for cooking, personal cleanliness,

washing, health, or sanitation, or any one or more or all of these purposes, but does not include a travel trailer park including structures or facilities required by any provincial or federal legislation or regulations.

- r. **Tourist Camp Space** – means a space in a tourist camp for the placement of a camping unit.
- s. **Travel Trailer** – means a portable living accommodation designed to be used as temporary accommodation for travel, recreation, or vacation purposes that:
 - i. Is capable of being transported on its own chassis and running gear by towing or other means;
 - ii. Is placed on the chassis or body of a motor vehicle; or
 - iii. Forms part of a licensed motor vehicle;and for greater certainty, includes motor homes, tent trailers, campers, and similar recreational vehicles.
- t. **Travel Trailer with Additions** – means a travel trailer that has been placed for long term use and has additions attached to and forming part of the trailer.
- u. **Travel Trailer Park** – means an area that is intended to be used as a site for placing or parking two or more travel trailers and includes any buildings or other structures or facilities.
- v. **Travel Trailer Space** – means a space in a travel trailer park for the placement of a travel trailer or travel trailer with additions.

2. Application:

- a. This By-Law shall apply to all of the Rural Municipality of Alonsa.
- b. This By-Law is subject to *The Public Health Act*, *The Resource Tourism Operators Act* and *The Buildings Act* and regulations adopted pursuant to those acts.
- c. No person shall place or locate a mobile home or travel trailer or travel trailer with additions on property within the Municipality unless the mobile home or travel trailer:
 - i. Bears a label certifying compliance with the relevant construction codes or construction standards under regulations adopted pursuant to *The Buildings Act*; and
 - ii. In the case of a mobile home, complies with all residential standards under the *Manitoba Building Code*.
- d. No person shall operate a mobile home park, travel trailer park, or tourist camp without first having (a) obtained approval with or without conditions from Council and having registered it with the Municipality in the prescribed form attached as Schedule “A” and (b) paid the prescribed application fee.
- e. No person shall place or locate a mobile home or travel trailer with additions for the purpose of temporary accommodation:
 - i. On a lot without a permitted permanent dwelling absolutely; or
 - ii. At any other location other than within an approved and registered mobile home park or travel trailer park, mobile home subdivision, private mobile home site or other site as provided for and where permitted by the Rural Municipality of Alonsa Zoning By-Law and amendments thereto.

3. Mobile Home Parks, Travel Trailer Parks, and Tourist Camps:

- a. All mobile home parks, travel trailer parks, and tourist camps shall conform to the requirements of the Rural Municipality of Alonsa Zoning By-Law and amendments thereto subject to special provisions applicable to existing developments as may be set out in such zoning by-law and subject to such non-conforming rights as are set out in *The Planning Act*.
- b. Application for approval and registration of a mobile home park, travel trailer park or tourist camp shall be filed, with all applicable application fees, with the Licence Inspector on a proper form attached as “Schedule A” and shall contain a plan at a suitable scale with the following information:

- i. The name and address of the applicant(s) and or owner(s);
 - ii. The location of the proposed mobile home park, travel trailer park, or tourist camp;
 - iii. The size and the shape of the mobile home, travel trailer, or tourist camp spaces;
 - iv. The size and the shape of those open areas intended for playgrounds, sports fields, pedestrian walkways, vehicle parking areas, or other such uses;
 - v. The layout of the internal roadway system showing widths of proposed roads;
 - vi. The location of existing and or proposed lighting units along internal roadways, where applicable;
 - vii. The location of existing buildings, mobile homes, and travel trailers and their relationship to the proposed limits of mobile home, travel trailer or tourist camp spaces, roads, and adjacent buildings, mobile homes, and travel trailers;
 - viii. The drainage facilities for surface water in the area;
 - ix. The location of garbage storage;
 - x. The limits of the property within which the mobile home park, travel trailer park or tourist camp is located and the limits of the mobile home park, travel trailer park, or tourist camp itself;
 - xi. The proposed design for onsite water distribution and sewage collection if an existing municipal system is not available for this purpose. If applicable, placement of existing or proposed common facilities for these purposes and for park or camp management shall be shown; and
 - xii. Any other information deemed necessary by the Licence Inspector.
- c. Upon review of the application and information, the Licence Inspector will make a recommendation to Council with respect to the approval of the application.
- d. As a condition of approval and registration of a mobile home park, travel trailer park, or tourist camp Council may require that:
 - i. The subject lands be appropriately designated under any existing development plan or the Rural Municipality of Alonsa Zoning By-Law and amendments thereto;
 - ii. The owner/developer enter into a development agreement with the Municipality; and
 - iii. The owner/developer obtains a development permit.
- e. Where Council approves an application for a mobile home park, travel trailer park, or tourist camp, and all conditions of that approval are met, the Licence Inspector shall issue a licence to the applicant and/or owner.
- f. All mobile home parks, travel trailer parks, and tourist camps shall be operated in a manner that conforms to the information provided in the application.
- g. The owner of a mobile home park, travel trailer park, or tourist camp may apply for an alteration of its licence by submitting a subsequent application in accordance with this section.

4. Annual Licence Fees:

- a. A license issued under this By-law:
 - i. Is not transferable;
 - ii. Is valid until the 31st day of December of the year of issuance, and may be renewed each subsequent year by payment of the licence fees prescribed; and
 - iii. May be revoked by resolution of Council at any time for failure on the part of the licensee to abide by this By-law.
- b. Annual Fees for mobile homes, travel trailers, and travel trailers with additions are listed in attached Schedule "B".
- c. The owner/developer of the park on which the mobile home, travel trailer, or travel trailer with addition is parked or standing shall be responsible to collect

the fees prescribed in Schedule B and remit the same to the Municipality prior to the last day of September of each year.

- i. For the purpose of collection of fees all mobile homes, travel trailers and travel trailers with additions must be inventoried by the owner of the park on the 30th of June each year and must provide the Municipality with a list of tenants and amend the list with the Municipality as necessary.
- ii. All fees owing determined by the annual trailer count completed by the Licensed Inspector will be sent to the owner/developer of the park in letter form, no later than September 1st of each calendar year.
- iii. If the park owner fails to collect or remit the fees by September 30th, the amount thereof shall be considered a debt to the Municipality and added to the taxes payable in respect of the land and collected in the same manner as other taxes payable in respect of the land upon which the mobile home, travel trailer, travel trailer with additions is parked or standing.

5. Inspections:

- a. During reasonable hours, the Licence Inspector may inspect any premises licensed under this By-law for the discharge of their duties.
- b. Yearly inspections of each park will be conducted at the discretion of the Licence Inspector.

6. Alteration to Structures and Land:

- a. No additions or alterations shall be made to any mobile home, travel trailer, building structure, or land except where permitted by the Rural Municipality of Alonsa Zoning By-Law and amendments thereto and only after a development permit has been issued.

7. Duties of the Licence Inspector:

The Licence Inspector shall perform the following duties:

- a. Maintain a supply of suitable application forms;
- b. Receive and record all applications;
- c. Record all approved licenses;
- d. Refer to the Council any application for the approval and registration of a mobile home park, travel trailer park, or tourist camp, accompanied by development officer/building inspector recommendations, for final decision;
- e. Report any violations of the conditions of this By-law to Council for their direction; and
- f. Complete an annual count of all mobile homes, travel trailers, and travel trailers with additions and provide the final number to the accounting department for billing.

8. Appeals:

- a. An owner who wishes to appeal any decision of the Licence Inspector must do so in writing to the CAO within fourteen (14) days of the notice of decision stating the grounds for appeal.
- b. Upon the receipt of an appeal in the required form attached as schedule "C", the CAO shall forward a copy to Council. The Council shall entertain such appeal within forty (40) days of the receipt of same by holding a hearing. A written notice of the hearing shall be issued to the appellant and shall be served upon the appellant no later than five (5) days prior to the hearing of the appeal.
- c. Council shall determine any appeal within thirty (30) days of a hearing and shall serve a written notice of disposition forthwith upon determination, upon the interested persons. Council may, by resolution:
 - i. Confirm the application decision;
 - ii. Reject the application decision; or
 - iii. Vary the application requirements.

9. Penalties:

- a. Any person who contravenes or refuses, neglects, omits or fails to obey, or observe any provision within this By-Law shall be subject to a penalty on summary conviction of fine not exceeding (\$1,000.00) One Thousand Dollars, this fine shall be payable to the Municipality, and may be collected by the Municipality on the same manner as taxes are collected or enforced under the Municipal Act.

DONE, PASSED and ENACTED by Council duly assembled in the Council Chambers of the Rural Municipality of Alonsa, in the Province of Manitoba, this ____ day of _____, 2024.

Original will be uploaded at a later time

Reeve, Tom Anderson

Chief Administrative Officer, Tami Dumanske

READ A FIRST TIME:	_____	RESOLUTION:	_____
READ A SECOND TIME:	_____	RESOLUTION:	_____
READ A THIRD TIME:	_____	RESOLUTION:	_____

Schedule A
Rural Municipality of Alonsa Trailer By-Law _____
Application for Approval and Registration of a
☐ Mobile Home Park
☐ Travel Trailer Park
☐ Tourist Camp

1. Name: _____
2. Address: _____
3. Phone Number: _____
4. Location of the Park or Tourist Camp: _____
5. Proposed Name of Park or Tourist Camp: _____
6. Present Use of Site: _____
7. Existing Buildings, Mobile Homes & Travel Trailers: _____
8. Services

- a. Sewage Disposal
Present: Sewer ____ Septic Field ____ Other(specify) _____
Proposed:Sewer ____ Septic Field ____ Other(specify) _____
- b. Water Supply
Present:Individual Wells ____ Piped Water ____ Other (Specify)____
Proposed: Individual Wells ____ Piped Water ____ Other (Specify)____
- c. Garbage Storage
Who will be responsible for the removal of garbage? _____
Location of nearest waste disposal grounds _____
- d. Drainage
How will the site be drained?
Ditches ____ Storm Sewer ____ Curb & Gutter ____ Natural ____

9. Recreational and Other Facilities (where applicable)

Which of the following are being proposed in this development? (Include numbers proposed)

Common Boat Launch:	Common Boat Dock:
Individual Boat Docks:	Common Beach Area:
Toy Lot/Playground:	Open Area/Sports Field:
Sports Facilities:	Vehicle Parking Areas:
Others:	

10. Additional Information
At the discretion of Council, you may be required to provide additional information such as topography, surface and subsurface drainage, surveyor’s sketch, etc.
11. Additional Comments
Any Additional comments in support of this application should be attached on separate sheets and submitted with the applications.

12. Plan
This application shall be accompanied by a plan in a reproducible form and at a suitable scale showing the overall layout of the park or tourist camp including the following:
- a. The size and shape of individual spaces.
 - b. The size and shape of those open areas intended for playgrounds, sports fields, pedestrian walkways, vehicle parking areas and other such uses.
 - c. The layout of the internal roadway system showing widths of proposed roads and linkups with the municipal or provincial road system, including names of internal roads.

- d. The location of existing and/or proposed lighting units along internal roadways, where applicable.
- e. The location of existing buildings, mobile homes and travel trailers and their relationship to the proposed limits of individual spaces, road allowances and adjacent buildings, mobile homes, and travel trailers.
- f. The proposed drainage pattern for surface water.
- g. The location of garbage storage.
- h. The limits of the property within which the park or tourist camp is located and the limits of the park of tourist camp itself.
- i. The location of any existing or proposed common facilities for water supply and sewage collection and for park or camp management.
- j. Any pertinent environmental features such as creeks, natural drains, swamps, etc.

All mobile home parks, travel trailer parks and tourist camps shall conform to the requirements established in the current Rural Municipality of Alonsa Zoning By-Law and provincial and federal legislation.

I _____ certify the information provided on this form and attached hereto is full and complete and is to the best of my knowledge a true statement of the facts concerning this application.

Owner/Applicant Signature

Date

Please submit this application with attachments to:
 Rural Municipality of Alonsa
 Box 127, #20 Railway Avenue
 Alonsa, MB R0H 0A0
rmalonsa@inetlink.ca

One-Time Application fee(s): Separate fee from Conditional Use Fee

Per Mobile Home Park	\$ 500.00
Per Travel Trailer Park	\$ 500.00
Per Tourist Camp	\$ 500.00

Schedule B
Rural Municipality of Alonsa Trailer By-Law _____
FEE SCHEDULE

Unit Description	Annual Fee
Per Mobile Home As defined in 1(j)	\$ 200.00
Per Travel Trailer including motor homes, tent trailers, and similar recreational vehicles As defined in 1(s)	\$ 150.00
Per Travel Trailer with Additions As Defined in 1(t)	\$ 150.00

Schedule “C”
Rural Municipality of Alonsa Trailer By-Law _____
APPEAL FORM

NOTICE OF APPEAL

Date: _____

TO: The Rural Municipality of Alonsa

PLEASE TAKE NOTICE that the undersigned appellant, pursuant to section 8 of By-Law _____, hereby appeals to the Council of the Rural Municipality of Alonsa.

Order No. _____, dated _____, to appeal _____

(nature of action/measures ordered)

Mobile Home Park, Travel Trailer Park, Tourist Camp _____

REASON FOR APPEAL:

Dated at _____, Manitoba this _____ day of _____, 20____.

Name of Appellant (Please Print)

Signature of Appellant

ADDRESS:

PHONE NUMBER:

EMAIL:
