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**Item No. 15.1.1**  
**Halifax Regional Council**  
**August 22, 2023**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original Signed

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Cathie O'Toole, Chief Administrative Officer

**DATE:** June 12, 2023

**SUBJECT:** Land-Lease Communities By-law Modernization Project (PLPPROJ-2023-00192)

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**ORIGIN**

- On November 22, 2010, the following motion of Marine Drive, Valley and Canal Community Council (Item 8.1) was put and passed:

*MOVED by Councillor Hendsbee, seconded by Councillor Streach, that Marine Drive, Valley and Canal Community Council recommend that Halifax Regional Council:*

*1. Direct staff to bring the new HRM Mobile Home Park By-law forward and incorporate the new housing standard CSA A277 being proposed within the November 4, 2010 staff supplementary report.*

- On December 7, 2010, the following motion of Regional Council (Item No. 11.2.1), was put and passed:

*MOVED by Councillor Hendsbee, seconded by Councillor Johns, that Halifax Regional Council direct staff to bring a new HRM Mobile Home Park By-Law forward to Regional Council and incorporate the new housing standard CSA A277 being proposed within the November 4, 2010 staff Supplementary Report. Councillor Johns requested that the matter be referred to the Mobile Homes Park Committee, once it is reconvened, for their review and input.*

- On October 30, 2012, the following motion of North West Community Council (Item 4.1.1) was put and passed:

*A report prepared by Councillor Johns, deferred from the meeting of October 25, 2012, was before the Community Council.*

*MOVED by Councillor Johns, seconded by Councillor Harvey that North West Community Council request that staff investigate and provide a status update on changes to HRM mobile home park by-laws*

**RECOMMENDATION ON PAGE 3**

## **LEGISLATIVE AUTHORITY**

*Halifax Regional Municipality Charter (HRM Charter)*, subsections 60(1)(c)(i), 188(1)(a), (b), (f), (ka) and (m), 188 (2), and 199(1)(a) as follows:

- 60 (1)** *The Council may make policies*
- (c) *setting and amending the fees to be paid for*
    - (i) *licences issued pursuant to a by-law of the Municipality*
- 188 (1)** *The Council may make by-laws, for municipal purposes, respecting*
- (a) *the health, well being, safety and protection of persons;*
  - (b) *the safety and protection of property;*
  - (f) *businesses, business activities and persons engaged in business;*
  - (ka) *the maintenance and sightliness of property including grounds, lawns, buildings and structures;*
  - (m) *the enforcement of by-laws made under the authority of a statute, including*
    - (i) *procedures to determine if by-laws are being complied with, including entering upon or into private property for the purposes of inspection, maintenance and enforcement,*
    - (ii) *remedies for the contravention of by-laws, including undertaking or directing the remedying of a contravention, apprehending, removing, impounding or disposing, including the sale or destruction, of plants, animals, vehicles, improvements or other things and charging and collecting the costs thereof as a first lien on the property affected,*
    - (iii) *the creation of offences,*
    - (iv) *for each offence, imposing a fine not exceeding ten thousand dollars or imprisonment for not more than one year or both, including the imposition of a minimum fine,*
    - (v) *providing for the imposition of a penalty for an offence that is in addition to a fine or imprisonment if the penalty relates to a fee, cost, rate, toll or charge that is associated with the conduct that gives rise to the offence,*
    - (vi) *providing for imprisonment, for not more than one year, for non-payment of a fine or penalty,*
    - (vii) *providing that a person who contravenes a bylaw may pay an amount established by by-law and where the amount is paid the person will not be prosecuted for the contravention,*
    - (viii) *providing, with respect to a by-law, that in a prosecution for violation of the by-law, evidence that one person is disturbed or offended is prima facie evidence that the public, or the neighbourhood, is disturbed or offended.*
- 188 (2)** *Without restricting the generality of subsection (1) but subject to Part VIII, the Council may, in any by-law*
- (a) *regulate or prohibit;*
  - (b) *regulate any development, activity, industry, business, animal or thing in different ways, divide each of them into classes and deal with each class in different ways;*
  - (c) *provide that in a prosecution for violation of a by-law, evidence that one neighbour is disturbed is prima facie evidence that the neighbourhood is disturbed;*
  - (d) *adopt by reference, in whole or in part, with changes that the Council considers necessary or advisable, a code or standard and require compliance with it;*
  - (e) *provide for a system of licences, permits or approvals, including any or all of*
    - (i) *establishing fees for licences, permits or approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue, which fees may be set or altered by policy,*
    - (ii) *prohibiting any development, activity, industry, business or thing until a licence, permit or approval is granted,*
    - (iii) *providing that terms and conditions may be imposed on a licence, permit or approval, the nature of the terms and conditions and who may impose them,*
    - (iv) *setting out the conditions that must be met before a licence, permit or approval is granted or renewed, the nature of the conditions and who may impose them,*

- (v) *providing for the duration of licences, permits and approvals and their suspension or cancellation for failure to comply with a term or condition or the by-law or for any other reason specified in the by-law;*

**199** (1) *Without limiting the generality of Section 188, the Council may make by-laws*

*(a) prescribing minimum standards of sanitation, plumbing, water supply, lighting, wiring, ventilation, heating, access, maintenance, appearance, construction and material for buildings, or parts thereof, occupied for residential purposes, whether the building, or part thereof, is erected, constructed or converted to residential purposes before or after the date of the making of the by-law;*

## **RECOMMENDATION**

It is recommended that Regional Council:

1. Adopt By-law Number L-500, *Respecting the Construction and Operation of Land-lease Communities*, as set out in Attachment A of this report, which includes:
  - a. amendments to the Halifax County By-law 29, the *Mobile Home Park By-law*;
  - b. amendments to the City of Dartmouth By-law M-200, *Respecting Mobile Homes and Mobile Home Parks*; and
  - c. repealing the City of Halifax Ordinance 143, *Respecting Mobile Home Parks*.
2. Adopt the amendments to Administrative Order 15, the *License, Permits and Processing Fees Administrative Order*, as set out in Attachment B of this report.
3. Direct the Chief Administrative Officer to review options for incorporating the remaining land use requirements of the existing Mobile Home Park By-laws into the applicable land use by-laws.

## **EXECUTIVE SUMMARY**

In 2010, Regional Council passed a motion to consolidate existing Mobile Home Park By-laws into one updated by-law that would be applicable to the entirety of HRM. Currently, HRM has two Mobile Home Park By-laws and an ordinance that regulate mobile home parks: By-law 29 - Halifax County Municipality *Mobile Home Park By-law*, By-law M-200 - *Respecting Mobile Homes and Mobile Home Parks* in the former City of Dartmouth, and Ordinance 143 - *Respecting Mobile Home Parks* in the former City of Halifax. The effort to consolidate the regulations has been divided into two phases. Phase one, which is delivered within this report, deals with construction standards for new and expanded land-lease communities (LLCs), and the licensing and operation requirements of new and existing LLCs. Phase two will address the remaining land use requirements in the Mobile Home Park By-laws by incorporating them into the land use by-laws and fully repealing the remaining Mobile Home Park By-laws.

The proposed Land-lease Communities By-law (Attachment A) covers two main components; (a) the minimum construction standards for new or expanded LLCs and (b) the requirements by which operators of LLCs must adhere to receive an operating license. The proposed by-law addresses gaps that existed in the regulation of land-lease communities under the existing by-laws and ordinance, particularly regarding the licensing and servicing requirements, such as drinking water standards and street maintenance requirements. The construction requirements for new LLCs have been updated to ensure that modern infrastructure standards are met.

Two of the existing Mobile Home Park By-laws contain land use requirements for mobile homes within a land-lease community, such as setbacks from property lines, parking requirements, and accessory building

requirements, which are typically regulated through a land use by-law. Therefore, until such time that the land use by-laws can be updated to include these requirements, staff recommend the sections of By-law 29 (Halifax County) and By-law M-200 (Former City of Dartmouth) Mobile Home Park By-laws dealing with these land use matters remain in effect. The City of Halifax Ordinance 143 does not have any land use related requirements; therefore, staff are recommending that this by-law be repealed with the adoption of the new by-law.

## **BACKGROUND**

A land-lease community is a form of housing tenure where the resident owns the home they live in but leases the land it sits on from a landlord (the community operator). These communities have historically been known as “mobile home parks”; however, modern manufactured housing has advanced considerably since the first mobile home parks were built, and this term is no longer representative of the types of dwellings found in these communities today. The proposed by-law will apply to all land-lease communities (LLCs) in HRM.

There are currently 29 land-lease communities in HRM, encompassing a total of 3,859 homes, with capacity for an additional 441 homes. Five of the communities are in the former City of Dartmouth, two are located in the former City of Halifax, and 22 are in the former Halifax County. These LLCs range in size from as few as six homes to as many as 626 (Attachment G). One of these LLCs contains manufactured housing which does not meet the definition of a “mobile home” and therefore is not currently regulated by the existing Mobile Home Park By-laws. The proposed by-law (Attachment A) would close this gap and ensure that operating and infrastructure standards in this community are regulated the same as all other LLCs. Under both the existing by-laws and the proposed by-law, only manufactured homes with non-permanent foundations are permitted within LLCs.

Currently, land-lease communities which meet the definition of a mobile home park are regulated under one of two by-laws or an ordinance that were adopted prior to amalgamation. The by-laws and ordinance are as follows:

- By-law 29, Halifax County Municipality Mobile Home Park By-law
- By-law M-200, Respecting Mobile Homes and Mobile Home Parks in former City of Dartmouth
- Ordinance 143, Respecting Mobile Home Parks in former City of Halifax

The City of Halifax ordinance requires an annual license, but does not contain any requirements for operation of a LLC, or the placement of homes within a LLC. The Halifax Mainland Land Use By-law (LUB) refers to the Halifax County Mobile Home Park By-law for the placement of structures.

## **DISCUSSION**

The proposed By-law will regulate the operations, servicing, and infrastructure in land-lease communities. It will regulate this through the annual licensing requirements for existing communities, and by requiring up-to-date standards for new infrastructure within new or expanded LLCs.

The new By-law outlines the requirements that must be met for the construction of a new land-lease community. The application submission requirements are similar to the existing by-laws but replace out-dated standards with modern requirements for infrastructure such as water distribution systems, stormwater systems, sanitary sewer systems, and the street network in the land-lease community. The requirement for an annual operating license also remains in the new by-law but has updated application requirements to ensure infrastructure within LLCs is safe and that adequate services are being provided to residents.

## **Overview of Existing Requirements and Proposed Changes**

The following table provides detail on the existing operating requirements in the Halifax County and Dartmouth Mobile Home Park By-laws and outlines the proposed changes. LLCs within the former City of Halifax do not have to meet any minimum operating standards under Ordinance 143.

<b>Subject</b>	<b>Existing Requirement By-law 29 (Halifax County)</b>	<b>Existing Requirement By-law M-200 (Former City of Dartmouth)</b>	<b>Proposed By-law L-500</b>
<b>Drinking Water</b>	<p>The community operator must:</p> <ul style="list-style-type: none"> <li>• Provide safe and potable water</li> <li>• Notify residents 24 hours in advance of anticipated service interruption</li> <li>• Provide a minimum water pressure of 25 psi</li> <li>• Provide an annual inspection report from the NS Department of Health stating the water and sewer system comply with the requirements of the Health Act (the province no longer provides this service)</li> </ul>	<ul style="list-style-type: none"> <li>• The community operator must provide safe and potable water.</li> <li>• Minimum of 150 gallons of water per day per mobile home must be provided</li> </ul>	<ul style="list-style-type: none"> <li>• The new by-law will require drinking water testing to be conducted by the community operator and the results must be provided to residents of the LLC</li> <li>• Notify residents 24 hours in advance of anticipated service interruption</li> <li>• Required to provide a minimum water pressure of 276 kPa (40 psi)</li> <li>• The proposed definition of potable water excludes water under a boil water advisory.</li> <li>• Community operator required to provide approvals from NS Environment and Climate Change where community is serviced by a private water source</li> <li>• At the discretion of the Licensing Administrator, a report prepared by a Professional Engineer may be required attesting to the condition of the water distribution system and creating a plan for any necessary maintenance</li> </ul>
<b>Streets, Walkways, and Driveways</b>	<ul style="list-style-type: none"> <li>• Streets must be maintained in good repair.</li> </ul>	<ul style="list-style-type: none"> <li>• Streets must be maintained in good repair</li> <li>• Streets must be paved (except communities existing prior to 1976)</li> </ul>	<ul style="list-style-type: none"> <li>• The operator must maintain streets and walkways in good condition, free from potholes and other issues such poor drainage. There is no requirement proposed for paving streets in existing LLCs.</li> <li>• Community operators are now required to maintain driveways on manufactured home spaces</li> </ul>
<b>Sewage services</b>	<ul style="list-style-type: none"> <li>• Sewer connections must be capped when not in use.</li> <li>• Annual inspection report from the NS Department of Health stating the water and sewer system comply with the requirements of the Health Act (the province no longer provides this service)</li> </ul>	<p>Adequate central sewage disposal system must be provided.</p>	<p>Sanitary sewer services shall be provided to all home spaces and maintained with the requirements of the By-law and NS Environment &amp; Climate Change.</p>

Subject	Existing Requirement By-law 29 (Halifax County)	Existing Requirement By-law M-200 (Former City of Dartmouth)	Proposed By-law L-500
<b>Electrical distribution system</b>	Electrical system must be operating in a safe manner.	An electrical outlet of a minimum of 220 volts and 100 amperes service must be provided to each mobile home.	Privately owned systems must operate in accordance with Nova Scotia Power's Annual Inspection Program, and must provide a minimum of 200 amp service.
<b>Playground &amp; recreation space</b>	No applicable requirements for licensing.	No applicable requirements for licensing	<ul style="list-style-type: none"> <li>• Recreation spaces and common areas must be maintained in good condition, and free of debris. Waste receptacles shall be provided and maintained regularly.</li> <li>• Existing playground infrastructure must be maintained and if it is removed, it must be replaced with new equipment of equal or greater value</li> <li>• Playgrounds must be inspected annually by a Certified Playground Inspector</li> </ul>
<b>Solid waste collection</b>	Garbage must be collected at least once every week.	Community operators are responsible for providing each home with garbage bins. The by-law does not specify requirements for garbage pick-up.	Where the community is not eligible for curbside pickup under the Solid Waste By-law, the operator must collect garbage at least once every 2 weeks.
<b>Snow Removal</b>	Snow must be removed within 24 hours of snowfall.	Snow must be removed within 24 hours of snowfall.	Requires that snow is removed, and streets are maintained to be free of ice within 24 hours after a snowfall event. Snow must not be deposited on manufactured home spaces or recreation spaces.
<b>Fire Protection Infrastructure</b>	n/a	Fire hydrants provided where required by the city.	Fire protection infrastructure must be maintained, no existing infrastructure can be removed from service unless approved under the by-law.
<b>Regulatory Signage</b>	<p>Must provide street signs, stop signs, and speed limit signs.</p> <p>One entrance sign is permitted.</p>	n/a	<ul style="list-style-type: none"> <li>• Regulation stop signs must be provided at the intersection of all streets.</li> <li>• The speed limit will no longer be regulated in the proposed by-law, because traffic speed is regulated by the Motor Vehicle Act.</li> </ul>
<b>Trees</b>	n/a	n/a	Trees or branches at risk of falling must be assessed, and if needed, removed by a qualified arborist.
<b>Stormwater management system</b>	n/a	Adequate ground cover to prevent erosion must be provided.	Stormwater system must be sufficient to direct stormwater away from streets, walkways, recreation spaces, and manufactured home spaces.
<b>Street Lighting</b>	Streetlights may be upgraded in accordance	All streets and walkways shall be adequately lit.	Adequate street lighting must be provided in accordance with Transportation Association of Canada

Subject	Existing Requirement By-law 29 (Halifax County)	Existing Requirement By-law M-200 (Former City of Dartmouth)	Proposed By-law L-500
	with NS Power's recommendations.		(TAC) standards, for both existing and new LLCs.
<b>Inspections</b>	An annual inspection is required by the Development Officer	n/a	Inspection may be carried out at the discretion of the licensing administrator prior to issuing an operating license.

In addition to the above minimum operating requirements for LLCs, the proposed By-law outlines minimum infrastructure construction standards for new or expanded LLCs. While the application process remains similar to the Halifax County By-law, the new by-law references modern construction standards. The following table provides detail on the existing construction standards in the Halifax County and Dartmouth Mobile Home Park By-laws and outlines the proposed changes. LLCs within the former City of Halifax must comply with the Halifax County By-law.

Subject	Existing Requirement By-law 29 (Halifax County)	Existing Requirement By-law M-200 (Former City of Dartmouth)	Proposed By-law L-500
<b>Developable area</b>	n/a	<ul style="list-style-type: none"> <li>• Must be located on a properly drained site</li> <li>• Must ensure that the drainage will not endanger any water supply or contaminate any lake or river</li> <li>• Must be located on a site free from marshes, swamps, or other potential breeding places for insects or rodents</li> </ul>	<ul style="list-style-type: none"> <li>• May not include any watercourse buffer or non-disturbance area, as required by a land use by-law or development agreement</li> <li>• May not include any wetland, marsh, swamp, or other environmentally sensitive area or potential breeding places for insects or rodents</li> <li>• May not include any area within a 1:100 year floodplain</li> <li>• May not include any area with slopes in excess of 30%</li> <li>• Must be located on a properly drained site only and shall be so located that the drainage will not endanger any water supply or contaminate any watercourse.</li> </ul>
<b>Manufactured home space requirements</b>	<ul style="list-style-type: none"> <li>• Minimum area of 4000 ft<sup>2</sup> (371 m<sup>2</sup>) and minimum frontage of 40' (12.2m) for each mobile home space</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum area of 3600 ft<sup>2</sup> (334.5 m<sup>2</sup>) and minimum frontage of 40' (12.2m) for each mobile home space</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum area of 370 square metres, and minimum frontage of 12 metres for each manufactured home space</li> </ul>
<b>Water, sewer, and stormwater standards</b>	<ul style="list-style-type: none"> <li>• No water distribution system specifications.</li> <li>• Sewage system must meet requirements of NS Department of Environment</li> <li>• Storm sewers must be constructed in accordance with Municipal Design Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• No water distribution system specifications.</li> <li>• Sewage collection system must be designed by a professional engineer</li> <li>• On-site septic systems for individual mobile homes are prohibited.</li> <li>• No stormwater system specifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Water distribution, sewage collection, and stormwater systems must be constructed in accordance with the Halifax Water specifications, regardless of whether the systems will connect to central water and sewer or not.</li> <li>• Private sewage treatment plants must be approved by NS Environment and Climate Change</li> </ul>

Subject	Existing Requirement By-law 29 (Halifax County)	Existing Requirement By-law M-200 (Former City of Dartmouth)	Proposed By-law L-500
<b>Playground &amp; recreation space</b>	<ul style="list-style-type: none"> <li>New communities with more than 10 homes must dedicate 5%, or at least 4000 square feet, of the total area of new communities for recreation space.</li> </ul>	<ul style="list-style-type: none"> <li>New communities must dedicate 7% of the lot area for playground space</li> </ul>	<ul style="list-style-type: none"> <li>New communities must dedicate 10% of the total developable area of a LLC for recreation space.</li> <li>The 10% area requirement may be reduced where recreation infrastructure such as playgrounds of an equivalent value to the reduction are provided.</li> <li>Minimum useable land criteria are included to ensure recreation space is safe and accessible</li> </ul>

### Project Plan

This project is being proposed in a two-phase approach. This first phase includes a proposed by-law that will regulate the operation and construction of new LLC infrastructure and servicing. The second phase will include review of the built-form requirements in the existing Mobile Home Park By-laws, and to bring these requirements for land-lease communities into the applicable land-use by-laws. HRM does not have the legislative authority to adopt land use-related matters into a general application by-law, and additional community engagement is needed prior to proposing changes to the land use matters in the existing by-laws.

### Land-Lease Community Operating Licenses & History

The current Mobile Home Park By-laws require an operating permit or license to be obtained annually. Staffing changes and business unit restructuring in past years led to inconsistency in the administration of the licensing of the land-lease communities, and a delay in creating the new by-law. In 2022, staff conducted a review of operating license applications for all mobile home parks in HRM under the existing by-laws. Staff reviewed applications and conducted inspections of all existing land-lease communities, and issued operating permits or licenses to all communities which met the requirements of the applicable Mobile Home Park By-law. With an updated inventory of all mobile home parks in HRM including contact information for the operators, staff has continued to apply the existing by-laws to ensure that land-lease communities are complying with minimum standards.

As most land-lease communities will have a valid operating permit or license when the new by-law comes into effect, a transition period has been incorporated into the proposed by-law which will allow any license issued under the current by-law to remain in effect for three months. This will allow land-lease community operators holding a valid operating permit or license time to ensure they meet the requirements of the new by-law and apply for a new operating license.

### Application Fees

Administrative Order 15 Respecting License, Permit and Processing Fees requires that fees for licenses and permits be established based on the guiding principles contained within a staff report dated September 23, 2019. There are currently no fees established for approvals under the existing mobile home park by-laws, which is not consistent with the guiding principles of service efficiencies, fairness and equity, and transparency. Along with the adoption of the proposed Land-lease Communities By-law, staff are also proposing the following fees for services (Attachment B):

Application Type	Fee
Annual Operating License	\$250.00
Phasing Plan Application	\$700.00
Land-lease Community Permit for the construction or expansion of a land-lease community	\$600.00
Land-lease Community Permit for the replacement or repair of existing infrastructure	\$250.00



Land-lease Community Permit for emergency infrastructure repairs	\$0.00
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The proposed application fees are based on the fees that exist for other municipal approvals which are similar in terms of process. The proposed cost of the annual operating license is in line with other business license application costs already contained within the Administrative Order. The proposed cost of the phasing plan and land-lease community permit applications are based on the existing cost of concept subdivision applications and commercial development permits, respectively. Permits for emergency repairs are proposed to be free, as there will typically be minimal review required of the application. The purpose of the permit for emergency repairs is to ensure the Municipality has accurate and complete records of the state of infrastructure in the land-lease community, and the proposed by-law allows emergency work to be carried out in advance of receiving a permit.

### History of the Mobile Home Park Advisory Committee

The Mobile Home Park Committee was an Advisory Committee of Council that existed between 2006 and 2010. In 2011, the Committee was dissolved into the Community and Economic Development Standing Committee (CPED). However, the terms of reference for CPED no longer include matters related to land-lease communities. The original motion to draft a new Mobile Home Park By-law originated from the Mobile Home Park Advisory Committee during the review of the proposal of a new mobile home park in Lake Echo, which was later approved by Regional Council in 2010.

### Reducing Red Tape: Regulatory Impact Assessment

Staff used HRM's Regulatory Impact Assessment Tool to review the proposed by-law against Administrative Order 2017-002-ADM *Charter of Governing Principles for Regulation*. Staff have determined that the by-law is necessary to achieve its stated purpose: to effectively regulate servicing and infrastructure in land-lease communities. The proposed by-law is a consolidation of three by-laws, which is a simplification of the current legislation. Proposed regulations within the by-law were based on needs expressed through community engagement, and the new by-law is worded in plain language wherever possible to ensure clarity in the regulation of land-lease communities.

### Current Legislation

#### *Amendments & Repeal of Existing By-Laws*

The three existing Mobile Home Park By-laws contain outdated infrastructure and servicing standards, and no longer adequately regulate land-lease communities in HRM. The adoption of the new Land-Lease Communities By-law, including the adoption of the amendments to the Halifax County and City of Dartmouth Mobile Home Park By-laws, will update the requirements while retaining the regulations for the placement of individual manufactured homes, accessory buildings, and uses for manufactured home spaces within a community. Those requirements will be incorporated into the applicable land use by-laws as part of a future Phase 2 of the project and must be retained in the meantime. The repeal of the City of Halifax Ordinance Respecting Mobile Home Parks (Ordinance 143) is recommended because it contains no meaningful regulations. The Ordinance only sets the requirement for an annual operating license.

#### *Residential Tenancies Act*

The Residential Tenancies Act (RTA) outlines the responsibility of the community operator (landlord) and the resident (tenant) and regulates items such as the lease requirements and the ability for the landlord to increase rent. The RTA establishes a formula for maximum annual rent increase in land-lease communities, called the Annual Allowable Rent Increase Amount (AARIA). This is separate from the temporary provincial rent cap, which is currently set to expire at the end of 2025. The RTA allows the landlord to apply for approval by the Director of Residential Tenancies to increase rent above the AARIA, which is reviewed based on operating expenses and capital cost expenses for the previous two calendar years. Evidence of capital cost increases must accompany an application, and the application must be made at least 7 months in advance of the proposed rent increase.

Through the survey staff conducted in February 2023, residents of LLCs noted many concerns regarding items that are regulated by the RTA, such as a landlord charging for utilities (e.g., water usage), and general community maintenance and management. Through community engagement, staff have also learned that

the infrastructure in many of these communities is outdated and residents are concerned with the health and safety risks this may pose, as well as financial risk to residents (for example, residents find they need to replace appliances in their homes such as dishwashers more frequently due to the sediment load in the water). The new by-law contains more stringent water testing requirements which will make it easier to establish water quality. The new by-law also requires community operators to carry out necessary maintenance work where infrastructure is causing water quality issues. Although this maintenance should have been completed under the existing by-laws, the strengthened by-law will give the Municipality greater ability to enforce these requirements. Community operators who are required to do maintenance work on their infrastructure may result in operators applying for rent increases under the AARIA if they incur capital costs. Staff reviewed the potential risks and determined that the clarifications made under the new by-law are needed to strengthen our ability to require necessary servicing standards. It is therefore determined that any upgrades needed to comply with the new by-law are necessary to ensure the health and well-being of all residents in LLCs.

As noted in the residential registry [report](#), homes that are rented within a land leased community are required to be registered under By-law R-400, however, those that are under individual ownership are not subject to registration but rather the general requirements of the proposed Land-lease Communities By-law as may be applicable.

#### *Drinking Water Regulations*

One common concern noted in response to the survey was regarding the quality of drinking water in many LLCs. Staff consulted with staff from Nova Scotia Environment and Climate Change (NSECC) and Halifax Water to confirm the requirements for drinking water in LLCs based on their water source. Where a LLC is serviced by Halifax Water at the streetline, neither Halifax Water nor NSECC has any authority over the private distribution system within the community. NSECC only has regulatory authority over private water distribution systems when a private drinking water supply meets the requirements to be considered a Public Drinking Water Supply. A Public Drinking Water Supply is defined as a private water supply (such as a surface waterbody or well) which provides drinking water to 15 or more connections. To close this gap, the proposed by-law introduces required water testing to place the burden of demonstrating that water complies with the *Guidelines for Canadian Drinking Water Quality* on community operators, rather than on residents having to test their own water. It was also identified that a community may remain under a boil water advisory for an extended period of time if there are resiliency issues with a water system, even if an individual water test does not show water quality issues. Since the quality of water from one day to the next cannot be assured, the province may keep a boil water advisory in effect until such time as upgrades or other required maintenance are performed. The proposed by-law clarifies that if a boil water advisory is in effect, regardless of the reason, the community is deemed to not be providing potable water.

#### *Building Code*

The original motion requested the new by-law include the up-to-date CSA Standard for manufactured homes. This standard has not been included in the proposed by-law, as the Building Code already contains requirements for manufactured housing. Therefore, the most up-to-date standard will always be applied, regardless of any requirement in the Land-Lease Communities By-law.

#### *Assessment Act*

One of the common points of feedback in the survey was concern from residents about land-lease communities being 'double taxed', because both the resident and the community operator pay property taxes. Staff consulted with the Property Valuation Services Corporation (PVSC) and confirmed that the homeowner pays property tax based on the assessment of their home as a structure only, as personal property. The operator pays property tax based on the land only without the value of the homes, based on the real estate income potential of the land.

#### *Regulations in Other Jurisdictions*

Staff reviewed land-lease community regulations in other jurisdictions. Many municipalities in Nova Scotia have land-lease community or mobile home park by-laws similar to the existing Halifax County Mobile Home

Park By-law, which was based on a model developed in the 1970s. Staff looked at land-lease communities by-laws from across Canada as a reference in developing this new by-law. Although multiple jurisdictions were included in the research, most municipalities either do not have by-laws, or have outdated by-laws. Municipalities which had modern land-lease community by-laws that were a valuable reference for this project were the Town of Bridgewater and the City of Moncton.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with the recommendations contained within this report. The proposed by-law will be administered by the License Administrator and Permit Administrator, as the existing Mobile Home Park By-laws are today. The costs associated with processing this project can be accommodated with the existing operating budget for Planning and Development.

### **RISK CONSIDERATION**

There is no significant risk associated with the recommendation in this Report. Information concerning other implications of adopting the proposed by-law are contained within the Discussion section of this report.

### **COMMUNITY ENGAGEMENT**

The community engagement process is consistent with the intent of the HRM Community Engagement Strategy. The level of community engagement was consultation, achieved through providing information and seeking comments through a survey on Shape Your City, social media advertisements, and public open houses held on January 31<sup>st</sup>, February 1<sup>st</sup>, and February 6<sup>th</sup>, 2023. Attachment H contains a copy of the What We Heard Report. The survey was open in January and February of 2023. 384 survey responses were received, with 346 of those being from residents of land-lease communities, 8 from owners of LLCs, and 30 from the general public who had other connections to an LLC, such as neighbours, family members of residents, or past residents. The public comments were generally centered around the following topics:

- Concerns from residents about not having clean drinking water or the requirement to install water meters;
- Concerns from residents about poor street maintenance, speed of vehicles, & street lighting;
- Concerns from residents about lack of park and recreation space, in addition to maintenance of existing spaces;
- Concerns from operators about rising costs of servicing their land-lease community;
- Concerns from residents about regulation of servicing their communities, such as utility costs, traffic, potholes, and tenant/landlord disputes; and
- Drainage concerns causing flooding in the communities.

A public hearing held by Regional Council is optional before considering approval of the recommendations. Should Regional Council choose to hold a Public Hearing, a notice will be placed on the HRM website and in the newspaper 14 days in advance of the scheduled meeting advertising the public hearing.

### **ENVIRONMENTAL IMPLICATIONS**

The recommendations in this report aim to improve the servicing of land-lease communities, which has the potential to improve water quality, sewer infrastructure, and stormwater management systems. With new infrastructure in LLCs being built to modern standards rather than outdated regulations, the potential environmental impacts due to infrastructure failures are reduced. Environmentally sensitive areas are better protected by updated requirements on what can be considered developable area for a land-lease community.

**ALTERNATIVES**

1. Regional Council may choose to approve the proposed Land-Lease Communities Licensing By-law subject to amendments. Such amendments may require further discussion and may require a supplementary report.
2. Regional Council may choose to not adopt the proposed by-law and amendments to Administrative Order 15.

**ATTACHMENTS**

- Attachment A: Proposed By-law L-500 Respecting the Construction and Operation of Land-Lease Communities
- Attachment B: Proposed amendments to Administrative Order 15
- Attachment C: Showing changes to City of Dartmouth Mobile Home Park By-law
- Attachment D: Showing changes to Halifax County Mobile Home Park By-law (By-law 29)
- Attachment E: Existing City of Halifax Mobile Home Park Ordinance
- Attachment F: Showing changes to Administrative Order 15
- Attachment G: Map of all LLCs in HRM
- Attachment H: What We Heard Report

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

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## Attachment A: Proposed Land-lease Communities By-law

### HALIFAX REGIONAL MUNICIPALITY BYLAW NUMBER L-500 RESPECTING THE CONSTRUCTION AND OPERATION OF LAND-LEASE COMMUNITIES

**BE IT ENACTED** by the Council of the Halifax Regional Municipality under the authority of Section 188 of the Halifax Regional Municipality Charter as follows:

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## Schedules

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Schedule C: Water Testing Requirements

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### Short title

1. This By-law shall be known as By-law L-500 and may be cited as the “Land-lease Communities By-law”.

### Definitions

2. In this By-law:

- (a) “Appeals Committee” means the Committee as established by By-law A-100, the *Appeals Committee By-law*;
- (b) “Certified Playground Inspector” means a person certified by the Canadian Playground Safety Institute as a Certified Playground Inspector;
- (c) “Civic Addressing Coordinator” means the Civic Addressing Coordinator appointed by the Chief Administrative Officer to administer the *Civic Addressing By-law*;
- (d) “community operator” means a person who owns a land-lease community, and includes an owner, the person giving or permitting the occupation of the premises and such person’s heirs, assigns, and legal representatives;
- (e) “developable area” means the area of a property or properties which is proposed to be developed as a land-lease community and which meets the requirements of section 46;
- (f) “fire protection infrastructure” includes fire hydrants, dry hydrants, fire ponds, or any other infrastructure for the purpose of providing water to the fire department during an emergency;
- (g) “frontage” means:
  - (i) the distance between the side lines of a manufactured home space measured along a land-lease community street; and
  - (ii) where a manufactured home space is located on the outside of a curve on a land-lease community street, the distance measured along a line joining points on the side lines of the manufactured home space which points are 6 metres from such street;
- (h) “*Guidelines for Canadian Drinking Water Quality*” means the document titled *Guidelines for Canadian Drinking Water Quality*, released by Health Canada, and which may be amended from time to time.
- (i) “*Guidelines for Monitoring Public Drinking Water Supplies*” means the document titled *Guidelines for Monitoring Public Drinking Water Supplies: Part II – Registered Public Drinking Water Supplies*, released by the Nova Scotia Department of Environment and Climate Change, and which may be amended from time to time.
- (j) “land-lease community” means any lot, piece or parcel of land upon which three (3) or more occupied manufactured homes are located, and where the owner of the manufactured home leases the land upon which the manufactured home is placed, and includes any building, structure or enclosure used or intended for use as part of the equipment of such land-lease community;

- (k) "land-lease community permit" means a permit to construct, expand, or upgrade a land-lease community, issued in accordance with Part IV of this By-law;
- (l) "land-lease community street" means a street situated within a land-lease community, which is not a public street or highway owned and maintained by the Municipality or the Province of Nova Scotia, and shall also include any privately owned access leading from a public street to a land-lease community;
- (m) "License Administrator" means a person designated by the Chief Administrative Officer of the Municipality and includes a person acting under the supervision and direction of the License Administrator;
- (n) "manufactured home" means a detached dwelling designed for transportation after fabrication, whether on its own wheels or on a flatbed or other trailer, and which arrives at the site where it is to be occupied as a dwelling complete and ready for occupancy, except for minor and incidental unpacking and assembling, and for the purposes of this By-law, manufactured homes shall include mobile homes, mini-homes, and modular homes that are either completely self-contained dwelling units or are sectional dwelling units that are assembled on the site, but does not include a travel trailer or recreational vehicle;
- (o) "manufactured home space" means a plot of land within a land-lease community designed to accommodate one manufactured home;
- (p) "Municipal Engineer" means an Engineer designated by the Chief Administrative Officer of the Municipality and includes a person acting under the supervision and direction of the Municipal Engineer;
- (q) "Municipality" means Halifax Regional Municipality;
- (r) "operating license" means a license to operate a land-lease community, issued in accordance with Part II of this By-law;
- (s) "Permit Administrator" means the Executive Director of Planning and Development or their delegate;
- (t) "person" means a natural person, corporation, partnership, an association, firm, agent, trustee, and includes the heirs, executors or other legal representatives of a person, or owner;
- (u) "potable water" means water which meets the *Guidelines for Canadian Drinking Water Quality*;
- (v) "Professional Engineer" means a registered or licensed member, in good standing, of Engineers Nova Scotia;
- (w) "public street" means a street owned and maintained by the Municipality or the Province of Nova Scotia;
- (x) "recreation space" means an area of a land-lease community, which meets the requirements of section 49 and 50 of this By-law, or which was required as recreation space under a former mobile home park by-law of the Municipality, provided for the health and well-being of the residents, and shall include a private park, playground, trail, and sports court or field;
- (y) "resident" means a person occupying a manufactured home in a land-lease community, whether or not that person has entered into a formal lease with the community operator;
- (z) "sanitary sewer system" means a complete and properly functioning system consisting of pipes or conduits, lateral lines from the pipes or conduits to manufactured home spaces and appurtenances receiving and carrying water-borne wastes and includes any trunk sewers, pumping stations and treatment plants;



- (aa) "stormwater system" means a complete and properly functioning system receiving, carrying and controlling discharges in response to rain and snow which includes overland flow, subsurface flow, ground water flow and ice and snow melt, consisting of ditches, culverts, swales, subsurface interceptor drains, roadways, watercourses, floodplains, canals, ravines, gullies, springs and creeks, and where applicable, curb and gutters, catch basins, manholes, pipes or conduits, and control facilities;
- (bb) "street" includes a street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith;
- (cc) "surveyor" means a Nova Scotia Land Surveyor who is a registered member in good standing of the Association of Nova Scotia Land Surveyors;
- (dd) "water distribution system" means a complete and properly functioning system which consists of water mains, valves, hydrants and water service laterals from the water main to the lateral shut off valve at a manufactured home space, and appurtenances carrying and distributing potable water for domestic or fire protection purposes and includes any pumping stations, pressure control facilities and reservoirs.
- (ee) "watercourse" means a lake, river, stream, ocean or other natural body of water; and

### **PART I: Application and Administration**

#### **Application of by-law**

3. This By-law shall apply to all land-lease communities within the Municipality.

#### **Compliance with other by-laws and regulations**

4. (1) Nothing in this By-law shall exempt any person from obtaining any license, permission, permit or approval required by any other by-law of the Municipality or any statute or regulation of the Province of Nova Scotia.
  - (2) Where the provisions of this By-law conflict with those of any other Municipal or Provincial regulation, by-law, or code, the higher or more stringent requirements shall prevail.
  - (3) Within a land-lease community located within "Area A" shown on Schedule A, the following activities shall comply with the requirements of the *Halifax County Mobile Home Park By-law*:
    - (a) the installation of or addition to any manufactured home;
    - (b) the construction or installation of any accessory structure; and
    - (c) the commencement of any land use activity.
  - (4) Within a land-lease community located within "Area B" shown on Schedule A, the following activities shall comply with the requirements of the *City of Dartmouth Mobile Home Park By-law*:
    - (a) the installation of or addition to any manufactured home;
    - (b) the construction or installation of any accessory structure; and
    - (c) the commencement of any land use activity.

#### **Administration by License Administrator**

5. (1) Parts II and III of this By-law shall be administered and enforced by the License Administrator.

- (2) The License Administrator may, in accordance with this By-law:
  - (a) grant an operating license;
  - (b) grant an operating license with conditions;
  - (c) refuse to grant an operating license; or
  - (d) revoke an operating license.

#### **Administration by Permit Administrator**

6. (1) Parts IV and V of this By-law shall be administered and enforced by the Permit Administrator.
  - (2) The Permit Administrator may, in accordance with this By-law:
    - (a) grant a land-lease community permit or phasing plan approval;
    - (b) grant a land-lease community permit or phasing plan approval with conditions;
    - (c) refuse to grant a land-lease community permit or phasing plan approval; or
    - (d) revoke a land-lease community permit or phasing plan approval.

#### **Fees**

7. An application for an operating license, land-lease community permit, or phasing plan approval shall include a processing fee payable to the Municipality in accordance with *Administrative Order 15 Respecting License, Permit and Processing Fees*.

### **PART II: Operating License**

#### **Requirement to obtain operating license**

8. No person shall operate a land-lease community in the Municipality without having an operating license in accordance with this By-law.

#### **Timeline to apply for operating license**

9. The community operator shall apply for an operating license no less than 30 days prior to:
  - (a) commencing operation of a land-lease community or expansion to a land-lease community; or
  - (b) the expiry of an existing operating license.

#### **Permit valid**

10. An operating license shall expire twelve (12) months from the date of issuance.

#### **Application requirements**

11. (1) An application for an operating license shall include:
  - (a) the name and address of the applicant, and if the applicant is not the community operator of the land-lease community, the name of the community operator;
  - (b) a copy of the annual inspection report of the electrical distribution system required by section 23, completed within one (1) year of the date of application, if the land-lease community is serviced by a privately owned and maintained electrical distribution system;
  - (c) a copy of the current Sewage Treatment Plant Operating Approval issued by Nova Scotia Environment and Climate Change, if the land-lease community is serviced by a private sewage treatment plant;

- (d) a copy of the Facilities Registration Letter from Nova Scotia Environment and Climate Change, if required to register as a public drinking water supply in accordance with the *Environment Act* and any regulations made thereunder;
- (e) copies of all water testing results required by this By-law or any regulation of the Province of Nova Scotia completed within the twelve (12) month period preceding the date of application;
- (f) if requested by the license administrator, an inspection report, prepared by a Professional Engineer, attesting to the state of the water distribution system, sanitary sewer system, and stormwater system, and providing recommendations for required maintenance, upgrading, or replacement of these systems, along with a plan to carry out the recommendations of the Professional Engineer;
- (g) copies of all inspection reports, prepared by a Certified Playground Inspector within the past 12 months, attesting to the safety of any playground equipment in a recreation space; and
- (h) any other information required by the License Administrator.

#### **Requirement to comply with this By-law**

12. No operating license shall be issued by the License Administrator unless the land-lease community is in compliance with Part III of this By-law.

#### **Construction in accordance with this By-law**

13. Where a land-lease community has been constructed after the coming into force date of this By-law, no operating license shall be issued unless a completion certificate has been issued by the Permit Administrator, in accordance with Part IV of this By-law.

#### **Inspection**

14. Prior to issuing an operating license, at the discretion of the License Administrator, the Municipality may conduct an inspection of any infrastructure within the land-lease community to verify compliance with the requirements of this By-law.

#### **Revocation of operating license**

15. The License Administrator may revoke an operating license where a community operator fails to comply with the requirements of this By-law, or a condition of an operating license.

#### **Appeal**

16. (1) The applicant may appeal the decision of the License Administrator to refuse to issue an operating license to the Appeals Committee within fourteen (14) business days of written notice of the License Administrator's decision refusing to issue an operating license.
- (2) A community operator may appeal the decision of the License Administrator to revoke an operating license under section 15 to the Appeals Committee within fourteen (14) business days of written notice of the License Administrator's decision to revoke the operating license.

### **PART III: Minimum Operating Standards**

#### **Requirement to provide potable water**

17. (1) The community operator shall provide a continuous supply of potable water to all manufactured homes spaces within a land-lease community.
- (2) The community operator is deemed to not be providing potable water, regardless of the results of any water testing, where a “boil water” advisory, “do not consume” advisory, or “do not use” advisory issued by Nova Scotia Environment and Climate Change is in effect for a land-lease community.

#### **Water testing**

18. (1) The community operator shall conduct water testing in accordance with the requirements of Schedule C.
- (2) The community operator shall disseminate copies of water testing results to residents within seventy-two (72) hours of receiving testing results.
- (3) Notwithstanding 18(2), where testing results indicate that the water does not meet the *Canadian Drinking Water Quality Guidelines*, the community operator shall immediately notify residents.

#### **Notice of water service interruption**

19. The community operator shall notify all residents at least twenty-four (24) hours in advance of any anticipated interruption of water service.

#### **Allowable water pressure range**

20. The community operator shall provide water service to all manufactured home spaces within a land-lease community with a minimum water pressure of 276 kPa (40 Psi).

#### **Requirement to maintain fire protection infrastructure**

21. The community operator shall maintain any fire protection infrastructure, such as fire hydrants, dry hydrants, and fire ponds existing in a land-lease community on the coming into force date of this By-law, and no existing fire protection infrastructure may be removed from service, unless approved in accordance with the requirements of Parts IV and V of this By-law.

#### **Requirement to provide adequate sewage service**

22. (1) The community operator shall provide sanitary sewer service to all manufactured home spaces within a land-lease community.
- (2) The community operator shall maintain the sanitary sewer system in accordance with the requirements of this By-law and Nova Scotia Environment and Climate Change.

#### **Requirement to maintain private electrical distribution system**

23. (1) The community operator shall arrange for an annual inspection of the electrical distribution system by Nova Scotia Power, or where no such inspection program exists, a qualified private electrical inspector, if the electrical distribution system within a land-lease community is privately owned, and is not owned and maintained by Nova Scotia Power;
- (2) The community operator shall carry out any required maintenance or repair work identified in the annual inspection report.

### **Requirement to maintain streets, walkways and driveways**

24. The community operator shall maintain all land-lease community streets and walkways and all driveways on manufactured home spaces in good condition, free from potholes, distortions, washboarding, soft areas, loss of gravel surface, flat or reverse crown, or other surface or drainage issues.

### **Snow removal requirements**

25. (1) The community operator shall remove snow from all land-lease community streets and walkways within twenty-four (24) hours after a snowfall event.

(2) Snow removed from community streets shall not be deposited on manufactured home spaces or recreation spaces.

(3) The community operator shall adequately apply salt, sand, brine, or other materials as required to adequately keep community streets free of ice.

### **Requirement to install and maintain regulatory signage**

26. Regulation "stop" signs shall be located at the intersections of all land lease community streets with other land-lease community streets or public streets or highways.

### **Requirement to maintain common areas**

27. The community operator shall keep all common areas of the land-lease community free of garbage and debris and shall maintain all landscaping throughout the community.

### **Trees**

28. Where any tree or branch of a tree within a land-lease is damaged, diseased, or dead, or where a tree or branch of a tree is in danger of falling and causing injury to people or damage to structures, the community operator shall have the tree assessed by a Professional Arborist or a Certified Tree Risk Assessor, and any work recommended as a result of the assessment shall be carried out by a qualified arborist.

### **Requirement to maintain recreation space**

29. (1) The community operator shall maintain recreation space within a land-lease community in a state of good repair and keep recreation spaces free of debris and safety hazards.

(2) Recreation space which was required at the time of construction of a land-lease community pursuant to this By-law or the *Dartmouth Mobile Home Park By-law* or *Halifax County Mobile Home Park By-law* shall not be removed, and where playground equipment or other recreation infrastructure is removed, it shall be replaced with new equipment of equal or greater value.

(3) All recreation spaces shall be equipped with waste receptacles which shall be emptied and maintained regularly.

### **Playground inspections**

30. All playground equipment within a land-lease community shall be inspected at a minimum once every twelve (12) months by a Certified Playground Inspector, and any safety issues shall be corrected immediately.

### **Requirement to maintain stormwater system**

31. The community operator shall ensure that the stormwater system throughout the land-lease community is sufficient to direct stormwater away from streets, walkways, recreation spaces, and manufactured home spaces.

### **Solid waste collection**

32. Where a land-lease community is not eligible for curbside pickup by the Municipality in accordance with the *Solid Waste By-law*, the community operator shall be responsible for providing curbside solid waste collection at least once every 2 weeks.

### **Requirement to provide and maintain streetlighting**

33. (1) The community operator shall provide adequate streetlighting within the land-lease community in accordance with the requirements of section 56.

(2) Within 12 months of the coming into force date of this By-law, existing land-lease communities shall install street lighting in accordance with the requirements of section 56 of this By-law.

## **PART IV: Land-lease Community Permit and Phasing Plan Evaluation**

### **Approvals required**

34. (1) No person shall construct a new land-lease community or an expansion to an existing land-lease community in the Municipality without first having obtained a land-lease community permit in accordance with the requirements of this By-law.

(2) Where construction of a land-lease community is to occur in multiple phases, no land-lease community permit required pursuant to subsection (1) shall be issued except in accordance with an approved phasing plan.

(3) No person shall replace or upgrade any water distribution system, sanitary sewer system, stormwater system, recreation space, or community street without first having obtained a land-lease community permit in accordance with the requirements of this By-law.

(4) Notwithstanding subsection (3), emergency repairs may be carried out in advance of receiving a land-lease community permit, provided an application is made as soon as is reasonably possible.

### **Phasing plan application requirements**

35. Where a new land-lease community or expansion to an existing land-lease community is proposed to be constructed in multiple phases, and where no phasing plan has previously been approved, an applicant shall submit a phasing plan application which includes:

(a) the name and address of the applicant, and if the applicant is not the community operator of the land-lease community, the name of the community operator;

(b) a phasing plan showing:

(i) the dimensions and total area of land of the property(ies) to be developed as a land-lease community;

(ii) the location and dimensions of all existing and proposed rights-of-way, easements, railways lines, utility lines, accesses, and streets;

- (iii) the location, boundaries, dimensions, frontage, and total area of each proposed manufactured home space, with each manufactured home space numbered for identification purposes;
  - (iv) the location, boundaries, dimensions, frontage, and total area of all proposed recreation space;
  - (v) the location and boundaries of each development phase if the land-lease community is being constructed in multiple phases;
  - (vi) the location of all existing and proposed fire protection infrastructure within the land-lease community;
  - (vii) the approximate location of all existing and proposed structures on the land to be developed as a land-lease community;
  - (viii) the location of any watercourse, wetland, swamp, prominent rock formation, wooded area, area subject to flooding and any other prominent natural feature which might affect the number of manufactured home spaces or the provision or layout of sanitary sewer systems, stormwater systems, water distribution systems, land-lease community streets and public streets or highways;
  - (ix) any watercourse buffer or non-disturbance area required by the applicable land use by-law or development agreement;
  - (x) a key plan, located on the top right-hand corner of the plan and showing the general location of the proposed land-lease community with respect to the community within or closest to which it is located;
  - (xi) the date on which the plan was drawn;
  - (xii) the scale to which the plan is drawn;
  - (xiii) a north arrow; and
  - (xiv) any other information deemed necessary by the Permit Administrator to determine whether the proposal conforms to the requirements of this By-law;
- (c) A servicing schematic, prepared by a Professional Engineer in accordance with the requirements of this By-law, which shows:
- (i) the existing and proposed land-lease community street network;
  - (ii) the existing and proposed site drainage patterns including the approximate total area of the proposed land-lease community and the land tributary to the proposed land-lease community;
  - (iii) the appropriate run-off coefficients;
  - (iv) the existing and proposed sanitary sewer system, including pipe sizes, pumping stations and pressure sewers, and, a preliminary design summary in tabular form including development densities and sewer generation estimates which support the proposed sewer system;
  - (v) the existing and proposed water distribution system, including pipe sizes;
  - (vi) the existing and proposed stormwater system, including pipe sizes; and
  - (vii) any other information required by the Permit Administrator to determine if the servicing schematic conforms to this By-law;
- (d) a traffic impact analysis, prepared by a Professional Engineer in accordance with the current version of the Municipality's Guidelines for the Preparation of Transportation Impact Studies, the level of detail of which shall be relative to the scope of the development; and

- (e) Where a proposed land-lease community or expansion to an existing land-lease community is to be serviced by a groundwater supply serving ten (10) or more manufactured home spaces, a hydrogeological assessment conducted by a qualified professional demonstrating that there is an adequate supply of groundwater to service the land-lease community without adversely affecting groundwater supply in adjacent developments.

#### **Procedure for phasing plan evaluation**

36. (1) The Permit Administrator shall, where applicable, forward a copy of an application and all supporting documentation to:
- (a) the Municipal Engineer;
  - (b) the Civic Addressing Coordinator;
  - (c) Halifax Water, in areas serviced with central water or sewer;
  - (d) Nova Scotia Environment and Climate Change, in areas not serviced with central water or sewer;
  - (e) the authority having jurisdiction for public streets;
  - (f) Nova Scotia Power;
  - (g) Halifax Fire and Emergency;
  - (h) Canada Post;
  - (i) any public utility which will provide services to the proposed land-lease community; and
  - (j) any other department or agency deemed necessary by the Permit Administrator in order to evaluate the design, environmental, planning and public safety aspects of the proposed land-lease community.

#### **Approval of phasing plan**

37. (1) Where the Permit Administrator has received a positive recommendation from all relevant agencies identified in section 36 and is satisfied that the proposed land-lease community meets the requirements of this By-law, the Permit Administrator shall approve the phasing plan.
- (2) Upon approval of the phasing plan by the Permit Administrator, an application for a land-lease community permit may be submitted to the Municipality.

#### **Land-lease community permit application requirements**

38. (1) Every application for a land-lease community permit for a new land-lease community or an expansion of an existing land-lease community shall include:
- (a) the name and address of the applicant, and if the applicant is not the community operator of the land-lease community, the name of the community operator;
  - (b) a plan of survey of the phase(s) to be constructed, prepared by a surveyor, which is consistent with an approved phasing plan, where applicable, showing:
    - (i) the dimensions and total area of land of the property(ies) to be developed as a land-lease community;
    - (ii) the location and dimensions of all existing and proposed rights-of-way, easements, railways lines, utility lines, accesses, and streets;
    - (iii) the location, boundaries, dimensions, frontage, and total area of each proposed manufactured home space, with each manufactured home space numbered for identification purposes;



- (iv) the location, boundaries, dimensions, frontage on a community street, and total area of all proposed recreation space;
  - (v) the location of all existing and proposed fire protection infrastructure within the land-lease community;
  - (vi) the approximate location of all existing and proposed structures on the land to be developed as a land-lease community;
  - (vii) the location of any watercourse, wetland, swamp, prominent rock formation, wooded area, area subject to flooding and any other prominent natural feature which might affect the number of manufactured home spaces or the provision or layout of sanitary sewer systems, stormwater systems, water distribution systems, land-lease community streets and public streets or highways;
  - (viii) any watercourse buffer or non-disturbance area required by the applicable land use by-law or development agreement;
  - (ix) a key plan, located on the top right-hand corner of the plan and showing the general location of the proposed land-lease community with respect to the community within or closest to which it is located;
  - (x) the date on which the plan was drawn;
  - (xi) the scale to which the plan is drawn;
  - (xii) a north arrow; and
  - (xiii) any other information deemed necessary by the Permit Administrator to determine whether the proposal conforms to the requirements of this By-law.
- (c) a drainage plan and engineering drawings of the proposed water distribution system, stormwater system, sanitary sewer system and land-lease community street network, prepared by a Professional Engineer demonstrating compliance with the requirements of this By-law;
  - (d) where a land-lease community is not proposed to be connected to a municipal central sewer system, approval from Nova Scotia Environment and Climate Change for the private sewage treatment plant or on-site sewage disposal system;
  - (e) design drawings for the required recreation space, including confirmation that any proposed playground equipment complies with the applicable Canadian Standards Association standard.
- (2) Every application for a land-lease community permit for the upgrade or replacement of any portion of a water distribution system, sanitary sewer system, or stormwater system shall include engineering drawings of the proposed water distribution system, stormwater system, sanitary sewer system or land-lease community street network, prepared by a Professional Engineer demonstrating compliance with the requirements of this By-law.

**Procedure for land-lease community permit application review**

39. (1) Subject to subsection 39(2), the Permit Administrator shall, where applicable, forward a copy of an application and all supporting documentation received pursuant to section 38 to:
- (a) the Municipal Engineer;
  - (b) the Civic Addressing Coordinator;
  - (c) Halifax Water, in areas serviced with central water or sewer;
  - (d) Nova Scotia Environment and Climate Change, in areas not serviced with central water or sewer;

- (e) the authority having jurisdiction for public streets;
  - (f) Nova Scotia Power;
  - (g) Halifax Fire and Emergency;
  - (h) Canada Post;
  - (i) any public utility which will provide services to the proposed land-lease community; and
  - (j) any other department or agency deemed necessary by the Permit Administrator in order to evaluate the design, environmental, planning and public safety aspects of the proposed land-lease community.
- (2) Notwithstanding subsection 39(1), where the land-lease community permit application is substantially in conformance with an approved phasing plan, the Permit Administrator may waive the requirement to distribute the application to any or all of the agencies listed or may send the application for information only.
- (3) When a recommendation has been received from all agencies and departments to which the application has been referred, the Permit Administrator shall:
- (a) approve the land-lease community permit;
  - (b) approve the land-lease community permit with conditions;
  - (c) advise the applicant in writing of the reasons why the application does not meet the requirements of this By-law, and provide a reasonable opportunity for the applicant to submit revisions; or
  - (d) refuse to grant the land-lease community permit.

**Permit valid**

40. A permit to develop a land-lease community issued under this Part shall expire one (1) year after its date of issue and may be renewed before expiry for a period of one (1) year, provided all requirements of this By-law are satisfied.

**Completion certificate**

41. (1) Upon completion of all construction work associated with an issued land-lease community permit, the applicant shall request a final inspection by the Permit Administrator, and shall submit:
- (i) where a land-lease community is not connected to a municipal central water system, confirmation of registration as a Public Drinking Water Supply with Nova Scotia Environment and Climate Change, where required;
  - (ii) the “as-built” reproducible engineering drawings which have been certified by a Professional Engineer; and
  - (iii) a certificate of compliance from a Professional Engineer certifying that all works have been inspected and completed according to the approved engineering drawings and the requirements of this By-law.
- (2) When the Permit Administrator is satisfied that the work associated with an issued land-lease community permit has been completed in accordance with this By-law, the Permit Administrator shall issue a completion certificate allowing the community operator to apply for an operating license.

### **Compliance with land use by-law or development agreement**

42. (1) No land-lease community permit may be granted unless a development permit has been issued for the proposed land-lease community or expansion in accordance with the applicable land use by-law or development agreement.
- (2) For greater certainty, an application for a land-lease community permit may be reviewed by the Permit Administrator concurrently to an application for a development permit.

### **Revocation of land-lease community permit**

43. The Permit Administrator may revoke a land-lease community permit where a community operator fails to comply with the requirements of this By-law.

### **Appeal**

44. (1) The applicant may appeal the Permit Administrator's decision to refuse to issue a land-lease community permit to the Appeals Committee within fourteen (14) business days of written notice of the Permit Administrator's decision refusing to issue a land-lease community permit.
- (2) A community operator may appeal the Permit Administrator's decision to revoke a land lease community permit to the Appeals Committee within fourteen (14) business days of written notice of the Permit Administrator's decision to revoke land lease community permit under section 43.

## **PART V: Minimum Construction Standards**

### **Applicability of this part**

45. Part V of this By-law shall apply to the development of a new land-lease community, the expansion of an existing land lease community, or any upgrades to an existing land-lease community constructed after the coming into force date of this By-law.

### **Developable area**

46. The developable area of a property to be used as a land-lease community shall:
- (a) not include any watercourse buffer or non-disturbance area, as required by a land use by-law or development agreement;
  - (b) not include any wetland, marsh, swamp, or other environmentally sensitive area or potential breeding places for insects or rodents;
  - (c) not include any area within a 1:100 year floodplain;
  - (d) not include any area with slopes in excess of 30%; and
  - (e) be located on a properly drained site only and shall be so located that the drainage will not endanger any water supply or contaminate any watercourse.

### **Access to land-lease community**

47. (1) Every land-lease community shall have direct access to a public street.
- (2) Notwithstanding subsection 47(1), where a land-lease community was in existence prior to the adoption of this By-law, access may be provided by a private road or easement meeting the requirements of Schedule B.
- (3) Where a land-lease community contains more than 100 manufactured home spaces, a second access to a public street shall be provided.

### **Manufactured home spaces**

48. (1) Manufactured home spaces shall have a minimum area of 370 square metres, and a minimum frontage of 12 metres.
- (2) Side lines of manufactured home spaces shall be substantially at right angles or radial to community street boundaries.
- (3) Manufactured home spaces are to be uniform in shape and the rear lines of a series of adjoining manufactured home spaces are to be continuous, not stepped or jogged.

### **Recreation space**

49. (1) For the health and well-being of residents, not less than 10% of the total developable area of any land-lease community or expansion to an existing land-lease community, excluding streets and walkways, shall be set aside for recreation space.
- (2) The recreation space referred to in subsection 49(1) shall be held in private ownership by the community operator for the enjoyment of residents of the land-lease community.
- (3) Each area of land to be used as recreation space shall:
  - (a) have a minimum frontage of 12 metres and a minimum area of 470 square metres;
  - (b) have a finished grade within 1 metre of finished road grade;
  - (c) have a maximum grade of 5%;
  - (d) not be located within a 1:100 year flood plain;
  - (e) retain natural vegetation or have disturbed areas reinstated with 150mm topsoil and sod or approved equivalent;
  - (f) be enclosed by a fence along all sides which do not abut a street;
  - (g) not include any stormwater ponds or other infrastructure which is not complementary to the use of the space for recreation purposes; and
  - (h) be located in such a manner as to be free of traffic hazards and so as to be buffered from manufactured home spaces.

### **Recreation infrastructure**

50. (1) The amount of recreation space required by section 49 may be reduced where the community operator provides playgrounds, sports courts, trails, or other recreation infrastructure with a value equivalent to the reduction in recreation space provided.
- (2) For the purposes of subsection 50(1), the value of the reduction in recreation space shall be based on the average value per square metre of land within the developable area of the land-lease community, based on an assessment by Property Valuation Services Corporation.
- (3) Any playground equipment shall be designed and installed in accordance with the relevant Canadian Standards Association standard and shall be installed by a qualified installer.
- (4) For greater certainty, any grading, landscaping, or fencing required by section 49 shall not be counted towards the value of recreation infrastructure required by this section.

### **Land-lease community streets**

51. Land-lease community streets shall be designed in accordance with Schedule B.

### **Water and sewer infrastructure**

52. (1) The water distribution and sanitary sewer systems shall be designed in accordance with the most recent edition of the Halifax Water Design Specifications for Water, Wastewater and Stormwater Systems.
- (2) New land-lease communities and expansions to existing land-lease communities shall not rely on cisterns for potable water supply.
- (3) Where the water distribution system in an existing land-lease community is upgraded or replaced, fire protection infrastructure shall be incorporated in accordance with the requirements of section 54.

### **Stormwater systems**

53. (1) Stormwater systems shall be designed to the specifications contained in the most recent edition of the Halifax Water Design Specifications for Water, Wastewater and Stormwater Systems.
- (2) Every manufactured home space in a land-lease community shall be graded to drain into the stormwater system.

### **Fire protection infrastructure**

54. (1) Fire protection infrastructure, such as fire hydrants, dry hydrants, and fire ponds, shall be provided, and the design and placement shall be in accordance with the recommendation of Halifax Fire and Emergency.
- (2) Changes to the location or number of fire protection infrastructure in a land-lease community may be permitted subject to Halifax Fire and Emergency confirming that the change meets requirements for providing fire protection within the community.

### **Electrical distribution system**

55. (1) Where the electrical distribution system within a land-lease community is to be owned and maintained by Nova Scotia Power, the community operator shall comply with the requirements of Nova Scotia Power.
- (2) Where the electrical distribution system within a land-lease community is to be privately owned and maintained by the community operator, the following requirements shall apply:
  - (a) every manufactured home space shall be provided with an electrical connection supplying at least 220 volts and a minimum of 200 amperes;
  - (b) the electrical distribution system shall be maintained in accordance with the requirements of Nova Scotia Power; and
  - (c) any required repairs, new service connections, or service disconnections shall be carried out by a qualified electrician and inspected in accordance with the requirements of Nova Scotia Power.

### **Streetlighting**

56. Streetlighting shall be provided on all land-lease community streets in accordance with Transportation Association of Canada standards.

## **PART VI: Offence, Penalty and Remedy**

### **Offence and Penalty**

57. (1) Any person who violates any provision of this By-law is guilty of an offence punishable on summary conviction by a fine of not less than two hundred dollars (\$200) and not more than fifteen thousand dollars (\$15,000) and in default of payment, to imprisonment for a term of not more than two months.
- (2) Every day during which an offence continues is a separate offence.

### **Remedy**

58. (1) Where there is a contravention of this By-law, in addition to any prosecution or other remedy, the Municipality may, after ninety (90) days of the date of serving notice upon the community operator of the contravention, enter upon the private property of the land-lease community and undertake the remedial work, and charge and collect the costs of the work, with interest from the date of the completion of the work until the date of payment, as a first lien on the property affected.
- (2) Notwithstanding the time period specified by subsection (1), where there is a contravention which in the opinion of the Permit Administrator or License Administrator represents a safety hazard to the public or to residents of the land-lease community, the Municipality may immediately undertake the required remedial work.

## **PART VII: Transition, Amendment and Repeal**

### **Operating License Transition Period**

59. Any license or operating permit which was issued in accordance with the *City of Dartmouth Mobile Homes and Mobile Home Parks By-law*, the *Municipality of the County of Halifax Mobile Home Park By-law*, or the *City of Halifax Mobile Home Park Ordinance* and is in effect prior to the date this By-law comes into force shall continue to be in effect until three (3) months after the effective date of this By-law or until the expiry date of such license, whichever is sooner.

### **City of Halifax Ordinance Repealed**

60. Ordinance 143, the "Mobile Home Park Ordinance" of the former City of Halifax, adopted during the August 27, 1970 session, and all amendments thereto, is hereby repealed.

### **City of Dartmouth By-law Amended**

61. By-law M-200 of the former City of Dartmouth, *Respecting Mobile Homes and Mobile Home Parks*, adopted during the August 29, 1989 session, and as amended from time to time, is further amended as set out in Schedule D.

### **Municipality of the County of Halifax By-law Amended**

62. By-law 29 of the former County of Halifax, the *Mobile Home Park By-law*, adopted during the first October Session of 1986, and as amended from time to time, is hereby further amended as set out in Schedule D.

**Severability**

63. Where a court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the Court makes an order to the contrary.

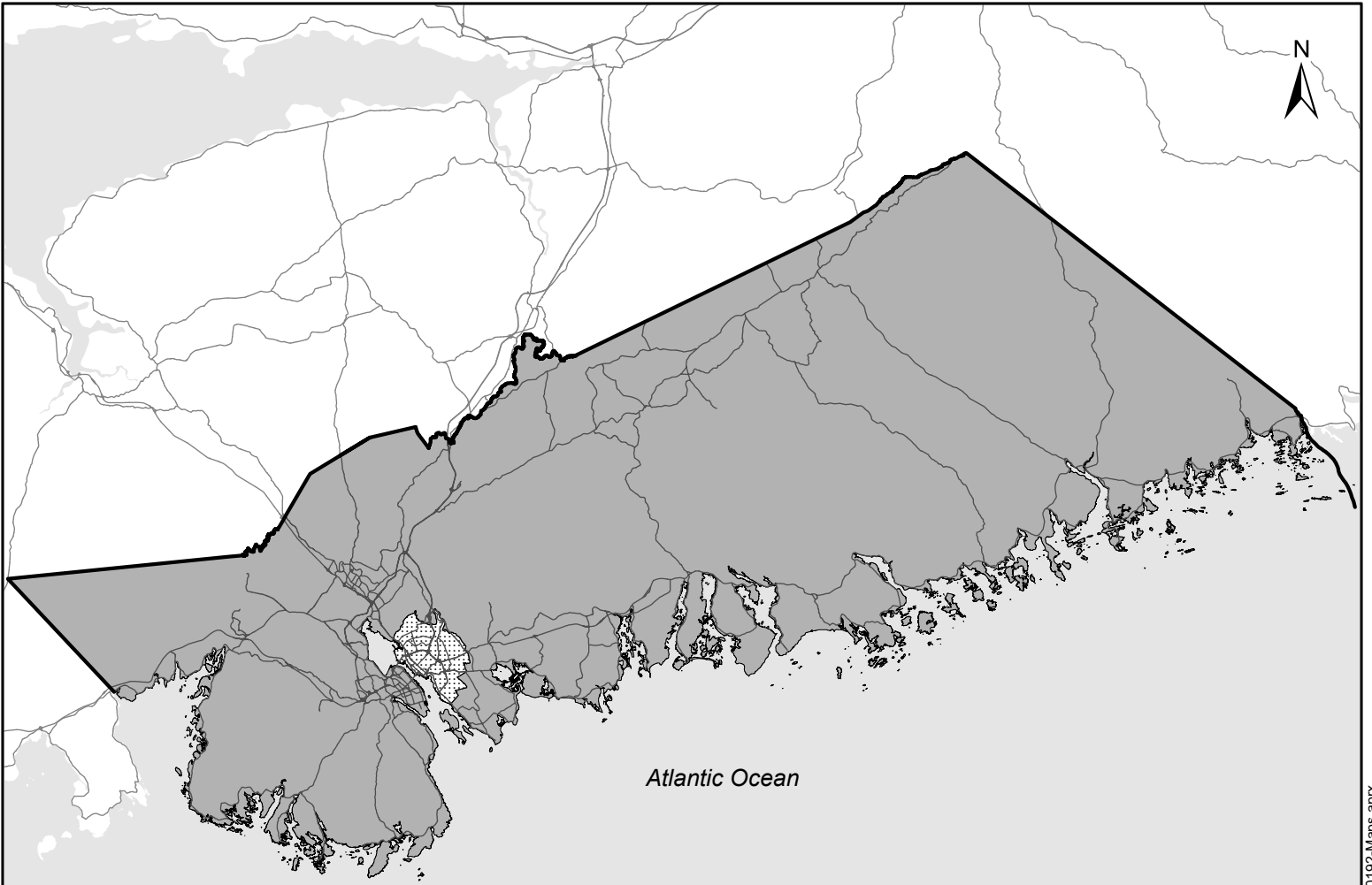
Done and passed by Council this        day of                    , 2023.

\_\_\_\_\_  
**MAYOR**

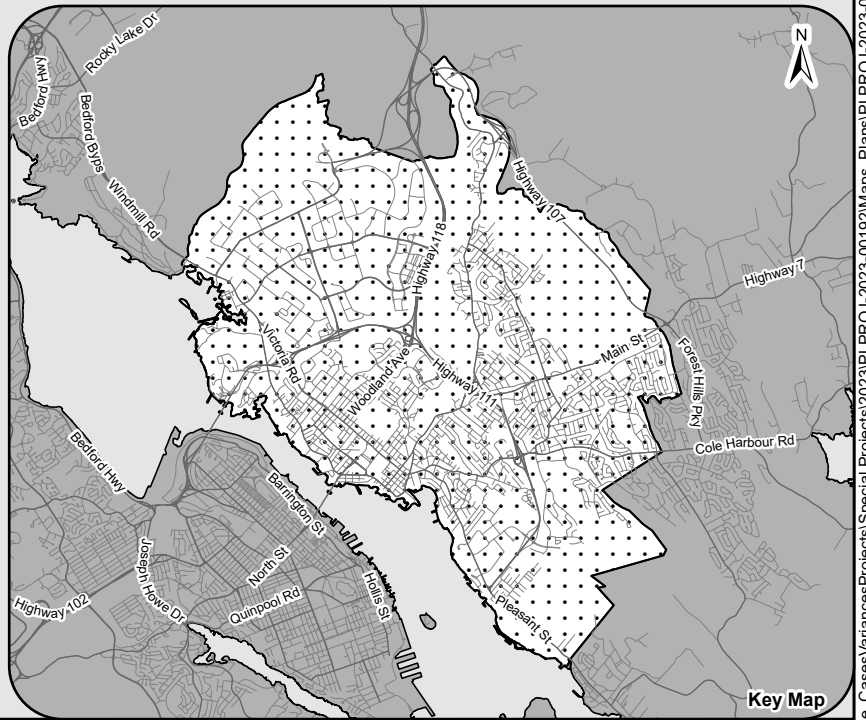
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**MUNICIPAL CLERK**

**I, Iain MacLean, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on, #####**

\_\_\_\_\_  
**Iain MacLean, Municipal Clerk**





Atlantic Ocean



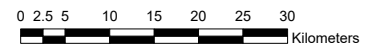
Key Map

**Schedule A: Area of Applicability**

-  Area - A
-  Area - B

**HALIFAX**  
Land-Lease Communities  
By-law

HRM does not guarantee the accuracy of any base map representation on this plan.



Effective: 22 August 2022



## **Schedule B: Land-lease Community Street Standard**

Land-lease community streets to be developed as part of a land-lease community shall meet the following design standards:

1. All land-lease community streets shall be laid out where reasonably possible in prolongation of other existing streets.
2. All land-lease community streets shall have a minimum clear width of 9 metres as follows:
  - (a) Travel lanes shall be a minimum of 3 metres for each direction of travel and shall not include parking areas. Travel lanes shall be designed and constructed, complete with a paved asphalt surface, to adequately support the loads produced by all emergency vehicles.
  - (b) A minimum 1.5 metre clearance (shoulders) shall be provided on both sides of the travel lanes and shall be comprised of stable ground as agreed to by the Municipal Engineer in consultation with Halifax Fire and Emergency. The stable ground shall be designed to adequately support all emergency vehicles that may utilize the area to support their necessary operations
3. All land-lease community streets shall be constructed so as to prevent the accumulation of water and ice on any section of the land-lease community street. Where the land-lease community street grades are less than 0.5 percent, the land-lease community street shall be crowned in the center to prevent pooling of water in a travelled way. Swales shall be installed if required to prevent erosion of the shoulders.
4. Provisions for drainage systems, snow banks, utilities, and the like shall be provided and shall not be located within the required 9 metre land-lease community street.
5. At least 4.26 meters nominal vertical clearance shall be provided and maintained over the full width of the land-lease community street.
6. Land-lease community streets shall not have grades greater than 8%.
7. All cul-de-sacs shall be constructed with a minimum radius of 13 metres to the edge of asphalt and 14.5 metres to outside of shoulder.
8. All travel lane curves and turns at intersection, are to have a minimum 12 metre centreline travel radius. Curves and turns shall not reduce the clear width of the driveway.
9. The angle of approach and the angle of departure shall not exceed 8 degrees at any point of the land-lease community street or its intersection with another community street.
10. Sight distance shall be incorporated into the design of intersections.
11. If speed bumps are going to be constructed, acceptable warning signs shall be required.
12. All land-lease community streets shall be paved.
13. Where there is a conflict between the requirements of this By-law and the National Building Code of Canada requirements for Access Route Design, the more stringent requirements shall apply.

## **Schedule C: Water Testing Requirements**

Where a land-lease community is serviced by a privately-owned water supply and is required to register as a Public Drinking Water Supply with the Nova Scotia Department of Environment and Climate Change, the community operator shall comply with all testing requirements of the Department.

Where a land-lease community is connected to a municipal central water supply, or is serviced with a private water supply which is not required to be registered as a Public Drinking Water Supply with the Nova Scotia Department of Environment and Climate Change, the community operator shall meet the following water testing requirements:

### **Testing for Microbiological Quality**

1. Drinking water shall be tested quarterly for microbiological quality. The parameters for testing shall be the same as those required for a Public Drinking Water Supply as set out in the *Guidelines for Monitoring Public Drinking Water Supplies*. The testing shall determine whether the water sample falls within the acceptable parameters set out by the *Guidelines for Canadian Drinking Water Quality*.

### **Testing for Chemical and Physical Quality**

2. Drinking water shall be tested quarterly for chemical and physical quality. The parameters for testing shall be the same as those required for a Public Drinking Water Supply as set out in the *Guidelines for Monitoring Public Drinking Water Supplies*. The testing shall determine whether the water sample falls within the acceptable parameters set out by the *Guidelines for Canadian Drinking Water Quality*.

### **Sample Collection and Preservation**

3. All water samples shall be collected and preserved in accordance with the procedures set out in the *Guidelines for Monitoring Public Drinking Water Supplies*. Water samples shall be collected from a point near the end of the distribution system.

### **Water Quality Laboratory**

4. Water sample analyses are to be performed by a lab which is certified by the Nova Scotia Department of Environment and Climate Change in accordance with the Department's *Policy on Acceptable Certification of Laboratories*.

### **Record Keeping**

5. The community operator shall maintain records of sample results, including the original lab records, for a minimum of ten years from the date of collection.

#### **Schedule D: Amendments to other by-laws**

1. By-law M-200 of the former City of Dartmouth, *Respecting Mobile Homes and Mobile Home Parks*, is amended as follows:
  - (a) amend section 2 by inserting the word “install,” prior to the word “construct” and by deleting the word “park”;
  - (b) inserting the following text immediately after section 2:

“2A. Notwithstanding any other section of this By-law, a permit to install a new mobile home shall not be issued unless the owner of the Mobile Home Park has a valid operating license, issued in accordance with by-law L-500 Respecting the Construction and Operation of Land-lease Communities.”;
  - (c) repealing section 3;
  - (d) repealing section 5;
  - (e) repealing section 8;
  - (f) repealing section 9;
  - (g) repealing subsection 10(a);
  - (h) repealing subsection 10(d);
  - (i) repealing subsection 10(e);
  - (j) repealing section 11;
  - (k) repealing section 12;
  - (l) repealing section 13;
  - (m) repealing subsection 14(a);
  - (n) repealing subsection 14(b);
  - (o) repealing section 15;
  - (p) repealing section 16;
  - (q) repealing section 17;
  - (r) repealing section 18;
  - (s) repealing section 19;
  - (t) repealing section 20;
  - (u) repealing section 21;
  - (v) repealing section 22;
  - (w) repealing section 23;
  - (x) repealing section 24;
  - (y) repealing section 25;
  - (z) repealing section 26; and
  - (aa) amending subsection 29(1) by deleting the numbers “10.(a); ll.(b); 12.(c), (d), (e), (f); 14.(a), (d), (e); 15.(c); 16.; 18.(b)” and replacing them with the numbers “14.(d), (e)”.
2. By-law 29 of the former County of Halifax, the *Mobile Home Park By-law*, is amended as follows:
  - (a) amend the table of contents to show “Part 5”, “Part 6”, “Part 7”, “Part 8”, “Part 9”, “Part 11”, “Part 13”, and “Schedule A” as repealed;
  - (b) deleting the words “the development and maintenance of” from section 3.1;
  - (c) deleting the words “Part 9 and” from section 3.2;
  - (d) deleting the numbers “5, 6, 7, 8, 9,” and “11,” and “and 13” from section 3.3;
  - (e) repealing section 3.4;

- (f) repealing section 4.3;
- (g) repealing Part 5;
- (h) repealing Part 6;
- (i) repealing Part 7;
- (j) repealing Part 8;
- (k) repealing section 9.1;
- (l) amend section 9.2A subsection (1) by deleting the words “a Mobile Home Park Operating Permit” and replacing them with the words “an operating license, issued in accordance with by-law L-500 Respecting the Construction and Operation of Land-lease Communities”;
- (m) amend section 9.2A subsection (2) by deleting the words “a Mobile Home Park Operating Permit” and replacing them with the words “an operating license”;
- (n) amend section 9.2A subsection (3) by deleting the words “a Mobile Home Park Operating Permit” and replacing them with the words “an operating license”;
- (o) repealing section 9.3;
- (p) repealing section 9.5;
- (q) repealing section 9.6;
- (r) repealing section 9.7;
- (s) repealing section 9.8;
- (t) repealing section 9.9;
- (u) repealing section 9.10;
- (v) repealing section 9.11;
- (w) repealing section 10.1;
- (x) repealing section 10.2;
- (y) repealing section 10.4;
- (z) repealing section 10.7;
- (aa) repealing Part 11;
- (bb) repealing subsection 12.2 a);
- (cc) repealing Part 13;
- (dd) repealing section 14.3.
- (ee) repealing Schedule “A”;

## Attachment B: Amending Administrative Order

**BE IT ENACTED** by the Council of Halifax Regional Municipality that Administrative Order 15 the License, Permits and Processing Fees Administrative Order, is further amended as follows:

1. Amend clause 1A(1)(a) of Schedule A by inserting the words “6E,” after the words “6B,”.
2. Amend section 1B of Schedule A by inserting the words “6E,” after the words “6B,”.
3. Insert section 6E after 6D in Schedule A as follows:

<b>Fees pursuant to By-law L-500, Respecting the Construction and Operation of Land-Lease Communities</b>		
<b>Fee Description</b>	<b>By-law Section</b>	<b>Fee</b>
Operating License	7	\$250.00
Phasing Plan Application	7	\$700.00
Land-lease Community Permit for the construction or expansion of a land-lease community	7	\$600.00
Land-lease Community Permit for the replacement or repair of existing infrastructure	7	\$250.00
Land-lease Community Permit for emergency infrastructure repairs	7	\$0.00

4. Amend section 1 of Schedule B by inserting subsection 1(ba) immediately after subsection (b), as follows:

“(ba) in section 6E, all license and permit application fees.”

Done and passed in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

I, Iain MacLean, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted administrative order was passed at a meeting of the Halifax Regional Council held on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Iain MacLean  
Municipal Clerk

## Attachment C: Dartmouth Mobile Home Park By-law (By-law M-200) showing changes

### BY-LAW M-200

Being a by-law of the City of Dartmouth with respect to Mobile Homes and Mobile Home Parks.

1. In this by-law:

- (a) "Building Inspector" means the Building Inspector of the City;
- (b) "City" means the City of Dartmouth;
- (c) "Council" means the Council of the City;
- (d) "Local Street" means a right-of-way for persons and automobiles provided for the common use of mobile home owners in a Mobile Home Park;
- (e) "Mobile Home" means a vehicular portable structure built on a chassis, designed to be used with or without a permanent foundation as a dwelling when connected to utilities and approved by the Canada Standards Association as a mobile home as evidenced by C.S.A. seal bearing serial number commencing with Z240; and does not include a single structure composed of separate mobile units each towable on its own chassis which when towed to a site are coupled together mechanically and electrically to form a single structure;
- (f) "Mobile Home Park" means any land upon which two or more occupied mobile homes are located for a period of thirty days or more;
- (g) "Mobile Home Space" means an area in the Mobile Home Park for the site of a mobile home;
- (h) "Service Building" means a building in a Mobile Home Park designed to be used in association with the operation of the Mobile Home Park.

2. A person shall not **install**, construct, alter or repair a mobile home **park** without having first obtained a permit from the Building Inspector.

**2A. Notwithstanding any other section of this By-law, a permit to install a new mobile home shall not be issued unless the owner of the Mobile Home Park has a valid operating license, issued in accordance with by-law L-500 Respecting the Construction and Operation of Land-lease Communities.**

3. **Repealed** (1) A person shall not operate a mobile home park without having first obtained a licence from the Building Inspector.

**(2) No licence for the operation of a Mobile Home Park shall be transferrable.**

4. The Building Inspector shall be responsible for the enforcement of the provisions of this by-law.

5. **Repealed** (1) Any person proposing to acquire a permit to construct, alter, repair, maintain, or operate a Mobile Home Park shall submit a written application therefor to the Building Inspector.

**(2) The application required by Sub-Section (1) shall be accompanied by eight copies of a plan showing the boundaries of the proposed Mobile Home Park and being certified by a Provincial Land Surveyor and containing the following information:**

- (a) the area and dimensions of the land to be used as a Mobile Home Park;
- (b) the location and dimensions of all Mobile Home spaces including set-back lines;
- (c) the location of service buildings and any other proposed structures;
- (d) the location and size of proposed open spaces;
- (e) the location and size of all playground areas as provided for in this by-law;
- (f) full details of site development and landscaping including the screen planting area;
- (g) the location and design of roadways and walkways;
- (h) the location and design of water and sanitary and storm sewer lines;
- (i) the location and design of sewage disposal system;
- (j) particulars of on-site grading and overall surface drainage; and
- (k) any further information which may be required to determine whether the proposed Mobile Home Park will comply with the provisions of this by-law.

6. The Building Inspector may revoke a permit issued under this by-law when it appears to him that the person to whom the permit has been issued has violated any provisions of this bylaw. No permit shall be revoked unless the person to whom the permit was issued is given due notice and reasons for the proposed revocation and an opportunity to be heard.

7. Every permit issued under this By-law shall expire twelve months after the date of its issue provided, however, that if the work has begun under such permit City Council may renew the permit for a further period or periods, the number and duration of which shall be determined by Council.

8. **Repealed** An applicant for a permit to build a Mobile Home Park shall enter into an agreement with the City of Dartmouth guaranteeing the compliance with the requirements of this By-law and shall provide security in the form of a bond, mortgage, or negotiable securities in the amount established by the Building Inspector as sufficient to ensure completion of the work provided for in the agreement.

9. **Repealed** The Building Inspector shall refuse to issue a permit if the proposed Mobile Home Park fails to comply with the provisions of this By-law.

#### GENERAL

10. All Mobile Home Parks shall conform to the following requirements:

- (a) **Repealed** mobile home parks shall contain no fewer than five mobile home spaces;
- (b) no more than one mobile home shall be permitted in each mobile home space;
- (c) mobile homes shall be equipped with skirting or a similar type enclosure;
- (d) **Repealed** a Mobile Home Park shall be located on a properly drained site only and shall be so located that the drainage will not endanger any water supply or contaminate any lake or river;
- (e) **Repealed** a Mobile Home Park shall be located on a site free from marshes, swamps, or other potential breeding places for insects or rodents; and

(f) all Service Buildings must comply with the Building Code Act and the Regulations made thereunder and the Building By-laws of the City.

#### PARKING

11. **Repealed** All Mobile Home Parks shall conform to the following requirements:

(a) a minimum of one paved or gravelled parking space shall be provided for each lot and shall not be more than 150 feet from the lot;

(b) one additional space for visitor parking for each four lots shall be provided and these spaces shall be located throughout the Mobile Home Park and shall be grouped with no fewer than four spaces per group; and

(c) all parking requirements shall be located behind the set back line hereinafter described.

#### STREETS

12. **Repealed** All Mobile Home Parks shall conform to the following requirements:

(a) every Mobile Home Park shall have access to a public street or way by directly abutting thereon or by means of a private road having a paved width of not less than 30 feet and a right-of-way of not less than 50 feet. The width of paving and right-of-way shall not apply to Mobile Homes Parks existing on the 1st day of November, 1976 except that the said Mobile Home Parks shall not be altered except to more closely comply with the requirements for Mobile Home Parks established after that date;

(b) the overall street and right-of-way system of the Mobile Home Park must be so designed so as to ensure smooth and orderly flow of traffic throughout the Park;

(c) local streets shall have a minimum travelled way of 30 feet on a 40 foot right-of-way;

(d) local streets, when designed for one-way traffic, may be reduced to a minimum width of travelled way of 18 feet with a 28 foot right-of-way;

(e) local streets, when terminating in a cul-de-sac shall have a maximum of 350 feet in length;

(f) a cul-de-sac shall have a turning circle with a radius of not less than 40 feet; and

(g) the owner of a Mobile Home Park shall be responsible to maintain the streets within the park in good repair and plow snow from all streets within the Park, and to salt and sand all streets as necessary.

#### PAVING

13. **Repealed** All Mobile Home Parks shall conform to the following requirements:

(a) all local streets shall be surfaced with permanent asphalt paving as specified by the Subdivision Regulations of the City of Dartmouth for Streets and Subdivisions. The streets of Mobile Home Parks existing on the 1st day of November, 1976 shall be paved with asphalt with the adequate base and drainage as approved by the City Engineer but shall not be required to comply with the specifications in the Subdivision Regulations; and

(b) common walkways in the Mobile Home Parks shall be paved with asphalt or concrete.



## SPACING

14. All Mobile Home Parks shall conform to the following requirements:

- (a) ~~Repealed~~ each mobile home space in a Mobile Home Park shall have a frontage on a street or right-of-way of at least 40 feet and shall have a minimum area of 3,600 sq. ft.;
- (b) ~~Repealed~~ each mobile home space shall be clearly marked with permanent markers;
- (c) every mobile home shall be so located that it abuts on a driveway or street or on a local street having an unobstructed access to a public street;
- (d) every mobile home space shall be set back a minimum of 12 feet from the street or right-of-way to be used in connection with the mobile home space; and
- (e) a mobile home or portion thereof shall not be placed closer than 7 1/2 feet from the side or rear lot lines and shall not be closer than 40 feet to a building located in the Mobile Home Park.

## LANDSCAPING

15. ~~Repealed~~ All areas in a mobile home park where the natural vegetation has been removed shall have adequate ground cover to prevent erosion.

## PLAYGROUNDS

16. ~~Repealed~~ All Mobile Home Parks shall conform to the following requirements:

- (a) ~~seven percent of the total park area must be reserved for a playground area and must be located in such a manner as to be free of traffic hazards and so as to be buffered from mobile homes. The designation of all playground reserves shall be approved by the Building Inspector.~~

## WATER

17. ~~Repealed~~ All Mobile Home Parks shall conform to the following requirements:

- (a) ~~an accessible, adequate, safe and potable supply of water shall be provided in each Mobile Home Park;~~
- (b) ~~where a public water supply is available, connections to such system shall be required and its supply used exclusively;~~
- (c) ~~water supplies to a Mobile Home Park from the public system shall be metered at the property boundary of the Park;~~
- (d) ~~if public water supply is not available, a private water supply may be developed and used subject to the approval of the Provincial Department of Public Health and any other Provincial regulatory authority having jurisdiction;~~

(e) the water supply distribution system shall be capable of delivering a minimum of 150 gallons per day per mobile home;

(f) every well or suction line of the water supply system shall be located and constructed in such a manner that neither underground nor surface contamination will reach the water supply from any source;

(g) the water supply system shall be connected by pipes to all mobile homes, buildings and other facilities requiring water in the Mobile Home Park;

(h) all water piping, fixtures, and other equipment shall be constructed and maintained in accordance with the Building By-laws and other by-laws of the City; and

(i) the owner of the Mobile Home Park shall provide the City with easements for the purpose of the installation and maintenance of any fire hydrants required by the City.

#### SEWAGE DISPOSAL

18. **Repealed** All Mobile Home Parks shall conform to the following requirements:

(a) sewage disposal systems shall comply with the laws of the Province of Nova Scotia and the City and the Board of Health of the City;

(b) a registered professional engineer shall be required to design a sewer system for the Park which can be connected to the existing public sewer;

(c) the sewer system for the Park shall be connected to the existing public sewer;

(d) individual septic sewage disposal systems for individual mobile homes in a Mobile Home Park shall be prohibited;

(e) if a public sewer is unavailable for the Mobile Home Park a sewer system and treatment facility for the entire Mobile Home Park, designed by a registered professional engineer and approved by the Provincial Department of Health and Environment shall be provided; and

(f) design of all sewer facilities to be used in Mobile Home Parks shall be approved in accordance with good engineering practice by the City Engineer.

#### ELECTRICAL OUTLETS

19. **Repealed** All Mobile Home Parks shall conform to the following requirements:

(a) every person who maintains or operates a Mobile Home Park shall provide for each mobile home space an electrical outlet supplying at least 220 volts and a minimum of 100 amperes.

#### LIGHTING

20. **Repealed** All Mobile Home Parks shall conform to the following requirements:

(a) streets and walkways in the Mobile Home Park shall be illuminated so as to provide a lighting intensity of not less than 0.2 average sustained horizontal foot candles.

#### GARBAGE DISPOSAL

21. **Repealed** All Mobile Home Parks shall conform to the following requirements:

(a) every person who maintains, operates or occupies a mobile home shall provide the mobile home with tightly covered metal garbage cans in quantities adequate to permit disposal of all garbage or refuse; and

(b) the garbage cans shall be located at the rear of each mobile home unless otherwise instructed by the Building Inspector.

#### IDENTIFICATION

22. **Repealed** All Mobile Home Parks shall conform to the following requirements:

(a) every person who maintains, operates or occupies a mobile home shall ensure that the mobile home is clearly marked with the name of the make of the said home and its size or, if the mobile home is not so marked shall provide to the Building Inspector such particulars as he may request to identify the said mobile home.

#### LICENSING

23. **Repealed** (1) The Building Inspector shall issue a license to maintain or operate a when:

(a) the applicant has constructed the Mobile Home Park pursuant to a regularly issued Building Permit and the Mobile Home Park conforms to the requirements in this bylaw for the issuance of a permit; and

(b) the Mobile Home Park is in a Mobile Home Zone according to the Zoning By-law of the City. [and]

(c) repealed.

(2) Repealed.

24. **Repealed** A licence issued under the provisions of this By law shall be renewed annually if the Mobile Home Park complies with the provisions of this By law.

(a) repealed

(b) repealed.

25. **Repealed** A licence revoked under the provisions of this by law shall on application, be reinstated if the circumstances leading to the revocation have been remedied.

## NOTICES

26. **Repealed** (1) The operator of a Mobile Home Park shall notify the Building Inspector in writing thirty (30) days in advance of the date on which the occupant of a mobile home space intends to move out of the said Mobile Home Park.

(2) The operator of a Mobile Home Park shall notify the Building Inspector in writing within thirty (30) days that a new occupant of a mobile home space has moved in to the said Mobile Home Park.

## PENALTIES

27. Every person who fails to comply with any provision of this By-law shall be liable on summary conviction to a fine not exceeding one hundred dollars and in default of payment of such fine to a term of imprisonment not exceeding two months.

## CONFLICT WITH BUILDING BY-LAW

28. Where there is a conflict between any provision of this By-law and a provision of the Building Code Act and the Regulations made thereunder and the Building By-law of the City, the provision in the Building Code Act and the Regulations made thereunder and the Building By-law shall prevail. This By-law shall not be deemed to affect the obligation to acquire any permit under the provisions of the Building Code Act and the Regulations made thereunder and the Building By-law of the City.

## APPLICATION OF BY-LAW

29. (1) Mobile Home Parks existing on the 1st day of November, 1976 shall be exempt from the following provisions of this By-law; provided however that they shall not be altered with respect to these provisions other than to more closely comply with them: ~~10.(a); 11.(b); 12.(c), (d), (e), (f); 14.(a), (d), (e); 15.(c); 16.; 18.(b)~~ **14.(d), (e)**.

(2) Notwithstanding anything contained in this by-law, mobile homes not bearing a C.S.A. seal commencing with the serial number Z240, in place before January 1, 1980, and single structures composed of separate mobile units coupled together mechanically and electrically to form a single structure, in place before the last day of January, 1980 may remain and may be used.

## APPEAL

30. (1) An appeal shall lie to Council by a person aggrieved by any decision of the Building Inspector.

(2) Written notice of an appeal pursuant to subsection (1) shall be filed with the Clerk within fourteen days from the day the decision of the Building Inspector was communicated to the person applying for a permit or licence.

(3) The Council may confirm the decision of the Building Inspector or to do anything which is within his powers under this by-law.

31. By-law C-436 of the City as amended is hereby repealed.

Done and Passed in Council this 29th day of August, A.D. 1989

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Mayor

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City Clerk

## Attachment D: Halifax County Mobile Home Park By-law (By-law 29) showing changes

### HALIFAX COUNTY MUNICIPALITY MOBILE HOME PARK BY-LAW

OCTOBER, 1986

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- SCHEDULE "A": **Repealed** REQUIREMENTS FOR ENGINEERING PLANS AND DRAWINGS

**BE IT RESOLVED** that the following be and the same is hereby adopted and enacted as a By-law of Halifax County Municipality when and if the same has received the approval of the Minister of Municipal Affairs, and that the Municipal Clerk be and he is hereby instructed to forward the same to the Minister and request his approval hereof.

**1986 FIRST OCTOBER SESSION**

**BY-LAW NO. 29**

**MOBILE HOME PARK BY-LAW**

**PART 1: TITLE**

This By-law may be cited as the "Mobile Home Park By-Law" of Halifax County Municipality.

## **PART 2: DEFINITIONS**

In this By-law the word "shall" is mandatory and not permissive. Words used in the present tense shall include the future. Words used in the singular number shall include the plural and words used in the plural number shall include the singular, unless otherwise indicated. All other words shall carry their customary meaning except those defined hereinafter.

2.1 ACCESSARY BUILDING means any building or structure which is constructed or otherwise placed on a mobile home space and is used exclusively as a use which is accessory to the use of the mobile home as a dwelling.

2.2 ADDITION means any deck, enclosed space, stairway or wheelchair ramp and any similar structure which is attached to the mobile home or otherwise added onto the mobile home space and shall exclude the foundation and skirting of the mobile home.

2.3 APPLICANT means the mobile home park owner or designated agent as the case may be.

2.4 COUNCIL means the Council of Halifax County Municipality.

2.5 DEVELOPMENT OFFICER means the Development Officer of Halifax County Municipality.

2.6 ENGINEER means the Director of the Department of Engineering and Works of Halifax County Municipality.

2.7 FRONTAGE means the frontage of the mobile home space as measured at a distance of fifteen (15) feet from a park street or twenty (20) feet from a public street or highway.

2.8 LAND SURVEYOR means a land surveyor who is a registered member, in good standing, of the Association of Nova Scotia Land Surveyors.

2.9 MOBILE HOME means a single or multiple section manufactured dwelling unit that is:

- a) designed to be transportable, whether or not it is equipped with wheels; and
- b) used as a dwelling for one (1) or more persons, but shall not include a travel trailer, school bus, recreational vehicle or trailer otherwise designed.

2.10 MOBILE HOME OWNER means the owner of a mobile home located within a mobile home park.

2.11 MOBILE HOME PARK means a lot or area of land which contains two (2) or more mobile home spaces and includes any service building and services used as part of the equipment of the mobile home park.

2.12 MOBILE HOME PARK DEVELOPMENT means the construction of a new mobile home park and any expansion of an existing mobile home park.

2.13 MOBILE HOME PARK OWNER means the owner of a mobile home park.

2.14 MOBILE HOME SPACE means a parcel of land which is developed to accommodate one (1) mobile home within a mobile home park.

2.15 MOBILE HOME STAND means that portion of a mobile home space upon which a mobile home is directly situated.

2.16 MUNICIPAL SERVICES SYSTEMS GENERAL SPECIFICATIONS means the latest edition of the specifications approved by a resolution of the Council and containing the minimum engineering and other specifications for all municipal water and sewerage services.

2.17 MUNICIPAL WATER AND SEWERAGE SERVICES mean any water distribution and/or sanitary sewerage system that is owned and maintained by Halifax County Municipality.

2.18 PARK STREET means a street situated within a mobile home park, which is not a public street or highway owned and maintained by the Nova Scotia Department of Transportation, and shall also include any privately owned access road leading from a public road to a mobile home park.

2.19 PEACE OFFICER means a police officer, including a member of the Royal Canadian Mounted Police, a police officer or by-law enforcement officer appointed by the Municipality, a police officer appointed by the Attorney General, or a motor vehicle inspector.

2.20 PROFESSIONAL ENGINEER means a registered or licensed member, in good standing, of the Association of Professional Engineers of Nova Scotia.

2.21 RECREATIONAL VEHICLE means a vehicular portable structure with motive power and an overall width not exceeding eight and one half (8.5) feet.

2.22 SERVICE BUILDING means any building or structure which is constructed or otherwise placed within the mobile home park and is used or intended to be used as part of the services or equipment of the mobile home park.

2.23 SKIRTING means the enclosure around a mobile home that serves to screen and protect the crawl space underneath the mobile home.

2.24 STORM SEWERAGE SYSTEM means a system receiving, carrying and controlling stormwater and surface run-off and which may include pipes, conduits, catchpits, culverts, ditches, watercourses, roadways and retention ponds.

2.25 TRAVEL TRAILER means a vehicular portable structure without motive power and an overall width not exceeding eight and one half (8.5) feet.

### **PART 3: APPLICATION AND ADMINISTRATION**

3.1 This By-law shall apply to ~~the development and maintenance of~~ all new mobile home parks and all expansions to existing mobile home parks within all of the Municipality.

3.2 Notwithstanding Section 3.1, ~~Part 9 and~~ Part 10 of this By-law shall also apply to mobile home parks existing on the effective date of this By-law, except where mobile homes were located on the parcel of land prior to any requirement that permits to locate be issued for such uses under any previous by-law or regulation.



3.3 Parts 5, 6, 7, 8, 9, 10, 11, 12 and 13 of this By-law shall be administered and enforced by the Development Officer.

3.4 ~~Repealed Section 14.3 of this By-law shall be administered and enforced by a peace officer.~~

#### **PART 4: GENERAL REQUIREMENTS**

4.1 Nothing in this By-law shall exempt any person from obtaining any license, permission, permit authority or approval required by any other by-law or regulation of the Municipality or any statute and regulation of the Province of Nova Scotia.

4.2 Where the provisions of this By-law conflict with those of any other Municipal or Provincial regulation, by-law or code, the higher or more stringent requirements shall prevail, except that the provisions of a development agreement pursuant to a municipal planning strategy and land use by-law shall always prevail.

4.3 ~~Repealed Mobile homes shall meet the Canadian Standards Association's Z240 set of standards with the exception of those mobile homes already located in mobile home parks or purchased prior to the effective date of this By-law.~~

#### **PART 5: Repealed PRELIMINARY PLAN EVALUATION**

5.1 Any person proposing a mobile home park development may submit to the Development Officer eight (8) copies of a preliminary plan or sketch showing or together with the following information and documentation:

a) the approximate dimensions and area of the mobile home park and of each proposed mobile home space lot;

b) the approximate location, dimensions and name of all existing and proposed park streets and of all abutting public streets and highways;

c) a schematic of the proposed water distribution, sanitary sewerage and storm drainage systems including topographical information;

d) the approximate location and dimensions of all existing right-of-ways, easements, railway lines, utility lines and all accesses to existing park streets and public streets and highways;

e) the approximate location, dimensions and area of land to be reserved for recreation purposes;

f) the approximate location of any watercourse, swamp, prominent rock formation, wooded area, area subject to flooding and any other prominent natural feature which might affect the number of mobile home spaces, the provision or layout of sanitary sewerage systems, storm sewerage systems, water distribution systems, park streets and public streets or highways;

g) the North Point; and

h) a key plan, located on the top right hand corner of the plan and showing the general location of the proposed mobile home park with respect to the community within or closest to which it is located.

## **PART 6: Repealed PROCEDURE FOR PRELIMINARY PLAN EVALUATION**

6.1 The Development Officer shall, if applicable, forward a copy of all material received pursuant to Part 5 to:

a) the Nova Scotia Department of Health; b) the Nova Scotia Department of the Environment;

c) the Nova Scotia Power Corporation;

d) the Nova Scotia Department of Transportation;

e) the Engineer;

f) any other department or agency deemed necessary by the Development Officer in order to evaluate the design, environmental, planning and public safety aspects of the proposed mobile home park development.

6.2 The Development Officer shall advise the applicant in writing of all departments and agencies which have not responded within thirty (30) days of the date on which the preliminary plan was forwarded.

6.3 When the Development Officer has received the written comments of all applicable agencies pursuant to Section 6.1, the Development Officer shall provide an evaluation and forward a copy of the evaluation and all comments received to the applicant.

## **PART 7: Repealed PLAN REQUIREMENTS FOR THE DEVELOPMENT OF A MOBILE HOME PARK**

7.1 Any person proposing a mobile home park development shall submit to the Development Officer eight (8) copies of a plan showing or together with the following information and documentation:

a) the name and address of the applicant, and if the applicant is not the owner of the mobile home park, the name of the owner;

b) a survey of the mobile home park boundary showing the dimensions and total area of land to be developed as a mobile home park, which shall be certified and stamped by a Nova Scotia Land Surveyor in accordance with the Nova Scotia Land Surveyors Act and the regulations made thereunder;

c) a survey of the mobile home park streets which shall be certified and stamped by a Nova Scotia Land Surveyor in accordance with the Nova Scotia Land Surveyors Act and the regulations made thereunder;

d) the location, boundaries, dimensions and total area of each proposed mobile home space, park street and recreation area drawn to a scale within the range of 1 inch = 400 feet to 1 inch = 40 feet.

e) the frontage of each mobile home space drawn to scale, with each mobile home space numbered for identification purposes;

f) the location and dimensions of existing park streets within and adjacent to the proposed mobile home park development and the location of public streets or highways.

g) the location and dimensions of all existing rights-of-way, easements, railways lines, utility lines and accesses to all existing park streets and public streets or highways;

h) the approximate location of all existing and proposed structures on the land to be developed as a mobile home park;

i) the location of any watercourse, swamp, prominent rock formation, wooded area, area subject to flooding and any other prominent natural feature which might affect the number of mobile home spaces or the provision or layout of sanitary sewerage systems, storm sewerage systems, water distribution systems, park streets and public streets or highways;

j) a key plan, located on the top right hand corner of the plan and showing the general location of the proposed mobile home park with respect to the community within or closest to which it is located;

k) the date on which the plan was drawn;

l) the scale to which the plan is drawn;

m) the North Point;

n) any other information deemed necessary by the Development Officer to determine whether the plan conforms to this By-law.

7.2 In addition to the requirements of Section 7.1, the applicant shall provide four (4) copies of a drainage plan and engineering drawings of the proposed water distribution, storm sewerage, sanitary sewerage and park street systems.

7.3 Drainage plans and engineering drawings shall contain information as described in Schedule "A" of this By-law.

7.4 Engineering designs and drawings shall be prepared, certified and stamped by a Professional Engineer.

## **PART 8: Repealed PROCEDURE FOR ISSUING A MOBILE HOME PARK CONSTRUCTION PERMIT**

8.1 When the Development Officer is satisfied that the mobile home park development plan is complete and accompanied by all information required by Part 7, the Development Officer shall forward a copy of the plan and documentation to the Engineer and approval of the water distribution system, the storm sewerage system, the sanitary sewerage system and the park street system.

8.2 The applicant shall obtain from the Nova Scotia Department of Health and Nova Scotia Department of the Environment a joint certificate approving the design of the water distribution system and sanitary sewerage system and shall forward a copy of the joint certificate to the Engineer.

8.3 The applicant shall obtain written acceptance of the electrical service, distribution, street lighting pattern and method of installation from the Nova Scotia Power Corporation and shall forward a copy of the acceptance to the Development Officer.

8.4 Within fourteen (14) days of receiving approval from all agencies and departments to which the application has been referred, the Development Officer shall:

a) issue a Mobile Home Park Construction Permit; or

b) advise the applicant in writing whether the proposed mobile home park development meets the provisions of this By-law and, if not, of all objectionable features;

8.5 A permit to develop a mobile home park issued under this Part shall expire one (1) year after its date of issue if the development for which the permit has been issued has not been commenced, and may be renewed before expiry for a period of one (1) year only.

## **PART 9: RESPONSIBILITIES OF THE MOBILE HOME PARK OWNER**

9.1 **Repealed** The mobile home park owner shall annually obtain a Mobile Home Park Operating Permit pursuant to Part II.

9.2 The mobile home park owner shall obtain a Mobile Home Permit to locate or relocate a mobile home in any mobile home park pursuant to Section 12.2, and shall make a copy of the permit and its terms and conditions available to the mobile home owner.

9.2A (1) Notwithstanding any other provision of this By-law, a Mobile Home Permit to locate or to relocate a Mobile Home in any Mobile Home Park shall not be issued unless a Mobile Home Park Operating Permit **an operating license, issued in accordance with by-law L-500 Respecting the Construction and operation of Land-lease Communities** is in effect for that Mobile Home Park, except as provided in sub-section (2).

(2) Notwithstanding the fact that a Mobile Home Park Operating Permit **an operating license** is not in effect for a Mobile Home Park, a Mobile Home Permit may be issued, subject to all applicable requirements of this By-law, upon the application of a person who owned a Mobile Home in the Mobile Home Park on the date of expiration of the last Mobile Home Park Operating Permit in effect for that park, for the purpose of authorizing replacement of that Mobile Home with another Mobile Home owned by that Mobile Home owner.

(3) The fact that a Mobile Home Park Operating Permit **an operating license** is not in effect shall not prevent the issuance, subject to all other applicable requirements of this By-law, of a Mobile Home Permit for:

- a) the location or construction of a Service Building required in connection with a water distribution or sanitary sewerage system;
- b) the location, construction, repair, placement or replacement of additions and accessory buildings on a Mobile Home Space; or
- c) a business use within a Mobile Home. (Amended September 15, 1992; Approved December 2, 1992).

9.3 **Repealed** The mobile home park owner shall annually obtain an inspection or written confirmation from the Nova Scotia Power Corporation stating that:

a) the mobile home park's electrical services are satisfactory and operating in a safe and acceptable manner; or

b) an electrical service upgrading program satisfactory to the Nova Scotia Power Corporation has been established and is in progress for the mobile home park.

9.4 The mobile home park owner shall obtain a Mobile Home Permit to locate a service building in any mobile home park pursuant to Section 12.7.

9.5 **Repealed** The mobile home park owner shall maintain the mobile home park, including all related facilities and services, in good repair and in a clean and sanitary condition.

9.6 **Repealed** The mobile home park owner shall arrange to have all garbage and refuse removed from the mobile home park at least once each week.

9.7 **Repealed** The mobile home park owner shall cap all sewerage and water connections when not in use.

9.8 **Repealed** The mobile home park owner shall:

a) provide a continuous supply of potable water to all mobile homes in the mobile home park; and

b) notify all mobile home owners at least twenty-four (24) hours in advance if any interruption in water service is anticipated.

9.9 **Repealed** The mobile home park owner shall maintain all park streets in good condition and shall plow all park streets within twenty-four (24) hours of the cessation of a snowfall.

9.10 **Repealed** Within one (1) year of the effective date of this By-law, the mobile home park owner shall erect and maintain speed limit signs and street signs in the mobile home park according to Part 13.10.

9.11 **Repealed** The mobile home park owner may develop or upgrade street lighting in any mobile home park existing in the Municipality on the effective date of this By-law, in accordance with the recommendations made by the Nova Scotia Power Corporation, in which case the Municipality may consider the costs associated with the provision and maintenance of street lighting fixtures, where an area rate exists, and the mobile home park owner shall be responsible for costs associated with erecting and maintaining street lighting poles.

## **PART 10: RESPONSIBILITIES OF THE MOBILE HOME OWNER**

10.1 **Repealed** The mobile home owner shall maintain the cleanliness and appearance of the mobile home space.

10.2 **Repealed** The mobile home owner shall maintain the cleanliness and appearance of the mobile home, its skirting, additions and all accessory buildings located on the mobile home space.

10.3 The mobile home owner shall provide and install skirting on the mobile home.

10.4 **Repealed** Within one (1) year of the effective date of this By-law, all mobile homes without skirting in existing mobile home parks shall be skirted in accordance with Section 12.3 of this by-law.

10.5 Where a mobile home has been located in a mobile home park on or before the effective date of this By-law, and the mobile home owner is permitted by the mobile home park owner to add, construct, or otherwise place an accessory building or addition on the mobile home space, the mobile home owner

shall obtain a Mobile Home Permit pursuant to the provisions of Section 12.4 or Section 12.5 as the case may be.

10.6 Where a mobile home has been located in a mobile home park on or before the effective date of this By-law, and the mobile home owner is permitted by the mobile home park owner to conduct a business use within the mobile home, the mobile home owner shall obtain a Mobile Home Permit pursuant to the provisions of Section 12.6.

10.7 **Repealed** a) Within one (1) year of the effective date of this By-law, the Municipality shall establish and maintain a street numbering system which permits clear identification of each mobile home space and the mobile home owner shall clearly display the appropriate number on the mobile home space or affixed to the mobile home; and

b) Amendments to a street numbering system or changes to street names approved under (a) shall be approved by the Development Officer.

#### **PART 11: Repealed MOBILE HOME PARK OPERATING PERMIT: PROCEDURE AND REQUIREMENTS**

11.1 No person shall operate a mobile home park in the Municipality without having first obtained from the Development Officer a Mobile Home Park Operating Permit issued under this part.

11.2 Any mobile home park license which was issued and in effect prior to the effective date of this By-law is not deemed to be a Mobile Home Park Operating Permit but shall continue to be in effect for six (6) months after the effective date of this By-law.

11.3 The mobile home park owner shall annually make an application for a Mobile Home Park Operating Permit under this Part prior to the date of expiry.

11.4 A Mobile Home Park Operating Permit issued under this Part shall expire twelve (12) months after the permit's date of issue.

11.5 Prior to issuing a Mobile Home Park Operating Permit, the Development Officer shall annually inspect the mobile home park not later than two (2) months before the operating Permit expires to ensure that the mobile home park conforms to the requirements of this By-law.

11.6 Prior to issuing a Mobile Home Park Operating Permit, the Development Officer shall require that an annual inspection report be received from:

a) the Nova Scotia Department of Health stating that the mobile home park's water distribution and sanitary sewerage systems conform to the requirements of the Nova Scotia Health Act.

b) the Engineer, stating that the water distribution or sanitary sewerage system in any mobile home park which connects directly or indirectly to municipal water and sewerage services is operating in a safe and acceptable manner; and

c) the Nova Scotia Power Corporation, stating;

i) that the mobile home park's electrical services are satisfactory and operating in a safe and acceptable manner; or

ii) that an electrical service upgrading program satisfactory to the Nova Scotia Power Corporation has been established and is in progress for the mobile home park.

11.7 The Development Officer shall forward a copy of the inspection reports to the mobile home park owner.

11.8 A Mobile Home Park Operating Permit shall be issued by the Development Officer when he is satisfied that:

a) the mobile home park's water distribution and sanitary sewerage systems are operating in a safe and acceptable manner; and

11.8 b) that the mobile home park's electrical services are operating in a satisfactory manner or that an electrical upgrading program has been established.

## **PART 12: MOBILE HOME PERMIT: STANDARDS AND REQUIREMENTS**

12.1 a) A Mobile Home Permit shall be obtained by the mobile home park owner in accordance with the provisions of Part 9 for:

- i) the location or relocation of a mobile home on a mobile home space; and
- ii) the location or construction of a service building with a mobile home park.

b) A Mobile Home Permit shall be obtained by the mobile home owner in accordance with the provisions of Part 10 for:

- i) the location, construction, repair, placement or replacement of additions and accessory buildings on a mobile home space; and
- ii) a business use within a mobile home.

12.2 Location or Relocation of a Mobile Home

a) **Repealed** The mobile home space shall be:

i) free and clear from all refuse;

ii) provided with one (1) mobile home stand which shall properly support the mobile in accordance with the provisions of the Canadian Standards Association's Recommended Practice for the Site Preparation, Foundation and Anchorage of Mobile Homes (CAN3-Z240.10.1-M86); and

iii) equipped with building sewer and water service pipe connections in accordance with the latest edition of the Canadian Plumbing Code.

b) The mobile home being located shall have a minimum separation distance of at least:

- i) fifteen (15) feet from any park street and twenty (20) feet from any public street or highway;
- ii) fifteen (15) feet from the boundary of the mobile home park; and
- iii) fifteen (15) feet from all adjacent mobile homes and additions thereto.

12.2 c) Notwithstanding Section 12.2 (b), where a mobile home has been located on a mobile home space on or before the effective date of this By-Law and has less than the minimum setback from a park street or public highway or from the mobile home park boundary or adjacent mobile homes as required by this By-law, another mobile home may be located or relocated on the mobile home space provided that:

i) the mobile home being located or relocated does not result in a further reduction of any required setbacks from any park street, public highway, mobile home park boundary or adjacent mobile homes; and

ii) the mobile home being located or relocated was constructed within ten (10) years of the date of issuance of the Mobile Home Permit for the mobile home, pursuant to the Canadian Standards Association (C.S.A.) standards applicable at the date of manufacture. (Passed May 3, 1994; Approved May 30, 1994)

### 12.3 Addition and Construction of Skirting

All mobile homes shall be skirted within forty-five (45) days of the date on which the mobile home was located on the mobile home space and the skirting shall be constructed in accordance with the Canadian Standards Association's Recommended Practice for the Site Preparation, Foundation and Anchorage of Mobile Homes (CAN3-Z2401.10.1-M86).

### 12.4 Construction and Location of Accessory Buildings

Accessory buildings shall be constructed in accordance with the provisions of the National Building Code and shall not be:

a) greater than one hundred and forty (140) square feet in gross floor area unless the accessory building is a garage or carport in which case the maximum gross floor area shall be five hundred (500) square feet;

b) greater than fifteen (15) feet in height; and

c) located closer to any park street or public street or highway than the minimum distance required for the mobile home; or

d) located within:

i) four (4) feet of any other accessory building;

ii) four (4) feet of the mobile home on the same mobile home space;

iii) eight (8) feet of any other mobile home; or

iv) four (4) feet of the boundary of the mobile home park.

### 12.5 Construction and Location of Additions

Additions shall be constructed in accordance with the provisions of the National Building Code and shall not be:



a) located within fifteen (15) feet of any other mobile home unless the addition is a wheelchair ramp or set of steps; or

b) greater than fifteen (15) feet in height.

#### 12.6 Business Uses in Mobile Homes

a) Business uses in mobile homes shall:

i) be wholly contained within the mobile home which is the principle residence of the operator of the business;

12.6 ii) not occupy more than two hundred and fifty (250) square feet of the gross floor area of the mobile home;

iii) not be obnoxious nor create a nuisance, by nature or operation, in terms of noise, fumes or objectionable odour; and

iv) not make use of open storage nor outdoor display of any material, equipment or products.

b) Where a business use is located within a mobile home, one (1) parking space, other than that required for the mobile home, shall be provided in accordance with the provisions of Section 13.6.

c) No more than one (1) sign shall be permitted for any business use and no such sign shall exceed two (2) square feet in area.

#### 12.7 Location or Construction of Service Buildings

Service buildings shall be constructed in accordance with the National Building Code and shall not be located within fifteen (15) feet of a mobile home.

### **PART 13: Repealed MOBILE HOME PARK CONSTRUCTION PERMIT: STANDARDS AND REQUIREMENTS**

#### **13.1 Water Distribution and Sanitary Sewerage System**

~~a) Where the water distribution or sanitary sewerage system in the proposed mobile home park development connects directly or indirectly to municipal water or sewerage services, such systems shall conform to the latest edition of the Municipality's Municipal Services Systems General Specifications.~~

~~b) In any proposed mobile home park development that connects directly or indirectly to municipal water and sewerage services, the Engineer shall inspect the connection of the water distribution or sanitary sewerage system before backfilling commences.~~

~~13.1 c) Water distribution systems in the proposed mobile home park development shall be capable of maintaining a minimum water pressure of twenty five (25) PSI during all peak demand periods.~~

~~d) Sewage treatment plants in the proposed mobile home park development shall be properly protected and landscaped and have a minimum separation distance of one hundred (100) feet from any mobile home.~~

e) Following construction of the mobile home park's water distribution and sanitary sewerage systems, the applicant shall provide the Engineer with the "as built" reproducible engineering drawings which have been certified by a Professional Engineer.

f) Following construction of the mobile home park's water distribution and sanitary sewerage systems, the applicant shall provide the Engineer with a declaration by a Professional Engineer certifying that these systems comply with the provisions of the Joint Certificate.

### 13.2 Storm Sewerage Systems

Storm sewerage systems in the proposed mobile home park development shall conform to the latest edition of the Province of Nova Scotia and Halifax County Municipality Design Criteria Manual and the Province of Nova Scotia and Halifax County Municipality Recommendations and Stormwater Policy;

### 13.3 Street Lights

Street lights shall be provided in the proposed mobile home park development in accordance with standards recommended by the Nova Scotia Power Corporation and the Municipality.

### 13.4 Recreation Space

a) A useable area of land, consisting of the greater of five (5) per cent of the total area of the proposed mobile home park development or four thousand (4,000) square feet, shall be reserved for recreation purposes in new mobile home parks and mobile home park expansions.

b) Notwithstanding Section 13.4 (a), recreation space shall not be required in new mobile home parks which contain ten (10) mobile homes or less.

### 13.5 Mobile Home Spaces

Each mobile home space shall:

a) have a minimum area of four thousand (4000) square feet;

b) have a minimum frontage of forty (40) feet; and

c) be provided with at least one (1) off-street parking space, in accordance with the provisions of Section 13.6.

### 13.6 Parking Spaces

A parking space shall have a minimum area of one hundred forty-four (144) square feet, measuring eight (8) feet by eighteen (18) feet.

### 13.7 Design of Park Streets

All park streets shall be designed in accordance with the following:

a) park streets shall be laid out where reasonably possible in prolongations of other existing park streets;

b) park streets shall have a minimum width of forty (40) feet and where the park street terminates in a cul-de-sac, the radius of the cul-de-sac shall be at least forty-eight (48) feet;

c) the travelled surface shall be centred within the park street and shall have a minimum width of twenty four (24) feet, exclusive of walkways, and where the park street terminates in a cul de sac, the turning circle of the travelled surface shall have a radius of at least forty (40) feet;

d) the grade of a park street shall not exceed eight (8) per cent except as otherwise approved by the Engineer;

e) lands lying between the travelled surface and the boundary of the park street shall be contoured to provide for proper drainage and shall be seeded or sodded;

f) lands lying between the travelled surface and the park street boundary shall be kept free from fences, walls, trellises, hedges, shrubs or other obstructions;

g) any intersecting park streets shall intersect at an angle of seventy five degrees (75°) to ninety degrees (90°) for a minimum distance of one hundred (100) feet from the intersection measured from the respective centre lines; and

h) no more than four (4) park streets shall converge at any one point.

**13.8 Construction of Park Streets** Park streets shall be constructed in accordance with the following:

a) Subgrade (or earth grade) shall be well drained, uniformly graded with reference to the condition of the grade and compacted to ninety five (95) per cent proctor density. A course of granular material shall be laid on the subgrade on which the 4 inch base of crushed stone referred to in Section 13.8 (B) (ii) is laid, if applicable. The thickness of this granular course shall be based on subgrade conditions.

**13.8 b)** Where flexible pavement is provided, the pavement shall;

i) be protected at the edges by curbs, gutters, or other suitable edging where necessary to prevent ravelling of the wearing surface and shifting of the pavement base;

ii) have a minimum four (4) inch base of crushed stone, gravel, or other appropriate durable material compacted to ninety five (95) per cent proctor density; and

iii) the wearing surface shall be bituminous concrete, of minimum one and one half (1½) inch thickness compacted to ninety five (95) per cent proctor density.

c) Where rigid pavement is provided, the pavement shall consist of minimum five (5) inch thick Portland cement concrete on a prepared subgrade constructed in accordance with accepted practices and with expansion joints where driveways and walks abut each other or the curb.

d) Streets which have neither flexible nor rigid pavement shall consist of gravel, crushed stone or other materials of equal function and durability. Surfacing material which tends to produce dust or loose particles shall be suitably treated to eliminate these characteristics.

### **13.10 Speed Limit**

The speed limit on all mobile home park streets shall be a maximum of twenty five (25) kilometres per hour.

### **13.11 Street Signs**

Park streets shall: a) be named by way of street signs to be placed at the main entrance and at each intersection;

b) have regulation "Stop" signs located at the intersection with all other park streets and public streets or highways; and

c) have regulation speed limit signs placed at all entrances to the mobile home park.

#### 13.12 Mobile Home Park Entrance Signs

a) Every sign and all parts thereof, including framework, supports, background and anchors shall be constructed in compliance with the Building By law of the Municipality and all fire prevention and electrical codes.

13.12 b) The following standards shall apply to mobile home park entrance signs:

i) one (1) entrance sign which denotes the name of the mobile home park and any parking, speed limit or other general traffic regulations shall be permitted at the entrance to the mobile home park;

ii) the entrance sign shall have an area not exceeding thirty-two (32) square feet (3 sq.m.) and shall be placed adjacent to a public street or highway or park street and shall be located so as to not obstruct the vision of any driver or otherwise interfere with traffic;

iii) flashing entrance signs shall be prohibited; and

iv) any illuminated sign shall be located so as to direct light away from adjacent dwellings mobile home spaces.

#### PART 14: PENALTIES

14.1 Any person who violates any provision or requirement of this By-law is guilty of an offence and liable on summary conviction to a minimum fine of one hundred (100) dollars and a maximum fine of one thousand (1,000) dollars and in default of payment of such fine to a term of imprisonment not exceeding sixty (60) days.

14.2 Every day during which a contravention of or failure to comply with the provisions of this By-law continues shall be deemed a fresh offence.

14.3 **Repealed** It shall be an offence for any driver to:

a) exceed the posted speed limit in a mobile home park;

b) not stop at a "Stop" sign posted in a mobile home park.

14.4 a) Where there is a contravention of this By-law, the Municipality may, after ninety (90) days of the date of contravention, undertake any repair, maintenance or upgrading of a mobile home park, its services or equipment, or structures on a mobile home space and render any charges therefor to the mobile home park owner in the form of a lien against the property or to the mobile home owner in the form of a lien against the mobile home.

b) Notwithstanding the time period specified by subsection (A), where there is a contravention of any regulation, statute or other which may or may not specify a time period for enforcement or action, the more stringent and timely period will apply.

#### **PART 15: REPEAL OF PREVIOUS BY-LAW**

15.1 The Mobile Home By-law of the Municipality adopted during the January session of 1972 and referred to as By-law No. 29 is hereby repealed.

#### **SCHEDULE "A": Repealed REQUIREMENTS FOR ENGINEERING DRAWINGS**

The following information is required for engineering drawings of water distribution systems, storm sewerage systems, sanitary sewerage systems, park street systems and for drainage plans:

1. Engineering drawings shall include the following information and documentation:

a) plans;

b) design calculations;

c) profiles;

d) cross-sections;

e) details; and

f) specifications.

2. The scale of the plan and profile portions of the engineering drawings shall be drawn to:

a) a horizontal scale of 1 inch = 40 feet or 1 centimetre = 500 centimetres;

or

b) a horizontal scale of 1 inch = 20 feet or 1 centimetre = 250 centimetres;

and

c) a vertical scale which is a ratio of vertical to horizontal of one to fifty (1:50) or is otherwise acceptable to the Engineer.

3. The cross-section and detail portions of the engineering drawings shall fully illustrate the subject matter.

4. The plans of the engineering drawings shall include:

a) the location and dimensions of all existing and proposed park streets and the name of each street printed outside the road lines;

b) the chainage at one hundred (100) foot or thirty (30) metre intervals;

c) the control monuments and bench marks that are within the area of the proposed mobile home park development;

d) the sanitary sewerage system, storm sewerage system and surface drainage, showing the lengths, sizes and types of all pipes and the direction of flows;

e) the water distribution system including valves, hydrants, tees, bends and all other fittings, and showing the lengths, sizes and types of all pipes;

f) sanitary sewerage hookups and water service pipes to proposed mobile home spaces and to the public street or highway and park street, and showing the pipe lengths, sizes and types;

g) the surface drainage and any related structures;

h) any other services and appurtenances;

i) curbs, gutters and sidewalks;

j) catch basins and outlet pipes;

k) street lighting, electrical distribution and service systems; and

l) any other information deemed necessary by the Engineer to determine if the mobile home park development plan conforms to this By-law.

5. The information required by Section 4 and Section 6 shall be shown:

a) at intervals based on sound engineering principles and as agreed to between the applicant and the Engineer; and

b) to a distance of twenty (20) feet or six (6) metres beyond each public street or highway and park street.

6. The profile portion of the engineering drawings shall include the existing and proposed location and vertical alignment and slope of:

a) the centre lines of all public streets or highways and park streets and easements;

b) the complete sanitary sewerage system including all appurtenances;

c) the complete water distribution system including all appurtenances;

d) the complete storm sewerage system including any appurtenances;

e) all other underground services and appurtenances;

f) the soil profile and water table where they affect the proposed services; and

g) soil test bore holes and the results of the tests if required by the Engineer to determine the appropriate type of bedding for the pipe.

7. The information required by Section 6 shall include the pipe lengths, sizes, types and classifications for all service systems.

8. The cross-section portion of the engineering drawings shall include all existing and proposed:

i) ground conditions;

ii) public street or highway and park street lines; and

iii) service systems.

9. Drainage plans shall show:

a) the location of the proposed mobile home park within the topographic drainage area;

b) the total area of:

i) the proposed mobile home park; and

ii) the lands tributary to the proposed mobile home park and the appropriate run-off coefficients;

c) contour lines at five (5) foot or two (2) metre intervals or as otherwise required by the Engineer in order to determine site drainage patterns;

d) the location of every watercourse and its direction of flow; and

e) any other information deemed necessary by the Engineer to determine if the plan meets the requirements of this By-law.

10. The complete engineering input, design and drawings must be carried out by a Professional Engineer.

#### **SCHEDULE "B": PROTECTIVE CASINGS FOR SEWER RISERS**

1. The protective casing for each sewer riser shall be provided according to Figure No. 1 and the following:

a) The sewer riser shall extend 4 – 5 inches above grade;

b) A separate casing, comprising PVC SDR 35.5 pipe or ductile iron pipe with cap, shall be provided for the sewer riser to a depth of four (4) feet; and

c) The space between the sewer riser and the casing shall be filled with insulating material.

#### **A BY-LAW TO AMEND THE BUILDING BY-LAW**

The Building By-law of Halifax County Municipality is hereby amended by:

a) deleting from Section 2 (b) the words "but does not include a mobile home as defined in the Zoning By-law of the Municipality"; and

b) inserting immediately following Section 6 the following:

6A (1) No person shall locate or occupy a mobile home outside a mobile home park, or cause or permit the same to be so located or occupied, without having first obtained a written permit therefor from the inspector, provided that a mobile home may:

a) be parked in the yard of any residential premises for a period not exceeding three weeks at any one time; or

b) be parked in the yard of the residential premises of the owner thereof, if in either case it is not while so parked used for living or eating purposes or for the carrying on of any business.

(2) Unless a mobile home situate outside of a mobile home park has been located in accordance with the provisions of Subsection (1), no person shall permit a mobile home, whether or not occupied, to remain on any property assessed to him by the Municipality of the county of Halifax for a period of more than seven days after notice to remove the same has been given to him by the Building Inspector.

(3) Notice under Subsection (2) may be served on the assessed owner personally or by registered mail addressed to him at the address shown on the Assessment Roll and if served by registered mail shall be deemed to have been served on the fifth day after the day of mailing.

6B (1) No addition shall be built onto or become a part of any mobile home located or occupied under this Part.

(2) Notwithstanding the provisions of Subsection (1), an addition may be built onto a mobile home located and occupied under this Part where such addition is a foundation or is for use as a porch, sundeck or storage space and of a size and design approved by the inspector.

(3) Notwithstanding the provisions of Subsection (1), a single car garage or carport may be erected on the lot on which a mobile home is located under this Part of a size and design approved by the inspector. 6C Notwithstanding the provisions of this or any other By-law or Regulation of the Municipality, a single family dwelling may be erected on a lot on which is located a single occupied mobile home, provided that such single family dwelling shall not be occupied as a residence for more than thirty days while the mobile home is located on the lot.

THIS IS TO CERTIFY that the By-law of which this is a true copy was duly passed at a duly called meeting of the Municipal Council of Halifax County Municipality duly held on the 7th day of October, A.D. 1986.

GIVEN under the hand of the Municipal Clerk and under the corporate seal of the said Municipality this 4th day of December, A.D. 1986.

Gerald J. Kelly  
Municipal Clerk

Approved this 30th day of  
September, 1987

David Nantes  
Minister of Municipal Affairs



# ORDINANCE NUMBER 143

## RESPECTING MOBILE HOME PARKS

**BE IT ENACTED** by the City Council of the City of Halifax, under the authority of Section 341(d) and 342 of the Halifax City Charter, 1963, as follows:

### Short Title

1. This Ordinance shall be known as Ordinance Number 143 and may be cited as the "Mobile Home Park Ordinance".

### Definitions

2. In this Ordinance:

(a) "City" means the City of Halifax;

(b) "Council" means the Council of the City;

(c) "Mobile Home" means any portable dwelling having no permanent foundation used or so constructed to permit it being used as a conveyance on public streets and highways and designed and constructed to be a dwelling.

(d) "Mobile Home Park" means any land upon which one or more occupied mobile homes are located for a period of 30 days or more;

3. (1) A person shall not operate a Mobile Home Park without having first obtained a Mobile Home Park License from the City.

(2) An applicant for a Mobile Home Park shall make application to the Building Inspector of the City of Halifax.

(3) The Application shall: (a) be made in the form prescribed to be obtained at the office of the Inspector;

(b) be signed by the applicant;

(c) give the area and dimensions of the land to be used as a Mobile Home Park;

(d) give the maximum number, location and size of all mobile home spaces;

(e) give the proposed location of each mobile home on each mobile home space;

- (f) give the location of service buildings and any other proposed structure on the land;
- (g) give the location and width of roadways and walkways;
- (h) give the location and design of water and sewer lines;
- (i) give the location and design of the sewage disposal system.

4. If the applicant:

- (1) complies with all City laws.
- (2) has filed a properly completed application with the Building Inspector.

the Building Inspector shall issue a license to the applicant to operate a Mobile Home Park.

5. (1) No fee shall be payable for a license issued under this Ordinance.

(2) The operator of a Mobile Home Park shall, on or before the 10th day of each month, render to the Building Inspector a statement of the number of mobile homes which occupied a space in the Mobile Home Park in the preceding month.

(3) If the statement is not received by the Building Inspector by the 15th day of the month, the Building Inspector shall recommend to Council that the license be revoked.

6. Unless it is revoked, the Mobile Home Park License issued under this Ordinance shall be effective for one year from the date of issue.

7. A Mobile Home Park License may be renewed.

8. If the Park does not conform with a City Law, City Council may suspend or revoke a Mobile Home Park License.

9. A person who operates a Mobile Home Park without a valid license shall be liable, upon summary conviction, to a penalty not exceeding \$500.00 and in default of payment to imprisonment for a period not exceeding 60 days.

**Notice of Motion to Introduce: July 30, 1970**

**First Reading: August 13, 1970**

**Committee of the Whole Council: August 19, 1970**

**Second Reading: August 27, 1970**

**Approval of M.M.A.: September 24, 1970**

**AMENDMENTS:**

**No. 1** Section 5 (Subsection 1)

Notice of Motion to Introduce: February 15, 1973

First Reading: March 1, 1973

Committee of the Whole Council: March 7, 1973

Second Reading: March 15, 1973  
Approval of M.M.A.: April 25, 1973

**No. 2** Section 5 repealed and replaced  
Notice of Motion to Introduce: December 15, 1977  
First Reading: December 29, 1977  
Committee of the Whole Council: January 4, 1978  
Second Reading: January 12, 1978  
Approval of M.M.A.: February 2, 1978

# Attachment F

## HALIFAX REGIONAL MUNICIPALITY

### ADMINISTRATIVE ORDER NUMBER 15

#### Respecting License, Permit and Processing Fees

BE IT RESOLVED as an Administrative Order of the Council of the Halifax Regional Municipality as follows:

#### **SHORT TITLE**

1. The Administrative Order may be cited as Administrative Order Number 15, the License, Permits and Processing Fees Administrative Order.

#### **LICENSE FEES ESTABLISHED**

2. The fees for licenses issued pursuant to the By-laws mentioned in Schedule "A" to this Administrative Order shall be as set forth therein.

Done and passed in Council this 30<sup>th</sup> day of March, 1999.

Walter Fitzgerald  
Mayor

Vi Carmichael  
Municipal Clerk

## Schedule A

- 1.** Notwithstanding the processing fees set forth in the various Municipal Planning Strategies, Land Use By-Laws and Subdivision By-Laws in force in Halifax Regional Municipality, the following processing fees shall apply in the place and stead of the fees, including fees for the Heritage, Blasting, Civic Addressing, Sign, Lot Grading and Grade Alteration By-laws.
  - 1A.**
    - (1) Subject to 1A(3), beginning on April 1<sup>st</sup>, 2024, and on each April 1<sup>st</sup> thereafter,
      - (a) the fees for sections 4A, 6A, 6B, **6E**, 13A, 15A, 16A, and 21A shall be automatically increased by the average monthly increase to the All-Item Consumer Price Index for the Province of Nova Scotia for the period of time from January 1<sup>st</sup> to December 31<sup>st</sup> of the preceding calendar year, rounded up to
        - (i) the nearest \$10 when the fee is \$100 or more
        - (ii) the nearest \$1.00 when the fee is under \$100; and
      - (b) the charts listing those fees amounts that have been increased under clause 1A(1)(a) shall be automatically amended to the amount of the increased fees.
    - (2) If there is no increase in the Consumer Price Index for the Province of Nova Scotia, there shall be no increase in the fees under subsection (1).
    - (3) The automatic increase shall not apply respecting the following fees under section 6B:
      - (a) the Owner's License Annual fee;
      - (b) the Owner's Renewal fee;
      - (c) Permanent Taxi Driver's fee; and
      - (d) the Drive Application Fee.
    - (4) From time to time, the Chief Administrative Officer, or designate, shall post a revised version of this Schedule that incorporates the fees that were increased under subsection 1A(1).
  - 1B.** When amendments are prepared by staff for Council's consideration that proposes changes to the fees under sections 4A, 6A, 6B, **6E**, 13A, 15A, 16A, and 21A of this Administrative Order, the Guiding Principles in the staff report dated September 23, 2019 must be applied, in accordance with Council's direction of October 22, 2019.
  - 1C.**
    - (1) For the purposes of this section,

- (a) “existing building” means any building in which a building permit has been issued;
- (b) “non-profit organization” means:
  - (i) a non-profit association incorporated pursuant to the Co-operative Associations Act, R.S.N.S.1989 c. 98, as amended,
  - (ii) a non-profit association to which the Co-operative Associations Act applies,
  - (iii) a not-for-profit corporation incorporated pursuant to the Canada Not-for-profit Corporations Act, S.C. 2009, c. 23, and
  - (iv) a non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature; and
- (c) “registered Canadian charitable organization” means a charitable organization registered pursuant to the Income Tax Act (Canada) and the regulations made pursuant to that Act;.

- (2) All the fees listed in Schedule B may be waived for residential developments undertaken by a non-profit organization or registered Canadian charitable organizations, providing all the following are satisfied:
    - (a) on the date the complete application is received by the Municipality, the applicant must have been registered as a non-profit organization or registered Canadian charitable organization for a period of at least 1 year;
    - (b) the provision of affordable housing must be included in either the mandate, or the programs and activities, of the of the non-profit organization or registered Canadian charitable organization;
    - (c) a minimum of 60% of the development must be for a residential use and
      - (i) where the application is for the development of a building(s), a minimum of 60% of the total gross floor area the development must be for a residential use, or
      - (ii) where the application is for the subdivision of land a minimum of 60% of
        - (A) the lots created through the subdivision, or
        - (B) the lands subject to the subdivision,
- must be in a zone, or subject to a development agreement, that would permit a residential use;

(d) where there is a capital cost charge imposed by a by-law of the Municipality that applies to the property, a minimum of 60% of the total gross floor area of any existing building(s) must be for a residential use;

(e) the property that is the subject of the application must be owned by one, or a combination of, the following:

- (i) the non-profit organization or registered Canadian charitable organization,
- (ii) the Municipality,
- (iii) the Province of Nova Scotia,
- (iv) the Government of Canada, or
- (v) an agent of the Province of Nova Scotia or the Government of Canada, including a Crown corporation; and

(f) on the date of the complete application is received by the Municipality, the non-profit organization or registered Canadian charitable organization must have fully paid all taxes owing or all installments or all interim payments due to the Municipality.

2. Repealed.

3. Repealed.

4. Repealed.

4A.

<b>Fees pursuant to By-law O-109T Respecting Open Air Burning</b>		
<b>Fee Description</b>	<b>By-law Section</b>	<b>Fee</b>
<b>Open Air Burning By-law</b>		
- Residential		<b>No fee</b>
- Commercial	<b>10(1)</b>	<b>\$50.00</b>

5. Repealed.

6. Repealed.

6A.

Fee Description	Fee	Cancellations & Refunds
Public Consultation/Advertising Deposit  (Public consultation costs include, but are not limited to, advertising, mailouts, engagement material and meetings.)	<b>\$1,000</b>	Deposit funds not used for public consultation will be refunded
<b>Municipal Strategy Amendments, Rezoning, Planning Applications</b>		
Pre Pre-Application	<b>\$500</b>	Cancellation of the pre public consultation will result in a 50% refund, providing the Municipality receives notice of the cancellation within the earlier of 90 calendar days from the day of submission or 90 calendar days from the day the pre public consultation began, counting the day of submission and the day of the pre public consultation.  No refunds will be issued post public consultation.  Where public consultation does not apply, a cancellation within 30 calendar days will result in a full refund.  No refunds will be issued after 30 calendar days from submission.  Non-refundable  Non-refundable  Non-refundable
Planning Application Submission Fee	<b>\$3,430</b>	
The following fees include submission fee:		
Municipal Planning Strategy Amendment along with a Development Agreement	<b>\$5,720</b>	
Land Use By-law Amendment (rezoning and/or text change)	<b>\$3,430</b>	
Municipal Planning Strategy Amendment along with a Land Use By-law Amendment	<b>\$5,720</b>	
Land Use By-law Amendment along with a Development Agreement	<b>\$4,580</b>	
Deregistration & Demolition of a Heritage Property	<b>\$4,580</b>	
Development Agreement	<b>\$3,430</b>	
Discharge of a Development Agreement (in whole or in part)	<b>\$600</b>	
Amendments to Development Agreements unless all the amendments are listed as non- substantive in the development agreement*	<b>\$4,580</b>	
Amendments to Development Agreements where all the amendments are listed as Non-Substantive*	<b>\$3,430</b>	
Telecom Tower Application	<b>\$600</b>	
* Amendments defined within development agreement		



<b>Variations and Site Plans</b>		
Variance	<b>\$670</b>	Non-refundable
Variance Appeal Deposit	<b>\$500</b>	Deposit returned if application is not appealed
Site Plan Approval, including Downtown Halifax Non-Substantive Site Plan Approval but excluding Downtown Halifax Substantive Site Plan Approval.	<b>\$600</b>	Non-refundable
Downtown Halifax Substantive Site Plan Approval	<b>\$2,310</b>	Non-refundable except for exempt properties.
Site Plan Appeal Deposit	<b>\$500</b>	Deposit returned if application is not appealed
<b>Development Permit Fees</b>		
Residential Development Permit Fee (includes: New Residential-up to 2 units, enclosed additions, Residential or Multi-use, Industrial, Commercial or Institutional (MICI) renovations, and lease hold improvements)	<b>\$250</b>	Non-refundable
Commercial Development Permit Fee (includes: Multi-use, Industrial, Commercial or Institutional (MICI), 3 unit or greater)	<b>\$600</b>	Non-refundable
Basic Development Permit Fee (includes: Home Occupation, Occupancy Only and Accessory Structures such as Decks, Pools, Sheds, and Fence)	<b>\$600</b>	Non-refundable
Zoning Confirmation Letters	<b>\$200</b>	Non-refundable
<b>Engineering Fees related to Development</b>		
Engineering Review Fee for Non-Engineering Specific Permits (ie: Building & Development Permits)	<b>\$250</b>	Non-refundable
Lot Grading	<b>\$250</b>	Non-refundable
Grade Alteration	<b>\$250</b>	Non-refundable
Top Soil Removal	<b>\$250</b>	Non-refundable
For blasting less than 50 cubic metres of rock	<b>\$140</b>	Non-refundable
All other blasting applications	<b>\$700</b>	Non-refundable
Engineering Inspection Fees	<b>\$150</b>	Non-refundable
<b>Subdivisions</b>		
Subdivision Concept Plan	<b>\$700</b>	Non-refundable
Subdivision Tentative Plan	<b>\$480</b>	Non-refundable
Subdivision Final Without Infrastructure	<b>\$600</b>	Non-refundable

Subdivision Final Plan New Infrastructure	<b>\$2,310</b>	Non-refundable
Repeal of a Final Plan of Subdivision	<b>\$480</b>	Non-refundable
Amendment to a Final Plan of Subdivision	<b>\$480</b>	Non-refundable
<b>Civic Naming and Numbering</b>		
Change Civic Number	<b>\$480</b>	Non-refundable
Change Street Name <sup>1</sup>	<b>\$2,310</b>	Non-refundable
Manufacture & Install Private Road Sign - Sign & Sign post <sup>2</sup>	<b>\$250</b>	Non-refundable
Private Road Sign Only	<b>\$40</b>	Non-refundable
<p><i>Please note: No civic addressing fee shall be collected from the owner when the installation of a Private Road sign is required as the result of a civic addressing change that added one or more civic addresses to an existing travel way so that it now meets the definition of a "private road" under the Civic Addressing By-law.</i></p>		
<small><sup>1</sup> This application fee assumes a consultative process</small>		

**6B.**

<b>Fees pursuant to By-law T-1000, Respecting the Regulation of Taxis, Accessible Taxis, Limousines and Transportation Network Companies</b>		
<b>Fee Description</b>	<b>By-law Section</b>	<b>Fee</b>
Owner's License Annual fee	Part 3 & Part 5	\$50 (for partial term shall be the license fee prorated monthly.)
Owner's Renewal fee	Part 3 & Part 5	\$50 (for partial term shall be the license fee prorated on a monthly basis.)
Permanent Taxi Driver's fee	Part 4 & Part 5	\$100 for a two-year term (for partial term shall be the license fee prorated on a monthly basis.)
Driver Application Fee	Part 4 & Part 5	\$50 for 12-month license if the applicant successfully passes the testing requirements
Change of Vehicle Fee	Part 3	\$35
Change of Business Name Fee	Part 3	\$25

Change of Broker Fee	Part 3	\$25								
Replacement of destroyed, lost or stolen license fee	Part 5	\$10								
Broker's License Annual Fee	Part 12A	\$300								
Transportation Network Company Annual Fee	Part 12B	<table> <tr> <td>1 – 10 Vehicles</td> <td>\$2,000</td> </tr> <tr> <td>11 – 25 Vehicles</td> <td>\$5,000</td> </tr> <tr> <td>26 – 100 Vehicles</td> <td>\$15,000</td> </tr> <tr> <td>100+ Vehicles</td> <td>\$25,000</td> </tr> </table>	1 – 10 Vehicles	\$2,000	11 – 25 Vehicles	\$5,000	26 – 100 Vehicles	\$15,000	100+ Vehicles	\$25,000
1 – 10 Vehicles	\$2,000									
11 – 25 Vehicles	\$5,000									
26 – 100 Vehicles	\$15,000									
100+ Vehicles	\$25,000									

**6C.**

<b>Fees pursuant to By-law E-200, Respecting Encroachments Upon, Under, or Over A Street</b>		
<b>Fee Description</b>	<b>By-law Section</b>	<b>Fee</b>
Encroachment up to 1.5 square metres	S. 5(2)	\$ 60.00
Encroachment from 1.5 to 2.5 square metres	S. 5(2)	\$ 95.00
Encroachment over 2.5 square metres	S. 5(2)	\$125.00
Encroachment other than those described in paragraph 4(a)(iv) of Bylaw E-200 shall be subject to an annual rental fee	S.6	\$1.00 per 0.1 square metres of such encroachment, with a minimum fee of \$10.00.
Temporary Encroachments shall be subject to a daily rental fee for the temporary use of the street or a part thereof during construction at the following rate:	S.6	<p>(a) \$0.30 per square metre for the travelled way;</p> <p>(b) \$0.25 per square metre for the sidewalk between the curb and 2 metres back from the curb face; and</p> <p>(c) \$0.15 per square metre for the balance of the sidewalk and to the street line or property line which shall be payable monthly in advance, with the first month=s payment due at the time the license is issued and subsequent payments being due one</p>

		<p>month from the time of the previous due date.</p> <p>(d) where the encroachment occupies any part of a metered parking space, it shall be deemed to occupy the total metered parking space and the daily rental fee shall apply to 16.7 square metres of travelled way.</p>
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6D.

<b>Fees Pursuant to By-law B-201, the <i>Building By-law</i></b>		
<b>Fee Description</b>	<b>Fee Amount</b>	<b>Provision of By-law B-201</b>
<b>For new residential construction of four dwelling units or less including excavations, foundations, and additions</b>		
Construction Projects Not exceeding \$5000.	\$31.25	4A(1)(a)
All floors, wherein any portion of the floor plane is at or above the mean finished grade surrounding the dwelling.	\$4.04 per square metre	4A(1)(b)
All floors extending below but not beyond 1.67 meters (5.5 ft) of the mean finished grade surrounding the building.	\$3.36 per square metre	4A(1)(c)
Finished or Unfinished Basements.	\$1.35 per square meter	4A(1)(d)
Attached or Detached Garages.	\$1.35 per square meter	4A(1)(e)
<b>Renovations and Other Types of Construction</b>		
For renovation type construction including structural alterations and repairs, and for all other types of construction.	\$6.88 per thousand dollars of construction value	4A(2)
<b>Renewal or Reissuance to another Individual or Company</b>		
Renew a building permit or reissue the permit in the name of another individual or company.	\$31.25	4A(3)
<b>Change in Use or Occupancy</b>		
Where a building permit is required to facilitate a change in use or occupancy and the change does not involve renovations or structural alterations in excess of \$5000.00.	\$62.50	4A(4)
<b>Occupancy Permit</b>		
Building exceeds one year in age and where the Municipality is requested to issue an Occupancy Permit.	\$125.00	4A(5)
<b>Demolition Permit</b>		
Fee for Demolition Permit	\$62.50	4A(6)

<b>Permit for Construction or Erection of Barricades, Hoardings or Temporary structures</b>		
Permit for the construction or erection of barricades, hoardings or temporary structures.	\$25.00	4A(7)
<p><b>Please note:</b> A non-profit organization or registered Canadian charitable organization that provides affordable housing may be exempt from these fees under subsections 4(8),(9) of the <i>Building By-law</i>.</p> <p>For an application for a new commercial/industrial and multi-tenant residential project, or a leasehold improvement or alteration, 25% of the fees may be paid at the time of application under subsection 4(2A) of the <i>Building By-law</i>.</p>		

**6E.**

<b>Fees pursuant to By-law L-500, Respecting the Construction and Operation of Land-Lease Communities</b>		
<b>Fee Description</b>	<b>By-law Section</b>	<b>Fee</b>
Operating License	7	\$250.00
Phasing Plan Application	7	\$700.00
Land-lease Community Permit for the construction or expansion of a land-lease community	7	\$600.00
Land-lease Community Permit for the replacement or repair of existing infrastructure	7	\$250.00
Land-lease Community Permit for emergency infrastructure repairs	7	\$0.00

**7.**

<b>By-law #</b>	<b>Short Title</b>	<b>Section</b>	<b>Fee</b>
By-law P-800	Pesticide By-law	S. 7(2)	\$0.00
		Any other permits	\$0.00

**8. Repealed.**

9. Repealed.

9A.

By-law #	Short Title	Section	Permit	Fee
P-1200	<i>On-Street Parking Permits By-law</i>			
		5(a)	Annual Resident Parking Permit First permit Second Permit	\$75.00/year \$175.00/year
		5(b)	Temporary Resident Parking Permit	\$0.00
		5(c)	Visitor Parking Permit One (1) day Two (2) days Seven (7) days	\$15.00 \$25.00 \$35.00
		5(e)	Commuter Parking Permit: Zone 7, 8, 9, 10 Zone 2, 5, 6, 16 Zone 1, 3, 4, 11, 12, 13, 14, 15	\$70.00/month \$55.00/month \$35.00/month
		5(ea)	Student Commuter Parking Permit Zone 7, 8, 9, 10 Zone 2, 5, 6, 16 Zone 1, 3, 4, 11, 12, 13, 14, 15	\$60.00/month \$45.00/month \$25.00/month
		5(f)	Municipal Parking Permit	\$0.00
		5(g)	Annual Carshare Vehicle Parking Permit	\$100.00/year

10. Repealed.

11. Repealed.

12.

By-law #	Short Title	Section
P-500	Parking Meter By-law	10
<b>Hourly Fee by Zone (Monday through Friday)</b>		
	A	B
	C	D
	E	F
	G	H

<b>Hour Beginning at</b>	8AM	\$2.00	\$2.50	\$2.50	\$3.75	\$2.00	\$2.00	\$2.00	\$2.50
	9AM	\$2.00	\$2.50	\$2.50	\$3.75	\$2.00	\$2.00	\$2.00	\$2.50
	10AM	\$2.00	\$3.75	\$2.50	\$3.75	\$2.00	\$2.00	\$2.00	\$2.50
	11AM	\$2.00	\$3.75	\$3.75	\$3.75	\$2.00	\$2.00	\$2.00	\$3.25
	12PM	\$2.00	\$3.75	\$3.75	\$3.75	\$2.00	\$2.00	\$2.00	\$3.25
	1PM	\$2.00	\$2.50	\$3.75	\$3.75	\$2.00	\$2.00	\$2.00	\$3.25
	2PM	\$2.00	\$2.50	\$2.50	\$2.00	\$2.00	\$2.00	\$2.00	\$1.25
	3PM	\$2.00	\$2.50	\$2.50	\$2.00	\$2.00	\$2.00	\$2.00	\$1.25
	4PM	\$2.00	\$2.50	\$2.50	\$2.00	\$2.00	\$2.00	\$2.00	\$1.25
	5PM	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25
<b>DAILY MAX</b>		\$19.25	\$27.50	\$27.50	\$29.75	\$19.25	\$19.25	\$19.25	\$22.25

**12A.** Council, by resolution, or the CAO, may waive any parking rate under section 12 where, in the opinion of Council or the CAO, such waiver would be beneficial to the Municipality.

**13. Repealed.**

**13A.**

<b>Fees pursuant to By-law C-501, Respecting Vending on Municipal Lands</b>		
<b>Fee Description</b>	<b>By-law Section</b>	<b>Fee</b>
Food Services vehicle	4	\$1,060 annum
Bicycle Wagon	20 (4)	\$170 annum
Stands	4	\$300 annum
Artisans/Craftspeople		
-Spring Garden Road	40 (3)	\$42 annum
-Waterfront	40 (3)	\$320 annum
-Ferry Terminal Park	40 (3)	\$140 annum

Newspaper Boxes	42 (2)	\$65 annum
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14. Repealed

15. Repealed

15A.

<b>Fees pursuant to By-law S-801, Respecting Licensing of Temporary Signs</b>		
<b>Fee Description</b>	<b>By-Law Section</b>	<b>Fees</b>
Multiple Resident Signs	5(3), 12(5)	\$37 per license per 30 day Occasion
Mobile Signs	5(3), 12(3)	\$37 per license per 30 day occasion
Box signs	5(3), 12(4)	\$140 per license per year
Banners	5(3), 12(2)	\$70 per license per occasion
Sandwich Boards	5(3), 15(1)	\$94 per license per Year
Inflatable Signs	5(3), 12(1)	\$37 per license per 30 day occasion
Multi Special Event Signs	5(3), 12(8)	\$37 per license per occasion



**16. Repealed**

**16A.**

<b>Fees pursuant to Permanent Signs</b>	
<b>Fee description</b>	<b>Fees</b>
A Permanent Sign includes but is not limited to Projection, Roof, Ground, Billboard, Facia	\$ 250 per sign

**17.**

<b>Schedule of Engineering Fees – Local Improvement Charges</b>	
Paving	5% of property owners share of total construction costs
Stand-alone curb	5% of property owners share of total construction costs
Sidewalk, Curb & Gutter	10% of property owners share of total construction costs

**18.**

<b>By-law #</b>	<b>Short Title</b>	<b>Section</b>	<b>Fee</b>
By-law N-300	Nuisance By-law	S.8(3)	\$50.00

**19.**

<b>By-law #</b>	<b>Short Title</b>	<b>Section</b>	<b>Fee</b>
By-law S-300	Streets By-law	23 (2)	
		<b>Activity</b>	
		Lateral Connection – Main	\$200.00
		Renew Lateral Connection – Main	\$200.00
		Sewer Cap Off	\$200.00
		Water Lateral Cap	\$200.00
		Water Lateral Main to Prop	\$200.00
		Extension to Sewer Main	\$700.00
		Sewer Main Repair	\$700.00
		New Watermain	\$700.00
		Watermain Relining	\$700.00
		Watermain Renewal	\$700.00
		Culvert	\$200.00
		Curb/Sidewalk Cut	\$200.00

		Utility Pole Support Anchor(s)	\$125.00
		Utility Pole Installation	\$125.00

By-law #	Short Title	Section	Fee
		Replace Utility Pole	\$125.00
		Oversize Move	\$125.00
		Temporary Closure – Crane	\$200.00
		Partial Closure – Crane	\$200.00
		Partial Closure – Movie	\$200.00
		Temporary Closure – Movie	\$200.00
		Partial Closure – General	\$200.00
		Temporary Closure – General	\$200.00
		Overhead Power Lines	\$125.00
		Overhead Telecom Lines	\$125.00
		Monitor Well/Borehole	\$125.00
		Rickshaws	\$200.00
		Special Events	No Charge
		Overhead Banner	\$125.00
		Lateral Connection- Pro Line	\$200.00
		Renew Lateral Connection – Prop	\$200.00
		Water Lateral Renewal	\$200.00
		Buried Electrical Lateral	\$200.00
		Buried Electrical Main	\$200.00
		Buried Telecom Lateral	\$200.00
		Buried Telecom Main	\$200.00
		Newspaper Boxes	\$125.00
		Refuse Container	\$125.00
		Advertising Benches	\$125.00
		Kiosk/Booths	\$125.00
		Transit Shelter	\$125.00
		Capital Project	\$125.00
		Repairs to Street Surface	\$125.00
		Repairs to sidewalk	\$125.00
		Road Construction	\$125.00
		Temp Workplace Adjacent to ROW	\$125.00
		Temporary Workplace on ROW	\$125.00
		Natural Gas Lateral	\$200.00

		Natural Gas Main (<20m)	\$200.00
		Natural Gas Main (21m < 500m)	\$700.00
		Natural Gas Main (>500 m)	Staff Time
		24(1)(a)	\$1000.00 Security Deposit
		24 (1)(b)	
		<b>Pavement Condition Index of the Street</b>	<b>Percentage of estimated reinstatement cost collected through PIC</b>
		85 - 100	30%
		70 – 84.99	25%
		60 – 69.99	20%
		40 – 59.99	15%
		0 – 39.99	5%
		24 (1)(c)	15% of total restoration Cost based on current unit prices
		25 (2)	\$ 1000.00 Application Fee \$20,000.00 Security Deposit
		25(6)	\$65.00 per inspection
		28(h)(i) 28(h)(ii)	\$2 million per occurrence \$2 million per occurrence
		30(2)	\$1000.00 Security Deposit

**20.**

By-law #	Fee
<b>By-law S-500</b>	
Solar Collector Permit	\$150.00

**21. Repealed**

**21A.** (1) There are no fees prescribed under By-law S-1000, Respecting the Regulation of Sidewalk Cafes, for the period from May 27, 2020 until December 31, 2020, including both dates.

(1A) There are no fees prescribed under By-law S-1000, Respecting the Regulation of Sidewalk Cafes, for the period from April 7, 2021 until December 31, 2021, including both dates.

(1B) There are no fees prescribed under By-law S-1000, Respecting the Regulation of Sidewalk Cafes, for the period from March 2, 2022 until December 31, 2022, including both dates.

(2) If a fee prescribed under subsection (4) of this section has been paid to the Municipality during the period from January 1, 2020 until March 1, 2022, including both dates, the fee for a subsequent café license or a subsequent removal and reinstatement shall be reduced by the amount paid during such period, until either:

(a) 4:15 pm on March 31, 2026; or

(b) the full amount paid during the period has been applied against the fee for the subsequent café license or a subsequent removal and reinstatement,

whichever occurs first.

(3) The reduction under subsection (2) of this section may be applied to reduce a fee under subsection (4), providing the applicant is the same applicant that paid the fee for the period from January 1, 2020 until March 1, 2022, including both dates.

(4) Subject to subsections (1), (1A), (1B), (2), and (3) of this section, the fees prescribed under By-law S-1000 are as follows:

<b>Fees pursuant to By-law S-1000, Respecting the Regulation of Sidewalk Cafes</b>		
<b>Fee Description</b>	<b>By-Law Section</b>	<b>Fees</b>
Seasonal Sidewalk Cafe License Fee for unenclosed sidewalk café.	13	\$320 per Seasonal Sidewalk Café
Seasonal Sidewalk Café License fee for unenclosed sidewalk café where the tables and chairs are removed from the sidewalk each day by the closing time of the principle use property.		No fee
Seasonal Sidewalk Café License Fee for enclosed sidewalk cafés smaller than 9.29 square meters.	13	\$480 per Seasonal Sidewalk Café

All other Seasonal Sidewalk Café License Fee.	13	\$940 per Seasonal Sidewalk Café
Annual Sidewalk Café License Fee.	13	\$1,700 per Annual Sidewalk Café
Parking Meter Removal and Reinstatement Fee.		\$200 per meter per sidewalk café season
Street Post Removal and Reinstatement Fee.		\$200 per street post per sidewalk café season

**22.**

By-law	Short Title	Section	Fee
A-600	<i>Advertising on Provincial Highways By-law</i>		
		9(1) Application for initial license	\$200
		9(2) Application for license renewal	\$50

**23. Repealed**

**24.**

By-law #	Short Title	Section	Details	Fee
B-400	Alarm By-law	3(2)	Alarm System Permit Fee	\$0.00

**25.**

<b>By-law C-1000, Respecting Charges for the Resolution of Inadequate Water Supply and On-Site Sewage Disposal Systems</b>		
Fee Description	By-law Section	Fee

Application Fee – Water Supply Improvement	5(h)	\$150.00
Application Fee – On-Site Sewage Disposal System	5A(g)	\$150.00

26.

<b>By-law G-200, Respecting Grade Alteration and Stormwater Management Associated with Land Development</b>		
<b>Fee Description</b>	<b>By-law Section</b>	<b>Fee</b>
Performance Security	16(b)	110% of the cost of the work
Permit Fee	s. 20	\$200
Security Deposit	ss. 22(1)	\$2,500/0.5 hectare of land prorated, with a minimum fee of \$1000

**SCHEDULE B**

1. For the purposes of 1C (2) of Schedule A, the following fees may be waived:

- (a) in section 6A,
  - (i) Residential Development Permit Fee (includes: New Residential-up to 2 units, enclosed additions, Residential or Multi-use, Industrial, Commercial or Institutional (ICI) renovations, and lease hold improvements),
  - (ii) Commercial Development Permit Fee (includes: Multi-use, Industrial, Commercial or Institutional (MICI)),
  - (iii) Basic Development Permit Fee (includes: Home Occupation, Occupancy Only and Accessory Structures such as Decks, Pools, Sheds, and Fence),
  - (iv) Engineering Review Fee for Non-Engineering Specific Permits (ie: Building & Development Permits),
  - (v) Lot Grading,
  - (vi) Grade Alteration,
  - (vii) Top Soil Removal,
  - (viii) For blasting less than 50 cubic metres of rock,
  - (ix) All other blasting applications,
  - (x) Subdivision Concept Plan,
  - (xi) Subdivision Tentative Plan,
  - (xii) Subdivision Final Without Infrastructure,
  - (xiii) Subdivision Final Plan New Infrastructure,
  - (xiv) Repeal of a Final Plan of Subdivision,
  - (xv) Amendment to a Final Plan of Subdivision,
  - (xvi) Manufacture & Install Private Road Sign - Sign & Sign post
  - (xvii) Pre-Planning Application,
  - (xviii) Municipal Planning Strategy Amendment along with a Development Agreement,
  - (xix) Land Use By-law Amendment,
  - (xx) Municipal Planning Strategy Amendment along with a Land Use By-law Amendment,
  - (xxi) Land Use By-law Amendment along with a Development Agreement,
  - (xxii) Development Agreement,
  - (xxiii) Discharge of a Development Agreement (in whole or in part),
  - (xxiv) Amendments to Development Agreements unless all the amendments are listed as non-substantive in the development agreement,
  - (xxv) Amendments to Development Agreements where all the amendments are listed as Non-Substantive,

- (xxvi) Variance,
- (xxvii) Non-Substantive Site Plan Approval OR Level 1 (I) Site Plan Approval,
- (xxviii) Level 2 (II) Site Plan Approval,
- (xxix) Downtown Substantive Site Plan Approval OR Level 3 (III) Site Plan Approval,
- (xxx) Zoning Confirmation Letters, and
- (xxxi) Deregistration & Demolition of a Heritage Property;

- (b) in section 6C,
  - (i) Encroachment up to 1.5 square metres,
  - (ii) Encroachment from 1.5 to 2.5 square metres,
  - (iii) Encroachment over 2.5 square metres,
  - (iv) Encroachment other than those described in paragraph 4(a)(iv) of Bylaw E-200 shall be subject to an annual rental fee, and
  - (v) Temporary Encroachments shall be subject to a daily rental fee for the temporary use of the street or a part thereof during construction; and

**(ba) in section 6E, all license and permit application fees.**

- (c) in section 16A, a Permanent Sign includes but is not limited to Projection, Roof, Ground, Billboard, Facia;

- (d) in section 19,
  - (i) Lateral Connection – Main,
  - (ii) Renew Lateral Connection – Main,
  - (iii) Renew Lateral Connection – Main,
  - (iv) Sewer Cap Off,
  - (v) Water Lateral Cap,
  - (vi) Water Lateral Main to Prop,
  - (vii) Extension to Sewer Main,
  - (viii) Sewer Main Repair,
  - (ix) New Watermain,
  - (x) Watermain Relining,
  - (xi) Watermain Renewal,
  - (xii) Culvert,
  - (xiii) Curb/Sidewalk Cut,
  - (xiv) Utility Pole Support Anchor(s),
  - (xv) Utility Pole Installation,
  - (xvi) Replace Utility Pole,
  - (xvii) Oversize Move,
  - (xviii) Temporary Closure – Crane,
  - (xix) Partial Closure – Crane,
  - (xx) Partial Closure – General,
  - (xxi) Temporary Closure – General,
  - (xxii) Overhead Power Lines,
  - (xxiii) Overhead Telecom Lines,
  - (xxiv) Monitor Well/Borehole,
  - (xxv) Lateral Connection- Pro Line,
  - (xxvi) Renew Lateral Connection – Prop,
  - (xxvii) Water Lateral Renewal,
  - (xxviii) Buried Electrical Lateral,
  - (xxix) Buried Electrical Main,
  - (xxx) Buried Telecom Lateral,
  - (xxxi) Buried Telecom Main,
  - (xxxii) Capital Project,
  - (xxxiii) Repairs to Street Surface,
  - (xxxiv) Repairs to sidewalk,
  - (xxxv) Road Construction,
  - (xxxvi) Temp Workplace Adjacent to ROW,
  - (xxxvii) Temporary Workplace on ROW,

- (xxxviii) Natural Gas Lateral,
- (xxxix) Natural Gas Main (<20m),
- (xl) Natural Gas Main (21m < 500m),
- (xli) Natural Gas Main (>500 m), and

- (e) in section 20, the Solar Collector Permit; and
- (f) in section 25, the charges for Water Supply Improvement Application Fee.



**Amendment No. 1**

Processing Fees

Notice of Motion: March 23, 1999  
Approved: March 30, 1999

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**Amendment No. 2**

Items 2 & 3 added to Schedule "A"

Notice of Motion: May 4, 1999  
Approved: May 11, 1999

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**Amendment No. 3**

Item 4 added to Schedule "A"  
(By-Law O-100 Open Air Burning By-Law)

Notice of Motion: June 1, 1999  
Approved: June 15, 1999

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**Amendment No. 4**

Addition of Item 5 to Schedule "A"  
(By-Law T-108 Taxi & Limousine)

Notice of Motion: June 11, 1999  
Approved: July 6, 1999

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**Amendment No. 5**

Addition of Item 6  
(By-Law E-200 Encroachments)

Notice of Motion: June 1, 1999  
Approved: July 13, 1999

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**Amendment No. 6**

Addition of Item 7  
(By-Law P-800 Pesticides)

Notice of Motion: December 12, 2000  
Approved: January 9, 2001

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**Amendment No. 7**

Add Item 8 (Fees)

Notice of Motion: February 5, 2002  
Approved: February 12, 2002

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**Amendment No. 8**

Add Item 9 (On Street Parking Exemptions and Permits)

Notice of Motion: December 10, 2002  
Approved: March 18, 2003

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**Amendment No. 9**

Add Item 10 (Blasting By-law)

Notice of Motion:	November 4, 2003
Approved:	November 18, 2003

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**Amendment No. 10**

Add Item 11 (Automatic Machines)

Notice of Motion:	February 3, 2004
Approved:	March 2, 2004

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**Amendment No. 11**

Amendments to Schedule A (Heritage Property Demolition and De-registration &amp; Planning Applications)

Notice of Motion: (Councillor Sloane)	June 13, 2006
Approval	June 20, 2006

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**Amendment No. 12**Addition to schedule - Section 12  
(Parking Meter Rates)

Notice of Motion:	
Approval:	June 20, 2006
Effective Date	July 1, 2006

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**Amendment No. 13**

Addition to schedule (Commerce &amp; Vending on Municipal Lands)

Notice of Motion:	July 4, 2006
Approval:	September 12, 2006
Effective Date:	September 16, 2006

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**Amendment No. 14**

Notice of Motion:	August 8, 2006
Approval:	October 3, 2006
Effective Date:	October 14, 2006

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**Amendment No 15**

Addition to schedule (Sign By-law)

Notice of Motion:	June 27, 2006
Approval:	September 12, 2006
Effective Date:	November 18, 2006

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**Amendment No 16**

Addition to schedule (Street Improvements)

Notice of Motion:	March 6, 2007
Approval:	April 10, 2007
Effective Date:	April 1, 2006

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**Amendment No 17**

Addition to schedule (By-Law N-300 Nuisances)

Notice of Motion:	July 3, 2007
Approval:	August 7, 2007

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**Amendment No 18**

Addition to schedule (By-law S-308 Streets)

Notice of Motion:

June 24, 2008

Approval:

July 8, 2008

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**Amendment No. 19**

Addition to schedule (By-law C-500)

Notice of Motion:

May 11, 2010

Approval:

May 18, 2010

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**Amendment No. 20**

Addition to schedule (By-law S-309)

Notice of Motion:

June 22, 2010

Approval:

August 3, 2010

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**Amendment No. 21**

Replace Section 1 of Schedule A

Notice of Motion:

September 21, 2010

Approval:

September 28, 2010

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**Amendment No 22**

Replace Schedule A, Section 5

Notice of Motion

September 21, 2010

Approval

October 19, 2010

Effective Date

December 24, 2010

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**Amendment No 23**

Amendment to Section 9

Notice of Motion:

January 24, 2012

Approval:

January 31, 2012

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**Amendment No 24**

Addition to schedule

Notice of Motion:

September 25, 2012

Approval:

October 2, 2014

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**Amendment No 25**

Amendments to # 5

Notice of Motion:

September 25, 2012

Approval:

October 23, 2012

Effective Date:

November 17, 2012

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**Amendment No 26**

Replace Section 13

Notice of Motion:

June 24, 2014

Approval:

September 9, 2014

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**Amendment No 27**

Amendment to Minor Variances

Notice of Motion:

July 22, 2014

Approval:

September 9, 2014

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**Amendment No 28**

Amendment – addition of Section 21 – Sidewalk Café

Notice of Motion:

September 9, 2014

Approval:

October 21, 2014

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**Amendment No 29**

Amendment – Revised Section 15 – Signs

Notice of Motion:

October 7, 2014

Approval:

January 13, 2015

Effective Date:

April 17, 2015

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**Amendment No. 30**

Notice of Motion:

December 9, 2014

Approval by Ministers:

May 20 &amp; 22, 2015

Effective Date:

September 5, 2015

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**Amendment No 31**

Amendment – Revised Section 15 – Signs

Notice of Motion:

February 24, 2015

Approval:

March 31, 2015

Effective Date:

April 17, 2015

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**Amendment No. 32**

Amendments – Section 19 &amp; 21

Notice of Motion:

April 28, 2015

Approval:

May 12, 2015

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**Amendment No. 33**

Amendment – Section 21

Notice of Motion:

August 4, 2015

Approval:

October 6, 2015

**Amendment No. 34**

Amendment – Section 2

Notice of Motion: August 4, 2015  
Approval: May 31, 2016  
Effective Date: July 2, 2016

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**Amendment No. 35**

Amendment – Section 23

Notice of Motion: May 24, 2016  
Approval: June 21, 2016  
Effective Date: July 30, 2016

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**Amendment No. 36**

Amendment – Section 22

Notice of Motion: May 31, 2016  
Approval: July 19, 2016  
Effective Date: July 23, 2016

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**Amendment No. 37**

Amendment – Section 24

Notice of Motion: June 13, 2017  
Approval: July 18, 2017  
Effective Date: August 1, 2017

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**Amendment No. 38**

Amendment – Section 5(h)

Notice of Motion: February 13, 2018  
Approval: March 20, 2018  
Effective Date: March 31, 2018

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**Amendment No. 39**

Repeal Section 9 and add Section 9A

Notice of Motion: August 14, 2018  
Approval: October 2, 2018  
Effective Date: October 6, 2018

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**Amendment No. 40**

Repeal Table 11 and Table 14 of Schedule A

Notice of Motion: September 11, 2018  
Approval: September 18, 2018  
Effective Date: November 3, 2018

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**Amendment No. 41**

Amendment – Section 20, Chart

Notice of Motion:	December 4, 2018
Approval:	January 15, 2019
Effective Date:	February 9, 2019

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**Amendment No. 42**

Amendment – Section 8, Private Road Signs

Notice of Motion:	September 17, 2019
Approval:	October 22, 2019
Effective Date:	October 26, 2019

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**Amendment No. 43**

Repeal sections 2, 3, 4, 5,6, 8, 10, 13, 15, 23,  
Amendment – section 1  
Added sections 4A, 6A, 6B, 6C, 13A, 15A, 16A, 21A,

Notice of Motion:	October 22, 2019
Approval:	October 29, 2019

---

**Amendment No. 44**

Repeal and replace sections 9A and 12

Notice of Motion:	October 8, 2019
Approval:	November 26, 2019
Effective Date:	October 13, 2020

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**Amendment No. 45**

Amendment – section 21A

Notice of Motion:	May 12, 2020
Approval:	May 26, 2020

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**Amendment No. 46**

Amendment – section 13A

Notice of Motion:	June 23, 2020
Approval:	September 1, 2020
Effective Date:	September 5, 2020

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**Amendment No. 47**

Amendment – add section 26

Notice of Motion:	July 21, 2020
Approval:	September 22, 2020
Effective Date:	September 26, 2020

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**Amendment No. 48**

Amendment – section 6B

Notice of Motion:	July 21, 2020
Approval:	September 22, 2020
Effective Date:	November 1, 2020

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**Amendment No. 49**

Amendment – add section 1C and Schedule B

Notice of Motion:	September 22, 2020
Approval:	November 10, 2020
Effective Date:	November 14, 2020

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**Amendment No. 50**

Amendment – Section 22

Notice of Motion:	September 22, 2020
Approval:	November 10, 2020
Effective Date:	November 14, 2020

---

**Amendment No. 51**

Amendment – Add section 12A

Notice of Motion:	December 1, 2020
Approval:	December 15, 2020
Effective Date:	December 2, 2020

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**Amendment No. 52**

Amendment – Table 9A

Notice of Motion:	December 1, 2020
Approval:	January 12, 2021
Effective Date:	January 16, 2021

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**Amendment No. 53**

Amendment – replace section 25

Notice of Motion:	December 15, 2020
Approval:	January 12, 2021
Effective Date:	January 16, 2021

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**Amendment No. 54**

Amendment – section 21A

Notice of Motion:	March 23, 2021
Approval:	April 6, 2021

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**Amendment No. 55**

Amendment – amend section 9A, repeal and replace section 12

Notice of Motion:	April 6, 2021
Approval:	April 20, 2021

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**Amendment No. 56**

Amendment – amend table in Section 19 and add page numbers

Notice of Motion:

May 4, 2021

Approval:

May 18, 2021

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**Amendment No. 57**

Amendment – section 21A of Schedule A: added subsection (1B), amended subsections 2, 3 and 4

Notice of Motion:

February 15, 2022

Approval:

March 1, 2022

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**Amendment No. 58**

Amendment – Repeal and Replace table in section 9A

Notice of Motion:

January 10, 2023

Approval:

February 21, 2023

Effective Date:

April 1, 2023

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**Amendment No. 59**

Amended Schedule A, subsections 1A(1), sections 6A, 6B, 13A, 15A, 16A, and 21A;

Added Schedule A, subclause 1A(1)(a)(ii); clause 1A (1)(b); subsections 1A(3) and (4);

Notice of Motion:

April 4, 2023

Approval:

May 23, 2023

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**Amendment No. 60**

Amended Schedule A, section 9A;

Repealed and replaced section 12.

Notice of Motion:

April 25, 2023

Approval:

May 9, 2023

Effective Date:

May 29, 2023

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**Amendment No. 61**

Added Schedule A, section 6D;

Notice of Motion:

April 4, 2023

Approval:

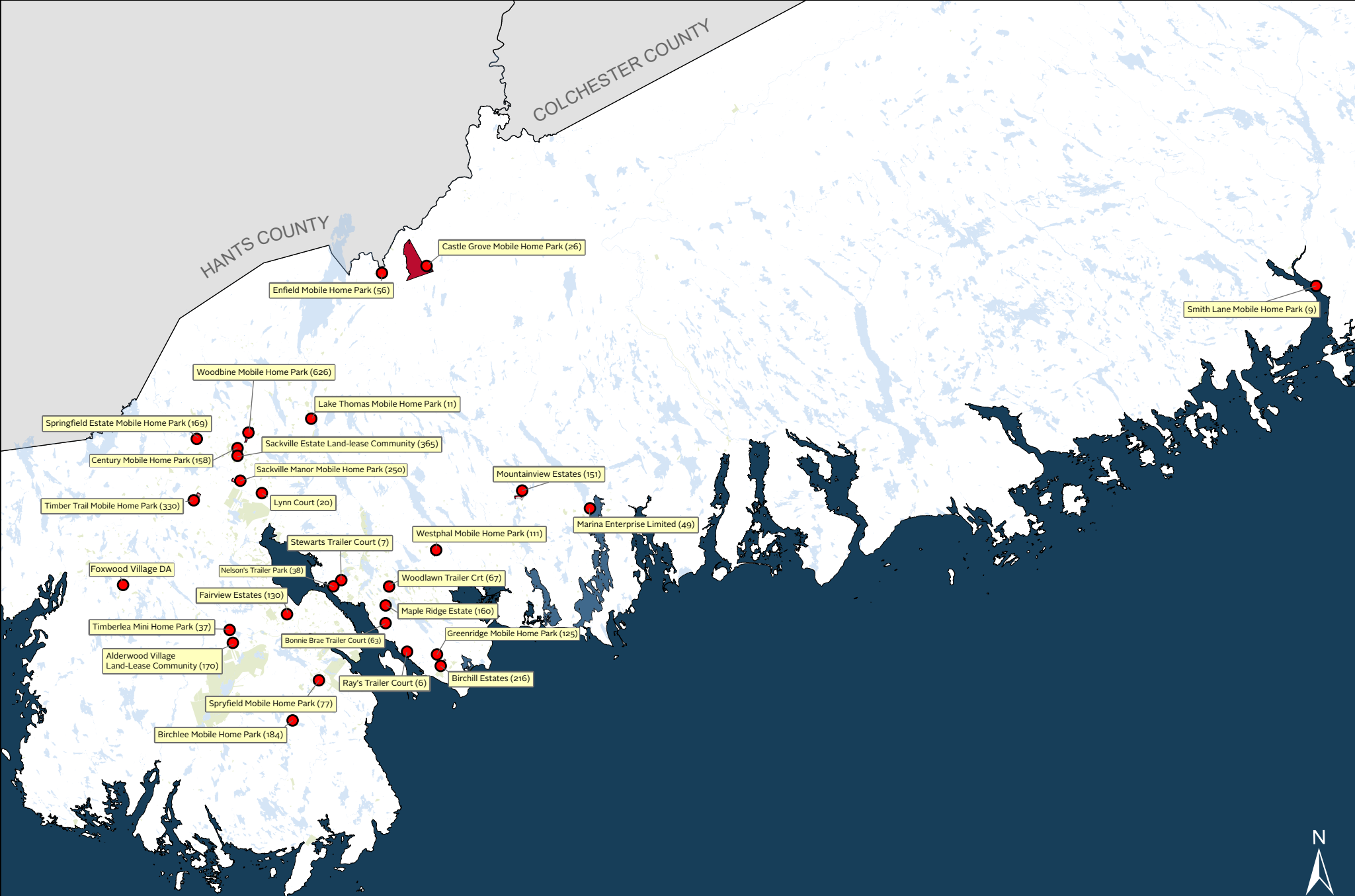
May 23, 2023

Effective Date:

June 1, 2023

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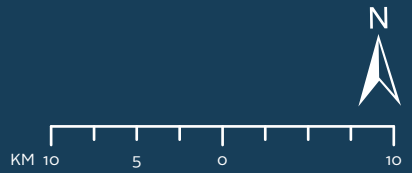




# Attachment G: Land Lease Communities within HRM

*HRM does not guarantee the accuracy of any representation on this plan. Land Lease Community locations and numbers of mobile homes per lot are subject to change.*

● LLC Location  
   Number of Mobile Homes on Lot





# Land-Lease Communities By-law Modernization Project

## What We Heard Report

March 2023

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## Introduction

The Land-Lease Communities (LLCs) By-law Modernization Project is a project to review and update the existing three Mobile Home Park By-laws in the Halifax Regional Municipality (HRM). The first step in the project is to write a licensing by-law updating the requirements land-lease community operators in HRM must demonstrate compliance with to receive an annual operating license.

The current by-laws are outdated, and reference legislation and requirements for the licensing of land-lease communities that no longer exist and have construction standards for new land-lease communities that are no longer up to date. To ensure the by-law is strengthened to allow HRM to regulate land-lease communities (LLCs) and ensure they are safe and healthy places to live, we conducted public engagement in January and February of 2023. To help us shape the development of the new by-law, we asked community members about their experiences living in land-lease communities. The survey was divided into three sections – with separate questions for operators of land-lease communities, residents, and a general survey for members of the public who have a connection to a land-lease community but do not fall into the resident or operator categories.

The survey questions asked respondents about their experiences with land-lease communities, with emphasis on concerns regarding the servicing in LLCs. Residents were asked questions such as what they enjoyed about living in LLCs, and both residents and operators were asked what HRM could do to improve the regulation of LLCs.

## Engagement Summary

The engagement methods for this project included three (3) open houses, online information sharing, an online survey, and a memo to Councillors. The Shape Your City page included documents sharing information such as the components of a land-lease community, drinking water, current regulations for land-lease communities, a map of LLCs in HRM, and details on the project approach.

<b>Shape Your City Website</b>	
Total number of website views from page launch to survey close date	2,850
Views sourcing from social media	2273
Views sourcing direct from a URL	432
Views sourcing from a referral (e.g. another website sharing the URL)	43
Total number of survey respondents	384
Resident surveys	346
Owner/Operator Surveys	8
General surveys	30
Total number of document downloads	374
<b>Social Media Posts (Facebook &amp; Twitter)</b>	
Total reach (number of people who saw the Facebook ad)	27,986
Link clicks from social media posts	1,293
<b>Public Meeting Participation</b>	
Cole Harbour Open House	7
Sackville Open House	31
Halifax Open House	8

## Overview of Feedback

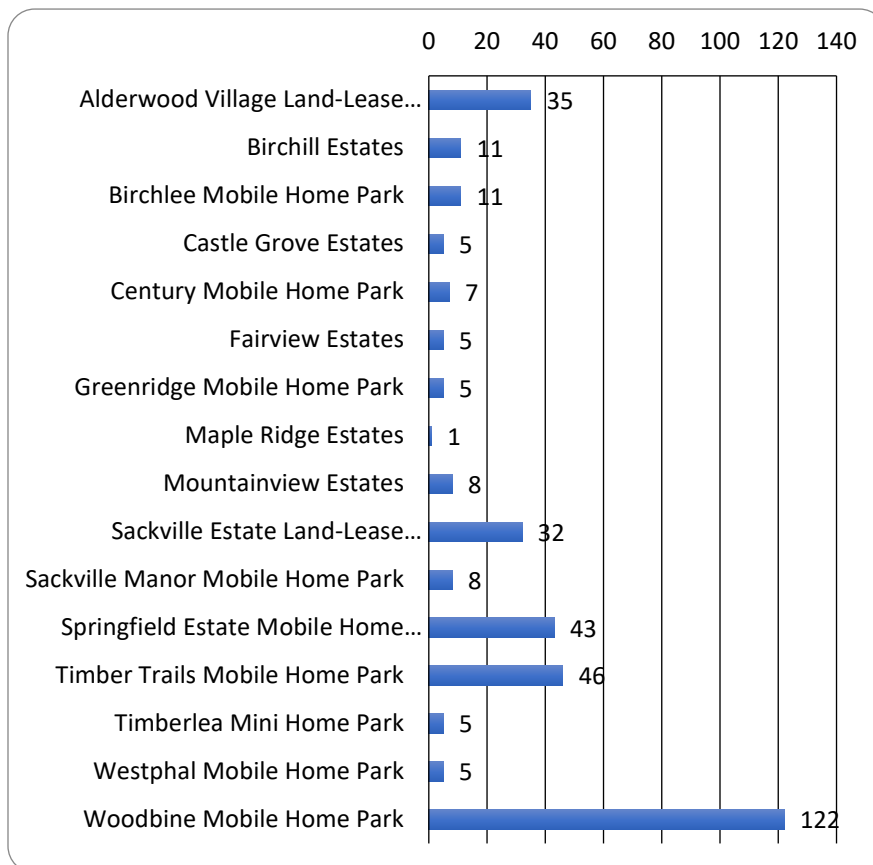
Detailed feedback was received from respondents both in the form of multiple choice and long form answers. The majority of the surveys were filled out by residents of land-lease communities. These survey responses have been categorized based on common topics. Four of the six long-form answer questions were regarding concerns in LLCs. The answers to these questions have been categorized based on the most common themes: concerns regulated by the Residential Tenancies Act, drinking water, drainage, playground & recreation space, street maintenance, streetlights, sewer systems, garbage removal, snow removal, traffic & speed, electrical systems, pests and pets, and trees. Content from the responses received from the Owner/Operator Survey (3% of total responses) and the General Survey (10% of total responses) are further detailed below.

## Survey Responses

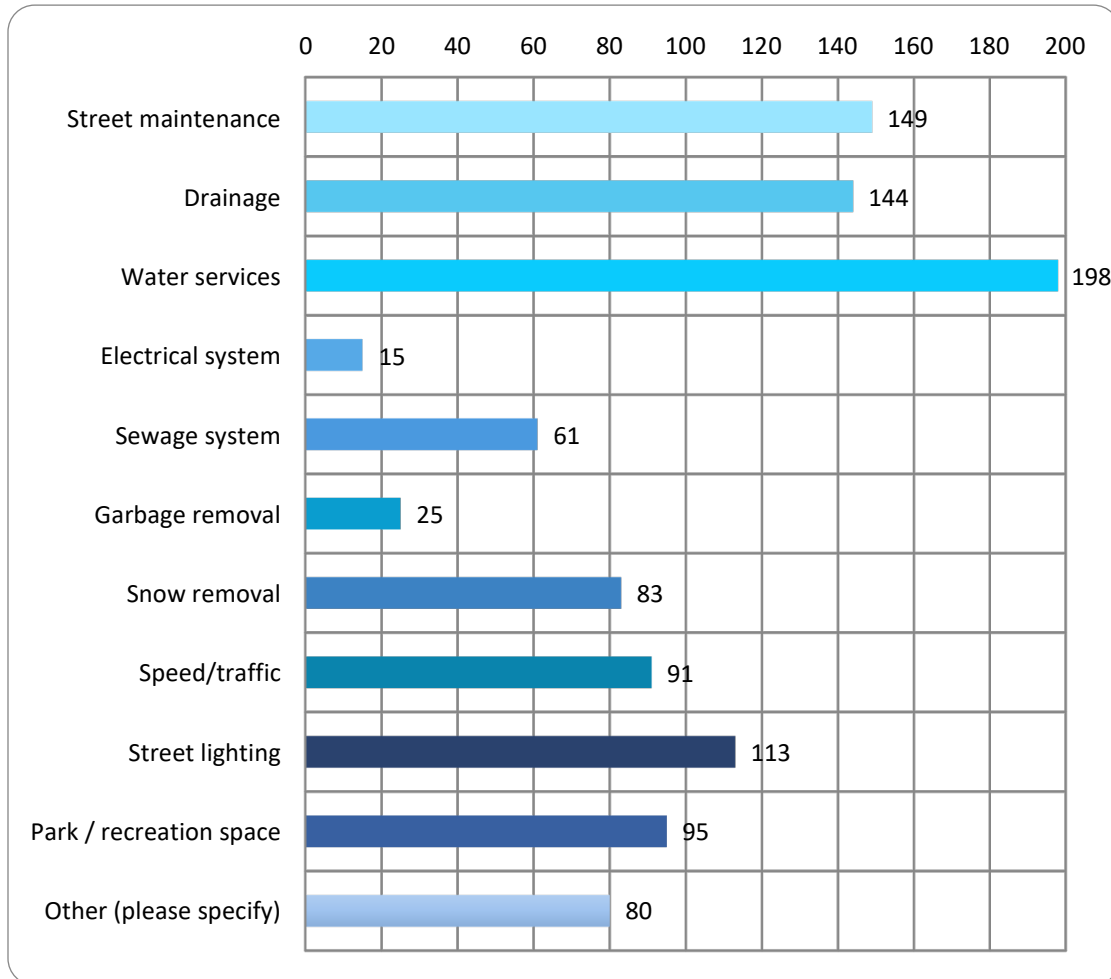
### Resident Survey

The Resident Survey asked questions about the resident's concerns with their land-lease community, what they enjoy about the community they live in, and what could be done to improve the concerns they noted.

87.6% of survey respondents were residents of land-lease communities. Of these respondents, the following graph shows a breakdown of the communities where they live:



Of 346 respondents, 79% noted they have concerns about their community in the following areas:

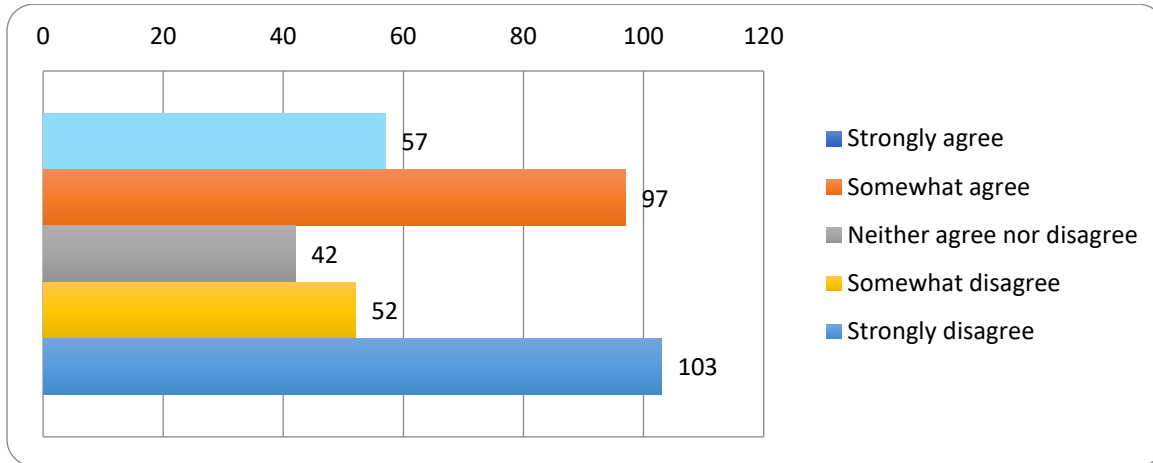


Examples of concerns noted in the 'other' category include:

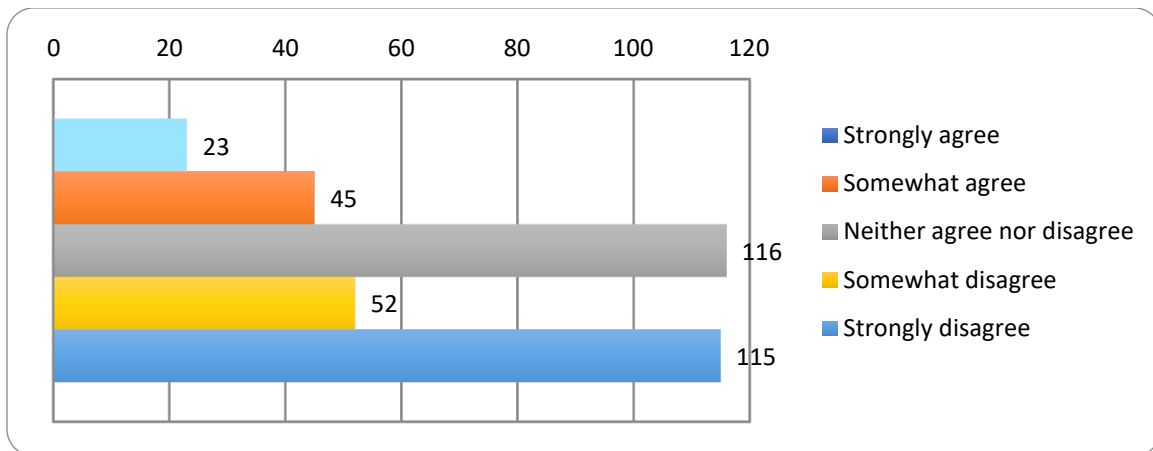
- Many concerns fall under the jurisdiction of the Residential Tenancies Act (e.g. disputes between the operators and tenants, lot rent, cost of utilities);
- New homes changing size and violating the existing by-laws;
- Concerns about accessory buildings including the size and when they're permitted;
- Lack of maintenance and enforcement in the communities;
- Tree/removal and trimming, particularly after storms;
- Maintenance concerns and lack of communication (e.g. notice of water outages); and
- Pest control.

Residents noted whether or not they agreed with the following statements:

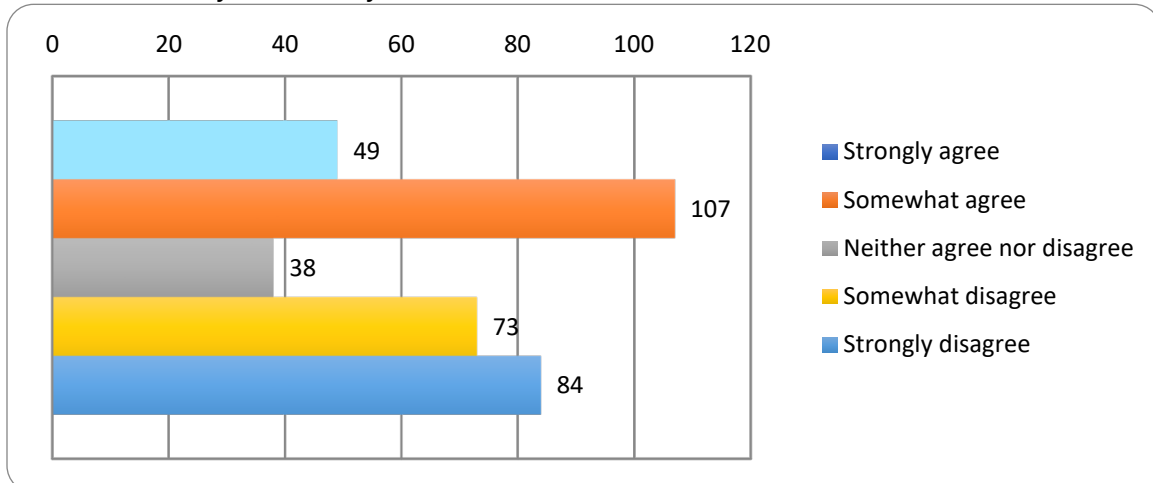
*I have confidence in the quality of my drinking water:*



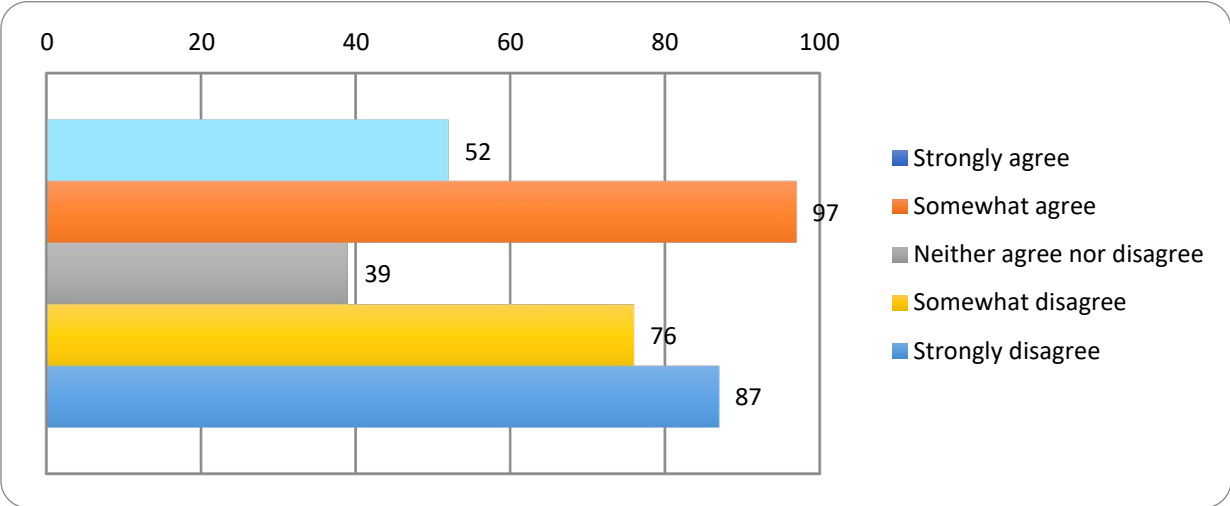
*Playgrounds or other recreation spaces are well maintained.*



*The streets in my community are well lit.*



*The streets in my community are well maintained.*



**Themes**

In addition to the above questions & statements, residents were asked to explain any additional comments they had relating to their concerns about the community, to explain if they disagreed or strongly disagreed with any of the statements above, and to share if they had any additional comments at the end of the survey. The responses to these concern-related questions have been grouped and categorized based on theme.

In these questions, residents responded with a number of concerns and expanded on their answer to the categories that were offered in the short-form questions (street maintenance, drainage, water services, electrical system, sewage system, garbage removal, snow removal, speed/traffic, street lighting, and park/recreation space). Many of the concerns raised are issues regulated under the Residential Tenancies Act: disputes between the landlord and tenant, cost of utilities, and lot rent.

Other topics were raised such as inconsistency of maintenance within communities, removal of trees and debris, street lighting and lighting around mailboxes, and pest control. Some residents also noted the lack of fire hydrants in their communities.

**Residential Tenancies Act**

Of the long-form answer questions in the survey, many respondents (54%, 188 comments) noted issues that are dealt with under the provincial Residential Tenancies Program, such as landlord-tenant disputes, lot rent, cost of utilities, etc. These topics are not matters that can be addressed in a municipal by-law.

**Drinking Water**

Of the 346 resident surveys, 122 (35%) mentioned water quality and pressure. Many additional concerns were made about water meters and water being a utility cost, however, these comments are categorized under issues regulated by the Residential Tenancies Program.

Examples of comments received included water coming out of taps is often brown, has sediment, smells, or dries pink. Some respondents noted challenges with water main breaks,

boil water advisories, low water pressure, sediment damaging appliances in the home, and a general lack of trust in the water.

### **Street Maintenance**

101 residents (29% of respondents) noted concerns with street maintenance, which were mainly related to poor street condition in general, potholes, and a lack of paved streets and driveways in the community. Some residents noted concerns that street maintenance is not done by professionals, and often when work is completed, it is not done so effectively.

### **Streetlights**

89 residents (26%) noted dark streets are in an issue in their community and contribute to safety concerns. The key feedback received in this theme related to dark streets, the need for streetlights around mailboxes and on paths to recreation spaces, as well as the need for better upkeep of existing streetlights.

### **Playground/Recreation Space**

In this category, 75 residents (22% of respondents) noted a concern with maintenance and upkeep of playgrounds and recreation spaces. Many residents noted their communities do not have recreation spaces and it is a need in their community. Some respondents noted pathways to get to recreation spaces are dark and unsafe, and there were drainage issues in park and recreation spaces.

### **Drainage**

49 respondents of the Resident Survey (14%) made additional comments about drainage. Pooling of water, lack of safe infrastructure in the community, and the inability to use recreation spaces due to drainage issues were key concerns.

### **Traffic & Speed**

28 residents (8% of respondents) noted concerns about traffic and speed. Many comments noted safety concerns with drivers speeding in the community and suggested the implementation of speed bumps.

### **Pests & Pets**

25 residents (7% of respondents) noted concerns about pests and pets, with most of the comments related to rat issues. Some residents noted dogs and/or cats are a concern in their communities.

### **Garbage Removal**

20 residents (6% of respondents) noted concerns with garbage removal. These concerns related to garbage pickup at resident's homes, as well as the lack of garbage cans and removal in common spaces like playgrounds.



### **Snow Removal**

22 comments (6% of respondents) noted issues with snow removal, mainly regarding the frequency of snow removal and speed of service after a snow fall. Many of the 22 comments also mentioned the roads are not salted enough, and ice is often an issue.

### **Trees**

22 residents (6% of respondents) noted that general tree maintenance, and tree and debris removal after storms are issues that are not resolved in their communities. Some residents felt there were safety concerns caused by the lack of maintenance of fallen tree branches and debris and noted concerns about the cost of the damage to their homes caused by lack of upkeep of trees.

### **Sewer Systems**

11 residents (3% of respondents) noted concerns related to sewer and septic systems. These concerns noted a sewage smell in the community, and a general lack of maintenance of sewer infrastructure.

### **Other**

38 respondents (11% of respondents) noted concerns that did not fall in the above categories. These comments included topics such as property tax, landscaping, driveways, upkeep and removal of homes, inconsistency of general maintenance within the communities, and uncertified staff repairing infrastructure in the communities. Other concerns related to issues that would be considered in part two of this project, regarding land use and built form rather than servicing and licensing requirements, such as requirements for accessory buildings, placement of homes, and parking spaces.

The responses to the other questions in the Resident Survey that were not included in the above themes were regarding what residents enjoy about the communities they live in, and what could be done to make improvements. These responses have been summarized below.

### ***What do you enjoy about the land-lease community you live in?***

In response to this question, 166 residents noted their friendly neighbours and the sense of community as something they enjoy. 65 respondents mentioned their community is quiet, 53 felt the location and proximity to amenities were a positive, and 39 respondents appreciated the affordability. 39 respondents did not have an answer to this question and instead noted concerns. 30 respondents had comments that did not fit into the above themes, such as having more autonomy than apartment living, appreciating being able to own their own home, having a smaller environmental footprint, and being happy to have a yard.

*“Friendly, a very close community, sense that you belong.”*

### ***If you noted concerns, what could be done to make improvements?***

Responses to this question were very similar to the concerns noted throughout the rest of the survey. The most common suggestions related to upgrades of water infrastructure, street maintenance, and issues regulated by the Residential Tenancies Act.

The suggestions received have been broken down into the following categories:

- Improve drinking water infrastructure and services and require water testing: 68 comments.
- Improve playgrounds and recreation spaces: 29 comments.
- Pave streets & improve maintenance of streets: 58 comments.
- Improve street lighting: 46 comments.
- Improve drainage: 22 comments.
- Issues regulated by the Residential Tenancies Act, such as community management and costs: 57 comments.
- Other concerns such as general community maintenance, servicing regulations, speed bumps, and conducting more frequent and detailed inspections: 29 comments.

### **Owner/Operator Survey**

The Owner/Operator Survey asked operators of land-lease communities about challenges they have with servicing and other facilities and asked what could be done to make improvements.

7 responses from owners/operators were received. 1 of these appeared to be a duplicate but is included in the total counts of responses. Of these, 6 are serviced by municipal water services, and 1 is serviced by shared wells. No respondents noted challenges with water servicing.

Of the 7 respondents, 5 are serviced by municipal sewer services, and 2 are serviced by a private sewage treatment plant. 2 respondents noted challenges regarding the flushing of inappropriate items that damage facilities.

Regarding other services, 2 respondents noted that speed/traffic and recreation space are also a challenge. 4 respondents expanded on the 'other' option – noting dogs, lack of bus services, and stigma of 'trailer parks' being additional issues.

The next two questions in the survey were questions that had long-form answers with a variety of responses. The themes and most common answers to these questions have been summarized below.

### ***Do you have any suggestions for what HRM could do to correct any challenges you noted above?***

Respondents noted adding bus service, using proper terminology when discussing land-lease communities to reduce stigma, reducing taxes and allowing them to raise lot rents to keep up with increased servicing costs, and a lack of police enforcement within LLCs, would help correct challenges with operations and servicing.

**Is there anything else you would like to share about operating a land-lease community in HRM?**

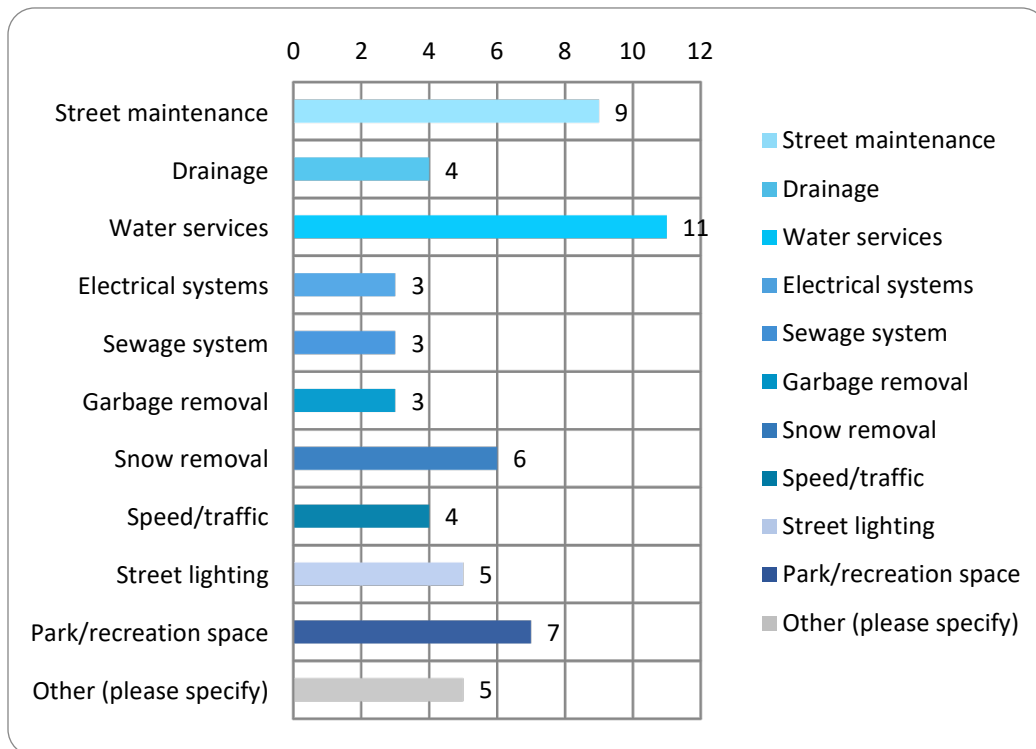
Respondents to this question noted land-lease communities should be encouraged as an affordable housing option and should be expanded within HRM. Other respondents mentioned the current regulations are restrictive when considering expansion, and construction costs to meet requirements are too high. One respondent noted the increased costs of servicing have become too costly and lot rents can't keep up.

**General Survey**

30 people filled out the third version of the survey, which was written for anyone who felt they had a connection to a land-lease community. These people noted their connection to land-lease communities as neighbours, family members of residents, previous residents who have since moved, etc. Of the 30 respondents, 9 were friends or family of current land-lease community residents, 7 were past residents of a land-lease community. Other respondents varied, such as neighbours, people with interest in developing a land-lease community, mini home manufactures, or prospective residents.

**Do you have any concerns about the community? If yes, please select all that apply.**

In response to this question, 17 respondents noted concerns. These concerns varied, with the most common being water services.



Respondents who noted 'other', referenced concerns such as building standards, lack of consistent enforcement of rules and regulations across home spaces, noise and light pollution,

and noted effort for grey water recycling and community gardens should be included in the requirements.

The next three questions in the survey were questions that had long-form answers with a variety of responses. The themes and most common answers to these questions have been summarized below.

***Do you have any additional comments?***

The responses to this question varied, with 5 comments relating to matters dealt with by the Residential Tenancies Program, such as costs of utilities and landlord-tenant disputes. 7 comments related to the lack of clean drinking water. 3 comments noted positive experiences about land-lease communities. The remaining comments varied with topics such as the costs to buy a home and live in a land-lease community are too high, there should be more land-lease communities in HRM, and reducing restrictions on manufactured housing.

***If you noted concerns in the above questions, what could be done to make improvements?***

Answers to this question included improving service delivery, stronger regulation of services and community maintenance, encouraging more land-lease communities in HRM, and repairing streets.

***Is there anything else you would like us to know? Please provide any additional concerns or comments you may have.***

Answers to this question varied. Responses included a need for stronger regulation and enforcement, a desire to have tiny homes included in the new regulations, requiring land-lease communities to be owner occupied, the potential for LLCs to create a more affordable path to home ownership, as well as the need for these options to be more available for people, including financing opportunities.

## Next Steps

Thank you to everyone who filled out the survey, attended the open houses, and shared their feedback. This feedback helps us understand the experience of living in and operating land-lease communities and is informing the work to create a new by-law with updated regulations. The feedback received will ensure the regulations applied to LLCs reflect these experiences and take multiple perspectives into account.

When a new by-law is prepared, it will be presented to Regional Council for consideration. Up-to-date information on the project will continue to be shared on the [project website](#).

Thank you for taking the time to share your thoughts with us!