THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #10-2023

BEING A BY-LAW TO LICENCE TRAILERS IN THE MUNICIPALITY

WHEREAS the *Municipal Act*, S.O. 2001 as amended, Section 164 authorizes a municipality to pass By-laws to licence trailers.

AND WHEREAS the Township of Armour 'Zoning' By-law # 27-95 as amended states:
In the Residential Settlement (RS), Rural (Ru). Lakeshore Residential (LR), or Seasonal Residential (SR) Zones, a trailer or park model trailer equipped with toilet facilities including an approved sewage holding tank may be used for temporary human habitation provided that:

(a) During the construction of a dwelling on a lot, the trailer or park model trailer is located on the same lot as the dwelling under construction, and complies with the setback provisions for the zone in which the lot is located and:
    (i) A license is obtained from the Township in accordance with the Trailer Licensing By-law; and
    (ii) The trailer or park model trailer shall be removed from the premises upon completion of the dwelling within 60 days of the discontinuance of construction; and
    (iii) A maximum of one trailer or park model trailer is permitted on the same lot.
(b) It may be used seasonally on an existing vacant lot, provided such trailer or park model trailer has a current license issued in accordance with the Township's Trailer Licensing By-law. Such structure shall cease to be used for human habitation upon expiry of the license.
(c) It may be used for the occasional accommodation of guests provided that a detached dwelling exists on the same property.
(d) In addition, tents or marquees are permitted for children's play, picnics, weddings, family reunions, or other similar private functions. (27/2017)

NOW THEREFORE the Council for The Municipal Corporation of the Township of Armour REPEALS By-law # 31-2017, and ENACTS the following:

SECTION 1 – TITLE AND APPLICATION

1.1 This By-law shall be cited as the 'Trailer Licence' By-law.

1.2 The licencing provisions enacted by this By-law does not apply to:

a) Assessed Trailers as defined in Section 2.7

b) Trailers located in Trailer Camps, Commercial as defined in Section 2.4

c) A Stored Trailer as defined in Section 2.6

d) A trailer or park model trailer used during the construction of a dwelling on a lot.

1.3 This By-law applies to any trailer, even if the trailer was placed on the property prior to date of enactment of this By-law.

SECTION 2 – DEFINITIONS

2.1 TOWNSHIP – means The Municipal Corporation of the Township of Armour and shall be defined as the lands and premises within the corporate limits.

2.2 TRAILER – means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn, is propelled by the motor vehicle or is a self-propelled camping unit and is capable of being used for the living, sleeping, or eating accommodation of any persons. Without limiting the generality of the foregoing includes, a park model trailer, a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home, a motor home, a truck camper but does not include a mobile home or accessory building, structure or use as defined in the Armour Township comprehensive Zoning By-law.

2.3 TRAILER, PARK MODEL – means a manufactured building under the Ontario Building Code O. Reg. 332/12 Section 9.38 “Park Model Trailers” which has been designed and constructed in conformance with the standards of CSA-Z241 “Park Model Trailers”, and which is used as a recreational vehicle or building that meets the following criteria:

a) Built on a single chassis mounted on wheels; and

b) Designed to facilitate relocation from time to time; and

c) Designed as living quarters for seasonal camping which may be connected to utilities necessary for the operation of installed fixtures and appliances; and

d) Built with a gross floor area, including lofts, not exceeding 50 square metres (538 sq. ft.) when in the set-up mode; and

e) Built with a width greater than 2.6 metres (8.5 feet) in the transit mode.

2.4 TRAILER CAMP, COMMERCIAL – means any land in or upon which any trailer or tent is used or intended to be used for human occupation on a temporary or seasonal basis and shall not include mobile homes or park model trailers.

2.5 SELF-PROPELLED CAMPING UNIT – means a motor vehicle designed, equipped and used for overnight sleeping accommodation and that includes built-in facilities for sleeping, cooking and refrigeration.

2.6 STORED TRAILER – means any MTO plated trailer located on a property ~~only~~ for the purpose of storing such trailer. ~~for use at any location other the property upon which it is stored.~~

2.7 ASSESSED TRAILER – means any trailer legally located on a property and that is assessed under the *Assessment Act*.

2.8 PERMANENT BASIS – means either year-round occupancy or occupancy by persons who do not maintain elsewhere a usual or normal place of residence.

2.9 OCCASIONAL USE – means used for temporary accommodations not to exceed 14 days within one year.

SECTION 3 – LICENCE AND REGULATIONS

3.1 No person shall use or permit to be used, a trailer, on lands zoned Residential Settlement (RS), Rural (Ru), Lakeshore Residential (LR) or Seasonal Residential (SR), within the Township, unless such trailer is licenced under this By-law. For clarity, pursuant to Section 1.3 of this By-law this requirement to obtain a licence applies to trailers which were located on property prior to the date of passage of this By-law.

3.2 A licence issued pursuant to this By-law authorizes the use and maintenance of a trailer for temporary accommodations only, for a period of not more than five (5) years on the same property. The issuance of a licence does not grant the licencee the authority to occupy the trailer on a permanent basis. In furtherance of the foregoing, no person shall occupy or permit to be occupied a trailer during the period commencing December 1st of a calendar year and ending April 30th of the following calendar year.

3.3 Notwithstanding article 3.2, upon request, the Clerk of the Township of Armour may extend the five-year period by two years as long as the increased license fee, as per the current Township of Armour’s current fee by-law, is paid to the Township.

3.4 The issuance of a licence is not intended and shall not be construed as permission or consent by the Township for the holder of the licence to contravene or to fail to observe or comply with any law of Canada, Ontario or any By-law of the Township.

3.5 A maximum of one (1) trailer ~~or park model trailer~~ licenced under this By-law is permitted on a single vacant parcel of land. Trailers, Park Model are not permitted on a single vacant parcel of land.

3.6 A maximum of one (1) stored trailer is permitted on a vacant residential or developed residential property. A stored trailer may be used for occasional use.

3.7 The owner of the property upon which the trailer is to be located shall consent to its placement on the property.

SECTION 4 – LICENCE APPLICATION AND FEES

4.1 All applications for such licence shall be made to the Township upon the prescribed form attached to this By-law as Schedule 'A' and shall include the submissions referenced therein, including payment of the Licence Fee required, as per the Township's current 'Fee and Charges' By-law.

4.2 No licence shall be issued, unless:

a) the trailer for which such licence is issued is located in compliance with the setback requirements for a dwelling unit as prescribed by The Municipal Corporation of the Township of Armour 'Zoning' By-law, for the zone in which it is located.

4.3 The Township may issue the following class of licences:

a) Annual licence – this licence authorizes the placement of the trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1st and November 30th in the calendar year;

b) Short-Term Licence – this licence authorizes the placement of the trailer upon the property for a minimum period of one month up to a maximum of three months, between May 1st and November 30th in the calendar year.

4.4 Licences shall be displayed in or upon the trailer in a place that can be seen easily from the outside of the trailer.

4.5 All Annual Licences expire on December 31st and all Short-Term Licences expire on the date specified in the licence.

4.6 No person shall hinder or obstruct the Chief Building Official, Fire Official or By-law Enforcement Officer who are attempting to perform the initial trailer licence inspection or the annual trailer licence inspection of both the interior and the exterior of a licenced trailer.

SECTION 5 – ADMINISTRATION AND ENFORCEMENT

5.1 The administration and enforcement of this By-law is delegated to the Clerk, Treasurer, the Chief Building Official and the By-law Officer for the Township of Armour. The Clerk shall have the authority to issue permits under this By-law; notwithstanding the foregoing, the clerk, in his/her discretion, may refer applications to Council.

5.2 Any Person who contravenes any provision(s) of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

5.3 Each day that a contravention of this By-law continues may constitute a separate offence.

5.4 Every person who provides false information in any application for a licence under this By-law or in an application for a renewal of licence is guilty of an offence.

5.5 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided, the court in which the conviction was entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.

5.6 If the Township is satisfied that a contravention of this By-law has occurred, the By-law Officer may make an order requiring the person who contravened this By-law or who caused or permitted the contravention or the owner or occupier of the trailer to discontinue the contravening activity.

5.7 Any person who fails to comply with an order made under subsection 5.6 is guilty of an offence.

5.8 Every contravention of this By-law may be restrained by application at the instance of a taxpayer or of the Municipality in accordance with the provisions of the *Municipal Act*, 2001.

5.9 A Township employee, staff person, agent or contractor hired by the Township, accompanied by any person under his or her direction, may enter onto any land that is used or believed to be used in contravention of this By-law for the purposes set out in subsection 436 (1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436 (2) of the Act.

5.10 Any trailers used, maintained or located in contravention of this By-law shall be removed from the lot, at the expense of the owner of the lot. Failure to remove any trailers from a lot within the time prescribed by the By-law Officer may result in the removal of said trailer by the Township, at the expense of the owner of the lot.

SECTION 6 – REPEAL, VALIDITY AND EFFECTIVE DATE

6.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

6.2 The Clerk of the Township of Armour is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

6.3 This By-law repeals By-law #31-2017.

6.4 This By-law shall come into effect on the date of the third reading and it being passed.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 14th day of February, 2023.

Original signed by Rod Ward
MAYOR

Original signed by John Theriault
CLERK-ADMINISTRATOR

SCHEDULE A to BY-LAW #10-2023

APPLICATION FOR TRAILER LICENCE

(Complete and attach all information prior to submitting)

(Information noted with an asterisk is optional subject to "Notes" set out below)

1. Applicant Information

Name: _____

Mailing Address: _____

_____

_____

Phone Number: _____

*Email: _____

Note: If Applicant is not the registered owner of the property, the Applicant must have the owner's consent to apply for such licence.

Note: A Phone number may be a permanent "land line" or cellular number.

2. Property Information

Property Owner: _____

Civic Address: _____

*Roll Number: _____

*Proof of Ownership: Attach copy of parcel register or deed.

Note: If no civic address has been assigned for this property, one must be applied for prior to submitting this application.

Note: If a new entranceway or where substantial changes to an existing entranceway are required or proposed, an 'Access Permit' must be applied for and approved, prior to submitting this application.

Note: Either the MPAC Roll Number must be included or Proof of Ownership must be attached.

3.Trailer Information

Make & Model: _____

Serial Number or VIN: _____

Please attach four pictures of trailer if already located on the property (One of each side of trailer).

4. Licence Requested

Annual ☐

Short Term ☐

If Short Term, No. of Months Requested 1 2 3

(Circle Applicable Number)

5. Services Information

Will the trailer be connected to a sewage disposal system that exists on the property?

Yes ☐

No ☐

If yes, please provide the following:

Sewage System Building Permit or Certificate of Approval which indicates that connection of trailer to such system has been approved.

Will a grey water pit be utilized?

Yes ☐

No ☐

Will the site be serviced with an outhouse?

Yes ☐

No ☐

If the trailer is not connected to a holding tank or sewage disposal system, or is not serviced by a grey water pit or outhouse, please provide dumping receipts from an accredited dumping facility.

Will the trailer be directly connected to electrical services?

Yes ☐

No ☐

If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the trailer will have a direct connection to the electricity distribution system (i.e. not an extension cord plugged into an outlet.)

6. Required Submissions

Site Plan – a drawing showing the location or proposed location of the trailer in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall be scaled or, where the property is large, measurements shall be included indicating the distance of the trailer from property boundaries, existing buildings, wells and watercourses/waterbodies.

Proof of Property Ownership – as required under section 2

Pictures - as required under section 3 above.

Permits/Approvals referenced in section 5 above if applicable.

7. Applicable Fee (as per "Fee and Charges By-law"):

8. Methods of payment (Canadian funds only):

Debit card (Interac), cheque or cash only for in-person applications submitted by the cardholder. Prepaid debit cards are not accepted. If you are applying by mail, a cheque or money order (postal or bank) in the exact amount, payable to The Municipal Corporation of the Township of Armour.

Applicant Signature and Date:

_____

Property Owner Signature and Date:

_____

If property owner and applicant are the same, please sign in both locations.

Building Department Note:

Decks

A deck may be constructed as long as it meets the following requirements:

1. **Must not** occupy an area greater than ten square meters (108 sq ft).
2. Have a height no greater than 24 inches from grade to walking surface of deck.
3. Not attached to trailer.

No walls or roof structure permitted.

Township of Armour

Part I Provincial Offences Act

By-law #10-2023: 'Trailer Licence' By-law

ITEM	COLUMN 1 Short form wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fine
1.	Permit person to locate trailer on property without a licence	s. 3.1	$300.00
2.	Fail to vacate trailer from the months of December 1st to April 30th	s. 3.2, 3.3	$300.00
3.	Permit more than one (1) trailer on property	s. 3.5, 3.6	$300.00
4.	Fail to display licence conspicuously on trailer	s. 4.4	$300.00
5.	Provide false information on licence application	s. 5.4	$300.00
6.	Fail to comply with an order	s. 5.7	$300.00
7.	Obstruct person designated to enforce this By-law	s. 4.6, 5.9	$300.00

NOTE: The penalty provision for the offence listed above is Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P. 33.

SCHEDULE "V"
To BY-LAW #24-2025

By-law No. 10-2023 being a By-law to regulate and licence trailers within the Township of Armour is hereby amended as follows:

1. by adding the following definitions to section 1:

   "AMPS By-law" shall mean the Administrative Monetary Penalties System Respecting Non-Parking Violations By-law as amended or any successor thereto;

   "Penalty Notice" means a notice issued pursuant to the Town's AMPS By-law;

2. by adding the following new heading and sections after section 5 and renumbering subsequent sections accordingly:

6. ADMINISTRATIVE PENALTIES

6.1 This By-law is a designated By-law under the Township's AMPS By-Law.

6.2 An Officer who is satisfied that a person has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 3 of the following table for the applicable contravention:

ADMINISTRATIVE MONETARY PENALTIES
BY-LAW # 10-2023
Trailer Licencing By-law

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Administrative Monetary Penalty
1	Permit person to locate trailer on property without a licence	s. 3.1	$300.00
2	Fail to vacate trailer from the months of December 1st to April 30th	s. 3.2, 3.3	$300.00
3	Permit more than one (1) trailer on property	s. 3.5, 3.6	$300.00
4	Fail to display licence conspicuously on trailer	s. 4.4	$300.00
5	Provide false information on licence application	s. 5.4	$300.00
6	Fail to comply with an order	s. 5.7	$300.00
7	Obstruct person designated to enforce this By-law	s. 4.6, 5.9	$300.00

6.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Township within 15 days of the date of issuance after the completion of service.

6.4 Where a Penalty Notice has been canceled under the Township's AMPS By-law it shall not be considered a Penalty Notice for the purposes of subsection 6.2 of this By-law.

6.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this By-law, a repetition of a contravention,

or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this By-law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.

6.6 Other than as set out in subsection 6.5 of this By-law, the issuing of a Penalty Notice does not limit the Township's ability to initiate any other proceeding or seek any other remedy the Township deems appropriate to prevent the continuation or repetition of the contravention.