

**AGENDA**  
**A meeting of the Council of the Corporation**  
**of the Town of Northeastern Manitoulin and the Islands**  
**to be held on Tuesday, February 22<sup>nd</sup>, 2022**  
**Electronic Format at 7:00 p.m.**

**1. Call to Order**

**2. Approval of Agenda**

**Disclosure of Pecuniary Interest & General Nature Thereof**

**3. Minutes of Previous Meeting**

- i. Confirming By-Law 2022-11

**4. Planning Applications**

- i. Stewart and Roberta Watts – File # Con 2022-02

**5. Old Business**

- i. Municipal Solutions at Food Cycle Science

**6. New Business**

- i. Trailer by-law

**7. Minutes and Other Reports**

- i. OCWA – Work Order Summary Report, January 2022
- ii. Mayors update

**8. Adjournment**

**THE CORPORATION OF THE TOWN OF  
NORTHEASTERN MANITOULIN AND THE ISLANDS**

**BY-LAW NO. 2022-11**

Being a by-law of the Corporation of the Town of Northeastern Manitoulin and the Islands to adopt the minutes of Council for the term commencing December 4, 2018 and authorizing the taking of any action authorized therein and thereby.

WHEREAS the Municipal Act, S.O. 2001, c. 25. s. 5 (3) requires a Municipal Council to exercise its powers by by-law, except where otherwise provided;

AND WHEREAS in many cases, action which is taken or authorized to be taken by a Council or a Committee of Council does not lend itself to an individual by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF NORTHEASTERN MANITOULIN AND THE ISLANDS ENACTS AS FOLLOWS:

1. THAT the minutes of the meetings of the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands for the term commencing December 4<sup>th</sup>, 2018 and held on:

February 15, 2022

are hereby adopted.
2. THAT the taking of any action authorized in or by the minutes mentioned in Section 1 hereof and the exercise of any powers by the Council or Committees by the said minutes are hereby ratified, authorized and confirmed.
3. THAT, where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the minutes mentioned in Section 1 hereof or with respect to the exercise of any powers by the Council or Committees in the above-mentioned minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of any action authorized therein or thereby or required for the exercise of any power therein by the Council or Committees.
4. THAT the Mayor and proper Officers of the Corporation of the Town of Northeastern Manitoulin and the Islands are hereby authorized and directed to do all things necessary to give effect to the recommendations, motions, resolutions, reports, action and other decisions of the Council or Committees as evidenced by the above-mentioned minutes in Section 1 and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents in the name of the Corporation of the Town of Northeastern Manitoulin and the Islands and to affix the seal of the Corporation thereto.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
22<sup>st</sup> day of February, 2022.

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Al MacNevin

Mayor

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Pam Cress

Clerk

**The Corporation of the Town of Northeastern Manitoulin and the Islands**  
**Minutes of a meeting of Council held Tuesday, February 15, 2022**  
**Via Zoom at 7:00p.m.**

**PRESENT:** Mayor Al MacNevin, Councillors: Barb Baker, Al Boyd, Laurie Cook, Mike Erskine, William Koehler, Dawn Orr, Bruce Wood, Jim Ferguson

**STAFF PRESENT:** David Williamson, CAO  
Pam Cress, Clerk  
Reid Taylor, Manager of Community Services  
Wayne Williamson, Manager of Public Works

Mayor MacNevin called the meeting to order at 7:00 p.m.

**Resolution No. 49-02-2022**

Moved by: A. Boyd

Seconded by: L. Cook

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands approves the agenda as presented.

Carried

**Presentation by Ami Gagne from Municipal Solutions at Food Cycle Science – innovative solutions for residential food waste diversion to reduce the quantity of organics going into our landfill and to ascertain if Council would be interested in implementing a partnership.**

**Resolution No. 50-02-2022**

Moved by: W. Koehler

Seconded by: B. Wood

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands now reads a first, second and third time and finally passes By-Law 2022-10 to adopt the minutes of Council for the term commencing December 4, 2018 and authorizing the taking of any action authorized therein and thereby.

Carried

**Resolution No. 51-02-2022**

Moved by: B. Baker

Seconded by: W. Koehler

RESOLVED THAT the Corporation of the Town of Northeastern Manitoulin and the Islands approves accepts the tenders as submitted by Northland Group of Companies for the replacement of the Refrigeration and Hot Water Retrofit Projects.

Carried

**Resolution No. 52-02-2022**

Moved by: J. Ferguson

Seconded by: B. Wood

RESOLVED THAT the Council of the Corporation of the Town of Northeastern Manitoulin and the Islands does now adjourn at 7:43 pm.

Carried

\_\_\_\_\_  
Al MacNevin Mayor

\_\_\_\_\_  
Pam Cress Clerk



Project: Application for Consent  
File #: Con 2022-02  
Owner: Stewart and Roberta Watts  
Legal: Howland-, Concession 5, Lot 31  
Plan M181 Lot 13 PCL 1729

#### **Purpose of the Application**

The consent application is being applied for the purposes of a new lot creation.

#### **Official Plan**

**Designation – Shoreline Area**

#### **Zoning**

**Designation - Rural**

#### **Comments from agencies**

No comments from Ministries were received

#### **Comments from the Public**

No comments or requests were received from the public.

#### **When Considering Approval, we should consider:**

### **A. Consents**

A consent shall only be considered where a plan of subdivision is deemed to be unnecessary, where the application conforms with the policies of this Plan, is consistent with the Provincial Policy Statement, and the consent will generally not result in the creation of more than five new lots on a lot that existed prior to the date of adoption of this Plan, and it does not necessitate the creation of a new municipal road, or the extension of municipal services.

Council shall provide input on municipal conditions of approval for consents.

The proposed lot and retained lot shall have frontage and access on to an opened and maintained public road, or have private road or water access in compliance with the policies of this Plan.

MTO's policy is to allow only one highway entrance for each lot of record fronting onto a provincial highway. AMTO will not allow backlots to create a second entrance on the highway. MTO will not support a consent to separate a home-based business from a residential use which would result in separate entrances for the business and residential parcels.

Lots will not be created which would create a traffic hazard due to limited sight lines on curves or grades.

The lot area and frontage of both the lot to be retained and the lot to be severed will be adequate for existing and proposed uses and will allow for the development of a use which is compatible with adjacent uses by providing for sufficient setbacks from neighbouring uses and, where required, the provision of appropriate buffering.

The proposed lot(s) will not restrict the development of other parcels of land, particularly the provision of access to allow the development of remnant parcels in the interior of a block of land.

The proposed development will be serviced in accordance with the policies of Section E.

The parkland dedication policies of Section F.4.3 will apply.

**Remarks to approval considerations.**

This application does not constitute a need for a subdivision

The proposed lot severance has direct access to Bayshore Road East, a year-round maintained road

The retained lot has adequate frontage and size as per our zoning by-laws and the decision of the Planning Board will stipulate that there is a minimum of 150' of frontage required as the application does not give actual dimensions.

As per the attached diagram the proposed severance will not restrict any development to surrounding properties.

All services to this area will be private services.

No Park land dedication will be required.

**Suggested Conditions if Approved** – to be filed within one year of the Notice Decision for certification

The lot dimension will be equal to 1 acre with the frontage on Bayshore Road East being a minimum of 150'.

Transfer of landform prepared by a solicitor and a schedule to the transfer of landform on which is set out the entire legal description of the parcel,

The applicant must deposit a Reference Plan of Survey in the Land Registry Office clearly delineating the parcels of land approved by The Town of Northeastern Manitoulin and the Islands in this decision and provide the Town Office with a copy.

Prior to final approval by the Town of Northeastern Manitoulin and the Islands, the owner provides confirmation of payment of all outstanding taxes.

All outstanding fees must be paid in full



Application for Consent

1. Applicant Information

Name of Owner STEWART WATTS / ROBERTA WATTS  
Address 44 BAYSHORE ROAD  
LITTLE CURRENT, ONT. P0P1K0  
Phone Number \_\_\_\_\_ Cell: 705-262-8860  
Cell: 705-240-0816

2. Name of Agent

Name of Owner \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone Number \_\_\_\_\_ Cell: \_\_\_\_\_

3. Property Description

Municipal Township North Eastern Manitoulin and the Islands  
Roll # 5119 040-002-32200-0000  
Concession 5 Lot 31  
RP Plan M181 Part 1729 Island \_\_\_\_\_  
Street Address 44 BAYSHORE ROAD

4. Are there any easements or restrictive covenant's affecting the subject land? ☒ No ☐ Yes  
5. If Yes please describe the easement or covenant and its effect

6. Purpose of Application  
Type and Purpose of the application

☒ Creation of a New Lot ☐ Addition to a lot ☐ Easement/ROW  
☐ A charge ☐ A lease ☐ A correction of title

7. Other Information

Name of Persons to whom land will be transferred: LISE WHISSELL / DENIS BLAIS  
If lot addition what is the current land use: \_\_\_\_\_

8. Description of Subject land and Servicing Information

	Retained	Severance #1	Severance #2
Frontage			
Depth			
Area	<u>4.98 acres</u>	<u>1 acre</u>	
Use of Property - Existing			
Proposed			
Buildings - Existing	<u>house, 1 large storage shed</u>		
Proposed	<u>1 bunkie, 3 small storage sheds</u>		
Access	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal Road Seasonal Road <input type="checkbox"/> Road Allowance <input checked="" type="checkbox"/> Municipal Road Year Road <input type="checkbox"/> Right of Way <input type="checkbox"/> Water Access	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal Road Seasonal Road <input type="checkbox"/> Road Allowance <input checked="" type="checkbox"/> Municipal Road Year Road <input type="checkbox"/> Right of Way <input type="checkbox"/> Water Access	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal Road Seasonal Road <input type="checkbox"/> Road Allowance <input type="checkbox"/> Municipal Road Year Road <input type="checkbox"/> Right of Way <input type="checkbox"/> Water Access
Water Supply	<input type="checkbox"/> Publicly owned water system <input type="checkbox"/> Privately owned communal well <input type="checkbox"/> Privately owned individual well <input type="checkbox"/> Lake <input checked="" type="checkbox"/> Other	<input type="checkbox"/> Publicly owned water system <input type="checkbox"/> Privately owned communal well <input type="checkbox"/> Privately owned individual well <input type="checkbox"/> Lake <input type="checkbox"/> Other	<input type="checkbox"/> Publicly owned water system <input type="checkbox"/> Privately owned communal well <input type="checkbox"/> Privately owned individual well <input type="checkbox"/> Lake <input type="checkbox"/> Other
Sewage Disposal	<input type="checkbox"/> Publicly owned Sanitary sewage system <input checked="" type="checkbox"/> Privately owned Septic tank <input type="checkbox"/> Privately owned communal septic system <input type="checkbox"/> Privy	<input type="checkbox"/> Publicly owned Sanitary sewage system <input checked="" type="checkbox"/> Privately owned Septic tank <input type="checkbox"/> Privately owned communal septic system <input type="checkbox"/> Privy	<input type="checkbox"/> Publicly owned Sanitary sewage system <input type="checkbox"/> Privately owned Septic tank <input type="checkbox"/> Privately owned communal septic system <input type="checkbox"/> Privy
Other Services	<input checked="" type="checkbox"/> Electricity <input checked="" type="checkbox"/> School Bussing <input type="checkbox"/> Waste Collection	<input type="checkbox"/> Electricity <input type="checkbox"/> School Bussing <input type="checkbox"/> Waste Collection	<input type="checkbox"/> Electricity <input type="checkbox"/> School Bussing <input type="checkbox"/> Waste Collection

9. Land Use

What is the existing Official Plan designation (Shoreline Area) Rural

What is the existing zoning Res/Farm - Rural

10. Please check any of the following use or features on the subject land or within 500 metres of the subject land

Use or Feature	On the Subject Land	Within 500 Metres (Specify distance)
Agricultural operation, including livestock facility or stockyard		
Utility Corridor		
A landfill, active or closed		
A sewage treatment plant or lagoon		
Provincially significant wetland or Significant coastal wetland		
Significant wildlife habitat and/or habitat of endangered species and threatened species		
Fish Habitat		
Flood Plain		
Mine site, active, rehabilitated or abandoned or hazard		
An active aggregate operation within 1km		
A contaminated site or a gas station or petroleum /fuel storage		
An industrial/commercial use (please specify)		
Known archaeological resources or areas of archaeological potential		

11. History of Subject Land

Has the subject land ever been the subject of any other planning applications?

☐ Official Plan Amendment ☐ Zoning By-law amendment ☐ Consent Application

Provide details of application and decision: unknown

12. Former Uses of Subject land and Adjacent Land

Has there been industrial or commercial use on the subject or adjacent land? ☐ Yes ☒ No

Has the grading of the subject land been changed by adding earth or other material? ☐ Yes ☒ No

Has a gas station or the storage of petroleum been located on the subject land? ☐ Yes ☒ No

Is there reason to believe the subject /adjacent land may have been contaminated by a former use? ☐ Yes ☒ No

Has an Environmental Site Assessment or Record of Site Condition been filed? ☐ Yes ☒ No

13. Are there currently any other applications on the subject property?  
Please describe application and status. ☐ Yes ☒ No

Other Information:

Please identify any and all information you think we will find useful in making a decision.

14. Affidavit or Sworn Declaration:

I/We Stewart Watts and Rebecca Watts make oath and say that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn before me

At the \_\_\_\_\_

In the \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

Stewart Watts  
Rebecca Watts  
\_\_\_\_\_  
Owner/Agent Signature

15. Authorized Appointment of Agent

I/We \_\_\_\_\_, am/are the registered owner of the subject lands for which this application is to apply.

I/We do hereby authorize \_\_\_\_\_ to act on my/our behalf in regard to this application.

Sworn before me

At the \_\_\_\_\_

In the \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Owner(s) Signature

16. Permission to Enter

I/We hereby authorize staff members of The Town of Northeastern Manitoulin and the Islands to enter upon the subject lands and premises for the purpose of evaluation the merits of this application.

Stewart Watts  
Owner Signature

Rebecca Watts  
Owner Signature

Please use next page for a detailed sketch of property, building locations, septic systems etc.



proposed  
1 acre swampana

field  
bed

house

shed

shed

house

driveway

shed

shed

Lake Huron

HOWLAND  
LOT 30  
CON 5

/ No 911 #

proposed  
severance

2956 Highway 540

2964 A/B Highway 540

154 Bay Shore East

HOWLAND  
LOT 31  
CON 5

152 Bay Shore East

144 Bay Shore East

132 Bay Shore East

124 Bay Shore East

117 Bay Shore East

110 Bay Shore East  
106 Bay Shore East

44 Bay Shore Road

HOWLAND

BAYSHORES ROAD

37 Bay Shore Road

RU

HOWLAND  
LOT 31  
CON 4

HOWLAND  
LOT 32  
CON 4

HOWLAND  
LOT 30  
CON 4

HIGHWAY 540

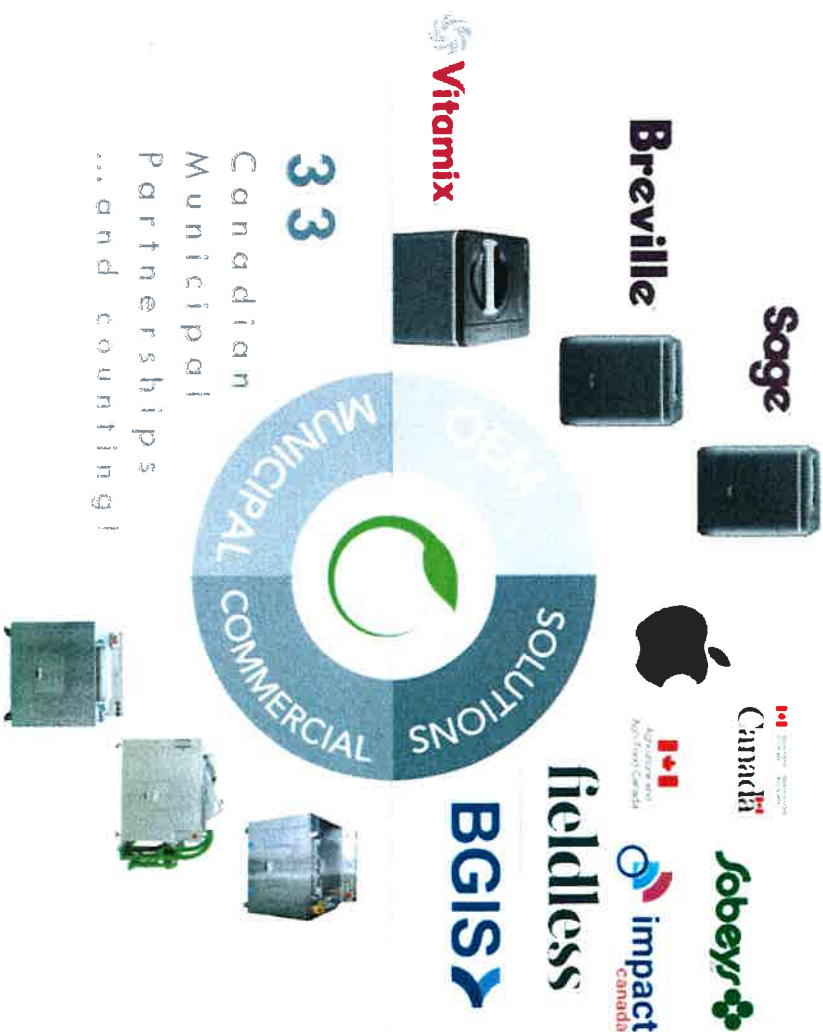


# FOODCYCLER™ MUNICIPAL SOLUTIONS



# ABOUT US

- Canadian company based out of Ottawa, ON
- Founded in 2011 – Company is 100% focused on Food Waste Diversion Solutions
- Products available in North America through FoodCycler Municipal / Vitamix and internationally through network of distributors & OEM partners
- Semi-finalists in Impact Canada's Food Waste Reduction Challenge







DRAYTON VALLEY

# TRUSTED CANADIAN SOLUTION

FROM COAST TO COAST TO COAST



Thirty-Three Canadian Municipal Partners  
...and counting!



## THE PROBLEM – FOOD WASTE

- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO<sub>2</sub>** equivalent of GHG



# MUNICIPAL IMPACT

WASTE MANAGEMENT IS A MUNICIPAL RESPONSIBILITY

## LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling and disposal services are a major cost factor and environmental contributor

## ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO2
- 1 tonne of food waste is equivalent to 1 car on the road for one year



## COMMUNITY

### Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



### Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less "interesting" for animals

# HAVEN'T WE SOLVED THIS ALREADY?



## GREEN BINS

- Preferred solution for **larger cities** where **dense housing** and large processing facilities generate **economies of scale**
- **Contamination** is an ongoing challenge
- GHG emissions from curbside collection
- **Safety** concerns from additional trucks on the road



## BACKYARD COMPOST

- **Cost-effective** but can be **labor-intensive** also
- May attract pests/animals or create unpleasant **odors**
- Most users **do not compost** in winter or inclement weather
- **Adoption rates are relatively low and stagnant**



## LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance



# THE SOLUTION IN THREE SIMPLE STEPS

**1. Add waste to bucket**



**2. Add bucket to unit**



**3. Press Start. That's it!**



**Vegetable &  
Fruit Scraps**



**Starches**



**Fish & Poultry  
Bones**



**Dairy Products**



**Tea bags & Coffee  
grinds**



**Nut shells, nuts  
& seeds**



**Meat, poultry  
& fish**

The resulting by-product can be  
used in many applications.



**Green**

## 90% FOOD WASTE REDUCTION

1 KG (2.5L) of wet,  
smelly food waste



4-8 HOURS + 0.8 kwh  
<10 cents / cycle

100 G of dry, sterile &  
odorless soil amendment



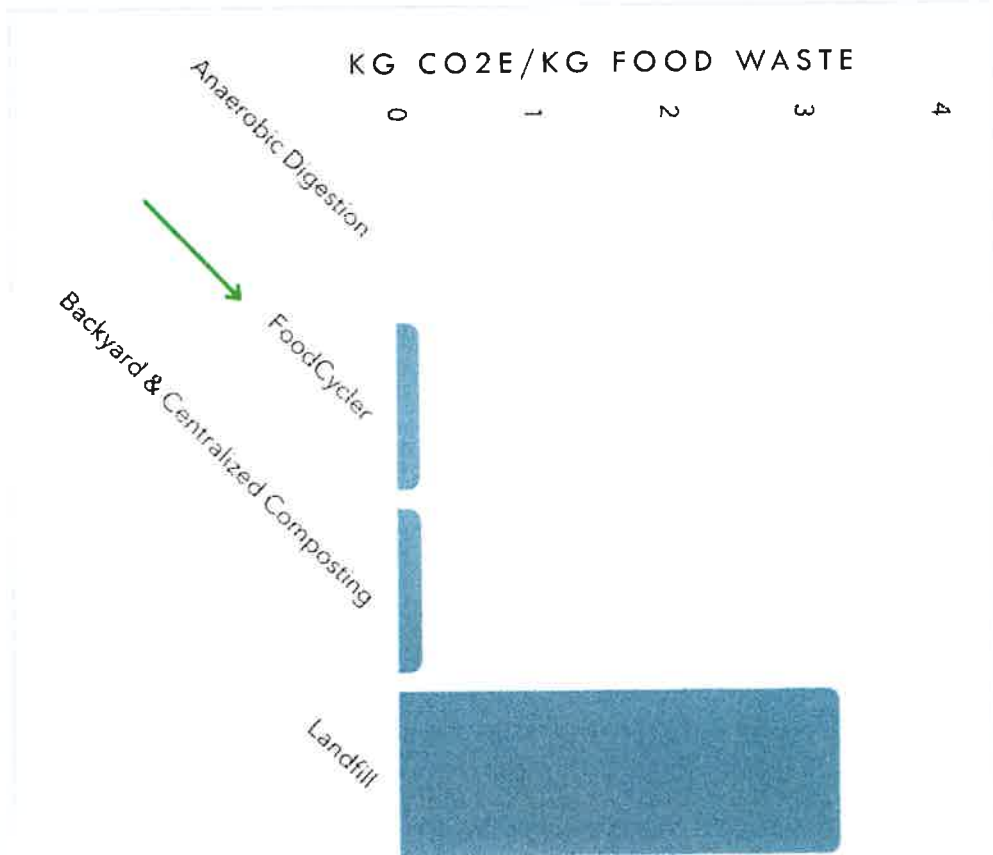
# IMPACT

## ENVIRONMENT

### FOODCYCLER IS COMPARABLE TO:

- Central composting (with no transportation emissions)
- Backyard composting (if done correctly)
- FoodCycler offers >95% reduction in CO2E vs. sending food waste to landfill

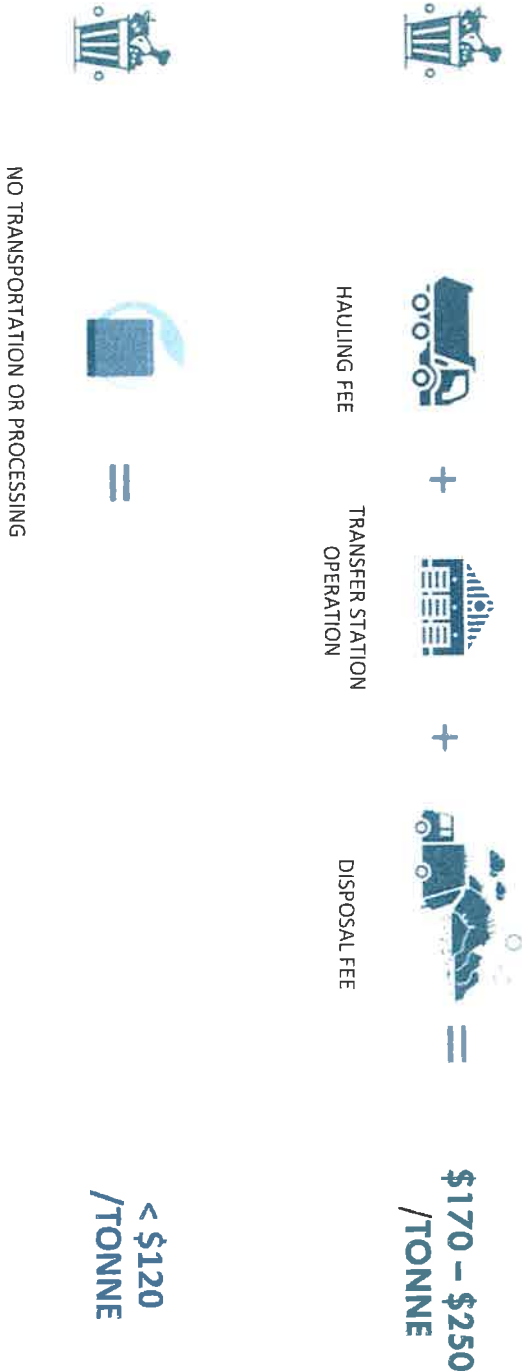
Source: Based on carbon intensity of power grid = 0.08 kg/kWh in Ontario  
\*\*Incorrect backyard composting can lead to methane gases and odours



# IMPACT ECONOMIC

## EXAMPLE OF IMPACT ON WASTE MANAGEMENT OPERATING COSTS

\* FoodCycler is a  
locked-in price not  
subject to wage  
increases, fuel  
surcharges or fee  
hikes



# IMPACT

## REGULATORY + SOCIAL PRESSURE

### THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is "low-hanging fruit" to achieving higher **diversion** and addressing the environmental impact of waste



*"I've received a number of positive messages from residents saying, 'sign me up, where can I get mine.' I'm 100 per cent in favor of it."*

– Deputy Mayor Lyle Warden, (South Glengarry ON)

*"We were extremely happy with this program and loved that it made us aware of our daily waste."*

– Pilot participant in South Glengarry

*"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."*

– Pilot participant in Hornepayne

*"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals and everything like that."*

– Kylie Hissa, Strategic Initiatives Officer (Kenora, ON)

# THE FOODCYCLER PILOTS

## >700 Households

7 Municipalities have completed their pilot projects with overwhelmingly positive results.

## Net New Diversion



Each participating household is estimated to divert between 300-400 kg of food waste annually.



“WOULD YOU RECOMMEND  
FOODCYCLER?”

>90% Yes

<1% No.

The rest are undecided or need more time.

★★★★★ 4.6

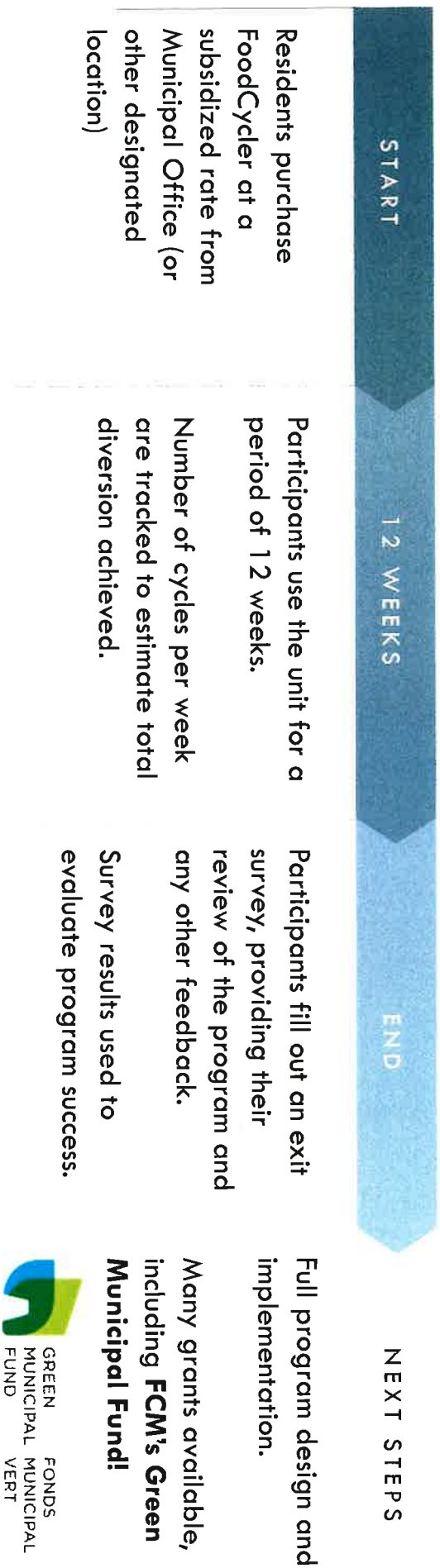
Average overall user  
experience rating.



# PILOT PROGRAM

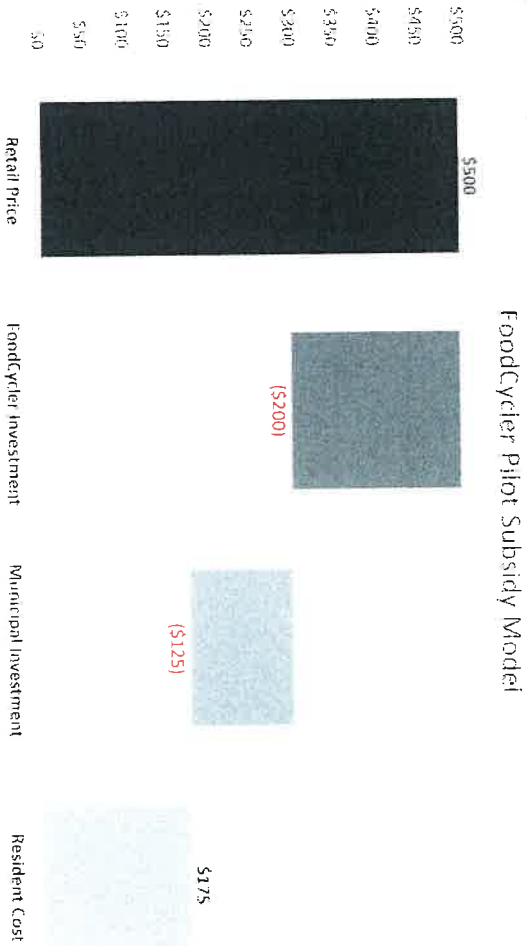
## 12 WEEKS FROM START TO FINISH

### PILOT TIMELINE





# SUBSIDIZED PILOT PROGRAM OPTION 1



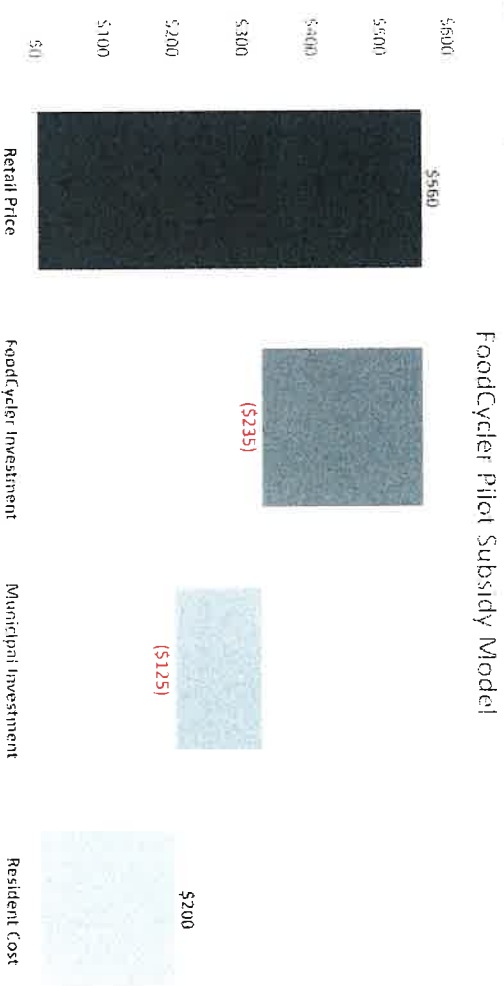
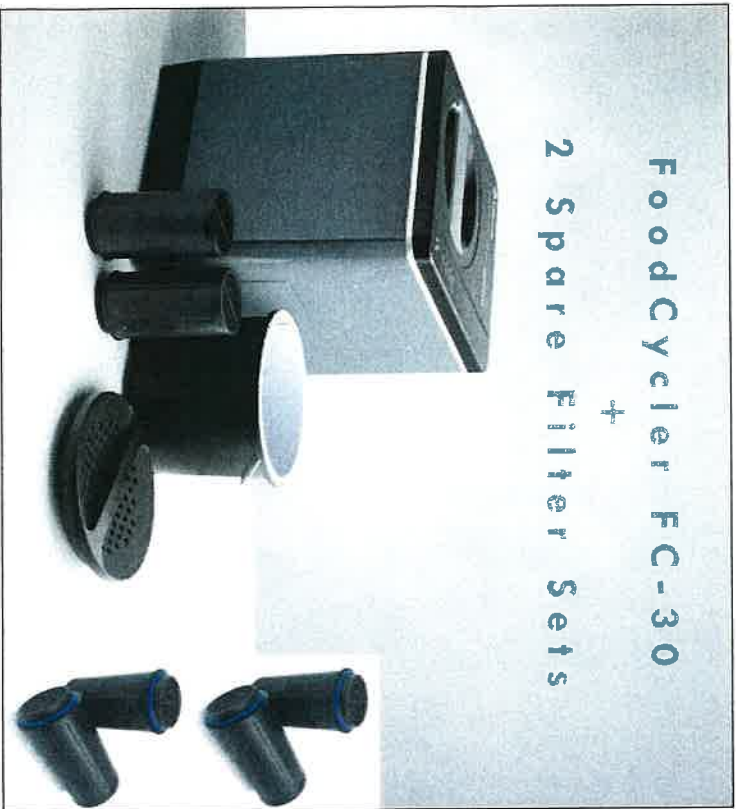
Municipality Population	Pilot Scope	Municipal Investment
<2500 residents	50 households	\$6,250
2500 – 10,000 residents	100 households	\$12,500
>10,000 residents	200 households	\$25,000

- Plus shipping costs and applicable taxes





# SUBSIDIZED PILOT PROGRAM OPTION 2 (BUNDLE)



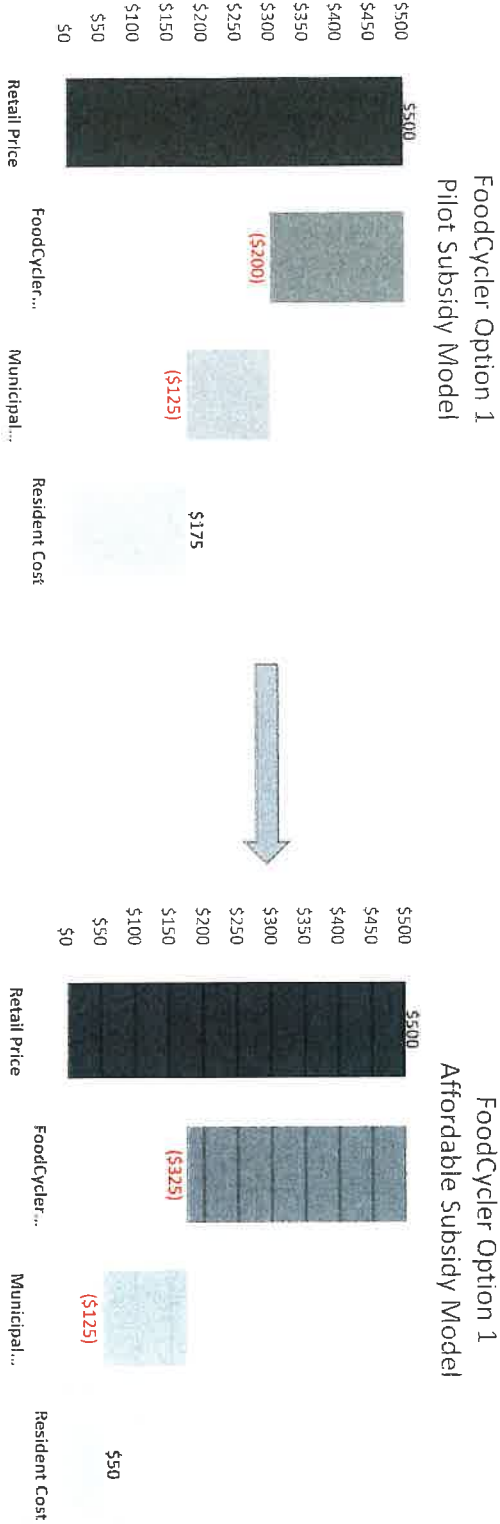
Municipality Population	Pilot Scope	Municipal Investment
<2500 residents	50 households	\$6,250
2500 – 10,000 residents	100 households	\$12,500
>10,000 residents	200 households	\$25,000

- Plus shipping costs and applicable taxes

# OPTIONAL AFFORDABLE ADD-ON GET 10% MORE UNITS

FoodCycler believes that food waste diversion solutions should be available to all Canadians, no matter where you live or whether you can afford it.

Municipalities now have the option to provide low-cost FoodCyclers to those who cannot access the program at full price.





**THANK YOU!**  
**ANY QUESTIONS?**

**Christina Zardo**

Manager of Municipal Solutions

Email: [christina.zardo@foodcyclers.com](mailto:christina.zardo@foodcyclers.com)

Phone: 613-402-7999

**Ami Gagné**

Project Coordinator, Municipal Solutions

Email: [ami.gagne@foodcyclers.com](mailto:ami.gagne@foodcyclers.com)

Phone: 613-700-4682



**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**By-Law # 20-14**

**TRAILER LICENSING**

**BEING** a by-law to Licence Trailers in the Township.

**WHEREAS** The Municipal Act S.O. 2001, section 168 authorizes the Municipality to pass by-laws for the licensing of Trailers in the Municipality:

**NOW THEREFORE THAT** the Council of the Corporation of the Township of Assiginack **HEREBY ENACTS AS FOLLOWS:**

- 1. Short Title:** This By-law may be cited as the "Trailer Licensing By-law"
- 2. Definitions:** In this by-law:
  - 2.1. "Township or Municipality"** shall mean the Corporation of the Township of Assiginack and shall be defined as the lands and premises within the corporate limits.
  - 2.2. "Trailer"** Shall mean any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by the motor vehicle and is capable of being used for the living, sleeping or eating accommodations of persons on a temporary, transient or short term basis, even if the vehicle is jacked up or its running gear is removed. Examples include a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home and a park model trailer.
  - 2.3. "Stored Trailer"** means any trailer located on the property only for the purpose of sale or storage but shall not include any trailer being used at any time for living, sleeping or eating accommodations of persons while located on the property.
  - 2.4. "Assessed Trailer"** means any trailer legally located on a property and that is assessed under the Assessment Act.
  - 2.5. "Camping Establishment"** means lands used for the parking and temporary use for at least five (5) campsites occupied by tents, trailers, motor homes, truck campers and recreation vehicles and accessory uses and facilities such as administrative offices, sanitary facilities, recreational facilities, and an accessory convenience store.
  - 2.6. "Short Term Rental"** Means the use of a trailer that operates or offers a place of temporary residence, lodging or occupancy by way of concession, permit, lease, rental agreement, or similar arrangement for any period equal to or less than 30 consecutive calendar days.
- 3. Prohibitions**
  - 3.1.** No person shall use nor shall an owner of the land permit a person to use and / or keep a trailer on any property within the Township for more than 30 days in a given year, except in a designated Camping Establishment, without purchasing an annual license.
  - 3.2.** No person shall have a trailer without a license unless defined in Section 2.4 even if the trailer was legally placed on the property prior to the date of implementation of this By-law.
  - 3.3.** No person shall occupy a trailer from December to April of any given year.

- 3.4.** Under no circumstances will a travel trailer be allowed to be used as a short-term rental unit.
- 3.5.** No person shall add additions to a constructed trailer such as sunrooms, porches, roofs, or decks that require the authorization of a building permit. Trailers with such additions, that existed as of the date of the passing of this by-law may continue their use.
- 3.6.** The owner of the land, other than an established Camping Establishment within the Township, upon which a legally non-conforming trailer is located, shall be responsible for obtaining a license from the Township or the Township's By-Law Enforcement Officer. No license shall be issued unless the prescribed fee has been paid.
- 3.7.** Where a trailer, that is located on a property in the Township, other than on land used as an established Camping Establishment, has been established to a legally non-conforming use and where such trailer has only been used occasionally for living, sleeping or eating accommodations of persons, such a trailer shall not be deemed to be a stored trailer as defined in Section 2.3 and shall be subject to an annual license.
- 3.8.** No License shall be issued under this By-law if the application for the license would be in contravention of any other By-law of the Corporation or of any Federal or Provincial law or regulation.
- 3.9.** This By-law shall not apply to a trailer where such a trailer is located on an existing lot for the sole purpose of storage or for the sole purpose of the sale of the trailer. Where a trailer is being stored or offered for sale and no person shall use or occupy the trailer.
- 3.10.** No person shall locate a mobile home their property.
- 3.11.** No trailer for which a license is required under this By-law shall be located on land except in conformity with the set back requirements for a dwelling unit as prescribed by the Corporation of the Township of Assiginack By-law #80-20 and # 80-21, as amended, for the zone in which the lands are located.

#### **4. License Exemptions**

- 4.1.** A stored trailer, as defined in Section 2.3 does not require a license.
- 4.2.** An Assessed trailer, as defined in Section 2.4, does not require a license.
- 4.3.** Where a building permit for a single family dwelling unit has been issued by the Township's Chief Building Official, the permit holder shall enter into an agreement for the placement of a trailer on the property where the unit is being constructed or reconstructed solely for the purpose of the construction and only if any applicable building permit fees are paid and the trailer is promptly removed prior to the expiration of the said building permit.

#### **5. License Fee**

- 5.1.** The license fee for a trailer shall be set out in Schedule "A" attached to this By-law.
- 5.2.** The license fee is payable for the current fiscal year upon receipt of an application. Every license obtained, in accordance with this paragraph in this By-law, shall expire on the 31<sup>st</sup> day of December in that year it was issued.
- 5.3.** Applications for licenses shall be made to the Township Office and/or the Licensing Enforcement Officer and duly signed by the owner of the property on which the trailer is to be located. The owner to whom a license has been

issued shall display the license on the trailer in a place that it can be seen easily from the outside of the trailer.

- 5.4. All applications for such a license shall be made using the prescribed form attached to this By-law as Schedule "B".
- 5.5. It is the sole responsibility of the landowner of such a property containing a trailer licensed under this By-law, to inform the Township Office and/or Licensing Enforcement Officer of any changes or removal of such trailer from the property.
- 5.6. The license fee is imposed upon the owner of the property on which the trailer is located. If the owner fails to make payment of the license fee in any year, the fee shall be deemed overdue and as such, the full license fee shall be collected as taxes.
- 5.7. A refund may be obtained by surrendering the issued license and submitting a request in writing to the Clerk and or the Licensing Enforcement Officer, indicating that the trailer was not located on the property and specifying the date on which it was removed. The refund may be calculated from the first day of the month following the relocation. The Township shall retain a minimum \$100.00 administration fee. The onus is on the landowner to provide supporting documentation of the date of such removal.
- 5.8. Any license issued under this By-law is not transferrable.
- 5.9. No person shall locate more than one trailer on a property lot.
- 5.10. Every person shall ensure that their trailer is connected to a sewage system that is operated and maintained as per Part 8 of the Ontario Building Code and enforced by Public Health Sudbury & Districts, unless the unit contains an integral holding tank to be emptied at a facility licensed by the Ministry of the Environment & Climate Change.
- 5.11. No trailer shall be licensed unless the location of the requested land the trailer is to be placed complies with the following:
  - 5.11.1. All Provincial statutory and regulatory requirements.
  - 5.11.2. The Township of Assiginack Zoning By-law, as amended.
- 5.12. A license issued pursuant to this By-law authorizes the use and maintenance of an existing trailer on an existing lot for temporary accommodation only. The issuance of a license does not grant the licensee the authority to occupy the trailer on a permanent basis. The issuance of a license is not intended and shall not be construed as permission or consent by the Municipality for the holder of the license to contravene or fail to observe or comply with any law of Canada, Ontario or any by-law of the Municipality.

## **6. Administration & Enforcement**

- 6.1. Any person who contravenes any of the provisions of this by-law shall be guilty of an offence and shall be liable, **for each contravention and each day of the contravention shall constitute a separate offense.**
- 6.2. No person being the registered owner of any lot or parcel of land within the Township shall permit any person to locate a trailer on his or her property except in accordance with the provisions of this By-law.
- 6.3. The administration of this by-law is assigned to the Clerk who may delegate the performance of his or her function under this by-law from time to time as the occasion requires.

- 6.4.** Every applicant shall provide in full, at the time of the application is submitted, all of the information required on the application for attached as Schedule "B", as well as payment of the prescribed license fee as set out in this By-law and any other document or information as required in any other part of this By-law.
- 6.5.** Any application, comment, recommendation, information, document or thing in possession of the Clerk pursuant to the provisions of this By-law shall be made available by the Clerk for inspection:
- 6.5.1.** By any person employed in the administration of the enforcement of this by-law.
- 6.5.2.** By any other person upon the consent, satisfactory to the Clerk, of the person, civic department, board commission authority or other agency which produced, submitted the application, comment, recommendation, information, document, or thing.

**Subject only to the limitations imposed by the Municipal Freedom of Information and Protection of Privacy Act.**

- 6.6.** The enforcement of the By-law is assigned to the Licensing Enforcement Officer for the Township of Assinack.
- 6.7.** 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 Licensing Enforcement Officer may result in the removal of said trailer by the Township of Assinack, at the expense of the Owner of the lot.

**7. Inspections**

- 7.1.** Any person designated by Council to enforce this By-law may, at any reasonable time and upon producing proper identification, enter and inspect any property licensed under or in contravention of the provisions of this By-law.
- 7.2.** No person shall obstruct, hinder or in any way interfere with any person designated to enforce this By-law.

**8. Penalty**

- 8.1.** Any person who contravenes any of the provisions of this by-law shall be guilty of an offence and, upon conviction, shall be liable for a fine pursuant to Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P.33, for each contravention and each day of the contraventions shall constitute a separate offence. Schedule "C" attached.
- 8.2.** Upon registering a conviction for the contravention of any provision of this By-law, the Ontario Court, Provincial Division, may, in addition to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**9. Validity**

- 9.1.** 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, clause or provision 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.

**10. Effective Date**

**10.1.** This By-law shall come into effect on the 1<sup>st</sup> day of January 2022.

**AS READ a FIRST and SECOND** time, this 3<sup>rd</sup> day of November 2020.

**AND AS READ a THIRD and FINAL** time and considered passed, in open Council, this 12<sup>th</sup> day of January 2021.

\_\_\_\_\_  
David Ham, MAYOR

seal

\_\_\_\_\_  
Alton Hobbs, CAO/DEPUTY CLERK



**The Corporation of the Township of Assignack**

**Trailer Licensing**

**Schedule “A” - Licensing Fees**

**Fees for trailers located within any Zone having Municipal jurisdiction of the Corporation of the Township of Assignack Zoning By-law 20-14**

2022 Trailer Permit Fee	\$750.00 per year and each year thereafter until such a time the fee is amended by council.
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The Corporation of the Township of Assignack  
Trailer Licensing  
Schedule "B"

Application for a Trailer Permit

PERMIT NUMBER
T_____

Name of Applicant	
Address of Applicant	
Phone Number	
E-mail Address	

Address of Site	
Property Roll Number	5111 – 000 – 0 ____ - ____ - ____ - 0 0
Applicant's Interest	Owner [ ]    Tenant [ ]    Lease [ ]    Other [                      ]
Dimensions of Land:	Frontage:                      Depth:
	Area:                      Zoning:
Expected Date of Occupancy	Start:                      End:

Detailed description of the Trailer

Length	Colour	Model Number	VIN Number	License Plate

What provisions have been made for the following:

Septic / Black Water	Grey Water	Drinking Water

Garbage Disposal Required	Electricity	Heat
<div>__ Yes *Landfill Card must be obtained from the Municipal Office where services are required. Strict sorting must also be adhered to, to qualify for disposal.</div> <div>__ No * ALL garbage will be removed from the lot on a regular basis to another location, principle residence or other municipality.</div>		

**Proposed Site Plan of Property**

- The site plan should be attached and showing the following:
- ☐ Property dimensions
  - ☐ Position of the recreational vehicle, of site including setbacks from all lot boundaries, roadways and waterbody courses as set out in the Township of Assignack Zoning By-law.
  - ☐ Location of Septic System
  - ☐ Location of well
  - ☐ Parking spaces
  - ☐ Driveway
  - ☐ Fire pit

If applicable, please attach the approved permit from the Public Health Unit, Sudbury & Districts.

I confirm that the information provided on this application form is true to the best of my knowledge and belief.

I agree to comply with the provisions of this By-law.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by the Township of Assignack Administrative Staff:	
Issuing Officials Signature _____	_____ Date

**The Corporation of the Township of Assiginack**  
**Trailer Licensing**

**PART 1 PROVINCIAL OFFENCES ACT**  
**Schedule "C" - Penalty Provision**

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING THE OFFENCE	SET FINE
1.	Fail to obtain a license for trailer over 30 day limit	3.1	\$300.00
2.	Fail to vacate trailer at any time during the months of December through to April	3.3	\$300.00
3.	Allow additions to a constructed trailer such as sunrooms, porches, roofs or decks	3.4	\$300.00
4.	Locating mobile home on property	3.9	\$300.00
5.	Trailer not conforming to setback requirements of the Zoning By-law	3.10	\$300.00
6.	Have more than one (1) trailer per property	5.8	\$300.00
7.	Allow person(s) to locate trailer on his/her property without a license	6.2	\$300.00
8.	Obstruct person designated to enforce this By-law	7.2	\$300.00

**Note: The general penalty provision for the offences listed above is Section 8.1 of the By-law 20-14, a certified copy of which has been filed.**

**The Corporation of  
the Township of Billings**

**Bylaw 2021- 48**

**Being a Bylaw to Regulate the Use of and Recreational Trailers/Vehicles  
Outside of Tent and Trailer Parks**

**WHEREAS** the *Ontario Municipal Act, S.O. 2001 c. 25 section 8* provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipalities to govern its affairs as it considers appropriate and enhance the municipality's ability to respond to municipal issues; and

**WHEREAS** the *Ontario Municipal Act, S.O. 2001 c. 25 section 164* states that without limiting sections 9, 10 and 11, a local municipality may prohibit or license recreational trailers/vehicles located in the municipality.

**WHEREAS** if a municipality licenses recreational trailers/vehicle in the municipality, no license fee shall be charged in respect of a recreational trailer/vehicle assessed under the *Assessment Act*; and

**WHEREAS** the Township of Billings recognizes the need for owners of vacant lots within the Township who will be building principal/seasonal residences on vacant lots and will require the use of recreational trailer/vehicle for shelter while preparing their property to be able to obtain a building permit for the constructing of principal/seasonal residences; and

**WHEREAS** the Township of Billings wishes to regulate that the use of recreational trailers/vehicles on vacant lots properties with a seasonal residence during the period of October 1<sup>st</sup> to December 16 of each year and that a permit will be required; and

**WHEREAS** the Township of Billings wishes to allow the use of recreation trailers/vehicles for lodging guests, for non-commercial uses, on properties that are principal residences and seasonal residences; and

**WHEREAS** the Township of Billings recognizes that full time Township residents who own recreational trailers/vehicles and their desire to use their recreational trailer/vehicle to lodge guests; and

**WHEREAS** the Township of Billings wishes to regulate the use of motorhomes and recreational travel trailers and regulate the licensing of recreational trailers/vehicles on properties with habitable principal and seasonal residences and vacant lots; and

**WHEREAS** the Township of Billings wishes to regulate the use of Recreational Trailers/Vehicles as Short-Term Rental Units or as a Commercial Operation on properties that are not identified for Commercial use as per the Township of Billings Zoning Bylaw 1980-11.

**WHEREAS** the Ontario Municipal Act, 2001 c. 25 section 425 (1) states a municipality may pass a bylaw providing that a person who contravenes a bylaw of the municipality passed under this Act is guilty of an offence.

**NOW THEREFORE** the Council of the Corporation of the Township of Billings hereby enacts as follows:

**1.0 DEFINITIONS**

**1.1 Bylaw Enforcement Officer"** means a person appointed by the Council of the Township of Billings to enforce its bylaws.

**1.2 Class 1 Sewage System"** means a privy (outhouse) that is used for personal sanitary purposes and sewage storage.

**1.3 “Class 2 Sewage System”** means a leaching pit system used for the treatment and disposal of greywater derived from plumbing fixtures such as kitchen sinks, bathtubs, washing machines, laundry tubs or any other water source that does not contain human waste.

**1.4 “Consecutive Days”** means days following one after the other without an interruption.

**1.5 “Commercial Operation”** means any activity that involves, directly or indirectly, the buying or selling of goods or services, or the exchange or attempt or offer to exchange goods or services for money, barter, by accepting gratuities, or for anything of value.

**1.6 “Habitable”** means a building over 474 square feet in size, and that contains a kitchen, bathroom and bedrooms that can be utilized all year around.

**1.7 “Municipality”** means the Corporation of the Township of Billings.

**1.8 “Principal Residence”** means the primary location that a person inhabits, also referred to as primary residence or main residence.

**1.9 “Recreational Trailer/Vehicle”** means a structure that is designed to provide temporary living accommodations (kitchen, washroom, sleeping) for vacation, travel or recreational use, and to be driven, towed, parked or transported. Such structures include but is not limited to the following:

**1.9.1 “Motorhomes”** (Class A, Class B, Class C) means a recreational vehicle built on a self-propelled chassis, combining transportation and living quarters in a complete unit.

**1.9.2 “Travel Trailer”** means a unit designed to be towed by car or pick-up by means of an equalizing frame hitch.

**1.9.3 “Fifth Wheel Trailer”** means a two-level unit designed to be affixed and towed by a pick-up truck with a special fifth wheel hitch in the truck bed.

**1.9.4 “Folding Camping Trailer”** means a light weight unit that collapses for the purposes of towing and storage.

**1.9.5 “Truck Camper”** means a small recreational unit that is loaded or affixed to the bed or chassis of a truck.

**1.9.6 “Toy Hauler”** means a trailer used to haul recreational equipment that includes a temporary living quarter in the forward section.

**1.9.7 “Hybrid/Expandable Trailer”** means a conventional travel trailer with folding bunks end.

**1.9.8 “Converted Trailer”** is a trailer that was designed as a cargo trailer that has been converted to accommodate, short term temporary shelter.

**1.9.9 “Mobile Site Office Trailer”** is a trailer that is built to be used as a temporary office on construction projects or on other types of projects where temporary shelter is required for conducting business, meetings or for lunchroom or training purposes.

**1.10 “Seasonal Residence”** means a building that is 474 square feet in size and that contains a kitchen, bathroom and bedroom(s) and is used for seasonal or recreational use, and is not intended for permanent living quarters.

**1.11 “Short-term Rental Unit”** means any Recreational Trailer/Vehicle or portion thereof, that is available for use or is used for accommodations or lodging of guests who are paying a fee or compensation for a period of less than thirty (30) consecutive days.

**1.12 "Storage"** means being in a closed and disconnected state unsuitable for human habitation, with window awnings closed, extensions retracted and all water, power and sewage supply lines disconnected.

**1.13 "Trailer Park"** means a Municipally or privately owned business operation on properly zoned property, which accepts trailers of members of the general public for weekly or seasonal accommodation.

**1.14 "Trailer Permit Class A"** means a Permit that is issued by the Township, for a fee (see Schedule "B"), that allows for 1 (one) Recreational Trailer/Vehicle to be used for recreational purposes on Vacant Land within the Township while the property is being readied for the construction of a Habitable/Principal/ Seasonal Residence.

**1.15 "Trailer Permit Class B"** means a Permit that is issued by the Township, for a fee (see Schedule "B"), that allows for 1 (one) Recreational Trailer Vehicle to be used for recreational and shelter purposes once a Building Permit has been issued for a Habitable/Principal/ Seasonal Residence.

**1.16 "Trailer Permit Class C"** means a Permit that is issued by the Township, for a fee (see Schedule "B") that permits owners of Principal/Habitable Seasonal Residences that allows for 1 (one) Recreational Trailer/Vehicle to be used for temporarily lodging guests, for non-commercial purposes, for a period of 14 days up to a maximum of 30 consecutive days.

**1.17 "Trailer Permit Class D"** means a permit that is issued by the Township, for a fee, (see schedule "B") that allows owners of a Principal/Habitable Seasonal residences to have more than the one allowable Recreational Trailer/Vehicle, up to a maximum of 4 total Recreational Trailer/Vehicle for a period of 4 to 14 Consecutive Days

**1.18 "Trailer Permit Class E"** means a permit that is issued by the Township for a fee, for one-month periods from September 15 to December 15 of each year and is only valid for the property address that it is issued to. The maximum number of Class "E" permits issued to any property at one time is 3. Trailers must be removed by December 16.

**1.19 "Use"** shall mean any human use for shelter, recreation or sleeping and does not necessarily include cooking or eating. Occupation need not be permanent or seasonal, or for any significant period of time.

**1.20 "Vacant Land"** means a lot of record where there is no legal residential dwelling.

## **2.0 GENERAL REQUIREMENTS**

**2.1** Current Vacant Lot Property Owners of a Vacant Lot will be given a three- year period, effective from the day that this Bylaw comes into effect to ready their property for building and to purchase a Building Permit to erect a Habitable/Principal/Seasonal Residence. New property Owners will be given a three-year period from the documented closing date of the purchase of the property to ready their property for building and to purchase a Building Permit to erect a Habitable/Principal/Seasonal Residence.

**2.1.1** If the Property Owner does not obtain a Building Permit after the three- year period, an additional yearly fee, equivalent to the cost of a Class "B" permit will be added to the cost of the Class "A" Permit

**2.2** During the period of readying a Vacant Lot for construction, the Property Owner is required to purchase a yearly Class A Trailer Permit from the Township office.

**2.3** During the period of construction, once a Building Permit has been issued to build a Habitable/Principal/ Seasonal Residence, the Property Owner is required to purchase a Class B Trailer Permit from the Township office.

**2.4** Class B Trailer Permits will only be renewed on a yearly basis for no more than 3 years from the date the Building Permit is initially issued and will only allow for 1 (one) Recreational Trailer/Vehicle on the property.

**2.5** Trailer Permits and Building Permits are required to be prominently displayed on the property for inspection purposes.

**2.6** Class A, Class B, Class C and Class D Trailer Permits will be valid from May 1<sup>st</sup> thru October 31<sup>st</sup> of each calendar year.

**2.7** Recreational Trailers/Vehicles must be removed from Vacant Lots or Properties with a Seasonal Residence from November 1<sup>st</sup> thru April 30<sup>th</sup> with the exception of trailers with a Class "E" permit which states that trailers must be removed by December 16. Property Owners shall be responsible for the trailers being removed.

**2.8** Recreational Trailers/Vehicles that are stored on properties that have Principal Habitable Residences, must be stored in a manner consistent with section 1.12 of this Bylaw.

**2.9** Property Owners who own a Habitable/Principal/Seasonal Residence and desire to lodge guests using 1 Recreational Trailer/Vehicle on their property may do so for a period of 14 Consecutive Days.

**2.10** All Recreational Trailer/Vehicle Permits are valid for one (1) Recreational Trailer/Vehicle.

**2.11** Property Owners that have a Recreational Trailer/Vehicle on their property for more than 30 Consecutive Days shall ensure that their Recreational Vehicle/Trailer has an integral holding system for human waste that is emptied at a waste disposal facility that is licensed by the Ministry of the Environment and Climate Change.

**2.12** Property Owners who are not using an integral holding tank system for human waste in their Recreational Trailer/Vehicle shall be utilizing a Class 1 sewage system privy (outhouse) as specified by Sudbury and District Health Unit pit privies specifications.

**2.13** Property Owners that have a Recreational Trailer/Vehicles on their property for more than 30 Consecutive Days shall ensure that their trailer is connected to a Class 2 sewage system leaching pit for the disposal of greywater, as required by Sudbury and District Public Health (This type of system requires a permit issued by Sudbury and District Public Health Unit).

**2.14** Property Owners shall be able to provide, upon request, documentation of human waste disposal from a waste disposal facility that is licensed by the Ministry of the Environment and Climate Change.

### **3.0 PROHIBITIONS**

**3.1** No person shall Use or locate any Recreational Trailer/Vehicle on any Township Road, road allowance, marine allowance or on any lands, leased or controlled by the Township

**3.2** No Property Owner shall Use or permit any person to, Use or locate a Recreational Trailer/Vehicle on their Vacant Lot unless they have purchased either a Class A or Class B Recreational Trailer/Vehicle Permit and/or a Building Permit.

**3.3** No Property Owner shall use a Recreational Trailer/Vehicle on a property that has a Habitable Permanent/Seasonal Residence for a period of 14 or more consecutive days unless they have purchased a Class "C" Recreational Trailer/Vehicle Permit.

**3.4** No property Owner shall use an additional Recreational Trailer/Vehicle on a property that has a Habitable Permanent/Seasonal Residence for a period of 4 to 14 Consecutive Days unless they have purchased a Class "D" Recreational Trailer/Vehicle Permit.



**3.5** No Property Owner shall be allowed to exceed the maximum allowable number of Recreational Trailers/Vehicles identified on a Township issued Class D or Class E Permit.

**3.6** No Person or Property Owner shall use or locate a Recreational Trailer/Vehicle on a Vacant Lot or property that has a Seasonal Residence located on it after October 31 unless they have purchased a Class “E” Permit.

**3.7** No Property Owner shall append any thing or any device that was not part of the original Recreational Trailer/Vehicle when it was manufactured.

**3.8** No person shall leave or store a Recreational Trailer/Vehicle on Vacant Lot Property or a Property without a habitable seasonal residence located on the property between the period of November 1<sup>st</sup> through to April 30<sup>th</sup> of each year.

**3.9** No person shall leave a Recreational Trailer/Vehicle on a property longer than a date identified on a Township Issued Trailer Permit.

**3.10** No Property Owner shall Use a trailer on a property without prominently displaying the Trailer Permit and/or Building Permit for inspection purposes.

**3.11** No property owner shall use, or allow another person to use a Recreational Trailer/Vehicle as a Short-term Rental Unit for Commercial Operation purposes on properties that do not have commercial operations designations as identified in Billings Township Zoning Bylaw 1980-11.

**3.12** No Property Owner shall dispose of sewage or greywater in a manner that is not consistent with the specified sewage system requirements of the Sudbury and District Public Health Unit.

#### **4.0 ENFORCEMENT**

**4.1** This Bylaw shall be enforced by the Township Bylaw Enforcement Officer or a person designated by Council.

**4.2** No person shall obstruct or hinder or attempt to obstruct or hinder an Officer who is exercising a power or performing a duty under this Bylaw.

**4.3** Persons enforcing this bylaw are permitted to enter onto property to enforce the provisions of **this Bylaw as per section 435 of the Act and Billings Township Bylaw**

**4.4** Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and upon conviction is liable to a fine as provided by the *Provincial Offences Act, R.S.O. 1990-chapter P.33* as amended. (See Schedule “A”)

#### **5.0 SEVERABILITY**

**5.1** If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part in particular circumstances, the balance of the bylaw or its application in other circumstances, shall not be affected or shall continue in full force and effect.

#### **6.0 ADMINISTRATION**

**6.1** This Bylaw repeals Township of Billings Bylaws 2019-44 and 2017-27.

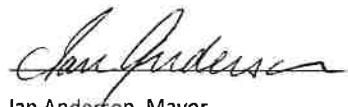
**6.2** This Bylaw shall be referred to as the Trailer Bylaw.

**6.3** This Bylaw shall come into effect on January 1, 2022.

READ A FIRST TIME THIS 2<sup>nd</sup> day of November, 2021.

READ A SECOND TIME THIS 15<sup>th</sup> day of November, 2021.

READ A THIRD TIME AND ENACTED THIS 7<sup>th</sup> day of December, 2021.



Ian Anderson, Mayor



Kathy McDonald, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

**BY-LAW 2021-48**

**Being a By-Law to Regulate the Use of Recreational Trailers/Vehicles**

**SCHEDULE A: Provincial Offences Act**

item	Short Form Wording	Provision Creating/Defining the Offence	Set Fine
1	Use/locate recreational trailer/ vehicle on Township property	Section 3.1	\$500.00
2	Use Recreational Trailer/Vehicle on Vacant Lot without a Class "A" Permit.	Section 3.2	\$500.00
3	Use Recreational Trailer/Vehicle on Vacant Lot without a Class "B" Permit	Section 3.2	\$500.00
4	Use Recreational Trailer/Vehicle on a Principal/Seasonable Property without a Class "C" Permit	Section 3.3	\$500.00
5	Use Recreational Trailer/Vehicle on a Principal/ Seasonal Property without a "Class" D" Permit.	Section 3.4	\$500.00
5	Use a Recreational Trailer/Vehicle on property without a Class" E" Permit	Section 3.6	\$250.00
6	Exceed maximum allowed number of Recreational Trailers/Vehicles	Section 3.5	\$500.00
7	Append thing or device to recreational trailer/vehicle.	Section 3.7	\$500.00
8	Store Recreational Trailer/Vehicle on Vacant Property or Property with Seasonal Residence Nov. 1 <sup>st</sup> to April 30 <sup>th</sup> .	Section 3.8	\$500.00
9	Fail to remove trailer by prescribed date.	Section 3.9	\$500.00
10	Failure to display a Permit	Section 3.10	\$50.00
11	Use recreational trailer/vehicle for short-term rental or commercial operation purposes.	Section 3.11	\$1000.00
11	Improper disposal of sewage or greywater.	Section 3.12	\$500.00
12	Obstruct or hinder an Officer	Section 4.2	\$500.00
13	Attempt to obstruct or hinder an Officer.	Section 4.2	\$500.00

**Note: The general penalty provision for the offences listed above is section 4.4 of Bylaw 2021-48, a certified copy of which has been filed.**

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

**BY-LAW 2021-48**

## Being a By-Law to Regulate the Use of Recreational Trailers/Vehicles

## SCHEDULE B: Permits



**CLASS "A" PERMIT**  
(Vacant Lot)  
**RECREATIONAL TRAILER/VEHICLE**

**Issued to:**

**Address Issued to:**

**Trailer License  
Plate Number:**

**Date of Issue:** \_\_\_\_\_

**Township Authorization Signature**

**Permit Fee: \$800.00**

**Permit is only valid for the issued address.**

**This Permit is valid for one (1) Recreational Trailer/Vehicle as identified above.**

Permit is Valid from May 1<sup>st</sup> to October 31<sup>st</sup>

**Non-transferable**



**CLASS "B" PERMIT**  
(Issued with valid Building Permit ONLY)  
**RECREATIONAL TRAILER/VEHICLE**

**Issued to:** \_\_\_\_\_

**Address Issued to:**

Trailer License  
Plate Number:

**Date of Issue:** \_\_\_\_\_

**Township Authorization Signature**

**Permit fee: \$300.00**

**Permit is only valid for the issued address.**

**Permit is valid for one (1) Recreational Trailer/Vehicle identified above.**

Permit is valid from May 1<sup>st</sup> to October 31<sup>st</sup>

**Non-transferable**

**CLASS "C" PERMIT**  
Permanent Residence/Habitable Seasonal Residence  
**RECREATIONAL TRAILER/VEHICLE**



Issued to: \_\_\_\_\_

Address Issued to: \_\_\_\_\_

Trailer License \_\_\_\_\_

Plate Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

\_\_\_\_\_  
Township Authorization Signature

Permit fee: \$200.00

Permit is only valid for the issued address.

Permit is valid for one (1) Recreational Trailer/Vehicle identified above.

Permit is valid from May 1<sup>st</sup> to October 31<sup>st</sup>

Non-transferable

**CLASS "D" PERMIT**  
(Permanent Residence/Habitable Seasonal Residence)  
**RECREATIONAL TRAILER/VEHICLE**



Issued to: \_\_\_\_\_

Address Issued to: \_\_\_\_\_

Trailer License \_\_\_\_\_

Plate Number: \_\_\_\_\_

Dates Issued for: \_\_\_\_\_

\_\_\_\_\_  
Township Authorization Signature

Permit fee: \$125.00

Permit is only valid for the issued address.

Permit is valid for one (1) Recreational Trailer/Vehicle identified above.

Permit is valid from May 1<sup>st</sup> to October 31<sup>st</sup>

Non-transferable



**CLASS "E" PERMIT  
(FALL SEASON ONLY)  
RECREATIONAL TRAILER/VEHICLE**

**Issued to:** \_\_\_\_\_

**Address Issued to:** \_\_\_\_\_

**Trailer License** \_\_\_\_\_

**Plate Number:** \_\_\_\_\_

**Dates of Issue:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized by:**

**Permit fee \$50.00 per month.**

**This permit is on valid for the property issued to.**

**Permit is only valid between September 15 through December 16 of the year of issue.**

**Maximum 3 trailers per property**

THE CORPORATION OF THE TOWNSHIP OF BURPEE AND MILLS

BY-LAW 02-2022

BEING A BY-LAW TO LICENSE TRAILERS IN THE TOWNSHIP OF BURPEE AND MILLS

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

**NOW THEREFORE** the Council of the Corporation of the Township of Burpee and Mills enacts the following:

**SECTION 1 – TITLE AND APPLICATION**

- 1.1 This by-law shall be cited as the “Trailer Licence By-Law”.
- 1.2 This by-law does not apply to:
  - 1.2.1 *Assessed Trailers* as defined in Section 2.4
  - 1.2.2 *Trailers* located in *Campgrounds* as defined in Section 2.6
- 1.3 This by-law applies to any *trailer*, even if the *trailer* was placed on property prior to the date of the enactment of this by-Law

**SECTION 2 – DEFINITIONS**

- 2.1 **LICENCE** means a licence issued for a trailer under this By-Law by the Municipality for authorized use of a trailer between April 1<sup>st</sup> and December 15<sup>th</sup>.
- 2.2 **ANNUAL LICENCE** means a *licence* issued under the by-law by the *Municipality* for the authorized use of a trailer to be used between April 1<sup>st</sup> and December 15<sup>th</sup> in the same calendar year. Referred to as “Licence” in this document going forward.
- 2.3 **30 DAY LICENCE** means a *licence* issued under the by-law by the Municipality for the authorized use of a trailer for a 30 consecutive day period between April 1<sup>st</sup> and December 15<sup>th</sup> in the same calendar year. Referred to as “Licence” in this document going forward.
- 2.4 **APPLICANT** means a *person* applying for a *licence* under the requirements of this by-law.
- 2.5 **ASSESSED TRAILER** means any trailer legally located on a property and that is assessed under the Assessment Act, as amended.
- 2.6 **CALENDAR YEAR** means a one-year period that begins on January 1 and ends on December 31 based on the commonly used Gregorian calendar.
- 2.7 **CAMPGROUND** means any commercial establishment permitted in accordance with the Zoning By-law, as amended, which is used for seasonal recreational activity as grounds for camping, and wherein camping in *trailers* is permitted.
- 2.8 **CHIEF BUILDING OFFICIAL (CBO)** means the person appointed by the Council of the *Municipality* under the Building Code Act, S.O. 1992, c 23, as amended, or the person who is appointed to act in that capacity during his or her absence.
- 2.9 **CLERK** means the Clerk of the *Municipality*, or any other person designated to perform the duties of Clerk for the Municipality.
- 2.10 **COUNCIL** means the elected Council of the Township of Burpee and Mills.
- 2.11 **GREYWATER** means wastewater of domestic origin that is derived from fixtures (sinks, tubs, showers etc.,) other than from sanitary units (toilets, urinals, etc.).

- 2.12 **SEWAGE** means wastewater of a domestic origin that may contain excrement and is derived in whole or part from sanitary unit fixtures (toilets, urinals, etc.).
- 2.13 **MOBILE HOME** means any dwelling unit that is designed to be made mobile and constructed or manufactured to provide a permanent residence but does not include a modular home or trailer.
- 2.14 **MODULAR HOME** means a dwelling unit constructed in accordance with the Ontario Building Code and composed of components substantially assembled in a manufacturing plant and transported to the building site of final assembly on a permanent foundation but does not include a mobile home or *trailer*.
- 2.15 **MUNICIPALITY** means the Corporation of the Township of Burpee and Mills and shall be defined as the lands and premises within the corporate limits.
- 2.16 **MUNICIPAL LAW ENFORCEMENT OFFICER (MLEO/P.O.O.)** means the officer in charge of the by-law enforcement of the *Municipality* or his or her authorized subordinates or assistants.
- 2.17 **PERMANENT BASIS** means either year-round occupancy or occupancy by *persons* who do not maintain a usual or normal place of residence elsewhere.
- 2.18 **PERSON** means an individual, a corporation, a tenant, an association, a chartered organization, a firm, a partnership, an agent or trustee and the heirs, executors, or other legal representatives of a *person* to whom the context can apply according to law.
- 2.19 **PUBLIC HEALTH SUDBURY AND DISTRICT** is the authority having jurisdiction of *sewage* and *grey water systems* for all municipalities within the District of Manitoulin.
- 2.20 **STORED TRAILER** means any *trailer* located on owner's residential property only for the purpose of storing such *trailer* for use at any location other than the property upon which it is stored.
- 2.21 **TRAILER** means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by a motor vehicle and is capable of being used for the living, sleeping, or eating accommodation of *persons* on a temporary, transient, or short-term basis, even if the vehicle is jacked up or its running gear is removed. Examples include but are not limited to a tent trailer, a camper trailer, a recreational trailer, a fifth wheel trailer, a bus converted into a motor home, a motor home, a truck camper, a tiny or micro home on trailer chassis but does not include a *mobile home* or *modular home*.
- 2.22 **USE** shall mean to temporarily occupy a *trailer* for the purpose of non-commercial human habitation which includes living and/or sleeping and/or eating and/or using sanitary facilities and/or accommodation within the *trailer* for any period.
- 2.23 **VACANT LAND** means any parcel or combination of parcels of real property without industrial, commercial, or residential buildings.
- 2.24 **VACANT LAND LICENCE** means a licence issued under this By-Law by the Municipality for authorized use of a trailer between April 1<sup>st</sup> and December 15<sup>th</sup>.
- 2.25 **ZONING BY-LAW** means, the Zoning By-Law as amended for the Corporation of the Township of Burpee and Mills.
- 2.26 **SHORT TERM RENTAL** means the use of a trailer that operates or offers a place of temporary residence, lodging or occupancy by way of concession, permit, lease, rental agreement, or similar arrangement for any length of time.
- 2.27 **PARCEL** means a property that has an individual tax roll number.

### **SECTION 3 – LICENCE AND REGULATIONS**

- 3.1 A *licence* issued pursuant to this by-law authorizes the use and maintenance of a *trailer* for temporary accommodations only. The issuance of a *licence* does not grant the licensee the authority to occupy the *trailer* on a *permanent basis*. Without limiting the generality of the



foregoing, no *person* shall occupy or permit to be occupied a *trailer* during the period commencing December 16<sup>th</sup> and March 31<sup>st</sup> of the following calendar year. The landowner is responsible to ensure the removal of the trailer prior to December 16<sup>th</sup> of the calendar year.

- 3.2 No landowner shall allow more than one trailer on a parcel of land.
- 3.3 Under no circumstances will a *trailer* be allowed to be used as short-term rental unit.
- 3.4 No *person* shall construct or erect or allow the construction or erection of an enclosure, roof-over, permanent canopy, extension, sunroom addition or other structure, or a patio, stairs, or walkway that is permanent in association with or connected to *trailer*. This prohibition does not apply to a deck that complies with the following:
  - a) The total area does not exceed 3.048 metres squared;
  - b) No portion of the deck is more than 60 centimetres above grade;
  - c) No portion of the deck is attached to the *trailer*;
  - d) The deck does not have the effect of rendering the *trailer* as a permanent structure on a lot;
  - e) The deck complies with the *Municipality's Zoning By-Law*, as amended.
- 3.5 The presence of a stored *trailer* on a conveyable parcel would not preclude the issuance of a *licence* for a *trailer*.
- 3.6 Where a *trailer*, that is located on a property and has been established to a legally non-conforming use and where such trailer has only been used occasionally for living, sleeping, or eating accommodations of persons, such a trailer shall not be deemed as a stored trailer as defined in Section 2.19 and shall be subject to an annual licence.
- 3.7 No person shall dispose or allow the disposal of *greywater or sewage* or allow *grey water or sewage* to be disposed of from a *trailer* except in at least one or a combination of the following:
  - i) a certified *greywater or sewage* system;
  - ii) an accredited dumping facility;
  - iii) with a service provider; or
  - iv) from a certified portable receptacle
- 3.8 No *person* shall transfer a licence from one *trailer* to another.
- 3.9 No *person* shall fail to display proof of trailer By-law license after it has been obtained in accordance with section 5.5.
- 3.10 No *person* shall knowingly provide false information on the application for *licence*.
- 3.11 No *person* shall hinder or obstruct a Municipal Law Enforcement Officer or designate who is attempting to enforce the By-law.
- 3.12 No *licence* shall be issued under this By-law if the application for the *licence* would be in contravention of any other applicable By-Law of the *Municipality* or any applicable Federal or Provincial law or regulation.
- 3.13 The issuance of a *licence* is not intended and shall not be construed as permission or consent by the *Municipality* 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 *Municipality*.
- 3.14 The owner of the property upon which a *trailer* is to be located will be responsible for the acquisition of the *licence*.
- 3.15 Where the owner of the land has obtained a building permit for the construction of a single detached dwelling, and that owner wishes to use a *trailer* for temporary accommodation while constructing such dwelling, the property owner will be required to purchase an Annual Licence at a reduced rate of 50% prior to the trailer being placed on property and valid building permit has been obtained. This allowance is only valid for a period of two (2) years while building permit is valid.

- 3.16 No *trailer* for which a license is required under this by-law shall be located on land except in conformity with the set back requirements for a dwelling unit as prescribed by the Corporation of The Township of Burpee Zoning By-law 80-9 and Mills Zoning By-law 96-01.

#### **SECTION 4 – LICENCE EXEMPTIONS**

- 4.1 A *stored trailer* shall not require a *licence*.
- 4.2 An *assessed trailer* shall not require a *licence*.
- 4.3 A *trailer used or stored in a campground or trailer park* shall not require a *licence*.

#### **SECTION 5 – LICENCE APPLICATION AND FEES**

- 5.1 All applications for a *trailer licence* shall be made to the *Municipality* upon the form prescribed by Municipal staff and shall include the submissions referenced therein, including payment of the Licence Fee required in Schedule "A".
- 5.2 The *Municipality* may issue an Annual Licence. This *trailer licence* authorizes the use of a *trailer* upon a property between April 1<sup>st</sup> and December 15<sup>th</sup> in that calendar year.
- 5.3 All Annual Licences expire at midnight on December 15<sup>th</sup> in the calendar year specified on the *Licence*.
- 5.4 The *Municipality* may issue a 30-Day Licence. This *trailer licence* authorizes the use of a *trailer* upon a property for 30 Consecutive days. This licence cannot be renewed within the same calendar year.
- 5.5 *Trailer licences* shall be displayed in or upon the *trailer* in a place that can be seen easily from the outside of the *trailer*.
- 5.6 No *licence* shall be issued:
- 5.6.1 unless the *trailer* for which such *licence* is issued is compliant with the setback requirements for a *trailer* as prescribed by the *Zoning By-Law* as amended, for the zone in which the lands are located. For greater certainty, any *trailer* located on any land prior to the passing of the By-Law which does not comply with the *Zoning By-Law* may not be *licensed* unless the *trailer* is re-located so that it does comply with this By-Law, or relief from the *Zoning By-Law* is obtained by the owner, or
- 5.6.2 where there exist any prohibited decks, porches, entry stairs, sunrooms, roof enclosures or similar structures which are to be or are attached to a *trailer* or located adjacent a *trailer*.
- 5.6.3 if the information provided on the application does not satisfy the *By-law Enforcement Officer* that all required provisions have been met; or
- 5.7 A *Licence* may be revoked if:
- 5.7.1 the permit was issued on mistaken, false, or incorrect information.
- 5.7.2 if the owner of the property or the owner of the *trailer* contravenes any provision of this By-law or any other Municipal, Provincial or Federal Law related to the *trailer* or it's use;
- 5.7.3 if it was issued in error
- 5.8 If a *licence* is revoked, there will be no refund of licensing fees.

#### **SECTION 6 – ADMINISTRATION AND ENFORCEMENT**

- 6.1 The administration and enforcement of this by-law is delegated to the Municipal Law Enforcement Officer for the Municipality. The Municipal Law Enforcement Officer shall have the

authority to issue permits under this by-law; notwithstanding the foregoing, the Municipal Law Enforcement Office, in his/her discretion, may refer applications to Council.

- 6.2 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
- 6.3 Each day that a contravention of this by-law continues shall constitute a separate offence.
- 6.4 Every person who provides false information in any application for a *licence* under this By-Law or in an application for a renewal of a *licence* is guilty of an offence.
- 6.5 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, 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.
- 6.6 If the Municipality is satisfied that a contravention of this by-law has occurred, the Municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the trailer to discontinue the contravening activity.
- 6.7 Any person who contravenes an order made under Section 6.6 is guilty of an offence.
- 6.8 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, as amended.
- 6.9 A municipal employee, staff person, agent or contractor hired by the Municipality, as accompanied by any person under his or her direction, may enter onto any land where a trailer is used or believed to be used in contravention of this By-law for the purposes of carrying out an inspection pursuant to subsection 436 (1) of the Municipal Act, 2001, as amended, and shall have all powers of inspection set out in subsection 436 (2) of the Act, as amended.
- 6.10 Every person who contravenes any provision of this By-law is liable for an Administrative Monetary Penalty (AMP) in lieu of prosecution and fine, pursuant to section 434.1 of the Municipal Act, 2001, as amended.
- 6.11 Every person who contravenes any provision of this By-law may be issued and Administrative Monetary Penalty (AMP) Notice in the amount not to exceed \$1500
  - 6.11.1 The AMP Notice shall include the following information:
    - (i) the name of the person contravening this by-law
    - (ii) the particulars of the contravention
    - (iii) the amount of the AMP and date payment is due.
    - (iv) a statement that if the AMP is not paid it shall constitute a debt owed to the Municipality that may be collected in any manner permitted by law, including adding it to the Tax Roll of the person and being collected in the same manner as real property taxes as per section 434.1 of the Municipal Act, 2001, as amended.
- 6.12 Any person who breaches any provision of this By-law may be issued an order to remove a *trailer* if it is not in compliance within this By-law.
  - 6.12.1 The Municipality may make an order, sent by both registered and regular pre-paid mail to the last known address of the owner of the land, requiring the owner or occupant within the time specified in the order to remove any trailer or structures that contravene this by-law.
  - 6.12.2 Where an owner fails to comply with an order issued under the by-law within the time specified for compliance, the officer may, with such assistance by others as may be required and upon reasonable notice, clean, clear or remove from the land any trailer or structure that is in contravention of this by-Law at owner's peril.

- 6.12.3 The Municipality shall recover all costs and expenses associated with actions taken and work done under this by-law in a manner provided by statute, whether by action or by adding the cost to the tax roll and collecting the cost in the same manner as taxes as per section 434.1 of the Municipal Act, 2001

**SECTION 7 – VALIDITY AND EFFECTIVE DATE**

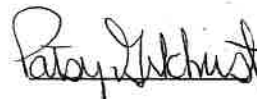
- 7.1 If any section, clause or provision of this by-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention of Council 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.
- 7.2 This by-law shall come into effect on the date of the third reading, and it being passed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 5<sup>th</sup> DAY  
OF January, 2021. 2022-



REEVE

Ken Noland



CLERK – TREASURER  
Patsy Gilchrist

SCHEDULE "A"

TO TRAILER LICENCE BY-LAW

02-2022

THE CORPORATION OF THE TOWNSHIP OF BURPEE AND MILLS

Licence Fees

Annual Licence Fee: \$ 750 per year and each year thereafter until such a time the fee is amended by Council.

30 Day Licence Fee: \$ 400 per month and per month each year thereafter until such a time the fee is amended by Council. (Note: only one 30 Day Licence will be issued per Calendar Year)

SCHEDULE "B"

TO TRAILER LICENCE BY-LAW 02-2022

PART 1 – PROVINCIAL OFFENCES ACT FINES

ITEM	Column 1 SHORT FORM WORDING	Column 2 PROVISION CREATING OR DEFINING THE OFFENCE	Column3 SET FINES
1	Using a trailer without a licence.	3.1	1500 (\$750 Fine + Annual Fee)
2	Use a trailer on prohibited dates.	3.2	300.00/day

3	Constructing an unauthorized structure.	3.3	300.00
4	Unauthorized connection to septic or greywater.	Reported to Sudbury & District Health Unit for Enforcement	500.00
5	Improper disposal of greywater or sewage.	Reported to Sudbury & District Health Unit for Enforcement	500.00
6	Unauthorized transfer of a licence.	3.8	200.00
7	Failure to display a licence.	3.9	100.00
8	Providing false information on licence application.	3.10	100.00
9	Obstruct person designated to enforce this bylaw.	3.11	300.00

**Note:** Penalty Provisions for the offences indicated above is Section 6 of By- Law number 02-2022, a certified copy of which has been filed.

**SCHEDULE "C"**  
**TO TRAILER LICENCE BY-LAW 02-2022**

**THE CORPORATION OF THE TOWNSHIP OF BURPEE AND MILLS**

**APPLICATION FOR TRAILER LICENCE**

(Complete and attach all information prior to submitting this application)

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

**1. Applicant Information**

<b>Name:</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	
<b>*Email:</b>	

**Note:** Applicant must be the property owner on which the trailer will be situated.

**2. Property Information**

<b>Property Owner:</b>	
<b>Civic Address:</b>	
<b>Roll Number:</b>	
<b>Zoning:</b>	

\* Proof of Ownership: Attach copy of parcel register or deed or tax bill

**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.

**3. Trailer Information:**

<b>Make &amp; Model:</b>			
<b>Serial Number or VIN:</b>			
<b>Licence Plate:</b>		<b>Length:</b>	

**Note:** Trailer cannot be situated on property prior to Licensing.

**Fire Safety:**

For occupancy, the trailer will be required to have a working smoke and CO monitor and a fire extinguisher.

4. Annual Fee

☐ \$ 750

5. Monthly Fee (Vacant Land)

☐ \$ 400

6. Trailer Licence with Approved Building Permit

☐ \$ 375

7. 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 include property dimensions, the position of the trailer on site including setbacks from all lot boundaries, existing buildings, well, septic system, parking spaces, driveway, fire pit and watercourses/waterbodies.

☐ **Proof of Property Ownership**

☐ **Permits/Approvals**

☐ **Licence Fee**

Applicant Signature:		Date:
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FOR OFFICE USE ONLY	



Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Jan 31, 2022 11:59 PM

Location: 6279\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

WorkOrder				PM Schedule		Workorder Details				WorkLog Detail			
WO #	Asset ID	Asset Description	Location/Description	Type	Class	FREQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2606721	0000228229	PANEL ALARM/ DIALER 01 PLANT SHEGUNDAH WTP	6279, Shegundah WTP, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:43 PM	1/26/22 01:43 PM	Critical Alarm/Dialer Testing (1m) 6279
2607669		6279, Shegundah WTP, Process, Disinfection		PM	Calibration	1	MONTHS	UV Sensor Verification (1m/2y) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:42 PM	1/26/22 01:42 PM	UV Sensor Verification (1m/2y) 6279
2608070		6279, Shegundah WTP		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:56 PM	1/26/22 01:56 PM	Health And Safety Inspection (1m) 6279
2608121		6279, Shegundah WTP		OPER	Health and Safety	1	YEARS	Workplace Inspection (1y) 6279 - SEE ATTACHED DOC	COMP	1/1/22 12:00 AM	1/26/22 01:55 PM	1/26/22 01:55 PM	Workplace Inspection (1y) 6279 - SEE ATTACHED DOC
2608226		6279, Shegundah WTP		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:54 PM	1/26/22 01:54 PM	Analyzer Chlorine Inspection/ Service (1m) 6279
2608341		6279, Shegundah WTP		PM	Calibration	1	MONTHS	Analyzer Turbidity Inspection/ Service (1m) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:52 PM	1/26/22 01:52 PM	Analyzer Turbidity Inspection/ Service (1m) 6279
2608584		6279, Shegundah WTP		OPER	Health and Safety	1	YEARS	WHMIS/MSDS/NSF Review And Update (1y) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:51 PM	1/26/22 01:51 PM	WHMIS/MSDS/NSF Review And Update (1y) 6279

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Jan 31, 2022 11:59 PM

Location: 6279\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

WorkOrder				PM Schedule		Workorder Details				WorkLog Detail			
WO #	Asset ID	Asset Description	Location Description	Type	Class	FREQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2610610			6279, Shegundah WTP	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:50 PM	1/26/22 01:50 PM	TPM Inspection/Maintenance (1m) 6279
2610622	0000228185	GENERATOR DIESEL SHEGUNIANDAH WTP	6279, Shegundah WTP , Facility, Power Generation, Power Generators Permanent	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:47 PM	1/26/22 01:47 PM	Diesel Generator Inspection/ Functional Test (1m) 6279 - performed 1pm ins. maint.
2612131			6279, Shegundah WTP	OPER	Compliance	1	MONTHS	WISKI Review (1m) 6279	COMP	1/1/22 12:00 AM	1/26/22 01:49 PM	1/26/22 01:49 PM	WISKI Review (1m) 6279 - review input correct data
2623743			6279, Shegundah WTP	PM	Inspection	1	YEARS	Facility Asset Review - 6279	COMP	1/1/22 12:00 AM	1/26/22 01:48 PM	1/26/22 01:48 PM	Facility Asset Review - 6279 -Facility Asset Review - 6279
2636281			Shegundah Water Treatment Plant	EMER	Refurbish/ Replace/Repair	0		Shegundah Water Treatment Plant fire hall fire pump	COMP		1/12/22 01:01 PM	1/12/22 01:01 PM	Shegundah Water Treatment Plant fire hall fire pump - Shegundah Water Treatment Plant
2636702			Shegundah Water Treatment Plant	CALL	Refurbish/ Replace/Repair	0		Shegundah Water Treatment Plant high filter turbidity	COMP		1/14/22 02:30 AM	1/14/22 04:30 AM	Shegundah Water Treatment Plant high filter turbidity - Shegundah Water Treatment Plant - Alum pump operating intermittently inform electrician and management switch duty cycle to call pump 2 as lead in both duty sequences

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Jan 31, 2022 11:59 PM

Location: 6279\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

			WorkOrder		PM Schedule		Workorder Details					WorkLog Detail
WO #	Asset ID	Asset Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2637223	0000228184	PANEL PLC 01 GENSET SHEGUNIANDAH WTP WTP, Facility, Power Generation, Power Generators Permanent	CAP	Refurbish/ Replace/Repair	0		6279 sheg WTP alum pump system failure	COMP		2/7/22 12:43 PM	2/7/22 12:43 PM	electrical troubleshooting operator reported alum pump system not working properly; found a bad relay in the PLC panel. replaced relay with a spare onsite and ordered spares. Westburne -purchased relays to replace defective ones and have spares.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Jan 31, 2022 11:59 PM

Location: 6278\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

WorkOrder				PM Schedule		Workorder Details				Worklog Detail			
WO #	Asset ID	Asset Description	Location Description	Type	Class	REQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2606717		6278, Little Current WTP		PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:08 AM	1/26/22 10:08 AM	Critical Alarm/Dialer Testing (1m) 6278
													Critical Alarm/Dialer Testing (1m) 6278 test h1/o c12 press turbidity cw
2607101		6278, Little Current WTP		PM	Compliance	3	MONTHS	Form 1-2-3 Requirements (3m) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:06 AM	1/26/22 10:06 AM	Form 1-2-3 Requirements (3m) 6278 -Form 1-2-3 Requirements (3m) 6278
2608059		6278, Little Current WTP		PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:10 AM	1/26/22 10:10 AM	Health And Safety Inspection (1m) 6278
													Health And Safety Inspection (1m) 6278 no issues
2608115		6278, Little Current WTP		OPER	Health and Safety	1	YEARS	Workplace Inspection (1y) 6278 - SEE ATTACHED DOC	COMP	1/1/22 12:00 AM	1/26/22 10:12 AM	1/26/22 10:12 AM	Workplace Inspection (1y) 6278 - SEE ATTACHED DOC -Workplace Inspection (1y) 6278 - SEE ATTACHED DOC
2608217		6278, Little Current WTP		PM	Calibration	1	MONTHS	Analyzer Chlorine Inspection/ Service (1m) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:25 AM	1/26/22 10:25 AM	Analyzer Chlorine Inspection/ Service (1m) 6278
													Analyzer Chlorine Inspection/ Service (1m) 6278 cleaned and calibrated all analyzers
2608289		6278, Little Current WTP		PM	Calibration	1	MONTHS	Analyzer Turbidity Inspection/ Service (1m) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:27 AM	1/26/22 10:27 AM	Analyzer Turbidity Inspection/ Service (1m) 6278
													Analyzer Turbidity Inspection/ Service (1m) 6278 cleaned and calibrated
2608577		6278, Little Current WTP		OPER	Health and Safety	1	YEARS	WHMIS/MSDS/NSF Review And Update (1y) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:28 AM	1/26/22 10:28 AM	WHMIS/MSDS/NSF Review And Update (1y) 6278 -WHMIS/MSDS/NSF Review And Update (1y) 6278

Workorder Summary Report

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Work Order Class:

WorkOrder			PM Schedule		Workorder Details					Worklog Detail			
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2610583		6278, Little Current WTP		PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:30 AM	1/26/22 10:30 AM	TPM Inspection/Maintenance (1m) 6278
2610588	0000228012	GENERATOR DIESEL, LITTLE CURRENT WTP	6278, Little Current WTP, Facility, Power Generation, Power Generators Permanent	PM	Refurbish/ Replace/Repair	1	MONTHS	Diesel Generator Inspection/ Functional Test (1m) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:39 AM	1/26/22 10:39 AM	Diesel Generator Inspection/ Functional Test (1m) 6278
2612061		6278, Little Current WTP		OPER	Compliance	1	MONTHS	WISKI Review (1m) 6278	COMP	1/1/22 12:00 AM	1/26/22 10:32 AM	1/26/22 10:32 AM	WISKI Review (1m) 6278
2612080		6278, Little Current WTP		OPER	Compliance	1	MONTHS	WISKI Review (1m) 5823	COMP	1/1/22 12:00 AM	1/26/22 10:33 AM	1/26/22 10:33 AM	WISKI Review (1m) 5823
2616260	0000259056	VEHICLE CHEV SILVERADO AR-14884 JEFF TUERK	6278, Little Current WTP, Facility	PM	Inspection	1	MONTHS	Vehicle Chev Silverado AJ81018 Inspection (1m)	COMP	1/1/22 12:00 AM	1/26/22 10:37 AM	1/26/22 10:37 AM	Vehicle Chev Silverado AJ81018 Inspection (1m)
2623708		6278, Little Current WTP		PM	Inspection	1	YEARS	Facility Asset Review - 6278	COMP	1/1/22 12:00 AM	1/26/22 10:35 AM	1/26/22 10:35 AM	Facility Asset Review - 6278
2634528		Little Current Water Treatment Plant		CALL	Refurbish/ Replace/Repair	0		Little Current Water Treatment Plant assist oro	BUSCOMP	1/3/22 09:00 AM	1/3/22 09:30 AM		Little Current Water Treatment Plant assist oro
Little Current Water Treatment Plant assist oro Contacted by ORO to discuss a solution to high turbidity on start up Suggested that filter 2 be shut down and run on filter 1 @20l/s													



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Work Order Class:

			WorkOrder		PM Schedule		WorkOrder Details				WorkLog Detail	
WO #	Asset ID	Asset Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start		Actual Finish
2634593		6278, Little Current WTP, Process, Filtration, Membrane	CALL	Refurbish/ Replace/Repair	0		6278 call in for treated water turbidity high	COMP		1/1/22 08:30 AM	1/1/22 10:45 AM	6278 call in for treated water turbidity high -Call in for high treated water turbidity alarm. Check turbidity analyzer and filter unit. Check trending which shows on going issue with filter #2 on startup. Check flow and turbidity currently. All good. Clear alarms.
2634599		6278, Little Current WTP, Process, Filtration, Membrane	CALL	Refurbish/ Replace/Repair	0		6278 call in for treated water turbidity alarm	COMP		1/1/22 10:15 PM	1/1/22 11:30 PM	6278 call in for treated water turbidity alarm -Call in to LC for treated water turbidity alarm. Filter #2 high turbidity alarm had cleared on arrival. Check trending and issue of high turbidity on startup. Check vacuum pumps and turbidity analyzer. Both flow and turbidity at normal levels now. Clear alarms and monitor filter. All good.
2634613		6278, Little Current WTP, Process, Filtration, Membrane	CALL	Refurbish/ Replace/Repair	0		6278 treated water turbidity alarm	COMP		1/3/22 08:15 AM	1/3/22 09:15 AM	6278 treated water turbidity alarm -call in to LC for high treated water turbidity alarm. still issues on filter start up. check vacuum pumps and lines for issues. Check turbidity analyzers. Reduce flow between filters from 25 down to 20 l/s. Adjust alarm setpoint. Flow and turbidity now good. Clear alarms and monitor process.
2634626		6278, Little Current WTP, Process, Filtration, Membrane	CALL	Refurbish/ Replace/Repair	0		6278 treated water turbidity alarm	COMP		1/4/22 03:45 AM	1/4/22 04:45 AM	6278 treated water turbidity alarm -Call in for treated water turbidity alarm. Check filter and turbidity analyzer. Flow and turbidity good on arrival. Will notify OIC (JT) of problem.

Workorder Summary Report

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Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details				WorkLog Detail	
WO #	Asset ID	Asset Description	Location Description	Type	Class	REQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2635823		Little Current Water Treatment Plant		CALL	Refurbish/ Replace/Repair	0		Little Current Water Treatment Plant zenon fault filter 1 permeate pump vrd fault	COMP		1/9/22 10:00 AM	1/9/22 11:30 AM	Little Current Water Treatment Plant zenon fault filter 1 permeate pump vrd fault
2636280		Little Current Water Treatment Plant		EMER	Refurbish/ Replace/Repair	0		Little Current Water Treatment Plant low lift pumps	COMP		1/12/22 12:57 PM	1/12/22 12:57 PM	Little Current Water Treatment Plant low lift pumps
2636653		Little Current Water Treatment Plant		CALL	Refurbish/ Replace/Repair	0		Little Current Water Treatment Plant low cw	COMP		1/12/22 02:00 AM	1/12/22 03:15 AM	Little Current Water Treatment Plant low cw
2636655		Little Current Water Treatment Plant		CALL	Refurbish/ Replace/Repair	0		Little Current Water Treatment Plant high turbidity alarm	COMP		1/13/22 10:00 PM	1/13/22 11:15 PM	Little Current Water Treatment Plant high turbidity alarm
2636705		Little Current Water Treatment Plant		PM	Predictive Maintenance	0		Blower Pulley Replace	COMP		1/14/22 12:10 PM	1/14/22 12:10 PM	Blower Pulley Replace
2637210		6278, Little Current WTP, Process, Filtration, Membrane		CALL	Refurbish/ Replace/Repair	0		6278 treated water turbidity alarm	COMP		1/15/22 01:45 AM	1/15/22 03:45 AM	6278 treated water turbidity alarm
													Assisted in Replacing Pulleys on 3 Blower motors with new.
													6278 treated water turbidity alarm -Call in to LC for treated water turbidity alarm. Filter #2 showing turbidity spike but filter #2 was offline waiting to have check valve replaced. Reset alarm and disable turbidity alarm for filter #2. All good.

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Location: 6278\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

WorkOrder				PM Schedule		Workorder Details				WorkLog Detail			
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2637516		Little Current Water Treatment Plant		EMER	Refurbish/ Replace/Repair	0		Little Current Water Treatment Plant permeate pump check valve replacement	COMP		1/18/22 10:18 AM	1/18/22 10:18 AM	Little Current Water Treatment Plant permeate pump check valve replacement -Little Current Water Treatment Plant permeate pump check valve replacement
2638627		Little Current Water Treatment Plant		EMER	Refurbish/ Replace/Repair	0		Little Current Water Treatment Plant fiberglass repair air separation towers	COMP		1/24/22 10:59 AM	1/24/22 10:59 AM	Little Current Water Treatment Plant fiberglass repair air separation towers -Little Current Water Treatment Plant fiberglass repair air separation towers



Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Jan 31, 2022 11:59 PM

Location: 5823\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

WorkOrder			PM Schedule		Workorder Details					WorkLog Detail			
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finish	
2606677	0000228125	PANEL ALARM/ DIALER 01 WATER MAIN PS	5823, Little Current WWTL, Process, Process Control & Monitoring	PM	Inspection	1	MONTHS	Critical Alarm/Dialer Testing (1m) 5823	COMP	1/1/22 12:00 AM	1/26/22 02:07 PM	1/26/22 02:07 PM	Critical Alarm/Dialer Testing (1m) 5823 - Critical Alarm/Dialer Testing (1m) 5823 test high alarms ok
2607922			5823, Little Current WWTL	PM	Health and Safety	1	MONTHS	Health And Safety Inspection (1m) 5823	COMP	1/1/22 12:00 AM	1/26/22 02:00 PM	1/26/22 02:00 PM	Health And Safety Inspection (1m) 5823 - Health And Safety Inspection (1m) 5823 no issues
2608491			5823, Little Current WWTL	OPER	Health and Safety	1	YEARS	WHMIS/MSDS/NSF Review And Update (1y) 5823	COMP	1/1/22 12:00 AM	1/26/22 02:00 PM	1/26/22 02:00 PM	WHMIS/MSDS/NSF Review And Update (1y) 5823 -WHMIS/MSDS/NSF Review And Update (1y) 5823
2609465			5823, Little Current WWTL	PM	Inspection	1	MONTHS	TPM Inspection/Maintenance (1m) 5823	COMP	1/1/22 12:00 AM	1/26/22 02:01 PM	1/26/22 02:01 PM	TPM Inspection/Maintenance (1m) 5823 -TPM Inspection/Maintenance (1m) 5823
2609526	0000228106	GENERATOR DIESEL CAMPBELL PS	5823, Little Current WWTL, Facility, Power Generation, Power Generators Permanent	PM	Refurbish/ Replace/Repair	1	MONTHS	Campbell PS Diesel Generator Inspection/Functional Test (1m/1y) 5823	COMP	1/1/22 12:00 AM	1/26/22 02:03 PM	1/26/22 02:03 PM	Campbell PS Diesel Generator Inspection/functional Test (1m/1y) 5823 -Campbell PS Diesel Generator Inspection/Functional Test (1m/1y) 5823
2609589	0000228155	GENERATOR DIESEL ROBINSON PS	5823, Little Current WWTL, Facility, Power Generation, Power Generators Permanent	PM	Refurbish/ Replace/Repair	1	MONTHS	Robinson PS Diesel Generator Inspection/Functional Test (1m/1y) 5823	COMP	1/1/22 12:00 AM	1/26/22 02:04 PM	1/26/22 02:04 PM	Robinson PS Diesel Generator Inspection/Functional Test (1m/1y) 5823 -Robinson PS Diesel Generator Inspection/Functional Test (1m/1y) 5823
2609659	0000228136	GENERATOR DIESEL WATER ST PS	5823, Little Current WWTL, Facility, Power Generation, Power Generators Permanent	PM	Refurbish/ Replace/Repair	1	MONTHS	Water ST PS Diesel Generator Inspection/Functional Test (1m/1y) 5823	COMP	1/1/22 12:00 AM	1/26/22 02:05 PM	1/26/22 02:05 PM	Water ST PS Diesel Generator Inspection/Functional Test (1m/1y) 5823 -Water ST PS Diesel Generator Inspection/Functional Test (1m/1y) 5823

Workorder Summary Report

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Location: 5823\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details				WorkLog (Detail)	
WO #	Asset ID	Asset Description	Location Description	Type	Class	FREQ	Units	Work Order Description	Status	Scheduled Start	Actual Start	Actual Finish	
<a href="#">2609836</a>	0000228118	GENERATOR DIESEL WATER MAIN PS	5823, Little Current WWTL, Facility, Power Generators Permanent	PM	Refurbish/ Replace/Repair	1	MONTHS	Water Main PS Diesel Generator Inspection/Functional Test (1m/1y) 5823	COMP	1/1/22 12:00 AM	1/26/22 02:06 PM	1/26/22 02:06 PM	Water Main PS Diesel Generator Inspection/Functional Test (1m/1y) 5823 --Water Main PS Diesel Generator Inspection/Functional Test (1m/1y) 5823
<a href="#">2623703</a>			5823, Little Current WWTL	PM	Inspection	1	YEARS	Facility Asset Review - 5823	COMP	1/1/22 12:00 AM	1/26/22 02:02 PM	1/26/22 02:02 PM	Facility Asset Review - 5823 -Facility Asset Review - 5823