
PIONEER PARK COOPERATIVE HOUSING ASSOCIATION

POLICIES

Introduction & Preamble

Purpose of this Policy Manual

This Policy Manual has been developed to provide clear, consistent, and enforceable standards for all members and residents of Pioneer Park Cooperative Housing Association. These Policies set out the expectations for living together in a safe, respectful, and well-maintained community.

Authority of Policies

- Policies are adopted under the authority of the Co-op's Rules.
- All Policies, and any amendments, must be approved by Co-op members at a General Meeting.
- Policies are binding on all members, non-member residents, and visitors.
- Where there is any conflict between these Policies and the Co-op Rules, the Rules take precedence.

Scope & Application

- These Policies apply to all aspects of community life, including governance, financial responsibilities, community standards, pets, visitors, vehicles, construction, and new home installations.
- They are designed to balance the rights and responsibilities of individual members with the shared interests of the Co-op as a whole.
- Policies apply uniformly to all members, without preference or discrimination.

Interpretation & Enforcement

- The Board of Directors is empowered to interpret and apply these Policies.
- Any policy that lacks clarity shall remain in force and will be interpreted in accordance with the Co-op Rules, with determinations made by consensus of the Board of Directors.
- Members are expected to comply with both the letter and spirit of these Policies. Failure to comply will result in action by the Board in accordance with the Rules.

Updates & Availability

- Policies will be reviewed periodically to ensure they remain current, reasonable, and enforceable.
- Members will receive copies of all updated Policies after approval at a General Meeting.
- The most recent official version of this manual is available at the Co-op office.

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Definitions

Rules: The current Rules in effect plus schedule “A” Occupancy Agreement

Co-op: Pioneer Park Cooperative Housing Association

Policy: All Policies reviewed and approved by a majority of Co-op members

1. GOVERNANCE & MANAGEMENT

1.1 Authority of Policies

- a. All Co-op Policies apply to every member, resident, or visitor uniformly and without preference or discrimination.
- b. All Policies, including amendments or additions, must be approved by the membership by simple majority at a general meeting.
- c. Each Policy is independent and functions separately.
- d. Any policy that lacks clarity shall remain in force and will be interpreted in accordance with the Co-op Rules, with determinations made by consensus of the Board of Directors.
- e. The Board of Directors has the authority to interpret and apply these policies.
- f. Members will be provided with copies of these Policies and all approved updates.

1.2 Non-Member Residents

- a. No resident of Pioneer Park may be under 19 years of age.
- b. Non-member residents are limited to:
 - **Caregiver:** May be under 55. Must live with one or two members to provide required care due to illness, disability, or frailty. Residency must end when care is no longer required.
 - **Spouse:** (living in a spouse-like situation) May be under 55 years of age and may live with a member who is a full-time resident in the Co-op. A non-member cannot inherit membership. When the spouse reaches age 55, they may apply for membership if invited by the member; otherwise, residency concludes when the member is no longer a full-time resident.
 - **Companion:** Individuals must be at least 55 years of age. Residency involves living with one member as a companion. If the member ceases to be a full-time resident, non-member residency also ends. Non-members cannot inherit membership.
- c. Each unit may house up to two residents, inclusive of the member. Approval for a third resident may be granted by the Board solely for caregiving needs.
- d. All non-member residents must be registered with the Co-op, attend an orientation with a committee of directors, and follow all Rules and Policies under the responsibility of the member.
- e. Non-member residents may engage in social and volunteer activities but not administrative functions such as voting or attending general meetings.

- f. The member assumes complete responsibility for the behaviour of any non-member resident or visitor, which may include liability for any penalties as outlined in the Rules or Policies.
- g. If the member no longer resides in the unit as their permanent residence, the non-member resident must vacate within 60 days, unless the Board grants an extension for exceptional circumstances.
- h. Residents currently holding one share do not inherit membership and are considered a non-member resident under these Policies.
- i. A non-member may apply for membership upon request from the member provided that all required conditions for membership under section 2 of the Rules are satisfied.

1.3 Meetings

- a. The Co-op will hold at least three regular general meetings and one Annual General Meeting per year. Additional meetings may be called by the Board or members to address urgent or substantial matters.
- b. Members who intend to propose a discussion item are encouraged to submit a briefing or motion at least three weeks prior to the meeting, where feasible, to facilitate inclusion on the agenda and provide members with adequate time for review in advance.
- c. Only single or joint members are permitted to attend and vote at a general meeting. In compliance with the Co-operative Act, current residents holding one share are considered to be non-member residents and are not permitted to attend or vote at general meetings.

1.4 Communication

- a. Board members may be contacted between 9:00 a.m. and 5:00 p.m., Monday–Saturday, except for emergencies.
- b. Contact by email or letter is required for recordkeeping. Phone or in-person contact should be reserved for urgent matters. Unsigned letters will not be accepted.
- c. Members are encouraged to bring Co-op matters through official channels to ensure privacy, fairness, and accountability.
- d. The Board, as legal representative of the Co-op, manages all communication with Matsqui First Nation (MFN). The Board may form a committee to assist, which will report directly to the Board.
- e. Members with concerns regarding the MFN lease must communicate with the Board in writing. Letters must be signed.
- f. Direct contact with the MFN Business Office is permitted only for individual property tax purposes.

- g. Members must not approach MFN leaders at their private homes or business offices regarding Co-op or lease matters.

1.5 Financial and Administration

- a. Monthly housing charges are due by midnight on the 1st of each month. Our standard method is by pre-authorized payment.
- b. A surcharge of \$2.00 per day applies after the due date, capped at a maximum of \$50 per month. Members unable to pay on time are asked to notify the office before the due date.
- c. Returned payments will be charged a \$25 NSF fee plus any bank charges.
- d. The Co-op's reserve fund is reviewed annually and presented as part of the budget at the August General Meeting.
- e. Spending over \$10,000 beyond the approved budget requires membership approval at a general meeting, except in emergencies. Any emergency expenses over \$10,000 must be reported at the next general meeting.
- f. For projects over \$10,000, obtaining three quotes should be obtained when practical. Selection will consider best value for the Co-op, not just lowest cost.
- g. All expenditures require approval from the designated Director and at least two officers prior to payment.
- h. Each cheque must have signatures from three officers.
- i. After notice of sale, a committee of directors will assess the lot for any deficiencies or non-compliant structures. Structures from previous owners that do not meet current standards may remain until they are replaced or undergo major repair, as long as they do not create a hazard. New applicants will be informed that any replacement or significant repair must adhere to current building Policies.
- j. Any arrangements concerning non-compliant structures must be documented as a board-approved variance.
- k. Structures built by the seller without a permit, or that do not comply with permit requirements, are subject to Occupancy Agreement #9.02.

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2. COMMUNITY STANDARDS

2.1 Good Neighbour Policies

- a. Permitted hours for noise:
 - Monday–Saturday: 8:00 a.m. – 8:00 p.m.
 - Sunday & holidays: 10:00 a.m. – 8:00 p.m.
- b. Excessive or prolonged noise that interferes with neighbours’ quiet enjoyment is prohibited at all times.
- c. Members must not allow:
 - Vehicle idling beyond 5 minutes;
 - Playing music or engaging in conversations at a high volume outside, particularly those containing offensive content;
 - Use of recreational scooters, roller blades or skateboards;
 - Speeding above 15 km/hr (applies to vehicles, bicycles, mobility scooters, and golf carts);
 - Behaviour creating unsafe conditions;
 - Excessive or continuous dog barking or howling;
 - Smoking within 6 metres (20 ft) of entry doors to community buildings;
 - Individual garage sales. One community garage sale is held annually.
 - Estate or moving sales may be permitted with Board approval.
- d. Members should attempt to resolve concerns directly with neighbours before filing a formal complaint. Complaint forms are available at the office, the hall, and the Pioneer Park website.
- e. Home security camera positioning must take care to capture images of your own lot only. Capturing footage of public spaces or neighbouring properties is prohibited.
- f. Exterior lighting on homes, sheds, etc. must not cause disturbance to neighbours – i.e., floodlights, motion detector lights, etc. must be carefully positioned so as not to shine into neighbouring lots or homes.

2.2 Mailbox Area

- a. No pets are permitted within 9 m. (30 ft) of the mailbox area.
- b. During mail delivery, members must wait until the carrier has finished and boxes are closed. A red flag at south end of breezeway indicates completion.

2.3 Unit Maintenance & Appearance

- a. Members must maintain their pad and unit exterior at their own expense.
- b. Outdoor items must be kept tidy and not attract rodents.

- c. Gardens and lawns must be maintained year-round. Non-compliance after 14 days' notice will result in the Co-op hiring an outside contractor at the member's expense.
- d. Sundecks, patios, and carports must be kept tidy. Storage visible to others is not permitted except for outdoor-use items such as barbeques & patio furniture.
- e. Vehicles, RVs, and sheds must be maintained and clean.
- f. Members must provide safe access to the lot for Co-op system repairs.
- g. If access to Co-op services under the home is blocked or unsafe, members may be charged extra costs when Co-op repairs are required. The Co-op is responsible for the underground water line up to the main valve outflow, electrical service from the shed including junction box, and the sewer line up to the first ground level connection under the home.
- h. Members may borrow non-mechanical Co-op equipment with designated director's approval. A fee may be charged for maintenance, repair, or replacement.
- i. Snow removal operations will prioritize clearing roads, followed by the removal of snow at the end of driveways.
- j. Driveway snow clearing services may be provided, subject to the availability of volunteers and equipment, at a rate determined per snowfall. The money collected shall be used to offset the equipment maintenance costs. Steep driveways may not be cleared with equipment if it poses a hazard for the crew or equipment.

2.4 Landscape maintenance

- a. **Residents or their contractors must contact the appropriate Landscape Director Permit Director before digging to confirm utility locations.** Some underground services are quite shallow so use caution when digging for a shed, footings, trees etc. To locate natural gas lines, contact Fortis BC.
- b. Trees, hedges, and shrubs must not create safety hazards or cause damage to any infrastructure below or above ground. Growth must not encroach on roadways or negatively affect neighbours through blocking views, overhanging branches, or significant unwanted shading. Neighbours have the right to trim trees and hedges that grow onto their side of the lot line.
- c. Members must trim or remove or trim vegetation that becomes hazardous, impedes visibility at intersections or damages roads. Non-compliance after 14 days' notice allows the Co-op to hire an outside contractor to remedy at member's cost.
- d. Removal of soil from the Co-op property requires approval from the Landscape Director.
- e. Only sealed, rodent-proof composters are permitted. Open composters are prohibited.
- f. Yard waste must be taken to the landfill. Illegal dumping cleanup costs will be billed to the member.

- g. A volunteer committee may offer green waste pickup during growing season for a small fee.
- h. The member on the higher side of a retaining wall is responsible for structural repair and replacement. Steel retaining walls that are owned by the Co-op are exceptions. *(further exceptions are under review)*

2.5 Wildlife & Rodent Control

- a. Bird feeders are not permitted, except hummingbird feeders.
- b. Do not feed wildlife or leave food outside.
- c. Food scraps must not be left in gardens.
- d. Pet food must be stored indoors, especially at night.
- e. Fruit trees must be harvested, or fruit disposed of promptly.
- f. Garbage must be kept in secure containers with tight lids.

2.6 Community Involvement

- a. All members agreed to donate 4 hours per month of their time to assist the Co-op in reducing operating costs. Member involvement means the active involvement of members in the governance of the Co-op and in the Co-op as a community. As Co-ops are about mutual self-help, your basic obligation as a Co-op member is to make a contribution to making the community work.
- b. Volunteer participation can be within a committee, time on the Board of Directors, community yard work, cleaning, maintenance, and any actions that benefit the community, including organizing and leading events serving the needs of members.
- c. The Volunteer Coordinator and fellow residents will assist in introducing new members to available volunteer opportunities within the Co-op. Requests for volunteers are frequently posted on the hall bulletin board or Facebook. Requests may also be included in the monthly newsletter, "Pioneer Express."
- d. Members are expected to fulfil their responsibility by attending general meetings.

2.7 Community Hall – Private Event Guidelines

- a. All arrangements for the use of the Pioneer Park Community Hall must be made through the Hall Director.
- b. Eligibility: Only Pioneer Park members may reserve the hall. Events open to all members do not require a usage fee. Private, invitation-only events require a \$100 usage fee and a \$500 damage deposit. Deposits are refunded in full or in part after inspection for damage and cleanliness. The usage fee helps offset the maintenance and improvement costs of the hall buildings.

- c. Hours: Available from 10:00 AM to 12:00 midnight (same day) when no regular events are scheduled.
- d. Alcohol: Alcohol consumption is permitted. No fees may be charged for alcohol or any related services, including ice and glassware. A “Special Event Permit” is not required for functions held in the Co-op's community hall where the host is a Co-op member, and all guests attend by invitation only. The event host assumes full responsibility and liability for their guests. It is recommended that the host obtain “Special Events Insurance” to manage potential risks associated with serving alcohol.
- e. Kitchen: Users have access to facilities, excluding any locked cabinets. Use of outside caterers is permitted; however, extensive food preparation on-site is not allowed. The Co-op does not offer catering services. All food preparation and service activities must fully comply with FoodSafe guidelines.
- f. Clean-Up: Members are responsible for all clean-up (interior and exterior, including cigarette butts). If standards are not met, a cleaning fee will be deducted from the deposit. The hall must be cleaned before the next scheduled activity.
- g. Accessible Areas: Kitchen, lounge, dance floor, north washrooms, and north entrance.
- h. Not included in the reservation are pool table space, stage, craft room, and south washrooms.
- i. Equipment: PA system, music system, TV, and related equipment may only be used with permission and must be operated by an approved, qualified person.
- j. Capacity & Safety: Maximum 200 people. All exits must remain clear.
- k. Decorating: Nothing may be attached to walls, ceilings, doors, or trim in a way that causes damage. Open flames are prohibited.
- l. Liability: The Co-op is not responsible for lost or misplaced belongings, or for any personal liability incurred by members or guests.
- m. When a private event is underway, members who are not invited should not enter the hall.

3. VEHICLES & PARKING

Definitions:

Passenger vehicle – car, SUV, pickup, van, motorcycle, and golf cart

Recreational Vehicle (RV) – includes motorhomes, travel trailers, fifth-wheel trailers, truck campers and folding camper trailers.

Watercraft – boats or personal watercraft (eg., sea-doo).

Other vehicles – ATVs, snowmobiles, utility trailers, cartop boats, etc.

3.1 General Vehicle Policies

- a. The Co-op property follows standard road regulations.
- b. Parking on green space is prohibited.
- c. Passenger vehicles: Each lot may park up to three passenger vehicles if they are all contained within the lot.
- d. All RVs or Watercraft will be parked a minimum of 25 feet from the front lot line.
(amended May 2026)
- e. Other vehicles: Utility trailers, ATVs, snowmobiles, canoes, or kayaks may be parked on the lot at least 25 feet from the front lot line and not visible from the front road.
- f. Visitor parking: Temporary street parking is limited to 48 hours and must not cause hazards, block access to neighbour's lot, or block emergency routes.
- g. Extended parking: Temporary parking required for more than 48 hours may be available across from the hall. If space is available, a permit must be approved by the Hall Director with consideration of upcoming event parking. The written permit with a specified end date must be displayed in the vehicle while parked in the designated space.
- h. Unlicensed vehicles must carry storage & liability insurance. Failure to provide proof within 7 days of request will result in towing at owner expense.
- i. Unused or unfit vehicles must be removed from Co-op property.
- j. Vehicles parked in violation of these Policies may be towed at the owner's expense.

3.2 RVs & Watercraft

- a. An RV or watercraft may be parked on a member's lot if:
 - o Maximum length is 36;
 - o It is parked 25' from the front lot line (amended May 2026)
 - o Does not negatively impact neighbour (eg. impede view or block sunlight);
 - o Must be kept clean and in good repair; and
 - o Must have appropriate insurance.

- b. A member must be the registered owner of any RV or watercraft on their lot. Proof of ownership and insurance must be provided upon request.
- c. An RV or watercraft may be parked in front of a member's lot if:
 - o It is not parked on a driveway or roadway for more than 48 hours;
 - o It neither restricts access for individuals nor obstructs emergency vehicles.
- d. RVs may not be occupied for residential purposes, except with a short-term permit.
- e. Unused or unfit RVs and watercraft must be removed from Co-op property.
- f. Any reasonable variation to these Policies due to lot configuration must be approved, in writing, by the Board of Directors. Consideration will be given to impact on neighbors and any other mitigating factors specific to the lot.
- g. Existing members on May 31, 2026 may apply for a variance for RV parking if they meet the following criteria. The variance criteria applies to the member only for the duration of their membership. Variance criteria includes:
 - Membership began prior to May 31, 2026
 - No additional rule violations are on record.
 - Structures existing prior to unit purchase cannot reasonably be relocated.
 - The lot depth does not allow for the required 25' setback.

Members who have created the barriers preventing compliance are not eligible for a variance, except when extenuating circumstances exist that are beyond their control.

(added May 2026)

3.3 Vehicle Repairs & Servicing

- a. Major repairs (engine rebuilds, bodywork, paint spraying) are prohibited on lots.
- b. Minor, short-term repairs (oil changes, battery replacement, tire repairs) are permitted on member-owned vehicles only.
- c. Level 1 charging stations for electric vehicles require a permit. Level 2 and Level 3 charging stations are prohibited.

4. PETS & VISITORS

4.1 Pets

- a. Up to two pets (dogs or cats) are allowed per unit.
- b. Livestock and farm animals are prohibited.
- c. Dogs must be leashed and under control unless securely confined in a fenced lot.
- d. Owners must clean up pet waste immediately and deposit in appropriate manner.
- e. Excessive barking or noise must be controlled.
- f. Pets must not intrude on other lots or flower beds.
- g. Pets are not permitted in Co-op buildings or within 30 feet of mailboxes, except registered service animals.
- h. Members are responsible for damage or injury caused by their pets.
- i. Aggressive dogs are prohibited. The Board may require corrective action such as muzzling, restriction, or removal.
- j. The Co-op reserves the right to remove any pet that causes disturbance to the safety or quiet enjoyment of Co-op residents.

4.2 Visitors

- a. Visitors staying over 30 consecutive days must be registered. OA 25.05
- b. Total visitor stays may not exceed 75 overnight days per rolling year.
- c. Exceptions require written Board approval.
- d. Visitors must comply with Co-op Rules and Policies.
- e. Visitors who do not comply with established Rules and Policies may be asked to leave the Co-op without delay.
- f. Members are fully responsible for the conduct of their visitors, including any penalties for breach of Rules or Policies.
- g. Sitters may join social activities but not attend meetings or administrative functions.

4.3 House & Pet Sitters

- a. Members must notify the office if they plan to be away for more than 14 days and provide the office with emergency contact information during their absence.
- b. Sitters must be over 19, registered with the Co-op office if staying more than 14 days, and not increase household residents beyond two during your absence.
- c. Sitters must comply with Co-op Rules and Policies.
- d. Sitters who do not comply with established Rules and Policies may be asked to leave the Co-op without delay.
- e. Members are fully responsible for the conduct of their house or pet sitters, including any penalties for breach of Rules or Policies.
- f. Sitters may join social activities but not attend meetings or administrative functions.

5. SIGNS, BUSINESSES & SOLICITING

5.1 Signs

Permitted signs include:

- a. Election signs;
- b. Safety/medical signs (max 4 in × 4 in);
- c. Security company signs (max 12 in × 12 in);
- d. Real estate signs (max 24 in × 24 in), placed in a front window;
- e. Temporary contractor signs while actively working and for one week after. Maximum size 18" x 24"

5.2 Home-Based Businesses

Permitted provided they:

- a. do not generate significant traffic;
- b. are contained within the unit;
- c. do not create hazards, excessive noise, odours, or disturbance;
- d. do not display signage;
- e. do not generate excessive amounts of waste disposal in Co-op bins.

Working remotely for a company based elsewhere is not considered operating a business from your home.

5.3 Soliciting

- a. Door-to-door soliciting is prohibited.
- b. Exceptions: government election campaigns; flyers approved by the Board.
- c. Commercial sales flyers or marketing materials may not be distributed door-to-door.
- d. Service provider information may be shared through the Pioneer Express newsletter, bulletin boards or Pioneer Park Facebook page.

6. WASTE, FIRE & SAFETY

6.1 Waste Management

- a. Garbage bin gates are open:
 - October 1st to March 31st – 9 am to 6 pm
 - April 1st to September 30th – 8 am to 8 pm
- b. Only approved household waste may be placed in bins.
- c. Large items, construction materials, or hazardous waste must be taken to the Langley Transfer Station or other suitable disposal station.
- d. Garbage may not be left outside bins.
- e. Cleanup costs for improper disposal will be billed to the member.

6.2 Refundable Containers

Drink containers that require a deposit upon purchase may be left at the “Refundables” area next to the garbage enclosure. Only clean, suitable containers are acceptable. Non-refundable containers or those from USA sources must be deposited in the recycle bin.

6.3 BBQs, Patio Heaters & Fire Pits

- a. Only propane or natural gas is permitted. Open burning of wood or other fuels is prohibited.
- b. Natural gas connections must be installed by a licensed gas fitter.

6.4 Hot Tubs

Hot tubs prohibited.

6.5 Garburators

Garburators are prohibited as they are incompatible with the Co-op’s septic systems.

6.6 Satellite Dishes

Must be mounted as inconspicuously as possible while maintaining reception.

6.7 Gate closures

Gates at the entrances off 272nd St are generally open from 7:00 am to 9:00 pm each day. The entrance off 0 Avenue is always open.

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7. CONSTRUCTION & LOT IMPROVEMENTS

7.1 Permits for Alterations & Additions

- a. Pioneer Park Permits must be obtained prior to making any structural modifications or additions to the exterior of the unit or pad.
- b. Work must be completed within 180 days and comply with permit requirements.
- c. No permit is required for replacing a roof, siding, or windows within existing openings. Members should notify the Permit Director in these cases.

7.2 General Construction Policies

- a. **Before digging, verify placement of underground services with Directors.**
- b. Construction noise allowed: 8 a.m.–8 p.m. (Mon–Sat), 10 a.m.–8 p.m. (Sun & holidays).
- c. Members are responsible for safety and liability on their lot.
- d. Access through green space or neighbour's lot requires prior approval.
- e. Surface water must not run onto neighbouring lots.
- f. All work must comply with Langley Township, provincial, and federal codes.
- g. Work must be completed within 180 days.
- h. Paint or toxic materials must not flow into any drain systems.
- i. Construction materials can be kept on the lot if they are stored in an orderly manner and covered.
- j. Tarps permitted temporarily in emergencies, up to 3 months, in beige/white/grey only.
- k. Flammable materials must be stored safely.

7.2 Lot Coverage

- a. Units plus enclosed structures may not exceed 35% of the lot footprint. Open carports and decks are excluded.

7.4 Additions to Unit

- a. Additions must not block the primary entrance.
- b. Setbacks: 10 ft from roads, 5 ft from property lines, 10 ft from other units (5 ft for carports).
- c. Skirting must allow access under the home, complement the home, and include venting.
- d. Gutters and downspouts are required.

7.5 Sheds

- a. Permanent sheds on a concrete pad: must be at least 25 ft from front, 5 ft from side/back lot lines, 10 ft from other homes.
- b. Moveable sheds (not on a concrete pad): at least 25 ft from front property line, they may be positioned at the side/back lot lines.
- c. Sheds maximum size: 192 sq. ft.; max height: 13 ft peak, 8 ft walls.
- d. Roofs are required to be either gable or cottage style; however, alternative designs may be considered if they are complementary to the unit.
- e. One shed per lot; garages prohibited.
- f. Gutters and downspouts are required.
- g. Finishing materials should complement the home.
- h. One small portable storage unit (plastic or metal) up to 32 sq ft (8' x 4') and up to 7 high is allowed without a permit and does not count toward lot coverage. It must be 25' from the front property line and up to the side or back lot line. **(added May 2026)**

7.6 Carports, Sundecks & Porches

- a. Carports must match home, max 11 ft to eaves, 13 ft to ridge.
- b. Must be minimum 10 ft from road and minimum of 5 ft from other units.
- c. Sundecks must be 10 ft from front lot line, 5 ft from lot lines.
- d. Secondary porches: max 32 sq. ft., unless required by code for accessibility and approved by permit.

7.7 Fencing, Landscaping & Other Structures

- a. Greenhouses: max 64 sq. ft., max height 8 ft, must use durable materials.
- b. Fences: maximum height 6 ft., must complement the home and at least 25 ft from front lot line along sides and back of lot.
- c. Gazebos and arbors are permitted and must be securely anchored.
- d. Handrails, stairs, ramps must meet safety codes and complement the home.
- e. Driveways must follow the original lot plan unless approved otherwise.
- f. Retaining walls are the responsibility of the member. The member on the higher side is responsible for repair and replacement. Steel retaining walls that are owned by the Co-op are the exception. (under review for potential exceptions.
- g. All retaining walls over 18" in height require a permit. **(added May 2026)**
- h. Solar rooftop panel installations require a Pioneer Park permit, installed by a licensed electrician with a permit from Technical Safety BC. Recommend notifying your insurance company. **(added May 2026)**
- i. Wheelchair lift installation requires a Pioneer Park permit, installed by a licensed contractor and registered with Technical Safety BC. **(added May 2026)**

8. NEW HOME INSTALLATION

8.1 Permit Requirement

- a. A Pioneer Park permit is required before removing or replacing any unit. Neighbours should be advised when the unit is due to arrive.
- b. Renovation of old units on-site before removal is not permitted.

8.2 Standards for New Units

- a. New homes must be designed as single-family dwellings.
- b. Minimum sizes: Double wide 24 ft × 36 ft; Single wide 12 ft × 56 ft.
- c. Homes must meet CSA-Z240, AS277, or CMHC-NHA standards.
- d. Trailers, tiny homes, campers, and park model RVs are not permitted.

8.3 Used Units

- a. Used homes may be accepted if they meet current building standards and pass inspection.
- b. Documentation and a building inspector's report must be submitted to the Board.
- c. Final acceptance requires Board approval.

8.4 Installation Requirements

- a. Professional movers must deliver and install the home.
- b. Certified trades must complete utility connections.
- c. Hitch must be removed within 60 days.
- d. Unit must be double-blocked and secured to pad.
- e. Stairs with railings must be installed promptly.
- f. Setbacks: 10 ft from roads, 5 ft from property lines, 10 ft from other homes (5 ft for carports).
- g. Skirting must be completed within 60 days, allow access, complement home, and be vented.
- h. Gutters and downspouts required; runoff must not impact other lots.
- i. Landscaping must be completed within 180 days of occupancy unless extension authorized by the Board.
- j. Basements and ground-up construction are not permitted.