



MANUFACTURED HOME PARK RE-DEVELOPMENT POLICY

Applicability: Planning & Development

Effective Date: February 13, 2008

PURPOSE:

To provide Manufactured Home Park tenants with additional notification and assistance from development proponents than is currently required under the *Manufactured Home Park Tenancy Act*.

POLICY:

1. Prior to acceptance of an application to rezone, the Manufactured Home Park owner/applicant should submit verification that the following Communication has taken place with the tenants:
 - a. An information package has been delivered to tenants and posted on communal boards and in public facilities within the park which outlines:
 - i. that an application to rezone the park will be made to the Regional District;
 - ii. the nature of the redevelopment plans being considered;
 - iii. the affordable housing options that will result if the rezoning application is approved;
 - iv. a tentative timeframe that is trying to be achieved;
 - v. the tenant's rights as per the *Manufactured Home Park Tenancy Act* and an explanation of the assistance to be provided as a result of the requirements of the *Act*;
 - vi. the CVRD Manufactured Home Park Redevelopment Policy and explanation of the assistance to be provided as a result of the requirements of the Policy; and
 - vii. the CVRD Zoning Amendment Process.
 - b. Information packages should be delivered to each tenant at least 30 days in advance of a rezoning application being submitted to the Regional District.
2. Prior to consideration of First and Second Reading, the Manufactured Home Park owner/applicant should submit a Relocation Report that includes:
 - a. demographic profile of residents including age, family size/structure, general income levels, and housing needs/relocation option preferences, where this information is attainable;
 - b. manufactured home profile, including condition and potential to be moved and compliance with the *Building Code*; and

- c. an outline of the affordable housing options available to tenants who will be displaced.
- 3. Prior to Public Hearing, the Manufactured Home Park owner/applicants should submit a Relocation Plan that should include the following, which is in addition to the statutory requirements under the *Manufactured Home Park Tenancy Act*:
 - a. affordable housing options that will result if the rezoning application is approved;
 - b. a commitment to provide first right of refusal to existing tenants on the new dwelling units;
 - c. arrangement for and paying of disposal fees of manufactured homes that cannot be relocated;
 - d. arrangements for moving the tenant to another manufactured home park;
 - e. a commitment for unconditional compensatory payments of fair market value to tenants for those manufactured homes that cannot be moved or for those that decide to pursue other forms of accommodation;
 - f. an indication on the preferred options of the tenants; and
 - g. a timeline for implementation of the Relocation Plan which has been developed in consultation with the tenants.
- 4. The Regional Board will consider each MHP redevelopment proposal in the context of a viable Relocation Plan submitted by the MHP owner/applicant, the content of the development application, notification and information provided to the MHP tenants, public input, and the staff report.

Approved by: CVRD Board Approval date: February 13, 2008
