

Schedule No. 1

REGIONAL DISTRICT OF NANAIMO
POLICY

*Passed in Council RDN
Mar 14, 2006
Meeting Chairman Dave Bortram*

SUBJECT:	A: Manufactured Home Park Redevelopment Policy	POLICY NO:	
		CROSS REF.:	
EFFECTIVE DATE:		APPROVED BY:	
REVISION DATE:		PAGE:	1 OF 2

PURPOSE

This policy is intended to apply where a proposed zoning amendment can be expected to result in the redevelopment of a manufactured home park and the displacement of manufactured home park tenants. The intent is to improve on the notification and assistance provided to tenants required to relocate from a manufactured home park as a result of redevelopment.

Communication of Plans for Redevelopment

1. Prior to submitting an application to amend zoning to allow the redevelopment of a manufactured home park the applicant should do the following:
 - a. Notify in writing to all tenants that plans for redevelopment are being made and that a relocation assistance plan shall be developed. Notices should also be posted on communal notice boards and facilities in the manufactured home park. The notice should specify the nature of the redevelopment plans and the tentative timeframe for implementation.
 - b. Provide tenants with information that will assist them in making plans for alternative living arrangements.
 - c. Inform tenants of their rights under the *Manufactured Home Park Tenancy Act*.
 - d. Undertake a survey of the number of residents, their housing needs and options, and their relocation option preferences.
 - e. And, assist the tenants in determining the condition of their manufactured homes, its ability to be moved, and its compliance to the Building Code.
2. Once an application for rezoning has been made, the applicant shall provide updates to residents as the process progresses including when the application is to be made, when it is to proceed to a Public Information Meeting, and when a Public Hearing is to be held.
3. The applicant should submit, with a zoning amendment application, a report that contains the following:
 - a. A detailed description of the notification and consultation that has occurred with tenants.

- b. A profile of the number of residents, their housing needs and options, and their relocation option preferences.
- c. A profile of the condition of each manufactured home, its ability to be moved, and its compliance to the Building code.
- d. A relocation plan that addresses the relocation needs of each individual tenant based on their individual characteristics, needs, and preferences. This plan may include, but is not limited to, any of the following components (in addition to the statutory requirement under the *Manufactured Home Park Tenancy Act*):
 - i. Arranging and paying for the disposal of a manufactured home.
 - ii. Unconditional compensatory payments of a value that would provide tenants with some amount of equity and greater flexibility in their plans for relocation (e.g. a payment equivalent to the assessed value of the manufactured home). This would be in addition to the mandatory payment under the *Manufactured Home Park Tenancy Act*.
 - iii. Opportunities for first right of refusal to purchase and purchase discounts on units developed by the applicant including new units built on the subject site.
 - iv. Advice on options for relocating locally, and advice on regional in market housing, non-market housing, and manufactured home parks.
 - v. Options for tenants to remain on the subject site under a Housing Agreement to secure any low-cost housing options.
 - vi. And, a timeline for implementation of the relocation plan. The applicant should develop the plan, in consultation with tenants, as soon as possible after plans for redevelopment are made.
4. Staff will evaluate the report and relocation plan in conjunction with the redevelopment application and include this information and their evaluation in the staff report to the Electoral Area Planning Committee for its consideration of the application.