

**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
**POLICY AND PROCEDURES MANUAL**

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<b>Chapter:</b>	<b>3:</b>	<b>Planning</b>	<b>Policy Resolution Nos.:</b> 12/07 13/07
<b>Section:</b>	<b>3.35</b>	<b>Manufactured Home Park Redevelopment Policy</b>	<b>Page:</b> 335 <b>Resolution Date:</b> Jan. 15, 2007

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**#12/07**      KNOWLES/SHEPHERD

THAT the Regional Board recommends that the Manufactured Home Park Redevelopment Policy No. 3.35. be referred to the Planning & Environment Committee for further discussion regarding the affordable housing component.

CARRIED

**#13/07**      REID/SHEPHERD

THAT the Regional Board, as an interim, adopt Policy 3.35 - Manufactured Home Park Redevelopment Policy excluding the section 4 on affordable housing.

CARRIED

**3.35    Manufactured Home Park Redevelopment Policy**

The following is a Board policy to address the displacement of tenants through the zoning bylaw amendment process and redevelopment of manufactured home parks. This policy is meant to provide tenants with the opportunity for greater notification and assistance from applicant(s) than is currently required under the *Manufactured Park Home Tenancy Act*.

Any land use bylaw amendments of existing manufactured home parks where non-CSA approved or older manufactured home are located, will not be considered by the Regional Board until a viable relocation plan for affected units is in place.

The applicant shall:

- **Notify existing tenants of plans for redevelopment, and;**
- **Communicate with and formulate a relocation assistance program for existing tenants** according to the following guidelines:

**I.      Communication of Plans for Redevelopment**

1.      At the pre-application stage, the applicant should notify in writing all tenants that plans for redevelopment are being made, and that a relocation assistance program is part of these plans. All tenants affected by any proposed redevelopment should be advised by the applicant 30 days prior to application submission. Notices should also be posted on communal notice boards and

facilities in the manufactured home park. Copies of these communications shall be submitted with the development application.

2. The applicant(s) shall formulate a plan for communicating the relocation assistance program with existing residents. The communication plan should provide tenants with information that will assist them in making plans for alternative living arrangements. The applicant(s) should provide updates to the residents as the process progresses and should provide tenants with a letter at least 10 days prior to the development application being presented to the relevant Advisory Planning Commission, Regional Board Meetings and Public Hearings for their consideration.

## **II. Relocation Assistance Program**

The relocation assistance program shall:

1. Include a profile of resident demographic characteristics, such as, family size/structure, general income levels, housing needs/relocation option preferences, where this information is attainable;
2. Include a profile of manufactured home conditions and potential for moving and re-use of homes, where this information is attainable;
3. Be flexible and multi-dimensional by including various options and components, in order to respond to different tenant characteristics, needs and preferences;
4. Components may include, in addition to the statutory requirements under the *Manufactured Home Park Tenancy Act*
  - i. Arranging and paying for the disposal of manufactured homes;
  - ii. Unconditional compensation payments of a value that would provide tenants with some amount of equity and greater flexibility in their plans for relocation (i.e. 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 the first right of refusal to purchase and purchase discounts on local units developed by the applicant(s), including new units built on the subject property;
  - iv. Advice on options for relocating in the regional context in regards to market housing, non-market housing and manufactured home park opportunities.
5. Include a status report on the implementation of the program, indicating preferred options for the tenants.

## **III. Timing**

The applicant(s) shall formulate, communicate and begin implementing components of the program as soon as possible, after the plans for redevelopment are made. The relocation assistance plan shall be submitted with the development application.

#### **IV. Evaluation of Securing of the Plan**

Regional District staff will evaluate the proposed relocation assistance program in conjunction with the development application to ensure it meets the objectives of this policy. The Regional District may request adequate assurance, either by way of a financial or legal undertaking (i.e. letter of credit, performance bond, or a similar alternative) that the relocation assistance plan will be met. Staff will include this information in the development application evaluation report that is forwarded to the Regional Board for its consideration of the application.