

Cowichan Valley Regional District

**MANUFACTURED HOME PARK  
RE-DEVELOPMENT POLICY**

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**Purpose:**

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

**Intent:**

To provide Manufactured Home Park tenants with additional notification and assistance than that which is currently provided under the *Manufactured Home Park Tenancy Act*.

**Policy:**

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:

1. An information package has been delivered to tenants and posted on communal boards and in public facilities within the park which outlines:
  - a. That an application to rezone the park will be made to the Regional District
  - b. The nature of the redevelopment plans being considered.
  - c. The affordable housing options that will result if the rezoning application is approved.
  - d. A tentative timeframe that is trying to be achieved.
  - e. 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.
  - f. The CVRD Manufactured Home Park Redevelopment Policy and explanation of the assistance to be provided as a result of the requirements of the Policy.
  - g. The CVRD Zoning Amendment Process

Information packages should be delivered to each tenant at least 30 days in advance of a rezoning application being submitted to the Regional District.

Prior to consideration of First and Second Reading, the Manufactured Home Park owner/applicant should submit a **Relocation Report** that includes:

1. Demographic profile of residents including age, family size/structure, general income levels, housing needs/relocation option preferences, where this information is attainable.
2. Manufactured home profile, including condition and potential to be moved and compliance with the Building Code.
3. An outline of the affordable housing options available to tenants who will be displaced.

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:

1. Affordable housing options that will result if the rezoning application is approved.
2. A commitment to provide first right of refusal to existing tenants on the new dwelling units.
3. Arrangement for and paying of disposal fees of manufactured homes that cannot be relocated.
4. Arrangements for moving the tenant to another manufactured home park.
5. 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.
6. An indication on the preferred options of the tenants.
7. A timeline for implementation of the Relocation Plan which has been developed in consultation with the tenants

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.