



Policy No. 8.5
File No. 3010
Adopted October 27, 2008

Manufactured Home Park Redevelopment Policy, 2008

Policy Statement:

The District of Sooke recognizes manufactured and modular home parks as an important source and supply of affordable housing and believes in allowing for a diversity of housing options for residents that would appeal to different ages, families, lifestyles and incomes. For this reason, Staff and Council should review the information requested by this policy when considering the impact that the rezoning of an existing manufactured home park may have on land use and housing options in the community.

The purpose of this policy is also to provide tenants and landowners of manufactured home parks with clarity in regards to District of Sooke requirements for communication between all affected parties, financial assistance provided to Tenants, and to provide consistency to Landowners as to how the District of Sooke considers rezoning applications for existing manufactured home parks. These policy items are in addition to the legislated requirements of the *Manufactured Home Park Tenancy Act*.

1. A Landowner submitting a rezoning application to the District of Sooke for an existing manufactured home park should, at the Landowner's cost:
 - a. Prepare a '**Communication Plan**' and deliver a copy to all tenants within 30 days of the notice to end tenancy. This plan should include and detail, at a minimum, the following:
 - i) Copy of the rezoning application made to Council and the proposed timing of redevelopment;
 - ii) Proposed tenant financial assistance for relocation, home assessment, and home disposal;
 - iii) List of local and regional affordable housing options, market and non-market, including other manufactured home parks that will allow for relocation of existing manufactured homes;
 - iv) Tenant's rights, and landowner's obligations under the *Manufactured Home Park Tenancy Act*;
 - v) Copy of District of Sooke *Manufactured Home Park Redevelopment Policy, 2008*.

- vi) Letters must be provided to each tenant advising them of Council's consideration of the rezoning public hearing.
- b. Prepare and submit a '**Redevelopment Proposal**' to Council at the time of application for land use change. This proposal should detail, at a minimum, the following:
 - i) Report indicating the existing state of housing in the park including:
 - 1. the numbers and types of homes,
 - 2. current rental rates for each pad,
 - 3. existing rental agreements,
 - 4. determination by a 3rd party qualified professional, at the Landowners cost, as to which homes can be moved offsite and those homes that cannot be moved due to poor physical condition,
 - 5. current BC Assessment assessed values of each home onsite or as determined by a qualified 3rd party professional appraiser at the Landowner's cost; if there is a disagreement between the values obtained from BC Assessment and the appraiser an average of the two shall be used as the compensation value of the manufactured home.
 - ii) Conceptual plan of the new land use proposed for the site including plans for affordable housing;
 - iii) A plan to provide existing tenants with a right of first refusal on purchasing a new residence that is proposed on the Landowner's property;
 - iv) Regular updates to Council regarding the status of the landowner and tenant communications;
 - v) Prior to adoption of a rezoning application, the Landowner is required to submit a report indicating that all policies have been met and that tenants have agreed to either a compensation or relocation plan.
- c. Prepare a '**Tenant Financial Assistance & Relocation Plan**' and deliver a copy to all tenants within 30 days of the notice to end tenancy. This plan must include and detail, at a minimum, the following:
 - i) Tenant's 'right of first refusal' for new housing proposed for the site;
 - ii) At the tenant's discretion, approval, and subject to confirmation of portability of the manufactured home, the Landowner must

negotiate in good faith where the tenant can be moved, attempt to confirm another manufactured home space within the region ('region' defined as the Juan de Fuca Electoral Area and Greater Victoria area) for the home to be moved to and incur all costs associated with the move of that home, including personal possessions;

OR, if a suitable space cannot be found within the region and/or the tenant does not wish to move their home, the assessed value of the home, as determined by a qualified 3rd party professional appraiser at the Landowner's cost, must be paid by the Landowner to the homeowner prior to the end date of the notice to end tenancy and the Landowner must pay the costs associated with the moving of the tenant's personal possessions within the region to a place at the tenant's request;

iii) If the manufactured home is deemed not to be movable by a qualified professional then the Landowner must pay the Tenant the assessed value of the home or pay one additional year of pad rent, whichever is higher, in addition to paying the costs associated with the moving of the tenant's personal possessions within the region to a place at the tenant's request.

2. As per Section 42(1) of the Manufactured Home Park Tenancy Act, a Landowner must have all necessary permits and approvals in place prior to the Notice to End Tenancy being given. If tenants of a manufactured home park have received a Notice to End Tenancy, and the Landowner does not require any permits or approvals, a future rezoning application to change the zone of said manufactured home park shall not be considered by Council for 24 months from the date of issuance of the Notice to End Tenancy.
3. This policy in no way presupposes Council's right to receive, support or deny an application.