



# DISTRICT OF WEST KELOWNA

## COUNCIL POLICY MANUAL

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Approval Date: 2008-APR-22

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| <b>SECTION:</b> DEVELOPMENT SERVICES                        |
| <b>SUBJECT:</b> MANUFACTURED HOME PARK REDEVELOPMENT POLICY |

### Manufactured Home Park Redevelopment Policy

The following policy address the displacement of tenants resulting from redevelopment of manufactured home parks. The 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*.

This policy applies to applications for an amendment to the Zoning Bylaw and to any other matters in which the Council may properly take into consideration the displacement of manufactured home park tenants.

While considering applications, Council may require staff to report on any existing manufactured home park use and whether it is in the public interest for Council to support redevelopment of lands presently used for that purpose while there is a shortage of suitable manufactured home sites in the region.

Council may further require a report on whether any relocation assistance plan has been proposed that would have a bearing on the issue.

If the applicant wishes the Council to consider a relocation assistance plan, it should follow the procedures below.

#### 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 should be submitted with the development application
2. The applicant(s) should formulate a plan for communicating the relocation assistance program to 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, Council Meeting and/or Public Hearing for their consideration.

#### II. Relocation Assistance Program

- The relocation assistance program:
1. Should include a profile of resident demographic characteristics, such as family size/structure, general income levels, housing needs/relocation option preferences, and where this information is attainable;
  2. Should include a profile of manufactured home conditions and potential for moving and re-use of homes;
  3. Should be flexible and multi-dimensional by including various options and components, in order to respond to different tenant characteristics, needs and preferences;
  4. 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 “on pad” manufactured home). This would be in addition to the mandatory payment under the *Manufactured Home Park Tenancy Act*;
    - iii. Opportunities for the right of first 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. Should include a status report on the implementation of the program, indicating preferred options for the tenants.

### **III. Timing**

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

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

Municipal staff will evaluate the proposed relocation assistance program in conjunction with the development application to determine if it meets the objectives of this policy. The municipality 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 implemented. Staff will include this information in the development application evaluation report that is forwarded to the Council for its consideration of the application.

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| Previous Revision/s: (if applicable) |
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