1. PURPOSE

To establish the Regional District of Nanaimo's (RDN) requirements for rezoning applications that would result in the closure, conversion or redevelopment of a Manufactured Home Park.

This policy is intended to:

- Minimize the impact of displacement on Manufactured Home Park residents;
- Ensure fair and consistent relocation assistance and financial compensation for residents;
- Provide a transparent and accountable process aligned with the Board's rezoning application process; and
- Supplement Provincial requirements under the *Manufactured Home Park Tenancy Act* and *Residential Tenancy Act*.

All information collected under this Policy must be administered in accordance with the *Freedom of Information* and *Protection of Privacy Act* and the *Personal Information Protection Act*.

2. DEFINITIONS

"Applicant" means a person who makes a Rezoning Application.

"Appraised Value" means the value of a manufactured home as determined by a licensed independent professional for the year the RDN receives the application.

"Assessed Value" means the value of a manufactured home as determined by the British Columbia Assessment Authority for the year the RDN receives the application.

"Board" means the Regional District of Nanaimo Board of Directors.

"Manufactured Home Park" means a parcel containing spaces for the placement of three or more manufactured homes for residential use.

"RDN" means the Regional District of Nanaimo.

"Qualified Professional" means an individual with appropriate professional accreditation, in good standing with a relevant regulatory association, and possessing the expertise and credentials to provide authoritative advice or certifications in the applicable field.

"Relocation Coordinator" means a qualified professional retained by the Applicant to coordinate tenant relocation supports and act as liaison with tenants and the RDN.

"Relocation Plan" means a written plan outlining communication, relocation assistance, financial compensation, timelines and supports for all Tenants.

"Relocation Report" means the Board approved Relocation Plan, together with a declaration confirming that all components of the Relocation Plan have been reviewed, understood and satisfied by all parties, along with a detailed implementation plan in accordance with this Policy.

"Rezoning Application" means a rezoning application that would, if approved by the Board, result in the closure, conversion or redevelopment of the Manufactured Home Park.

"Rezoning Bylaw" means the bylaw that is proposed to amend the RDN Zoning Bylaw in response to the rezoning application.

"Statement of Occupancy" means a written statement prepared in accordance with section 5.1.2 of this Policy.

"Tenant"

(a) A Category A resident owns a manufactured home and has an associated tenancy agreement for a manufactured home site (i.e. pad) in the Manufactured Home Park at the time the RDN receives a complete Rezoning Application for the property; and

(b) A Category B resident has a tenancy agreement for a Manufactured Home in the Manufactured Home Park at the time the Board receives a complete Rezoning Application for the property.

3. SCOPE

This policy applies only to Rezoning Applications, and where applicable Official Community Plan (OCP) amendments, involving the redevelopment or change of use of lands used as manufactured home parks, where such redevelopment would result in the displacement of Tenants, as determined by the Regional District.

The Board may consider an Applicant's compliance with this policy when making a decision on a Rezoning Application or OCP amendment. This policy does not limit or fetter the Board's discretion under the *Local Government Act*, the *Residential Tenancy Act*, or any other applicable enactment.

For greater certainty, this policy is intended to complement, and not replace or modify, any rights or obligations established under the *Residential Tenancy Act* or other applicable enactments.

4. RESPONSIBILITY

For certainty, and without limiting or fettering the discretion of the Board, the owner of the subject property is solely responsible for the preparation and implementation of the Relocation Plan, including the provision of all compensation and assistance to Tenants required under this policy.

This policy does not create any duty, obligation, or liability on the part of the Regional District or the Board with respect to the preparation, implementation, monitoring, or enforcement of any Relocation Plan, or the provision of compensation or assistance to Tenants.

POLICY

5.1 Every Rezoning Application must include:

a) A draft Relocation Plan (see Section 5.1.2); and

b) Identification of a Relocation Coordinator (see Section 5.1.3).

5.1.2 Relocation Plan Requirement:

a) Details of the proposed redevelopment project, such as proposed number of units and tenure (e.g. fee simple units, purpose-built rental units, market strata units);

b) A timeline and overview of the application and redevelopment process, including the timing and provision of supports to Tenants. The timeline must provide that no notice to end tenancy may be issued prior to adoption of the Rezoning Bylaw by the Board. Following adoption of the Rezoning Bylaw, Tenants must be provided with a minimum 24-month notice period prior to the end of tenancy.

In addition, no demolition, excavation, site clearing, servicing or other redevelopment activity that would interfere with continued occupancy may begin until all applicable notice periods have expired, all affected Tenants have vacated or voluntarily agreed otherwise in writing and all compensation and relocation assistance due under the approved Relocation Plan have been provided. This provision is subject to applicable legislation and any approvals required by the RDN

c) Information on relocation assistance and financial compensation as described in Sections 5.3 and 5.4, available to Tenants;

d) Information on resources for Tenants, including, but not limited to this Policy, instructions on how to access resources provided by the BC Residential Tenancy Branch and the BC Tenant Resource and Advisory Centre and links to Provincial housing supports such as the BC Shelter Aid for Elderly Renters (SAFER) program and BC Housing Registry;

e) Contact information for the Relocation Coordinator, including hours of availability; and

f) Ongoing Communication Plan throughout the life of the Rezoning Application process and for one year after adoption bylaw, including:

(i) Monthly written updates on the status of the application and redevelopment process;
(ii) Updates regarding relevant RDN Board meeting dates as required by the RDN;
(iii) Regular opportunities for residents to receive additional information or ask questions; and
(iv) Maintaining a primary, up-to-date point of contact for residents.

5.1.3 Tenant Relocation Coordinator:

The Applicant is required to designate a Relocation Coordinator as part of a Rezoning Application that describes their experience and suitability for the work as part of the application. The proposed Relocation Coordinator is subject to RDN approval and must disclose any actual or potential conflict of interest. They must demonstrate relevant qualifications and experience, provide a confidential means for Tenants to communicate concerns,

report to both the Applicant and the RDN and be replaced where the RDN reasonably determines that independence or performance requirements are not being met.

The Relocation Coordinator is responsible for the following:

a) Providing information to Tenants regarding tenant resources;

b) Responding to and maintaining communication with the assigned RDN rezoning application staff and Tenants through the life of the project and for one year after the time of occupancy of the new development;

c) Conducting one-on-one meetings with Tenants to assess additional needs beyond those identified in the Statement of Occupancy (see Section 5.2.4) including but not limited to accessibility, affordability, presence of children, presence of pets and whether any additional support is required;

d) Finding alternative accommodation options in accordance with Section 5.3 (a) and providing the options to each Tenant;

e) Each Tenant's choice to exercise or decline their right of first refusal as described in Section 5.3 (b), to be provided to the RDN as part of the tenant Relocation Report as described in Section 5.4.1;

f) Upon request of a Tenant, as defined by applicable BC Housing income eligibility criteria, in applications to BC Housing or other non-profit housing organizations; and

g) Maintaining records of all the above.

5.2 Prior to Rezoning Application Proceeding to First Reading

The Applicant will complete the following:

5.2.1 Written Notice to Tenants

Within 30 days of submitting a rezoning application, the Applicant must provide written notice to all Tenants that may be displaced. The notice must include:

a) A clear description of the proposed redevelopment and anticipated timeline.

b) Contact information for the applicant;

c) Information about resident rights and compensation as available under applicable Provincial legislation;

d) Details about relocation assistance and compensation to be offered by the Applicant, including timelines;

e) Relocation support resources, including:

(i) Housing information; and
(ii) Subsidy information.

f) Guidance on home condition assessments and moveability in alignment with British Columbia Building Code (BCBC) and local building bylaw and regulations; and

g) An invitation to a Community Information Meeting hosted by the Applicant.

5.2.2 Community Information Meeting for Tenants

Within 60 days of submitting a Rezoning Application, the Applicant must host an information meeting for Tenants. All meeting materials should be reviewed by RDN staff in advance to ensure accuracy and consistency with the application proposal and Policy.

a) The purpose of the meeting is to:

(i) Present the redevelopment proposal and project timeline.
(ii) Explain available relocation assistance and compensation.
(iii) Answer resident questions.
(iv) Provide Tenants with a Tenant Comment Form.

5.2.3 Summary of Tenant Communications, to include:

a) Records of Applicant-led written notice and community information meeting in accordance with Section 5.2.1 and 5.2.2; and

b) Tenant comment forms.

5.2.4 A Complete Statement of Occupancy, to include:

a) Unit numbers (address);

b) A list of Tenants who own their manufactured home;

c) A list of Tenants who rent their manufactured home;

d) Length of tenancy for each Tenant;

e) Number of bedrooms in each unit occupied by Tenants;

f) Amount of rent at the time of Rezoning Application (including pad rent, damage deposits, pet deposits, and utilities as applicable); and

g) Any additional Tenant needs discovered through one-on-one meetings that RDN staff may require to allow the Board to evaluate the Rezoning Application and the potential impacts on Tenants if the Application is approved.

5.2.5 A finalized Relocation Plan reviewed by staff.

5.2.6 A summary of the commitment to provide Relocation Assistance and Financial Compensation to Tenants as described in Sections 5.3 and 5.4.

5.3 Relocation Assistance

The Applicant must provide Relocation Assistance for all Tenants as a condition of approval for the Rezoning Bylaw, regardless of whether the Tenant(s) choose(s) to vacate the unit prior to RDN Board approval. Relocation assistance should be provided, to a minimum, as described in this section.

Applicants are encouraged to exceed these minimums, particularly for longer-term Tenants that may be more impacted by relocation.

The Applicant must provide Relocation Assistance for all Tenants as follows: Category A Tenants must be offered alternative pad rental within another manufactured home park, and Category B Tenants must be offered alternative rental accommodation, either within another manufactured home park or in another type of dwelling, and the following must be considered for each Category:

a) Tenant relocation options must consider the following:

(i) The Relocation Coordinator must prioritize the same general area (community) unless another location is mutually agreed upon within a reasonable distance; meet the Tenants' unit type and needs, as identified in the Statement of Occupancy as described in Section 5.2.4, and through one-on-one meetings, unless otherwise agreed to by the Tenant in writing; and

(ii) Tenants are to be offered a rent at a rate not exceeding the lower of 10 per cent above the Canadian Mortgage and Housing Corporation (CMHC) average market rent for the RDN or 10 per cent above the rent currently being paid for the existing unit, whichever is lesser.

Where no reasonably suitable alternative accommodation can be identified despite reasonable efforts, the Relocation Plan must describe the additional assistance or measures that will be offered to the affected Tenant, alternative accommodation arrangements can be made if agreed to by the Tenant in writing and secured in a housing agreement between the Applicant and the RDN, as follows:

b) Each Tenant must be offered by the Applicant a right of first refusal ("RFR") to enter into a tenancy agreement for a rental or a market ownership unit based on the tenure of the proposed development (an "Offer"), with at least the same number of bedrooms and accessibility features as their existing unit, (unless otherwise agreed to by the Tenant in writing), as follows:

(i) The Offer must state how long the right remains valid, the method and frequency of contact, tenure and price or rent, expected availability, bedroom and accessibility equivalency, applicable deposits or fees and any interim housing arrangements. Acceptance or refusal must be documented in writing. The Applicant must keep contact information current and provide reasonable notice before the right expires. The Offer must remain open until 3rd Reading of the Rezoning Bylaw. If a Tenant accepts an Offer, the existing or successor landowner must grant a RFR for a unit to the Tenant on terms reasonably acceptable to the Tenant.

(ii) A minimum of three months prior to occupancy permit issuance of the new development, returning Tenants must be offered a minimum 20 percent discount below average market

rental rates for the same size of rental unit and/or a minimum 5 per cent discount on the sale price for a market ownership unit.

For each of the above options, the Applicant is encouraged to provide supplementary supports for those Tenants identified as having additional needs who request support, including provision of transportation to view alternative accommodation options, packing assistance, and translation services as needed.

5.4 Financial Compensation and Additional Relocation Assistance

The Applicant must provide financial compensation and additional Relocation Assistance for Tenants as a condition of Rezoning Bylaw Approval, regardless of whether they choose to vacate the unit prior to RDN Board adoption.

Financial Compensation and additional relocation Assistance should be provided, at a minimum, as described in this section. Applicants are encouraged to exceed these minimums, particularly for longer-term tenants that may be more impacted by relocation.

5.4.1 Category A Tenants (own their homes):

Relocation Assistance and Financial Compensation for Tenants who own their manufactured home must be determined based on the relocation feasibility of the manufactured home, as established through an assessment and appraisal by a Qualified Professional based on the value at the time of Rezoning Application submission to which is to be confirmed and revised within 60 days prior to adoption. The Applicant must carry out the following:

- A qualified professional assessment of each home's feasibility for relocation, based on applicable RDN Building Bylaw requirements; and
- A qualified professional appraisal of each manufactured home value. The appraisal must use a clearly stated valuation standard and common valuation date and must identify how additions, decks, accessibility improvements and other material investments have been treated. If the manufactured home owner disputes the appraisal, the owner may request a second appraisal by another Qualified Professional at the Owner's expense. If the two appraisals differ materially, the appraisers must seek agreement or the value must be determined through an independent third appraisal or other dispute-resolution process acceptable to the RDN at a shared cost between the Applicant and the Owner.

a) Where Manufactured Homes are Suitable for Relocation

Where a manufactured home is determined to be suitable for relocation and there is a suitable location to relocate the manufacture home to, the Applicant must:

Pay the full cost of relocating the manufactured home to a suitable location within the RDN or the greater RDN region in accordance with Section 5.3, including:

(i) disconnection and reconnection of services,
(ii) transportation of the manufactured home,
(iii) required permits and inspections,
(iv) cost of moving contents of the manufacture home,
(v) reasonable site preparation required to install the home at the new location, and
(vi) Provide financial compensation required under the *Manufactured Home Park Tenancy Act.*

b) Where Manufactured Homes are Not Suitable for Relocation:

Where a manufactured home is determined not suitable for relocation, or there is no suitable location for the Tenant(s) to relocate the manufactured home to, the Applicant must:

1) Pay the cost of removal or disposal of the manufactured home, as well as the moving expense as described in Section 5.4.2 a); and
2)
3) Provide financial compensation equal to the greater of:

(i) The professionally appraised value of the manufactured home at the expense of the Applicant;
(ii) The assessed value determined by BC Assessment; or
(iii) The compensation required under the *Manufactured Home Park Tenancy Act.*

The Applicant must include a bona fide offer to purchase the owner's manufactured home for the greatest amount as described above. The "Offer", and any contract entered into following acceptance of an Offer, must include terms requiring payment of at least 25% of the purchase price within thirty days of adoption of the Rezoning Bylaw, an additional 25% within 180 days of adoption, and the remaining balance on the date the lease or tenancy agreement for the land terminates or as provided through this Policy.

5.4.2 Category B Tenants (rent their homes):

Tenants who rent their manufactured home, and do not own the unit, must receive both moving expenses and tenure-based financial compensation.

a) Moving expenses

The Applicant must provide moving expenses based on the number of bedrooms in the existing unit.

Number of Bedrooms	Moving Expenses
One or fewer	$1,000
Two	$1,250
Three or more	$1,500

These amounts must be adjusted annually following adoption of this Policy based on the Consumer Price Index (CPI) increase applicable at the time moving. Moving expenses must be paid at the time the lease or tenancy agreement for the land is terminated or as provided through this Policy.

b) Tenure-Based Financial Compensation

Tenants must receive additional financial compensation based on length of tenancy.

Length of Tenancy	Compensation
Less than 5 years	3 months rent
5 – 9 years	4 months rent
10 – 19 years	5 months rent
20 years and above	6 months rent

Compensation may be provided as:

(i) a lump sum payment, to be paid at the end of tenancy.
(ii) free rent for the equivalent number of; or
(iii) a combination of the above.

The rent used for this calculation must be the rent payable by the Tenant to the landlord at the time the Rezoning Application is approved. This compensation is in addition to one month's rent payable under the tenancy agreement as required under the Provincial *Residential Tenancy Act.*

5.4.3 A Final Tenant Relocation Report to the RDN General Manager of Development and Emergency Services, serving as a declaration that all components of the Relocation Plan are understood and will be satisfied.

The Tenant Relocation Report must include the following information:

a) The Statement of Occupancy summary,
b) The Relocation Plan including Relocation Assistance to be provided to each Tenant, and summary of other compensation and assistance provided as outlined in this Policy,
c) The number of Tenants, if any, that have declined their RFR to return to the new development; and
d) Copies of all signed and executed agreements between the Applicant, the RDN and Tenants.

5.5 Prior to Consideration for Adoption of the Rezoning Bylaw

Before consideration of final adoption of the Rezoning Bylaw, the Applicant must, at their expense, register a Section 219 Covenant on title to secure:

a) The finalized Tenant Relocation Report requirements;
b) A housing agreement in accordance with Section 483 of the *Local Government Act*; and
c) For the duration of the project, and for a minimum period of one year following occupancy of the new development, the RDN may require the owner to submit, upon request, a summary report outlining the status of Tenants and the progress of implementation of the Tenant Relocation Report.

Department	Long Range Planning	**Approval Date**	October 13, 2026
Resolution No.	26-560	**Amendment Date(s)**	
		Next Scheduled Review Date	