

POLICY MANUAL

Title: Manufactured Home Park Redevelopment Tenant Assistance Policy	Policy No: 6.27 Supersedes: March 6, 2018
Authority: ☒ Legislative ☐ Operational Approval: ☒ Council ☐ CMT ☐ General Manager	Effective Date: September 26, 2023
Policy Statement: Rezoning applications that propose the redevelopment of properties used as manufactured home parks should include the following measures: 1. A Rezoning Application must include: a. Proof of early and ongoing tenant notification of plans to redevelop the property, including a consultation meeting with existing tenants early in the process with opportunities for tenants to voice comments about the rezoning application: i. notifies tenants of the intent to redevelop the property (the notices to end current tenancies are not to be issued at this early stage); and ii. provides information on the development application process and timelines involved and identifies opportunities where tenants can provide input to the City. b. A Relocation Assistance Plan that includes; i. a Tenant Relocation Coordinator to assist and support tenants through the relocation process; ii. a professional appraisal of the site’s housing stock and its feasibility for relocation to a new site; iii. a qualitative survey of residential housing preferences, including an assessment of the ability of tenants to secure accommodation in the proposed new development, and	

- iv. where residential development is proposed, affordable housing options on the subject site with opportunities for tenants to continue their tenancy there.
- c. A commitment to hire a Tenant Relocation Coordinator to assist tenants impacted by the rezoning application by;
 - i. identifying at least three comparable alternative housing options for each current tenant, that are preferably in Maple Ridge;
 - ii. advocating on behalf of tenants in accessing available subsidies and programs;
 - iii. help to identify tenants that may require additional support, and on a case-by-case basis, adjust the level of support required;
 - iv. liaising with appropriate agencies; and
 - v. providing updates to the municipality on the progress of the Relocation Assistance Plan.

2. Prior to proceeding forward to First Reading, the report to Council must include:

- a. Proof of all early and ongoing tenant communication, including minutes and tenant comment forms from the applicant-led consultation meeting;
 - i. identifies the process for providing supports to tenants and other information and resources, including but not limited to, all rights and obligations as outlined under the Manufactured Home Park Act;
 - ii. includes a consultation meeting with existing tenants held within two weeks of a confirmation of a complete development application, with opportunities for tenants to voice comments about the development application.
- b. Where a tenant owns the housing unit, a commitment to provide compensation measures which will include but are not limited to:
 - i. the applicant assuming responsibility for the disposal of structures considered to be at the end of their useful life, or where the tenant chooses a different housing tenure;
 - ii. financial compensation, based on length of tenancy. This compensation may take the form of free rent, lump sum payment, or a combination of both:
 - 0 to 5 years = 3 months' rent;
 - 6 to 10 years = 4 months' rent;
 - 11 to 15 years = 6 months' rent; and
 - 16+ years = 10 months' rent

- iii. moving assistance to be provided on a dwelling unit basis. Tenants may select one of two options paid for by the proponent:

Option 1: Flat rate compensation based on unit size:

- Studio / One bedroom: \$1,000
- Two bedroom: \$1,250
- Three bedroom plus: \$1,500

Option 2: Provision of an insured moving company, within the Metro Vancouver region.

- iv. provision of a right of first refusal to current tenants to rent a unit in the new building if the proposed building is to contain secured rental units, with rents that are at least 20% below the average rents for the City of Maple Ridge as per the CMHC Rental Market Report for the previous year. If the current rents are higher than the proposed 20% below average rent, then the right of first refusal may be provided at the current rental rate;
- v. provision of a right of first refusal for tenants wishing to purchase a unit in the proposed new development at below market value, with the option to use the compensatory amount as a down payment on a new unit. The amount below market value to be determined through the redevelopment process and secured via a Housing Agreement.
- vi. compensation payments based on the greater of professionally appraised values, assessed values, or \$20,000.
- vii. two years eviction notice, effective from the date of Final Approval for the Rezoning Application.
- c. Where a tenant rents or leases the housing unit, a commitment that the measures established by Council Policy No. 6.32 – Tenant Relocation Assistance Policy – will be satisfied.

3. Prior to Receiving Final Approval:

- a. Regular updates on the progress of the Tenant Relocation Assistance Plan are to be provided as the application progresses. Staff will evaluate the tenant assistance plan for compliance and its merits in meeting tenant needs, and will include this measure as part of the criteria for a favourable recommendation for Council's consideration.
- b. Prior to receiving Final Reading, the applicant must:
- i. demonstrate compliance with the conditions of the tenant relocation plan (have either completed these requirements or submitted securities

in the amount of the required compensation measures to ensure honouring these commitments).

- ii. Demonstrate acceptance from tenants with regard to relocation packages.
- c. Register on title a restrictive covenant requiring the owner of land parcel to:
 - i. Provide all tenants of land parcel a notice via personal service of the intended change of use converting all or a significant part of the manufactured home park to a non-residential use or a residential use other than a manufactured home park at least 24 months prior to the change of use;
 - ii. Provide the City with a statutory declaration 12 months from date of the notice to all tenants referenced in (i) that all tenants were served with notice of intended change of use;
 - iii. stipulate that upon completion of (ii) above and any additional requirements set out by Council, the City may proceed to issue the necessary permits and approvals required by law for the change of use; and
 - iv. upon obtaining all the necessary permits and approvals required by law, comply with the requirements to provide notice to end a tenancy agreement under Section 42 of the Manufactured Home Park Tenancy Act, as amended from time to time.

Purpose:

The Manufactured Home Park Redevelopment Tenant Assistance Policy is intended to supplement Provincial regulations (the Manufactured Home Park Tenancy Act) in providing assistance to tenants at risk of displacement due to the potential redevelopment of manufactured home parks within the City of Maple Ridge. Compensatory measures outlined in this policy pertain to tenancy agreements where the manufactured home pad is rented but the dwelling itself is owned by the tenant. In instances where tenancy includes the rental of the housing unit, Council Policy No. 6.32 – Tenant Relocation Assistance Policy – will apply. This policy will be triggered by a rezoning application for the subject property.

Definitions:

Manufactured Homes and Manufactured Home Parks are defined in the Maple Ridge Zoning Bylaw.