CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY

RCRS Secondary:	GOV-02	**Effective Date:**	2025-NOV-17
Policy Number:	COU-250	**Amendment Date/s:**	2025-DEC-15
Title:	Manufactured Home Community Relocation Assistance Policy	**Repeal Date:**	
Department:	Planning and Development	**Approval Date:**	2025-NOV-17

1.0 PURPOSE

Manufactured home communities can be vulnerable to displacement and may have limited affordable options when the property where their home is located is redeveloped. The purpose of the *Manufactured Home Community Relocation Assistance Policy* is to ensure that an applicant takes all reasonable measures to mitigate impacts to a manufactured home community that is being displaced due to redevelopment of the property.

2.0 DEFINITIONS

Applicant	means the property owner or the property owner's representative, as indicated on the property certificate of title and application form to the City (rezoning or subdivision application).
Application	means the development application(s) proposed for the lands currently occupied by a manufactured home community, including a rezoning or subdivision application.
Appraised Value	means the value of a manufactured home as determined by a professional appraisal.
Approving Officer	means the Approving Officer appointed by Council, and for the sake of this policy, includes the Approving Authority in the case of a strata conversion application.
Assessed Value	means the value of a manufactured home as determined by the British Columbia Assessment Authority for the year the City receives the application.
Household	means the people that reside in one manufactured home.
Manufactured Home Community	means all of the residents and tenants that reside on the property, including the manufactured homeowners.
Manufactured Home Owner	means the individual(s) that own a manufactured home and holds the land lease contract with the property owner.
Relocation Coordinator	means a qualified professional hired by the applicant to advocate for and assist manufactured homeowners, tenants and households who are being displaced from their homes to find a new place to live.
Rezoning Bylaw	means the bylaw that is proposed to amend the City of Nanaimo Zoning Bylaw in response to the rezoning application.
Subdivision	means any subdivision of land or buildings that requires approval from an Approving Officer or Approving Authority.
Tenant	means a resident who has a tenancy agreement with a manufactured home owner on the property.

3.0 SCOPE

The objective of the *Manufactured Home Community Relocation Assistance Policy* is to provide guidance about the City's expectations for communication, compensation, and relocation assistance for a manufactured home community that is displaced due to a redevelopment of the property that requires development approval. This policy is to guide landowners, applicants, the manufactured home community and City Staff as part of the application process. Note that in all cases, applicants must also meet Provincial requirements in accordance with the *Residential Tenancy Act* and *Manufactured Home Park Tenancy Act*.

4.0 POLICY

The *Manufactured Home Community Relocation Assistance Policy* applies to property that contains four or more occupied manufactured homes, where the manufactured home community is expected to be displaced if the City approves a development application for the property.

4.1 Communications and Offer of Assistance

The applicant must provide early and ongoing communication with the manufactured home community. At a minimum, the communications must include the following:

a) Within 30 days of submitting an application to the City, the applicant must give notice in writing to each manufactured home owner and household in the community that will be displaced. It is recommended that the form and content of the written notice (and any attachments) be pre-approved by City Staff. The notice must include the following:
   - An outline of the proposed development project and expected timeline;
   - Contact details for the applicant;
   - Information about rights and compensations under the *Residential Tenancy Act* and *Manufactured Home Park Tenancy Act*;
   - Relocation resources to assist manufactured home owners and households (i.e information about alternative housing options and available subsidies);
   - Resources for assisting manufactured home owners to determine the condition of their manufactured home and its ability to be moved;
   - A housing needs survey to identify specific preferences, special circumstances, or any other housing barriers for each household;
   - Details regarding the compensation and relocation assistance to be offered by the applicant to each manufactured home owner and household (including a timeline); and
   - Inviting the manufactured home community to a meeting that is hosted by the applicant.

b) Within 60 days of submitting an application to the City, the applicant must host a meeting with the manufactured home community. The purpose of the meeting is for the applicant to share information about the proposed development, the project timeline, and the relocation assistance that will be provided by the applicant. It is recommended that the materials to be presented at the meeting are reviewed and approved by City Staff in advance. A written summary of the meeting must be submitted to the City following the meeting.

c) The applicant must provide ongoing communication (monthly updates) to the manufactured home community regarding the progress of the application and redevelopment process. This includes letters with project updates, regular meetings, and information about Council meeting dates related to the application. The manufactured home community must be provided with a primary point of contact for the applicant, or their representative, which must be kept current for the duration of the redevelopment process.

d) In general, City Staff should not present applications for Council consideration without written evidence of the communications that have occurred between the applicant and manufactured home community (as required in this policy). Similarly, the Approving Officer will require evidence of the communications prior to consideration of approval of a subdivision or strata conversion application.

4.2 Financial Compensation

a) Before Council considers adoption of a zoning amendment bylaw to permit a redevelopment that would displace residents in a manufactured home community, the applicant must provide evidence that it has presented to the owner of each manufactured home on the property a bona fide offer to purchase the owner's manufactured home for an amount that is at least equal to the assessed value or appraised value of the manufactured home whichever is greater (the "Offer"). For this purpose:
    i. A copy of each Offer, and accepted Offers must be provided to the City for each manufactured home on the property.
    ii. A copy of the professional appraisal for each manufactured home must be provided to the City.
    iii. 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 final reading of the rezoning bylaw, an additional 25% within 180 days of final reading of the rezoning bylaw, and the remaining balance on the date the lease (tenancy agreement) for the land on which the manufactured home is sited terminates.

b) Prior to registration of a subdivision (in the Land Title Office) that would displace residents in a manufactured home community, the applicant must provide evidence that it has presented to the owner of each manufactured home on the property a bona fide offer to purchase the owner's manufactured home for an amount that is at least equal to the assessed value or appraised value of the manufactured home whichever is greater (the "Offer"). For this purpose:
    i. A copy of each Offer, and accepted Offers must be provided to the City for each manufactured home on the property.
    ii. A copy of the professional appraisal for each manufactured home must be provided to the City.
    iii. 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 prior to registration of the subdivision at the Land Title Office, and the remaining balance on the date the lease (tenancy agreement) for the land on which the manufactured home is sited terminates.

c) If a manufactured home owner does not accept an Offer, and has moved or will move their home to another location, the applicant shall pay the owner the following compensation for the cost of relocating the manufactured home to another property: i) $10,000 for a single wide manufactured home; and ii) $20,000 for a double wide manufactured home.

4.3 Additional Relocation Assistance

For certain applications there may be manufactured home owners and households that need additional assistance with relocation, and meeting these needs can be negotiated with the applicant on a case by case basis to a maximum of $5000 per household. In these situations the applicant may be required to offer the following:

a) Logistical and financial assistance with transition impacts such as moving expenses and rent costs.

b) Presenting housing options for each household that are located within the Nanaimo region; and tailored to the resident's requested housing needs wherever possible (e.g., pet friendly, accessible, income level, smoke-free, etc.).

c) Offering a longer termination notice time period than the required provincial minimum (i.e. allowing 2-3 years for a household to move from the date of application approval); and a commitment to not increase rent fees during the application and redevelopment process.

d) Providing a relocation coordinator to be responsible for coordinating the relocation of residents that need logistical assistance. The relocation coordinator should have knowledge of the housing market and provincial housing programs. The relocation coordinator's responsibilities will include identifying comparable alternative housing options, advocating on behalf of tenants in accessing available subsidies and programs, and liaising with agencies that provide relocation support.

e) A covenant (between the City and landowner) may need to be registered on the title of the property with the financial compensation and relocation assistance commitments that are to be completed after final approval of an application.

5.0. Review of Manufactured Home Community Relocation Assistance Policy

a) This policy should be reviewed every four years from its effective date to ensure it is reflective of current market conditions.

RELATED DOCUMENTS:
Residential Tenancy Act
Manufactured Home Park Tenancy Act
A Guide for Manufactured Home Park Landlords & Tenants in British Columbia – Residential Tenancy Branch

REPEAL or AMENDMENT:
n/a