

Title: Manufactured Home Park Redevelopment Tenant Assistance Policy		Policy No: 6.27 Supersedes: September 26, 2023
Effective Date: July 28, 2026	Amended Date: N/A	Review Date: July 28, 2028
Policy Statement: The Manufactured Home Park Redevelopment Tenant Assistance Policy applies to a Manufactured Home Park where residents are expected to be displaced if the City approves a development application for the property.		
Purpose: Manufactured home park communities can be vulnerable to displacement and may have limited affordable options when the property where their home is located is redeveloped. The Manufactured Home Park Redevelopment Tenant Assistance Policy is intended to supplement Provincial regulations and the <i>Manufactured Home Park Tenancy Act</i> in providing assistance to tenants at risk of displacement due to the potential redevelopment of manufactured home parks within Maple Ridge. The purpose of the Manufactured Home Park Redevelopment Assistance Policy is to ensure that an applicant takes all reasonable measures to mitigate impacts to a manufactured home park community that is being displaced due to redevelopment of the property. Note that in all cases, applicants must also meet Provincial requirements in accordance with the <i>Residential Tenancy Act</i> and <i>Manufactured Home Park Tenancy Act</i> as well as Council Policy No. 6.32 – Tenant Relocation Assistance Policy, and Council Policy No. 6.40 – Rental Protection Policy.		
Scope: The objective of the Manufactured Home Park Redevelopment Tenant Assistance Policy is to provide guidance about the City’s expectations for communication, compensation, and relocation assistance for residents displaced due to a redevelopment of the property that requires development approval. This policy guides landowners, applicants, the manufactured home park community, tenant relocation coordinators, non-profit service providers and City Staff as part of the application process.		

Measures outlined in this policy pertain to agreements involving Manufactured Homeowners, Eligible Manufactured Home Park Tenants and other accommodation arrangements (including shelter accommodations) on a Manufactured Home Park.

This Policy applies in conjunction with *Tenant Protection Bylaw No. 8106-2026*, Council Policy No. 6.32 – Tenant Relocation Assistance Policy, and Council Policy No. 6.40 – Rental Protection Policy, where relevant.

This policy will be triggered by a Land Development Application for the redevelopment of a subject property.

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).

Appraised Value means the value of a manufactured home as determined by a professional appraisal.

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.

City means the City of Maple Ridge.

Comparable Replacement Unit means a unit with the same number of bedrooms and/or floor space that is owned, rented or occupied by a Manufactured Homeowner and Eligible Manufactured Home Park Tenant on the date that a complete Land Development Application is received by the City.

Current Rent means the monthly rent excluding utilities, and including pad rental fees as applicable.

Development Permit means a development permit issued to an Owner pursuant to *Official Community Plan Bylaw No. 7060-2014*, as amended or replaced.

Director has the same meaning as in the Zoning Bylaw.

Eligible Manufactured Home Park Tenant means a tenant who occupies residential accommodation within a Manufactured Home Park under a valid tenancy agreement, including an agreement with an Owner or Manufactured Homeowner or Shelter Services Provider and its intermediaries, and who:

- a) occupies a manufactured home, RV, motel suite, or other residential accommodation located within the Manufactured Home Park; and
- b) has a tenancy agreement or a shelter arrangement in effect on the date a complete Land Development Application is received by the City.

Right of First Refusal Unit means a comparable replacement unit that is secured for returning tenants affected by the redevelopment of the Manufactured Home Park.

Right of First Refusal means a first opportunity to purchase a strata or fee simple unit or enter into a new Tenancy Agreement to rent a dwelling unit or a comparable replacement unit in the redeveloped property or in an alternative property subject to consensual agreement between the affected residents and the applicant/developer.

Manufactured Home has the same meaning as in the Zoning Bylaw.

Manufactured Homeowner means the people that own and reside in one manufactured home and holds the land lease contract with the property owner to rent the pad.

Land Development Application means a complete and accepted application for a Zoning Bylaw amendment, subdivision, Heritage Revitalization Agreement, Development Permit, Demolition Permit, or Building Permit in relation to a proposed Redevelopment.

Manufactured Home Park has the same meaning as in the Zoning Bylaw.

Owner has the same meaning as in the Tenant Protection Bylaw.

Redevelopment has the same meaning as in the Tenant Protection Bylaw.

Rental Unit means a rented accommodation within housing developments or manufactured home parks.

Replacement Housing means housing that has been irrevocably destroyed and is to be replaced in accordance with comparable number of bedrooms and size (floor area) in the proposed redevelopment.

Replacement Shelter Accommodation means shelter accommodation that have been irrevocably destroyed and are to be replaced through alternative arrangements secured and coordinated between tenant relocation coordinators and/or government agencies and/or shelter service providers and other possible intermediaries.

Shelter Agreement means an agreement, whether written or oral, express or implied between a landlord and a government agency or non-profit organization towards shelter accommodation paid through a shelter allowance.

Shelter Allowance: The portion of assistance rates issued for a person's place of residence (i.e., housing costs, including rent and utilities) as outlined in the prevailing Ministry of Social Development and Poverty Reduction's shelter allowance guidelines.

Shelter Services Provider: A government agency or non-profit organization that provides shelter services to secure accommodation for individuals on shelter assistance.

Tenancy Agreement means an agreement, whether written or oral, express or implied, between a landlord and a resident respecting possession of a space, rental unit or other shelter accommodation, for either periodic or fixed term tenancies as defined by the *Residential Tenancy Act* and/or the *Manufactured Home Park Tenancy Act*

Tenant Protection Bylaw means *Tenant Protection Bylaw No. 8106-2026, as amended or replaced.*

Tenant Relocation Coordinator has the same meaning as in the Tenant Protection Bylaw.

Zoning Bylaw means *Zoning Bylaw No. 7600-2019, as amended or replaced.*

Procedure:

Part 1: Application

1. All Land Development Applications that propose the Redevelopment of properties used as Manufactured Home Parks shall provide the measures set out in this Policy.

Part 2: Communication and Submissions

Tenant Relocation Coordinator

2. The Owner shall retain a Tenant Relocation Coordinator throughout the Land Development Application process to support the coordination and relocation of residents impacted by the redevelopment of the Manufactured Home Park and until three (3) months after the issuance of all Occupancy Permits for the new building(s).
3. The Owner shall replace the Tenant Relocation Coordinator where required by the Director due to a lack of qualification, a conflict of interest, or reasonable apprehension of bias.
4. The Tenant Relocation Coordinator shall provide the following services:

- a. Ensure compliance with the communication and submission requirements in Part 2 of this Policy and the compensation and protection measures in Part 3 of this Policy;
- b. Act as the primary point of contact for residents (including homeowners, tenants and shelter residents) in the Manufactured Home Park and provide written updates to them at least once every four (4) months on the progress of associated Land Development Applications and anticipated timelines;
- c. assist each Manufactured Homeowner and Eligible Manufactured Home Park Tenant with navigating the relocation process, including assisting them in securing alternative accommodation; and
- d. maintain complete and accurate records of all communication with all Manufactured Homeowners and Eligible Manufactured Home Park Tenants.

Tenant Protection Plan

- 5. The Owner shall submit a Tenant Protection Plan to the City for review as part of an application for a Land Development Application, including a Tenant Protection Development Permit (if applicable) and shall submit any revisions as required by the Director.
- 6. The Tenant Protection Plan shall include the following information:
 - a. a professional appraisal of the site's housing stock and its feasibility for relocation to a new site;
 - b. a description of all associated Land Development Applications and anticipated timelines;
 - c. a description of the tenant protection measures required under this Policy, the Tenant Protection Bylaw (if applicable), the *Residential Tenancy Act* (if applicable) and the *Manufactured Home Park Tenancy Act*, as well as Council Policy No. 6.32 – Tenant Relocation Assistance Policy and Council Policy No. 6.40 – Rental Protection Policy and how they will be implemented;
 - d. a confidential tenant inventory identifying each Manufactured Home Owner and Eligible Manufactured Home Park Tenant, including the tenant's name, contact information, unit number, unit type (one bedroom, two-bedroom, etc.), approximate unit size, length of occupancy, rent, utilities included in rent, and any deposits or fees paid (e.g., security deposit, pet damage deposit);
 - e. a confidential tenant inventory identifying each individual on shelter assistance for which shelter allowance has been received including the tenant's name, contact information, unit number, unit type (one bedroom, two-bedroom, etc.), approximate unit size, length of occupancy, rent, utilities included in rent, and any deposits or fees paid (e.g., security deposit, pet damage deposit); and
 - f. any additional information required by the Director to assess compliance with the provisions of this Policy.

Tenant Protection Information Package

7. The Owner shall send a Tenant Protection Information Package to each Manufactured Homeowner and Eligible Manufactured Home Park Tenant via registered mail within four (4) weeks of submitting a Land Development Application to the City, or within a period agreed to in writing by the Director.
8. The Tenant Protection Information Package shall include the following information:
 - a. a description of all associated Land Development Applications and anticipated timelines;
 - b. a description of the tenant protection measures required under this Policy, the City's Tenant Protection Bylaw (if applicable), and the *Residential Tenancy Act* as well as Council Policy No. 6.32 – Tenant Relocation Assistance Policy and Council Policy No. 6.40 – Rental Protection Policy and how they will be implemented;
 - c. contact information for the Tenant Relocation Coordinator and the City; and
 - d. an invitation to a Tenant Protection Information Meeting.

Tenant Protection Information Meeting

9. The Owner shall ensure that the Tenant Relocation Coordinator hosts and facilitates a Tenant Protection Information Meeting within eight (8) weeks of submitting a Land Development Application to the City, or within a period agreed to in writing by the Director.
10. The Tenant Protection Information Meeting shall include the following information made available to attendees:
 - a. an overview of the Tenant Protection Information Package;
 - b. sign-in sheets; and
 - c. comment-sheets.
11. A Tenant Protection Information Meeting shall not be combined with a Development Information Meeting required by Council Policy 6.20, as amended or replaced.

Tenant Protection Information Meeting Summary Report

12. The Owner shall submit a Tenant Protection Information Meeting Summary Report to the City within one (1) week of the Tenant Protection Information Meeting, or within a period agreed to in writing by the Director.
13. The Tenant Protection Information Meeting Summary Report shall include the following information:
 - a. summary notes or minutes from the meeting;
 - b. an analysis of the comment sheets;

- c. a description of how identified issues and concerns are intended to be addressed;
- d. copies of all sign-in sheets; and
- e. copies of all comment sheets.

Tenant Protection Agreement

- 14. The Owner shall submit an executed Tenant Protection Agreement to the City, to the satisfaction of the Director, prior to the approval of a Development Permit.
- 15. The Tenant Protection Agreement shall include the items set out in the final Tenant Protection Plan.

Tenant Protection Compensation Report

- 16. The Owner shall submit a Tenant Protection Compensation Report to the City prior to the issuance of a Demolition Permit.
- 17. The Tenant Protection Compensation Report shall include the following information, without limitation:
 - a. records of communication with each Manufactured Homeowner and Eligible Manufactured Home Park Tenant respecting financial compensation and moving assistance;
 - b. details of all financial compensation offered, accepted, or declined by each Manufactured Homeowner and Eligible Manufactured Home Park Tenant, including the amount, payment method, and dates;
 - c. details of all moving assistance offered, accepted, or declined by each Manufactured Homeowner and Eligible Manufactured Home Park Tenant, including the type of moving assistance, payment method if applicable, and dates; and
 - d. details of all other compensation offered towards the support and relocation of residents in alternative accommodations.

Tenant Protection Right of First Refusal Report

- 18. If the Owner is required to provide a Right of First Refusal under the provisions of this Policy, the Owner shall submit a Tenant Protection Right of First Refusal Report to the City at least 30 days prior to the issuance of a Provisional Occupancy Permit or Occupancy Permit and shall submit any revisions as required by the Director.
- 19. The Tenant Protection Right of First Refusal Report shall include the following information:
 - a. records of communication with each Manufactured Homeowner and Eligible Manufactured Home Park Tenant respecting right of first refusal and moving assistance;

- b. details of all Right of First Refusal offered, including unit type, rent, and dates, whether the Right of First Refusal has been accepted or declined by each Manufactured Homeowner and Eligible Manufactured Home Park Tenant;
- c. details of all moving assistance offered, accepted, or declined by each Manufactured Homeowner and Eligible Manufactured Home Park Tenant, including the type of moving assistance, payment method if applicable, and dates; and
- d. details of all other efforts towards securing alternative accommodation and supportive services for residents in other accommodation situations affected by the redevelopment of the Manufactured Home Park.

Notification Requirements:

- 20. The Owner shall register on title a restrictive covenant requiring the owner of the land parcel to:
 - a. Provide all tenants and residents a notice via personal service of the intended change of use (e.g. 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 12 months prior to the change of use;
 - b. Provide the City with a statutory declaration eight (8) months from date of the notice to all tenants referenced in (a) above that all tenants were served with notice of intended change of use; and
 - c. Stipulate that upon completion of (b) above and any additional requirements set out by this Policy and/or approved by Council, the City may proceed to issue the necessary permits and approvals required by law for the change of use.
- 21. 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.

Part 3: Compensation and Protection Measures

[Note: This section applies in conjunction with the City's Tenant Protection Bylaw No. 8106-2026 and Council Policy No. 6.40 – Rental Protection Policy, as applicable.]

Benefit Limitation

- 22. The compensation and protection measures in this Policy are provided on a per dwelling-unit basis regardless of the number of Manufactured Homeowners of a Manufactured Home or the number of Eligible Manufactured Home Park Tenants in an Eligible Unit.

Financial Compensation

23. The Owner shall assume the cost and responsibility for the disposal of all Manufactured Home structures considered to be at the end of their useful life, or where the Manufactured Home cannot and/or would not be re-located.
24. The Owner shall provide each Manufactured Homeowner with financial compensation based on the length of continuous occupancy in the building subject to Redevelopment, as follows:
 - a. 0 to 5 years = an amount equal to three (3) months of the Current Rent;
 - b. 6 to 10 years = an amount equal to four (4) months of the Current Rent;
 - c. 11 to 15 years = an amount equal to six (6) months of the Current Rent; or
 - d. 16 or more years = an amount equal to ten (10) months of the Current Rent.
25. The Owner shall provide each Eligible Manufactured Home Park Tenant with financial compensation based on the length of continuous occupancy in the building subject to Redevelopment, as follows:
 - a. 0 to 5 years = an amount equal to three (3) months of the Current Rent;
 - b. 6 to 10 years = an amount equal to four (4) months of the Current Rent;
 - c. 11 to 15 years = an amount equal to six (6) months of the Current Rent; or
 - d. 16 or more years = an amount equal to ten (10) months of the Current Rent.
26. The Owner shall determine the form of financial compensation, and it may consist of free rent, a lump-sum payment, or a combination of both.
27. The Owner shall provide the financial compensation required under this Policy prior to Manufactured Homeowners and Eligible Manufactured Home Park Tenants vacating their units or shelter accommodation.

Moving Assistance

28. The Owner shall provide each Manufactured Homeowner who chooses to relocate their Manufactured Home with moving assistance for the relocation of the Manufactured Home by paying and providing for an insured moving company to relocate the Manufactured Home to a new Manufactured Home Park in British Columbia. For relocation outside of British Columbia, the Tenant Relocation Coordinator will negotiate flat fee compensation equivalent to relocation within British Columbia.
29. In the circumstances where the Manufactured Homeowner does not wish to relocate their Manufactured Home, the Owner shall provide a compensation payment to the Manufactured Homeowner equivalent to the professionally Appraised Value, Assessed Value, or \$20,000.00, whichever is greater.

30. The Owner shall provide each Manufactured Homeowner and Eligible Manufactured Home Park Tenant with moving assistance for relocation from the Manufactured Home Park subject to Redevelopment, with the form of assistance to be selected at the discretion of each Manufactured Homeowner and Eligible Manufactured Home Park Tenant, as follows:
- a. the Owner shall provide an insured moving company for a single move within the Metro Vancouver region; or
 - b. the Owner shall provide flat-rate compensation based on the unit type occupied by the Manufactured Homeowner and Eligible Home Park Tenant on the date that a complete Land Development Application is received by the City:
 - i. Studio or one-bedroom unit = \$1,200.00;
 - ii. Two-bedroom unit = \$1,500.00; or
 - iii. Three-bedroom unit or larger = \$1,700.00.
31. If the Owner is required to provide a Right of First Refusal under this Policy, the Owner shall provide each Manufactured Homeowner who accepts a Right of First Refusal Unit with moving assistance for relocation to return to the dwelling unit in the new building or development, with the form of assistance to be selected from the options outlined in Clause 30 of this Policy at the discretion of each Manufactured Homeowner.
32. If the Owner is required to provide a Right of First Refusal under this Policy, the Owner shall provide each Eligible Manufactured Home Park Tenant who accepts a Right of First Refusal Unit with moving assistance for relocation to return to the dwelling unit in the new building or development, with the form of assistance to be selected from the options outlined in Clause 30 of this Policy at the discretion of each Eligible Manufactured Home Park Tenant.
33. The Owner shall provide the moving assistance required by this Policy to a Manufactured Homeowner and Eligible Manufactured Home Park Tenant prior to them vacating their residential accommodation.

Right of First Refusal

34. The Owner shall provide:
- a. Manufactured Homeowners the opportunity to put a down payment / purchase a strata or fee simple unit, should the redevelopment include strata or fee simple units at an affordable below-market purchase rate, on the redeveloped property or on an alternative property subject to consensual agreement between the affected resident and the applicant/developer;
 - b. Manufactured Homeowners the Right of First Refusal to rent a comparable replacement unit on the redeveloped property or on an alternative property subject

to consensual agreement between the affected resident and the applicant/developer; and

- c. Eligible Manufactured Home Park Tenants the Right of First Refusal to rent a comparable replacement unit on the redeveloped property or on an alternative property subject to consensual agreement between the affected resident and the applicant/developer.

35. Tenants eligible for a Right of First Refusal Unit would return to rental rates at the Current Rent or at rents no greater than 20% below the CMHC median rent for the type of unit in Maple Ridge, whichever is higher, where:

- a. Rates are to be secured through a housing agreement and/or zone amending bylaw; and
- b. Apply to agreements where the returning tenant selects to return to a non-comparable replacement unit, if desired.

36. The Right of First Refusal shall be provided to Manufactured Homeowners and Eligible Manufactured Home Park Tenants in descending order of seniority based on the length of continuous occupancy in the building subject to Redevelopment, calculated from each tenant's original move-in date.

37. The Owner shall provide written notice to all Manufactured Homeowners and Eligible Manufactured Home Park Tenants to collect expressions of interest in a Right of First Refusal and advise them of the Owner's anticipated date for the issuance of an Occupancy Permit, as requested by the Director.

38. At least 90 days prior to the anticipated issuance of a Provisional Occupancy Permit or Occupancy Permit, the Owner shall contact tenants who expressed interest in a Right of First Refusal and provide a Right of First Refusal as per the seniority identified above, with the following information:

- a. a Tenancy Agreement for a rental unit in a new building on the parcel of land;
- b. details of their rental unit type, location within the residential property, rent, and anticipated availability date; and
- c. notification that they have no less than 45 days from the date the notice is provided to accept the rental unit in writing and that failing to do so will result in the Right of First Refusal being considered declined.

Replacement Housing

39. Owners are to provide replacement housing as outlined in the prevailing Council Policy 6.40 – Rental Protection Policy.

Part 4: Special Case Provisions

40. Where redevelopment leads to the irrevocable destruction of shelter accommodation, the Owners / applicants are to provide replacement shelter accommodation and supportive services through alternative arrangements secured and coordinated between tenant relocation coordinators and/or government agencies and/or shelter service providers and/or other possible intermediaries.
41. Compensations for shelter accommodations affected by the redevelopment of the Manufactured Home Park shall be payable and computed based on the number of residents receiving shelter assistance and their duration of residence, and any other allowances received by the landlord towards providing alternative shelter services, moving and relocation costs and supportive services for impacted residents.
42. Compensations for shelter accommodations shall be negotiated on a site-specific basis towards fair compensations for the affected parties and/or individuals, as deemed appropriate, who are affected by the redevelopment of the Manufactured Home Park.
43. Alternative shelter arrangements and compensations are to be negotiated on a site-specific basis in coordination with Provincial government agencies, the City, non-profit shelter service providers, non-profit support service and outreach providers, the Tenant Relocation Coordinator and other relevant community service partners and allied health agencies.

Administration:

This Policy is administered and monitored by the Planning and Building Department. This Policy will be reviewed periodically to ensure its effectiveness and relevance with legislation and evolving best practices.

(Administration Only)	Signature	Date Signed
Resolution No.: R/2026-CM-237		