



EXPLANATORY MEMO

20785 Fraser Highway Tenant Relocation Plan and Assistance Information

Land Use Contract No. 03-73 Discharge Bylaw No. 3197 Development Permit 12-21

New Official Community Plan (OCP) Policy for Tenant Relocation and Assistance

The new OCP Bylaw No. 3200, which received third reading on July 26, 2021, includes Policy 1.18 'Tenant Relocation Plans'. This Policy requires development permit applications, that involve the redevelopment of existing purpose built rental housing buildings and the permanent relocation of the tenants in these existing rental buildings, to provide a Tenant Relocation Plan.

An application (LUC Discharge Bylaw No. 3197 and DP 12-21) has been submitted to redevelop an existing rental building at 20785 Fraser Highway, and the applicant has elected to undertake a Tenant Relocation Plan, according to OCP Policy 1.18, for the existing rental unit tenants on this property, in advance of the adoption of the new OCP (adoption of the new OCP is anticipated to occur in November 2021).

Staff also note that while the new OCP requires the use of a Tenant Relocation Plan in cases where existing purpose-built rental buildings are being proposed for redevelopment, the applicant is required by Provincial law, through the *Residential Tenancy Act* (RTA) to provide affected tenants a minimum of 4 months advance notice of end of tenancy, along with compensation, when a demolition permit is obtained by the applicant, which typically occurs following the approval of a Development Permit application by Council.

Based on OCP Policy 1.18, a Tenant Relocation Plan must include these components:

1. Early communication with tenants;
2. Designating a relocation coordinator;
3. Financial compensation provided based on length of tenancy and Residential Tenancy Act;
4. Arrangement, at the choice of the applicant, for an insured moving company or a flat rate payout for moving expenses;
5. Assistance finding new accommodations and relocation;
6. Existing tenants shall be provided Right of First Refusal to move back into the new building or at the new non-market rents in circumstances when the replacement unit is social housing.

20785 Fraser Highway Development Application

The applicant is following the 6 components in Policy 1.18, including providing early notice of the development application to affected tenants, facilitating ongoing communication through tenant meetings, designating a relocation coordinator, and developing a tenant assistance package (see attachments). The applicant can also provide additional information regarding their Tenant Relocation Plan, its status and components at the Public Hearing for the Land Use Contract (No. 03-73) Discharge Bylaw No. 3197.

The applicant intends to provide end of tenancy notice to tenants, as required by the RTA, following receipt of a conditional demolition permit, which in turn requires Council adoption of the Land Use Contract (No. 03-73) Discharge Bylaw No. 3197 and approval of the Development Permit DP 12-21. Once the tenancies have expired and relocation of tenants has been finalized and the existing building is vacant, the applicant can proceed with the required service connection dis-connections and demolition of the building. Actual redevelopment of the property can then commence when a Building Permit is issued to the applicant.

As outlined in the attached Tenant Relocation Plan, the applicant is also required to submit a Final Tenant Relocation Report to City staff prior to dis-connection of services for the property. The Final Tenant Relocation Report shall provide details for each displaced tenant on the following:

- An update to the outcome on the relocation of displaced tenants, including evidence that tenants have been satisfactorily assisted by Whitetail Homes Ltd. in locating alternate accommodations; and
- The amount of compensation given to each tenant including monetary compensation, free rent, cost of moving, and any additional assistance or services that were provided to the tenants.

The applicant's Tenant Relocation Plan, Tenant Assistance Package and Notice of Application letters and other correspondence between the applicant and tenants of 20785 Fraser Highway are attached for Council's information. The applicant has also set up an information website: <https://whitetailhomes.ca/tenant-relocation/>

Attachments:

1. Application Notice to Tenants (September 21, 2021) and Tenant Relocation Plan
2. Tenant Assistance Package
3. Update to Residential Tenants October 18, 2021
4. Tenant Information Meeting Notice October 25, 2021
5. Tenant Information Meeting Notice November 2, 2021