



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



September 21, 2021

To: All Residential Tenants Residing at 20785 Fraser Highway:

Whitetail Homes Ltd. recently purchased the property where you are a tenant. The reason why we are writing you today is to inform you that we have submitted a redevelopment application to the City of Langley Development Services Department (City Hall), for the purpose of demolishing the existing building and redeveloping the property. Our redevelopment proposal consists of an Official Community Plan (OCP) Amendment Bylaw application, a Land Use Contract Discharge Bylaw application and a Development Permit application.

If this development proposal is approved by Langley City Council, the new development will be a mixed -use project consisting of a 6 storey, 200 suite condominium, and 8,000 square feet of ground-level commercial space commencing construction in the summer of 2022.

We will be mailing you updates in the upcoming weeks and months to ensure you are kept well informed on the status of our application, the timing of this development application being presented to Council and the Public Hearing on this application, and the impact it will have on your residency.

According to the new City of Langley Official Community Plan (OCP) Bylaw 2021, No. 3200, which is planned to take effect in November 2021, the City of Langley requires developers to undertake the following when proposing to redevelop an existing rental building:

1.18. Tenant Relocation Plans

Require development permits for redevelopment or major renovations resulting in permanent relocation of tenants in existing residential rental units to provide a Tenant Relocation Plan. At a minimum, and along with Council Policy regarding tenant relocation, the Tenant Relocation Plan must include the following components:

1.18.1. Early communication with tenants;

1.18.2. Designating a relocation coordinator;

1.18.3. Financial compensation provided based on length of tenancy and Residential Tenancy Act;

1.18.4. Arrangement, at the choice of the applicant, for an insured moving company or a flat rate payout for moving expenses;

1.18.5. Assistance finding new accommodations and relocation; and,

1.18.6. 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.

In closing, Whitetail Homes Ltd. will be providing relocation assistance for tenants as required by the new OCP and the Provincial Residential Tenancy Act, and is committed to providing enhanced communication with you regarding this redevelopment proposal. Whitetail Homes Ltd. has

designated Gerald Minchuk, Manager of Development, for Whitetail Homes as our designated relocation coordinator. Mr. Minchuk can be contacted by telephone at: **778-957-2254** or email at: **gerald@whitetailhomes.ca** during regular business hours if you have any questions or require assistance. You could also visit our website at www.whitetailhomes.ca for additional information.

Sincerely,

Luc Gosselin, CEO, Whitetail Homes Ltd.



Whitetail Homes Ltd. Proposed Residential Tenant Relocation Plan

The following Tenant Relocation Plan is part of Whitetail Homes Ltd. development application submission to assist tenants with finding alternative accommodations, and to demonstrate our commitment to providing enhanced communication and support beyond the minimum requirements of the *Residential Tenancy Act*.

Occupancy Report:

Documentation on the existing rental building is provided to the City that includes the following of information:

- Number of units (occupied/not occupied);
- Unit types and sizes;
- Rental rates for each unit;
- Vacancy rate for the past year (2020);
- Type of tenancy (lease, month to month);
- Length of tenancy for each unit; and
- Demographic profiles (mobility/accessibility issues, seniors, etc.)

The documentation of existing tenancies in the Occupancy Report determines tenant eligibility for assistance. Tenancies active when the Occupancy Report is accepted by the City are eligible for some compensation, and relocation/moving assistance. Tenants that move in after the date of the Eviction Notice, when the demolition permit is approved, do not qualify for assistance or compensation.

Vulnerable Tenants:

Whitetail Homes Ltd. is committed to providing additional support for vulnerable tenants (persons with disabilities, seniors, mental health issues). This will be assessed on an individual basis as part of the Occupancy Report.

Tenant Communication Strategy:

The following Tenant Communication Strategy outlines how Whitetail Homes Ltd. are proactively engaged in notifying tenants of the development application process and timeline, opportunities for input, where to direct enquires, and any applicable tenant resources.

Whitetail Homes Ltd. will advise tenants when we have officially submitted our development applications to the City of Langley to Amend the Official Community Plan, Discharge a Land Use Contract, apply for a Development Permit, and Demolition Permit. Affected tenants will be informed in a timely manner throughout the development application process and formal notice shall be provided as follows:

a. **Notice of Application Submission:**

Notice of a development application submission shall be given to existing tenants within 31 days of application receipt by the City of Langley. The Notice shall include a copy of the Tenant Relocation Plan and the applicable sections of the Residential Tenancy Act. All new tenancies beginning after the application submission must also be provided with a copy of the Tenant Relocation Plan and made aware of the development application.

Timely process updates shall be provided to the tenants by Whitetail Homes Ltd., including notice of applicable Council meetings, Public Hearing and methods for providing input to City staff and Council.

b. **Formal Notice:**

A minimum of four months formal notice shall be given to residents upon issuance of a Demolition Permit.

Tenant Relocation Coordinator:

Whitetail Homes Ltd. has appointed a dedicated Tenant Relocation Coordinator (Gerald Minchuk) as part of the Tenant Relocation Plan to facilitate direct communication with tenants and provide ongoing support and assistance on securing suitable replacement accommodations in accordance with the provisions outlined in the Tenant Relocation Plan. The coordinator will be funded by Whitetail Homes Ltd. and have regular hours and contact information for when he will be available to tenants.

Compensation:

- a. Financial Compensation shall be provided based on length of tenancy and can be in the form of free rent, lump sum payment, or combination of the two. Compensation is to be paid out no later than termination of tenancy:

Length of Tenancy	Compensation Provided
Up to 10 years tenancy:	4 months notice plus 1 month free rent (or one month cash compensation equivalent), plus 1 additional month payment or equivalent rent amount.
Over 10 years tenancy:	4 months notice plus 1 month free rent (or one month cash compensation equivalent), plus 2 additional months payment or equivalent rent amount.

Moving Expenses:

- b. Whitetail Homes Ltd. shall pay up to \$500.00 for a studio or one-bedroom unit and up to \$750.00 for a two-bedroom unit for an insured moving company to relocate existing tenants into new accommodation, or provide an equivalent flat rate payout.

Relocation Assistance:

Whitetail Homes Ltd. shall provide assistance in finding alternative accommodations for displaced tenants as follows:

- c. Assistance in identifying a minimum of two comparable alternate accommodations which must be located in the City of Langley and/or Township of Langley, and/or City of Surrey, and one of which must be a purpose- built rental unit;
- d. Maximum rents for alternate accommodations must not exceed the CMHC rent average for the area; and
- e. Alternate accommodation options must meet the needs of the tenant (e.g., accessible units, pet friendly, etc.)

First Right of Refusal:

Whitetail Homes Ltd. are proposing a mixed-use strata titled development project on the subject property, and will provide all displaced tenants with a special pre-sale discount of \$20,000 to qualified buyers purchasing a new unit in this development, or another Whitetail Homes development project.

Tenant Assistance Package:

Whitetail Homes Ltd. shall provide The Tenant Assistance Package designed for use by tenants to clearly communicate our commitment to actively engaging tenants in the development process as outlined in the Tenant Relocation Plan. The Tenant Assistance Plan shall be submitted as part of the development application submission package for staff review and shall be distributed to tenants two weeks after receiving staff approval.

The Tenant Assistance Package shall include the following:

- Timeline and overview of the development application process;
- A commitment by Whitetail Homes to provide advanced notifications and updates to tenants on upcoming Public Information Meetings, Council Meetings, Public Hearing relating to the application;
- Contact information of the dedicated Tenant Relocation Coordinator;
- Methods for advising City staff and Council of concerns;
- Financial compensation provided by Whitetail Homes Ltd., including First Right of Refusal;
- Method of requesting additional support by vulnerable tenants;
- Current copy of the British Columbia Residential Tenancy Act;
- A copy of the City of Langley's Tenant Relocation Policy in the Official Community Plan;
- Copies of applicable Tenant Resources (BC Tenant Resource and Advisory Centre-TRAC, etc.)

Whitetail Homes Ltd. shall provide copies of all written correspondence and confirmation that the Tenant Assistance Package has been provided to tenants, and City staff, prior to staff bringing forward a report to Council for consideration of the development application.

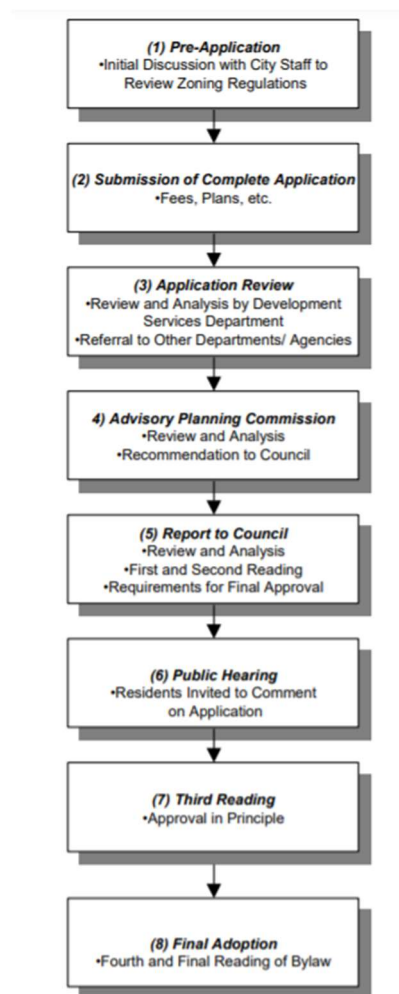
Final Tenant Relocation Report:

The Final Tenant Relocation Report shall be submitted 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;
- 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.

Tenant Assistance Package

City of Langley Development Application Process and Anticipated Timeline (subject to change)



- Public Information Meeting - October 12, 2021
- Advisory Design Panel - November 10, 2021
- First and Second Reading - November 22, 2021
- Public Hearing – December 6, 2021
- Third Reading – December 13, 2021
- Bylaw Adoption/D.P. Approval – Subject to Executed Development Servicing Agreement

Whitetail Homes is committed to provide advance notifications and updates to tenants on upcoming Public Information Meetings, Council Meetings, Public Hearing relating to the application as follows:

- Letter of Introduction to Residential Tenants – October 18, 2021, including;
- Copy of Residential Tenant Relocation Plan, City of Langley OCP Policy regarding Tenant Relocation Plan components.
- Public Information Meeting Notice – Oct. 12, 2021
- Residential Tenant Update – Oct. 18, 2021 including dates (subject to change) when Langley City Council will consider our development proposal; and list of

Subsidized Housing Buildings/Units within the City of Langley.

- Public Information Meeting Notice – Oct. 25, 2021; including Occupancy Report and Tenant Assistance Package.
- Whitetail Homes has also created a website <https://whitetailhomes.ca/tenant-relocation> to further enhance communication with both residential and commercial tenants, including methods of contacting staff and City Council of concerns.

Contact information for Tenant Relocation
Coordinator: Gerald Minchuk, Development
Manager, Whitetail Homes Ltd.- telephone at 778-
957-2254 or email at gerald@whitetailhomes.ca

Financial Compensation provided by Whitetail Homes Ltd. Based upon length of tenancy as follows:

- Up to 10 years tenancy: 4 months notice (as per RTA) plus 1 month free rent (or one month cash equivalent rent payment) plus 1 additional month rent payment or equivalent rent amount;

- Over 10 years tenancy: 4 months notice (as per RTA) plus 1 month free rent (or one month cash equivalent rent payment) plus 2 additional months payment or equivalent rent amount.

Moving Expenses: Whitetail Homes Ltd. shall pay up to \$500.00 for a one-bedroom unit and up to \$750.00 for a two-bedroom unit for an insured moving company to relocate existing tenants into alternative accommodation, or provide an equivalent flat rate payment.

First Right of Refusal: Whitetail Homes Ltd. are proposing a mixed-use strata titled development project on the subject property, and will provide all displaced tenants with a special pre-sale discount of \$20,000 to qualified buyers purchasing a new unit in this development, or another Whitetail Homes development project.

Vulnerable Tenants: Whitetail Homes Ltd. is committed to providing additional support for vulnerable tenants (persons with disabilities, seniors, mental health issues). This will be assessed on an individual basis as part of the Occupancy Report.

City of Langley's Tenant Relocation Policy in the DRAFT new Official Community Plan:

1.18 Tenant Relocation Plans

Require development permits for redevelopment or major renovations resulting in permanent relocation of tenants in existing residential rental units to provide a Tenant Relocation Plan. At a minimum, and along with Council Policy regarding tenant relocation, the Tenant Relocation Plan must include the following components:

1.18.1 Early communication with tenants;

1.18.2 Designated Relocation Coordinator;

1.18.3 Financial Compensation provided based on length of tenancy and Residential Tenancy Act;

1.18.4 Arrangement, at the choice of the applicant, for insured moving company or a flat rate payout for moving expenses;

1.18.5 Assistance finding new accommodation and relocation; and

1.18.6 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.

Links to applicable Tenant Resources:

Copy of Residential Tenancy Act:

<https://www.bclaws.gov.bc.ca>

Landlord Notice to End Tenancy:

<https://www2.gov.bc.ca>

Tenant Resource and Advisory Centre (TRAC):

<https://tenants.bc.ca>



October 18, 2021

To: All Residential Tenants Residing at 20785 Fraser Highway:

As you are aware from our letter hand delivered to you dated September 21, 2021, Whitetail Homes Ltd. recently purchased the property where you are a tenant. The reason why we are writing you today, is to inform you that we received the following dates from Langley City Hall when Langley City Council will consider our development proposal:

First and Second Reading: November 22, 2021

Public Hearing: December 6, 2021

Third Reading Consideration: December 13, 2021

Our redevelopment proposal consists of an Official Community Plan (OCP) Amendment Bylaw application, a Land Use Contract Discharge Bylaw application, and a Development Permit application. If this development proposal is approved by Langley City Council, the new development will be a mixed-use project consisting of a 6 storey, 200 suite condominium, and 16,108 square feet of ground-level commercial space commencing construction in the summer of 2022.

In addition, the City of Langley Development Services Department provided the following information on Subsidized Housing Units within the City of Langley (also on our website).

Name	House	Street	Units	Tenure	Type	Operator
Fraser Gardens	20750	Fraser Highway	20	Rental	Family	YWCA
Centennial Manor	20645	Eastleigh Crescent	36	Rental	Seniors & Family	Langley Ukrainian Centennial Housing Society
Arbour Creek Estates	5756	200 Street	33	Rental	Family	BC Housing
Kinsmen Gardens Estates	5537	209 Street	62	Rental	Family	BC Housing
Innes Park	20257	53A Avenue	34	Rental	Family	BC Housing
Evergreen Timbers - Langley Lions	5464	203 Street	58	Rental	Seniors	Langley Lions Senior Citizens Housing Society
Alder - Langley Lions	5470	203 Street	68	Rental	Seniors	Langley Lions Senior Citizens Housing Society
Cedar - Langley Lions	5450	203 Street	98	Rental	Seniors	Langley Lions Senior Citizens Housing Society
Dogwood - Langley Lions	20355	54 Avenue	95	Rental	Seniors	Langley Lions Senior Citizens Housing Society
Elm - Langley Lions	20385	54 Avenue	104	Rental	Seniors	Langley Lions Senior Citizens Housing Society
Fir - Langley Lions	5421	204 Street	95	Rental	Seniors	Langley Lions Senior Citizens Housing Society
Birch - Langley Lions	5470	203 Street	101	Rental	Seniors	Langley Lions Senior Citizens Housing Society
Manoah Manor	20265	54A Avenue	38	Rental	Seniors	Canadian Reformed Senior Citizens Home Society
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In closing, Whitetail Homes Ltd. is committed to providing enhanced communication with you regarding this redevelopment proposal and will be mailing you updates in the upcoming months to ensure you are kept well informed on the status of our application. Whitetail Homes Ltd. has designated Gerald Minchuk, Manager of Development for Whitetail Homes Ltd., as our designated relocation coordinator. Mr. Minchuk can be contacted during regular business hours by telephone at: **778-957-2254** or email at: gerald@whitetailhomes.ca if you have any questions or require assistance.

Please visit our website at www.whitetailhomes.ca for additional information.

Sincerely,

Luc Gosselin, CEO
Whitetail Homes Ltd.



October 25, 2021

Centerville Apartments Tenant Information Meeting Notice

You are invited to a **Centerville Apartments Residential Tenant Information Meeting** conveniently located on site.

Location: Poseidon Restaurant -20795 Fraser Highway (Upstairs Banquet Room)

Date: Tuesday, October 26, 2021

Time: 7:00 pm

(Coffee and Cookies Provided)

A brief presentation will be made by Gerald Minchuk, Development Manager, Whitetail Homes Ltd. & Designated Relocation Coordinator to discuss the Development Process/ Status of our Application, Tenant Relocation Plan/Financial Compensation, Relocation Assistance and to answer questions that you may have to avoid any misinformation or misunderstanding.

In addition, please complete the Occupancy Report located on the second page of this notice as it relates to you as a tenant within Centerville Apartments. The information of existing tenancies in the Occupancy Report determines tenant eligibility for assistance and will assist us with your relocation needs. Gerald Minchuk will receive your Occupancy Report from you at the meeting.

We require all Centerville Apartment tenants to complete their Occupancy Report.

Also enclosed is a copy of the Tenant Assistance Package, designed for use by tenants to clearly communicate our commitment to actively engage tenants in the development process as outlined in the Tenant Relocation Plan.

If you cannot attend this important meeting, please contact Gerald Minchuk, Manager of Development, for Whitetail Homes as our designated relocation coordinator. Mr. Minchuk can be contacted by telephone at: **778-957-2254** or email at: **gerald@whitetailhomes.ca** during regular business hours if you have any questions or require assistance.

Sincerely,

Luc Gosselin, CEO, Whitetail Homes Ltd.



November 2, 2021

Centerville Apartments Tenant Information Meeting Notice

You are invited to a **Centerville Apartments Residential Tenant Information Meeting** conveniently located on site.

Location: Poseidon Restaurant -20795 Fraser Highway (Main Floor)

Date: Tuesday, November 9, 2021

Time: 7:00 pm

(Coffee and Cookies Provided)

A brief presentation will be made by Gerald Minchuk, Development Manager, Whitetail Homes Ltd. & Designated Relocation Coordinator to discuss the Development Process/ Status of our Application, Tenant Relocation Plan/Financial Compensation, Relocation Assistance and to answer questions that you may have to avoid any misinformation or misunderstanding.

If you cannot attend this important meeting, and would like an answer to a question, please contact Gerald Minchuk, Manager of Development, for Whitetail Homes as our designated relocation coordinator. Mr. Minchuk can be contacted by telephone at: **778-957-2254** or email at: **gerald@whitetailhomes.ca** during regular business hours if you have any questions or require assistance.

Sincerely,

Luc Gosselin, CEO, Whitetail Homes Ltd.