



EXPLANATORY MEMO

5360 204 Street Tenant Relocation Plan and Assistance Information

Development Permit 03-22 Zoning Bylaw Amendment Bylaw No. 3237 Land Use Contract Discharge Bylaw No. 3238

Policy: Official Community Plan (OCP) Bylaw & Tenant Relocation Plans Policy

Official Community Plan Bylaw No. 3200 includes a “Tenant Relocation Plans” Policy (1.18) which requires development applications involving the redevelopment of existing purpose-built rental housing buildings and the relocation of the tenants in these existing rental buildings to provide a Tenant Relocation Plan.

Council Policy CO-81 (Tenant Relocation Plans) builds on this OCP policy to provide further detail to the required Tenant Relocation Plan as well as the broader procedural obligations the applicant has to the tenants. These requirements include the following:

- Early and ongoing information being provided to tenants regarding the application process and their rights under the Tenant Relocation Plan and the Provincial *Residential Tenancy Act*;
- The designation of an independent third-party Tenant Relocation Coordinator to liaise with tenants;
- Specific financial compensation amounts based on length of tenancy, including additional compensation for moving expenses;
- Assistance with finding new accommodations;
- The offering of first right of refusal to return to the new building once complete; and
- Additional supports for vulnerable tenants.

An application (Development Permit 03-22, Zoning Bylaw Amendment No. 3237, and Land Use Contract Discharge Bylaw No. 3238) has been submitted to redevelop an existing rental building at 5360 204 Street. The applicant has developed a Tenant Relocation Plan, according to OCP Policy 1.18 and Council Policy CO-81, for the existing rental unit tenants on this property.

Staff also note that, in addition to City policies, 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 occurs following the approval of a Development Permit application by Council.

5360 204 Street Development Application

The applicant has been implementing their Tenant Relocation Plan, including by providing early notice of the development application to affected tenants, designating a Tenant Relocation Coordinator, maintaining ongoing communication through tenant meetings and availability of the Tenant Relocation Coordinator, and developing a Tenant Assistance Package (see attachments). The applicant will provide additional information regarding their Tenant Relocation Plan, its status, and its components at the Public Hearings for Zoning Bylaw Amendment Bylaw No. 3237 and Land Use Contract Discharge Bylaw No. 3238.

The applicant intends to provide end of tenancy notices to tenants, as required by the *RTA*, following receipt of a conditional Demolition Permit, which in turn requires Council adoption of Development Permit 03-22, Zoning Bylaw Amendment Bylaw No. 3237, and Land Use Contract Discharge Bylaw No. 3238. Once the tenancies have expired, relocation of tenants has been finalized, the existing building is vacant, and a Final Tenant Relocation Report has been submitted to City staff, the applicant can proceed with the required service disconnections and demolition of the building. Actual construction on the property could then begin after a Building Permit is issued to the applicant.

The Final Tenant Relocation Report to staff is required to provide details for each displaced tenant on the following:

- Relocation outcome, including where the tenant has been housed and evidence that they have been satisfactorily assisted in locating new accommodations; and
- The amount of compensation given to each tenant including monetary compensation, free rent, moving expenses, and any other additional assistance and services that may have been provided.

The applicant's Tenant Relocation Plan, Tenant Assistance Package, Notice of Application letter, and other correspondence between the applicant and tenants of 5360 204 Street are attached for Council's information. The applicant has also set up an information website at <https://whitetailhomes.ca/tenant-relocation-pyramid-apartments-5360-204th-street/>.

As part of their tenant relocation strategy, the applicant has extended an offer to vulnerable tenants to relocate early, through a Mutual Agreement to End Tenancy, and receive their compensation at the end of tenancy, rather than at the time that 4-month notices to vacate are issued which, as noted above, requires approval of the application. At the time of the writing of this memo, in advance of Council's consideration of 1st & 2nd Readings of the applicable bylaws, seven tenancies have agreed to this early relocation offer. 28 assistance-eligible tenancies remain within the building. It is important to note that, as permitted by Council Policy CO-81 (Tenant Relocation Plans), the applicant may re-rent units that have been vacated by the original tenants residing at the time the development application was made. These new tenants are not eligible for supports under

Council Policy CO-81, as they will have been made aware of the redevelopment application status by the applicant before signing a lease in the building, as required by the Policy.

In total, the applicant has held six meetings on the project so far, including five Tenant Information Meetings focusing on the tenant relocation process with building residents, and one Public Information Meeting, which was open to the public and included broader information about the development. Tenants were advised of the Advisory Design Panel Meeting and of the Regular Council Meeting to consider 1st & 2nd Readings for the applicable bylaws.

Prior to the Public Hearing for this application, tenants will be notified of the Public Hearing, and a Tenant Information Meeting will be held by the Tenant Relocation Coordinator to ensure the tenants are aware of the date, time, and place of the Public Hearing and that tenants can provide input directly to Council regarding the application at the Public Hearing. The applicant will be presenting their tenant relocation plan at the Public Hearing, including progress to date, any updates regarding early relocation and communication with tenants, and next steps should Council give further readings to the relevant Bylaws, as well as responding to questions from Council.

Attachments:

1. Application Notice to Tenants
2. Tenant Relocation Plan
3. Tenant Assistance Package
4. Tenant Relocation Coordinator Update Letter
5. Early Relocation Offer Notice
6. Tenant Information Meeting Notices
7. Notice of ADP and Council Meetings