



## EXPLANATORY MEMO

### 20214 & 20224 54A Avenue Tenant Relocation Plan and Assistance Information

### Development Permit 01-23 Zoning Bylaw Amendment Bylaw No. 3250

#### **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 01-23 and Zoning Bylaw Amendment No. 3250) has been submitted to redevelop two existing rental buildings at 20214 & 20224 54A Avenue. 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.

## **20214 & 20224 54A Avenue 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 Hearing for Zoning Bylaw Amendment Bylaw No. 3250.

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 01-23 and Zoning Bylaw Amendment Bylaw No. 3250. 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 20214 & 20224 54A Avenue are attached for Council's information. The applicant has also set up an information website at <https://www.scalegroup.ca/rentals>.

As part of their tenant relocation strategy, the applicant has extended an offer to all tenants to relocate early, through a Mutual Agreement to End Tenancy, and receive an extra month's equivalent of 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 1<sup>st</sup> & 2<sup>nd</sup> Readings of the applicable bylaws, two tenancies have agreed to this early relocation offer. Six assistance-eligible tenancies remain within the buildings. 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.

The applicant has held two Tenant Information Meetings on the project so far. Tenants were advised of the Advisory Design Panel Meeting and of the Regular Council Meeting to consider 1<sup>st</sup> & 2<sup>nd</sup> Readings for the subject bylaw.

Prior to the Public Hearing for this application, tenants will be notified of the Public Hearing, with specific information on the date, time, and place of the Public Hearing and the options available to tenants to provide input directly to Council regarding the application. 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 Bylaw, as well as responding to questions from Council.

Attachments:

1. Application Notice to Tenants
2. Tenant Relocation Plan
3. Tenant Assistance Package
4. Tenant Assistance Package – Early Relocation Addendum
5. Tenant Information Meeting Notices
6. Notice of ADP and Council Meetings



March 14, 2023

To: All Residential Tenants of 20214 & 20224 54A Avenue, Langley

**Re: 20214 & 20224 54A Avenue – Redevelopment Application & Tenant Relocation Plan / Assistance Package**

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Hello,

As you are already aware, Scale Projects purchased the properties at 20214 & 20224 54A Avenue in July 2022 with the intent to redevelop the property. On February 9, 2023 a Rezoning & Development Permit Application was submitted to the City of Langley Development Services Department, for the purpose of demolishing the two existing buildings and redeveloping the property.

Pending approval from the City of Langley Council, the new development will consist of one 6 storey condominium building with approximately 75 apartment units, of which 67 units will be strata title condominiums suites for sale and 8 market rental units. Based on the current timeline, we anticipate the demolition of the existing buildings in late 2023 and the start of construction in early 2024.

We are committed to keeping you informed of the status and progress of our development application, as well as critical milestones along the way that may impact your tenancy.

According to the City of Langley Official Community Plan (OCP) Bylaw 2021, No. 3200, the City of Langley requires developers to undertake the following requirements when proposing to redevelop an existing purpose-built rental building (which in this case applies to both 20214 & 20214 54A Avenue):

#### 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 the 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 where replacement unit is social housing.*

Scale Projects will be providing relocation assistance based on Council Policy C0-81, and is committed to providing clear and consistent communication with you regarding the development proposal. We have designated Zaklina Vracar, Z Agency as the Designated Relocation Coordinator. Zaklina can be contacted by telephone 236-600-5131 ext 100 or by email at [zaklina@zagencymanagement.com](mailto:zaklina@zagencymanagement.com) during regular business hours (Mon – Fri 9am to 5pm) should you have any questions or require assistance.

Additional information can also be found on our website at: [www.scalegroup.ca/rentals](http://www.scalegroup.ca/rentals).

Sincerely,

**Scale Projects Ltd**

(on behalf of SP (Linwood) Holdings Ltd.)

**Harp Saran**

President, Development  
Scale Projects Ltd.



## **Tenant Relocation Plan 20214 & 20224 54A Avenue, Langley**

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The following Tenant Relocation Plan is part of the SP (Linwood) Holdings Inc. 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*.

### **Introduction**

Scale Projects, on behalf of SP (Linwood) Holdings Inc. is managing the proposed redevelopment of 20214 & 20224 54A Avenue that would require the relocation of the remaining 7 tenants/suites of the existing 2 rental buildings. Scale Projects is aware that this application, if approved, would cause inconvenience and subsequently a financial burden on the existing tenants to relocate. Our goal is to provide a fulsome support package to all our current tenants to provide assistance with relocation and ease the transition to their new homes.

The Rezoning / Development application includes 100% replacement of the 8 rental units currently on the site. All tenants residing at 20214-20224 54A Avenue, at the time that the rezoning application was submitted will be eligible for relocation assistance under the Tenant Assistance Package and will be offered first right of refusal to either return to the building as a renter (with a rent set a 10% below market rental rate) or as a purchaser (with 5% discount offered on strata unit purchase prices).

### **Occupancy Report**

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

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

A blank Occupancy Report will be provided to the Tenant as part of the Tenant Assistance Package.

The documentation of existing tenancies in the Occupancy Report is meant to inform tenant eligibility for assistance. Tenancies active when the redevelopment application is submitted are eligible for assistance, and all new tenancies beginning after the development application submission will be made aware of the development application and the Tenant Relocation Plan and Tenant Assistance Package. Tenants that move in after notice of development application, do not qualify for assistance beyond the Residential Tenancy Act.

### **Vulnerable Tenants:**

Scale Projects is committed to providing additional support for vulnerable tenants. Vulnerable tenants will be identified through an assessment of the Occupancy Report and reviewed by the Tenant Relocation Coordinator (TRC).

Vulnerable tenants are defined as those:

- With disabilities that have a recognized pension or are considered disabled for income tax purposes, and/or seniors aged 55 or older, as per BC Housing definitions;
- Who qualify for deep subsidy and Rent Geared to Income (RGI) units, according to BC Housing eligibility criteria; and
- Who are currently paying monthly rent that is equivalent to or less than average month rents for RGI units in the City
- Additional Relocation assistance requires the TRC to:
  - o Identify non-market, subsidized units as options for vulnerable tenants;
  - o Identify accessible unit options, including those that are also non-market, subsidized options, as required;
  - o Work with non-profit/non-market housing providers to find accommodations for vulnerable tenants;
  - o Assist vulnerable tenants in making arrangements to apply for, visit/view (including transportation costs) and acquire these units, including communicating with property managers on tenants' behalf to find units;
  - o Assist with packing (manual assistance at no charge by movers working on behalf of the developer, or additional funding for movers); and
  - o Assist vulnerable tenants in applying for rent supplements, as required;

The following financial compensation shall be provided to vulnerable tenants (this supersedes financial compensation identified later in this report):

- If a vulnerable tenant is relocated to a non-market, subsidized unit:
  - o 4 months rent for tenants with tenancies up to 15 years
  - o 5 months rent for tenants with tenancies from 16-20 years
  - o 6 months rent for tenants with tenancies over 20 years
- If a vulnerable tenant is relocated to a market rental unit:
  - o 6 months rent, regardless of the length of tenancy

If the Occupancy Report indicates there are tenants that do not have disabilities and/or are not seniors, but they qualify for RGI rents or rent supplements, the TRC is to provide additional assistance in finding suitable accommodations for these tenants and helping them apply for rent supplements as required and upon request.

## **Tenant Communication Strategy**

The following Tenant Communication Strategy outlines how Scale Projects will be proactively engaged in notifying tenants of the development application process and timeline, opportunities for input, where to direct enquiries, and any applicable tenant related resources.

Scale Projects had previously informed the tenants of their intent to redevelop the property upon the purchase in July 2022, and have subsequently notified the tenants of the development application submitted to the City of Langley on February 9, 2023 to rezone the property and apply for a Development Permit. The estimated timeline to process this application is 6-12 months.

Formal notices will be provided to the tenants as follows:

- **Notice of Application**
  - Notice of a development application submission will be given to existing tenants within 31 days of the application receipt by the City of Langley. The Notice shall include:
    - A date of the first Tenant Information meeting
    - Tenant Relocation Plan
    - Tenant Assistance Package
    - Applicable Sections of the Residential Tenancy Act
  - All new applications beginning after the application submission will also be provided with:
    - A copy of the Tenant Relocation Plan
    - A copy of the Tenant Assistance Package
    - Information related to the Development Application
  - Additional process updates will be provided to the tenants at the time of:
    - Tenant Information Meetings
    - Advisory Design Panel
    - Public Hearing
    - City Council meetings
- **Formal Notice**
  - Upon issuance of a Demolition Permit, which cannot be issued until the development application is approved by City Council, a minimum of four months formal notice to end tenancy for demolition of a rental unit shall be given to the tenants.
- **Scale Projects Contact Information & Website**
  - Mailing Address: P.O BOX 61689 BROOKSWOOD, Langley, BC V3A 8C8
  - Telephone: 604-765-9557
  - Website: [www.scalegroup.ca/rentals](http://www.scalegroup.ca/rentals)

The weblink noted above will be dedicated to the redevelopment of 20214 & 20224 54A Avenue, and will also contain copies of the Tenant Relocation Plan, Tenant Assistance Package, Upcoming Information Meeting Dates, City Council dates. This information will also be emailed to Tenants that have provided email as their preferred contact method, as well as hard copies in the mail to those without email.

### **Tenant Relocation Coordinator**

Scale Projects has designated Zaklina Vracar, Z Agency as the Designated Relocation Coordinator. Zaklina can be contacted by telephone 236-600-5131 ext 100 or by email at [zaklina@zagencymanagement.com](mailto:zaklina@zagencymanagement.com) during regular business hours (Mon – Fri 9am to 5pm) should you have any questions or require assistance.

**Name:** Zaklina Vracar  
**Company:** Z Agency  
**Office:** 236.600.5131 ext.100  
**Regular Hours:** Mon – Fri 9am to 5pm.  
**Email:** [zaklina@zagencymanagement.com](mailto:zaklina@zagencymanagement.com)

### **Compensation**

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:

#### **Not Vulnerable Tenants**

<b>Length of Tenancy</b>	<b>Compensation Provided</b>
Up to 5 years tenancy:	2 months rent
6 to 10 years tenancy:	3 months rent
11 to 15 years tenancy:	4 months rent
16 to 20 years tenancy:	5 months rent
Over 20 years tenancy:	6 months rent

#### **Vulnerable Tenants rehoused to non-market/subsidized**

<b>Length of Tenancy</b>	<b>Compensation Provided</b>
Up to 15 years tenancy:	4 months rent
16 to 20 years tenancy:	5 months rent
Over 2 years tenancy:	6 months rent

#### **Vulnerable Tenants rehoused to market housing**

<b>Length of Tenancy</b>	<b>Compensation Provided</b>
n/a	6 months rent

### **Moving Expenses**

Scale Projects shall pay the following to cover Moving Expenses for an insured moving company to relocate existing tenants into alternative accommodation, or provide an equivalent flat rate payment:

<b>Unit Type</b>	<b>Moving Expenses Provided</b>
1 Bedroom Units	\$750.00
2 Bedroom Units	\$1,000.00
3 Bedroom Units	\$1,250.00

## **Relocation Assistance**

Scale Projects through the Tenant Relocation Coordinator, shall provide assistance in finding alternative accommodations for displaced tenants as follows:

- Assistance in identifying a minimum of three 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
- Upon tenant request, identifying suitable accommodations in municipalities other than those identified above.
- Upon Tenant request, assisting tenants to secure a new unit through contacting property managers on behalf of tenants, arranging viewing opportunities and providing references, and assist tenants with application for rent supplements;
- Maximum rents for alternate accommodations must be within 10% of CMHC rent average for the area; and
- Alternate accommodation options must meet the needs of the tenant (e.g. accessible units, family friendly and/or pet friendly ect.)

## **First Right of Refusal**

Scale Projects are proposing a condominium building with strata titled ownership tenure and market rentals within the development.

For all displaced tenants returning as potential buyers within the new development:

- o A special 5% discount off the strata unit purchase price will be offered to returning tenants who are established as qualified buyers purchasing a new unit in this development.

For all displaced tenants returning as renters:

- o Tenants returning as rental tenants in the new development will be offered equivalent units (if available) with a rent set at 10% below market rental rates.

## **Tenant Assistance Package**

Scale Projects 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 Package will include the following:

- Timeline and overview of the development application process
- Development application was submitted to Langley City Staff on February 9, 2023 and reviewed by staff;
- A commitment from Scale Projects to provide advanced notifications and updates to tenants on Tenant Information Meetings, Council Meetings, Public Hearing related to the application;
- Contact information of the dedicated Tenant Relocation Coordinator;
- Methods for advising City staff and City Council of concerns;
- Financial compensation provided by SP (Linwood) Holdings Inc. including First Right of Refusal;
- Method of requesting additional support by vulnerable tenants;
- Current copy of the BC Residential Tenancy Act;
- Copy of the City of Langley's Tenant Relocation Policy in the Official Community Plan
- A copy of the City of Langley Policy C0-81;

- Copies of applicable Tenant Resources (BC Tenant Resource and Advisory Centre- TRAC, ect).

Scale Projects shall provide copies of all written correspondence and confirmation that the Tenant Assistant 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 disconnection 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 of the relocation of displaced tenants, including evidence that tenants have been satisfactorily assisted by Scale Projects 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  
20214 & 20224 54A Avenue, Langley**

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

**Scale Projects is committed to providing advance notifications and updates to tenants on upcoming Tenant Information Meetings with at least two week notice, City Council Meetings, Public Hearing date, and other milestones relating to the application as follows:**

February 2023	- Development Application Submitted to Langley City Staff
March 2023	- Initial Development Application comments received
March 2023	- Tenant Relocation Plan / Tenant Assistance Package provided
April 2023	- <u>First Tenant Information Meeting</u>
April 2023	- Advisory Design Panel Meeting
May 2023	- <u>Second Tenant Information Meeting</u>
May 2023	- Council 1 <sup>st</sup> & 2 <sup>nd</sup> Reading
May 2023	- Public Hearing
June 2023	- <u>Third Tenant Information Meeting</u>
June 2023	- Council 3 <sup>rd</sup> Reading
Late 2023	- Council Final Reading / Adoption
Late 2023	- <u>Fourth Tenant Information Meeting</u>
Late 2023	- Demo Permit Issuance
Late 2023	- <u>Fifth Tenant Information Meeting</u>
Late 2023	- Eviction Notices
Early 2024	- Demolition proceeds

All materials provided to tenants will also be made available at [www.scalegroup.ca/rentals](http://www.scalegroup.ca/rentals). The website will include copies of the Tenant Relocation Plan, Tenant Assistance Package, methods of contacting staff and City Council and the dedicated Tenant Relocation Coordinator, as well as Tenancy and City Policy related resources. As new information is provided directly to tenants, the information on the website will be updated accordingly.

Scale Projects has designated Zaklina Vracar, Z Agency as the Designated Relocation Coordinator. Zaklina can be contacted by telephone 236-600-5131 ext 100 or by email at [zaklina@zagencymanagement.com](mailto:zaklina@zagencymanagement.com) during regular business hours (Mon – Fri 9am to 5pm) should you have any questions or require assistance.

### **Relocation Assistance**

Scale Projects through the Tenant Relocation Coordinator, shall provide assistance in finding alternative accommodations for displaced tenants as follows:

- Assistance in identifying a minimum of three 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
- Upon tenant request, identifying suitable accommodations in municipalities other than those identified above.
- Upon Tenant request, assisting tenants to secure a new unit through contacting property managers on behalf of tenants, arranging viewing opportunities and providing references, and assist tenants with application for rent supplements;
- Maximum rents for alternate accommodations must be within 10% of CMHC rent average for the area;
- Alternate accommodation options must meet the needs of the tenant (e.g. accessible units, family friendly and/or pet friendly ect.)

### **Compensation & Notice**

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. All tenants are eligible for compensation, and compensation is to be paid out no later than when notices to vacate are served. Notice to evict the property will be provided as per the Residential Tenancy Act (RTA) minimum of 4 months notice:

#### **Not Vulnerable Tenants**

<b>Length of Tenancy</b>	<b>Compensation Provided</b>	<b>Notice (as per RTA)</b>
Up to 5 years tenancy:	2 months rent	4 months
6 to 10 years tenancy:	3 months rent	4 months
11 to 15 years tenancy:	4 months rent	4 months
16 to 20 years tenancy:	5 months rent	4 months
Over 20 years tenancy:	6 months rent	4 months

### **Moving Expenses**

Scale Projects shall pay the following to cover Moving Expenses for an insured moving company to relocate existing tenants into alternative accommodation, or provide an equivalent flat rate payment:

<b>Unit Type</b>	<b>Moving Expenses Provided</b>
1 Bedroom Units	\$750.00
2 Bedroom Units	\$1,000.00
3 Bedroom Units	\$1,250.00

## Right of First Refusal

Scale Projects are proposing a condominium building with strata titled ownership tenure and market rentals within the development.

For all displaced tenants returning as potential buyers within the new development:

- A special 5% discount off the strata unit purchase price will be offered to returning tenants who are established as qualified buyers purchasing a new unit in this development.

For all displaced tenants returning as renters:

- Tenants returning as rental tenants in the new development will be offered equivalent units (if available) with a rent set at 10% below market rental rates.

## Vulnerable Tenants

Scale Projects is committed to providing additional support for vulnerable tenants. Vulnerable tenants will be identified through an assessment of the Occupancy Report and reviewed by the Tenant Relocation Coordinator (TRC).

Vulnerable tenants are defined as those:

- With disabilities that have a recognized pension or are considered disabled for income tax purposes, and/or seniors aged 55 or older, as per BC Housing definitions;
- Who qualify for deep subsidy and Rent Geared to Income (RGI) units, according to BC Housing eligibility criteria; and
- Who are currently paying monthly rent that is equivalent to or less than average month rents for RGI units in the City
- Additional Relocation assistance requires the TRC to:
  - Identify non-market, subsidized units as options for vulnerable tenants;
  - Identify accessible unit options, including those that are also non-market, subsidized options, as required;
  - Work with non-profit/non-market housing providers to find accommodations for vulnerable tenants;
  - Assist vulnerable tenants in making arrangements to apply for, visit/view (including transportation costs) and acquire these units, including communicating with property managers on tenants' behalf to find units;
  - Assist with packing (manual assistance at no charge by movers working on behalf of the developer, or additional funding for movers); and
  - Assist vulnerable tenants in applying for rent supplements, as required;

### **Vulnerable Tenants rehoused to non-market/subsidized**

<b>Length of Tenancy</b>	<b>Compensation Provided</b>	<b>Notice (As per RTA)</b>
Up to 15 years tenancy:	4 months rent	4 months
16 to 20 years tenancy:	5 months rent	4 months
Over 2 years tenancy:	6 months rent	4 months

### **Vulnerable Tenants rehoused to market housing**

<b>Length of Tenancy</b>	<b>Compensation Provided</b>	<b>Notice (As per RTA)</b>
n/a	6 months rent	4 months

## **City of Langley's Tenant Relocation Policy in the 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 Designating a relocation coordinator;*

*1.18.3 Financial compensation provided based on the 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 where replacement unit is social housing.*

### **Links to Tenant Resources**

#### **Langley City Council Policy CO-81 – Tenant Relocation Plans**

[https://langleycity.ca/sites/default/files/uploads/Policies/POLICY - CO-81\\_TENANT\\_RELOCATION\\_PLANS.pdf](https://langleycity.ca/sites/default/files/uploads/Policies/POLICY - CO-81_TENANT_RELOCATION_PLANS.pdf)

#### **Residential Tenancy Act**

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/02078\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/02078_01)

#### **Landlord Notice to End Tenancy**

<https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/ending-a-tenancy/landlord-notice/four-month-notice>

#### **Tenant Resource & Advisory Centre (TRAC)**

<https://tenants.bc.ca/>

#### **Developer Contact**

##### **SCALE PROJECTS**

Harp Saran

President, Development

[harp@scalegroup.ca](mailto:harp@scalegroup.ca)

Call or Text: 604-765-9557

## **Municipal Contacts**

Planning Staff  
[planning@langleycity.ca](mailto:planning@langleycity.ca)  
604-514-2830

## **Langley City Council**

Write to Langley City Council:  
Mayor and Council  
City of Langley  
20399 Douglas Crescent  
Langley BC V3A 4B3

Contact all members of City Council by phone at 604-514-2800 or by email at  
[mayorcouncil@langleycity.ca](mailto:mayorcouncil@langleycity.ca)

### **City Mayor**

Mayor Nathan Pachal  
Phone: (604) 514-2801  
Email: [npachal@langleycity.ca](mailto:npachal@langleycity.ca)

### **City Council**

Councillor Paul Albrecht  
[palbrecht@langleycity.ca](mailto:palbrecht@langleycity.ca)

Councillor Teri James  
[tjames@langleycity.ca](mailto:tjames@langleycity.ca)

Councillor Delaney Mack  
[dmack@langleycity.ca](mailto:dmack@langleycity.ca)

Councillor Mike Solyom  
[msolyom@langleycity.ca](mailto:msolyom@langleycity.ca)

Councillor Rosemary Wallace  
[rwallace@langleycity.ca](mailto:rwallace@langleycity.ca)

Councillor Leith White  
[lwhite@langleycity.ca](mailto:lwhite@langleycity.ca)

May 25, 2023

To: All Residential Tenants of 20214 & 20224 54A Avenue, Langley

**Re: 20214 & 20224 54A Avenue – Tenant Relocation Plan / Assistance Package Addendum**

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Hello,

Thank you for taking the time last week to meet with Zaklina and I virtually (via Zoom Chat) to participate in our 1<sup>st</sup> Tenant Information Meeting. As part of the group discussion that occurred, we felt the Tenants could benefit from receiving clarity on a couple items that were discussed:

**1) Additional 1 Month Compensation Eligibility**

- Scale Projects is offering an additional 1 x month worth of compensation, over and above of the standard 2-6 months being offered (based on the length of tenancy) as listed in the Tenant Assistance Package, if the Tenant agrees to enter into a “mutual agreement to end tenancy” with us to vacate the property by November 1, 2023. Please consider this an addendum to the previous documentation provided, and feel free to reach out to Zaklina or Harp to discuss this further.

**2) Next Milestone: Advisory Design Panel (ADP) – June 7, 2023 @ 7:00PM – Langley City Hall**

- ADP meetings are open to the public and Tenants are free to attend if they wish (please contact [adp@langleycity.ca](mailto:adp@langleycity.ca) for more information on how to attend). The ADP meetings are focused exclusively on design/architecture (“form and character”) and Tenant Relocation / Tenant Assistance and other non-design related items will not be discussed at this meeting. Opportunities for discussion of non-design related items will be at Council Meetings and the Public Hearing which are to be held later in the process, and which are open to the public. We will notify you of the upcoming Council and Public Hearing dates as they are scheduled.

If you have any questions, please to reach out to our Designated Relocation Coordinator: Zaklina Vracar, Z Agency by telephone 236-600-5131 ext 100 or by email at [zaklina@zagencymanagement.com](mailto:zaklina@zagencymanagement.com) during regular business hours (Mon – Fri 9am to 5pm).

Additional information can also be found on our website at: [www.scalegroup.ca/rentals](http://www.scalegroup.ca/rentals).

Sincerely,

**Scale Projects Ltd**  
(on behalf of SP (Linwood) Holdings Ltd.)



**Harp Saran**  
President, Development  
Scale Projects Ltd.

## Anton Metalnikov

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**From:** harp@scalegroup.ca  
**Sent:** May 8, 2023 1:53 PM  
**To:** harp@scalegroup.ca  
**Subject:** RE: 20214 & 20224 54A - Tenant Relocation Plan

**Importance:** High

Good Afternoon,

We are looking to host our first virtual **Tenant Information Meeting** regarding the proposed development at 20214 & 20224 54A Avenue, Langley.

Please see the proposed time below and **REPLY YES to this email confirming if you are able to attend:**

**What: Tenant Information Meeting**  
**When: Monday May 15<sup>th</sup> @ 7:00PM PST**  
**Where: Virtual Meeting – Zoom Chat (Click link below to join the meeting)**  
**Meeting Link: <https://us06web.zoom.us/j/85734134027>**

If you are using an iPhone or Android and do not have Zoom Meetings installed, please go to either the App Store or Play Store and download the app prior to the meeting.

If you're unable to access this meeting virtually – kindly reply back to this email and we can help find an alternate way to attend this meeting.

Kind Regards,

**SCALE**  
PROJECTS

**Harp Saran**  
President, Development  
604 765 9557

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**Anton Metalnikov**

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**From:** harp@scalegroup.ca  
**Sent:** June 19, 2023 3:51 PM  
**To:** harp@scalegroup.ca  
**Cc:** [REDACTED]  
**Subject:** RE: 20214 & 20224 54A - Tenant Relocation Plan

Apologies, the meeting is to be scheduled for June 22<sup>nd</sup> @ 6:30PM, not July. Please kindly confirm your attendance.

Thank you and apologies for any confusion.

Kind Regards,



**Harp Saran**  
President, Development  
604 765 9557

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**From:** harp@scalegroup.ca <harp@scalegroup.ca>  
**Sent:** Monday, June 19, 2023 3:43 PM  
**To:** harp@scalegroup.ca  
**Cc:** [REDACTED]  
**Subject:** RE: 20214 & 20224 54A - Tenant Relocation Plan

Good Afternoon All,

We would like to schedule our Second Tenant Information Meeting on Thursday July 22<sup>nd</sup> @ 6:30PM. This meeting is to be held virtually again through Zoom Meetings which can be connected through a Computer, Laptop, or Cell Phone. Please reply to this email at your earliest convenience to confirm your attendance.

At this upcoming meeting we will discuss the tentative upcoming Council Dates, please see the updated timeline below:

**Anticipated Timeline (Updated):**

- February 2023 — Development Application Submitted to Langley City Staff
- March 2023 — Initial Development Application comments received
- March 2023 — Tenant Relocation Plan / Tenant Assistance Package provided
- April 2023 — First Tenant Information Meeting
- May 2023 — Advisory Design Panel Meeting
- June 2023 — **Second Tenant Information Meeting <-- WE ARE HERE**
- July 10<sup>th</sup>, 2023 — Council 1<sup>st</sup> & 2<sup>nd</sup> Reading
- July 24<sup>th</sup>, 2023 — Public Hearing
- August 2023 — Third Tenant Information Meeting
- August 2023 — Council 3<sup>rd</sup> Reading

- Late 2023 - Council Final Reading / Adoption
- Late 2023 - Fourth Tenant Information Meeting
- Late 2023 - Demo Permit Issuance
- Late 2023 - Fifth Tenant Information Meeting
- Late 2023 - Eviction Notices
- Early 2024 - Demolition proceeds

The tentative dates have also been updated on the website which can be accessed here:

<https://www.scalegroup.ca/rentals>

Feel free to reach out if you have any questions.

Kind Regards,

**SCALE**  
PROJECTS

**Harp Saran**  
President, Development  
604 765 9557

May 25, 2023

To: All Residential Tenants of 20214 & 20224 54A Avenue, Langley

**Re: 20214 & 20224 54A Avenue – Tenant Relocation Plan / Assistance Package Addendum**

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Hello,

Thank you for taking the time last week to meet with Zaklina and I virtually (via Zoom Chat) to participate in our 1<sup>st</sup> Tenant Information Meeting. As part of the group discussion that occurred, we felt the Tenants could benefit from receiving clarity on a couple items that were discussed:

**1) Additional 1 Month Compensation Eligibility**

- Scale Projects is offering an additional 1 x month worth of compensation, over and above of the standard 2-6 months being offered (based on the length of tenancy) as listed in the Tenant Assistance Package, if the Tenant agrees to enter into a “mutual agreement to end tenancy” with us to vacate the property by November 1, 2023. Please consider this an addendum to the previous documentation provided, and feel free to reach out to Zaklina or Harp to discuss this further.

**2) Next Milestone: Advisory Design Panel (ADP) – June 7, 2023 @ 7:00PM – Langley City Hall**

- ADP meetings are open to the public and Tenants are free to attend if they wish (please contact [adp@langleycity.ca](mailto:adp@langleycity.ca) for more information on how to attend). The ADP meetings are focused exclusively on design/architecture (“form and character”) and Tenant Relocation / Tenant Assistance and other non-design related items will not be discussed at this meeting. Opportunities for discussion of non-design related items will be at Council Meetings and the Public Hearing which are to be held later in the process, and which are open to the public. We will notify you of the upcoming Council and Public Hearing dates as they are scheduled.

If you have any questions, please to reach out to our Designated Relocation Coordinator: Zaklina Vracar, Z Agency by telephone 236-600-5131 ext 100 or by email at [zaklina@zagencymanagement.com](mailto:zaklina@zagencymanagement.com) during regular business hours (Mon – Fri 9am to 5pm).

Additional information can also be found on our website at: [www.scalegroup.ca/rentals](http://www.scalegroup.ca/rentals).

Sincerely,

**Scale Projects Ltd**  
(on behalf of SP (Linwood) Holdings Ltd.)



**Harp Saran**  
President, Development  
Scale Projects Ltd.

# SCALE PROJECTS

July 3, 2023

To: All Residential Tenants of 20214 & 20224 54A Avenue, Langley

**Re: 20214 & 20224 54A Avenue – Notice of Upcoming Council Dates**

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Hello,

Please be advised that the City of Langley has confirmed the First Council Meeting date for the Development Application at 20214 & 20224 54A Avenue, Langley. The Public Hearing date remains tentative pending the outcome of the First Council Meeting – another update will be provided after July 10, 2023 accordingly.

The dates are now as follow:

**1<sup>st</sup> & 2<sup>nd</sup> Reading – Monday, July 10, 2023 @ 7:00 PM – This date and time has been confirmed.**  
**Council Chambers, Langley City Hall**

**Public Hearing – July 24, 2023** – This date remains tentative, pending the outcome at 1<sup>st</sup> & 2<sup>nd</sup> Reading.

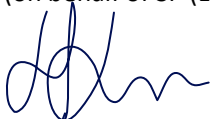
Since you are all residents of Langley City, we strongly encourage you to get involved in the Municipal Process wherever you feel necessary. If you have any questions with respect to the upcoming Development Process, please contact Harp Saran by telephone 604-765-9557 or by email at [harp@scalegroup.ca](mailto:harp@scalegroup.ca) during regular business hours (Mon – Fri 9am to 5pm), or feel free to contact Langley City Planning Staff directly by telephone at 604-514-2830 or by email at [planning@langleycity.ca](mailto:planning@langleycity.ca).

If you have any questions related to the Tenant Relocation Plan or the Tenant Assistance Package, please to reach out to our Designated Relocation Coordinator: Zaklina Vracar, Z Agency by telephone 236-600-5131 ext 100 or by email at [zaklina@zagencymanagement.com](mailto:zaklina@zagencymanagement.com) during regular business hours (Mon – Fri 9am to 5pm).

This information can also be found on our website at: [www.scalegroup.ca/rentals](http://www.scalegroup.ca/rentals).

Sincerely,

**Scale Projects Ltd**  
(on behalf of SP (Linwood) Holdings Ltd.)



**Harp Saran**  
President, Development  
Scale Projects Ltd.