



#120-5811 Cedarbridge Way, Richmond BC V6X 2A8
604.242.2620 | office@admiralops.com

20669 – Formal Application for Development Permit/Rezoning Made

02.28.23

Dear Tenants,

We wanted to let everyone know that as of 02.27.23, we have officially made a Formal application for Development Permit/Rezoning to the City of Langley for our project at 20659/20669/20679 Eastleigh Cres.

Tony Lin

Tenant Relocation Coordinator

Tony Lin

Admiral Operations Ltd.

April 8th, 2023

To: All Residential Tenants Residing at 20659, 20669, 20679 Eastleigh Crescent Langley:

EverProsper Development (Eastleigh) 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 a Rezoning Amendment Bylaw application and a Development Permit application.

If this development proposal is approved by Langley City Council, the new development will consist of two buildings with an approximate total of 171 apartment units, of which 150 units will be strata title condominium suites for sale and 21 market rental units. We anticipate commencing construction in the Spring of 2024.

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, 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;



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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, EverProsper Development (Eastleigh) Ltd. will be providing relocation assistance based on Council Policy CO-81 and is committed to providing enhanced communication with you regarding this redevelopment proposal. EverProsper Development (Eastleigh) Ltd. has designated Tony Lin as our designated relocation coordinator. Mr. Tony Lin can be contacted by telephone at: 604-700-3946 or email on: tony@tony-lin.ca during regular business hours if you have any questions or require assistance. You could also visit our website at www.20669eastleigh.com for additional information.

Sincerely,

Stanford Siu, Development Manager

EverProsper Development (Eastleigh) Ltd.

EverProsper Development (Eastleigh) Ltd.

Proposed Residential Tenant Relocation Plan - Eastleigh Apartments

The following Tenant Relocation Plan is part of EverProsper Development (Eastleigh) 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 helps inform tenant eligibility for assistance. Tenancies active when the Occupancy Report is accepted by the City are eligible for some compensation, and relocation/moving assistance. New tenants that move in after the date of the development application is made and this notice is given to the tenants, do not qualify for assistance or compensation.

Vulnerable Tenants:

EverProsper Development (Eastleigh) Ltd. is committed to providing additional support for vulnerable tenants. This will be assessed on an individual basis as part of the Occupancy Report. Vulnerable tenants are defined as those:

- with disabilities that have a recognized disability 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 for vulnerable tenants requires the TRC to:
 - i. identify non-market, subsidized units as options for vulnerable tenants;
 - ii. identify accessible unit options, including those that are also non-market, subsidized options, as required;
 - iii. work with non-profit/non-market housing providers to find accommodations for vulnerable tenants;
 - iv. 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;
 - v. assist with packing (manual assistance at no charge by movers working on behalf of the developer, or additional funding for movers); and
 - vi. 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 under the 'Compensation' heading below):

- i. if a vulnerable tenant is relocated to a non-market, subsidized unit: 4 months rent for tenants with tenancies up to 15 years, 5 months rent for 16-20 years and 6 months rent for over 20 years; and
- ii. if a vulnerable tenant is relocated to a rental unit that is not a non-market, subsidized unit: 6 months rent, regardless of tenancy length.

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 EverProsper Development (Eastleigh) 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.

EverProsper Development (Eastleigh) Ltd. can advise tenants that we have officially submitted our development applications to the City of Langley on February 27th, 2023 to Amend the Zoning Bylaw and apply for a Development Permit. The timeline to process these applications is approximately 6-12 months. The Demolition is estimated to start in Spring 2024, and EverProsper Development (Eastleigh) Ltd. will notify all tenants only within 6 months before the demolition proceeds. 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 and potential future tenants within 31 days of application receipt by the City of Langley. The Notice shall include the date of the first Tenant Information Meeting, copy of the Tenant Relocation Plan, Tenant Assistance Package, City's Tenant Relocation Plans Policy, and the applicable sections of the Residential Tenancy Act for both existing and potential future tenants. All new tenancies beginning after the application submission must also be provided with a copy of the Tenant Relocation Plan and Tenant Assistance Plan and made aware of the development application.

Timely process updates shall be provided to the tenants by EverProsper Development (Eastleigh) Ltd., including notice of applicable Tenant Information Meetings, City Council meetings, Public Hearing and methods for providing input to City staff and Council.

b. **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 residents upon issuance of a Development Permit.

c. **New Tenants Communication:**

Tenants that move in after the development application is made will be made aware of the development application and the developer will provide the same documentation as noted above in “Notice of Application Submission” before they sign a rental agreement.

d. EverProsper Development (Eastleigh) Ltd. Contact Information & Website

Office: Unit #120 5811 Cedarbridge Way, Richmond BC, V6X 2A8

Telephone: 604-242-2620

Website: www.20669eastleigh.com

A dedicated link for 20659, 20669, 20679 Eastleigh Cres. within our website lists the Tenant Relocation Plan, Tenant Assistance Plan, Upcoming Tenant Information Meeting dates, City Council Meeting Dates, Financial Compensation to Tenants, Moving Expenses, etc. will be posted in the Eastleigh buildings.

Tenant Relocation Coordinator:

EverProsper Development (Eastleigh) Ltd. has appointed Tony Lin as the Tenant Relocation Coordinator 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 contact information is as follows.

Work hour: 9:00 AM – 5:00 PM, Monday to Friday

Telephone: 604-700-3946

Email: tony@tony-lin.com

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 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
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Moving Expenses:

- a. EverProsper Development (Eastleigh) Ltd. shall pay \$750.00 one-bedroom units, \$1,000.00 for two-bedroom units and \$1,250 for three-bedroom units for an insured moving company to relocate existing tenants into new accommodation or provide an equivalent flat rate payout. It is the applicant’s choice to have the development arrange the moving company or accept the flat-rate payout.

Relocation Assistance:

EverProsper Development (Eastleigh) Ltd. through the Tenant Relocation Coordinator, shall provide assistance in finding alternative accommodations for displaced tenants as follows:

- a. 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;
- b. Upon tenant request, identifying suitable accommodations in municipalities other than those identified above;
- c. 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 applications for rent supplements;
- d. Maximum rents for alternate accommodations must be within 10% of CMHC rent average for the area; and
- e. Alternate accommodation options must meet the needs of the tenant (e.g., accessible units, family friendly and/or pet friendly, etc.)

First Right of Refusal:

EverProsper Development (Eastleigh) Ltd. are proposing the development of with strata titled ownership tenure and market rental units within the subject property. All displaced tenants will be provided with a special 5% discount off the strata unit purchase price to qualified buyers purchasing a new unit in this development, or another EverProsper Development project. For tenants returning as renters, these tenants will be offered equivalent units with a rent set at 10% below market rental rates.

Tenant Assistance Package:

EverProsper Development (Eastleigh) 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 Package shall include the following:

- Timeline and overview of the development application process;
- Development Application was submitted to Langley City staff on February 27th, 2023 and reviewed by staff;
- A commitment by EverProsper Development (Eastleigh) Ltd. to provide advanced notifications and updates to tenants on upcoming Tenant Information Meetings, Council Meetings, Public Hearing relating 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 EverProsper Development (Eastleigh) 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;
- A copy of City of Langley Policy CO-81;
- Copies of applicable Tenant Resources (BC Tenant Resource and Advisory Centre TRAC, etc.)

EverProsper Development (Eastleigh) 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 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 on the relocation of displaced tenants, including evidence that tenants have been satisfactorily assisted by EverProsper Development (Eastleigh) Ltd. in locating alternate accommodations;



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- 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)**

EverProsper Development (Eastleigh) Ltd. is committed to provide advance notifications and updates to tenants on upcoming Tenant Information Meetings with at least two weeks' notice, City Council Meetings, Public Hearing date relating to the application as follows:

- Development Application Submitted to Langley City Staff on February 27th, 2023
- Development Application Staff Comments Received in April 2023
- Letter of Introduction to Residential Tenants – September 1st, 2022, including:

Date of First Tenant Information Meeting (Prior to ADP and Prior to Public Hearing),

Copy of Tenant Relocation Plan, Tenant Assistance Plan,

City of Langley OCP Policy,

Copy of Policy CO-81 regarding Tenant Relocation Plan components.

- Tenant Information Meeting #1 Sep 1st 2022
- Advisory Design Panel: April 2023
- Tenant Information Meeting #2 April 14th 2023
- First and Second Reading: April/May 2023
- Public Hearing: May/June 2023
- Tenant Information Meeting #3 June/July 2023
- Third Reading: July 2023

- Bylaw Adoption/D.P. Approval – Subject to Executed Development Servicing Agreement
- Tenant Information Meeting #4 Aug 2023
- Conditional Demolition Permit after Bylaw Adoption
- Tenant Information Meeting #5 Sep 2023
- Notice to Vacate (4 Month Notice as per RTA)
- Tenants Vacated, Services Disconnected.
- Demolition Proceeds – Spring 2024

EverProsper Development (Eastleigh) Ltd. has also created a website: www.20669eastleigh.com/ to further enhance communication with tenants, including methods of contacting staff and City Council of concerns.

Contact information for Tenant Relocation Coordinator (TRC):

Tony Lin,

604-700-3946

tony@tony-lin.ca

Relocation Assistance:

EverProsper Development (Eastleigh) Ltd. through the Tenant Relocation Coordinator (TRC), shall provide assistance in finding alternative accommodations for displaced tenants as follows:

- a. 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;

- b. Upon tenant request, identifying suitable accommodations in municipalities other than those identified above;
- c. 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 applications for rent supplements;
- d. Maximum rents for alternate accommodations must be within 10% of CMHC rent average for the area; and
- e. Alternate accommodation options must meet the needs of the tenant (e.g., accessible units, family friendly and/or pet friendly, etc.)

Financial Compensation provided by EverProsper Development (Eastleigh) Ltd. Based upon length of tenancy as follows:

- Up to 5 years tenancy: 4 months notice (as per RTA) plus 2 months rent;
- 6 to 10 years tenancy: 4 months notice (as per RTA) plus 3 months rent;
- 11 to 15 years tenancy: 4 months notice (as per RTA) plus 4 months rent;
- 16 to 20 years tenancy: 4 months notice (as per RTA) plus 5 months rent;
- Over 20 years tenancy: 4 months notice (as per RTA) plus 6 months rent.

Moving Expenses:

EverProsper Development (Eastleigh) Ltd. shall pay up to \$750.00 for a one-bedroom unit, up to \$1,000.00 for a two-bedroom unit, and \$1,250.00 for a three-bedroom unit, for an insured moving company to relocate existing tenants into alternative accommodation or provide an equivalent flat rate payment. It is the applicant's choice to have the development arrange the moving company or accept the flat-rate payout.

First Right of Refusal:

EverProsper Development (Eastleigh) Ltd. are proposing both strata titled tenure and rental units on the subject property and will provide all displaced tenants returning a renter with a rent set at 10% below market rental rate. For tenants returning as purchasers, these tenants will be offered a 5% discount of the strata purchase price to qualified buyers purchasing a new unit in this development, or another EverProsper development project.

Vulnerable Tenants: EverProsper Development (Eastleigh) Ltd. is committed to providing additional support for vulnerable tenants in accordance with City Policy CO-81. This will be assessed on an individual basis as part of the Occupancy Report.

Vulnerable tenants are defined as those:

- with disabilities that have a recognized disability pension or are considered disabled for income tax purposes, and/or seniors aged 55 or older, as per BC Housing definitions;
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- If a vulnerable tenant is relocated to a rental unit that is not a non-market, subsidized unit: 6 months rent, regardless of tenancy length.

Additional relocation assistance for vulnerable tenants 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;

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 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



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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.



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City of Langley Staff Contact:

Anton Metalnikov

ametalnikov@langleycity.ca or 604-514-2830

Langley City Council:

Mayor: NATHAN PACHAL

Tel: 604-514-2801 (City Hall Office)

Email: npachal@langleycity.ca

Councilor Paul Albrecht:

palbrecht@langleycity.ca

Councilor Teri James:

tjames@langleycity.ca

Councilor Delaney Mack:

dmack@langleycity.ca

Councilor Mike Solyom:

msolyom@langleycity.ca

Councilor Leith White:

lwhite@langleycity.ca

Councilor Rosemary Wallace:

rwallace@langleycity.ca

Links to Applicable Tenant Resources:

Copy of Langley City Council Policy CO-81

<https://langleycity.ca/sites/default/files/uploads/Policies/POLICY - CO-81 TENANT RELOCATION PLANS.pdf>

Copy of Residential Tenancy Act:

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>

Tenant Resource and Advisory Centre (TRAC):

<https://tenants.bc.ca>

The Residential Tenancy Branch:

<https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies>

BC Housing Webpages: <https://www.bchousing.org/>

- Eligibility: <https://programfinder.bchousing.org/>
- Housing Application: <https://www.bchousing.org/housing-assistance/rental-housing>
- Subsidy Application: <https://www.bchousing.org/housing-assistance/rental-housing/subsidized-housing>



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20669 - Introduction with Tenants of Eastleigh

Location: DOUGLAS RECREATION CENTRE

Address: 20550 DOUGLAS CRESCENT, LANGLEY, BC V3A 4B4

Date/Time: September 1st 2022, 7:30pm - 9:30pm

Meeting Agenda

- 1.) Website - Source of Information - 20669eastleigh.com
 - a.) Progress Updates
 - b.) City Documentation (Council Agenda/Meetings)
 - c.) Forms
- 2.) City of Langley - Tenant Relocation Plans (CO-81)
- 3.) Tenant Occupancy Report Form
- 4.) Tenant Service Request Form
- 5.) Current Project Status and estimated time of Development
- 6.) Tenant Relocation Plan
- 7.) Tenant Assistance Package
- 8.) Next Meeting - After Formal Rezoning and Development Permit submission of Drawings to the City of Langley (~ 30 Days from now)
- 9.) Tenant Relocation Coordinator + Property Manager
- 10.) Open for Questions

Tenant Relocation Coordinator

Tony Lin

Admiral Operations Ltd.



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20669 – After DP Submission Information Meeting

Location: DOUGLAS RECREATION CENTRE

Address: 20550 DOUGLAS CRESCENT, LANGLEY, BC V3A 4B4

Date/Time: April 14th, 2023, 5:00pm - 7:00pm

Meeting Agenda

- 1.) Tenant Relocation Coordinator + Property Manager
 - a. Yuan Xia
 - b. Tony Lin - 604-700-3946 tony@tony-lin.ca
- 2.) Timeline
 - a. Official DP Submission - 02.27.23
 - b. Intermunicipal Meeting 03.24.23
 - c. Advisory Design Panel (ADP) - ~05.01.23
 - d. Public Hearing
 - e. 3rd Reading
 - f. Receive Development Permit
 - g. 4-month notice
 - h. Demolition
- 3.) Website - Source of Information - 20669eastleigh.com
 - a. Progress Updates
 - b. City Documentation (Council Agenda/Meetings)
 - c. Forms
- 4.) Tenant Relocation Plan
- 5.) Tenant Assistance Package
- 6.) Next Meeting – When?
- 7.) Open for Questions

Tony Lin

Tenant Relocation Coordinator

Tony Lin

Admiral Operations Ltd.



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20669 – ADP Meeting

Location: Council Chambers (Second floor of Langley City Hall)

Address: 20399 DOUGLAS CRESCENT, LANGLEY, BC V3A 4B3

Date/Time: July 5th, 2023, 8:00 pm

Attention

The ADP meeting is open for attendance by the public but generally in an observatory rather than participatory way unless the Chair decides to hear comments from the public.

The ADP meeting is focused exclusively on form and character, so tenant relocation will not be discussed there. However full public participation will be welcomed at the public hearing on any topic.

Tony Lin

Tenant Relocation Coordinator: Tony Lin



Reminder to Tenants of 20669 Eastleigh

Hello Tenants,

We would like to take this opportunity to remind everyone that our ADP (Advisory Design Panel) for this project will be held at Langley City Hall on Wednesday July 5th at 7:00 pm. There will be a presentation for another project first and will likely begin speaking about this project at 8:00 pm.

It is a public event, and we welcome everyone to participate.

Thanks for your attention.

Stanford Siu
Admiral Operations Ltd.
Project Manager
#120 – 5811 Cedarbridge Way, Richmond, BC

Stanford Siu

2023-07-04



**ADMIRAL
OPERATIONS**

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Admiral Operations Ltd
#120 - 5811 Cedarbridge Way, Richmond, BC, V6X2A8

1st/2nd Reading + Prior to Public Hearing Tenant Information Session

Dear distinguished tenants:

On behalf of Admiral Operations, I am very glad to let you know that we will be moving forward with council for our 1st and 2nd reading for this project on July 24th at 7pm

Also on July 24th, at 6-8pm, we would like to welcome you to meet with us at Timms Community Centre MPR-1 Redekop Room for a briefing about the upcoming public hearing that is currently planned for September 11th at 7pm.

We will be going over what happens during a public hearing and how it works.

Prior to the Public hearing mentioned above, we will be hosting the NEXT Tenant Information Meeting session. Once we determine the actual date, closer to the end of August. We will send out notices to all tenants.

1st/2nd Reading + Prior to Public Hearing Tenant Information Session

Location: Timms Community Centre MPR-1 Redekop Room

Date: July 24th, 2023

Time: 6pm-8pm

Thank you!

Stanford Y.F. Siu
Project Manager
Admiral Operations Ltd.