

File No.: 04-1000-20-2020-324

July 24, 2020

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of June 11, 2020 for:

Tenant Relocation Plan materials with respect to permit DB-2019-02127 at 1875 Yew Street, including but not limited to initial application and interim reports. Date range: May 1, 2019 to June 11, 2020.

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.22(1) of the Act. You can read or download this section here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00.

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2020-324); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,

[Signature on file]

Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

Barbara.vanfraassen@vancouver.ca

453 W. 12th Avenue Vancouver BC V5Y 1V4

*If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

Encl.

:kt

CANADA

PROVINCE OF
BRITISH COLUMBIA

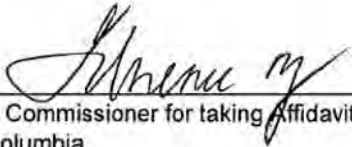
] IN THE MATTER OF THE PREMISES LOCATED AT
] 1875 YEW STREET, VANCOUVER, BRITISH
] COLUMBIA V6K 3G1, LEGALLY DESCRIBED AS:
] PID: 015-290-985, LOT 21 BLOCK 23 DL 526 PLAN
] VAP590, PID: 015-280-993, LOT 22 BLOCK 23 DL
] 526 PLAN VAP590, AND PID: 015-280-001, LOT 23
] BL 23 DL 526 PLAN VAP590 (THE "PROPERTY")

I, **BRANDON HARDING**, agent for 1875 Yew Street Nominee Ltd., the registered owner of the property, of #1300-1075 West Georgia Street, Vancouver, BC V6E 3C9 (the "Owner"), DO SOLEMNLY DECLARE:

1. Each person occupying the building on the Property has been given written notice of the Owner's intent to redevelop the Property by Notice dated October 14, 2019, a copy of which is attached as Schedule "A" hereto.
2. Eight (8) of the twenty-two (22) units in the building were occupied on the date of the First Notice.
3. The Notices were sent to each tenant in the building by registered mail on November 22, 2019, and signed as received by each tenant in the building.
4. The Notices have been posted in conspicuous places on each floor of the building advising of the intent to redevelop the Property.

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE ME at Vancouver,
British Columbia, this 29th day of
November, 2019.


A Commissioner for taking Affidavits for British
Columbia

FLORENCE LOUIE YEN
Barrister & Solicitor
#330, 1785 West 4th Avenue
Vancouver, BC V6J 1M2
Tel: 778-807-5652


BRANDON HARDING

SCHEDULE A

Sample Notice of Redevelopment and Tenant Relocation Plan Information – To Satisfy Prior-to Condition / Notarized Declaration Requirement

To: All Residents of the 1875 Yew Street, Vancouver

From: DJ Mac Consulting, 1875 Yew Street Nominee LTD.

Date: October 14, 2019

Re: Notice of Redevelopment and Tenant Relocation Plan Information

Dear Residents,

1875 Yew Street Nominee Ltd. on behalf of the owner of 1875 Yew Street is coordinating a development permit application that would require the relocation of tenants of the existing rental building on the site. An application for redevelopment was formally submitted to the City of Vancouver on May 15, 2019.

1875 Yew Street Nominee Ltd. is aware that this application, if approved, would cause a degree of inconvenience and financial burden on the existing residents. Our goal is to provide support to the current tenants in order to make the transition out of 1875 Yew Street smooth with as little financial pressure as possible.

Furthermore, if desired by the tenants, we hope they will feel welcome to return to the building upon its completion.

Tenants residing in 1875 Yew Street for at least one year prior to May 15, 2019, when the development application was opened, are eligible for the Tenant Relocation Plan described below. These measures fulfill the requirements of the City of Vancouver's Tenant Relocation and Protection Policy. The City of Vancouver has provided information about its rental housing and tenant protection policies at www.vancouver.ca/protecting-tenants.

Tenant Relocation Plan

Tenant Notice and Compensation

As the owner and landlord of 1875 Yew Street, we commit to providing 4-months' notice to end tenancy only after all permits have been issued.

Please note, this letter is not a notice of eviction.

In addition, through constant communication, we will provide tenants with project updates that will help give them unofficial notice in advance of the 4-month requirement.

In addition, we will provide free rent or the equivalent financial compensation on or before the move-out date to each tenant that falls under this plan as follows:

- 2-months' rent for those with tenancies from 1 up to 5 years
- 3-months' rent for those with tenancies from 5 up to 10 years

- 4-months' rent for those with tenancies from 10 up to 20 years
- 6-months' rent for those with tenancies over 20 years

Moving Expenses

We will designate a professional moving company to assist tenants with the moving process, given they are moving within the Metro Vancouver area. For tenants moving beyond Metro Vancouver, we will provide the necessary assistance in coordinating the moving process and the financial equivalent as those moving within the Metro Vancouver area. Invoicing for moving services is planned to be completed directly between the moving company and the landlord, which will provide more ease and less financial pressure for the tenants. We will also provide tenants with the option to receive flat-rate compensation for moving expenses of \$750 for a studio or 1-bedroom unit and \$1,000 for a 2+ bedroom unit, instead of arranging for a professional moving company.

First Right of Refusal

Tenants will be offered the first right of refusal to a new rental unit if they desire to return to 1875 Yew Street once construction is completed. In addition, rental rates for the new rental units for returning tenants will start at market rent with a 20% discount, which can then increase annually as per British Columbia's Residential Tenancy Act.

Alternate Accommodation Assistance

If tenants request assistance with identifying alternate accommodation, they will be assisted in finding three comparable units in the City of Vancouver that fit as closely to their current accommodation as possible; at least one of the comparable units will be in the same neighbourhood as 1875 Yew street.

For existing tenants requesting assistance in finding alternate accommodation, we will provide a comparable option that rents for no more than the CMHC average rents for the area, unless otherwise agreed to by the tenant.

All current tenants will be provided with the contact information for the designated tenant relocation manager/coordinator. If desired, tenants can provide their accommodation specifications and the designated tenant relocation manager/coordinator will actively search out vacant units that match the requirements.

Special Circumstances

Tenants identified in this plan as having special circumstances will be provided with one additional months' rent compensation and one alternate accommodation option at no more than 10% above current levels.

Conclusion

1875 Yew Street Nominee Ltd. is committed to ensuring that the tenant relocation process is smooth with little burden on the existing residents. We look forward to working with the residents over the coming months to successfully relocate them to alternative accommodation that suits their need and providing them with the opportunity, if they desire, to return after construction.

For further information regarding this Tenant Relocation Plan, please contact:

- Don Macpherson, Tenant Relocation Consultant hired by the owner, at 778-837-1952 or
- Diana Jeliaskova, Housing Planner, City of Vancouver, at 604-829-9279 or diana.jeliaskova@vancouver.ca

Appendix A: Existing Tenants

Please provide a rent roll of **all** existing tenants on site at time of application and supplementary information on any tenants with special circumstances (e.g. disabilities, seniors, etc.).

Date of Application:
Building: 1875 Yew Street, Vancouver, BC

[illegible]

Name of Tenant	Phone	Email	Unit #	Initial Move-in Date	Bedroom Type	Size of Unit (sq. ft.)	Existing Rent (\$)	Pet	Describe any Special Circumstances	For staff completion: Eligible for TRP
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Yes	Yes
No	No
Y	Y
N	N

Appendix A: Existing Tenants + Tenants of Vacated Units

Please provide a rent roll of all existing tenants on site at time of application and supplementary information on any tenants with special circumstances (e.g. disabilities, seniors, etc.).

Vacant?	Name of Tenant	Phone	Email	Unit #	Initial Move-in Date / Date if Unit Vacant	Move-out Date	Length of Tenancy YEARS (as of Sep 2019)	CoV TRP Months of Rent Comp (as of Sep 2019)	Moving Expenses	DIFF = TRP Comp (incl moving) minus Buyout offered	Buyout offered (incl. moving expenses)	CoV TRP Comp req'd (excl moving)	CoV TRP Comp req'd (incl moving)	Mutual Agreement to End Tenancy Date Signed	Mutual Agreement to End Tenancy Effective Date	Bedroom Type	Size of Unit (sq. ft.)	Existing Rent (\$)	Pet(s)	Compensation Offered W/O Moving Expenses	For staff completion Eligible for TRP	Column1
no	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	750.00	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)		
no									750.00													Id'd for additional support
no									750.00													Id'd for additional support
no									750.00													
no									750.00													
no									750.00													
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no									750.00													Id'd for additional support
no									750.00													
no									750.00													
no									750.00													s.22(1)
no									750.00													
no									750.00													
Subtotal occupied units = 13							Avg tenancy											Avg rent				
							8.9											\$1,053				
yes	s.22(1)	s.22(1)		s.22(1)	s.22(1)	s.22(1)	s.22(1)	s.22(1)		s.22(1)	s.22(1)	s.22(1)	s.22(1)					s.22(1)				Not part of this application - house @1833 Yew
yes																						Not part of this application - house @1833 Yew
yes																						Not part of this application - house @1833 Yew
yes									750.00													
yes									750.00													
yes									750.00													
yes									750.00													
yes									750.00													
yes									750.00													
yes									750.00													
yes									750.00													
yes									750.00													
Unit does not exist				13																		
Subtotal vacant units (excl unit 13) = 12, but one unit was vacant at purchase = 11 units with buy-outs																						

Appendix A: Existing Tenants

Please provide a rent roll of **all** existing tenants on site at time of application and supplementary information on any tenants with special circumstances (e.g. disabilities, seniors, etc.).

Date of Application:
Building: 1875 Yew Street, Vancouver, BC

[illegible]

Name of Tenant	Phone	Email	Unit #	Initial Move-in Date	Bedroom Type	Size of Unit (sq. ft.)	Existing Rent (\$)	Pet	Describe any Special Circumstances	For staff completion: Eligible for TRP
								Yes		Yes
								No		No
								Y		Y
								N		N

City of Vancouver Tenant Needs Survey for Relocation

Dear Resident,

This survey is being sent to you because your residence is going through a City process to undertake redevelopment. Having received this survey does not mean you will have to move; the project has not been approved yet. This is not a notice to end tenancy; the project is still early in the early stages of the process and a notice to end tenancy cannot be given until all permits have been issued.

Important Information

- Receiving this survey does not mean the project has been approved or that you will need to move. Your landlord cannot issue a Notice to End Tenancy until all permits have been issued by the City.
- Filling out this survey does not mean you are eligible for assistance. Your landlord will keep you informed as to the anticipated timeline for this project and whether you are eligible for assistance.
- This survey must be sent to all building residents by your landlord as part of the City's updated *Tenant Relocation and Protection (TRP) Policy* for market developments. The survey is voluntary for you to fill out. You can choose to fill out only part or none of the survey.
- The applicant (your landlord or the developer) will use the survey information to provide relocation assistance and other supports as required by the policy, should the project go forward. The survey information will not be shared or used for any other purpose. Residents are encouraged to fill out the survey so they may receive the level of assistance and compensation they are eligible for.
- You can find more information in the attached *Vancouver Renter General Information Sheet*, or at <https://vancouver.ca/people-programs/protecting-tenants.aspx#happening>.

In order to assist us in providing you with relocation assistance during the development process at _____, we would like to hear about your needs and priorities. If you feel uncomfortable answering any of these questions, you have the option of emailing or mailing this document directly to City of Vancouver staff or leaving the question blank. Your City of Vancouver housing planner is Diana Jeliaskova; they can be reached at diana.jeliaskova@vancouver.ca or 604-829-9279. The information collected through this form will be used by the development applicant, the tenant relocation coordinator (if applicable), and the City of Vancouver to better understand your relocation needs. None of your personal information will be shared with any other parties without your consent.

This information is collected by the City of Vancouver under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act. In accordance with the City's Tenant Relocation and Protection Policy, personal information is collected and shared with the development applicant for purposes of contacting and providing tenants with relocation compensation and assistance. Before providing the names, contact information or other personal information of third parties (such as roommates or partners) you must confirm that you have their consent to do so. If you have questions about the collection of this information, please contact your housing planner, listed above.

Please fill this survey out and return it to _____ by _____, or bring to the tenant meeting if applicable. If you need help filling out this survey, please let us know. If you do not wish to fill out the survey, please indicate this in the Section 1, along with your signature. Please note that only one survey for each person listed on the tenancy agreement will be accepted.

Thank you and we look forward to meeting with you.

Name: _____

Company: _____

Phone and email: _____

Section 1: Contact and General Information

Name(s) on Tenancy Agreement: _____

I do not want to fill out this survey.

Yes ☐ Skip to Section 4: Right of First Refusal

No ☐ Continue with survey

By not filling out this survey, you may be giving up your right to relocation assistance (Section 1) and potential additional assistance if you are low income or face additional barriers to securing housing (Section 2). However, you will still receive monetary compensation and moving costs, if you are eligible under the policy.

Phone #: _____ Email Address: _____

Address (include Unit #): _____

Alternate Contact Information Name (roommate or partner): _____

Phone #: _____ Email Address: _____

Number of Residents in Your Households (including yourself): _____

Age of Residents in Your Household (including yourself): _____

Type of Unit: Studio ☐ 1-bed ☐ 2-bed ☐ 3-bed ☐ 4-bed ☐ Other: ☐ _____

Section 2: Relocation Needs and Preferences

You have the right to additional assistance from the developer/owner with finding new accommodation. This section will help the developer/owner to better meet your needs and preferences for new accommodation.

1. Do you want help finding new accommodation? Yes ☐ No ☐

If yes, please provide your needs and preferences for the following. If no, please skip to Section 2.

2. Maximum monthly rent you can afford: _____

Affordable rent is about 30% of your household's monthly income before taxes, unless you are able and willing to spend more.

3. Number of bedrooms: Studio ☐ 1-bed ☐ 2-bed ☐ 3-bed ☐ 4-bed ☐

4. Do you have any pets? Yes ☐ No ☐

If yes, how many and what type/breed? _____

5. Would you prefer a unit that allows smoking? Yes ☐ No ☐

6. Neighbourhood(s) preference: _____

You may include other municipalities outside of Vancouver.

7. Please describe any other needs or preferences (e.g. proximity to schools or transit):

Section 3: Additional Assistance or Support

You may be eligible for additional assistance such as additional moving support, compensation or assistance in securing an affordable or accessible unit based on your income, or other factors such as mobility or physical challenges or other specific needs. This section will be used by the City of Vancouver to determine the Tenant Relocation Plan requirements, which will be fulfilled by the owner/developer.

1. Do you or someone in your household need a wheelchair accessible unit? Yes ☐ No ☐

An accessible unit has a building entrance ramp, minimum door widths of 860 mm to accommodate wheelchairs, and lever-operated handles.

2. Do you need help with moving due to mobility or physical challenges? Yes ☐ No ☐

3. Do you have dependents in your household (e.g. children under the age of 19 or individuals such as an elderly parent who you are the primary caregiver of)? Yes ☐ No ☐

If yes, please specify how many dependents: _____

4. Is your current gross household income less than \$30,000 per year? Yes ☐ No ☐

5. Is your current gross household income \$30,000 - \$50,000 per year? Yes ☐ No ☐

This information will be used to help determine eligibility for other income assistance and the level of assistance required when finding alternate accommodation. Note: income verification may be required by the City of Vancouver.

6. Are you currently receiving any government income assistance (e.g. BC Income Assistance, Disability Assistance) or rent assistance (e.g. BC Housing Rental Assistance Program, Shelter Aid for Elderly Renters)?
- Yes ☐ No ☐

If yes, please specify which programs: _____

7. Are there other factors that we should know about that may affect your move or alternate accommodation?
Please include information on the need for a pet-friendly unit here if you skipped Section 1.

Section 4: Right of First Refusal

If there is new rental being proposed as part of the development, you have the option to return to a unit in the new building at 20% off new market rents.

1. Are you interested in returning to the building? Yes ☐ No ☐

If yes, you will need complete the *Exercising First Right of Refusal Form* (attached) and return it to the Owner prior to vacating your current unit. Your landlord will be required to provide you a new tenancy agreement to sign at least 45 days before the date that the new rental unit will be available to rent. Note: Completing the form to return to the building does not require you to return. Please ensure that you inform the developer/owner of any changes to your contact information until you have received your offer to return.

If responses to any of the above items change before you vacate the Building please notify

_____ ***at*** _____.

Tenant name (print)

Signature

Date

City of Vancouver Exercising First Right of Refusal Form

This form is to be used by a tenant to exercise their right of first refusal to enter into a new tenancy agreement in a new rental unit upon completion of redevelopment/renovation for which the previous tenancy was ended, as per the City's Tenant Relocation and Protection Policy.

If you are an eligible tenant and you may be interested in returning to the building upon its completion, fill out this form and return it to your landlord or their agent before vacating your existing unit. Submitting this form does not obligate you to return. Note: It is your responsibility to keep the landlord informed of your current contact information throughout the redevelopment/renovation in order to be contacted when the building is nearing completion.

Eligible tenants will be provided Right of First Refusal to move back into the new building with a 20% discount off starting market rents, or at the new non-market rents in circumstances when the replacement unit is social housing. If you are not sure if you would qualify for social housing, you can submit this form now and qualification will be determined at move-in.

In cases where the tenant previously had a pet under a pet-accommodating tenancy, the tenant will be offered a pet-friendly unit as part of their Right of First Refusal. This requirement may be waived if the General Manager of Arts, Culture and Community Services deems the nature of the pet(s) to be unreasonably onerous to accommodate.

Contact Information

Name(s) on Tenancy Agreement: _____

Phone #: _____ Email Address: _____

Alternate Contact Information Name (roommate or partner): _____

Phone #: _____ Email Address: _____

Existing Address (include Unit #): _____

Forwarding Address (if known): _____

Declaration of Interest

I am giving you this notice because I want the first opportunity to enter into a new tenancy agreement once the redevelopment/renovation is complete.

Tenant name (print)

Signature

Date



Development Applications Involving Tenant Relocation – Application Form

Building Address: 1875 YEW STREET, VANCOUVER, BC V6K 3G1

This form must be submitted with your rezoning or development permit application.

Step 1:	Understand your rights and responsibilities as a landlord Please review the documents in the Background section as it pertains to relocating tenants and the City's rental replacement policies
Step 2:	Complete Section 1 – Declaration of Tenant Impact and determine the requirements of your application
Step 3:	Complete application requirements
Step 4:	Save and return the completed form with project application to City Staff for feedback. In addition, please email a copy to housing@vancouver.ca .

BACKGROUND: Rights and Responsibilities of Landlord and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Province and set out in the **Residential Tenancy Act**: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02078_01

For more information about the City's rental housing protection policies, please refer to the following documents:

Rental Housing Stock ODP

<https://bylaws.vancouver.ca/ODP/RHS.pdf>

Tenant Relocation and Protection Policy

<https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy.pdf>

Tenant Relocation and Protection Guidelines

<https://vancouver.ca/files/cov/tenant-relocation-and-protection-guidelines.pdf>

Applicant Checklist for Projects Involving Tenant Relocation

For Rezoning Applications

<https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-rezoning-process-2016.pdf>

For Development Permit Applications

<https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-development-permit-process-2016.pdf>

Owners of **SRA-designated properties** should refer to the SRA Bylaw for development and tenant protection requirements relevant to the SRA stock. Learn more at <http://vancouver.ca/srabylaw>

SECTION 1: Declaration of Tenant Impact

Indicate how the work you are proposing will affect tenants:

Tenant Impact			Application Requirements
Work will require the permanent relocation of tenant(s)*	✓ Y	N	If Yes, complete Sections 2 and 3.
Work can be completed without requiring tenant relocation or displacement	Y	✓ N	If Yes, complete Section 2 and submit a notarized Tenant Impact Statement confirming that no tenants will be displaced as a result of the proposed work.

*For more information on the Residential Tenancy Act's requirements for ending a tenancy for landlord's use of property, including for major renovations or repairs, see <https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/residential-tenancies/policy-guidelines/gl02.pdf>.

SECTION 2: Rental Statistics

A. Proposed Project Statistics

Date of Application: May 15, 2019	Applicant: Zvonimir Duric	Owner: 1875 YEW ST NOMINEE LTD
Phone: s.22(1)	Email: duricdevelopment@gmail.com	
Building #: 1875	Street: Yew Street	
Legal description of site (PID): 015-780-985		
Proposed permit # or type:		
Current zoning: RM-4	Proposed zoning: Existing	
Proposed project (describe): Renovate existing units and building systems		
How long have you owned the property? 8 months		

Does the proposed project have new or replacement rental units?	Y	✓ N
Is this a proposed renovation of existing rental unit(s)?	✓ Y	N

If No to both, please skip to Section C: Existing Rental Units

B. Proposed New or Renovated Rental Units

Unit Type	Number of Units	Average Size (sq. ft.)	Size Range (sq. ft.)	Initial Average Rents (\$/mo.)	Initial Rent Range (\$/mo.)
Studio	6	479	445-502	1,800	1,750 - 1,850
1 Bed	4	620	544-718	2,100	2,050 - 2,150
2 Bed	12	720	620-805	2,400	2,350 - 2,450
3 Bed					
Other					
Total	22				

Other units (describe):	
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C. Existing Rental Units

Unit Type	Number of Units	Number Currently Occupied	Average Size (sq. ft.)	Average Rents (\$/mo.)	
Studio	9	4	498	919	
1 Bed	13	9	723	1,100	
2 Bed					
3 Bed					
Other	3		653	943	% of Units Occupied
Total	25	13			59

Other units (describe):	1833 Yew St is a vacant house separate to this application
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D. Vacant Units

If more than 5% of units in the building are currently vacant, please indicate why.

Units Vacated, Date Vacated, Compensation Offered, Rents Charged, Contact Info.

s.22(1)



E. Existing Tenants

To complete this section, download the excel file named **Tenant Relocation Application Form Appendix A** at <https://vancouver.ca/files/cov/tenant-relocation-application-form-appendix-a.xlsx>.

Please provide a rent roll using **Appendix A** of all existing tenants on site and supplementary information on any tenants with special circumstances (e.g. disabilities, seniors, etc.).

You will be required to have the following information on all existing tenants:

- name of tenant;
- phone number of tenant;
- email of tenant;
- unit number;
- initial move-in date (if the unit is vacant, indicate the date of vacancy);
- bedroom type;
- size of unit (sq. ft.);
- existing rent (\$);
- whether the tenants has a *pet(s); and
- any special circumstances.

*Tenants with pets should be accommodated both when requesting assistance finding new accommodation and when exercising the Right of First Refusal option.

SECTION 3: Draft Tenant Relocation Plan

Please complete the "Draft TRP Details" column in the following chart. The notes in the shaded column correspond to the expectations under the City's rental housing protection policies and indicate both minimum requirements and typical scenarios encountered. Staff will assess the proposed Tenant Relocation Plan and provide comments during the application phase.

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
	Date:	Date: July 23, 2019	Date:
Describe existing project compared to new project <ul style="list-style-type: none"> Existing units vs. new units Existing rents vs. new rents Existing unit type mix vs. new unit mix (e.g. 1-bedroom units, 2-bedroom units) 	<p>Existing units original state from 1929 construction with minimal to no improvements or renovations</p> <p>New units will have brand new kitchen cupboards & cabinets, refinished hardwood floors, additional fixtures and lighting</p> <p>Higher efficiency fixtures and lighting</p> <p>Efficient heating, insulation, windows, paint, appliances including dishwasher, washer, dryer</p>	<p>Please include information on the existing rents vs proposed new rents, and move the comments from column C to column A.</p>	<p>Make units more efficient and family friendly with additional bedrooms</p> <p>More affordable brand new units so tenants have the option to split rent with roommates</p>

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Compensation per unit</p> <ul style="list-style-type: none"> • 2 months' rent – tenancies up to 5 years • 3 months' rent – tenancies from 5 to 10 years • 4 months' rent – tenancies from 10 to 20 years • 6 months' rent for tenancies over 20 years <p><i>Compensation may take the form of free rent, a lump sum payment, or a combination of both, and should be issued to the tenant(s) listed in the tenancy agreement.</i></p>	See Appendix A	Please include the compensation for each tenant here.	<p>s.22(1)</p>

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Notification</p> <p>A minimum of four months' notice to end tenancy must be provided only after all permits are issued (e.g. all development, building, and demolition permits).</p> <p>A longer timeframe may be offered.</p>	<p>Will provide four months notice to all tenants</p>	<p>Please specify that notices will be issued only after all permits are issued (development and building permits).</p>	<p>Notices will be issued once all permits are issued</p>
<p>Moving Expenses</p> <p>The applicant should: a) hire an insured moving company, with all arrangements and costs covered; and/or b) provide a flat rate of \$750 for a bachelor or 1-bed unit, and \$1,000 for a 2- or more bed unit.</p> <p>The applicant may choose whether to offer one or both options to eligible tenants.</p>	<p>Will offer both options to all tenants</p>	<p>Ok.</p>	

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Assistance in Finding Alternate Accommodation Three options should be offered that are comparable in unit type, unless otherwise agreed to. All options should be in Vancouver, with one in the same <u>neighbourhood</u>. In the West End, <u>two</u> options should be in the same neighbourhood. All options should rent at no more than <u>CMHC average rents</u> for the area.</p> <p>Where possible, options should be tailored to the tenant (e.g. pet friendly, smoke-free, mobility considerations, etc.).</p>	<p>D.J. Mac will work with tenants and provide three options as outlined s.22(1)</p>	<p>Staff recommend that the applicant or the relocation specialist meet with each tenant to determine their needs for future accommodations, or administer a tenant needs survey. A sample Tenant Relocation Survey is available on the City's website https://vancouver.ca/people-programs/tenant-relocation-resources-for-owners-and-developers.aspx</p> <p>Also specify that at least one option should be provided in the same neighbourhood, and all three options should be within CMHC average rents. In Kitsilano in 2018 average rents were \$1,136 for bachelor and \$1,442 for 1br.</p>	<p>At least one option will be provided in the same neighbourhood and all 3 option will be within CMHC average rents.</p>
<p>Right of First Refusal* Where starting rents are anticipated to be higher than what the tenant currently pays, the applicant should provide a 20% discount off starting rents for returning tenants.</p> <p><i>Right of First Refusal only applies to projects where one-for-one replacement is required under the Rental Housing Stock ODP or if the project is proposing new secured market rental (e.g. through the Secured Market Rental Policy, "Rental 100", or Affordable Housing Interim Rezoning Policy). For social housing projects, tenants should be offered Right of First Refusal provided they meet eligibility requirements.</i></p>		<p>Not applicable.</p>	

*Applicants are strongly encouraged to provide tenants with form [RTB-28 Tenant Notice: Exercising Right of First Refusal](#), as part of their communication with tenants who are eligible for Right of First Refusal under City policy and/or under the Residential Tenancy Act.

7

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Additional Support for Special Circumstances</p> <p>Applicants should consider additional support or compensation for tenants with special circumstances (e.g. seniors, persons with disabilities, low income, etc.). Examples of support can include:</p> <ul style="list-style-type: none"> • Hiring a relocation consultant • Additional compensation • Identifying at least one alternate accommodation option within 10% of the tenant's current rent • Where a building manager is paying reduced rent in exchange for services, consider compensation at the same monthly rate as a similar unit 	<p>D.J Mac will inquire, advise and execute on determining additional requirements and finding suitable arrangement for tenants in s.22(1)</p> <p>We will provide these s.22(1) tenants an additional first month rent free on the new rental accommodation if they accept an option presented by D.J Mac to financially ease the transition</p>	<p>Staff recommend that the applicant or the relocation specialist meet with each tenant to determine their needs for future accommodations, or administer a tenant needs survey. A sample Tenant Relocation Survey is available on the City's website https://vancouver.ca/people-programs/tenant-relocation-resources-for-owners-and-developers.aspx</p> <p>For tenants identified as having special circumstances, staff recommend that the applicant identify at least one alternate accommodation option within 10% of the tenant's current rent.</p>	<p>We will identify at least one alternate accommodation option within 10% of tenant's current rent</p>

SECTION 4: Final Tenant Relocation Plan Summary

Applicant: Please review the final Tenant Relocation Plan below and initial on page 11 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT	
Address:	
Compensation Per Unit	
Notification	

Moving Expenses	
Assistance in Finding Alternate Accommodation	
Right of First Refusal	

Additional Support for Special Circumstances	
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Applicant: Please initial to confirm that you have read, and agree to, the final Tenant Relocation Plan.

FOR STAFF USE ONLY	
Staff Comments:	
Final Tenant Relocation Plan Approval Date:	
Approved By:	



Development Applications Involving Tenant Relocation – Application Form

Building Address: 1875 YEW STREET, VANCOUVER, BC V6K 3G1

This form must be submitted with your rezoning or development permit application.

Step 1:	Understand your rights and responsibilities as a landlord Please review the documents in the Background section as it pertains to relocating tenants and the City's rental replacement policies
Step 2:	Complete Section 1 – Declaration of Tenant Impact and determine the requirements of your application
Step 3:	Complete application requirements
Step 4:	Save and return the completed form with project application to City Staff for feedback. In addition, please email a copy to housing@vancouver.ca .

BACKGROUND: Rights and Responsibilities of Landlord and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Province and set out in the **Residential Tenancy Act**: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02078_01

For more information about the City's rental housing protection policies, please refer to the following documents:

Rental Housing Stock ODP

<https://bylaws.vancouver.ca/ODP/RHS.pdf>

Tenant Relocation and Protection Policy

<https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy.pdf>

Tenant Relocation and Protection Guidelines

<https://vancouver.ca/files/cov/tenant-relocation-and-protection-guidelines.pdf>

Applicant Checklist for Projects Involving Tenant Relocation

For Rezoning Applications

<https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-rezoning-process-2016.pdf>

For Development Permit Applications

<https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-development-permit-process-2016.pdf>

Owners of **SRA-designated properties** should refer to the SRA Bylaw for development and tenant protection requirements relevant to the SRA stock. Learn more at <http://vancouver.ca/srabylaw>

SECTION 1: Declaration of Tenant Impact

Indicate how the work you are proposing will affect tenants:

Tenant Impact			Application Requirements
Work will require the permanent relocation of tenant(s)*	✓ Y	N	If Yes, complete Sections 2 and 3.
Work can be completed without requiring tenant relocation or displacement	Y	✓ N	If Yes, complete Section 2 and submit a notarized Tenant Impact Statement confirming that no tenants will be displaced as a result of the proposed work.

*For more information on the Residential Tenancy Act's requirements for ending a tenancy for landlord's use of property, including for major renovations or repairs, see <https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/residential-tenancies/policy-guidelines/g102.pdf>.

SECTION 2: Rental Statistics

A. Proposed Project Statistics

Date of Application: May 15, 2019	Applicant: Zvonimir Duric	Owner: 1875 YEW ST NOMINEE LTD
Phone: s.22(1)	Email: duricdevelopment@gmail.com	
Building #: 1875	Street: Yew Street	
Legal description of site (PID): 015-780-985		
Proposed permit # or type:		
Current zoning: RM-4	Proposed zoning: Existing	
Proposed project (describe): Renovate existing units and building systems		
How long have you owned the property? 8 months		

Does the proposed project have new or replacement rental units?	Y	✓ N
Is this a proposed renovation of existing rental unit(s)?	✓ Y	N

If No to both, please skip to Section C: Existing Rental Units

B. Proposed New or Renovated Rental Units

Unit Type	Number of Units	Average Size (sq. ft.)	Size Range (sq. ft.)	Initial Average Rents (\$/mo.)	Initial Rent Range (\$/mo.)
Studio	6	479	445-502	1,800	1,750 - 1,850
1 Bed	4	620	544-718	2,100	2,050 - 2,150
2 Bed	12	720	620-805	2,400	2,350 - 2,450
3 Bed					
Other					
Total	22				

Other units (describe):	
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C. Existing Rental Units

Unit Type	Number of Units	Number Currently Occupied	Average Size (sq. ft.)	Average Rents (\$/mo.)	
Studio	9	4	498	919	
1 Bed	13	9	723	1,100	
2 Bed					
3 Bed					
Other	3		653	943	% of Units Occupied
Total	22	13			59

Other units (describe):	
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D. Vacant Units

If more than 5% of units in the building are currently vacant, please indicate why.

Units Vacated, Date Vacated, Compensation Offered, Rents Charged, Contact Info.

s.22(1)



E. Existing Tenants

To complete this section, download the excel file named **Tenant Relocation Application Form Appendix A** at <https://vancouver.ca/files/cov/tenant-relocation-application-form-appendix-a.xlsx>.

Please provide a rent roll using **Appendix A** of all existing tenants on site and supplementary information on any tenants with special circumstances (e.g. disabilities, seniors, etc.).

You will be required to have the following information on all existing tenants:

- name of tenant;
- phone number of tenant;
- email of tenant;
- unit number;
- initial move-in date (if the unit is vacant, indicate the date of vacancy);
- bedroom type;
- size of unit (sq. ft.);
- existing rent (\$);
- whether the tenants has a *pet(s); and
- any special circumstances.

*Tenants with pets should be accommodated both when requesting assistance finding new accommodation and when exercising the Right of First Refusal option.

SECTION 3: Draft Tenant Relocation Plan

Please complete the "Draft TRP Details" column in the following chart. The notes in the shaded column correspond to the expectations under the City's rental housing protection policies and indicate both minimum requirements and typical scenarios encountered. Staff will assess the proposed Tenant Relocation Plan and provide comments during the application phase.

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
	Date:	Date: July 23, 2019	Date:
Describe existing project compared to new project <ul style="list-style-type: none"> Existing units vs. new units Existing rents vs. new rents Existing unit type mix vs. new unit mix (e.g. 1-bedroom units, 2-bedroom units) 	<p>Existing units original state from 1929 construction with minimal to no improvements or renovations</p> <p>New units will have brand new kitchen cupboards & cabinets, refinished hardwood floors, additional fixtures and lighting</p> <p>Higher efficiency fixtures and lighting</p> <p>Efficient heating, insulation, windows, paint, appliances including dishwasher, washer, dryer</p>	<p>Please include information on the existing rents vs proposed new rents, and move the comments from column C to column A.</p>	<p>Make units more efficient and family friendly with additional bedrooms</p> <p>More affordable brand new units so tenants have the option to split rent with roommates</p> <p>Existing Average Monthly Rent: Bachelor - \$865 One Bedroom - \$1109</p> <p>Existing Unit Mix Bachelors: 8 One Bedrooms: 14</p> <p>New Average Monthly Rents: Bachelor: \$2000 One Bedrooms: \$2400 Two Bedrooms: \$2900</p> <p>New Unit Mix: Bachelors: 1 One Bedrooms: 9 Two Bedrooms: 12</p>

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Compensation per unit</p> <ul style="list-style-type: none"> • 2 months' rent – tenancies up to 5 years • 3 months' rent – tenancies from 5 to 10 years • 4 months' rent – tenancies from 10 to 20 years • 6 months' rent for tenancies over 20 years <p><i>Compensation may take the form of free rent, a lump sum payment, or a combination of both, and should be issued to the tenant(s) listed in the tenancy agreement.</i></p>	See Appendix A	Please include the compensation for each tenant here.	<p>s.22(1)</p>

Relocation Plan Components	A. Draft TRP Details <i>(to be completed by applicant with Rezoning or DP application submission)</i>	B. City Staff Comments <i>(to be completed by staff during Application Review)</i>	C. Applicant Comments <i>(to be completed by applicant during Application Review)</i>
<p>Notification</p> <p>A minimum of four months' notice to end tenancy must be provided only after all permits are issued (e.g. all development, building, and demolition permits).</p> <p><i>A longer timeframe may be offered.</i></p>	<p>Will provide four months notice to all tenants</p>	<p>Please specify that notices will be issued only after all permits are issued (development and building permits).</p>	<p>Notices will be issued once all permits are issued</p>
<p>Moving Expenses</p> <p>The applicant should: a) hire an insured moving company, with all arrangements and costs covered; and/or b) provide a flat rate of \$750 for a bachelor or 1-bed unit, and \$1,000 for a 2- or more bed unit.</p> <p>The applicant may choose whether to offer one or both options to eligible tenants.</p>	<p>Will offer both options to all tenants</p>	<p>Ok.</p>	<p>Will offer both options to all tenants</p>

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Assistance in Finding Alternate Accommodation Three options should be offered that are comparable in unit type, unless otherwise agreed to. All options should be in Vancouver, with one in the same <u>neighbourhood</u>. In the West End, <u>two</u> options should be in the same neighbourhood. All options should rent at no more than <u>CMHC average rents</u> for the area.</p> <p>Where possible, options should be tailored to the tenant (e.g. pet friendly, smoke-free, mobility considerations, etc.).</p>	<p>D.J. Mac will work with tenants and provide three options as outlined</p> <p>s.22(1)</p>	<p>Staff recommend that the applicant or the relocation specialist meet with each tenant to determine their needs for future accommodations, or administer a tenant needs survey. A sample Tenant Relocation Survey is available on the City's website https://vancouver.ca/people-programs/tenant-relocation-resources-for-owners-and-developers.aspx</p> <p>Also specify that at least one option should be provided in the same neighbourhood, and all three options should be within CMHC average rents. In Kitsilano in 2018 average rents were \$1,136 for bachelor and \$1,442 for 1br.</p>	<p>At least one option will be provided in the same neighbourhood and all 3 option will be within CMHC average rents.</p>
<p>Right of First Refusal* Where starting rents are anticipated to be higher than what the tenant currently pays, the applicant should provide a 20% discount off starting rents for returning tenants.</p> <p><i>Right of First Refusal only applies to projects where one-for-one replacement is required under the Rental Housing Stock ODP or if the project is proposing new secured market rental (e.g. through the Secured Market Rental Policy, "Rental 100", or Affordable Housing Interim Rezoning Policy). For social housing projects, tenants should be offered Right of First Refusal provided they meet eligibility requirements.</i></p>		<p>The applicant is directed to offer all former tenants a Right of First Refusal for the newly renovated units, at a 20% discount on starting rents in the new units. The applicant should demonstrate efforts made to locate and offer this Right of First Refusal to all tenants.</p> <p>The applicant is strongly encouraged to provide tenants with form RTB-28 Tenant Notice: Exercising Right of First Refusal, as part of their communication with tenants who are eligible for Right of First Refusal under City policy and/or under the Residential Tenancy Act.</p>	<p>Tenants will be offered the first right of refusal to a new rental unit if they desire to return to 1875 Yew Street once construction is completed. In addition, rental rates for the new rental units for returning tenants will start at market rent with a 20% discount, which can then increase annually as per British Columbia's Residential Tenancy Act.</p>

*Applicants are strongly encouraged to provide tenants with form [RTB-28](#) Tenant Notice: Exercising Right of First Refusal, as part of their communication with tenants who are eligible for Right of First Refusal under City policy and/or under the Residential Tenancy Act.

7

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Additional Support for Special Circumstances</p> <p>Applicants should consider additional support or compensation for tenants with special circumstances (e.g. seniors, persons with disabilities, low income, etc.). Examples of support can include:</p> <ul style="list-style-type: none"> Hiring a relocation consultant Additional compensation Identifying at least one alternate accommodation option within 10% of the tenant's current rent Where a building manager is paying reduced rent in exchange for services, consider compensation at the same monthly rate as a similar unit 	<p>D.J Mac will inquire, advise and execute on determining additional requirements and finding suitable arrangement for tenants in s.22(1)</p> <p>We will provide these s.22(1) tenants an additional first month rent free on the new rental accommodation if they accept an option presented by D.J Mac to financially ease the transition</p>	<p>Staff recommend that the applicant or the relocation specialist meet with each tenant to determine their needs for future accommodations, or administer a tenant needs survey. A sample Tenant Relocation Survey is available on the City's website https://vancouver.ca/people-programs/tenant-relocation-resources-for-owners-and-developers.aspx</p> <p>Staff would like the applicant to identify as soon as possible any special needs the existing tenants may have (e.g. low income, on income assistance, fixed income, mobility issues, pets, are they seniors, etc.)</p> <p>For tenants identified as having special circumstances, staff recommend that the applicant identify at least one alternate accommodation option within 10% of the tenant's current rent.</p>	<p>We will identify at least one alternate accommodation option within 10% of tenant's current rent</p> <p>DJ Mac will be conducting in person meetings and phone conversations to determine which tenants have special circumstances and do their best to accomodate them</p>

SECTION 4: Final Tenant Relocation Plan Summary

Applicant: Please review the final Tenant Relocation Plan below and initial on page 11 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT	
Address:	
Compensation Per Unit	
Notification	

Moving Expenses	
Assistance in Finding Alternate Accommodation	
Right of First Refusal	

Additional Support for Special Circumstances	
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Applicant: Please initial to confirm that you have read, and agree to, the final Tenant Relocation Plan.

FOR STAFF USE ONLY	
Staff Comments:	
Final Tenant Relocation Plan Approval Date:	
Approved By:	



Development Applications Involving Tenant Relocation – Application Form

Building Address: 1875 YEW STREET, VANCOUVER, BC V6K 3G1

This form must be submitted with your rezoning or development permit application.

Step 1:	Understand your rights and responsibilities as a landlord Please review the documents in the Background section as it pertains to relocating tenants and the City's rental replacement policies
Step 2:	Complete Section 1 – Declaration of Tenant Impact and determine the requirements of your application
Step 3:	Complete application requirements
Step 4:	Save and return the completed form with project application to City Staff for feedback. In addition, please email a copy to housing@vancouver.ca .

BACKGROUND: Rights and Responsibilities of Landlord and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Province and set out in the **Residential Tenancy Act**: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02078_01

For more information about the City's rental housing protection policies, please refer to the following documents:

Rental Housing Stock ODP

<https://bylaws.vancouver.ca/ODP/RHS.pdf>

Tenant Relocation and Protection Policy

<https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy.pdf>

Tenant Relocation and Protection Guidelines

<https://vancouver.ca/files/cov/tenant-relocation-and-protection-guidelines.pdf>

Applicant Checklist for Projects Involving Tenant Relocation

For Rezoning Applications

<https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-rezoning-process-2016.pdf>

For Development Permit Applications

<https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-development-permit-process-2016.pdf>

Owners of **SRA-designated properties** should refer to the SRA Bylaw for development and tenant protection requirements relevant to the SRA stock. Learn more at <http://vancouver.ca/srabylaw>

SECTION 1: Declaration of Tenant Impact

Indicate how the work you are proposing will affect tenants:

Tenant Impact			Application Requirements
Work will require the permanent relocation of tenant(s)*	✓ Y	N	If Yes, complete Sections 2 and 3.
Work can be completed without requiring tenant relocation or displacement	Y	✓ N	If Yes, complete Section 2 and submit a notarized Tenant Impact Statement confirming that no tenants will be displaced as a result of the proposed work.

*For more information on the Residential Tenancy Act's requirements for ending a tenancy for landlord's use of property, including for major renovations or repairs, see <https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/residential-tenancies/policy-guidelines/g102.pdf>.

SECTION 2: Rental Statistics

A. Proposed Project Statistics

Date of Application: May 15, 2019	Applicant: Zvonimir Duric	Owner: 1875 YEW ST NOMINEE LTD
Phone: s.22(1)	Email: duricdevelopment@gmail.com	
Building #: 1875	Street: Yew Street	
Legal description of site (PID): 015-780-985		
Proposed permit # or type:		
Current zoning: RM-4	Proposed zoning: Existing	
Proposed project (describe): Renovate existing units and building systems		
How long have you owned the property? 8 months		

Does the proposed project have new or replacement rental units?	Y	✓ N
Is this a proposed renovation of existing rental unit(s)?	✓ Y	N

If No to both, please skip to Section C: Existing Rental Units

B. Proposed New or Renovated Rental Units

Unit Type	Number of Units	Average Size (sq. ft.)	Size Range (sq. ft.)	Initial Average Rents (\$/mo.)	Initial Rent Range (\$/mo.)
Studio	6	479	445-502	1,800	1,750 - 1,850
1 Bed	4	620	544-718	2,100	2,050 - 2,150
2 Bed	12	720	620-805	2,400	2,350 - 2,450
3 Bed					
Other					
Total	22				

Other units (describe):	
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C. Existing Rental Units

Unit Type	Number of Units	Number Currently Occupied	Average Size (sq. ft.)	Average Rents (\$/mo.)	
Studio	9	4	498	919	
1 Bed	13	9	723	1,100	
2 Bed					
3 Bed					
Other	3		653	943	% of Units Occupied
Total	25	13			59

Other units (describe):	1833 Yew St is a vacant house separate to this application
-------------------------	--

D. Vacant Units

If more than 5% of units in the building are currently vacant, please indicate why.

Units Vacated, Date Vacated, Compensation Offered, Rents Charged, Contact Info.

s.22(1)



E. Existing Tenants

To complete this section, download the excel file named **Tenant Relocation Application Form Appendix A** at <https://vancouver.ca/files/cov/tenant-relocation-application-form-appendix-a.xlsx>.

Please provide a rent roll using **Appendix A** of all existing tenants on site and supplementary information on any tenants with special circumstances (e.g. disabilities, seniors, etc.).

You will be required to have the following information on all existing tenants:


- name of tenant;
- phone number of tenant;
- email of tenant;
- unit number;
- initial move-in date (if the unit is vacant, indicate the date of vacancy);
- bedroom type;
- size of unit (sq. ft.);
- existing rent (\$);
- whether the tenants has a *pet(s); and
- any special circumstances.

*Tenants with pets should be accommodated both when requesting assistance finding new accommodation and when exercising the Right of First Refusal option.

SECTION 3: Draft Tenant Relocation Plan

Please complete the "Draft TRP Details" column in the following chart. The notes in the shaded column correspond to the expectations under the City's rental housing protection policies and indicate both minimum requirements and typical scenarios encountered. Staff will assess the proposed Tenant Relocation Plan and provide comments during the application phase.

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
	Date:	Date: July 23, 2019	Date:
Describe existing project compared to new project <ul style="list-style-type: none"> Existing units vs. new units Existing rents vs. new rents Existing unit type mix vs. new unit mix (e.g. 1-bedroom units, 2-bedroom units) 	<p>Existing units original state from 1929 construction with minimal to no improvements or renovations</p> <p>New units will have brand new kitchen cupboards & cabinets, refinished hardwood floors, additional fixtures and lighting</p> <p>Higher efficiency fixtures and lighting</p> <p>Efficient heating, insulation, windows, paint, appliances including dishwasher, washer, dryer</p>	<p>Please include information on the existing rents vs proposed new rents, and move the comments from column C to column A.</p>	<p>Make units more efficient and family friendly with additional bedrooms</p> <p>More affordable brand new units so tenants have the option to split rent with roommates</p>

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Compensation per unit</p> <ul style="list-style-type: none"> • 2 months' rent – tenancies up to 5 years • 3 months' rent – tenancies from 5 to 10 years • 4 months' rent – tenancies from 10 to 20 years • 6 months' rent for tenancies over 20 years <p><i>Compensation may take the form of free rent, a lump sum payment, or a combination of both, and should be issued to the tenant(s) listed in the tenancy agreement.</i></p>	See Appendix A	Please include the compensation for each tenant here.	<p>s.22(1)</p> 

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Notification</p> <p>A minimum of four months' notice to end tenancy must be provided only after all permits are issued (e.g. all development, building, and demolition permits).</p> <p>A longer timeframe may be offered.</p>	<p>Will provide four months notice to all tenants</p>	<p>Please specify that notices will be issued only after all permits are issued (development and building permits).</p>	<p>Notices will be issued once all permits are issued</p>
<p>Moving Expenses</p> <p>The applicant should: a) hire an insured moving company, with all arrangements and costs covered; and/or b) provide a flat rate of \$750 for a bachelor or 1-bed unit, and \$1,000 for a 2- or more bed unit.</p> <p>The applicant may choose whether to offer one or both options to eligible tenants.</p>	<p>Will offer both options to all tenants</p>	<p>Ok.</p>	

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Assistance in Finding Alternate Accommodation Three options should be offered that are comparable in unit type, unless otherwise agreed to. All options should be in Vancouver, with one in the same <u>neighbourhood</u>. In the West End, <u>two</u> options should be in the same neighbourhood. All options should rent at no more than <u>CMHC average rents</u> for the area.</p> <p>Where possible, options should be tailored to the tenant (e.g. pet friendly, smoke-free, mobility considerations, etc.).</p>	<p>D.J. Mac will work with tenants and provide three options as outlined</p> <p>s.22(1)</p>	<p>Staff recommend that the applicant or the relocation specialist meet with each tenant to determine their needs for future accommodations, or administer a tenant needs survey. A sample Tenant Relocation Survey is available on the City's website https://vancouver.ca/people-programs/tenant-relocation-resources-for-owners-and-developers.aspx</p> <p>Also specify that at least one option should be provided in the same neighbourhood, and all three options should be within CMHC average rents. In Kitsilano in 2018 average rents were \$1,136 for bachelor and \$1,442 for 1br.</p>	<p>At least one option will be provided in the same neighbourhood and all 3 option will be within CMHC average rents.</p>
<p>Right of First Refusal* Where starting rents are anticipated to be higher than what the tenant currently pays, the applicant should provide a 20% discount off starting rents for returning tenants.</p> <p><i>Right of First Refusal only applies to projects where one-for-one replacement is required under the Rental Housing Stock ODP or if the project is proposing new secured market rental (e.g. through the Secured Market Rental Policy, "Rental 100", or Affordable Housing Interim Rezoning Policy). For social housing projects, tenants should be offered Right of First Refusal provided they meet eligibility requirements.</i></p>		<p>The applicant is directed to offer all former tenants a Right of First Refusal for the newly renovated units, at a 20% discount on starting rents in the new units. The applicant should demonstrate efforts made to locate and offer this Right of First Refusal to all tenants.</p> <p>The applicant is strongly encouraged to provide tenants with form RTB-28 Tenant Notice: Exercising Right of First Refusal, as part of their communication with tenants who are eligible for Right of First Refusal under City policy and/or under the Residential Tenancy Act.</p>	

*Applicants are strongly encouraged to provide tenants with form [RTB-28](#) Tenant Notice: Exercising Right of First Refusal, as part of their communication with tenants who are eligible for Right of First Refusal under City policy and/or under the Residential Tenancy Act.

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Additional Support for Special Circumstances</p> <p>Applicants should consider additional support or compensation for tenants with special circumstances (e.g. seniors, persons with disabilities, low income, etc.). Examples of support can include:</p> <ul style="list-style-type: none"> • Hiring a relocation consultant • Additional compensation • Identifying at least one alternate accommodation option within 10% of the tenant's current rent • Where a building manager is paying reduced rent in exchange for services, consider compensation at the same monthly rate as a similar unit 	<p>D.J Mac will inquire, advise and execute on determining additional requirements and finding suitable arrangement for tenants in s.22(1)</p> <p>We will provide these three tenants an additional first month rent free on the new rental accommodation if they accept an option presented by D.J Mac to financially ease the transition</p>	<p>Staff recommend that the applicant or the relocation specialist meet with each tenant to determine their needs for future accommodations, or administer a tenant needs survey. A sample Tenant Relocation Survey is available on the City's website https://vancouver.ca/people-programs/tenant-relocation-resources-for-owners-and-developers.aspx</p> <p>Staff would like the applicant to identify as soon as possible any special needs the existing tenants may have (e.g. low income, on income assistance, fixed income, mobility issues, pets, are they seniors, etc.)</p> <p>For tenants identified as having special circumstances, staff recommend that the applicant identify at least one alternate accommodation option within 10% of the tenant's current rent.</p>	<p>We will identify at least one alternate accommodation option within 10% of tenant's current rent</p>

SECTION 4: Final Tenant Relocation Plan Summary

Applicant: Please review the final Tenant Relocation Plan below and initial on page 11 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT	
Address:	
Compensation Per Unit	
Notification	

Moving Expenses	
Assistance in Finding Alternate Accommodation	
Right of First Refusal	

Additional Support for Special Circumstances	
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Applicant: Please initial to confirm that you have read, and agree to, the final Tenant Relocation Plan.

FOR STAFF USE ONLY	
Staff Comments:	
Final Tenant Relocation Plan Approval Date:	
Approved By:	



Development Applications Involving Tenant Relocation – Application Form

Building Address: 1875 YEW STREET, VANCOUVER, BC V6K 3G1

This form must be submitted with your rezoning or development permit application.

Step 1:	Understand your rights and responsibilities as a landlord Please review the documents in the Background section as it pertains to relocating tenants and the City's rental replacement policies
Step 2:	Complete Section 1 – Declaration of Tenant Impact and determine the requirements of your application
Step 3:	Complete application requirements
Step 4:	Save and return the completed form with project application to City Staff for feedback. In addition, please email a copy to housing@vancouver.ca .

BACKGROUND: Rights and Responsibilities of Landlord and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Province and set out in the **Residential Tenancy Act**: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02078_01

For more information about the City's rental housing protection policies, please refer to the following documents:

Rental Housing Stock ODP

<https://bylaws.vancouver.ca/ODP/RHS.pdf>

Tenant Relocation and Protection Policy

<https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy.pdf>

Tenant Relocation and Protection Guidelines

<https://vancouver.ca/files/cov/tenant-relocation-and-protection-guidelines.pdf>

Applicant Checklist for Projects Involving Tenant Relocation

For Rezoning Applications

<https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-rezoning-process-2016.pdf>

For Development Permit Applications

<https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-development-permit-process-2016.pdf>

Owners of **SRA-designated properties** should refer to the SRA Bylaw for development and tenant protection requirements relevant to the SRA stock. Learn more at <http://vancouver.ca/srabylaw>

SECTION 1: Declaration of Tenant Impact

Indicate how the work you are proposing will affect tenants:

Tenant Impact			Application Requirements
Work will require the permanent relocation of tenant(s)*	✓ Y	N	If Yes, complete Sections 2 and 3.
Work can be completed without requiring tenant relocation or displacement	Y	✓ N	If Yes, complete Section 2 and submit a notarized Tenant Impact Statement confirming that no tenants will be displaced as a result of the proposed work.

*For more information on the Residential Tenancy Act's requirements for ending a tenancy for landlord's use of property, including for major renovations or repairs, see <https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/residential-tenancies/policy-guidelines/gl02.pdf>.

SECTION 2: Rental Statistics

A. Proposed Project Statistics

Date of Application:	Applicant:	Owner: 1875 YEW ST NOMINEE LTD
Phone: 604-691-6630	Email: bharding@naicommercial.ca	
Building #: 1875	Street: Yew Street	
Legal description of site (PID): 015-780-985		
Proposed permit # or type:		
Current zoning: RM-4	Proposed zoning: Existing	
Proposed project (describe):	Renovate existing units and building systems	
How long have you owned the property? 8 months		

Does the proposed project have new or replacement rental units?	Y	✓ N
Is this a proposed renovation of existing rental unit(s)?	✓ Y	N

If No to both, please skip to Section C: Existing Rental Units

B. Proposed New or Renovated Rental Units

Unit Type	Number of Units	Average Size (sq. ft.)	Size Range (sq. ft.)	Initial Average Rents (\$/mo.)	Initial Rent Range (\$/mo.)
Studio	6	479	445-502	1,800	1,750 - 1,850
1 Bed	4	620	544-718	2,100	2,050 - 2,150
2 Bed	12	720	620-805	2,400	2,350 - 2,450
3 Bed					
Other					
Total					

Other units (describe):	
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C. Existing Rental Units

Unit Type	Number of Units	Number Currently Occupied	Average Size (sq. ft.)	Average Rents (\$/mo.)	% of Units Occupied
Studio					
1 Bed					
2 Bed					
3 Bed					
Other					
Total					

Other units (describe):	
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D. Vacant Units

If more than 5% of units in the building are currently vacant, please indicate why.

We have hired a tenant relocation company D. J. Mac and have been offering incentives to relocate for tenants looking to move as convenient for their schedule.

E. Existing Tenants

To complete this section, download the excel file named **Tenant Relocation Application Form Appendix A** at <https://vancouver.ca/files/cov/tenant-relocation-application-form-appendix-a.xlsx>.

Please provide a rent roll using **Appendix A** of all existing tenants on site and supplementary information on any tenants with special circumstances (e.g. disabilities, seniors, etc.).

You will be required to have the following information on all existing tenants:

- name of tenant;
- phone number of tenant;
- email of tenant;
- unit number;
- initial move-in date (if the unit is vacant, indicate the date of vacancy);
- bedroom type;
- size of unit (sq. ft.);
- existing rent (\$);
- whether the tenants has a *pet(s); and
- any special circumstances.

*Tenants with pets should be accommodated both when requesting assistance finding new accommodation and when exercising the Right of First Refusal option.

SECTION 3: Draft Tenant Relocation Plan

Please complete the "Draft TRP Details" column in the following chart. The notes in the shaded column correspond to the expectations under the City's rental housing protection policies and indicate both minimum requirements and typical scenarios encountered. Staff will assess the proposed Tenant Relocation Plan and provide comments during the application phase.

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
	Date:	Date: July 23, 2019	Date:
Describe existing project compared to new project <ul style="list-style-type: none"> Existing units vs. new units Existing rents vs. new rents Existing unit type mix vs. new unit mix (e.g. 1-bedroom units, 2-bedroom units) 	<p>Existing units original state from 1929 construction with minimal to no improvements or renovations</p> <p>New units will have brand new kitchen cupboards & cabinets, refinished hardwood floors, additional fixtures and lighting</p> <p>Higher efficiency fixtures and lighting</p> <p>Efficient heating, insulation, windows, paint, appliances including dishwasher, washer, dryer</p>	<p>Please include information on the existing rents vs proposed new rents, and move the comments from column C to column A.</p>	<p>Make units more efficient and family friendly with additional bedrooms</p> <p>More affordable brand new units so tenants have the option to split rent with roommates</p>

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Compensation per unit</p> <ul style="list-style-type: none"> • 2 months' rent – tenancies up to 5 years • 3 months' rent – tenancies from 5 to 10 years • 4 months' rent – tenancies from 10 to 20 years • 6 months' rent for tenancies over 20 years <p><i>Compensation may take the form of free rent, a lump sum payment, or a combination of both, and should be issued to the tenant(s) listed in the tenancy agreement.</i></p>	See Appendix A	Please include the compensation for each tenant here.	

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
<p>Notification</p> <p>A minimum of four months' notice to end tenancy must be provided only after all permits are issued (e.g. all development, building, and demolition permits).</p> <p><i>A longer timeframe may be offered.</i></p>	<p>Will provide four months notice to all tenants</p>	<p>Please specify that notices will be issued only after all permits are issued (development and building permits).</p>	
<p>Moving Expenses</p> <p>The applicant should: a) hire an insured moving company, with all arrangements and costs covered; and/or b) provide a flat rate of \$750 for a bachelor or 1-bed unit, and \$1,000 for a 2- or more bed unit.</p> <p>The applicant may choose whether to offer one or both options to eligible tenants.</p>	<p>Will offer both options to all tenants</p>	<p>Ok.</p>	

Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
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<p>Right of First Refusal* Where starting rents are anticipated to be higher than what the tenant currently pays, the applicant should provide a 20% discount off starting rents for returning tenants.</p> <p><i>Right of First Refusal only applies to projects where one-for-one replacement is required under the Rental Housing Stock ODP or if the project is proposing new secured market rental (e.g. through the Secured Market Rental Policy, "Rental 100", or Affordable Housing Interim Rezoning Policy). For social housing projects, tenants should be offered Right of First Refusal provided they meet eligibility requirements.</i></p>		Not applicable.	

*Applicants are strongly encouraged to provide tenants with form [RTB-28 Tenant Notice: Exercising Right of First Refusal](#), as part of their communication with tenants who are eligible for Right of First Refusal under City policy and/or under the Residential Tenancy Act.

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Relocation Plan Components	A. Draft TRP Details (to be completed by applicant with Rezoning or DP application submission)	B. City Staff Comments (to be completed by staff during Application Review)	C. Applicant Comments (to be completed by applicant during Application Review)
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SECTION 4: Final Tenant Relocation Plan Summary

Applicant: Please review the final Tenant Relocation Plan below and initial on page 11 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT	
Address:	
Compensation Per Unit	
Notification	

Moving Expenses	
Assistance in Finding Alternate Accommodation	
Right of First Refusal	

Additional Support for Special Circumstances	
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Applicant: Please initial to confirm that you have read, and agree to, the final Tenant Relocation Plan.

FOR STAFF USE ONLY	
Staff Comments:	
Final Tenant Relocation Plan Approval Date:	
Approved By:	

**Sample Notice of Redevelopment and Tenant Relocation Plan Information –
To Satisfy Prior-to Condition / Notarized Declaration Requirement**

To: All Residents of the 1875 Yew Street, Vancouver

From: DJ Mac Consulting , 1875 Yew Street Nominee LTD.

Date: September XX, 2019

Re: Notice of Redevelopment and Tenant Relocation Plan Information

Dear Residents,

1875 Yew Street Nominee Ltd. on behalf of the owner of 1875 Yew Street is coordinating a development permit application that would require the relocation of tenants of the existing rental building on the site. An application for redevelopment was formally submitted to the City of Vancouver on May 15, 2019.

1875 Yew Street Nominee Ltd. is aware that this application, if approved, would cause a degree of inconvenience and financial burden on the existing residents. Our goal is to provide support to the current tenants in order to make the transition out of 1875 Yew Street smooth with as little financial pressure as possible.

Furthermore, if desired by the tenants, we hope they will feel welcome to return to the building upon its completion.

Tenants residing in 1875 Yew Street for at least one year prior to May 15, 2019, when the development application was opened, are eligible for the Tenant Relocation Plan described below. These measures fulfill the requirements of the City of Vancouver's Tenant Relocation and Protection Policy. The City of Vancouver has provided information about its rental housing and tenant protection policies at www.vancouver.ca/protecting-tenants.

Tenant Relocation Plan

Tenant Notice and Compensation

As the owner and landlord of 1875 Yew Street, we commit to providing 4-months' notice to end tenancy only after all permits have been issued.

Please note, this letter is not a notice of eviction.

In addition, through constant communication, we will provide tenants with project updates that will help give them unofficial notice in advance of the 4-month requirement.

In addition, we will provide free rent or the equivalent financial compensation on or before the move-out date to each tenant that falls under this plan as follows:

- 2-months' rent for those with tenancies from 1 up to 5 years
- 3-months' rent for those with tenancies from 5 up to 10 years

- 4-months' rent for those with tenancies from 10 up to 20 years
- 6-months' rent for those with tenancies over 20 years

Moving Expenses

We will designate a professional moving company to assist tenants with the moving process, given they are moving within the Metro Vancouver area. For tenants moving beyond Metro Vancouver, we will provide the necessary assistance in coordinating the moving process and the financial equivalent as those moving within the Metro Vancouver area. Invoicing for moving services is planned to be completed directly between the moving company and the landlord, which will provide more ease and less financial pressure for the tenants. We will also provide tenants with the option to receive flat-rate compensation for moving expenses of \$750 for a studio or 1-bedroom unit and \$1,000 for a 2+ bedroom unit, instead of arranging for a professional moving company

First Right of Refusal

Tenants will be offered the first right of refusal to a new rental unit if they desire to return to 1875 Yew Street once construction is completed. In addition, rental rates for the new rental units for returning tenants will start at market rent with a 20% discount, which can then increase annually as per British Columbia's Residential Tenancy Act.

Alternate Accommodation Assistance

If tenants request assistance with identifying alternate accommodation, they will be assisted in finding three comparable units in the City of Vancouver that fit as closely to their current accommodation as possible; at least one of the comparable units will be in the same neighbourhood as 1875 Yew street.

For existing tenants requesting assistance in finding alternate accommodation, we will provide a comparable option that rents for no more than the CMHC average rents for the area, unless otherwise agreed to by the tenant.

All current tenants will be provided with the contact information for the designated tenant relocation manager/coordinator. If desired, tenants can provide their accommodation specifications and the designated tenant relocation manager/coordinator will actively search out vacant units that match the requirements.

In addition, please find attached a voluntary survey you can fill out to help us better understand your relocation needs. If you feel uncomfortable answering any of these questions, you have the option of emailing or mailing this document directly to City of Vancouver staff or leaving the question blank. Your City of Vancouver housing planner is Diana Jeliaskova, who can be reached at diana.jeliaskova@vancouver.ca or 604-829-9279.

Special Circumstances

Tenants identified in this plan as having special circumstances will be provided with one additional month's rent compensation and one alternate accommodation option at no more than 10% above current levels.

Conclusion

1875 Yew Street Nominee Ltd. is committed to ensuring that the tenant relocation process is smooth with little burden on the existing residents. We look forward to working with the residents over the coming months to successfully relocate them to alternative accommodation that suits their need and providing them with the opportunity, if they desire, to return after construction.

For further information regarding this Tenant Relocation Plan, please contact:

- Don Macpherson, Tenant Relocation Consultant hired by the owner, at 778-837-1952 or
- Diana Jeliaskova, Housing Planner, City of Vancouver, at 604-829-9279 or diana.jeliaskova@vancouver.ca