

File No.: 04-1000-20-2023-539

October 17, 2023

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 August 30, 2023 under the ***Freedom of Information and Protection of Privacy Act*** for:

**Record of the relocation plan from the ACCS department for Larwill Place (610 Cambie and 620 Cambie). Date range: April 1, 2023 to August 29, 2023.**

All responsive records are attached. Some information in the records has been severed (blacked out) under s.15(1)(l) of the Act. You can read or download this section here: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00).

Please note, you may wish to request records directly from BC Housing. You may contact them at either [FIPPA@bchousing.org](mailto:FIPPA@bchousing.org) or 604-439-4123.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto: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 (#04-1000-20-2023-539); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

*[Signed by Cobi Falconer]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**  
[cobi.falconer@vancouver.ca](mailto:cobi.falconer@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Alternatively, you can call the FOI Case Manager at 604-871-6584.

Encl. (Response Package)

:dl

From: ["Mauboules, Annie" <Annie.Mauboules@vancouver.ca>](mailto:Annie.Mauboules@vancouver.ca)  
To: ["Khan, Zariya" <Zariya.Khan@vancouver.ca>](mailto:Zariya.Khan@vancouver.ca)  
Date: 9/8/2023 10:41:00 AM  
Subject: Larwill TRP info  
Attachments: RE: Larwill - TRP docs.msg

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Hi Zariya – could you create a file path in the TRP places for this site. I just found this (sorry should have searched before asking you to earlier this morning)! It's probably good to keep this history somewhere. Please add it to the ACCS TMH TRPPs tracker tab thing too? I was messaging with Celine and Monika is going to follow up since we don't really know what happened since this exchange with Liza and whether or not they submitted anything to her?

Thanks, Annie

Annie Mauboules  
Senior Housing Planner, PDS  
Cell: s.15(1)(l)

From: ["Jimenez, Liza" <liza.jimenez@vancouver.ca>](mailto:liza.jimenez@vancouver.ca)  
To: ["Cooper, Ann" <ann.cooper@vancouver.ca>](mailto:ann.cooper@vancouver.ca)  
CC: ["Mauboules, Annie" <Annie.Mauboules@vancouver.ca>](mailto:Annie.Mauboules@vancouver.ca)  
["Czyz, Monika" <Monika.Czyz@vancouver.ca>](mailto:Monika.Czyz@vancouver.ca)  
Date: 8/2/2023 10:24:16 AM  
Subject: RE: Larwill - TRP docs

Excellent, we're on the same page. Let's see what comes in and we'll take it from there....or somebody from my team will.

Thanks again for all your help on this Ann!

Liza

---

From: Cooper, Ann <ann.cooper@vancouver.ca>  
Sent: Wednesday, August 02, 2023 10:23 AM  
To: Jimenez, Liza <liza.jimenez@vancouver.ca>  
Cc: Mauboules, Annie <Annie.Mauboules@vancouver.ca>; Czyz, Monika <Monika.Czyz@vancouver.ca>  
Subject: RE: Larwill - TRP docs

Yes, understood. I'm not expecting names either. They can go by suite numbers or whatever the do.

~~~~~

Ann  
604-829-9540

*I am humbly thankful that I live, work and play on the territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱u817\_wú7mesh (Squamish), and səllwəṭəʔ / səllwítulh (Tsleil-Waututh) Nations*

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From: Jimenez, Liza <liza.jimenez@vancouver.ca>  
Sent: Wednesday, August 2, 2023 10:15 AM  
To: Cooper, Ann <ann.cooper@vancouver.ca>  
Cc: Mauboules, Annie <Annie.Mauboules@vancouver.ca>; Czyz, Monika <Monika.Czyz@vancouver.ca>  
Subject: RE: Larwill - TRP docs

Sure. Works for me. But I don't think they will list names, like at all, which is also fine. But let's see if they do....

---

From: Cooper, Ann <ann.cooper@vancouver.ca>  
Sent: Wednesday, August 02, 2023 10:11 AM  
To: Jimenez, Liza <liza.jimenez@vancouver.ca>  
Cc: Mauboules, Annie <Annie.Mauboules@vancouver.ca>; Czyz, Monika <Monika.Czyz@vancouver.ca>

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**Subject:** RE: Larwill - TRP docs

Hi Liza

Thank you so much for that. It makes things much clearer for me. It sounds like this will be the case for the other TMH demos as well?

Maybe we don't get the Appendix A either, since the tenants will all be listed on the final report. What do you think?

~~~~~

Ann  
604-829-9540

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**From:** Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>  
**Sent:** Wednesday, August 2, 2023 9:58 AM  
**To:** Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>  
**Cc:** Mauboules, Annie <[Annie.Mauboules@vancouver.ca](mailto:Annie.Mauboules@vancouver.ca)>; Czyz, Monika <[Monika.Czyz@vancouver.ca](mailto:Monika.Czyz@vancouver.ca)>  
**Subject:** RE: Larwill - TRP docs

Yes, I've been involved all along the way. The building is empty, as of yesterday at 5pm.

This TRP is an outlier because it's a TMH and so residents are on program agreements instead of regular tenant agreements, and so are treated outside of the RTA regulations. However, in the spirit of TRP policy, we have held them accountable to provide a TRPlan for the building and indicate, at least at a high level, where folks moved to. We had a Project Charter that specified the type of offers that would be expected so as to prevent a resident moving from a self-contained TMH unit into an SRO, and cases like that. The building needs to be vacant in order to disassemble (obviously) so this TRP process is tied to that permit for disassembling

The final report they provide will show us where they went on a high level. We do not require names and addresses, and quite frankly, they wouldn't be willing to share it anyways. A final report will suffice.

---

**From:** Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>  
**Sent:** Wednesday, August 02, 2023 9:23 AM  
**To:** Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>  
**Cc:** Mauboules, Annie <[Annie.Mauboules@vancouver.ca](mailto:Annie.Mauboules@vancouver.ca)>; Czyz, Monika <[Monika.Czyz@vancouver.ca](mailto:Monika.Czyz@vancouver.ca)>  
**Subject:** RE: Larwill - TRP docs

Hi Liza

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From Sikee's previous email, I didn't see any indication that the tenants were being moved immediately. Do you have any information about where or how they were moved?

Thanks so much.

~~~~~

Ann  
604-829-9540

*I am humbly thankful that I live, work and play on the territories of the xʷməθkʷəy̓əm (Musqueam), Skwx̱u817\_wú7mesh (Squamish), and səlilwətaʔ / səlilwítulh (Tsleil-Waututh) Nations*

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**From:** Sikee Liu <[slu@bchousing.org](mailto:slu@bchousing.org)>  
**Sent:** Wednesday, August 2, 2023 8:51 AM  
**To:** Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>; Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>  
**Subject:** [EXT] RE: Larwill - TRP docs

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Hi Ann,

Thank you for the assistance thus far.

From our DAS team, it looks like their DP application wouldn't happen until Sept 2023. At which time, no resident will be at Larwill as everyone moved out yesterday.

In that case, for the "rent roll" of all existing tenants on site at time of application, there will be none. In this case, do we still fill out Appendix A? or is the rent roll being referred to a print out from the NP of their tenants and we still need to fill Appendix A?

---

## **TRP Non-Market Tenant Information Appendix A**

### **Appendix A: Unit/Tenant Information**

Please provide a rent roll of **all** existing tenants **on site at time of application**.

**You will need to update this appendix throughout the process; do not remove tenants from the list when updates are provided.**

**DO NOT SEND BY EMAIL - Please use SharePoint to submit this form once the tenant information has been filled out.**

---

As for the final report, the same language in there in the highlight and the same questions apply to this Final Report.

TRP Non-market Final Report (Social Housing & Co-op Housing)

Please provide a **rent roll of all existing residents on site at time of application** (whether or not they were deemed eligible for the Tenant Relocation Plan) and supplementary information on any residents with special circumstances. You will need to update this appendix throughout the process; do not remove residents from the list when updates are provided. If your project includes more than one address, use a new appendix sheet for each address. Copies of all communications with residents may be requested by staff. Proof of monetary compensation provided to residents may be requested by staff.

Cheers,

Sikee Liu (he/him) | Supportive Housing Advisor

Mobile: 778-686-1952 | [sliu@bchousing.org](mailto:sliu@bchousing.org)

Traditional and unceded territory of the xwma8kwayam (Musqueam), Skwxwu7mesh (Squamish), and səliłwətał (Tsleil-Waututh) peoples

369 Terminal Ave. Unit 510, Vancouver, BC V6A Canada

---

**From:** Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>

**Sent:** July 31, 2023 11:47 AM

**To:** Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>; Sikee Liu <[sliu@bchousing.org](mailto:sliu@bchousing.org)>

**Subject:** RE: Larwill - TRP docs

[External]

Hi Liza

No problem. I think we can eliminate the interim report since everybody will be gone so quickly.

Sikee-the final TRP report is attached.

And BTW Liza-congratulations!

~~~~~

Ann

604-829-9540

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---

**From:** Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>

**Sent:** Monday, July 31, 2023 11:12 AM

**To:** Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>; Sikee Liu <[sliu@bchousing.org](mailto:sliu@bchousing.org)>

**Subject:** RE: Larwill - TRP docs

@Ann – thanks for sorting that out, much appreciated! Could you pls send Sikee the template for the final report as this would be required as part of the BP or DB permit needed to disassemble the TMH instead of at occupancy.

Thanks,  
Liza

---

**From:** Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>  
**Sent:** Friday, July 28, 2023 3:00 PM  
**To:** Sikee Liu <[sliu@bchousing.org](mailto:sliu@bchousing.org)>; Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>  
**Subject:** RE: Larwill - TRP docs

Hi Sikee

That is because I didn't attach it-sorry.

~~~~~

Ann  
604-829-9540

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---

**From:** Sikee Liu <[sliu@bchousing.org](mailto:sliu@bchousing.org)>  
**Sent:** Friday, July 28, 2023 2:41 PM  
**To:** Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>; Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>  
**Subject:** [EXT] RE: Larwill - TRP docs

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Hi Ann,

I can't seem to locate an attached Communications Tracker w/ your comments?

All tenants will be relocated by mid-Aug is not earlier.

Cheers,

Sikee Liu (he/him) | Supportive Housing Advisor  
Mobile: 778-686-1952 | [sliu@bchousing.org](mailto:sliu@bchousing.org)  
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369 Terminal Ave. Unit 510, Vancouver, BC V6A Canada

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**From:** Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>  
**Sent:** July 28, 2023 2:37 PM  
**To:** Sikee Liu <[sliu@bchousing.org](mailto:sliu@bchousing.org)>; Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>



Subject: RE: Larwill - TRP docs

[External]

Hi Sikee

The communications tracker has been updated with City comments re: the Appendix A, and the Appendix A on SharePoint has been modified accordingly.

The final TRP Report is due at time of the occupancy permit, or in this case, would be after all tenants have been relocated, as there is no ROFR. That form will be provided nearer the completion time.

Thanks

~~~~~

Ann  
604-829-9540

*I am humbly thankful that I live, work and play on the territories of the xʷməθkʷəy̓əm (Musqueam [[musqueam.bc.ca](http://musqueam.bc.ca)]), Skwx̱u817\_wú7mesh (Squamish [[squamish.net](http://squamish.net)]), and səɬilwətaʔ / səɬilwítulh (Tsleil-Waututh [[twnation.ca](http://twnation.ca)]) Nations*

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From: Sikee Liu <[sliu@bchousing.org](mailto:sliu@bchousing.org)>  
Sent: Friday, July 28, 2023 2:34 PM  
To: Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>; Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>  
Subject: [EXT] FW: Larwill - TRP docs

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---

Hi Liza and Ann,

I'm not able to locate the final report as alluded to in Point 5 of Liza's original email.



## Tenant Relocation Plan Application Interface

Upload Share Copy link Download

s.15(1)(l)

Name	Applicant Name	Applicant Email	Modified	Modified By
Non-market Interim TRP Report .XLSX			June 8	Cooper, Ann
TRP Privacy Agreement .pdf			June 8	Cooper, Ann

Cheers,

Sikee Liu (he/him) | Supportive Housing Advisor

Mobile: 778-686-1952 | [sliu@bchousing.org](mailto:sliu@bchousing.org)

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369 Terminal Ave. Unit 510, Vancouver, BC V6A Canada

**From:** Sikee Liu

**Sent:** July 28, 2023 1:36 PM

**To:** Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>; Sabrina Wagstaff <[swagstaff@bchousing.org](mailto:swagstaff@bchousing.org)>

**Cc:** Simpson, Mark <[Mark.Simpson@vancouver.ca](mailto:Mark.Simpson@vancouver.ca)>; Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>; Will Valenciano <[wvalenci@bchousing.org](mailto:wvalenci@bchousing.org)>

**Subject:** RE: Larwill - TRP docs

Hi Liz, Sabrina, and Ann,

I have started on the TRA application.

 [TRP - Non-Market-TRP Plan Application-form - Larwill 2023-07-28.pdf \[bchmc-my.sharepoint.com\]](#)

Sabrina, pls go into the file as there are a few items for you to consider in the 'Comments' section.

Attached are:

- the correspondence tracker with two questions for COV and Sabrina to consider. Pls populate your response in the Tracker.
- Appendix A as reference to one of the questions. I'll have MPA fill this out after your response.

Name of Tenant	Phone	Email	Unit #	Initial Move-in Date or Date Unit Vacated if Vacant	Resident Move-out Date	Bedroom Type	Size of Unit (sq. ft.)	Existing Rent / Housing Charge (\$)	Pet(s) (Y/N)	Former Owner (Y/N)	RGI / Subsidized Unit (Y/N, if yes specify program type)	Income Tested (Y/N)	Right of First Refusal (Y/N)	Notes	Eligible for TRP
						Studio	320			N	Subsidized Unit	Y	N		

Cheers,

Sikee Liu (he/him) | Supportive Housing Advisor

Mobile: 778-686-1952 | [sliu@bchousing.org](mailto:sliu@bchousing.org)

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369 Terminal Ave. Unit 510, Vancouver, BC V6A Canada

From: Jimenez, Liza <[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)>

Sent: June 8, 2023 2:48 PM

To: Sikee Liu <[sliu@bchousing.org](mailto:sliu@bchousing.org)>; Sabrina Wagstaff <[swagstaff@bchousing.org](mailto:swagstaff@bchousing.org)>

Cc: Simpson, Mark <[Mark.Simpson@vancouver.ca](mailto:Mark.Simpson@vancouver.ca)>; Cooper, Ann <[ann.cooper@vancouver.ca](mailto:ann.cooper@vancouver.ca)>

Subject: Larwill - TRP docs

[External]

Hi Sabrina & Sikee,

I am sending you the required **Tenant Relocation Plan application** in preparation for BCH making a development permit application to relocate the TMH buildings at 620 & 610 Cambie (Larwill). These will be required as part of the development permit package. This application will be required component of any DP permit for relocation. These docs are to be saved on a secured Sharepoint link: [610-620 Cambie St ACCS \[covoffice.sharepoint.com\]](https://covoffice.sharepoint.com), which only can be accessed by Sikee, Justin, Beth Anne, Sabrina and me. If you need access refreshed, pls let me know - sometimes it kicks you out if it's not accessed in a while.

#### Folders on Sharepoint:

1. Renter Screening & Appendix A: You won't need to do Renter Screening as all residents are eligible. Appendix A template is saved in this folder.
2. Superseded Documents: don't worry about this one
3. Tenant Letters & Notarized Declaration: Pls save any letters that have been sent to tenants here, for our files. Reminder: City must review every letter sent to residents BEFORE they're sent, I remember there were letters sent last year, pls include those. And yes, we do need a Notarized Declaration (template is in the folder) too, it's part of the policy.
4. Tenant Needs Survey: There is a survey template available, should you want to use it, however it is optional for you. We understand you run your own assessments one on one with residents and City does not need this info from you (it's just standard).
5. TRP Plan, Privacy Agreement, Interim and Final Reports: TRP Plan is attached to this email pls save it online. Pls complete the Privacy Agreement is in the folder and required by our Risk Management Department. The Interim (not needed for you) & Final Report (see templates in the folder) will be due at BP application. Final report will be made a condition of the BP.

Since tenants have already begun to be relocated, some of the required information could begin to be



documented as the relocation strategy progresses thru to Jul 31<sup>st</sup>. So the application is mostly for Sikee to complete, with pertinent info site info coming from Sabrina. I'm cc'ing are TRP specialist, Ann Cooper, who is also available to support.

I am here to help, so pls reach out if you have any questions. Cluny/Geoff also had to do complete the TRP for the relocation at Little Mountain, so you could follow up with them too.

Thanks,  
Liza

Liza Jimenez (*pronouns: she/her*)  
Social Planner | Housing and Homelessness Services (HHS)  
City of Vancouver  
Unceded Traditional Coast Salish Territory of the Musqueam, Squamish and Tsleil-Waututh nations  
[liza.jimenez@vancouver.ca](mailto:liza.jimenez@vancouver.ca)  
office: 604.871.6460

*Acknowledging the unceded homelands of the Musqueam, Squamish and Tsleil-Waututh nations*