

File No.: 04-1000-20-2024-636

October 28, 2024

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 October 23, 2024 under the ***Freedom of Information and Protection of Privacy Act*** for:

Record of the current Tenant Needs Survey by the Housing Policy and Regulation Team as provided to:

- 1. Tenants within the Broadway Plan Area; and**
- 2. Tenants outside the Broadway Plan Area.**

All responsive records are attached.

Under Part 5 of the Act, 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 or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (2024-636); 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

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

Encl. (Response Package)

:lg

TRP - Tenant Needs Survey ROFR - PDS - Template

Section 1: Contact and General Information

Dear Tenant(s),

Your landlord has applied to the City of Vancouver for redevelopment approval for your building. This survey is being sent to you as a requirement of a Tenant Relocation Plan, as outlined in the City's updated Tenant Relocation and Protection Policy (TRPP) for market and non-market developments. By participating in this survey, you may provide the City and your landlord with information regarding your relocation requirements, in the event that application is approved in the future.

Important Information

- Receiving this survey does not mean the permit for the project has been approved or that you will need to move. If you are required to move, your landlord cannot issue a Notice to End Tenancy until all permits have been issued by the City.
- Your landlord should keep you informed about the anticipated timeline for this project and the level of assistance you are eligible to receive.
- Eligible tenants who chose to end their tenancy prior to receiving a Notice to End Tenancy are protected by the Tenant Relocation Plan, as long as this rezoning/development application is active.
- This survey must be sent to all eligible tenants as part of the City's *Tenant Relocation and Protection Policy* for market developments.
- The survey is voluntary for you to fill out. You can choose to fill out all, only part, or none of the survey.
- The survey information will be used to provide you with relocation assistance and other supports as required by the *Tenant Relocation and Protection Policy*.
- Tenants are encouraged to fill out the survey so they may receive the full level of assistance and compensation they are eligible for.
- You can find more information at <https://vancouver.ca/people-programs/protecting-tenants.aspx#happening>.

PURPOSE OF THIS SURVEY

The City of Vancouver would like to hear about your housing needs and priorities in order to better assist your landlord to provide you with relocation assistance if the development application for **ADDRESS** is approved.

This information will be collected directly by the City of Vancouver. Limited information will be shared with your landlord so they can fulfill the City-required Tenant Relocation Plan requirements for helping you to relocate. The information collected through this form will be used by your landlord, the tenant relocation specialist (if hired by your landlord to fulfill these requirements on their behalf), and the City of Vancouver to better understand your relocation needs. None of this information will be shared with any other parties.

PROTECTION OF PRIVACY

The information in this tenant needs survey is collected by the City of Vancouver under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act and in accordance with the City's *Tenant Relocation and Protection Policy*. Personal information is collected and shared with your landlord for purposes of contacting and providing tenants with relocation compensation and assistance. By providing your information and submitting this form, you are consenting to the use and sharing of the personal information you choose to share, as described in this statement. 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 the Director, Access to Information & Privacy, City of Vancouver, 453 West 12th Avenue, Vancouver, BC, V5Y 1V4. Telephone: 604-873-7999.

To learn more about the City of Vancouver Privacy Policy, [click here](#)

PARTICIPATING IN YOUR SURVEY

To complete this survey online, please click the NEXT button below. If you prefer to complete a paper copy of the survey, please use the pdf survey enclosed in the email that was sent to you, print it and mail or deliver it to:

City of Vancouver
Planning, Urban Design and Sustainability
Housing Policy and Regulation (TRP)
453 West 12th Avenue
Vancouver BC V5Y 1V4

Please send your survey back by **DATE**.

If you need help filling out this survey or have any questions, please email trp@vancouver.ca or call **NAME** at **PHONE#**.

If you do not wish to fill out the survey, let us know this by completing only Section 1 to

decline the survey.

Please note that only one survey for each tenancy agreement will be accepted, except in the case of roommates who wish to relocate separately. In the case of tenants moving separately, please fill out individual surveys.

1. 1.1. Unit/Suite/Apt # *

Street Address

Unit #

2. 1.2. Name(s) on Tenancy Agreement: *

3. 1.3. Phone Number (xxx-xxx-xxxx):

4. 1.4. Email

Address:

5. 1.5. Do you wish to continue filling out this survey? *

- I wish to continue filling out this survey
- I do not wish to continue filling out this survey

6. I understand that, by not filling out this survey, I may be giving up my right to relocation assistance (Section 2) and potential additional assistance if I am low income or face additional barriers to securing housing (Section 3). Please note that even if you do not complete the survey, you will still receive financial compensation and your moving costs will be covered up to an amount based on the length of your tenancy and your unit type, e.g. studio, 2 BR unit, etc. *

I understand

7. 1.6. When did your tenancy in the building commence? *

8. 1.7. Alternate Contact Information (if tenancy contains more than one person)

Name

Phone #

Email

Section 2: Relocation Needs and Preferences

You have the right to some assistance from your landlord with finding new accommodation. This section will help your landlord to better meet your needs and preferences for your new accommodation.

9. 2.1. Do you want help finding new accommodation? *

- Yes
- No

10. 2.2. Number of residents in your household (including yourself):

11. 2.3. Type of unit / bedrooms you require (as per occupancy standards):

- Studio
- 1-bed
- 2-bed
- 3-bed
- 4-bed
- Other (Please describe your housing type)

*For information about how many bedrooms are necessary see:

<https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=100731>

12. 2.4. What is your maximum rent limit (in dollars per month)?

Please take into account:

a) maximum rent you can afford; and,

b) the unit quality (e.g. size, features, finishes, etc.) and locational factors that are important to you, bearing in mind that these can increase the amount of rent you will need to pay

Although you are not guaranteed housing options that meet all your preferences, your landlord will be required to provide you with three housing options that best meet your rent, location and quality priorities. Please note that to be affordable, rent is typically not more than about 30% of your household's monthly income before taxes.

13. 2.5.1. Do you have any pets?

Yes

No

14. 2.5.2. If yes, how many and what type?

15. 2.6. Which neighbourhood(s) would you prefer to live in? Please list them in order of preference starting with your top choice. (You may list several neighbourhoods and may also include other municipalities outside of Vancouver.):

16. 2.7. Please describe any other housing needs or preferences (e.g. proximity to a certain school 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. This section will be used by the City of Vancouver to determine the Tenant Relocation Plan requirements to be fulfilled by your landlord.

17. 3.1. Do you or does someone in your household need a wheelchair-accessible unit?

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

- Yes
- No

18. 3.2.1. Do you need help with moving because of mobility or physical challenges?

- Yes
- No

19. 3.2.2 If yes, please specify type of help needed (eg: help packing)

20. 3.3.1 Do you have dependents in your household?

(e.g. children under the age of 19 or individuals such as an elderly parent for whom you are the primary caregiver)?

- Yes
- No

21. 3.3.2 If yes, please specify the number and age of dependents:

22. 3.4.1. Is your current gross total household income less than \$33,444 per year?

(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.)

- Yes
- No

23. 3.4.2. Is your current gross total household income less than \$55,739 per year?

(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.)

- Yes
- No

24. 3.5. Are there other factors that we should know about that may affect your move or alternate accommodation?

(For example, if you are a senior, have health issues, or face difficulties with relocation for other reasons, please provide details here.)

Section 4: Right of First Refusal

If rental housing will be included in the proposed project, you may have the right (but will not be required) to return to one of these rental units at 20% below new market rents at the time of completion. In cases where new social housing or other forms of below-market rental housing is being proposed, you have the option to return to a unit in the new building at non-market rates, provided you meet the eligibility requirements.

25. 4.1. Are you interested in returning to the building? *

- Yes
- No

If yes, The landlord will be required to provide you with a new tenancy agreement to sign at least 45 days before the date that the new rental unit will be available to occupy. Please download the [Right of First Refusal form](#) and complete it, then return it to your landlord.

Note: Indicating your interest in returning to the building does not require you to accept a tenancy.

Please keep your landlord informed of any changes to your contact information.

If responses to any of the above questions change before you vacate the building please notify [Owner contact phone # and email].

Thank You!

Success! Your Tenant Needs Survey has been securely sent to the City of Vancouver Housing Regulations Branch. The information you chose to share will inform the relocation supports you receive. A PDF summary of your answer is available for your download below. Thank you for taking the time to provide this information.

If you have further questions, concerns or wish to amend your survey, please e-mail trp@vancouver.ca or call **NAME** at **PHONE#**.

To ensure receipt of any important information, please keep your landlord informed of any changes to your contact information.

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TRP - ADDRESS (BWP)

Section 1: Contact and General Information

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PURPOSE OF THIS SURVEY

The City of Vancouver would like to hear about your housing needs and priorities in order to better assist your landlord to provide you with relocation assistance if the development application for **ADDRESS** is approved.

By participating in this confidential survey, you will provide the City with information on your relocation requirements; staff will extract and summarize survey results and provide direction to your landlord to help support you with customized relocation assistance. The survey is optional, though if you do not complete the survey, you may be giving up your right to relocation assistance and potential additional assistance if you are low income or face additional barriers to securing housing.

If you do not complete the survey, you are still eligible for financial compensation based on length of tenancy, as well as moving costs, based on your unit size.

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Planning, Urban Design and Sustainability
Housing Policy and Regulation (TRP)
453 West 12th Avenue
Vancouver BC V5Y 1V4

Please send your survey back by **DATE**

If you need help filling out this survey or have any questions, please contact the TRP Inquiry Line at email trp@vancouver.ca or call 604-673-8001.

If you do not wish to fill out the survey, let us know this by completing only Section 1 to decline the survey.

Please note that only one survey for each tenancy agreement will be accepted, except in the case of roommates who wish to relocate separately. If roommates want to move separately, submit individual surveys.

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Street Address

Unit #

2. 1.2. Name(s) on Tenancy Agreement: *

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(e.g. children under the age of 19 or individuals such as an elderly parent for whom you are the primary caregiver)?

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23. 3.4.2. Is your current gross total household income less than \$55,739 per year?

(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.)

- Yes
- No

24. 3.5. Are there other factors that we should know about that may affect your move or alternate accommodation?

(For example, if you are a senior, have health issues, or face difficulties with relocation for other reasons, please provide details here.)

Financial Compensation & Temporary Rent Top-up

25. You can choose between three financial support options:

1. Compensation based on length of tenancy.

This is a one-time payment that will be paid to you prior to or at move-out, based on the length of your tenancy:

- 4 month's rent for tenancies up to 5 years
- 5 months' rent for tenancies over 5 years and up to 10 years
- 6 months' rent for tenancies over 10 years and up to 20 years
- 12 months' rent for tenancies over 20 years and up to 30 years
- 18 months' rent for tenancies over 30 years and up to 40 years
- 24 months' rent for tenancies over 40 years

OR

2. Temporary rent top-up while you are in interim housing

This will be an amount provided to you for the time you are in interim housing before you have the option to exercise your Right of First Refusal to move back to the new building. Timing can vary by project, but typically can be between 1 to 3 years.

If you choose this option, the top-up will be calculated based on the difference

between your rent in your original unit, and the rent in the new unit.

If you find *your own new housing*, the maximum top-up amount is the difference between your existing rent and the average market rental by unit size for newer rental units in Vancouver. For 2024 these amounts are:

<i>Size of Unit</i>	<i>Average market rents for newer rental units</i>
<i>Studio</i>	\$2,032
<i>One-bedroom</i>	\$2,342
<i>Two-bedroom</i>	\$3,243
<i>Three-bedroom</i>	\$3,723

For Example:

If your original rent for a two-bedroom unit is \$2,000, and you find a new two-bedroom unit to rent for \$2,800:

Monthly Rent Top-Up calculation: \$2,800 (new rent) - \$2,000 (original rent) = \$800. You will pay \$2,000 each month and the landlord will pay \$800 each month.

The rent top-up ends one month after the move-in date for the Right of First Refusal unit in the new building.

OR

3. One-time lump sum rent top-up payment

Instead of temporary rent top up payments for the period the tenant is in interim housing, the tenant may instead choose to receive a one-time lump sum rent top-up payment.

The lump sum amount is equivalent to the estimated value of a rent top-up for 36 months (3 years), with an assumed 2.5% annual rent increase included in the amount. The estimated value of the 36 month rent top-up is based on the difference between the tenant's existing rent and the average market rent by

unit type for newer rental units in Vancouver.

Tenants who choose this option are still eligible to exercise their Right of First Refusal once construction is completed.

Note: Tenants are eligible to receive the temporary rent top-up or one-time lump sum top-up payment once the four months' Notice to End Tenancy (NTET) may be issued by the developer, and tenants must reside in the unit at the time of NTET issuance. Tenants who move-out prior to the four months' notice will only be eligible to receive compensation based on length of tenancy.

Please indicate your preference for financial compensation or temporary rent top-up below:

*

- Compensation based on length of tenancy
- Temporary rent top-up while you are in interim housing
- One-time lump sum rent top-up payment

Section 4: Right of First Refusal

If rental housing will be included in the proposed project, you may have the right (but will not be required) to return to one of these rental units at either a 20% discount to city-wide average market rent or your current rent, which ever is less at the time of completion. In cases where new social housing or other forms of below-market rental housing is being proposed, you have the option to return to a unit in the new building at non-market rates, provided you meet the eligibility requirements.

26. 4.1. Are you interested in returning to the building? Tenants that select yes will be offered a unit in the new building, with rents at either a 20% discount to city-wide average market rents for their unit type, or their current rent, whichever is less. Selecting yes in the survey does not mean you have to move back to the new building, you will have another chance to decide closer to the time when the new building is completed. *

- Yes
- No

If yes, The landlord will be required to provide you with a new tenancy agreement to sign at least 45 days before the date that the new rental unit will be available to occupy. Please download the [Right of First Refusal form](#) and complete it, then return it to your landlord.

Note: Indicating your interest in returning to the building does not require you to accept a tenancy.

Please keep your landlord informed of any changes to your contact information.

If responses to any of the above questions change before you vacate the building please notify CONTACT

Thank You!

Success! Your Tenant Needs Survey has been securely sent to the City of Vancouver Housing Regulations Branch. The information you chose to share will inform the relocation supports you receive. A PDF summary of your answer is available for your download below. Thank you for taking the time to provide this information.

If you have further questions, concerns or wish to amend your survey, please contact me at [CONTACT INFO](#).

To ensure receipt of any important information, please keep your landlord informed of any changes to your contact information.

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