

File No.: 04-1000-20-2025-642

October 20, 2025

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 September 13, 2025 under the ***Freedom of Information and Protection of Privacy Act (the Act)*** for:

Record of template for "notarized declaration" as described in the City TRPP Administrative Bulletin Sec. 2.1 (j), and all instructions, procedures guidelines, and processes for both internal use and external use for the notarized declaration process. Date range: July 23, 2025 to September 12, 2025.

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 (2025-642); 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)

:pm

FAQ Response for Statutory Declaration – Tenant Displacement:

The notarized declaration serves as both a housing condition and a requirement under the TRP Policy. The signed letters are explicitly identified as part of the notarized declaration.

It is important to note that individual eligibility letters do not need to be notarized separately. Instead, the entire document, including all appendices, is notarized as a single package.

How to Administer the Notarized Declaration for the TRPP:

1. The Planning Analyst and Housing Planner assigned to the project approve the Eligibility / Ineligibility letters drafted by the applicant and confirm that the letters must be delivered to their respective tenants.
2. Once the applicant confirms that the Eligibility / Ineligibility letters have been sent to all tenants, and the Prior-To-Letter has been issued, the Planning Analyst sends the applicant, by email, the statutory declaration template to complete.
3. The applicant completes the statutory declaration template by filling in required information highlighted in yellow. Staff will suggest that the applicant return a draft version of the statutory declaration for review and approval prior to getting it notarized.
4. The applicant gets the approved statutory declaration notarized by a Notary Public.
5. The applicant uploads the, now notarized, declaration with attached communications (dated initial notification letter, eligibility letters signed by tenants) to the secure SharePoint folder designated for the project.
6. The Planning Analyst reviews the notarized declaration for completeness, confirms that the related documents have been provided, and confirms completion with Housing Planner.

STATUTORY DECLARATION

CANADA

PROVINCE OF BRITISH COLUMBIA

IN THE MATTER OF THE PREMISES LOCATED AT
ADDRESS AND LEGALLY DESCRIBED AS PID: XXX-
XXX-XXX, LOT X DISTRICT LOT XXX NEW
WESTMINSTER DISTRICT PLAN XXXXXXXXXX (THE
"PROPERTY")

TO WIT:

I, NAME , POSITION/ROLE ., AGENT FOR THE REGISTERED OWNER OF THE PROPERTY,
PROPERTY ADDRESS. (THE "OWNER"), DO SOLEMNLY DECLARE THAT:

1. Each person occupying the building on the Property has been given written notice of the Owner's intent to undertake renovations to the Property as follows:
 - (a) By Memorandum dated INSERT DATE, a copy of which is attached as Schedule "A" hereto (the "First Notice");
 - (b) ADD LINE TO COVER ALL ADDITIONAL NOTICES/MEMO SENT TO TENANTS (collectively, the "Notices").
2. WRITTEN NUMBER (XX) units in the building were occupied on the date of the First Notice.
3. No Tenants in occupied units will be displaced as the result of the work being carried out under ADD PERMIT NUMBER
4. The Notices were either hand delivered to each tenant in the building or slipped under the door of each unit in the building.
5. The Notices have been posted in conspicuous places in 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*.

DECLARATIONS SHOULD BE SIGNED, STAMPED AND DATED, AND WITNESSED AS PER NOTARY PUBLIC

STATUTORY DECLARATION

CANADA

PROVINCE OF BRITISH COLUMBIA

TO WIT:

IN THE MATTER OF THE PREMISES LOCATED AT
ADDRESS AND LEGALLY DESCRIBED AS PID:
XXX-XXX-XXX, LOT X DISTRICT LOT XXX New
Westminster DISTRICT PLAN XXXXXXXXXX (THE
"PROPERTY")

I, NAME, POSITION/ROLE, AGENT FOR THE REGISTERED OWNER OF THE PROPERTY,
PROPERTY ADDRESS. (THE "OWNER"), DO SOLEMNLY DECLARE THAT:

1. Each person occupying the building on the Property has been given written notice of the Owner's intent to redevelop the Property (Initial notice of Development) as follows:
 - (a) By Memorandum dated INSERT DATE, a copy of which is attached as Schedule "A" hereto (the "First Notice");
2. Each tenant eligible for TRP compensation has been given written notice (Letter of Eligibility) of the Owner's offer of compensation and assistance, pursuant to the requirements of the Tenant Relocation Plan; each eligible tenant was asked to sign and return Letters of Eligibility.
 - (a) By Memorandum dated INSERT DATE, a copies of which are attached as Schedule "B" hereto;
 - (b) ADD LINE TO COVER ALL ADDITIONAL NOTICES/MEMO SENT TO TENANTS

(collectively, the "Notices").
3. WRITTEN NUMBER (XX) units in the building were occupied on the date of the Initial Notice.
4. All written Notices were either hand-delivered to each tenant in the building or slipped under the door of each unit in the building
5. The Initial Notices have been posted in conspicuous places in 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*.

DECLARATIONS TO BE SIGNED, STAMPED AND DATED, AND WITNESSED AS PER NOTARY PUBLIC.