



# Applicant Checklist for Projects Involving Tenant Relocation Rezoning and Development Permit Process

## 1. REZONING PROCESS

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### A. Pre-Application

- Review applicable policies:
  - The rights and responsibilities of landlords and tenants is regulated by the Province and is set out in the Residential Tenancy Act:  
[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_02078\\_01](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: <http://vancouver.ca/files/cov/rate-of-change.pdf>
- Tenant Relocation and Protection Policy: <http://vancouver.ca/files/cov/tenant-relocation-and-protection-policy.pdf>
- Tenant Relocation and Protection Guidelines: <http://vancouver.ca/files/cov/tenant-relocation-and-protection-guidelines.pdf>

- Begin communication with tenants  
The purpose is to inform tenants of the intent to redevelop and provide information on the process and timelines involved. Note: Applicants should not be issuing any Notices to End Tenancy at this early stage. For examples of sample communication forms, please see: <http://vancouver.ca/files/cov/communication-to-tenant-templates.pdf>

For larger projects or projects in the West End, a pre-application meeting with tenants is suggested. Invitations to the meeting should be included with the letter above.

- Begin identifying vulnerable tenants in need of additional assistance and support

The City of Vancouver Tenant Relocation and Protection Policy and Guidelines require that applicants identify and provide additional support to vulnerable tenants with special circumstances, such as seniors and/or people with mental health or disabilities. Applicants will be required to identify tenants with special circumstances in their Tenant Relocation Application Form, which is submitted as part of their Rezoning or Development Permit application. Pre-application communications with tenants should include clear directions on how tenants can identify themselves as needing additional supports. Sample communications to tenants can be found here: <http://vancouver.ca/files/cov/communication-to-tenant-templates.pdf>

For larger projects or projects in the West End, consulting with a tenant relocation specialist is suggested.

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### B. Application

- Applicants are required to submit a Tenant Relocation Application Form, including rental statistics on the existing site, information about existing tenants including vulnerable tenants with special circumstances, and a draft Tenant Relocation Plan: <http://vancouver.ca/files/cov/tenant-relocation-application-form.doc>

\*Note that the draft Tenant Relocation Plan must include a plan for helping tenants who request assistance with identifying alternate accommodations at no more than CHMC average rents for the area. See the appendix at the end of this document for a map of local areas and corresponding CMHC average rent levels.

- Submit Final Tenant Relocation Plan

Staff will provide comments on the draft Tenant Relocation Plan proposed during the application. The Applicant will submit a revised Tenant Relocation Plan that incorporates feedback from staff.

- Once the terms are agreed to by the City and applicant, the applicant is required to provide the Final Tenant Relocation Plan to tenants either by email or in writing. The document should be formatted in a way that is clear and user-friendly. For examples of sample Final Tenant Relocation Plans, please see: <http://vancouver.ca/files/cov/tenant-relocation-plan-example.pdf>
- The applicant is encouraged to keep copies of all communications with tenants, which must be submitted to Staff during the Development Permit Process along with a notarized declaration stating that each tenant has been informed of the applicant's intent to redevelop.

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## C. Rezoning Report Approval

The Draft Tenant Relocation Plan will be included in the Staff (rezoning) report and brought forward to Council for approval at Public Hearing. The terms in the Plan will be satisfied during the Development Permit process.

## 2. DEVELOPMENT PERMIT PROCESS

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### A. Pre-Application

- Review the prior-to conditions related to tenant relocation outlined in the rezoning report (approved by Council), including the terms outlined in the Draft Tenant Relocation Plan.

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### B. Application

- Submit updated rent roll.
- Provide update to tenants. If a significant amount of time has passed between the rezoning and DE process, the applicant should provide an update to tenants regarding the development and tenant relocation process and the terms of the Tenant Relocation Plan.

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### C. Satisfying Prior- to Conditions

- Submit notarized declaration stating:

- That each person occupying the building has been given written notice of the intent to redevelop the property;
- The number of units occupied on the date of the notice;
- Notices have been posted in conspicuous places in the building, advising of the intent to redevelop;
- Signatures from each tenant and date verifying that they have **received** the terms of the Tenant Relocation Plan. This can be done via registered mail at Canada Post.

For more information on what should be provided in the notarized declaration, and for instances where the building is vacant at the time of application, please refer to the Rate of Change Guidelines (page 2):

<http://former.vancouver.ca/commsvcs/guidelines/R021.pdf>

For examples of notarized declarations, please see: <http://vancouver.ca/files/cov/notarized-declaration-template.pdf>

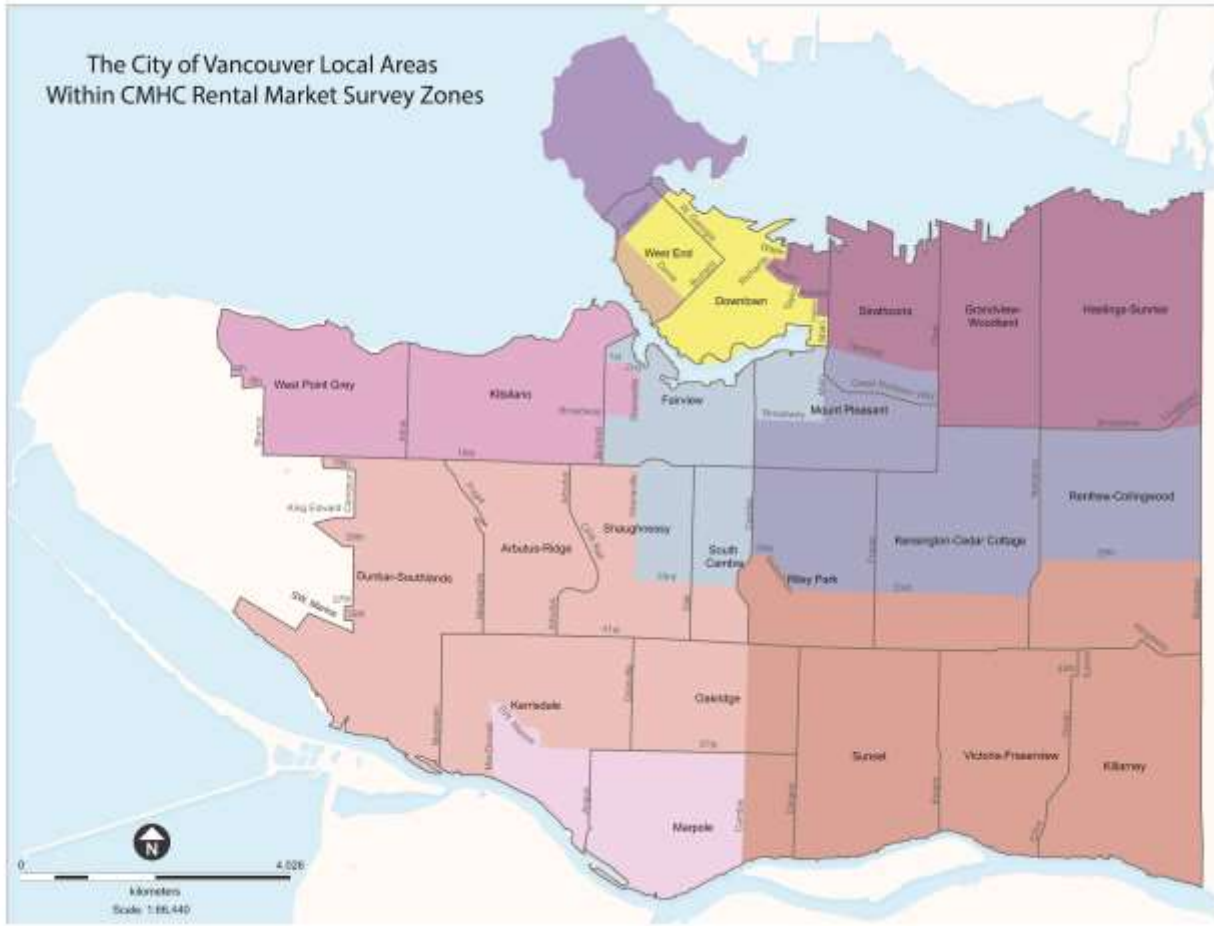
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#### **D. Prior to Issuance of Occupancy Permit**

- Submit Final Tenant Relocation Report prior to issuance of building permit or occupancy permit. This report can be submitted to the City prior to the issuance of the building permit if the outcomes of the terms of the approved Tenant Relocation Plan have been fulfilled at this stage. The report should include:
  - Name of tenants
  - Indicates the outcome of their search for alternate accommodation
  - Summarizes the total monetary value given to each tenant (moving costs, rents, additional support for vulnerable tenants with special circumstances); and
  - Copies of all communication provided by the tenants.
  - Ensure information on any tenants remaining at the time of DE issuance is submitted to staff when available.

To access the Final Tenant Relocation Reports template, please see: <http://vancouver.ca/files/cov/tenant-relocation-report-template.docx>

**Appendix: CMHC Average Rent Levels for Alternate Accommodations**



Rental Market Survey Zone	CMHC Average Rent (Studio)	CMHC Average Rent (1bd)	CMHC Average Rent (2bd)
West End/ Stanley Park	1,208	1,274	1,975
English Bay	1,021	1,308	1,908
Downtown	1,084	1,331	1,968
South Granville/Oak	977	1,200	1,698
Kitsilano/Point Grey	988	1,194	1,732
Westside/ Kerrisdale	936	1,170	1,824
Marpole	776	889	1,157
Mount Pleasant/ Renfrew Heights	902	1,037	1,367
East Hastings	846	971	1,268
Southeast Vancouver	943	1,009	1,327