



Tenant Relocation Application Form for Non-market Development Applications

Building Address:

Submit this form with your rezoning or Development Permit application.

Step 1:	Understand your rights and responsibilities as a landlord or non-profit co-op Please review the documents in the Background section as it pertains to relocating residents and the City's rental replacement policies
Step 2:	Complete this form as per the instructions contained in the form.
Step 3:	Questions? Please contact your assigned Housing Planner or email at housing@vancouver.ca .

BACKGROUND:

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

The rights and responsibilities of non-profit co-ops and co-op members are regulated by the **Cooperative Association Act**: http://www.bclaws.ca/civix/document/id/complete/statreg/99028_01

Non-profit social housing and non-profit co-op applicants seeking a rezoning or development permit will provide a Relocation Plan when residents in existing residential rental, social, or non-profit co-op housing units will be displaced. This work typically results in the entire building, or part of the building, being demolished or emptied.

For more information about the City's tenant protection policies:

TRP Policy: <https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy-amended-june-11-2019.pdf>

TRP Process & Requirements: <https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy-process-and-requirements.pdf>

If your property is a Single Room Accommodation and is **SRA-designated**, please 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: Existing Rental or Co-op Housing Residents On Site

Please indicate the number of units and residents in all existing rental, social, and/or co-op housing units and residents on the site.

Existing Rental or Co-op Housing & Residents On Site	
Purpose-built rental buildings <i>(e.g. apartment rental buildings, rental above commercial, multiple conversion dwellings over 5 units)</i>	# of units
Secondary rental <i>(e.g. basement suites, laneway houses, strata condo rented suites, singles family homes rented out, etc.)</i>	# of units
Non-profit social housing	# of units
Non-profit co-op housing	# of units
Total	# of units

SECTION 2: Declaration of Resident Impact

Indicate how the work you are proposing will affect residents, and then fill out the Application Form sections as indicated under the Application Requirements.

Resident Impact*			Application Requirements
Work will require the permanent relocation of resident(s)	Y	N	<p>If Yes, complete Sections 3 and 4.</p> <p>If Yes, and the project includes existing <i>secondary rental only</i>, complete Section 3 only. Your housing planner will provide further instructions.</p> <p>If Yes, and the project includes existing <i>non-profit co-op units</i>, complete Section 3 and Section 5.</p>
Work can be completed without requiring resident relocation or displacement	Y	N	If Yes, complete Section 3 and submit a notarized Statement of Non-Impact confirming that no residents will be displaced as a result of the proposed work.
Work will require the temporary relocation of resident(s)	Y	N	If Yes, complete Sections 3 and 6.

*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 3: Rental Statistics

A. Proposed Project Statistics

Date of Application:	Applicant:	Owner:
Phone:	Email:	
Building #:	Street:	
Legal description of site (PID):		
Proposed permit # or type:		
Current zoning:	Proposed zoning:	
Proposed project: <i>e.g. market rental, non-profit social, non-profit co-op project</i>		
How long have you owned the property? <i>For primary rental buildings only</i>		

B. Proposed New or Renovated Units

Does the proposed project have new or replacement market rental units, non-profit social, or non-profit co-op units?	Y	N	If Yes, fill out the proposed new unit mix and affordability table below.
Is this a proposed renovation of existing market rental, non-profit social, or non-profit co-op units?	Y	N	

Proposed Unit Mix	Number of units
Studio	
1-bedrooms	
2-bedrooms	
3-bedrooms	
Other (describe below)	

Proposed Project Affordability (if known)	Number of units
Shelter Rate of Income Assistance	
Rent-g geared-to-income below BC Housing HILs	
Low-end of market units	
Market Units	
Other (describe below)	

Other units or affordability levels (describe):	
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F. Existing Residents

To complete this section, a link will be sent to you to access a secure web page where you will fill out the Appendix A. Please do not email the Appendix A at any time.

You will be required to provide the following information on all existing residents:

- 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 unit is subsidized and what subsidy (Shelter Rate, RGI / HILs, SAFER, etc.);
- whether the resident has been income tested;
- whether the residents has a pet*;
- whether the resident is a former owner**; and
- any special circumstances.

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

**This question is relevant when the project involves the consolidation of market properties with secondary rental tenants (i.e. a single family house that is being rented out). If the tenant is the former homeowner they are not eligible under the policy.

SECTION 4: 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 policies and indicate minimum requirements. Staff will assess the proposed Tenant Relocation Plan and provide comments during the application phase. The purpose of this section is to understand your plan for assisting residents with the relocation process and in securing them a permanent and affordable housing option.

If your project has secondary rental only, do not fill out this section until your housing planner has informed you whether you have eligible residents. If your project has non-profit co-op units only, skip this section and proceed to Section 5.

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>
	Date:	Date:	Date:
<p>Ensure permanent rehousing options that limit disruption to tenants.</p> <p>Provide and assist in securing a relocation option of a unit type in accordance with CMHC National Occupancy Standards that best meets the tenant’s identified priorities and needs as detailed in a tenant needs survey and/or additional one-on-one conversations.</p> <p>Relocation should minimize disruption for existing residents by providing an alternative accommodation option that involves minimal moves, prioritizes options in the current neighbourhood, and takes into account additional resident considerations (e.g. access to schools, transit, pet friendly, smoke-free, etc.).</p> <p>A relocation specialist may also be required to assist with identifying housing preferences and suitable relocation options.</p>	<p><i>Describe how your organization will provide a rehousing option for existing tenants while minimizing disruption (e.g. phased development process where tenants can be relocated in stages to other properties, identifying units off-site for interim housing before tenants return to the new building, identifying permanent units off site). Please also describe any other strategies you will be using to assist in securing a relocation option that best meets residents identified priorities and needs (e.g. conducting a tenant needs survey and/or conversations with tenants; working with a tenant relocation consultant).</i></p>		

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<p>Maintain affordability for existing residents</p> <p>The relocation option provided must be affordable for all residents:</p> <ul style="list-style-type: none"> For existing tenants paying rent-geared-to-income / shelter rate the option must be priced at rents that are no higher than what they are eligible for based on existing subsidy requirements; and For all other existing tenants, the option must be priced at rents no more than the higher of either 30% of household gross income (based on incomes at the time of development application) or the tenant's current rent. 	<p><i>Please describe how your organization will secure affordability in any interim and final housing options for existing tenants (e.g. government funding for affordability in the new development; interim or permanent units off-site in another building that meets affordability requirements; signing up tenants for SAFER/RAP). If tenants are not currently being income tested, please describe how your organization will income test existing residents to determine affordability needs.</i></p>		

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<p>Moving expenses</p> <p>Moving expenses must be provided for relocation to permanent housing as well as relocation to and from any temporary accommodations</p> <ul style="list-style-type: none"> • An insured moving company may be hired by the applicant, with all arrangements and costs covered; or • A flat rate of \$750 for bachelor and 1-bed; and \$1,000 for 2 or more bed units 	<p><i>Please describe the approach your organization will take to providing moving expenses (you may choose to offer one or both options to eligible tenants).</i></p>		
<p>Compensation</p> <p>The equivalent of one month free rent compensation is required in line with the Residential Tenancy Act if tenancies are being ended in accordance with S.49.6 of the RTA.</p> <p>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.</p> <p><i>The applicant may offer additional compensation as part of a relocation allowance.</i></p>	<p><i>Please confirm that compensation will be provided if applicable, and describe any additional compensation that you may plan to offer as part of a relocation allowance.</i></p>		

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<p>Right of First Refusal</p> <p>All reasonable efforts must be taken to provide all residents with the Right of First Refusal to return to the new development at rents described on page 6.</p> <p><i>If the applicant demonstrates that this requirement is not feasible for all residents, then the applicant may be required to develop priority criteria for Right of First Refusal (e.g. priority for longer-term tenants or tenants who qualify based on income).</i></p>	<p><i>Please describe how many tenants and at what affordability will be provided for Right of First Refusal.</i></p>		
<p>Communication and engagement</p> <p>All residents will be provided with advance notice and ongoing communication, including:</p> <ul style="list-style-type: none"> • An upfront mandatory meeting with tenants and applicant for projects with 10 or more occupied rental units on site. • Ongoing communication regarding the progress of the development and tenant relocation process, e.g. via regular correspondence, tenant meetings or office hours on site. 	<p><i>Please confirm that you will provide advance notice and ongoing communication with tenants as per policy and RTA requirements. Proper notice to end tenancies must be provided in accordance with existing Provincial policy.</i></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>Support for Additional Tenant Needs</p> <p>The applicant is encouraged to utilize a tenant needs survey and one-on-one meetings to identify any special circumstances that may need to be addressed as part of the relocation process. In special circumstances, additional support such as partnering with health organizations and other non-profit services may be requested for residents with special circumstances.</p> <p><i>Additional supports may also include paying for costs related to relocation (e.g. unit modifications, packing, translation services, etc.).</i></p>	<p><i>Describe how you will identify additional tenant needs during the relocation process (e.g. a needs assessment survey, meetings with tenants, etc.). Please confirm that additional supports will be provided for additional needs if requested for residents with special circumstances.</i></p>		

SECTION 5: Co-op Member Relocation Plan

Non-profit co-ops undertaking redevelopment are required to submit a resident relocation plan to the City that describes the approach that the co-op will take to address resident needs during redevelopment. The City’s policy provides general guidelines to inform relocation plans for non-profit co-ops. Meeting these resident relocation guidelines is not mandatory for non-profit co-ops; however, co-ops proposing a different approach are required to provide a rationale.

Please complete the “Relocation Plan Details” column in the following chart. The notes in the shaded column correspond to City guidelines under the City’s resident protection policies. In cases where the proposed relocation plan deviates from the guidelines, please provide a rationale.

<p>Relocation Plan Components</p>	<p>A. Draft TRP Details <i>(to be completed by applicant with Rezoning or DP application submission)</i></p>	<p>B. City Staff Comments <i>(to be completed by staff during Application Review)</i></p>	<p>C. Applicant Comments <i>(to be completed by applicant during Application Review)</i></p>
	Date:	Date:	Date:
<p>Identify options for interim and final relocation that prioritize maintaining the co-op community</p> <p>The relocation plan should minimize the impact of relocation on existing members and the co-op community by identifying interim relocation approaches that allow co-op members to move as a block.</p> <p>Co-op members should have right to return to the new co-op, unless otherwise agreed to.</p>			

<p>Maintaining affordability for existing members in the interim and in the new co-op</p> <p>The relocation option provided must be affordable for all residents:</p> <ul style="list-style-type: none"> • For existing members paying subsidized housing charges geared to income, priced at levels that are no higher than what they are currently paying; and • For all other existing members, housing charges priced at no more than 30% of their incomes, unless otherwise agreed to. 			
<p>Supporting with relocation and consideration of special circumstances</p> <p>Moving expenses should be provided both for the initial relocation as well as the return to the new co-op.</p> <p>The co-op is encouraged to utilize a member survey and/or meetings to identify any special circumstances that may need to be addressed as part of the relocation process (e.g. seniors, persons with disabilities, mental health issues, hoarding, etc.).</p>			

Communication and engagement with members

All members will be provided with advance notice and ongoing communication of the need to relocate, the relocation process, and any additional moves.

Communications to co-op members should be provided at the following stages:

- Notification of the intent to vote on redevelopment
- Following vote on the intent to redevelop
- Prior to submission of a formal application to redevelop
- Prior to issuance of development permits

SECTION 6: Temporary Relocation Option

Complete this section if your project requires the temporary relocation of residents.

Temporary 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>For renovations where residents are required to leave their unit for more than one day, but where tenancies do not need to end, the applicant must provide a temporary relocation offer to residents, including:</p> <ul style="list-style-type: none"> • Communication to residents specifying the scope of work required and length of time the resident needs to be out of the unit • Reduced rent or payment in proportion to the temporary relocation costs incurred by relocating to other suitable accommodation, or provision of temporary accommodation (e.g. in another unit in the building, hotel, etc.) <p><i>If the scope of work changes, the applicant will be required to communicate the changes to the resident. In addition, Staff may require the temporary relocation strategy to be revisited (e.g. provide full Tenant Relocation Plan as per above) depending on the new scope of work.</i></p>			

SECTION 7A: Final Tenant Relocation Plan Summary (Non-Profit)

Applicant: Please review the final Tenant Relocation Plan below and initial on page 18 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT

Address:

Ensuring permanent rehousing options that limit disruption to tenants.

Maintaining affordability for existing residents.

**Moving
Expenses.**

Compensation.

**Right of
First
Refusal.**

**Communication
and
Engagement.**

**Support for
Additional
Tenant
Needs.**

**(If Needed)
Temporary
Relocation
Plan.**

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:	

Staff to tick this box to confirm signed original of Appendix B has been received.

SECTION 7B: Final Tenant Relocation Plan Summary (Co-op)

Applicant: Please review the final Tenant Relocation Plan below and initial on page 21 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT

Address:

**Identifying
Options for
Interim and
Final
Relocation.**

**Maintaining
Affordability
for Existing
Members.**

**Supporting with
Relocation and
Special
Circumstances.**

**Communication
and
Engagement.**

**(If Needed)
Temporary
Relocation
Plan.**

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:	

Staff to tick this box to confirm signed original of Appendix B has been received.