

POLICY MANUAL

Title: Tenant Relocation Assistance Policy	Policy No: 6.32 Supersedes: March 7, 2018
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: September 26, 2023
<p>Policy Statement:</p> <p>All development applications for properties, which currently contain five or more purpose-built rental housing units, that propose a:</p> <ul style="list-style-type: none"> • Rezoning; • Adoption of a heritage revitalization agreement; • Strata conversions of previously occupied buildings; or • Change to rental units secured through an existing Housing Agreement with the City; <p>shall provide the following measures:</p> <ol style="list-style-type: none"> 1. Proof of early and ongoing tenant communication that: <ol style="list-style-type: none"> a. Notifies tenants of the intent to redevelop the property (the notices to end current tenancies are not to be issued at this early stage); b. Provides information on the development application process and timelines involved and identifies opportunities where tenants can provide input to the City; c. Outlines the Relocation Assistance Plan d. Identifies the process for providing supports to tenants and other information and resources, including, but not limited to, all rights and obligations as outlined under the <i>British Columbia Residential Tenancy Act</i> and the Residential Tenancy Branch; e. Includes a consultation meeting with existing tenants to be held within two weeks of confirmation of a complete development application by the City, with opportunities for tenants to voice comments about the development application. 	

2. A Relocation Assistance Plan which shall include:

- a. A Tenant Relocation Coordinator to assist and support tenants through the relocation process.
- b. A list setting out the name of each current tenant, the current unit type (1 bedroom, 2 bedroom, etc.), the size of each current unit, the unit number currently rented by the tenant, the length of current occupancy, and the rent the tenant currently pays (including damage deposit, pet deposit and utilities, as applicable);
- c. Provision of a right of first refusal to current tenants to rent a unit in the new building if the proposed building is to be a purpose-built rental building or contain secured rental units, with rents that are at least 20% below the average rents for the City of Maple Ridge as per the CMHC Rental Market Report for the previous year. If the current rents are higher than the proposed 20% below average rent, then the right of first refusal may be provided at the current rental rate;
- d. A summary of financial compensation to be provided based on length of tenancy. This compensation may take the form of free rent, lump sum payment, or a combination of both:
 - 0 to 5 years = 3 months' rent;
 - 6 to 10 years = 4 months' rent;
 - 11 to 15 years = 6 months' rent; and
 - 16 + years = 10 months' rent
- e. Moving assistance to be provided on a dwelling unit basis. Tenants may select one of two options paid for by the proponent:

Option 1: Flat rate compensation based on unit size:

 - Studio / One bedroom = \$1,000
 - Two bedroom = \$1,250
 - Three bedroom plus = \$1,500

Option 2: Provision of an insured moving company, within the Metro Vancouver region.
- f. A commitment that each tenant will be given a minimum of four months' notice to end the current tenancies, and that such notice will be served only after the date of Final Approval by Council.

3. A Tenant Relocation Coordinator shall be:

- a. A third-party resource, funded by the proponent, with input from City staff to ensure policy measures are implemented accordingly;
- b. Responsible for providing assistance and support to tenants navigating the relocation process, including finding alternative housing for impacted tenants; advocating on behalf of tenants for resources and liaising with appropriate

agencies; and facilitating communication between tenants, the proponent and City staff; and

- c. Help to identify tenants that may require additional support, and on a case-by-case basis, adjust the level of support required;

Prior to proceeding forward to Council, the First Council Report must include:

1. Copies of all early and ongoing tenant communication, including minutes and an attendance list of the applicant-led consultation meeting;
2. A commitment by the applicant to uphold and implement the Relocation Assistance Plan.

Prior to receiving Final Approval:

1. Regular updates on the progress of the Relocation Assistance Plan must be provided to the City at each stage of the application process as the application progresses.
2. A final tenant assistance report must be provided to the City which outlines the names of current tenants; whether the tenant was accommodated in the new building; the total financial compensation provided per tenant; and copies of all communication provided to the tenants.

Following Final Approval:

1. Provision of four months' notice, only after the date of Final Approval by Council.

Purpose:

To ensure that existing rental tenants are not impacted or displaced as a result of proposals to redevelop properties with purpose-built rental housing, through a rezoning application, heritage revitalisation agreement, strata conversion of a previously occupied building, or change to rental units secured through an existing Housing Agreement with the City.

This Policy Statement applies to all existing purpose-built rental buildings, or a collection of buildings, with a total of five or more purpose-built rental housing units, excluding those secondary rental market units that were not originally purpose-built to be rental units (such as condominiums) or other buildings, structures or uses that comprise fewer than five dwelling units (such as duplexes, triplexes, fourplexes, secondary suites, detached garden suites, temporary residential uses, or accessory employee residential uses). This policy does not apply to developments that are permitted outright under the Zoning Bylaw.

Definitions:

Purpose-built rental means a residential building that is not subdivided by strata plan, and in which all or a portion of the dwelling units have been purposely built and/or secured through a Housing Agreement to be rented or leased under a tenancy agreement for either periodic or fixed-term tenancies as defined under the Residential Tenancy Act.

Key Areas of Responsibility:**Action to Take**

To require applicants proposing a rezoning, heritage revitalisation agreement, or strata conversion of a previously occupied building that would redevelop properties with purpose built rental housing of five or more units to provide the measures outlined in this Policy Statement.

Responsibility

Planning Department