



The Corporation of the District of North Vancouver

CORPORATE POLICY

Title	Residential Tenant Relocation Assistance Policy
Section	Development and Social Planning

POLICY

This policy is supported by the District's Official Community Plan through the following goals:

- Encourage and enable a diverse mix of housing type, tenure and affordability to accommodate the lifestyles and needs of people at all stages of life, and
- Foster a safe, socially inclusive and supportive community that enhances the health and well-being of all residents.

Council recognizes that existing residential buildings, particularly purpose-built rental buildings, form an important source of affordable rental housing for many District residents. Ongoing low rental vacancy rates create challenges for tenants being displaced by redevelopment to find alternate affordable accommodations in a timely manner.

Policy approved on: November 28, 2016

Policy amended on: March 19, 2018

PROCEDURE

The following procedure used to implement this policy does not form part of the policy. This procedure may be amended from time to time at the discretion of the Chief Administrative Officer. Adherence to this policy does not guarantee development approval from Council.

Applicability:

This policy is applicable to all rezoning applications that require the demolition of any building or combination of buildings containing more than four rental dwelling units, at the time of the detailed application. This policy and the measures outlined represent the preferred suggestions for a voluntary commitment by the developer applicant to provide additional measures to support renters' efforts to find suitable alternative accommodations.

Exemptions:

This policy does not apply to redevelopment that is permitted as an outright use under existing zoning.

Provisions:

Consideration of the following provisions are requested of development applicants as a voluntary commitment to implement the Residential Tenant Relocation Assistance policy:

A. Provisions at the Development Application Stage

The applicant should submit the following documents at the time of Development Application:

1. Current Occupancy Summary: With the following information:
 - a. Number of occupied and vacant units;
 - b. Type of tenancy for each tenant (e.g. periodic or fixed term);
 - c. Start and end of tenancy for each tenant;
 - d. Rent for each unit;
 - e. Number of bedrooms of each unit;
 - f. Mobility or accessibility features and/or other housing supports required by the tenant.

2. Tenants Assistance Package: An outline of the proposed assistance the applicant intends to offer tenants. In consideration of the scale of the redevelopment project this package may contain any or all of the following considerations:
 - a. Extension of the notice period;
 - b. Additional months of free rent;
 - c. Assistance with moving expenses;
 - d. Residency bonus for long time tenants;
 - e. First right to rent in new building;
 - f. Any rental discount for returning tenants; and
 - g. Any purchase discount for returning tenants wishing to become owners.

3. Tenant Communications Plan: An outline of how tenants will be involved and notified of input opportunities throughout the rezoning and development process. Information on tenant resources such as that available from the Tenant Resource and Advisory Centre should be made available to tenants and notifications posted in conspicuous places within the building(s). The applicant is responsible for providing copies of all written correspondence and notifications to tenants and to municipal planning staff. This material will be included in the staff report for Council review and consideration.

4. Tenant Relocation Co-ordinator: The applicant should designate a Tenant Relocation Co-ordinator to aid tenants in finding up to three comparable rental units in the municipality, or on the North Shore. The Tenant Relocation Co-ordinator should have regular hours during which they are available to the tenants and those

hours should be convenient to the tenants. These hours should be posted in conspicuous places on-site.

The recommended maximum rent for the new units found by the Tenant Relocation Coordinator should be no more than 10% above current rent unless agreed to by tenant.

The Tenant Relocation Coordinator is responsible for tracking the units found for each tenant and submitting a status report to Planning staff prior to the issuance of a Demolition Permit. Tenants may opt out of this service by providing the Coordinator written notice.

Prior to the issuance of an Occupancy Permit the District must be presented with documentation on the status of all tenants including those who wish to relocate to the new building.

B. Provisions After Development Approval

If the rezoning is approved by Council, the following provisions are applicable:

1. After a Demolition Permit is issued by the municipality the applicant will provide all tenants with a minimum of two months' notice as required by the *Residential Tenancy Act*,
2. The applicant will provide all tenants with the compensations agreed to in the Tenants Assistance Package. The applicant should compensate all tenants, whether on periodic (month to month) or fixed term (lease) tenures, with three months' rent to assist in finding alternative accommodation. The applicant should also allow tenants who elect to vacate their units up to three months prior to the end of the "Notice to End Tenancy" period to leave without paying the outstanding rent and to qualify for any other provisions included in the Tenants Assistance Package,
3. The applicant is required to provide to Planning staff proof of delivery of the approved Tenant Assistance Package prior to the issuance of any Occupancy Permit.

Authority to Act:

Administration of this policy is delegated to the Community Planning Department.