



Tenant Relocation Plan 20214 & 20224 54A Avenue, Langley

The following Tenant Relocation Plan is part of the SP (Linwood) Holdings Inc. development application submission to assist tenants with finding alternative accommodations, and to demonstrate our commitment to providing enhanced communication and support beyond the minimum requirements of the *Residential Tenancy Act*.

Introduction

Scale Projects, on behalf of SP (Linwood) Holdings Inc. is managing the proposed redevelopment of 20214 & 20224 54A Avenue that would require the relocation of the remaining 7 tenants/suites of the existing 2 rental buildings. Scale Projects is aware that this application, if approved, would cause inconvenience and subsequently a financial burden on the existing tenants to relocate. Our goal is to provide a fulsome support package to all our current tenants to provide assistance with relocation and ease the transition to their new homes.

The Rezoning / Development application includes 100% replacement of the 8 rental units currently on the site. All tenants residing at 20214-20224 54A Avenue, at the time that the rezoning application was submitted will be eligible for relocation assistance under the Tenant Assistance Package and will be offered first right of refusal to either return to the building as a renter (with a rent set a 10% below market rental rate) or as a purchaser (with 5% discount offered on strata unit purchase prices).

Occupancy Report

Documentation on the existing rental building is provided to the City that includes the following information:

- Number of units (occupied/not occupied);
- Unit types and sizes;
- Rental rates for each unit;
- Vacancy rate for the past year;
- Type of tenancy (lease, month to month);
- Length of tenancy for each unit; and
- Demographic profiles (mobility/accessibility issues, seniors, ect.)

A blank Occupancy Report will be provided to the Tenant as part of the Tenant Assistance Package.

The documentation of existing tenancies in the Occupancy Report is meant to inform tenant eligibility for assistance. Tenancies active when the redevelopment application is submitted are eligible for assistance, and all new tenancies beginning after the development application submission will be made aware of the development application and the Tenant Relocation Plan and Tenant Assistance Package. Tenants that move in after notice of development application, do not qualify for assistance beyond the Residential Tenancy Act.

Vulnerable Tenants:

Scale Projects is committed to providing additional support for vulnerable tenants. Vulnerable tenants will be identified through an assessment of the Occupancy Report and reviewed by the Tenant Relocation Coordinator (TRC).

Vulnerable tenants are defined as those:

- With disabilities that have a recognized pension or are considered disabled for income tax purposes, and/or seniors aged 55 or older, as per BC Housing definitions;
- Who qualify for deep subsidy and Rent Geared to Income (RGI) units, according to BC Housing eligibility criteria; and
- Who are currently paying monthly rent that is equivalent to or less than average month rents for RGI units in the City
- Additional Relocation assistance requires the TRC to:
 - o Identify non-market, subsidized units as options for vulnerable tenants;
 - o Identify accessible unit options, including those that are also non-market, subsidized options, as required;
 - o Work with non-profit/non-market housing providers to find accommodations for vulnerable tenants;
 - o Assist vulnerable tenants in making arrangements to apply for, visit/view (including transportation costs) and acquire these units, including communicating with property managers on tenants' behalf to find units;
 - o Assist with packing (manual assistance at no charge by movers working on behalf of the developer, or additional funding for movers); and
 - o Assist vulnerable tenants in applying for rent supplements, as required;

The following financial compensation shall be provided to vulnerable tenants (this supersedes financial compensation identified later in this report):

- If a vulnerable tenant is relocated to a non-market, subsidized unit:
 - o 4 months rent for tenants with tenancies up to 15 years
 - o 5 months rent for tenants with tenancies from 16-20 years
 - o 6 months rent for tenants with tenancies over 20 years
- If a vulnerable tenant is relocated to a market rental unit:
 - o 6 months rent, regardless of the length of tenancy

If the Occupancy Report indicates there are tenants that do not have disabilities and/or are not seniors, but they qualify for RGI rents or rent supplements, the TRC is to provide additional assistance in finding suitable accommodations for these tenants and helping them apply for rent supplements as required and upon request.

Tenant Communication Strategy

The following Tenant Communication Strategy outlines how Scale Projects will be proactively engaged in notifying tenants of the development application process and timeline, opportunities for input, where to direct enquiries, and any applicable tenant related resources.

Scale Projects had previously informed the tenants of their intent to redevelop the property upon the purchase in July 2022, and have subsequently notified the tenants of the development application submitted to the City of Langley on February 9, 2023 to rezone the property and apply for a Development Permit. The estimated timeline to process this application is 6-12 months.

Formal notices will be provided to the tenants as follows:

- **Notice of Application**
 - Notice of a development application submission will be given to existing tenants within 31 days of the application receipt by the City of Langley. The Notice shall include:
 - A date of the first Tenant Information meeting
 - Tenant Relocation Plan
 - Tenant Assistance Package
 - Applicable Sections of the Residential Tenancy Act
 - All new applications beginning after the application submission will also be provided with:
 - A copy of the Tenant Relocation Plan
 - A copy of the Tenant Assistance Package
 - Information related to the Development Application
 - Additional process updates will be provided to the tenants at the time of:
 - Tenant Information Meetings
 - Advisory Design Panel
 - Public Hearing
 - City Council meetings
- **Formal Notice**
 - Upon issuance of a Demolition Permit, which cannot be issued until the development application is approved by City Council, a minimum of four months formal notice to end tenancy for demolition of a rental unit shall be given to the tenants.
- **Scale Projects Contact Information & Website**
 - Mailing Address: P.O BOX 61689 BROOKSWOOD, Langley, BC V3A 8C8
 - Telephone: 604-765-9557
 - Website: www.scalegroup.ca/rentals

The weblink noted above will be dedicated to the redevelopment of 20214 & 20224 54A Avenue, and will also contain copies of the Tenant Relocation Plan, Tenant Assistance Package, Upcoming Information Meeting Dates, City Council dates. This information will also be emailed to Tenants that have provided email as their preferred contact method, as well as hard copies in the mail to those without email.

Tenant Relocation Coordinator

Scale Projects has designated Zaklina Vracar, Z Agency as the Designated Relocation Coordinator. Zaklina can be contacted by telephone 236-600-5131 ext 100 or by email at zaklina@zagencymanagement.com during regular business hours (Mon – Fri 9am to 5pm) should you have any questions or require assistance.

Name: Zaklina Vracar
Company: Z Agency
Office: 236.600.5131 ext.100
Regular Hours: Mon – Fri 9am to 5pm.
Email: zaklina@zagencymanagement.com

Compensation

Financial compensation shall be provided based on length of tenancy and can be in the form of free rent, lump sum payment, or combination of the two. Compensation is to be paid out no later than termination of tenancy:

Not Vulnerable Tenants

Length of Tenancy	Compensation Provided
Up to 5 years tenancy:	2 months rent
6 to 10 years tenancy:	3 months rent
11 to 15 years tenancy:	4 months rent
16 to 20 years tenancy:	5 months rent
Over 20 years tenancy:	6 months rent

Vulnerable Tenants rehoused to non-market/subsidized

Length of Tenancy	Compensation Provided
Up to 15 years tenancy:	4 months rent
16 to 20 years tenancy:	5 months rent
Over 20 years tenancy:	6 months rent

Vulnerable Tenants rehoused to market housing

Length of Tenancy	Compensation Provided
n/a	6 months rent

Moving Expenses

Scale Projects shall pay the following to cover Moving Expenses for an insured moving company to relocate existing tenants into alternative accommodation, or provide an equivalent flat rate payment:

Unit Type	Moving Expenses Provided
1 Bedroom Units	\$750.00
2 Bedroom Units	\$1,000.00
3 Bedroom Units	\$1,250.00

Relocation Assistance

Scale Projects through the Tenant Relocation Coordinator, shall provide assistance in finding alternative accommodations for displaced tenants as follows:

- Assistance in identifying a minimum of three comparable alternate accommodations which must be located in the City of Langley and/or Township of Langley, and/or City of Surrey, and one of which must be a purpose-built rental unit
- Upon tenant request, identifying suitable accommodations in municipalities other than those identified above.
- Upon Tenant request, assisting tenants to secure a new unit through contacting property managers on behalf of tenants, arranging viewing opportunities and providing references, and assist tenants with application for rent supplements;
- Maximum rents for alternate accommodations must be within 10% of CMHC rent average for the area; and
- Alternate accommodation options must meet the needs of the tenant (e.g. accessible units, family friendly and/or pet friendly ect.)

First Right of Refusal

Scale Projects are proposing a condominium building with strata titled ownership tenure and market rentals within the development.

For all displaced tenants returning as potential buyers within the new development:

- o A special 5% discount off the strata unit purchase price will be offered to returning tenants who are established as qualified buyers purchasing a new unit in this development.

For all displaced tenants returning as renters:

- o Tenants returning as rental tenants in the new development will be offered equivalent units (if available) with a rent set at 10% below market rental rates.

Tenant Assistance Package

Scale Projects shall provide the Tenant Assistance Package designed for use by tenants to clearly communicate our commitment to actively engaging tenants in the development process as outlined in the Tenant Relocation Plan.

The Tenant Assistance Package will include the following:

- Timeline and overview of the development application process
- Development application was submitted to Langley City Staff on February 9, 2023 and reviewed by staff;
- A commitment from Scale Projects to provide advanced notifications and updates to tenants on Tenant Information Meetings, Council Meetings, Public Hearing related to the application;
- Contact information of the dedicated Tenant Relocation Coordinator;
- Methods for advising City staff and City Council of concerns;
- Financial compensation provided by SP (Linwood) Holdings Inc. including First Right of Refusal;
- Method of requesting additional support by vulnerable tenants;
- Current copy of the BC Residential Tenancy Act;
- Copy of the City of Langley's Tenant Relocation Policy in the Official Community Plan
- A copy of the City of Langley Policy C0-81;

- Copies of applicable Tenant Resources (BC Tenant Resource and Advisory Centre- TRAC, ect).

Scale Projects shall provide copies of all written correspondence and confirmation that the Tenant Assistant Package has been provided to tenants, and City staff, prior to staff bringing forward a report to Council for consideration of the development application.

Final Tenant Relocation Report

The Final Tenant Relocation Report shall be submitted to City staff prior to disconnection of services for the property. The Final Tenant Relocation Report shall provide details for each displaced tenant on the following:

- An update to the outcome of the relocation of displaced tenants, including evidence that tenants have been satisfactorily assisted by Scale Projects in locating alternate accommodations;
- The amount of compensation given to each tenant including monetary compensation, free rent, cost of moving, and any additional assistance or services that were provided to the tenants.