

## POLICY-PROCEDURE MANUAL

### TITLE: TENANT PROTECTION AND RELOCATION POLICY Policy: T-19

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#### **Purpose**

Policy T-19 Tenant Protection and Relocation Policy is a policy to keep rental units from leaving the market and to protect renters from the impacts of rezoning and/or demolition.

#### **Applicability**

Policy T-19 Tenant Protection and Relocation Policy applies to all rezoning applications involving purpose-built rental buildings containing five or more units.

#### **Exemptions**

Policy T-19 does not apply to secondary rental stock, including secondary suites, laneway homes, individually rented condo units etc.

#### **Procedure:**

In considering the application of this Tenant Relocation Assistance Policy, the District shall seek to:

- 1) ensure applicants provide a Tenant Relocation Plan when tenants in existing residential rental housing units will be displaced when the work typically results in the entire building, or part of the building, being demolished or emptied. At a minimum, the Tenant Relocation Plan must include:
  - a) financial compensation provided based on length of tenancy:
    - 4 months' of current rent for tenancies up to 5 years;
    - 5 months' of current rent for tenancies between 5 to 10 years;
    - 6 months' of current rent for tenancies over 10 years;
    - This can take the form of free rent, a lump sum payment or a combination of both.
  - b) a minimum of 4 months' notice to end tenancies after demolition permit is issued;
  - c) there should be a primary point of contact identified to lead early and ongoing communication with tenants, including information about proposed project, timeline and status updates. It should be encouraged for tenants to work with a single advocate to help facilitate this communication with a single point for both the landlord and the tenants;

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- d) for tenants requesting assistance finding new accommodations:
    - three options should be offered that are comparable in unit type unless otherwise agreed to;
    - all options should be in Kitimat except where agreed to by the tenant;
    - If possible, the rent for all options shall be at similar levels of the current rented units; and
    - where possible, options should be tailored to the tenant's needs (e.g. pet-friendly, accessible, smoke-free, etc.).
    - The landlord is required to refer tenants to housing resources where available.
  - e) in cases involving vulnerable tenants (e.g. seniors, persons with disabilities, tenants with low income, mental health issues, etc)., applicants are encouraged to provide additional support such as partnering with health organizations and other non-profit services and are required to provide an additional two (2) months of current market rent, no matter the tenancy length.
  - f) Arrangement for an insured moving company, or a flat rate payout for moving expenses as follows:
    - \$1,300 for bachelor and 1-bedroom households; and
    - \$1,750 for two- or more bedroom households.
  - g) Right of first refusal for existing tenants to move back into the new building with a 20% discount off starting market rents.
    - For projects that propose new secured market rental housing, the new secured market rental housing units or replacement rental units will be secured for a term of 60 years or life of the building, whichever is greater, through legal agreements, or any other legal mechanism deemed necessary by the Director of Planning;
    - For projects that propose new social housing, or where rental units are replaced with social housing, tenants will be offered right of first refusal, provided they meet the eligibility requirements for the new social housing unit.
- 2) Require a Final Tenant Relocation Report Prior to the issuance of the demolition permit, which includes:
- a) names of the tenants;
  - b) outcome of their search for alternate accommodation;
  - c) a summary of the monetary value given to each tenant (e.g. moving costs, rent, etc.);
  - d) identification of a Relocation Coordinator; and
  - e) communication strategy.