

# CHECKLIST



*Purpose: This checklist is intended to help ensure that rezoning applicants meet the requirements of the Tenant Assistance Policy (TAP). It does not cover other requirements or conditions related to the rezoning process.*

*Instructions:*

- *City staff send this checklist to Rezoning Applicants with pre-application discussions, when other information such as allowed FAR and Rental Use Zoning Policy requirements are shared.*
- *Rezoning Applicants complete and submit the checklist as follows:*
  - *Part A is to be submitted to the City prior to Final Adoption of a Rezoning Bylaw.*
  - *Part B is to be submitted prior to occupancy of the development or at any time upon request by the City.*
  - *Part C is to be submitted to the City one month after occupancy of replacement units, as part of the Final Tenant Assistance Report.*



## Part A: Prior to Final Adoption of a Rezoning Bylaw

*These tasks must be completed as per the timing indicated below. All Part A tasks must be completed as a condition of Final Adoption.*

### At Submission of Rezoning Application

- Sign and submit the Information Sharing Agreement to the City
- Establish Tenant Relocation Coordinator(s) with a dedicated email for the rezoning application and provide contact information to the City
- Provide a rent roll to the City, with all units in all buildings listed and additional details including: vacant units, start date of tenancies, number of bedrooms, current rental rate, and other pertinent information
- Deliver a hard copy of the TAP to each unit in each building at the rezoning site
- Deliver a hard copy letter confirming eligibility (or ineligibility) and outlining the tenant assistance process to each unit in each building at the rezoning site
- Post contact information (at minimum, email and phone number) for the Tenant Relocation Coordinator(s), City of Burnaby Renters Office and other tenant resources (at minimum, the Residential Tenancy Branch and Tenant Resource and Advisory Centre) within accessible locations with high visibility and frequented by tenants.

### Within 60 Days of Council Authorization to Work on Suitable Plan of Development

- Host a Tenant Meeting with all tenants in the building(s)
- Provide the Tenant Assistance Form to all eligible tenants in the building(s)

**Prior to Final Adoption**

- Provide a Tenant Relocation Report to the City describing the status of relocation, in form and content required by the City, and at minimum, describing the relocation status of each eligible tenant as follows:
  - Information about affected unit and household (i.e., unit number, number of bedrooms, designated tenant, rent at move-out, tenancy dates)
  - Address of interim / new housing
  - Type of financial and moving compensation provided and amounts used to calculate financial compensation (i.e., rent in interim unit, applicable CMHC median rent, rent top-up amount, lump sum amount)
  - Current contact information (phone and/or email)

(this is required prior to Final Adoption *or* within one month of the building being vacant)

- Submit to the City a cost estimate of compensation already paid for calculating the bond amount
- Submit bonding in the amount calculated by the City of Burnaby
- Enter into and register Section 219 Covenant to address TAP obligations and use and release of bonding

**Ongoing Tasks**

- Notify the City when any notice to end tenancy has been issued, including the Four Month Notice to End Tenancy for Demolition, Renovation, Repair or Conversion of Rental Unit
- In accordance with the TAP, provide financial compensation, moving assistance, and, where requested, additional support to tenants who are relocating
- Document compensation and assistance provided to eligible tenants



## Part B: After Final Adoption of a Rezoning Bylaw and Before Occupancy

*These tasks must be completed as per the timing indicated below.*

### Ongoing Tasks

- Notify the City when any notice to end tenancy has been issued, including the Four Month Notice to End Tenancy for Demolition, Renovation, Repair or Conversion of Rental Unit
- In accordance with the TAP, provide financial compensation, moving assistance, and, where requested, additional support to tenants who are relocating
- Document compensation and assistance provided to eligible tenants

### Replacement Units

- Regularly communicate with eligible tenants regarding the status of replacement units as per City guidelines, including at 6 months and 3 months prior to anticipated occupancy
- 45 days before assigned move-in date, offer each eligible tenant household tenancy agreements for a replacement rental unit with the same number of bedrooms as their original unit at the rezoning application site, which meets any accessibility requirements identified by the tenant in their Tenant Assistance Form
- In accordance with the TAP, provide moving assistance and additional support where requested to eligible tenants returning to replacement units

### Prior to Final Occupancy Inspection for First Building in Development

- Enter into Housing Agreement with the City and register Section 219 Covenant on title to secure replacement rental units and other below-market rental units in the new development to be rented at the following rates:

For a returning tenant, at the tenant's rent at the time of move out, plus any annual rent increases permitted under the Residential Tenancy Act.

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For all other tenants, at 20% below the applicable CMHC median rent or other non-market rate approved by the City.



## Part C: After Occupancy of Replacement Units

### One Month Following Occupancy of Replacement Units

- Provide to the City a Final Tenant Assistance Report, in form and content required by the City, and at minimum, describing the relocation status of each eligible tenant as follows:
  - breakdown of compensation amounts and types provided;
  - acceptance or decline of replacement unit;
  - for those who accepted replacement unit:
    - date tenant moved into replacement unit;
    - rent payable by tenant for replacement unit, including separately identifying rent at move-out and increases applied;
  - for those who declined replacement units:
    - city or town where tenant moved to
    - reason for declining replacement unit, if tenant agrees to share such information
  
- Completed Tenant Assistance Policy Checklist