



City of  
**Burnaby**

Planning and Building Department

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## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
PLANNING AND DEVELOPMENT  
COMMITTEE

DATE: 2018 May 24

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 16000 01  
*Reference: Tenant Assistance*

**SUBJECT: CHANGES TO TENANT ASSISTANCE POLICY**


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On 2018 May 17, the province amended the *BC Residential Tenancy Act* to extend the minimum notice period for evictions due to demolition, renovation, repair, or conversion of rental units. The amendment extended the notice period from two months to four months.

Accordingly, the minimum notice period in Burnaby's Tenant Assistance Policy has been extended from three months to four months.

A copy of the revised policy is attached, with the revised section underlined for the purposes of this memo.

If you have any questions about the above information, please do not hesitate to contact me at 604-294-7431.

  
Lou Pelletier, Director  
PLANNING AND BUILDING

LF:

cc: City Manager

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## Tenant Assistance Policy

Where a rezoning application involves six or more tenanted dwelling units in a multiple family rental building, and includes the anticipated demolition or renovation of the units to the extent that tenants must permanently relocate, applicants must submit a Tenant Assistance Plan in accordance with the following guidelines.

### Guidelines:

The Tenant Assistance Plan is to be provided within 30 days of Council authorization to work with the applicant on a rezoning proposal. The Tenant Assistance Plan (TAP) shall include:

- Documentation of the affected units, including the number and size of units, rental rates, and tenant information, using the form provided. All tenancies at the time of Council authorization shall be documented and provided full assistance under the TAP.
- A plan to guide communications between the applicant and the tenants, including a commitment to:
  - Provide written notification to each affected unit, outlining the terms of the plan and confirming eligibility status.
  - Provide on-site advertisement of tenant resources, such as the BC Tenant Resource Advisory Centre (TRAC);
  - As part of the rental agreement, notify replacement tenancies in writing of the proposed redevelopment of the property and their ineligibility for assistance (should the applicant choose to provide assistance to these tenancies, this should also be detailed);
  - Keep records of all written correspondence and notifications for one year following demolition and to provide these records to the City upon request; and
  - Include a communications summary in the plan implementation report.
- A commitment to provide assistance to tenants seeking alternative accommodation, by way of:
  - An offer to interested tenants to secure any available rental housing unit in the new development, or in an off-site rental housing unit managed by the same applicant;
  - An offer to interested tenants to purchase an available housing unit in the new development;
  - Information on other suitable rental accommodations; and

- Designation of a Tenant Relocation Coordinator or other key contact to assist tenants in identifying and obtaining suitable replacement accommodations.
- A minimum of the equivalent of three months' rental payment compensation payable to each tenant to compensate for moving expenses, utility reconnection fees, and relocation costs. For tenants resident in a unit for at least ten years, a minimum of four months' rental payment compensation is required.
- A minimum of four months' notice provided to each tenant.
- If requested by the tenant, payment of compensation in the form of free rent, with the balance of compensation paid as a lump sum if relocation occurs prior to the end of the notice period.
- Otherwise, compensation is to be paid no later than a tenant's notice to vacate, either before or after the three-month notice is given.

Prior to demolition, the applicant shall provide a final report documenting the results of plan implementation, using the form provided.

The Planning and Building Department will confirm that the Plan has been completed, or provided for, prior to recommending final adoption of the rezoning bylaw.

Adopted by Burnaby City Council 2018 March 05  
Amended 2018 May 17