



EXPLANATORY MEMO

20220-20230 Michaud Crescent Tenant Relocation Plan and Assistance Information

Development Permit 14-23 Zoning Bylaw Amendment Bylaw No. 3291

Policy: Official Community Plan (OCP) Bylaw & Tenant Relocation Plans Policy

Official Community Plan Bylaw No. 3200 includes a “Tenant Relocation Plans” Policy (1.18) which requires development applications involving the redevelopment of existing purpose-built rental housing buildings and the relocation of the tenants in these existing rental buildings to provide a Tenant Relocation Plan.

Council Policy CO-81 (Tenant Relocation Plans) builds on this OCP policy to provide further detail to the required Tenant Relocation Plan as well as the broader procedural obligations the applicant has to the tenants. These requirements include the following:

- Early and ongoing information being provided to tenants regarding the application process and their rights under the Tenant Relocation Plan and the Provincial *Residential Tenancy Act*;
- The designation of an independent third-party Tenant Relocation Coordinator to liaise with tenants;
- Specific financial compensation amounts based on length of tenancy, including additional compensation for moving expenses;
- Assistance with finding new accommodations;
- The offering of first right of refusal to return to the new building once complete; and
- Additional supports for vulnerable tenants.

An application (Development Permit 14-23 and Zoning Bylaw Amendment No. 3291) has been submitted to redevelop two existing rental buildings at 20220-20230 Michaud Crescent. The applicant has developed a Tenant Relocation Plan, according to OCP Policy 1.18 and Council Policy CO-81, for the existing rental unit tenants on this property. Council Policy CO-84 (Updated Tenant Relocation Plans) was adopted on July 22, 2024, after the submission of the subject development application, and as such the application is considered in-stream with Council Policy CO-81 applicable.

Staff also note that, in addition to City policies, the applicant is required by Provincial law, through the *Residential Tenancy Act (RTA)*, to provide affected tenants a minimum of 4 months advance notice of end of tenancy, along with compensation, when a Demolition Permit is obtained by the applicant, which occurs following the approval of a Development Permit application by Council.

20220-20230 Michaud Crescent Development Application

The applicant has been implementing their Tenant Relocation Plan, including by providing early notice of the development application to affected tenants, designating a Tenant Relocation Coordinator, maintaining ongoing communication through tenant meetings and availability of the Tenant Relocation Coordinator, and developing a Tenant Assistance Package (see attachments). The applicant will provide additional information regarding their Tenant Relocation Plan, its status, and its components as part of their presentation at the Regular Council Meeting at which 1st & 2nd Readings will be considered for Zoning Bylaw Amendment Bylaw No. 3291.

The applicant intends to provide end of tenancy notices to tenants, as required by the *RTA*, following receipt of a conditional Demolition Permit, which in turn requires Council adoption of Development Permit 14-23 and Zoning Bylaw Amendment Bylaw No. 3291. Once the tenancies have expired, relocation of tenants has been finalized, the existing building is vacant, and a Final Tenant Relocation Report has been submitted to City staff, the applicant can proceed with the required service disconnections and demolition of the building. Actual construction on the property could then begin after a Building Permit is issued to the applicant.

The Final Tenant Relocation Report to staff is required to provide details for each displaced tenant on the following:

- Relocation outcome, including where the tenant has been housed and evidence that they have been satisfactorily assisted in locating new accommodations; and
- The amount of compensation given to each tenant including monetary compensation, free rent, moving expenses, and any other additional assistance and services that may have been provided.

The applicant's Tenant Relocation Plan, Tenant Assistance Package, Notice of Application letter, and other correspondence between the applicant and tenants of 20220-20230 Michaud Crescent are attached for Council's information. The applicant has also set up an information website at <https://www.elegantglassholdings.ca/>.

As part of their tenant relocation strategy, the applicant has extended an offer to all tenants to relocate early, through a Mutual Agreement to End Tenancy, and receive an extra two month's equivalent of compensation at the end of tenancy, rather than at the time that 4-month notices to vacate are issued which, as noted above, requires approval of the application. At the time of the writing of this memo, in advance of Council's consideration of 1st & 2nd Readings of the applicable bylaws, four assistance-eligible tenancies are living within the buildings. It is important to note that, as permitted by Council Policy CO-81 (Tenant Relocation Plans), the applicant may re-rent units that have been vacated by the original tenants residing at the time the development application was made. These new tenants are not eligible for supports under Council Policy CO-81, as

they will have been made aware of the redevelopment application status by the applicant before signing a lease in the building, as required by the Policy.

The applicant has held three Tenant Information Meetings on the project so far. Tenants were advised of the Advisory Design Panel Meeting and of the Regular Council Meeting dates of consideration of 1st & 2nd and 3rd Readings for the subject bylaw.

Attachments:

1. Application Notice to Tenants
2. Tenant Relocation Plan
3. Tenant Assistance Package
4. Tenant Assistance Package – Early Relocation Addendum
5. Tenant Information Meeting Notices
6. Notice of ADP and Council Meetings