



**TENANT ASSISTANCE PLAN
Woodland Park Townhomes
1030 Cecile Drive, Port Moody
(Confidential Draft)
July 31, 2020**

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Introduction

EDGAR and BC Housing have established a partnership to deliver purpose-built affordable rental housing at 1030 Cecile Drive, Port Moody. The site is home to 200 market rental units that will be replaced through the redevelopment of the property. The proposal is to create a vibrant and sustainable master planned community with diverse housing options. There will be affordable rental operated by a non-profit housing operator, and strata market condominiums.

The Tenant Assistance Plan (TAP) is aligned with BC Housing's Guiding Principles for Housing Transitions (<https://www.bchousing.org/partner-services/asset-management-redevelopment/redevelopment-process-principles>) as well as the City of Port Moody's Tenant Relocation Assistance Policy. The goal is to work closely and openly with tenants on this project to limit disruption and avoid displacement. Tenants residing at 1030 Cecile Drive at time of third reading of the Official Community Plan amendment and the rezoning will be eligible for the TAP. Tenants will have an option to stay on-site during construction of the early phases, which is planned to be the affordable rental housing. Upon completion of these buildings, tenants will have the right of first refusal into the affordable rental housing.

The following relocation plan provides details about communication and commitment to tenant assistance provided to residents.

Communication with Tenants

EDGAR and BC Housing are committed to early and ongoing communication with tenants, including the following:

1. Keeping residents informed of the process through:
 - Individual notification at key milestones of the process (application, committee meetings, and council meetings)
 - Invitations and notices to resident-only and public information sessions;
2. Enlisting a Resident Support Specialist (Zaklina Vracar, Z Agency) to offer continual support to residents including:
 - Introduction meeting with residents to understand their needs; and
 - Follow-up meetings as needed to support residents through the process;
3. Ensuring adequate notification as necessary per Residential Tenancy Act.

Tenant Assistance Plan

The goal is to make the transition seamless and easy for residents by phasing the project and offering continual support through our Resident Support Specialist. Due to the large size of the site, there are opportunities to work with tenants to limit disruption and have no displacement.

The project will be developed over a number of years and currently contemplates seven (7) phases with the intent to develop replacement affordable rental housing in the first phase. The phasing plan allows for tenants to not have to relocate off-site. Those living in the existing buildings where affordable rental housing is planned will have the option to move to another unit while construction occurs. Once construction of the affordable rental housing is completed, all residents will be notified about the opportunity to relocate into the new housing.

In order to facilitate this process, an on-site tenant relocation program for those who wish to remain on-site has been developed. An off-site tenant relocation program has also been developed for those who choose to move off-site.

Tenant Assistance Program (see figure 1)

In order to understand housing needs and facilitate the construction of the new affordable rental housing (i.e., phase 1), residents located in buildings north of Angela Drive (i.e., buildings 310, 330, 250 and 270 - highlighted in blue in Figure 1) will be offered relocation on-site to another unit south of Angela Drive, as these units become vacant. Vulnerable tenants will be prioritized for early relocation onsite (i.e. seniors, disability). The length of original tenancy will be protected from the original lease date.

To facilitate an on-site relocation, residents will be eligible for the following:

1. Existing rent will be matched – with the exception that an increase or decrease in unit size is preferred then comparable rent will be provided;
2. \$1,000 for moving expenses will be provided;

The significant benefit of a site this large with a number of rental housing units that regularly come available will help alleviate the need to relocate residents off-site. It is preferred to accommodate all residents through on-site moves throughout the re-development so as to limit the need to leave the neighbourhood and associated support networks.

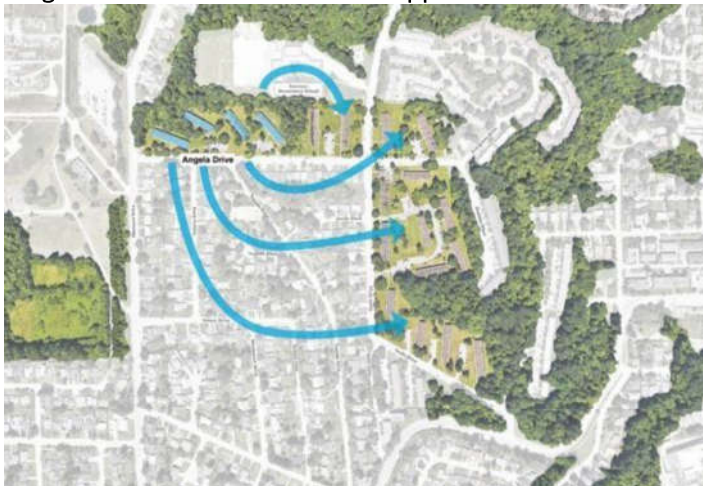


Figure 1

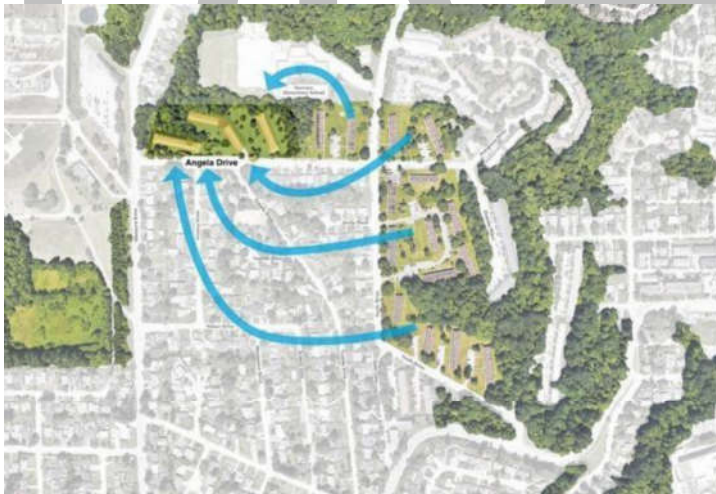


Figure 2



If a resident is not able to be accommodated or chooses to not be housed in the affordable rental housing (figure 2), they will be eligible for the financial compensation and the supports listed in the Off-site support section.

Eligibility

All existing tenants will be offered first right of refusal. Eligibility will be more clearly defined when a non-profit operator has been identified through a request for proposals process led by BC Housing. The affordable rental housing that will be developed will be focused on low to moderate income households as defined by BC Housing.

Timing

All residents will be offered the right of first refusal to relocate into the replacement affordable rental housing, pending eligibility. A letter will be circulated providing an update on timing of the construction completion. All tenants will be required to make a decision on whether they will remain on-site or move off-site once given notice. The tenant will have 90 days prior to the completion of the BC Housing development or to advise the Resident Support Specialist if they are relocating on site. If a tenant does not advise the Resident Support Specialist within the 90-day notice period, it will be determined that the tenant is taking the off-site support of the tenant assistance plan program outlined below.

If a resident chooses not to move into the replacement affordable rental housing (or is not eligible), they will be required to sign a release stating they have declined the replacement unit, and will receive compensation for length of tenancy to that period of time (i.e., approximately 2024 is the year occupancy is envisioned). Tenants who choose to remain on-site but not relocate to the affordable rental housing will be offered a new tenant agreement and will be able to remain on site until given notice as per the Residential Tenancy Act.

Off-site Support

The following package will be provided for those who are relocating off-site:



1. Financial compensation based on length of tenancy¹:

- 2 months' rent for tenancies up to 4 years.
- 3 months' rent for tenancies between 5 and 9 years.
- 4 months' rent for tenancies over 10 years.
- 6 months' rent for tenancies over 20 years

This can take the form of free rent, a lump sum payment or a combination of both. Financial compensation will be paid at rezoning bylaw enactment or at offer of first refusal.

2. Moving support:

- The developer will either arrange for an insured moving company or provide a flat rate payout for moving expenses, determined by housing needs:
 - 2 or more bedrooms - \$1,000

3. For tenants requesting assistance finding new accommodation:

- Three options will be offered that are comparable in unit type, unless otherwise agreed to (all options in Port Moody if possible);
- Where possible, options will be tailored to the tenant's needs (e.g. pet-friendly, accessible, smoke-free, etc.); and
- Tenant Support Specialist is available to work with tenants to meet their specific needs and provide additional support on a case-by-case basis.

Tenant options are shown visually in Appendix A.

Notice to End Tenancy

All tenants will be provided four months' notice, as per the Residential Tenancy Act.

Final Tenant Assistance Report

As per the city's Tenant Relocation Assistance Policy, a final Tenant Relocation Report will be provided, prior to the issuance of the demolition permit which will include:

- Names of the tenants
- Outcome of their search for alternate accommodation; and

¹ Length of tenancy is calculated from original date of tenancy to date of offer of right of first refusal.

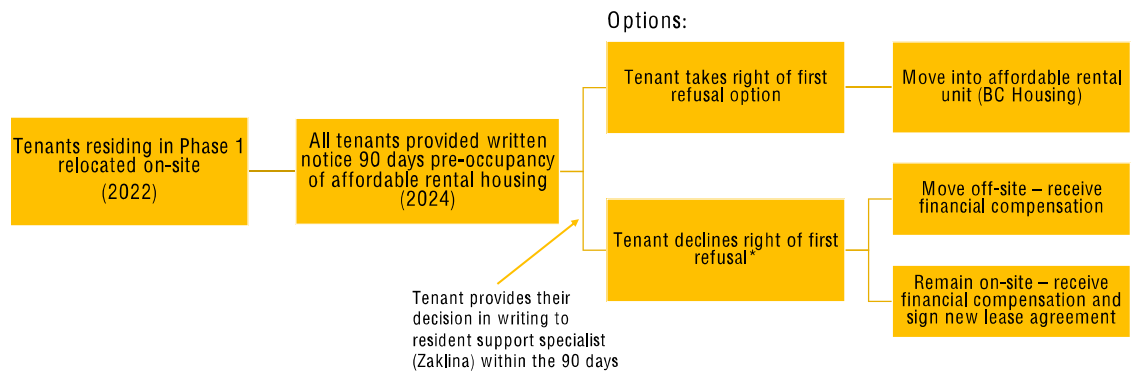
- A summary of the monetary value given to each tenant (e.g. moving costs, rent, etc.)
- Identification of a Relocation Coordinator (Resident Support Specialist)
- Communication Strategy

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Appendix A – Tenant Options Graphic

TENANT OPTIONS



*Tenant signs a release stating they have declined replacement unit