

**CITY OF BURNABY**  
**BYLAW NO. 14821**

*This **bylaw** comes into force and effect on July 1, 2026.*

A bylaw to establish protections  
for tenants impacted by redevelopment

The Council of the City of Burnaby ENACTS as follows:

**PART 1: CITATION**

1.1 This Bylaw may be cited as **BURNABY TENANT PROTECTION BYLAW 2026**.

**PART 2: INTERPRETATION**

2.1 In this **bylaw**, unless the context otherwise requires:

- |                                    |   |
|------------------------------------|---|
| “ <b>bylaw</b> ”                   | means this bylaw, including all schedules attached hereto   |
| “ <b>caretaker benefits</b> ”      | means the benefits set out in section 6.2 of this <b>bylaw</b>  |
| “ <b>CMHC</b> ”                    | means the Canada Mortgage and Housing Corporation   |
| “ <b>CMHC market median rent</b> ” | means the median residential apartment rent applicable to the <b>CMHC</b> market rental survey zone (being Central Park/Metrotown, Southeast Burnaby, or North Burnaby) in which the <b>prior site</b> is situated, based on rental market data collected by <b>CMHC</b>  |
| “ <b>City</b> ”                    | means the City of Burnaby   |
| “ <b>development application</b> ” | means a rezoning, development permit, or subdivision application  |
| “ <b>dwelling unit</b> ”           | has the meaning set out in the <b>Zoning Bylaw</b>  |
| “ <b>eligible caretaker</b> ”      | means an individual who, on the date the <b>notice to end tenancy</b> is issued:<br><ul style="list-style-type: none"><li>(a) lives at the <b>prior site</b>;</li><li>(b) is employed by the <b>owner</b>; and</li><li>(c) in connection with their employment, pays reduced rent as a form of in-kind compensation</li></ul> |
| “ <b>eligible household</b> ”      | means a <b>prior site household</b> that, on the date the <b>notice to end tenancy</b> is issued:<br><ul style="list-style-type: none"><li>(a) lives at the <b>prior site</b>;</li></ul>  |

- (b) has a **tenancy agreement** with the **owner** that is in force and effect; and
- (c) is not in default under the **tenancy agreement** referred to in paragraph (b) above,

but for certainty, excludes an **eligible caretaker**

**“for cause”**

means where the tenancy is ended for:

- (a) non-payment of rent pursuant to section 46 of the *Residential Tenancy Act*, except where non-payment of rent was due to an **owner** failing to provide, or being late to provide, an **eligible household** with a rent top-up payment, or
- (b) for cause pursuant to section 47 (excluding section 47(k)) of the *Residential Tenancy Act*

**“household”**

has the meaning set out in the **Zoning Bylaw**

**“household benefits”**

means the benefits set out in section 6.1 of this **bylaw**

**“interim housing”**

means a **dwelling unit** in which an **eligible household** or **eligible caretaker** resides during the **interim period**

**“interim period”**

means the period commencing on the move-out date set out in the **notice to end tenancy** and ending:

- (a) in the case of a **returning tenant**, on the commencement date of that **returning tenant’s** tenancy of their **replacement rental unit**; and
- (b) in the case of an **eligible household or eligible caretaker** that does not exercise its **right of first refusal** to a **replacement rental unit**, on the date the first **returning tenant** commences their tenancy of their **replacement rental unit**

**“notice to end tenancy”**

means a notice sent by an **owner**, as landlord, to a **prior site household**, as tenant, to end a tenancy pursuant to a **tenancy agreement** by reason of demolition or conversion of a rental unit, as permitted under Section 49 of the *Residential Tenancy Act*

**“occupancy certificate”**

means an occupancy certificate issued pursuant to the Burnaby Building Bylaw

**“owner”**

has the meaning set out in section 63.1 of the *Community Charter*

**“prior site”**

means the parcel(s) of land on which a **redevelopment** occurs

- “prior site household”** means a **household** that at any time from the date the **owner** submits a **development application** for a **redevelopment** of the **prior site** until the date the **notice to end tenancy** is issued:
- (a) lives at the **prior site**; and
  - (b) has a **tenancy agreement** with the **owner** that is in force and effect
- “prior unit”** means the rental **dwelling unit** occupied by an **eligible household** or **eligible caretaker**, as applicable, at the **prior site** on the date the **notice to end tenancy** is issued
- “purpose-built rental housing”** has the meaning set out in the **Zoning Bylaw**
- “redevelopment”** has the meaning set out in section 63.1 of the *Community Charter*
- “Rental Use Zoning Policy”** means the Rental Use Zoning Policy approved by **City Council** on March 9, 2020
- “replacement rental unit”** means a **dwelling unit** that:
- (a) is located in the new structure constructed by the **owner** on the **prior site**;
  - (b) has the same number of bedrooms as the **prior unit** occupied by an **eligible household** or **eligible caretaker**, as applicable; and
  - (c) is an adaptable **dwelling unit**, if that **eligible household** or **eligible caretaker** indicated their need for an adaptable **dwelling unit** on their **tenant assistance form**
- “replacement rental unit rate”** means:
- (a) in the case of a **returning tenant** that is an **eligible household**, an amount equal to the **eligible household’s** rent as of the move-out date set out in the **notice to end tenancy**, plus any annual increases allowed under the *Residential Tenancy Act* between the move-out date set out in the **notice to end tenancy** and the effective date of their **tenancy agreement** for their **replacement rental unit**; and
  - (b) in the case of a **returning tenant** that is an **eligible caretaker**, an amount calculated in accordance with the formula below, plus any annual increases allowed under the *Residential Tenancy Act* between the move-out date set out in the **notice to end tenancy** and the commencement date of their **tenancy agreement** for their **replacement rental unit**:

$Rent = (Rent1 + Rent2 + \dots + RentN) / N$ , where:

- (i)  $(Rent1 + Rent2 + \dots + RentN)$  is the sum of the rent amounts payable by **eligible households** on the move-out date set out in the **notice to end tenancy** for a similar unit type as the **prior unit** occupied by the **eligible caretaker**; and
- (ii)  $N$  is the number of **eligible households** that occupied a similar unit type as the **prior unit** occupied by the **eligible caretaker**

“returning tenant”	means an <b>eligible household</b> or <b>eligible caretaker</b> that exercises their <b>right of first refusal</b> and that enters into a written <b>tenancy agreement</b> for a <b>replacement rental unit</b>
“right of first refusal”	means the right to the first opportunity to enter into a <b>tenancy agreement</b> to rent a <b>replacement rental unit</b> at the <b>replacement rental unit rate</b> before the <b>owner</b> offers the <b>dwelling unit</b> to another prospective tenant
“secondary rental unit”	means a <b>dwelling unit</b> that is not a <b>purpose-built rental housing unit</b> , and that is rented by the <b>owner</b> to a tenant
“security”	means cash, certified cheque, bank draft or a clean, unconditional, irrevocable letter of credit satisfactory to the City, delivered by an <b>owner</b> to the <b>City</b> in accordance with section 6.6 of this <b>bylaw</b>
“tenancy agreement”	means a written agreement between a landlord and tenant respecting possession of a rental unit; or, where there is no written agreement, proof of payment of rent and proof of residency at the <b>prior site</b> on the date a <b>notice to end tenancy</b> is issued
“tenant assistance form”	means a form completed by a <b>prior site household</b> , identifying their preferred financial compensation option, relocation needs and other information relevant to the determination and provision of <b>household benefits</b> or <b>caretaker benefits</b> , as applicable, if the <b>prior site household</b> becomes an <b>eligible household</b> or <b>eligible caretaker</b> , as applicable.

**“Tenant Assistance Policy”**

means either:

- (a) the Tenant Assistance Policy approved by City Council on March 5, 2018 and amended on May 17, 2018, which applies to any rezoning application that was made prior to December 2, 2019, and received second reading prior to December 2, 2019, or received Council authorization for staff to work with the rezoning applicant on a suitable plan of development prior to December 2, 2019; or
- (b) the Tenant Assistance Policy approved by City Council on March 9, 2020, as amended on October 24, 2022, and further amended on October 7, 2024

**“tenant relocation coordinator”**

means an individual or a company responsible for managing, facilitating and administering the relocation process, **household benefits, caretaker benefits**, and communications with **prior site households, eligible households** and **eligible caretakers**, on behalf of the **owner**, in accordance with this **bylaw**

**“tenant relocation report”**

means a report, in form and content established by the **City**, which sets out details in respect of all **eligible households** and **eligible caretakers**, including details related to the provision of **household benefits, caretaker benefits**, and **replacement rental units**.

**“Zoning Bylaw”**

means the Burnaby Zoning Bylaw

- 2.2 Words and phrases used in this **bylaw** that are not included in the definitions in section 2.1 of this **bylaw** have the meanings commonly assigned to them in the context in which they are used in this **bylaw**.
- 2.3 All references to the statutes, regulations, bylaws, orders, policies or guidelines of a federal, provincial, municipal or other governmental authority is a reference to such statute, regulation, bylaw, order, policy or guideline as amended or replaced from time to time.
- 2.4 The schedules to this **bylaw** are attached to and form an integral part of this **bylaw**.

**PART 3: APPLICATION**

3.1 Subject to section 3.2, this **bylaw** applies to a **redevelopment** involving:

- (a) five (5) or more **purpose-built rental housing dwelling units** on a single parcel; and
- (b) any parcels with **purpose-built rental housing dwelling units** or **secondary rental units**, which are consolidated or subdivided with a parcel that meets the criteria set out in subsection 3.1(a).

3.2 This **bylaw** does not apply to:

- (a) **purpose-built rental housing dwelling units** rented at non-market rental rates, which are redeveloped by any of the following entities:
  - (i) the government of British Columbia or an agent of the government of British Columbia;
  - (ii) the government of Canada or an agent of the government of Canada;
  - (iii) a municipality;
  - (iv) a regional district;
  - (v) a corporation incorporated by, or in which shares have been acquired by, a municipality or regional district for a purpose that includes providing affordable housing;
  - (vi) a First Nation;
  - (vii) a society as defined in section 1 of the *Societies Act* (British Columbia);
  - (viii) a registered charity as defined in section 248(1) of the *Income Tax Act* (Canada); or
  - (ix) a corporation as defined in section 2(1) of the *Canada Not-for-profit Corporations Act* (Canada);
- (b) **redevelopment** that is subject to the **Rental Use Zoning Policy** and **Tenant Assistance Policy**;
- (c) **redevelopment** of a co-operative housing development by a non-profit housing co-operative; and
- (d) **redevelopment** of **purpose-built rental housing** that was created by the cancellation of a strata plan.

#### **PART 4: TENANT RELOCATION COORDINATOR**

- 4.1 Commencing no later than the date the **owner** submits a **development application** for a **redevelopment** until the **owner** has submitted a final **tenant relocation report**, to the satisfaction of the **City**, in accordance with section 7.4 of this **bylaw**, the **owner** shall retain a **tenant relocation coordinator**, and ensure that the **tenant relocation coordinator** is the primary contact for, and maintains regular communication by phone and email at consistent hours with, **prior site households**, **eligible households**, and **eligible caretakers** regarding:
- (a) notices and information with respect to the **redevelopment**;
  - (b) information about financial compensation in relation to termination of **tenancy agreements**;
  - (c) information about other assistance to find and relocate to **interim housing**;
  - (d) information about the opportunity to exercise the **right of first refusal** for a **replacement rental unit**; and
  - (e) such other information that the **City** may require for the purposes of this **bylaw**.

- 4.2 The **owner** shall not designate the **owner**, the **owner's** authorized agent for the **development application**, or the caretaker, property manager, superintendent or building manager of the **prior site** as the **tenant relocation coordinator**.

#### **PART 5: COMMUNICATIONS WITH TENANTS**

- 5.1 The **owner** shall, following the move-out date set out in the **notice to end tenancy**, provide **eligible households** and **eligible caretakers** with status updates on the **redevelopment** at least every six (6) months, which status update shall include the then-current anticipated date for issuance of an **occupancy certificate** for the **replacement rental units**.
- 5.2 The **owner** shall, six (6) months prior to the anticipated issuance of an **occupancy certificate** for the **replacement rental units**, provide to each **eligible household** and **eligible caretaker** the information and documentation reviewed and accepted by the **City** in accordance with section 1 of Schedule C to this **bylaw**.
- 5.3 The **owner** shall, three (3) months prior to the anticipated issuance of an **occupancy certificate** for the **replacement rental units**, provide to each **eligible household** and **eligible caretaker** the information and documentation reviewed and accepted by the **City** in accordance with section 2 of Schedule C to this **bylaw**.
- 5.4 No earlier than the date an **occupancy certificate** is issued for the **replacement rental units**, and at least 45 days before the move-in date for a **replacement rental unit**, the **owner** shall provide to each **eligible household** and **eligible caretaker**:
- (a) offer of a **right of first refusal** for a **replacement rental unit** at the **replacement rental rate** by delivering to each **eligible household** and **eligible caretaker** the notice reviewed and accepted by the **City** in accordance with section 3 of Schedule C to this **bylaw**; and
  - (b) the opportunity to schedule a viewing of the **replacement rental unit** at least 35 days prior to the move-in date.

#### **PART 6: HOUSEHOLD AND CARETAKER BENEFITS**

- 6.1 Subject to section 6.4, the **owner** shall provide each **eligible household**:
- (a) one of the three following forms of financial compensation, as selected by the **eligible household** on their **tenant assistance form**:
    - (i) Option 1: Rent top-ups in **owner-secured interim housing**, as more particularly described and in accordance with section 1 of Schedule A to this **bylaw**;
    - (ii) Option 2: Rent top-ups in **tenant-secured interim housing**, as more particularly described and in accordance with section 2 of Schedule A to this **bylaw**; or
    - (iii) Option 3: Lump sum payment, as more particularly described and in accordance with section 3 of Schedule A to this **bylaw**;
  - (b) moving compensation, calculated in accordance with Schedule B to this **bylaw**;
  - (c) access to the services of a **tenant relocation coordinator**; and

- (d) **right of first refusal** for a **replacement rental unit** at the **replacement rental rate**, and if an **eligible household** exercises their **right of first refusal**, the **owner** shall enter into a **tenancy agreement** for a **replacement rental unit** at the **replacement rental rate** with that **eligible household**.
- 6.2 Subject to section 6.5, the owner shall provide each **eligible caretaker**:
- (a) moving compensation, calculated in accordance with Schedule B to this **bylaw**;
  - (b) access to the services of a **tenant relocation coordinator**; and
  - (c) **right of first refusal** for a **replacement rental unit** at the **replacement rental unit rate**, and to enter into a **tenancy agreement** for a **replacement rental unit** at the **replacement rental rate** with each **eligible caretaker** that exercises their **right of first refusal**.
- 6.3 If an **eligible household** or **eligible caretaker** requests additional support on their **tenant assistance form**, then the **owner** shall provide such additional support as follows:
- (a) early communication and notifications;
  - (b) provision of transportation to view **interim housing** options; and/or
  - (c) arranging packing assistance.
- 6.4 If an **eligible household** has their tenancy in their **interim housing** terminated **for cause**, then that **eligible household** ceases to be eligible for further **household benefits** under section 6.1, and the **owner** ceases to be obligated to provide **household benefits** to that **eligible household**.
- 6.5 If an **eligible caretaker** has their tenancy in their **interim housing** terminated **for cause**, then that **eligible caretaker** ceases to be eligible for further **caretaker benefits** outlined in section 6.2, and the **owner** ceases to be obligated to provide **caretaker benefits** to that **eligible caretaker**.
- 6.6 The **owner** shall provide **security**, calculated and provided in accordance with the Burnaby Development Procedures Bylaw, to the **City** prior to the issuance of a Tenant Protection Development Permit under the **Zoning Bylaw** and the City may use such **security** for fulfilling the **owner's** requirements in respect to **household benefits** and **caretaker benefits** under this **bylaw**, on the terms and conditions set out in the Tenant Protection Development Permit for the **redevelopment**.

## **PART 7: SUBMISSIONS TO THE CITY**

- 7.1 Within 35 days following the move-out date set out in the **notice to end tenancy**, the **owner** shall submit a **tenant relocation report** to the **City**.
- 7.2 The **owner** shall, following the move-out date set out in the **notice to end tenancy**, provide the **City** with status updates on the **redevelopment** at least every six (6) months, which status update shall include the then-current anticipated date for issuance of an **occupancy certificate** for the **replacement rental units**.

- 7.3 The **owner** shall, commencing seven months prior to the anticipated issuance of an **occupancy certificate** for the **replacement rental units**, provide to the **City** for review and acceptance, the information and documentation as described in and in accordance with the timelines set out in Schedule C to this **bylaw**.
- 7.4 Within 35 days following the date the last **returning tenant** moves into their **replacement rental unit**, the **owner** shall submit to the **City** a final **tenant relocation report**.

## **PART 8: OFFENCES AND PENALTIES**

- 8.1 Every person who violates any of the provisions of this **bylaw**, including a specific regulation set out in the Schedules, or who suffers or permits any act or thing to be done in contravention of any of the provisions of this **bylaw**, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this **bylaw**, or who does any act, or who violates any of the provisions of this **bylaw**, is guilty of an offence and is liable, on summary conviction, to a fine of not less than five thousand dollars (\$5,000.00) and not more than fifty thousand dollars (\$50,000.00).
- 8.2 If an offence continues for more than one day, a separate offence occurs on each day or part of a day, and separate fines may be issued for each day or part of a day in respect of which the offence occurs or continues.
- 8.3 Any person who contravenes any provision of this **bylaw** is liable to the **City** for and must indemnify the **City** from all costs, expenses, damages and injuries resulting from the contravention. This does not in any way limit any other provision or any other remedy the **City** may have under this **bylaw** or otherwise at law.
- 8.4 A violation of any of the provisions identified in this **bylaw** shall result in liability for penalties and late payment amounts established in Schedule A of Burnaby Bylaw Notice Enforcement Bylaw, 2009, and be subject to the procedures, restrictions, limits, obligations and rights established in Burnaby Bylaw Notice Enforcement Bylaw, 2009 and the *Local Government Bylaw Notice Enforcement Act*.

## **PART 9: SEVERABILITY**

- 9.1 If any portion of this **bylaw** is held invalid by a Court of competent jurisdiction, the invalid portion shall be severed and the remainder of this **bylaw** is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

**PART 10: EFFECTIVE DATE**

10.1 This **bylaw** comes into force and effect on July 1, 2026.

Read a first time this 12<sup>th</sup> day of May, 2026

Read a second time this 12<sup>th</sup> day of May, 2026

Read a third time this 12<sup>th</sup> day of May, 2026

Reconsidered and adopted this 26<sup>th</sup> day of May, 2026

MAYOR

DEPUTY CORPORATE OFFICER

**Signed Original Bylaw on file.**

**Schedule A**

**Household Financial Compensation**

**1. Option 1: Rent top-ups in owner-secured interim housing**

If an **eligible household** selects rent top-ups in owner-secured **interim housing**, then the **owner** shall:

- (a) between the issuance of and move-out date set out in the **notice to end tenancy**, identify and present to the **eligible household** at least three **interim housing** options that:
  - (i) are located in Burnaby, and within or proximate to the same area as the **prior site**, or, if agreed to by the **eligible household**, located outside Burnaby but within the Metro Vancouver area;
  - (ii) meet the **eligible household**'s needs as identified in their **tenant assistance form**;
  - (iii) unless otherwise agreed to by the **eligible household**, has the same number of bedrooms as their **prior unit**;
  - (iv) permit the same number and type(s) of pet(s) as the **eligible household** kept and was permitted to keep in their **prior unit**, and that do not, unless required by law, impose any restrictions on pets or the keeping of pets that were not also imposed on the **eligible household** under their tenancy agreement for their **prior unit**;
- (b) pay to the **eligible household** an amount equal to the difference, if any, between the amount of the damage security and, if applicable, pet damage deposit, for an **eligible household**'s **interim housing** unit and the amount of such deposits paid by the **eligible household** under the **tenancy agreement** for their **prior unit**;
- (c) commencing on the date that the **eligible household** moves into the **owner-secured interim housing** unit and ending on the last day of the month after the determined move-in date for a **replacement rental unit** (regardless of whether the **eligible household** exercises their **right of first refusal** to a **replacement rental unit**), pay to the **eligible household** prior to the date rent under the **tenancy agreement** for an **interim housing** unit is due, the sum of the following amounts:
  - (i) an amount equal to the difference between the rent payable for the **interim housing** selected by the **eligible household** and the **eligible household**'s rent for their **prior unit** as of the date the **notice to end tenancy** was issued;
  - (ii) if the rent paid by the **eligible household** for their **prior unit** included heat but the rent payable for the **interim housing** does not, an amount equal to the "electricity" amount set out in the Monthly Heat Allowance Rates published by BC Housing from time to time; and
  - (iii) if the rent paid by the **eligible household** for their **prior unit** included hot water but the rent payable for the **interim housing** does not, an amount equal to the "gas supplement" amount set out in the Monthly Heat Allowance Rates published by BC Housing from time to time;

- (d) if the rent for an **eligible household's interim housing** is increased, as permitted by the *Residential Tenancy Act*, pay to the **eligible household** the **owner's** share of such increase which share shall be equal in proportion to the amount under paragraph 1(c)(i) in proportion to the rent payable for the **interim housing** on the date the **eligible household** moved into the **interim housing**; and
- (e) if during the **interim period**, an **eligible household's** tenancy in an **owner-secured interim housing** unit is terminated other than **for cause**, secure another **interim housing** unit for that **eligible household** that meets the criteria set out in section 1(a) of this Schedule A.

## 2. Option 2: Rent top-up in tenant-secured interim housing

If an **eligible household** selects rent top-ups in tenant-secured **interim housing**, then the **eligible household** will be responsible to pay for the rent, any deposits and rent increases for the tenant-secured **interim housing**, and the **owner** shall, commencing on the date that the **eligible household** moves into the tenant-secured **interim housing** unit and ending on the last day of the month after the determined move-in date for a **replacement rental unit** (regardless of whether the **eligible household** exercises their **right of first refusal** to a **replacement rental unit**), pay to the **eligible household** prior to the date rent under the **tenancy agreement** for an **interim housing** unit is due, the lesser of:

- (a)  $A - B$ , where;
  - i.  $A$  = the amount of rent payable for the **interim housing** selected by the **eligible household**
  - ii.  $B$  = **eligible household's** rent for their **prior unit** as of the move-out date set out in the **notice to end tenancy**; and
- (b) the greater of:
  - i.  $(A \times 1.30) - B$ , where:
    - $A$  = the most recent **CMHC market median rent** for the same unit type as the **eligible household's prior unit** as of the move-out date set out in the **notice to end tenancy**
    - $B$  = the **eligible household's** monthly rent for their **prior unit** as of the move-out date set out in the **notice to end tenancy**; and
  - ii.  $A \times 0.15$ , where:
    - $A$  = the **eligible household's** monthly rent for the **prior unit** as of the move-out date set out in the **notice to end tenancy**

If the rent for an **eligible household's interim housing** is increased, as permitted by the *Residential Tenancy Act*, then the **owner** shall pay to the **eligible household** the **owner's** share of such increase, which share shall be equal in proportion to the lesser of the amounts calculated in 2(a) and 2(b), in proportion to the rent payable for the **interim housing** on the date the **eligible household** moved into the **interim housing**

### 3. **Option 3: Lump Sum Payment**

If an **eligible household** selects a lump sum payment, then the **owner** shall pay to the **eligible household** on the move-out date set out in the **notice to end tenancy**, an amount equal to the greater of:

- (a)  $((A \times 1.30) - B) \times 36$ , where:
- A = the most recent **CMHC market median rent** for the same unit type as the **eligible household's prior unit** as of the date the **notice to end tenancy** is issued; and
  - B = the **eligible household's** monthly rent for their **prior unit** as of the date the **notice to end tenancy** is issued.
- (b)  $(A \times 0.15) \times 36$ , where:
- A = the **eligible household's** rent for their **prior unit** as of the date the **notice to end tenancy** is issued.

**Schedule B**  
**Moving Compensation**

1. An **owner** shall provide moving compensation in accordance with section 2 of this Schedule B to each **eligible household** and **eligible caretaker** as follows:
  - (a) when the **eligible household** or **eligible caretaker** moves out of their **prior unit**; and
  - (b) when that **eligible household** or **eligible caretaker** moves into their **replacement rental unit**, if an **eligible household** or **eligible caretaker** exercises their **right of first refusal** to a **replacement rental unit**.
2. An **owner** shall provide one of the following two moving compensation options to each **eligible household** or **eligible caretaker** at the **eligible household's** or **eligible caretaker's**, as applicable, option:
  - (a) Option 1: moving arranged by the **owner**, in which case the owner shall:
    - i. arrange and pay the cost for an insured moving company to relocate the **eligible household** or **eligible caretaker** from their **prior unit** to their **interim housing** within the regional district of Metro Vancouver;
    - ii. provide packing supplies, if requested by the **eligible household** or **eligible caretaker**; and
    - iii. pay for any move-in fees that are charged by the owner or property manager of the interim housing for the **eligible household** or **eligible caretaker** to move into **interim housing**;  
or
  - (b) Option 2: flat rate moving compensation in the following amounts, based on the unit type of the **eligible household's** or **eligible caretaker's prior unit**:
    - i. \$900 for studio or one-bedroom units;
    - ii. \$1,200 for two-bedroom units; or
    - iii. \$1,400 for three-bedroom or larger units.
3. An **owner** shall not charge an **eligible household** or **eligible caretaker**:
  - (a) any move-out fees when an **eligible household** or **eligible caretaker** moves out of their **prior unit**; or
  - (b) any move-in fees when a **returning tenant** moves into their **replacement rental unit**.

## Schedule C

### Submissions to the City

1. Seven months prior to the anticipated issuance of an **occupancy certificate** for the **replacement rental units**, an **owner** shall provide the **City** with a draft status update (which must include the anticipated move-in date for the **eligible household** or **eligible caretaker**, as applicable) addressed to **eligible households** and **eligible caretakers** for the **City's** review and acceptance.
2. Four months prior to the anticipated issuance of an **occupancy certificate** for the **replacement rental units**, an **owner** shall provide the **City** with a draft letter addressed to **eligible households** and **eligible caretakers** for the **City's** review and acceptance. The draft letter must include the following information:
  - a. an anticipated move-in date for **eligible households** or **eligible caretaker**, as applicable;
  - b. floor plan for the unit that will be offered to the **eligible household** or **eligible caretaker**, as applicable, with square footage;
  - c. appliance/features;
  - d. amenities offered, if applicable;
  - e. storage and bike storage details, if applicable;
  - f. parking information, if applicable;
  - g. pet details, if available;
  - h. details on how to sign up to view suite at least 35 days prior to the anticipated move in date; and
  - i. if tenant insurance is required.
3. Two months prior to the anticipated issuance of an **occupancy certificate** for the **replacement rental units**, an **owner** shall provide the **City** with a draft notice addressed to **eligible households** and **eligible caretakers** that encloses the form of **tenancy agreement** for a **replacement rental unit**, for the **City's** review and acceptance. The draft notice must:
  - a. explain how an **eligible household** or **eligible caretaker** may exercise or decline to exercise their **right of first refusal** to a **replacement rental unit**; and
  - b. provide the ability to schedule a viewing of the **replacement rental unit** at least 35 days prior to the anticipated move-in date.