

Residential Tenant Relocation Assistance Final Accountability Report

The Residential Tenant Relocation Assistance Final Accountability Report must be submitted prior to occupancy. To ensure legibility, please complete (type) using the fillable PDF form.

Under the District of North Vancouver's Residential Tenant Relocation Assistance Policy, the developer or landlord has committed to a tenant relocation assistance plan secured by the District by way of a legal covenant or other means. In carrying out the tenant relocation assistance plan, a Final Accountability Report must be submitted to the Community Planning department prior to occupancy.

Instructions for Landlords and Developers

- Understand the rights and responsibilities of landlords and tenants.**
Please review the District of North Vancouver's [Residential Tenant Relocation Assistance Policy](#) and the Provincial [Residential Tenancy Act](#) regarding relocation assistance expectations and requirements.
- Complete the Residential Tenant Relocation Assistance Final Accountability Report requirements, including:**
 - Site information and contact details
 - Tenant assistance outcome summary
 - Appendix A – Correspondence with tenants
 - Appendix B – Written confirmation of tenant's right of first refusal
- Sign a Developer FOIPPA Compliance Acknowledgement form.**
The Developer FOIPPA Compliance Acknowledgement form ("FOIPPA Acknowledgement form") outlines the landlord's responsibility to protect the information they receive from their tenants. The FOIPPA Acknowledgement form is provided at the end of this document and on the District's [website](#).
- Submit completed Residential Tenant Relocation Assistance Final Accountability Report and signed FOIPPA Acknowledgement form to communityplanning@dnv.org prior to occupancy.**

For DNV Staff Use Only

Date Received		Community Planner Assigned	
eDocs #			
eDocs Security Settings	✓	Users/Groups	Access Rights
		All eDocs Users	View Profile
		PPP Clerks	Full Access
		Development Planner Assigned	Full Access
		Development Planning	Read Only
		Community Planning	Full Access

A. Site information and contact details

Address					
Owner name					
Applicant name					
Email		Phone		Cell	
Tenant Relocation Coordinator name					
Organization					
Email		Phone		Cell	

Residential Tenant Relocation Assistance - Final Accountability Report

The collection of personal information is for the purpose of evaluating a residential tenant relocation assistance plan by the District of North Vancouver. The legislated authority to collect personal information is section 26(e) of the Freedom of Information and Protection of Privacy Act. If you require additional information about the collection of personal information please contact the District of North Vancouver's Privacy Head at 604-990-2211 or privacy@dnv.org.

B. Tenant assistance outcome summary												For DNV Staff Use Only
Unit #	Details of previous unit	Tenant's stated housing needs <i>(e.g., rental rate, number of bedrooms, transit access, pets)</i>	Reason for ending tenancy	Date tenancy ended	Financial compensation	Was assistance in finding alternative accommodation requested or declined?	Provide details of the housing options provided (if applicable) <i>(Include documentation of options sourced in Appendix A)</i>	Does the tenant have the right to return (i.e., to rent or purchase strata unit)?	Is the tenant eligible to return to a below-market unit (if applicable)?	Does the tenant intend to return? <i>(Include written confirmation of intention to return in Appendix B)</i>	Other notes <i>(e.g., details about housing options provided, new rent amount if known, new rental area if known)</i>	Staff comment
					Total compensation for all tenants: \$							
	Move-in date: Rent: \$ No. bedrooms: #		<input type="checkbox"/> Mutual agreement to end tenancy <input type="checkbox"/> Notice to vacate given <input type="checkbox"/> Found different accommodation <input type="checkbox"/> At-fault eviction <input type="checkbox"/> Other: _____ _____ _____		Payment date: Free rent: \$ Residency bonus: \$ Moving expenses: \$ Total: \$	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., never responded)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (i.e., no below-market units provided on site)	<input type="checkbox"/> Yes - intending to rent Rent (including any discount): \$ No. of bedrooms: # Anticipated move-in date: <input type="checkbox"/> Yes - intending to own No. bedrooms: # Anticipated move-in date: <input type="checkbox"/> No <input type="checkbox"/> N/A (i.e., does not have right to return)		
	Move in date: Rent: \$ No. bedrooms: #		<input type="checkbox"/> Mutual agreement to end tenancy <input type="checkbox"/> Notice to vacate given <input type="checkbox"/> Found different accommodation <input type="checkbox"/> At-fault eviction <input type="checkbox"/> Other: _____ _____ _____		Payment date: Free rent: \$ Residency bonus: \$ Moving expenses: \$ Total: \$	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., never responded)		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (i.e., no below-market units provided on site)	<input type="checkbox"/> Yes - intending to rent Rent (including any discount): \$ No. bedrooms: # Anticipated move-in date: <input type="checkbox"/> Yes - intending to own New no. of bedrooms: # Anticipated move-in date: <input type="checkbox"/> No <input type="checkbox"/> N/A (i.e., does not have right to return)		

Please print as many additional pages of Table B as needed.

Appendix A – Correspondence to Tenants

The applicant is responsible for submitting copies of all written communication or notification materials sent to tenants, including documentation of the housing options provided to tenants (e.g., screenshots or pdfs of the unit listing), to District staff as Appendix A.

Appendix B – Confirmation of Tenant’s Right of First Refusal

The applicant is responsible for submitting copies of written confirmation from tenants confirming their intent to return as Appendix B.

Tenant Relocation Policy – Developer FOIPPA Compliance Acknowledgement

The District of North Vancouver's Residential Tenant Relocation Assistance Policy (RTRAP) requires landlords to collect tenants' personal information to assist them to find new, comparable rental accommodations. Landlords must handle tenants' personal information in compliance with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. Adhering to the below privacy procedures will ensure compliance with the requirements of *FOIPPA*.

Collection: The RTRAP collects the following personal information through the Residential Tenant Relocation Assistance Final Accountability Report: unit address, unit type, monthly rent, household needs or characteristics (e.g. parking, pets, accessibility), details regarding ending tenancy (reason, date, financial compensation, information about new housing if known), details about tenants' intent to return to new building. Helping tenants find new, comparable rental accommodations is the only purpose for collecting their personal information. This purpose complies with section 26(c) of *FOIPPA* which states that personal information may be collected where "the information relates directly to and is necessary for a program or activity of the public body". Tenants' personal information cannot be used for any other purposes.

Use: Tenants' personal information must, per section 32(a) of *FOIPPA*, only be used "for the purpose for which that information was obtained or compiled, or for a use consistent with that purpose (see section 34)". Section 34 provides that a use is consistent if it has a "reasonable and direct connection to that purpose." Accordingly, tenants' personal information can only be used for the purposes of the RTRAP program.

Disclosure: *FOIPPA* sets out the circumstances under which personal information may be disclosed and that it can only be disclosed to individuals inside Canada. The tenants' personal information can only be disclosed "for the purpose for which it was obtained or compiled, or a use consistent with that purpose" (section 33.2(a)). In other words, disclosure is only to those who require it in order to perform work that "relates directly to and is necessary for" (section 26) delivering the assistance available under RTRAP (e.g. on a "Need to Know" basis).

Accuracy: *FOIPPA* requires that "every reasonable effort" be made to ensure personal information is accurate and complete (section 28).

Correction: Per *FOIPPA*, tenants can request to review and correct their personal information at any time up to one year after the decision is implemented regarding the assistance they received under RTRAP. The landlord will provide the access.

Protection: Every reasonable effort must be made to protect tenant information from unauthorized collection, use, disclosure, access, or premature destruction. This includes password protecting tenant information, keeping it separate from other information, keeping it in one location, limiting access (e.g. "Need to Know" basis), and not sharing it as unencrypted data. These are all reasonable security efforts.

Storage and Access: *FOIPPA* requires that the tenants' personal information be stored and accessed only from within Canada. Storing it on a cloud service provider, even one in Canada, is still likely to allow access from the US. Keeping it in a secure electronic folder with only one person with access is the most *FOIPPA* compliant.

Retention: Personal information is only kept for as long as it is operationally required. Under *FOIPPA* it can only be kept for one year after a decision has been made and implemented regarding the assistance a tenant is eligible for under RTRAP. After that, tenant correspondence must be securely destroyed so they cannot be reconstituted and the personal information in the Final Accountability Report form must be aggregated so that specific individuals cannot be identified in the future.

I have read and understand my responsibilities with regard to compliance with *FOIPPA* as explained above.

Signature:

Print Name:

Date:

For DNV Staff Use Only	
Staff comments:	
Residential Tenant Relocation Assistance Final Accountability Report approval date:	
Approved by:	