

Residential Tenant Relocation Assistance Interim Accountability Report

The Residential Tenant Relocation Assistance Interim Accountability Report must be submitted prior to the demolition. 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, an Interim Accountability Report must be submitted to the Community Planning department prior to demolition.

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 Interim Accountability Report requirements, including:**
 - Site information and contact details
 - Details for tenants who have ended their tenancy
 - Details for tenants remaining in the building(s)
 - Appendix A – Correspondence with tenants
- 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 Interim Accountability Report and signed FOIPPA Acknowledgement form to communityplanning@dnv.org prior to demolition.**

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 – Interim 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. Details for tenants who have ended their tenancy						For DNV Staff Use Only
Unit #	Reason for ending tenancy	Date tenancy ended	Financial compensation	Was assistance in finding new rental accommodation requested or declined?	Other notes <i>(e.g., details about housing options provided if assistance was requested, new rent amount if known, new rental area if known)</i>	Staff comment
	<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 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"/> Mutual agreement to end tenancy <input type="checkbox"/> Notice to vacate given <input type="checkbox"/> Found different accommodation <input type="checkbox"/> At-fault eviction 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"/> Mutual agreement to end tenancy <input type="checkbox"/> Notice to vacate given <input type="checkbox"/> Found different accommodation <input type="checkbox"/> At-fault eviction 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"/> Mutual agreement to end tenancy <input type="checkbox"/> Notice to vacate given <input type="checkbox"/> Found different accommodation <input type="checkbox"/> At-fault eviction 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"/> Mutual agreement to end tenancy <input type="checkbox"/> Notice to vacate given <input type="checkbox"/> Found different accommodation <input type="checkbox"/> At-fault eviction 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"/> Mutual agreement to end tenancy <input type="checkbox"/> Notice to vacate given <input type="checkbox"/> Found different accommodation <input type="checkbox"/> At-fault eviction 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"/> Mutual agreement to end tenancy <input type="checkbox"/> Notice to vacate given <input type="checkbox"/> Found different accommodation <input type="checkbox"/> At-fault eviction 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)		

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

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Options for new rental dwellings units should, unless otherwise specified by the tenant, be comparably priced, have the same number of bedrooms, be located within the District, and/or meet other needs or preferences specified by the tenant (if no comparably priced units are available, provide units closest in price). Documentation of the housing options provided to tenants should be attached in Appendix A (e.g., screenshots or pdfs of the unit listing).

C. Details for tenants remaining in the building(s)						For DNV Staff Use Only
Unit #	Tenant's stated housing needs <i>(e.g., rental rate, number of bedrooms, transit access, pets)</i>	Has the tenant stated they are waiting for the six-month notice to vacate? <i>(This does not absolve the applicant's obligation to provide housing options)</i>	Was assistance in finding new rental accommodation requested or declined?	Status of the applicant's search for relocation options (if assistance requested) or additional assistance <i>(Provide staff with status updates for each tenant as they vacate the building. Staff may follow up after six-month notice to vacate is given for a progress update on remaining tenants)</i>	Provide details of housing options provided so far (if assistance was requested) <i>(Attach documentation of options sourced in Appendix A)</i>	Staff comment
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., has not responded)			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., has not responded)			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., has not responded)			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., has not responded)			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., has not responded)			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., has not responded)			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., has not responded)			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Requested <input type="checkbox"/> Declined <input type="checkbox"/> N/A (e.g., has not responded)			

Please print as many additional pages of Table C 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.

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 Interim Accountability Report): unit address, household needs or characteristics (e.g. parking, pets, accessibility), housing options provided to tenants, details for tenants that have ended tenancy (reason, date, financial compensation, information about new housing if known), communication with tenants. 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 the Interim 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 Interim Accountability Report approval date:	
Approved by:	