

NEW: Small Business Guides for Relocation Planning

Small businesses are key to vibrant communities. They contribute to the local economy, stimulate retail areas and provide convenience to nearby residents.

As a first step in our new Commercial Tenant Assistance Program (CTAP), the City has developed a series of resource guides to assist small businesses concerned about the process of relocation planning.

Designed to help businesses facing relocation for any reason, CTAP aims to ensure that all commercial tenants, regardless of their size, have equal access to reliable and consistent information and resources.

The guides are available in six languages: English, Traditional and Simplified Chinese, Punjabi, Tagalog and Vietnamese and cover the following topics:

- 1. Commercial Tenant Basics**
 - What is a commercial tenant? Are there legal protections / regulations?
- 2. Commercial Lease Negotiation**
 - What is a commercial lease?
 - Notification Period, Renewal, Termination
 - Other common clauses and Best Practices
- 3. Relocation and finding a new space**
 - Best practices and first steps
 - Options, timing, step-by-step guide
 - Finding a new space: Making sure it is a good fit
 - Renovating your new space
- 4. Redevelopment Process: Timeline and Process**
 - Rezoning, zoning, development explained
 - The Development Application Process
 - Building and Development Permits
- 5. Navigating City Processes**
 - Business permits and licenses
- 6. Support, Resources, Glossary**

We encourage you to share these resources with anyone you feel they could assist.

For more information and to download the resource guides, please visit www.vancouver.ca/ctap or reach out to the City of Vancouver Economic Development Planning team at employment.lands@vancouver.ca