

Analogue

July 26th, 2018

City of Victoria
No. 1 Centennial Square
Victoria, BC
V8W 1P6

Attn.: Mayor & Council

**Re: Tenant Assistance Plan
Rezoning and Development Permit Applications REZ00610 and DP00511
505, 517, 519, 521 Quadra Street & 931 Convent Place, Victoria, BC**

Recently, the City of Victoria has developed a Tenant Assistance Policy for tenants displaced as a result of development applications. The policy is set to take effect in September 2018. While we have previously committed to many of the prescribed actions set out in this policy, we'd like to take this opportunity to bring our plan and the policy into alignment. As a result, we are pleased to present the following plan that not only meets but significantly exceeds the measures laid out in the City's Tenant Assistance Policy. They are as follows:

TENANT ASSISTANCE PLAN

A. Notice

In February 2017, we initiated meetings with all of the tenants to inform them of our intention to redevelop the properties. We have been providing the tenants with monthly updates as to our progress through the process. The updates are e-mailed as well as posted in the laundry room of the apartment building.

Upon receipt of the necessary permits required to commence reconstruction, we will provide all of our tenants with 4-months written notice to vacate as per the policy.

B. Compensation

Compensation has and will be given to the tenants in the following ways:

1. As of February 1st, 2017, we froze all of the tenants' rents to their current levels. Therefore, we have foregone the 3.7% (2017) and 4.0% (2018) allowable rent increases during this process. There will also be the undetermined allowable rent increase for 2019; which is yet to be determined. This is in excess of the policy and could result in a savings of as much as \$150 per month for each tenant depending on their rent level and length of tenure.
2. As of February 1st, 2017, we waived liquidated damages per our Residential Tenancy Agreements for any tenants that needed to break their lease in order to find alternative accommodation. This fee ranges from \$300 - \$500 depending on the tenancy. This is also in excess of the policy.
3. Going forward, tenants will be provided with financial compensation based on their length of tenure as per the policy:
 - Up to 5 years: 3 months rent
 - 5 to 9 years: 4 months rent
 - 10 – 19 years: 5 months rent
 - 20+ years: 6 months rent

The compensation will be given in the form of free rent for tenancies of 9 years or earlier. For tenancies in excess of 10 years, the compensation will be given as a combination of 4 months free rent plus cash payment pursuant to the guidelines above.

C. Moving Expenses

To compensate the tenants for their out-of-pocket moving expenses, we will be providing a cash subsidy pursuant to the policy. The subsidy will be based on the size of the tenant's suite: \$500 for 1 bedrooms or less; and \$750 for 2 bedrooms or more. Additional assistance can be provided tenants who may have difficulty making their own arrangements.

D. Relocation Assistance

Since February 2017, we have been providing our tenants with regular monthly updates as to our progress and the impact on our overall schedule. For the last couple of months, a staff member has been appointed as our Tenant Relocation Coordinator. Their role is to continue to communicate the monthly progress updates as well as update the tenants on all of the vacancies in our portfolio.

When we receive our approvals and are ready to give the tenants the 4-month notice to vacate, the Tenant Relocation Coordinator will begin searching for units based on each tenant's criteria including rent, location, size, etc. The coordinator will give each tenant 3 options based on their criteria assuming that criteria is reasonable.

E. Right of First Refusal

We are fortunate to have a portfolio of an additional 277 units within the Fairfield and James Bay neighbourhoods. As part of our February 2017 commitments to our tenants, we have been giving them first priority to rent these units as they come available. Availability within the portfolio is communicated to our tenants on a monthly basis as part of our ongoing project updates. This is in excess of the policy.

Any tenants that remain at the time we distribute the 4-month notice to vacate will be given first right to rent a unit in the newly rebuilt apartment building at 10% below market rental rates.

Conclusion

As a family that has owned and operated apartment buildings in Victoria for almost 40 years, we take pride in our reputation as honest and fair providers of rental housing. We believe that our first obligation is to our existing tenants who will be directly affected by this redevelopment. From the very beginning, we have been focused on providing our tenants with the information and the resources needed to ease their transition.

We are pleased to be able to not only meet, but exceed the City's Tenant Assistance Policy and feel that this represents a fair and reasonable contribution to those who have been fortunate to call the Beacon Arms their home.

Sincerely,
ANALOGUE PROJECTS LTD.



Stuart Kerr
Principal