



Sustainable Planning and Community Development  
 1 Centennial Square  
 Victoria, BC V8W 1P6

# Tenant Assistance Plan Application

*This form must be submitted with your rezoning or development application. For contact, please send questions to your development services planner.*

## SUMMARY: Instructions to a complete and successful tenant assistance plan applications are as followed:

<b>STEP 1</b>	<b>BACKGROUND:</b> Understand your rights and responsibilities as a landlord. Please review the documents in the background section pertaining to relocating tenants and the City's rental replacement policies
<b>STEP 2</b>	<b>DRAFT TENANT ASSISTANCE PLAN:</b> Complete application form including: a. Site information b. Draft tenant assistance plan c. Tenant communication plan d. Appendix A: Current occupant information and rent rolls (Confidential) e. Appendix B: Correspondence with tenants (Confidential)
<b>STEP 3</b>	<b>SUBMIT:</b> Save and return the completed form to your development services planner for comment by email.
<b>STEP 4</b>	<b>FINALIZE:</b> Complete and submit a Final Tenant Assistance Plan with consideration of staff comments on draft plan previously submitted

## STEP 1: BACKGROUND: Rights and Responsibilities of Landlords and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Province and is set out in the [Residential Tenancy Act](#). Please refer to the [Tenant Assistance Policy](#) and information regarding rental housing policies available on the City of Victoria's [website](#) for more information regarding the City of Victoria's rental housing policies.

## STEP 2: DRAFT TENANT ASSISTANCE PLAN

### A. SITE INFORMATION

<b>Site Address:</b>	430 Parry Street, Victoria BC V8V 2H7
<b>Owner Name:</b>	Parry Holdings LTD
<b>Company Name:</b>	Aryze Development and Construction
<b>Tenant Relocation Coordinator (Name, Position, Organization):</b>	Matt Starr, Property Manager, Devon Properties LTD

### TOTAL RENTAL UNITS (SUMMARY)

Unit Type	Number of Units
Bachelor	
1 BR	
2 BR	1
3BR	1
3BR+	
<b>Total</b>	<b>2</b>



Sustainable Planning and Community Development  
 1 Centennial Square  
 Victoria, BC V8W 1P6

# Tenant Assistance Plan Application

*This form must be submitted with your rezoning or development application. For contact, please send questions to your development services planner.*

## B. DRAFT TENANT ASSISTANCE PLAN

Tenant Assistance Plan Components	Applicant		City Staff		STEP 4: FINALIZE		
	Draft Tenant Assistance Plan <i>(to be completed with Rezoning application)</i>		Did the applicant meet policy?	City Staff Comments <i>(to be completed during application review)</i>		Final Tenant Assistance Plan	
	Date:	December 6, 2018		Date:	December 28, 2018	Date:	January 3, 2019
<b>Compensation by tenancy length:</b> <ul style="list-style-type: none"> <li>Up to 5 years: 3 months' rent</li> <li>5 to 9 years: 4 months' rent</li> <li>10-19 years: 5 months' rent</li> <li>20+ years: 6 months' rent</li> </ul>	Remaining tenants have been in the suite since December 15th, 2017 and are currently on a month-to-month tenancy. The equivalent of 3 months rent (\$2250x3) will be provided to the tenants - they have indicated that they are willing to accept this as 3 months of rent free tenancy, but would be accepting of a partial lump-sum payment if they relocate before they are able to take advantage of the full three months.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets policy		Remaining tenants have been in the suite since December 15th, 2017 and are currently on a month-to-month tenancy. The equivalent of 3 months rent (\$2250x3) will be provided to the tenants - they have indicated that they are willing to accept this as 3 months of rent free tenancy, but would be accepting of a partial lump-sum payment if they relocate before they are able to take advantage of the full three months.	
<b>Notification:</b> <ul style="list-style-type: none"> <li>A minimum of 4 months notice to end tenancy</li> </ul>	Tenants were made aware of the development plans of the site previously and will be served proper (per RTB regulations) 4 month notice when necessary permits have been acquired		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets policy		Tenants were made aware of the development plans of the site previously and will be served proper (per RTB regulations) 4 month notice when necessary permits have been acquired	
<b>Moving Expenses:</b> <ul style="list-style-type: none"> <li>An insured moving company may be hired by the applicant, with all arrangements and costs covered</li> <li>Fixed rates apply for:               <ul style="list-style-type: none"> <li>\$500 - Bachelor and 1 BR</li> <li>\$750 - 2+ BR</li> </ul> </li> </ul>	Tenants consist of 1 couple, and one additional roommate. They are likely to find separate accommodations, are not considered vulnerable tenants and are willing to accept the \$750 flat rate to offset their moving expenses		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets policy		Tenants consist of 1 couple, and one additional roommate. They are likely to find separate accommodations, are not considered vulnerable tenants and are willing to accept the \$750 flat rate to offset their moving expenses	

	Applicant		City Staff		STEP 4: FINALIZE	
Tenant Assistance Plan Components	Draft Tenant Assistance Plan <i>(to be completed with Rezoning application)</i>		Did the applicant meet policy?	City Staff Comments <i>(to be completed during application review)</i>		Final Tenant Assistance Plan
	Date:	December 6, 2018		Date:	Dec 28, 2018	Date:
<b>Relocation Assistance:</b> <ul style="list-style-type: none"> <li>Tenant Relocation Coordinator provided</li> <li>Three options provided comparable in size, location and rent amount (min. of one option in same neighbourhood)</li> </ul>	Devon Properties will be providing relocation assistance directly to the tenants - the tenants will be likely requiring two separate accommodations dissimilar from the current suite. The tenants will be providing desired locations, sizes and price ranges according to their needs and Devon Properties will work to accommodate these requests.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets policy		Devon Properties will be providing relocation assistance directly to the tenants - the tenants will be likely requiring two separate accommodations dissimilar from the current suite. The tenants will be providing desired locations, sizes and price ranges according to their needs and Devon Properties will work to accommodate these requests.
<b>Right of First Refusal:</b> <ul style="list-style-type: none"> <li>Offer to return to the building, with rent rates discounted by 10% of starting rates</li> </ul>	Tenants have been made aware of their right to first refusal and will be updated in writing when confirmation of the type and style of building is available.		Yes <input type="checkbox"/> No <input type="checkbox"/>	RoFR is not applicable. The proposed project includes strata units only and no rentals.		There are no rental units proposed in this project. That said, tenants will be the first ones connected to the CRD housing coordinator in order to have the option to purchase the proposed below market strata homes.
<b>Vulnerable Tenants:</b> Please identify additional assistance offered to vulnerable tenants. This may include: <ul style="list-style-type: none"> <li>Long-term tenants who may be paying significantly below market-rent, and for whom entering the current market may present financial challenges</li> <li>Tenants with specific housing needs due to a disability</li> <li>Seniors, who may be long-term tenants and living on a fixed income</li> <li>Families with young children, who may have difficulty finding appropriate units</li> </ul>	There are currently no vulnerable tenants on this property. The tenants have been presented with the categories and suggestions of "vulnerable tenants" as described in the policy package and have not self identified as vulnerable.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets policy. Tenants did not identify any vulnerabilities.		There are currently no vulnerable tenants on this property. The tenants have been presented with the categories and suggestions of "vulnerable tenants" as described in the policy package and have not self identified as vulnerable.
<b>Other Comments:</b>						



### C. TENANT COMMUNICATION PLAN

A Tenant Communication Plan outlines how and when applicants intend to engage and notify tenants of input opportunities throughout the development application process. Please indicate:

Tenant Communication Plan Components	Applicant Method of Contact (Date)	City Staff Comments	STEP 4: FINALIZE
How will you be communicating to tenants <b>prior</b> to the rezoning or development application?	Communication with the tenants has previously been through in person conversation - both on-site and at the Devon Properties Office. Additionally, site visits from the trades associated with development have been required throughout this process and proper notice has been posted and the necessary work discussed with tenants prior to commencement.	Meets policy. Please clarify when tenants were made aware of the plans for redevelopment.	Communication with the tenants has previously been through in person conversation - both on-site and at the Devon Properties Office. Additionally, site visits from the trades associated with development have been required throughout this process. Tenants were informed of plans prior to move in - approximately December 15, 2017.
How will you be communicating to tenants <b>throughout</b> the rezoning or development application (including decisions made by Council)?	Tenants will be issued a formal letter taken from the example posted on the website when the plan has been approved. Tenants will be notified of any and all rezoning and permitting approvals in a timely manner. The Assistance Plan will be provided in full, both physically and via email to all tenants when it has been approved.	Meets policy	Tenants will be issued a formal letter taken from the example posted on the website when the plan has been approved. Tenants will be notified of any and all rezoning and permitting approvals in a timely manner. The Assistance Plan will be provided in full, both physically and via email to all tenants when it has been approved.
What kind of resources will you be communicating to your tenants and how will you facilitate tenants in accessing these resources? (Please see the City's <a href="#">website</a> for a list of resources)	The Tenant Assistance Policy has already been provided, however it will be included in the formal letter, in addition to contact information for the resources outlined on the website (with links provided in the electronic copy).	Meets policy	The Tenant Assistance Policy has already been provided, however it will be included in the formal letter, in addition to contact information for the resources outlined on the website (with links provided in the electronic copy).
How will or have tenants had the opportunity include their needs in the Tenant Assistance Plan? (Including the opportunity to self-identify vulnerabilities)	Tenants have been presented with the full text of the tenant assistance policy and been verbally walked through the steps required. Their needs are for accommodation that is non-similar to the current suite (tenants will not be living together after vacancy). A request for any specific needs of the tenants will be included with the formal letter.	Meets policy. Tenants did not identify as vulnerable as previously mentioned on page 3. Please clarify that tenants have identified needs before this TAP is finalized.	Tenants have been presented with the full text of the tenant assistance policy and been verbally walked through the steps required. Their needs are for accommodation that is non-similar to the current suite (tenants will not be living together after vacancy) and have confirmed in writing they are non-vulnerable and have no other needs
Other communications to tenants:			

### STEP 3: SUBMIT

Application received by Hollie McKeil (City Staff) on January 3, 2019 (Date)

**FINAL TAP Review - [For office use only]**

Application received by Hollie McKeil (City Staff) on January 3, 2019 (Date)

Did the applicant meet the final TAP policy? Yes  No

Staff comments on final plan:

The Tenant Assistance Plan meets the policy. The current tenants were made aware of the plans to redevelop at move-in. The Right of First Refusal has not been offered, as the proposed development will contain strata condominiums only. The applicant is however, connecting tenants to the CRD housing coordinator to become informed about the option to purchase affordable homeownership units on site. Additionally, they have not identified any vulnerabilities and will be provided with relocation assistance.