



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

Tenant Assistance Plan

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 are as follows:

STEP 1	BACKGROUND: 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.
STEP 2	TENANT ASSISTANCE PLAN: Complete form including: a. Current 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)
STEP 3	SUBMIT: Save and return the completed form to staff for comment by email.
STEP 4	FINALIZE: Complete and submit a Final Tenant Assistance Plan with consideration of staff comments on draft plan previously submitted.

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.

TENANT ASSISTANCE PLAN

A. CURRENT SITE INFORMATION

Site Address:	919 Caledonia Ave
Owner Name:	Anup Grewal and Mark Whitney
Company Name:	Novus Properties Inc.
Tenant Relocation Coordinator (Name, Position, Organization):	Anup Grewal, President, Novus Properties Inc.

CURRENT TOTAL RENTAL UNITS

Unit Type	Number of Units
Bachelor	
1 BR	one
2 BR	
3BR	
3BR+	
Total	one



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B. TENANT ASSISTANCE PLAN

	Applicant		City Staff		Applicant (Final)		
Tenant Assistance Plan Components	Draft Tenant Assistance Plan <i>(to be completed by the applicant with rezoning application)</i>		Did the applicant meet policy?	City Staff Comments <i>(to be completed by staff during application review)</i>		Final Tenant Assistance Plan <i>(to be completed by the applicant following staff review, addressing staff comments)</i>	
	Date:	Feb 05, 2019		Date:	Feb 22 2019	Date:	Feb 26 2019
Compensation by tenancy length: <ul style="list-style-type: none"> 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 tenancy is started October 09, 2016 and was for a fixed period to Jan 31, 2017. The tenancy expired. The tenancy was extended by landlord. The tenant is aware of the potential development. Compensation category will be up to 5 years.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets Policy		The tenancy is started October 09, 2016 and was for a fixed period to Jan 31, 2017. The tenancy expired. The tenancy was extended by landlord. The tenant is aware of the potential development. Compensation category will be up to 5 years.	
Notification: <ul style="list-style-type: none"> A minimum of 4 months notice to end tenancy 	Yes tenant will be given 4 months notice to end tenancy		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets Policy		Yes tenant will be given 4 months notice to end tenancy	
Moving Expenses: <ul style="list-style-type: none"> An insured moving company may be hired by the applicant, with all arrangements and costs covered Fixed rates apply for: <ul style="list-style-type: none"> \$500 - Bachelor and 1 BR \$750 - 2+ BR 	A fixed rate of \$500 will be paid for moving expenses.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets Policy		A fixed rate of \$500 will be paid for moving expenses.	

Tenant Assistance Plan Components	Applicant		City Staff		Applicant (Final)		
	Draft Tenant Assistance Plan <i>(to be completed by the applicant with rezoning application)</i>		Did the applicant meet policy?	City Staff Comments <i>(to be completed by staff during application review)</i>		Final Tenant Assistance Plan <i>(to be completed by the applicant following staff review, addressing staff comments)</i>	
	Date:	Feb 05, 2019		Date:	Feb 22 2019	Date:	Feb 26 2019
Relocation Assistance: <ul style="list-style-type: none"> Tenant Relocation Coordinator provided Three options provided comparable in size, location and rent amount (min. of one option in same neighbourhood) 	Relocation assistance will be provided.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets Policy		Relocation assistance will be provided.	
Right of First Refusal: <ul style="list-style-type: none"> Offer to return to the building, with rent rates discounted by 10% of starting rates 	yes the tenant will be given an opportunity to return.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Please confirm that the offer of 10% discounted rent rates of new unit starting rates		yes the tenant will be given an opportunity to return. We assure the tenants will be offered a 10% discounted rate based off the new starting rates.	
Vulnerable Tenants: Please identify additional assistance offered to vulnerable tenants. This may include: <ul style="list-style-type: none"> Long-term tenants who may be paying significantly below market-rent, and for whom entering the current market may present financial challenges Tenants with specific housing needs due to a disability Seniors, who may be long-term tenants and living on a fixed income Families with young children, who may have difficulty finding appropriate units 	Not applicable		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets Policy		Not applicable	
Other Comments:							

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:

	Applicant	City Staff	Applicant (Final)
Tenant Communication Plan Components	Draft Tenant Communication Plan <i>(to be completed by the applicant with rezoning application)</i>	City Staff Comments <i>(to be completed by staff during application review)</i>	Final Tenant Communication Plan <i>(to be completed by the applicant following staff review, addressing staff comments)</i>
How and when did you inform tenants of the rezoning or development application?	The tenant was informed in October 2016 prior to accepting the premise. The tenant was aware of the development. Hence the tenancy agreement was for 3 months as short term rental, to end on Jan 31, 2017	Meets Policy	The tenant was informed in October 2016 prior to accepting the premise. The tenant was aware of the development. Hence the tenancy agreement was for 3 months as short term rental, to end on Jan 31, 2017
How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)?	we will update the tenant by phone, text and email.	Meets Policy	we will update the tenant by phone, text and email.
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 website for a list of resources)	The tenant will communicate to Novus Properties Inc resources required in addition to the aid being provided.	Meets Policy	The tenant will communicate to Novus Properties Inc resources required in addition to the aid being provided.
Have tenants had the opportunity to include their needs in the Tenant Assistance Plan (including the opportunity to self-identify vulnerabilities)?	Yes the tenants are aware	Meets Policy	Yes the tenants are aware
Are tenants satisfied with the considerations and compensation in this TAP? Why or why not?	Yes the tenant is aware	Meets Policy	Yes the tenant is aware
Other communications notes:			

FINAL TAP Review - [For office use only]

Application received by Hollie McKeil (City Staff) on Feb 26 2019 (Date)

Did the applicant meet the final TAP policy? Yes No

Staff comments on final plan: The applicant has met the policy expectations and the tenants have been made aware of the plans to redevelop the site since the beginning of their tenancy.