



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:	910 McClure St
Owner Name:	Parissa Pei
Company Name:	1032405 BC Ltd, Inc No.BC1032405
Tenant Relocation Coordinator (Name, Position, Organization):	Allison Fairhurst, General Manager, Abigail's hotel

CURRENT TOTAL RENTAL UNITS

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



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B. TENANT ASSISTANCE PLAN

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:	April 2, 2019		Date:	April 25, 2019	Date:	May 3, 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 	4 months rent based on occupancy start in 2013		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets policy requirements		4 months rent based on occupancy start in 2013 Meets policy requirements	
Notification: <ul style="list-style-type: none"> A minimum of 4 months notice to end tenancy 	Yes will update on Notification after rezoning approved allowing the Owner to decide when construction may proceed. (6 months minimum).		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets policy requirements		Yes will update on Notification after rezoning approved allowing the Owner to decide when construction may proceed. (6 months minimum). Meets policy requirements	
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 	Agreed. Owner will update City's Housing Planner with moving details when decision on moving forward with project occurs.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Please confirm the moving expense rate given for the tenant.		\$500.00 moving expense has been offered to the tenant Meets policy Requirement.	

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	Date:	April 2, 2019		Date:	April 25, 2019	Date:	May 3, 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) 	On going discussions with tenant on relocation options. When rezoning approved, Owner will meet with		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	A letter has been provided by the applicant that they will provide relocation assistance in finding appropriate housing. Please confirm whether tenant has indicated that they request relocation assistance.		The Tenant Relocation Coordinator has provided City Staff an email response from Tenant that they have reviewed and accepted relocation assistance. Meets Policy Requirement.	
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 	The building is being demolished for Hotel Addition. No rental housing.		Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A under the Residential Tenancy Act for Right of First Refusal.		The building is being demolished for Hotel Addition. No rental housing. N/A	
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 	Current tenant able bodied (lives in house by himself). He works in the construction industry. Not considered a Vulnerable Tenant.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Meets policy requirement. Please confirm that a copy of the this tenant assistance plan will be provided to tenant and have the opportunity to review and submit response.		The Tenant Relocation Coordinator has provided City Staff an email response from Tenant that the tenant has reviewed and accepted the Tenant Assistance Plan. Meets policy requirement.	
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?	Before re-zoning signs were erected which were installed on July 9, 2018.	Meets policy requirement	Before re-zoning signs were erected which were installed on July 9, 2018. Meets policy requirement
How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)?	Directly either in person, in writing and/or by phone	Meets policy requirement	Directly either in person, in writing and/or by phone Meets policy requirement
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)	As required by city guidelines	Meets policy requirement	As required by city guidelines Meets policy requirement
Have tenants had the opportunity to include their needs in the Tenant Assistance Plan (including the opportunity to self-identify vulnerabilities)?	NA - not considered a vulnerable tenant	Awaiting response from tenant.	The Tenant Relocation Coordinator has provided City Staff an email response from Tenant that the tenant has reviewed and accepted the Tenant Assistance Plan. Meets policy requirement
Are tenants satisfied with the considerations and compensation in this TAP? Why or why not?	Yes	Awaiting response from tenant.	The Tenant Relocation Coordinator has provided City Staff an email response from Tenant that the tenant has reviewed and is satisfied with the plan.
Other communications notes:		Please log all written communication with applicant and tenant as part of your communications plan.	From staff: Please log all written communication with applicant and tenant as part of your communications plan.

FINAL TAP Review - [For office use only]

Application received by Kai Okazaki (City Staff) on May 3, 2019 (Date)

Did the applicant meet the final TAP policy? Yes No

Staff comments on final plan:

The applicant has met the policy requirements for the Tenant Assistance Plan.
The Tenant Relocation Coordinator has provided documentations from the tenant that the tenant has reviewed, accepted and are satisfied with the Tenant Assistance Plan.