



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:

<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>TENANT ASSISTANCE PLAN:</b> 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)
<b>STEP 3</b>	<b>SUBMIT:</b> Save and return the completed form to staff 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.

## 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 Eligibility:** Includes tenants who have resided in the building for one year or more at the time the rezoning application is opened. A tenant who has not resided in the property long enough to be an Eligible Tenant, including a tenant that moves into the property after the rezoning or development permit application is opened, is not required to be included in the Tenant Assistance Plan (but may be included at the applicant's discretion).

## TENANT ASSISTANCE PLAN

### A. CURRENT SITE INFORMATION

<b>Site Address:</b>	1811 Oak Bay Ave
<b>Owner Name:</b>	Norman Eden, Bill Patterson
<b>Company Name:</b>	The Radnor
<b>Tenant Relocation Coordinator (Name, Position, Organization):</b>	Norm Eden, Director The Radnor

### CURRENT TOTAL RENTAL UNITS

Unit Type	Number of Units
Bachelor	
1 BR	4
2 BR	1
3BR	
3BR+	
<b>Total</b>	<b>5</b>

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:	April 25, 2019
<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>	Discussed with tenant, not required		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Letter has been provided from the tenants that they do not require any relocation assistance. Meets policy requirement.		Discussed with tenant, not required  Tenants has provided a letter to staff that they do not require any relocation assistance.  Meets policy requirement.	
<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>	Discussed with tenant, not required		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Letter has been provided from the tenants that they do not require right of first refusal offer. Meets policy requirement		Discussed with tenant, not required  Tenants has provided a letter to staff that they do not require right of first refusal offer.  Meets policy requirement.	
<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>	Does not apply with this tenant		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Letter has been provided from the tenants that they are not vulnerable tenants. Meets policy requirement.		Does not apply with this tenant  Tenants has provided a letter to staff that they are not vulnerable tenants.  Meets policy requirement.	
<b>Other Comments:</b>	Landlord has one tenant in building					Landlord has one tenant in building	

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

Application received by Kai Okazaki (City Staff) on April 25, 2019 (Date)

Did the applicant meet the final TAP policy? Yes  No

Staff comments on  
final plan:

The applicant has met all of the requirements in the Tenant Assistance Plan.

The applicant has provided documentations from the tenant indicating that they are well-supported through this development application and are satisfied with the Tenant Assistance Plan.