

# Tenant Assistance Plan

The Tenant Assistance Plan and appendices must be submitted at the time of your rezoning application, and should be submitted directly to housing@victoria.ca. Please contact your Development Services Planner with questions or concerns.

Date of submission of Tenant Assistance Plan to Housing Policy staff: July 20, 2020.

## Current Site Information

<b>Site Address:</b>	3080, 3082, 3090 Washington Ave. Victoria, BC
<b>Owner Name:</b>	Kasapi Construction Co. Ltd.
<b>Applicant Name and Contact Info:</b>	Taylor Love: (P) 778-533-4517 (E) tlove@lovedevelopmentsinc.com
<b>Tenant Relocation Coordinator (Name, Position, Organization and Contact Info):</b>	Third party consultancy

### Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor		
1 BR		
2 BR		
3 BR	2	1522
3 BR+	1	1522
<b>Total</b>	3	

### Current Building Type (check all that apply):

- ☐ Purpose-built rental building  
☐ Non-market rental housing  
☐ Condominium building  
☒ Single family home(s), with or without secondary suites  
☐ Other, please specify:

## 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](#).

The City of Victoria's [Tenant Assistance Policy](#) is intended to supplement the Residential Tenancy Act and offer additional support for tenants in buildings that are being considered for redevelopment. To review the full Tenant Assistance Policy and supporting documents, please refer to the City of Victoria's [website](#).

## POLICY APPLICATION

If your plans to redevelop this property will result in a loss of residential rental units AND will require tenants to relocate out of the existing building(s), please submit a Tenant Assistance Plan with your application.

Do you have tenant(s) who have been residing in the building for more than one year, at the time when application is submitted?

☒ Yes ☐ No

If yes, tenants are eligible for support. Please complete the full form.

If no, please skip to and complete Appendix A: Occupant Information and Rent Roll.

When completing this form, please refer to the Tenant Assistance Policy guidelines for Market Rental and Non-Market Rental Housing Development. Please note that the form includes the required FOIPPA section 27(2) privacy notification which should be communicated to tenants.

<b>APPLICANT:</b> <b>Please complete the following sections to confirm the details of the Tenant Assistance Plan:</b>		<b>CITY STAFF:</b> <b>Did applicant meet policy?</b>
<b>Compensation</b>  Please indicate how you will be compensating the tenant(s). Please specify whether option 1 or 2 will be provided, and whether at existing rents or CMHC average rates. (See Policy Section 4.1 or 5.1)	We are proposing option 1, the higher of CMHC average rent for the City of Victoria or the existing rent. Considering each unit is 3 BR or 3BR+, the average CMHC rent of \$1,766 exceeds the current rent of \$1,522 per house. We will be paying the average CMHC rent.  3080 Washington : 5 - 9 years - 4 months' rent 3082 Washington : 5 - 9 years - 4 months' rent 3090 Washington : Up to 5 years - 3 months' rent	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Moving Expenses</b>  Please indicate how the tenant(s) will receive moving expenses and assistance. Please specify whether option 1 or 2 will be offered. (See Policy Section 4.2)	We are proposing paying the flat rate for a three bedroom household of \$1000 per household. This gives tenants the flexibility to choose how they would like to spend that money.	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Relocation Assistance</b>  Please indicate how the tenant(s) will receive relocation assistance, including the staff responsible or whether a third-party will be involved. (See Policy Section 4.3 or 5.3)	We will have a third party consultant hired to provide reallocation assistance. This information will be shared with the tenants when the 4 months notice is given. That will give them 4 months to work on finding a new place to live and assistance as needed. The tenant assistance coordinator will also provide tenants with three housing options in accordance with 4.3 of the Tenant Assistance Policy.	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Right of First Refusal</b>  Please indicate whether the applicant is offering right of first refusal to the tenant(s). Please indicate your reasoning. (See Policy Section 4.4 or 5.5).	This does not apply to this application.	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> <input checked="" type="checkbox"/>
<b>Tenants Requesting Additional Assistance</b>  Please indicate whether tenant(s) have requested additional assistance above policy expectations, and specify what additional assistance will be provided. (See Policy Section 6.0)	The tenant assistance consultant will also be available for any and all special requests. One tenant has asked for additional assistance because of affordability concerns. The tenant assistance coordinator will identify alternative options within 10% of the tenant's current rent.	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>

**APPLICANT:**

**Please complete the following sections to confirm the details of the Tenant Assistance Plan:**

How and when did you inform tenants of the rezoning or development application? (Please refer to Policy Section 3.4)	<p>Tenants were originally notified by email on September 13 2019 that a development application was being prepared and that we would like to meet with each tenant to discuss the details.</p> <p>An extensive door knocking campaign was starting on January 19 2019 and extended until the community meeting.</p> <p>A preliminary community meeting was held 2019-04-30</p> <p>A formal community meeting with a mail out from the City of Victoria was held 2019-08-28. Some of the tenants were in attendance.</p>
How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)? (Please refer to Policy Section 3.4)	<p>We reached out for meeting request prior to application submission. Tenants were included in our door knocking campaign. Tenants were formally invited to the community meeting.</p> <p>All tenants were consulted as per the Tenant Assistance Policy, including submitting a Request for Additional Assistance Form to ensure they understand the assistance provided, as well as request additional assistance above and beyond policy expectations.</p> <p>Tenants will be given notice in accordance with this plan for the demolition of the homes. At this time they will be given contact information for a tenant assistance coordinator.</p>
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)	<p>We will be sending information by email, mail (or by hand) and we will follow up with a phone call.</p>

**Other comments (if needed):**

**FINAL Tenant Assistance Plan Review - [For City Staff to complete]**

Application reviewed by Margot Thomaidis (City Staff) on September 1st, 2020 (Date)

Did the applicant meet TAP policy?      Yes ☒      No ☐      N/A ☐

Staff comments on  
final plan:

This application meets policy expectations. There are three single-family dwelling units, with a total of eight tenants residing on the properties at the time of the application. The applicant has provided written proof of correspondence with tenants, informing them of the redevelopment, and tenants were given the opportunity to review the Tenant Assistance Plan and Policy. One tenant is requiring additional assistance and will receive additional support from the Tenant Relocation Coordinator, beyond what is provided through the policy.