



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: August 25, 2020

Current Site Information

Site Address:	3120 Washington Avenue
Owner Name:	Scott Davies
Applicant Name and Contact Info:	Justine Scott, Cube Project Management, justine.scott1@outlook.com, 250-893-1011
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info):	same as above mentioned - Justine Scott

Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor		
1 BR		
2 BR		
3 BR		
3 BR+	1	\$2300/month
Total		

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.

APPLICANT: Please complete the following sections to confirm the details of the Tenant Assistance Plan:		CITY STAFF: Did applicant meet policy?
Compensation 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)	Three tenants currently live in the house located at 3120 Washington Avenue. 2 of the three tenants are eligible for compensation in accordance with section 3.2 of the Tenant Assistance Policy. Scott Davies (The Owner) will be giving the two tenants eligible a total of \$6,900 (\$2300X3 months). This is in accordance with section 4.1 of the policy mentioned.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Moving Expenses 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)	The two tenants who are eligible will receive \$500 each for a total of \$1000.00 in moving expenses. This is in accordance with section 4.2 of the Tenant Assistance Policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Relocation Assistance 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)	Each of the three tenants were sent the appropriate information and had time to read and ask questions regarding it to Justine Scott who has been appointed by Mr. Davies as the relocation coordinator as per policy 4.3. Two of the three tenants have already found new places to live. One has moved September 30th and the other will be moving in December. The remaining tenant will be provided with alternate housing options	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Right of First Refusal 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).	Not applicable as the units will be for sale after they are constructed.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Tenants Requesting Additional Assistance 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)	All tenants do not require additional assistance and they have signed the Tenant Request for Assistance form. The tenant who is not eligible for assistance will be given \$800.00 in good faith from Mr. Davies to help with any moving expenses incurred during the relocation of his residence. This additional assistance exceeds policy expectations.	Yes <input checked="" type="checkbox"/> No <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)	The tenants were informed via the suggested letter from the City of Victoria in the Tenant Assistance Policy. All tenants were all sent the appropriate information stated in section 3.4 of the policy. The letter and information was sent August 24th, 2020 via email from Justine Scott. Ms. Scott will remain the point of contact for the tenants. This is in accordance with section 3.4 of the policy.
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)	Justine Scott has been appointed the relocation coordinator by Scott Davies (The Owner). She will be communicating with all tenants via email and will remain the point of contact throughout the process. This is in accordance with section 3.4 of the policy.
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 tenants have been sent all the required information in the Tenant Assistance Policy. Two of the tenants have already found places to live as they do not need much assistance at all. Justine Scott will remain in contact with the third and direct the tenant to any needed information on the City of Victoria website or other.

Other comments (if needed):

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

Application reviewed by Margot Thomaidis (City Staff) on October 30, 2020 (Date)

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

Staff comments on
final plan:

The Tenant Assistance Plan exceeds policy expectations. There is one single-family dwelling unit with a total of three tenants residing there. One of the tenants is not eligible for compensation under the Policy, but the applicant has offered to provide additional moving expenses and compensation to this individual tenant, therefore exceeding policy expectations. None of the tenants require additional assistance, as confirmed in their Tenant Request for Assistance forms. The applicant has provided written proof of correspondence with tenants, informing them of the redevelopment, and tenants were given the opportunity to review the final Tenant Assistance Plan.