



**Note for Internal Use Only:** This form contains confidential information and should be submitted directly to housing policy staff ([housing@victoria.ca](mailto:housing@victoria.ca)). Do not upload to Tempest.

# 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](mailto:housing@victoria.ca). Please contact your Development Services Planner with questions or concerns.

Date of submission of Tenant Assistance Plan to Housing Policy staff: Updated 03/08/2021

## Current Site Information

Site Address:	1120, 1124, and 1128 Burdett Avenue
Owner Name:	Empresa Properties
Applicant Name and Contact Info:	Empresa Properties, Karl Roberston, <a href="mailto:krobertson@empresaproperties.com">krobertson@empresaproperties.com</a> , (778) 678-2561
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info):	Third party relocation coordinator (TBD)

### Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor		
1 BR	1	\$1,200
2 BR	2	\$1,575
3 BR	2	\$2,226
3 BR+		
Total		\$5,001

### 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)	Based on Option 1, current rents are higher than CMHC average, therefore compensation will be based on existing monthly rents. 1120 Burdett: Up to 5 years: $(\$2,152 \times 3) = \$6,456$ 1124a Burdett: Under 1 year: \$2000 (above policy expectation) 1124b Burdett: Up to 5 years: $(\$1,500 \times 3) = \$4,500$ 1124c Burdett: Up to 5 years: $(\$1,200 \times 3) = \$3,600$ 1128 Burdett: Up to 5 years: $(\$2,300 \times 3) = \$6,900$	Yes <input checked="" type="checkbox"/> No <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 a flat rate based on each unit type. 1120 Burdett: 3 bedroom \$1,000 1124a Burdett: N/A 1124b Burdett: 2 bedroom: \$750 1124c Burdett: 1 bedroom: \$500 1128 Burdett: 3 bedroom: \$1,000	Yes <input checked="" type="checkbox"/> No <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)	In accordance will Policy 4.3, we will hire a third party relocation coordinator to provide alternate housing options and assistance. This information will be provided to the Tenants when the 4 months' notice is given.	Yes <input checked="" type="checkbox"/> No <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).	Our development proposal is for purpose-built rental units, therefore existing tenants will be provided Right of First Refusal on the new rental units. If an existing tenant chooses to move back into the new building, moving expenses will be covered based on the amounts indicated in Policy 4.2, and rental rates will be the lower of either: (a) 10% below starting market rents for the new units, or (b) The tenant's current rental rate.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input 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)	One tenant has identified as requiring additional assistance but confirmed that what is being provided in the policy will meet their specific needs.	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)	Summary attached.
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)	Through the property manager, we will be keeping the tenants up-to-date on the application and timeline. We have found the most effective way of communicating with the tenants in by way of email, and will continue to do so with any updates throughout the process. Tenants will be informed of the Tenant Relocation Plan upon approval by the City of Victoria.
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)	The City's Frequently Asked Questions form was provided to the Tenants with the email sent on May 22, 2020. Should the tenants have any further questions, our contact information along with the property manager are available to assist in any way possible.

**Other comments (if needed):**

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

Application reviewed by Margot Thomaidis (City Staff) on March 31, 2021 (Date)

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

Staff comments on  
final plan:

This Tenant Assistance Plan exceeds policy expectations. The applicant has provided eligible tenants with Right of First Refusal to return to the proposed new building at the same rental rate they are currently paying, even if lower than 10% below market rent level, which exceeds policy expectations and ensures greater affordability for the tenants when they return to the new building.