



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: 2021 September 01

Current Site Information

Site Address:	137/139 Robertson Street and 1848/1850 Hollywood Crescent, Victoria BC (137 ineligible)
Owner Name:	Trevor Moat
Applicant Name and Contact Info:	Trevor Moat - 247 St. Andrews St, Victoria BC V8V2N1, trevormoat@yahoo.ca, 250-884-7479
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info):	Landlord. Tenant relation coordinator to be secured should it become necessary.

Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor		
1 BR	4 (3 eligible)	\$755 including all utilities
2 BR		
3 BR		
3 BR+		
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:

House conversion to 4-plex in 1968.

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?
<p>Compensation</p> <p>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)</p>	<p>NOTE: CMHC average rents are used because tenants are paying well below market rates.</p> <p>Tenant 1: Tenancy started in 2010 (assume January), Six months' rent refund at \$1089/month = \$6534.00 to be paid by the Landlord</p> <p>Tenant 2: Tenancy started in November 2008, Seven months' rent refund at \$1089/month = \$7,623 to be paid by the Landlord</p> <p>Tenant 3: Tenancy started in 1996 (assume January), Eight months' rent refund at \$1089/month = \$8,712 to be paid by the Landlord</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Moving Expenses</p> <p>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)</p>	<p>Each eligible tenant will receive \$1,000 as a contribution towards moving expenses from the Landlord. This exceeds the \$500 policy minimum for 1-bedroom apartments.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Relocation Assistance</p> <p>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)</p>	<p>Landlord will provide direct relocation assistance, and a tenant relocation coordinator will be retained if deemed necessary or if requested by tenants.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Right of First Refusal</p> <p>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).</p>	<p>Not applicable. The proposal is to demolish the existing fourplex and replace it with a strata duplex, each half with a secondary suite. The applicant is not in a position to prescribe rental terms or conditions on a future owner for a project that has not yet been approved.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input checked="" type="checkbox"/></p>
<p>Tenants Requesting Additional Assistance</p> <p>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)</p>	<p>Landlord will provide direct relocation assistance, and a tenant relocation coordinator will be retained if deemed necessary or if requested by tenants. Applicant will continue to work with tenants to identify any emerging needs in terms of assistance beyond what has been committed to prior to Committee of the Whole.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>

APPLICANT:

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

<p>How and when did you inform tenants of the rezoning or development application? (Please refer to Policy Section 3.4)</p>	<p>The tenants were first informed of the Application to re-develop the property in May of 2017, including a timeline forecast. The tenants have the Applicant's full contact information and much communication has taken place over the ensuing years. The tenants were provided with the July 2020 Request for Tenant Assistance Form in August 2021. Tenants were advised to review the City's TAP webpage and were sent the appropriate files and links to tenant resources. The Applicant has a good relationship with each of the tenants and advises them of all project milestones and timeline forecasts.</p>
<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>	<p>The primary form of communication between Applicant and Tenants is by email. Tenants know they can contact the Applicant by email, text, or telephone anytime.</p>
<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 website for a list of resources)</p>	<p>The Applicant has sent links to the City's Tenant Assistance Policy and PDFs of current TAP documents for their review. Applicant has offered to assist tenants if questions arise. So far, no requests for assistance have been received from Tenants.</p>

Other comments (if needed):

The Applicant has advised the tenants that, in the event of the sale of the property, the terms stated in this Tenant Assistance Plan would be transferred to the new Landlord.

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

Application reviewed by Chloe Tunis (City Staff) on Sept. 1 / 2021 (Date)

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

Staff comments on
final plan:

This Tenant Assistance Plan generally meets the Tenant Assistance Policy: The plan is exceeding the policy by providing rental compensation that is beyond the minimum identified in the policy.

For one unit, the applicant/landlord is providing 7 months rental compensation, where 5 months is the minimum identified in the policy. For another unit, the applicant is providing 8 months rental compensation, where 6 months is the minimum identified in the policy. The applicant/landlord agrees to update the rental compensation rates in the case where the CMHC rates listed in the policy are increased prior to the tenant moving out.

The applicant/landlord is also providing the eligible tenants with \$1,000 for moving expenses, which is beyond the \$500 recommended by the policy.

No request for additional assistance has been made by tenants, however, the applicant has agreed to continue to work with staff and tenants, should additional needs be identified prior to Public Hearing.