

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: March 3, 2022; Revised March 24, 2022

Current Site Information

Site Address:	450 Dallas Road, Victoria, BC V8V 1B1
Owner Name:	Reliance Properties
Applicant Name and Contact Info:	Jon Stovell, President jons@relianceproperties.ca / Juan Pereira, Project Manager juar
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info):	Sommerville Community, James Tod, Principal, james@sommerville-cr.com

Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor	2	\$1,020
1 BR	14	\$1,490
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:

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)	Please see attached Addendum: "450 Dallas Road Compensation Addendum"	Yes <input 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)	Option 2 generally will be offered as a lump sum for moving expenses. \$500 for bachelor and 1 bedroom units, and \$750 for 2 bedroom units.	Yes <input 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)	Sommerville Community Relations has been engaged as TRC to provide relocation assistance to eligible tenants. Tenants will be offered 3 options per the policy and "tailored to the tenant wherever possible (e.g. pet friendly, accessible, smoke-free)" An option in the adjacent tower would be considered "located in the Capital Regional District, with at least one in the same neighbourhood" per the policy. Should the tenant wish, the option in the adjacent tower would be offered in advance of the 4 month notice (when vacancy occurs).	Yes <input 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).	First right of refusal in a new unit will be provided to all tenants that indicate they would like to return at 20% below starting market rents (per City Staff: Council decision of Feb 11, 2022).	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input 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)	The City's "Tenants Request for Assistance" form was distributed on March 8, 2022. Tenants were also provided with a paper copy of the policy and have received a phone call (introduction and feedback focused). Tenants are being encouraged to complete the form. As of March 23, no tenants requesting additional assistance are known. A tenant information meeting was held March 23, 2022. On April 8, Somerville followed up with tenants for the form and second copies were mailed out. As of May 30, 2022. 5 forms were received from units: 21. 31. 35. 45. 47.	Yes <input 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)	<p>An all tenant meeting is scheduled for March 23 2022. Sommerville has provided tenants with introductory phone calls and letters along with the information requirements.</p> <p>The meeting was held on March 23. All tenants have been contacted regarding eligibility and rezoning.</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>Sommerville will communicate project progress to tenants and will be the point of contact for any questions. Sommerville will also maintain communication with tenants throughout the process.</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>Sommerville will offer 1-on-1 meetings virtually or over the phone due to Covid concerns. Tenants will be able to ask any questions in that setting. Tenants have received the city's request for assistance form and will be encouraged to complete the form prior to one on one (but not required).</p>

Other comments (if needed):

Tenants will also be given the option of entering a Voluntary End of Tenancy agreement. Should a tenant come to such an agreement, this will be reflected in final reporting, including details related to compensation and right of first refusal (waived or not). Tenants wanting to access compensation, moving expenses, etc. under the TAP prior to approval will be considered.

At this time additional support need details are not collected. These details will be shared as tenants reply using the "Tenant Request For Assistance" form.

Units 21, 31, 35, 37, and 46 Rental Compensation will be determined based on the CMHC Rental Report as these rates are higher. For all other eligible tenants the existing rent rates shall be used as they are higher.

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

Application reviewed by Rory Stever (City Staff) on June 7, 2022 (Date)

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

Staff comments on
final plan:

The applicant has met the policy requirements related to compensation, moving expenses, and ROFR at 20% below market. Tenants will also be given the option to move into an adjacent building on site. The applicant has agreed to provide frequent and regular communication to tenants throughout the project and will be providing an update on Tenants Requiring Additional Assistance at Public Hearing.