

Note for Internal Use Only: This form contains confidential information and should be submitted directly to housing policy staff (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. Please contact your Development Services Planner with questions or concerns.

Date of submission of Tenant Assistance Plan to Housing Policy staff: 2022-08-09

Current Site Information

Site Address:	990 View St, Victoria, BC
Owner Name:	903 - 911 YATES STREET PROPERTIES LTD., INC.NO. BC1083627
Applicant Name and Contact Info:	Starlight Developments - Andrew Browne - abrowne@starlightinvest.com
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info):	TBD closer to redevelopment (this is submitted 3+ years in advance).

Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor		
1 BR	12	1,530 (in-place rents)
2 BR	3	2,080 (in-place rents)
3 BR		
3 BR+		
Total	15	1,640 (in-place rents)

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?
<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>Option 1 - For eligible tenants, payment of x months of rent to TAP-eligible tenants (per policy, will vary by tenant based on their length of tenancy) at existing rents (as existing rents are higher than CMHC average rents).</p>	<p>Yes <input 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>Option 2 - Flat rate payment for moving to TAP-eligible tenants. On a case-by-case basis and at the discretion of the applicant, if there are extenuating circumstances for a particular tenant (e.g. physical disability), the applicant may cover costs for an insured mover (Option 1).</p> <p>Exceeds Policy - For tenants who are not TAP-eligible but are resident at time of development, applicant will offer the flat rate payment for moving.</p>	<p>Yes <input 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>A tenant relocation coordinator will be specified closer to the date of development. This TAP is being submitted to the City 3+ years prior to development of the phase that contains existing rental housing, and so it is premature to identify a specific person. Starlight owns and operates rental homes throughout the Capital Region and has established relationships with professional property managers (e.g. Devon Properties), and is committed to its responsibilities under the TAP and BC RTA.</p>	<p>Yes <input 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>Yes, eligible tenants and residents at time of demolition will have ROFR into a new apartment of the same type in the eastern phase of development in the 900-block Yates St (the phase that today contains the existing rental apartments at 990 View St). Should a tenant wish to move into this development phase once completed, their rent for the new unit will be below market and determined as follows: their rent at the time they left 990 View St plus Residential Tenancy Act annual rent increases applicable between leaving and returning.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input 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>No tenants have requested additional assistance. Starlight will continue to engage with tenants to ensure any unique needs are being met.</p>	<p>Yes <input 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>A letter dated May 29, 2019, was sent to tenants prior to our pre-application public engagement activities. Update letters dated Jan 29 and Jul 9, 2020, and Mar 31, 2021, were also sent. We followed up with TAP-eligible tenants (current and former) via email on May 5, 2021, provided the Form, and as suggested by Housing staff indicated that completion of the form does not constitute support, non-support, or any other opinion on the proposed development. Further updates and requests to provide completed TAP forms were provided in Q1 2022, and now almost all forms have been successfully received.</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>We communicate with all current tenants (TAP-eligible and otherwise) using letters delivered by postal mail, door drop by property management, and/or email. In addition, we intend to hold a tenant information meeting in Q3/Q4 2022 for current tenants. We communicate with TAP-eligible former tenants primarily by email.</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>Tenants have been and will continue to be made aware of the City of Victoria Tenant Assistance Policy and the BC RTA. Additional, more specific resources will be communicated closer to any redevelopment date (development is 3+ years away for the phase that would impact the existing rental housing).</p>

Other comments (if needed):

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

Application reviewed by Rory Stever (City Staff) on August 11, 2022 (Date)

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

Staff comments on
final plan:

At the direction of council the applicant has adjusted their Tenant Assistance Plan to provide ROFR at the eligible tenants previous rent rate (with allowable annual increases under the RTA) and will have all moving expenses covered as per the policy for tenants wanting to access ROFR. The applicant has provided direct confirmation that all tenants have read the Tenant Assistance Policy and has provided tenants the opportunity to request additional assistance.