



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 any questions.

Date of submission of Tenant Assistance Plan to City:

July 25, 2023

Current Site Information

Site Address	1921 Ashgrove Street, Victoria, V8R 4N8
Owner Name	Karen Wong and Hsia-Chi Michelle Sun
Applicant Name and Contact Info	James Milliken, jmilliken@millikendevlopments.com , (778)-994-4482
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info)	James Milliken, jmilliken@millikendevlopments.com , (778)-994-4482

Existing Rental Units

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

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 Applications

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**

If yes, tenants are eligible for support. Please complete the full form.

☐ **No**

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 Freedom of Information and Protection of Privacy Act (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?

1. Compensation (Please see [Section 4.1](#) for Market Projects and [Section 5.1](#) for Non-Market Projects)

For market rental housing, compensation is recommended to be based on length of tenancy at either:

1. The higher of CMHC average rent for the City of Victoria (as identified in CMHC's Annual Rental Market Report, adjusted annually and identified in Table 1 – Rental Compensation below) or the tenant's existing rent; or
2. Free rent in a different building

1.a. Please indicate how you will be compensating the tenant(s).

<input type="checkbox"/> Free Rent	<input checked="" type="checkbox"/> Lump Sum Payment	<input type="checkbox"/> Combination
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1.b. Were the tenant(s) consulted in this decision? ☐ Yes ☐ No

1.c. Please describe how tenants will be compensated based on length of tenancy.

As shown on Appendix A, of the 2 tenants, 1 was in occupancy for just over one year (13 months) at the time of the application; the other was in occupancy for just over 3 years. All tenants will be provided not less than 4 months' written notice of termination and 1 months' rent in accordance with the Residential Tenancy Act, as well as 2 additional months' rent, plus the contribution to moving costs described below.

Yes ☐

No ☐

2. Moving Expenses (Please see [Section 4.2](#) for Market Projects and [Section 5.3](#) for Non-Market Projects)

2.a. Please indicate how the tenant(s) will receive moving expenses or assistance.

<input type="checkbox"/> Hired Moving Company	<input checked="" type="checkbox"/> Flat Rate Compensation	<input type="checkbox"/> Combination
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2.b. Were the tenant(s) consulted in this decision? ☐ Yes ☐ No

Yes ☐

No ☐

3. Relocation Assistance (Please see [Section 4.3](#) for Market Projects and [5.4](#) for Non-Market Projects)

3.a. Is the Tenant Relocation Coordinator internal or external to your organization?

<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External
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3.b. Providing as much detail as possible, please indicate how the Tenant Relocation Coordinator will engage with tenants, including when they will start engaging, how often they will engage, and what methods they will use to communicate with tenants.

Given there are only 2 tenants, both of whom have relatively short term tenancies, the appointment of an external Tenant Relocation Coordinator and establishment of a formal relocation program is not practical or necessary. The internal Tenant Relocation Coordinator will communicate with the tenants verbally and in writing from time to time to keep them apprised of the progress of the Application and expected timing for formal Notices of Termination under the Residential Tenancy Act. The Tenant Relocation Coordinator will coordinate payment to each tenant of \$750 for 1 bedroom units and \$1000 for 2 bedroom units as a flat rate moving cost. Tenants will be provided relocation assistance if required. Meetings will be arranged after applicant purchases property.

Yes ☐

No ☐

APPLICANT: Please complete the following sections to confirm the details of the Tenant Assistance Plan:		Did applicant meet policy?
4. Right of First Refusal (Please see Section 4.4 for Market Projects and 5.5 for Non-Market Projects)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>4.a. Does right of first refusal apply to the project? <i>(If the residential property has 5 or more rental units, then yes)</i></p> <div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>4.b. If right of first refusal is offered, how will this apply to returning tenants?</p> <div> Tenants who meet the age requirement of our proposed Senior Living Community will be offered the right of first refusal. </div>		
5. Tenants Requesting Additional Assistance (Please see Section 6.0)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>5.1 Have tenants been provided with the additional assistance form and policy?</p> <div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <p>5.b. Have tenant(s) requested additional assistance above tenant assistance policy expectations?</p> <div> Tenants will be provided the request for additional assistance form after applicant has purchased property. </div>		
6. Notification and Communication (Please see Section 3.4)		
<p>6.a. Have all tenants been informed of the proposed rezoning or development?</p> <div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>6.b. How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)?</p> <div> The current owners were asked to notify their tenants upon executing the purchase agreement on June 23, 2021. The applicant has no authority to contact the tenants directly prior to its purchase of the property. Once the applicant has completed its purchase of the property, the Tenant Relocation Coordinator will keep the tenants apprised of the ongoing progress of the Application and project, and the expected timing for formal Notices of Termination under the Residential Tenancy Act. </div>		
7. Tenant Resources (Please see Tenant Resource Guide)		
<p>7.a Have tenants been provided with the Tenant Resource Guide?</p> <div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <p>7.b. How have or will you facilitate tenants in accessing these resources?</p> <div> The applicant has no authority to contact the tenants directly prior to its purchase of the property. At this stage it is premature to provide further materials to the tenants in any event. Tenants will be provided tenant resource guide after applicant purchases property. </div>		

8. Final Tenant Assistance Report (Please see [Final Tenant Assistance Report](#))

8.a The City of Victoria requests that applicants submit a Final Tenant Assistance Report detailing how the Tenant Assistance Plan was completed prior to the issuance of an occupancy permit.

I have read and understand this statement



Other Comments:

The applicant does not currently own the property. It has in place an agreement to purchase the property, which agreement is conditional on the City's response to the application. The current owner has been asked to notify their tenants of the redevelopment proposal and keep them up to date on our progress. While the applicant has been authorized by the current owners to take steps to pursue the application, the applicant has no authority to contact the tenants directly prior to its purchase of the property.

Once the applicant has completed its purchase of the property, it will become the landlord for the subject tenants. The Tenant Relocation Coordinator will keep the tenants apprised of the ongoing progress of the Application and project, the expected timing for formal Notices of Termination under the Residential Tenancy Act and coordinate the payments set out in the TAP.



Application Reviewed By: (City Staff) Date:

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

Staff comments on final plan:

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 any questions.

Date of submission of Tenant Assistance Plan to City:

July 25, 2023

Current Site Information

Site Address	1929 Ashgrove Street, Victoria, V8R 4N8
Owner Name	Ara Balabanian and Hera McIntyre
Applicant Name and Contact Info	James Milliken, Jmilliken@millikendevlopments.com, 778-994-4482
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info)	James Milliken, Jmilliken@millikendevlopments.com, 778-994-4482

Existing Rental Units

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

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 Applications

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**

If yes, tenants are eligible for support. Please complete the full form.

☐ **No**

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 Freedom of Information and Protection of Privacy Act (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?

1. Compensation (Please see [Section 4.1](#) for Market Projects and [Section 5.1](#) for Non-Market Projects)

For market rental housing, compensation is recommended to be based on length of tenancy at either:

1. The higher of CMHC average rent for the City of Victoria (as identified in CMHC's Annual Rental Market Report, adjusted annually and identified in Table 1 – Rental Compensation below) or the tenant's existing rent; or
2. Free rent in a different building

1.a. Please indicate how you will be compensating the tenant(s).

<input type="checkbox"/> Free Rent	<input checked="" type="checkbox"/> Lump Sum Payment	<input type="checkbox"/> Combination
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1.b. Were the tenant(s) consulted in this decision? ☐ Yes ☐ No

1.c. Please describe how tenants will be compensated based on length of tenancy.

Tenants who have resided for under 9 years will be provided not less than 4 months' written notice of termination and 1 months' rent in accordance with the Residential Tenancy Act, as well as 2 additional months' rent, plus the contribution to moving costs described below. Tenants who have resided for over 9 years will be provided not less than 4 months' written notice of termination and 1 months' rent in accordance with the Residential Tenancy Act, as well as 4 additional months' rent, plus the contribution to moving costs described below.

Yes ☐

No ☐

2. Moving Expenses (Please see [Section 4.2](#) for Market Projects and [Section 5.3](#) for Non-Market Projects)

2.a. Please indicate how the tenant(s) will receive moving expenses or assistance.

<input type="checkbox"/> Hired Moving Company	<input checked="" type="checkbox"/> Flat Rate Compensation	<input type="checkbox"/> Combination
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2.b. Were the tenant(s) consulted in this decision? ☐ Yes ☐ No

Yes ☐

No ☐

3. Relocation Assistance (Please see [Section 4.3](#) for Market Projects and [5.4](#) for Non-Market Projects)

3.a. Is the Tenant Relocation Coordinator internal or external to your organization?

<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External
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3.b. Providing as much detail as possible, please indicate how the Tenant Relocation Coordinator will engage with tenants, including when they will start engaging, how often they will engage, and what methods they will use to communicate with tenants.

Given there are only 3 tenants, the appointment of an external Tenant Relocation Coordinator and establishment of a formal relocation program is not practical or necessary. The internal Tenant Relocation Coordinator will communicate with the tenants verbally and in writing from time to time to keep them apprised of the progress of the Application and expected timing for formal Notices of Termination under the Residential Tenancy Act. The Tenant Relocation Coordinator will coordinate payment to each tenant of \$750 for 1 bedroom units and \$1000 for 2 bedroom units as a flat rate moving cost. Tenants will be provided relocation assistance if required. Meetings will be arranged after applicant purchases property.

Yes ☐

No ☐

APPLICANT: Please complete the following sections to confirm the details of the Tenant Assistance Plan:		Did applicant meet policy?
4. Right of First Refusal (Please see Section 4.4 for Market Projects and 5.5 for Non-Market Projects)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>4.a. Does right of first refusal apply to the project? <i>(If the residential property has 5 or more rental units, then yes)</i></p> <div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>4.b. If right of first refusal is offered, how will this apply to returning tenants?</p> <div> Tenants who meet the age requirement of our proposed Senior Living Communittee will be offered the right of first refusal. </div>		
5. Tenants Requesting Additional Assistance (Please see Section 6.0)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>5.1 Have tenants been provided with the additional assistance form and policy?</p> <div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <p>5.b. Have tenant(s) requested additional assistance above tenant assistance policy expectations?</p> <div> Tenants will be provided the request for additional assistance form after applicant purchases property. </div>		
6. Notification and Communication (Please see Section 3.4)		
<p>6.a. Have all tenants been informed of the proposed rezoning or development?</p> <div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>6.b. How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)?</p> <div> The current owners were asked to notify their tenants upon executing the purchase agreement on August 8, 2021. The applicant has no authority to contact the tenants directly prior to its purchase of the property. Once the applicant has completed its purchase of the property, the Tenant Relocation Coordinator will keep the tenants apprised of the ongoing progress of the Application and project, and the expected timing for formal Notices of Termination under the Residential Tenancy Act. </div>		
7. Tenant Resources (Please see Tenant Resource Guide)		
<p>7.a Have tenants been provided with the Tenant Resource Guide?</p> <div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <p>7.b. How have or will you facilitate tenants in accessing these resources?</p> <div> The applicant has no authority to contact the tenants directly prior to its purchase of the property. At this stage it is premature to provide further materials to the tenants. Tenants will be provided the tenant resource guide after applicant purchases property. </div>		

8. Final Tenant Assistance Report (Please see [Final Tenant Assistance Report](#))

8.a The City of Victoria requests that applicants submit a Final Tenant Assistance Report detailing how the Tenant Assistance Plan was completed prior to the issuance of an occupancy permit.

I have read and understand this statement



Other Comments:

The applicant does not currently own the property. It has in place an agreement to purchase the property, which agreement is conditional on the City's response to the application. The current owner has been asked to notify their tenants of the redevelopment proposal and to keep them up to date on our progress. While the applicant has been authorized by the current owners to take steps to pursue the application, the applicant has no authority to contact the tenants directly prior to its purchase of the property.

Once the applicant has completed its purchase of the property, it will become the landlord for the subject tenants. The Tenant Relocation Coordinator will keep the tenants apprised of the ongoing progress of the Application and project, the expected timing for formal Notices of Termination under the Residential Tenancy Act and coordinate the payments set out in the TAP.



Application Reviewed By: (City Staff) Date:

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

Staff comments on final plan:

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 any questions.

Date of submission of Tenant Assistance Plan to City:

Current Site Information

Site Address	
Owner Name	
Applicant Name and Contact Info	
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info)	

Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor		
1 BR		
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

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Policy Applications

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**

If yes, tenants are eligible for support. Please complete the full form.

☐ **No**

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 Freedom of Information and Protection of Privacy Act (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?

1. Compensation (Please see [Section 4.1](#) for Market Projects and [Section 5.1](#) for Non-Market Projects)

For market rental housing, compensation is recommended to be based on length of tenancy at either:

1. The higher of CMHC average rent for the City of Victoria (as identified in CMHC's Annual Rental Market Report, adjusted annually and identified in Table 1 – Rental Compensation below) or the tenant's existing rent; or
2. Free rent in a different building

1.a. Please indicate how you will be compensating the tenant(s).

<input type="checkbox"/>	Free Rent	<input type="checkbox"/>	Lump Sum Payment	<input type="checkbox"/>	Combination
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1.b. Were the tenant(s) consulted in this decision? ☐ Yes ☐ No

1.c. Please describe how tenants will be compensated based on length of tenancy.

Yes ☐

No ☐

2. Moving Expenses (Please see [Section 4.2](#) for Market Projects and [Section 5.3](#) for Non-Market Projects)

2.a. Please indicate how the tenant(s) will receive moving expenses or assistance.

<input type="checkbox"/>	Hired Moving Company	<input type="checkbox"/>	Flat Rate Compensation	<input type="checkbox"/>	Combination
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2.b. Were the tenant(s) consulted in this decision? ☐ Yes ☐ No

Yes ☐

No ☐

3. Relocation Assistance (Please see [Section 4.3](#) for Market Projects and [5.4](#) for Non-Market Projects)

3.a. Is the Tenant Relocation Coordinator internal or external to your organization?

<input type="checkbox"/>	Internal	<input type="checkbox"/>	External
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3.b. Providing as much detail as possible, please indicate how the Tenant Relocation Coordinator will engage with tenants, including when they will start engaging, how often they will engage, and what methods they will use to communicate with tenants.

Yes ☐

No ☐

APPLICANT: Please complete the following sections to confirm the details of the Tenant Assistance Plan:		Did applicant meet policy?
4. Right of First Refusal (Please see Section 4.4 for Market Projects and 5.5 for Non-Market Projects)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>4.a. Does right of first refusal apply to the project? <i>(If the residential property has 5 or more rental units, then yes)</i></p> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>4.b. If right of first refusal is offered, how will this apply to returning tenants?</p> <div></div>		
5. Tenants Requesting Additional Assistance (Please see Section 6.0)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>5.1 Have tenants been provided with the additional assistance form and policy?</p> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>5.b. Have tenant(s) requested additional assistance above tenant assistance policy expectations?</p> <div></div>		
6. Notification and Communication (Please see Section 3.4)		
<p>6.a. Have all tenants been informed of the proposed rezoning or development?</p> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>6.b. How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)?</p> <div></div>		
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<p>7.a Have tenants been provided with the Tenant Resource Guide?</p> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>7.b. How have or will you facilitate tenants in accessing these resources?</p> <div></div>		

8. Final Tenant Assistance Report (Please see [Final Tenant Assistance Report](#))

8.a The City of Victoria requests that applicants submit a Final Tenant Assistance Report detailing how the Tenant Assistance Plan was completed prior to the issuance of an occupancy permit.

I have read and understand this statement

☐

Other Comments:



Application Reviewed By: (City Staff) Date:

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

Staff comments on final plan:

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Date of submission of Tenant Assistance Plan to City:

July 25, 2023

Current Site Information

Site Address	1935 Ashgrove Street, Victoria, V8R 4N8
Owner Name	Ravien Sidhu
Applicant Name and Contact Info	James Milliken, jmilliken@millikendevlopments.com, 778-994-4482
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info)	James Milliken, jmilliken@millikendevlopments.com, 778-994-4482

Existing Rental Units

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

Current Building Type (Check all that apply):

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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**

If yes, tenants are eligible for support. Please complete the full form.

☐ **No**

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 Freedom of Information and Protection of Privacy Act (FOIPPA) section 27(2) privacy notification which should be communicated to tenants.

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1.a. Please indicate how you will be compensating the tenant(s).

<input type="checkbox"/> Free Rent	<input checked="" type="checkbox"/> Lump Sum Payment	<input type="checkbox"/> Combination
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1.b. Were the tenant(s) consulted in this decision? ☐ Yes ☐ No

1.c. Please describe how tenants will be compensated based on length of tenancy.

As shown on Appendix A, of the 3 tenants, only 1 was in occupancy for more than one year (16 months) at the time of the application. All tenants, even those who are not covered by the City's Policy, will be provided not less than 4 months' written notice of termination and 1 months' rent in accordance with the Residential Tenancy Act, as well as 2 additional months' rent, plus the contribution to moving costs described below.

Yes ☐

No ☐

2. Moving Expenses (Please see [Section 4.2](#) for Market Projects and [Section 5.3](#) for Non-Market Projects)

2.a. Please indicate how the tenant(s) will receive moving expenses or assistance.

<input type="checkbox"/> Hired Moving Company	<input checked="" type="checkbox"/> Flat Rate Compensation	<input type="checkbox"/> Combination
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2.b. Were the tenant(s) consulted in this decision? ☐ Yes ☐ No

Yes ☐

No ☐

3. Relocation Assistance (Please see [Section 4.3](#) for Market Projects and [5.4](#) for Non-Market Projects)

3.a. Is the Tenant Relocation Coordinator internal or external to your organization?

<input checked="" type="checkbox"/> Internal	<input type="checkbox"/> External
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3.b. Providing as much detail as possible, please indicate how the Tenant Relocation Coordinator will engage with tenants, including when they will start engaging, how often they will engage, and what methods they will use to communicate with tenants.

Given there are only 3 tenants, all of whom have relatively short term tenancies, the appointment of an external Tenant Relocation Coordinator and establishment of a formal relocation program is not practical or necessary. The internal Tenant Relocation Coordinator will communicate with the tenants verbally and in writing from time to time to keep them apprised of the progress of the Application and expected timing for formal Notices of Termination under the Residential Tenancy Act. The Tenant Relocation Coordinator will coordinate payment to each tenant of \$750 for 1 bedroom units and \$1000 for 2 bedroom units as a flat rate moving cost. Tenants will be provided relocation assistance if required. Meetings will be arranged after applicant purchases property.

Yes ☐

No ☐

APPLICANT: Please complete the following sections to confirm the details of the Tenant Assistance Plan:		Did applicant meet policy?
4. Right of First Refusal (Please see Section 4.4 for Market Projects and 5.5 for Non-Market Projects)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>4.a. Does right of first refusal apply to the project? <i>(If the residential property has 5 or more rental units, then yes)</i></p> <div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>4.b. If right of first refusal is offered, how will this apply to returning tenants?</p> <div> Tenants who meet the age requirement of our proposed Senior Living Community will be offered the right of first refusal. </div>		
5. Tenants Requesting Additional Assistance (Please see Section 6.0)		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>5.1 Have tenants been provided with the additional assistance form and policy?</p> <div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <p>5.b. Have tenant(s) requested additional assistance above tenant assistance policy expectations?</p> <div> Tenants will be provided the request for additional assistance form after applicant purchases property. </div>		
6. Notification and Communication (Please see Section 3.4)		
<p>6.a. Have all tenants been informed of the proposed rezoning or development?</p> <div> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>6.b. How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)?</p> <div> The current owners were asked to notify their tenants upon executing the purchase agreement on October 5, 2021. The applicant has no authority to contact the tenants directly prior to its purchase of the property. Once the applicant has completed its purchase of the property, the Tenant Relocation Coordinator will keep the tenants apprised of the ongoing progress of the Application and project, and the expected timing for formal Notices of Termination under the Residential Tenancy Act. </div>		
7. Tenant Resources (Please see Tenant Resource Guide)		
<p>7.a Have tenants been provided with the Tenant Resource Guide?</p> <div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <p>7.b. How have or will you facilitate tenants in accessing these resources?</p> <div> The applicant has no authority to contact the tenants directly prior to its purchase of the property. At this stage it is premature to provide further materials to the tenants at this time. Tenants will be provided tenant resource guide after applicant purchases property. </div>		

8. Final Tenant Assistance Report (Please see [Final Tenant Assistance Report](#))

8.a The City of Victoria requests that applicants submit a Final Tenant Assistance Report detailing how the Tenant Assistance Plan was completed prior to the issuance of an occupancy permit.

I have read and understand this statement



Other Comments:

The applicant does not currently own the property. It has in place an agreement to purchase the property, which agreement is conditional on the City's response to the application. The current owner has been asked to notify their tenants of the redevelopment proposal and to keep them up to date on our progress. While the applicant has been authorized by the current owners to take steps to pursue the application, the applicant has no authority to contact the tenants directly prior to its purchase of the property.

Once the applicant has completed its purchase of the property, it will become the landlord for the subject tenants. The Tenant Relocation Coordinator will keep the tenants apprised of the ongoing progress of the Application and project, the expected timing for formal Notices of Termination under the Residential Tenancy Act and coordinate the payments set out in the TAP.



Application Reviewed By: (City Staff) Date:

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

Staff comments on final plan: