

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:

Current Site Information

Site Address:	1733, 1735, 1737 Fairfield Rd
Owner Name:	
Applicant Name and Contact Info:	Aryze Developments Inc. 1839 Fairfield Road, Victoria BC V8S 1G9 email: robert@aryze.ca phone: 250 940 3568 (office)
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info):	Robert Starkey, Development Coordinator Aryze Developments Inc. 1839 Fairfield Road, Victoria BC V8S 1G9 email: robert@aryze.ca phone: 250 940 3568 ext# 364 (office)

Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor	1	\$750/Month
1 BR	1	\$1,250/Month
2 BR	3	\$1,965/Month
3 BR	2	\$3,000/Month
3 BR+		
Total	7	

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 'OIPPA 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 Dompensating the tenant(s). Please specify whether option 1 or 2 will be provided, and whether at existing rents or C.)C average rates. (4ee Policy 4ection 4.1 or 5.1)	We will be compensating TAPs eligible tenants following Option (1) outlined in Section 4.1 of Tenant Assistance Policy. Compensation will be based on the higher of either the tenant’s existing rental rate or the current CMHC average market rates.	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. (4ee Policy 4ection 4.2)	We will be compensating TAPs eligible tenants following Option (2) outlined in Section 4.2 of Tenant Assistance Policy. We will also provide an extra \$250.00 compensation for moving expenses in addition to the required flat rate compensation amounts outlined in the Policy (as per Aryze internal policy).	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. (4ee Policy 4ection 4.3 or 5.3)	Aryze will coordinate with tenants and provide relocation assistance directly (see details of Aryze appointed Tenant Relocation Coordinator on page 1). In addition, Aryze’s Tenant Relocation Coordinator will receive support, as needed, from our contacts at various third-party property management companies (ex: Devon Properties, Proline Property Management, Cornerstone Property Management, etc.) to aid in searches for suitable alternative rental options for displaced tenants.	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. (4ee Policy 4ection 4.4 or 5.5).	Not applicable for this application.	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. (4ee Policy 4ection 6.0)	Yes, some tenants have requested additional assistance with finding alternative housing solutions that meet specific needs (ex: pet friendly, access to a community garden, etc.). The Tenant Relocation Coordinator will work to provide a range of housing alternatives that aim to meet these specific tenant requirements. In addition, Aryze will attempt to relocate interested tenants to other new rental buildings we have under development.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 4ection 3.4)</p>	<p>Tenants were first notified of our intent to redevelop these properties by direct mail letters issued on February 7, 2022. These letters also included the necessary TAPs forms and information resources, as well as additional postcard invitations to two (2) CALUC Meeting/Community Information Sessions held on February 28th and March 28th.</p> <p>In addition, we have connected with each tenant individually through both calls and in-person meetings to share details about our development proposal, discuss the municipal approval process and establish expectations about potential rezoning timelines, and review the Tenant Assistance Policy in detail.</p>
<p>How will you be communicating to tenants throughout the rezoning or development application (including decisions made by Council)? (Please refer to Policy 4ection 3.4)</p>	<p>We will continue to keep tenants informed about the status of our application through the following core methods:</p> <ol style="list-style-type: none">1) Direct mail notices delivered at the building2) Direct phone calls from our Tenant Relocation Coordinator (noted previously)3) Email notices issued to tenants who opt into our mailing list4) Encouraging all tenants to follow this project online via the City’s Development Tracker, the project page on our website, or via our Instagram social media channel (where we post regularly about this and our other projects)
<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 received (and will continue to receive) copies of important TAP Forms and Policy documents, helpful website links, and regular project updates via email and direct mail.</p> <p>We have also provided the contact information of our Tenant Relocation Coordinator who is ready to provide direct support and answer questions at any time. Both our Tenant Relocation Coordinator and Engagement Coordinators may follow-up with tenants from time to time via phone as requested by some tenants.</p>

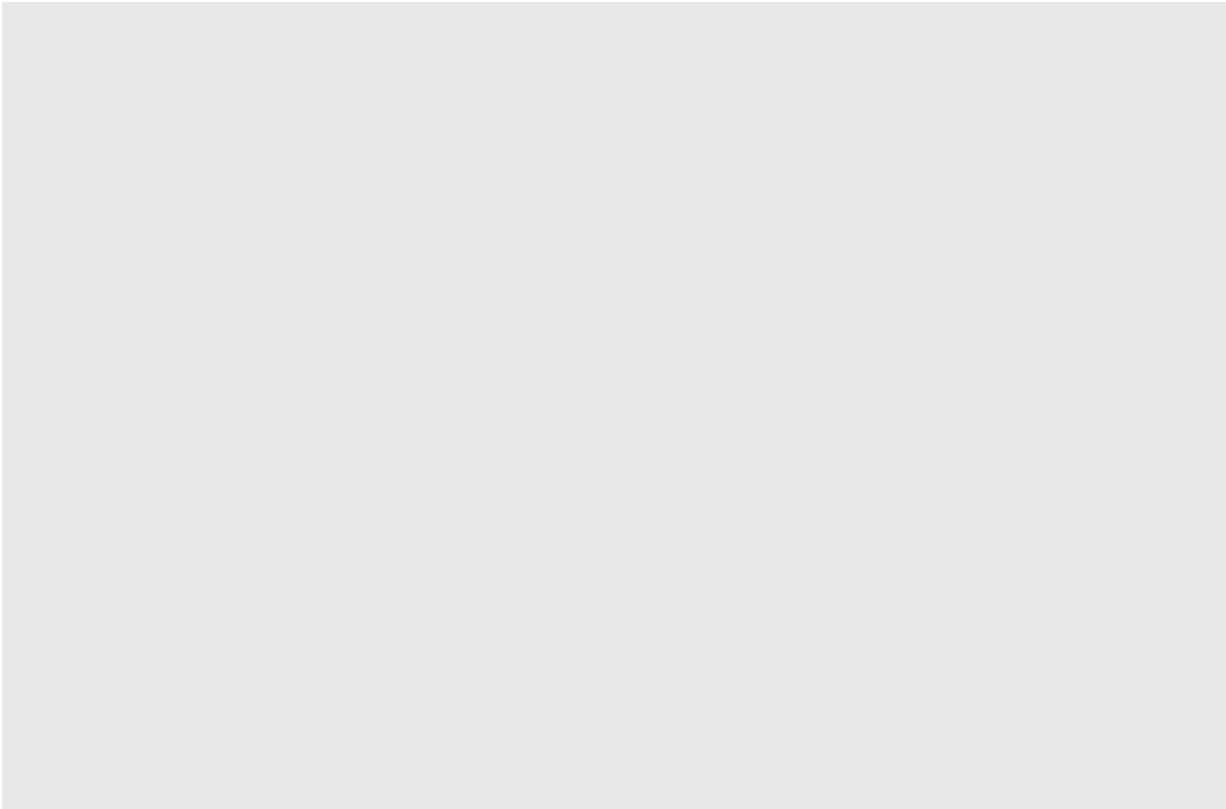
Other comments (if needed):

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

Application reviewed by _____ (City Staff) on _____ (Date)

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

Staff comments on
final plan:

A large, empty grey rectangular box intended for staff to provide comments on the final plan.

Please complete all three Appendices as part of your Tenant Assistance Plan. Exception: If there are no elJHJcle tenants, only complete Appendix A (see Policy Application on p. 1). To protect tenant information, the appendices are only submitted with the Tenant Assistance Plan to housing@victoria.ca. Please contact your Development Services Planner with questions.

The Tenant Assistance Plan includes the collection, use and disclosure of tenants' personal information for the purpose of achieving the goals contained in the Tenant Assistance Policy and guidelines. The collection, use and disclosure of tenants' personal information must comply with the Freedom of Information and Protection of Privacy Act (FOIPPA). Privacy requirements for compliance with FOIPPA have been adopted and expressed in privacy language in Tenant Assistance Plan documentation to ensure continued compliance.

For privacy compliance, please have:

- Tenants sign the Tenant Request for Assistance form to return to applicant (to be included in Appendix #)
- Applicants review and sign the Tenant Assistance Policy Compliance with FOIPPA form (Appendix C)

APPENDIX A: Current Occupant Information and Rent Rolls

Please attach the current tenant information and rent rolls as Appendix A. Note: Appendix A will be kept confidential.

All Units (existing and former tenants within the past year, at time of application)

Apartment Unit Number	Bedroom Type (Bachelor, 1 BR, 2 BR etc.)	Tenant Name (if none, list as vacant with reason for end of previous tenancy)	Does the Tenant Require Additional Assistance (Y/N)? If yes, what additional support?	Start Date of Tenancy	Current Monthly Rent Amount
APPENDIX A - See Attached					

APPENDIX A: Current Occupant Information and Rent Rolls, continued:

Apartment Unit Number	Bedroom Type (Bachelor, 1 BR, 2 BR etc.)	Tenant Name (if none, list as vacant with reason for end of previous tenancy)	Does the Tenant Require Additional Assistance (Y/N)? If yes, what additional support?	Start Date of Tenancy	Current Monthly Rent Amount
APPENDIX A - See Attached					

Note: Appendix A will be kept confidential. Please ask City staff for additional Current Tenant Information and Rent Rolls if needed.

APPENDIX B: Tenant Correspondence & Requests for Assistance

The applicant is responsible for submitting the Tenant Request for Assistance forms signed by tenants, as well as copies of all written correspondence and notification to tenants to City staff as Appendix #.

For non-profit organizations that may have their own forms to use, please contact City staff to determine if those can be used in lieu of the Tenant Request for Assistance form.

Note: Appendix # will be kept confidential.

APPENDIX B - See Attached

APPENDIX C:

Tenant Assistance Policy Compliance with the Freedom of Information and Protection of Privacy Act



Please ensure this form is signed by both the Applicant and the Tenant Relocation Coordinator, if applicable.

The City of Victoria's Tenant Assistance Plan (TAP) collects tenant personal information to assist them to find new, comparable, accommodations. Collecting tenant personal information requires the City and developers' Tenant Relocation Coordinators to collect in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Following these privacy guidelines will maintain the required compliance.

Collection: Appendix A of the Tenant Assistance Plan (TAP) collects this personal information, tenant name, length of tenancy, dependents and needs and vulnerabilities (e.g. fixed income, affordable housing, disabilities). Section 26 of FOIPPA lists all the purposes in which personal information may be collected. Helping tenants find new, comparable, accommodations is the only purpose for collecting their personal information. This purpose complies with section 26(c) that states: "*the information relates directly to and is necessary for a program or activity of the public body*". Tenants' personal information cannot be used for any other purposes.

Use: Tenant's personal information must comply with section 32(a) of FOIPPA that states, "*it must be for the purpose for which that information was obtained or compiled, or for a use consistent with that purpose (see section 34)*". The purpose is the same as that in which it was collected under section 26(c). There are no consistent purposes under the TAP program. Tenant's personal information can only be used to provide the assistance that the TAP program provides.

Disclosure: FOIPPA list only those reasons in which personal information may be disclosed and it can only be disclosed to individuals inside Canada. The tenants' personal information can only be disclosed in accordance with section 32.2(a) that states, "*for the purpose for which it was obtained or compiled*". In other words, disclosure is only to those who require it in order to perform work that "*relates directly to and is necessary for*" delivering the assistance available under TAP (e.g. on a "Need to Know" basis).

Accuracy: FOIPPA requires that "*every reasonable effort*" be employed to collect personal information. When tenants complete a tenant letter, they need to review the personal information they provide to confirm it is correct. Also, double for accuracy when transcribing from the letters to Appendix A.


Correction: Tenants can request to review and correct their personal information at any time including a year after the decision is implemented regarding the assistance they received under TAP. The City will provide the access, therefore, developers do not need to retain their tenant records for a year.

Protection: Every reasonable effort must be made to protect tenant information from unauthorized collection, use, disclosure, access or premature destruction. This includes password protecting tenant information, keeping it separate from other information, keeping it in one location, limiting access (need to know) and not sharing it unencrypted are all reasonable security efforts.

Storage and Access: FOIPPA requires that the tenant personal information be stored and accessed only from within Canada. Storing it on a cloud service provider, even one in Canada, is still likely to allow access from the US. Keeping it in a secure electronic folder with only one person with access is the most FOIPPA compliant.

Retention: Personal information is only kept for as long as it is operational required. Under TAP it can only be kept for one year after a decision has been made and implemented regarding the assistance a tenant is eligible for under TAP. After that, tenant letters must be destroyed so they cannot be reconstituted and the personal information in Appendix A must be aggregated so that specific individuals cannot be identified.

Applicant: I have read and understand my responsibilities with regard to compliance with FOIPPA as explained above

Signature:  Print Name: Robert Starkey -- Date: May 4, 2022

Relocation Coordinator (if applicable): I have read and understand my responsibilities with regard to compliance with FOIPPA as explained above

Signature: ----- Print Name:----- Date:-----