



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: July 4th, 2022

Current Site Information

Site Address:	2816 Irma
Owner Name:	Doc Development Ltd
Applicant Name and Contact Info:	Doc Development Ltd 604 358 6710
Tenant Relocation Coordinator (Name, Position, Organization and Contact Info):	Pablo Virk Doc Development Ltd 604 358 6710

Existing Rental Units

Unit Type	# of Units	Average Rents (\$/Mo.)
Bachelor		
1 BR		
2 BR		
3 BR		
3 BR+	1	2200
Total	1	2200

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)	Tenant is eligible for 3 months rent as per policy 4.1 Tenant will be provided 4 months of free rent in existing building (Last 4 months) This is 33% more than required Rent will be at existing rent rate at existing building this was discussed with tenant and his preference was to be provided free rent instead of equivalent payout at end of tenancy	Yes <input checked="" 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)	Tenant will be provided \$1000 as per policy 4.2	Yes <input checked="" 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)	Tenant Relocation Coordinator will be assigned current property manager will assist in provide three housing options as per policy 4.3 Rachel Richardson Property Manager Pemberton Holmes Ltd. Property Management Division Residential Property Management 101 - 891 Attree Avenue, Victoria, BC, V9B 0A6 t. (250) 478-9141 f. (250) 478-9103	Yes <input checked="" 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).	not applicable "right of refusal applies only to a rental unit in a residential property containing 5 or more units"	Yes <input checked="" 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)	Tenant has said "to be on the safe side I'll say yes" Not sure if he qualifies or what kind of assistance is desired. He has been provided all information including City of Victoria contact.	Yes <input checked="" 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 Section 3.4)</p>	<p>Tenants have been provided regular updates about the process via phone and in person by property manager. A email sent by the property manager outlined proposed project and expected time line Property Manager is primary point of contact for tenants Tenants have been provided Frequently Asked Questions (FAQ) handout sheet, Request for Tenant Assistance Form to tenants to identify tenant assistance needs, City’s Tenant Assistance webpage and the Residential Tenancy Branch webpage</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>AS above</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>as above</p>

Other comments (if needed):

Pre- application meeting was conducted and plan prepared in accordance with instructions at meeting
Rory Stever, MPlan
Planner – Tenant Assistance
Sustainable Planning and Community Development

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

Application reviewed by Julie Bull (City Staff) on August 31st, 2022 (Date)

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

Staff comments on
final plan:

This application meets policy expectations. The applicant's TAP exceeds the policy requirements for compensation by providing an additional month of free rent in the existing building. In addition, the applicant meets the policy requirements for moving expenses and has provided a description of how they plan to engage tenants throughout the process. The applicant has also noted that the tenant has requested additional assistance and has been provided with all relevant materials regarding this. Please note Right of First Refusal is not applicable for this TAP.