

INFORMATION FOR APPLICANTS



District of Saanich Tenant Protection Bylaw

The Tenant Protection Bylaw (TPB) is a District of Saanich bylaw that requires developers to provide support to tenants who are being evicted because of redevelopment. This document provides an overview of the TPB and the requirements that owners/developers must meet to satisfy the TPB.

Eligibility

The Tenant Protection Bylaw applies to development projects that require five or more tenant households to be evicted for redevelopment. If your project does not displace five or more tenants, you do not need to meet the TPB requirements.

Non-Market housing providers are also exempt from the TPB.

Bylaw Requirements

To satisfy the requirements of the Tenant Protection Bylaw, owners/developers must:

Assistance and Compensation Required	Details
Communicate with tenants on an ongoing basis	<ul style="list-style-type: none">Initial letter delivered to tenants, with regular updates as project progresses at a minimum interval of 4 months.
Appoint or hire a Tenant Relocation Coordinator	<ul style="list-style-type: none">Acts as a point of contact for tenants and assists tenants in finding alternative rental housing options.
Provide tenants with relocation assistance	<ul style="list-style-type: none">Work with tenants to understand their housing needs in terms of unit size, accessibility, rent levels, etc.Provide a minimum of three housing options for the tenant at comparable rent levels where one option must be in the same neighbourhood. Failure to provide options at comparable rent levels may result in additional compensation paid to the tenant.Pay for moving expenses when tenants move out of their units.
Offer Right of First Refusal (ROFR)	<ul style="list-style-type: none">All eligible tenants must be offered ROFR for a comparable unit in the new building.Moving expenses must be provided to tenants exercising their ROFR.

Provide financial compensation	<ul style="list-style-type: none"> Eligible tenants are entitled to rent compensation in the form of a lump sum payment, free rent, or a combination of both. The payment amount is based on the tenants' length of tenancy.
Provide additional assistance	<ul style="list-style-type: none"> Applicants must make all reasonable efforts to provide additional assistance to vulnerable tenants (elderly tenants, tenants on low or fixed incomes, people with physical or mental disabilities, etc.). Tenants must be provided with the "Additional Assistance Request form" which they can fill and return to the Tenant Relocation Coordinator.

To demonstrate that applicants are meeting the TPB requirements, the following reports must be submitted with land use applications:

Report Name	Timing	Required Details
Tenant Assistance Plan (TAP)	Submitted at time of land use application (Rezoning or Development Permit)	<ul style="list-style-type: none"> The current building/residential property including a unit breakdown (number and size of units) Rent roll and length of tenant tenure Summary of communications with tenants Proposed assistance to each affected tenant
Tenant Compensation Report	Submitted prior to seeking issuance of a Building Permit	<ul style="list-style-type: none"> Summary of engagement with affected tenants since the TAP was submitted Summary of assistance offered and provided to affected tenants Summary of relocation housing options Summary of forthcoming tenant assistance
TAP Final Report	Prior to seeking issuance of an Occupancy Permit	<ul style="list-style-type: none"> Summary of communications with affected tenants since submitting the TAP Compensation Report Summary of assistance provided to affected tenants A list of affected tenants that have exercised their ROFR and their proposed rent

Failure to adhere to the TPB requirements or to submit the required documentation may result in penalties, including fines or withheld permits.

Required Materials to Distribute to Tenants

- Info Sheet for Tenants
- Additional Assistance Request Form
- Sample Letter to Tenants
- Tenant Protection Bylaw *FOIPA* Compliance Form
 - Signed by the Applicant, Tenant Relocation Coordinator, and Tenant