

# TENANT ASSISTANCE PLAN



## Tenant Protection Bylaw Application

Development Permit applications meeting the following criteria at time of submission are subject to the District of Saanich Tenant Protection Bylaw and must include a Tenant Assistance Plan:

- Site(s) are within the Urban Containment Boundary;
- Site(s) include tenant occupied residential units; and
- If approved, the proposed development will require five or more tenant occupied residential units to be permanently vacated, for the purpose of demolition or substantial renovations.

Please note that Non-Market Housing Applicants are exempt from the Tenant Protection Bylaw but are required to submit an overview of the relocation assistance provided to tenants as part of their rezoning or development permit application.

## Rights and Responsibilities of Landlords and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Government of British Columbia under the *Residential Tenancy Act*.

The District of Saanich Tenant Protection Bylaw is intended to supplement the *Residential Tenancy Act*, by requiring that landowners provide additional support to displaced tenants in buildings that are being considered for redevelopment. However, note that financial compensation required under the Bylaw is not additive to the requirements of the *Residential Tenancy Act*.

For further information about the Tenant Protection Bylaw, please visit [www.saanich.ca/tenantprotection](http://www.saanich.ca/tenantprotection)

## Applicants

Please complete the following sections to demonstrate compliance with the Tenant Protection Bylaw and Tenant Protection Development Permit. **An approved Tenant Assistance Plan is required for the approval of a Development Permit.**

Please note that the attached *Freedom of Information and Protection of Privacy* Compliance Form must also be completed and submitted for the application to be considered complete.

## Current Site Information

Project Information			
Site Address			
Applicant Name			
Applicant Signature			
Tenant Relocation Coordinator			
Name	Organization		
Position	Email		
	Phone		
Current Building Type(s) (check all that apply):			
<input type="checkbox"/> Purpose-built rental building <input type="checkbox"/> Townhouse/Houseplex/Duplex <input type="checkbox"/> Condominium Building <input type="checkbox"/> Single family homes(s) <input type="checkbox"/> Other, please specify:  <hr/>	Unit Type	# of Units	Average rent (\$/mth)
	Bachelor		
	1 BR		
	2 BR		
	3 BR		
	3+ BR		
	Total		

### 1. Tenant Relocation Coordinator (Bylaw Sections 27-31)

Is the Tenant Relocation Coordinator internal or external to the applicant's organization?

Internal       External

Please confirm your understanding of the Tenant Relocation Coordinator's roles and responsibilities as well as how and when they are available to tenants:

- I understand that the Tenant Relocation Coordinator is the primary contact for tenants regarding the application.
- I understand the roles and responsibilities of the Tenant Relocation Coordinator, including assisting tenants with finding alternative housing options
- I understand that all personal information collected, used and disclosed is in accordance with the *Freedom of Information and Protection of Privacy Act*.
- The Tenant Relocation Coordinator's name and contact information have been shared with tenants.
- The Tenant Relocation Coordinator's hours of availability have been shared with tenants.

## **2. Communication with Tenants (Bylaw Sections 21-25)**

Before submitting the Tenant Protection Development Permit application, you must submit the following to eligible tenants:

- A letter outlining development plans and expected timelines, what tenants are entitled to under the Tenant Protection Bylaw, and the role of the Tenant Relocation Coordinator.
- A completed copy of the "Resources for Tenants" information sheet, as provided by the District of Saanich.
- A completed copy of the "Additional Assistance" request form.
- A draft copy of the Tenant Assistance Plan for the tenants' input. Note that 'Appendix A' must not be provided to tenants. Tenants should be informed individually of their proposed compensation.
- Contact information and hours of availability of the Tenant Relocation Coordinator.
- Freedom of Information and Protection of Privacy* Compliance Form.

Following Development Permit approval, the following will be provided by the applicant to tenants:

- A copy of the approved Tenant Assistance Plan (please omit 'Appendix A').
- Opportunities for each household to meet with the Tenant Relocation Coordinator to discuss relocation needs.
- Ongoing written communication to tenants throughout the redevelopment process to notify of key milestones, at a minimum interval of four (4) months.

If applicable, please list below any existing or future additional communications provided to tenants (e.g. a community meeting with tenants).

### **3. Summary of Relocation Assistance (Bylaw Sections 27-32)**

Please provide a summary of how the Tenant Relocation Coordinator will identify tenant relocation needs and assist tenants with securing suitable new rental housing.

### **4. Right of First Refusal (Bylaw sections 33-35)**

Will the proposed new or renovated building(s) contain residential rental units?

Yes       No

If **yes**, please confirm that tenants have been informed of their Right of First Refusal for comparable units in the new building:

Yes       No       Not applicable

**5. Moving Expenses and Assistance (Bylaw Sections 36-37)**

Please confirm which of the two options below will apply:

- An insured moving company will be hired, with all arrangements and costs covered within the Capital Regional District.
- Flat rate compensation will be provided to tenants, in an amount equal to one month's rent, at the level prescribed in the Tenant Protection Bylaw for the appropriate unit of size (number of bedrooms).

Moving expenses must be covered by one of the options above for tenants who exercise their Right of First Refusal and move into new units. Please check below to confirm you understand this requirement.

- I have read and understand this requirement

**6. Rent Compensation (Bylaw Sections 38-42)**

Tenants are eligible for compensation based on their length of tenancy, as per Table 1 below. The rent level refers to the higher of:

- 1) Tenant's current rent at time of development permit application submission; or
- 2) Current Primary Rental Market average rent for units of the same size within the District of Saanich.

*Note: Compensation required is not additive to the requirements of the Residential Tenancy Act.*

*Therefore, the requirements of the Residential Tenancy Act are not added to the compensation listed in Table 1 but are included in the compensation below.*

Please indicate how many units are applicable for each length of tenancy in the table below.

Length of Tenancy	Compensation Equivalent	Number of Units
Up to 5 years	3 months' rent	
5-9 years	5 months' rent	
10-19 years	6 months' rent	
20+ years	7 months' rent	

By acknowledging below, you are confirming that all eligible tenants will receive compensation as per Table 1 above and confirming compensation will be provided in the prescribed form requested by each tenant (lump sum, free rent, or a combination of both).

- I have read and understand this requirement

## **7. Additional assistance (Bylaw Sections 43-44)**

There may be eligible tenants who require additional assistance with finding a new rental unit and/or moving beyond what is specified in Tenant Protection Bylaw (sections 27-32). Examples include (but are not limited to): elderly tenants, tenants on low or fixed incomes, and people with physical or mental disabilities. Before submitting the development permit application, the applicant must give tenants the opportunity to identify such needs and must make reasonable efforts to meet them.

I have read and understand this statement

## **8. Tenant Compensation Report (Bylaw sections 9-11)**

A Tenant Compensation Report must be completed and submitted before the issuance of any building or demolition permits pertaining to the site.

I have read and understand this statement

## **9. Tenant Assistance Plan Final Report (Bylaw sections 12-16)**

The Tenant Assistance Plan Final Report must be completed and submitted before the issuance of any occupancy permits pertaining to the site.

I have read and understand this statement

# TENANT ASSISTANCE PLAN

## ***Staff Use Only***

### Staff comments on Tenant Assistance Plan

Does this Tenant Assistance Plan meet the Saanich Tenant Protection Bylaw requirements?

Yes       No

Application Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_



# TENANT ASSISTANCE PLAN

## Appendix A — Existing Rental Unit Information — **CONFIDENTIAL**

### **Applicant**

Please list all units that are currently tenant occupied or have been tenant occupied within the last year and submit this with your development permit application as an appendix to the Tenant Assistance Plan.

### ***Freedom of Information and Protection of Privacy Act Compliance***

*This collection of personal information is authorized under section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act, the Local Government Act, and the Community Charter. The information will be used for administering the Tenant Assistance Plan. Questions can be directed to the District's Privacy Officer at [foi@saanich.ca](mailto:foi@saanich.ca).*

**CONFIDENTIAL:** To protect the privacy of tenants, please note that Appendix A must not be shared with tenants.

# TENANT ASSISTANCE PLAN

## All Rental Units

If applicable, please also list tenancies which ended within the last 12 months.

Unit number	Number of Bedrooms	Currently Occupied? (Y/N)	Tenancy Start Date	Tenancy End Date	Current Monthly Rent Amount	Current Comparable CMHC Average Rent*	Proposed Total Compensation	Desired Form of Compensation (Cash, Free Rent, Combination)

\*Canadian Mortgage Housing Corporation average rent for the District of Saanich in the most recent year

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\*Canadian Mortgage Housing Corporation average rent for the District of Saanich in the most recent year

# TENANT ASSISTANCE PLAN

## Additional Assistance

Please indicate, based on the "Additional Assistance" request forms submitted by tenants to the Tenant Relocation Coordinator, how many tenant households may need additional assistance and indicate the types of support you anticipate providing. Please note that additional needs may emerge later in the process, in which case reasonable assistance shall not be denied.

### Number of tenant households requiring additional assistance

Types of support anticipated [check all that apply]:

- Connecting with health organizations or non-profit services
- Obtaining subsidized housing or rent supplements
- Additional help with packing or moving
- Language support or other communication related needs
- Accessible unit
- Other

## Right of First Refusal

If any tenants have expressed interest in exercising the Right of First Refusal, please list the applicable unit numbers below: