

TITLE:			
TENANT ASSISTANCE			
Type:	Council	<input checked="" type="checkbox"/>	Administrative
Approved:	Council - December 16, 2019	#2019.45.617	Ref: DV-016
Amended:			Page: 1 of 2

PURPOSE:

To mitigate the impacts resulting from the redevelopment of purpose-built rental (PBR) buildings on current tenants. This policy requires applicants to provide advanced notice and assistance to affected tenants above and beyond what is required by the *Residential Tenancy Act*.

APPLICATION OF POLICY:

This policy applies where a redevelopment application for an existing PBR building containing three or more dwelling units requires a Zoning Amendment application.

This policy does not apply to redevelopment that is permitted outright under the Zoning Bylaw (i.e. Development Permit applications) but should be used as a best practices guide for the redevelopment of any purpose-built primary rental property.

This policy does not apply to any secondary rental market units such as secondary suites or detached secondary dwellings.

INTERPRETATION:

Terms used in this policy shall have the same meaning as those found in the Town of Sidney Official Community Plan, Zoning Bylaw and Land Use Procedures Bylaw.

“Applicant” in this policy means one or more of the property owner, developer, or generally the proponent for a development application on the property.

POLICY:

Applicants for a Zoning Bylaw Amendment that will result in the displacement of tenants from an existing PBR building are required to submit a completed **Tenant Assistance Plan (TAP)** for consideration by the Town prior to zoning approval. The TAP is intended to be comprehensive and must include the following 4 elements:

- 1) **A Tenant Communication Strategy, where it is required that the applicant provide the following to each affected tenant:**
 - a. Notification of the intent to redevelop the property, provided to affected tenants no later than two weeks after a Zoning Amendment application has been made to the Town;
 - b. Information on the development application process, including the timelines involved and opportunities for tenants to provide input to the Town;
 - c. An overview of the applicant’s TAP;
 - d. Identification of other information and resources, including all rights and obligations as outlined under the British Columbia *Residential Tenancy Act*;
 - e. A copy of this policy;
 - f. A consultation meeting with the applicant, held as early in the development application process as possible, providing an opportunity for tenants to obtain further information on the process, effects and outcomes of the development application.

2) A Tenant Financial Compensation Package, where it is required that the applicant provide the following to each affected tenant:

- a. Compensation in the form of a lump-sum payment based on each tenant's current rental rate, depending on the length of tenancy:
 - i. 1 year up to 5 years: 3 months' rent
 - ii. 5 to 9 years: 4 months' rent
 - iii. 10-19 years: 5 months' rent
 - iv. 20+ years: 6 months' rent
- b. Coverage of Tenant Moving Expenses:

One of two options should be provided to affected tenants, at the discretion of the applicant:

- i. An insured moving company may be hired by the applicant, with all arrangements and costs covered. This is recommended where the tenant may have difficulty moving on their own.

OR

- ii. Flat rate compensation (based on unit size) provided to the tenant at the rate of:
 1. \$500 for bachelor and 1-bedroom households; and
 2. \$750 for two or more bedroom households.

3) Tenant Relocation Assistance, where it is required that the applicant provide the following to each tenant:

- a. An offer to interested tenants to secure a comparable rental unit in the new development on the property at rents within 10% of the tenant's current rent level; and,
- b. Information on alternative available rental units within Sidney or the Capital Region, as well as information on rental assistance programs.

4) A final Tenant Relocation Report, where the applicant provides the following information to the Town:

- a. A summary of the number of tenants eligible for assistance under the Tenant Assistance Policy; and
- b. A summary of the financial compensation given to each tenant.
- c. A summary of the relocation status of each tenant.
- d. A summary of the results of the TAP.

The report under this section must be submitted prior to the issuance of the demolition permit for the PBR building. Any identifying personal information in the report should be redacted to respect the privacy of individual tenants.