

TENANT ASSISTANCE PLAN

Redevelopment of 1140 & 1148 Esquimalt Rd.

Township of Esquimalt, BC

1. Project Information

Property Address:

1140- 48 Esquimalt Rd

Owner / Applicant:

Esquimalt Village Cohousing (1547707 BC Ltd)

Development Proposal:

Redevelopment of the existing residential properties requiring demolition and tenant relocation.

Municipality:

Township of Esquimalt

Applicable Policies and Legislation:

- [BC Residential Tenancy Act](#)
- [Township of Esquimalt Tenant Assistance Policy](#)

Rezoning Application Date:

October 28th 2025

Estimated Construction Start Date:

June 2027

Estimated Tenant Relocation Period:

January – May 2027¹

Number of Eligible Tenant Households:

4

¹ The above dates are estimates. Timing subject to regulatory approvals.

2. Purpose of this Tenant Assistance Plan

This Tenant Assistance Plan (“TAP”) has been prepared to ensure tenants impacted by redevelopment are treated fairly, respectfully, and in accordance with:

- The BC Residential Tenancy Act (“RTA”)
- The Township of Esquimalt Tenant Assistance Policy (“TAP Policy”)

The objectives of this plan are to:

- Minimize hardship for displaced tenants
- Provide financial and logistical relocation support
- Ensure clear communication throughout the redevelopment process
- Establish procedures for tenant relocation and compensation

3. Tenant Relocation Coordination

Tenant Relocation Coordinator:

Eleanor Liddy, Director

1547707 BC LTD

Phone: (250) 595-6205

Email: info@evcohousing.ca

The Tenant Relocation Coordinator will:

- Act as the primary tenant contact
- Coordinate communications and meetings
- Assist with relocation searches
- Coordinate moving assistance
- Track compensation and documentation
- Ensure ongoing compliance with the TAP Policy

Tenant Relocation Advisor:

Shawnessy Luke, Principal

SLC Consulting Ltd.

The Tenant Relocation Advisor will:

- Review and refine Tenant Assistance Plan.
- Draft and review tenant communications, notices, updates, and engagement materials.
- Develop tenant engagement and communication strategies.
- Provide housing navigation guidance and application strategy support.
- Consultation regarding non-market housing, BC Housing, subsidized housing, and supportive housing opportunities.
- Liaison and consultation with Township of Esquimalt staff regarding Tenant Assistance Plan requirements and compliance matters.

4. Existing Tenant Information

Vacant Units

Units 4 at both 1140 and 1148 Esquimalt Road are currently vacant. In accordance with s.6.0 of the Esquimalt Tenant Assistance Policy, the owner/applicant confirms that these units were not vacated as a result of:

- A vacant possession condition of property purchase;
- A notice to end tenancy issued without proper permits and necessary approvals for demolition; or
- Any action in contravention of the BC Residential Tenancy Act.

Tenant Eligibility

All tenants residing at the subject properties at the time of the rezoning application submission date (October 28, 2025) are considered eligible tenants. Tenants who moved in after that date are not eligible for compensation under the Tenant Assistance Policy, but have been made aware of the active application(s) before moving in.

Table 1 - 1140 & 1148 Esquimalt Rd. Tenant Eligibility

Unit	Lease Start Date	Eligibility
1140, #1	04-2016	Eligible
1140, #2	04-2026	Not Eligible
1140, #3	10 -2017	Eligible
1140, #4	Vacant	N/A
1148, #1	07-2005	Eligible
1148, #2	04-2026	Not Eligible
1148, #3	02-2023	Eligible
1148, #4	Vacant	N/A

Additional tenant considerations to be assessed:

- Accessibility needs
 - Seniors
 - Families with children
 - Pets
 - Mobility or health considerations
 - Proximity to employment and schools
-

5. Communication Strategy

The owner/applicant commits to transparent and proactive communication throughout the redevelopment process.

Initial Tenant Notification

Eligible tenants have received or will receive written notification advising:

- Redevelopment is planned – Sent Nov 2025
- Invitation to meet face to face with new owners – Sent Nov 2025
- Approximate timelines
- Tenant rights under the RTA
- Available relocation assistance

Contact information for the Tenant Relocation Coordinator Individual Tenant Meetings

Each tenant household will be offered:

- One-on-one relocation meetings
- Housing needs assessments
- Review of compensation eligibility
- Relocation planning assistance
- Review of at least three (3) comparable housing alternatives

Ongoing Updates

Monthly updates will be provided by mail regarding:

- Development/Building Permit application status

- Anticipated timelines
 - Notice periods
 - Relocation assistance progress
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6. Tenant Relocation Assistance

The owner/applicant will provide relocation support that meets the requirements of the Township of Esquimalt Tenant Assistance Policy.

Relocation Services

Housing Search Assistance

The Tenant Relocation Coordinator will assist tenants with:

- Identifying rental housing options
- Reviewing comparable rental opportunities
- Referrals to community housing resources
- Assistance with rental applications where requested

Moving Assistance

Eligible tenants will receive a moving allowance as required under the Esquimalt TAP Policy. The owner/applicant will select from the allowable options set out in the policy (e.g., reimbursement of actual moving costs up to a cap, or a lump-sum in lieu thereof). The selected option and amount to be confirmed with the Township of Esquimalt.

Additional Support

Additional support may include:

- Assistance with utility transfers
- Accessibility accommodation coordination

7. Financial Compensation

Compensation will comply with BC Residential Tenancy Act requirements and Township of Esquimalt Tenant Assistance Policy requirements.

Compensation Components

Compensation Under the BC Residential Tenancy Act

The Tenant Assistance Policy “is intended to complement the RTA.” The TAP Enhanced Compensation amounts exceed those stipulated by the RTA (see below). Therefore, they will fully discharge the landlord's obligation British Columbia’s Residential Tenancy Act (RTA) s.51.

Compensation Under the Township of Esquimalt Tenant Assistance Policy

Compensation will be provided consistent with the Township’s policy framework

Table 2 - Canada Mortgage and Housing Corporation (CMHC) – Private Apartment Average Rents Oct-25 (\$) ²

Unit Size	Avg. Rent
Studio	1,160
1 Bedroom	1,383
2 Bedroom	1,550
3 Bedroom +	1,704

Table 3 - Rental Compensation by Length of Tenancy³

Duration of Tenancy	Rental Compensation
Up to 5 years:	3 months’ rent
5 to 9 years:	4 months’ rent
10-19 years:	5 months’ rent
20+ years:	6 months’ rent

² <https://www03.cmhc-schl.gc.ca/hmip-pimh#Profile/1/1/Canada> accessed 06-16-2026. CMHC average rents are sourced from the CMHC 2025 Annual Rental Market Report, as specified in the Esquimalt Tenant Assistance Policy. These rates are noted by the policy as being adjusted annually. The applicable rate at time of compensation disbursement shall be confirmed with the Township of Esquimalt.

³ Township of Esquimalt, Tenant Assistance Policy, October 30, 2023. End of tenancy estimated January 2027 length of tenancies will be confirmed. Not all tenants have written leases.

Table 4 - 1140 & 1148 Esquimalt Rd. Rental Compensation

Unit	# Beds	Existing Rent/Mo. (\$)	CMHC Avg. Rent/Mo. (\$)	Lease Start Date	Duration ⁴ (Years)	Comp. (Mos. Rent)	Comp. Due (\$)
1140, #1	2	1,000	1,550	04-2016	11	5	7,750
1140, #3	1	990	1,383	10 -2017	9	4	5,532
1148, #1	2	1,000	1,550	07-2005	21	6	9,300
1148, #3	1	1,000	1,383	02-2023	4	3	4,149

Compensation Timing

Any financial compensation will be paid upon tenant move-out in accordance with signed relocation agreements and legal notice requirements.

8. Notice Procedures

Formal notices to end tenancy will only be issued to tenants:

- In coordination with Township of Esquimalt Development Services;
- Once the Development Permit has been approved by the municipality;
- In compliance with the BC Residential Tenancy Act; and
- With required notice periods and compensation.

The owner/applicant will maintain:

- Proof of service records;
- Copies of notices; and
- Tenant communication logs.

⁴ See Proposed Tenant Relocation Timeline.

9. Right of First Refusal

The Township of Esquimalt Tenant Assistance Policy (s.4.4) provides eligible tenants with a Right of First Refusal to lease a replacement *rental* unit in the new development at a rent 20% below market rate at time of re-occupancy.

The redevelopment at 1140–1148 Esquimalt Road will produce a strata ownership building with units available for purchase, not rent. No replacement rental units will be created in the new development. Accordingly, the Right of First Refusal as set out in s.4.4 cannot be fulfilled in its standard form.

10. Proposed Tenant Relocation Timeline⁵

Table 5 – Propsed Timeline

Milestone	Estimated Date
Notice Redevelopment is Being Considered	Nov 2025 (Complete)
Initial Tenant Notification	July 2026
Tenant Meetings & Needs Assessments	July - August 2026
Finalization of Relocation Packages	Sept 2026
Issuance of Formal Notices	November 1, 2026 (upon issuance of required permits)
Relocation Assistance Period⁶	November 2026 – March 2027
Target Full Vacancy	March 31, 2027
Construction Start	April 2027

11. Record Keeping & Compliance

The owner/applicant will maintain records including:

- Tenant correspondence
- Meeting notes
- Compensation agreements
- Proof of payment

⁵ Future dates are estimates. Timing subject to regulatory approvals.

⁶ Tenant relocation may commence early subject to alternative accommodation availability, etc.

- Proof of service
- Relocation tracking information

Records will be retained for municipal compliance and legal purposes.

12. Dispute Resolution

Tenants will be informed of their rights under the BC Residential Tenancy Act, including access to the Residential Tenancy Branch and dispute resolution processes.

The owner/applicant will make reasonable efforts to resolve concerns collaboratively prior to formal dispute proceedings.

SCHEDULE A

Tenant Needs Survey

As part of the Esquimalt Tenant Assistance Policy, eligible tenants are asked to complete this survey. The information you provide will help us understand your housing needs and preferences. The information will be used to coordinate relocation assistance.

Please complete and return this survey by _____

1. Household Information

- Full Name(s) of Tenant(s): _____
 - Suite Number: _____
 - Current Monthly Rent: \$_____
 - Tenancy Start Date: _____
-

2. Household Composition

- Total Number of Household Members: _____
 - Please provide details:
 - Adults (18+): _____
 - Children (under 18): _____
 - Seniors (65+): _____
 - Persons with disabilities: _____
-

3. Current Housing Situation

- Do you receive rent subsidy or income assistance? ☐ Yes ☐ No
 - Are you registered with BC Housing? _____
 - Do you identify as a low-income household (as defined by CMHC's affordability threshold)? ☐ Yes ☐ No
 - Do you currently require an accessible or barrier-free unit? ☐ Yes ☐ No
 - If yes, please describe: _____
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4. Housing Preferences & Needs

- Preferred unit type after relocation (select all that apply):
 - ☐ Studio
 - ☐ 1-Bedroom
 - ☐ 2-Bedroom
 - ☐ 3-Bedroom+
 - Preferred location(s): _____
 - Maximum monthly rent you can afford: \$_____
 - Do you require:
 - Elevator access ☐ Yes ☐ No
 - Ground-level access ☐ Yes ☐ No
 - Air conditioning ☐ Yes ☐ No
 - Secure parking ☐ Yes ☐ No
 - Pet-friendly unit ☐ Yes ☐ No
 - Other: _____
-

5. Special Circumstances

Please indicate if there are any additional needs we should be aware of (e.g., medical considerations, school catchment requirements, proximity to transit or support networks). Please also provide the name or contact information for any social service support agency/organization we should be working with:

Signature(s): _____

Date: _____

Privacy Notice

The information provided in this survey is collected solely for the purpose of administering the Tenant Assistance Policy under the Township of Esquimalt. Your personal information will remain confidential and will only be shared with the property owner and the Township as required for compliance.