



March 27, 2024

City of Victoria  
#1 Centennial Square  
Victoria, British Columbia  
V8V 0B9V8W 1P6

Attention: Mayor Alto and Councillors

Re: Voluntary Tenant Assistance Plan – 257 Belleville Street, Victoria, B.C.

Your Worship Mayor Alto and Councillors,

As you are aware, the Admiral's Inn property was rezoned from T-1 Limited Transient Accommodation District to R-65 Belleville Street Multiple Dwelling District on July 21, 2011. A Development Permit was issued and two 3 year extensions were granted in 2013 and 2016. As extensions for Development Permits can only be granted twice, a new Development Permit was applied for in March or 2020. We have been working with planning staff on our new Development Permit with Variances for 257 Belleville Street for the past four years. No changes to the exterior design of the building in terms of height, setback, or materials have been proposed since the first development permit was granted.

Our client, ADZ Properties Ltd. acquired this property on September 30, 2015. During this time, the owners of the building have rented out the furnished units at very reasonable rents to both assist with the lack of affordable rental units in this City as well as not wanting to keep the inventory vacant. Many of the tenants have lived at 257 Belleville Street for the past 3 to 4 years, with a few tenants residing in this building since 2016. All tenants were aware that this property was approved for re-development before they moved in.

As this application is NOT a rezoning application, the tenant relocation policy does not apply. We have however met with the City of Victoria Tenant Assistance Planner Jelena Putnik, and we feel that the tenant assistance policy does serve as a best-practice approach for any redevelopment situations where tenants are required to move. Our client has indicated that they will set a date in which all existing leases will expire at which time all tenancies will revert to a month-to-month basis. The date will be determined but may be set for the fall of 2024.

We applied for our present Development Permit on March 31, 2020. Under the tenant assistance policy, this would have been the effective date which we would review tenancies. After meeting with Ms. Putnik, we have agreed to use the effective date of June 9, 2022 as the effective date, allowing more tenants to benefit from our tenant assistance package.

When tenants receive their notice to end tenancy ( date to be determined based on building permit application ), based on the date of June 9, 2022 and length of occupancy, tenants who resided in

the building at least one year prior to the date will receive free rent or equivalent monetary compensation as follows:

- 5 to 9 year tenure – 4 months free rent
- 1 to 5 year tenure – 3 months free rent

All other tenants will receive 1 month free rent or equivalent monetary compensation as per Residential Tenancy Act.

All tenants will be provided with at least four months notice to end tenancy, once all permits are approved and in place for redevelopment.

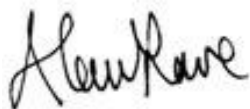
In addition, the Owner has offered the following to tenants who have lived in the building prior to June 9, 2022:

- All suites are rented semi-furnished and the Owner has agreed to offer the tenants the furniture in the suite as they move into a new location.
- The Admiral's Inn Property Manager will offer relocation support to tenants and the City of Victoria Tenant Assistance Planner will provide an orientation regarding general tenant relocation support and specifically non-market housing to the Property Manager.
- Tenants will be provided with as much notice as possible about relocation.

We understand that many of the existing tenants are very concerned about their future accommodations. Our Property Manager will share this plan with the tenants in the near future to so that we can start working with them on a tenant relocation plan.

We believe this voluntary tenant assistance plan meets and exceeds the City of Victoria Tenant Assistance Policy. We trust that this is acceptable. Should you have any questions concerning our plans, please do not hesitate to contact our office at 250-360-2888. We look forward to continued collaboration with the Tenant Assistance Planner in the City of Victoria.

Yours truly,



Alan Lowe, Architect AIBC  
Alan Lowe Architect Inc.

cc. ADZ Properties Ltd.  
Lucina Baryluk, Senior Planner  
Jelena Putnik, Tenant Assistance Planner