RELIANCE PROPERTIES

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James Bay Neighborhood Association (JBNA)
Community Association Land Use Committee (CALUC)
Victoria, British Columbia

October 19th, 2026

Attention: Trevor Moat, President, and Members of the Land Use Committee

RE: Pre-Application Community Consultation – Infill Hotel at 520 Menzies, Victoria

Dear Mr. Moat and Committee Members

Reliance Properties is pleased to submit a pre-application community consultation package for a proposed hotel located at 520 Menzies Street. This site is currently occupied by the Embassy Inn hotel and is located in close proximity to the Parliament, major hotels, public attractions, transits, and key employment centres.

Reliance acquired the property in 2024. The existing Embassy Inn is a 5-storey-high 80-room hotel situated on a 43,238 sf site. Reliance renovated and updated the hotel in 2025, increasing the room count from 70 to 80 rooms and introducing some new finishes. The improvements have been well received by both returning and new clientele.

Recognizing the need for additional hotel rooms in Victoria, and given that the footprint of the existing Embassy Inn occupies less than 25% of the site with a density less than 1.0 FSR, Reliance proposes to add a new hotel building on the unused portion of the site.

The proposed infill hotel will be 11 stories tall and have a density of approximately 1.98 FSR. Both buildings will be situated over a 1-story underground parkade. The infill hotel will include a lobby and a restaurant on the ground level, meeting rooms and gym on L2, hotel rooms on L3 to L10 and a rooftop event space on L11. The new hotel will provide 144 rooms. When completed, the 2 hotels will provide a combined total of 224 hotel rooms, site coverage of aproximately 50% and an overall density of 2.96 FSR.

The site is located within the Inner Harbour District of the Downtown Core. The application proposes to rezone the site to increase density and to seek relaxation to building height, site coverage and other possible items. The proposal has been designed to respond to the City's Heritage Landmark Buildings criteria. By delivering new hotel supply in a highly accessible, employment-rich location, this proposal will strengthen Victoria's tourism economy and contribute to a vibrant and resilient downtown.

The applicant team looks forward to continued collaboration with City staff and the community through the process.

Thank you for your consideration.

Regards,

Joanna Kwan
Director, Development
Reliance Properties Ltd.