



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Monday, December 9, 2013 @ 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road

AGENDA

A. COMMENCEMENT OF MEETING

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

- A1. Approval of the Agenda (p 01-03)
- A2. Approval of the Minutes
 - a) Approval of the November 18, 2013 Regular Board Minutes (p 04-11)
- A3. Business arising from the Minutes
- A4. Trustee Elections
 - a) Election of Chair
 - b) Election of Vice-Chair
 - c) Election of British Columbia Public Service Employers' Association Representative
 - d) Election of British Columbia School Trustees' Association Provincial Councillor
 - e) Election of Vancouver Island Labour Relations Association Representative
 - f) Appointment of the Operations, Policy and Planning Committee Members/
Election of Chair
 - g) Appointment of the Education Policy Development Committee Members/
Election of Chair
- A5. Community Presentations (5 minutes per presentation)
- A6. Trustees' Reports

B. CHAIR'S REPORT

Note: This meeting is being audio recorded.

C. BOARD COMMITTEE REPORTS**C1. Joint Education Policy Development and Operations, Policy and Planning Committee**

a) Minutes from the December 2, 2013 meeting – Information only (p 12-15)

b) Recommended Motions:

i) That the Board of Education of School District No. 61 (Greater Victoria) put forth a media release about its graduation rates.

ii) That the Board of Education of School District No. 61 (Greater Victoria) approve the 2014-2015 Budget Plan.

(p 16-17)

c) Motion Referred from Operations, Policy and Planning Committee Meeting

i) That the Board of Education SD61 Greater Victoria hold a series of question-focused budget meetings constituted as meetings of an Ad Hoc Committee (Bylaw 9140) at no cost to the board and to include members of the current (and future) Budget Committee, as well as any interested trustee to be among those "selected" by the Board, and any interested stakeholder to discuss questions raised about the budget and SD61 expenses. Findings and recommendations from the Ad Hoc Committee to be presented to the Board at public meetings, beginning with further examination of the 8 items from the Secretary-Treasurer's memo of November 12th. The term of the Ad Committee to be open until two weeks before the final April Board budget debate and vote.

D. DISTRICT LEADERSHIP TEAM REPORTS**D1. Superintendent's Report**

a) Dogwood Completion Rates – Superintendent Gaipman/Deputy Superintendent Bell

D2. Secretary-Treasurer's Report**E. REPORTS FROM TRUSTEE REPRESENTATIVES****F. NEW BUSINESS/NOTICE OF MOTIONS**

F1. Rezoning Application for License Retail Store at Hillside Mall (p 18-31)

G. COMMUNICATIONS

Note: This meeting is being audio recorded.

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

I. ADJOURNMENT



The Board of Education of School District No. 61 (Greater Victoria)
November 18, 2013 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

MINUTES

Present:

Trustees Peg Orchardton, Chair, Bev Horsman, Vice-Chair, Catherine Alpha, Tom Ferris, Elaine Leonard, Edith Loring-Kuhanga (via conference call), Michael McEvoy, Diane McNally, Deborah Nohr

Administration:

John Gaipman, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Sherri Bell, Deputy Superintendent, Pat Duncan, Associate Superintendent, Deborah Courville, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Seamus Howley, Director of Facilities Services, Ted Pennell, Director of Information Technology, Janine Roy, District Principal, Learning Initiatives, Simon Burgers, District Vice-Principal, Languages and Multiculturalism, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:35 p.m.

Chair Orchardton recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Introductions were made around the Board table.

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved and seconded:

That the November 18, 2013 Agenda be approved with the following changes/additions:

A7. Community Presentations

- f) Janis Hoffman, Grandparent, Wi-Fi

A8. Trustees' Reports

- a) Trustee McNally
- b) Trustee Horsman
- c) Trustee Nohr

Motion Carried Unanimously

A2. Approval of the Minutes

- a) It was moved and seconded:

That the October 21, 2013 Regular Minutes be approved.

Motion Carried Unanimously

A3. Business arising from the Minutes – None

A4. Student Achievement

Glanford Middle School Principal, Louie Scigliano, thanked the Board for inviting a few of his students to attend the Board meeting and to share a recent school activity and video.

Taylor, Benji, Logan and Prabhleen introduced themselves as Glanford Middle School students and each spoke briefly about a creativity activity the entire school was recently challenged to by Vice-Principal, Leah Moreau. They explained how their class came up with an innovative idea and created a video showcasing what they had done which was called the 'cup game'. The students played their video after which they handed out cups around the Board table to demonstrate to the Board how to play the game.

Chair Orcherton thanked Principal Scigliano, Vice-Principal Moreau and the students for attending and presenting to the Board.

A5. Public Apology

Trustee Nohr read the following statement:

I am addressing my apology to the Superintendent of Schools who is our CEO.

I sincerely apologize for the distress which I have caused our Superintendent and for my actions:

1. I should have respected the will of the majority of the Board for the Greater Victoria School District when I attended the District Health and Safety Committee. If I am unsure of the process, I will contact the Board Chair for advice.
2. Clearly my email of June 13, 2013 which I sent to our Superintendent was considered both derogatory and offensive due to its timing, content and distribution.
3. On January 7, 2013, my statement about the Superintendent's communication with school based staff was due to my confusion about the Wi-Fi moratorium and I understand that the Superintendent felt it was derogatory and inaccurate.
4. I agree to channel all further requests for information from District Senior Staff through the Board Chair in writing and I will refrain from any further direct communications with the Superintendent in order that we may continue to be a District that is known for its educational success.

A6. District Presentations

Superintendent Gaipman advised the public that Blanshard Elementary School was closed in 2003 and both Lot A (Land and Building at 950 Kings Road) and Lot B (Land at 955 Hillside Avenue) were leased for a 99 year term commencing January 1, 2005.

The Board of Education has been approached by an interested party to purchase the fee simple interest and return the land to the public domain, subject to Ministerial approval under the provisions of the Disposal of Land or Improvements Order.

Superintendent Gaipman advised that the Board intends to submit a request to the Minister of Education for approval to dispose of Lot B at 955 Hillside Avenue and that further details cannot be disclosed at this time as the proposal has not been concluded.

A7. Community Presentations

- a) Emily Federico, South Park Elementary, Parent Advisory Council, attended the Board meeting to address recent media coverage and how it relates to the position of the PAC with respect to the proposed pilot program of Coastal Kindergarten. Ms. Federico stated that the South Park PAC has embraced this proposed pilot and is looking forward to having the program in their school.
- b) Tiffany Carlyle, James Bay Community School, Parent Advisory Council, attended the Board meeting to speak on behalf of the PAC and their thoughts with respect to the pilot program of Coastal Kindergarten. Ms. Carlyle stated that the James Bay PAC feels this program will be a great asset to the school and a wonderful experience for students to start their schooling experience.
- c) Bonnie Davidson, parent, attended the Board meeting to provide some background on nature pre-school and her request to start a pilot program for Coastal Kindergarten in the District. Ms. Davidson stated that play based learning opportunities create lifelong learners and urged the Board to vote in favour of the motion to be presented at this evenings meeting.
- d) Peter Milne, parent, attended the Board meeting to state his concern over the motions on the agenda this evening with regard to the installation of Wi-Fi in District elementary schools. Mr. Milne provided information and urged the Board to vote against these motions and to not lift the moratorium on Wi-Fi installation in elementary schools.
- e) John Bird, Victoria Confederation of Parent Advisory Councils, attended the Board meeting to speak about moving our culture and encouraging schools and families to learn together. Society is experiencing rapid changes and for children this is normal and rather than preparing students for the real world we should be encouraging students to change the world.
- f) Janis Hoffman, grandparent, attended the Board meeting and provided information regarding Wi-Fi. Ms. Hoffman urged the board to vote against the Wi-Fi motions and to not lift the moratorium on Wi-Fi installation at elementary schools.

A8. Trustees' Reports

- a) Trustee McNally reported that she attended a Healthy Saanich Advisory Committee meeting, the Cooper Smith Music Library Collection naming and dedication at SJ Willis Education Centre, a Remembrance Day ceremony at Rockheights Middle School, and a parent advisory council meeting at Esquimalt High School.
- b) Trustee Horsman reported that she attended a Remembrance Day ceremony and a musical evening at Reynolds Secondary School and the Cooper Smith Music Library Collection naming and dedication at SJ Willis Education Centre.
- c) Trustee Nohr reported that she attended the Willows Elementary and Frank Hobbs Elementary Remembrance Day ceremonies, and a night of music at Mount Douglas High School.

B. CHAIR'S REPORT

Chair Orcherton reported that over the past month she attended a radio interview at CFX on October 22, 2013, a celebration of the program Success by Six at Rockheights Middle School which acknowledged the group reaching a milestone of \$50,000 books being donated, the British Columbia School Trustees Association Provincial Council meetings in Vancouver on October 25 and 26, 2013, the Cooper Smith Music Library Collection naming and dedication on October 29, 2013, an evening of music at Reynolds Secondary School on November 6, 2013 and a Remembrance Day ceremony at L'ecole Willows Elementary on November 8, 2013.

C. BOARD COMMITTEE REPORTS

C1. Education Policy Development Committee

- a) The November 4, 2013 meeting minutes were presented for information.
- b) Trustee Alpha presented the following recommended motion that had been referred from the October 21, 2013 Board meeting.

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the Program of Choice Application: Coastal Kindergarten Program Proposal for a two year pilot located at James Bay Community School and South Park Family School beginning September, 2014.

Deputy Superintendent Bell provided further information and clarification to the Board with regard to the pilot program and the consultation process. Discussion ensued amongst the Trustees with a recommendation being made to refer the motion to the December 9, 2013 Board of Education meeting so that further consultation could be done with teachers.

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) refer the motion *"to approve the Program of Choice Application: Coastal Kindergarten Program Proposal for a two year pilot located at James Bay Community School and South Park Family School beginning September, 2014"*, to the December 9, 2013 Board of Education meeting.

Motion Defeated

For: Trustees Nohr and McNally

Against: Trustees Ferris, McEvoy, Loring-Kuhanga, Orcherton, Horsman, Alpha and Leonard

Further discussion ensued amongst the Trustees with Chair Orcherton calling the vote on the main motion.

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the Program of Choice Application: Coastal Kindergarten Program Proposal for a two year pilot located at James Bay Community School and South Park Family School beginning September, 2014.

Motion Carried

For: Trustees Ferris, McEvoy, Loring-Kuhanga, Orcherton, Horsman, Alpha and Nohr
and Leonard

Against: Trustee McNally

Trustee Alpha presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve the addition of a French Immersion program at George Jay Elementary School, beginning September 2014 with the introduction of a kindergarten class.

Motion Carried Unanimously

C2. Operations, Policy and Planning Committee

- a) The November 12, 2013 meeting minutes were presented for information.

D. DISTRICT LEADERSHIP TEAM REPORTS

D1. Superintendent's Report – None

D2. Secretary-Treasurer's Report – None

E. REPORTS FROM TRUSTEE REPRESENTATIVES

E1. BCSTA Provincial Councilor Report – Trustee Horsman

Trustee Horsman provided a verbal report to the Board with respect to motions that were passed at the British Columbia School Trustees Association Provincial Council meeting in October. Discussion ensued amongst the Trustees with questions of clarification being asked of Trustee Horsman.

F. NEW BUSINESS/NOTICE OF MOTIONS

F1. Trustee Remuneration – Trustee Ferris

Trustee Ferris presented his motion and provided his rationale.

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) table discussion of Trustee remuneration, including the motion referred from the October 21, 2013 Board of Education meeting, until the October 2014 Board of Education meeting.

Motion Carried

For: Trustees Ferris, McNally, McEvoy, Loring-Kuhanga, Orcherton, Horsman, Alpha and Nohr

Against: Trustee Leonard

F2. Continue Monitoring Wi-Fi Documentation – Trustee Ferris

Trustee Ferris presented his motion and provided a rationale statement.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) continues to monitor documentation from the Vancouver Island Health Authority, the Provincial Health Officer, Health Canada and the World Health Organization with regard to the use of Wi-Fi in schools. Further, the Wi-Fi Committee recommends that the Board reviews, on an annual basis, those recommendations and receives updates on any changes.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by adding *"and information provided by Citizens for Safe Technology, Dr. Kerry Crofton, the Advisory Board of Doctors for Safer Schools, and Canadians for Safe Technology."*

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) continues to monitor documentation from the Vancouver Island Health Authority, the Provincial Health Officer, Health Canada, the World Health Organization and information provided by Citizens for Safe Technology, Dr. Kerry Crofton, the Advisory Board of Doctors for Safer Schools, and Canadians for Safe Technology with regard to the use of Wi-Fi in schools. Further, the Wi-Fi Committee recommends that the Board reviews, on an annual basis, those recommendations and receives updates on any changes.

Motion Defeated

For: Trustees: McNally, Loring-Kuhanga and Nohr

Against: Trustees Ferris, McEvoy, Leonard, Orcherton, Horsman and Alpha

Further discussion ensued amongst the Trustees with a recommendation being made to table the motion until further research can be conducted.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) table the motion, *"continues to monitor documentation from the Vancouver Island Health Authority, the Provincial Health Officer, Health Canada and the World Health Organization with regard to the use of Wi-Fi in schools. Further, the Wi-Fi Committee recommends that the Board reviews, on an annual basis, those recommendations and receives updates on any changes"* until further research can be conducted.

Motion Defeated

For: Trustees Nohr and McNally

Against: Trustees Ferris, McEvoy, Orcherton, Horsman, Alpha and Leonard

Abstain: Trustee Loring-Kuhanga

Further discussion ensued amongst the Trustees with Chair Orcherton calling the question on the main motion.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) continues to monitor documentation from the Vancouver Island Health Authority, the Provincial Health Officer, Health Canada and the World Health Organization with regard to the use of Wi-Fi in schools. Further, the Wi-Fi Committee recommends that the Board reviews, on an annual basis, those recommendations and receives updates on any changes.

Motion Carried

For: Trustees Ferris, McEvoy, Loring-Kuhanga, Orcherton, Horsman, Alpha and Leonard
Against: Trustees McNally and Nohr

F3. Allow Use of Wi-Fi in Elementary Schools – Trustee Ferris

Trustee Ferris presented his motion and provided a rationale statement.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) allow the use of Wi-Fi in elementary schools subject to each school first obtaining the support of their school community.

Discussion ensued amongst the Trustees with a recommendation being made to table the motion until information can be obtained.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) table the motion "*allow the use of Wi-Fi in elementary schools subject to each school first obtaining the support of their school community*" until further information can be obtained.

Motion Defeated

For: Trustees McNally, Loring-Kuhanga, Alpha, and Nohr
Against: Trustees Ferris, McEvoy, Orcherton, Horsman and Leonard

Further discussion ensued amongst the Trustees with Chair Orcherton calling the vote on the main motion.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) allow the use of Wi-Fi in elementary schools subject to each school first obtaining the support of their school community.

Motion Carried

For: Trustees Ferris, McEvoy, Orcherton, Horsman and Leonard
Against: Trustees McNally, Loring-Kuhanga, Alpha and Nohr

G. COMMUNICATIONS - None

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

I. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 10:07 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



**Combined Education Policy Development Committee
and
Operations, Policy and Planning Committee Meeting
December 2, 2013 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present:

Catherine Alpha, Chair, Tom Ferris, Bev Horsman, Elaine Leonard, Chair, Edith Loring-Kuhanga via conference call, Diane McNally, Deborah Nohr

Regrets:

Michael McEvoy, Peg Orcherton

Administration:

John Gaipman, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Sherri Bell, Deputy Superintendent, Pat Duncan, Associate Superintendent, Deb Courville, Associate Superintendent, Katrina Ball, Assistant Secretary-Treasurer, Janine Roy, District Principal of Learning Initiatives, Kristine Marshall, Recording Secretary

The meeting was called to order at 6:59 p.m.

Chair Alpha recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

1. APPROVAL OF THE AGENDA

It was moved:

That the December 2, 2013 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the November 4, 2013 Education Policy Development Committee Meeting regular minutes be approved.

Motion Carried

It was moved:

That the November 12, 2013 Operations, Policy and Planning Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES

Trustee McNally asked for clarification on points 7A and 7B in the November 12, 2013 Operations, Policy and Planning Meeting regular minutes. Secretary-Treasurer Laser confirmed that both points will be addressed at the January meeting.

4. EDUCATION POLICY DEVELOPMENT COMMITTEE - Trustee Alpha, Chair

A. Student Achievement

Superintendent Gaipman presented a summary of the district's graduation rates from 2008 - 2012. The graduation rates have shown consistent improvement over this period. This year, 84.5% of students completed graduation within a 6 year period.

- Female graduation rates increased by 6.6%
- Male graduation rates improved by 7.2%
- English Language Learners (ELL) graduation rates increased by 7.2%
- Graduation with honors improved by 5%
- Students with special needs graduating with a Dogwood Certificate increased by 8.1%

Superintendent Gaipman stated that this growth was the result of the hard work of all staff in the school district over the past five years. He also explained that in order to have improved graduation rates, students must successfully transition from grade to grade. During the past 4 years, the district has seen a consistently improving percentage of students transitioning to the next grade.

Trustees thanked Superintendent Gaipman, expressed their appreciation and asked questions.

Trustee Leonard presented the following motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) put forth a media release about its graduation rates.

Motion Carried Unanimously

Administration was given the direction to send out the media release.

5. OPERATIONS, POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair

Operations, Policy and Planning Committee meeting began at 8:17p.m.

A. PRESENTATIONS - none

B. SUPERINTENDENT'S REPORT

1. Sub-Committee on Public Engagement

Chair Leonard and Deputy Superintendent Bell presented Bylaw 9360.01: Question Period During General Meetings of the Board of Education. The purpose of the Bylaw is to provide a framework for the question period.

Points 1, 6, and 9, were agreed to; point 4 and point 7 were deleted and point 4 was replaced with "all questions will be directed to the chair." Points 2, 3, 5, 8, 10, 11, 12 and 13 will be reviewed as additional discussion is needed. Point 14 will be changed from within a week to "in a timely manner" and will be reviewed as additional discussion is needed.

C. FINANCE AND LEGAL AFFAIRS

1. 2014-2015 Budget Plan

Secretary-Treasurer Laser reviewed the proposed 2014-2015 budget plan. Public input to determine budget priorities has been sought and summarization of responses has begun. This summary will be provided to trustees at the January 2014 Operations Policy and Planning Committee meeting.

The district will be given detailed funding numbers from the Ministry by March 15, 2014. At that time all expenditure line items will also be calculated.

The Public Board budget presentation together with options to address the budget shortfall will occur on March 26, 2014. April 2, 2014, April 9, 2014 and April 14, 2014 will be dedicated to receiving input on the budget proposals. Approval of the 2014/2015 budget bylaw is planned for April 23, 2014 to provide time to complete the school staffing process for September 2014.

Discussion ensued.

Trustee Horsman presented the following motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2014-2015 Budget Plan

Motion Carried

For: Trustees Alpha, Ferris, Horsman, Leonard, McNally, Nohr
Against: Trustee Loring-Kuhanga

2. Learning Improvement Fund Presentation

Deputy Superintendent Bell presented a summary of the Learning Improvement Fund. It has funded 13 teachers. 188 hours of meeting time, 160 top up hours and 183 new hours have been funded for Educational Assistants. As of December 1, 2013 there is \$70,000 left in the fund and a meeting has been scheduled with the Greater Victoria Teachers' Association to discuss how the remaining funds will be allocated. \$58,000 was provided for professional development which has been used in training teachers and staff to address challenging learning conditions.

D. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

E. NEW BUSINESS/NOTICE OF MOTION

1. Trustee Loring-Kuhanga - Question Focused Budget Meetings

Trustee Loring-Kuhanga presented her motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) hold a series of question-focused budget meetings constituted as meetings of an Ad Hoc Committee (Bylaw 9140) at no cost to the board and to include members of the current (and future) Budget Committee, as well as any interested trustee to be among those "selected" by the Board, and any interested stakeholder to discuss questions raised about the budget and SD61 expenses. Findings and recommendations from the Ad Hoc Committee to be presented to the Board at public meetings, beginning with further examination of the 8 items from the Secretary-Treasurer's memo of November 12th. The term of the Ad Committee to be open until two weeks before the final April Board budget debate and vote.

Motion referred to the December 9, 2013 Board Meeting

Discussion ensued and the motion was referred to the December 9, 2013 Board Meeting.

F. GENERAL ANNOUNCEMENTS - None

G. ADJOURNMENT

It was moved:

That the meeting adjourn.

Motion Carried

The meeting adjourned at 9:48 p.m.



OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4206

TO: Operations, Policy and Planning Committee
FROM: Debra Laser, Secretary-Treasurer
DATE: December 2, 2013
RE: **2014-2015 Budget Plan**

The Ministry of Education will provide school districts with the detailed funding for the 2014-2015 school year by March 15, 2014 which will enable us to determine the actual budget shortfall. The budget and options to address the shortfall will be presented on March 26, 2014. Four public meetings have been planned to receive input on the budget options with approval of the 2014-2015 budget bylaw planned for April 23, 2014 to provide time to complete the school staffing process for September 2014.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2014-2015 Budget Plan.

School District No. 61 (Greater Victoria)
2014/2015 Budget Plan

Date	Meeting/Event	Action
2013		
July 15	Achievement Contract to Ministry	District goals established
October & November	Superintendent/Principals/School Planning Councils	School planning and goal setting
October 23 to November 15	Public input requests to determine priorities	Letter from Superintendent to SPCs and partner groups
	Meet with Principals to get budget priorities	
2014		
January 13 (Mon)	Operations Policy and Planning Committee meeting	Summary of input received to determine priorities
February 19 (Wed)	Public meeting to discuss budget priorities	Feedback to begin developing budget recommendations for consideration by the Board
March 10 - 21	Spring Break	Schools closed
March 15	Detailed announcement of School District funding from Ministry	2014/2015 District financial position determined
March 24 (Mon)	Regular Board meeting	
March 26 (Wed)	Public Board budget meeting	Public Board budget presentation
March 27 - April 2	SPCs and partner groups review and provide feedback on budget proposals	Feedback is developed
April 2 (Wed)	Special budget meeting to receive public input	Public input received
April 9 (Wed)	Special budget meeting to receive public input	Public input received
April 14 (Mon)	Operations Policy and Planning Committee Special Budget meeting	Public input received
April 18 - 21	Easter Weekend	Schools closed
April 22 (Tues)	Regular Board meeting	
April 23 (Wed)	Special Board meeting to debate and approve the annual budget	Approval of the 2014/2015 annual budget bylaw

**Sustainable
Planning and
Community
Development
Department**

Development Services

#1 Centennial Square

Victoria

British Columbia

V8W 1P6

Tel (250) 361-0382

Fax (250) 361-0386

www.victoria.ca



November 22, 2013

Secretary-Treasurer School District #61
556 Boleskine Road, PO Box 700
Victoria BC V8W 2R1

Dear Sir:

**Re: Rezoning Application for Licensee Retail Store at Hillside Mall,
1580 Hillside Avenue, REZ #00423**

Enclosed is an application for rezoning to permit a liquor retail store in Hillside Mall at 1580 Hillside Avenue. Also enclosed is a copy of Victoria City Council's *Licensee Retail Stores Rezoning Policy* which was adopted on March 27, 2003. This Policy requires the approval by City Council of a zoning amendment to permit any new licensee retail store. It also requires referral of these rezoning applications to the School District for comments before Council makes its decision.

Please send any comments the School District may have on this rezoning application to:

Laura Wilson at the City of Victoria
Sustainable Planning and Community Development
#1 Centennial Square
Victoria BC V8W 1P6
Phone: 361-0283 or FAX: 361-0386.

Victoria City Council has requested that any comments be given within 30 days (December 22, 2013) in order for them to be considered at a Public Hearing. Should you have any questions or need further information with respect to this rezoning application please contact Lucina Baryluk, Senior Process Planner at 361-0510.

Yours truly,

A handwritten signature in blue ink that reads "Laura Wilson".

Laura Wilson
Secretary - Planning

/lw
Enclosures

S:\TEMPEST_ATTACHMENTS\PROSPERO\PL\REZ\REZ00423\LIQUOR STORE LETTER TO SCHOOLS.DOC



Planning and Development Department
1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0283 F 250.361.0386

Rezoning Application



1. Application Type, Property Information, Applicant Information

I hereby make application to (CHECK APPLICABLE BOX OR BOXES)

- ☒ Amend the *Zoning Regulation Bylaw* (for Small Lot Rezoning, use specific application)
- ☐ Amend the *Official Community Plan*
- ☐ Amend a Land Use Contract
- ☐ Obtain a Temporary Use Permit
- ☐ Remove or modify a restrictive covenant which cites the City of Victoria as the Transferee

For property located at 1520 - 1690 Hillside Ave, Victoria BC 1580 HILLSIDE (civic address)

And legally described as Lot A, Section 8A, VIP 85871

Key contact: Identify the key contact for the application Jim Aalders, CEI Architecture

Note that all correspondence from the City (written and verbal) will be provided to the key contact. It is the responsibility of the key contact to inform the other project members. The key contact will also be the contact should the public require further information on the proposal.

Ownership Information Note: For properties registered pursuant to the *Strata Property Act*, an application must be accompanied by a letter of authorization from each registered owner within the strata supporting the changes to the City of Victoria *Zoning Regulation Bylaw* as requested in this application.

Applicant's Name: CEI Architecture

Address: 202 - 655 Tyee Rd

City: Victoria, BC

Postal Code: V9A 6X5

Phone: 250.388.5588

Fax: _____

Email: _____

Architect/Designer: CEI Architecture

Address: 202 - 655 Tyee Rd

City: Victoria, BC

Postal Code: V9A 6X5

Phone: 250.388.5588

Fax: _____

Email: _____

Owner's Name: Hillside Centre Holdings Inc.

Address: c/o TrioVest Realty Advisors, 40 University Ave, Suite 1200

City: Toronto, ON

Postal Code: M5J 1T1

Phone: 416.941.7805

Fax: 416.365.9666

Email: gbowman@triovest.com

2. Title and Ownership Information

☒ Letter of authorization provided from all owners or signature of all owners on application

☐ Current Certificate of Title (not dated more than 30 days) available from the Land Title Office, #110 - 1321 Blanshard Street, Victoria, BC V8W 0B7 Phone: 1.877.577.LTSA (5872) www.ltsa.ca

☒ Copy of any title restrictions, e.g., restrictive covenants, easements, right of ways

Specify _____



Planning and Development Department
1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0283 F 250.361.0386

Rezoning Information

Rezoning Application Form

Submission Summary

This Submission Summary will help you organize your submission materials. For full details of the items required, please refer to the Rezoning Information Package. The following information **must** be provided as documentation for your application:

- ☒ Rezoning Application Form (PAGES 1A – 6A) filled out and signed
- ☐ Current Certificate of Title (not dated more than 30 days prior to submission) *Provided Elsewhere*
- ☒ Letter of authorization provided from all owners
- ☐ Copy of any title restrictions, such as covenants, easements or right of ways
- ☒ Letter addressed to Mayor and Council providing a rationale for your rezoning (see details in section Letter to Mayor and Council)
- ☒ Details of the Green Building features that will be incorporated into the development
- ☒ Your community meeting has been held (not more than six months ago) *OCT 1/13*
- ☒ A site profile (contaminated sites) is completed for non-residential properties

Number of Plans

- ☒ Five sets of plans 64 x 91 cm (24" x 36")
- ☒ Three sets of plans 22 x 28 cm (8.5" x 11")
- ☒ One set of plans 28 x 44 cm (11" x 17")
- ☒ If any changes to the proposal have been made since the Community Meeting, two sets of "bubbled" plans illustrating the changes (22 x 28 cm and 28 x 44 cm)

Required plans. Think Metric!



- ☒ Site plan for existing site
- ☒ Site plan for proposed development that also includes a Project Information Table
- ☒ Landscape plan
- ☒ Floor plans
- ☒ Elevation plans
- ☒ Cross section plan
- ☒ Building elevation and streetscape plan that shows neighbouring buildings

Other requirements

- ☒ Building Code compliance report for Part 3 buildings pursuant to the BC Building Code
- ☐ Rezoning Application fee of 1625 (see calculation in application form)
- ☒ Site Profile fee, if required

Declaration

- ☒ I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- ☒ I hereby declare that all the information contained in this application supporting documents are to the best of my belief true and correct in all respects.

Signature of Registered Owner 	(PRINT NAME) Greg Bowman	Date Oct. 10, 2013
Signature of Applicant 	(PRINT NAME) Jim Aaloeers	Date Oct. 25, 2013

Application received by _____ (staff) on _____ (date)

**VANCOUVER**

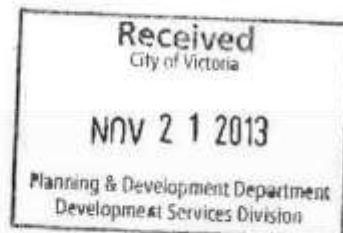
T: 604-687-1898 F: 604-682-5398
300 - 1500 West Georgia Street
Vancouver, BC V6G 2Z6

VICTORIA

T: 250-386-5588 F: 250-381-9418
202 - 655 Tyee Road
Victoria, BC V9A 6X5

KELOWNA

T: 250-861-1887 F: 250-861-1810
100 - 1060 Manhattan Drive
Kelowna, BC V1Y 9K9



19 November 2013

City of Victoria
#1 Centennial Square
Victoria, BC
V8W 1P6

RE: Retail Liquor Store at Hillside Centre
Rezoning #00423 and Development Permit Application #000335 for 1580 Hillside

Dear Mayor and Members of Council;

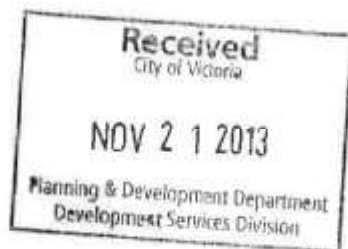
This rezoning application is to permit the use of Liquor Sales within the Hillside Shopping Centre. The recent redevelopment and expansion of Hillside Centre strongly facilitates this new use within the existing Development Permit. There are no design revisions or alterations required to support a Liquor Store; the design intent to develop a 'high street' shopping experience with exterior store access will remain, with the opportunity for future development within the parking fields to create a 2-sided shopping street. The storefront and display windows of the Liquor Store will be similar to the retailers throughout the center without the use of security bars. The recently upgraded lighting scheme focuses on highlighting storefront and product while providing a safe pedestrian environment. In addition, LED-illuminated channel lettering will support the high-end signage approach the mall has developed.

There is ample parking at Hillside Centre to support this use; the recently redeveloped shopping centre and parking field now facilitates over 2000 parking stalls, which exceeds the Zoning Bylaw requirements by 5%. The recent improvements for both vehicle and pedestrian access, along with the ample parking, make Hillside Centre a good location for a liquor store. A liquor store will have positive synergies with existing uses at Hillside Centre and in the neighbour, including the Thrifty Foods located on the west side of the same façade.

We appreciate your consideration on this matter and are available to provide further clarification on the application if required.

Yours very truly,
cei Architecture Planning Interiors

Jim Aalders Architect AIBC RAIC LEED ap
Partner



220 Bay Street, Suite 1500
PO Box 23
Toronto, Ontario M5J 2W4
416-800-0850
www.originmerchant.com

November 21, 2013

Mayor and Members of Council,

Our application before you for consideration is to include a retail Liquor Store as a permitted use within Hillside Centre.

As you know, Hillside Centre is currently the subject of a Development Permit application for the redevelopment of the mall and common areas, which is nearing completion. Our application results from tenant interest received from a liquor store operator for this particular space. In response, we have made our way through the community consultation process including the local resident survey. The community meeting, organized by the Oaklands Community Association, was attended by ~ 20 residents. Those that had concerns were primarily based on questioning whether the market was already adequately served (market competition) and whether the use itself is appropriate for Hillside. The discussion focused on a number of the property attributes (access, servicing, security) and how the property is positioned to accommodate a liquor store use and ensure the appropriate environment for the community.

Resident surveys were available at the meeting for those in attendance who wished to document their position. Four surveys were completed. Hillside's on-site management office then engaged in a door to door approach to all residents within the required boundaries to survey resident views. 41 surveys were returned with 15 having concerns with the application, and the balance (26) in support. Of the 15 with concerns, almost all related to competition with existing liquor outlets. A copy of the neighborhood submission, including the resident survey, conducted door to door by the management office is attached to this letter.

From an operational standpoint, Hillside is a functional and suitable location for a liquor store use, given the advantages and amenities which are described following.

The proposed liquor store is situated at the part of the mall fronting the intersection at Hillside and Shelbourne. This location is well positioned within the Centre, being furthest away from the stable residential neighborhoods surrounding Hillside. The proposed retail unit is serviced by a large and convenient parking lot immediately in front of the external entrance to the unit. A controlled intersection at Hillside and Shakespear will ensure easy access and egress. A plan of the Centre and proposed location is attached.

The retail unit is of sufficient size to allow the tenant to retail a full range of products and services. The physical configuration, and relationship to back of house and loading facilities works well for the perspective tenant. It is strategically and conveniently located immediately adjacent to the enclosed loading facility for the Centre, such that all deliveries will occur internal to the Centre, and will not be visible by the public. Further, the unit is serviced from the enclosed



loading facility via an internal corridor to the rear of the retail unit, again away from any public areas.

Hillside Centre, as a major shopping centre, has a full service on site administration office with Centre dedicated personnel. Hillside benefits from extensive 24 hour contract security services across the full property to ensure an appropriate environment for the neighborhood and shoppers it serves. The environment is carefully controlled with ample available on property security personnel to address any concerns that arise. I have attached a letter from Hillside management which sets out the current security coverage and procedures for the Centre.

The proposed liquor store will benefit from its integration within the fabric of Hillside, specifically in locating adjacent to complementary shops and services within the context of a larger shopping centre environment.

We'd be pleased to address any questions you may have as you consider the merits of the application.

A handwritten signature in black ink, appearing to read "W. Glenn Shyba", written in a cursive style.

W. Glenn Shyba

CC: Jim Aalders, Lucina Baryluk and Kerry Shular

Origin Merchant Partners
416-800-0892
glenn.shyba@originmerchant.com

IMPORTANT INFORMATION

TO: Oaklands Neighborhood Residents
FROM: Kerry Shular, General Manager
Hillside Centre

As many of you may already know, Hillside Centre is in the process of applying to the City of Victoria for a change to the shopping centre's current zoning to accommodate a liquor store use. A public information meeting was held at the Oaklands Neighborhood House on October 1, 2013 to present the plan to our neighbors and solicit feedback. For those of you who could not attend the presentation, we have attached a questionnaire asking for your opinions or comments. Completed questionnaires will be provided to the City of Victoria before any final decision is made on the re-zoning application.

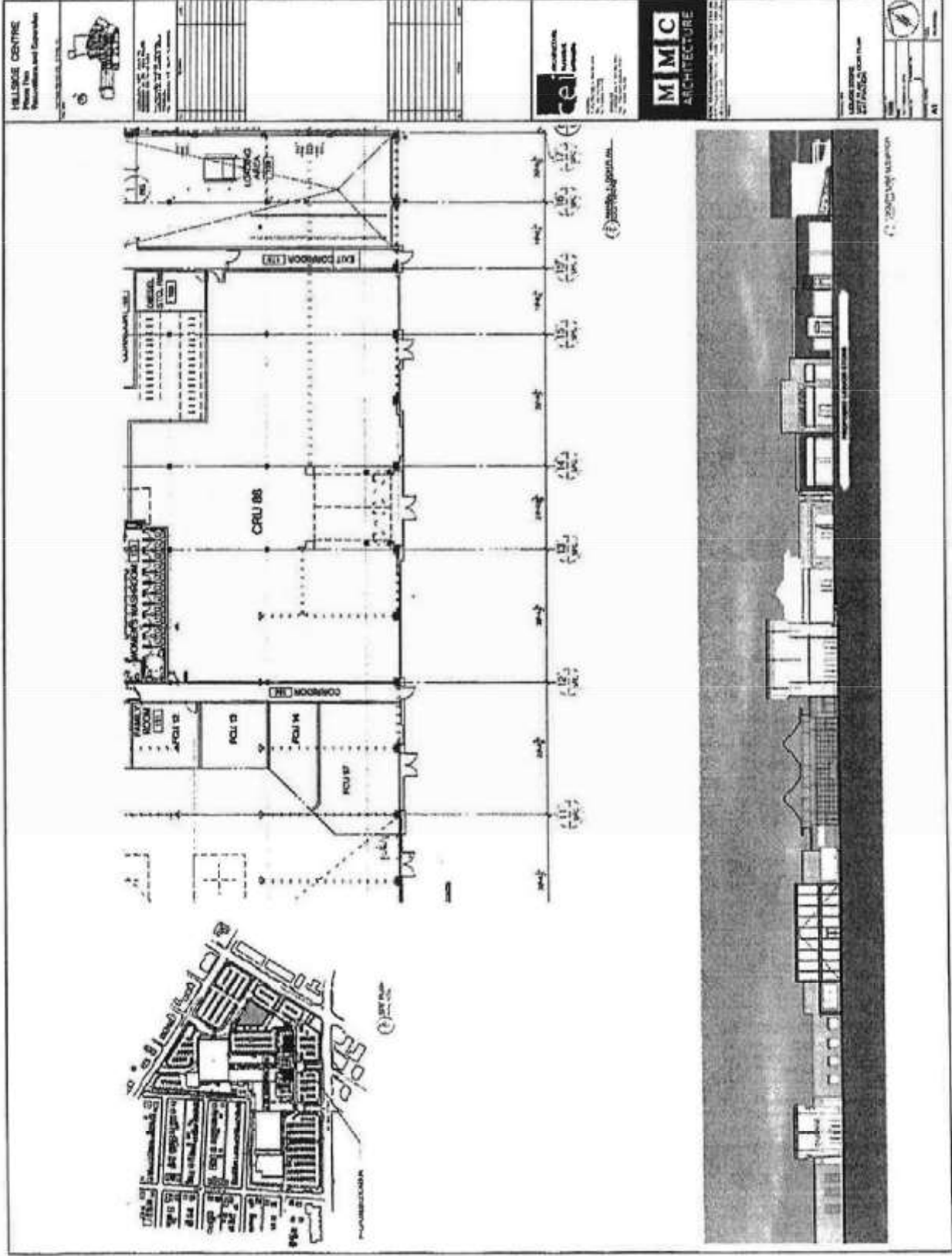
The following is a brief overview of the reasons for the change in zoning request.

1. Hillside Centre has been redeveloped to accommodate a better mix of family and mid market retailers catering to everyday needs as well as special occasions.
2. Hillside was approached months ago by a liquor supplier who is proposing to building a new full service liquor outlet. This retailer has completed their own market research and have determined that Hillside is the right location for their business.
3. Liquor retailers typically want to locate in shopping areas such as Hillside to gain access to parking, security and the synergies associated with a grocery store.
4. The store will face Hillside Avenue in roughly the same area that the old Shoppers Drugmart occupied. The store is planned to be about 8,500 square feet. Loading and garbage facilities that will service the store will be immediately beside it. These facilities have a full height garage door and face Hillside Avenue.
5. There will be no direct customer access to the inside of the mall. The store will be accessed from the outside only.

We have attached a plan of the area and renderings of what the outside might look like.

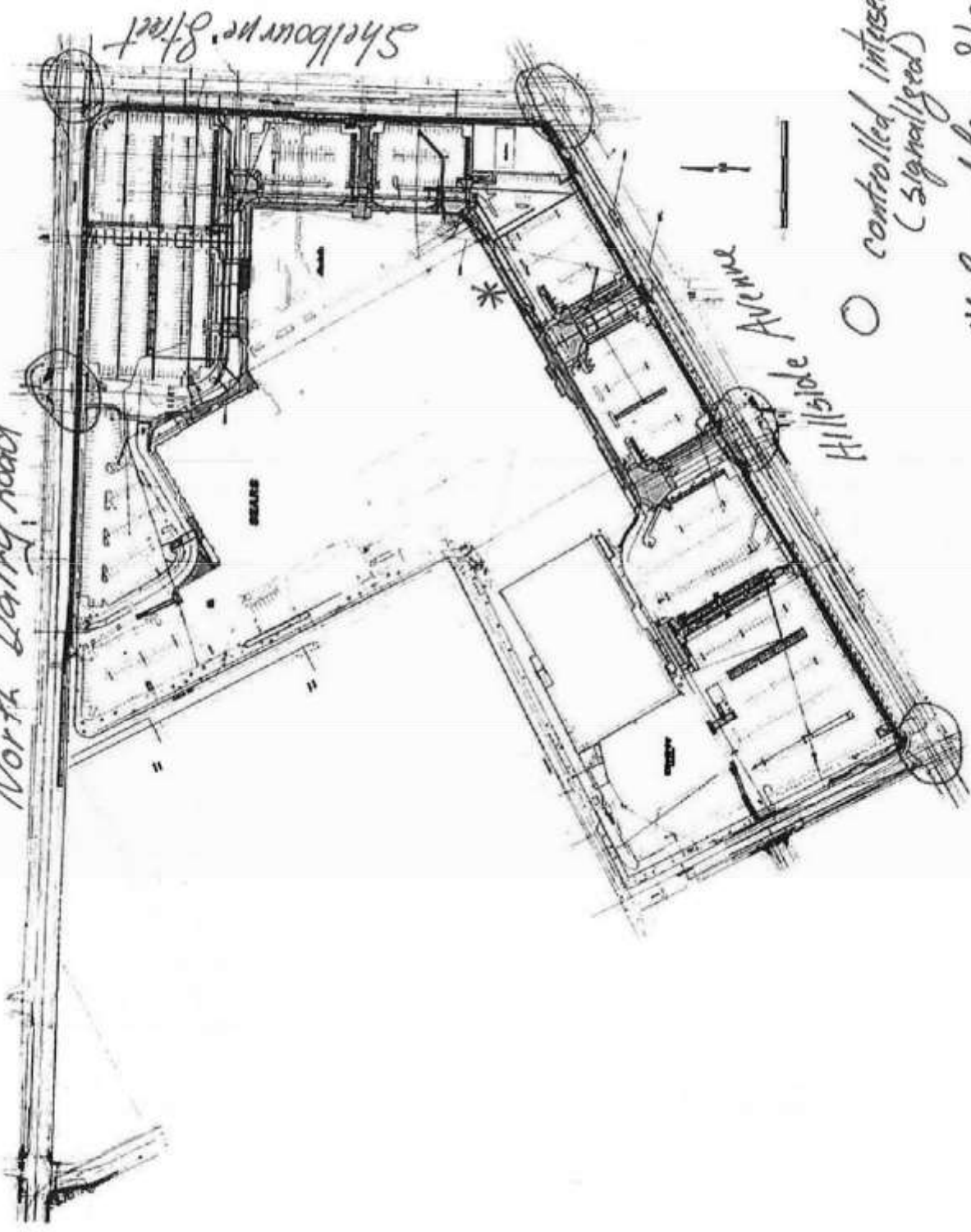
In order to ensure that your comments are provided to the City of Victoria before the rezoning decision is made, the enclosure questionnaire must be returned to Hillside Centre by not later than Wednesday October 16, 2013. Forms can be returned to the Hillside Customer Service desk in the middle of the mall, faxed to us at 250-595-2100, emailed to us at hillsideinfo@triovest.com or mailed to the following address:

#21 1644 Hillside Avenue
Victoria, B.C. V8T 2C5



Hillside Site Plan

North Dairy Road



○ controlled intersection
(signalized)

* Proposed liquor store location



LICENSEE RETAIL STORES REZONING POLICY

As a result of regulatory changes from the Province with respect to Licensee Retail Stores, the City of Victoria amended its *Zoning Regulation Bylaw* to remove the sale of beer, wine, and spirits from the retail sales definition. As a result, any new licensee retail stores will require a zoning amendment to permit this use.

In conjunction with this zoning amendment, the attached criteria for assessing future rezoning applications to permit this use were adopted by a Resolution of Council on March 27, 2003.

For More Information

For further information on development applications, please contact the City of Victoria Planning & Development staff, located on the second floor of City Hall. The Planning Technicians and Planners will advise you on how to make an application. The business hours of Planning & Development are 8:00 am to 4:30 pm, Monday to Friday, except statutory holidays.

City of Victoria
Planning & Development
1 Centennial Square
Victoria, BC V8W 1P6
Phone: (250) 361-0382
Fax: (250) 361-0386

Amended December 29, 2008

LICENSEE RETAIL STORES REZONING POLICY

GENERAL CHARACTERISTICS

- An application for a Licensee Retail Store must be accompanied by a letter of preliminary approval from the Province of BC.
- The store should be in an established or planned retail location to minimize nuisance to nearby neighbours. This may be within a primary or district centre as identified in the *Official Community Plan*, within a commercial area identified in a neighbourhood plan or in a location zoned for other retail use.
- Entrance to the store should be from an existing street frontage or from within an existing shopping centre.
- Required parking may range from one space per 37.5 m² of gross floor area in suburban malls to nil in highly walkable locations, e.g. Downtown or a corner store.
- The store should be at least 200 m from an elementary or secondary school.
- The City wishes to avoid concentrations of this use, e.g. in the same block or at the same intersection. Generally, the store should be at least 200 m from an existing Licensee Retail Store, BC Liquor Store, wine or beer store. A reduced distance may be warranted in locations such as neighbourhood or district centres.

Note that provincial regulations may require a higher distance between stores. The most restrictive regulation shall apply.

- For applications with street frontage, the applicant should refer to the City's *Crime Prevention Through Environmental Design (CPTED)* guidelines and indicate, as part of the application, how the guidelines will be observed.
- Facility size is limited to a total floor area of 200 m².
- Revitalization of a heritage building and/or improved shop frontage on a street is encouraged.

APPROVAL PROCESS

- Recognizing the impact of this type of application, all residents and owners of neighbouring lots must be polled by the applicant as to the acceptability of the application, with the results submitted as part of the site plan information.
- The application will be referred to School District #61 and Victoria City Police for up to 30 days to ensure that their comments are considered in Council's decision.
- In addition to the policies for Licensee Retail Stores, the applicant must undertake the processes required for a rezoning application. This will include participation in a community meeting (CALUC) prior to the submission of the application.



LICENSEE RETAIL STORES REZONING POLICY NEIGHBOURHOOD SUPPORT PETITION

In accord with the, ***Licensee Retail Stores Rezoning Policy***, an applicant is required to poll all the residents and owners of neighbouring lots. An example of neighbouring lots is shown shaded on the diagram below.



To complete the petition requirement of the Licensee Retail Store Rezoning process, the following must be submitted with your application:

- A map showing location of your property and the neighbouring lots polled highlighted or noted on the map.
- A completed petition, with the format shown on the following page.

Note that both the owners and occupiers must be polled. If a property has a rental occupier, it is required that the owners also be polled. If the owner can't be located via the tenant, then the information can be obtained through the Land Titles Office, 850 Burdett Avenue, Victoria, B. C., phone 387-6331 or the Property Tax Division at City Hall.

