

October 8, 2020

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

Dear Mayor and Council,

RE: Development Variance Permit Application #00248 from Glenlyon Norfolk School

To support our ability to safely deliver classroom instruction during the COVID-19 pandemic, Glenlyon Norfolk School is asking Council to support our application for a Development Variance Permit (DVP) to allow for the temporary installation of 2 modular buildings (5 classrooms), and a gym tent (1 classroom) to temporarily expand the school's available teaching space. These would be placed on our Pemberton Woods middle and senior school campus at 801 Bank Street, on an undeveloped area currently occupied by a lawn and adjacent to school owned/controlled residential properties.

As Council is aware, the Ministry of Education has directed all British Columbia schools to prepare and submit a School Health and Safety Plan demonstrating compliance with a rigorous set of guidelines and protocols to support the safe operation of full-time in-class instruction. Though we have been successful in operating in a safe manner thus far, these temporary structures will allow for additional distancing and flexibility—particularly as the season turns to weather that limits our ability to safely utilize and supervise outdoor spaces.

Like many other schools within the City, we are located in a residential neighbourhood and therefore we do face the hardship of meeting zoning criteria established for single family homes and not for schools. Given that context our application seeks the following:

- A variance to the accessory building height
- A variance to the accessory building floor area
- A variance to the location of the accessory building placement on a side yard

We do wish to acknowledge that our request to Council is consistent with precedent where similar variances have been granted to other schools requiring modular classrooms to meet provincial government education obligations. With regards to building height, we note that the portable building will be shorter than adjacent buildings at the school, the floor area will allow for standard size classrooms and, lastly, the siting of the proposed temporary buildings was selected so that it minimized its impact on the surrounding neighbourhood and avoid the removal of trees. We do not believe that the proposed structures will have any deleterious effect on the livability of the neighbouring properties and have received support from our adjacent neighbours. Further all three properties that border the area are owned by the school and include significant hedging that will provide a buffer between those homes and the proposed portable classrooms.

With regards to sustainability and accessibility, the portable structures proposed will be accessed by both barrier free ramps as well as stairs. Further, the structures are second hand and will not require the use of additional resources in their construction for our temporary use.

**Mr. Chad Holtum**  
Head of School

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For further clarity it is important to note that our application seeks:

- No variances to parking
- No variance to setbacks
- Complies to existing Zoning for land use and density
- Avoids the removal of trees
- Is temporary and the structures will be located on site for no longer than **3 years**

With regards to transportation items raised, over the course of the last few weeks, we have met with City staff as well as our own school staff to discuss existing traffic on Maddison Street. Through these discussions, the school has explored changes to our own operations as well as reviewed Maddison Street updates proposed by staff to help improve pedestrian movements on the street. On the school end, we have implemented an update to our drop-off and pick-up location of our Grade 9 to 12 students from Maddison to Richmond Street. This has shifted a significant amount of vehicle traffic away from Maddison. With regards to the work completed by City staff, we are in support of their suggested option to update Maddison to include a new temporary sidewalk and planters on the eastern portion of street which would eliminate parking along that same eastern side and add additional space for pedestrians. While these changes would remove drop-off and pick-up areas for the school on Maddison, we feel that these measures will improve the overall pedestrian nature of the street to the benefit of the entire neighbourhood.

While our application does signify a temporary change to the school, we want to assure Council that Glenlyon Norfolk School remains committed to long-term engagement with the broader community with all future planning pertaining to the renewal and modernization components of our school that was established in the Gonzales neighbourhood in 1932.

We thank Council for your thoughtful consideration of our application.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Chad Holtum', with a long horizontal stroke extending to the right.

Chad Holtum  
Head of School