



May 2, 2025

Attention: Mayor Alto and City of Victoria Council

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

Re: Pemberton Woods Campus Renewal - 781 Richmond Avenue

Dear Mayor Alto and City of Victoria Council,

As Glenlyon Norfolk School (GNS) embarks on a journey of renewal, we remain committed to evolving alongside the changing educational landscape while maintaining a strong connection to our community. Like many schools across the province, GNS recognizes the need to modernize its infrastructure and enhance its resources to support student learning while contributing positively to the broader neighbourhood and city.

For more than 100 years, GNS has been a part of Victoria's educational fabric, dedicated to developing thoughtful citizens with a strong social conscience. Established in 1913 as Norfolk House School and merging with Glenlyon Preparatory School in 1986, GNS upholds a strong tradition of academics, arts, athletics and civic engagement. GNS is more than just an educational institution. As an active community partner, students and faculty support local initiatives, environmental stewardship and service-learning projects that directly benefit Victoria and its neighbouring communities. In 2024 alone, students contributed over 8,500 service hours, supporting more than 60 different community organizations, reinforcing our belief in the power of making a positive difference.

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Engagement Process & Community Collaboration

From the start of this renewal process, GNS has prioritized meaningful engagement with stakeholders to ensure that the Pemberton Woods (PW) Campus Renewal reflects both school needs and broader community aspirations. This collaborative approach began in June 2023 and has included in-depth discussions with faculty, staff, students, parents, alumni and neighbourhood residents.

The formal engagement process was structured to facilitate an open and transparent dialogue, incorporating key City staff feedback and addressing considerations such as traffic, parking, site circulation and neighbourhood character. Through public workshops, information sessions and meetings with local



residents, stakeholders have helped shape the evolution of the PW Campus Renewal plan, ensuring it aligns with the long-term vision for the Gonzales neighbourhood.

Parking Strategy and Community Considerations

Balancing parking needs with community concerns has been a key priority throughout the development of the PW Campus Renewal plan. The proposed parking strategy directly reflects strong neighbourhood input, emphasizing compliance with Schedule C requirements while retaining sufficient on-site parking to mitigate potential impacts on surrounding streets.

It is important to note that Provincial standards for schools do not require nor typically include underground parking, and no high school in Victoria has implemented an underground option. Despite this, GNS has prioritized a hybrid solution that incorporates both surface and underground parking to reduce the number of street-level vehicles where possible while still maintaining Schedule C compliance, as requested by the neighbourhood. The underground parking component is maximized within site constraints, balancing operational needs, cost considerations and community expectations, ensuring transportation and vehicle capacity demands are effectively managed.

Updates to the Application

In response to Technical Review Group (TRG) feedback from City staff, our resubmission refines several elements to better align with staff direction while maintaining community priorities and school needs. Key updates include:

- **Site Circulation & Transportation:** The updated transportation plan adheres to City staff guidance, specifically addressing access, traffic flow and pedestrian safety. Updates include:
 - Accommodations for future bike lanes and street crossings along Richmond Avenue
 - Refined pedestrian connections to slow vehicle movements and improve walkability within the campus
 - Alignment with the City's greenway network at Maddison Street through sidewalk improvements
- **Open Space & Landscaping:** In response to staff comments, the resubmission strengthens the landscape strategy. Updates include:
 - Expanded tree retention and new plantings
 - Enhanced stormwater management features

- Improved public spaces to clearly define campus entrances

The Richardson and Maddison frontages have been refined to integrate additional urban tree canopy while improving pedestrian-friendly streetscape design, ensuring alignment with City planning and urban design objectives.

- **Heritage & Campus Identity:** While the Main Building and Scott Fitness Centre are not designated heritage buildings, given the long-standing nature of the school, the revised submission includes:
 - A review of the school history and buildings outlining items of significance that can be reused within new buildings.
 - An interpretive signage policy and approach to commemorate the site's history

These measures honour the school's past while ensuring facilities meet the needs of modern education.

A Collaborative Process & Vision for the Future

GNS has taken a proactive and collaborative approach to this renewal, working closely with City staff and the broader community. Our vision extends beyond educational facilities—it is about strengthening neighbourhood connections, building social infrastructure, supporting sustainable urban design and ensuring that this renewal strengthens the city's future growth.

We trust this submission provides the Mayor and City Council with the necessary information to support the application. We appreciate your time and consideration and look forward to bringing this vision to life.

Sincerely,

A handwritten signature in dark ink, appearing to read "Chad Holtum", with a long horizontal flourish extending to the right.

Chad Holtum
Head of School