

**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

OPERATIONS COMMITTEE AGENDA

Tuesday, January 26, 2021, 10:00 a.m.
<https://www.youtube.com/user/SD46Schools>

	Pages
1. Call to Order - 10:00 am	
2. Amended Budget - 10:00 am	1
3. Joint-Use Update - 10:45 am	
4. Transportation Review - 10:50 am	21
Link to interactive <u>Transportation Survey Summary</u>	
5. Regulations for Review - 11:15 am	
a. Regulation 4110 - Renovations	31
6. Local Government OCP and Zoning Referrals (standing item) - 11:25 am	
a. District of Sechelt - Rezoning Application for 5546 Inlet Avenue (Legion No. 140)	34
7. Adjourn	



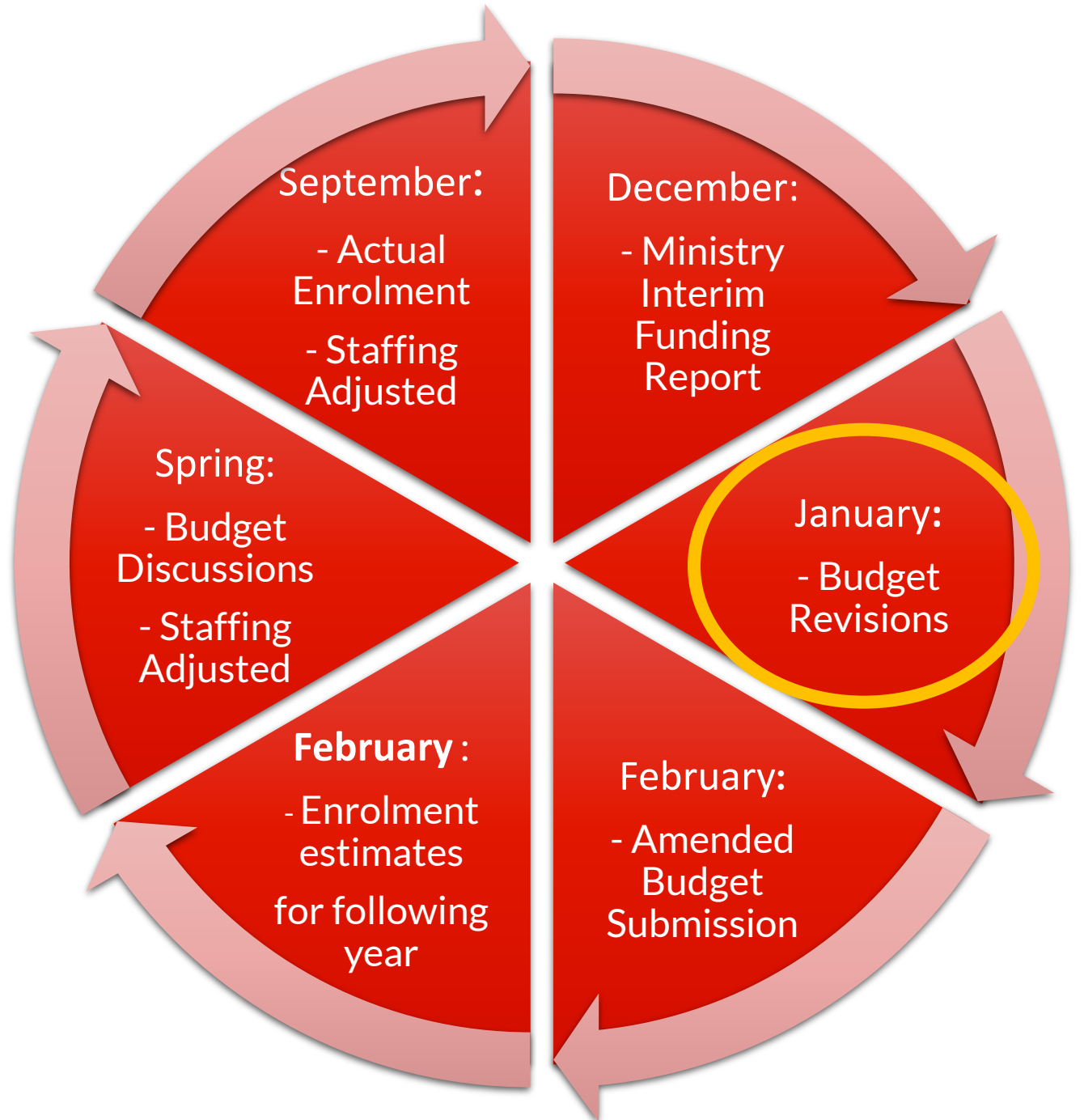
SCHOOL DISTRICT 46
SUNSHINE COAST

2020-21 AMENDED BUDGET

Operations Committee
January 26, 2021



THE BUDGET CYCLE





SCHOOL DISTRICT 46 - SUNSHINE COAST
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OUTLINE OF PRESENTATION

- 1) Revenue Analysis
- 2) Review of Preliminary Budget Changes
- 3) Amended Budget Changes
- 4) Surplus Impacts & Budget Balance



	2020/21 Preliminary Budget			2020/21 Amended Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
School Age	3,105.0000	7,560	23,473,800	2,853.5000	7,560	21,572,460	(1,901,340)
Alternative	110.0000	7,560	831,600	119.0000	7,560	899,640	68,040
Continuing Ed	-	7,560	-	0.1250	7,560	945	945
Distributed Learning	80.0000	6,100	488,000	226.9375	6,100	1,384,319	896,319
Home School	-	250	-	16.0000	250	4,000	4,000
Course Challenges	-	233	-	-	236	-	-
Level 1 Unique Needs		3 43,000	129,000		3 43,000	129,000	-
Level 2 Unique Needs		205 20,400	4,182,000		229 20,400	4,671,600	489,600
Level 3 Unique Needs		205 10,300	2,111,500		227 10,300	2,338,100	226,600
English Language Learning		120 1,520	182,400		114 1,520	173,280	(9,120)
Indigenous Ed		675 1,500	1,012,500		661 1,500	991,500	(21,000)
Adult Education		0 4,823	-		2.625 4,823	12,660	12,660
Equity of Opportunity Supplement			168,193			164,731	(3,462)
Salary Differential			516,205			452,387	(63,818)
Unique Features			6,121,162			6,121,162	-
Enrolment Decline	(25.00)	32.70	-	70.44	32.70	142,648	142,648
Feb Recount			105,473			105,473	-
May Recount			32,533			32,533	-
Education Plan			29,430			29,430	-
Indigenous Services Canada			(1,256,340)				1,256,340
Funding Protection			15,704			130,078	114,374
MOE Operating Grants			38,143,160			39,355,946	1,212,786



	2020/21 Preliminary Budget			2020/21 Amended Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
MOE-Pay Equity			510,381			510,381	-
MOE-Transportation Supp			380,465			380,465	-
MOE- Employer Health Tax							-
Admin Savings Subsidy							-
MOE-Misc.			8,696			8,696	-
MOE-Grad Adult	2.25	4,823	10,852	1.125	4,823	5,426	(5,426)
MOE-ITA			35,000			13,200	(21,800)
LABOUR SETTLEMENT						934,351	934,351
LABOUR SETTLEMENT - MENTORSHIP						75,000	75,000
Carbon Tax Rebate			0			0	-
Indigenous Services Canada			1,256,340			0	(1,256,340)
Offshore Tuition			46,750			18,700	(28,050)
SD#93-CSF			558,125			618,750	60,625
Miscellaneous Revenue			165,572			151,396	(14,176)
Rentals and Leases			70,000			70,000	-
Investment Income			125,000			125,000	-
Total Operating Funding			41,310,341			42,267,311	956,970



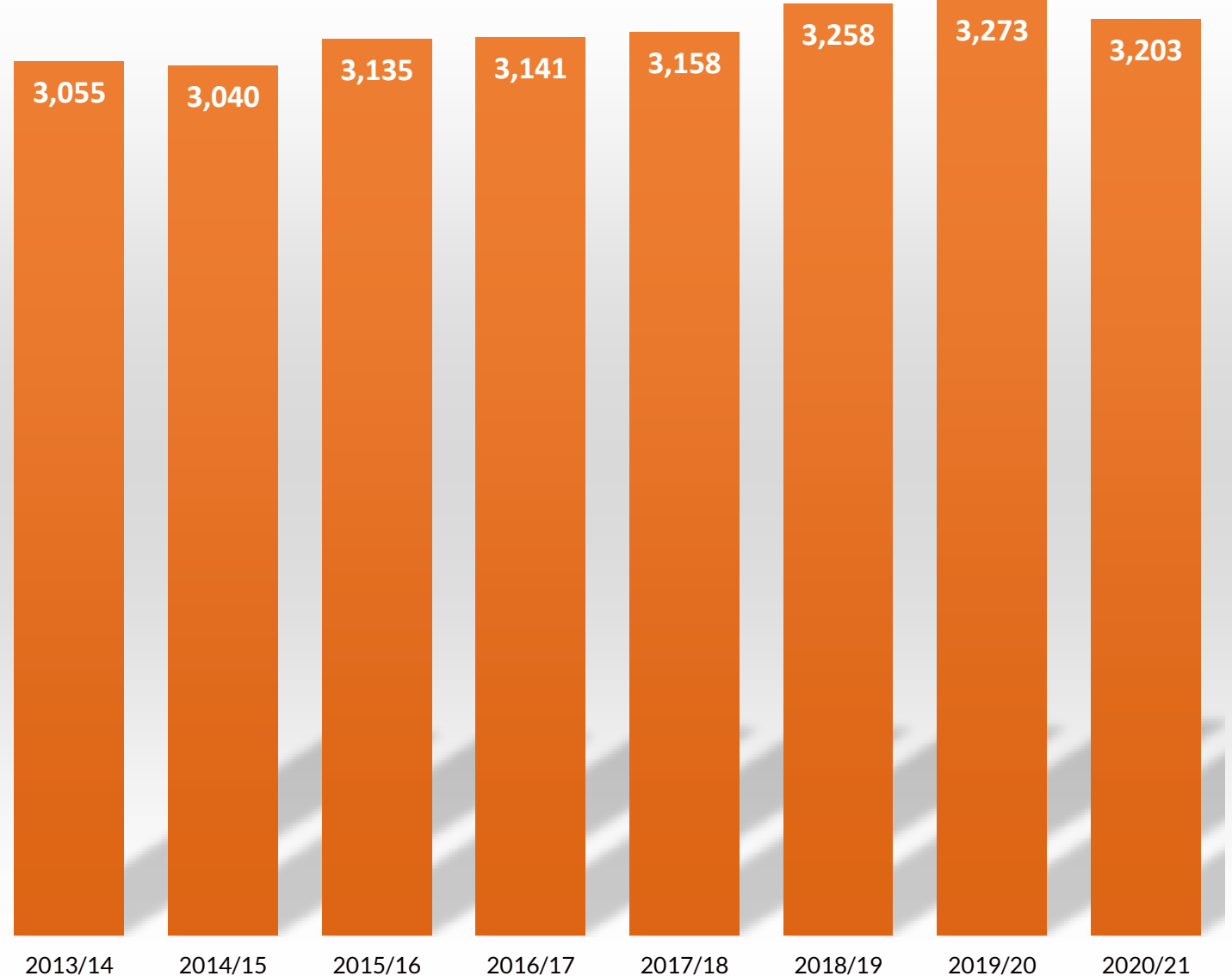
	2020/21 Preliminary Budget			2020/21 Amended Budget			Change
	Enrolment	Per Pupil	Funding	Enrolment	Per Pupil	Funding	
Special Purpose Grants Included in Operating Departments							
Strong Start			192,000			192,000	-
Ready Set Learn			22,050			22,050	-
MCFD Family Navigator			30,861			30,861	-
Community LINK (Part)			262,458			262,458	-
Classroom Enhancement Fund			2,788,468			3,126,592	338,124
AFG - Staffing Costs			170,195			170,195	-
SR2S Federal Grant						150,000	150,000
Special Purpose - Part 1			3,466,032			3,954,156	488,124
Special Purpose Grants NOT Included in Operating Departments							
French OLEP			15,235			15,235	-
Comm LINK (Comm Schools)			247,000			247,000	-
Education Fund (EA LIF)			142,594			142,594	-
Mental Health Capacity Building Grant			-			-	-
Provincial and Federal COVID Grants						765,248	765,248
AFG - Balance			26,393			26,393	-
SPF-Other (Uway-SSAP)			90,000			668,349	578,349
School Generated Funds			900,000			900,000	-
Scholarships			77,000			77,000	-
Special Purpose - Part 2			1,498,222			2,841,819	1,343,597
Surplus			2,238,690			4,615,745	2,377,055
TOTAL REVENUE & SURPLUS (Pre-Capital)			48,513,285			53,679,031	5,165,746
Capital Revenue Recognized			1,774,599			1,796,984	22,385
REVENUE (Including Capital)			50,287,884			55,476,015	5,188,131



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FUNDED STUDENT ENROLMENT

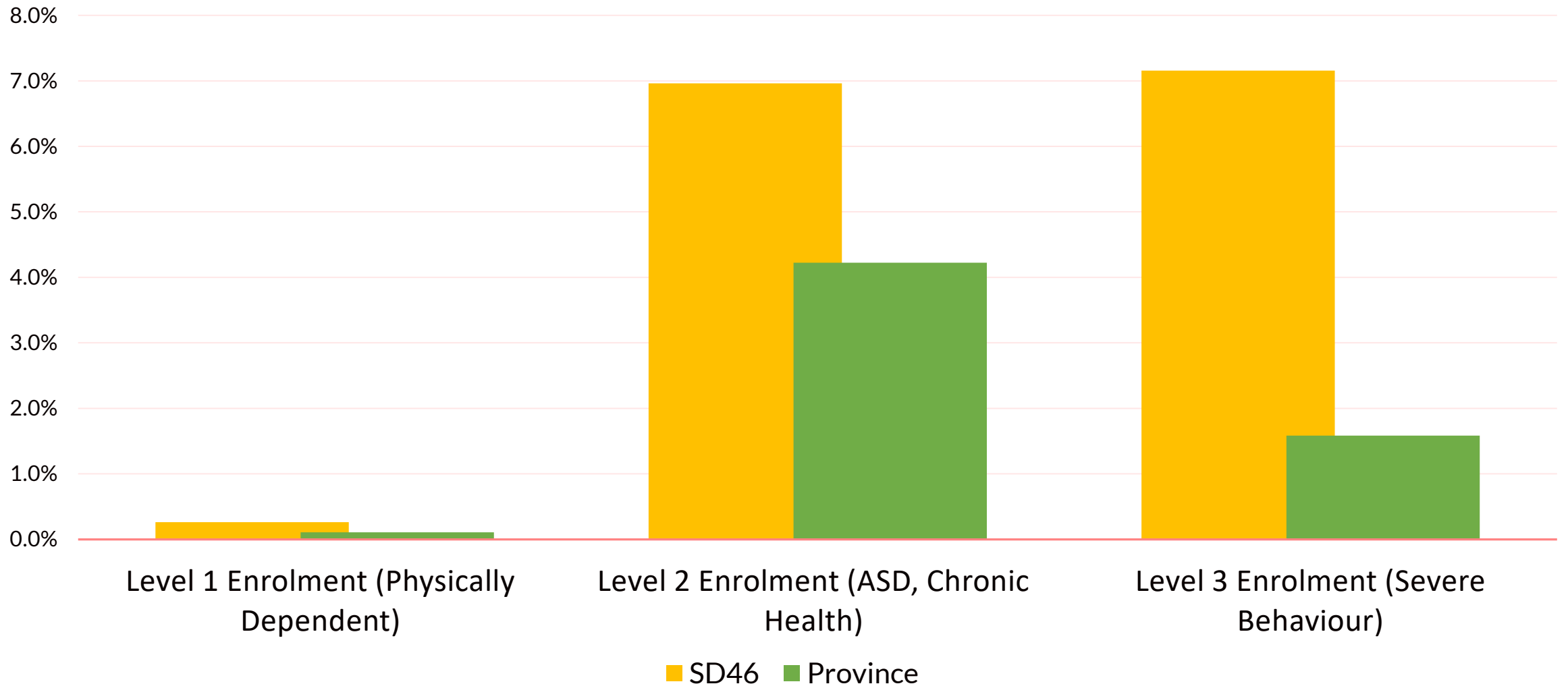
2013/2014		3,055
2014/2015	↓	3,040
2015/2016	↑	3,135
2016/2017	↑	3,141
2017/2018	↑	3,158
2018/2019	↑	3,258
2019/2020	↑	3,273
2020/2021	↓	3,203



Source: 1701 Report



INCLUSIVE EDUCATION – COMPARISON TO PROVINCE

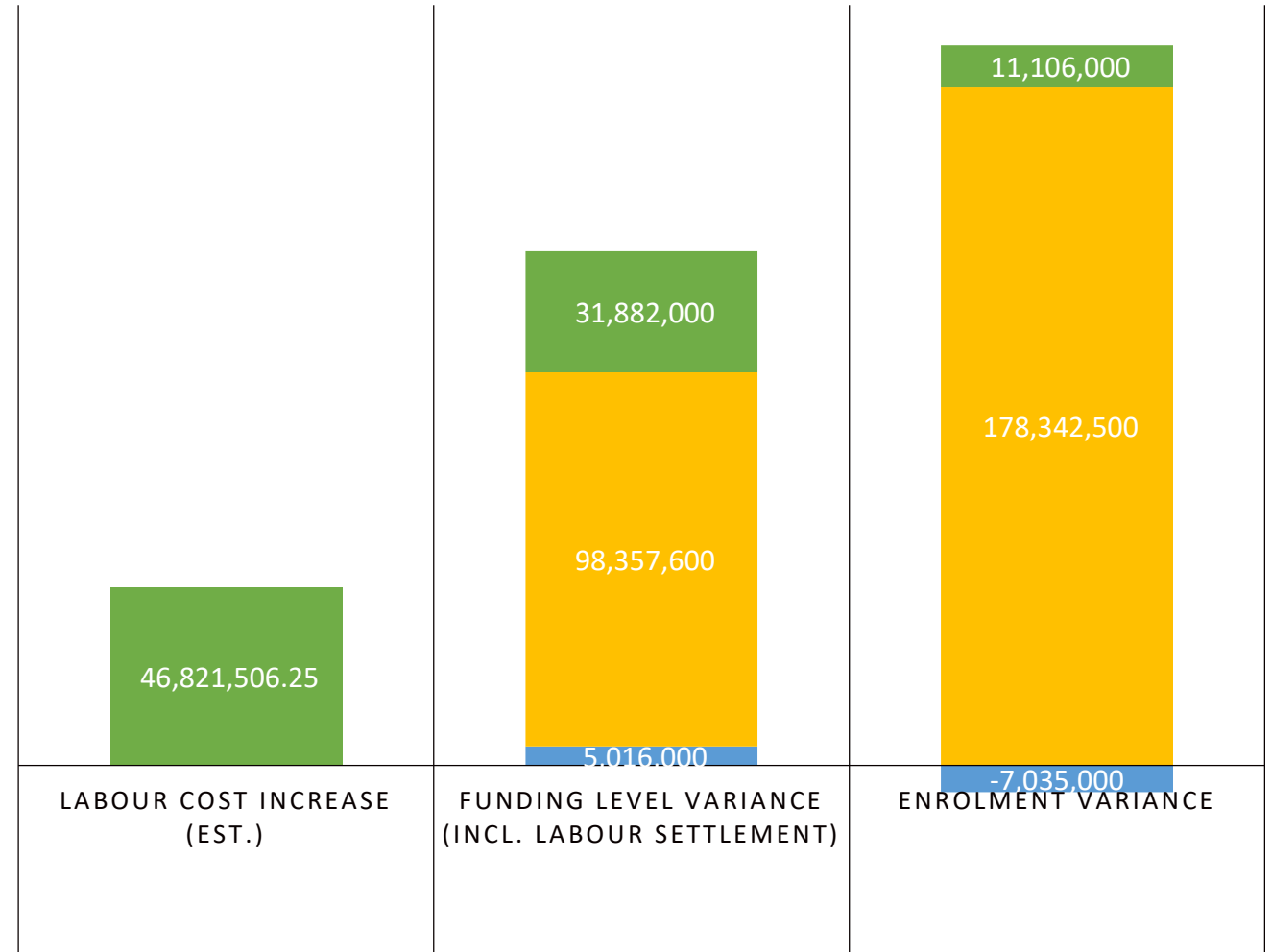




INCLUSIVE EDUCATION



INCLUSIVE ED FUNDING - VARIANCE FROM 2002



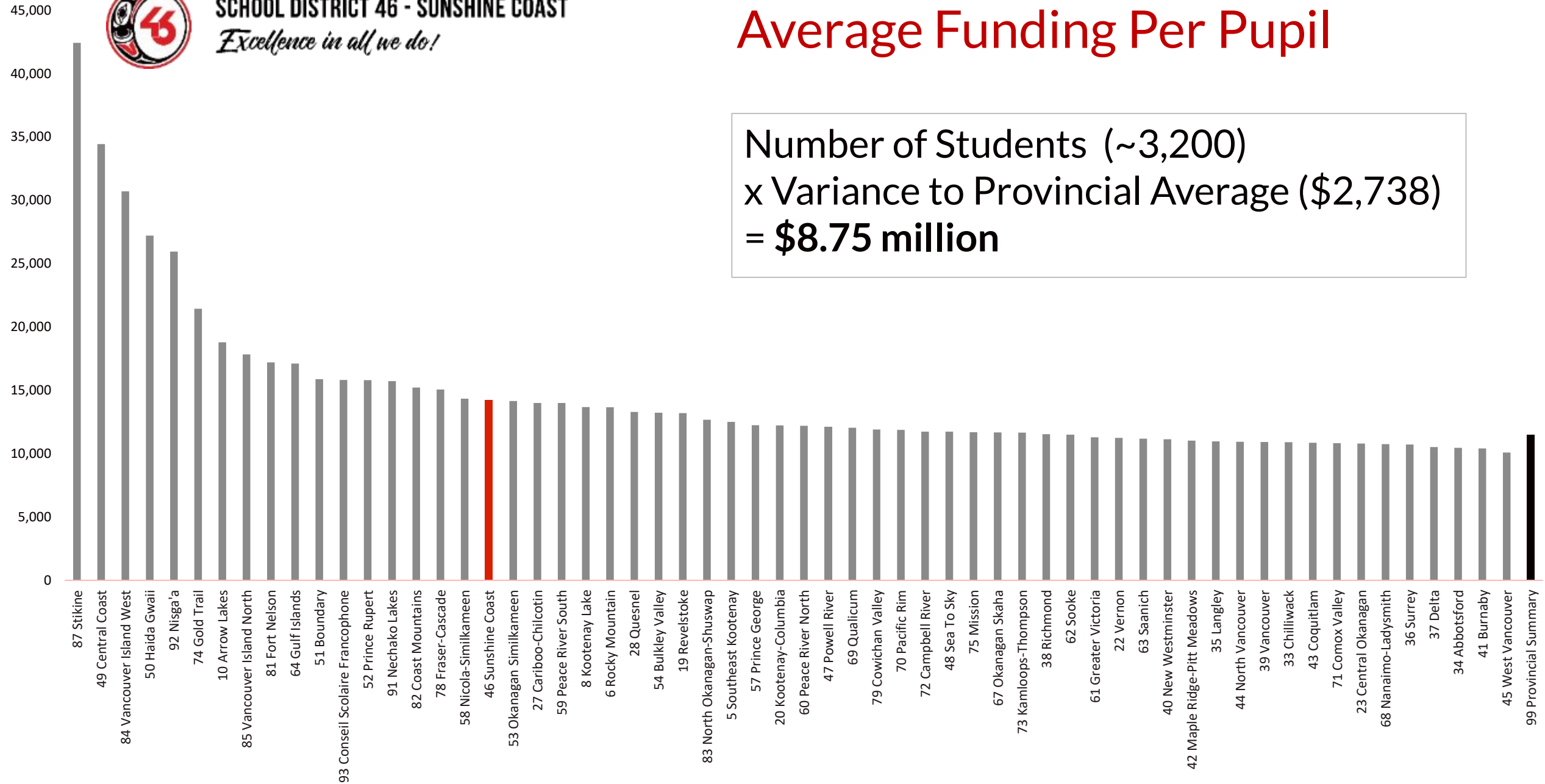
■ Labour ■ Level 1 ■ Level 2 ■ Level 3



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Average Funding Per Pupil

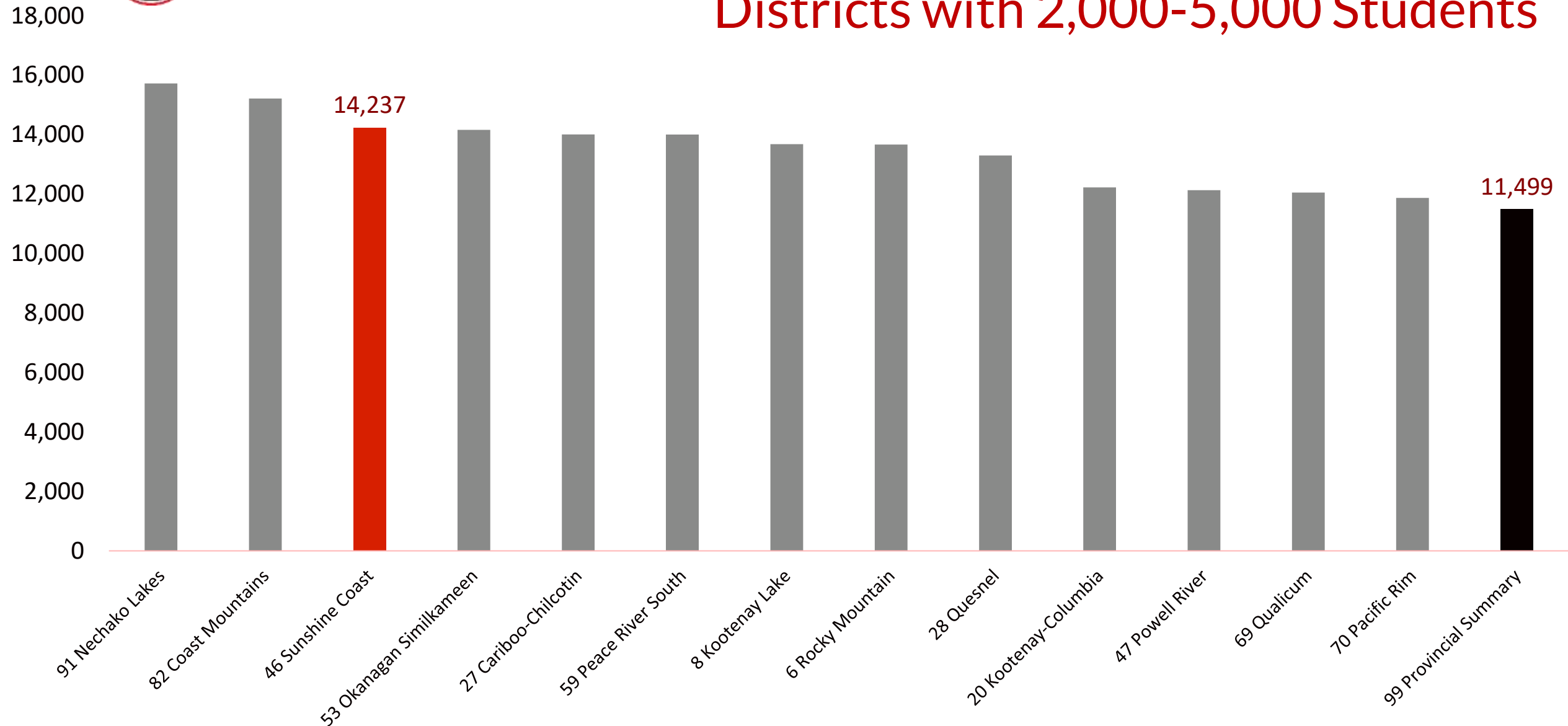
Number of Students (~3,200)
x Variance to Provincial Average (\$2,738)
= **\$8.75 million**





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Average Funding: Districts with 2,000-5,000 Students





PRELIMINARY BUDGET – STRATEGIC DIRECTIONS

Strategic Plan Goal	Description	Budget Need	Source
1a - Student Voice	Student Forum - transportation, food, etc.	\$ 5,000	Operating
1b - Early Years	Adding exempt admin time to allow admin assistant to support Early Learning.	\$ 16,000	Operating
1c - Core Competencies	IEP Support for teachers (\$5000) Shelley Moore (\$15k) Replace decrease in BC Ed Plan Supplement (\$35k)	\$ 55,000	Surplus (\$20k) & Operating
1f - Social Emotional Learning	\$102,000 for additional counsellor - transferred from school budgets to District department \$5000 for Mental Health Literacy Training (existing budgets)	\$ 102,000	Operating
1i - Changing Climate	Environmental Action Plan Support	\$ 5,000	Surplus
1j - Digital Literacy	Team teaching support. Teachers Empowering Teachers Through Technology (TETT) program	\$ 12,000	Surplus
2a - Healthy and Inspired	Dinner Series to support staff wellness initiatives. Mini grants to schools.	\$ 20,000	Surplus
2c - Inclusive Education	\$102,000 Inclusive Education Teacher \$95,800 in EAs (2 @ 30hrs/week) \$65,000 Family Navigator (25 hrs/week) (CUPE)	\$ 789,000	Surplus (3 year project)



PRELIMINARY BUDGET – STRATEGIC DIRECTIONS

Strategic Plan Goal	Description	Budget Need	Source
3a – Communicate	DPAC/PAC Dinner Series - \$8k Committee meetings (4) - \$3200 (Existing)	\$ 8,000	Surplus
3d - Environmental Initiatives	Energy Matters release time	\$ 5,000	Operating
3e - District Facilities	Cyber Security initiatives (\$25k) New Sea Cans (\$50k) New car for tech (\$35k)	\$ 110,000	Surplus (\$85k) & Operating
3f - Transportation	Re-negotiated bus contract to provide for interior and exterior cameras	\$ 16,333	Operating
Strat Plan Support Total		\$ 1,143,333	
	Surplus Allocations	\$ 939,000	
	Operating Budget	204,333	
	Total	\$ 1,143,333	



PRELIMINARY BUDGET – OTHER

CUPE Labour Settlement (Approx.)	800,000	
SCTA Labour Settlement (Amended Budget)	TBD	
Unfunded Employee Future Benefits (Surplus)	511,406	Surplus
Exempt Compensation Increases - District	106,000	
Exempt Compensation Increases - Schools	92,000	
Transportation Contract (Non-Camera)	30,000	
Reduced Transportation Days	-30,000	
Transportation Reserve	-23,000	
Increase HMB Custodial - 1 hr	8,700	
Utilities Savings	-55,000	
International Education Travel	-23,000	Updated
School Transportation Funding	-80,000	Updated
Maintenance Supplies	-22,000	Updated
District supplement to indigenous education	-23,646	Updated
Reallocate Expenditures between departments	N/C	
Account Restructure	N/C	
Total	\$ 1,291,460	



AMENDED BUDGET – SIGNIFICANT CHANGES

Category	Budgeted Expenditures	Net Change From Prelim
Enrolment	School Enrolment-based Funding	(482,000)
	Mic-Year Allocation of Unrestricted Surplus - Schools	500,000
	School Inclusive Ed Funding	647,000
	SHINE Enrolment	(20,000)
	Indigenous Ed Enrolment	(35,000)
Surplus & SPF	Utilization of 19/20 Restricted Surplus	2,168,000
	Special Purpose Funds Expenditures - CEF & Covid Relief	1,253,000
	Phase 2 Federal Covid Funding	578,000
	Capital Fund Amortization	18,000
	Retirement of Employee Future Benefits	(511,000)
Operating Misc	Mid-year Labour Settlement Cost - Teachers	888,000
	Early Career Teacher Mentorship (Contractual)	75,000
	Recruiting budget for Superintendent	50,000
	Mid-year Exempt Comp - Teacher Contract Link	39,000
	Mid-year PVP Comp - Teacher Contract Link	25,000
	Teacher Pro-D (Contractual)	10,000
	Careers - ITA Revenue	(23,000)
	Total	5,180,000



UNRESTRICTED SURPLUS IMPACTS

Retirement of Employee Future Benefits	(511,000)
Mid-Year Allocation of Unrestricted Surplus - Schools	500,000
Additional Unrestricted Surplus Required to Balance	220,000
Net Impact to Unrestricted Surplus	209,000
Unrestricted Surplus - June 30 2020	3,123,222
Less: Financial Provision	(900,000)
Less: Net Impact of 20/21 Amended Budget (above)	(209,000)
Unrestricted Surplus Available For 2021/22	2,014,222

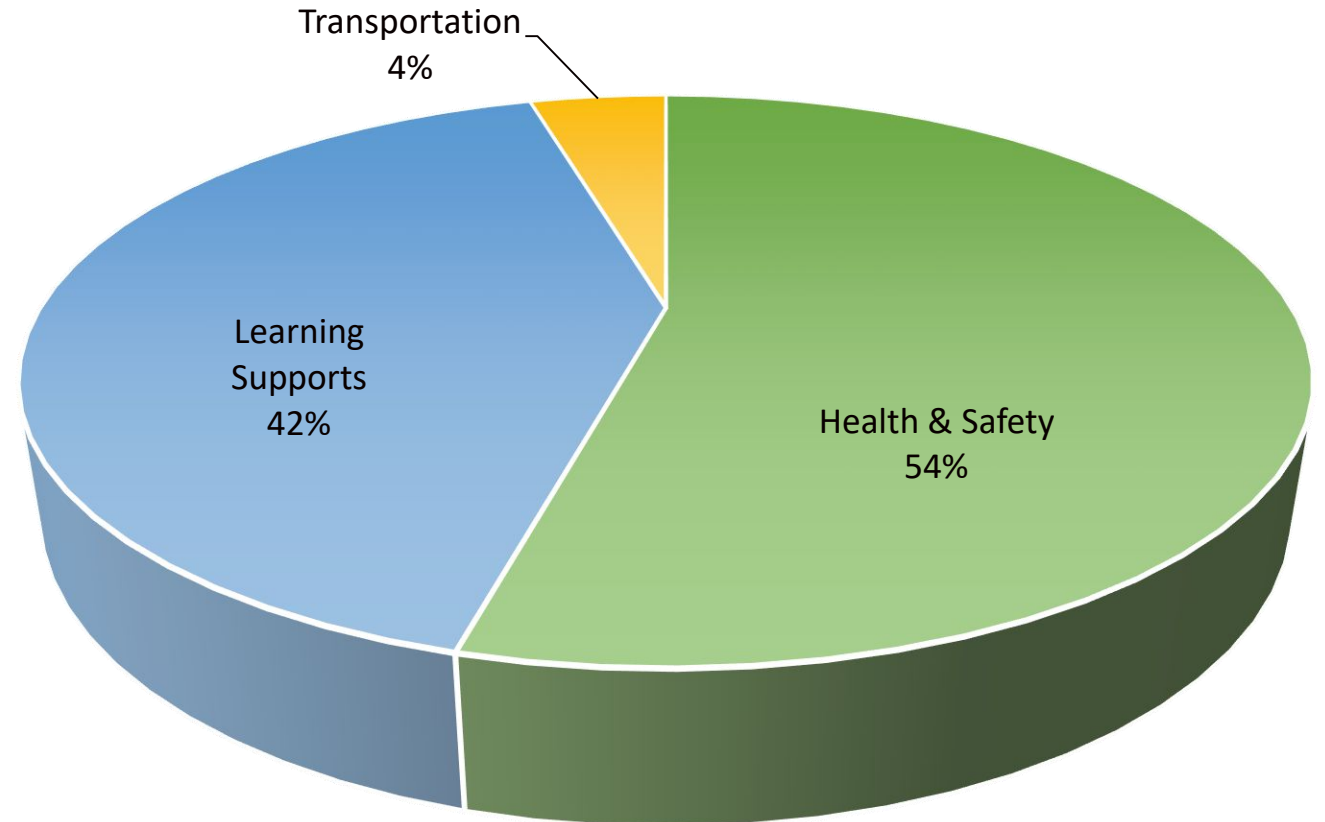


COVID RELATED FUNDING – PROVINCIAL & FEDERAL

Provincial Funding	286,313
Federal Funding - Phase 1	578,349
Federal Funding - Holdback Allocation	50,586
Total Funding to Date	915,248
Federal Funding - Phase 2 (Estimated)	578,349
Total Anticipated Covid Funding	1,493,597

**** Priorities for (\$50k) Holdback ****

- 1) Phase 2 risk reserve
- 2) Outdoor Learning Structures – Site Preparation
- 3) Custodial Equipment and Cleaning Supplies





**Operating Fund Revenue
Surplus Utilization**

Utilization of Restricted - District Depts
 Utilization of Restricted - School Surplus
 Utilization of Current Unrestricted Surplus
 Special Purpose Fund Revenue (Included in budget centres)
 Special Purpose Fund Revenue (OTHER)

Total Revenue (excl. Capital)

Expenditures & Allocations

School Allocations
District Departments
 Mid-year Labour Settlement Cost - Teachers
 Mid-year Labour Settlement Cost - PVP
 Special Purpose Fund Spending

Total Expenditures & Allocations

Net Contribution To Surplus

Total Expenditures & Allocations (Above)
Capital Fund Expense (Depreciation of Assets)

TOTAL BUDGET BYLAW

Capital Revenue Recognized
 Capital Fund Expense (Depreciation of Assets)
 Net Contribution (Capital)

	2020/21 Preliminary	2020/21 Amended	Change vs. Preliminary
	41,310,341	42,267,311	956,970
	-	968,851	968,851
	695,000	1,893,949	1,198,949
	1,543,690	1,752,945	209,255
	3,466,032	3,954,156	488,124
	1,498,222	2,841,819	1,343,597
Total Revenue (excl. Capital)	48,513,285	53,679,031	5,165,746
	30,568,664	32,974,964	2,406,300
	16,446,400	16,949,389	502,988
		887,860	887,860
		25,000	25,000
	1,498,222	2,841,819	1,343,597
Total Expenditures & Allocations	48,513,286	53,679,031	5,165,746
Net Contribution To Surplus	(0)	(0)	0
	48,513,286	53,679,031	5,165,746
	2,235,235	2,253,236	18,001
TOTAL BUDGET BYLAW	50,748,521	55,932,267	5,183,747
	1,774,599	1,796,984	
	2,235,235	2,253,236	
	(460,636)	(456,252)	



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QUESTIONS?

- Contact - nweswick@sd46.bc.ca

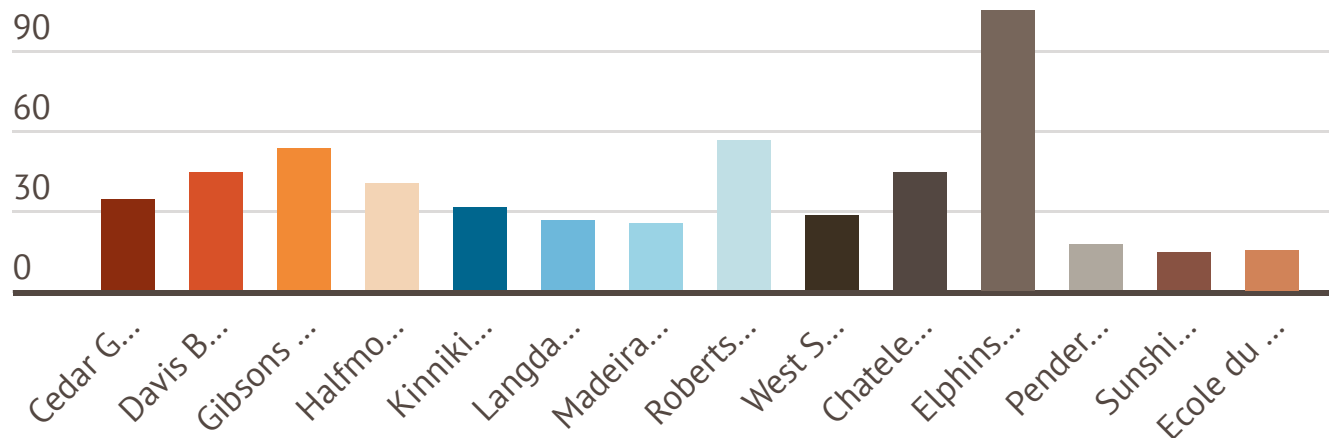
Transportation Survey Summary

The Board of Education issued a survey to all families in January 2021 to inform the ongoing transportation review. A total of 436 responses were received.

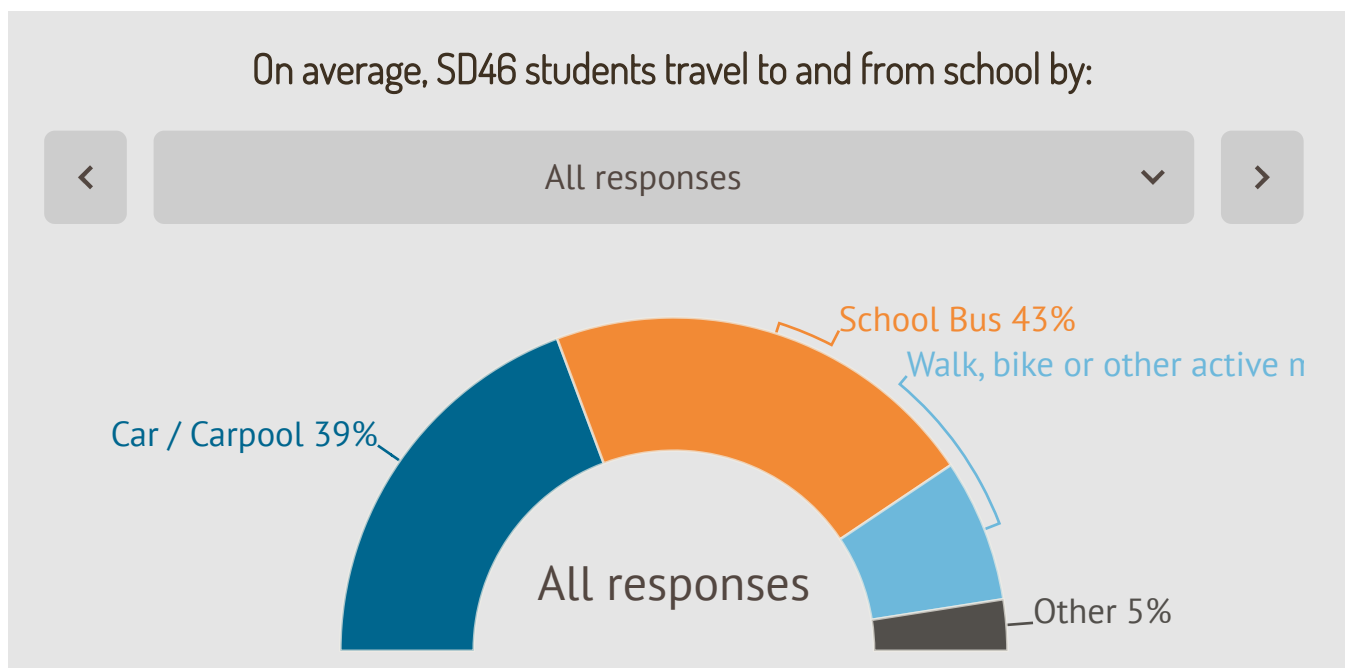


436
Total survey responses received.

Survey responses by school:



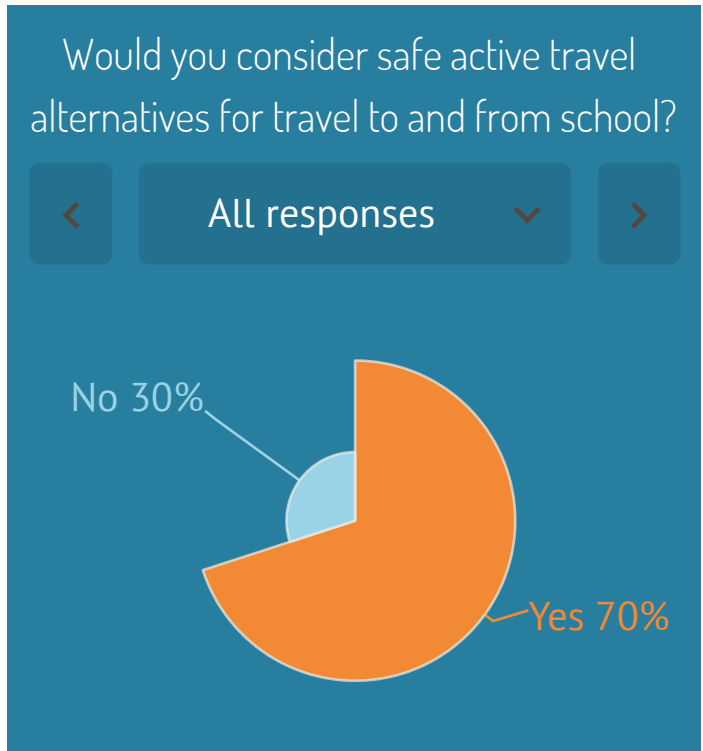
Overall, 39% of students travel to and from school by car, 43% take the school bus and 14% travel by foot, bike, scooter or other active means. Families who selected "Other" often chose a combination of travel options and, in some cases, public transit.



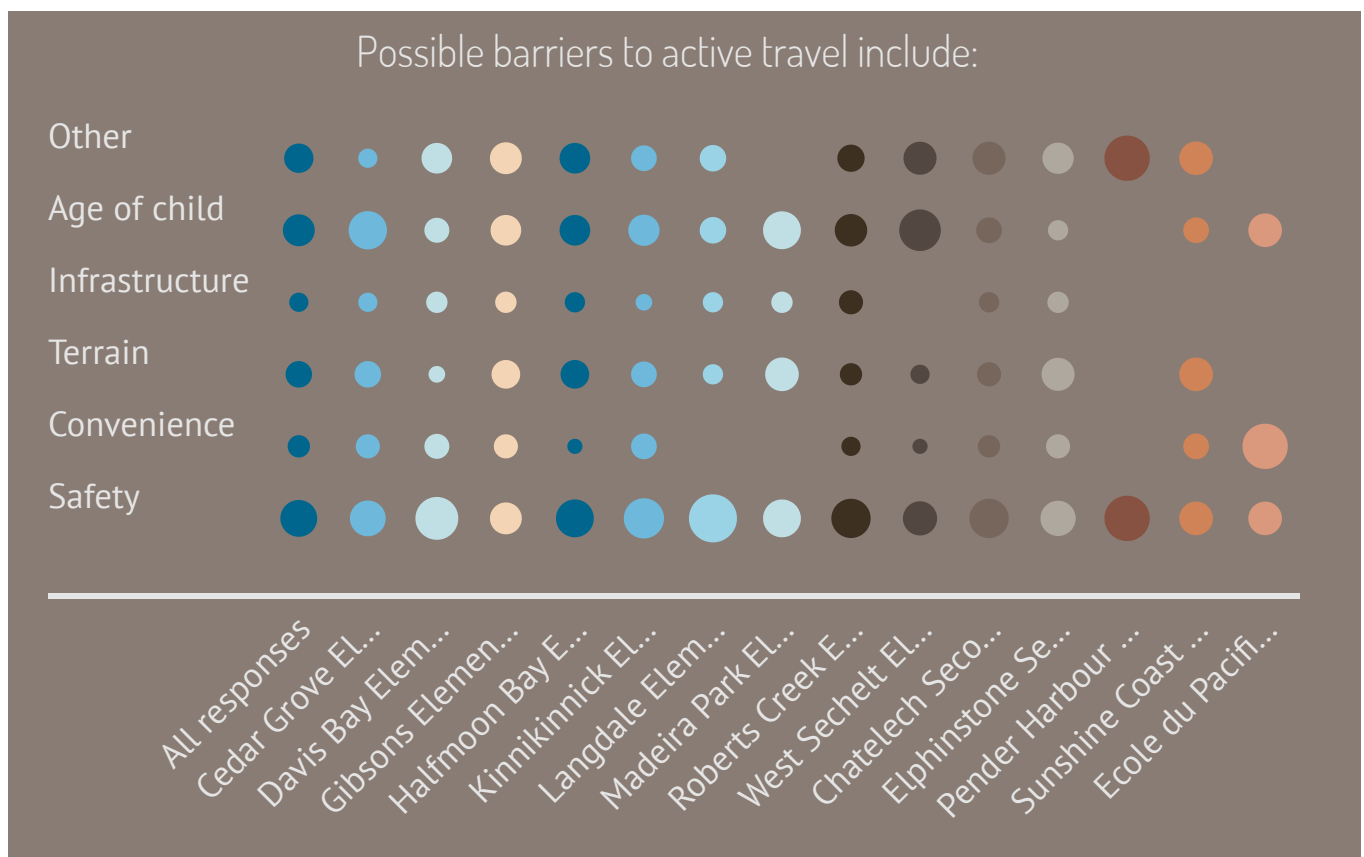
Active Travel in SD46

Active travel to and from school benefits students through increased activity, leading to healthier more alert learners.

When asked if families would consider safe active travel alternatives, families responded favorably in general, however the results varied on a school by school analysis.



Families living inside their school's designated walk area identified general safety and the age of the child, among other items, as top barriers that impact their child's ability to walk, bike, skate or scoot to and from school.





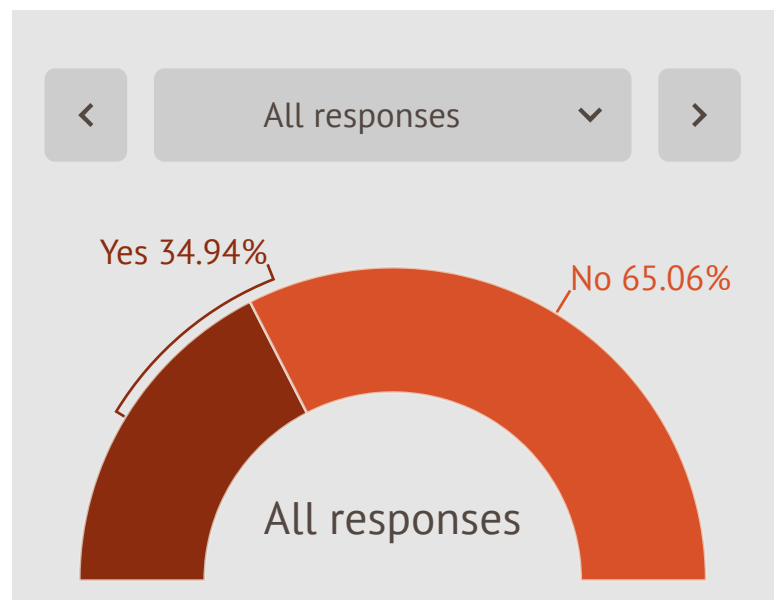
When asked what would improve active travel options, families identified road improvements, sidewalks, separate bike paths and increased crosswalks among other items. Several comments were made regarding safety on the highway, in addition to traffic speed in general. Families of students in elementary schools identified walking school buses and organized biking groups as potential improvements.

Impact of COVID on Transportation

Of the survey responses received, 34% of families indicated that COVID had an impact on the way that their child travels to and from school.

When asked how travel had changed, several families indicated that they were driving their children due to safety/health concerns.

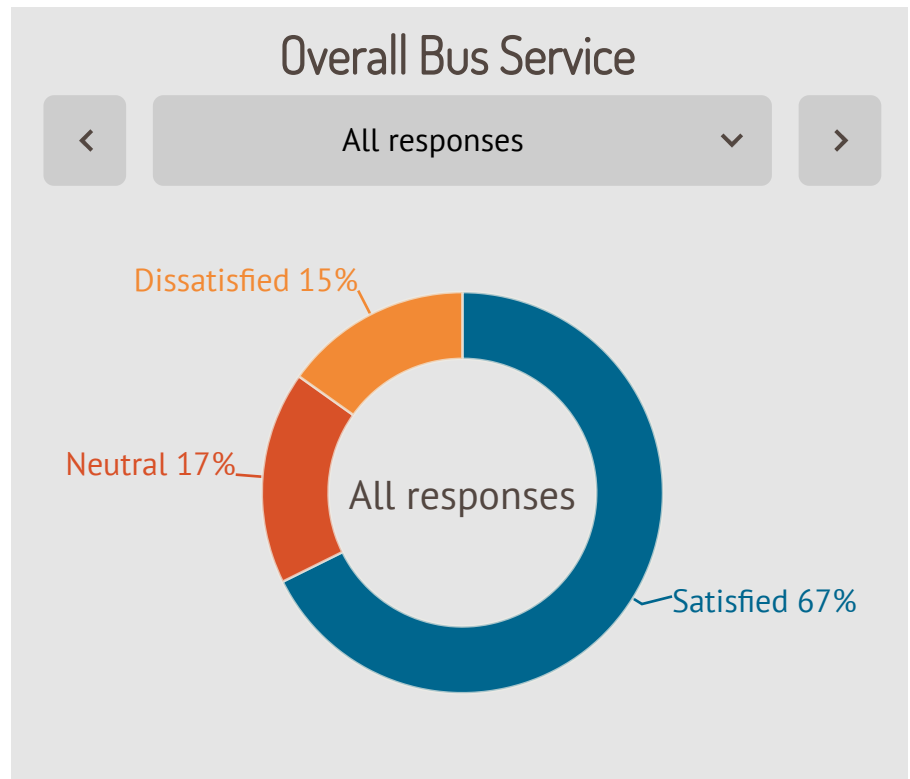
Some families shared that they were unable to access the bus due to a change in district practice for courtesy riders. Several families indicated that they had opted for online learning.



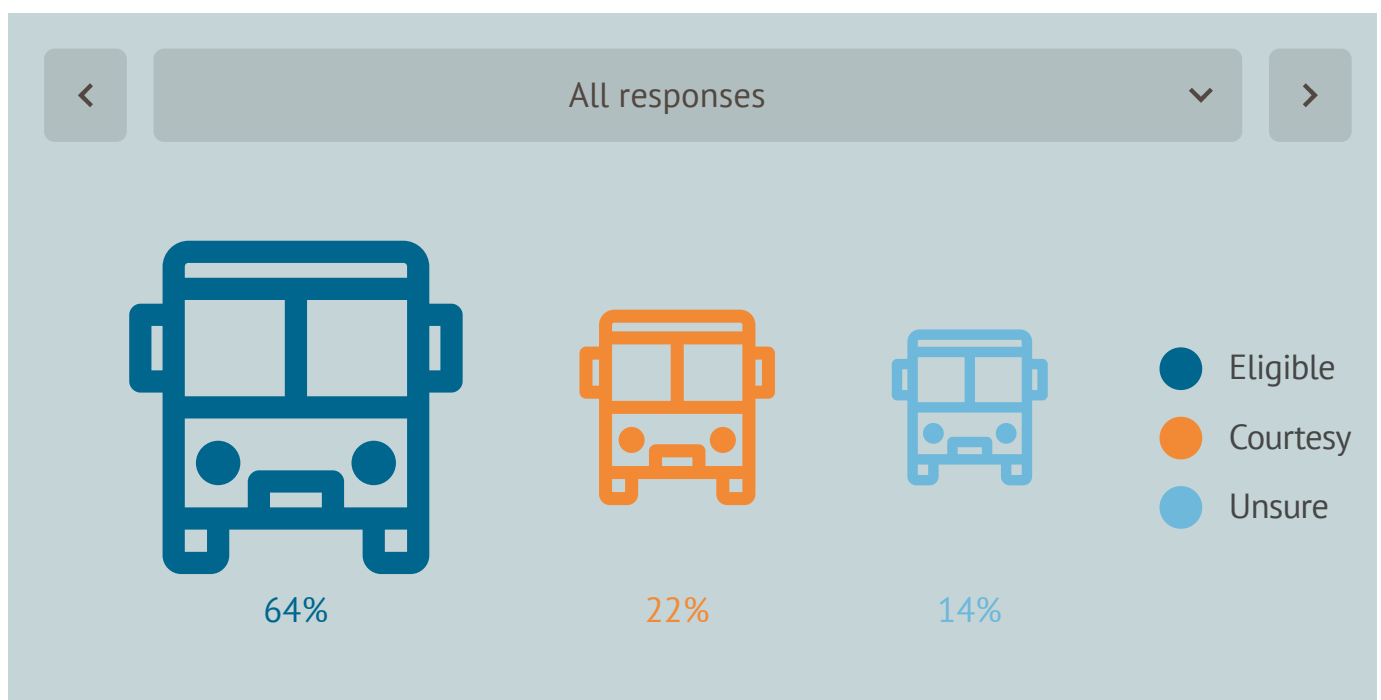
Bus Rider Feedback

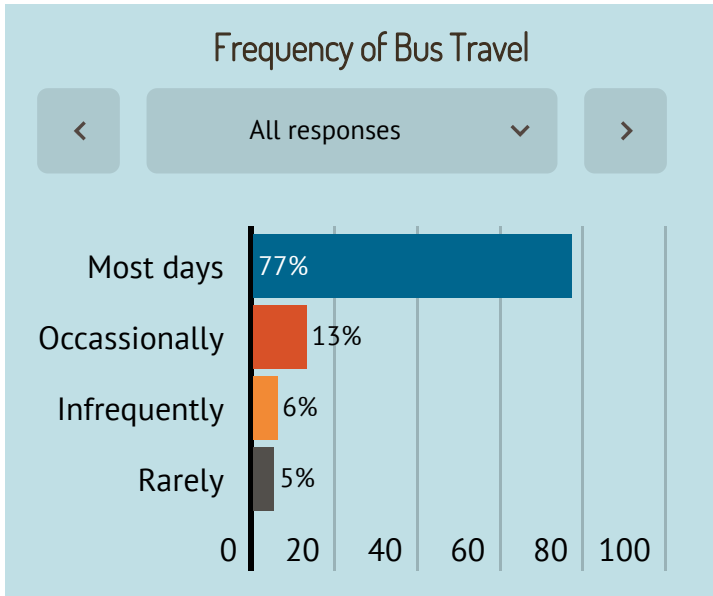
Of the identified bus riders, 67% of families were satisfied with the overall bus service provided.

The highest satisfaction levels are seen at Madeira Park Elementary and the lowest satisfaction levels were reported by students attending West Sechelt Elementary and Sunshine Coast Alternative Schools.



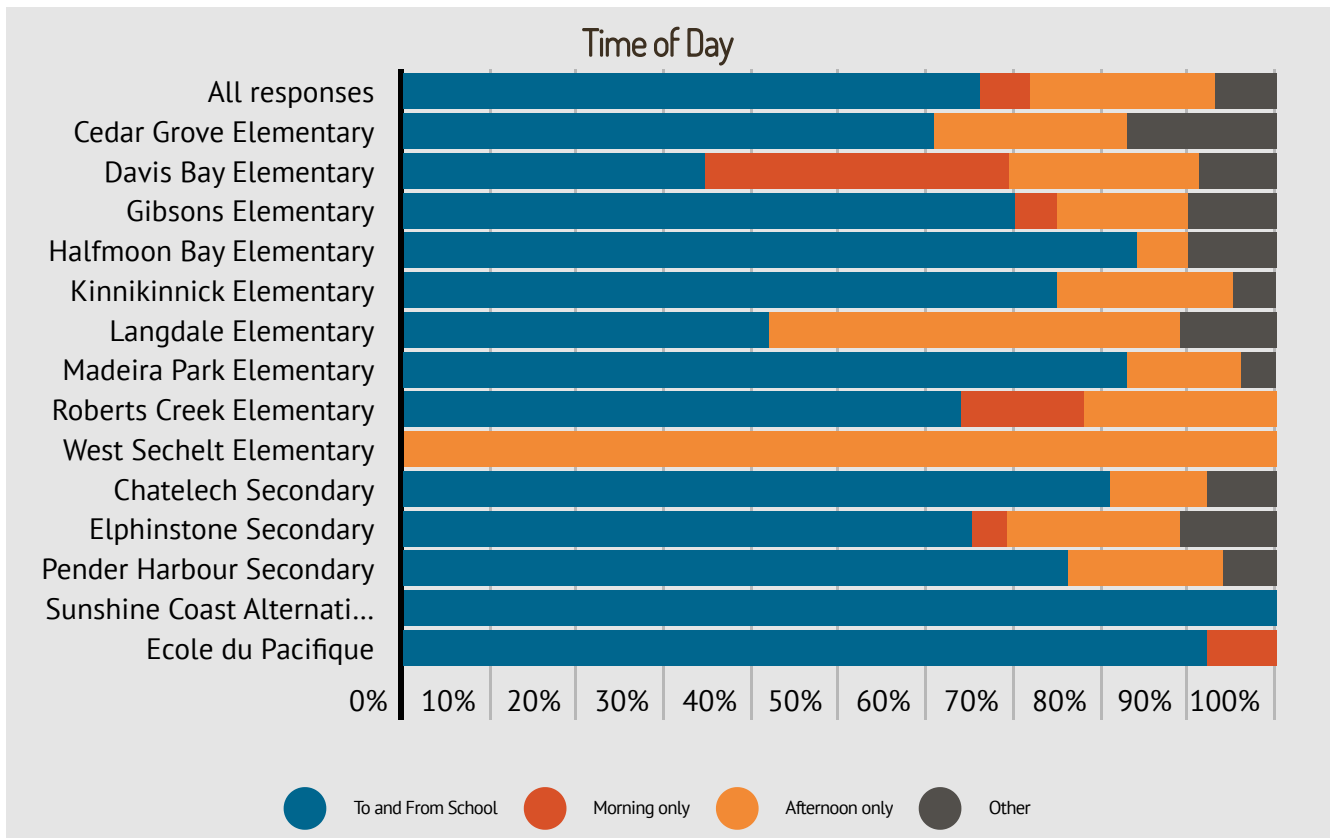
The majority of responses were received from eligible bus riders, however those numbers varied depending on the school of attendance. According to Regulation 4160, students residing inside of their school's catchment area and outside of the school's walk limit are considered eligible for bussing. It should be noted that these numbers reflect families understanding of their child's eligibility.





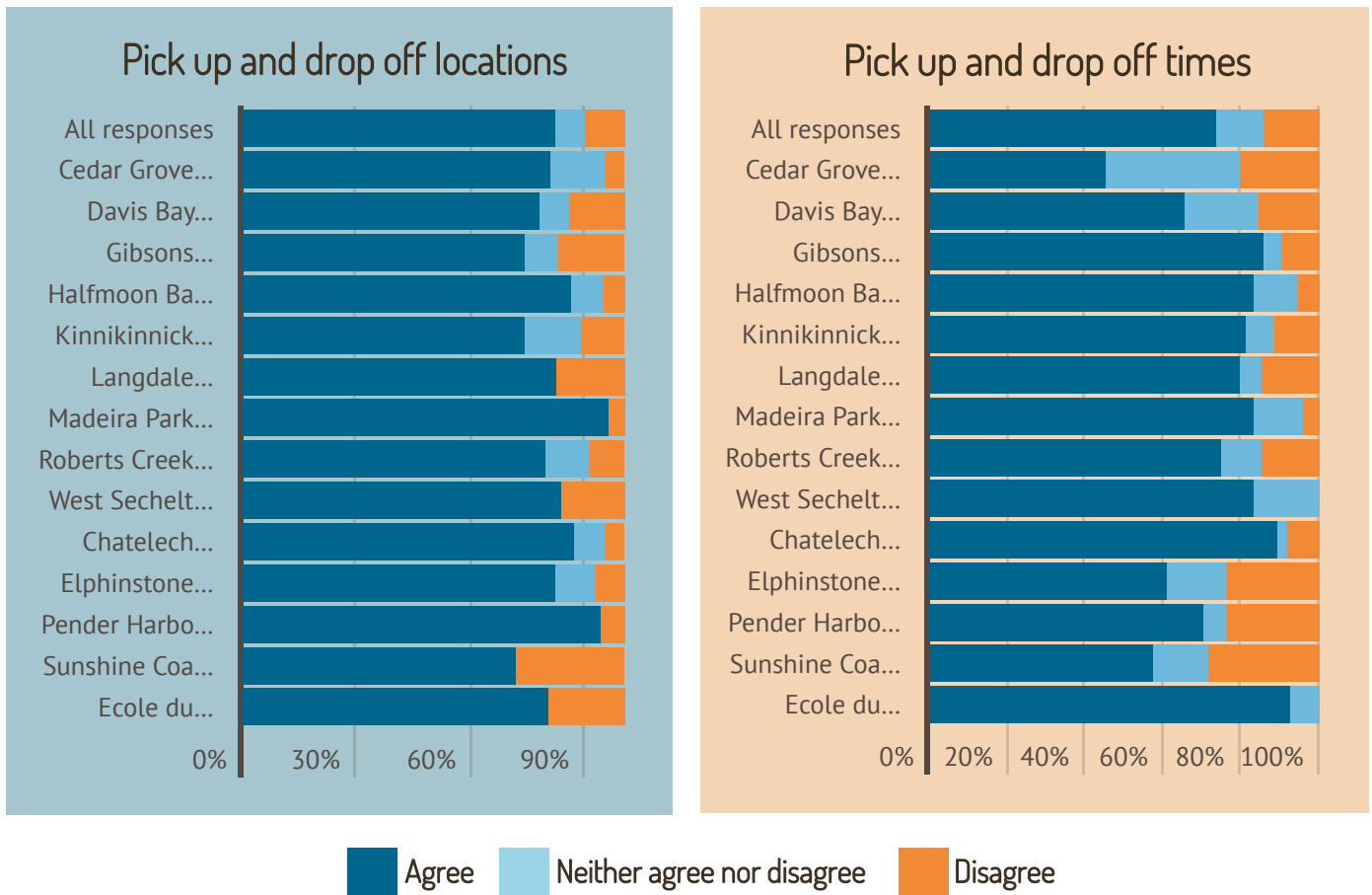
In general, most families indicated that their children ride the bus to and from school at least 4-5 days per week, with the highest percentages of near-daily ridership at Halfmoon Bay Elementary, Ecole du Pacifique and Madeira Park Elementary. Several families indicated that their children are riding less often in the current year due to COVID.

Families reported that their children are most often bussed to and from school, with a higher number of riders on afternoon buses than in the morning. *Note: There is no morning bus service offered to West Sechelt Elementary.*





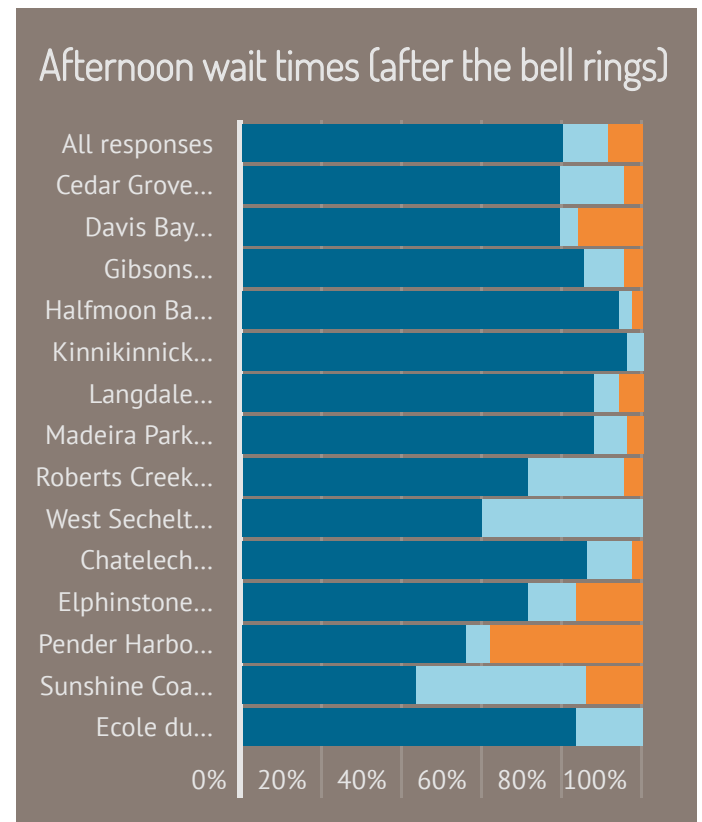
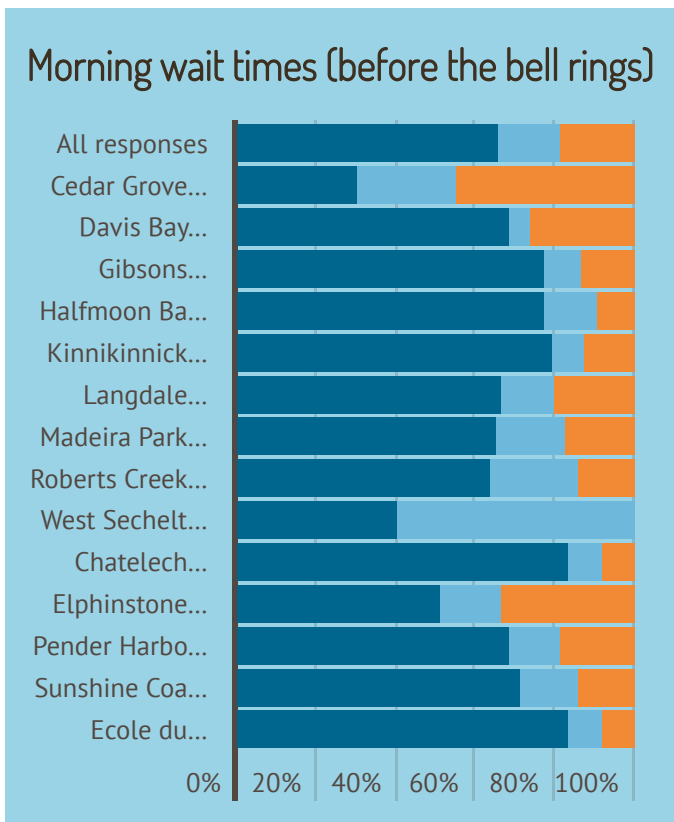
Generally, families indicated that pick up and drop off locations worked well. Satisfaction with the pick up and drop off times, varied by school with greater levels of dissatisfaction at Sunshine Coast Alternative Schools, Pender Harbour Secondary, Elphinstone Secondary and Cedar Grove Elementary.



Comments from families of students attending these schools indicated, for the most part, that pick up times were too early in the morning.



Families indicated that afternoon wait times, the time that a student spends at school after the final bell and before riding the bus, for the most part worked well for their children, with the exception of Pender Harbour Secondary School and Sunshine Coast Alternative School.

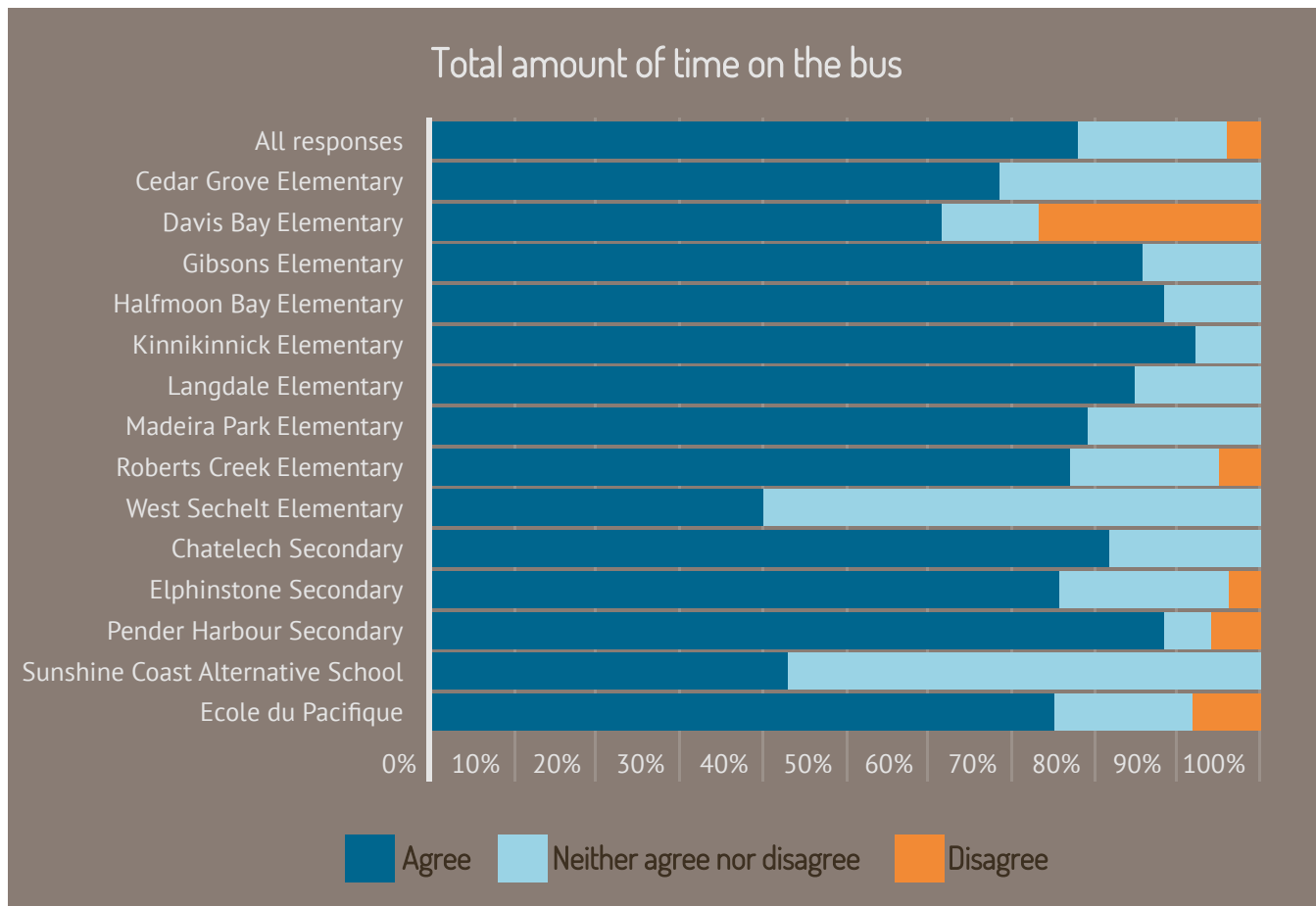


■ Agree
 ■ Neither agree nor disagree
 ■ Disagree

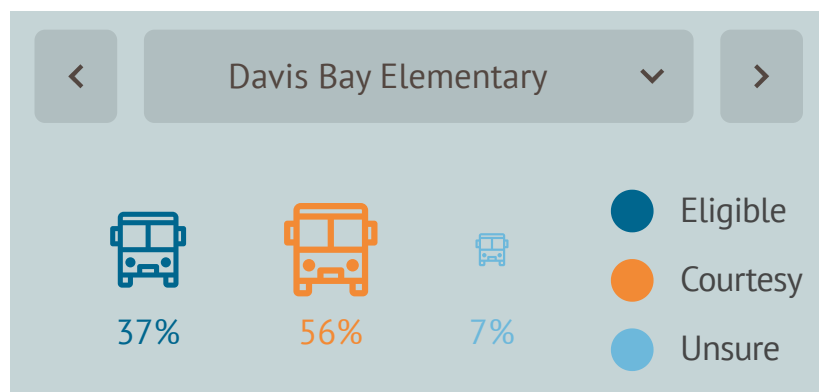
Morning wait times, however, seem to be more problematic for families at a number of sites, with the highest levels of dissatisfaction seen at Cedar Grove Elementary and Elphinstone Secondary where families indicate that their children have a long wait before the morning bell. In contrast, families of students attending Davis Bay Elementary indicated that the bus arrives at, or after, the morning bell.



When asked if families were satisfied with the actual amount of time that their children rode the bus, the responses were generally favorable with the greatest dissatisfaction seen at Davis Bay Elementary School.



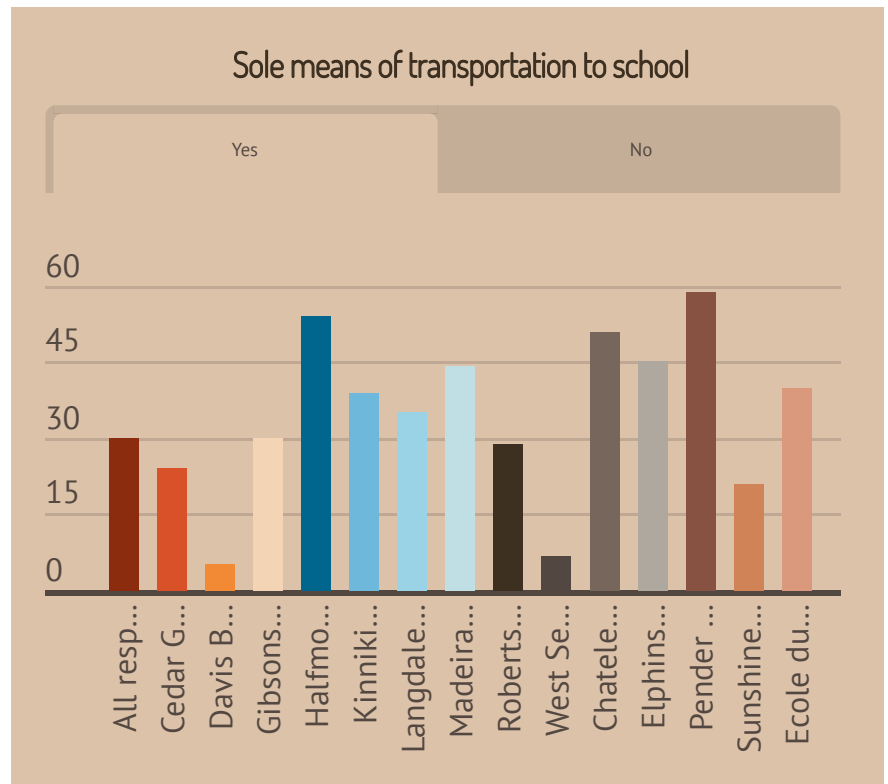
Families of students attending Davis Bay Elementary commented that the ride home was too long and, in some cases, required a transfer for students residing out of the schools catchment.



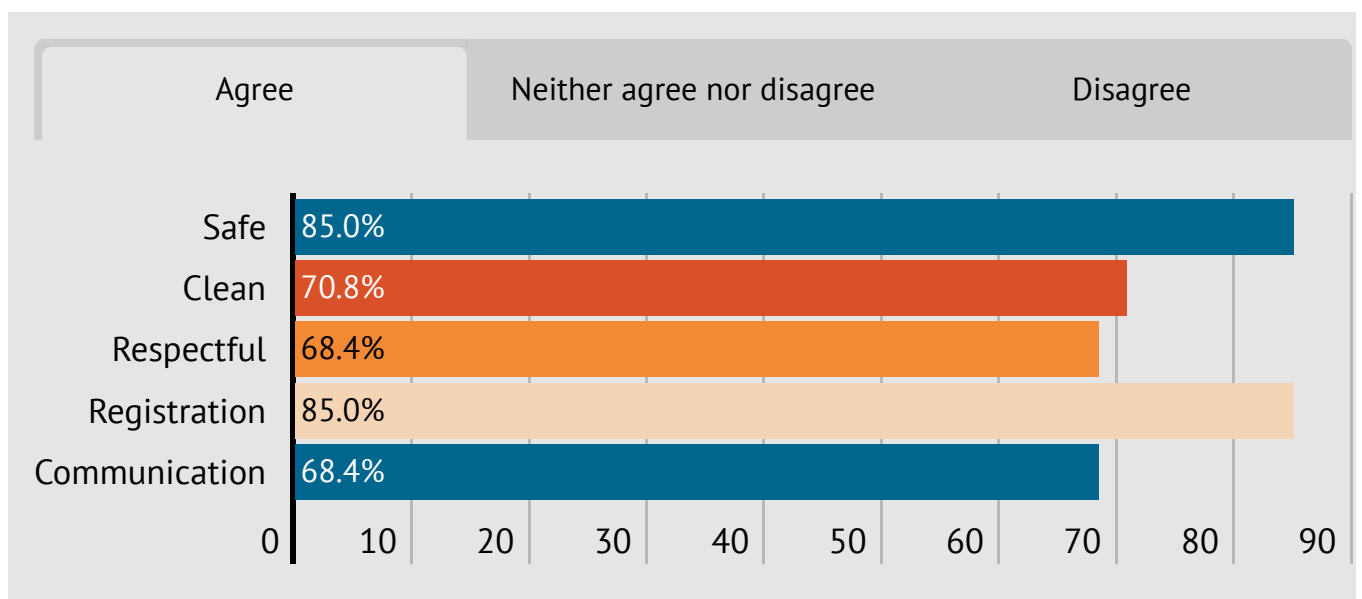
It should be noted that 56% of the responses from Davis Bay Elementary families were submitted by families of courtesy riders, likely students registered in the district's nature based program that operates from that site.



When asked if families relied on the school bus as their sole means of transportation to and from school, responses varied by school of attendance. Greater than 50% of families with students attending Halfmoon Bay Elementary, Chatelech Secondary and Pender Harbour Secondary indicated that they rely on bussing as their sole means of transportation to school.



Overall, many families consider the school bus to be a safe and clean transportation option for their children. Some families shared concerns about student behaviour on the bus, the majority of those comments were seen in cases where both elementary and secondary students rode the same bus. Families tended to agree that registration was an easy process and some indicated that the communication of schedule changes could be improved.



Comments and feedback

”

Our family is very frustrated by the early bus times compared to school opening of Elpi and CGE and we would like to see them line up better...

”

We LOVE LOVE LOVE our bus driver. He is amazing and makes the kids feel comfortable and happy on the bus. He helped make it so easy for our son to acclimate to his first year riding the bus.

”

I wish bus service was more available this year .

”

I would happily send my 9yo as part of a “walking bus”, rather than a school bus if that existed. Topography + road design means there’s a steep hill and additional distance to get to school vs how the crow flies. Forest trails, safer walking/biking infra would be life-changing.

”

Bus use is so important to reduce cars driving to the school. We are thankful for a safe and reliable bus service..

”

I just wish the Sunshine Coast had a SAFE bike path from Gibsons to HMB, removed from the highway, similar to communities like Whistler and Squamish. It think it would change the whole attitude and health of the coast..

”

It would be nice if there was more cross boundary options.

”

Would you enjoy walking 45 minutes in the rain and wind down the highway each way to get to school?

”

The parking lot is congested and dangerous! Parents are rushing, not thinking about other people’s children. This is most dangerous at drop off and pick up times. We need to reduce the amount of people that drive their children to school.

”

Crossing points need better safety measures such as crosswalks, pedestrian controlled lights (even temporary/seasonal), dash/rear bus cams, bus crossing arms, etc. It's getting busier on the Sunshine Coast with more traffic calling for stricter measures.

ADMINISTRATIVE REGULATIONS

TITLE: RENOVATIONS
 CATEGORY: FACILITIES
 NUMBER: 4110

I. Rationale:

School District No. 46 (Sunshine Coast) sees a continuing requirement for major renovations or repairs in schools to improve the functional suitability of the learning environment. The school district undertakes the responsibility to perform these renovations and alterations using proper work practices and control measures, in a way that will minimize potential hazards to the health and safety of students, employees and volunteers. School District No. 46 (Sunshine Coast) also recognizes the importance of an effective communication plan to inform parents, students and employees of the safety considerations that have been included in the renovation process.

II. Definitions:

A “major renovation” within a school is defined as any building modification that is extensive enough such that, special accommodations must be made to maintain a safe learning environment while the work is in progress, or when indoor air quality could potentially be compromised.

III. Practices:

A. PRE-RENOVATIONS:

1. Prior to establishing a schedule for any major renovation or repair, the Manager of Facilities, or designate, shall consult with the school principal and consider accommodations with respect to class relocation and safety requirements.
2. As part of the planning process for any major renovation or repair, the Manager of Facilities, or designate, shall complete the “Renovation and Repair Checklist” as included in Health Canada’s *Indoor Air Quality Action Kit for Schools*.
3. The Principal shall provide written notification detailing the renovation plan to parents, students and employees of the affected site at least four (4) weeks before the start-up of the renovation. In the event that emergent issues do not permit four (4) weeks notice, the Principal shall make every effort to inform parents, students and employees as soon as possible.
4. The renovation notification will detail the scope of the renovation, the time line, and any known or reasonably foreseen hazards it presents to students, employees and/or volunteers with special health concerns.

ADMINISTRATIVE REGULATIONS

TITLE: RENOVATIONS
 CATEGORY: FACILITIES
 NUMBER: 4110

5. The renovation notification will include a request that the school be informed of persons who have allergies and/or special health concerns which may be affected by the renovations.
6. The Principal shall consult with parents of students who are identified to explain procedures and to make special arrangements as required.
7. A *Renovation Worksite Binder* will be available at the school's office for review two (2) weeks prior to the start-up of renovations and will remain accessible to the public throughout the course of the renovation.
8. Materials in the binder shall include:
 - a) **Products Used:** Including ~~Material~~ Safety Data Sheets (MSDS), Technical Data Sheets (TDS) and/or Products Specification Sheets on all products to be used in the renovation.
 - b) **Work Procedures:** Including a description of how the timing, ventilation and barriers are to be arranged in order to minimize potential exposure, as well as a description of clean-up procedures.
 - c) **Testing of Existing Materials:** Anytime there is sanding, scraping, demolishing or breaking, lab reports will be included to provide test results for hazardous materials including, but not limited to, asbestos, lead and mold.
 - d) **Communications:** Copies of all communications and notifications relating to the renovation.
9. Concerns regarding the renovation plan, including materials used, should be brought to the attention of the school principal who, in consultation with the Manager of Facilities, will make every effort to accommodate and/or address the concerns presented.
10. Unresolved concerns will be forwarded to Vancouver Coastal Health for confirmation that the work plan is safe for students, employees and volunteers.
11. The Manager of Facilities shall have oversight of the renovations plan and will ensure that all work is done in a safe and practical manner. The decision of the Manager of Facilities shall be final and subject to the appeal procedures detailed in Regulation 5350 and Bylaw #70.

B. RENOVATION PHASE:

ADMINISTRATIVE REGULATIONS

TITLE: RENOVATIONS
 CATEGORY: FACILITIES
 NUMBER: 4110

1. Materials used in the renovation will be those that present the least hazard to building occupants. Wherever possible, products chosen will have an HMIS rating of 1 or less (as shown on ~~M~~SDS sheets) and will be rated for use in schools/daycares (as specified on TDS sheets.)
2. Use of materials or products which present a potential health hazard will be limited to times outside of school hours, with sufficient time being allowed for drying or curing as stated by the manufacturer's guidelines. Increased ventilation will be put into place while the building is unoccupied in order to remove residual odors and airborne pollutants.
3. Throughout the course of the renovation, best practices will be maintained to ensure that all work areas are properly contained, have proper ventilation, dust elimination/control, safe passageway to emergency exits and washroom facilities.
4. Throughout the course of the renovation project, the school shall track symptoms relating to absenteeism.
5. If during the course of the project, the scope of work is expanded, and given that no increased hazard level is introduced;
 - a) *The renovation work site binder shall be updated to include the new, expanded work scope.*
 - b) *Written notification shall be given to parents, students and staff of the affected site.*

Received: December 2013

References: Board Policy 11.6, 12.6

DEVELOPMENT APPLICATION REFERRAL

Please send your reply to planning@sechelt.ca

APPLICATION NO:	3360-2020-06 (Legion)		DATE:	January 18, 2021	OCF
FILE MANAGER:	Sven Koberwitz, Planner		EMAIL:	skoberwitz@sechelt.ca	X Zoning
APPLICANT:	Larry Hamblin for Royal Canadian Legion Branch No. 140				Subdivision
APPLICANT ADDRESS:	PO Box 532, Sechelt V0N 3A0				Variance
APPLICANT CONTACT:	Phone: 604-250-4200 Email: lhamblin@telus.net				Development Permit
SITE ADDRESS:	5546 Inlet Avenue				OTHER:
LEGAL:	Lot 18 Block 11 District Lot 303 Plan 8643, PID: 009-988-882				
ZONING:	EXISTING	C-2	PROPOSED	Add Site-Specific Use	
OCF DESIGNATION:	EXISTING	Downtown Centre	PROPOSED	Downtown Centre	

Please comment on the attached referral for potential effect on your agency's interest. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.
PLEASE RESPOND TO THIS REFERRAL BY FEBRUARY 18, 2021

PURPOSE OF APPLICATION:

To add *Neighbourhood Pub* as a site-specific use at 5546 Inlet Avenue to allow the Royal Canadian Legion Branch No. 140 to operate with a Liquor Primary Licence.

At this time the District is **seeking comments regarding the proposed use of *Neighbourhood Pub*** on the subject property. Subsequent referrals may be sent in relation to parking variances to facilitate an addition to the rear of the existing building.

GENERAL LOCATION:

OTHER INFORMATION:

If your agency's interests are "Unaffected" no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this bylaw.

ATTACHMENTS:

Property Location Map
 First Reading Staff Report
 Zoning Bylaw Amendment No. 25-309, 2020

This referral has also been sent to the following agencies:

	Sunshine Coast Regional District	X	Sechelt Volunteer Fire Department
	Sechelt Indian Government District		FortisBC Energy / Energy Services Advisor
	Vancouver Coastal Health Authority		Telus
	Ministry of Transportation & Infrastructure		B.C. Hydro / BC Transmission Co
	Agriculture Land Commission		Coast Cable - Eastlink
	Archaeology Branch of SIB & BC		Canada Post
X	School District #46		Transportation Choices Sunshine Coast
	Council		District of Sechelt Engineering Department
	Other:		

Community Associations and Groups:

	East Porpoise Bay	X	Downtown Village		West Sechelt		Tuwanek
	Selma Park/Davis Bay/Wilson Creek		Sandy Hook		S.H.O.R.A.	X	S.D.B.A.
	Advisory Planning Commission	X	Chamber of Commerce				



REQUEST FOR DECISION

TO: Mayor and Council **MEETING DATE:** December 16, 2020

FROM: Planner

SUBJECT: Rezoning Application for 5546 Inlet Avenue (Legion No. 140)
Zoning Amendment Bylaw No. 25-309, 2020

FILE NO: 3360-2020-06

RECOMMENDATIONS

1. **THAT the report from the Planner regarding Rezoning Application for 5546 Inlet Avenue (Legion No. 140) be received.**
2. **THAT Council give first reading to Zoning Amendment Bylaw No. 25-309, 2020.**
3. **THAT staff refer the application to relevant stakeholders, agencies, and the Advisory Planning Commission for comment.**

PURPOSE

The purpose of this report is to present for consideration a rezoning application to add *Neighbourhood Pub* as a site-specific use at 5546 Inlet Avenue.

The intent of the application is to facilitate redevelopment of the property and to enable the Royal Canadian Legion Branch No. 140 to operate on the subject property under the use of *Neighbourhood Pub*.

OPTIONS

1. That Council adopts the recommendations presented above and give the proposed bylaw First reading.
2. That Council defers the application pending additional information as directed.
3. That Council rejects the application.

DISCUSSION

Background

The District has received a rezoning application for 5546 Inlet Avenue. The building is currently unoccupied and was formerly the site of a non-conforming automotive repair business.

The Royal Canadian Legion Branch No. 140 (“Legion”) purchased the property with the intent to relocate from Wharf Avenue. Both the building and lot at 5546 Inlet Avenue are substantially

smaller than the present Wharf Ave location and a 181 m² addition is proposed to the rear of the building to accommodate a 65-seat food and liquor establishment, offices, and meeting space for Legion functions.

The Commercial 2 (C-2) zone allows for *Clubs* and *Fraternal Lodges* under the *Service Business* use. The traditional members-only Legion operations would be permitted in the C-2 zone; however, the Legion has recently shifted its business model towards operating under a Liquor Primary Licence. Such a use is not permitted in the C-2 zone and a site-specific amendment would be required to allow the proposed use.

Table 1: Site Information		
Applicant / Owner	Larry Hamblin for Royal Canadian Legion Branch No. 140	
Civic Address	5546 Inlet Avenue	
Legal Description	Lot 18 Block 11 District Lot 303 Plan VAP8643, PID: 009-988-882	
Size of Property	767 m ²	
DP Areas	DPA 6 - Downtown Sechelt	
Zoning Designation	Existing: C-2 (Commercial 2)	Proposed: C-2 with site-specific use
OCP Designation	Downtown Centre	

Figure 1 Location Map



Analysis

Location Context

The property is in the mid-block area of Inlet Avenue between Dolphin Street and Cowrie Street. The surrounding land uses are predominantly commercial in nature apart from the Arrowhead Club House and Legacy Housing to the north on Dolphin Street and the School District SPIDER program across Inlet Avenue to the west.

Table 2: Surrounding Land Uses			
	OCP Designation	Zoning	Current Use
North	Downtown Centre	C-2, CD-29	Commercial/Residential
South	Downtown Centre	C-2	Commercial
East	Downtown Centre	C-2	Commercial
West	Downtown Centre	C-2	Commercial/Education

Zoning Amendment

Zoning Bylaw No. 25 includes the undefined term “Neighbourhood Pub” to refer to uses that include businesses with a Liquor Primary Licence issued by the Liquor and Cannabis Regulation Branch.

The Legion has recently amended its liquor licence to a Liquor Primary Licence. Therefore the “Neighbourhood Pub” use is an appropriate choice in terms of a site-specific amendment. It should be noted that zoning regulations are not specific to the user but only the use. In other words, any amendment is not specific to the Legion as the operator and would be available to future owners.

Liquor Primary Licence

The Liquor Primary Licence issued to Legion Branch No. 140 is currently associated with the Legion’s operations on Wharf Avenue. An application for relocation will need to be submitted to the *Liquor and Cannabis Regulation Branch* and the District to receive authorization to relocate the existing licence to 5546 Inlet Avenue.

Parking Variance

Existing parking regulations are prescribed in Part 11 of Zoning Bylaw No. 25. These regulations were updated in 1999 as part of implementing the *Downtown Village Plan* which recommended reducing parking requirements and exempting existing buildings in the downtown area from providing additional parking when undergoing a change of use.

Under Section 1102(2) the proposed addition will invoke requirements for additional parking at a rate more than what can be accommodated on the property. A Development Variance Permit (DVP) to reduce the number and size of parking spaces is required prior to issuance of a building permit. Staff recommend this be a condition of bylaw adoption and be considered in conjunction with the form and character Development Permit (DP).

The applicants are proposing a total of 11 off-street parking spaces consisting of three small car spaces and eight standard car spaces. Based on the proposed occupancy of 65 seats this results in a rate of 1 per 6 seats in the *Restaurant, cafes and beverage rooms* parking category compared to the standard rate of 1 per 3 seats.

The proposed small car parking spaces dimensions of 2.5 m by 4.9 m is consistent with previously approved small car spaces in the Watermark development and is consistent with industry standards.

The parking regulations in Zoning Bylaw No. 25 have not been revised substantially since adoption with only a slight adjustment in 1999. Jurisdictions with more contemporary parking regulations have adopted a more progressive approach to parking requirements in the downtown area and range from eliminating minimum parking altogether (Penticton) to allowing up to 50% reductions (Sooke).

It should be noted that most jurisdictions with downtown specific parking regulations have implemented some form of comprehensive parking strategy consisting of cash-in-lieu for parking, car-share requirements, residential parking permits, metered parking, and public parking lots.

Table 3: Equivalent Use Parking Comparison			
Jurisdiction	Parking Rate	Note	Equivalent Spaces
Sooke	1 per 3 (or 6) seats	50% reduction on downtown area	11 spaces
Penticton	None	No minimum parking in downtown	0 spaces
Parksville	1 per 4 (or 8) seats	50% reduction on downtown area	8 spaces
Summerland	2 per 100 m ²	In central business district	8 spaces

Due to variations in peak parking demand associated with differing business types staff consider there to be sufficient on-street parking in the vicinity to meet peak demand associated with the proposed land use. The peak hours of operation for a Liquor Primary Establishment differ from retail and service businesses which make up the bulk of nearby uses. On-street parking along, Mermaid Street, Inlet Avenue, and Cowrie Street can be used to meet demand at peak times.

While staff support the proposed reduction in parking, in the medium to long term it is recommended that the District undertake a comprehensive parking study for the downtown area to guide the implementation of updated parking policies and regulations that can support development in the downtown area. Ad hoc consideration of parking reductions should be avoided in the long-term and replaced with a consistent and transparent parking regulations and policies that include options for reduced parking minimums when incorporating Transportation Demand Management strategies.

Transportation Demand Management

Staff recommend incorporating Transportation Demand Management strategies where possible to encourage alternative modes of travel. In this case the proposed development is situated in an area well served by transit and close to active transportation routes. It is suggested that the applicants provide secure short-term bicycle storage for six bicycles and this be included when considering approval of the application.

Development Permit

The development is subject to Development Permit Area (DPA) #6: Downtown Sechelt. DPA #6 guides the form and character of commercial development in the downtown centre area and provides guidelines to achieve the following objectives:

- *To create a strong sense of place and visual identity for the Downtown through high standards of urban design and development;*
- *To develop a high-quality public realm and streetscape;*
- *To use unifying design elements to visually and physically connect areas within the Downtown;*
- *To create continuous, pedestrian-oriented street-level façades that reflect a range of contemporary west coast designs (wood, glass, stone elements).*

A development permit must be approved by Council prior to building permit issuance.

Works and Services

Subdivision and Development Control Servicing Standards Bylaw No. 430 regulates the provision of works and services required at the time of development of land. Owners are required to provide works and services on the portion of the road adjacent to the site being developed, up to the centre line.

An engineered design for reconstruction to Inlet Avenue was commissioned as part of a previous capital project on Inlet Avenue between Cowrie and the waterfront to the south. The portion of Inlet Avenue adjacent to the subject property has not been upgraded and is a candidate to be considered as part of a capital project in the near term. Therefore cash-in-lieu will be required as road frontage upgrades would be premature at this time and more effective as part of a capital project. The cash-in-lieu amount will be based on estimates prepared by a professional engineer and will be contributed towards the capital costs related to Inlet Avenue upgrades.

The portion of Periwinkle Lane adjacent to the rear of the property was previously upgraded as part of another development and therefore upgrades are not required at this time.

Strategic Plan

This application supports the following strategic goal:

Revitalizing the Downtown: Develop a vibrant downtown for visitors and the people who live and work in our community.

Policy Implications

Official Community Plan

The property is designated as Downtown Centre in the Official Community Plan (OCP). Surrounding OCP land use designations are Downtown Centre to the north, south, and east with Transition Commercial further to the west.

The proposed use conforms to goals and policies contained in the OCP which support a wide mix of commercial uses.

Financial Implications

Development Cost Charges

Development Cost Charges (DCC)'s for additional commercial floor area will be collected at the time of subdivision in accordance with Development Cost Charges Bylaw No. 544.

The proposed 181 m² addition would require a \$11,120.64 DCC payment.

Table 4: Development Cost Charges						
Use	Drainage	Sewer	Roads	Parks	SCRD Water	Total
Commercial (per m ²)	\$6.18	\$1.69	\$42.67	-	\$10.90	\$61.44 per m ²

Communications

Should First reading be given, the official referral process will be initiated. Referrals will be sent to all relevant agencies and groups including, but not limited to, the Advisory Planning Commission, Chamber of Commerce, Sechelt Downtown Business Association, Sechelt Village Residents Association, Sechelt Fire Department and Ministry of Transportation and Infrastructure.

A public information meeting is not recommended as the application does not significantly depart from established land uses and conforms to OCP policies.

A staff report presenting the results of the referral process will be presented to Council at a future date at which time Second reading and public hearing can be considered.

Respectfully submitted,

Sven Koberwitz
Planner

Attachments:

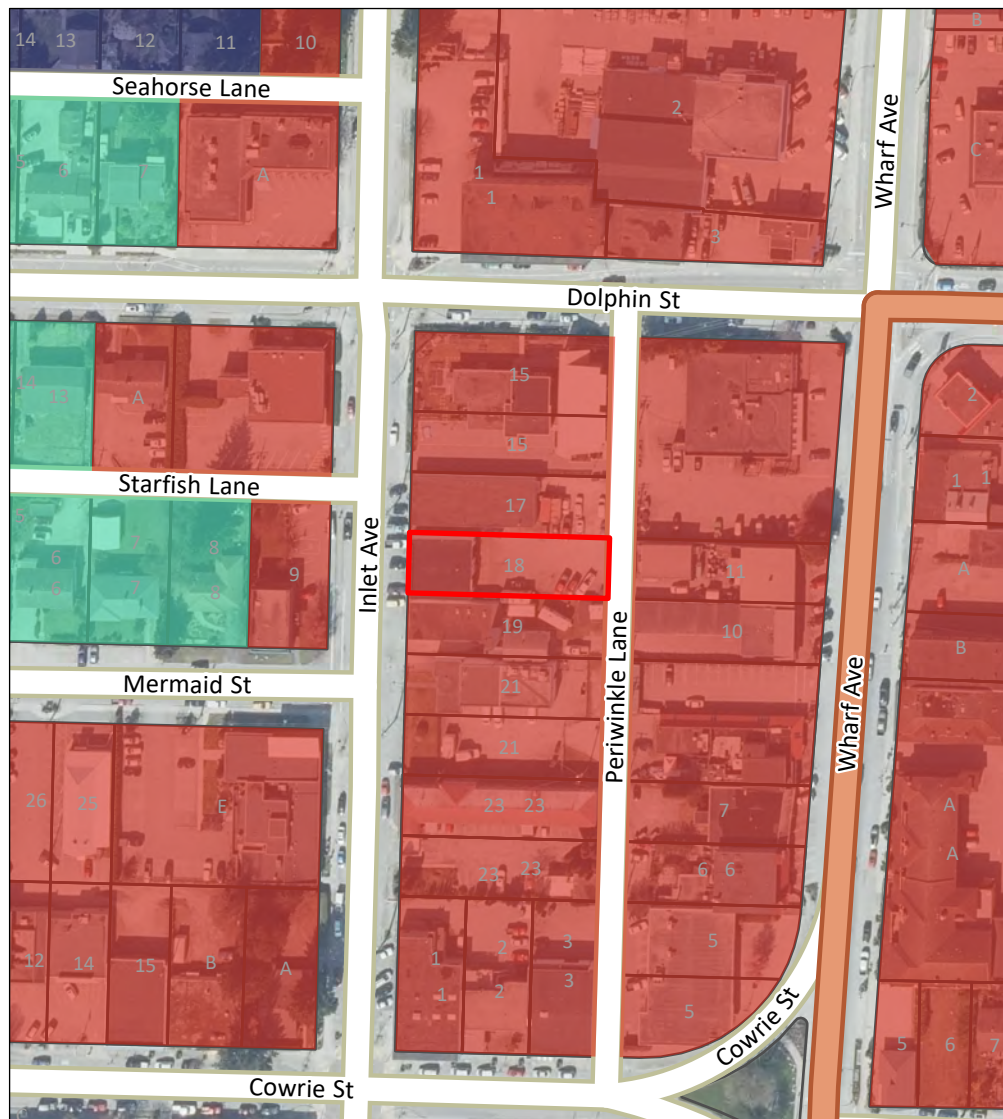
- 1 - Zoning/OCP Map
- 2 - Plans for proposed addition

Reviewed by: A. Allen, Director of Planning & Development	X
Reviewed by: K. Dhillon, Director of Engineering and Public Works	X
Reviewed by: D. Douglas, Director of Corporate & Financial Services	X
Reviewed by: J. Rogers, Communications Manager	X
Reviewed by: J. Frank, Corporate Officer	X
Approved by: A. Yeates, Chief Administrative Officer	X

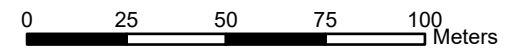
Zoning Bylaw No. 25 Land Use Zones



OCP Land Use Designation



THIS MAP IS DERIVED FROM THE DIGITAL DATABASES ON THE DISTRICT OF SECHELT GIS.
The District of Sechelt makes no representation or warranty, expressed or implied, in fact or in law, with respect to the accuracy or completeness or appropriateness of the data contained or referenced herein.



From: Larry Hamblin

Date: Tuesday, January 19, 2021 at 3:00 PM

To: Patrick Bocking

Subject: DOS Development Application Referral

Mr. Bocking,

I believe the School District received an email today from the District of Sechelt regarding a Development Application Referral 3360-2020-06 (Legion) for our new Legion Building for 5546 Inlet Avenue. I have attached the referral as well.

We would appreciate if the School District would consider submitting a letter of support to the District of Sechelt for the Royal Canadian Legion Branch 140 in support of our efforts to obtain our development approval and building permit to construct our new Legion Building. This new building will allow us to continue our fundraising for the Charities we support throughout each and every year.

If you have any questions please give me a call at (604) 250-4200

Regards

Larry Hamblin
Secretary
140 Sechelt Legion

