



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

**OPERATIONS COMMITTEE**

**AGENDA**

April 23, 2015 from 12:30-2:00 p.m.  
School Board Office – Gibsons, BC

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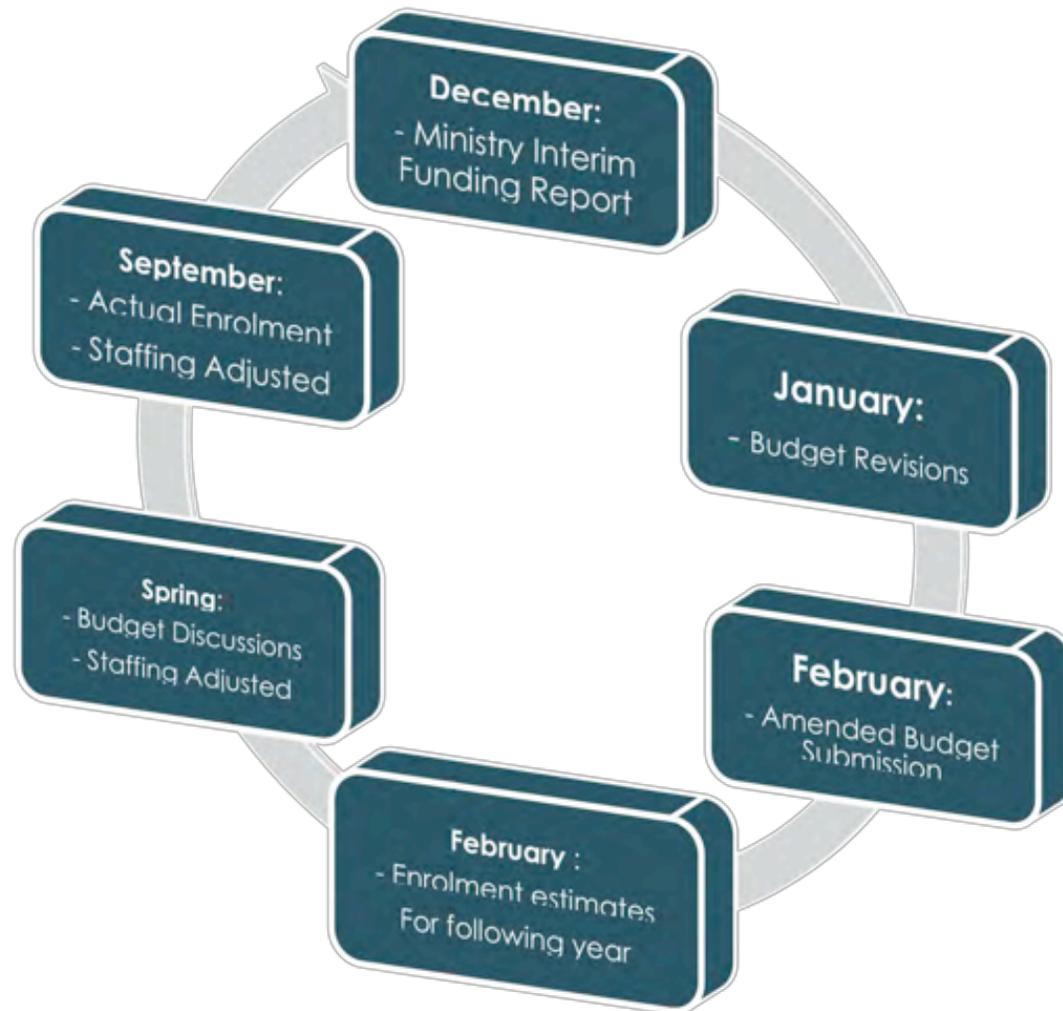
- 1) Budget Summary
- 2) Annual Facilities Grant (AFG) Plan
- 3) Development Application Referral OCP Amendment (District of Sechelt)



# 2015 / 2015 Budget

School District No. 46 (Sunshine Coast)

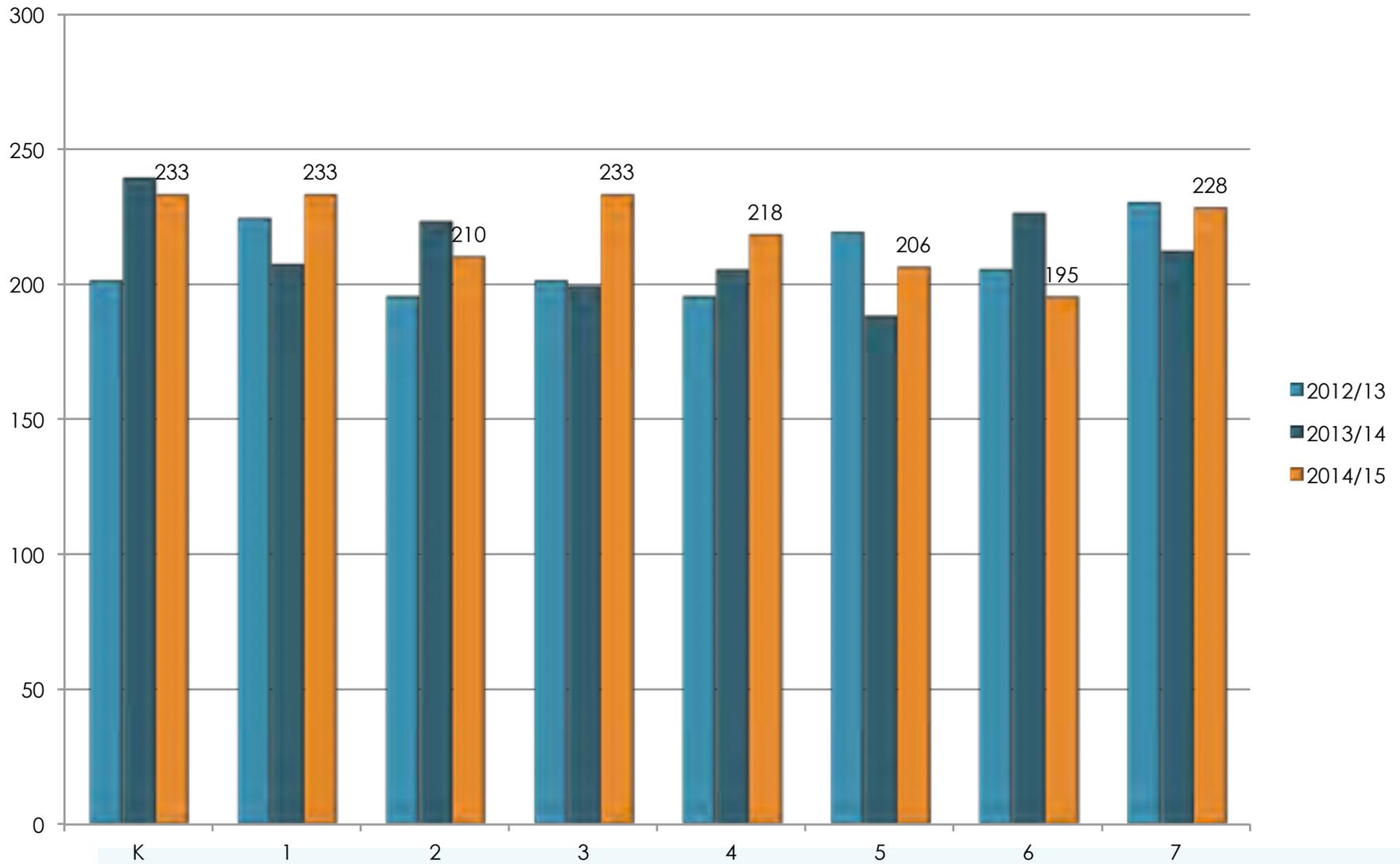
# Budget Cycle



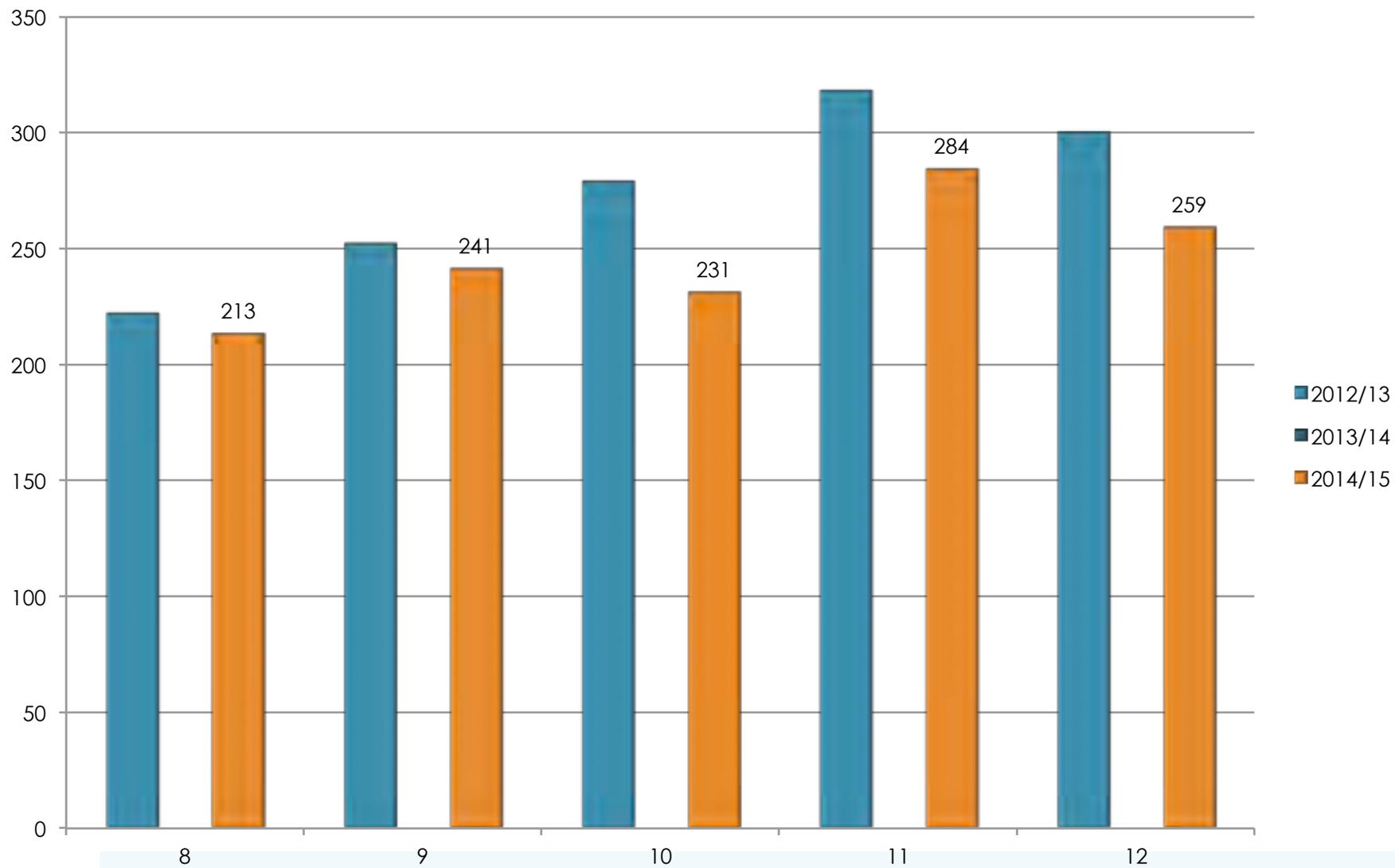
# Budget process milestones

- ✧ **February Operations Committee:** Feedback from Stakeholders, Principals and Senior Management
- ✧ **Mid March:** Provincial Funding Announcement
- ✧ **March Operations Committee:** Discussion of School Funding Allocations
- ✧ **Early April:** School Budget Process Begins
- ✧ **Mid April:** School and District Staffing Plans Reviewed
- ✧ **Late April:** Post and Fill Processes
- ✧ **April/May:** Budget Reviewed by Board of Education

# Elementary enrolment

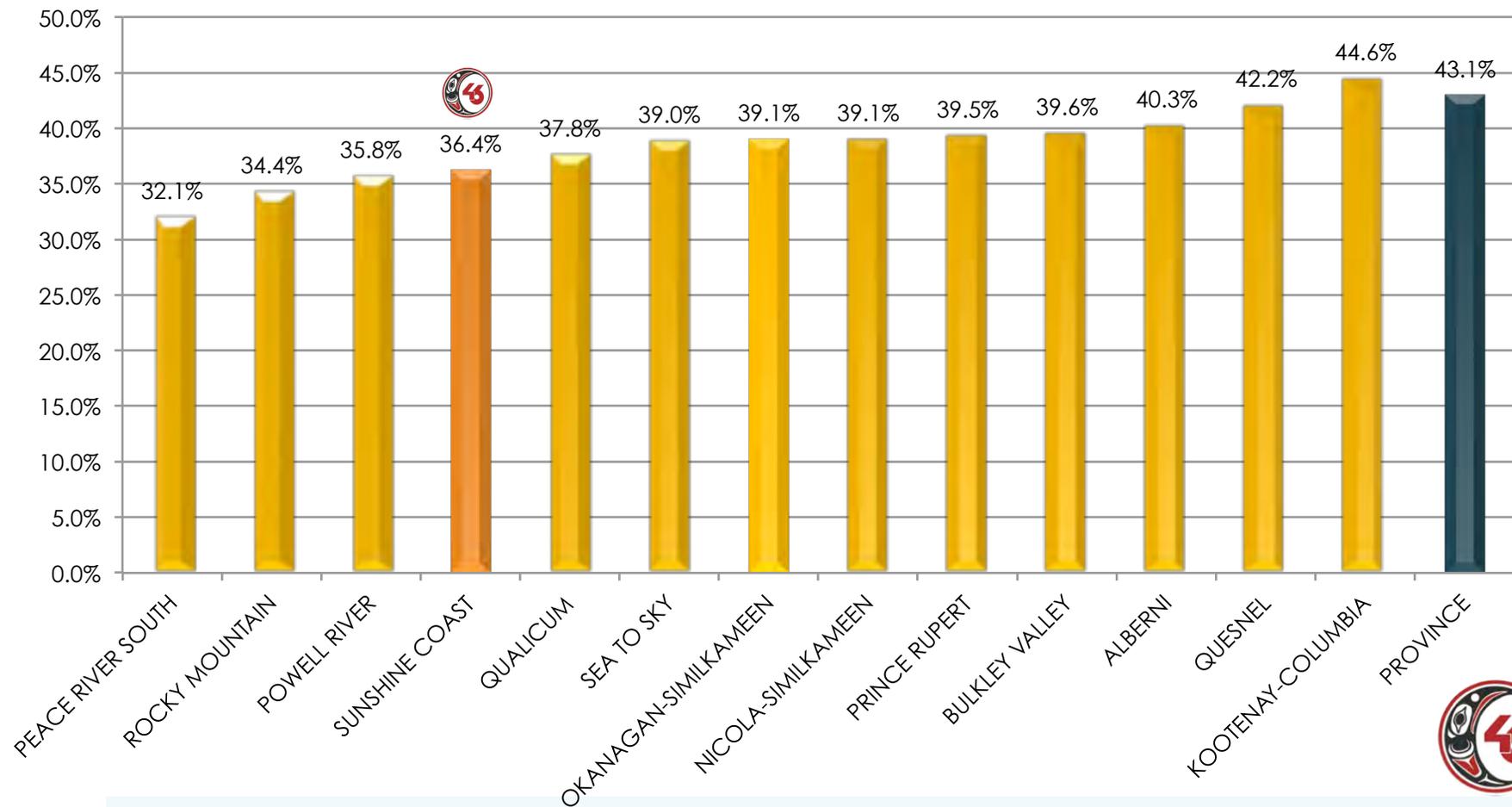


# Secondary enrolment



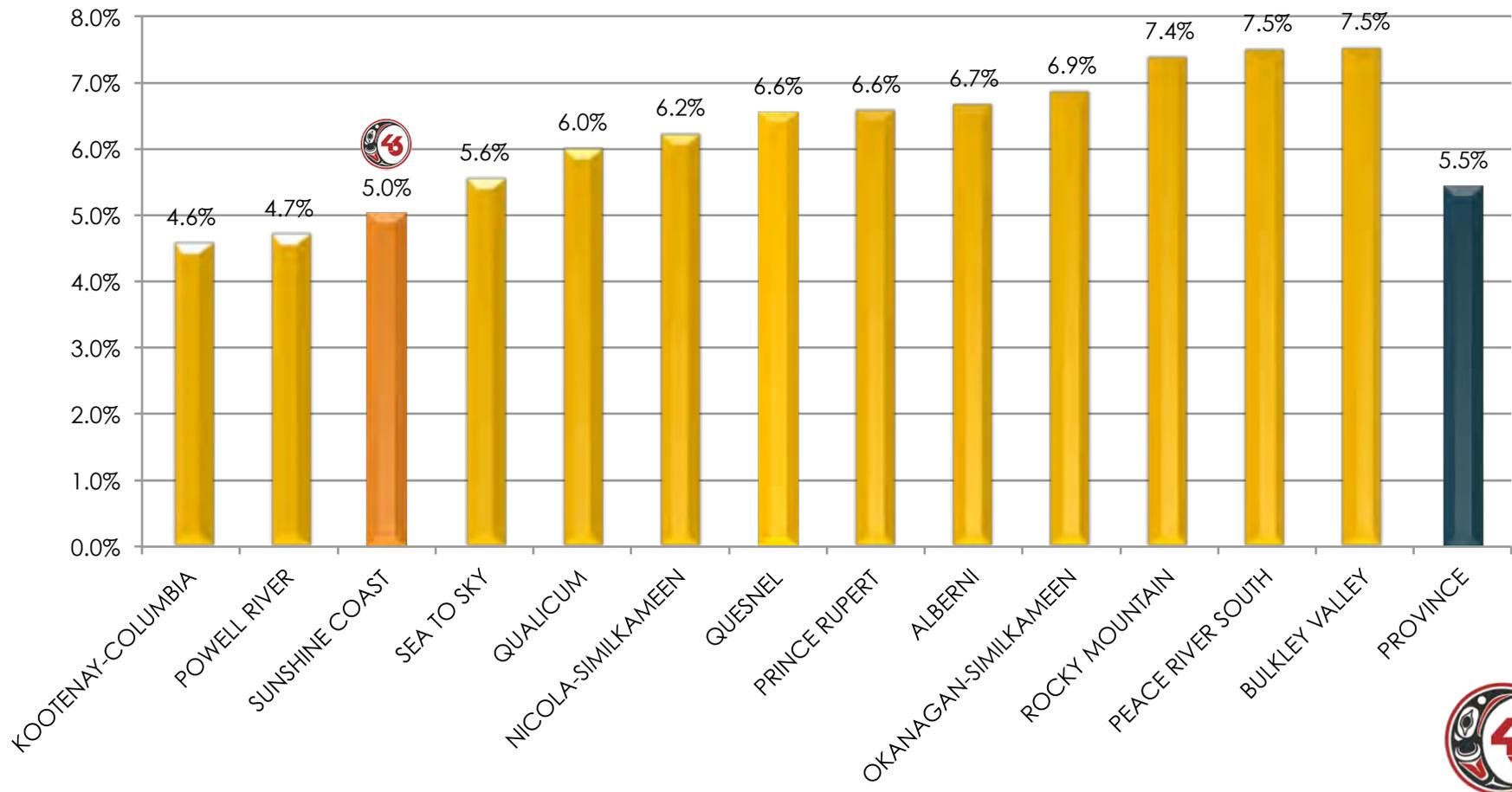
# How do we compare?

## Teacher Salaries as % of Total Expenditures



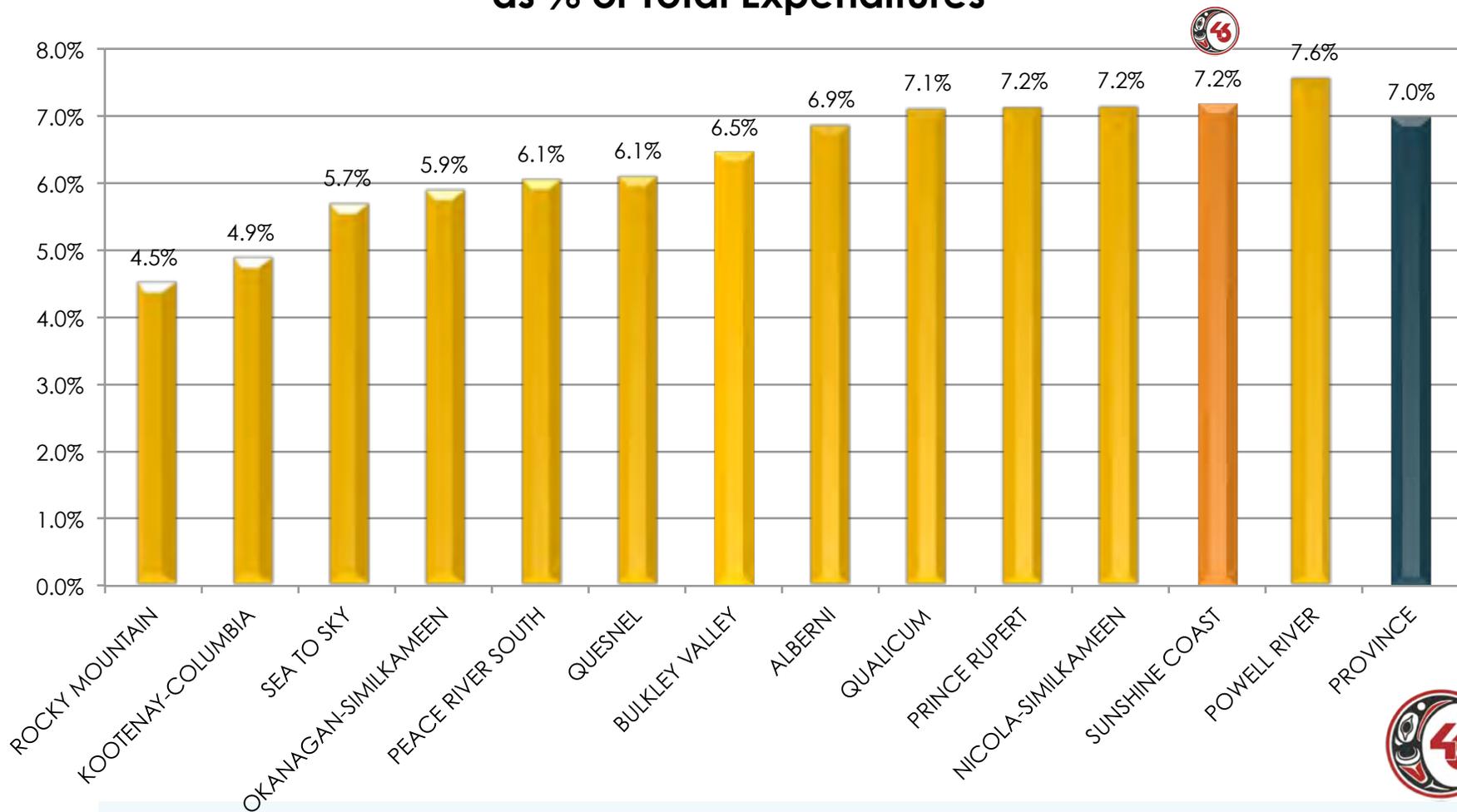
# How do we compare?

## Principal & Vice-Principal Salaries as % of Total Expenditures



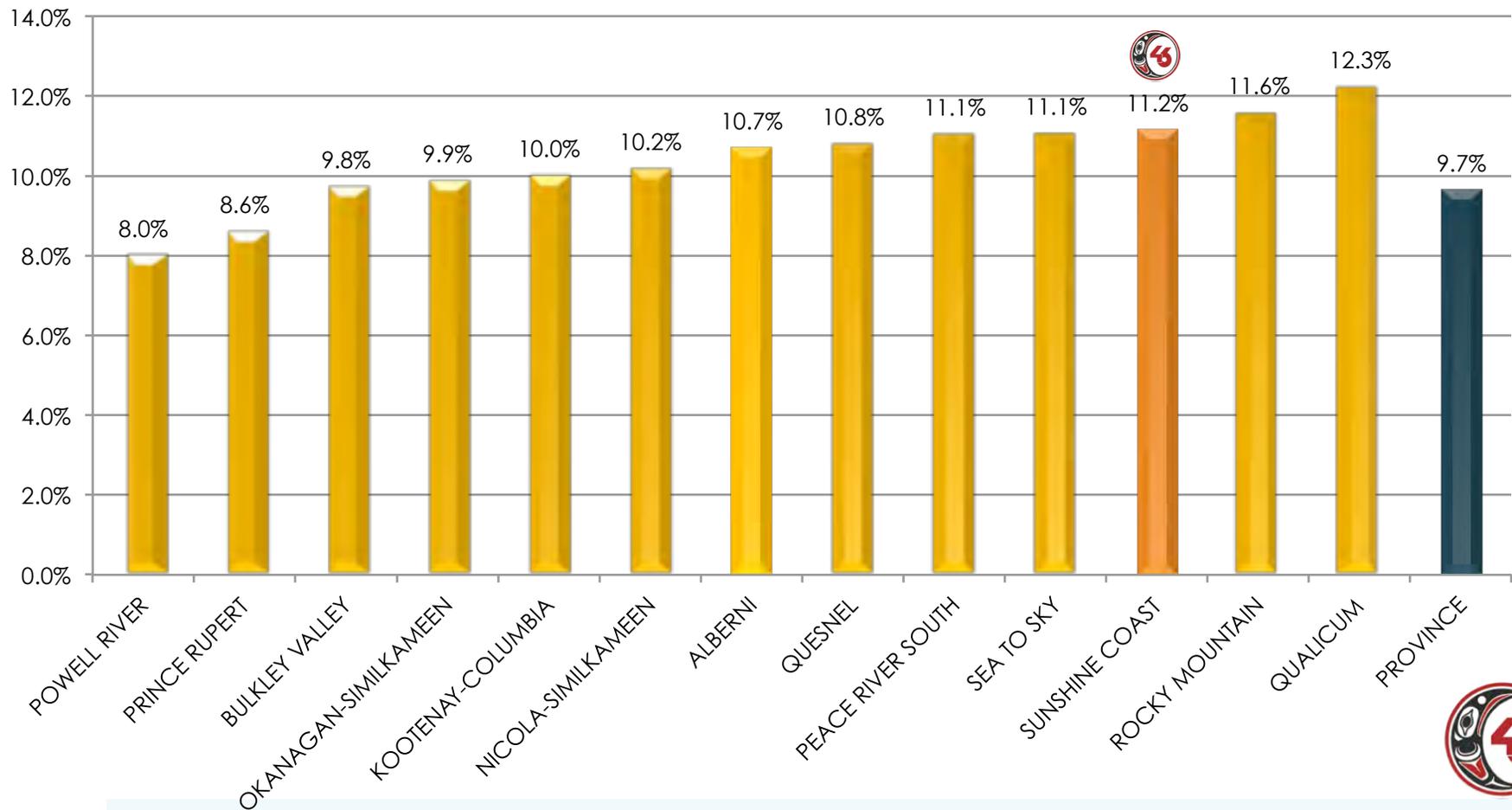
# How do we compare?

## Educational Assistants Salaries as % of Total Expenditures



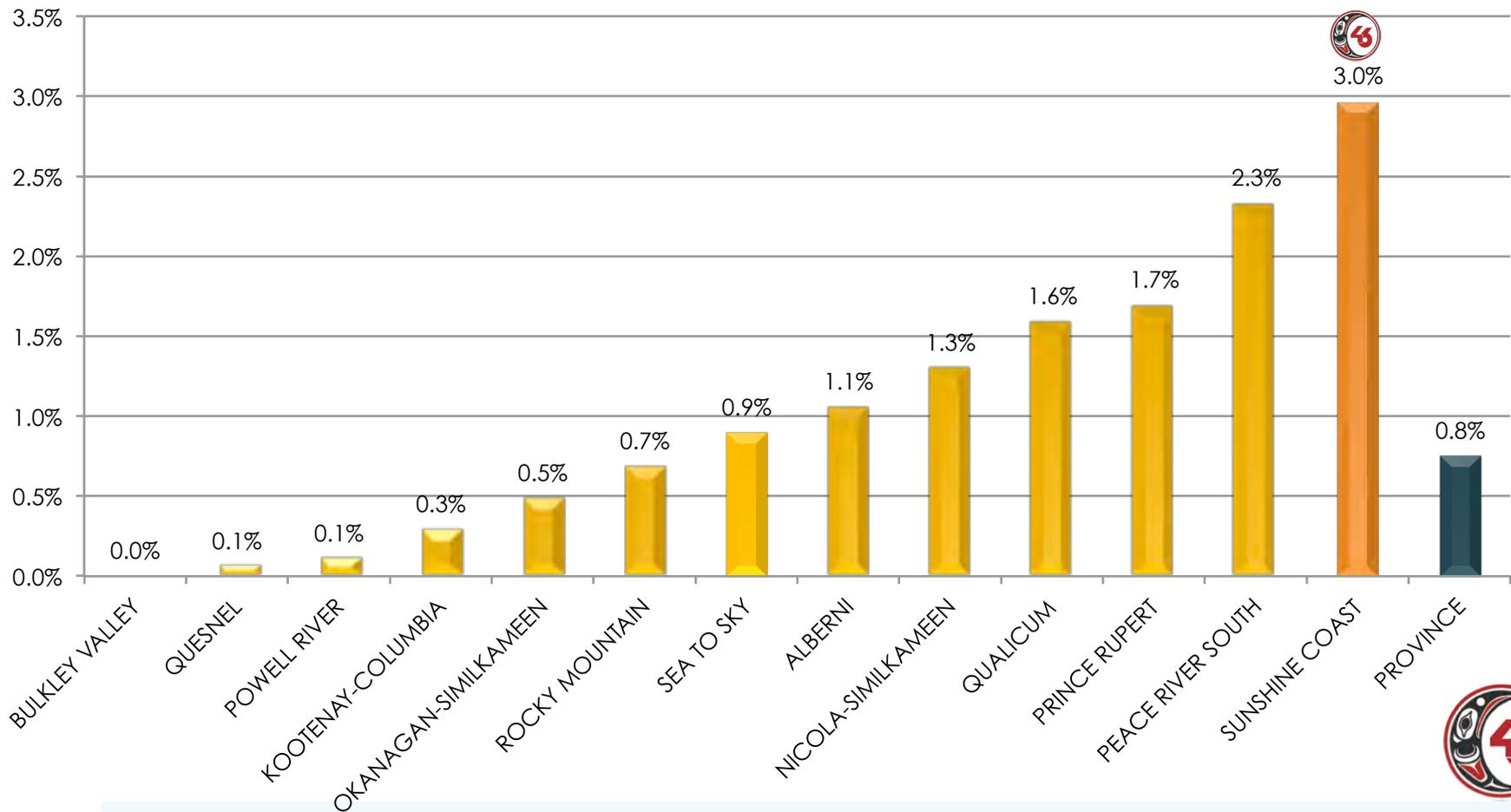
# How do we compare?

## Support Staff Salaries as % of Total Expenditures



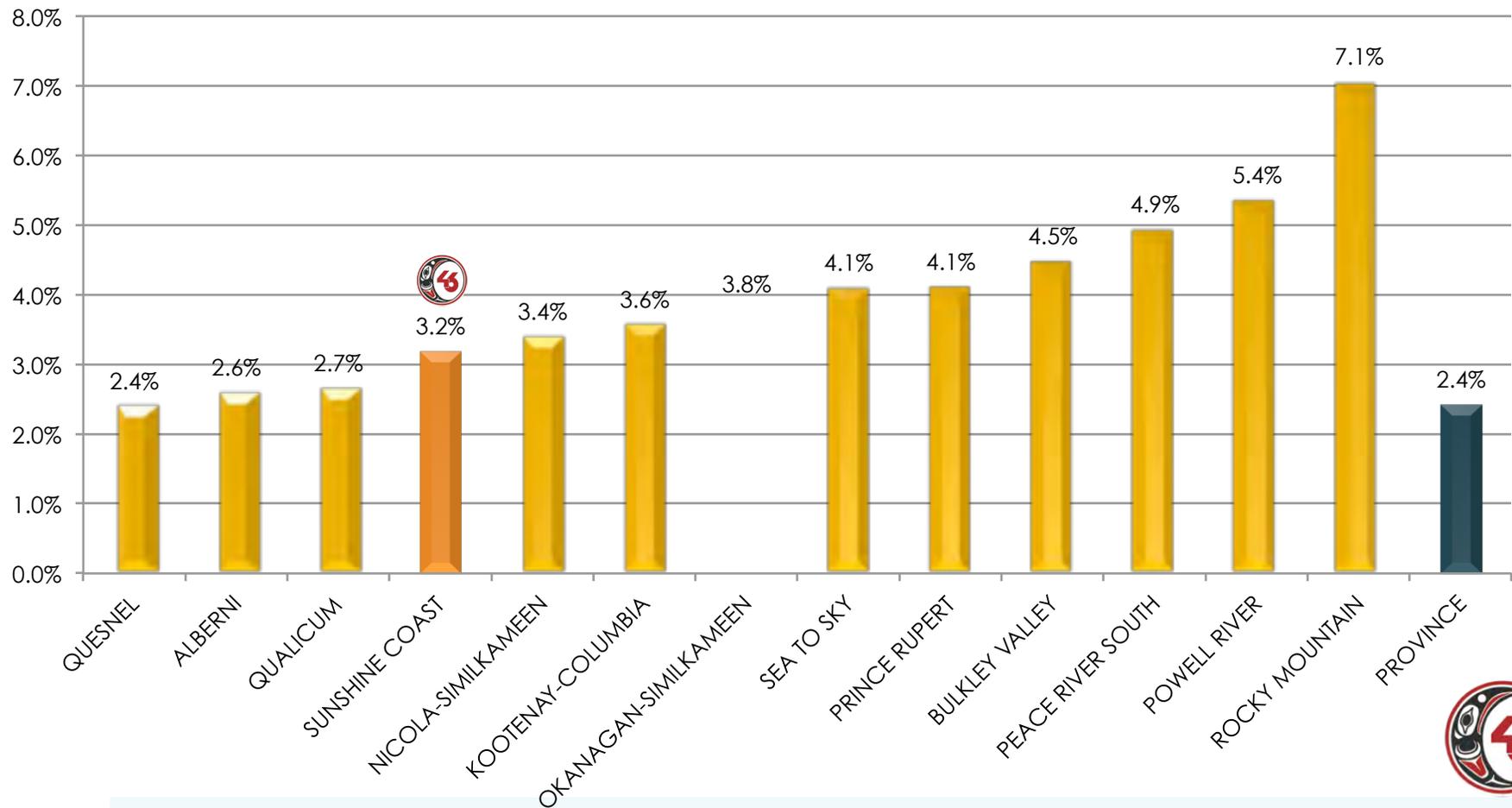
# How do we compare?

## Contracted Student Transportation as % of Total Expenditures



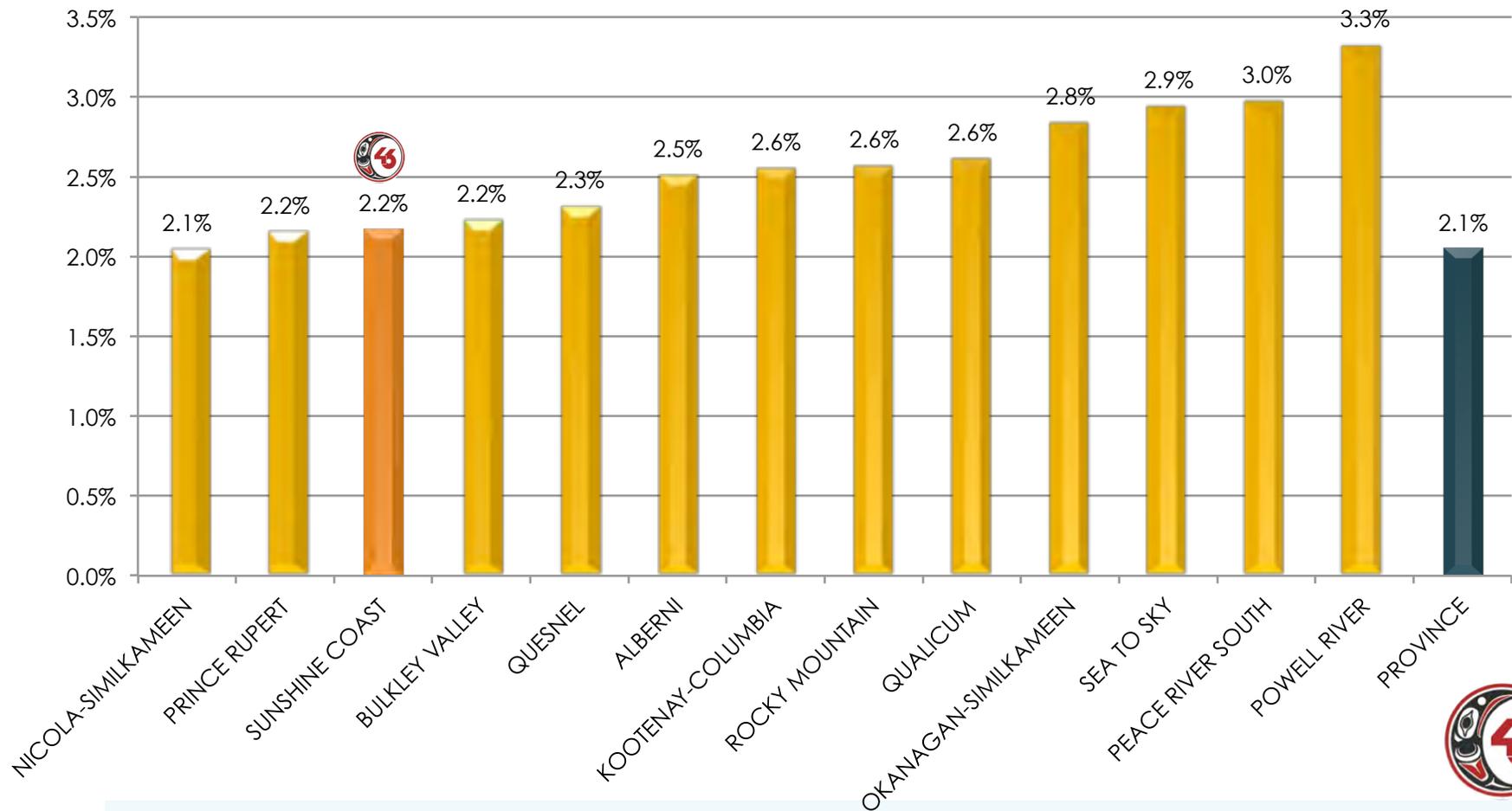
# How do we compare?

## Other Professionals Salaries as % of Total Expenditures

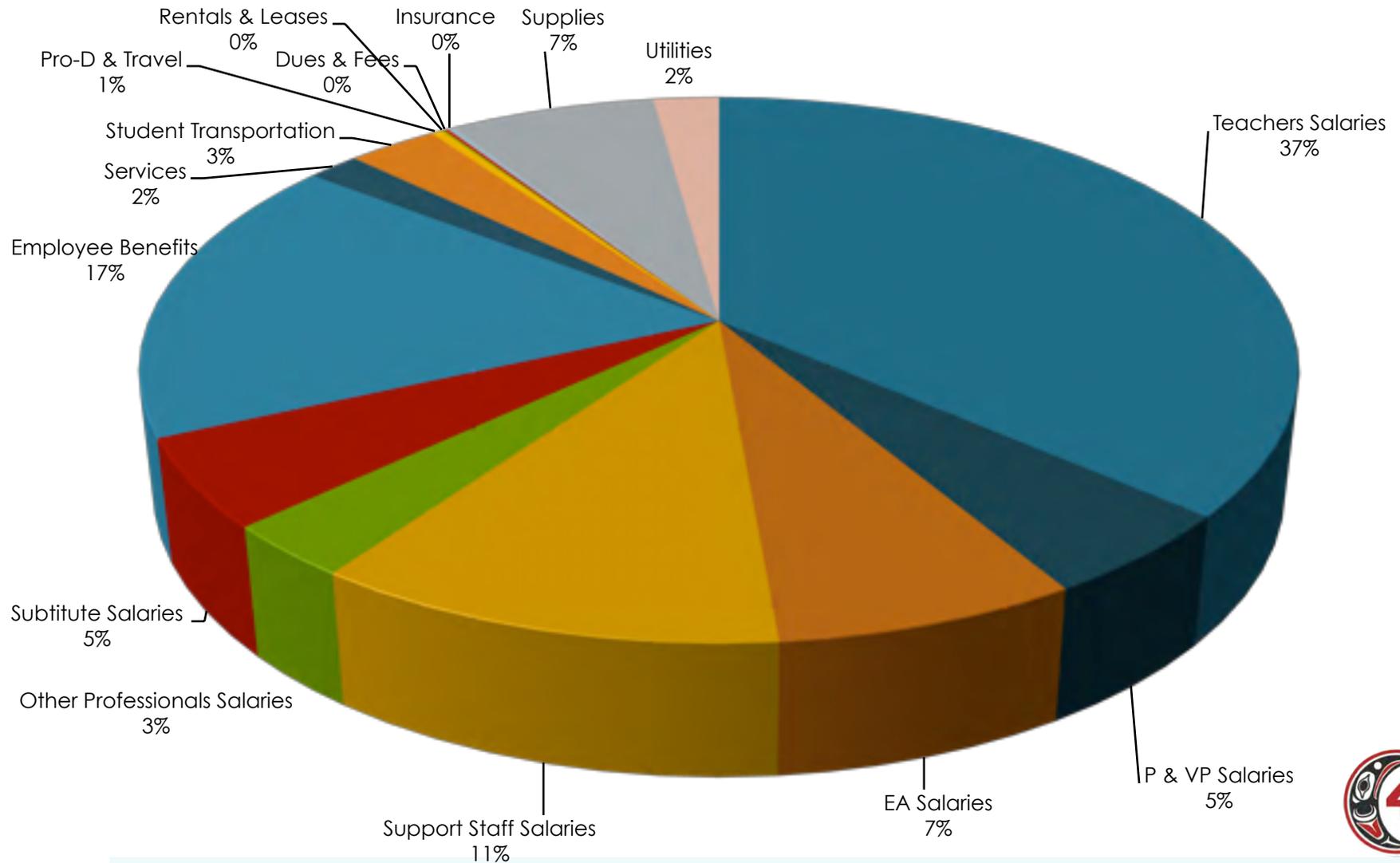


# How do we compare?

## Utilities as % of Total Expenditures



# Expenditures by Type



# What we've changed already

## **2014-15 Budget Changes:**

- ✧ More accurate estimates
- ✧ More equitable funding allocations
- ✧ Improved supports for special needs students
- ✧ Improvements to organizational structures to provide additional music instruction time to schools
- ✧ Maintenance department changes and energy consumption savings

# With whom have we consulted?

- ❖ October 30, 2014 – **Operations Committee** (Preliminary Budget Timelines)
- ❖ November 19, 2014 – **Public** Budget Consultation
- ❖ November 20, 2014 – **CUPE** Budget Consultation
- ❖ November 27, 2014 – **DPAC** Budget Consultation
- ❖ December 8, 2014 – **SCTA** Budget Consultation
- ❖ January 27, 2015 – **Operations Committee** (Preliminary Budget Feedback)
- ❖ February 11, 2015 – **Principals'** Meeting - Budget Consultation
- ❖ February 19, 2015 – **Aboriginal Education** Budget Consultation
- ❖ February 19, 2015 – **Operations Committee** (Preliminary Budget Considerations)
- ❖ February 19, 2015 – **Senior Management** Budget Consultation
- ❖ February 27, 2015 – **Maintenance** Budget Consultation
- ❖ March 2, 2015 – **Technology & Careers** Budget Consultation
- ❖ March 3, 2015 – **Student Support Services** Budget Consultation
- ❖ March 26, 2015 – **Operations Committee** (Budget/School Allocation Rates)

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# Summary of 15/16 budget

- ✧ **Labour Settlement Increased Funding & Expenditures**
  - ✧ **High Quality Music Instruction**
  - ✧ **Next Generation Network to Support Students**
  - ✧ **Refresh Aging Technology**
  - ✧ **Curriculum Implementation Project**
  - ✧ **Administrative Savings**
  - ✧ **Repurpose of Unspent Restricted Surplus**
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# School Allocation Rates

✦ Presented at March Operations Committee

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# District Budget Centres

	2014/15 Preliminary		2015/16 Preliminary		Difference
	FTE	Expense	FTE	Expense	
Salaries	104.58	6,092,256	105.57	6,287,287	195,031
Benefits		1,588,362		1,709,404	121,042
Supplies		3,878,304		3,806,725	(71,578)
Transfers from Schools		(947,619)		(1,032,744)	(85,124)
Utilities		781,000		760,000	(21,000)
Replacements		920,000		850,000	(70,000)
<b>TOTAL</b>	<b>104.58</b>	<b>12,312,302</b>	<b>105.57</b>	<b>12,380,672</b>	<b>68,370</b>
<b>Business Administration Total</b>	10.000	1,230,725	10.200	1,228,552	(2,173)
<b>District Governance Total</b>	7.000	211,270	7.000	181,270	(30,000)
<b>Educational Admin Total</b>	13.397	1,555,434	14.651	1,705,612	150,178
<b>Careers &amp; Ace-It (1.03)</b>			3.143	120,000	120,000
<b>Aboriginal Education Total</b>	4.400	687,210	5.000	687,210	0
<b>District Special Education</b>	20.803	1,392,637	19.596	1,392,156	(481)
<b>ELL Total</b>	1.000	159,460	1.000	172,500	13,040
<b>Technology Total</b>	4.800	707,426	4.800	677,890	(29,536)
<b>Facilities Total</b>	42.550	3,590,506	39.550	3,543,136	(47,370)
<b>Total Transportation</b>	0.630	1,076,635	0.630	1,062,346	(14,289)
<b>Utilities</b>	0.000	781,000	0.000	760,000	(21,000)
<b>Replacement costs</b>	0.000	920,000	0.000	850,000	(70,000)
<b>TOTAL</b>	<b>104.58</b>	<b>12,312,302</b>	<b>105.57</b>	<b>12,380,672</b>	<b>68,370</b>

# Budget Totals

	2014/15 Preliminary Operating Budget	2015/16 Preliminary Operating Budget
Total District Budget		
<b>Operating Revenue</b>	34,849,576	35,077,073
Financial Provision		
Transfer from Restricted		150,000
<b>Operating Expense</b>		
School Allocations	22,559,108	22,751,245
District Budget	12,312,302	12,380,672
Unallocated		
Net Operating Fund	(21,835)	95,157

# MyBudgetFile Implementation



The image shows a screenshot of the MyBudgetFile website. The browser address bar shows "www.mybudgetfile.com/corporate/". The website has a blue header with the logo "MY budgetfile.com" and navigation links: "MY LOG IN", "OUR SOLUTION", "OUR SERVICES", "OUR COMPANY", and "CONTACT US". A toll-free number "1-855-MBF-TALK (1-855-623-8255)" and an "Email Sales" link are also present. The main content area features the headline "Access your budget online, all the time." with a green mouse cursor pointing to a "Learn More" button. Below this are three columns of text describing the software's benefits for K-12 education, including ease of use, time savings, and online planning capabilities. The ASB Affinity Partner logo is visible in the bottom right corner.

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- Shared Solution
- 24/7 Technical Support

**ASB Affinity Partner**  
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL

# Budget Report

School District 46 (Sunshine Coast)

2015-16 Prelim Budget

School District 46 (Sunshine Coast)

2015-16 Prelim Budget

## School District 46 (Sunshine Coast)

### Expenditures

Principal / Vice Principal		2015-16 Prelim Budget	
Principal / Vice Principal Expenditures		\$2,206,118	6%
Trustees		2015-16 Prelim Budget	
Trustees Expenditures		\$99,270	0%
Teachers		2015-16 Prelim Budget	
Teachers Expenditures		\$17,797,150	49%
Support Staff		2015-16 Prelim Budget	
Support Staff Expenditures		\$7,846,679	22%
Exempt Staff		2015-16 Prelim Budget	
Exempt Staff Expenditures		\$1,303,023	4%
Supplies and Contracted Services		2015-16 Prelim Budget	
Regular Instruction (102)		\$2,985,166	
Career Programs (103)		\$1,500	
Library Services (107)		\$49,000	
Counselling (108)		\$1,000	
Special Education (110)		\$309,363	
English As Second Language (130)		\$80,413	
Aboriginal Education (131)		\$269,772	
Business Administration (141)		\$119,200	
Off-Shore Students (162)		\$8,000	
Other Auxiliary Services (164)		\$65,000	
Educational Administration (411)		\$15,000	
School District Governance (440)		\$82,000	
Business Administration (441)		\$374,814	
Business Administration (541)		\$85,000	
Plant Maintenance (550)		\$891,723	
Grounds Maintenance (552)		\$50,000	
Utilities (556)		\$725,000	
Regular Bus Service (770)		\$1,085,328	
<b>Supplies and Contracted Services Expenditures</b>		<b>\$7,197,279</b>	<b>20%</b>

<b>Expenditures</b>	<b>\$36,449,520</b>
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### Summary

	2015-16 Prelim Budget	
Total Revenues and Allocations To Budget	\$36,409,472	\$0
Total Expenditures	\$36,449,520	\$0
<b>Variance</b>	<b>(\$40,048)</b>	<b>\$0</b>

### Notes

\* - See the notes section for details about Line Item notes on this page

Budget Center	Tier	Revenues	Expenditures	Variance	Status	Access Level
School District 46 (Sunshine Coast)	1	\$36,409,472	\$36,449,520	(\$40,048)	Open	Change
School: Cedar Grove Elementary	2	\$1,441,613	\$1,441,613	\$0	Approved	Change
School: Davis Bay Elementary	2	\$1,151,234	\$1,151,234	\$0	Approved	Change
School: Gibsons Elementary	2	\$1,999,365	\$1,999,365	\$0	Approved	Change
School: Halfmoon Bay Elementary	2	\$1,347,343	\$1,347,343	\$0	Approved	Change
School: Kinnikinnick Elementary	2	\$1,655,002	\$1,655,002	\$0	Approved	Change
School: Langdale Elementary	2	\$769,292	\$769,292	\$0	Approved	Change
School: Madeira Park Elementary	2	\$683,600	\$683,600	\$0	Approved	Change
School: Roberts Creek Elementary	2	\$1,270,140	\$1,270,140	\$0	Approved	Change
School: S.P.I.D.E.R. Elementary	2	\$280,090	\$280,090	\$0	Approved	Change
School: West Sechelt Elementary	2	\$1,515,249	\$1,515,249	\$0	Approved	Change
School: Chatelech Secondary	2	\$3,590,446	\$3,590,446	\$0	Approved	Change
School: Elphinstone Secondary	2	\$3,666,564	\$3,666,564	\$0	Approved	Change
School: Pender Harbour Secondary	2	\$1,031,468	\$1,031,468	\$0	Approved	Change
School: Sunshine Coast Alternate School	2	\$2,554,963	\$2,554,963	\$0	Approved	Change
Dept: Aboriginal Education	2	\$687,210	\$687,210	\$0	Open	Change
Dept: Business Administration	2	\$1,228,552	\$1,228,552	\$0	Open	Change
Dept: Career Programs	2	\$302,464	\$302,464	\$0	Open	Change
Dept: District Governance	2	\$181,270	\$181,270	\$0	Open	Change
Dept: District Special Education	2	\$1,806,948	\$1,806,948	\$0	Open	Change
Dept: Educational Administration	2	\$1,983,359	\$1,983,359	\$0	Open	Change
Dept: ELL	2	\$172,500	\$172,500	\$0	Open	Change
Dept: Facilities	2	\$3,691,014	\$3,691,014	\$0	Open	Change
Dept: Replacement Costs	2	\$850,000	\$850,000	\$0	Open	Change
Dept: Technology	2	\$677,890	\$677,890	\$0	Open	Change
Dept: Transportation	2	\$1,062,346	\$1,062,346	\$0	Open	Change
Dept: Utilities	2	\$760,000	\$760,000	\$0	Open	Change
School: Balancing School	2	\$89,597	\$89,597	\$0	Submitted	Change

## AFG SPENDING PLAN

AFG 2015	\$907,785
Budget	\$907,785
Spent	\$908,000
Contingency	\$215

<b>Project</b>	<b>Budget</b>	<b>Location</b>	<b>Notes</b>
Roofing	\$300,000	PHSS, CGE, RCE	Tendered
Consultant reports	\$20,000	ESS, PHSS Seismic	
COP (BC Hydro)	\$30,000	CSS, ESS	REDE Energy
Asbestos Inventory	\$20,000	All	Peak Environmental
Grounds Upgrades	\$40,000	All	Topdressing
Flooring	\$50,000	SBO, WSE, CSS	
DDC Upgrade	\$20,000	LES	
Windows/Doors	\$60,000	LES, ESS	Tendered
Gym Floors	\$38,000	KES, SLC, WSE, LES	Tendered
Exterior painting	\$110,000	CSS, MPE	Tendered
ESS/RCE Interior reno	\$140,000	RCE, ESS	
Energy Efficiency	\$30,000	TBD	
ESS Abatement	\$20,000	ESS	Ceiling tiles
Fire Alarms	\$10,000	LES	
Paving	\$20,000	WSE, SLC	Parking changes



April 2, 2015

**VIA EMAIL**  
Ref: 181055

To: All Secretary-Treasurers  
All School Districts

**Re: 2015/16 Annual Facility Grant**

The Ministry will provide an Annual Facility Grant (AFG) allocation totalling \$121.386 million in 2015/16 to fund maintenance and repairs of capital infrastructure in school districts. This year, the AFG funding allocation will be made up of \$25.196 million from the Ministry's operating budget and \$96.190 million from Government's capital funding allocation. (Please see attached 2015/16 Annual Facility Grant Allocation table.)

In 2015/16, \$2 million will again be allotted from the operating portion of the AFG funding allocation to support Capital Asset Management Services (CAMSS). School districts are expected to utilize the facility condition assessment information for their facilities in the CAMSS database to help guide their AFG spending decisions.

A further \$10.89 million from the operating portion will be used by the Ministry to fund start-up costs of upgrades, which began in 2014/15, to the Provincial Learning Network (PLNet) for the Next Generation Network (NGN).

Each school district must provide the Ministry with an AFG Expenditure Plan for 2015/16. Please note that the AFG Expenditure Plan template has been revised from last year to gather more specific AFG expenditure information. (see attached spreadsheet.)

The template requires all work using AFG funds that is planned between April 1, 2015, and March 31, 2016, to be identified by facility. (Please note that work using any AFG funds carried over from 2014/15 should not be included in the AFG Expenditure Plan for 2015/16.) School districts must again indicate whether the planned AFG work will specifically address a VFA requirement as identified in the most recent Facility Condition Assessment (FCA) undertaken by a VFA Canada assessment team. However, those VFA requirements must be further attributed with a VFA Uniformat Code, as may be chosen from the pull-down menu provided. A separate tab has also been included that provides additional detail regarding the sub-categories of Uniformat codes used for an FCA and should help to make the most appropriate selection from the pull-down menu.

Notably, the Actual Cost column, coloured in blue, is not to be used in the initial submission of the AFG Expenditure Plan. School districts must submit this additional information after March 31, 2016, when the value of completed AFG work for individual facilities is fully known.

.../2

This year's net AFG operating allocation of \$12,306 million (\$25,196 million less the CAMIS and PLNet contributions) will be paid to school districts in one installment in July 2015. Each school district will be granted a single Certificate of Approval (COA) for its portion of the \$96,190 million capital allocation. A standard capital bylaw adopted by the board of education, using the project numbers provided in the attached table will be required prior to the issue of the COA. In accordance with Provincial Treasury policy, draws against the COA should not occur until capital project expenditures have been made.

School districts are requested to submit their AFG Expenditure Plan to their Planning Officer as soon as possible. School districts will receive their COA for AFG as soon as they have submitted the required capital bylaw and spending plan. Please contact your Planning Officer if you have any questions regarding the new AFG Expenditure Plan template.

School districts are encouraged to maximize all AFG spending for capital-related maintenance work that meets the criteria for capitalization and to follow the AFG policy, which can be found at the following link:

<http://www2.gov.bc.ca/gov/topic.page?id=178C400B42114DCEBAC77CB8A0E659863E>

Please be reminded that all such planned AFG work must be completed by March 31, 2016, when the COA will expire.

For your reference, the 2015/16 Annual Facility Grant Allocation table is also posted on the Ministry's capital planning website, at:

<https://www2.gov.bc.ca/gov/topic.page?id=DEDC8587EAC74E0B96A41583B7C98B2D>

Thank you for your attention to the requirements around the allocation and use of AFG funding.

Sincerely,



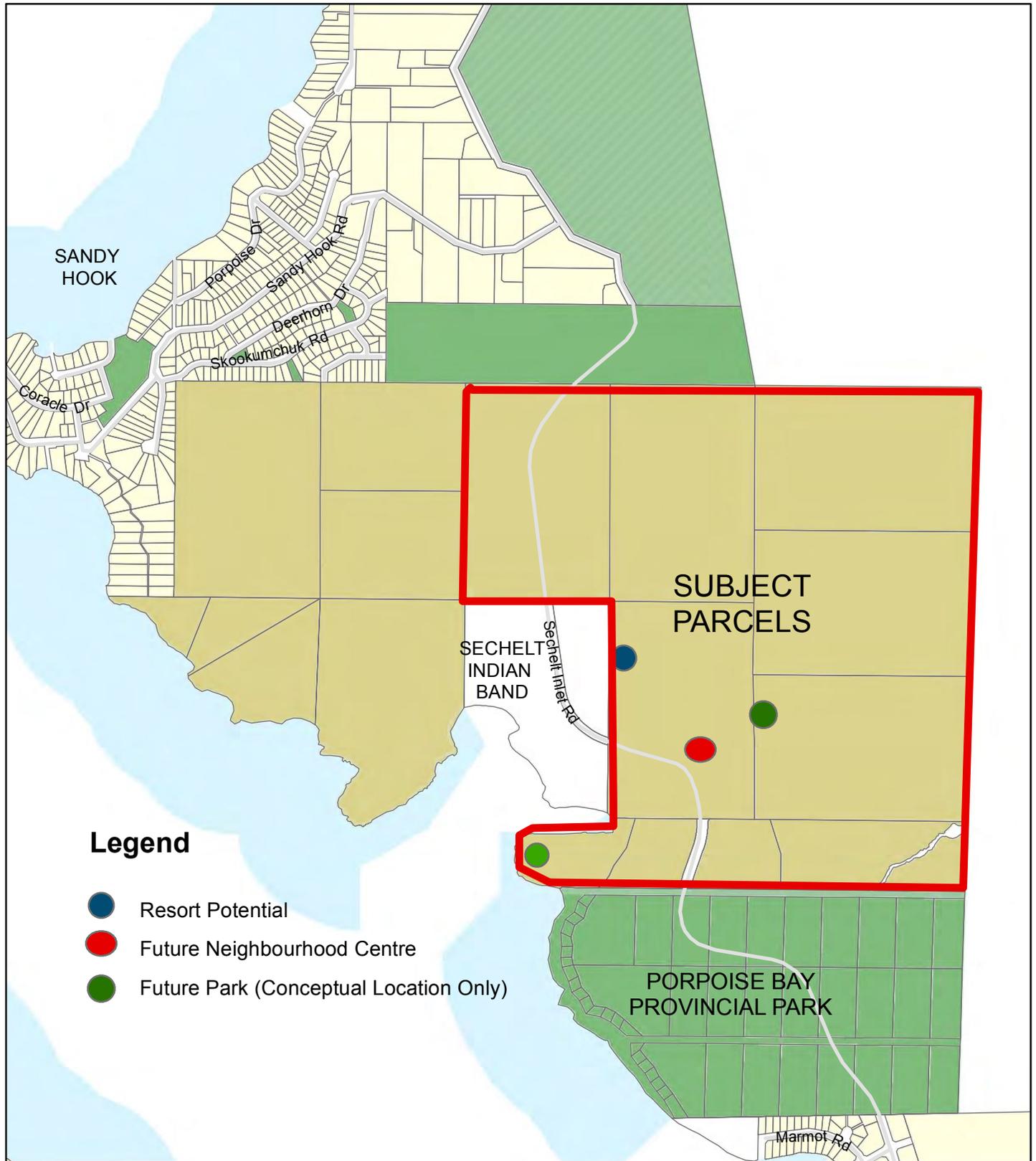
Joel Palmer, Executive Director  
Capital Management Branch

Attachments

pc: All Superintendents of Schools  
Regional Directors, Capital Management Branch  
Planning Officers, Capital Management Branch

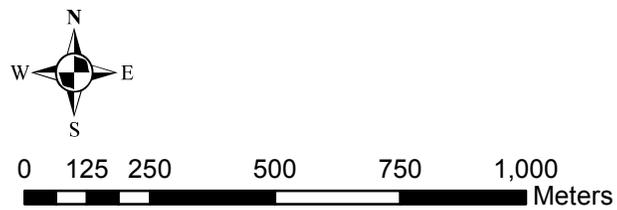
## 2015/16 Annual Facility Grant Allocation

School District	Capital Project Number	Total AFG	Capital Portion	Operating Portion			Total Allocation to Districts	
				Gross	Withheld			Net
					CAMS	NGN		
5 Southeast Kootenay	126869	1,482,718	1,171,291	311,427	24,430	133,021	153,976	1,325,267
6 Rocky Mountain	126870	1,011,596	799,122	212,474	16,667	90,754	105,053	904,175
8 Kootenay Lake	126871	1,444,438	1,141,051	303,387	23,799	129,586	150,002	1,291,053
10 Arrow Lakes	126872	322,656	254,886	67,770	5,316	28,947	33,507	288,393
19 Revelstoke	126874	337,712	266,780	70,932	5,564	30,298	35,070	301,850
20 Kootenay-Columbia	126877	1,001,582	791,212	210,370	16,502	89,856	104,012	895,224
22 Vernon	126878	1,841,844	1,454,987	386,857	30,347	165,239	191,271	1,646,258
23 Central Okanagan	126880	4,057,371	3,205,169	852,202	66,851	364,003	421,348	3,626,517
27 Cariboo-Chilcotin	126882	1,610,591	1,272,306	338,285	26,537	144,493	167,255	1,439,561
28 Quesnel	126884	925,267	730,926	194,341	15,245	83,010	96,086	827,012
33 Chilliwack	126886	2,358,584	1,863,192	495,392	38,861	211,598	244,933	2,108,125
34 Abbotsford	126888	3,574,952	2,824,076	750,876	58,902	320,724	371,250	3,195,326
35 Langley	126889	3,514,014	2,775,937	738,077	57,898	315,257	364,922	3,140,859
36 Surrey	126890	12,202,984	9,639,894	2,563,090	201,063	1,094,781	1,267,246	10,907,140
37 Delta	126891	3,176,995	2,509,705	667,290	52,346	285,021	329,923	2,839,628
38 Richmond	126892	4,283,562	3,383,851	899,711	70,578	384,296	444,837	3,828,688
39 Vancouver	126893	11,562,128	9,433,642	2,128,486	190,502	1,037,286	900,698	10,334,340
40 New Westminster	126894	1,218,590	962,640	255,950	20,078	109,325	126,547	1,089,187
41 Burnaby	126895	4,809,484	3,799,310	1,010,174	79,243	431,479	499,452	4,298,762
42 Maple Ridge-Pitt Meadows	126896	2,673,566	2,112,016	561,550	44,051	239,857	277,642	2,389,658
43 Coquitlam	126897	5,887,651	4,651,021	1,236,630	97,007	528,205	611,418	5,262,439
44 North Vancouver	126898	3,235,525	2,555,942	679,583	53,310	290,272	336,001	2,891,943
45 West Vancouver	126899	1,381,383	1,091,240	290,143	22,760	123,930	143,453	1,234,693
46 Sunshine Coast	126900	1,015,636	802,314	213,322	16,734	91,117	105,471	907,785
47 Powell River	126901	635,095	501,701	133,394	10,464	56,977	65,953	567,654
48 Sea to Sky	126902	987,480	780,072	207,408	16,270	88,591	102,547	882,619
49 Central Coast	126903	311,486	246,062	65,424	5,132	27,945	32,347	278,409
50 Haida Gwaii	126904	570,311	450,524	119,787	9,397	51,165	59,225	509,749
51 Boundary	126905	585,599	462,601	122,998	9,649	52,536	60,813	523,414
52 Prince Rupert	126906	700,724	553,545	147,179	11,545	62,865	72,769	626,314
53 Okanagan Similkameen	126857	650,164	513,605	136,559	10,712	58,329	67,518	581,123
54 Bulkley Valley	126858	731,856	578,138	153,718	12,058	65,658	76,002	654,140
57 Prince George	126859	3,447,054	2,723,042	724,012	56,795	309,249	357,968	3,081,010
58 Nicola-Similkameen	126860	650,077	513,536	136,541	10,711	58,321	67,509	581,045
59 Peace River South	126861	1,476,198	1,166,140	310,058	24,322	132,436	153,300	1,319,440
60 Peace River North	126862	1,544,542	1,220,129	324,413	25,449	138,567	160,397	1,380,526
61 Greater Victoria	126863	4,186,156	3,306,904	879,252	68,973	375,557	434,722	3,741,626
62 Sooke	126864	1,740,088	1,374,603	365,485	28,670	156,110	180,705	1,555,308
63 Saanich	126865	1,579,933	1,248,087	331,846	26,032	141,742	164,072	1,412,159
64 Gulf Islands	126866	535,381	422,931	112,450	8,821	48,031	55,598	478,529
67 Okanagan Skaha	126867	1,386,986	1,095,666	291,320	22,853	124,432	144,035	1,239,701
68 Nanaimo-Ladysmith	126868	2,870,620	2,267,681	602,939	47,298	257,535	298,106	2,565,787
69 Qualicum	126873	1,029,884	813,569	216,315	16,969	92,395	106,951	920,520
70 Alberni	126875	1,094,080	864,282	229,798	18,027	98,154	113,617	977,899
71 Comox Valley	126876	1,810,422	1,430,165	380,257	29,829	162,420	188,008	1,618,173
72 Campbell River	126879	1,359,400	1,073,874	285,526	22,398	121,957	141,171	1,215,045
73 Kamloops/Thompson	126881	3,625,989	2,864,393	761,596	59,743	325,302	376,551	3,240,944
74 Gold Trail	126883	721,512	569,967	151,545	11,888	64,730	74,927	644,894
75 Mission	126885	1,289,060	1,018,308	270,752	21,239	115,647	133,866	1,152,174
78 Fraser-Cascade	126887	554,179	437,780	116,399	9,131	49,718	57,550	495,330
79 Cowichan Valley	126907	1,984,226	1,567,463	416,763	32,693	178,013	206,057	1,773,520
81 Fort Nelson	126908	333,803	263,692	70,111	5,500	29,947	34,664	298,356
82 Coast Mountains	126909	1,592,591	1,258,086	334,505	26,240	142,878	165,387	1,423,473
83 North Okanagan-Shuswap	126910	1,769,104	1,397,525	371,579	29,149	158,714	183,716	1,581,241
84 Vancouver Island West	126911	409,224	323,271	85,953	6,743	36,713	42,497	365,768
85 Vancouver Island North	126912	766,565	605,557	161,008	12,630	68,772	79,606	685,163
87 Stikine	126913	313,856	247,934	65,922	5,171	28,157	32,594	280,528
91 Nechako Lakes	126914	1,495,281	1,181,215	314,066	24,637	134,148	155,281	1,336,496
92 Nisga'a	126915	280,557	221,629	58,928	4,623	25,170	29,135	250,764
93 Conseil scolaire francophone	126916	1,435,275	1,133,813	301,462	23,648	128,764	149,050	1,282,863
<b>Provincial Total</b>		<b>121,385,587</b>	<b>96,190,000</b>	<b>25,195,587</b>	<b>2,000,000</b>	<b>10,890,000</b>	<b>12,305,587</b>	<b>108,495,587</b>



**Legend**

- Resort Potential
- Future Neighbourhood Centre
- Future Park (Conceptual Location Only)



<b>LOCATION PLAN</b>	
	<b>DISTRICT OF SECHELT</b>
	<b>OCP AMENDMENT</b>
	<b>BYLAW NO. 492-12, 2015</b> <b>SSC LTD.</b>



**DISTRICT of SECHELT**

**REFERRAL FORM**

P.O. Box 129, Sechelt, B.C. V0N 3A0

Phone: 604-885-1986 Fax: 604-885-7591 www.sechelt.ca

APPLICATION NO: 3370-20 2015-01						X	OCP Amendment
							Zoning
APPLICANT	SSC Ltd.		APPLICANT'S ADDRESS	7311 Beau Rd., Sechelt, V0N 3A8			Subdivision
							Dev. Permit
SITE ADDRESS	Sechelt Inlet Road		Date	March 13, 2015			Dev. Variance
LEGAL	Lot	SEE ATTACHED		Block			OTHER:
	District Lot			Plan			
	Zoning	Existing	CD-13	Proposed	Unchanged		
	OCP Designation	Existing	Rural Res.	Proposed	Complete Sustainable Development		

**PLEASE RESPOND TO THIS REFERRAL BY APRIL 17, 2015**

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.

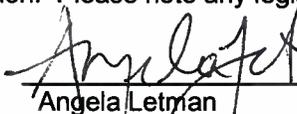
**PURPOSE OF APPLICATION:** To change the Official Community Plan to create a new neighbourhood by:

- 1) Creating a new Development Permit Area DPA 11 Mixed Residential / Commercial Neighbourhood;
- 2) Creating a new land use designation of "Mixed Residential / Commercial Neighbourhood";
- 3) Including the SCC Ltd. properties within the Urban Containment Boundary
- 4) Redesignating the Future Land Use of the subject properties, shown on map Schedule C2, from "Rural Residential" with "Future Parks", "Future Neighbourhood Centre", and "Resort Potential", to "Mixed Residential / Commercial Neighbourhood".

**GENERAL LOCATION:** East Porpoise Bay, north of Porpoise Bay Provincial Park

**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.

  
 Angela Letman Municipal Planner

**This referral has also been sent to the following agencies and community associations:**

X	District of Sechelt Engineering	X	BC Archaeology Branch
X	District of Sechelt Public Works	X	Sechelt Volunteer Fire Department
X	District of Sechelt Parks	XX	FortisBC Energy / Energy Services Advisor
X	District of Sechelt Building	X	Telus
X	SC Regional District – Water & Planning Depts	XX	B.C. Hydro / BC Transmission Co
X	Sechelt Indian Gov't – Archaeology, Rights & Titles	X	Coast Cable -Eastlink
X	Ministry of Transportation & Infrastructure	X	Canada Post
X	Agriculture Land Commission	X	School District #46
X	Front Counter BC – Min. of Environment; Min. Forests, Lands and Natural Resources; Min. of Energy and Mines	X	APC
		X	Accessibility Advisory Committee
X	Fisheries & Oceans		
X	Sechelt Chamber of Commerce	X	East Porpoise Bay Ratepayers Association

<b>LEGAL DESCRIPTION</b>	<b>PID</b>
Lot 1, DL 1557 and 7903 PI BCP4625	025-624-776
Lot B, BI 1, DL 1557, PI LMP27859	023-399-651
Lot C, BI 1, DL 1557, PI LMP27859	023-399-660
Lot D, BI 1, DL 1557, PI LMP27859	023-399-678
District Lot 4682	013-657-925
District Lot 4683	015-853-314
District Lot 4684	015-853-322
District Lot 4685	015-853-331
District Lot 4686	015-853-357
District Lot 4687	015-853-381

# **Proposed Amendment to OCP Bylaw 492, 2010**

**March 16, 2015**



**SSC PROPERTIES LTD.**

**ISSUED FOR REFERRAL**

## **PROPOSED Change 1: addition to Part 7- Development Approval Information Areas of the following:**

### **DEVELOPMENT PERMIT AREA 11 (DPA 11) MIXED RESIDENTIAL/COMMERCIAL NEIGHBOURHOOD**

#### **Area**

All lands within the Mixed Residential/Commercial Neighbourhood Development Permit Area, indicated on Future Land Use map Schedule C2 as "Mixed Residential/Commercial Neighbourhood".

#### **Designation**

Pursuant to Section 919.1 (1) (f) of the Local Government Act these lands are hereby designated a development permit area for the establishment of objectives for the form and character of intensive residential, commercial and multi-family residential development on these lands.

This designation does not preclude other Development Permit Area designations in the OCP from applying to this area.

#### **Justification**

The Mixed Residential/Commercial Neighbourhood Development Permit Area designation includes a diverse mix of commercial, mixed-use, multi-family residential, and single-family residential, zoning designations. The lands are 4.5 kilometres from downtown Sechelt along the eastern edge of Porpoise Bay. They are located within the East Porpoise Bay neighbourhood to the south of Sandy Hook neighbourhood, and North of the Porpoise Bay Provincial Park, on the hillside surrounded by Crown forest on three sides and Porpoise Bay on the remaining side.

The site is highly visible from the water, and will become a significant self-contained neighbourhood in the future. The intention is to encourage visually attractive residential, commercial and mixed-use development that respects the site context, adjacent uses and supports the role, function and character of the development as established within the land use polices of this OCP.

#### **Exemptions**

Pursuant to Section 919.1 (4) of the Local Government Act, a development permit is not required in respect of the following:

- a. Regular property maintenance except that involving a change of building colour or building material
- b. Emergency land alteration works, including tree cutting to remove an immediate danger.
- c. Interior renovations, except renovations that close-in storefront windows.
- d. Minor site clearing for topographic or other surveys for site and servicing work.

#### **Objectives**

The Objectives of DPA 11 are:

- To establish a unique sense of place with a high quality of design, liveability and

walkability.

- To incorporate distinctive design character to establish identifiable precincts or neighbourhoods within the overall development.
- To recognize and incorporate natural features into the design of the neighbourhood.
- To incorporate Public Realm as a central component to the neighbourhood design.
- To ensure that new development is respectful and compatible with its surroundings, including the Shíshálh Nation land (SBL #28), Porpoise Bay Provincial Park, and the Sechelt Heritage Forest.
- To incorporate sustainable best practices and innovation in planning, building and landscaping.
- To support a variety of housing forms that provides appropriate and affordable housing for a wide spectrum of the population.
- To contribute to a diverse, stable and sustainable economy for Sechelt and the region.
- To develop an accessible and inclusive community that provides opportunities for residents of all ages and abilities.
- To include opportunities and services for aging-in-place.
- To demonstrate good stewardship of the environment.
- To control design of new development and the provision of amenities.

## Guidelines

### Site Planning

- Provide a neighbourhood character that reflects the mixed commercial, residential, cultural and recreational amenities and year-round utilization of the development.
- Ensure development considers and responds to site conditions of slopes, landforms, hydrology and other characteristics.
- Ensure building orientation, massing and scale maximizes solar access to public spaces and outdoor terraces.
- Provide visible public outdoor activity areas to reinforce social activity and interaction. All development should maximize sun penetration to pedestrian and outdoor activity areas.
- Preserve mature and old growth trees, rock outcrops, shoreline areas, wetlands and watercourses, and incorporate them as amenities.
- Preserve ocean views and view corridors in the placement, design, shape and massing of all buildings.
- Terrace buildings on slopes or waterfronts to reduce the mass of buildings and maintain views.
- Provide adequate spacing between



buildings to provide privacy, views and natural light to all buildings.

- Ensure design of the development considers the effects of climate change and coastal flooding.
- Integrate the neighbourhood with the surrounding neighbourhoods and properties.
- Trail network connections must be maintained and strengthened.
- Create pedestrian oriented routes to integrate the area. The pedestrian system should provide accessible routes to an acceptable standard.
- Support multiple modes of transportation, including pedestrian, bicycles, low- powered vehicles, community shuttles, regional transit, private vehicles, and marine craft.
- Provide usable parks in addition to environmental and geotechnical sensitive areas.

## **Building Scale, Form and Character**

### **Residential Buildings**

- Use varied appearances that reflect the character of the surrounding neighbourhoods
- Maintain a scale that is sensitive to surrounding homes
- Use building design, materials and landscaping that are found in the surrounding area.
- Provide a clearly defined main entrance for each building that faces the public road. Features such as entry porches, wide steps and planters are encouraged.
- Front facades should be broken down to emphasize the appearance of individual units.
- Sloped roofs are encouraged, with pitches exceeding 5 in 12 and large overhangs. Mansard, monopitch and gambrel roofs are discouraged.
- Building heights should not exceed two storeys above the natural grade.



### **Mixed-use and Commercial Buildings**

- Design buildings to complement and not overwhelm adjacent buildings.
- Clearly identify main entrances with canopies, gateway features, landscaping, lighting or special paving. Design retail facades as individual entries to strengthen their character and interest the pedestrian.
- Differentiate the first story architecturally from upper storeys. Use cornices, wood trim, canopies or other architectural details to create visual separation.
- Provide building facades that front streets with active ground floors to ensure businesses are easily identifiable and to promote pedestrian friendly streets.

- Use articulated building forms to give the appearance of smaller, individual businesses, using features such as bay windows and alcoves.
- Use variety, texture, scale and modulation in building façade design to create pedestrian interest. Blank walls on street-fronting facades are discouraged.
- Treat building elevations visible from all streets as front elevations, with finished facades and windows that complement the character of adjacent residential areas.
- Vary building heights and rooflines on buildings with long frontages.
- Sloped roofs are encouraged, with pitches exceeding 5 in 12 and large overhangs. Mansard, monopitch and gambrel roofs are discouraged.
- Service bays and waste storage should be located within the building or suitably screened.

### **Materials – Residential, Mixed-Use, and Commercial Buildings**

- Use natural materials such as wood, stone and rock; standard brick or cement composite materials are acceptable.
- Vinyl, metal siding or artificial brick must not be used. Stucco is acceptable provided it is accented with substantial use of wood trim, fascias or other features.
- Use rock or stone, split granite or wood timbers as accent materials.
- Use wall colours that reflect a coastal marine and historical setting.
- Bright primary colours, white, and pastels are not permitted except as accent colours.



## Sustainable Development

- Orient buildings and window placements to maximize opportunities for passive solar heating and for natural lighting, cooling and ventilation. Narrow building forms that maximize corner and through units are preferable.
- Use natural ventilation and cooling systems (i.e. operable windows) instead of air conditioning.
- Ensure landscaping and building design encourage sunlight penetration in winter and shading of afternoon sun in summer. Use projecting overhangs, canopies and blinds to reduce sun exposure in summer.
- Incorporate energy efficient lighting, appliances and building products that utilize green technology.
- Encourage on-site energy sources such as geothermal and passive solar.
- Manage storm-water flows to ensure no net increase in flow volume and velocity from predevelopment conditions.
- Use natural filtration of rainwater into the site through techniques such as rain gardens, rainwater collection systems, bio-swales, landscape detention areas or other methods suitable to the urban environment.
- Reduce the overall area of impervious surfaces to reduce the rate and volume of runoff. Ensure that surfaces provide full accessibility.
- Minimize the impacts of parking areas by installing oil and grit separators and directing runoff to infiltration chambers and bio-filtration strips.
- Consider the use of green roof systems, especially on larger commercial / mixed-use buildings to reduce rainwater runoff and reduce energy consumption.
- Encourage individual developments to apply for LEED certification (Leadership in Energy and Environmental Design green building rating system) or a comparable assessment.



## Landscaping

- Use landscaping to provide a welcoming appearance, delineate pedestrian routes, and soften the transition with adjacent uses.

- Use a mix of deciduous and evergreen plants, using native materials where suitable.
- Use landscaping to screen mixed-use and commercial development from adjacent residential areas.
- All areas not covered by buildings must be left in a natural state or landscaped.
- Wherever possible, mature trees, including those along property lines and significant specimens within the interior of development sites, should be preserved and integrated with new landscaping.
- Limit the use of potable water for landscaping through the use of grey water, captured water, and drought resistant plants.
- Planted areas must incorporate a programmable automatic irrigation system to current IIABC and BCSLA/BCNTA standards.
- Chain link fencing, where not utilized for sport facilities, should be screened so that such fencing is not visible from pedestrian areas, a municipal road, or a strata road.
- Landscape plans must be prepared by a professional Landscape Architect (BCLA) and all plantings must comply with the standards of the B.C. Landscape Standard.



### **Waterfront Areas**

- Highlight natural features such as rock outcroppings, shoreline, vegetation and mature trees in the site plan.
- Preserve openness and enhance public access to the waterfront.
- Design buildings so they do not overwhelm the pedestrian experience of the waterfront.
- Large buildings should be divided into smaller blocks of varying height to maintain ocean views.
- Provide multi-use public pathways along the waterfront and between buildings.

## Public Art

- Public art, especially which is created by local artists and designers, is encouraged. Wall murals, sculptures or carvings that reflect Sechart's history, cultural and natural environment are supported as part of all developments within the community.



## Lighting

- All exterior lighting must be non-glare, full cut-off L.E.D. to light specific areas and avoid light spill on adjacent properties or uses. Light may only be cast downward.
- High intensity security lights are not supported.
- All pedestrian and parking areas should have pedestrian-scale lighting
- Use the same lamp standards throughout the area for both private and public projects in order to help unify the area over time.
- All lighting systems must be designed by a qualified engineer, and submissions to the District shall include luminance calculations and distribution diagrams.



## **Parking and Access**

- Surface parking areas must be screened from adjoining development by dense and continuous landscaping. A combination of landscaping and solid fencing will be encouraged.
- Shared parking facilities and shared access points are encouraged to reduce the amount of curb cuts, and allow for efficient traffic circulation and utilization of parking supply.
- Locate surface parking areas at the rear of buildings as much as possible.
- Provide clear pedestrian routes from parking areas to building entrances.
- At grade parking structures must be designed to allow natural light, with finish materials similar to the overall building appearance, and adjacent landscaping.
- Locate visitor parking to be easily accessible to access points of the development.
- Parking areas with more than 20 spaces must be broken into smaller sections by landscape islands.
- Adequate bicycle parking facilities should be provided on-site and within buildings where appropriate.
- Locate loading bays and refuse containers to minimize visibility from streets.
- Provide electrical connections for electric vehicles and scooters.

## **Signage**

- Signage must be integrated in design of, and coordinated with, the architectural features of the building and character of the area.
- The size, number and placement of signs should ensure a hierarchy of signage.
- All sign materials and mounting brackets should be high quality, textured and durable. Raised or recessed letters are encouraged. Lighting fixtures should be quality, unobtrusive fixtures.
- Signs may support fairly intense colour applications, but should be harmonious with the colour scheme of the building with which they are associated.
- Backlit plastic signs, illuminated copy, roof signs or moving signs are not supported.

## **PROPOSED Change 2: addition to Part 9- Definitions of the following:**

### **Mixed Residential / Commercial Neighbourhood (includes former “Silverback” lands)**

This designation provides for the development of a new neighbourhood featuring: *Parks and Open Space; Civic, Institutional and Utilities; Agriculture; a Neighbourhood Centre; Low Density Residential; Residential;* and *Multifamily/ Mixed Residential* with a *Base Density* of 1,000 residential units per 170.0 Hectares and a *Maximum Density* of 1,360 residential units per 170.0 Hectares.

## **PROPOSED Change 3: addition to map SCHEDULE C-2:**

Inclusion of the subject SSC Ltd. Properties (former Silverback lands) within the Urban Containment Boundary. (See attached proposed C-2 map schedule)

## **PROPOSED CHANGE 4: map SCHEDULE C-2:**

Re-designation of land from “Rural Residential “ with “Resort Potential”, “Future Neighbourhood Centre” and “Future Park” to new designation of “Mixed Residential/Commercial Neighbourhood” . (See attached proposed C-2 map schedule)



Legend

- Fish Hatchery
- Future Park (conceptual location only)
- Future Neighbourhood Centre (conceptual location only)
- Maine Access
- Resort Potential
- Agriculture
- Business/Industry
- City, Institutional, Utilities
- Downtown Centre
- Low Density Residential
- Multifamily/Mixed Residential
- Neighbourhood Centre
- Parks and Open Space
- Regional Centre
- Residential
- Resource
- Rural Residential
- Shoreline Conservation & Recreation
- Special Infill Area
- Tourist Commercial
- Transition Commercial
- Urban Containment Boundary
- Village Residential Infill
- Working Waterfront
- Mixed Residential/Commercial Neighbourhood

*NEW*

*NEW*

*NEW*

*NEW*

**PROPOSED  
CHANGES 3 AND 4:  
map SCHEDULE C-2**



District of Sechelt Official Community Plan  
Bylaw No. 492, 2010.

SCHEDULE  
**C2**

Future Land Use