

**From:** "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>

**To:** "Direct to Mayor and Council - DL"

**CC:** "City Manager's Correspondence Group - DL"  
"Krishna, Kaye" <Kaye.Krishna@vancouver.ca>

**Date:** 12/11/2018 6:44:36 PM

**Subject:** Notre Dame Secondary School - development permit

**Attachments:** Notre Dame\_Resident Letter\_Final Draft.pdf

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Greetings Mayor and Council,

This email serves to provide additional information on the Notre Dame Regional Secondary School, following our email communication to you on November 19, 2018 (included below for reference). As staff have proceeded with the permit review, many of you have continued to receive correspondence from residents living near Notre Dame regarding their concerns about the school's proposed amendments to an existing development permit.

Through staff's ongoing review of the application, community feedback and further discussions with the applicant, staff have advised Notre Dame of the need to reset the community consultation in order to ensure a fulsome notification engagement of the community and receive official feedback through a formal notification process prior to the City making a final decision on the minor amendment application. This includes a requirement for Notre Dame to host an open house in order to build a relationship with the neighbourhood and potentially incorporate what they heard into the proposal. The City will attend the open house but Notre Dame will facilitate and run the engagement. We will suggest that the open house take place in January or February, giving the school, staff, and community sufficient time to plan for the meeting.

We will also issue a letter in this regard to all of the neighbours who have written to the City (including via Council Correspondence), providing more context on this DP application and advising them of the direction given to Notre Dame to hold an open house. A final draft copy of this letter is enclosed for your information as well.

We will continue to keep Council informed as the process progresses. In the interim, if you have any questions, please don't hesitate to contact Gil Kelley or Kaye Krishna. Please don't share this email with others, as we'll soon be sending them the attached letter.

Thank you,  
Sadhu

**Sadhu Aufochs Johnston** | City Manager  
City of Vancouver | 453 W 12<sup>th</sup> Avenue  
Vancouver | BC V5Y 1V4  
604.873.7627 | [Sadhu.johnston@vancouver.ca](mailto:Sadhu.johnston@vancouver.ca)  
Twitter: [sadhuajohnston](https://twitter.com/sadhuajohnston)



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**From:** Mochrie, Paul  
**Sent:** Monday, November 19, 2018 6:04 PM  
**To:** Direct to Mayor and Council - DL  
**Cc:** City Manager's Correspondence Group - DL; Krishna, Kaye; Kelley, Gil  
**Subject:** Notre Dame Secondary School - development permit

Dear Mayor and Council,

Many of you have received correspondence from residents living near the Notre Dame Regional Secondary School, located at 2880 Venables St, with regard to their concerns about the school's proposed amendments to an existing development permit. This email serves to provide you more context on the situation and to provide an update on the school's amendment request.

Notre Dame Regional Secondary School applied for a Minor Amendment on February 9, 2018 to revise their approved Development Permit issued in 2008. The original approval included the construction of a grass turf playing field,

bleachers and a parking area. The Minor Amendment requested to modify the original approval in the following ways:

1. Change the grass turf to artificial turf;
2. Reposition the location of the garbage and recycling storage area within the existing/approved parking area;
3. Removal of the planned wheelchair ramp, replacing it with an accessible viewing platform.

Unfortunately, around the same time, Notre Dame updated their website site in such a way as to suggest that a 2,000 seat stadium was being proposed, along with lighting, and the expectations of large crowds for sporting and other events. These elements are NOT included in the current permit amendment request and would require a separate permit application to consider such changes, which would also require a new public notification process. This information has now been removed from the Notre Dame School website.

Because of the confusion caused by the school's website, we have received concerns from the neighbourhood regarding the changes being proposed to the school, most of which reflect the misinformation from the site, not the actual scope of the currently proposed amendments. Some of these concerns included: parking, noise levels, an increase in traffic, loss of trees, lighting and general concern that a stadium was being proposed for the site.

The School has provided an Operational Letter to clarify the use of the playing field. This specifies that there are no lights proposed for the playing field, the field will be used by the school during the day for physical education classes and intramural school sports. The school sports teams will use the field throughout the year, and during the summer months the school will use it as it runs a number of day camps. Any use of the field will need to comply with the terms of the City of Vancouver's Noise Bylaw 6555.

Staff are currently in the process of reviewing the permit amendment request. As part of the review staff have received feedback from the community and are considering their concerns around tree retention, traffic management, and other potential issues as part of the review. Some of the neighbours have questioned the time gap between the approval of the original development permit, and the submission of the proposed amendment, suggesting that a new public consultation is necessary. This type of amendment would not typically trigger a new public consultation process.

Please let me or Kaye Krishna know if you have questions about this issue.

Many thanks,  
Paul

**Paul Mochrie** | Deputy City Manager  
City of Vancouver | 453 W 12<sup>th</sup> Avenue  
Vancouver | BC V5Y 1V4  
604.873.7666 | [paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)



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Dear xx,

Thank you for contacting the City of Vancouver with your concerns regarding the recently requested amendments from the Notre Dame Regional Secondary School, located at 2880 Venables St, to their existing development permit.

We have received correspondence from many residents living near Notre Dame concurrent with staff reviewing the permit request. We apologize for the delayed response to your correspondence, but we wanted to take into consideration all of the feedback from the community and ensure we were able to gather as much information as possible prior to sending you a reply. It is my intent that this email will provide you with more context on the situation and serve as an update on next steps.

Notre Dame Regional Secondary School applied for a Minor Amendment on February 9, 2018 to revise their approved Development Permit (DP) issued in 2008. The original approval included the construction of a grass turf playing field, bleachers and a parking area. The Amendment requested to modify the original approval in the following ways:

1. Change the grass turf to artificial turf;
2. Reposition the location of the garbage and recycling storage area within the existing/approved parking area; and
3. Remove the planned wheelchair ramp, and replace it with an accessible viewing platform.

Unfortunately, around the same time, Notre Dame updated their website site in such a way as to suggest that a 2,000 seat stadium was being proposed, along with lighting, and the expectations of large crowds for sporting and other events. We can confirm that these elements are NOT included in the current permit amendment request and would require a separate permit application to consider such changes, which would also require a new public notification process. The School has provided a letter to the City confirming the scope of the amendment and the expected operational approach to the field, and has since removed the other content from their website.

This type of DP amendment would not typically trigger a new public consultation process, even with the passage of this time. However, through staff's ongoing review of the application, and further to recent discussions with applicant, staff have advised Notre Dame of the need to reset the community consultation in order to gain official feedback from the neighbourhood through the DP process prior to the City making a final decision on the application. This includes a requirement for Notre Dame to host an open house in order to incorporate what they heard into a potentially revised proposal. The City will attend the open house but Notre Dame will facilitate and run the engagement.

We expect the open house will occur early in 2019. Further details and notification postcards with the open house information will be distributed in the near future. We hope you can attend the meeting to learn more about the proposed changes to Notre Dame's scope of work and to raise your questions and concerns to both the School and the City.

I hope this information has been helpful. If you require anything further with respect to this application, please let me know.

Kind regards,

XX