

PROJECT CHARTER : STRATHCONA ELEMENTARY SCHOOL RENEWAL

PURPOSE OF THE PROJECT CHARTER

The purpose of this Project Charter is to set out how the Vancouver Board of Education (VBE) and Colborne Architectural Group and their consultant team will work together on the Strathcona Elementary School renewal to meet the project objectives, address critical success factors, potential issues or constraints, and bring the project components together in a Project Definition Report (PDR). The Charter also identifies the participating committees and their roles.

PROJECT OBJECTIVE

The renewal of Strathcona Elementary School is part of the Provincial Seismic Mitigation Program and a high priority for the VBE. The renewal process will build on the recent consultation process undertaken by Brook and Associates and the VBE, issued on December 17, 2009, which approved a school space program and identified potential partners for future Neighbourhood Learning Centres (NLC), formerly referred to as Neighbourhood Centre for Learning and Development (NCLD). The key project objective is to undertake a consultative planning and design process, leading to a preferred design concept plan to be considered by the VBE in October 2011. The optimal design solution will include consideration of seismic safety, VBE school design principles, a life cycle assessment, heritage and sustainability.

This timing enables the submission of a Project Definition Report to the BC Ministry of Education in November 2011. Subsequently, a Capital Project Funding Agreement will need to be finalized with the Ministry of Education (the Ministry).

REASONS FOR THE PROJECT

- Strathcona Elementary School is a high priority for renewal because of its seismic risk status and its inefficient layout and obsolete infrastructure. The school, one of Vancouver's oldest, was constructed in many stages spanning from 1897 to 1972. The Junior Building, Block C (1897), is designated and classified as "A" on the Vancouver Heritage Register, while the Senior Building, Block A (1914, 1929), the Auditorium Building, Block B (1929), and the Primary Building, Block D (1921), are all classified as "B" on the Vancouver Heritage Register and are highly valued by the community. The fifth building, Block E (1971-72), is shared with the Strathcona Community Centre and has limited heritage value. The school has a long community history and is an important neighbourhood asset.
- VBE undertook a consultative process in 2009 to identify the future vision for the school, opportunities for NLC program enhancement, site utilization and renewal options. It involved an engaged community of school parents, area residents and service providers (e.g. recreation, health, childcare, literacy, settlement, family and arts).
- Resulting from the NLC process, Blocks A, B and C were designated as core school space, along with the continued use of the gym in the community centre, Block E. There is a gross area of approximately 6,900 sq m. for school use and future NLC opportunities. Block D and a portion of the community centre, Block E, will act as swing space during the renovation of the school. At the conclusion of the school renovation, the future use of Block D and the school portion of Block E will be determined under a separate process.

PROJECT DELIVERABLES

The Project Definition Report will develop a preferred conceptual design for the renewal of Strathcona Elementary School within the designated core school space, Blocks A, B and C, to be taken forward to the Ministry of Education for approval. The concept design will address seismic safety, VBE school design principles, heritage retention, accessibility, connectivity between buildings, site works and improvements, building renewal and sustainability.

The deliverables will generally be as follows:

- **Concept Design**
 - A site plan within its neighbourhood context.
 - Confirmation of buildings to be retained in whole or in part and seismically upgraded to form the core school and identification of buildings to be declared surplus to VBE needs.
 - Conceptual building floor plans based on the approved core school space.
 - A phasing plan that will maintain safe and viable educational programs during construction.
 - A schematic massing diagram.
 - The identification of potential sustainability features and practices.
 - Preliminary capital cost estimates for the preferred concept options that are developed.
- **Consultation**
 - A comprehensive consultation and communications process will be established involving both the school community and the greater neighbourhood (see page 4).
- **Reports**
 - A report that summarizes the concept design and documents the consultation process.
 - A Project Definition Report.

VBE STRATHCONA PROJECT TEAM

VBE has assembled a Project Team that will:

- Provide strategic direction for the planning process to both the Consultant Team and Strathcona School Advisory Committee (SSAC), as may be required.
- Provide oversight on project activities, including progress of the planning process and compliance with proposed deliverables.
- Receive and consider the advice of the SSAC on the preferred concept plan and public consultation process.
- Ensure information or other support is provided to the Consultant Team, as may be necessary.
- Intervene and resolve issues that may arise during the process that could impact the schedule or content of the plan.
- Present the preferred concept to the *VBE Committee II* (Planning and Facilities) and the Board.

VBE Project Team Members

- The Project Team will be comprised of the following people:
 - Craig Sidjak, Manager-Facilities Planning
 - Anne Lee, Facilities Planner
 - Alex Grant, Project Director
 - Robert Moore, Project Director
 - Earl Strueby, Planning Officer, Ministry of Education

VBE Project Team Meetings

- The Team will meet generally in accordance with the project schedule, and more frequently if required.
- The Project Architect, and other consultant team members as may be required, will attend the meetings in an advisory or support role.
- Additional VBE personnel may attend as resources on an as required basis, for example the VBE District Principal – Aboriginal Education.
- Decisions of the Team will be by consensus. Meeting notes will document decisions and actions and be prepared by the Project Architect.

STRATHCONA SCHOOL ADVISORY COMMITTEE

Committee Mandate

The mandate for the Strathcona School Advisory Committee (SSAC) will be to:

- Act as forum for the review of the concept planning work undertaken by the Consultant Team;
- Provide advice to the VBE Project Team on the assessment and selection of the preferred concept plan;
- Provide advice to the VBE Project Team on the public consultation process; and
- Liaise with, inform and obtain feedback from the SSAC members' constituency groups on the concept development and assist in making arrangements with these groups for presentations, as may be required.

SSAC Membership

Membership to be confirmed, but may include the following on an as required basis:

- Strathcona Elementary School Principal- Margaret Jorgensen
- Strathcona Elementary School Teaching Staff - Kelly Anne Bishop, Jane Quon
- Strathcona Elementary School Support Staff- Caroline Lay
- Strathcona School PAC- Angelia Ellis, Thea Wilcox
- VBE Project Team- Craig Sidjak, Henry Ahking, Robert Moore, Alex Grant
- Vancouver Parks Board- Wes Uyeyama
- Strathcona Community Centre Association- Patricia Badir

SSAC Meetings

- Colborne Architectural Group will facilitate the Committee, prepare agendas and meeting notes. Al Hepburn will be the lead facilitator.
- Discussions will be open and facilitated to ensure all views on topics are heard and considered with the goal of developing consensus, where possible.
- Meeting notes will document advice and actions and be prepared by the Project Architect. Where consensus is not attainable, the dissenting views will be recorded.
- Meetings of the SSAC will be monthly, generally in accordance with the outline project schedule.

COMMUNICATIONS AND CONSULTATION

Consultation and communication will occur with the school community including students and parents, other agencies such as Vancouver Parks Board, the Strathcona community-at-large and various interested groups in a variety of ways.

School facility planning is guided by VBE School Consultation and Planning Principles. A collaborative and integrated approach is used in all significant capital projects. VBE is dedicated to inclusive community consultation for information sharing and to allow continuous feedback into the planning and design of upgraded and new school facilities. As such the VBE Project Team will inform, consult and involve stakeholders in the school design process and will:

- Provide the public with balanced and objective information
- Obtain feedback on analyses and options
- Ensure public concerns are understood and considered.

Further, stakeholder concerns and aspirations will be considered within the bounds of our primary mandate, to provide the best possible educational facilities for students and staff.

In addition to the SSAC, the consultation and communication strategy will include: small group meetings and presentations, a major public open house, updates on a VBE web site, and a variety of hand-outs and background materials.

The City of Vancouver has been invited to participate and will be consulted throughout the process.

PROJECT CONSULTANT TEAM

The consultant team will be managed by AI Hepburn, Colborne Architectural Group as the Prime Consultants and will also include structural, electrical, civil, and mechanical engineers, a quantity surveyor, landscape architect, heritage consultant, a building code consultant, LEED professionals, and others as required.

CRITICAL SUCCESS FACTORS

- Timely support from the VBE Project Team.
- Effective collaboration and relationship building with SSAC.
- Timely deliverables by the Consultant Team.
- Financial support from the BC Ministry of Education to proceed with the preferred design concept within the parameters established by the Ministry.