

PROJECT: **Strathcona Elementary–PDR** PROJECT NO: 1032  
MEETING LOCATION: Strathcona Elementary School DATE: 22 Feb 11  
TIME: 9:00 -10:45 am  
ATTENDANCE: M Jorgensen, C Lay, J Quon, K A Bishop; Strathcona PAGE 1 OF: 2  
A Ellis, T Wilcox; PAC  
W Uyeyama; Parks Board/Community Centre (VP&RB)  
P Badir; Strathcona Community Centre Association (SCCA)  
H Ahking, A Lee, C Sidjak; VSB  
A Grant, R Moore; VSB  
A Hepburn, R Newell, H Fitzpatrick; CAGP

The following is a summary of subjects discussed and decisions reached at the above meeting. Please advise our office of any errors or omissions.

**Item:**

**Action By:**

**1. General**

- 1.1 The purpose of this meeting was to introduce members of the Strathcona School Advisory Committee (SSAC) to the Project Definition Report (PDR) process and schedule.

**2. Review of proposed Project Charter**

- 2.1 Copies of the proposed project charter were handed out to SSAC members who hadn't received a copy. Purpose of the project charter is to define the deliverables for the PDR, who is involved, and what roles the SSAC committee, the VBE Project Team and the Consultant team will play.

**3. Study Team Composition and Experience (Colborne Architectural Group)**

- 3.1 Colborne Architectural Group (CAGP) will lead a team of Structural, Mechanical and Electrical engineers for building renewal, Civil engineers and Landscape architects to look at revitalizing the site, Heritage and Building Code consultants to look at existing conditions and a Hazardous Materials consultant to create a Hazmat removal plan.
- 3.2 Ministry member Earl Strueby will be involved so ministry is aware of project's progress, but will not attend all meetings

**4. General Review of Project Objectives, Planning Principles, Program and Schedule**

- 4.1 The PDR carries forward what the NCLD Project Objectives forward: seismic upgrade; enhanced school identity; opportunities for reorganizing teaching into 21<sup>st</sup> century learning; construction phasing plans & ensuring site safety; improved accessibility & building connections; making better use of exterior space; maintaining heritage aspects of buildings; enhancing existing & creating future partnerships.
- 4.2 Planning principles include: optimum seismic upgrades for each building; systems upgrades (washrooms, electrical, data, mechanical, sprinklers); incorporate sustainable design objectives (windows, insulation, HVAC); define & remove hazardous materials; coordinate with local planning officials (traffic, parking, heritage); overall site use; construction phasing in tandem with scheme development (swing space, portables, other VSB properties); contract procurement method for ministry; risk identification and mitigation.
- 4.3 Schedule: Background work started in early January 2011, with a series of findings to be presented at next SSAC meeting. Project alternatives through to the end of March. Public consultation in April with public open house in May. During this, consultants are providing information to each other. Draft PDF for June with information to VBE Committee II. SSAC

**Item:****Action By:**

meeting before summer break, and at least one in fall before PDR finalized and presented. If project agreement in place, detailed design documentation in Winter 2012, tender in spring, and start of construction in summer 2012 at the earliest. A milestone schedule will be prepared and posted on the website.

- 4.4 Program developed to discover if it can be accommodated within the existing area. Core school functions include 21<sup>st</sup> Century Learning Communities (18 classroom modules + 3 Kindergarten + 3 Early Learning); Library, Administration functions, special education, Gym, multipurpose, washrooms & mechanical. Potential NCLD program spaces could include Music rooms, French Library, special computer lab for school or community, flexible gathering space, performance space enhancements, learning exchange & continuing education, out of school care, supplemental health care. Core school functions (4800 sm – gym space in Community Centre) + potential NCLD space (900 sm) = 5700 sm space including gross up factors. This fits within the 6900 sm area of the existing Buildings A, B & C. The extra space provides the flexibility to demolish the 1-storey section of building A, or leave the basement in Building C unassigned.

**5. Proposed Consultative process, proposed SSAC meeting schedule, and VSB project webpage**

- 5.1 SSAC members are to liaise with respective organizations about information from SSAC Meetings and to facilitate PDR development and open house. This process is intended to act on feedback from NCLD report, and to prepare to receive feedback from the next open house.
- 5.2 Proposed SSAC meetings are 15 March 2011, 12 April 2011 (pre-open house), end of May 2011 +/- (post-open house), end of June 2011 +/- (with directions for work over summer) and mid September +/- for draft PDR report. A draft set of meeting topics was distributed.
- 5.3 The VSB will have a project webpage to provide information about the Strathcona Renewal. The school may want to link to it from their site. Documents such as the Project Charter will be available for Download.

**6. Other Business**

- 6.1 The next SSAC meeting is scheduled for 15 March 2011 (9am – 12pm) at the School.
- 6.2 PAC meetings are at 9am on 4 March 2011, 8 April 2011 and 6 May 2011.
- 6.3 CAGP will update the agenda for this meeting based on the objectives noted above. CAGP will prepare Reports of Meeting.

**Prepared by:** H Fitzpatrick, The Colborne Architectural Group Pacific Inc.

**Distribution:** All present; Consultants