



# Vancouver Board of Education

School District No. 39

PLANNING & FACILITIES

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October 09, 2009

James Burton, Chair  
Kitsilano Parent Advisory Council  
2550 West 10th Avenue  
Vancouver, BC V6K 2J6

Dear Mr. Burton,

On behalf of the Vancouver School Board (VSB), I would like to extend a formal invitation to the Kitsilano Parent Advisory Council (PAC) to participate in the Second Phase of the Kitsilano School Renewal (School Renewal) project. This is the continuation of the School Renewal planning process that began in early 2009 with the School Visioning event, and the purpose of creating a community vision for a renewed school facility and learning environment.

Building directly on the work-completed to-date, this next phase will focus on the development and review of facility design options, and identification of a preferred concept design. This phase of the project is anticipated to run through May 2010.

The Phase project team will be comprised of the following groups:

- *VSB Steering Committee (VSBSC)* – comprised of VSB staff, and responsible for directing and overseeing the entire project, and reporting to the School Board.
- *Kitsilano School Planning Team (KSPT)* – comprised of representatives from Kitsilano teachers, support staff, students, PAC and administration. The KSPT will review the Consultant's Team's concept planning work and make recommendations to the VSBSC.
- *Consultant Team* – CitySpaces Consulting will project manage a Consultant Team that will undertake the development of the concept design under the direction of the VSBSC and with direct input from the KSPT.

A Project Charter has been prepared that clearly identifies the roles and responsibilities of each group. A copy of this document is enclosed and will be reviewed in detail at the first KSPT meeting.

The VSB is seeking two PAC representatives to join the KSPT. The representations will be the primary liaisons between the PAC, and the Consultant Team and VSBSC. KSPT members are expected to participate in *the kick-off meeting scheduled for Thursday,*

*October 22<sup>nd</sup>, from 4 pm – 7 pm in the school library*, and subsequent monthly meetings for the duration of the project. The Project Charter, schedule, and other key materials will be reviewed at the kick-off meeting. The KSPT will also be introduced to the Consultant Team and have opportunities to ask questions about the process.

The VSB is very excited to work with the KSPT on developing a concept plan for a renewed Kits. The PAC's participation on the KSPT will be instrumental in ensuring that the voice of the parents and families is well represented in the planning process.

Please forward the names and contact information of the two PAC representations to Principal Chris Atkinson by October 16<sup>th</sup> along with their RSVP for the October 22 kick-off meeting. Please also feel welcome to contact Elizabeth FitzZaland (604-687-2281 x226) or Gwyn Symmons (604-687-2281 x225), CitySpaces Consulting with any questions regarding KSPT reps or Phase Two of the School Renewal Project.

Yours truly,

A handwritten signature in black ink, appearing to read 'Mark Dale', with a stylized flourish at the end.

Mark Dale  
Assistant Secretary-Treasurer - Facilities

Attachments: Project Charter; Process Diagram

## DRAFT PROJECT CHARTER : KITSILANO SECONDARY SCHOOL RENEWAL

### PURPOSE OF THE PROJECT CHARTER

The Project Charter set out below is a project management document that identifies how the Vancouver School Board (VSB) and consultants CitySpaces Consulting Ltd. will work together to meet the project objectives, critical success factors, address potential issues or constraints, and bring the project components together in a Draft Capital Project Agreement.

### PROJECT OBJECTIVE

In 2009-2010, the VSB is addressing a high priority project – the renewal of Kitsilano Secondary School (KSS). The renewal will likely include a mix of demolition, new construction and potential renovation / seismic upgrade of some parts of the buildings. The key project objective is to manage a consultative planning and design process, leading to a concept design to be considered by the Board in May 2010. This timing enables the submission of a Draft Capital Project Agreement to the BC Ministry of Education in early June. Subsequently, the Agreement will be executed by the School Board and Ministry.

### REASONS FOR THE PROJECT

- KSS is a high priority for renewal because of its seismic status. The school has heritage value, a long history and a high profile in the community.
- The School undertook a consultative Visioning Process in January-February 2009. Participants in that process remain highly committed to the school's renewal.
- The Neighbourhood Centres for Learning and Development (NCLD). KSS is well-located to be transformed into a NCLD, through potential partnerships.

### PROJECT DELIVERABLES

- **Concept Design**
  - ▶ A preliminary space program.
  - ▶ A site plan within its neighbourhood context.
  - ▶ The identification of buildings to be demolished, retained in whole or in part and seismically upgraded.
  - ▶ Conceptual building floor plans.
  - ▶ A phasing plan.
  - ▶ A massing plan.
  - ▶ An outline model for partners in the school as a NCLD.
  - ▶ The identification of sustainability features.
  - ▶ The identification of impacts on municipal infrastructure.
  - ▶ Order-of-magnitude capital cost estimates.
- **Consultation**
  - ▶ A comprehensive consultation and communications process.

- **Reports**

- ▶ A report that summarizes the concept design and documents the consultation process.
- ▶ A Draft Capital Project Agreement.

## **PROJECT AUTHORITY – KITSILANO CONCEPT PLANNING STEERING COMMITTEE**

The VSB has constituted a Steering Committee.

### ***Steering Committee Role***

- Provide strategic direction for the planning process to both the Consultant Team and Kitsilano School Planning Team (KSPT), as may be required.
- To provide oversight on project activities, including progress of the planning process and compliance with proposed deliverables.
- Receive and consider the advice of the KSPT 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 concept to the *VSB Committee II - Facilities and Planning* – through the District Management Team.

### ***Steering Committee Members***

- The Committee will comprise of the following:
  - ▶ Lynn Green, Associate Superintendent North Area
  - ▶ Mark Dale, Assistant Secretary-Treasurer – Facilities
  - ▶ Craig Sidjack, Manager Facilities Planning
  - ▶ Chris Atkinson, Principal KSS
  - ▶ Alex Grant, Project Director
  - ▶ Robert Moore, Project Director
  - ▶ Earl Strueby , Planning Officer Ministry of Education

### ***Steering Committee Meetings***

- The Committee will meet generally in accordance with the project schedule, and more frequently if required.
- The Project Manager and Project Architect will attend the meetings in an advisory or support role.
- Additional VSB personnel may attend as resources on an as required basis.
- Decisions of the Committee will be by consensus. Meeting notes will document decisions and actions.

## PROJECT ADVISOR – KITSILANO SCHOOL PLANNING TEAM (KSPT)

### *KSPT Mandate*

The mandate for the Kitsilano School Planning Team (KSPT) will be to:

- Act as forum for the review of the concept planning work undertaken by the Consultant Team;
- Provide recommendations to the VSB Kitsilano Concept Planning Steering Committee on the preferred concept plan based on the work of the Consultant Team;
- Provide recommendations to the VSB Kitsilano Concept Planning Steering Committee on the public consultation process for planning process based on the work of the Consultant Team; and
- Liaise with, inform and obtain feedback from the KSPT members' constituency groups of the planning process and assist in making arrangements with these groups for presentations, as may be required.

### *KSPT Membership*

Membership to be confirmed, but may include the following:

- KSS Principal, Chris Atkinson 1
- KSS PAC 2
- Teaching Staff 2
- Student(s) 2
- Support Staff 1
- VSB Kitsilano Concept Planning Steering Committee 1

### *KSPT Meetings*

- Andy Hiscox of CitySpaces Consulting, who is a member of the Consultant Team, will facilitate the Committee.
- Recommendations will be made on the basis of consensus, where possible.
- Where consensus is not attainable, the dissenting views will be recorded.
- Meetings of the KSPT will be monthly, generally in accordance with the outline project schedule.
- Meeting notes will document decisions and actions.

## COMMUNICATIONS AND CONSULTATION

Consultation and communication will occur with the community and various stakeholder groups in a variety of ways. Stakeholders will include neighbourhood associations, potential partners for the Neighbourhood Centre of Learning and Development, and others. Discussions will occur with the Musqueam First Nation.

Techniques for consultation and communication will include, small group meetings and presentations, a major open house, web site, questionnaires, and a variety of hand outs and back-grounders.

### **PROJECT CONSULTANT TEAM**

The consultant team will be managed by CitySpaces Consulting as Project Managers and will include an architect, structural, electrical, mechanical and geotechnical engineers and a quantity surveyor.

### **CRITICAL SUCCESS FACTORS**

- Timely support from the VSB.
- Effective collaboration and relationship building with KPST.
- Timely deliverables by the Consultant Team.
- Financial support from the BC Ministry of Education.

### **POTENTIAL ISSUES OR CONSTRAINTS**

- Community and other stakeholders may cause reconsideration of the amount of time to complete the planning process due to a diversity of views among KSPT members.
- Lack of interest by NCLD partners.

### **STAKEHOLDERS FOR THIS PROJECT**

- The VSB is fully committed to meaningful engagement of the KSS community and potential NCLD partners. Stakeholders will be identified early in the process and contact will be maintained throughout.

# KSS Renewal Planning

