

Minister's Symposium on Schools Implementation Plan

April 2002

Background

The Minister of Infrastructure hosted a Minister's Symposium on Schools "Learning Facilities for Tomorrow's Communities" on December 5 and 6, 2001. The Symposium was, in part, a response to the outstanding issues identified in the School Facilities Task Force Implementation Plan Report and a response to the continuing challenge of providing Alberta students with the best possible facilities for today and tomorrow.

The Minister's Symposium attracted 430 representatives from 46 stakeholder groups. Their mandate was to develop fresh ideas and create new solutions on issues revolving around three themes: alternative procurement opportunities; innovative approaches to design and construction; and evolving functionality of school facilities. Each of the three themes identified outstanding issues to be explored in round table discussion groups.

A Minister's Symposium on Schools Summary Report compiled approximately 1300 responses from the participants. A series of recommendations evolved from the responses. There is anticipation by those who attended the Symposium that the recommendations will be addressed. This will require cross-government participation.

Recommendations

Theme One Alternative Procurement Opportunities

Public/private, public/public partnerships (P3s) are frequently contemplated and sometimes pursued with minimal guidance from Alberta Infrastructure. The Symposium participants said that principles and processes should be clearly outlined and barriers reviewed.

Recommendation 1

Establish a subcommittee to address the following issues:

- Develop guiding principles for public/public and public/private partnerships;
- Develop a P3 template that defines roles, responsibilities and risks of partners;
- Identify and address legislative and financial barriers; and
- Implement a pilot project.

Prepared by:
Learning Facilities Branch



April, 2002

Recommendations (Cont'd)

Theme Two Sustainable Development

Alberta Infrastructure should encourage innovative, multi-functional designs of buildings incorporating environmental and economic sustainability featuring input and funding from all users.

Recommendation 2

Establish a subcommittee to address the following issues:

- Develop appropriate processes for obtaining involvement and interest of all potentially interested parties;
- Determine desired outcomes, such as sustainability, multi-functionality, flexibility and look at how and what incentives could be used to obtain them;
- Consider how life-cycle costing can be incorporated by utilizing both capital and operating funding; and
- Test and develop these approaches by incorporating them into a pilot project.

Theme Three Functionality and Utilization

With hundreds of schools needing to be built and modernized in the coming decade, communities can design schools in ways that can make an enduring difference for generations. These buildings will have a profound impact not just on students but on entire neighborhoods.

The participants at the Symposium said that learning is a life-long process, design should be flexible and resources are limited.

Recommendation 3

Establish a subcommittee to address the following issues:

- Establish a process for planning and designing schools that best meet student needs and serve as centres of communities for the 21st Century; and
- Test the process in a pilot project.

Integration of government services to more effectively and efficiently address the needs of children and the community is a commendable goal that requires greater support from the Provincial Government.

Recommendation 4

- Develop policy/guidelines that encourages government departments to integrate services, where warranted, that support the needs of children, families, life-long learning and integral community agencies/groups; and
- Test the process in a pilot project.

Recommendations (Cont'd)

Municipalities and school boards, under the Municipal Government Act (MGA), have the authority to obtain reserve dedication for parks and schools at the time a land owner applies to the Subdivision Authority to subdivide a parcel of land. The MGA also allows municipalities and school boards to enter into joint agreements to facilitate the process of establishing reserves to meet their respective needs.

In larger urban centres, there are existing school sites where a school building has not been constructed and may never be constructed. The so-called “surplussing” of school reserve sites has become an issue. In addition, proposed uses of reserve land where a school has been closed has become an issue under the MGA.

Recommendation 5

- Examine ways to make the most efficient use of existing school sites; and
- Develop options for the provision of schools for communities of the future.

Link to Alberta Infrastructure’s Business Plan 2002-05

The five recommendations that emerged from the Minister’s Symposium, will, when implemented, complement and support Alberta Infrastructure’s Business Plan 2002-05, with an emphasis on Goal 2.

The vision statement of the business plan is “Alberta will benefit from proactive planning and effective partnerships that provide efficient and sustainable infrastructure for the government and other public organizations.”

Goal 2: Work with Partners to Provide Quality Building Infrastructure.

One of the Key Objectives of Goal 2 is to “Ensure effective planning and management of learning facility capital projects”.

A Key Strategy of Goal 2 is “With stakeholders, develop an action plan resulting from the December, 2001 “Minister’s Symposium on Schools – Learning Facilities For Tomorrow’s Communities.” The Symposium and follow-up initiatives will address three themes:

- ◆ Alternative Procurement Opportunities;
- ◆ Sustainable Development; and
- ◆ Functionality and Utilization.

Process and Resources Required

This implementation plan, developed to address the Minister’s Symposium’s recommendations, includes an organizational structure of committees, subcommittees and task groups.

A number of committees, subcommittees and task groups are proposed to address the recommendations.

Process and Resources Required (Cont'd)

A **Steering Committee** will be appointed to ensure a coordinated approach to implementing the Minister's Symposium recommendations. The chair of the committee will be the Assistant Deputy Minister of Capital Projects Division, Alberta Infrastructure. Membership will include representatives from cross-government departments. The steering committee will provide direction and monitor the progress of the Minister's Symposium Implementation Plan. The committee's primary role will be on process.

A **Coordination Committee** will be appointed to review all aspects of the Minister's Symposium Implementation Plan. This will include reviewing reports from subcommittees and task groups and making recommendations to the Steering Committee. The chair of the committee will be the Executive Director of Learning Facilities Branch, Alberta Infrastructure. Membership will include representatives from cross-government departments, stakeholder groups and the private sector. The committee's responsibilities will include a review of the process planned, appointments to subcommittees and task groups, all reports, and communications.

A **Project Manager** will be retained to assist in planning, coordinating and managing all work related to the Symposiums' recommendations. This will include developing work plans including processes and timelines, writing terms of references for committees, subcommittees and task groups, preparing agendas and writing committee minutes, writing reports as required, preparing communications, monitoring pilot projects and preparing a final report.

Subcommittees for each of the recommendations will be appointed. The chairs of the subcommittees will be a government representative. Membership will include representatives from cross-government departments stakeholder groups and the private sector. The role of the subcommittees will be to review all information related to the issue at hand, including appointing task groups, as required, to provide technical information, and make recommendations. The coordination committee will review the recommendations.

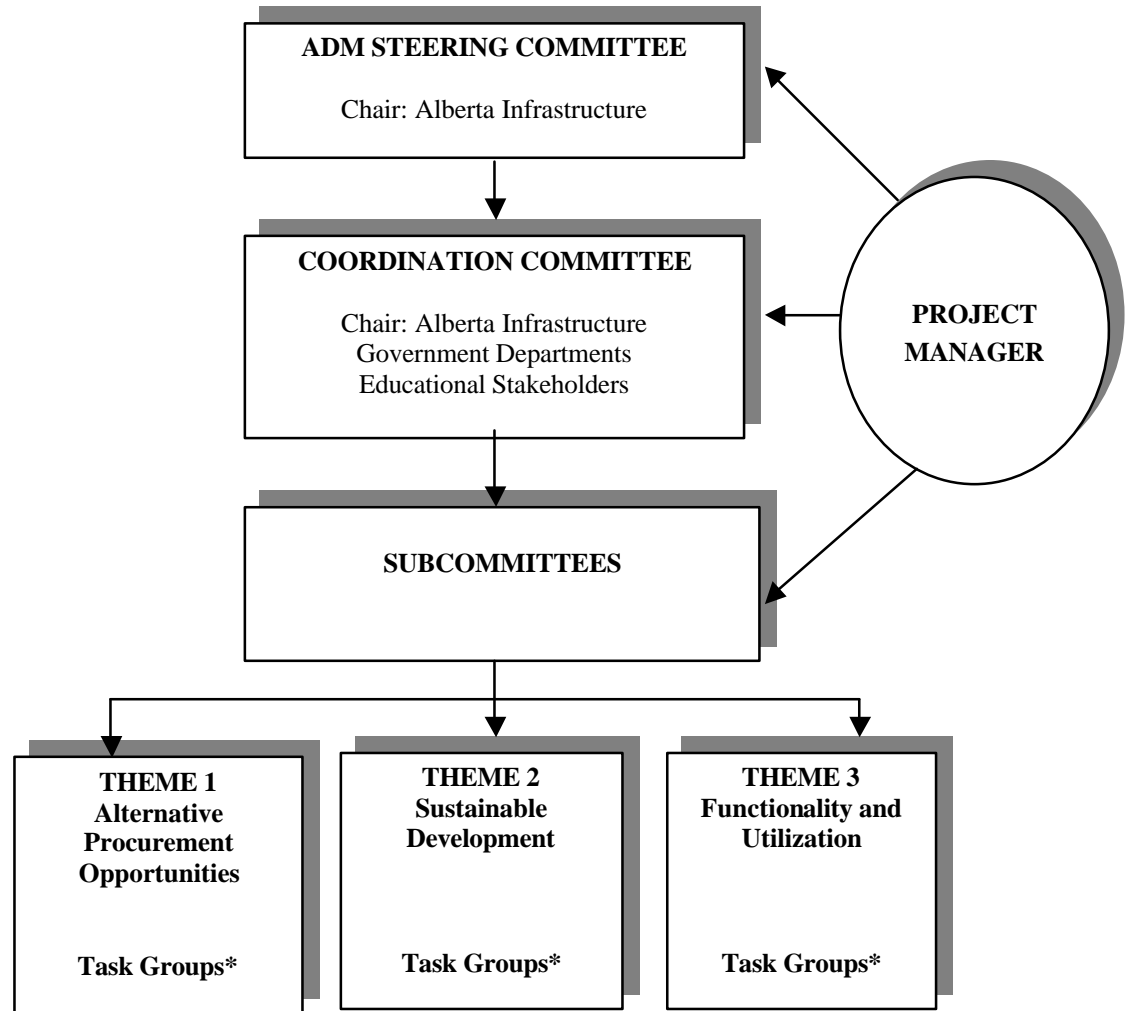
Task Groups will be appointed, upon the recommendation of subcommittees, to prepare technical reports as required. Task Groups would be ad hoc committees of relatively short duration. It is anticipated that services of external consultants will be contracted at a cost to the project

Cost of Project

Total estimated cost of the Minister's Symposium Implementation Plan is estimated to be \$250,000. This will include the costs of contracted services of a project manager and external consultants as required by the subcommittees.

Organization Chart

POST-SYMPOSIUM IMPLEMENTATION PLAN ORGANIZATION CHART



- *Each Theme Subcommittee will determine the number of task groups required.

Timeline Chart

A Minister's Symposium Implementation Plan Time Line Chart is available on the following page.

Implementation Plan

PROJECTS	2002					2003																
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
Implementation Plan																						
Steering Committee/Established																						
Terms of Reference																						
Committee Meetings																						
Coordination Committee/Established																						
Terms of Reference																						
Committee Meetings																						
RECOMMENDATION 1: ALT. PROCUREMENT OPPORTUNITIES																						
Terms of Reference																						
* Committee Established/Meetings																						
Draft Report																						
Pilot Project																						
RECOMMENDATION 2: SUSTAINABLE DEVELOPMENT																						
Terms of Reference																						
Committee Established/Meetings																						
Draft Report																						
Pilot Project																						
RECOMMENDATION 3: PLAN & DESIGN SCHOOLS																						
Terms of Reference																						
Committee Established/Meetings																						
Draft Report																						
Pilot Project																						
RECOMMENDATION 4: INTEGRATED SERVICES																						
Terms of Reference																						
Committee Established/Meetings																						
Draft Report																						
Pilot Project																						
RECOMMENDATION 5: SCHOOL RESERVES																						
Terms of Reference																						
Committee Established/Meetings																						
Draft Report																						
NEWSLETTERS																						
SCHOOLS' SYMPOSIUM FINAL REPORT																						

FURTHER INFORMATION

Phone: 780-422-0623

Website: <http://www.infras.gov.ab.ca/Content/doctype506/production/minsympschl.htm>

* Interim Report to the Financial Review Commission, end of May 2002.

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 Doug Ramsey, Project Director
 Minister's Symposium Implementation Project

Communications

Communicating with government and stakeholder groups on the Minister's Symposium on Schools Implementation Plan is imperative. The process implemented to address the Minister's Symposium recommendations must be transparent and information emanating from the process must be readily available to all interested groups.

The communications strategies to be followed will include, but not be limited to, the following:

1. **Minister's Symposium Newsletter** to be published quarterly. This newsletter will be available on Alberta Infrastructure's website. The newsletter will present a diarized report on happenings in the implementation plan.
2. **Alberta Infrastructure website** will be available for draft and final reports prepared by the various subcommittees along with the quarterly newsletter.
3. The **Project Manager's email** address will be available to respond to queries presented.
4. **Committee and subcommittee members** will be communicating with their government departments and stakeholder groups they represent. A two-way communication with the membership will be encouraged.
5. The **Chairmen of the Steering Committee, Coordination Committee and subcommittees** will be encouraged to speak to government and stakeholder zone and annual meetings.

Keys to Success

1. The overall success of this project will depend on the willingness of stakeholders to participate. There are strong indications that this is the case. Twenty-five per cent of the 430 participants at the Minister's Symposium expressed an interest to participate on committees appointed.
2. Committee and subcommittee members will be required to make a commitment to expeditiously address issues and judiciously attend to all assigned duties.
3. Recognize work already in place.
4. Make the process transparent. There should be every opportunity to gain access to information and to receive a response on the working of committees and subcommittees.
5. Implement pilot projects, where feasible and desirable, to monitor the application of recommendations.

Proposed action strategies and policies to address the Symposium's recommendations.

Deliverables

