

Clayton Park-Fairview School

School Steering Team (SST) Meeting

FINAL Meeting Minutes #1: via MS Teams

Date: May 22, 2025 Time: 3:00-5:00 PM

Attendees:

Name	Organization/Role
Tyler Bell	Project Executive, Capital and Operations, EECD
Kavita Khanna	Director, Operations Services, HRCE
Shaza Khattab	Student, Halifax West
Krista LeBlanc	Consultant, English Program, Secondary Achievement, HRCE
Beth Ann Prime	Coordinator, Schools Plus, HRCE
Krista Ranahan	Director, Education Infrastructure, DPW
Karen Saweczko	SAC Chair, Park West School
Cory Schlievert	Project Director, Capital and Operations, EECD
Neil Wang	Student, Halifax West
Paula Fairbairn	Retired school administrator, HRCE
Omar Elsherif	Manager, Building Infrastructure, DPW
Andrea Lawson	Design Lead, DPW
Tristan Richardson-Prager	Project Manager, DPW
Christina Munroe	Administrative Assistant, HRCE
Marie Fagan	Coordinator, Property Services (Custodial), HRCE
Geoff Olsson	Coordinator, Property Services (Maintenance), HRCE
Dr. Simone LeGendre	Community Member (not in attendance)
Dr. Natalie Goshen	Community Member (not in attendance)
Dinesh Pathak	Community Member

#1: Intros/Welcome:

- The meeting commenced at 3:05 PM with a roundtable of introductions

#2: School Location/ Grade Level/ Capacity:

- The new school will be for students in Grades 6-9 with a capacity of 950 students

- All committee updates, materials and links will be posted on the HRCE Website in the following location: <https://www.hrce.ca/about-hrce/operations-services/capital-projects>

#3: Review Terms of Reference:

- The Draft Terms of Reference (TOR) was reviewed and discussed
- The TOR is designed to obtain community input. SST members are encouraged to share project approved & published information with any interested parties to obtain and present their feedback.

#4: Role of the committee:

- SST membership is comprised of members from HRCE, DPW, EECD and community members.
- We are seeking a representative from HRM. HRCE will follow up.
- The SAC chair from Park West is on the committee, with invites extended to the SAC chairs at Clayton Park Jr. and Fairview Jr. High.
- Halifax West has provided two student members on the SST
- HRCE will send an invitation to the school SAC's to see if there are additional community members interested in participating.
- The role of the SST is of an advisory nature and will review items such as design elements of the interior and exterior areas of the school.
- The Project Sponsor Group, which is comprised of members from HRCE, EECD and DPW is responsible for the project scope, budget and schedule. Decisions that are outside these project parameters go to government for decision.
- The SST will be active during the design development phase, which will take place until the fall. After that, updates will be provided approximately every 3 months once the construction phase has begun.

#5: Review the agreement

- Members should attend as many meetings as possible
- Members are expected to disclose any potential conflict of interest. When there is a conflict of interest, members recuse themselves from participating in that portion of the meeting.
- In sharing the discussion externally, members must not be identified by name, but rather the organization that they represent. This measure is taken to protect individual privacy.
- Information (drawings, minutes, etc.) that are in draft format are to be considered as confidential. Once documents are approved and published, they are considered public and can be shared.
- Materials will be circulated in advance of the meeting, please ensure that you review them and come prepared.
- As this is a lengthy process, members may come and go as needed. If you are no longer able to participate, please let us know.
- All decisions are made by consensus. If anyone disagrees with the decision, this will be captured in the minutes.
- There is an agreement for everyone to sign, hard copies will be brought to the June 26th meeting.
- HRCE will follow up to see if students under 18 require parental sign off on the agreement.
- The Project Sponsor Group will share the draft documents for members to review and provide feedback before confirming at our next meeting.

#6: New School Construction Process

- DPW has entered a Collaborative Design-Build contract; this approaches the contract collaboratively with various stakeholders.
- Allows us to pull some construction elements forward before the design is complete.
- A schematic design report is expected in June to confirm for our next meeting (tentative date is June 26th).
- Site clearing should commence over the summer months
- The design development phase is next (after June 18th).
- The design development report should be ready in the fall.
- The consultant team will finalize the construction documents, which will go out to the subtrades.

- Construction is expected to start as early as the spring of 2026.
- This project should take approximately 3 years from start to finish.

#7: Meeting Time and Frequency:

- Meeting times will take place on a monthly basis from 3-5 PM on Thursdays, and will usually be virtual.
- The next meeting will take place on June 26th from 3:30-5:30 PM, at Park West.
- If the students require a ride to Park West, please reach out to HRCE Operations at hrceoperations@hrce.ca for assistance.
- Consultants will join us to present the schematic design at the next meeting.
- If documents are not ready by June 26th, we will postpone the next meeting.
- HRCE will send out a meeting placeholder for June 26th.
- The SST membership list, draft TOR and draft agreement will be sent to all members along with the draft meeting minutes. Draft documents are to remain confidential until they are confirmed and posted to the HRCE Website.

Meeting adjourned at 3:45

Questions and Answers:

Question from Community Member: If the school is ready to open in February, would you move students in then?

Answer HRCE: Once construction is complete, we would prefer for the school to be occupied. We will consult with the community before a move in date is determined.

Answer EECD: The current construction schedule is very high level and based on best outcomes; this is not a guarantee that the school will be completed on time.