

# Timberlea School Steering Team (SST) Meeting

## Meeting Minutes #1: Ridgecliff Middle School

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**Date: December 10 2025      Time: 3:00-5:00 PM**

### Attendees:

Name	Organization/Role
Tyler Bell	Project Executive, Capital and Operations, EECD
Amber Rainkie	Community Member
Ian Angus	Community Member
Marie Fagan	Coordinator, Property Services (Custodial), HRCE
Courtney Betts	Community Member
Krista Ranahan	Director, Education Infrastructure, DPW
Stacey Devoe	Community Member
Lesley Downs	Community Member
Kaitlyn McKearney	Community Member
Colin Carrigan	Design Lead, DPW
Katie Sherren	Community Member
Kavita Khanna	Director, Operations Services, HRCE
Paula Fairbarn	Retired school administrator, HRCE
Kyle MacKenzie	Community Member
Charmaine Wilkie	Community Member
Muree Ali	Project Manager, DPW
Christina Munroe	Administrative Assistant, HRCE
Geoff Olsson	Coordinator, Property Services (Maintenance), HRCE
Raya Hunt	Project Manager, PCL
Catherine Hefler	Architect, Architecture 49
Breanna Curren	Architect, Architecture 49
Rob MacKinnon	Civil Engineer, Strum

### Regrets:

Cory Schlievert	Project Director, Capital and Operations, EECD
Stephanie Eisnor	Community Member
Kari Lynn Davidson	Community Member
Gareth Evans	Representative, HRM
Erica Royal	Coordinator, Information Technology, HRCE
Omar Elsherif	Manager, Education Infrastructure, DPW

## **#1: Introductions / Welcome**

- Kavita opened the meeting, and all attendees introduced themselves.

## **#2: Project Scope**

- Kavita provided an overview of the project.

## **#3: Role of the Steering Committee**

- The committee will provide input into the development and design of the project.
- The project occurs in three phases:
  1. **Schematic Design Phase**
  2. **Detailed Design Development Phase**
  3. **Construction Phase**
- Feedback is most beneficial during the Design Phase; this is when meetings will be most frequent.
- Meetings will take place every four weeks on Wednesdays from 3–5 PM, with most meetings held virtually.
- Minutes are recorded at each meeting. Approval of minutes occurs at the beginning of the next meeting. Once approved, minutes are posted to the HRCE Capital Projects webpage. Until posted, minutes remain confidential and should not be shared publicly.
- Members received the Project Terms of Reference and Agreement. All members are asked to sign and return the Agreement to Tina no later than **Friday, December 12, 2025**.
- For additional questions, members may email [hrceoperations@hrce.ca](mailto:hrceoperations@hrce.ca) or contact Kavita or Tina directly.

## **#4: Construction Process**

- PCL has been confirmed as the contractor.
- Architecture 49 is the prime consultant providing the project design.
- The project is currently in the Schematic **Design Phase**, followed by the Detailed **Design Development Phase**, and then the **Construction Phase**, during which subtrades will be engaged.
- Input is strongly encouraged during the design phases—examples include colour palette, artwork, and other design elements.

## **#5: Presentation**

Catherine, Breanna, and Rob from the consulting team presented the schematic design for the new Timberlea school. Key questions and discussion points included:

### **Access Points**

- There are two access points:
  - **Amalfi Way** : walkers only and parental drop-off
  - **Maple Grove Avenue**: bus loop for student transportation
- Concerns were raised about parking on Maple Grove Avenue, where vehicles often park on both sides. Members worry this may worsen once the new school opens.

### **Fields**

- A regulation-sized soccer field will be located to the right of the building.

### **Playground**

- Pre-primary and elementary play areas will be located between the bus loop and parent drop off areas.
- Concerns were raised about the playgrounds proximity to drop off areas. Increased supervision during peak times was noted as a mitigation measure. Additional safety ideas discussed included restricting playground use during busy periods and installing fencing or bollards.
- An additional area will be developed into a play space, with potential uses such as a basketball court or gaga pit still to be determined.

### **Student Population**

- The school is designed to accommodate **800 students**.
- A public consultation will be held to help determine the student catchment area.
- This school is considered a “**net new**” school.
- Comments were made regarding capacity limits, referencing the West Bedford experience where modulars were required shortly after opening. The SST asked whether a larger school could be considered.
- SST asked how student assignment will be determined. Members raised the possibility that some students may attend the new school from pre-primary to Grade 5 and then move to another middle school, while others could remain through Grade 9. Kavita will share these concerns with HRCE’s Regional Executive Director.

## **#6: Next Meeting**

- Meetings will be held on Wednesdays from 3–5 PM every four weeks, primarily via MS Teams.
- The next meeting will be scheduled for January; details will be shared once confirmed.

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**Meeting adjourned at 5:00 PM.**

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