

Clayton Park-Fairview School

School Steering Team (SST) Meeting

Meeting Minutes: Teams

Date: November 27, 2025 Time: 3:00-5:00 PM

Attendees:

Name	Organization/Role
Tyler Bell	Project Executive, Capital and Operations, EECD
Alina Bozhko	Community Member
Janet Lee	Community Member
Geoff Olsson	Coordinator, Property Services (Maintenance) HRCE
Karen Saweczko	SAC Chair, Park West School
Cory Schlievert	Project Director, Capital and Operations, EECD
Neil Wang	Student, Halifax West
Shaza Khattab	Student, Halifax West
Krista Ranahan	Director, Education Infrastructure, DPW
Kavita Khanna	Director, Operations Services, HRCE
Paula Fairbairn	Retired school administrator, HRCE
Omar Elsherif	Manager, Education Infrastructure, DPW
Colin Carrigan	Design Lead, DPW
Tristan Richardson-Prager	Project Manager, DPW
Melanie Breen	Principal, Halifax Regional Arts, HRCE
Christina Munroe	Administrative Assistant, HRCE
Wendy McDonald	Community Member
Krista LeBlanc	Consultant, English Program, Secondary Achievement, HRCE

Regrets:

Gareth Evans,	Representative, HRM (here)
BethAnn Prime	Coordinator, Schools Plus
Chris McPhail	Community Member
Marie Fagan	Coordinator, Property Services (Custodial), HRCE
Dr. Simone Legendre	Community Member
Dinesh Pathak	Community Member

1. Final Design Feedback & Transition to Construction Documents

- **Last opportunity for design input:** Kavita and Tyler emphasized that this is the final window for committee feedback before the project moves into the construction document phase, where changes become more difficult and costly.
 - **Admin area half-wall concern:** Paula raised a security concern regarding a half-wall in the administration area. Kavita and Tyler encouraged submitting this feedback now and offered to review it offline if needed.
 - **Submission deadline:** Cory asked that all remaining feedback be submitted within the next week as the design team has begun preparing construction documents.
 - **Interior finishes and landscaping:** Cory shared that the interior design team will present a colour board soon. Landscaping details will also be shared for community feedback once available.
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2. Gym Bleachers & Spectator Seating

- **Space limitations:** Cory noted that installing permanent bleachers would reduce the required run-off area for badminton courts, making them impractical.
 - **Alternative seating:** Tyler discussed using movable chairs for sporting events like basketball and volleyball, offering more flexibility without affecting badminton use.
 - **Future accommodation:** Janet suggested adding at least one row of bleachers. Tyler will explore showing possible future seating locations on the plans.
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3. School Art Project & Funding

- **Process overview:** Melanie (Halifax Regional Arts) described the typical process: student/community input, engagement with artists, and creative activities supported by HRA staff.
 - **Funding:** Kavita clarified that \$5,000 is available under the project to cover installation costs. There is no additional contribution from the project budget. Melanie shared typical mosaic art projects cost range from \$9,000 to \$15,000+.
 - **Subcommittee:** A subcommittee will be formed to work with architects to discuss ideas for various format and placement. Members were asked to contact Melanie if interested.
 - **Gym floor logo:** Paula confirmed, per HRCE guidance, that gym floor logos will not be installed due to maintenance and delay concerns; wall logos are an option. A logo on the gym wall is covered by the project, if it's done afterwards then HRCE will have to cover the cost.
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4. Design and Construction Progress & Site Safety

- **Construction Status update:** Tristan reported that tree clearing, geotechnical work, fencing, and rock removal are underway, with sanitary/storm line work starting soon.
 - **Safety concerns:** Kavita relayed concerns about signage, truck traffic, and flaggers. Tristan said signage is being installed, entrance/exit gates are separated, and on-site parking is contained.
 - **Traffic & pedestrian flow:** A site logistics plan will be provided. Coordination with HRM regarding crosswalks and trail/sidewalk closures is ongoing.
 - **Noise & debris:** Wendy raised issues about debris and early-morning noise. Tristan confirmed increased street cleaning and reiterated the 7:00 a.m. start-time rule.
 - **Design update:** Tristan reported that the Design Development was complete. A structural package is being finalized for review which will include foundations, structural steel, and underground infrastructure. This work is expected to start in February.
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5. Communication Protocols & Updates

- **Community updates:** Tristan said regular updates are being sent to the MLA, and trail closures are posted on social media.
 - **School communications:** DPW agreed to provide HRCE updates on any trail closures so they can provide the school community beforehand to plan any alternative commute as needed.
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6. Raleigh Court Concerns & Field Rehabilitation

- **Resident concerns:** Kavita shared that concerns from Raleigh Court residents are being reviewed by DPW; updates will follow.
 - **Field rehabilitation:** Krista confirmed field rehabilitation is part of the project and will be coordinated with HRM to align with school completion.
 - **Impact on Park West School:** Cory noted field construction will take a year, requiring alternate arrangements for current Park West students.
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7. Landscaping & Community Input

- **Status:** Krista shared that landscaping plans (including tree species and planting along the trail) are not yet final.
- **Feedback:** Tristan encouraged committee members to comment on the current tree design before finalization.

8. Next Meeting

- **Date:** The next meeting will be scheduled for **January 22, 2026**.
- **Expected updates:** Colour board presentation, art project progress, and design updates.
- **Subcommittee reminder:** Members interested in joining the art subcommittee should contact Melanie.

Follow-Up Tasks

- **Submit design feedback within one week.** (Paula, Kavita)
- **Colour board presentation to be shared at next meeting.** (DPW)
- **Review October 9 meeting minute amendments and approve.** (All)
- **Review and finalize October 30 draft minutes.** (All)
- **Email Melanie to join art subcommittee.** (Interested members)
- **Connect Melanie with design architects.** (Kavita/Cory)
- **Provide site safety update and site logistics/traffic-flow plan.** (Tristan)