

Timberlea School Steering Team (SST) Meeting

Meeting Minutes #2: MS Teams (Virtual)

Date: January 21, 2026

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
Cory Schlivert	Project Director, Capital and Operations, EECD
Stephanie Eisnor	Community Member
Kari Lynn Davidson	Community Member
Gareth Evans	Representative, HRM
Omar Elsherif	Manager, Education Infrastructure, DPW

Regrets:

Erica Royal	Coordinator, Information Technology, HRCE
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1. Welcome & Previous Minutes

- Approval of Minutes
- Meeting opened and attendance recorded.
- Previous minutes reviewed with no revisions requested.
- Minutes accepted; to be posted on the appropriate website.

2. Design Discussion

Specialist Spaces & Shared Use

- The design approach emphasizes shared specialist spaces rather than permanently assigned classrooms.
- Room allocation will remain flexible to meet changing school needs.
- Dedicated rooms may be provided for specialists who work full-time onsite.
- The school is designed to help reduce current enrollment pressures.
- Comment regarding the need for consistent, full-day spaces for resource, guidance, mental health, and itinerant services.
- The design includes designated spaces for these supports.

Learning Centre & Pre-Primary Layout

- Comments about the proximity between Learning Centres and Pre-Primary regarding safety, noise, age range, and regulation.
- Two main Learning Centres are planned—one for younger grades near Pre-Primary and one for older students near the cafeteria.
- Both are required to be on the ground floor for accessibility.
- Comment regarding whether two Learning Centres will be sufficient given needs within the school family.
- The primary Learning Centre is larger than a standard classroom and includes breakout rooms, kitchenette, flexible furniture, and added storage.
- Planned adjustments include relocating doors, improving sound insulation, and enhancing circulation.
- Architectural refinements continue.

- A suggestion was made to consider site visits to similar existing Learning Centres.

Classroom Allocation & Grade Configuration

- Grade labels in the design are placeholders and may change based on enrollment.
- Furniture and equipment selections will be finalized 6–8 months prior to opening.
- Program decisions, including French Immersion and catchment areas, will be confirmed closer to opening.

Library Design

- The library is designed as an enclosed space (not open-concept).
- Planned to be a centralized flexible space with movable furniture and windows offering visibility to key school areas.
- Intended for both quiet reading and more collaborative learning.

Enrollment Growth & Capacity Planning

- School capacity planned for approximately 800 students based on 10-year projections using demographic data and development trends.
- Projections have a reported margin of error under 1%.
- Long-term flexibility (75+ year horizon) considered in design.
- Acknowledgement that future infrastructure may be needed if growth exceeds projections.

Site Design, Transportation & Safety

- Design includes a dedicated parent drop-off/pick-up loop.
- Sidewalk concerns along Timberlea Parkway to be referred to municipal authority.
- Fencing and natural buffers between the school and residential properties will be reviewed for safety and privacy.
- Field-end fencing will be included to contain sports equipment.
- Active transportation access will be preserved wherever possible.

3. Meeting Accessibility

- Concern raised about daytime meetings limiting participation.
 - SST organizers will consider meeting timing for improved accessibility.
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4. Construction Update

- Geotechnical work nearing completion.
 - Early site work planned for early spring, including fencing, clearing, and excavation.
 - Construction preparation continues alongside design refinement.
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10. Next Steps

- Next SST meeting planned for February 2026 to be confirmed with design team.
- Updated, more detailed design drawings with proposed colour board will be presented.