

# Timberlea School Steering Team (SST) Meeting

## Meeting Minutes #4: Virtual MS Teams

---

**Date: March 11, 2026**

**Time: 3:30-5:30 PM**

### Attendees:

Name	Organization/Role
Krista Ranahan	Director, Education Infrastructure, DPW
Colin Carrigan	Design Lead, DPW
Paula Fairbarin	Retired school administrator, HRCE
Charmaine Wilkie	Community Member
Muree Ali	Project Manager, DPW
Christina Munroe	Administrative Assistant, HRCE
Cory Schlivert	Project Director, Capital and Operations, EECD
Omar Elsherif	Manager, Education Infrastructure, DPW
Kyle MacKenzie	Community Member
Kari Lynn Davidson	Community Member
Gareth Evans	Representative, HRM
Kavita Khanna	Director, Operations Services, HRCE
Lesley Downs	Community Member
Tyler Bell	Project Executive, Capital and Operations, EECD
Amber Rainkie	Community Member
Ken Couchot	BMS, Property Services (Custodial), HRCE
Stephanie Drury	Manager, Property Services (Custodial), HRCE
<b>Regrets:</b>	
Courtney Betts	Community Member
Stacey Devoe	Community Member
Kaitlyn McKearney	Community Member
Geoff Olsson	Assistant Director, Operations Services, HRCE
Erica Royal	Coordinator, Information Technology, HRCE
Katie Sherran	Community Member
Stephanie Eisnor	Community Member
Ian Angus	Community Member
Marie Fagan	Coordinator, Property Services (Custodial), HRCE

## 1. Welcome, Attendance and review of the February 25 meeting minutes

- The meeting commenced at 3:30 PM, with attendance taken at that time
- The minutes of the February 25 meeting were reviewed with no additional feedback provided and can be posted to the HRCE Website
- Add Learning Centre space review to today's agenda
- Concerns were raised about the SST meeting time being too early, preventing members from attending. We will send an email to the SST group, asking members to provide feedback/options for later meeting times. If the majority of the members agree, we will explore new times.

## 2. Project Update

- Some community members have raised concern about the proposed blasting for the school area. PCL is responsible for obtaining the proper blasting permits and posting advanced notice of any blasting, with a minimum of two weeks notice to the community. The current notice covers off blasting in the area of the school foundation. A clear communications plan from DPW needs to be developed and shared with community members, including how and where to find project updates. DPW will provide communications plan.
- Site preparation is underway with tree clearing and removing any stockpile
- Civil works package will go to tender at the end of the week (March 13, 2026)
- The structural package will go to tender at the end of March, 2026
- The civil works package is expected at the end of June, 2026

## 3. Design Update-Discussion/Feedback from the SST

- **Paint/Window Coverings:**
  - It was confirmed that the windows will be covered with interior blinds, not shutters
  - It was suggested to keep the lower part of hallways/high traffic areas a neutral color, which will make future touch-ups easier
  - It was suggested that the gym (green) and cafeteria (blue) accent colors should be swapped
- **Presentation: 3D model of the learning centre and photos of modern learning centres in recently built schools:**
  - The floor plans of both Learning Centres were reviewed
    - Shared spaces are large and can be sectioned off with furniture
    - The kitchenette comes equipped with 6 appliances, programming space, counters and an accessible sink and storage
    - The washroom is 180 sq/ft. and has a shower, sink and toilet
    - There are lockable cabinets to store sharp items, such as scissors
    - There will be soft lighting vs. fluorescent

- Plugs and data ports will be in proximity to the teachers desk
  - Convenience plugs that meet CSA & fire codes are also available
- It was requested that any further feedback be shared by emailing [hrceoperations@hrce.ca](mailto:hrceoperations@hrce.ca) by 9 AM on Friday, March 13, 2026

#### **4. Any other business**

- Presentation & discussion: 3D model of the learning centre and photos of modern learning centres in recently built schools (see item 3 for details)

#### **5. Next Meeting**

- April 8<sup>th</sup> (virtual) from 3:30-5:30 PM
- If anyone would prefer a later meeting time, please email [hrceoperations@hrce.ca](mailto:hrceoperations@hrce.ca) with your recommendation

**The meeting adjourned at 4:16 PM**