

CBVRCE School Steering Team (SST) Meeting Minutes

Date: May 14, 2026

Time: 3:30 PM – 5:30 PM

Location: Memorial High School

Attendees

Name	Organization/Role
Tara Gaskell	Coordinator of Facilities Management, CBVRCE
Jamee MacLeod	Secretary, CBVRCE
Heather Calder	Communications/Public Relations Manager, CBVRCE
Shane Ryan	Vice Principal, Memorial High School
Conal Donovan	Supervisor of Schools , CBVRCE
Lisa MacLean	Principal, Sydney Mines Middle School
Becky Cordy	SAC, Sydney Mines Middle School
Denise Northern	SAC Chair, Sydney Mines Middle School
Daniel Murray	SAC, Sydney Mines Middle School
Grace Long	Student, Memorial High School
Kirt Winter	SAC, Sydney Mines Middle School
Tyler Bell	Project Executive, Capital and Operations, EECD
Kent Walker	Construction Manager, Marco
Chris Woodburn	Architect, Harvey Architecture
Krista Ranahan	Director, Education Infrastructure, DPW
Colin Dorgan	Architect, Harvey Architecture
Judy Whalen	SAC Chair, Memorial High School
Cory Schlievert	Project Director, Capital and Operations, EECD
Omar Elsherif	Manager, Education Infrastructure, DPW
Mohammad Mekni	Design Team Lead, Architect, DPW
Syed Mohit	

Meeting Called to Order

The meeting was called to order at **3:40 PM** .

Agenda Items

1. Introductions

A roundtable introduction was completed by all attendees. All committee updates, materials and links will be posted on the CBVRCE Website.

2. School Steering Committee Agreement & Terms of Reference

- The School Steering Committee Agreement was reviewed. The School Steering Committee Agreement was signed by all members.
 - 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 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 the CBVRCE website, they are considered public and can be shared.
 - Minutes/agenda will be circulated in advance of the meeting for review
 - 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 to obtain a feedback from interested parties.
 - Meeting times of **Thursdays from 3:30 PM – 5:30 PM** were agreed upon by attendees.
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Department of Public Works (DPW) Presentation

3. DPW Overview

A representative from the Department of Public Works (DPW) explained their role in the school project, including:

- Oversight of the school design process. This is a collaborative design-build contract, which allows some construction to proceed before the design is complete.
- Coordination with architects and the build team
- Finalization of room layouts, drawings, and specifications
- Site preparation and construction timelines

Discussion included:

- Benefits of beginning site preparation early to help move the project forward faster
 - Experience building schools next to active schools while maintaining normal operations
 - Weekly coordination meetings planned between the site superintendent and school principal during construction
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Site & Exterior Design Presentation

4. Site Layout Presentation

A representative from Harvey Architecture presented a slideshow of the proposed school grounds layout and building floor plan.

Key Highlights

- The new school will be located behind the current parking lot at Memorial High School adjoining the soccer field.
- Geotechnical work has been completed.
- A new driveway and additional parking areas are planned.
- Bus loop design focuses on safety and traffic flow.
- Community-use areas are being separated from school-use areas.

5.0 Next Meeting

The next meeting will take place on virtually on May 28, 2026th from 3:30-5:30 PM. A meeting invitation will be sent out to members.

Adjournment

The meeting was adjourned at **5:30 PM**.