Bairdmore Advisory Council

January 2nd, 2026

Dear Community Incentive Grant Program,

Bairdmore Advisory Council is a volunteer council and unincorporated non-profit community organization made up of parents and administrators from the Bairdmore School Community. Our purpose is to support the students, staff and families of Bairdmore School through partnership with administration on school plans and policies and in raising funds for school improvements and community events. We have spent the last several years raising funds beyond our normal operating budget to fund a new playstructure.

Our school's existing playstructure is over 20 years old with several areas of damage. As the structure is beyond repair, we intend to replace it and include updated accessibility features. The project will be located on City of Winnipeg land and is a public park that will be utilized by the greater Winnipeg community and maintained by the City of Winnipeg. Replacing the structure will enhance community pride and provide a gathering place where students and community members will have a sense of belonging in their community in seeing this worthwhile investment come to fruition. In addition to being a safe community gathering place, one of our primary goals in designing the project is to increase accessibility in a variety of ways with enhanced features that will provide a level of inclusiveness that will be an asset to the community. Because of this, we anticipate families from beyond the immediate community will access the structure for the accessibility features it will provide in comparison to the current offerings in the area.

We are collaborating with the City of Winnipeg Councillor Janice Lukes on funding and with the Planning, Property & Development department on design choices, approval of all equipment, and meeting accessibility needs. The playstructure will be located within the existing footprint of the current playstructure on Bairdmore Blvd beside the school at 700 Bairdmore Blvd. The budget for the project is $294,658.98 as City of Winnipeg Planning, Property & Development has recommended a 10% contingency above quoted costs. The project is anticipated to start June 30th, 2026 and end September 10th, 2026.

In the following document you will find for your review design plans, site plans, and quotes from our chosen contractor, Colcat, at $267,871.80 before contingency as well as a quote for comparison from Playquest for $283,202.49 before contingency.

We appreciate your support in moving this project to the next steps.

Thank you,

Alicia Toews & Emily Sprague
Chair & Co-Chair
Bairdmore Advisory Council

Bairdmore Advisory Council for School Leadership
Constitution

The constitution of the Bairdmore Advisory Council for School Leadership has been developed in accordance with Regulation 54/96 of the Education Administration Act. Regulation 54/96 describes the guiding principles for parent advisory councils which have an advisory role at a school.

1. Name of the Organization

The name of the organization is the Bairdmore Advisory Council for School Leadership (hereafter referred to as the Council or BAC).

2. Mission Statement

The Bairdmore Advisory Council represents the parents and community of Bairdmore Elementary School. Our goal is to provide a voice for parents and community members to ensure school activities are, and continue to be, a reflection of the needs and aspirations of the students.

3. Role of the BAC

3.1. The BAC shall work in cooperation with parents, community members, school staff and board trustees in the following ways:

3.1.1. Serve as a means of disseminating information about the school to parents and the community. Examples of areas where the BAC can help with the dissemination of information are listed below in 4.4.

3.1.2. Encourage involvement in school-related activities and programs offered by the school or the broader community.

3.1.3. To provide a liaison between the school, parents, community and other school support organizations for the purpose of information-sharing and cooperation.

3.1.4. In cooperation with school administration, manage the school lunch and milk programs.

4. Responsibilities of the BAC

4.1. The BAC shall conduct its business in a manner which is transparent to the school, parents, and community. This transparency includes regular reporting of activities (i.e. through meeting minutes) and expenditures (i.e. through regular financial reports).

4.2. The BAC shall not be used for commercial purposes, nor for partisan politics.

4.3. Any profits of the BAC (e.g. through fundraising or program fees) shall be used solely to support the school, community, and council initiatives.

4.4. At the request of the principal, provide feedback regarding school policies, activities and organizations, including:

a) fundraising, including participation in fundraising activities
b) cultural and extra-curricular activities
c) annual school plan
d) annual school budget
e) community access to school facilities

4.5. At the request of the school board, provide feedback regarding the hiring and assigning of principals or other school board personnel

4.6. Participate in any review of the school that the minister or school division board has directed to be carried out.

5. Membership and Representation

5.1. Membership on the BAC will be open to:
   a) All parents/guardians of children attending Bairdmore School.
   b) Community members (who live in, or own property in the catchment area of Bairdmore School, but who is not a parent of a child attending the school).

5.2. The BAC council shall consist of at least 5 elected voting councilors.

5.3. The BAC council may have up to 12 elected councilors.

5.4. Every effort will be made to ensure the BAC council membership is representative of the school and the community. The following guidelines should be followed to ensure proper representation:
   a) 2/3 of the positions on the BAC should be filled by parents/guardians of children attending Bairdmore School (see 5.1.a).
   b) Up to 1/3 of the positions on the BAC may be filled by community members (see 5.1.b)

5.5. The principal and one teacher representative are considered non-voting members of the BAC.

5.6. Parents and community members not serving on the BAC are welcome to attend and participate in the meetings, with the provision that they do not have voting privileges.

6. Council Election

6.1. An election to fill vacant council positions shall take place during the annual general meeting.

6.2. There must be at least seven (7) voting members present to elect new BAC members.
   a) Parents/guardians of children attending Bairdmore (see 5.1.a), and community members (see 5.1.b) are eligible to vote.

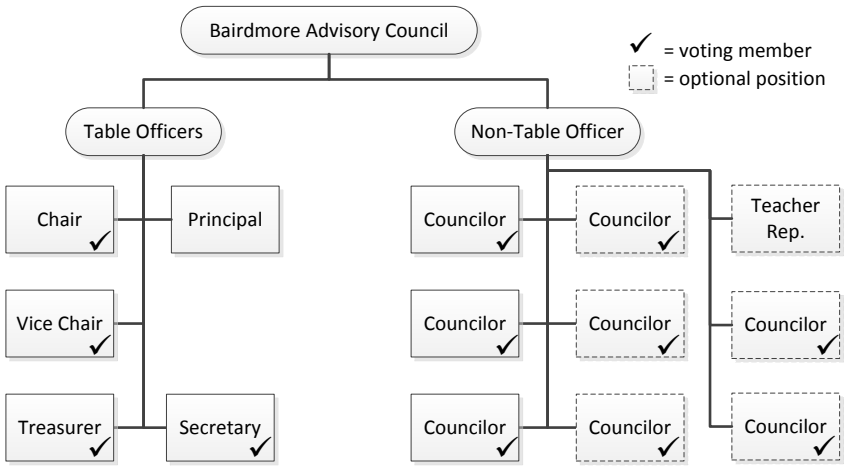
6.3. The voting process shall take place using a show of hands (or secret ballot if there are objections).
   a) A simple majority is required to elect.
   b) In the event of a tie, the current Chair shall cast the deciding vote.

6.4. Any council member not acting in accordance with the BAC Constitution may, by way of majority vote, be asked to resign.

6.5. Candidates shall be elected for both the table officers and non-table officers (See 7.1.

7. Advisory Council Composition

7.1. The elected councilors of the BAC shall be organized into two groups; table officers and non-table officers.



a) The Table Officers of the BAC are *chair*, *vice-chair*, *treasurer, secretary*, and *principal*.

b) All other councilors are considered Non-Table Officers, and will normally chair standing and/or ad-hoc committees

7.2. Terms of Office

a) Members of the BAC serve a two (2) year term.

b) Members are eligible for re-election, providing they still meet the criteria for membership in Section 5.

c) The positions of *Chair* and *Vice-Chair* hold one (1) year terms.

7.3. Election of Table Officers

a) The individual holding the *vice-chair* position in the previous year shall hold the position of *chair* in the current year.

b) The positions *chair* and *vice-chair* must be held by elected councils who are parents/guardians of children attending Bairdmore (see 5.1.a).

7.4. Roles of Table Officers

a) Chair

7.4.a.1. Convenes and presides at all Council and Executive Meetings.

7.4.a.2. In consultation with the Principal, ensures that an agenda is prepared and presented.

7.4.a.3. Ensures that actions are taken by others to achieve the objectives and purpose of the BAC.

7.4.a.4. Acts as the official spokesperson for the BAC.

7.4.a.5. Encourages participation by all interested parties in the efforts of the BAC.

b) Vice-Chair

7.4.b.1. Assumes the responsibilities of the Chair in the Chair's absence.

7.4.b.2. Accepts extra duties as required.

7.4.b.3. Acts as the milk and lunch program liaison.

c) Secretary

7.4.c.1. Records and makes available the minutes of Council meetings.

7.4.c.2. Keeps an attendance record of all Council meetings.

7.4.c.3. Issues and receives correspondence on behalf of the Council.

d) Treasurer

7.4.d.1. Manages the financial affairs of the BAC.
7.4.d.2. Responsible for and provides reporting on the accounts of the BAC.
7.4.d.3. Is one of the three signing officers.
7.4.d.4. Delivers a financial update at all Council meetings.
7.4.d.5. Prepares an annual financial report at the annual general meeting.
7.4.d.6. With the assistance of the Budget Committee, develops the annual budget.

8. Quorum

8.1. A quorum shall consist of a minimum of sixty percent (60%) of the voting Council members. (or 50% plus 1 for example: seven members = 4 for quorum)

9. Procedures

9.1. Recommendations will be determined by consensus whenever possible.
9.2. If procedural problems should arise, "Robert's Rules of Order" Newly Revised will be used to resolve the situation unless they are in conflict with the guidelines in this Constitution.

10. Constitutional Amendments

10.1. Amendments to the Constitution and by-laws of the Council may be made only at the next Annual General Meeting of the Council providing:

a) Notice of the Annual General meeting has been given to all Council members fourteen (14) days minimum in advance.
b) The notice of the meeting included notice of the specific amendments proposed. A two-thirds (2/3) majority vote of those Council members present at the meeting will be required to amend the Constitution.

11. Vacancies on Council

11.1. In the event of a vacancy on the Council, the chair shall, at the direction of the Council, call a by-election to fill the vacancy.

a) In the event of the chair or vice chair coming vacant, the position shall be filled by election within the Council.
b) A member, or chair, or vice chair may be deemed to have resigned from the Council or office if three meetings are missed.
c) Or, will fill the open position by consensus of the council as an acting position until the next Annual General Meeting.

11.2. A member may resign from the Council or chair or vice chair by tendering a letter of resignation to the chair and/or principal.

12. Dissolution

12.1. In the event of dissolution all records of the Council shall be placed under the jurisdiction of the principal.

Bairdmore School

700 Bairdmore Blvd. I Winnipeg, MB R3T 5R3 I 204.261.3350
www.pembinatrails.ca/bairdmore

Together we inspire hope and nurture learning.

2 January 2026

To Whom it May Concern,

The Bairdmore School Advisory Council (BAC) is a non-profit organization comprised of parent and community volunteers, co-chaired by Alicia Toews and Emily Sprague. BAC volunteer members have been working in partnership with our Bairdmore School administration team and the Pembina Trails School Division on this play structure project.

This letter is in support of the Grant Application submitted by the Bairdmore School Advisory Council in January 2026 for the purpose of funding a new play structure.

We are deeply appreciative of the work of our Bairdmore School Advisory Council members and look forward to our continued collaboration as the Play Structure project comes closer to construction and completion this year.

Sincerely,



Allison Ward
Principal, Bairdmore Elementary School

700 Bairdmore Boulevard; Winnipeg, MB R3T 5R3
P: 204.261.3350
W: https://www.pembinatrails.ca/bairdmore

2025-2026 Bairdmore Advisory Council

Role	Name
Chair	Alicia Toews
Co-Chair	Emily Sprague
Treasurer	Hussain Syed
Secretary	Lesley Mackay
Fundraising	Jennifer Jack*
Special Events	Emily Sprague
Communications	Ismeria Bruce*
Members at Large/Councillors (all marked with *)	Rachel Dueck*, Nadine Dacanay-Fiorillo*, Jasmine Do*, Brandy Bilenki*, Emily Walker*
Principal	Allison Ward
Vice Principal	Darren Gerbrandt

Colcat Quote Site Plan and Renderings (Our Chosen Contractor and Design)

COLCAT ENTERPRISES

631 JUBILEE AVE., WINNIPEG, MANITOBA, CANADA R3L 1P5
PH 204-979-7972 , E-mail murray.colcat@mymts.net

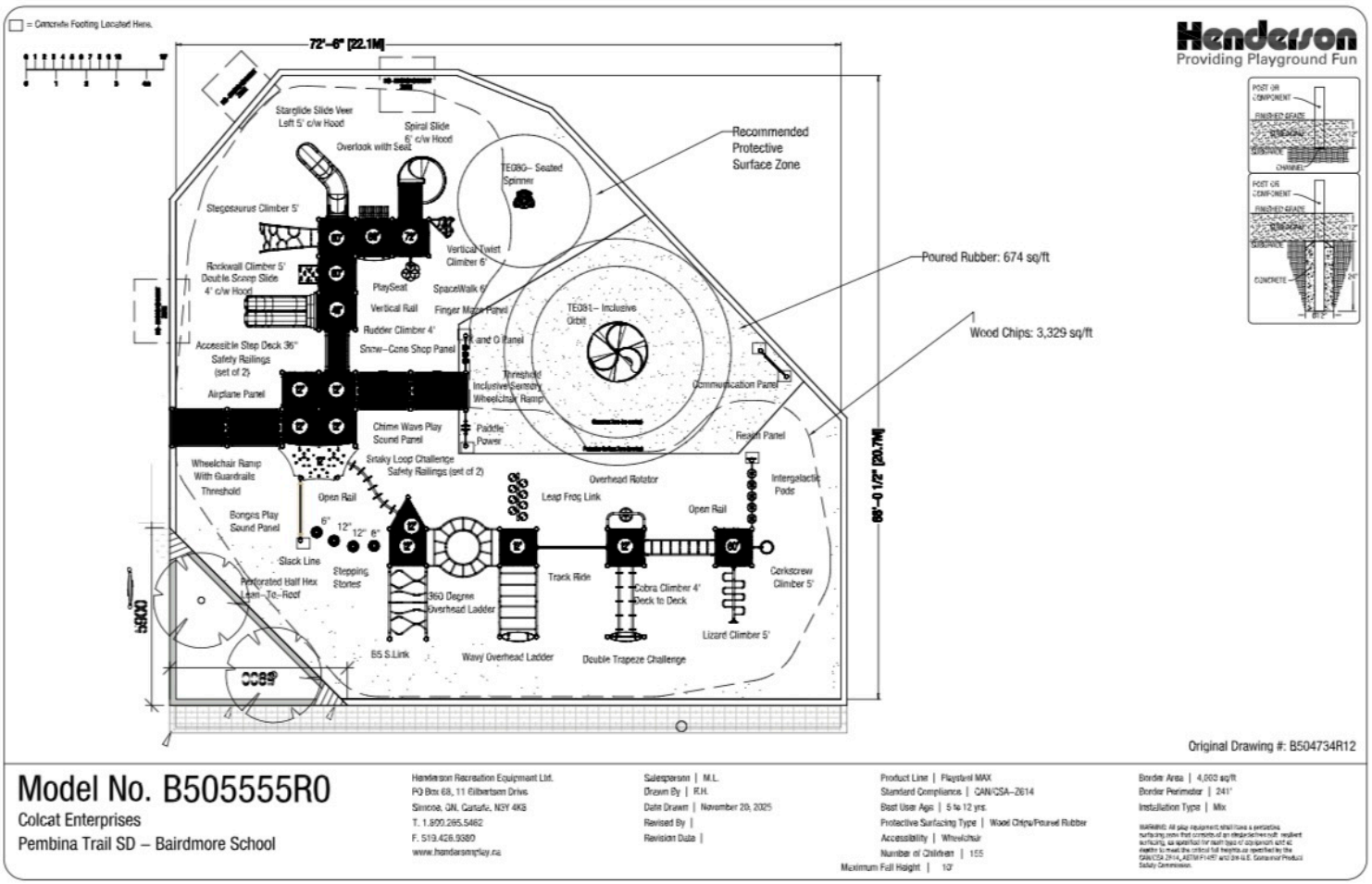
Sales Quote

Customer:		Ship To	
	Bairdmore School		**Winnipeg Mb.**
	Pemnina Trails School Division		

Date quoted	Quote expiration date	Contact	Project	Sales person
20-Nov-25	**28-Dec-25**	**Nadine/Emily**	**Play Strucuture**	**Murray Lord**

Quantity	Unit	Description	Unit Price	Amount
1	B504754R10	Play Equipment & Installation	$ 197,750.00	$197,750.00
372	Square meters	Remove & dispose of existing wood fibre	$ 18.00	$6,696.00
1		Remove existing strucuture & fill holes with 3/4 down	$ 3,500.00	$3,500.00
290	Square meters	Supply & Installation of Wood Fibre	$ 58.00	$16,820.00
82	Square meters	Preperation for poured in place rubber surfacing	$ 45.00	$3,690.00
82	Square meters	Poured in place rubber safety surfacing	$ 230.00	$18,860.00
1		Shipping	$ 7,800.00	$7,800.00
		A deposit of 10% is required when order is placed	Subtotal	$255,116.00
			5% Gst	$12,755.80
		$26,787.18 Non refundable deposit		
		$241,084.62 Balance due upon installation		
			Total	**$267,871.80**

Customer Signature	Date	Authorized By
	24-Nov-25	**Murray Lord**





Hendersen®
Providing Playground Fun

Model No. b505555r0

Colors:

Posts: Silver
Accents: Light Blue /
Roto-Plastic: Red / Yellow
HDPE Plastic: Lime/Black
Shade:
Roofs: Yellow

© 2022 Henderson Recreation Equipment Limited | All rights reserved. 1-800-265-5492 | Fax 519-426-1122 | www.hendersonplay.com | 11 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y4K3 | This drawing is not to be reproduced in any way without prior approval from Henderson Recreation.



Hendersen®
Providing Playground Fun

Model No. b505555r0

Colors:

Posts: Silver
Accents: Light Blue /
Roto-Plastic: Red / Yellow
HDPE Plastic: Lime/Black
Shade:
Roofs: Yellow

© 2022 Henderson Recreation Equipment Limited | All rights reserved. 1-800-265-5492 | Fax 519-426-1122 | www.hendersonplay.com | 11 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y4K3 | This drawing is not to be reproduced in any way without prior approval from Henderson Recreation.



Henderson
Providing Playground Fun

Model No. b505555r0

Colors:

Posts: Silver
Accents: Light Blue /
Roto-Plastic: Red / Yellow
HDPE Plastic: Lime/Black
Shade:
Roofs: Yellow

© 2023 Henderson Recreation Equipment Limited | All rights reserved. 1-800-302-5402 | Fax 519-435-1122 | www.hendersongroup.com | 11 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y4N5 | This drawing is not to be reproduced in any way without prior approval from Henderson Recreation.



Henderson
Providing Playground Fun

Model No. b505555r0

Colors:

Posts: Silver
Accents: Light Blue /
Roto-Plastic: Red / Yellow
HDPE Plastic: Lime/Black
Shade:
Roofs: Yellow

© 2023 Henderson Recreation Equipment Limited | All rights reserved. 1-800-302-5402 | Fax 519-435-1122 | www.hendersongroup.com | 11 Gilbertson Drive, Simcoe, Ontario, Canada, N3Y4N5 | This drawing is not to be reproduced in any way without prior approval from Henderson Recreation.



Henderson
Providing Playground Fun

Model No. b505555r0

Colors:

Posts: Silver
Accents: Light Blue /
Roto-Plastic: Red / Yellow
HDPE Plastic: Lime/Black
Shade:
Roofs: Yellow

© 2022 Henderson Recreation Equipment Limited | All rights reserved. 1-866-268-5462 | Fax 519-426-1122 | www.hendersonplay.com | 11 Silkstream Drive, Simcoe, Ontario, Canada, N3Y4K3 | This drawing is not to be reproduced in any way without prior approval from Henderson Recreation

Playquest Quote and Renderings (For Comparison)

playquest
8440 45 Street NW
Edmonton, AB T6B 2N6
Phone # 780-809-8678

Quotation

Date	Quotation No.
10/7/2024	23-3286

Name / Address	Ship To
Bairdmore School Nadine Dacanay-Fiorillo 700 Bairdmore Winnipeg, MB R3T 5R3	

Rep	Terms	Project
SW	50% Due Imm., 50% on Completion	

Qty	Unit	Description	Rate	Total
		Bairdmore School- B- 2025 pricing- spring installation- revised-4		
1	LS	Supply of equipment Burke 104-179658-6	170,420.25	170,420.25
1	LS	Installation of playground equipment *Novo table are all in the grass with post footings	59,863.57	59,863.57
1	LS	Remove and dispose of existing playground	10,000.00	10,000.00
1	LS	Site grading: Excavate and stockpile EWF - to be reinstalled (approx- 256 Cu Y) includes Supply and install of engineered wood fiber for top up (64 cu y)	20,932.84	20,932.84
1	LS	Shipping FOB	8,500.00	8,500.00
		*Borders are existing in the main area- small modifaction will be required for the border near the ramp area		
		*RST is included, Playquest is a MB registered company and self assesses MB government requirements		
		* Landscape repair around the playground area and drainage not included		
		*Includes Mobilization, and Security Fencing		
		*Quote is valid for 15 days		
		GST on sales	5.00%	13,485.83

Considerations

Please note: Items/service not mentioned in this scope of work may be subject to additional cost. This quote is based on known conditions from information provided. * Quote is valid for 30 days unless otherwise noted.

Subtotal	CAD 269,716.66
Sales Tax Total	CAD 13,485.83
Total	CAD 283,202.49

ACCEPTANCE OF PROPOSAL

I hereby acknowledge and agree that I have reviewed the above proposal and have reviewed the proposed equipment and that the design and colours satisfy ALL the buyers' requirements for pricing, equipment, colour, and surfacing. I hereby approve the proposal, pricing, design, site plan, colours and scope of work. Additionally, I hereby acknowledge and agree to the terms and conditions contained in this Proposal / Purchase Agreement.

Legal Name of Company or Organization:_____

Print name of authorized officer _____Signature of authorized officer_____

Ph:_____Email:_____Date:_____

Ship to Address:_____

Site Contact Name:_____Ph:_____Email:_____

TERMS AND CONDITIONS: 50% due upon acceptance of proposal. 30% payable prior to shipping. 20% due upon substantial completion. (unless otherwise specified in the above Terms box of the quote)
This quote is based on known conditions from information provided. Items/service not mentioned in this scope of work may be subject to additional costs. Any alteration or deviation in scope of work, quantities, or depths quoted will become an extra charge over and above the estimate/quote and invoiced back to the buyer on a force account. Further, in the event the site is not ready as agreed to or delays are experienced that are out of the control of PlayQuest the seller will not be liable for any penalties or costs due to the extended time for the completion of the installation. All equipment remains the property of PlayQuest until payment is received in full.

GST/HST No. 806381877 PlayQuest Recreation is a registered trade name of Questic Contracting Ltd. Initial LLR

Playground: BRAIDMORE SCHOOL
Location:
Project Number:

Equipment conforms to CAN/CSA-Z614-14 standard "Children's Playspaces and Equipment"

Area: 4321 sq ft
Ages: 5-12
Scale: NTS
Drawn by: LLR

Date: 10/07/2024
Revision number:
Layout: PLANVIEW
11 x 17

playquest
design | supply | construct
Main Office
8440 45 Street
Edmonton, AB T6B 2N6
1.855.860.8116
www.playquest.ca