

**Sister Alphonse Academy
Playground Committee Meeting
March 12, 2018**

Attendees: Greg Lamer (Principal), Donna Hinchey (City of St. Albert), Dean McMullan (City of St. Albert), Ava Genoway, Chris Turner, Rebecca Turner, Meghan Wagner

1. **Welcome** – Greg welcomed everyone to the meeting and everyone introduced themselves.
2. **Prayer** - Greg
3. **Acknowledgement of Territories** - was read by Greg
4. **Draft Terms of Reference** – Greg presented the Draft Terms of Reference for the Playground Committee. Donna Hinchey recommended that we might want to consider the following suggestions:
 - addition of project scope and schedule to the Key Responsibilities
 - Delete word CITY and use St. Albert Playground Resource Manual

There were no other suggested changes or additions to the Terms of Reference. Greg indicated that he would make the changes in the Draft. The committee approved the Terms of reference with the suggested changes.

5. **Election of Chairperson** – Rebecca Turner volunteered to take on the position of Chairperson. The group thanked Rebecca for taking on the position.
6. **Government Grant** – Greg indicated that Sister Alphonse Academy has been approved for up to \$250,000 dollars for playground development.

Donna Hinchey recommended that we check on the following in relation to the grant from the Government

- Are there any rules or restrictions in the allocation of funds?
- Can the funds be accessed in chunks?
- Is the money available for down payments, etc. or only at the end of the project?

Greg indicated that there did not appear to be any restrictions but he would check and report back at the next meeting

7. **Review of Site Drawings** – Greg had a copy of the landscape drawings for Sister Alphonse Academy. The group noted the following:
 1. The two designated play structure areas are small (about 16m x16m). Donna indicated that the size of the play areas may impact the decision on the types of equipment that could be installed. There was some discussion about possible fencing and equipment such as benches, garbage cans, sports equipment in addition to regular playground equipment.

2. Meghan asked if there was any possibility of both schools (SAA and Joe Demko) working on a playground project together. She indicated it might capitalize on the accessing of the government grant by both schools and in the design of the playgrounds. Greg indicated that he would check to determine if there were any possibilities in regards to this. Greg did indicate there were logistics around start and end times as well as bell schedules for the schools.

8. Playground Resource Manual – Donna and Dean went quickly through the Playground Resource Manual that is provided by the City of St. Albert to support groups in playground projects. They indicated that the manual had been developed to support groups, guide them to ensure that projects stay on track and are completed so that they meet the highest standards and guidelines for playground development. They indicated that they are resources to support us in our goals and are willing to work with the committee every step of the way.

Donna reviewed important considerations in the development of playgrounds that need to be considered such as accessibility, age range, surface material, finishing material, bordering and themes for playgrounds.

9. Playground Ideas and Examples – Greg did some investigation to determine how much 250,000 would provide in the building of the playground. He was provided with some examples by one playground company that indicated that 250,000 dollars can provide for substantial playground builds. Greg shared the information.

10 Next Steps – After discussion it was determined next steps are

1. Committee members will familiarize themselves with the resource Manual.
2. Committee members will start to consider and determine vital design elements for the playground.
3. We will meet early in April to have an update about how construction of the two schools and playground athletic fields would or could impact the timeline for the development of the playground.
4. Tentative timelines and goals for playground completion will be considered at the next meeting.
5. Greg will contact Rebecca about the agenda for the next meeting based upon updated information.

11. Adjournment – The meeting was adjourned at 7:50 pm. The next meeting will be held on Tuesday, April 17 at 9:30 am. The meeting will be held at Servus Place in the SALC Meeting Room.

Sister Alphonse Academy Playground Development Committee Terms of Reference

Project Name: Sister Alphonse Academy Playground Development
Committee Chair:

General Purpose

The Sister Alphonse Academy Playground Development Committee will be an ad-hoc committee of the Sister Alphonse Academy School Council established to design, procure, install and coordinate volunteers in the building of one or more play structures at Sister Alphonse Academy. This ad hoc committee will be terminated upon completion of the project.

Accountability & Membership

The SAA Playground Committee is accountable to the School Council of Sister Alphonse Academy. Until the School Council is formed, the SAA Playground Committee will report to the Principal, who is accountable to the Superintendent of Greater St. Albert Catholic Schools.

The number of committee members will be a minimum of three to a maximum of nine. Committee members must be eligible to be part of School Council. One community member can be part of the committee. The Principal will also be a committee member and will serve as Chair until the election of a Chairperson. The Chairperson of the committee will be an elected position by majority vote. All committee members will adhere to the Code of Ethics (School Council Resource Manual) attached to the terms of reference. Sub committees of the Playground Committee will be formed as needed and will report to the SAA Playground Committee.

KEY Responsibilities

The SAA Playground Committee will develop a plan and outline all project revenues, expenses(budget), project scope and schedule for review of School Council or Principal. If necessary, the Committee will prepare grant applications. The committee will work with the City of St. Albert Community Recreation Branch to ensure that there is compliance with guidelines, policies and procedure outlined in the St. Albert Playground Resource Manual.

Meetings and Decision-Making Process

Playground Committee meetings are at the call of the chairperson when required. Interested parties may attend playground meetings. Anecdotal(summary) minutes of meetings will be taken.

The playground committee will endeavour to make decisions by consensus. Where consensus is not reached, committee decision will be made by majority vote. Decisions can be made by means of telephone/email of committee members as needed.

Budget

A budget will be prepared based upon project needs and identified resources. All funds, including any grants received, will flow through and be subject to District guidelines and protocols. Details of all correspondence related to the playground will need to be retained and forwarded to District Office.

Reports

Reports will be made to the Sister Alphonse Academy School Council at monthly meetings by the chair or representative of the Chair. Until the establishment of the Sister Alphonse Academy School Council reports will be forwarded by the Principal to the Superintendent of GSACRD.

Evaluation and Termination

The committee will be terminated when the SAA Playground has been fully installed, inspected and opened for use. A final report will be written and submitted to the SAA School Council.

Authorization

Committee Chair _____ (print) _____ (signature)

Principal Greg Lamer _____ (print) _____ (signature)

Date _____