

2004 FEBRUARY 04

**TO:** CITY MANAGER

**FROM:** DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

**SUBJECT: PLAYGROUND DEVELOPMENT FUNDING REQUEST FOR WESTRIDGE ELEMENTARY SCHOOL**

**PURPOSE:** To seek Council's authorization for the City to enter into an agreement with the Burnaby School District for contribution to the cost of the playground upgrade at Westridge Elementary School.

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**RECOMMENDATION:**

1. THAT authorization be given for the City to enter into an agreement with the Burnaby School District for contribution to the cost of the playground upgrade as detailed in the attached report.

**REPORT**

At its meeting of 2004 February 04, the Parks, Recreation and Culture Commission received the above noted report and adopted the three recommendations contained therein.



Kate Friars  
DIRECTOR PARKS, RECREATION  
AND CULTURAL SERVICES

tc  
Attachment

P:\DATA\COUNCIL\PK- PLAYGROUND DEVELOPMENT FUNDING REQUEST - WESTRIDGE ELEMENTARY

cc. Director of Finance  
City Solicitor

**SUBJECT: PLAYGROUND DEVELOPMENT FUNDING REQUEST FOR  
WESTRIDGE ELEMENTARY SCHOOL**

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**RECOMMENDATIONS:**

1. THAT approval be given to contribute \$ 3,000 from the 2004 Provisional Capital Budget - Playground Develop to upgrade the playground at Westridge Elementary School.
2. THAT a copy of this report be forwarded to Ms. Teri Guglielmi, Westridge School Parent Advisory Council
3. THAT Council be requested to authorize the City to enter into an agreement with the Burnaby School District for contribution to the cost of the playground upgrade as detailed in this report.

**REPORT**

At the 2004 January 14<sup>th</sup> Commission meeting, correspondence was received from Westridge Elementary School Parent Advisory Council (Attachment #1) requesting a contribution of \$3,000 from the 2004 Provisional Capital Budget - Playground Development to assist with the completion of their intermediate playground project.

**History of School's Request for Funding**

Westridge Elementary School Parent Advisory Council applied and received a contribution of \$3,000 from the 1989 Capital Budget - Playground Development. In 1994, the school applied for funding and was denied as it was a second time request within five years of the most recent approved request. The Parent Advisory Council submitted a request in 2003 which was denied because funds had been expended for that year. The Parent Advisory Council was asked to re-submit in early 2004.

**Westridge School's Current Request for Funding**

The Parent Advisory Council for Westridge Elementary School have raised the necessary funds and meets the guidelines for the Playground Development funding criteria (Attachment #2). Funds are available in the 2004 Provisional Capital Playground Development Budget.

It is recommended that approval be given to expend \$3,000 from the 2004 Provisional Capital Playground Development Budget to contribute to the Westridge Elementary School playground upgrade.

CL:mc

Attachments (2)

p:/../wp/cl/commission/westridgeschgrant2004.wpd

cc. Director Finance  
City Solicitor

Westridge Elementary School  
Parent Advisory Council

COMMISSION AGENDA  
DATE: 04/01/14  
CORRESPONDENCE: (f)

December 21<sup>st</sup>, 2003.

Burnaby Parks and Recreation Commission  
Suite 101 4946 Canada Way  
Burnaby, B.C. V5G 4H7

NOTE:  
A report on this subject will be submitted  
at a future meeting

Attention: Ms. Doreen Drysdale

Re: Playground Grant Funding

Dear Ms. Drysdale,

On behalf of Westridge Elementary School Parent Advisory Council and the school community, I am requesting consideration for the \$3000.00 grant to help support the completion of our intermediate playground project.

The funding requested is to support the purchase and the installation of a new playground. We are designing a playground for the intermediate children but recognize that the primary children as well as the children of the community will benefit.

The staff from Burnaby Parks and Recreation in particular, Sue McIntyre and Ariene Hughes, are aware and supportive of our plan and would also like to participate in the design process. We would welcome and encourage their input wholeheartedly!

Tim Millar from the school board has approved our plan in principle and is involved in the design phase of the project. We have involved Mark Bodie from Habitat Playstructures who comes highly recommended and has worked with Tim Millar on other projects. The contract to purchase the equipment will be done by March 2004. Installation is dependent on the availability of the School Board Crew but should start by May 2004.

The Parent Advisory Council is proposing to purchase new playground equipment at an estimated cost of \$16,000. The PAC has raised \$13,000 for this project already. We request the Parks Commission support of our project with the grant of \$3000 for the year of 2004.

Thank you for your consideration of this request.

Sincerely,

Teri Guglielmi  
PAC Co-Chairperson for Westridge Elementary School  
Phone Number: 604-320-0498  
RECEIVED  
Parks, Recreation & Cultural Services

Cc: Dr. Brian Rocksborough-Smith

JAN 02 2004

Refer To: [initials]  
Initials: [initials]  
04/01/05

SCHOOL PLAYGROUND FUNDING REQUESTS CRITERIA

1. The project is initiated and cost shared by a Parent/Citizen Group.
2. The facility will be accessible to the public and thus provide a public benefit beyond serving the school children during school hours.
3. That Parks, Recreation & Cultural Services staff be allowed input into the design process.
4. That the remainder of the funding for the entire project needs to either be in place or very close to being finalized.
5. The funding is for playground improvements that includes equipment, the purchase and planting of trees and/or shrubs for the playground area, and park furniture such as benches and picnic tables.
6. The Burnaby School Board has approved the project and the installation of the playground in that current year.

Guidelines for Parent Advisory Council requesting playground funding:

- a. Funding is available if approved in annual Commission Capital Budget.
- b. Projects are considered on a first come, first served basis. Requests received will be time and date stamp upon receipt in the Parks, Recreation and Cultural Services Administration Office. #101 - 4946 Canada Way, Burnaby, B.C. V5H 4H7, Fax number 604-294-7201. The first opportunity to submit a request is on the first working day of the new year and then throughout the year.
- c. That a maximum of three grants be provided to any one playground/school site.
- d. That the maximum contribution for each request is \$3,000
- e. That second or third time grant requests received within five years of the first approved request be initially placed on a waiting list. Should funds remain available within that given year, the applicant making the second or third time request may receive approval for the funding providing no other requests are received from schools applying for the first time
- f. That second or third time requests received after a period of five years be treated on a first come first served basis.
- g. That when the Capital Budget allocation for school playground grants are spent prior to year end; further requests for funding be denied and the school asked to re-apply in writing at the beginning of the following year.

CL:mc

p:/../wp/cl/commission/reviseplaygroundcriteria03.wpd

REVISED: 2003 SEPTEMBER