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**TO:** CITY MANAGER **DATE:** 2008 February 21

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

**SUBJECT:** PLAYGROUND DEVELOPMENT FUNDING REQUEST FOR CAPITOL HILL ELEMENTARY SCHOOL

**PURPOSE:** To request authorization to enter into an agreement for contribution to the cost of playground upgrade.

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**RECOMMENDATION:**

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

**REPORT**

At its 'Open' Meeting of 2008 February 20, the Parks, Recreation and Culture Commission received the above noted report and adopted the three recommendations contained therein.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

DE:tc

Attachment

P:\ADMIN\TC\DATA\COUNCIL\PK-PLAYGROUND DEVELOPMENT FUNDING REQUEST-CAPITOL HILL ELEMENTARY

Copied to: City Solicitor  
Director Finance

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**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE COMMISSION

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

**SUBJECT:** PLAYGROUND DEVELOPMENT FUNDING REQUEST FOR CAPITOL  
HILL ELEMENTARY SCHOOL

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**RECOMMENDATIONS:**

1. **THAT** approval be given to contribute \$3,000 from the 2008 Provisional Capital Budget for playground upgrades for Capitol Hill School Elementary School playground.
2. **THAT** a copy of this report be forwarded to Mike Harrison, Team Leader, Capitol Hill Elementary School Parent Advisory Committee.
3. **THAT** Council be requested to authorize the City to enter into an agreement with the Burnaby School District for the contribution to the cost of the playground upgrade as detailed in this report.

**REPORT**

Appearing under correspondence on this agenda is a letter from Mr. Mike Harrison, Team Leader, Capitol Hill Elementary School Parent Advisory Committee. The Capitol Hill Elementary School Parent Advisory Committee is requesting \$3,000 from the 2008 Provisional Capital Budget Playground Development funds to complete the re-development of the Capitol Hill School playground.

**Background**

The Parks, Recreation & Culture Commission has been providing financial support for the development/re-development of Burnaby elementary schools' playgrounds since 1990. The Commission adopted the policy of providing assistance to a maximum of \$3,000 to qualifying schools. In 1999 the playground grant criteria (Attachment #1) was expanded to include the purchase and planting of trees and/or shrubs for the playground area or garden projects. The Burnaby School Board covers the cost to install the equipment; the remaining costs are covered through fundraising by the parent/citizen group. There is \$9,000 budgeted annually in the Capital Budget. Out of the forty elementary schools in Burnaby, thirty five have received funding from the Playground Development grant.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: Playground Development Funding Request for  
Capitol Hill Elementary School

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**Current**

At its meeting of 2008 January 16, Commission approved three playground grant requests that expended the 2008 budget. At the same meeting, Commission approved an additional \$9,000 be available for the balance of 2008.

The Capitol Hill Elementary School Parent Advisory Committee (P.A.C.) request meets the criteria of the Playground Development guidelines.

<b>Total cost for playground upgrades</b>	<b>\$21,000</b>
Funds Raised by P.A.C.	\$16,700
Playground Grant Request	3,000
Funds to be raised by PAC in 2008	<u>1,800</u>
<b>Total</b>	<b>\$21,500</b>

Sufficient funds are available in the 2008 Provisional Capital Playground Development budget. The Parent Advisory Council has raised the necessary funds for the playground upgrade and received approval from the Burnaby School Board to install the upgrades this year.

It is recommended that approval be given to Capitol Hill Elementary School Parent Advisory Committee to expend \$3,000 from the 2008 Provisional Capital Playground Development budget. If the request is approved, there will be a balance of \$3,000 in the 2008 Provisional Capital Playground Development Fund.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

CL:mc

Attachment

p:/../cl/commission/capitolhill2008.doc

cc. Director Finance  
City Solicitor

CRITERIA FOR PLAYGROUND DEVELOPMENT FUNDING REQUESTS

1. Funding is available and approved in the Annual Capital Budget.
2. The project is initiated and cost shared by a Parent/Citizen Group. The Parent/Citizen Group must have 50% of the project cost raised at the time of the request. The Playground Development grant will provide matching funds up to a maximum of \$3,000.
3. Projects are considered on a first come, first served basis. Requests received will be time dated. The first opportunity to submit a request is on the first working day of the new year and then throughout the year.
4. The facility will be accessible to the public and thus provide a public benefit beyond serving the school children during school hours.
5. That Parks, Recreation & Cultural Services staff be allowed input into the design process.
6. That the remainder of the funding for the entire project needs to either be in place or very close to being finalized.
7. That any subsequent grant request received within five years of the first approved request is initially placed on a wait list until October 01 of the current year. At that time any requests on the wait list will be reviewed in the order they were submitted. Should funds remain available as of October 01, the applicant making the subsequent request may receive approval for the funding.
8. That any requests received after a period of five years be treated on a first come first served basis.
9. That the maximum contribution for each request is \$3,000.
10. That the Burnaby School Board has approved the project and the installation of the playground in that current year.
11. That the criteria be expanded to include but not limited to, the purchase and planting of trees and/or shrubs for the playground area or garden projects.
12. In the event the Playground Development Fund is completely allocated prior to year end; staff will advise Commission of the grant status and status of grant requests for their consideration.

CL:mc

p:/../cl/commission/playgroundcriteria2007.doc

Revised & Approved - Commission Meeting 2007 June 20