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

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

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

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**RECOMMENDATIONS:**

1. **THAT** the playground development grant request from Capitol Hill Elementary School be approved.
2. **THAT** a copy of this report be forwarded to Ariel Pavic, Capitol Hill Elementary PAC Vice Chair and Kelly Chow, Capitol Hill Elementary Principal.
3. **THAT** Council be requested to authorize the City enter into an agreement with the Burnaby School District for the contribution to the cost of the playground upgrades as detailed in this report.

**REPORT**

Appearing on the agenda is correspondence from Ariel Pavic, Capitol Hill Elementary PAC Vice Chair requesting a grant of \$4,000 from the 2015 Annual Operating Playground Development Budget to assist with the redevelopment of their playground.

**Background**

There is \$12,000 budgeted annually in the Playground Development Grant Fund and, with few exceptions, the fund is expended each year. The Playground Funding Requests criteria is attached ([Attachment #1](#)). The first two schools to receive a grant this year were Gilpin Elementary and Westridge Elementary.

The Capitol Hill Elementary request meets the Playground Grant guidelines and has received approval from the Burnaby School District to install the playground components within 12 months of receiving the Playground Grant. Capitol Hill Elementary last received a grant in 2008.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: PLAYGROUND DEVELOPMENT FUNDING  
REQUEST FOR Capitol Hill Elementary

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Outlined below is the cost breakdown for the school's playground grant request:

**Capitol Hill Elementary School**

Total cost of play components, Hemisphere Climber and Topsy Turny Spinner	\$21,000.00
Funds raised to date	\$10,500.00
Funds to be raised at a fundraiser in September 2015	<u>\$ 6,500.00</u>
Amount requested from Playground Development grant.	<b>\$ 4,000.00</b>

It is recommended that the Capitol Hill Elementary School request be approved. If approved, there will be zero remaining funds in the 2015 Annual Operating Playground Development Budget.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

KD:mg

Attachment

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cc: City Solicitor  
Director Finance

## **CRITERIA FOR PLAYGROUND DEVELOPMENT FUNDING REQUESTS**

The purpose of the Playground Development Grant is to recognize the fundraising efforts of Burnaby parents, as well as improve the play experience at school playgrounds for the community at large, as a valuable way to participate in physical activity and connect with neighbours, uses these assets.

### **CRITERIA:**

1. The project is initiated and cost shared by a parent group and the Burnaby School Board. The parent 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 \$4,000.
2. The facility will be accessible to the public and thus provide a public benefit beyond serving the schoolchildren during school hours.
3. The parent group may request a grant once every 4 years.
4. The remainder of the funding for the entire project needs to be either in place or very close to being finalized.
5. Parks, Recreation & Cultural Services staff will be allowed input into the design process.
6. The Burnaby School Board must approve the project and its installation of the playground within 12 months of the grant approval. Consequently, a letter from the School District must be included with the request. The parent group may contact Sandra Brunner ([Sandra.Brunner@sd41.bc.ca](mailto:Sandra.Brunner@sd41.bc.ca)) to arrange for a letter of support.
7. The grant can be used for equipment and/or for the purchase and planting of trees and/or shrubs for the playground area or garden projects.

### **OPERATIONAL GUIDELINES:**

1. Projects are considered on a first come, first served basis. Requests will be time dated and received after the 3<sup>rd</sup> Monday of January of the year the grant is available.
2. Playground Development Grants are only available if approved in the City of Burnaby's Annual Capital Budget
3. In the event the Playground Development Fund is completely allocated prior to year-end, staff will advise Commission of all subsequent requests for their consideration.