



5787 Marine Drive
Burnaby, B.C.
V5J 3H1
(604)664-8800
FAX (604)664-8844

City of Burnaby, Parks, Recreation & Cultural Services Commission
101-4946 Canada Way
Burnaby, BC V5G 4H7
Kathryn.Matts@burnaby.ca

January 18, 2021

Dear Ms. Matts,

On behalf of the Glenwood Elementary School Parent Advisory Council (PAC), please accept this letter as our application for the City of Burnaby's **2021 Playground Development Grant**.

The Glenwood PAC has been fundraising for a rock circle for the schoolground. Like our other playground equipment and features, this addition to the schoolground will be a community asset that will be enjoyed year-round by neighbourhood families for many years. Our school previously received a playground development grant in 2014.

Our project cost, fundraising progress, and requested grant are shown below:

Total cost as per PO 212386	\$7,982.10
Total funds raised by PAC available for this project	\$4,000.00
Amount requested from City of Burnaby Playground Development Grant	\$3,982.10

Attached is a letter from the Burnaby School District stating their commitment to install the equipment within 12 months of an approval of the City of Burnaby Playground Development Grant. Also attached is the proposed location of this equipment on the schoolground (option 1B is the preferred layout).

Thank you for considering our request and for your ongoing support of playground projects throughout Burnaby.

Sincerely,

Tasha Murray
Chair, Glenwood Elementary PAC

Glenwood.PAC@burnabyschools.ca

RECEIVED
Parks, Recreation & Cultural Services

JAN 18 2021

Bam

Kathryn

KM

Note:

Item #1(i) of the Director's Report refers to this correspondence



The Board of Education of School District No. 41 (Burnaby)
5325 Kincaid Street
Burnaby, British Columbia
Canada V5G 1W2
604-296-6900 Fax: 604-296-6910

PURCHASE ORDER**212386**

NUMBER MUST APPEAR ON ALL
INVOICES, CORRESPONDENCE,
PACKAGES, AND BILLS OF LADING

TO > NORTHWEST LANDSCAPE & STONE SUPP
5883 BYRNE ROAD
BURNABY, BC, V5J 3J1

ATTN: ROBERT STEWART 604.4

TEL (604) 435-4842
FAX (604) 436-9443

S GLENWOOD ELEMENTARY
H 5787 MARINE DR
I BURNABY, BC, V5J 3H1
P > BEN LECLERC FS-164218

T FOB: DESTINATION
O SHIP INSTR: PPD & CHARGED \$150

DATE		MEMBER OF THE EDUCATIONAL COOPERATIVE PURCHASING GROUP (EDCO)		PROMISED DELIVERY PRIOR TO		BUYER: CO	
15-Jan-21				15-Apr-21			
ITEM	QTY	UNIT	DESCRIPTION	TAX	UNIT PRICE	EXTENSION	
01			***Please tag related invoice and packing slip with this PO# and the Work-Order # "FS-164218 GLENWOOD"				
02	12	Each	Medium 3 to 4' River Rock Benches Stock: (RRBBM)	GP	600.000	7,200.00	
03	1	LOT	Delivery Fee - \$150 only due to school proximity.	GP	150.000	150.00	
04			***Please contact Ben Leclerc at 604-760-4543 to coordinate delivery.***				
05			GST - 5%			367.50	
06			PST - 7%			514.50	
PAGE 1 OF 1						8,232.00	

ALL ENQUIRIES REGARDING THIS ORDER

The Board of Education of School District No. 41 (Burnaby)

IMPORTANT > CONTACT: Christie Oh 604-296-6900 x 661051

SEND INVOICE TO: ACCOUNTS PAYABLE
The Board of Education of School District No. 41 (Burnaby)
5325 KINCAID ST.,
BURNABY, B.C., CANADA V5G 1W2

OR: accountspayable@burnabyschools.ca

Jacqueline Dairon, Manager Financial Services

REQUISITION NUMBER		RW-46806		BUDGET CODE		10007551933000		BUDGET AMOUNT		7,982.10	
DATE SUBMITTED		20210115		DESTINATION		GLENWOOD ELEMENTARY		VENDOR NUMBER		13576	
								VENDOR NAME		NORTHWEST LANDSCAPE & STONE SUPP	



November 25, 2020

Ms. Kathryn Matts
Commission Secretary
Parks, Recreation and Cultural Services Commission
City of Burnaby
101 – 4946 Canada Way
Burnaby, BC V5G 4H7

Dear Ms. Matts:

The Burnaby Board of Education is pleased to support the application by Glenwood Elementary School for a Playground Development Grant for the construction of an outdoor classroom.

It is our understanding the Glenwood Parent Advisory Council has already raised \$4,000 of the estimated \$8,000 cost. The district hereby undertakes to prepare and install the outdoor classroom space within twelve months of the grant approval. The space will be available to the public.

Thank you for considering the application by the Glenwood Parent Advisory Council.

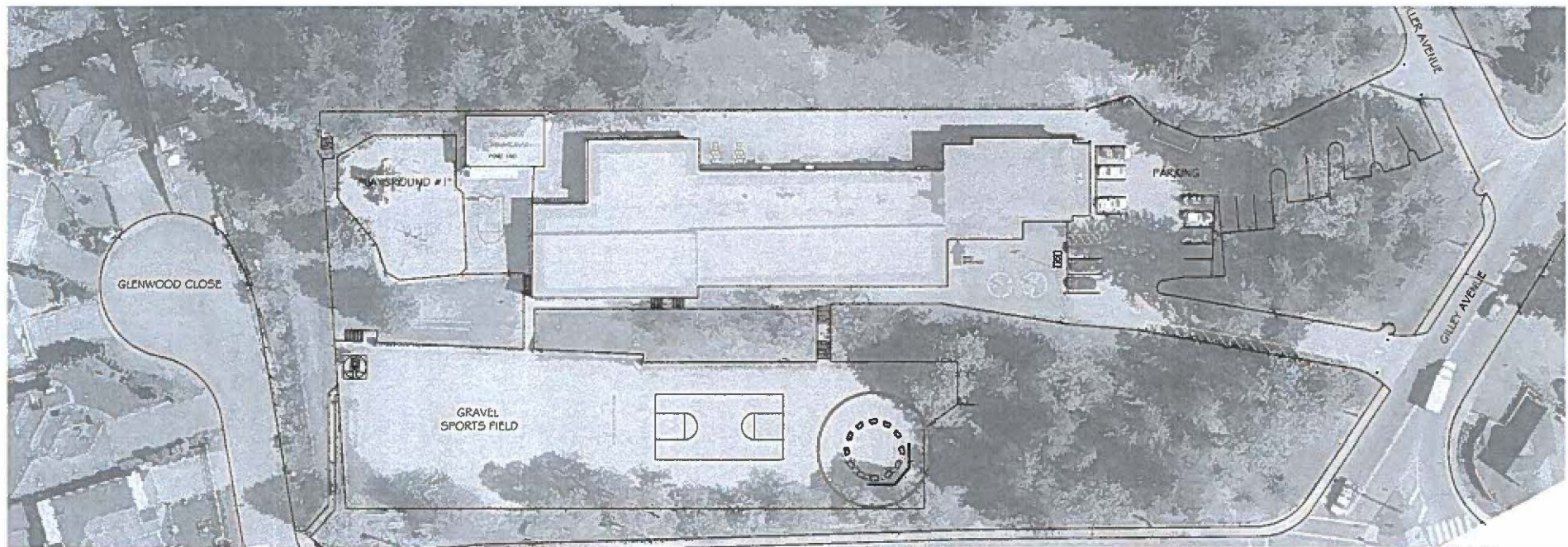
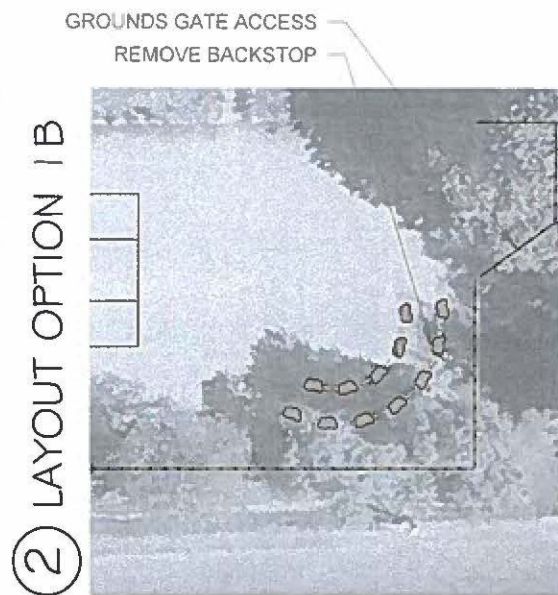
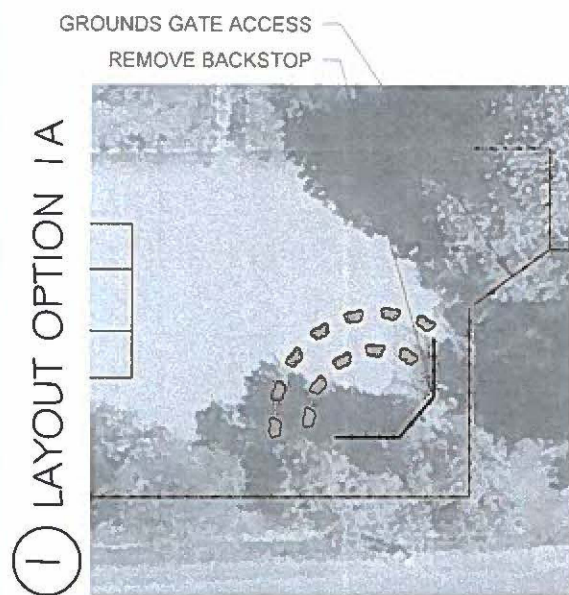
Yours truly,

A handwritten signature in dark ink, appearing to be "Russell A. Horswill". The signature is fluid and cursive, with a large loop at the end.

Russell A. Horswill, DBA
Secretary Treasurer

Copy: Chris McAuley, Assistant Director of Facilities Services

20-11-25/RI/SB



- NOTES:
- PLACE 12 ROCK BENCHES
 - REMOVE BACKSTOP

GLENWOOD ELEMENTARY
5787 MARINE DRIVE
DECEMBER 2020