

## Administrative Procedure 555

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# ACQUISITION AND INSTALLATION OF PLAYGROUND EQUIPMENT

## Background

There is continuing demand for the installation of better playground equipment and to add to or replace equipment that is at schools. The District recognizes and appreciates the efforts of parent groups to fundraise for playground projects. This administrative procedure is intended to improve the communication among the various parties involved to ensure that District standards are met when purchasing and installing playground equipment to meet acceptable safety standards

## Procedures

### 1. Acquisition

- 1.1. After the need for additional playground apparatus is identified by staff, parents or students, the Parents' Advisory Council is to meet with the Principal to establish requirements, including the desired type of equipment and approximate cost, and determine sources of funding.
- 1.2. The Parents' Advisory Council, in consultation with the Principal, is to estimate the length of time that it will take to obtain the necessary additional funds.
- 1.3. The Principal is the contact the person with District staff to obtain the necessary information for the equipment purchase.
- 1.4. The Principal will contact the Manager of Purchasing and Logistics to obtain catalogues from approved suppliers to assist in the selection and configuration of the playground.
- 1.5. As the District accepts liability for the use of the equipment, it reserves the right to specify the site location, the manufacturers to be contacted, equipment to be purchased, and the time of installation.
- 1.6. Once funding is secured, the Principal will confirm with the Manager of Transportation and Grounds the awarding of the successful tender and will raise a purchase order following normal District purchasing procedures.

### 2. Installation

- 2.1. During the acquisition process, the Principal will contact the Manager of Transportation and Grounds to discuss the desirable site placement for the playground. Factors that will be considered in choosing the site will be underground services/utilities, bylaws, impact on existing playing fields, future District expansion plans, and any portable

locations. Playground equipment will be sited on school property to meet insurance liability, safety, maintenance and supervision requirements.

- 2.2. The Manager of Transportation and Grounds will provide to the principal an approximate time when the playground equipment can be installed, pending delivery of the equipment, District priorities, weather, and the maintenance program.

### 3. Other

- 3.1. The District assumes responsibility for ensuring that adequate liability insurance is in place.
- 3.2. The District will maintain the playground equipment as part of the District maintenance program.
- 3.3. If a funding application has been made to the province and it is successful, the District will use the grant to pay for the approved cost of the equipment.

Reference: Sections 22, 23, 65, 85 School Act  
Income Tax Act  
New West Partnership Trade Agreement

Adopted: December 15, 2020