

JAN'S COMMUNITY CONSULTANT MONTHLY REPORT

Confederation Park, Dundonald, Hampton Village, Massey Place,
Pacific Heights (& Kensington), Westview and Queen Elizabeth / Exhibition / Haultain
September 2023

1. Administrative reminders

• Programming – upcoming dates

- **Early September** – As Registration numbers become clearer, be sure to cancel any School Bookings you do not need (VERY important), and also double-check that your bookings have a “firm” or “reserved” status. (TIP: Printing off the “Household Calendar” or looking at the “Cancellations” screen can be very helpful to see the current status of bookings)
- **Monday, September 18th / Leisure Guide snapshots due** – For Winter 2024 programs (Jan – March); see image, right
- **October 30th – November 12th / School Booking Window** – for winter (Jan – March) Community Association historical time slots (in your own neighbourhood)
- **November 15th / Winter Youth Grant applications due** – Applications for Youth Grants for Winter are due November 15th (for programs that will run Jan – Mar / Apr 2024). Funding is available for programs that have sport, culture, art and/or recreation as their main focus. The Target Age Groups should be youth aged 10-18 years old. Up to \$500 per season is available. Please let me know if you would like an Application Form.
- **November 23rd / Winter Info for City website due** – We post your detailed program information on the City's website in the Community Association pages (e.g. program name, day of week, time of day, start/end dates, etc.): <https://www.saskatoon.ca/community-culture-heritage/neighbourhoods-community-associations/community-associations> .

Why advertise on the City's website? This is often the first place people look for information when they are new to a particular neighbourhood, or have moved to Saskatoon from a different place in the province, country or world. Posting on the City's website helps residents connect with you.
- **November 27th / School Booking Window for public/everyone opens (starting at 8 am)** – You can enter requests for new-to-you times, and requests in other neighbourhoods. Our recommendation is to log-on at **8 am sharp**, to ensure you get the space you need.
- **December 15th / Fall Youth Grant follow-up reports due** – If you received approval for a fall Youth Grant (i.e. for programs running this season, Sept – Dec), remember that follow-up reports are due December 15th (NB: hard deadline because this is the end of our fiscal year). If you ended up not running the program, please let me know. Thanks!



- **Rink Improvement Grant reports** – reports and receipts due November 1st (if applicable)

Did you receive a Rink Improvement Grant this season? Congratulations for all of your hard work & dedication in rebuilding your community rink! Your rink will once again be an integral part of your community – giving people a place for winter recreation, physical activity, meeting neighbours, making friends – all part of a healthy and vibrant community! The report (including receipts) are due November 1st.

- **Community Gardens** – Deadline to apply November 1st

If your Community Association and/or interested members of your community are interested in starting or expanding a Community Garden on city-owned land, the deadline to apply is November 1st. Please let me know if you would like more information.

2. Volunteer Training:

Stay tuned for an e-mail with our Fall volunteer training opportunities, including:

- Financial Management for Non-Financial People
- Intercultural Communications & Competence (the second module from the Multi-cultural Council of Saskatchewan)
- Introduction to Wave accounting software

All training is FREE.

3. WintercityYXE Micro-Grant Program – deadline to apply is September 22nd

The City is accepting applications for the 2023-2024 WintercityYXE Micro-Grant Program, for projects taking place between November 1, 2023 – March 31, 2024. The minimum grant available is \$500; the maximum grant available is \$2,000.

Eligible projects are projects that take place outside and meet at least one of the 3 goals of the WintercityYXE Micro-Grant Program:

- 1) To build enthusiasm for winters
- 2) To provide comfort and accessibility in the winter
- 3) To celebrate the fun quality of winter life

Examples of past successful projects include: hosting outdoor community events, creating outdoor patios or stores, creating large scale snow or ice sculptures, learn-to programs, etc. (NOTE: Rink developments / improvements / equipment are generally not an eligible project, but a program held *on the rink* such as “Learn to Skate” would be eligible.)



All eligible applications will be entered into a draw based on their category. Applications will be drawn at random from each category and awarded funding until the available funds run out.

Interested?

For more information, please see the attached PDF. To apply, start by clicking here: https://cityofsaskatoon.smapply.io/prog/wintercityyxe_micro-grant_program/. The application process is online, and simple. You will be required to set up an account first. Answers to frequently asked questions for applicants are available here: <https://help.smapply.io/hc/en-us/articles/360032514674-General-Account-FAQ>.



Have questions, or need help? Please contact:
Kathy Allen, Arts and Grant Consultant
306-975-3391; kathy.allen@saskatoon.ca

Good luck!

4. Grant-writing Workshop & Open House from the City of Saskatoon (both Sept 12th)

Interested in improving your grant writing skills? Here is a link to the City's Grant page:
<https://www.saskatoon.ca/community-culture-heritage/arts-grants/grants>

On this page, you will find all sorts of helpful information, including:

- Information on **available grants** administered by the City
- A handy "Grant Writing **Guide**"
- A nifty "Grant Writing **Video**"
- Information on free Grant Writing **Workshops**
- Information on a free **Open House** to learn about available grants and to speak with staff from the City of Saskatoon as well as SaskCulture

TIP: Be sure to understand the "eligibility criteria" before working on any grant application you find – not all grants are open to all non-profit organizations. For example, on the City's Grant page, only the YXE Winter City grant and the Sask Lotteries Community Grant are open to Community Associations.

5. Connecting with your Schools

A good relationship with your local Schools can be beneficial to your Community Association in many ways. Be sure to introduce yourselves – either by e-mail or in-person – and let the Principals and Office Coordinators know how they can reach you if they have questions / concerns / suggestions.

You may also want to provide the school staff with a copy of your Fall Programs – the Teachers and Gym Teachers can be great promoters for you! I have attached a cover letter that one of the

Community Associations uses when they give the school staff their Fall Newsletter / Program Flyer, as a sample, in case you are interested in trying something similar.

Also, if your school is hosting an event that brings families together, considering asking the school if your Association can attend the event, to put a “face” to your Community Association and let people know how they can get involved.

6. AGM Preparations

For many Community Associations, fall is the time for Annual General Meetings (AGM’s). Be sure to plan ahead for your AGM. Need help? I have attached some handy dandy AGM resources for your reference.

Also, here are some *additional* practical tips to highlight, based on the last few rounds of AGM’s:

- **Be sure to say “Hello!”, and introduce everyone.** Sometimes, we are so concerned with all of the formal procedural stuff at an AGM, that we forget to stop and properly welcome the new faces. You can even ask people to share some simple information, like why they decided to attend the meeting or how long they have lived in the neighbourhood.
- If you have a virtual or hybrid AGM, be sure to have a plan on **how the online participants will access the documents** that are shared / reviewed / approved at an AGM.
- Is this your last term? Thank you very much for your service, and for your contribution to your community! Be sure to let the rest of the team know that you are not letting your name stand again, and help them with strategies to recruit a replacement. Also, be sure to organize your files so that you can **pass along important information** to the next person – otherwise, a lot of time & energy is spent “starting from scratch”. Thank you!
- If you didn’t start **working on the AGM prep list** in June, now is the time! For example, be sure to give your Treasurer your budget for 2023-2024 (for your area of responsibility), so the Treasurer can start pulling together the overall budget. And be sure to promote your AGM thoroughly, through the many channels available to you.
- Are you **pairing the AGM with something**? Some groups pair the AGM with a fun event, or something else that draws people in – like an interesting speaker or childcare. You could also consider framing the meeting as a **“Volunteer Information Night & AGM”**. If done quickly, the formal AGM portion could be 20-ish minutes in a format like that. Food for thought!

Please give me a call if you have questions or would like assistance.

7. “Saskatoon Welcoming Week” (Sept 8 – 17th) – a first for Saskatoon!

Many cities around the world host a “Welcoming Week” – an annual event to recognize and celebrate the people, places and values that help everyone feel welcome and give immigrants a sense of belonging in their local community, no matter where they come from.

This year, Saskatoon will be hosting its first ever Welcoming Week! The weeklong event is also meant as a celebration of communities such as Saskatoon, that are striving to be more welcoming places for all.



Please consider promoting this event on your Facebook page. Suggested wording could be:

New to Canada? Welcome! Click here (ipsk.ca/events/) for information on Saskatoon’s first annual Welcoming Week (Sept 8 – 17), featuring multiple events that will provide newcomers and the community with the opportunity to connect with services and participate in fun and informative activities.

8. National Day for Truth and Reconciliation (formerly Orange Shirt Day) – Sept 30th

This September 30th marks our country’s third National Day for Truth and Reconciliation, formerly known as Orange Shirt Day.

On September 30th each year, many people wear an orange shirt to acknowledge the harm done to children in residential schools and as an affirmation that *Every Child Matters*. Wearing an orange shirt is a way to honour residential school survivors, their families, and those who didn’t make it home. It’s a way to acknowledge the legacy of residential schools and a commitment to reconciliation.



Looking for events being hosted on Sept 30th? You can find them on the Reconciliation Saskatoon Facebook page, as events get finalized / announced: [Reconciliation Saskatoon - Home | Facebook](#)

9. City-wide Curbside Swap – Sept 9th

Yup – it's that time of year again!
Consider participating in the Curbside Swap yourself and/or promote it on your Community Association Facebook page.



To promote on your Facebook, you can either “share” a fun post from the City’s Facebook page, or use this text and picture:

Give your old items a new home and find some treasures of your own by joining the Curbside Swap on SATURDAY, SEPT 9th. The landfill will thank you. 😊♻️
Learn more and list your swap at saskatoon.ca/curbsideswap

Have a great fall season, everyone!

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I find myself needing to send a “P.S.” to my September monthly report – passing along some new information and timely reminders. I hope you find it helpful. Please let me know if you have any questions.

Reminder – XYE Winter City grant – applications due THIS FRIDAY!

If you are thinking about offering an outdoor Winter event, don't miss out on this easy-to-apply-for grant!

<https://www.saskatoon.ca/grants/wintercityxe-micro-grant-program>

More engagement on the upcoming Ward Boundary changes

Please consider sharing information on your Facebook page about the ongoing review of Ward Boundaries, and the ways people can give their feedback. Sample wording for a post:

WARD BOUNDARY CHANGES – Have your say!

Attend an information session (on Sept 18th), or complete an online survey (by Oct 3rd) – the City wants to hear from you on this 2nd round of engagement, with NEW options. For more information, check out the City's website:

<https://www.saskatoon.ca/engage/ward-boundaries>

What is this all about? Under *The Cities Act*, the size of each Ward must be assessed prior to an Election in order to ensure that the Wards are approximately the same size (i.e. no greater than a 10% population variance between the Wards). After running the math, it was noted that the boundaries to our city's Wards must change before the 2024 municipal election.

The first round of public engagement about how to change the Ward Boundaries included 3 options, and only impacted a small area of the city. Now, in the second round of engagement, very different options are being considered – and those options potentially impact Wards 1, 2, 3, 6, 7, 9.

Thank you for helping to share this information!

Special Event de-briefing

Congratulations to everyone who hosted community events this fall – those events are great ‘bumping & gathering places’ for neighbours to get to know one another and have fun.

Be sure to take a moment to evaluate your event, and capture those 'lessons learned' for the next time the event is offered. I have attached a very simple event debriefing tool that can help guide discussions.

Walk for Reconciliation – Saturday, September 30th

On the National Day for Truth and Reconciliation, the City of Saskatoon & Reconciliation Saskatoon will host the *Rock Your Roots: Walk for Reconciliation!*

2023 Rock Your Roots: Walk for Reconciliation

Saturday, Sept. 30, 2023

Pancake breakfast: 8 am

Walk: 10:00 am to 12:00 noon

Activities: Starting at 12 noon

The walk will begin at the CUMFI Office (315 Ave M South) and end in Victoria Park at "The Coming Spring" Reconciliation Circle Art Installation (across the road from 422 Spadina Cres W). There will be a short program followed by games in Victoria Park. Walkers are encouraged to wear an Every Child Matters orange shirt.

Here is a shareable Facebook Event: [Rock Your Roots: Walk for Reconciliation | Facebook](#)

New tool coming in October report

Sometimes, when we do things as a team, we can spend time tripping over one another if we are not organized. I am working on a new tool – a “dashboard” – to help coordinate all of the pieces that have to come together to successfully plan, advertise and launch programs.

If you have a tool that you find handy, please share it so I can incorporate best practices. Thanks!

Here is sneak peak of the tool I am working on:

WHAT	WHEN	WHO
SETTING the STAGE		
Season / Year:		
First day of school:		
Week programs start:		
Online Reg opens:		
Reg Night #1:		
Reg Night #2:		
PROMOTION		
Website "coming soon" message		
Facebook "coming soon" message		
Basic details summarized		
Google Registration form created		
Newsletter or School Flyer:		
<i>Submit content to Coordinator</i>		
<i>Draft shared for review</i>		
<i>Print & deliver (or e-blast)</i>		
Website		
Facebook (pinned summary + individual)		
Share with schools		
CofS Leisure Guide, Website		
Other		
SCHOOL BOOKINGS		
Historical bookings		
New-to-us bookings		
Cleaning up / final revisions		
Distribute calendar		
PROGRAM LAUNCH		
Go 1st night of Program A		
Go 1st night of Program B		
Go 1st night of Program C		
Go 1st night of Program D		
Go 1st night of Program E		
Go 1st night of Program F		