

JAN'S COMMUNITY CONSULTANT MONTHLY REPORT

Confederation Park, Dundonald, East College Park, Hampton Village, King George, Massey Place, Pacific Heights (& Kensington), Pleasant Hill, Queen Elizabeth / Exhibition / Haultain and Westview
October 2024

1. Administrative stuff

- **Rink Improvement Grant reports** – reports and receipts due November 1st (if applicable)
- **Community Gardens** – Deadline to apply November 1st (for new garden, or expansion)
- **Programming – upcoming dates**
 - **October 28th – November 10th / 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 2025). 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 28th / 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 25th / 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!

2. Volunteer Training – Rink Coordinator Networking Session

All Rink Coordinators (and other Rink Helpers) are invited to attend this networking session. As a networking session, it is meant to be a casual evening for volunteers to learn from one another by sharing tips & ideas; it is not a formal training workshop. Snacks will be provided.

REGISTER: Please pre-register at <https://www.surveymonkey.com/r/RCFa24>

Tuesday, October 29th

6:30 - 8:30 pm (Food will be ready around 7:00 pm)

Location TBD

3. What's going on in the neighbourhoods...

Thinking of running a Special Event or Facebook Contest / Engagement that is new-to-you? A great way to get ideas & learn best practices is to attend (or even volunteer) for another Association's event. Here are a few events coming up:

- **Kids' Halloween Dance (Friday, October 25th)**
 - QEXCA (Queen Elizabeth Exhibition Haultain Community Association)
 - Lauren (info@qexca.ca)
 - Brand new event!

- **Halloween Trick-or-Treating in the Gym (Thursday, October 31st)**
 - Pleasant Hill Community Association
 - Ruth (ajil0130@gmail.com)
 - Brand new event!

- **Family Bingo (Friday, November 22nd)**
 - Westview Heights Community Association
 - Jennelle (westviewheightscommunity@gmail.com)
 - Well-established annual community event, with planning checklists

Interested in an event, but can't attend? Reach out to the organizers for a conversation.

Hosting an event I didn't list? Please let me know!

Thinking about an event you don't see here? Give me a shout, and I'll see if I can help another way.

IMPORTANT: Please do not promote other Community Association's events to your residents, unless asked. Many Community Association events are targeted to their own local residents, and many Community Associations could not handle the large numbers of participants who might attend if the events were promoted outside of their own area. This is particularly a problem when events offer free food or activities. **Thank you!**

4. Cross-country Ski Trails

Community Associations will have the opportunity to offer Cross Country Ski Trails this winter season in neighborhood parks. The number of trails that the Parks department will be able to groom this season has not yet been determined; this will be determined once staffing levels and equipment availability is known.

The cost of having a trail groomed will be \$250 for the initial groom plus \$200 per additional groom. Community Associations will be directly billed for the cost of each groom.

The following guidelines will be used in determining if a particular Park will be eligible to be groomed:

- Size of Park
- Park layout
- Access into the Park
- Parking around the Park
- Distance from a main Ski Trail

Grooming Details

- Trails will not be groomed if weather is -30 or colder
- Trails will be groomed Monday-Friday
- Trails will not be groomed on weekends or Statutory Holidays
- Priority for grooming the trails will be on a rotational basis

Each time a trail is groomed, an update will be sent out to Community Associations. This will allow Community Associations to post updates on their Facebook pages as well as to track the number of times a trail has been groomed.

The deadline to express your Association's interest in a neighborhood Ski Trail will be October 27th, 2024. Please share your interest with your Community Consultant.

5. Post-AGM Tips

With all of the preparations for your Annual General Meeting (AGM), it's easy to forget about all of the follow-up to do after the AGM. Here is a checklist to get you started:

- 'Welcome e-mail' from President to all new Board Members
- 'Thank you' to all departing Board Members
- Send out list of regular meeting dates to the whole Board
- Orientation plan for new members (in general, and position-specific).
- Some Associations hold a post-AGM Orientation/Planning session – either by carving out time during a regular meeting or holding a separate meeting.
- Introductions of key people (e.g. a new Indoor Coordinator or President should reach out to the Principals and key school staff, a new Soccer Coordinator should call SYS, etc.)
- Address internal IT stuff, as applicable. Some examples:

- Transfer Community Association e-mail addresses to new volunteers
- Give people passwords/log-in IDs needed for their new positions, including: School Bookings, Facebook, Website, Online Registration, Online Banking, Mail Chimp, etc.
- Give everyone access to your Association’s cloud storage (e.g. Google / Drop Box / One Drive / etc.)
- ☐ Update:
 - Internal Board contact list
 - Contact information on file with the schools
 - Board listing on Community Association website
 - Contact information on file with: Insurance, Accountant, Canada Post, etc.
- ☐ Change cheque signing authorities at bank (if applicable)
- ☐ Give the Community Consultant a copy of the AGM Minutes
- ☐ Update Articles & Bylaws as per approved Motions at AGM (if applicable); archive in your records, post on Website and give copy to Community Consultant
- ☐ ISC Stuff:
 - Update the current list of Board Members with ISC
 - File the Reviewed Financial Statements (which were approved at the AGM)
 - If the Articles were amended at the AGM, submit the revised document to ISC

It’s a good idea to **develop your own checklists** and keep them in your volunteer binders / virtual binders – no need to re-invent the wheel each year!

6. SK Lotteries Community Grant – applications due Monday, January 15, 2025

The *Guidelines* and *Application Form* for the 2025-2026 SaskLotteries Community Grant are now available on the City website: <https://www.saskatoon.ca/community-culture-heritage/arts-grants/grants>

This grant is for projects taking place April 1, 2025 – March 31, 2026. Looking at the *Guidelines*, I see that “Eligible Projects and Program Priorities” include:

- projects that focus on increasing participation in sport, recreation, or culture activities;
- projects that are predominantly for Saskatoon residents;
- projects that increase Winter City activities; and,
- priority will be given to projects serving Indigenous people, economically disadvantaged people, newcomers, older adults (65 & up), persons with a disability, single parent families, or youth at risk

In the past, Community Associations have been successful in getting this grant for a variety of community events and programs. That said, it is a competitive grant application process with many applications from non-profit organizations throughout Saskatoon – so we do encourage you to read the grant guidelines fully, and to have some basic grant writing training and/or experience before submitting your application. A grant writing *Guide* can be found at the link above.

Looking for demographic information for your neighbourhood, for the application? Check out the Neighbourhood Profiles, found here: <https://www.saskatoon.ca/community-culture-heritage/neighbourhoods-community-associations/community-associations>

For more information or to discuss your application, please contact:

Kathy Allen, Arts and Grant Consultant, City of Saskatoon
306-975-3391 | kathy.allen@saskatoon.ca

Kathy is great to talk to about both the big questions and the small details – good luck!

*"Start where you are.
Use what you have.
Do what you can."*

- Arthur Ashe

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Link to "Jan's Favourites" DropBox of helpful resources:

<https://www.dropbox.com/sh/4oxjm5qw2dxs3s3/AAe0KcXYjrjxPITqsmKkk4a?dl=0>

(Looking for a template / checklist / resource, but don't see it? Let me know – I take requests! 😊)



**Updated with a new sample form –
for "Accountable Advances"**

This form handles those situations where a volunteer has to spend their own money for something to do with the organization, and you want to give them an advance so they are not out-of-pocket a bunch of money. The form helps track the out, the in, and the settle-up.