

JAN'S COMMUNITY CONSULTANT MONTHLY REPORT

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

1. Administrative reminders

- **Programming dates – at a glance**

- Youth Grant – applications for Fall due **June 30th** [**NOTE: Hard deadline this year**]
- School Bookings:**
 - **Historical School Booking Window** – **Mon, June 10 (8 am) – Sun, June 23 (4 pm)** – Booking Window for Community Association historical time slots (for schools in your own neighbourhood)
 - **General Public Booking Window** – **opens Mon, July 8 (8 am)** – Community Associations can request new-to-you time slots (and bookings in other neighbourhoods).
IMPORTANT: As of 8 am this day, bookings are open to ALL organizations for ALL schools, so if you need a specific time slot, I recommend you log-in early. (Please reach out to me if you are not able to do your bookings that morning)
- Fall Leisure Guide – will be released to the public **Friday, August 2nd**
- Your detailed program info for City website – due to me **Thursday, August 8th**

- **Youth Grant – applications for Fall 2024 due June 30th** [**NOTE: Hard deadline this year**]

Funding is available for programs that have sport, culture, art and/or recreation as their main focus. The Target Age Groups are youth aged 10-18 years old. Up to \$500 per season is available (specifically, the Fall season & the Winter season). Youth are a hard-to-engage age group, and we hope this funding can help your Association offer a program that connects with Youth.

Please let me know if you have questions, or would like any help with the Application Form. If you have applied in the recent past, you can “roll over” that old Application Form since there have been no major changes to the form template.

- **Information on your Fall programs for the City's website – due Thursday, Aug 8th**

Each season, we post 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>

There is also a “search engine” on this page for residents who are trying to find a specific program. For example, they can type “seniors” and find all seniors' programming. Or, they can type “floor hockey,” and find all the Floor Hockey programs.

I will send you the spreadsheet to submit your information later in June. If you have some program details that aren't finalized, you can always say “TBA” for some details – no worries!

- **Fall 2024 Leisure Guide**

Thank you to everyone for getting your Fall Leisure Guide information submitted!

The official Leisure Guide will be released on Friday, August 2nd. Since the Leisure Guide “drives” readers to your Community Association Facebook and Website, I would recommend having your updated program information posted by then. And if your programming information is not finalized by that date, no worries – but I would strongly recommend a friendly “check back later” message on your Facebook & Website by this date.

- **Typical dates programs could run in the Fall (based on the School Calendars as they sit now)**

These are **typical** Fall programming dates, based on the current GSCS and SPSD Calendars for the Fall. Please note that sometimes, the School Divisions add additional dates to their Calendars – we’ll do our best to let you know when this happens, and please reach out to let us know if you notice it first.

TYPICAL Dates for Fall 2024 Programs (based on School Division Calendars available at this time... which can change)				
	GSCS Date Range	GSCS Unavailable Dates	SPSD Date Range	SPSD Unavailable Dates
Mon	Sept 16 – Dec 9 (10 weeks)	Sept 30 Oct 14 Nov 11	Sept 16 – Dec 9 (10 weeks)	Sept 30 Oct 14 Nov 11
Tues	Sept 17 (or 24) – Dec 3 (11 or 12 weeks)	-	Sept 17 (or 24) – Dec 3 (11 or 12 weeks)	-
Wed	Sept 18 (or 25) – Dec 4 (11 or 12 weeks)	-	Sept 18 (or 25) – Dec 4 (11 or 12 weeks)	-
Thurs	Sept 19 (or 26) – Dec 5 (11 or 12 weeks) (NOTE: Halloween)	-	Sept 19 (or 26) – Dec 5 (11 or 12 weeks) (NOTE: Halloween)	-
Fri	Sept 20 – Dec 6 (10 weeks)	Oct 11 Nov 8	Sept 20 – Dec 6 (10 weeks)	“Anticipated”: Oct 11 Nov 8
NOTE: This chart may not include all School Division cancellations (yet) or other Special Events planned by each school individually.				

GSCS Calendar: <https://media.gscs.ca/media/Default/medialib/gscs-elementary-calendar-2024-2025-as-of-may-28.93128219570.pdf>

SPSD Calendar: https://www.spsd.sk.ca/Schools/calendar/Documents/2024-25_School_Year_Calendar.pdf

2. Volunteer Training

Given the current staffing situation in our work group, we are pausing Volunteer Training for the immediate future. That said, we are brainstorming different ways to make this work.

3. Fall AGM's – now is the time to start planning

If you have a fall AGM, now is the time to start thinking about it. At a minimum, be sure to discuss:

- **Finalize** the date, time and location of the AGM
- **AGM Notice** / Advertising – check the notice requirements stated in your Bylaws, and then get the word out through a variety of channels (e.g. newsletter, Facebook, website, big sign and/or information slips at Registration Night, e-mail everyone on Membership List and/or 'Friends of the Community Association' e-mail list, place a notice in school newsletters, etc.)
- Are **changes** to the Articles or Bylaws proposed? If so, this must be described in the AGM Notice
- Strategies to **attract attendees**?
- **Succession planning** – Are current volunteers going to step away from the Board? If so, what are your strategies to attract new volunteers? (e.g. transfers within the Board, a nice article in the fall newsletter profiling volunteers and highlighting vacancies, shoulder-tapping, recruiting past participants of a program/sport to lead that program/sport, advertising with post-secondary institutions, place a notice in the school newsletters, etc.)
- Are plans in place to have the year-end financials organized and sent to the Accountant for the **Annual Financial Review**?
- Is a **budget** in place for the upcoming fiscal year? A draft budget should be reviewed, discussed and approved by the Board the month before it goes to Membership for adoption at the AGM

... and most importantly ...

"The Leave" – Have you decided to not let your name stand for another term? At some point, this happens to all of us. 😊 THANK YOU for your contributions to your Community Association and your neighbourhood! As you prepare to leave your position, think about how to leave things for the next volunteer. You have gained a lot of knowledge through your experience, and have tweaked and improved things each season. Share that! Make a checklist, zip up a calendar or create a cheat sheet. Whatever makes sense for you. Looking for places to start? Let me know – I love helping with this admin stuff.

Good luck!

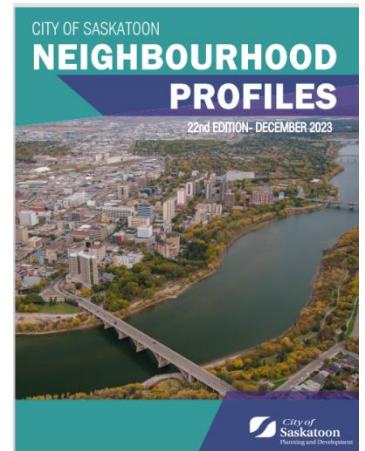
4. Neighbourhood Profiles – new edition now available

The Neighbourhood Profiles publication contains a wealth of demographic data for Saskatoon as a whole as well as for each residential neighbourhood in Saskatoon. It can be very useful for getting a better understanding of your neighbourhood, which can assist in planning, programming and applying for outside grants.

To find the Neighbourhood Profiles on the City website, go to:

www.saskatoon.ca
Business & Development
Planning, Publications & Maps
Planning Publications
Neighbourhood Profiles

Or, click here: <https://www.saskatoon.ca/business-development/planning/planning-publications-maps/planning-publications>



Here you will find the overall publication (for the whole city) as well as neighbourhood-specific documents & stats.

5. *Connecting with your schools – no time like the present!*

A good relationship with your local Schools can be mutually-beneficial and can be incredibly helpful for your Community Association in many ways – it’s a key relationship that needs nurturing.

Are you planning to connect with your local Schools to promote Fall programming? The AGM? Or maybe to get programming ideas from staff? **Don’t wait until September – that is the Schools’ busiest time of the year. Reach out now!**

Find out how your Schools communicate with families, and how your Schools are willing to share your information (e.g. School newsletters, e-blasts, mass texts, Edsby, etc.). Make a note of their deadlines in your calendars. Ask them if there will be family events hosted by the School where your Association could attend and set up an information table. And ask them if they would like anything shared in *your* Fall newsletter or Facebook. 😊

You may also want to send a notice to families in June through the Schools’ communication channels to wish everyone a good summer. Why? When it comes to communications, it’s important to mix it up a bit. Don’t limit yourself to communications that just “ask” for something (e.g. come *here*, sign-up for *that*, donate to *this*). Pepper your communications with posts and notices that aren’t “asks” – for example: show gratitude (e.g. volunteer shout-outs and other thank you’s), inspire positivity, brag, encourage neighbourliness, show your organization’s personality, etc. These posts will help build your brand, and will help elevate your profile in the neighbourhood.

6. *National Indigenous Peoples Day – June 21st*

June 21st has been recognized annually as National Indigenous Peoples Day (formerly National Aboriginal Day) since 1996.



From the OTC website:

“The Rock Your Roots: Walk for Reconciliation honours Residential School Survivors and invites community to show up and demonstrate their commitment to Truth and Reconciliation. Reconciliation Saskatoon invites the general public to assemble at the walk start point at the top of Victoria Park at 10am.”

The walk begins at 10:30am and includes a 40 min - 60 min route that proceeds along the river. Along the walk, cultural performers are stationed to enrich the walk and showcase inclusion and diversity in the city.

Up-to-date information can be found on the Facebook event page:
<https://www.facebook.com/events/936938724376974/>

7. *Rinks & Summer Maintenance*

Quick reminder about summer maintenance and your outdoor community rink – be sure to have a plan to keep the weeds under control this summer. A weedy rink is unsightly to park users and negatively impacts the health of the turf in the surrounding park. Also, the longer you let the weeds go, the harder it is to take care of them.

For clarity, it is not okay to let the weeds grow all summer and get rid of them just before the snow comes. Keep the growth in check throughout the summer (e.g. mow or pull regularly, or contract an organization such as SIMFC / [Youth Works](#)), and do not let the weeds go to seed!

8. *Preparing for the Summer Break*

Most Community Associations take a break from monthly meetings in the summer, and many (but not all) volunteer positions slow down for the summer.

Before you take your well-deserved summer break from Board Meetings, take a moment to discuss some housekeeping items. For example, when is the first Board meeting in the fall, and will you keep the same meeting schedule next year? When are submissions for the fall community newsletter due to the Newsletter Coordinator? Are any expenditures anticipated over the summer, and if so, are cheque signers going to be in town? When are the Fall Registration dates, and who is available to help out those nights?

Also, if you are not checking your volunteer e-mail account regularly over the summer, consider adding an automated ‘extended absence greeting’ on your account.

And be sure that your Website and Facebook are updated with the latest Fall program information, or at least a “check back this date” message for those looking for information.

9. SPS Fall Community Police Academy

The Saskatoon Police Service is once again accepting applications for the *Community Police Academy* scheduled for this fall. The goal of the Academy is to give the participants a better understanding of the Police Service through information and education. The people attending the Community Police Academy are residents of the Saskatoon community from all walks of life.



The 10-week course runs from September to December, with classes held on Wednesday evenings from 6:30 – 9:00 pm. The sessions are held in the Community Room in the Saskatoon Police Service Headquarters: 76 - 25th Street East, Saskatoon. Applicants must be 18 years of age or older. An informal record check will be performed by SPS staff prior to approval. A large time commitment is necessary as candidates will be required to attend a minimum of 8 out of the 10 sessions to officially graduate.

Applications are now open. The deadline is typically mid-July, but the deadline is not currently stated on the website. To apply, go to the Police website at www.police.saskatoon.ca and click on “Programs and Services” and select “Community Police Academy”, or follow this link: <http://saskatoonpolice.ca/cpa/>

Questions? Contact the Community Police Academy Coordinator (clo@police.saskatoon.sk.ca).

10. Jan's Vacation

I will be taking a 3 week vacation this summer for camping and travelling to visit family. I will be gone from July 22nd – August 9th, back in the office on Monday, August 12th. Closer to my vacation, I will let you know which Community Consultant will be covering for me when I am away.

Have a fantastic summer, everyone!

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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! 😊)*