

Minutes CSAC Subcommittee Meeting – Playscape Renewal

May 14, 2024

6:15PM – 7:15PM (Virtual)

Welcome (2 minutes)

Present:

Kendra, Principal

Jessica

Fidelia

Renita

Laurie

Assign minute taker - Laurie

Carry Forward Action Items (28 minutes)

1. Add agenda item to next CSAC meeting seeking additional subcommittee membership (Kendra) (1 minute) - Completed
2. Love My Hood Grant Update (Fidelia) (5 minutes)
Subcommittee group members attended a meeting today with contact from Love My Hood. For meeting notes, please see **Appendix A** of these minutes (pages 5 and 6).
3. Estimate Requirements (Kendra) (1 minute) and Site visit/estimate opportunities (Catherine) (6 minutes).
 - a) Kendra responded to the group in an earlier email that there is no School Board procurement requirement to obtain estimates/quotes for the project. The requirement is to select a vendor from the approved list, previously shared.
 - b) No update available regarding availability of site visits or free estimate opportunities. Will **defer this item to the next meeting**.
4. Playscape features photo collages (Catherine & Laurie) (15 minutes)
Laurie put together two photo collages using visuals from two vendors on the approved list and distributed to the broader council group. With the visual Kendra put together previously, we now have visuals available for three vendors including Bienenstock, Earthscape and Ape Playground.

Discussion related to the other approved vendors in that their options resemble more “traditional” playgrounds and don’t appear to fit the agreed upon vision for *accessible, safe and natural* playscape. There may be financial implications to veering from the vision as grant providers will require us to distinguish what sets this project apart from the playground already available at neighbouring Voisin Park, between John Sweeney school and W.T. Townsend Public School. Voisin Park was built by one of these other board approved vendors, Blue Imp.

For reference, the approved Vendors List Includes:

<https://www.apeplayground.com/>

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<https://www.bienenstockplaygrounds.com/>

<https://www.earthscapeplay.com/>

<https://www.abcrecreation.com>

<https://www.blueimp.com>

<https://www.barcoproducts.ca/> - This vendor is supply only so we would need to find another vendor to complete the install.

New Business (30 minutes)

1. Communication and Engagement Planning (Kendra) (20 minutes)

Will need visuals to support engagement and consultation with students. Some of the visuals include structures of varying height. Will need to confirm with the school board if there are any restrictions or parameters for the features before images are finalized for sharing with students.

Discussion about approach teachers could use to gather student feedback. A tally in classrooms by hand may be seen by teachers as most efficient and considering child development, grouping the visuals into “categories” or similar themes rather than students holding space to vote for several, specific structures is recommended.

Once feedback is received from students, could get a message out to parents and develop a communication for that.

The caregiver kindergarten information evening scheduled for tomorrow is an opportunity to share with parents’ information about the CSAC they could join for the 2024-25 school year.

Action: Kendra will share the three visuals of sample features by Bienenstock, Earthscape and Ape Playground to ensure they fit the vision, including *safety* and check whether the height or other elements would create ongoing maintenance considerations (e.g., safety mulch applied annually) before proceeding.

Action: Laurie to develop key messages for a common communication plan teachers can use in their student engagement discussions. Jessica and Kendra agreeable to reviewing the key messages.

Action: At next meeting, task someone with developing a communication to update parents on this project, following the student engagement.

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Action: Jessica will share information about the CSAC if a natural opportunity presents itself at the Caregiver Kindergarten Information evening.

2. Grant Application Updates (Jessica) (5 minutes)

Jump Start - On May 7th, Jessica and Fidelia met with Jeff Budish, Canadian Tire JumpStart Charities. They're at the end of their Strategic Planning process and have received fewer donations and have had to pause the grant application and review process at this time. This could change within 3 – 5 years if we're looking for other funding opportunities for later phases of the project. Jeff offered to play an advisory role to CSAC in other grant applications, at no cost. His advice was to design a plan with a phased approach.

Love My Hood Grant – Discussion on timing and that it's not realistic to submit an application for the May 16th deadline in two days and perhaps not for the August deadline given CSAC work generally pauses over the summer. We'd like to maintain momentum and whoever leads the grant writing can do some work over the summer but recognize the grant will require review by the school principal etc. so the November deadline is more realistic.

There are other grants from the inventory of grants list developed by Jessica to be explored for specifics including application deadlines.

Creating visuals for the current excavated space and desired space will help to communicate our vision in engagements and communicate progress. Renita volunteered her skillset with Canva and design.

Footprint of space for new features is 154 square metres with a diameter of 14 metres (<46 feet)

Accessibility is part of our vision and we'll need to be clear in grant applications what that means (i.e., youth at risk, serving those with physical or developmental disabilities etc.

Action: Kendra to note the need for an agenda item for September CSAC meeting to review progress of this subcommittee, what remains in or out of scope for discussion and input and where there are opportunities for volunteering next year

Action: Fidelia to work on potential names for this project, avoiding “playground” so we can be consistent and have a name that reflects the Vision clearly to stakeholders and potential donor organizations.

Action: Jessica and Renita volunteered to explore other grant opportunities to be pursued in the 2024-25 academic year.

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Action: Jessica to take a photo of the current, excavated space to be used for visual support in communications

Action: Renita to support development of visuals as needed

3. Schedule Next Meeting (Laurie) (2 minutes)
June 11th 6:15 PM. Kendra to send meeting invite.
4. Recap of Action Items (Minute Taker) (3 minutes)

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**Appendix A – Meeting between Love My Hood and CSAC Subcommittee
May 14, 2024
5:30 – 6:30PM**

CSAC Subcommittee Members in attendance:

Kendra
Jessica
Fidelia
Renita
Laurie

Love My Hood:

Laura McBride, Neighbourhood Development Office, City of Kitchener

Grant Application Link: <https://lovemyhood.blitzen.com/form/lovemyhood-2023grant>

Grant Application Deadlines (Third Thursday of the month in March, May, August and November:

2024	2025
March 14	March 20
May 16	May 15
August 15	August 21
November 14	November 20

Progress can be saved in the online grant application and the URL of the saved application can be shared with others in a link who might also feed into the application.

Criteria for the grant is outlined in a link found within the application

General Information:

- Grant creates opportunities for residents to become leaders within their own neighbourhood and neighbourhood is defined by the community rather than the city.
- Role of the Neighbourhood development office staff is to provide support and information including for example, what permits a group may need for a project.
- Grant accepts applications on a quarterly basis and disburses up to \$150,000 annually.
- John Sweeney would be limited to \$10,000 as are any other “private” installations like schools and churches.
- A project is eligible for the grant once. A multi-phase project could be eligible to apply for a different phase, though the previous receipt of the grant would reduce the likelihood of subsequent grant approvals for this grant.

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- If a grant application is not awarded the grant, a revised grant can be submitted for consideration and can rely on feedback of the previous attempt to improve upon the application.
- Laura is open to reviewing our application before it's submitted; she does not sit on the panel that reviews and makes these decisions.
- John Sweeney is in Ward 5, identified as a priority ward for the city as there's not been a big uptake of the grant in this ward so this would be to our advantage in applying.
- This is a "matching" grant so John Sweeney needs to either "match" the funds awarded in a grant if successful or match it with volunteer hours. Hours spent in planning meetings including this one can be counted toward the volunteer hours contributed as part of the "matching". If relying on volunteer hours to "match" the grant, it's recommended that there minimally be a small financial component of the matching (i.e., \$1,000).
- There is a limit to the number of school projects awarded with this grant.
- The application does not currently require signatures from the community though community engagement and consultation is a criteria that will be evaluated (Noted that there is "no one" to consult within the standard 120 metres of the school but we could consult parent council, staff, students etc., those at the adjacent school.

Considerations in Drafting the Grant Application:

- Have a phase of the project in sight to deliver on as Love My Hood won't allow recipients to "hold" grant funds for years.
- Clearly outline how the neighbourhood will use the space, particularly given the footprint is not visible from the sidewalk, beyond the students of John Sweeney.
- Distinguish what sets this project apart from what's already available. The focus is not to replace the playground or what might be available nearby.
- Tell the story of the neighbourhood including the number of kids that walk and bike to school, the relationship the community has with the school ground including for example if there is access into the forest through the school ground. Could incorporate information about the nearby retirement home and how families with children visiting grandparents could visit this space as part of their visit.
- Identify a tangible element of the project that the grant would cover
- Only one attachment is permitted so it's recommended that items be grouped into PDF format and attached as one PDF file.

Language:

- "Outdoor classroom could be reframed as an "amphitheater" so that it has broad community appeal.
- Avoid terms like "seating". The city cannot fund a project for seating unless there is existing accessible seating in the area.
- Avoid the term "playground" as there is a "playground" available to the community in the adjacent Voisin Park.

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