

## **February 20, 2025 - Woodbine School Parent Association Meeting Minutes**

Attendees: Sara M., Stef A., Brittany W., Brenna F., Tina W., Stephanie W., Nicole G., Jess S., Janey P., Jenn F., Jessica C. April J., Pooja (online)

Called to Order: 6:40 pm

Approval of January 2025 Meeting Minutes:

- Motion: Sara

### **Treasurer Report:**

- See Report attached
- \$59,000 casino funds must be spent by Aug 2026

### **Casino report:**

- No updates

### **Spring dance:**

- Pending strike
- Pending approval to rent the gym. Need to switch out the School Contacts from Lindsey to Jess & Brittany
- May 9<sup>th</sup> is the tentative dance date

### **School clothing:**

- Receive weekly requests for school clothing for students
- Have preferred vendors for the clothing
- Need a volunteer to organize and coordinate the samples, quantities, etc.
- Online store for ordering is preferred
- Distributing orders once they arrive
- Could ask the school community for a volunteer if needed

### **Yearbook:**

- Volunteers are lined up to help with doing the yearbook
- OneDrive access has been requested for volunteers

### **Playground Committee Update:**

- See attached Playground Replacement Project Plan
- Parent Association will need to provide supporting documents for the application with the Parks Foundation Project Support Program (PSP)
  - o Certificate of incorporation
  - o Financial returns documents
  - o \$2,500 deposit from our casino funds is required as part of the application for the PSP
    - Motion: Brittany

- Seconded: Jess
- Education Matters Cheque writing campaign is an option for the playground fundraising

**Community Liaison Report:**

- Updates on events in Woodlands and Woodbine provided

**New Business:**

- Motion for the Parent's Association to fund the Skating Field trip for all grades except Kindergarten – Cost is \$3,447.08
  - Motion: Sara
  - Seconded: Tina
- Gift Cards Fundraiser via Healthy Hunger
  - Service available to offer a small % kick-back when people purchase gift cards through the site
  - Board is in support of offering this service to the school community through the site
  - Suggestion: Run this as a campaign for Easter or End of School Year teacher gifts
- Book Fair is week of April 14-17<sup>th</sup>
- Sponsor Grade 6 Farewell
- Financial Support was requested by Principal for the Layers of Literacy – PD Support - \$4,325.00 – this would need to be paid by the Parent's Association's general funds
  - To be discussed by Association

Adjourned: 7:40 pm

**In Camera**

Treasurer Report  
Feb 19, 2025

**General Account**

- We currently have \$23,940.23 in our general account.
- Approx. \$10,151.00 of this is allocated to playground.

**Casino Account**

- Current balance of \$61,812.23 in our casino account.
- \$59,461.28 remains from our 2023 casino - we have 36 months to spend this from time of disbursement – meaning that we must have these funds spent by Aug 2026.
- These funds must be allocated according to AGLC use of proceed guidelines.



# WOODBINE ELEMENTARY SCHOOL PLAYGROUND REPLACEMENT PROJECT PLAN

February 25, 2025  
woodbineplayground@gmail.com



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## List of Attachments

Woodbine Playground Committee (WPC) Background document

FAQ for Playground Replacement

Key Design Principals

Playground Surface Overview

Rubber Surface

Play Envy Quote -Concept 1B

Woodbine Playground Sponsorship Package

Organization Research Summary List

Community Fundraising Ideas



# ***Woodbine Elementary School Playground Replacement Project Plan***

## **1 Project Overview**

### **1.1 Project Description**

Woodbine School is a Kindergarten to Grade 6 school located in the community of Woodbine in SW Calgary. We have approximately 393 students enrolled in our 23/24 academic year. The playground serves as a community staple for Woodbine, Woodlands, Canyon Meadows, and Braeside. The large adjacent fields are home to organized soccer, baseball, just to name a few. It is a neighbourhood park enjoyed by thousands of multi-generational families each year, and we hope to continue this for many years to come.

The current playground was built in two phases. The oldest phase is at the end of its projected lifespan, as determined by the engineers. The CBE has given us notice that this half of the playground is due to be replaced, and the other half will be due in 2028. As pieces of equipment fail, they will not be replaced.

Playgrounds are arguably a critical piece of a child's development through elementary school. There is ample research to show how climbing, swinging, balancing, interacting with other children, risky play, imaginative play, etc., are all critical aspects of childhood development. It is on that playground where children further develop fine motor skills, gross motor skills, kinesthetic awareness, social interaction, problem-solving, and more. If we let this playground go as it fails, our children and community lose a great deal.

Being physically active is one of the most important factors contributing to physical and mental health during childhood. Play is a crucial part of both emotional and intellectual development. Classrooms that incorporate playtime and recess throughout the school day provide many benefits to students for academic and social success.

Research studies have shown that access to play has significant positive impacts including:

- Promotes Health and Wellbeing
- Develop Good Social Habits
- Foster a Joy of Learning
- Encourage Play Breaks
- Allow Free Play

Woodbine School and community believe that learning is as unique as every student. Providing a playground that meets the needs of students, children, and families in our community and



surrounding ones will promote human flourishing, mentally and physically.

Refer to *Woodbine Playground Committee (WPC) Background document* and *FAQ for Playground Replacement* for background research and information completed to date for the replacement of the playground.

## 1.2 Preliminary Concept and Design

The Parent Association had high-level discussions on possibilities for a path to replace some playground equipment and developed the Woodbine Playground Key Design Principals for the design of the playground. Refer to *Key Design Principals* on considerations for the new playground.

Two themes broadly discussed involved a solid rubber surface instead of pea gravel, and a fully accessible and inclusive playground (which would also require a solid rubber surface). The playground surface materials have been considered in length as well as the safety on the use of a rubber surfaces. Refer to *Playground Surface Overview and Rubber Surface* for more details.

Three scenarios were assembled to better understand replacement costs.

1. equivalent playground (1 for 1 replacement) with pea gravel
2. equivalent playground (1 for 1 replacement) with solid-rubber surface
3. equivalent fully accessible / inclusive playground

At the request of the Parent Association, four vendors were contacted (recommended by CBE facilities) and three provided estimates.

In 2024 a formal Request for Proposal (RFP) process was completed. Based off the preliminary design principles, further understanding of CBE Design Specifications, incorporating feedback from the school parent community (i.e. do not want to consider pea gravel, etc.), and original vendor quotations; a new request for pricing was sent out. Four vendors were contacted and two returned with pricing and comment. The design team worked closely with the vendors to refine the project and has chosen to work with a vendor to further detail and finalize the planning and streamline pricing.

Additionally, regeneration and rejuvenation of the vicinity are recommended due to the erosion attributed to the pea gravel from the playground. Notably, organizations like TD Friends of Environment and Fortis Alberta offer grants to facilitate tree planting and ecological enhancements.





## 2 Roles and Responsibilities

The Parent Association plays a central and ongoing role in the replacement of the Woodbine Elementary School playground. To support the playground initiative, the Woodbine Playground Committee (WPC) was established as a specialized branch of the Parent Association, tasked with leading the planning and execution of the playground replacement project.

The Parent Association serves as a vital partner in the development and implementation of the playground replacement by supporting the playground initiative in several ways such as school fundraising and financial management of funds raised.

By working collaboratively, the Parent Association and the WPC combine their resources, expertise, and dedication to achieve the shared goal of replacing the playground and creating a space that enriches the lives of the students.

The WPC is organized into the following roles, which work alongside the Parent Association and are crucial to the success of the playground.

Role	Responsibility
<b>Project Manager</b>	A <b>Project Manager (PM)</b> is responsible for planning, executing, monitoring, and closing a project to ensure it meets its goals within the constraints of scope, time, budget, and quality. Their primary role is to oversee and coordinate all aspects of the project and ensure successful delivery.
<b>Design Leads (Engineering Liaisons)</b>	A <b>Design Lead (Engineering Liaison)</b> serves as the bridge between the design and engineering teams, ensuring that design intent is preserved while aligning with technical feasibility and execution. Their responsibilities typically include a mix of collaboration, technical oversight, and project coordination to ensure that designs are implemented effectively and efficiently.
<b>Corporate Sponsorship Lead</b>	A <b>Corporate Sponsorship Lead</b> is responsible for developing, managing, and optimizing partnerships between a company or organization and external corporate sponsors. Their primary role is to create mutually beneficial relationships that align with the organization's goals while delivering value to the sponsors. This role involves strategic planning, relationship management, and ensuring sponsorship agreements drive revenue and brand visibility.
<b>Grant Application Lead</b>	A <b>Grant Application Lead</b> is responsible for overseeing the process of identifying, preparing, submitting, and managing grant applications to secure funding for an organization. This role requires a combination of research, project management, writing, and collaboration skills to ensure successful grant proposals that align with the organization's mission and funding needs.



### 3 Schedule

The proposed project schedule outlines a comprehensive timeline for key activities, resources allocation, and milestones for the project. By adhering to the proposed schedule, the project can stay on track, meet deadlines, and achieve successful outcomes within the set timeframe.

Key activities for each project phase		Estimated date
<b>Phase 1</b>	Concept Design and Vendor selection	2023-2024
<b>Phase 2</b>	Woodbine School Fundraising	2023 – 2027
	Sponsorship	2024 – 2027
	Grants	2025 – 2027
	Parks Foundation Project Support Program (PSP)	2025 - 2028
<b>Phase 3</b>	Procurement and Construction	2028
	Rejuvenation of surrounding area (optional)	2028
	Opening of park	2028

The proposed submission for the Parks Foundation Project Support Program (PSP), along with the grant applications and deadlines outlined in the project plan, is informed by the Organization Research List and its associated websites.

#### *Proposed PSP and Detailed Grant timeline (Phase 2)*

	Q1			Q2			Q3			Q4		
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<b>2025</b>												
Parks Foundation Project Support Program Application												
Allardyce Bower Foundation												
Alberta Blue Cross Build Together												
Parks Foundation Building Communities												
Parks Foundation Calgary Flames Playground Award												
<b>2026</b>												
Canada Post Community Foundation												
Community Facility Enhancement Program (CFEP)												
<b>2027</b>												
Community Facility Enhancement Program (CFEP)												
Kal's Replay enhancing community with recycled rubber												
<b>2028</b>												
TD Friends of Environment												
Fortis Alberta Community Naturalization and Tree Planting												



## 4 Project Budget

### 4.1 Project Expenses

A formal Request for Proposal (RFP) process was followed to solicit bids from potential vendors in 2024. The RFP was submitted to four vendors (Habitat Systems Inc., Canadian Recreation Solutions, BDI Play Design, and Play Envy) and they were approached to submit a detailed estimate based on pursuing scenario b (equivalent playground with solid surface) in 2024. We opened a question period and offered walkthrough times to help with streamlining pricing and look for creative design principles to compliment our playground. Two vendors, BDI and Play Envy, were active in supporting the bid process this iteration and submitted updated pricing.

Play Envy meets the qualifications and is the chosen vendor for the project. Furthermore, Play Envy has worked with the design team to offer creative solutions for new equipment and suggestions on area usage to meet newer playground designs and structures.

Please see overview of budget below. If further information is needed, the detailed budget can be requested for review.

#### *Project Expenses from Play Envy Quote -Concept 1B*

<b>Project Expenses (e.g. materials, equipment, landscaping, site preparation, food for volunteers etc.)</b>	<b>Total Project Expenses</b>
Demo and removal of old playground equipment and surface	\$ 27,500
New Playground Equipment (includes all play structures, benches, garbage's, signage, etc.)	\$ 430,500
Playground Construction (includes base prep, rubber surface, concrete border, all equipment installation, utility locates, signage, fencing, bins, porta potty, etc.)  Includes: Rubber Surface - \$135,000 New Equipment Installation (includes play structures, benches, garbage's, etc.) - \$52,000	\$ 267,000
Site Remediation Post Construction	\$ 9,000
Shipping/Freight	\$ 28,000
<b>Total Project Expenses (plus GST)</b>	<b>\$ 762,000</b>



## 5 Project Support Applications

### 5.1 Parks Foundation Project Support Program (PSP)

As part of Parks Foundation Calgary, our mission is to empower non-profit organizations in Calgary to create and enhance public spaces for community enjoyment and well-being. Through the PSP, we offer a suite of services designed to support you at every stage of your project, all at no charge.

**Here's a quick look at the support we provide:**

#### **Accounting Support:**

- **Fund Management:** We open an account for your project to house all donations and funding.
- **Donation Processing:** Donations can be accepted on your project's behalf, and we can issue tax receipts for eligible contributions.
- **Payments:** We manage and process payments for your project's invoices.

#### **Fundraising Support:**

- **Grant Identification:** Guidance on relevant grants to help fund your project.
- **Grant Access:** Eligibility to apply for Parks Foundations grant programs.

#### **Project Guidance and Resources:**

- **Permits and City Processes:** Advice on navigating city requirements,

Our goal is to help turn your community project ideas into reality, creating spaces where Calgarians can lead healthy and active lives.

### 5.2 Facility Related Project Application (CBE)

Project applications must be received by the Area Facilities Team Leader 25 working days prior to the planned start date of the project.

To be completed by the Contractor prior to Construction.

There might be other project-related applications not yet identified. The WPC will work with the CBE through out the project to ensure all approvals acquired.



## 6 Revenue Sources

For successful project execution, it is crucial to identify and secure diverse revenue sources. This ensures sustainable funding and financial stability throughout the various phases of the project. Below are the key revenue sources identified for the project:

Type	Revenue Sources	Total
Grants	Community Facility Enhancement Program (CFEP) - Large Stream	\$ 300,000
	Allardyce Bower Foundation	\$ 85,000
	Alberta Blue Cross - Build Together	\$ 50,000
	Parks Foundation - Building Communities	\$ 50,000
	Parks Foundation – Calgary Flames Playground Award	\$ 40,000
	Canada Post Community Foundation	\$ 5,000
	Other Grants	\$ 27,000
<b>Total for Grants</b>		<b>\$ 557,000</b>
Sponsorship	Corporate and Business Support	\$ 125,000
Woodbine School Fundraising	Casino	\$ 50,000
	School Initiatives / Education Matters	\$ 30,000
<b>Total Revenue</b>		<b>\$ 762,000</b>

### 6.1 Grants

Many grants are matching where they provide funds on the condition that the recipient matches the amount with their own money or resources. This type of grant is typically used to incentivize private investment or donations by ensuring that the recipient has a vested interest in the project or initiative. Matching grants encourage additional support and help amplify the impact of the initial funding

#### Community Facility Enhancement Program (CFEP) - Large Stream

An organization can only submit one application for a capital project per year through either CFEP Large, CFEP Small or the Community Initiatives Program (CIP) Project-Based for capital funding requests. Based on the total cost to replace the playground the Committee would be seeking and applying into the Community Facility Enhancement Program (CFEP) – Large Stream grant.

Financial assistance over \$125,000 to \$1 million to upgrade, expand, purchase or build public-use community facilities.

June 15 is the deadline for eligible organizations to submit CFEP Large EOI for consideration.

Step1: EOI to determine the project eligibility and readiness.



Step 2: Application invite for those projects that have met the EOI criteria.

*Example of CFEP Large intake timeline for 2024*

- *EOI closing date: June 15, 2024*
- *Call for application: July 15, 2024*
- *Application closing date: August 30, 2024*
- *Notification period: Approximately January 2025*

### **Allardyce Bower Foundation**

The Board reviews applications every 3 months

To qualify to receive a donation from the Foundation, your organization will be reviewed with reference to the following consideration, non of which are an absolute requirement:

1. Be a registered charity or registered amateur athletic association
2. Be a non-profit or community group or association with whom the Foundation can work to achieve
3. Have been established for a minimum of one year
4. Have a specific project or event that the donation will be used to fund
5. Benefit children and their parents

A Board of Trustees guides the Foundation. The Board reviews applications for donations every 3 months to determine eligibility to receive funds. The Board reviews each application on an individual basis and has no set minimum or maximum donation amounts.

### **Alberta Blue Cross - Build Together**

Application opens May

Application deadline September

Our Built Together program helps Albertans build spaces for active living in their community. From playgrounds, multi-use courts and rinks to outdoor gyms, parks and walking trails, we're giving back to Albertans and helping them live their best lives.

Each year, we award 5 grants worth \$50,000 in 1 of each of the following areas: Edmonton, Calgary, a secondary city, rural community and an Indigenous community.

Funds must be used within two years of being released.

### **Parks Foundation - Building Communities**



This program helps to support a variety of community-led park and playground initiatives by awarding grants of up to \$50,000. In addition to funding, we pride ourselves on providing ongoing support throughout the duration of each project. Our goal is to build community capacity and promote stewardship among children and community residents by supporting the development of valued community spaces. Since the program began in 2009, over 482 new or improved community-led projects have been completed.

The Building Communities Grant can be used for the development of new or improved community-led park or playground projects. Application deadlines are February, May and October on an annual basis.

### **Parks Foundation - Calgary Flames Playground Award**

The Calgary Flames Foundation has established a grant for \$40,000 that is distributed once a year to a playground project through the Parks Foundation.

The Calgary Flames Playground Award, through Parks Foundation Calgary, support playground projects in Calgary helping to build and provide places to play for people of all ages. Application deadlines are February, May and October on an annual basis.

### **Canada Post Community Foundation**

Application website is available February

Application deadline March

Project Grant (max. \$5000)

- schools (as defined by the education act in each province)
- school/parent organizations
- community libraries
- daycare
- indigenous groups
- recreation facilities
- unregistered organizations
- small municipalities

All applications must be supported by financial documentation. Grants of up to \$5,000 require only a minimal amount of financial documentation (project budget and financial statement for the current year).



## Other Grants

### **Kal's Replay enhancing community with recycled rubber | Kal Tire**

Kal's RePlay Fund is open to all non-profits, municipalities, First Nations and school boards that are improving community infrastructure with recycled rubber products. Applications open the first week of January.

The **ATCO Community Equipment Program** is a philanthropic initiative designed to assist communities and charitable organizations by offering free access to event rental equipment. This program helps reduce the financial burden associated with hosting community events, fundraisers, or other charitable activities. By providing equipment such as tents, tables, chairs, and other essential items, ATCO enables organizations to allocate their resources more effectively, ensuring that events can proceed smoothly without incurring high rental costs. This support fosters a greater sense of community engagement and allows for the successful execution of local initiatives.

**Fortis Alberta Community Naturalization and Tree Planting Grants** range in value from \$500 to \$7,500 and are available to municipalities within our service area. Funding is provided to enhance or create a green initiative in your community. Some examples of past projects include: planting trees and shrubs in park areas, community gardens, install recycle bins and downtown beautification projects. Funds must be used the year they are awarded.

**TD Friends of the Environment** supports a wide range of environmental initiatives, with a primary focus on environmental education and green space programs. Eligible projects include schoolyard greening, park revitalization, community gardens, park programming and citizen science initiatives up to \$8,000.

The Fortis Alberta Community Naturalization and Tree Planting Grants and TD Friends of the Environment application grants can be pursued closer to the installation of the new playground, with the expectation of their completion before or soon after the playground's unveiling and are optional with no bearing to the replacement of the playground.





## 6.2 Corporate and Business Support

Woodbine School requires sponsorship to provide financial or in-kind support to build the playground. A Sponsorship Package has been developed and is provided in *Woodbine Playground Sponsorship Package*. Below is a high-level overview of sponsorship opportunities. Benefits such as recognition of sponsorship on permanent playground donor sign has been considered and is included in the renderings from the builder.

### OPPORTUNITIES

GRASSLANDS SPONSOR

\$25,000+

PARKLAND SPONSOR

\$10,000+

RIVERINE SPONSOR

\$5,000+

SPRUCE SPONSOR

\$1,000+

COMPONENT SPONSOR

### List of potential Corporate / Business Support

- Canadian Natural Resources Limited
- Chevron Canada
- ConocoPhillips Canada
- Crescent Point
- ENMAX Corporation
- Pembina Pipeline Corporation
- Richardson Foundation
- TC Energy
- TransMountain

## 6.3 Woodbine School Fundraising

School fundraising is the process of raising money for a school or educational institution. This can be done through a variety of methods and are subject to change as the project progresses. During the 2023 and 2024 school years a list of Community Fundraising ideas was created with input from the community and school. Refer to *Community Fundraising Ideas and Contacts*.

The Parent Association Responsible for dedicating money raised through the school to the Playground and hosting events to raise money for initiatives such as the Playground.

### 6.3.1 Casino Funds

A portion of the Casino funds will be used to provide funding for grant applications and the playground. The last Casino raised over \$77,000.

### 6.3.2 Education Matters

Education Matters is a charitable trust inspiring and facilitating investment from the community to enhance equity and alleviate barriers for CBE students throughout all grades to complete high school.

Community / School Specific Campaigns can be set up online.



## 7 Communication and Engagement Plan

To ensure effective communication and engagement with the school community regarding the playground project efforts, the Playground Replacement Committee has devised the following plan:

### Meeting Representation:

- A committee representative will attend all Parent Council and Association meetings to provide updates on the status and progress of the playground project.

### Communication Channels:

- Brenna's Weekly Newsletter: Information on the playground project will be communicated through Brenna's Weekly Newsletter to reach a wide audience of parents and stakeholders.
- Woodbine School Parent Association Website: Updates and announcements regarding the playground project will be posted on the Woodbine School Parent Association website for easy access to information.
- Woodbine Elementary School Parent Association Page YYC Facebook Group: The committee will share updates and engage with the school community through the Woodbine Elementary School Parent Association Page on the YYC Facebook group.

### Event Presence:

- The committee will aim to attend and host a Playground Booth during school events whenever possible, providing an opportunity for face-to-face interactions with parents and students to discuss the project and gather feedback.

By utilizing these communication channels and engagement strategies, the WPC aims to foster transparency, collaboration, and community involvement in the playground project, ensuring that stakeholders are informed and engaged throughout the process.