



Memorandum

Date: May 29, 2020
To: Planning and Facilities Committee
From: Mitch Van Aller, Director of Operations

Action Item: **Enhancement Agreement – Pearson Road Elementary School Greenhouse Center**

1.0 ISSUE STATEMENT

Pearson Road Elementary School PAC wishes to install a Greenhouse Center and enter into an Enhancement Agreement with the Board of Education.

2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as a background for each new enhancement brought forward for Board approval.

3.0 BACKGROUND

Pearson Road Elementary School has been working with students, staff and the Parent Advisory Council (PAC) to plan and develop outdoor enhancements. Pearson Road Elementary School and the PAC have raised funds and are receiving funding from Grants and donations to design and install a Greenhouse and planting of shade trees. Information regarding the Grants and donations is attached as Appendix C.

4.0 POINTS FOR CONSIDERATION

1. Maintenance will be minimal.
2. School will maintain, replace and repair the Greenhouse Center.

5.0 OPTIONS FOR ACTION

1. Approve Enhancement Agreement – Pearson Road Elementary School Greenhouse Center.
2. Do not approve Enhancement Agreement – Pearson Road Elementary School Greenhouse Center.
3. Request Additional Information.

6.0 FOLLOW-UP/REVIEW

Following approval from the Board and all funding secured by Pearson Road Elementary School, the project would proceed.

7.0 DIRECTOR'S COMMENTS

No Jurisdiction is required as the work will be carried out by maintenance staff.

8.0 STAFF RECOMMENDATION

THAT: The Planning and Facilities Committee recommends to the Board:

THAT: The Board of Education enter into an Enhancement Agreement with the Pearson Road Elementary School for a Greenhouse Center outlined in Appendix B and as presented at the June 3, 2020, Planning and Facilities Committee meeting.

9.0 APPENDICES

- A. Schedule "A" – Project Costs
- B. Schedule "B" – Enhancement Agreement
- C. Schedule "C" – Grants and Donations
- D. Schedule "D" – Site plan
- E. Schedule "E" – PAC Meeting Minutes/Motion to Approve
- F. Schedule "F" – Project Plan and/or Scope of Work

Appendix A

SCHOOL DISTRICT NO. 23



CENTRAL OKANAGAN
"Together We Learn"

SCHEDULE "A"

685 Dease Road, Kelowna, BC V1X 4A4

Ph: 250.870.5153

Fax: 250.870.5091

OPERATIONS

QUOTATION

Date:	May 25, 2020	WO#:	TBA
School:	Pearson Road Elementary		
PROJECT DESCRIPTION: Pearson Road Elementary Greenhouse			
<u>Items</u>	<u>Cost</u>	<u>Funding</u>	
New Fence	\$ 16,455.00		
Excavation, Site Grading etc.	3,980.00		
Water Line	5,280.00		
Greenhouse Unit	11,735.00		
Installation	1,920.00		
Concrete Foundation	2,800.00		
Planter Boxes	5,005.00		
Tool Shed	2,720.00		
Solar Panel Electrical Work	3,000.00		
Contingency	<u>2,400.36</u>		
Total	<u>\$ 55,295.36</u>		
<u>Funding Sources</u>			
School Funded – \$9,580.00		\$	9,580.00
PAC Funded – \$8,695.00			8,695.00
Grant Funded – \$15,805.00			21,215.36
Donated Items - \$15,805.00			<u>15,805.00</u>
Total		\$	<u>55,295.36</u>



PROJECT BUDGET

OPERATIONS

685 Dease Road, Kelowna, B.C. V1X 4A4
Tel: (250) 870-5150, Fax: (250) 870-5094
Email: Operations.Department@sd23.bc.ca

Project No: N/A
Project Name: PSE Greenhouse
Consultant: TBD
Estimator: KW
Date: May 27, 2020

Summary Cost

Construction Cost

Items	Labour	Material	Equipment	Sub-contractor	Total	Notes
Professional Services/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	As discussed with Robert Zoppi, BP will not be required for a smaller Greenhouse Unit.
Site Prep						
Bike Rack Removal	\$ 1,200.00	\$ 300.00			\$ 1,500.00	
New Fence	\$ 6,775.00	\$ 9,680.00	\$ -	\$ -	\$ 16,455.00	
Excavation, Site Grading etc.	\$ 1,200.00	\$ 480.00	\$ 900.00	\$ 1,400.00	\$ 3,980.00	
Water Line	\$ 3,200.00	\$ 2,080.00	\$ -	\$ -	\$ 5,280.00	
Greenhouse						
Greenhouse Unit	\$ -	\$ -	\$ -	\$ 11,735.36	\$ 11,735.36	
Installation	\$ 1,600.00	\$ 320.00	\$ -	\$ -	\$ 1,920.00	
Conc. Foundation	\$ 1,600.00	\$ 1,200.00	\$ -	\$ -	\$ 2,800.00	
Planter Boxes	\$ 3,250.00	\$ 1,755.00	\$ -	\$ -	\$ 5,005.00	
Tool Shed	\$ 1,600.00	\$ 1,120.00	\$ -	\$ -	\$ 2,720.00	
Electrical Work (Solar Panel)	\$ 2,100.00	\$ 1,800.00	\$ -	\$ -	\$ 3,900.00	
Subtotal	\$ 22,525.00	\$ 18,735.00	\$ 900.00	\$ 13,135.36	\$ 55,295.36	
TOTAL					\$ 55,295.36	

Appendix B

SCHEDULE "B"

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the 30th day of May, 2020.

BETWEEN:

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 23
(CENTRAL OKANAGAN)**, having an office at 1040 Hollywood Road,
Kelowna, British Columbia (hereinafter called the "School Board")

AND:

THE Pearson Elementary SCHOOL PAC
(hereinafter called the "Funding Agency")

WHEREAS:

- A. The Funding Agency wishes to apply its independently obtained funding to assist Pearson Road Elementary in achieving School Enhancement Projects described in the Schedules attached here to the **Outdoor Exploration Centre**.
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and/or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

NOW THEREFORE in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement Project at the School, in compliance with its Collective Agreement(s), and at the cost of the Funding Agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operations, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability of the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1st in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1st of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement Project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.
8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.

**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN)** by its
Authorized Signatory:

THE Pearson Road Elementary
by its Authorized Signatory:



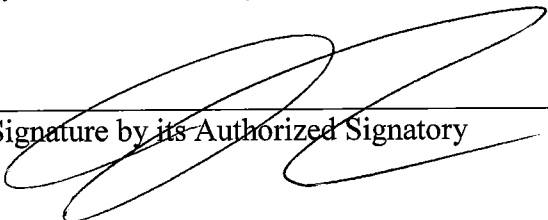
Signature by its Authorized Signatory

Secretary Treasurer/Deputy Superintendent

Name: Rob Zoppi

Name:

THE Pearson Road Elementary PAC
by its Authorized Signatory:



Signature by its Authorized Signatory

Name: Jaime Raymer (Pearson PAC President)

SCHEDULE "C"

Outdoor Exploration Learning Centre

Pearson Road Elementary

Budget Breakdown by Partner Group

Item	School	Item	PAC	Item	Grants	Item	Donation
Bike rack removal	\$1,500	Fence installation	\$6,775	Greenhouses	\$11,735.36	Planter box wood	\$1,755
waterline	\$5,280	Greenhouse install	\$1,920	Electrical	\$8,000	Planter box build	\$3,250(RSS)
Concrete foundation	\$2,800			Excavation	\$1,480	Tool shed	\$1,120
					Kiwanis Legacy fund-\$16,215 pending	fencing	\$9,680
					TD \$5000 received		
Total	\$9,580	Total	\$8,695	Total	\$21,215.36	Total	\$15,805

CUPE Labour/material

Dear Partners,

Pearson Road Elementary has been collaborating over the last 5 years to infuse more vegetation and natural learning spaces on our campus. Our school is situated on 10 acres of land and there is not one tree or any other plant life on the premises. Our goal as environmental stewards is to plan and develop an Outdoor Exploration Centre where we can increase natural vegetation and heighten environmental awareness for all stakeholders. This space will provide a hands-on approach to cultivate strategies for sustainable food sources and to bring an understanding of our local Indigenous plants and fauna that will grow within this centre.

As part of our school commitment to this endeavor, the Pearson Staff Outdoor Planning Committee has approved to allocate financial support in the amount of \$9,580 to this project. The funds will be allocated from our Facility Improvement district account.

This initiative is linked to the foundational beliefs of our school's vision for innovation, inquiry and giving back to our community. These characteristics have been embedded in our school culture by Isabel Vicente who has over twenty-five years teaching experience at Pearson Road in our Kindergarten classroom. Her passion, charisma, and love of children and staff will be commemorated in our Outdoor Exploration Centre as a living tribute to her teaching career. Ms. V's story is outlined in this link: <https://www.castanet.net/news/Kelowna/209204/local-teacher-needs-help>

The Pearson Staff Outdoor Planning Committee want to thank the board for their support of this exciting and memorable initiative.

Yours in education,

Sarah Korzinski- grade 1 teacher

Allison MacAfee- Kindergarten teacher

Claire Barclay- Kindergarten teacher

Lynn White- Grade 2/3 teacher

Anneka Konopada- Grade 4/5 teacher

Elaine Mearns- Indigenous Advocate

Debbie Dachwitz- Pearson Strong Start Coordinator

Rob Zoppi- Principal



Rutland Senior Secondary School

705 Rutland Road N., Kelowna, B. C. V1X 3B6
Phone (250) 870-5110 ♦ Fax (250) 870-5010

May 25th 2020

Dear Mr. Zoppi,

The staff and students at Rutland Senior Secondary take pride in supporting learning opportunities in all eight of the Rutland Elementary and both Middle schools as this is a benefit to their students and ours.

Rutland Senior Secondary Technical Education teachers Peter Halim and Marshall Corbett are looking forward to supporting the Pearson Road Elementary School 'Outdoor Garden Project' in the Fall of 2020. Our staff want to provide this opportunity to our students in order to provide relevance in their learning and give back to the community by being collaborators and contributors.

We are pleased to be able to participate in this learning opportunity for all involved.

Regards,

Hugh Alexander
Principal

**KELOWNA KIWANIS 2017 LEGACY FUND
2020 Grant Application**

Thank you for your interest in applying for a Kelowna Kiwanis 2017 Legacy Fund grant from the Central Okanagan Foundation. The **Grant Application** is attached to these guidelines. Please **DO NOT** include the guidelines when you submit your completed application to the Central Okanagan Foundation.

This Grant Application is for registered charities within the area defined as Central Okanagan School District 23 (this includes Lake Country, Kelowna, West Kelowna and Peachland). Please review the information below to completing a grant application.

The Kelowna Kiwanis 2017 Legacy Fund (Kiwanis Legacy Fund), a unique fund within the Central Okanagan Foundation, was created in a partnership between the Central Okanagan Foundation and the Kiwanis Clubs of Kelowna (KCK), to help registered charities whose mandates are aimed to support children and youth within the Central Okanagan.

INQUIRIES:

Please contact **Cheryl Miller**, Director of Grants & Community Initiatives
Ph: 250-861-6160 E-mail: cheryl@centralokanaganfoundation.org

We invite eligible organizations to apply for a one-year grant for a project/program that meets the criteria for children and youth.

DEADLINES:

Grant Application Deadline: 3:30 pm on JUNE 15TH

Applications received after the deadline will be returned to the applicant.

NOTIFICATIONS:

All organizations will be notified of the status of their application when Kiwanis Board approval is received, approximately six to eight weeks after the grant application deadline.

The proposed project or program must support children and youth (birth to 19) within Central Okanagan Communities (School District 23).

- Subsequent **Grant** applicants for the same project or program will be reviewed for its merits within the community compared to other grant applications.

The recipient organization must be:

- Inclusive and open to the community
- Of benefit to the children and youth of the community
- All of the Kiwanis Legacy Fund grant must be directly spent on the project or program described in the grant application.

The recipient organization must not be:

- A business
- A fundraising group or committee
- A political party, political action group or lobby group
- A federal, provincial, regional, municipal or other local government
- A hospital or medical or health care facility
- A service club, school, PAC or correctional facility

The recipient organization must not use the funds for:

- Travel that is social, recreational or invitational in nature
- Travel or other costs related to administrative type meetings such as annual general meetings, board meetings or staff/board retreats
- Out of area (Central Okanagan) travel or expenditures or aid
- Sustaining endowment funds, retroactive, or third-party funding
- Professional development of a board and/or staff
- Ongoing (including organization administration) / annual contractor's fees (project only)
- Debt retirement, reserves and mortgage pay-downs
- Activities of a religious organization that primarily serves their membership/parishioners and/or for direct religious purposes. Funds cannot be used for renovations or maintenance of religious facilities.
- parishioners.
- School construction, including playground equipment
- Annual fund drives
- Improvements or additions to land or property which might revert to private ownership

- One grant application from an organization in a twelve-month period is accepted.
- Grant requests can be to the maximum of **\$15,000**
- The **Kiwanis Legacy Fund** is only for applications where the project/program occurs within the boundaries of School District #23.
- Funding **MUST** only be used to cover services and/or equipment for the project described in this application. Project administration costs acceptable up to 8% of the funds.
- Only organizations that hold a **current** Revenue Canada Registration # are eligible. If the organization applying is not a registered charity, an **Intermediary Agency Agreement** with a registered charity, **MUST** be included in the grant application package. For the agreement template, please contact the Central Okanagan Foundation granting staff.
- Your responses are limited by the number of characters without spaces (*found under Review > Word Count*)
- Applicants are encouraged to locate other funding sources for their projects or programs.

We encourage applicants to contact, **Director of Grants & Community Initiatives, Cheryl Miller at 250-861-6160** to discuss your application prior to submission.

Please use the **CHECKLIST** (*found on the last page*) as you work through the application.

NOTE: * Submission Process*****

- Grant application forms **MUST** be completed in full and be legible.
- Please **EMAIL an ELECTRONIC VERSION of the COMPLETE Grant Application Package** (including attachments of supporting materials) to:
abbie@centralokanaganfoundation.org
- The grant application **MUST** include the society's operational budget for the current year and accountant prepared or official financial statements for the last complete year of operation.
- Additional supporting documents, such as pictures, etc. **MUST NOT** exceed three (3) pages. (This does NOT include financial statements, Board Director list, quotes or support letters)
- If your organization received a Kiwanis Legacy Fund grant within the last 2 years a final report with project / program results, expenditures, and # of children/youth served is required before we can proceed with further requests for funding.

KELOWNA KIWANIS (2017) LEGACY FUND GRANT APPLICATION

Section A1 – CONTACT INFORMATION – Applicant Organization			
Name of ORGANIZATION: <i>(legal entity)</i>	Pearson Road Elementary School		
<i>The Business Identification Number is a 15-digit number that the Canada Revenue Agency (CRA) assigns to a business or organization to identify the accounts it has with the CRA.</i>			
Charitable Registration BIN:	10796 0866	RR:	001
Address: <i>(Street / City / PC)</i>	700 Pearson Road Kelowna, BC V1X 5H8		
Mailing: <i>(if different from above)</i>			
Website Address:	http://www.pse.sd23.bc.ca		
PRIMARY Contact Person:	Rob Zoppi	Position:	Principal
Business Phone:	(250) 870-5118	Cell Ph.	(778) 214-8800
Email Address:	Robert.zoppi@sd23.bc.ca		

Section A2 – GRANT DETAILS * THIS PROJECT MUST STAY WITHIN THE SD#23 BOUNDARIES			
Grant Title:	Pearson Outdoor Exploration Centre		
Does this program serve children & youth?	yes	Approx. # served:	250+ Grant Amount: \$15,000
Location of this Project	Pearson Road Elementary School		

Section A3 – Kelowna Kiwanis (2017) Legacy Fund GRANT HISTORY (last 5 years)

Please list grants received from the Kelowna Kiwanis 2017 Legacy Fund in the last five years.

YEAR OF AWARD	PROJECT OR PROGRAM TITLE	TOTAL AMOUNT RECEIVED
N/A		

Section A4 – RECOGNITION of Grant Proceeds	
If your Grant Request is successful, how would your organization recognize the COF / Kelowna Kiwanis Legacy Fund for their support. <i>It is requested that All recognition (signage and wording) be pre-approved by the Central Okanagan Foundation & Kiwanis before displaying. The Central Okanagan Foundation & Kiwanis will provide official logos, website link and wording.</i>	

Organization's: ☒ Website with link to COF & Kiwanis website *(permission required for link to be provided)*
☒ Facility (Signage / Recognition Board) ☒ Brochures/Flyers/Event Program
 News Outlets: ☒ Castanet ☒ Newspaper ☒ Radio ☐ Other Website News Outlets
 Electronically: ☐ Facebook ☒ Social Media
 Other:

Section A5 – ORGANIZATION INFORMATION

1. Mission and Mandate of your organization: (maximum 1,000 characters)

School Mission Statement:

A safe and caring community where we:

All Belong

All Learn

All Lead

All Succeed

Our school theme for the last four years has been Kindness. We encourage children to demonstrate this mantra within the school, community and beyond.

2. Brief description of your organization and its activities: (max. 2,000 characters) (Point form)

Pearson Road Elementary School provides education to approximately 236 students in Kindergarten through grade 5. We are fortunate to host a very active Strong Start Centre and host the Central Okanagan Family Hub. Pearson prides itself on having such a diverse demographic and has adopted a Uniform Policy as of 2004. As a school community, we value an inclusive environment where all students are appreciated and welcomed for the strengths and leadership skills they bring to our school. In addition, we are committed to provide learning opportunities outside the traditional classroom.

3. Please attach a list of the organization's current **Board of Directors, positions & Term of Office**

<http://www.sd23.bc.ca/Board/BoardMembers/Pages/default.aspx#/=>

SECTION B1 –PROJECT or PROGRAM Grant Information

1. **Description of this project / program** that these funds would cover. Please include information on the **benefits** available for children & youth through this project and how it **will impact** the community. (max. 2,000 characters)

Mission

To provide inquiry and self-discovery in natural landscapes

Vision

The Outdoor Learning Centres are designed as a multi-purpose natural learning spaces situated on the Pearson school grounds for use by our students, Strong Start Families, local day cares, and all community members. In addition, the food generated from the greenhouses and planters will support our Chef's In the Classroom Program.

Values

Natural environments provide a perfect setting for children's holistic learning. The activity of exploration can support physical development, while building a relationship with nature can support the development of social responsibility.

2. Describe the Project's **Objectives and Measurement** tools. (max. 2,000 characters)

What learning opportunities will the Pearson Outdoor Learning Centres provide our community?

- Environmental ethics
- Indigenous connections
- Water Conservation
- Sustainable Agriculture

Environmental Ethics

Native plant species will be used in the centre along with natural elements found in the Okanagan (boulder bluffs, riparian areas, and desert ecosystems).

Indigenous Connections

The Okanagan people hold traditions and values within an oral history of stories. Designs depicting one of these important stories will be represented on the paved activity track with Syilx story poles at the entrance.

Water Conservation

A daily allocated supply of water can be hand pumped through a system of water ways "river and stream" that will teach the values of water conservation in the Okanagan environment as they watch the gauged amount of water decrease. The NetZero Green house will use natural elements to provide the moisture necessary for growing plants and crops.

Sustainable Food Sources

Following the philosophy of sustainable agriculture, the greenhouse centre will be designed with a concentration of renewable resources forming a NetPositive effect where energy production exceeds energy consumption.

3. Timelines: State the dates (including expected completion date) and tasks for the Project or Program.

January 2020- Developed Outdoor Exploration Steering Committee including school staff, district staff, Pearson Parent Council members, contractors and consultants who specialize in year round food production
February 2020-March 2020- Monthly Steering Committee Meetings
April 2020- Presented preliminary plans to Kafi Wahidunnabi- Projects Manager, Central Okanagan Public Schools
May 2020- received approval of funding from Pearson Road Elementary School Budget and Pearson (PAC) Amounts outlined below
June 2020- Present School Enhancement Project Funding Agreement to the Board of Directors, Central Okanagan Public Schools for approval
July-August- receive notifications of grants pending including Kiwanis Legacy Grant
September 2020- October 2020- Construction
Week of Thanksgiving 2020- Grand Opening of Pearson Outdoor Learning Centre

4. How did your organization determine the need for this Project or Program? (max. 1,000 characters)

We have over 10 acres of property on our land. There is not one tree or plant on it. Our goal is to increase the natural vegetation on our premises while providing a connection to environmental sustainability.

5. Description of your organization's formalized partnerships and / or collaboration with other agencies and groups (include Partner Organization and Services they provide): If you do not have a relationship with a group that offers the same or similar service, explain why not. (max. 1,500 Characters)
If your partner is a financial partner ONLY then do not list here – See Finance section

(see attached letters of support)

6. Staffing / Volunteers - SPECIFIC TO THIS PROJECT / PROGRAM

Organization's Number of Employees	Full Time:		Number of volunteers:	
	Part time: (under 30 hrs/wk)		Approximate volunteer hours:	

Section C-1 Detailed PROJECT/PROGRAM OPERATIONAL BUDGET Information

PROJECT / PROGRAM EXPENSES			
ITEM	CURRENT/PREVIOUS YEAR'S		PROPOSED
	(year) ACTUALS	(year) BUDGET	(year) BUDGET
Wages/benefits			
Project / Program Administration (up to 8 %)			
Professional Fees, Honoraria			
Rent/ Utilities/ Telephone			
Equipment / Supplies (include itemized list/costs)			
Printing/ Photocopying			
Program Travel ONLY (see section on Ineligibility)			
Publicity/ Promotion/ Distribution			
Production Costs (include itemized list/costs)			
In-kind contribution (product or services)			
Other (specify)			
Other (specify)			
TOTALS: *The TOTALS in the boxes in bold must match.			*

PROJECT / PROGRAM REVENUES					
ITEM	CURRENT/PREVIOUS YEAR'S		PROPOSED	Funds Status	
	(Year) ACTUALS	(Year) BUDGET	(Year) BUDGET	Assured	Potential
GOVERNMENT: (specify)					
FOUNDATIONS: (specify)					
YOUR Organization's Contribution					
OTHER Contributors (specify)					
Cash					
In-Kind Gifts					
Volunteer Services (hrs X \$15pp)					
OTHER: (specify)					
TOTALS:			*		

Section C-2 FINANCIAL INFORMATION

1. If the amount requested from the Kiwanis Legacy Fund is **not granted or not fully granted**, what would you do to **make up the difference** and/or how would you proceed differently? *(Max. 1,000 characters)*

The project would have to be put on hold until we can secure additional funding to meet our overall budget. Secure other grants.

2. If your organization is operating in a **deficit position** please explain why and provide evidence of the organization's plan of action to remedy the situation (board minutes and relative resolutions are preferred): *(Maximum of 1200 characters)*

N/A

Section D AUTHORIZATION / VERIFICATION

BOARD EXECUTIVE

Name: _____ Position / Title: _____
 Phone: _____ Email Address: _____

Authorized Signature: _____ Date: _____

SENIOR STAFF – Authorized Signatory

Name: _____ Position / Title: _____
 Phone: _____ Email Address: _____

Authorized Signature: _____ Date: _____

Email to abbie@centralokanaganfoundation.org :		
Grant Application		
Financial Statements for the last complete fiscal year		
Itemized equipment / supplies list		
Itemized production costs lists		
Support letters (partner agencies, participants)		
Proof of Eligibility – Charity's detail page (located at www.cra-arc.gc.ca)		
List of Board of Directors		
Intermediary Agency Agreement if not a registered charity (if applicable see "Some Things You Should Know & Do" pg2)		
Double Check:		
Project/Program Grant – Detailed Budget (pg. 8) Include all funding sources.		
Permission to share the attached application package with other donors (when/if a private donor is interested in the attached application; the signers of the attached application give the foundation staff and KCK consent to share the attached application package with the interested donor). Please initial.		
SUBMIT BY JUNE 15 - Electronic version of the grant package Application (page 4 - 10) PLUS all supporting documents. DO NOT INCLUDE GUIDELINES (pages 1-3)		
<i>Please email electronic version of completed Grant Application Package including supporting materials to abbie@centralokanaganfoundation.org</i>		

Congratulations on receiving a TD FEF grant!

We're looking forward to the year ahead and to helping you bring people together with your environmental initiative.

Sharing about your TD FEF funded project

We want to highlight the great work your organization is doing by sharing pictures and video from your project.

Below are a few tips and guidelines if you'd like to document your project along the way with photos and/or video.

What are we looking for?

We love photos that are authentic and engaging, and don't appear staged. Great images capture candid and genuine moments that feel down to earth, approachable, and "in the moment".

With the exception of group photos, and photos of formal proceedings, aim to take photos that are editorial in style.

As you know, diversity is very important to TD and TD FEF, so we encourage you to capture a range of ages, ethnicities and abilities in your photos.

Please ensure your photographs are well-lit and in high resolution. Lighting should be fresh and airy, not heavy or dark.

Tips for taking photos with a smartphone

- *Keep your lens clean*

Always check to see if your lens is clean, as it tends to collect dust and grime from living in our pockets and other places. A dirty lens can cause the photo to come out hazy or darker than you want.

- *Crop, don't zoom*

Zooming in too much can distort details of the photo causing it to come out grainy. Always crop the photo to "zoom" in on what you'd like to focus on.

- *Focus, Focus*

Before snapping your photo, take a look to see if the object(s) you'd like to capture is in focus. If it/they don't look like they are, try repositioning your phone and/or click on the part of the phone screen that you want to focus on and your smartphone's camera will focus on that.

- *Don't use the flash – try to stick with natural lighting*

Flash on our smartphones aren't always the best and sometimes aren't even a true flash and a simple LED light. Try turning off the flash and work with the natural lighting.

- *Remember the rule of thirds*

When taking a photo of an object or person, remember the rule of thirds. Avoid placing your subject directly in the middle of the photograph, but rather off to the side or at a 45 degree angle. Try turning on the grid lines on your camera phone to guide you.

Tips for taking video with a smartphone

- *Film horizontal*

Always film Landscape (horizontal) instead of portrait (vertical). This allows you to capture more in your screen, provides a higher resolution and quality of image, and it can help to minimize shakiness.

- *Avoid quick pans*

When you want to move a certain direction, try using both hands and move with intention. This will avoid jerky movement and confusion for your viewers.

- *Remember the rule of thirds*

When filming an interview or a subject who is speaking, use the rule of thirds. Avoid placing your subject directly in the middle of the photograph, but rather off to the side or at a 45 degree angle. Try turning on the grid lines on your camera phone to guide you.

- *Avoid zooming*

When zooming into a subject, try and move closer to it when using a phone to film. Unfortunately, the zoom options on phones aren't crisp enough to create a clear video.

- *Saving your video*

Ensure that the video format when exporting is in .MP4 or .MOV

Releases

In order for us to use your photos, you will need to submit two kinds of release forms:

- 1) Photography consent and release; and
- 2) Photo consent and release. Please use the consent and release form at the end if it is for a child.

If you are working with a school group or other group of children, we suggest that you send the release to the school/organizer in advance of your event/program/project date.

This will allow them to work with parents to get necessary signatures before your event and will save you from having to go back to get parental permissions on your photo(s) after-the-fact.

Both forms are included below. Please upload electronic copies of the completed forms along with the photos. If you are submitting more than one photo, please be sure to indicate the photo file name on the appropriate form.

If you have any questions regarding our request for photos or the release forms, please contact us at tdfef@td.com.

Name: _____
Signature: _____
Print Name of Witness: _____
Signature of Witness: _____

CONSENT AND RELEASE

TO: The Toronto-Dominion Bank

I hereby grant permission to The Toronto-Dominion Bank and its affiliates (collectively "TD"), to take and use photographic images and visual and audio recordings ("Recordings") of me, regardless of modifications or alterations, for any purpose whatsoever including, and without limitation, public advertising and non-public exhibition without further notice or compensation, in any manner or media whatsoever, including print, broadcast or the internet.

I waive the opportunity or right to inspect or approve the finished product or the use to which it may be put or the copy and/or illustrations used in connection therewith.

I assign copyright, and waive all moral rights with respect thereto to TD, in perpetuity and I sell, assign and transfer my right title and interest in and to all negatives, film, print, video and reproductions, derivations and compilations thereof. I waive and release all my rights, claims, demands, actions which I may or can have against TD on account of the use of said Recordings.

I provide my consent to TD's collection, use and disclosure of my image, name, voice and comments in the manner and for the purposes described above and, if applicable, including my identification as an employee and/or customer of TD.

I hereby warrant that I am of full legal age.

Dated this day of , 201 .

Name: _____

Signature: _____

Print Name of Witness: _____

Signature of Witness: _____

CONSENT AND RELEASE (Child)

TO: The Toronto-Dominion Bank

The undersigned hereby, on his/her own behalf and on behalf of the minor child named below, grants permission to The Toronto-Dominion Bank and its affiliates (collectively "TD"), to take and use photographic images and visual and audio recordings ("Recordings") of the minor child named below, regardless of modifications or alterations, for any purpose whatsoever including, and without limitation, public advertising and non-public exhibition without further notice or compensation, in any manner or media whatsoever, including print, broadcast or the internet.

I waive the opportunity or right to inspect or approve the finished product or the use to which it may be put or the copy and/or illustrations used in connection therewith.

I, on my own behalf and on behalf on my minor child, assign copyright, and waive all moral rights with respect thereto to TD, in perpetuity and sell, assign and transfer all right title and interest in and to all negatives, film, print, video and reproductions, derivations and compilations thereof. I, on my own behalf and on behalf on my minor child, waive and release all rights, claims, demands and actions against TD on account of the use of said Recordings.

I provide my consent to TD's collection, use and disclosure of my Child's image, name, voice and comments in the manner and for the purposes described above and, if applicable, including my Child's identification as a customer of TD.

I hereby warrant that I am of full legal age.

I hereby represent and warrant that I am the parent or legal guardian of the minor child named below.

Dated this day of , 201 .

Name of Parent/Guardian: _____

Signature: _____

Print Name of Witness: _____

Signature of Witness: _____

Appendix D

SCHEDULE "D"



Pearson Road Elementary PAC – Meeting Minutes May 12, 2020

In Attendance:

1. Jaime Raymer
2. Kelly Dust
3. Jassleen Virdi
4. Jen Dickie
5. Rob Zoppi

Call to order at 2:20 pm

Meeting took place outside in the front parking lot (due to Covid-19 protocols). The main objective of this meeting was to talk about the outdoor exploration center proposed to be built on the southwest corner of the property, to be named in honour of Mrs Vicente. Mr Zoppi showed plans and a budget for the project.

Mr Zoppi requested funding from the pac, in the amount of \$8695.00 to be allocated to the school to go towards the fence and greenhouse installation.

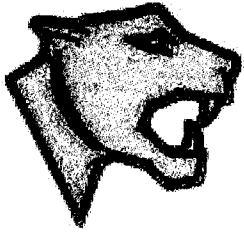
Jaime put forward the motion to approve funds to be allocated to this project (known as the Mrs V Memorial Outdoor Exploration Center).

Kelly seconded the motion

All voted in favour to pass

Meeting adjourned at 2.55pm

Next meeting will occur at the start of the 2020/2021 school year



Pearson Road Elementary P.A.C

700 Pearson Road, Kelowna, BC V1X 5H8

May 27, 2020

RE: The Outdoor Learning Centres Funding

To Whom it May Concern:

I write on behalf of the Pearson Road Parent Advisory Council in support of the funding request by Pearson Road Elementary and Mr. Rob Zoppi to fund The Outdoor Learning Centres.

We strongly support this funding request and the focus on outdoor and play-based learning, as well as teaching our children social responsibility. Most, if not all, of our children have never been involved in outdoor learning in a school setting so they will be excited about the whole concept. We are proud and honoured to fund the requested amount of \$8695.00 and are available for ongoing support during the construction.

We appreciate your full consideration and look forward to working with you. If you have any questions you may email me at pse.pac@sd23.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jaime Raymer'. The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Jaime Raymer
Pearson Road Elementary PAC President

CC: Rob Zoppi, Marina Hailey (Vice-President), Jassleen Viridi (Treasurer), Kelly Dust (Secretary), Jennifer Dickie (CO-PAC)

Appendix F

SCHEDULE "F"

Pearson Road Elementary

Outdoor Learning Centres

Mission

To provide inquiry and self-discovery in natural landscapes

Vision

The Outdoor Learning Centres are designed as a multi-purpose natural learning spaces situated on the Pearson school grounds.

Values

Natural environments provide a perfect setting for children's holistic learning. The activity of exploration can support physical development, while building a relationship with nature can support the development of social responsibility.

Pearson Road Elementary Context

Pearson Road Elementary provides education to approximately 240 students in Kindergarten through grade 5. In addition, Pearson hosts one of the busiest Strong Start Centres in the district, and has strong partnerships with outside agencies to provide space in the school for their programming. The award winning "One Stop Shop" family support services known as the Central Okanagan Family Hub is located in the Community hallway of Pearson Road.

With an abundance of under-utilized greenspace (over 6 acres), there is not one tree or plant life on the entire property. Our initiative is to add natural features to the property to promote inquiry and play-based learning opportunities for children at the school and surrounding community.

What learning opportunities will the Pearson Outdoor Learning Centres provide?

- Environmental ethics
- Indigenous connections
- Water Conservation
- Sustainable Agriculture
- Play-Based Learning

Environmental Ethics

Native plant species will be used in the centre along with natural elements found in the Okanagan (boulder bluffs, riparian areas, and desert ecosystems).

Indigenous Connections

The Okanagan people hold traditions and values within an oral history of stories. Designs depicting one of these important stories will be represented on the paved activity track with Syilx story poles at the entrance.

Water Conservation

A daily allocated supply of water can be hand pumped through a system of water ways "river and stream" that will teach the values of water conservation in the Okanagan environment as they watch the gauged amount of water decrease. The NetZero Green house will use natural elements to provide the moisture necessary for growing plants and crops.

Sustainable Food Sources

Following the philosophy of sustainable agriculture, the greenhouse centre will be designed with a concentration of renewable resources forming a NetPositive effect where energy production exceeds energy consumption.

Play-Based Learning

Research indicates that every competency important to school success is enhanced play (Isenberg &Quinsberry, 2002;Singer, 2006). Connections between the complexity of children's pretend play and early literacy, mathematical thinking and problem-solving is evident. Our Loose Parts Centre will be the initial centre to provide materials to children to support self-directed play. Subsequently, The Outdoor Learning Centre (phase 3 of project) will continue this focus.

Project Phases

Phase 1- Year-Round Multi-Purpose Gardening Classroom

The initial centre of the initiative will include the design and construction of the NetZero Greenhouse and planting trees for shade on the school grounds.

Timeline- Installation September 2020

Cost- \$50,000-\$55,000

Funding Sources: various (see attached)

Phase 2- Loose Parts

This will be stored on our tarmac at the back of the school. The storage bin is already on site and there will be no additional charges. Most materials will be donated

Timeline- October-November 2020

Cost\$1,000

Funding Source: school