

2 KNOW YOUR SITE





01

BEFORE YOU GO

Get ready!

Let others know before you plan your visit!

Discuss with your mentor and contact stakeholders

- Together with your mentor, identify the decision makers and key stakeholders related to the site.
- These people could include your school principal (if on school grounds), the City Councillor's office, the local parks and recreation department, etc.
- Email, call or meet these people in person to discuss your plan to visit the site and start a community project
- Emphasize that you are at the very beginning of the project, and you want to learn more about the issues at or around the site before developing solutions

It's important that you notify these people so they are aware of and involved in your project from the start!

How to prepare for your site visit:

What you need

- Notebook (or paper on a clipboard) for each person
- Pens
- Printed maps of the site (you can print them off Google Maps)
- Phone or camera to take pictures

Who's going?

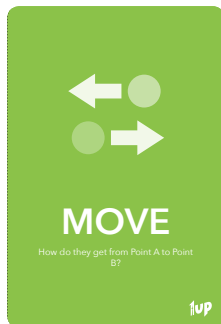
- Find out, if possible, who will be coming to the site visit
- If there are more than 4 people, divide into smaller teams and assign at least 1 executive team member to each team
- Assign at least 1 person answering questions to each category in the next section

01 BEFORE YOU GO (CONT'D)



Review Method Cards

- Take a look at the **Action Method Cards**, and predict how people will move, play, and/or work at the site:



Answer the guiding question at the bottom of the card.



Example cards are those with underlined words and a Move/Play/Work icon at the bottom left. They are prompts to help you think about different considerations.

- Take a look at the **Place Method Cards**, and predict how the site conditions influence use of the space



Answer the guiding question at the bottom of the card.

Comfort and safety

- Remind team members to wear comfortable shoes and dress for the weather. Reschedule the visit if necessary.
- Always obey rules of traffic and look both ways before you cross a street
- Do a head count before and after each visit. Don't leave anyone behind!
- Ask your teacher supervisor to accompany your group if he/she is available



02 SITE VISIT

Explore the site!
45 minutes (includes travel time)

Visit the public space you want to improve and use the following questions as a guide to collect useful data. Take lots of photos!

People

Make a tally of people you see in the span of 10 minutes. Mark the location of where you saw them on the map, and record the following attributes:

- Male/Female
- Age Range: 0-6 / 7-14 / 15-19 / 20-30 / 31-64 / 65+
- Activity: What are they doing? Use one or two words to describe.

Features

What physical features do you see? List all features (see examples below) and mark the location of where you saw them on the map.

- For a park: trees, benches, areas of shade, trails/paths, water fountains, garbage/recycling bins, etc.
- For a bus stop: seating, cover/shelter, signs, schedules, garbage/recycling bins, heating, advertisements, etc.
- For a street: sidewalks (none/one side/both sides), crosswalks, pedestrian islands (middle curb), traffic lights, street lights, benches, trees, etc.
- For an indoor space: entrances, lighting, switches, electrical outlets, furniture, sinks, heaters, etc.

Surroundings

What kind of buildings, amenities or services exist around your site? Identify as many places as possible. E.g. houses, parks, businesses, schools, etc.

Connections & Barriers

How do people access this place? Do they walk, bike, bus, or drive?

- Identify the streets, parking lots, bus stops, and entrances
- Identify any barriers that prevent or discourage people from entering. E.g. fences, bollards, locked entrances, signs, poor maintenance, questionable activities, etc.



03 DISCUSSION

Reflect on what you just saw
15 minutes

Review and share your observation notes.

Share the Results

- 1 person from each category should briefly share their observations and responses to the questions with the rest of the group
- Other members are encouraged to ask for clarifications or follow-up questions
- The Secretary should take notes during the discussion

Data Collection

- Assign 1 exec member to collect and keep all the maps with markings, and bring them back to the next meeting
- The Secretary should compile a summary of the observation notes



04 SUBMISSION

Submit the following items to your school chapter folder on Google Drive:

1. **Create a new subfolder and name it "Activity 2"**
2. **Upload the following items in the subfolder:**
 - Observation notes and maps
 - Site photos