

2020 Strong Neighbourhoods Neighbourhood Event Guidelines

Application intake begins: March 16, 2020

These guidelines are subject to change and will be updated as the COVID-19 situation evolves.

If you have questions after reviewing these guidelines, you can obtain more information from the Strong Neighbourhoods staff.

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2020 Neighbourhood Events
Active Living & Culture Division
Strong Neighbourhoods
101-1360 Ellis Street
Kelowna, BC, V1Y 2A2

HOURS: Monday to Friday, 8:00 a.m. to 4:00 p.m.

OVERVIEW

The City of Kelowna recognizes the value of block socials in connecting neighbours and animating neighbourhoods. However, as the Province begins to ease restrictions on activities, the reintroduction of block socials is carefully being considered.

The Provincial Health Officer (PHO) has directed communities to consider three factors: a process to open safely; measures to keep people safe to avoid further outbreaks; and a “fall-back” plan in the event that a case or an outbreak should occur. Additionally, the current series of PHO recommendations are to be followed, including:

- Prohibition of gathering of 50 or more people
- Physical distancing of at least 2 metres
- Frequent hand hygiene
- Cleaning and disinfection
- Self-isolation for people who have symptoms of COVID-19 for a minimum 10 days (or self-isolation for 14 days if returning to Canada from other countries)

Based on above factors and recommendations, the neighbourhood event guidelines have been adapted to align with the Provincial Health orders. These guidelines will take into consideration the following items as they pertain to neighbourhood events:

- Safety of the public
- Provincial Health Officer (PHO) recommendations
- Preparedness of event organizers
- Operational capacity of City services
- Impact on parks & public spaces
- Community need and public desire

It is important to note that this is uncharted territory and that neighbourhood event guidelines are subject to change as the situation evolves.

GUIDELINES FOR EVENTS

The following COVID-19 event guidelines will be utilized for all neighbourhood event requests at this time. They are designed to be adaptable to align with further recommendations and/or directives set forth by the PHO and/or the City of Kelowna and are based on the following:

- City of Kelowna Parameters
- Public Health Association of Canada (PHAC) Risk Assessment Framework
- Event Application & Management Plan

It will be the event organizer’s responsibility to develop a plan that demonstrates their ability to adhere to all parameters, requirements and directives as set out in the following sections.

CITY OF KELOWNA PARAMETERS

In order to permit events in public spaces and to ensure the success of their delivery, initial parameters have been established that support PHO directives and maximize the safety of all attendees and participants. As PHO restrictions ease, these parameters will be adjusted and a broader set of allowances will be permitted accordingly. Current parameters are as follows:

- Maximum attendance of 50 people
 - This includes all participants, volunteers, attendees, officials, etc.
- No liquor services
- No food services
- Maximum 2-hour event time
- Organizers need to submit a plan that will identify the management of all directives and considerations
 - Refer to the *PHAC Risk Assessment Framework* section below

Note: These parameters are subject to change and will be updated as the situation evolves.

PHAC RISK ASSESSMENT FRAMEWORK

When planning an event, organizers should be aware of all risk considerations as listed from the [Public Health Agency of Canada](#) as these will be taken into account when vetting the request. It is highly recommended that the event organizer reviews these considerations before submitting an event application to ensure they can meet all requirements. Areas of consideration are:

- 1) Population Attending the Event
- 2) Local Demographics and Epidemiology
- 3) Event Activities
- 4) Crowding
- 5) Event Duration
- 6) Event Resources
- 7) Health System Capacity
- 8) Geographic Location

EVENT APPLICATION AND MANAGEMENT PLAN

Neighbourhood event organizers will need to apply as per normal practices through the City of Kelowna's Neighbourhood Event application system. In addition to the regular application requirements, organizers will be required to develop a COVID-19 Management Plan based on Provincial and Federal directives and recommendations. Completed plans will be assessed by the City's Strong Neighbourhoods Team and discussed with the event organizer.

The following instructions have been provided to assist event organizers in the development and implementation of their COVID-19 management plans:

- Review all [BCCDC](#) and [Public Health Agency of Canada](#) guidelines and recommendations
- Assign a dedicated person/team to monitor and educate mitigation measures
- Describe the communication methods that will be used to educate attendees and participants on mitigation measures (i.e. signs, announcements, etc)
- Determine if event participants and/or attendees are at increased risk of severe disease and/or spreading COVID-19
- Ensure participants are not engaging in activities that promote transmission
- Incorporate measures such as physical barriers, identification markers or spacing mechanisms that maintain at least a 2 metre distance between participants and/or attendees
- Hold all aspects of your event outside
- Design entry and exit points in a way that enhances flow and prevents crowding and bottlenecks (i.e. spaced lineups, staggered arrivals, etc.)
- Supply ample hand hygiene stations (i.e. hand sanitizers or washing sinks)
- Schedule dedicated personnel to continuously clean high-touch areas
- Consider temperature screening of participants, attendees, volunteers, officials, etc.
- Provide personal protective equipment (PPE) such as masks and gloves as required (ie.. staff, volunteers, etc)
- Contact Interior Health for the latest news and updates and for any medical-related questions

CITY OF KELOWNA ACTIVE LIVING & CULTURE DIVISION

Active Living and Culture delivers a wide range of multi-age programming for individuals of all abilities and social-economic levels that promote active lifestyles and neighbourhood connectivity.

STRONG NEIGHBOURHOODS GUIDING PRINCIPLES:

The guiding principles for the Strong Neighbourhoods Program are as follows:

- A resilient/vibrant community is made up of strong neighbourhoods.
- Strong neighbourhoods are places where people have a high level of attachment to the neighbourhood through a culture of connection and engagement.
- Citizen attachment is cultivated not only by what the City provides, but also how citizens who are inspired, involved and empowered contribute to the community and their neighbourhood environment.

STRATEGIC ALIGNMENT

This program supports the City's objectives as referenced through the following:

- The City's mission of leading the development of a safe, vibrant and sustainable city
- The corporate plan of engaging communities
- Council's focus of ensuring healthy, safe, active & inclusive community

Neighbourhood Events is one of many supported programs provided by Active Living & Culture and the City of Kelowna. Information about other opportunities is available at kelowna.ca

INTRODUCTION

One of the ways the Strong Neighbourhoods program supports neighbours in connecting to each other is through the Neighbourhood Events program. This program is for residents of Kelowna who want to host a get-together with their neighbours and would like a little help along the way. Whether you're looking to host a condo or block party, neighbourhood scavenger hunt, picnic, porch concert or neighbourhood clean-up, we can help!

The Neighbourhood Event program provides the following support, for free:

- **Pre-Event Planning:** support includes booking public spaces, inviting neighbours, neighbourhood building activities and more.
- **On-Site Support:** City staff provide 2-hrs of on-site help the day of your event plus time for set-up and take-down.
- **Access to Equipment:** access to the mobile event trailer and its contents is currently suspended until further notice. However, the Meet your Street Kit, consisting of lawn games, is available to help animate your social. Game selection is limited. Please contact the Community Development Coordinator for more information.
- **Access to Resources:** resources such as nametags, conversation starter cards, and contact cards are available to help connect neighbours.

NEIGHBOURHOOD DEFINITION

For the purpose of the Neighbourhood Events Program, 'neighbourhood' is defined as the area that surrounds someone's residence. Therefore, if you are an applicant, your neighbourhood is your block or street and the immediate surrounding area, within a reasonable walking or cycling distance.

ELIGIBILITY

Any resident or non-profit organization of Kelowna interested in hosting a neighbourhood event. Event planning experience is not required. The proposed event must take place in a neighbourhood within City of Kelowna boundaries.

Applicants are limited to receive full support (mobile event trailer and staff) for one neighbourhood event per year up to a maximum of two years. After reaching the 2 year maximum, residents are encouraged to continue hold neighbourhood events by utilizing resources in their neighbourhood and are welcome to borrow the Mini Event Toolkit to support their event. This is so Strong Neighbourhoods can work with other neighbourhoods that have not yet received support.

SUPPORTED EVENT TYPES

Examples of the types of events that can be supported by the Strong Neighbourhoods program:

- block parties/BBQs/picnics
- free-cycling events
- skill/tool exchanges
- picnics
- neighbourhood clean-ups
- vertical building parties
- scavenger hunts
- porch concerts
- emergency preparedness training

***All events must be free, inclusive, neighbourhood driven and neighbourhood based**

NON-SUPPORTED EVENT TYPES

An event cannot be supported if:

- It is a fundraiser
- It is a political or religious activity
- The presence, sale or consumption of alcohol is involved
- It violates any City of Kelowna bylaws
- It is a private or closed function, e.g., a birthday party
- If it is hosted by a for-profit business or group
- If attendance is expected to be more than 50

OTHER CONSIDERATIONS

Depending on the event, other considerations may need to be taken into account or required, such as additional permits or approvals. Examples include:

- **Road closures:** if requesting a street closure for your event, a Road Usage Permit from Strong Neighbourhoods is required. You will need to discuss your plan with a Community Development Coordinator for next steps including obtaining signatures from the affected residents.
- **Food service:** potlucks or sharing of food is not permitted until further notice.
- **Access to power:** if the event is in a park and requires power, please discuss the options with a Community Development Coordinator.
- **Waste removal:** event organizers are responsible for removing and disposing any resulting garbage and/or recyclables.
- **Noise:** must be kept at a respectable level for the consideration of your neighbours (i.e. quiet time 10pm).
- **Event promotion:** All event promotions must be neighbourhood based. Event announcements on channels that would reach a city wide audience are not permitted.

*Permits and permissions do not need to be in place prior to applying for Neighbourhood Event support.

TIMELINES

Application forms will be available beginning March 16th, 2020 and accepted on an ongoing basis. It is highly recommended that applications be submitted a minimum of four weeks prior to the event date in order to ensure ample time for review and to address any potential concerns. Applications that are submitted two weeks or less from the proposed event date cannot be considered. The last possible date for an event is October 18, 2020.

***A maximum of 25 events can be supported in 2020.**

APPLICATION CRITERIA

All events must:

- Enhance neighbourhood life
- Foster neighbourhood participation
- Ensure all neighbours feel included and welcomed
- Occur within the applicant's neighbourhood and only include the applicant's neighbourhood

DECISION MAKING PROCESS

Applications will be reviewed by the Community Development Coordinators who will:

- Review applications weekly
- Consult with applicable City departments depending on the nature of the proposed event
- Evaluate the applications based on the program criteria
- Applicants will be notified of the final decision within two weeks of submitting an application. In some cases, applicants may be asked to provide additional information before a final decision can be made

WORKING TOGETHER

Once an event has been approved, the City of Kelowna will:

- be available to work with the organizer through planning and implementation of event; and
- coordinate staff support for the applicant's event for a maximum of two hours, plus additional time for setup and take down.

Once an event has been approved, the neighbourhood event organizer will be required to:

- sign a letter of agreement that will clearly outline the roles and responsibilities of the organizer and the City of Kelowna;
- provide proof of any applicable insurance coverage and permits prior to the event;
- coordinate at least three neighbours from different households to help with set-up and take-down;
- provide a site map two weeks prior to event date for approval;
- recognize the City of Kelowna on all event promotions and communications and send a copy of the promotion(s) to the Community Development Coordinator for review prior to inviting neighbours;
- provide a minimum of three photos and signed photo release forms from the event and a story that can be shared on the Strong Neighbourhoods webpage; and
- complete a short final report within 15 days of completion of the event.
 - failure to submit a final report will affect future eligibility.

We look forward to helping you host a successful neighbourhood event!