



## Neighbourhood Association Affiliation Program



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## Guiding Principles

The Neighbourhood Association Affiliation Program operates on these principles:

- Everyone contributes: Every resident has valuable skills, time, or perspective to strengthen their neighbourhood.
- Connection builds attachment: Strong neighbourhood engagement creates deeper connection and attachment to the neighbourhood.
- Residents know best: Residents identify and solve neighbourhood priorities most effectively.
- Asset-based approach: Leverage existing community assets (skills, spaces, relationships) rather than focus solely on deficits.
- Partnership and empowerment: Neighbourhood associations are vital partners with the City in building thriving communities.
- Accessibility, diversity and inclusion: Actively reach and welcome underrepresented residents to ensure all voices contribute.

## Definitions

**Neighbourhood association** - A volunteer-led, not-for-profit group of residents from the same area. These associations foster neighbourhood belonging and connection through grassroots initiatives, local improvements, and collaborative neighbourhood projects.

**Affiliated neighbourhood association** - A community organization that is formally recognized by, and works collaboratively with, the City of Kelowna in accordance with these guidelines.

**Foundational operating grant** – Funding that supports eligible neighbourhood associations that have entered into an affiliation agreement with the City of Kelowna.

**Affiliation agreement** - A formal written agreement between an affiliated neighbourhood association and the City of Kelowna outlining their mutual responsibilities, expectations, and benefits.

## Description and Objectives of the Affiliation Program

The City of Kelowna values neighbourhood associations that actively foster resident connection and engagement through programs, events, and services that enhance quality of life. The **Neighbourhood Association Affiliation Program (NAAP)** establishes a formal relationship between the City and eligible associations that are committed to building strong neighbourhoods.

## Benefits of Affiliating with the City of Kelowna

Affiliating with the City of Kelowna provides neighbourhood associations with access to funding for ongoing operations and initiatives, as well as capacity-building opportunities that enhance resident engagement and overall visibility within the neighbourhood. The success of a neighbourhood association depends on the commitment of its members; the stronger the association, the more effective it will be in fostering a sense of belonging, safety, and well-



being for the residents it serves. Neighbourhood associations that meet the eligibility criteria and uphold these guidelines will receive the following support from the City of Kelowna.

### **General Operating Funding**

- An annual Foundational Grant of \$5,000 may be available to support the operational needs and the direct delivery of events, programs, and services benefiting Kelowna residents.

### **City Communications**

- Streamlined avenue for communications with internal City departments.
- Events featured on City of Kelowna calendar (subject to approval).
- Notifications of local events, engagement opportunities, and neighbourhood initiatives.

### **Staff Support**

- Grant applications
- Neighbourhood event support
- Collaborative meetings

### **Increased Visibility**

- Affiliation raises the association's profile, helping attract volunteers, sponsors, and community support.
- This visibility strengthens the association's ability to deliver projects and programs addressing local needs.

### **Enhanced Belonging**

- Affiliation fosters civic pride and a stronger sense of community among residents.
- Active City connections encourage greater participation in neighbourhood initiatives.

### **Networking Opportunities**

- Affiliated associations connect with other neighbourhood associations and community groups.
- Associations share experiences, best practices, and challenges to build a more vibrant, resilient, and connected neighbourhood.

### **Capacity Building**

- Affiliation provides access to workshops and training on governance, community development, and communication.
- Associations build leadership skills for stronger engagement and effective operations.



## **Foundational Operating Grant**

A Foundational Operating Grant of \$5,000 per year may be awarded to eligible neighbourhood associations that have an active affiliation agreement with the City of Kelowna. These funds must be used for the direct delivery of services and activities that benefit residents of Kelowna.

### **Eligible Activities and Expenses**

Core operating activities and expenses that support sustainability of the association and the development or delivery of programs and services to residents of the neighbourhood, such as:

- Equipment and facility rentals.
- Membership fees related to professional development.
- Promotional material and translation services.
- Payments to contractors, performers, and other service providers.
- Website maintenance and other communication tools.
- Insurance premiums and permit fees.
- Governance support services (for example, accounting and bookkeeping, bylaw development, minute taking)
- Refreshments and materials for workshops, programs, and events.
- Events, projects, and initiatives that foster inclusion and strengthen community connections.

### **Ineligible Activities and Expenses**

- Bursaries and scholarships.
- Donating grant funds to a third party.
- Costs related to lobbying, or primarily political or religious activities.

## **Roles and Responsibilities of the City of Kelowna**

The City's role is to support neighbourhood associations so they can develop, thrive and grow, helping to build strong, resilient neighbourhoods. The responsibilities of the City of Kelowna include the following.

### **Administration**

The City of Kelowna will:

- Onboard additional neighbourhood associations through the program ongoing.
- Assign the Strong Neighbourhoods team to implement and monitor the conditions of Affiliation Agreements.
- Ensure a City staff member can attend an Annual General Meeting upon the association's request (see "Affiliated group roles and responsibilities" for request details).
- Assist neighbourhood associations with preparing grant applications for community projects or events.



- Assist with booking support for neighbourhood events. Groups wishing to book meeting space at City-owned facilities must complete the Rental Enquiry Form at: [Facility Rentals | City of Kelowna](#).
- Provide oversight and guidance to help ensure affiliation programs align with the City's overall vision and objectives.
- Assist residents who are interested in establishing and maintaining neighbourhood associations.

### **Public Awareness**

The City of Kelowna will:

- Share the contact information and approved links for affiliated neighbourhood associations on the Strong Neighbourhoods page at [Kelowna.ca/neighbourhoods](http://Kelowna.ca/neighbourhoods), with each association's consent.
- Highlight events, activities, and accomplishments of affiliated neighbourhood associations when providing updates to Council and the public about the affiliation program.
- Help amplify community-building activities and events organized by the affiliated association through City communication channels, which may include (but are not limited to):
  - Strong Neighbourhoods web page: Featuring neighbourhood association activities, events, and services.
  - E-Newsletter: Include highlights of neighbourhood association initiatives in electronic newsletters distributed to residents.
- Invite affiliated neighbourhood associations to host an information booth at the Park & Play program, where appropriate.

### **Communication**

The City of Kelowna will:

- Acknowledge and respond to messages sent to the central intake email ([neighbourhoods@kelowna.ca](mailto:neighbourhoods@kelowna.ca)) in a timely manner.
- Provide tools and resources to help neighbourhood associations stay informed about City news, programs, events, and services.
- Offer learning opportunities on appropriate channels for raising concerns and communicating with the City.

### **Capacity Building Workshops**

The City of Kelowna will:

- Offer mandatory capacity-building workshops annually to strengthen participants' operational skills and community-building capabilities.

### **Program Evaluation and Reporting**

The City of Kelowna will:

- Assess the successes and challenges of the affiliation program.



- Prepare and submit regular reports to City Council and the public.

*The City of Kelowna may request additional information at any time. The City is not liable for decisions or actions made by any group or its members. The City will only intervene if a group's actions violate the terms of the agreement.*

## **Affiliation Criteria**

To be recognized as an affiliated neighbourhood association, the group must meet **all** of the following criteria and enter into an Affiliation Agreement with the City of Kelowna:

- Be physically located within the City of Kelowna boundaries.
- Be registered as a not-for-profit society under the BC Societies Act at the time of application.
- Operate under established not-for-profit governance principles, demonstrated by:
  - An elected volunteer board of directors or executive.
  - Adherence to constitutional bylaws.
  - Provision of financial statements.
  - Holding annual general meetings.
- Have a clear mission or purpose statement that promotes community well-being and enhances quality of life for residents within the neighbourhood.
- Demonstrate a commitment to enhancing the neighbourhood using an asset-based community development approach.
- Operate inclusively, welcoming all people regardless of race, ethnicity, gender, sexual orientation, religion, age, disability, or socio-economic status.
- Foster community engagement through an active membership base of residents within the direct neighbourhood.

## **Excluded Groups for Affiliation**

To participate in the affiliation program, the organizations **must not** be any of the following:

- Unincorporated committees, groups, or individuals.
- Public or private educational institutions (such as schools, universities, colleges, training organizations).
- Faith-based groups.
- For-profit businesses.
- Political parties.
- Organizations whose mandates, operations and activities are not aligned with the program objectives, description or eligibility requirements.
- Neighbourhood associations whose primary purpose, goals, or objectives directly oppose or conflict with the City of Kelowna's community vision, as outlined in [Imagine Kelowna](#).
- Organizations with outstanding reporting requirements for any previous grants from the City of Kelowna.



## Roles and Responsibilities of Affiliated Groups

Neighbourhood associations play a crucial role in building community by fostering communication, collaboration, and a sense of belonging among residents. Below are the responsibilities of affiliated neighbourhood associations.

### Administration

Affiliated neighbourhood associations will:

- Keep the Community Development Coordinator informed of all community activities.
- Comply with all relevant City of Kelowna policies, bylaws, and regulations that apply to their activities and responsibilities under the affiliation agreement.
- Acknowledge financial support from the City of Kelowna on communications and promotional materials related to events or initiatives funded through grants, and follow the City's logo [usage guidelines](#).
- Submit an annual report that includes three high-quality, clear photographs of your activities over the year. The report must also describe:
  - Activities, use of grant funds, accomplishments, and challenges.
  - Membership numbers and strategies used to engage residents.

*Annual reports will be considered when evaluating future affiliation applications. Final reports are due **November 30, 2026**.*

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- Provide the City with a map that clearly defines the neighbourhood area from the association's perspective.

### Financial Obligations

Affiliated neighbourhood associations will:

- Maintain accurate records and accounts of grant fund expenditures and provide access to these records upon request from the City.
- Use grant funds strictly as described in the approved application.
- Include a detailed breakdown of grant funds that were allocated within the annual and final reports.

### Insurance and Liabilities

Affiliated neighbourhood associations will:

- Consider maintaining Directors & Officers' liability insurance to protect board members and executives.
- Obtain General Liability insurance for any grant-funded public events.
- Indemnify and hold harmless the City of Kelowna, its elected and appointed officials, officers, employees, agents, successors and assigns from all claims, costs, and expenses arising from:
  - Any breach of the association's obligations under this Agreement; or
  - Any personal injury, death, property damage, or loss resulting from acts or omissions of the association, its officers, employees, or agents.



*These indemnification obligations will survive the expiry or earlier termination of the Affiliation Agreement.*

- Ensure that the association, its directors, officers, volunteers, or employees do not take any action that is intended to (or reasonably expected to) harm the City's reputation or lead to unfavourable publicity for the City.

*This restriction does not apply to actions required by legal process or responses to authorized inquiries from courts or regulatory bodies.*

### **Activities and Programs**

Affiliated neighbourhood associations will:

- Organize one or more neighbourhood-based activities, programs, or events each year.
- Engage residents and local businesses to build community connections and a sense of belonging.
- Commit to at least **two** of the following community-building activities:
  - Offer programs or workshops for neighbours.
  - Coordinate community safety or emergency preparedness initiatives.
  - Support neighbourhood enhancement projects.
  - Recruit and provide volunteers for community events.
  - Participate in Park & Play events to raise awareness of the association.

### **City Interaction**

Affiliated neighbourhood associations will:

- Notify the City in writing immediately of any changes in the group's executive, board, or constitution.
- Ensure at least **one** board member attends each mandatory workshop (additional members are encouraged to participate).
- Provide **at least four weeks' prior notice** for requests for City staff attendance or presentations at the monthly or Annual General Meetings:
  - Submit requests to [neighbourhoods@kelowna.ca](mailto:neighbourhoods@kelowna.ca).
  - Include a meeting agenda with a designated time slot for the City staff representative.
  - List any specific questions or topics for staff in the initial request.

*Note: Staff presentations are limited to the board and association members only.*

### **Application Process**

Neighbourhood associations seeking affiliation with the City of Kelowna must submit their applications online through the Strong Neighbourhoods webpage at [Neighbourhood Associations | City of Kelowna](#).

### **Review and Timeline**

Upon submission, applicants can expect:

- City staff review applications for eligibility and completeness.
- Prompt responses to any questions or requests for clarifications.



- Notification of decisions via email within **four weeks** of submission.

### Next Steps for Successful Applicants

- Receipt of a confirmation letter, Affiliation Agreement, and detailed instructions, including terms, feedback, or follow-up items, and a funding timeline (if applicable).
- Signing the Affiliation Agreement to formalize the partnership and outline shared responsibilities and benefits.

*Note: Submission of an application does not guarantee approval and affiliation.*

### Assessment Criteria

In addition to meeting the basic eligibility criteria, successful applicants will demonstrate:

- A completed and thorough application.
- A realistic plan to grow membership and ensure diverse representation within the neighborhood.
- A commitment to collaborate through appropriate City channels.
- Attendance at a minimum of two workshops annually.
- Strong financial responsibility and accountability.
- A clear plan for organizing community events, programs, or initiatives that strengthen social connections and neighbourhood well-being.

### Support for Ineligible Groups

If a neighbourhood association does not qualify for affiliation, the City will still offer:

- Printing assistance for up to 500 copies per calendar year of neighbourhood posters or handouts.
- Staff support for incorporation, board development, and policy guidance.
- Assistance with networking and benchmarking alongside other neighbourhood associations.

### Project Timelines and Milestones

2026	
Baseline Survey Session for currently affiliated associations	February, 2026
Application for affiliation deadline	April 17, 2026, at 9am
Decisions announced	May 8, 2026
Baseline Survey Session for new affiliated associations	May, 2026
Workshop 1	June 2026
Workshop 2	Fall 2026
The Inspired City Summit: Impact 2026	April 11, 2026
Annual Report Deadline	November 30, 2026



## **Reconsideration Process**

Applicants dissatisfied with an affiliation decision may request clarification within 14 days of decision. If still in disagreement, they may submit a formal reconsideration to the Director of the Active Living & Culture Division within 30 days.

*The City reserves the right to postpone distribution of some or all funds until all funding decisions are resolved.*

## **Maintaining Affiliate Status**

Affiliation status will remain in effect unless either party provides written notice at least 60 days prior to requesting changes or to terminate the agreement. All affiliation applications and renewals are subject to final approval by the Director of Active Living & Culture (or designate).

Neighbourhood associations may terminate affiliation at any time by submitting a written request, signed by executive members, to the Strong Neighbourhoods Community Development Coordinator.

The City may terminate affiliation immediately, denying future assistance requests, if the association:

- Demonstrates inadequate financial management of grant funds.
- Violates its constitution, bylaws, or BC Societies Act requirements.
- Bypasses established City processes.
- Misrepresents City data, processes, or plans causing confusion or conflict.
- Engages in actions that contravene program guidelines.
- Violates provincial, federal legislation or municipal bylaws.
- Fails to submit required annual reports.
- Subjects City staff to discrimination, harassment, bullying, threats, profanity, or obscenities.
- Fails to attend the mandatory annual workshops.

The Strong Neighbourhoods department may review relevant documents - including financial records related to grant, promotional materials, policies, and procedures pertaining to this Agreement – at any time upon request. Failure to provide requested documentation may result in revocation of affiliation status.

## **Privacy and Confidentiality**

All documents submitted by applicants to the City become the property of the City. General information about the organization/project, including the funded amount and the organization being funded under the program may also be released. The City will not release any additional information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.