

2024 Strong Neighbourhoods Neighbourhood Event Guidelines

Application intake begins: March 1, 2024

These guidelines have been revised for 2024 – previous versions no longer apply.

If you have questions after reviewing these guidelines, please contact the Strong Neighbourhoods staff.

Mandy Pollard,
Community Development Coordinator
250-469-8684
mpollard@kelowna.ca

2024 Neighbourhood Events
Active Living & Culture Division
Strong Neighbourhoods
101-1360 Ellis Street
Kelowna, BC, V1Y 2A2
Hours: Monday to Friday, 8am to 4pm

CITY OF KELOWNA ACTIVE LIVING & CULTURE DIVISION

CORE PRINCIPLES

The City of Kelowna's Active Living & Culture Division administers several grant programs and services for the community which:

- Encourage active healthy lifestyles.
- Build strong neighbourhoods.
- Nurture lifelong participation in sport.
- Enhance cultural vibrancy.
- Facilitate social sustainability.
- Support effective management and operation of sport, recreation, and cultural facilities.

Residents seeking funding support from the City of Kelowna through any of the grant programs administered by the Active Living & Culture Division should be aware of and align with one or more of these core principles.

VALUES

Residents receiving support from the City of Kelowna will adhere to the following principles:

- *Accessibility, diversity, and inclusion*: Residents will ensure that no individual is unfairly excluded based on factors such as religion, ethnicity, gender, age, sexual orientation, language, or income.
- *Accountability and fiscal responsibility*: Residents will utilize resources ensuring effective and efficient use.
- *Innovation*: Residents will strive to pioneer and discover new solutions to challenges.
- *Optimizing value*: Residents will seek to maximize the value and impact of existing resources.
- *Partnerships and collaboration*: Residents will actively engage in cooperative efforts with others to harness energy, talent, and resources for collective benefit.

STRONG NEIGHBOURHOODS GUIDING PRINCIPLES

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

- A resilient and 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.

NEIGHBOURHOOD DEFINITION

For the Neighbourhood Events Program, the term 'neighbourhood' is specifically defined as the vicinity surrounding an individual's residence. Therefore, if you are applying, your neighbourhood comprises your block or street and the immediate surrounding area, within reasonable walking or cycling distance.

ELIGIBILITY

Residents and not-for-profit organizations in Kelowna interested in hosting neighborhood events are welcome to apply. No prior event planning experience is necessary. Events must occur within the boundaries of the City of Kelowna.

Successful applicants may receive support for one neighbourhood event per year for a maximum of two years. Upon reaching the two-year limit, residents are encouraged to continue hosting neighbourhood events using resources within their community. They may also borrow the Meet Your Street Kit to facilitate their event, allowing Strong Neighbourhoods to assist other neighbourhoods in need of support.

SUPPORTED EVENT TYPES

We will support the following types of events, if they're outdoor, free, inclusive, and neighbourhood driven/based:

- ✓ Block parties/BBQs/picnics.
- ✓ Porch concerts
- ✓ Movie in the park
- ✓ Condo festivities
- ✓ Scavenger hunts
- ✓ Neighbourhood clean-ups
- ✓ Emergency preparedness training
- ✓ Trash to treasure free-cycling.
- ✓ Skill/book/toy/tool/plant exchanges

NON-SUPPORTED EVENT TYPES

An event can't 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 350 people

OTHER CONSIDERATIONS

Depending on the nature of the event, additional permits or permissions may be necessary. Applicants are not required to have permits or permissions in place before applying for neighbourhood event support. A Community Development Coordinator will assist in securing any necessary requirements.

- **Road closures:** If a street closure is needed, a road usage permit from Strong Neighbourhoods is necessary. Organizers must maintain a six-metre emergency lane throughout the event. They should discuss their plan with a Community Development Coordinator for guidance, including obtaining signatures from affected residents.

- **Food service:** Events serving food may require a permit from Interior Health.
- **Access to power:** If the event requires power in a park, options can be discussed with a Community Development Coordinator.
- **Waste removal:** Organizers are responsible for removing and disposing of any resulting garbage and recyclables.
- **Noise:** Noise levels should be respectful to neighbours, adhering to quiet hours (e.g., quiet 10pm).
- **Promotions:** Event promotions must be neighbourhood-based. Announcements on channels reaching a city-wide audience are not permitted.

TIMELINES

Application forms will be accessible starting March 1, 2024, and will be accepted on an ongoing basis. To allow for thorough review and to address any possible concerns, it's strongly recommended that applications be submitted at least four weeks before the event date. Applications submitted less than three weeks prior to the proposed event date cannot be considered.

Events are scheduled to commence on May 6th, 2024, with the final event date set for October 27th, 2024. Please note that a maximum of 25 events can be supported in 2024.

APPLICATION CRITERIA

All events must adhere to the following:

- Enhance neighbourhood life.
- Foster neighbourhood participation.
- Ensure all neighbours feel included and welcomed.
- Occur within the applicant's neighbourhood and exclusively involves the applicant's neighbourhood.

DECISION MAKING PROCESS

The Community Development Coordinators will handle the application review process, which includes:

- Weekly review of applications.
- Consultation with relevant City departments based on the proposed event's nature.
- Evaluation of applications according to program criteria.
- Notification of applicants regarding the final decision within two weeks of application submission. In certain instances, applicants may be requested to provide supplementary information before a final decision is reached.

WORKING TOGETHER

Once an event receives approval, the City of Kelowna will:

- Aid the organizer throughout the event planning and execution process.
- Arrange staff support for the applicant's event, totaling a maximum of three hours, in addition to setup and takedown time.

Upon approval, the neighbourhood event organizer must:

- Sign a letter of agreement delineating the roles and responsibilities of both the organizer and the City of Kelowna.
- Provide proof of any necessary insurance coverage and permits before the event.
- Coordinate at least three neighbours from different households to help with setup and takedown.
- Submit a site map for approval at least two weeks prior to the event date.

- Acknowledge the City of Kelowna in all event promotions and communications, with promotion materials subject to review by the Community Development Coordinator before distributing to neighbours.
- Supply a minimum of three event photos along with signed photo release forms, as well as a story suitable for sharing on the Strong Neighbourhoods webpage.
- Complete a short final report within 15 days following the event's conclusion. Failure to provide this report will impact future eligibility.