

2025 Strong Neighbourhoods Neighbourhood Event Guidelines

Application intake begins: March 1, 2025

These guidelines have been revised for 2025 – previous versions no longer apply.

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

Tara Domonkos
Community Development Coordinator
778-738-3415
tdomonkos@kelowna.ca

2025 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 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 support from the City of Kelowna through any of the programs administered by the Active Living & Culture Division should be aware of and align with one or more of these core principles.

VALUES:

Residents supported by the City of Kelowna will commit to the following values:

- **Accessibility, diversity and inclusion:** We welcome everyone to engage in quality experiences that showcase the unique identity of our community.
- **Accountability and fiscal responsibility:** We use resources effectively to leverage opportunities that optimize value and create impact.
- **Innovative:** We support forward-thinking solutions that anticipate needs and bring together a range of experiences to see the future in a different way.
- **Partnerships and collaboration:** Working with others to share energy, skills and resources.

STRONG NEIGHBOURHOODS GUIDING PRINCIPLES:

The Strong Neighbourhood Program is driven by these core principles:

- 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 support the following types of events, provided they are free, inclusive, and neighbourhood - driven/base:

- ✓ Block parties, BBQs, picnics
- ✓ Porch concerts
- ✓ Outdoor movie nights
- ✓ Condo or apartment events
- ✓ Scavenger hunts
- ✓ Neighbourhood clean-up initiatives
- ✓ Emergency preparedness workshops
- ✓ Trash-to-treasure events
- ✓ Skill, book, toy, tool or plant exchanges

NON-SUPPORTED EVENT TYPES

We are unable to support events that:

- × Are fundraising events.
- × Involve political or religious activities
- × Include the sale, consumption, or presence of alcohol
- × Violate any City of Kelowna bylaws
- × Are private or closed events (e.g., birthday parties)
- × Are hosted by a for-profit business or organizations

OTHER CONSIDERATIONS

Applicants are not required to have permits or permissions in place before applying for neighbourhood event support. A Community Development Coordinator may be able to provide guidance on any necessary permits

- **Road closures:** If a street closure is needed, a road usage permit from Strong Neighbourhoods is necessary. Organizers must maintain a six-meter 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. `

Depending on the nature of the event, additional permits or permissions may be required.

OUTDOOR EVENT PERMITS

An **Outdoor Event Permit** is required for events held on City property and may not be supported by the Strong Neighbourhoods program when any of the following apply:

- The event is deemed complex by the Event Services Office.
- Is a community wide event reaching farther than the immediate neighbourhood.
- Access to City services is required.
- A liquor permit is requested for an event on City property.
- Infrastructure required (portable toilets, stages, greater than 10'x10' tent, etc.)
- Vendors will be present.
- Inflatables will be present
- Anticipated attendance of 350 or more people.

For more information, visit [Plan an outdoor event | City of Kelowna](#).

TIMELINES

Application forms will be accessible starting **Feb 28, 2025**, 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 5, 2025, with the final event date scheduled for October 26, 2025.

Please note, a maximum of 25 events can be supported in 2025.

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 involves only the applicant's neighbourhood residents.

DECISION-MAKING PROCESS

The Community Development Coordinators will oversee 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:

- Help the organizer throughout the event planning and implementation 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. Note that public media announcements are not permitted.
- 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.
- Notify the Community Development Coordinator at least 7 days before the event if it is to be canceled. In exceptional circumstances (inclement weather or a family emergency), notify the coordinator of any changes or cancellations at least 4 hours before the event.