

Neighbourhood Events GUIDELINES

Applications will be accepted anytime, however, event approvals will not begin until April 1st, 2019.

These guidelines are effective January 1, 2019 – previous versions no longer apply.

Approved events must be held before October 15th, 2019.

If you have questions after reviewing these guidelines, you can obtain more information from Community & Neighbourhood Services staff.

Strong Neighbourhoods Program
(250) 469-8811
neighbourhoods@kelowna.ca

Strong Neighbourhoods Program
Community & Neighbourhood Services Branch
City Hall, Garden level
1435 Water St
Kelowna, BC V1Y 1J4
HOURS: Monday to Friday, 8:00 a.m. to 4:00 p.m.

CITY OF KELOWNA COMMUNITY & NEIGHBOURHOOD SERVICES

Community & Neighbourhood Services delivers a broad spectrum of sport, recreation and cultural programs throughout the community. They provide a wide range of multi-age programming for individuals of all abilities and social-economic levels that promote active lifestyles and neighbourhood connectivity.

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 a healthy, safe, active & inclusive community

Neighbourhood Events are one of the 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. **The following resources will be provided to successful applicants:**

- **support from a Community Development Coordinator throughout the planning process;**
- **access to the Event Mini Toolkit** (games and resources only) **OR the Mobile Event Trailer** (includes tables, chairs, tents, garbage/recycling bins, portable sound system and games);
- **five hours of on-site event day support included with the Mobile Event Trailer** (includes one hour setup and one hour take down);
- **financial support with up to \$100 to help cover event expenses** (amount based on applicant's budget and receipts must be submitted with the final evaluation report).

NEIGHBOURHOOD DEFINITION

For the purposes 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 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.

SUPPORTED EVENT TYPES

Examples of the types of events we can support:

- block parties/BBQ/picnics
- porch concert/backyard theatre
- scavenger hunt
- free-cycling events (plant/seed, book, toy exchange)
- emergency preparedness training
- neighbourhood sport tournament
- neighbourhood clean-ups
- vertical building parties
- skill/tool exchange

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

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 a street closure is required, 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: if the event involves serving food, a permit from Interior Health may be required
- 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
- Strong Neighbourhoods recommends that attendance is under 100 people, to ensure your guests are getting to know each other and fostering neighbourhood connections. Any event where attendance is expected to exceed 350 guests, will be required to contact the City of Kelowna, Outdoor Events team for approval, two months prior to event date, and will not be supported through the Strong Neighbourhoods team.
- Music/noise must be kept at a respectable level for the consideration of your neighbours (i.e. quiet time 10pm).
- All promotions for your event must be neighbourhood based, with no event announcements on channels that would reach a city wide audience.

Permits and permissions do not need to be in place prior to applying, a Community Development Coordinator will assist applicants in obtaining the necessary requirements.

TIMELINES

Applications will be accepted anytime, however, event approvals will not begin until April 1st, 2019. Applicants/events who have received Neighbourhood Event support in the last 12 months, will only be eligible to receive resource, planning and event mini toolkit support, in order to allow new applicants the opportunity to host a neighbourhood event. We recommend submitting your application as soon as possible as approvals are granted on a first come basis until budget reaches capacity. Event approvals will begin on April 1st and the last possible date for an event is October 15th, 2019.

*The maximum number of events supported will depend upon approved 2019 budget.

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 a Community Development Coordinator who will:

- Review and evaluate applications on an ongoing basis to determine eligibility
- Consult with applicable City departments depending on the nature of the proposed event
- A maximum of one event per day will be supported
- Applicants will be notified of the final decision within two weeks of submitting an application, beginning on April 1st. 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:

- A Community Development Coordinator will be available to work with the organizer through planning and implementation of event
- The 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
- City of Kelowna staff will support your event for a maximum of five hours, which includes one hour for setup and one hour for take down
- The event organizer will need to provide proof of any applicable insurance coverage and permits two weeks prior to the event
- The event organizer will need to provide a site map two weeks prior to event date for approval
- All event promotions and communications will need to recognize the contribution of the City of Kelowna and be approved by the Community Development Coordinator prior to distribution
- The event organizer will be required to provide photos from the event and a story that can be shared on the Strong Neighbourhoods webpage. We will provide photo release forms for the day of the event as well as a short guest survey to be handed out at the event for guest feedback.
- The event organizer will be required to complete a short event evaluation form to provide details such as the event's impact on the neighbourhood

Download the Neighbourhood Event Application online at kelowna.ca/neighbourhoods

QUESTIONS? If you have any questions please contact us.

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