



Festival of Neighbourhoods
✿ Kitchener ✿

Kitchener's Festival of Neighbourhoods

USEFUL CONTACTS & LOCAL RESOURCES

Festival of Neighbourhoods Tips

1. Thinking about Inclusion...

Who is in your neighbourhood - Seniors? Youth? People with different abilities? Newcomers? Immigrants? Families with young children? Single people?

This section gives ideas how to reach out depending on the makeup of your neighbourhood

- **Find ways to include youth!** (Information from the Kitchener Youth Action Council)
 - Consider providing free food and/or having contests/prizes for individuals who attend.
 - Consider having fun acts and attractions at the event such as clowns, fireworks (see page 6. for guidelines), games and/or music (possibly by youth)
 - Consider planning physical activity-such as tug-of-wars, baseball, basketball, street hockey.
 - Inform local high schools and middle schools in the area to have your activity announced.
 - Consider advertising using the Internet and social networking websites such as Facebook, Twitter and YouTube.
 - Ask youth what they would like to see or do
 - Say hi to any young people who attend, welcome them to the event
 - Offer community service hours to high school students who are involved in planning and/or helping out with the gathering. This is a great way to get volunteers!

- **Including people who have different abilities?** (Information from the Independent Living Centre)
 - Is the information about the activity being distributed in large font or alternative formats upon request for people with visual disabilities or for various reading levels.
 - Is the location of your gathering barrier free?
 - If the activity is outdoors, is the ground level enough for people with physical disabilities?
 - If your activity includes an educational or awareness component, you may wish to consider booking the Independent Living Centre's Kids on the Block puppets. They have an Activity Bag containing assistive equipment that can be borrowed for your event if it is available. They also may be able to offer some sensitivity training exercises. For further information about Kids on the Block, sensitivity training, or the Activity Bag, please contact The Independent Living Centre at **519-571-6788**.
 - For further information about making your event inclusive, please refer to the Government of Ontario's [Guide to Planning Accessible Events](#), or contact Paula Saunders at **519-571-6788**

□ **Find ways to support Seniors!**

- To discuss ways to include seniors and support senior participation in neighbourhood events, please contact: Carolyn Cormier, Adults 50+ Services Coordinator, c/o Rockway Centre, 1405 King St. East. Phone: **519-741-2200 extension 5345** or email carolyn.cormier@kitchener.ca

Consider ways to include seniors and support senior participation in neighbourhood events. Seniors might have limited mobility or other barriers to participating. Be attentive to their needs, offer them a chair if they want to sit, bring the food or the activity to them, or simply ask if there is anything that they need.

□ **Have you thought about including different cultural aspects?**

- YMCA Immigrant Services offer free workshops to generate enthusiasm about diversity, cultural awareness, anti-racism and related topics. Contact Janice Tuling at **519-579-9622 x 235** or email jtuling@ckwymca.ca to make arrangements.
- Groups and programs raise awareness and incorporate sharing and networking opportunities for newcomers. Please see www.ymcaimmigrantservices.ca.

Be sure to include neighbours who may not have English as a first language, or who may not be familiar with the neighbourhood activity. Can you make invitations in the spoken languages of your neighbourhood or simplify the English you use? Can you reach out to someone in the neighbourhood to help you with translation? You might want to encourage your neighbours to share their culture at the neighbourhood activity being organized. For example, if the activity involves food, music or dance, provide opportunities for everyone to share. If food is being served, be aware that people from other cultures may not eat certain foods, so ensuring that there is a variety of food choices, for example providing vegetarian options, is a good idea.

□ **Including people with different incomes and social backgrounds?** (Information from the Social Development Centre Waterloo Region)

- Getting to know your neighbourhood before the actual activity can be an important part of engagement. If there is significant income and cultural diversity in the area, visiting places where different groups gather or host activities, door knocking to meet the neighbours, building excitement and supporting word of mouth are all good ways to reach across diversity.
- Bonding and bridging activities can be designed specifically to bring people together around common issues and objectives. It can be beneficial to learning more about the current demographics, previous initiatives or active groups and organizations in the neighbourhood to be able to understand and connect with leaders, champions and influencers that can help you reach out in meaningful and respectful ways.
- Social Development Centre Waterloo Region has neighbourhood profiles and engagement tools you can use in order to create more inclusive activities. Get in touch at **519-579-3800** or info@waterlooregion.org.

2. Need Resources? Start here...

This list is intended for general information purposes and it is not guaranteed to be complete. We strongly recommend that you contact the appropriate department several weeks ahead of your activity or gathering to ensure you have the most up-to-date information possible to assist you in your planning, as well as to arrange for any required fee payments and complete the documentation required.

- The **Neighbourhood Activity Trunk** contains a large assortment of games, toys, and arts and crafts supplies, and is available for events registered with the Festival.
 - It must be booked in advance by calling 519-579-1096/*3009, emailing entries@festivalofneighbourhoods.ca or through the [Online Catalogue!](#)

- **Need equipment for youth events?**
 - Youth Services have some supplies (e.g., basketballs, volleyballs, footballs, soccer balls, car wash supplies, etc.)
 - For more information, email: youth@kitchener.ca

- Want to use a **mobile skateboard park**? How about booking the **Doon Skatium**? This mobile skateboard park can be booked through the City of Kitchener's Community Services department.
 - Contact a **Youth Services Coordinator at 519-741-2200 x 7603** or email youth@kitchener.ca.
 - Please note that there are fees involved to book the park on a daily or weekly basis.

- Interested in an **Arts-based project**? The arts can include visual art, theatre, dance, music, sculpture and other creative activities and they are an ideal way to bring people together.
 - Need to find artists? Check out the Directory available through the Arts Portal Waterloo Region online at <http://artsportalwr.ca>.

- Planning a public screening of a film? You will need a license from its distribution company. Listed below are some **Film Distribution Companies** that you can contact to find out what films are available and their licence fees.
 - Contact Audio Cine Film at **1-800-289-8887**, www.acf-film.com
 - Contact Criterion Pictures at **1-800-565-1996**, www.criterionpic.com

- The City of Kitchener rents out an inflatable screen for outdoor screenings
 - Contact number **519-741-2345**

- Want the **Fire Department** at your event?
 - Contact the Public Education Department at **519-741-2200 ext. 5552** at least 2 – 4 weeks before your event to finalize arrangements. Emergency calls take priority.
 - Take a tour of the neighbourhood fire station with an educational component on fire prevention and fire safety (maximum of 20 – 25 people)

- Want to include the **Police**? Here are some ideas...
 - Contact the Community Resources Branch at **519-650-8500 ext. 8863 or 8526**, fax 519-653-8336, or email communityresourceshq@wrps.on.ca to make arrangements for any of the following:
 - Presentations about specific topics: drug-use prevention and street proofing strategies.
 - Neighbourhood Safety Information Session – learn about crime prevention and home security.
 - Bike Rodeo – learn about bicycle safety through an interactive experience.
 - Cruiser and Information Display
 - Please contact 4-6 weeks in advance of your gathering

□ **Need litter clean-up supplies?**

Organize your own clean-up of a local park, public space or trail and make a positive difference for the local environment, as well as in the quality of life for you and your neighbours.

- The City of Kitchener supplies gloves and bags for community organized litter cleanups done around Earth Day. Register your clean-up for supplies and support (a [PDF of the registration form is also available](#)).
- For more information, please contact Joshua Shea at 519-741-2200/4177 or Joshua.shea@kitchener.ca.

3. Information...

This section provides information related to permits, legislation etc. We strongly recommend that you contact the appropriate department several weeks ahead of your event to ensure you have the most up-to-date information possible.

□ **Gas Fired Barbeques**

- For information on fire prevention call: 519-741-2495
- When having BBQ for others without selling, the fire department encourages you to BBQ more than 10' from a building or door, not under a canopy, and to have a good fire extinguisher handy.

□ **Refreshment License** – License Office: 519-741-2275

- Required for the sale of any food and drink items. Fee and application form.
- Applicants must also get approval from the Region of Waterloo Public Health Unit. Contact 519-883-2000.
- When selling food you prepare on a BBQ, a vendor's license and liability insurance are required. The barbeque must be tested and approved by a licensed gas fitter and a final signature must be obtained from the Fire Chief before the barbeque may be used.

□ **Fireworks**

In Kitchener, fireworks can only be set off the day before, day of and day after Victoria Day Canada Day and Diwali. Read more about where fireworks may be set off and how to keep safe on this City of Kitchener web page:

http://www.kitchener.ca/en/insidecityhall/Fireworks_safety.asp

- If you have questions, contact the Kitchener Fire Department 519-741-2495
- For emergency, always call 911

□ **Road Closures** – Transportation Planning: 519-741-2200 ext. 7373

- A written request must be made well in advance. Call for more details.
- The City of Kitchener does not require insurance for minor street parties. This does not preclude organizers from securing insurance if they wish. Alcohol is not permitted at minor street parties. All event organizers are asked to get the "No alcohol permitted" message out to attendees.
- All signage deemed necessary will be provided and placed by the departments.

□ **Temporary Vendor's License** – License Office: 519-741-2275

- This type of license is required for the sale of any goods, wares, merchandise or services. There is a fee and an application form.

□ **Garage/Craft Sales**

- Vendors must reside within the City of Kitchener. Otherwise, the vendor must obtain and pay for the necessary Temporary Vendor License (see above).

□ **Tents** – Building Division 519-741-2433

- Tents larger than 645 square feet, or a grouping of tents of this area less than 10' apart, require a permit from the Building Division, Kitchener City Hall, 5th floor.

- **Noise exemptions** - To get a noise exemption for a neighbourhood event (such as a small street party, BBQs, etc.) contact City of Kitchener bylaw staff to get an Application for Noise Exemption form 519-741-2330
 - A representative, of the gathering will need to fill out a short form with information about the event and contact info.
 - It will take approximately 2-4 weeks for bylaw staff to approve a request.

Neighbourhood Activity Trunk

The Neighbourhood Activity Trunk is an assortment of games and toys you might not readily have in your garage. You can book your favourite items and make sure neighbours of all ages will find something to do at your event.

Check out our new online catalog! The Neighbourhood Activity Trunk has a brand new look in order to help you pick out the best games and toys for your neighbourhood activity. See [the catalogue and the booking form online](#).



The Neighbourhood Activity Trunk (NAT) is an initiative made possible through the Social Development Centre Waterloo Region. It started as a resource for youth in neighbourhoods to encourage leadership and participation. Now, we offer it for rent to any neighbourhood on a first come first serve basis. **Remember to book early.** June and July are our busiest months!

The NAT is **free for activities led and organized by youth younger than 21**. It is **rented to all other groups** hosting a neighbourhood event for a \$25 fee. The fee covers the wear and tear costs and goes towards the upkeep of the trunk.

You can book the trunk by [submitting the filled out form](#) or by filling [it on-line](#).

If there is any other information that you are looking for, or if we can assist with extra resources or connecting you to a department or organization, please call or email us 519-570-3800 or entries@festivalofneighbourhoods.ca