

# Staff Report



Community Services Department

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**REPORT TO:** Finance and Corporate Services Committee

**DATE OF MEETING:** February 24, 2025

**SUBMITTED BY:** Mark Hildebrand, Director, Neighbourhood Programs and Services

**PREPARED BY:** Teagan McKenna, Manager, Community Centres,

**WARD(S) INVOLVED:** All

**DATE OF REPORT:** February 24, 2025

**REPORT NO.:** CSD-2025-079

**SUBJECT:** 2025 Neighbourhood Association Affiliation

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## **RECOMMENDATION:**

That the list of proposed Neighbourhood Associations, as attached to the Community Services Department report CSD-2025-079, be approved for affiliation for the year 2025 and added to the City's third-party liability insurance program.

## **REPORT HIGHLIGHTS:**

- The purpose of this report is to seek affiliation approval for Neighbourhood Associations.
- There are no financial implications to this report.
- Community engagement involved the Neighbourhood Association completing a renewal form to express their interest in reaffiliation. Ongoing, regular engagement with Neighbourhood Associations continues to be a priority.
- This report supports the delivery of core services.

## **BACKGROUND:**

In July 2002, Kitchener City Council approved Affiliation Policy (MUN-FAC-324) for Neighbourhood Associations. Developed jointly by City staff and NA representatives, the policy outlined the roles and responsibilities of both the NAs and the City, and clearly defined NAs access to City supports and resources. In June 2023 City staff introduced recommendations to update and modernize the policy (report CSD-2023-125), developed in consultation with NAs and reflecting current operations of Kitchener's 14 community centers.

To summarize, the updated policy requires NAs to:

- Be a voluntary, not-for-profit, non-partisan, non-denominational group based in a geographic neighbourhood within the borders of the City of Kitchener.
- Be inclusive of and responsive to the needs of the community within the specific geographic area defined by the group.

- Be open to the public and make this known through communication to the residents of that neighbourhood by, at a minimum, publishing a contact number or through other means such as a newsletter.
- Report their financial information to the City if they offer programs out of a City-owned community centre, and have generated more than \$20,000 in revenue during the previous fiscal year.
- Have some level of activity with, at minimum, a contact person.
- Publish an equity, diversity and inclusion policy for the association which commits to providing a variety of programs that meet diverse needs of the residents. (Staff to assist NAs to develop in 2025 for 2026 implementation).
- Have some structure for accountability.

The City of Kitchener provides affiliated NAs:

- Coverage by a commercial general liability insurance policy, provided through the Waterloo Region Municipalities Insurance Pool.
- Access to facilities, program grants, fee assistance program, staff assistance, use of the City of Kitchener's registration software, and printing for newsletters (subject to guidelines and budgetary availability).
- Access and use of our registration software for administrative purposes was identified and added as benefit to NA's
- Access to the City's inclusion support worker program at no cost to the NA
- Access to the City's Leisure access fee assistance program to cover all programming that is provided by NAs

#### **REPORT:**

Staff are seeking council's approval for the annual renewal and affiliation of NAs. This affiliation is reviewed and approved each year for the following reasons:

- To ensure that NAs on the list are active and continue to meet the criteria for affiliation,
- To ensure that the contact information for affiliated NAs is current, and
- To obtain permission to release contact information to the public and staff.

Twenty-two Neighbourhood Associations are being recommended for affiliation in 2025 (see attachment A for complete list by ward)

#### **STRATEGIC PLAN ALIGNMENT:**

This report supports fostering a caring city together and the delivery of core services.

#### **FINANCIAL IMPLICATIONS:**

There are currently no financial implications. Services to NAs are provided through the Neighbourhood Programs and Services budget and printing process.

#### **COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City's website with the agenda in advance of the council / committee meeting. The approved 2025 affiliation list will be shared with internal

divisions such as Information Technology, Clerk's, and Communications to maintain updated information for access by the public, Council and staff.

CONSULT – Staff have engaged with Neighbourhood Associations regarding the affiliation process and will confirm affiliation status for 2025 once approved. Ongoing information sharing, consultation, and collaboration are taking place with existing Neighbourhood Associations. Additionally, staff will continue to inform, consult, and collaborate with new and emerging groups about the affiliation process as needed.

**PREVIOUS REPORTS/AUTHORITIES:**

- MUN-FAC-324 Affiliation – Neighbourhood Association
- MUN-FAC-415 Facility Booking, Guidelines for Non-Profit Groups
- CSD-2023-125 Modernizing the City's Community Centre Operating Model and Related Guiding Policies

**APPROVED BY:** Michael May, Deputy CAO, Community Services

**ATTACHMENTS:**

Attachment A – List of 2025 Neighbourhood Associations