

# Staff Report



Community Services Department

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**REPORT TO:** Committee of the Whole

**DATE OF MEETING:** March 20, 2023

**SUBMITTED BY:** Mark Hildebrand, Director, Neighbourhood Programs and Services, 519-741-2200 x 7687

**PREPARED BY:** Steve Roth, Manager, Community Centres, 519-741-2200 ext. 7077

**WARD(S) INVOLVED:** All

**DATE OF REPORT:** March 10, 2023

**REPORT NO.:** CSD-2023-082

**SUBJECT:** Neighbourhood Association Affiliation 2023

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## RECOMMENDATION:

*That the list of proposed Neighbourhood Associations, as attached to the Community Services Department report CSD-2023-082, be approved for affiliation for the year 2023 and added to the City's third-party liability insurance program*

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## REPORT HIGHLIGHTS:

This report supports the delivery of core services.

## BACKGROUND:

In July 2002, Kitchener City Council approved the introduction of an Affiliation Policy for Kitchener Neighbourhood Associations (NAs). This policy and approval/renewal process was developed in collaboration with staff and Neighbourhood Association (NA) representatives. Its purpose is to ensure that NA groups on the official list receive access to City of Kitchener supports and resources. As well, the policy clarifies the role and responsibilities of the NAs and the City. As outlined in the policy, NAs will:

- 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.
- Have some level of activity with, at minimum, a contact person.
- 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.

\*\*\* This information is available in accessible formats upon request. \*\*\*  
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

- Access to facilities, program grants, staff assistance and printing for newsletters and flyers (subject to guidelines and budgetary availability).

**REPORT:**

The affiliation of NAs is approved and renewed annually 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.
- To ensure a respectful, trusting and collaborative partnership between the City and the Association.

Please find attached a list of twenty-five NAs being recommended for affiliation with the City of Kitchener in 2023 (see Appendix A).

**STRATEGIC PLAN ALIGNMENT:**

This report supports 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. However, as the population of the City of Kitchener increases and new neighbourhoods emerge, the current funding and support available to NAs will need to be reassessed to maintain the vibrancy and level of support to Kitchener neighbourhoods.

**COMMUNITY ENGAGEMENT:**

All Neighbourhood Associations interested in being reaffiliated have completed a form verifying their vision, mandate, programs and interests, and will be informed of affiliation status for 2023, once approved. Information sharing and collaboration will occur as appropriate with emerging neighbourhood groups regarding the process for affiliation.

The approved 2023 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.

INFORM – This report has been posted to the City's website with the agenda in advance of the council / committee meeting.

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

**ATTACHMENTS:** Attachment A – List of 2023 Neighbourhood Associations