

# Lonsdale Community Projects Guide



**United Way**  
British Columbia

Working with communities in BC's  
Interior, Lower Mainland, Central  
& Northern Vancouver Island



United Way British Columbia Hi Neighbour Lonsdale would like to express our gratitude and acknowledge that we live, work and play on the unceded territory of the xwməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaɬ (Tseil-Waututh) Nations. The Coast Salish people have been stewards of this land and we are grateful to come together as community here.



# Introduction

**United Way British Columbia – working with communities in BC’s Interior, Lower Mainland and Central & Northern Vancouver Island (United Way BC) Hi Neighbour is a place-based community initiative that empowers residents to make a difference in their local communities in ways that are meaningful to them; by building resident leadership, developing community ownership, and strengthening vital connections through numerous community projects, volunteerism and special events. United Way BC and the Hi Neighbour initiative are committed to centering justice, equity, diversity and inclusion in community engagement.**

Over the past five years Hi Neighbour Lonsdale has supported over 50 resident-led community projects and engaged with over 350 Community Champions and over 800 volunteers. Alongside Lonsdale residents and community partners, we have been a part of many initiatives including: monthly meetups, mural projects, Little Libraries, crafting projects, poetry sharing, movie nights, block parties, parklet activations, placemaking activities, a sweat lodge, PRIDE rainbow crosswalk painting and storytelling events. We connected and collaborated with local community partners, including the North Shore Pride Alliance, the City of North Vancouver, Carson Graham Secondary, the Canadian Iranian Foundation, Bean on 5th and Capilano University. Generous donors, including Neptune Terminals and the Dennis & Phyllis Washington Foundation supported Hi Neighbour during its various stages, furthering our impact in Lonsdale. We have been grateful to support the dedication, leadership, and joy of Lonsdale residents and their commitment to creating the community they want to live, play and work in.

Throughout the initiative, Hi Neighbour Lonsdale heard residents express a need for a compilation of resources and tools to create meaningful and engaging projects for the community. To support this need, we have created this community project guide with input from our community partners and Lonsdale residents. It is designed to provide residents and community leaders in Lonsdale with a comprehensive tool that can assist them in participating in community and creating and implementing successful community projects. Through this guide, we will provide you with success stories, tips to be involved in ongoing community initiatives or to start your own projects, including where to find volunteering opportunities, funding, how to find space, and other key factors that can contribute to successful community building. We hope that this guide will inspire, support, and encourage you to get involved in creating a more connected, inclusive and vibrant community in Lonsdale.





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For a digital copy of this guide as well as a list of the resources linked throughout the guide, visit <https://uwbc.ca/program/hi-neighbour/#lonsdale>.



# Community Projects Showcase



Hi Neighbour worked with incredible Lonsdale residents over the initiative. We thank everyone who has been a leader in our community and created inclusive community projects. We asked a few to share their stories and advice about ways to get involved in community.

## Crystal Cahill – Little Library Stewards



**How long have you lived in the Lonsdale area?** I lived in Central Lonsdale from 2017-2020 and continued with this project after moving to Blueridge (as the Little Libraries are spread out over the entire North Shore).

### **What was your project?**

We started mapping all the Little Libraries on the North Shore and created a group of volunteers to share about them, provide resources, lead events, and create a connected community through Facebook and Instagram.

### **What did you learn from your project and/or what impact did you see in the community as a result of your project?**

The project has connected so many different people and groups in the community, and many residents have built their own little libraries as a result. Other groups like the local Seed Libraries, kids groups, family meetups, and more have flourished in connection with the North Shore Little Libraries community group.

**What would you like to do next/where are you going to go from here?** We hope to continue growing our Facebook and Instagram pages and keep it a positive space to share all things Little Libraries. Members enjoy sharing which Little Libraries could use more book donations, which Little Libraries are overflowing and would love visitors, and often, which Little Libraries are hosting something special (for example, hand-painted bookmarks, colouring sheets for kids, or a local author's signed book!). In the future, we hope to continue hosting fun events and drop-offs!

**Words of advice for someone wanting to take on a community project?** Have great leadership, create a clear vision, and assign specific duties to members. Our group was successful because our United Way BC representative helped us develop what our vision and goals were for this project, kept us accountable to meetings, and helped us determine who should do what as we got off the ground!

**How can others be involved?** Anyone in the community can continue to join and participate in our group. We LOVE welcoming new members to our Facebook and Instagram pages, and it's a very engaged and welcoming group. New members can find Little Libraries to donate to, help with the construction of new Little Libraries, help create or run a special event, or simply, just find Little Libraries to visit and share books, crafts, and seeds.

To stay in touch or get involved, please join our [Facebook group](#) (North Shore Little Libraries) and check out the library map [here](https://tinyurl.com/2p83kh7d) (<https://tinyurl.com/2p83kh7d>).

## Me-An - Various Projects



**How long have you lived in the Lonsdale area?** 30 years

**What was your project?** I worked on numerous projects focused on bringing community together and sharing passions including Coffee, Poetry night, Tea & Poetry, Karaoke Night and Care for the Caregivers.

**What did you learn from your project and/or what impact did you see in the community as a result of your project?** That people from different cultural backgrounds can get together to share their love for poetry. I got to meet wonderful people from our community. In fact, I met one, through one of the events, who ended up collaborating with me to translate some of my poems into Farsi. I really thank United Way BC for making all of our events possible. We also got to support local businesses where we held our events.

**What would you like to do next/where are you going to go from here?** I was thinking of doing an event called Poetry, Painting and Sax. It's just a thought for now but the idea is to showcase local artists' painting/graphic illustrations, have local poets read their works, and have a saxophone player play their music.

**Words of advice for someone wanting to take on a community project?** Have people who can help and assist so that it's more fun to organize an event.



## Daniel Diaz – The North Film Club



### ***How long have you lived in the Lonsdale area?***

I've been living in the Lonsdale area for the past two and half years. It's been a wonderful time here.

### ***What was your project?***

The North Film Club. It was an exciting project where we brought movie lovers of all ages together to have fun in a welcoming environment!

### ***What did you learn from your project and/or what impact did you see in the community as a result of your project?***

Through our project, we learned that after COVID-19, people in the community were eager to connect and engage in activities where they could socialize safely. The North Film Club provided a fantastic platform for neighbours to come together, offering a safe space for children to have fun, socialize, and enjoy free toys and snacks. It was heartwarming to witness how movies brought everyone closer, and the event also encouraged people to explore other local attractions, businesses, and even the City Library, fostering a sense of community and togetherness in the area.

### ***What would you like to do next/where are you going to go from here?***

It was quite a journey managing the film club while studying for my bachelor's degree, but I'm so proud of what we've achieved! Looking ahead, I'm excited to apply for other grants and keep The North Film Club going strong through the winter. The Lonsdale

community has been incredibly supportive. I can't wait to enhance our movie nights by adding fun activities at the end of each film, bringing everyone closer together and building an even stronger sense of community!

***Words of advice for someone wanting to take on a community project?*** Take your time in planning: Carefully consider the expenses, activities, and promotion of the event. Platforms like Facebook paid ads and Eventbrite can be great resources.

Reach out to local love volunteers. Don't hesitate to seek help, advice, and networking opportunities from the wonderful community in your area.

Enjoy the journey! Most importantly, have fun with your project! Embrace the process and remember that making a positive impact in your community is an incredibly rewarding experience.





## **Rob Olson - Community Dinners Carson Graham**

**How long have you lived in the Lonsdale area?** 30 years

**What was your project?** Our Carson Graham Community Initiatives program has been operating for almost ten years now as a leadership program for our students. We have the privilege to be able to serve community dinners to people in our community.

**What did you learn from your project and/or what impact did you see in the community as a result of your project?** We have seen growth in ourselves and learned about the diversity and strength of people in our community. Our group has learned career skills such as cooking and organizational skills, and soft skills such as teamwork, communication and collaboration.

**What would you like to do next/where are you going to go from here?** We are continuing our program next year. We are looking at expanding our conversation classes and improving our food delivery. We hope to be able to provide more Foodsafe training and include some financial management and fundraising as part of our program. We are interested in continuing to build our newcomers' voices by offering more conversation classes!

**Words of advice for someone wanting to take on a community project?** Pick something you are passionate about and work with like-minded partners to make it happen.

**Contact me to get involved:** [Rolson@sd44.ca](mailto:Rolson@sd44.ca)

# Community Partners Showcase



**Hi Neighbour worked with many community organizations, the local municipality, grassroots community initiatives, businesses, and other community partners. We asked the North Shore Pride Alliance and City of North Vancouver to share their work in the community and how residents can be involved.**



## North Shore Pride Alliance

North Shore Pride Alliance (NSPA) is a social enterprise creating a 2SLGBTQIA+ inclusive community within North and West Vancouver.

Through outreach, advocacy, and action, North Shore Pride Alliance unites the diverse population in solidarity to overcome challenges and break down barriers and stereotypes. North Shore Pride Alliance's goal is to generate a safe, understanding, and empowering environment where we all have a sense of belonging.

North Shore Pride Alliance, through support from Hi Neighbour Lonsdale, continued to create safe spaces for the North Shore community during the COVID-19 pandemic and beyond. This looked like the activation of the Pride Parklet on Lonsdale, support for North Shore Pride Week and engagement with many local volunteers. The United Way BC team gladly gave their time, as well as energy and creativity to support our local 2SLGBTQIA+ community and the North Shore Pride Alliance mission to create safe spaces within the North Shore. Thank you again, United Way BC for your outstanding support and allyship.

If you would like updates on any of our future events or are interested in volunteer opportunities, please email [northshorepridealliance@zoho.com](mailto:northshorepridealliance@zoho.com).



NO Pride FOR Some OF US WITHOUT  
Liberation FOR All OF Us

MARSHA P. JOHNSON





## City of North Vancouver PLAY CNV: Enhancing Community Spaces through Placemaking

Placemaking in the City serves a vital role in transforming public spaces into people spaces, fostering community engagement, and building stronger connections with neighbourhoods. It involves various initiatives and activities aimed at improving city vibrancy and well-being. PLAY: Embrace the Space is the brand associated with the city's placemaking program.

### Goals of PLAY: Embrace the Space



Activate and enliven public spaces to:

- Bring together community
- Enhance a sense of belonging and collaboration among residents, and
- Build relationships with local businesses, City partners and community groups

### Initiatives of PLAY:

- [Seven City Parklets](https://www.cnv.org/parks-recreation/play-cnv/parklets) (<https://www.cnv.org/parks-recreation/play-cnv/parklets>)
- Reimagined laneways and plazas - Fun Alley, Living Lane, Civic Plaza, Rogers Plaza, Queensbury Village
- Pop-up programming throughout the year
- Events - Great Grand Boulevard Pumpkin Walk
- Open Streets Central Lonsdale - street seats, mural art and gardens

To get involved email [play@cnv.org](mailto:play@cnv.org)

# How to Connect with Your Community



## Connect with your community

Connecting with your community can help you meet like-minded individuals, develop a sense of belonging, better understand the issues affecting your local area, and create a stronger and more vibrant community for everyone involved.

Here are a few suggestions on how to engage with your community:

- Check out what's happening on the [Lonsdale Neighbourhood Facebook page](#) (@ Lonsdale Community Page)
- Participate in [community events and activities](https://www.cnv.org/parks-recreation/events) (https://www.cnv.org/parks-recreation/events)
- Join local clubs, organizations, or volunteer groups aligned with your interests and passions
- Attend community gatherings, such as town hall meetings or cultural festivals
- Volunteer for local organizations or participate in community service projects
- Introduce yourself to a neighbour
- Work at a cafe
- Take walks around your block
- Eat your lunch outside in public spaces
- Sit at a [city parklet](https://www.cnv.org/parks-recreation/play-cnv/parklets) (https://www.cnv.org/parks-recreation/play-cnv/parklets)
- Explore the [Shipyards](https://www.cnv.org/Parks-Recreation/The-Shipyards) (https://www.cnv.org/Parks-Recreation/The-Shipyards)

## Looking to volunteer

### Are you looking for ways to connect with others in your community?

United Way BC's iVolunteer program pairs individuals with organizations and causes they are passionate about, helping create healthy, caring, inclusive communities for everyone. Through the online hub, [www.ivolunteer.ca](http://www.ivolunteer.ca) non-profits post volunteer opportunities and volunteers find opportunities.

**Get involved today.** Create your [iVolunteer.ca account here](http://www.ivolunteer.ca) or scan this QR code.



Or you can watch short iVolunteer tutorial videos to help you

- [Create your United Way iVolunteer User Profile](https://www.youtube.com/watch?v=tpwwgMpvaBo) (https://www.youtube.com/watch?v=tpwwgMpvaBo)
- [Learn to navigate your Dashboard and edit your User Profile](https://www.youtube.com/watch?v=NXZo7jCEiSI) (https://www.youtube.com/watch?v=NXZo7jCEiSI)
- [Complete your Qualifications](https://www.youtube.com/watch?v=vq0jY6XBw2s) (https://www.youtube.com/watch?v=vq0jY6XBw2s)



# How to Create Community Projects



## What is the need or interest? What are your goals and objectives?

The first step is determining the needs in community and your interests and skill sets.

For example:

- Are you good at knitting and want to create community while working on a skill you love?
- Do you notice that there is a public space on your block that could have more potential for community gatherings?
- Have you heard others talk about interest in a book that you have been thinking about reading and would like to set up a book club to learn and share together?

### Some ideas of community projects:

- [Little Pantry Volunteer Team](https://www.ivolunteer.ca/need/detail/?need_id=627183)  
([https://www.ivolunteer.ca/need/detail/?need\\_id=627183](https://www.ivolunteer.ca/need/detail/?need_id=627183))
- [Spread a Little Love with Kindness Rocks](https://www.ivolunteer.ca/need/detail/?need_id=722551)  
([https://www.ivolunteer.ca/need/detail/?need\\_id=722551](https://www.ivolunteer.ca/need/detail/?need_id=722551))
- [Start a Community Wish Tree](https://www.ivolunteer.ca/need/detail/?need_id=722552)  
([https://www.ivolunteer.ca/need/detail/?need\\_id=722552](https://www.ivolunteer.ca/need/detail/?need_id=722552))
- [Start a Neighbourhood Emergency Hub](https://www.ivolunteer.ca/need/detail/?need_id=722553)  
([https://www.ivolunteer.ca/need/detail/?need\\_id=722553](https://www.ivolunteer.ca/need/detail/?need_id=722553))

## Who is this for? Who are you hoping to connect with?

For example:

- Your friends
- The neighbours in your apartment building
- The neighbours on your block
- Lonsdale residents who are interested in ....
- Single parents
- Youth
- Seniors
- Immigrants

## How many people are you planning for or expecting?

For example, you might be imagining a small group of people coming together (about 3-5), a medium-sized gathering (15+) or a larger community event (30+). Determining the scale can help you with next steps including how many other community leaders you would like to join you in the planning and where you might want to host it.





## Who would you like to work with to develop it?

At an early stage, you can reach out to your friends or neighbours, bring up your idea to a community group you are part of, or propose your idea on NextDoor app or Facebook page to see if anyone would like to join you.

## When you reach out, you may want to include:

- Information about your idea
- What inspired you
- Specific asks of what you are looking for (for example, for people to join you in the planning stages, for people with specific experience, or something else)
- Your contact information/best way to reach you
- Your specific time/day availability if applicable

## What is your budget? And where will you receive funding from?

There are many community projects that do not require funding (for example, a walking club), but for those that do, you can consider applying for local grants.

### *Tips for applying for grants*

1. **Research the grant thoroughly:** Before applying for any grant, make sure you understand the grant's purpose, eligibility criteria, and deadlines. You should also review the organization offering the grant, their mission and values, and their previous grant recipients.
2. **Follow the grant application guidelines:** Always read and follow the grant application guidelines carefully. Make sure you understand the format and submission requirements. Ensure that you provide all the required documentation and information.
3. **Write a compelling proposal:** Your proposal should be clear, concise, and compelling. Focus on the grant's purpose and how your project aligns with it. Explain your project's goals, objectives, and expected outcomes. If you can, use examples, statistics, and visuals to support your proposal.
4. **Collaborate with others:** Collaboration with other organizations or individuals can help strengthen your grant application. Working with other organizations can demonstrate your project's broader impact and increase the chances of success.
5. **Seek feedback:** Before submitting your grant application, seek feedback from colleagues or peers who have experience in grant writing. They can help identify areas for improvement and provide suggestions for enhancing your proposal.

## Local grants

### City of North Vancouver Community Grants

<https://www.cnv.org/community-environment/grants-funding/community-grants>

Community Grants support not-for-profit organizations serving local residents. The City of North Vancouver provides community grants to assist with the delivery of services for groups that work to reduce social, economic or physical disadvantage, and/or improve the quality of life for residents.

[Operating Grant](https://tinyurl.com/operating-grant) – (<https://tinyurl.com/operating-grant>) application for organizations applying for financial assistance with general operations

[Program Grant](https://tinyurl.com/nv-grant) – (<https://tinyurl.com/nv-grant>) application for individual projects/services/programs

Grant amount: Up to \$15,000.00

Deadline for applications is January 13 and September 15, annually unless otherwise noted.

### City of North Vancouver Living City Grant

[Living City Grant | City of North Vancouver \(cnv.org\)](https://tinyurl.com/living-city) (<https://tinyurl.com/living-city>)

City of North Vancouver Living City Grant provides funding to not-for-profit organizations and community groups for small-scale, community-based parks and environmental initiatives.

Grant amount range between \$1,500 and \$3,000

Deadline for applications is April 23, annually unless otherwise noted.

### Library Small Grants/North Vancouver City Library

<https://www.nvcl.ca/library-small-grants> (<https://www.nvcl.ca/library-small-grants>)

Library Small Grants disperses funds to City of North Vancouver residents to help seed their community-led projects, events and initiatives. The program aims to promote skill sharing and cross-cultural connection among the city's residents while utilizing library resources.

Grant amount up to \$500 for community projects.

Deadline applications are open every year from mid-January for four to six weeks. Programs should be run by end of the year.

Check out information around the City Library program proposal initiative:

<https://www.nvcl.ca/program-proposal-form> (<https://www.nvcl.ca/program-proposal-form>).



### **Neighbourhood Small Grants**

<https://neighbourhoodsmallgrants.ca/our-communities/north-van/mall>

The Neighbourhood Small Grants program helps residents of any age, experience or background take part in building community.

Grant amount up to \$500.

Deadline for applications is November 9, annually unless otherwise noted.

### **North Vancouver Recreation & Culture**

<https://www.nvrc.ca/arts-culture/grants/celebrations-events>

North Vancouver Recreation & Culture Celebrations & Events Grants support small and large-scale events that foster community connection and that contribute to residents' quality of life and sense of identity. The program seeks to sustain and encourage growth in existing events and to support the development of new events.

Grant amount up to a maximum of \$4,500 or up to 40% of the proposed project budget.

### **North Shore Community Foundation**

<https://www.nscommunityfoundation.com/grant-support>

The North Shore Community Foundation awards grants to a variety of social service, recreational, cultural and environmental groups serving the North Shore. The organization must be a qualified done under the Income Tax Act with a charitable number or partnering with a registered charity.

Grant amount: \$500-\$10,000. Email [info@nscommunityfoundation.com](mailto:info@nscommunityfoundation.com) for details.

Applications open August 1 and deadline is September 30.

### **Table Matters**

<https://tablematters.ca/funding/>

Table Matters is a resource for multiple funding opportunities for food-related activities. There are funding opportunities for not-for-profit organizations, community groups, schools, residents, and more. Please note that many of the grants listed have specific application dates and eligibility criteria which you will need to confirm on the funder's website.

Grant amount: various

Deadline: various

## Co-op

<https://www.co-op.crs/articles/detail/community-spaces-funding>

Funding available for three categories:

- Recreation
- Environmental Conservation
- Urban Agriculture

Grants are available to the following:

- Registered charities under the Canada Revenue Agency with valid registration numbers
- Registered non-profit organizations under their provincial government with proof of registration (e.g. letters of incorporation)
- Non-profit organizations working with their municipal government who will accept funding and issue receipts on their behalf
- Community service co-operatives

Grant amount: Projects can apply for between \$25,000 and \$150,000 in capital funding.

## TD Friends of the Environment Foundation Grant

<https://www.td.com/ca/en/about-td/ready-commitment/funding/fef-grant>

TD Friends of the Environment Foundation Grant supports a wide range of environmental initiatives, with a primary focus on environmental education and green space programs. Eligible projects include schoolyard greening, park revitalization, community gardens, park programming and citizen science initiatives.

Organizations eligible to receive funding:

- Registered Canadian charities with a Charitable Registration Number (CRN)
- Educational institutions (primary/secondary/post-secondary)
- Municipalities
- Indigenous groups/communities

Grant amount funding requests are needs based, and there is no set minimum or maximum amount for which you can apply. However, the majority of TD FEF grants are between \$2,000 and \$8,000.

Deadline: Winter application submission deadline is January 15. Summer admission deadline is July 15, unless otherwise noted.



## How can you ensure your project is inclusive?

When it comes to choosing a space for an event, it's important to consider being inclusive and making the event accessible to all members of the community.



Some questions to consider include:

1. Have you made efforts to ensure that the event is welcoming to people from different backgrounds and cultures? Are there opportunities for people to share their unique perspectives and experiences?
2. Have you provided information about the event in multiple languages or formats, to ensure that it is accessible to people with different levels of literacy or who speak different languages? (If the event itself will be accessible for multiple languages.)
3. Is the venue accessible to people with disabilities? For example, can someone who uses a wheelchair or walker access the space? Are there any needs for sign language interpreters or audio descriptions?
4. Have you taken steps to ensure that everyone feels safe and respected at the event? Have you established clear guidelines for appropriate behavior and provided a way for attendees to report any incidents of harassment or discrimination?
5. Are you actively seeking out and welcoming people from diverse communities, such as People of Colour, 2SLGBTQ+ individuals, and individuals from low-income backgrounds?
6. Have you considered the needs of families, such as providing childcare or activities for children?
7. Have you made efforts to keep the event affordable and accessible to people with different income levels?

By using these questions as a foundation and making efforts to address these issues, you can help ensure that your event is inclusive and welcoming to a diverse range of people.



## Questions for venues:

Here are some questions to ask a venue when booking it for a community project:

1. Is the venue available on the date and time that you need it?
2. What is the capacity of the venue? Will it comfortably accommodate the number of attendees you are expecting?
3. What are the rental fees and what is included in the rental cost, such as equipment or staffing? (Are there any discounts for free community-led events?)
4. What is the layout of the venue, and will it work for your event format and activities?
5. Are there any restrictions on the use of the space, such as noise or alcohol policies?
6. Is the venue accessible to people with disabilities? Are there ramps, elevators, or other accommodations available?
7. What parking available? Is there a nearby parking lot or garage, and how much does it cost?
8. Are there any catering restrictions or requirements? Can you bring your own food and beverages, or must you use the venue's catering services? There may be specific regulations around alcohol in particular.
9. Are there any technical requirements for your event, such as sound or lighting equipment? Is this equipment available at the venue or will you need to rent it separately?
10. What is the cancellation policy in case of unforeseen circumstances or changes to your event?
11. Does the venue require insurance? If so, what type?

By asking these questions, you can ensure that the venue you choose is a good fit for your event, meets your needs and budget, and will provide a positive experience for your attendees.



## Event spaces to use in Lonsdale

### City Of North Vancouver

Descriptions:

<https://www.cnv.org/parks-recreation/public-spaces>

<https://www.cnv.org/Parks-Recreation/Events/Event-Booking-Guide>

<https://www.cnv.org/Community-Environment/Open-Streets>

A comprehensive list of City of North Vancouver-owned spaces are available through these websites that detail capacities, costs, permitting, and insurance (if applicable) details.

- The Civic Plaza at 14th Avenue and Lonsdale Street is free for rentals. Insurance is required.
- Lonsdale Parklets are free for rentals. No insurance or permits are required, but please note that as these are public spaces, no private events are allowed.
- All city park bookings for businesses and non-profits need to book through an application process on the City of North Vancouver's website and permits are required.
- Also note if alcohol is permitted at an outdoor space such as Victoria Park West or Ray Perrault Park, insurance is not needed as it would be null and void.
- Spaces at the Shipyards common areas are only available for community events. No private events are permitted.

Contact: [events@cnv.ca](mailto:events@cnv.ca)

### Eagles Hall

Description: <https://eaglesclub.ca/>

No insurance is required.

Occupancy: 110      Cost: Basic room rental is \$600 plus applicable taxes.

Contact: 604.987.8815

### **Royal Canadian Legion #118**

Description: <https://www.rcl118.com/rental-room/>

Occupancy: 108. Price includes room, tables, and chairs. Bartender can be provided for an extra cost. No insurance is required.

Cost: Email to inquire

Contact: [legion118@shaw.ca](mailto:legion118@shaw.ca)

### **North Vancouver Recreation & Culture**

Description: <https://www.nvrc.ca/facilities-fields/book-indoor-space>

North Vancouver Recreation and Culture provides a large assortment of indoor and outdoor and outdoor facilities for booking events. There is some crossover with City spaces. Their website is very easy to navigate and provides all the information you will need.

Contact: [rentals@nvrc.ca](mailto:rentals@nvrc.ca)

### **Pinnacle Hotel**

Description: <https://tinyurl.com/pinnacle-hotel>

A wide variety of small and large rooms, and breakout spaces are available.

Contact: [sales@pinnacleatthepier.com](mailto:sales@pinnacleatthepier.com)

### **Army Navy & Air Force Veterans**

Description: Basic room, tables and chairs. No insurance is required. Please call for more details.

Occupancy: 90      Cost: Rental is by donation and ranges from \$200-\$300.

Contact: Clark or Steve at 604.988.4711



## North Vancouver City Library

Description: <https://www.nvcl.ca/meeting-room-rentals>

A valid City Library card is required to book rooms.

Room	Capacity	Commercial Rate (/hour)	Not for Profit Rate (/hour)
Don Preston boardroom	Up to 12 people	\$25/hour + GST	\$12.50/hour + GST
Third floor program room (half, 26' x 24')*	Up to 30 people	\$50/hour + GST, three-hour minimum	\$25/hour + GST, three-hour minimum
Third floor program room (full, 26' x 48')*	Up to 60 people	\$80/hour + GST, three-hour minimum	\$40/hour + GST, three-hour minimum

\* A one-hour set-up and take-down fee is applied to any booking for this room. For example, if you request a total of three hours, you will be charged for four hours.

Contact: [spaces@nvcl.ca](mailto:spaces@nvcl.ca)

## North Shore Neighbourhood House

Description: <https://www.nsnh.bc.ca/programs-services/facilities-rentals/>

Insurance is currently not required but please note the requirement may change in the future.

Additional maintenance and set up fees may apply. Rates quoted are for September 2022-August 2023

Room	Capacity	Commercial Rate (/hour)	Not for Profit Rate (/hour)
Inman Rm	60	\$63	\$42
Commercial Kitchen		\$41	\$41
Versatile Building	40	\$63	\$42
Activity Rm	16	\$47	\$31.75
Marcino Rm	50	\$63	\$42
Daycare	35	\$90	\$90

Contact: Booking coordinator at 604.987.8138

## Silver Harbour Centre

Description: <https://tinyurl.com/silver-hc>

Room	Capacity	Commercial Rate (/hour)	Not for Profit Rate (/hour)
Auditorium: 50' X 40' Auditorium w/ stage, includes PA system (30 banquet tables, 180 chairs)	180 seated	\$65	\$32.50
Card Room: 40' X 20' Multipurpose (10 square tables, 40 chairs)	60 seated	\$32	\$16
Multi-purpose Room: 40' X 14' Multipurpose (no tables, 25 chairs, more available)	40 seated	\$27	\$13.50
Fitness Room: 40' X 30' Multipurpose (2 tables, 40 chairs, more available)	60 seated	\$32	\$16

No insurance is required, and room availability is based on current use by the Centre.

Contact: [bookkeeping@silverharbourcentre.com](mailto:bookkeeping@silverharbourcentre.com)

## How to apply for insurance

The City of North Vancouver can direct you to insurance options.

Email: [info@cnv.org](mailto:info@cnv.org)





## Equipment rentals

### Lonsdale Events

<https://lonsdaleevents.com/>

A range of supplies for events including: flooring, tables, chairs, table linens, tents, coat racks, popcorn makers, dishes and dinnerware, and other supplies.

### North Shore Party Rentals

<https://www.northshorepartyrentals.ca/>

Lonsdale Events and North Shore Party Rentals are extremely comparable. North Shore Party Rentals also offers catering.

### Pacific Coast Tents

<https://www.pacificcoasttents.ca/>

There are options for tents, flooring, heaters, lounge furniture, and lights. There is an event support service. During delivery and setup, a site supervisor will be assigned; this service is part of the setup and takedown assistance. For the purpose of creating the floor layout for your event, they can offer site inspections and CAD drawings.

## How will you promote it?

There are a range of ways to promote events. Try to promote at least two weeks beforehand and share a reminder the week and/or a couple days before.

Promotion could include:

- Post on Facebook, NextDoor app, Instagram, TikTok, or other social media platforms.
- Distribute posters or flyers to the City of North Vancouver Library, community centres, community info boards, grocery stores, rec centres, North Shore Neighbourhood House, North Shore Community Services, coffee shops, churches, laundromats, your neighbourhood and block, and apartment or condominium building.
- Knock on people's doors and share about your idea.
- Send an email out to all you think may be interested.
- Reach out to local organizations to ask them to distribute the information to their clients, participants, or mailing list.
- Set-up a table with information at a local event or in a public space, like a park.

## Do you need volunteers to help?

### Where to find volunteers

Recruiting and training volunteers is a valuable skill and allows your project to expand beyond you. You can ask friends, family, neighbours, or through social media or volunteer websites, such as:

- North Shore Community Resources - <https://volunteer.nscr.ca/>
- [iVolunteer](http://www.ivolunteer.ca/) (<http://www.ivolunteer.ca/>)
- Volunteer Vancouver - <https://volunteeringvancouver.ca/nonprofit-organization/north-vancouver-visitor-centre/>
- [Sercanto](https://tinyurl.com/sercanto-signup) (sign up to post volunteer opportunity) (<https://tinyurl.com/sercanto-signup>)
- [Blackboard Jobs](https://tinyurl.com/blackboard-jobs) (<https://tinyurl.com/blackboard-jobs>)
- Indeed.ca
- Craigslist.ca
- GoVolunteer - <https://govolunteer.ca/>

### Position Descriptions

Position descriptions are important when you are looking for volunteers. Volunteers are more likely to give their time when they know what they are being asked to do. Position descriptions help volunteers understand the requirements and expectations of the task and help you determine the skills, knowledge and abilities needed for the task; to attract the right volunteers.

### What to include when looking for volunteers

1. Position Goal: Provide a brief statement about the purpose of the position, what needs to be accomplished and why.
2. Date / Time Involved: Outline the specifics and the timeframe of the volunteer role.

For example: Participating day of event for three hours or helping with promotion for 1 hour/week for a month prior to event.

3. Key Responsibilities: List any core role tasks, activities or responsibilities that you expect the volunteer to carry out.
4. Attributes: Identify the required skills or knowledge you're looking for.

For example:

- Setting up an event could require heavy lifting
- Making posters could require skillsets in graphic design

5. Your contact information: Let volunteers know how they can contact you.



### Top 3 best practices: Staying connected to volunteers

1. Communicate and listen to your volunteers. Get to know who your volunteers are. What motivates or inspires them to volunteer, what would they like to learn, and how do they want to be thanked. Stay connected with your volunteers regularly through email or social media. Ask them for feedback on community events.
2. Build a community of volunteers to help them feel connected to you, the mission of your projects, and each other. Regular monthly meetings allow volunteers to connect with each other, learn or teach something new or ask questions. Create opportunities for returning volunteers to take on leadership roles in mentoring new volunteers and cohosting (or hosting) volunteer information sessions.
3. Value your volunteers. Recognize the valuable contributions your volunteers make to your project, the success of your events, and the impact they have on communities. Volunteer recognition and appreciation should happen after every event or volunteer activity. There are many ways to show volunteers they are appreciated. Some ideas include a telephone call to personally thank volunteers, a personalized letter or email detailing the impact of the volunteer's contribution, spotlight a volunteer's story and use their own words to inspire others to volunteer. Ask volunteers to participate in a small group discussion to share ideas or provide feedback on improving events, invite volunteers to a social event or ask volunteers to take on a leadership role by leading activities, events or mentoring new volunteers.



## Sustaining the community project

The final stage of community project planning is sustainability.



### **Reviewing the process:**

Take some time to review your community project by evaluating what went well, what didn't go as planned, and what could be improved.



### **Gathering feedback and input:**

Collect feedback and input from attendees, volunteers, and anyone else involved in your project. This feedback can help you identify specific areas for improvement and ensure that future events are more successful.



### **Developing a plan for your next project:**

Identify the next steps and develop a plan to keep the group active and engaged. You could choose to go through the same process again or learn from the group who attended your event and your volunteers or co-organizers what they would like to do next or how they would like to continue.



### **Celebrating success and milestones:**

Most importantly, celebrate your success! Great work for being involved and taking on something important for your community – no matter the size of your project, by taking it on, you've made a difference!

# Additional Resources



[Lonsdale Facebook Page](https://tinyurl.com/lonsdalefb) (<https://tinyurl.com/lonsdalefb>)

The Lonsdale Community Facebook group serves as a valuable platform for fostering a strong sense of community, sharing information, and spreading positivity among its members.

[Resource Directory | NSEM](https://nsem.ca/resources) (<https://nsem.ca/resources>)

There are a wide range of services and supports available to North Shore residents who are in need of assistance due to the COVID-19 pandemic as well as many other community services. This resource directory provides links to community service organizations with a focus on those serving the North Shore.

[North Shore Community Resources \(nscr.ca\)](https://nscr.ca)

North Shore Community Resources is dedicated to individual and community well-being through facilitating social connections, empowerment and community participation.

[NorthShoreResourceGuide\\_Oct2021-1.pdf \(cmha.bc.ca\)](https://cmha.bc.ca)

This guide provides resources for mental health, legal assistance, financial assistance, housing and shelter, resources to connect with during times of crisis, food banks, housing rights and advocacy, and clothing and household items. [Farsi edition of the North Shore Resource guide](https://tinyurl.com/nsg-farsi) (<https://tinyurl.com/nsg-farsi>)



# Get Involved

However you choose to be involved in community, you are making a difference. Creating community projects or volunteering is a great way to build a sense of togetherness, inclusion and strengthen the bond between neighbors. We hope this resource guide will serve as a valuable resource for residents and community leaders, and we look forward to seeing the positive impact your community projects will have on your neighborhood.

United Way BC Hi Neighbour is excited to see Lonsdale residents continue to connect with their neighbours, increasing well-being and creating a healthy, caring inclusive community.

To learn more about United Way BC, visit our website [www.uwbc.ca](http://www.uwbc.ca). For a digital copy of this guide as well as a list of the resources linked throughout the guide visit <https://uwbc.ca/program/hi-neighbour/#lonsdale>







**Hi  
Neighbour**



# *Hi Neighbour*



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United Way BC - Lower Mainland Region



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United Way British Columbia



**United Way**  
British Columbia

Working with communities in BC's  
Interior, Lower Mainland, Central  
& Northern Vancouver Island

4543 Canada Way  
Burnaby, B.C. V5G 4T4  
P 604.294.8929 | F 604.293.0220

