

POLICY STATEMENT

District of Maple Ridge

Title: Festival Support	Policy No : 4.17 Supersedes: New
Authority: <u>Council</u> Approval: <u>April 8, 2003</u>	Effective Date: <u>April 9, 2003</u>
Policy Statement: Requests for financial and in-kind support from qualified festival groups will be reviewed in accordance with guidelines established for that purpose and approved in accordance with the defined procedure noting that all requests will be considered within the context of the available resources.	
Purpose: Maple Ridge and Pitt Meadows recognize the significant benefits which accrue to citizens from the festivals which are held in the two communities. These benefits include fostering community identity and spirit as well as providing opportunities for economic development and community involvement. The purpose of this policy is to identify a process through which festivals that deliver these benefits to citizens can receive support from Maple Ridge and Pitt Meadows through the Commission. It is also intended to ensure fair and consistent treatment of requests for support made to the Commission by qualified festival groups, and to allocate support within the limits of available resources.	
Definitions: Festival: is a celebration, entertainment or activity that is accessible and promoted to the general public including Municipal residents and tourists. For purpose of clarity and this policy, the term “festival” does not include sporting events, tournaments or artistic competitions or exhibits. Qualified festival group: is a local festival group, registered as a non-profit society, that has made application, and agrees to enter into a suitable fee-for-service agreement. Available Resources: means the budget established through the Parks and Leisure Services Commission to support qualified local festival groups plus in-kind allocations including park, facility and equipment use or staff time provided by the Commission, the Ridge Meadows Community Festivals Society, or other Municipal Departments. Base Level: of support means the level of support available to any and all qualified festival groups and includes: 1. The following support from Parks and Leisure Services: <ul style="list-style-type: none">▪ Access to parks and Municipal recreation facilities to host festivals, in accordance with the Fees and Charges Policy.	

- The park or facility will be found in a clean and tidy condition in preparation for the festival.
 - Access to tables, chairs and any other equipment generally available at the scheduled site.
 - Use of the Commission's festival equipment, such as the water unit and risers, at no charge.
 - Access to electricity, to the best ability of the site the festival is located at.
 - Support with the development of new volunteer programs, within the time the Recreation Volunteer Coordinator has available.
2. The following additional support can be requested from the Ridge Meadows Community Festivals Society:
- Assistance to schedule facilities and equipment.
 - Promotion in Parks and Leisure Services and Ridge Meadows Community Festivals Society publications.
 - For a small membership fee, the festival group is also eligible to submit a request for additional support to the Festivals Society for consideration by their Board of Directors.
3. Responsibilities that all festival groups retain, are:
- The cost of additional electrical requirements such as generator rentals and electricity and gas costs that are particularly high.
 - Planning and scheduling of their facility and equipment needs.
 - The cost to transport equipment to or from the festival site.
 - The cost of staff support that the festival group requests, beyond what is regularly scheduled, at rates outlined in the union contract.
 - Returning the festival site to the same or near to the same condition it was provided in.

Benefit Criteria:

1. **Fosters community identity and spirit.**
Involves citizens in planning creatively for the community. Enhances the image and reputation of the community by contributing to a vibrant and creative environment that attracts citizens, visitors and business.
2. **Fosters economic benefits.**
Draws a critical mass opportunity, attracting a large number of attendees including tourists. Provides opportunities for business to network with or promote their services to the community in a positive environment.
3. **Fosters community involvement.**
Increases the range of experiences available to residents and visitors through cultural, playful and educational components. Provides an environment for public gathering, mingling and safe celebration to counteract the isolating effects of the trend to 'cocoon'. Increases resident's sense of belonging and comfort participating in their community. Ensures access to these activities through inclusive practices and low-cost opportunities.
4. **Demonstrates a sense of responsibility to the community.**
Uses sound financial practices and has sources of revenue other than from the Commission. Demonstrates environmental stewardship. Supports local business and community projects. Ensures safety is a primary consideration when planning and staging festivals. Incorporates a range of quality opportunities for citizen volunteerism and provides volunteers with leadership development and training opportunities that increase their capacity to come together, plan and take action toward common goals.

PROCEDURE (OPERATING REGULATION)

District of Maple Ridge

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<p>Authority: <u>Council</u> Approval: <u>April 8, 2003</u></p>	<p>Effective Date: <u>April 8, 2003</u></p>
<p>1.0 POLICY STATEMENT (adopted):</p> <p>Requests for financial and in-kind support from qualified festival groups will be reviewed in accordance with guidelines established for that purpose and approved in accordance with the defined application and approval process noting that all requests will be considered within the context of the available resources.</p>	
<p>2.0 KEY AREAS OF RESPONSIBILITY</p> <p align="center">Action to Take</p> <ol style="list-style-type: none"> 1. Ninety-percent of the available resources will be divided among the qualified festival groups who have made application, based on how well each group has met the benefit criteria and the degree to which a financial need exists. 2. New requests shall be brought to the Parks and Leisure Services Commission for consideration as they arise. 3. The remaining ten-percent of the available resources will be allocated to new festivals as seed money. 	<p align="center">Responsibility</p> <p>Commission</p> <p>Recreation Manager</p> <p>Commission</p>
<p>3.0 Detailed Actions</p> <ol style="list-style-type: none"> 1. Applications are received up to January 31 and at least 60 days prior to the festival date. Requests received after this date will not be considered for that year. Applications must include: <ol style="list-style-type: none"> a) A copy of the groups constitution and bylaws. b) A listing of the primary festival organizers, related experience and an indication of any honoraria or wages paid. c) A copy of the group's last financial statement including a balance sheet and last annual report if the group has been operating for a year. d) A multi year business plan and budget. The plan shall provide an outline of the festival, include measurable goals and objectives, and a description of how the festival will achieve the benefits listed below. <ul style="list-style-type: none"> ▪ Involves citizens in planning for the community. ▪ Enhances the image and reputation of the community. 	<p>Responsibility</p> <p>Festival Organization</p>

<ul style="list-style-type: none"> ▪ Attracts the participation of citizens, visitors and businesses. ▪ Increases the range of experiences available to residents. ▪ Demonstrates inclusive practices regarding participants and festival planning members. ▪ Demonstrates sound financial practices. ▪ Demonstrates environmental stewardship. ▪ Supports local business and community projects. ▪ Ensures safety. ▪ Incorporates a range of opportunities for volunteerism. ▪ Provides volunteers with opportunities for development and training. ▪ Collaborates with the festival community to coordinate activities and dates that enhance festival offerings. ▪ Demonstrates a need for support. <p>2. A sub-committee will be formed each year, that shall include 3 members of the Citizens Advisory Committee and 2 staff. The sub-committee shall review all applications against the benefits criteria, and will rate each application on the degree to which the benefits are met. Using these ratings, the sub-committee will prepare funding recommendations to bring forward to the Citizens Advisory Committee and Commission for approval.</p> <p>3. If the request is for a renewal or formalization of an existing arrangement, the sub-committee shall review the history of the relationship with the Commission or Municipalities to determine any legal obligations the Commission may have as a result of previous contracts. If there are legal obligations, staff will develop the required documentation to define and implement the agreement.</p> <p>4. The Commission will determine final festival funding and in-kind allocations.</p> <p>5. Once approved by the Commission Festival groups that receive support beyond a “base level” must agree to enter into a fee-for-service agreement. Such an agreement shall contain:</p> <ul style="list-style-type: none"> a) A commitment by the group to provide a complete report of the event results including a description of activities, a description of participation levels, financial statements including a statement of revenue and expense and a balance sheet. Financial statements may be audited at the expense and discretion of the Municipality. b) A commitment by the group to run the event in accordance with the approved application, business plan, budget and festival description. c) A commitment by the group to stage their event within the budget allocated by the Commission, and any other resources they have secured. Tasks and associated costs required to meet base level 	<p>Recreation Manager and Citizens Advisory Committee</p> <p>Sub-Committee</p> <p>Commission</p> <p>Recreation Manager</p>
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<p>support requirements will be determined by the staff designate and/or the Festivals Society. It is the festival group's responsibility to determine how they will use the remaining support allocated to them by the Commission. Festival groups are not authorized to incur expenses on behalf of the Commission beyond what they received in allocations for that year. In the event this occurs, the festival group is responsible for reimbursing the Commission for any expenses beyond what was allocated.</p> <p>d) Non-compliance with the terms of the agreement will be considered as adequate grounds for the Commission to decline future requests for support.</p>	
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