



The following web address is the District of Maple Ridge Event Resource Page and highlights the Event Kit Trailer, contact and booking information.

[http://www.mapleridge.ca/EN/main/residents/event\\_resources.html](http://www.mapleridge.ca/EN/main/residents/event_resources.html)

## Section Two - Financial Information

Please provide final budget information for your initiative in the format below:

		IN KIND RESOURCES		MEASURING UP FUND
Expenditures	AMOUNT	Amount	Source	Amount
Client contract portion	948.00			948.00
Support staff salary	702.00			702.00
Staff benefits	175.60			175.60
Operating costs	350.00			350.00
Administration	137.30			137.30
Advertising	1500.00	1500.00	District of Maple Ridge	
Item donations Generator, tables, Chairs.	600.00	600.00	RMACL	
<b>Totals:</b>	<b>\$4112.60</b>	<b>\$2100</b>		<b>\$2312.90</b>

The original budget of 12,500 was projected to be used within the first calendar year to cover costs of up to 30 anticipated or potential festival events. The actual number of events completed was 13 - The twenty three hundred dollars from the legacy fund were directly spent on those events, and the balance of the funds will be used for the next calendar year scheduled events including the 2009 Disability Summer Games hosted by the District of Maple Ridge. We anticipate the number of events to increase as the popularity of the event kit trailer continues to grow and the demand will increase.

## Section Three - Measuring Up Guide

- 1) Attach a summary of any comments, thoughts or suggestions you have for changes to the Measuring Up Guide. Please be specific. (1-page maximum)
- 2) Did you develop additional tools to supplement your use of the Measuring Up Guide?

Yes (please complete this section)       No\* (please skip to Section Four)

Attach copies of these tools along with comments about why and how these tools were developed. (1-page maximum)

## Section Four - Other Information

Attach any other information, stories or comments you would like to include that reflect on your initiative.

### Section 1 General

#### #3. Summary

This report covers the first year introduction and implementation of the event kit trailer, the unique partnership with the District of Maple Ridge and Ridge Meadows Association for Community Living and the number of events that have been completed.

In 2007 the District of Maple Ridge purchased the event kit trailer and a variety of items that are stored in the trailer. A carpenter was hired by the district to design storage racks specific to the items that would maximize the space and allow for the safe storage and transportation of the event kit trailer.

The district of Maple Ridge Works Yard provides safe storage for the trailer. While the yard is generally only accessible to municipal staff, the district have demonstrated their commitment to supporting the project by providing RMACL with a card key access so that we are able to access the trailer when the yard is closed.

#### Process:

For each event, festival organizers submit a Community Event Trailer Request Form identifying the name of the applicant, date/time of the event, the delivery, return date and time of the trailer. Event organizers are requested to check off the necessary items check list accompanying the request form. Equipment includes traffic barricades, tents, chairs, tables, tool kits, a portable amplification system, walkie talkies, flashlights, a variety of event signs, vests, garbage cans, recycling boxes etc.

A representative, which has included a staff and client from RMACL, will be in contact with the festival organizer and confirm the details of the trailer booking and the items which are to be used. That way everybody is made aware of the expectations of the event.

2007-2008 Community Events to date include the following:

- December 1. **Christmas in the Park and the Santa Claus Parade.** Maple Ridge. This event showcased the event kit trailer to the community for the first time. The trailer was entered into the parade, decorated by clients and staff of RMACL and the entry won a prize for best community entry. The parade society also requested RMACL to deliver, place and pick up after the event, up to 30 traffic barricades at various locations in the downtown area of Maple Ridge. One crew of 4 clients and up to two staff worked this event amongst a number of volunteers.
- February 16. **Spirit of Wood Festival - Maple Ridge.** This event was the first annual event highlighting local wood artisans and various wood related businesses. The Ridge Meadows Enterprises (gardening program) were also on site to sell firewood on behalf of the clientele of RMACL. One client and support staff worked this event.
- May 9. **Mental Health Awareness Day.** Maple Ridge- Pitt Meadows Community Services. This event utilized tents, tables, chairs and various items for a community luncheon and live entertainment event. One crew of 4 clients and a support staff worked this event on set up and take down.
- June 20, **National Aboriginal Day - Hosted by the Maple Ridge/Pitt Meadows Community Services, Katzie First Nation, & Kwantlen First Nation.** This event celebrated dancing, arts and crafts displays, demonstrations and various ceremonies. One crew of 3 clients and a support staff worked this event on set up and take down.
- July 1, **Maple Ridge Canada Day Celebrations.** District of Maple Ridge Parks & Leisure Services. Two clients and a support staff worked this event on set up and take down. In addition, the clients were given the opportunity to collect and benefit from the large amount of recycling of water bottles etc.
- July 12 & 13. **Caribbean Festival.** This was a large event that took place over two days. One crew of 4 and a support staff worked this event on set up and take down.
- July 18, 19 & 20. **Country Festival.** This event took place at the local fair grounds and required one crew of 4 and a support staff on set up and take down.
- July 28. **Maple Ridge Blueberry and Bees Festival.** This event required a crew of two and a support staff on set up and take down.

- **August 2. Heritage Day Parade.** This event utilized a large number of traffic barricades and one crew of 4 and a support staff were requested to deliver the barricades to various streets in Maple Ridge and pick up at the end of the event.
- **August 9. Maple Ridge Jazz and Blues Festival.** This annual event utilized tents and a variety of traffic cones and vests. One client and a support staff worked on set up and take down.
- **Sept 13. RMACL 50<sup>th</sup> Anniversary Picnic in the Park.** This event marked the anniversary by providing free hot dogs and beverages to the community
- **Sept 11. Parks & Leisure Commission - event kit trailer displayed for Pitt Meadows and Maple Ridge municipal`s council meeting.** An RMACL client was requested to provide municipal counsellors, Mayor and P&L Commission representatives to explain the event kit trailer and give a brief orientation of the items available for users.
- **Sept 17. RMACL 50<sup>th</sup> Anniversary Ground Breaking Ceremony for a new administration-residential apartment building project.**

Upcoming 2008 - 2009 scheduled events.

- **Sept 20 & 21. Art in the Swamp**
- **Sept 24 & 25. BC 150 Rivermania**
- **Dec 6. Christmas in the Park - Santa Claus Parade**

## Section Five - Report Declaration

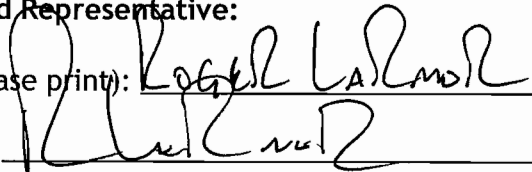
I certify that:

- To the best of my knowledge all the information contained in this Report and any attachments is true and complete.
- Measuring Up, 2010 Legacies Now and the Province of BC were given appropriate recognition as a funding partner as per the Guidelines provided in the Contribution Agreement.
- I have submitted the Final Report in accordance to the approved deadline.

Authorized Representative:


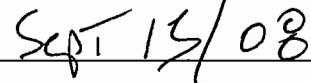
Name (please print):

Signature:



Position:

Date:

**Mail completed AND signed Final Reports to:**

Measuring Up Fund  
2010 Legacies Now  
400 - 1095 West Pender  
Vancouver, British Columbia V6E 2M6  
Phone: 778-327-5153

Measuring Up was created by 2010 Legacies Now in partnership with the Vancouver Agreement, the Province of BC and over 80 disability organizations throughout the province. Measuring Up helps BC communities assess and improve how accessible and inclusive they are for people with disabilities.



Copy

Maple Ridge and Pitt Meadows Parks and Leisure Services  
Kathryn Baird – Recreation Coordinator, Special Events & Volunteers  
11995 Haney Place, Maple Ridge, B.C. V2X 6G2  
604-467-7459; [kbaird@mapleridge.ca](mailto:kbaird@mapleridge.ca)

April 24, 2008

Ridge Meadows Association for Community Living  
Roger Larmor - Director Employment and Community Services  
11641 224<sup>th</sup> Street, Maple Ridge. B.C. V2X 6A1  
604-467-8700

#### Letter of Agreement

Between; Maple Ridge and Pitt Meadows Parks and Leisure Services Commission (P & LS);  
and,

Between: Ridge Meadows Association for Community Living (RMACL)

On behalf of Maple Ridge and Pitt Meadows Parks and Leisure Services, I would like to express appreciation for partnering with us on the Community Event Trailer project. We know this trailer will provide a valuable resource to volunteer event organizers who make use of equipment for events, while also providing an employment opportunity for adults with developmental issues.

It is our goal to ensure the project is sustainable, safe and provides a rewarding experience for your staff and clients.

As mentioned at our meeting on April 10, 2008, there is an understanding of our respective roles and I have outlined these below. Please let us know if anything looks out of place. Further, we can regularly review the project and adjust as necessary to maintain an effective relationship.

#### Parks and Leisure Services Role:

- Will purchase private trailer insurance
- Maintain the trailer as part of the District of Maple Ridge fleet
- Promote the trailer, provide online information and request packages, and manage requests for rentals.
- Forward requests, once signed off and approved by RMACL, to P&LS Bookings.
- Collect rental fees and damage deposits. Provide 50% of the rental fees to RMACL and collect the remaining 50% for P&LS equipment replacement and other costs
- Contact users when items are damaged or lost and retain the damage deposit, if warranted.
- Replace damaged or lost items as needed.
- Allow access to the Works Yard for delivery and return of the trailer
- Store the trailer at the Works Yard
- Partner with RMACL to design a pre-inspection checklist, an inventory form for equipment items and a training session for staff and event volunteers

- Collect statistics, compile feedback from event volunteers, continually evaluate and report out as needed

**Ridge Meadows Association for Community Living Role:**

- Will review requests for trailer bookings and schedule staff and clients for approved bookings, based on one event per weekend
- Will ensure staff are qualified to tow and operate a trailer and capable of performing an inspection.
- Will ensure staff perform a pre-inspection of the trailer after connecting it to the towing vehicle
- Will provide a copy to P&LS of the vehicle insurance, for any vehicle used to tow the trailer, showing 5 million dollars third party liability coverage
- Will provide a copy of the RMACL's comprehensive general liability insurance which shall include as additional insured: the District of Maple Ridge, the City of Pitt Meadows, School District #42 and Maple Ridge and Pitt Meadows Parks and Leisure Services Commission.
- Will deliver the trailer to the event site and use a checklist to review the contents and the condition of the trailer with the user.
- Staff and clients of RMACL will assist with unpacking and repacking of the trailer equipment and performing inspections of the equipment and the trailer. \*

*\*In the event that RMACL staff and clients are available to provide further service to the event volunteers, these details may be worked out in advance of the event, and provide added value to the project. However, this is not an expectation as part of the project and is up to the discretion of RMACL to determine the suitability of further involvement.*

**Indemnity:**

Further, the RMACL shall indemnify and hold P&LS harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions whether willful or otherwise by the RMACL, its agents, officers, employees or other persons for whom the RMACL is legally responsible.

The RMACL agrees that P&LS shall not be liable for any bodily injury to or death of, or loss or damage to any property belonging to the RMACL or its agents, officers, employees or other persons for whom the RMACL is legally responsible unless resulting from the actual fault or negligence of P&LS.

This indemnity shall survive the Term.



This contract may be terminated by either party giving one month's written notice to the other party.

The agreement shall remain in full force and effect from May 1, 2008 to April 30, 2013 unless otherwise terminated as provided in this agreement.

**We have agreed and understand the respective roles of the two organizations.**

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Roger Larmor  
Ridge Meadows Association for Community  
(Authorized Signatory)

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Date

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Kathryn Baird  
Maple Ridge and Pitt Meadows Parks and Leisure  
Services

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Date

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Shelley Jorde, on behalf of  
Maple Ridge and Parks and Leisure Services Commission

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Date



**Mailing Address:** District of Maple Ridge 11995 Haney Place Maple Ridge, BC Canada V2X 6A9  
**Tel:** 604-463-5221 **Fax:** 604-467-7329  
**Municipal Hall Hours:** 8:00 am - 4:00 pm Monday to Friday Closed on Statutory Holidays

[Residents](#) > [Event Resources](#)

## Event Resources

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This page covers the following topics:

- [Event Trailer](#)
- [Community Workshops](#)
- [Event Funding](#)
- [Resource Manual](#)

Welcome to the Event Resource page. Here we hope you will find a variety of information to assist you in planning your special event in Maple Ridge or Pitt Meadows. For further information about Event Resources, please direct your inquiry to the Festival and Volunteer Office at [festival@mapleridge.ca](mailto:festival@mapleridge.ca).

### Event Trailer

Maple Ridge and Pitt Meadows Parks and Leisure Services, in partnership with Ridge Meadows Association for Community Living, 2010 Legacies Now, and the Measuring Up Program, is pleased to introduce the Community Event Trailer. This trailer is available to non-profit special event committees for use in Maple Ridge and Pitt Meadows. For a nominal fee, the trailer is delivered by the Ridge Meadows Association for Community Living, and their clients will assist your event volunteers with unpacking equipment and then returning the items to the trailer when the event is over. Contact the Festival and Volunteer Office at 604-467-7325 or email [festival@mapleridge.ca](mailto:festival@mapleridge.ca) for further information.

[Event Trailer Request Form](#) [PDF, 269KB]



### Community Workshops

Our volunteer and board development workshops provide opportunities to learn new skills, gather ideas for future projects and network with others in the community. Sessions are a minimal fee or free and donations to the Friends in Need Food Bank are gratefully accepted. Light refreshments are provided; please "lug a mug" for beverages. To register, call the Festival and Volunteer Office at 604-467-7325.

### Event Funding

Whether you are planning a brand new community event, or planning a long-standing annual festival in Maple Ridge and Pitt Meadows, there are opportunities to apply for funding support.

#### Parks and Leisure Funding

Please consult the Festival Support Policy guidelines to evaluate whether or not your event qualifies for Parks and Leisure Commission Funding. Completed applications may be returned to the Maple Ridge Leisure Centre or the Pitt Meadows Family Recreation Centre addressed to Kathryn Baird, Recreation Coordinator - Special Events and Volunteers. View the [Festival Support Policy](#) [PDF, 25KB] and the [Parks and Leisure Funding application](#) [PDF, 63KB].

#### Community Tourism Funding

For events aimed at attracting visitors into Maple Ridge and Pitt Meadows, non-profit organizations and committees may be eligible for funding support. View the [Tourism Funding application](#) [PDF, 86KB].

### Resource Manual

The Festival and Volunteer Office, in collaboration with event organizers and other knowledgeable volunteers, has teamed up to create an

Event Resource Manual. Inside you will find event planning guidelines, contact information, and suggestions to help your committee create a successful community event. [View the manual \[PDF, 1MB\]](#).

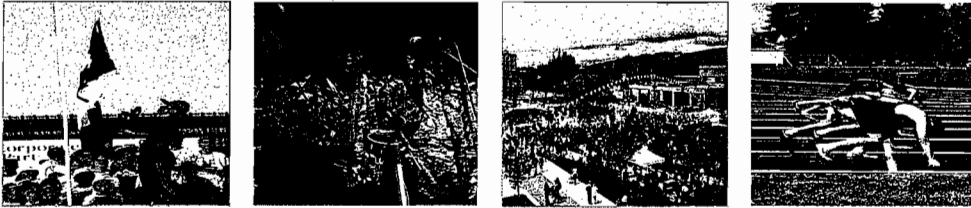
Copyright 2003 - 2008 The District of Maple Ridge

**Comments?**

We welcome any comments and suggestions about this site. Please contact us at [enquiries@mapleridge.ca](mailto:enquiries@mapleridge.ca)

If you have any questions about the District's Web site collection, use and disclosure practices, please contact the Clerk's Department at 604-463-5221.

maple ridge & pitt meadows parks & leisure services



community event and volunteer resource guide

## Community Event Kit Trailer

Maple Ridge and Pitt Meadows Parks and Leisure Services, in partnership with Ridge Meadows Association for Community Living, *2010 Legacies Now*, and the *Measuring Up* Program, is pleased to introduce the Community Event Trailer. This trailer is available to non-profit special event committees for use in Maple Ridge and Pitt Meadows. For a nominal fee, the trailer is delivered by the Ridge Meadows Association for Community Living, and their clients will assist your event volunteers with unpacking equipment and then returning the items to the trailer when the event is over. Contact the Festival and Volunteer Office at 604-467-7325 or email [festival@mapleridge.ca](mailto:festival@mapleridge.ca) for further information.

It is also useful to assemble an event kit to keep with you on-site that includes the following suggested items:

- Duct tape
- Pens, felts & paper
- String
- Hammers & nails
- Scissors
- Band-aids & aspirin
- Glue

## Advertising

There are several avenues you may choose to advertise your event. To begin you must decide on who your target audience is and what method will be the best place to reach them. If you are holding a family event for example, you may want to place an ad in the local paper, and post event posters up in family-oriented environments such as the library.

You may also want to approach local businesses to see if they are willing to have a poster or flyers left in their store (a useful time to approach this would be when canvassing for sponsorship or in-kind items).

Here are some of the tools you may wish to use:

- Newspaper advertisements
- Media release
- Local radio
- Signage and posters
- Television- local community event listings
- Internet- [www.mapleridge.ca](http://www.mapleridge.ca)

One important factor to keep in mind is that any street banner for events must be approved by the City Engineering Department.

Useful media contacts:

Maple Ridge & Pitt Meadows News  
604-467-1122

Maple Ridge & Pitt Meadows Times  
604-463-2281

Ridge Meadows Association for Community Living  
Roger Larmor, Director of Employment and Community Services  
11641 224th Street Maple Ridge, BC V2X 6A1  
604-467-8700

**FOR IMMEDIATE RELEASE**

July 10, 2008

**Community Event Kit Assists Local Festivals**

A new partnership between Ridge Meadows Association for Community Living and Parks and Leisure Services is providing employment for adults with developmental disabilities in Maple Ridge and Pitt Meadows.

The Community Event Kit, a trailer equipped with special event equipment, is delivered to participating festivals during their event day setup. Clients assist with unpacking tables, pop up tents, signs, barricades, chairs and other event equipment, and then return at the end of the event to assist with inventorying and re-packing the event kit.

The project is partially funded through a 2010 Legacies Measuring Up grant, an initiative aimed in part at assisting communities in assessing and improving how accessible and inclusive they are for people with disabilities. Financial support from Parks and Leisure Services Commission also helped realize this project.

Participating groups, for example, the Caribbean Festival Society, Rivers Day committee, and Country Fest have requested and booked the trailer through the Parks and Leisure administration office in Pitt Meadows. A nominal fee and damage deposit help to cover the costs for operating and maintaining the trailer kit.

When asked about the trailer, a Community Living client gave a “thumbs up” and directed the Caribbean event organizers, Deddy Geese and Ineke Boekhorst, into the trailer for a pre-event set up meeting for the two day community festival.

For more details about the Community Event Kit trailer, call Parks and Leisure Services at 604-467-7459 or obtain information online at [www.mapleridge.ca](http://www.mapleridge.ca) or [www.pittmeadows.bc.ca](http://www.pittmeadows.bc.ca).



# Maple Ridge – Pitt Meadows Community Event Trailer Request Form



EVENT NAME \_\_\_\_\_

Applicant name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax/email: \_\_\_\_\_

1. The permit is not transferable and valid for the days stated only.

Trailer Delivery / Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_ Trailer Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

2. Total rental cost is \$150.

3. The Applicant agrees to pay a \$200 damage deposit to be returned under the following conditions:

- The trailer has not sustained any damage to the interior or exterior;
- The trailer equipment has been organized; and
- Equipment items have been returned in condition borrowed

4. This request form is not valid until signed by both the Applicant, Ridge Meadows Association for Community Living (RMACL) and a Parks & Leisure Services employee.

5. This permit may be cancelled at any time without notice by the District of Maple Ridge or the City of Pitt Meadows.

6. Prior to the use of the Community Event Trailer, the Applicant and a Parks & Leisure Services or Ridge Meadows Association for Community Living (RMACL) employee will do a visual inspection of the exterior/interior to determine any obvious pre-existing damage, and review the completed master checklist.

7. Parks & Leisure Services will purchase an ICBC Comprehensive General Liability Insurance Policy with a minimum of \$5,000,000 (five million dollars) coverage. The deductibles will be a collision deductible \$300 (three hundred dollars) and comprehensive deductible \$300 (three hundred dollars). The Applicant is responsible for these deductibles.

8. In the event that RMACL is not utilized to tow the trailer, the Applicant's towing vehicle comprehensive general liability insurance must be in the amount of \$5,000,000 (five million dollars) and the driver must have the training and experience to perform a pre-inspection and safely tow and operate the trailer. A copy of the towing vehicle's insurance must be attached to the rental contract.

9. Upon return of the Community Event Trailer, the Applicant and a Parks & Leisure Services or RMACL employee will do a visual inspection of the Community Event Trailer together.

10. Extraordinary cleanup and/or damage will be charged to the Applicant at cost. Normal wear and tear of items is expected.

11. The Applicant is responsible for the replacement of any and all items that are damaged, lost, misplaced, stolen, etc. Costs for replacement or repairs will be retained through the damage deposit. Additional costs exceeding \$200.00 will be billed to the applicant.

12. The permitted use of the Community Event Trailer will be within the District of Maple Ridge and the City of Pitt Meadows only.

13. Payment will be in the form of cash/credit/Interac/cheque payment only. Please make cheques payable to Maple Ridge and Pitt Meadows Parks and Leisure Services.

**I HAVE READ AND UNDERSTAND THESE TERMS AND CONDITIONS AND WILL ABIDE BY THEM IF SAID USE IS APPROVED.**

\_\_\_\_\_  
Legal Name of Individual/Corporation/Team/Group/Society (print name)

\_\_\_\_\_  
Licensee Authorized Name (print name)

\_\_\_\_\_  
Applicant Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parks & Leisure Services Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RMACL Employee Signature

\_\_\_\_\_  
Date



Please check off necessary items:

Equipment Loan Check List:	
Electrical Items:	Large Items:
<input type="checkbox"/> Yamaha Stage Pass 500 P.A. System with 2 speakers (1 - available upon request )	<input type="checkbox"/> Ladder (1)
<input type="checkbox"/> Multi-channel radios (6)	<input type="checkbox"/> Step stool (1)
<input type="checkbox"/> 6' Folding Tables (4)	<input type="checkbox"/> Poly cord
<input type="checkbox"/> Folding chairs (6)	<input type="checkbox"/> 10x10 Tents (2)
<input type="checkbox"/> Power Bar (1)	<input type="checkbox"/> Assorted event signage (11)
<input type="checkbox"/> 15 meter extension cord	<input type="checkbox"/> Garbage cans (2) and recycling box (3)
<input type="checkbox"/> 25 meter extension cord	<input type="checkbox"/> First Aid Kit (1) and blankets (3)
<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> barricades (15)
<b>Traffic Control Items:</b>	<input type="checkbox"/> Complete Tool kit (40 pieces)
<input type="checkbox"/> SLOW! Sandwich board sign (1)	<input type="checkbox"/> Broom (1)
<input type="checkbox"/> Traffic Cones (20)	<input type="checkbox"/> Wheel lock (1)
<input type="checkbox"/> Safety vests (15)	
<input type="checkbox"/> 'No Parking' Signs (6)	
<input type="checkbox"/> Delineator Posts (10) (available upon request)	
<input type="checkbox"/> Accessible Parking Sign (2)	

For RMACL use only -

Missing or damaged items:

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Comments:

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\_\_\_\_\_  
Ridge Meadows Association for Community Living Employee Signature

\_\_\_\_\_  
Date

Creating accessible and inclusive communities; the Community Event Trailer provides employment opportunities for clientele of RMACL. This initiative has been made possible through the Measuring Up Accessibility and Inclusion Fund.

