

Approval Date: June 6, 2016

Resolution No.: 1037/2012
263/2014
243/2016

Subject: PARKS DONATION POLICY

Goal

To identify a list of available donation items, establish rates and provide guidelines for the City of Penticton Parks Donations Policy.

Scope

The City of Penticton Parks Department administers the Council Parks Donations Policy (formerly titled 'Gifting Opportunities program') which allows individuals, organizations or service groups to make financial contributions to the City for the purpose of improving Parks infrastructure.

Definitions

"CITY" means the Corporation of the City of Penticton.

"DONATED ITEM" means a feature or amenity that was purchased and installed as a result of a Donation. This includes, but is not limited to, a park bench (new or refurbished), picnic table (new or refurbished), plaque addition or replacement, tree, bike rack, pet stand, hanging basket or floral display.

"DONATION" means a payment made by a Donor towards a park or public space improvement.

"DONOR" means an individual, organization or service club making a Donation.

"PARK IMPROVEMENT PROJECT" means a capital improvement project identified by the City to be funded through Donations. Examples may include gazebo, park shelter, playground equipment, landscape development, etc.

"PARK STEWARDSHIP" means the management of park area, including maintenance and/or improvements.

Policy

The City invites Donations from any individual, organization or service group to be made towards improvements of parks and public space, as per the "Parks Donations Policy" guidelines.

General Guidelines:

General guidelines for this Policy are as follows:

1. This Policy shall apply to all donations received, including those received prior to a formal program and/or policy.
2. The City and Donor must both agree on the Donated Item and location. The City will have final approval of available sites and specific locations for the addition of new park amenities.
3. The Donated Item is City property. The City reserves the right to remove or relocate the Donated Item whenever necessary. All reasonable effort will be made to notify the Donor if their Donation is affected.
4. In situations where wholesale upgrades or changes are being made to City infrastructure, the City reserves the right to remove Donated Items. City will make an effort to contact the Donor, inform them of the pending relocation and provide them the opportunity to gift another Donation as described in Clause 6. City reserves the right to relocate the item to a suitable location determined by the City.
5. The City reserves the right to change the standard for the Donated Item. In the event that the standard is changed and an item(s) will be changed before the Donation period timeline expires, the Donor will be given the opportunity to re-donate for the new item, at a prorated cost.
6. The City will maintain the Donated Item as part of its regular inventory, at no further cost to the Donor. Donation period timelines are as follows:
 - 15 year – Benches, Tables and Bike Racks
 - 5 year - Pet Stands
 - 1 year – Hanging Baskets and Floral Displays
 - Lifetime – Trees and Park Improvement Projects
7. At the 15 year Donation period after consideration of furniture style, location design and overall condition the City, at their discretion, may offer the original purchaser the opportunity to have the bench or table refurbished and maintain the donation for an additional 10 years at a cost of 50% of the original donation. If the Donor is not interested in continuing the Donation, or cannot be reached within three months prior to the end of the Donation period expiring, the Donation will be removed and the plaque returned to the original Donor.

After a total term of 25 years the donation lifecycle is deemed complete and the space will be made available to a new donor.

It will be the responsibility of the original Donor to keep their contact information current with the City of Penticton.
8. Donation Types – The different types of Donations covered by this Policy are as shown in Attachment “A”
9. Plaques – commemorative plaques are included in the price of the Donation for benches, picnic tables, bike racks, pet stands, hanging baskets, floral displays and other Park Improvement Projects. Plaques are not included for tree or Park Stewardship Donations.
10. Plaque sizes and materials are standardized and determined by the Donated Item. Oversized plaques are not permitted.

11. Plaque wording – Donors are encouraged to choose messages that are uplifting, inspirational or promote enjoyment of the park area. Plaques are not intended to serve as replacements for appropriate memorial markers. Dates indicating lifetime and wording that serves to create a memorial of a deceased person will not be permitted. Examples of permitted wording may include, but not limited to: ‘Enjoy the view’, ‘Forever Loved’, ‘Loved by All’, ‘A Favourite Place’, nicknames, popular quotations, etc...The City shall approve all plaque wording.
12. Letter and Certificates of Appreciation are mailed to all Donors. Donors may choose to have these mailed to friends or loved ones as a gift.
13. Placement of memorial wreaths, flowers or other items or any modifications to the Donated Item will not be permitted.
14. The cost of the purchase and installation of the Donated Item shall be charged to the Donor(s). Donation rates are based on current pricing and development standards. Program costs are subject to annual review, or if standards are changed.
15. If multiple people are contributing to a single Donation, then all Donation funds must be collected by one Donor. Tax receipts will be made out to the ‘Donor’, unless a letter is provided at the time of payment indicating names, addresses and amounts for other Donors.

Process

1. Only approved Donations will be accepted by the City. Prior to making a Donation, Donors must contact Parks Department staff to verify item availability, to confirm final location and obtain authorized approval.
2. All Donations must be accompanied by a completed *Parks Donations Application Form*, see Attachment “B”.
3. Donation of funds shall be accepted and processed by the Finance Department.
4. The Parks Department shall issue correspondence related to Parks Donations.

Previous Revision/s: Revised June 9, 2014 and June 6, 2016

Approval:

Dana Schmidt, Corporate Officer



ATTACHMENT "A" – Donation Types

PARK BENCH – NEW - \$2,550

A park bench will be placed in a park or along a walkway. The commemorative plaque is inlaid into the backrest of the bench.



PARK BENCH – REFURBISHED – 50% of Current Donation Price

Renew a previous bench donation for another 10 years. Donation includes new paint and boards; existing plaque re-used. Eligible benches are determined by the City at locations where the bench standard has not changed. Additional or new plaques will be at an additional cost.

PICNIC TABLE – NEW - \$3,050

Commemorate a picnic table (seats up to 8 people) in a park. The commemorative plaque is inlaid into the top of the table. Wheelchair accessible tables are optional; some sites may be designated as accessible table locations.



PICNIC TABLE – REFURBISHED - \$1,600

Renew a previous table donation for another 10 years. Donation includes new paint and boards; existing plaque re-used. Eligible tables are determined by the City at locations where the table standard has not changed. Additional or new plaques will be at an additional cost.

PLAQUE ADDITION OR REPLACEMENT - \$410

Add a second plaque, or update the existing with a new inscription.



TREE PLANTING - \$410

A tree will be planted in a City park, boulevard or trail. Donors receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one as a gift. Location of tree not specified or tracked.

BIKE RACK - \$1,025

Donate a bike rack to be placed at a park, beach or along a trail. Commemorative plaque included.

PET STAND - \$310

Donate a 'Pet Stand' dispenser to be installed at a park or along a walkway. Donors can choose to have a photo of their favourite pet(s) included on the dispenser. *(Note: this item includes as five year maintenance agreement).*





PARK IMPROVEMENT PROJECTS – Various costs

Sponsor or donate towards a new park improvement project. Examples include gazebos, park shelters, playground equipment, landscape development and more. All donors are recognized on a Project Dedication plaque and shall receive Certificates of Appreciation.



- Platinum Sponsor - \$10,000
- Gold Sponsor - \$2,500
- Silver Sponsor - \$500

Platinum and Gold Sponsors will be invited to attend an Official Project Opening Ceremony.

Donations are collected until the project is completely funded; time restrictions may apply depending on the project. For a list of current project opportunities, please refer to the City's website or contact City Parks' staff.

HANGING BASKET SPONSOR - \$250

Sponsor a hanging basket for the season. A sponsor recognition plaque will be installed on the hanging basket post. Donors will receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one as a gift.



FLORAL DISPLAY SPONSOR - \$2,500

Sponsor one of our spectacular floral garden displays for the entire season. Locations include Gyro or Rotary Parks. A sponsor recognition plaque will be installed at the garden. Sponsors will receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one as a gift.



PARK STEWARDSHIP - \$200

Make a contribution towards the upkeep of your favourite park, trail or beach. Donors will receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one as a gift.



ATTACHMENT "B" – Parks Donation Application Form

DONATED ITEM: Please indicate what you would like to donate or sponsor:

- Bench (new) - \$2,550
- Bench (refurbished) – 50% of new
- Picnic Table (new) - \$3,050
- Picnic Table (refurbished) – 50% of new
- Park Improvement Project. Name of Project: _____
- Tree - \$410
- Bike Rack - \$1,025
- Pet Stand - \$310
- Hanging Basket - \$250
- Floral Display - \$2,500
- Park Stewardship - \$200

Select donation level: Platinum (\$10,000) Gold (\$2,500) Silver (\$500)

DONATION AMOUNT: _____

LOCATION ITEM IS TO BE INSTALLED: _____

(Note: Prior to submitting the donation the location must be verified by authorized City Parks' staff)

DONOR CONTACT INFORMATION:

Name of Donor: _____

Address: _____

Home phone: _____ Cell phone: _____

Email Address: _____

