

	Title: City Amenity Gift Program Policy	Number: CO – 62
	Authority: Council	Section: Council
	Date Adopted: March 19, 2018	
	Historical Changes (February 12, 2024)	

Purpose:

To establish a City Amenity Gift Program to provide opportunities for individuals and groups to contribute to the enhancement of parks and public spaces through the gifting of functional, engaging, and attractive amenities that increase the enjoyment of all visitors.

Scope:

The City regularly receives requests from individuals and organizations wishing to contribute gifts to the City’s parks and public spaces. This policy will guide the process for coordinating the review, approval, installation and removal of these gifts through the City Amenity Gift Program.

Principles:

The City Amenity Gift Program identifies opportunities and provides a framework for individuals or organizations to contribute gifts that provide community benefits and for the enhancement of the City’s parks and public spaces.

City Amenity Gift Program

The administration of the City Amenity Gift Program will be overseen by the Parks Division including:

- Maintaining a list/catalogue of popular amenities and prices.
- Working with a donor or group on specific details surrounding both standard and significant/legacy donations.
- Receiving inquiries and processing applications for gift donations.
- Coordinating the promotion of the program.
- Identifying future locations/opportunities for city gift donations.

1.1 Popular Gifts:

Individuals wishing to donate or sponsor city assets such as benches, drinking fountains, picnic tables and trees may do so by paying a fixed fee. These types of donations typically would be less than \$5,000.00, and are reviewed annually. The fees include the cost to purchase and install the amenity with an inscribed plaque, as well as the cost of life cycle maintenance to ensure the gift remains in good condition for a ten-year term. A City Amenity Gift Program Catalogue with photos, descriptions and prices will be updated annually including fees and charges.

Drinking Fountain:	Park quality fully accessible fountain with optional dog bowl and filler tap, with recognition plaque.
Bench:	Style selected will be dependent on location; installation will be on a hard surface or concrete pad, with recognition plaque.
Picnic Table:	Park standard heavy duty table with option for full accessibility with concrete pad, with recognition plaque.
Tree:	Deciduous shade tree minimum 6 cm. caliper with dedication plaque Coniferous tree, minimum 2.5 meters height with dedication plaque
Anti-Graffiti Wrap	An anti-graffiti wrap may be applied to a City owned electrical kiosk, signal cabinet or other City owned metal structure. The City has a catalogue of photos that showcase some of the City's parks and landscapes including recognition plaque.

Donations or contributions such as benches, trees or other types of furnishings shall not vary from the City's standard list/catalogue of popular amenities under this policy and/or specifications under other City's policies or standards.

1.2 Significant or Legacy Donations:

This category applies to individuals, businesses, or organizations wishing to donate or contribute to more specialized park or facility assets, such as playground equipment, picnic shelters and outdoor fitness equipment. These types of amenities are generally valued above \$5,000. Each request shall be reviewed by the Parks Division to determine cost of design, layout, installation,

and life cycle maintenance costs. The potential donor is then advised of the cost for the proposed donation.

1.3 Locations of Donated Amenities

Park Division staff will assess each location to determine the most appropriate site for each type of donated amenity, and the maximum number that can be accommodated at each location. For locations outside of park areas, staff will consult with the appropriate department where the amenity is proposed. Some locations are more desirable than others and may reach capacity very quickly. In cases where a suitable site for the proposed donation is not available, the donor may be offered alternate sites. The final decision on the appropriateness of the location of the donation rests with the Manager of Engineering and Parks Operations.

The gift will immediately become the sole property of the municipality and the donor will have no further ownership in the amenity. The City may relocate the amenity at its sole discretion, for reasons including safety, maintenance, or redevelopment of the site. The Parks Division staff will make every effort to notify donors of any significant changes to the gift whenever possible.

1.4 Term

The Parks Division staff shall maintain all donated amenities through this program and repair and/or replace vandalized items for a term of ten years. The term will begin on the date of the installation. At the end of the term, Parks staff may continue to maintain the item if it is in serviceable condition, but will not be obliged to repair or replace a damaged or deteriorating amenity. When the amenity needs to be replaced the plaque will be removed and the site will become available for new donations. The plaque will be returned to the donor whenever possible.

1.5 Dedication Plaque

Donated public amenities are intended to enhance the use and enjoyment of all visitors to the City's parks and public spaces. The City Amenity Gift Program is for recognition and celebration opportunities and is not intended to serve as memorials, therefore;

- Donated amenities must not be embellished with wreaths, flowers or other items which may discourage public use and/or interfere with maintenance.
- Acceptable wording on plaques includes wording that is positive in tone and generally understandable to the public, such as "in dedication to". Plaques can also celebrate a personal milestone or recognize a school, club or sports organization.
- Recognition plaques shall be limited to one plaque per donation and the layout, text, and content shall conform to the standard established by the Parks

Division. Plaque designs will be reviewed periodically to keep up to current trends and standards.

References

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