

Department:	<u>Public Works</u>	Policy No.:	<u>PW-010</u>
Sub-department:	<u></u>	Created By:	<u>Sheena Fraser</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>10 March 2020</u>	Amendment:	<u></u>
Meeting No.:	<u>1510</u>	Meeting No.:	<u></u>

PROGRAM PURPOSE

To facilitate the dedication of public benches, picnic tables, bike racks and planters as commemorative features in Village of Pemberton parks and open spaces.

PROGRAM GUIDELINES

The Village will work with each Donor on choosing the commemorative item and location. The Village will have final approval of available sites and specific location for the addition of new parks and open spaces amenities.

The Village will make all arrangements for the purchase, delivery and installation of the bench, picnic table, bike rack, planter, and plaque.

Installation of the donated item will take place annually between May and October.

The donated item is the property of the Village. The Village will maintain the donated item as part of its regular inventory, at no further cost to the Donor, for ten (10) years from the time of installation.

The Village may need to relocate the commemorative feature, if necessary. If a change to the Village’s infrastructure requires that the commemorative bench, picnic table, bike rack or planter be removed, the Village will try to relocate the fixture within a reasonable proximity to the original location. If this is not achievable, the Village will relocate the feature to a suitable location determined by the Village.

The Village will consider other bench, picnic table, bike racks and planter design options subject to the fixture being made of sustainable materials, will not rot, splinter or warp, will withstand wear and tear and require limited maintenance and repairs.

Commemorative Item Standards:

The Village may change the standard for the commemorative bench, picnic table, bike rack or planter. In the event that the standard is changed and a bench, picnic table, bike rack or planter needs to be replaced before the ten (10) year timeline expires, the Donor will be given the opportunity to re-apply for the new item, at a reduced rate of 50%.

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Commemorative Dedication Agreement:

The Donor must enter into a Commemorative Dedication Program Agreement which sets out the terms and conditions and responsibility of the Donor and the Village.

Renewals:

At the end of the ten (10) year commemorative period, the original applicant will have the opportunity to renew their commemorative feature for an additional ten (10) years.

To initiate a renewal, the condition of the fixture must be assessed.

The renewal fee will be determined based on the cost to refurbish (painting, hardware or plank replacement) the fixture. Upon receipt of the refurbishment cost from the donor(s), the subsequent 10-year maintenance period will begin.

If the applicant is not interested in continuing with the commemoration or cannot be reached within three (3) months prior to the ten (10) year term expiring, the commemorative feature may be removed, and the plaque returned to the original applicant. The Village may then choose to make the item available to a new applicant.

It will be the responsibility of the original applicant to keep their contact information current with the Village of Pemberton.

Commemorative Plaques:

- Commemorative plaques are included in the donation of the commemorative bench or picnic tables.
- The Village will arrange for the Plaque.
- Plaque sizes and materials for a Park Bench or Picnic Table are standardized at 7" wide x 3" high
- Plaque size for bike racks and planters will be standardized to suit the rack or planter size and style.
- Oversized plaques are not permitted.

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Plaque Wording:

- The wording on the plaque must be approved by the Village.
- Applicants are encouraged to choose messages that are uplifting, inspirational or promote enjoyment of the open space area.
- Plaques are not intended to serve as replacements for appropriate commemorative markers.
- Examples of wording may include, but not be limited to: “Enjoy the View”, “Forever Loved”, “Loved by All”, “A Favourite Place”, nicknames, popular quotations etc.

Acknowledgment of Donation:

- An Acknowledgement letter will be mailed to the donors of an approved application. **NOTE:** If multiple people are contributing to a single commemorative fixture the application must indicate names, addresses and amounts for all donors in the party.

Tax Receipt:

- The Village will provide the Donor with a receipt in an amount equal to the payment minus the cost of the Plaque that can be used for tax purposes.
- Donors **MUST** indicate who the tax-deductible receipt(s) is to be made out to, indicating the full legal name and address of each tax receipt recipient and the amount each donor contributed who wishes to be provided a tax receipt.

Other Information:

Placement of commemorative wreaths, flowers or other items or any modification to the commemorative fixture table will not be permitted.

Program costs are based on current development standards. Program donation amounts are subject to annual review, or if standards are changed.

If multiple people are contributing to a single commemorative fixture, then all applicant funds must be collected by one applicant.

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PROCEDURE:

Applications for a commemorative dedication shall be submitted to the Manager, Operations and Projects for review and approval of the location.

On the application form, Donors shall indicate the following:

- Name of recipient
- Detailed Donor contact information (ie: name, address, phone, email)
- Preferred location of the bench, picnic table, bike rack or planter
- Recognition plaque wording
- Form of Payment

Once the Commemorative fixture is approved, the Applicant must enter into a Commemorative Dedication Agreement.

Upon signing the Agreement and receipt of the donation, the Village will arrange to order the item and plaque and issue a tax receipt to the Donor.

A copy of the application and donation receipt will be forwarded to the Department of Finance and Administration for processing.

Commemorative Dedication Feature Maintenance:

Public Works will be responsible for the initial ten (10) year maintenance which will include:

- Cleaning of feature
- Removing graffiti or other markings
- Repairing vandalism or incidental damage.

In addition to basic maintenance, the donor(s) will also receive a brand-new fixture (including plaque, if necessary) at no cost if the fixture is damaged beyond repair. Such incidences include, but are not limited to acts of God, intentional Demolition, or if the fixture becomes completely unfit for use.

Delegation:

Administrative or Housekeeping amendments to the Policy are delegated to the Chief Administrative Officer or their designate.

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Rescind of PW-008:

Commemorative Bench Policy PW-008, approved May, 2009, is hereby rescinded.

Commemorative Opportunities:

The Village welcomes the donation of park benches, picnic tables, bike racks or planters for the purposes of a commemorative dedications.

Park Bench:

Minimum Donation: \$3,000 (including Plaque)

Park benches will be placed along trails, next to play areas and viewpoints within Village Parks and Open Spaces.



Picnic Tables:

Minimum Donation: \$4,000

Accessible Picnic Tables will be placed in parks and open spaces that can accommodate a table and will be accessible.



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Bike Racks:

Triangular Loop Bike Rack:
\$1,900 (minimum donation)



Two (2) space Bike Rack:
\$1,500 (minimum donation)



Planters:

Small Square Planter: \$2,700
Large Rectangular Planter: \$3,000

