

Title: Park Donation and Gift Policy		Policy No.: 4.26 Supersedes: New
Authority:	<input type="checkbox"/> Legislative	<input checked="" type="checkbox"/> Operational Effective Date: January 25, 2022
Approval:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date: January 25, 2023
Policy Statement: The purpose of this policy is to identify opportunities and provide a framework for individuals or groups to voluntarily contribute gifts that provide community benefits and enhancement of the City's public spaces.		
Purpose: The purpose of establishing a donation and gift policy is to provide opportunities for individuals and groups to enhance the City's public spaces through the gifting of functional, engaging, and attractive amenities that increase the enjoyment of all visitors. The Parks, Recreation and Culture Department is responsible for administering the Park Donation and Gift Policy.		
Definitions: <p>Standard Gift Options: Individuals, organizations, or service clubs wishing to donate an amenity such as park benches, picnic tables, and park trees; or to adopt an existing park amenity may do so by paying a fixed donation amount. These types of donations are typically less than \$5,000. The donation amount includes the cost to purchase and install the amenity with a single inscribed plaque, and the cost of maintenance to ensure the gift remains in good condition for the term.</p> <p>Significant Donations: Individuals, organizations, or service clubs may donate or contribute to the more specialized park or facility amenities such as playground equipment, water fountains, picnic shelters, outdoor fitness equipment, spray parks, or other types of public amenities. These types of amenities are generally valued above \$5,000. Each request will be reviewed by staff to determine the design, installation, and maintenance costs. The potential donor is then advised of the cost(s) for the proposed donation.</p> <p>Financial Donations: Individuals, organizations, or service clubs may choose to make a financial donation to the City to support City facilities, programs, or services. These financial donations are not marketing partnerships or reciprocal agreements, and the donor will not receive any benefit beyond a charitable donation tax receipt and a recognition plaque.</p>		

General Guidelines:

(a) Locations of Donated Amenities

City staff will assess each location to determine the most appropriate site(s) for each type of donated amenity and the maximum number accommodated at each location. In cases where a suitable site(s) for the proposed donation is not available, the donor may be offered an alternate site(s). The final decision on an appropriate location for the donated amenity rests with the Director of Parks and Facilities or their designate.

The donated amenity immediately becomes the sole property of the City, and the donor has no further ownership of the amenity. The City may relocate the amenity at its sole discretion for reasons, including safety, maintenance, or redevelopment of the location. The City will make every effort to notify donors of any significant changes to the donated amenity when possible.

(b) Term

The City shall maintain all donated amenities, including trees, and repair and/or replace vandalized items for a period of ten (10) years. The term begins on the date of the installation. When the amenity needs to be replaced, the plaque will be removed, and the site(s) will become available for new donations. The plaque will be returned to the donor whenever possible.

(c) Recognition Plaque

Donated amenities are intended to enhance the use and enjoyment of all visitors of the City's public spaces. Donors are encouraged to choose plaque wording that is positive in tone and respectful. Donors cannot embellish donated amenities with wreaths, personal memorials, or other items which may discourage public use and/or increase or interfere with maintenance activities. Final approval on the wording of recognition plaques rests with the Director of Parks and Facilities or their designate. Recognition plaques are limited to one plaque per donated amenity.

Donation Conditions:

Donations must be given unconditionally and voluntarily. City employees and officials cannot receive personal benefit from any donation, nor can the donor expect benefit beyond what the program specifically provides.

The City cannot accept donations or gifts from potential donors known to be involved in activities that contravene laws, City Bylaws, or City values.

Significant donations of \$10,000 or more in value will be documented through an agreement outlining the terms and conditions of the gift. The City will also request that the potential donor discloses in writing to the City if they or their organization or company is currently or has recently been involved (in the previous 12 months) in a planning approval or procurement process with the City or one of its related organizations. In such a case, the City may, depending on the circumstances, refuse the donation, request a waiting period, or take steps to insulate information about the donation from decision-makers involved in the planning or procurement process.

Donors may wish to designate financial donations to support specific approved programs and services, projects, facility developments, asset improvement, restoration, or maintenance. The City will, at its sole discretion, decide whether a donation to a specific program is accepted. Financial

donations made to the City for general community benefit will be incorporated into the City's general revenue and allocated as the City determines.

The City will acknowledge donors by a written Expression of Gratitude and will receive an official tax receipt through the Park Donation and Gift Program, for accepted financial donations higher than \$20.00.

A donor may wish to remain anonymous; however, the City would require the donor's name and contact information to issue a tax receipt. The donors' private information will be treated with confidentiality subject to disclosure under the Freedom of Information and Protection of Privacy Act unless the donor authorizes the release of such information for a specific purpose.

The City may accept or decline any donation in its sole discretion.

Key Areas of Responsibility:

Action to Take

- Maintaining a catalogue of gift amenities and prices.
- Working with donors or groups on specific details surrounding standard, significant, and financial donations.
- Receiving inquiries and processing applications for gift donations.
- Coordinating the promotion of the Park Donation and Gift Program.
- Identifying future locations/opportunities for park gift donations.

Responsibility

Parks Administration and Parks and Facilities

Supporting Documents by Reference:

Park Donation and Gift Procedures
 Park Donation and Gift Program Catalogue